

# Town of Groton, Massachusetts



## Fiscal Year 2022 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*  
Rebecca H. Pine, *Clerk*  
John R. Giger, *Member*  
John F. Reilly, *Member*

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

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

**Subject:** *Fiscal Year 2022 – Proposed Town of Groton Operating Budget*

**Date:** *December 31, 2020*

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 2022 Operating Budget for the Town of Groton. This is the thirteenth budget that I have submitted as your Town Manager and, without a doubt, the most difficult of all of them. For the first time in my twelve years as Town Manager, I am submitting a Municipal Budget with no increase in municipal spending. As a matter of fact, with the exception of Employee Benefits, all other Budget Categories have been significantly reduced. Due to the COVID-19 Pandemic, we have had to take extraordinary action to provide a Balanced Budget to the Finance Committee and Select Board that continues to provide the same level of services as best we can when you take into consideration the impact this Pandemic has had on our finances. Estimated Receipts and other Revenue Sources were significantly reduced for Fiscal Year 2021. While we are expecting a slight rebound and have increased them for Fiscal Year 2022, they are just above the original estimates for Fiscal Year 2021 that were developed a year ago, with the exception of the Groton Country Club. We are expecting an increase in revenues at the Country Club based on the strong golf revenues received thus far in Fiscal Year 2021.

That said, the lack of a significant increase in the Fiscal Year 2022 Estimated Receipts has made developing the Fiscal Year 2022 Proposed Operating Budget even more difficult. For comparison purposes, in developing the Fiscal Year 2021 Budget last December, we increased Estimated Receipts by 7.1% percent (excluding the Country Club), while this year we have increased them by only \$6,312 over the original Fiscal Year 2021 Estimate, which is less than one (1%) percent.

In accordance with the Groton Charter and the Town's Financial Policies, the Fiscal Year 2022 Budget Process is the sixth 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 2022 Proposed Operating Budget. At the budget guidance development 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 prepare a balanced budget for Fiscal Year 2022 with no proposed Override of Proposition 2½.
2. There shall be no increase in the Municipal Budget for Fiscal Year 2022.
3. It shall be level funded at the Fiscal Year 2021 level of \$15,175,486 without In-Levy Debt Service and \$15,521,525 including In-Levy Debt Service.
4. The Town Manager shall work with representatives of the Groton Dunstable Regional School District and Nashoba Valley Technical School District to balance the budget.
5. There shall be no new benefited positions proposed in the Fiscal Year 2022 Budget as the hiring freeze shall remain in effect.
6. Depending on how the budget is balanced, the Select Board and Finance Committee have acknowledged that Free Cash may have to be used to maintain services.

On November 3, 2020, the Town Manager released the budgetary preparation instructions to all Departments, Boards, Committees and Commissions outlining the guidance provided to the Finance Team. Budgets were due on November 20, 2020 and review meetings with the Finance Team took place between November 30 and December 2, 2020. During these meetings, the Finance Team identified what reductions in the Municipal Budget were required to level fund the FY 2022 Budget at the FY 2021 Appropriation.

As stated above, the COVID-19 Pandemic has made the process of developing estimated revenues for Fiscal Year 2022 the most difficult we have faced. The Commonwealth of Massachusetts did not pass the Fiscal Year 2021 State Budget until the first week of December, 2020. In that budget, Groton's Unrestricted Local Aid was reduced by \$21,035, or 2.2%. In developing the estimate for Fiscal Year 2022, we are expecting a larger reduction based on the fact that the State had to use a substantial portion of its rainy-day fund to balance their Fiscal Year 2021 Budget. We do not anticipate that they will have the same availability of funds to balance the Fiscal Year 2022 State Budget. We are not even sure when they will release those numbers. To that end, we reduced anticipated State Aid for Fiscal Year 2022 by an additional \$50,546 to \$900,000 or a reduction of 5.3%.

The following chart shows what we expect to receive in revenues for FY 2022 that can be used to fund the Proposed Operating Budget:

<b><u>Revenue Source</u></b>	<b><u>Budgeted FY 2021</u></b>	<b><u>Proposed FY 2022</u></b>	<b><u>Dollar Change</u></b>	<b><u>Percent Change</u></b>
Property Tax**	\$ 32,985,370	\$ 34,074,005	\$ 1,088,635	3.30%
Unexpended Tax Capacity	\$ -	\$ 280,997	\$ 280,997	100.00%
State Aid	\$ 950,546	\$ 900,000	\$ (50,546)	-5.32%
Local Receipts - Excluding Country Club	\$ 3,599,341	\$ 3,890,312	\$ 290,971	8.08%
Country Club Revenue	\$ 491,939	\$ 600,000	\$ 108,061	21.97%
Enterprise Fund Reimbursement for Benefits	\$ 256,264	\$ 271,148	\$ 14,884	5.81%
Free Cash	\$ 341,505	\$ 269,068	\$ (72,437)	-21.21%
Other Available Funds	\$ 300,000	\$ 300,000	\$ -	0.00%
<b>TOTAL</b>	<b>\$ 38,924,965</b>	<b>\$ 40,585,530</b>	<b>\$ 1,660,565</b>	<b>4.27%</b>

\*\*Includes 2½ percent increase allowed by law and \$15 million in new growth.

While this can be considered a very healthy revenue forecast, the decision made last year by the Groton Dunstable Regional School Committee to use their Excess and Deficiency Fund to offset their operating assessment will require extraordinary action by the Town in Fiscal Year 2022 to meet their anticipated Operation Assessment. I will cover this issue later in this budget message. In addition, as stated earlier, we were only able to bring our estimated receipts back to the original Fiscal Year 2021 Estimate. Based on this, we would need to fund the Municipal Budget at the same spending level as Fiscal Year 2021 to prevent creating a revenue deficit. These two reasons alone caused the Finance Committee and Select Board to require that the Municipal Budget be level funded in Fiscal Year 2022.

In developing the level funded budget pursuant to the guidance, the Finance Team and I conducted a thorough review of all submitted budgets. Our Department Heads continue to do an amazing job creating and presenting their budgets. The first area that we looked at were increases in spending that the Town has no choice but to fund. Two categories fit this definition, Pension and Health Insurance. Due to the decision to provide full-time 24-hour coverage at the Fire Department, we added four (4) new Group 4 Employees. This caused our Pension Budget to increase by 14.11%, or \$294,966. Ordinarily, this budget increases by approximately 5.6% annually. Fiscal Year 2022 is the worst possible year to absorb such an increase, but we have no choice but to fund it at the required level. Health Insurance is always a difficult budget to forecast this early in the year. We do not receive the new rates until February. We need to do our best to estimate the increase. Given the market conditions and information received thus far from the Minuteman Nashoba Health Group, we are anticipating an overall rate increase of ten (10%) percent. When you look at all plans, Family, Single and Retiree, these anticipated rates actually require an overall increase in the Health Insurance Budget of 7.42%, or \$127,788. These two accounts alone will require an overall increase in spending of \$422,754. In order to meet the Budget Guidance, we needed to reduce all other budgets by this amount. This was not an easy task. After a thorough review of the budgets submitted by our Department Heads, Finance Team and I reduced overall spending in the various line items as follows:

<u>Line Item</u>	<u>FY 2022 Requested</u>	<u>FY 2021 Appropriation</u>	<u>FY 2022 Proposed</u>	<u>Difference From FY 2021</u>	<u>Explanation of Reduction or Increase</u>
Select Board Minor Capital	\$ 61,520	\$ 25,683	\$ 25,683	\$ -	The Sewer Commission had requested that the Town cover 50% of the latest Pepperell Plant Upgrade. Due to the budget constraints facing the Town in FY 2022, it has been proposed to put this off until the first plant upgrade is paid off in FY 2025
Town Manager Wages	\$ 112,786	\$ 125,336	\$ 112,786	\$ (12,550)	An application has been made to the Community Preservation Committee to have them cover 8 hours per week (average over 52 weeks) of the Interdepartmental Assistant's time that is spent working for the CPC. This will come from the CPA Administrative set-aside.
Board of Assessor Expenses	\$ 81,887	\$ 45,858	\$ 45,215	\$ (643)	FY 2022 is a full revaluation year for the Town. The Assessors requested \$25,900 for a full commercial revaluation, plus and an additional \$9,722 for the Town's personal property appraiser to go through all the personal property accounts to get the Town ready to meet certification requirements. Of the \$9,722, \$4,000 will be recurring. To fund the one-time increase of \$31,622, a separate article will be requested at the Spring Town Meeting. To meet the recurring \$4,000 appropriation, cyclical inspections was reduced to \$15,000.
Treasurer-Collector Salaries	\$ 85,000	\$ 93,975	\$ 85,000	\$ (8,975)	This reduction is part of the approved re-organization of the Treasurer-Collector's Office.
Treasurer-Collector Wages	\$ 114,246	\$ 119,037	\$ 114,246	\$ (4,791)	This reduction is part of the approved re-organization of the Treasurer-Collector's Office.
Human Resources Expenses	\$ 11,000	\$ 11,000	\$ 10,000	\$ (1,000)	Advertising was reduced based on anticipation of the hiring freeze staying in effect in FY 2022.
Information Technology Expenses	\$ 24,800	\$ 24,800	\$ 22,800	\$ (2,000)	Telephone expenses contained in this Budget will be paid out of the Telephone Expense Budget under the Town Hall Expense Budget
Town Clerk Expenses	\$ 12,017	\$ 9,867	\$ 9,867	\$ -	In past years, updating the Groton Code has cost more than appropriated within the budget. The additional funds requested by the Town Clerk was eliminated and the budget was level funded. Any shortfall will have to be covered either by a Reserve Fund Transfer or Line Item Transfer.



	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Difference</b>	
<b>Line Item</b>	<b>Requested</b>	<b>Appropriation</b>	<b>Proposed</b>	<b>From FY 2021</b>	<b>Explanation of Reduction or Increase</b>
Elections & Board of Registrars	\$ 14,248	\$ 41,300	\$ 14,248	\$ (27,052)	This is a fortuitous reduction based solely on the fact that the number of elections in FY 2022 are less than in FY 2021 and the additional funding that was added to the FY 2021 Budget due to the COVID-19 Pandemic will not be needed in FY 2022. Please note that this Budget will more than double in FY 2023 due to the number of elections in that fiscal year.
Postage/Town Hall Expenses	\$ 70,000	\$ 70,000	\$ 60,000	\$ (10,000)	This budget was reduced in anticipation that the COVID-19 Pandemic will end in FY 2022 and the amount of money needed for postage and Town Meeting related expenses will decrease.
Building Inspector Wages	\$ 55,395	\$ 56,970	\$ 55,395	\$ (1,575)	Funding for the Part-Time Building Inspector, who covers for the Building Commissioner when he is on vacation has been removed from the Budget. Any coverage necessary will have to be covered by either a Reserve Fund Transfer or a Line Item Transfer
Mechanical Inspector Fee Salaries	\$ 35,000	\$ 30,000	\$ 30,000	\$ -	Based on past history, the Land Use Director had requested additional funding in this line item. It was ultimately level funded. Any shortfall will have to be covered either by a Reserve Fund Transfer or Line Item Transfer.
Mechanical Inspector Expenses	\$ 5,000	\$ 5,000	\$ 4,000	\$ (1,000)	This line item was reduced to reflect actual history over the last several Fiscal Years.
Board of Health Mental Health	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	This line item was not funded in the original FY 2021 Budget. After receiving public input on this reduction this past Fall, the Select Board requested a Reserve Fund Transfer to fund it in FY 2021. This line item is being fully funded again in FY 2022.
Police Department Wages	\$ 1,891,089	\$ 1,968,864	\$ 1,891,089	\$ (77,775)	A Full-Time Patrol Officer Position has not been funded in FY 2022.
Police Department Expenses	\$ 217,200	\$ 217,200	\$ 212,200	\$ (5,000)	Cruiser Maintenance was reduced by \$5,000. Any shortfall in this line item will need to be covered either by a Reserve Fund Transfer or Line Item Transfer.
Police Department Minor Capital	\$ 20,450	\$ 20,000	\$ 11,000	\$ (9,000)	The Police Chief prioritized the Departmental Minor Capital requests and this line item was reduced and only the top three priorities were funded.

<u>Line Item</u>	<u>FY 2022 Requested</u>	<u>FY 2021 Appropriation</u>	<u>FY 2022 Proposed</u>	<u>Difference From FY 2021</u>	<u>Explanation of Reduction or Increase</u>
Fire Department Wages	\$ 988,064	\$ 999,244	\$ 988,064	\$ (11,180)	At the request of the Town Manager, the Fire Chief did a line by line review of the history of the Wage Account and based on this review recommended this reduction.
Fire Department Expenses	\$ 200,905	\$ 200,905	\$ 161,682	\$ (39,223)	Similar to the request on Wages, the Fire Chief reviewed expenses and recommended various reductions in Fire Expense Line Items. The primary lines reduced were Equipment Maintenance and Training.
Emergency Management Expenses	\$ 10,000	\$ 12,500	\$ 10,000	\$ (2,500)	This decrease is created by a reallocation of the Emergency Management Budget to cover the communications needs for all town departments.
Dog Officer Expenses	\$ 4,000	\$ 4,000	\$ 3,000	\$ (1,000)	This line item was reduced to reflect actual expenditures over the past several years.
Police & Fire Communications Wages	\$ 408,978	\$ 416,824	\$ 408,978	\$ (7,846)	Last year, the Town used \$98,418 from the 911 Grant to offset Wages. In Fiscal Year 2022, the amount used to offset Wages has been increased to \$110,000.
Highway Department Wages	\$ 636,449	\$ 708,055	\$ 636,449	\$ (71,606)	A full-time vacant position within the Highway Department has not been funded in FY 2022
Municipal Buildings Minor Capital	\$ 10,000	\$ 20,000	\$ 10,000	\$ (10,000)	Projects will have to be prioritized when they come up and the DPW Director will have to determine what maintenance will be deferred to a future Fiscal Year.
Solid Waste Disposal Tipping Fees	\$ 175,000	\$ 175,000	\$ 150,000	\$ (25,000)	The additional funding added to cover the Microburst in June, 2020 has been removed from the budget. There is a slight increase in this budget over the FY 2021 original appropriation to reflect increased use of the Transfer Station.
Solid Waste Disposal Minor Capital	\$ 5,000	\$ 10,000	\$ 5,000	\$ (5,000)	Projects will have to be prioritized when they come up and the DPW Director will have to determine what maintenance will be deferred to a future Fiscal Year.
Council on Aging Wages	\$ 70,819	\$ 81,026	\$ 70,819	\$ (10,207)	Similar to the grant offset used for the Communication Wage Line Item, this Wage Line Item will be offset by \$10,000 using the COA Formula Grant.

	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Difference</b>	
<b><u>Line Item</u></b>	<b><u>Requested</u></b>	<b><u>Appropriation</u></b>	<b><u>Proposed</u></b>	<b><u>From FY 2021</u></b>	<b><u>Explanation of Reduction or Increase</u></b>
Senior Center Van Expenses	\$ 17,673	\$ 17,673	\$ 12,673	\$ (5,000)	This line item was reduced to reflect actual expenditures over the past several years.
Veteran's Service Officer - Benefits	\$ 42,000	\$ 42,000	\$ 37,000	\$ (5,000)	This line item was reduced to reflect actual expenditures over the past several years.
Library Wages	\$ 321,213	\$ 331,959	\$ 276,295	\$ (55,664)	In addition to the reduction of staffing in FY 2021 due to the Hiring Freeze, all Sunday Hours and the Summer Reading Hours have been eliminated from the FY 2022 Budget.
Water Safety Expenses	\$ 30,732	\$ 2,732	\$ 2,732	\$ -	There will not be lifeguards at Sargisson Beach during the Summer, 2021.
Employee Benefits - Unemployment	\$ 15,000	\$ 15,000	\$ 10,000	\$ (5,000)	This line item was reduced to reflect actual expenditures over the past several years.
Supervisor Union Performance Increases	\$ -	\$ 28,422	\$ -	\$ (28,422)	These increases, per the Supervisor Union Contract, are one time payments and not added to the Base Pay of the employees. This has been removed from the various Department Head Salary Line Items.
HRA Offset Payments	\$ -	\$ 18,175	\$ -	\$ (18,175)	These payments are contained in several of our Union Agreements. They expire on June 30, 2021 and will not be paid in Fiscal Year 2022.

While some of these reductions have no impact on overall service delivery and make our operation leaner, several reductions will have a significant impact on the delivery of services. We are not filling full-time vacancies in the Police Department and Highway Department, along with part-time vacancies in the Library. In addition, we have eliminated all Sunday Hours at the Library along with their summer reading program. We have not funded life guards at Sargisson Beach and have reduced the hours that the Senior Center Van will be available. We had to reduce minor capital and equipment/vehicle maintenance line items as well, which is very concerning as we have consistently maintained these accounts over the past twelve years to lengthen the life of our buildings and equipment. The Finance Team and I are extremely uncomfortable with all of these reductions.

Should any funding become available in Fiscal Year 2022 that would allow us to restore some of these cuts, the Finance Team and I would recommend the following as our priorities:

<u>Priority</u>	<u>Line Item</u>	<u>Amount</u>
1	Police Wages	\$ 77,775
2	Highway Wages	\$ 71,606
3	Library Wages	\$ 55,664
4	Fire Expenses	\$ 39,223
	Total	\$ 244,268

The remaining reductions can be reviewed on a case-by-case basis should any additional funding over these priorities become available.

Obviously, there are no other new initiatives or items in the budget. Our number one goal was to preserve as many services as possible in the Municipal Budget, while complying with the guidance. That said, there are a few other areas I would like to call to your attention concerning the Proposed Budget:

### **Union Contracts and By-Law Employees**

The Town has seven (7) Collective Bargaining Units. All contracts expire at the end of Fiscal Year 2021. We are in the process of negotiating successor agreements with all seven Bargaining Units. I will update the Select Board and Finance Committee on any settlements and how they will impact the Fiscal Year 2022 Operating Budget.

## **Debt Service**

We saw a significant increase in Excluded Debt in Fiscal Year 2021 as it was the first full year on the new DPW Facility and the Library Roof. For Fiscal Year 2022, Municipal Excluded Debt will increase from \$1,473,787 to \$1,541,752, an increase of \$67,965 or 4.6%. Excluded Debt from the Groton Dunstable Regional School District will decrease by \$163,071, or 25% from \$648,497 to \$485,426. Overall, Excluded Debt will decrease in Fiscal Year 2022 by \$95,106, or 4.5% from \$2,122,284 to \$2,027,178. We are continuing with our practice 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 \$91,574 for this purpose and committed \$254,465 from taxation to cover non-excluded Debt Service. In FY 2022, we will continue to use Free Cash for the Police and Fire Radio Project (\$91,974). The following chart shows a comparison between FY 2021 and FY 2022:

	<b><u>FY 2021</u></b>	<b><u>FY 2022</u></b>
Long Term Debt - Principal Non-Excluded	\$ 159,394	\$ 159,154
Long Term Debt - Interest Non-Excluded	\$ 95,071	\$ 88,007
Short Term Debt - Principal	\$ 85,174	\$ 85,174
Short Term Debt - Interest	\$ 6,400	\$ 6,800
<b>Total</b>	<b>\$ 346,039</b>	<b>\$ 339,135</b>
Less Free Cash Offset	\$ 91,574	\$ 91,974
<b>Total Taxation for Debt Service</b>	<b>\$ 254,465</b>	<b>\$ 247,161</b>

## **Major Initiatives**

Last year, we provided a section in the Budget called the Major Initiative Section. This was done in an effort to understand anticipated significant spending requests and their impact on the Operating Budget. Given the Budget Guidance and the uncertainty of the future because of the impact of the COVID-19 Pandemic, we are not providing this Section this year. Our priorities are to restore the reductions in the Municipal Budget as outlined above. We will re-establish this section in our Fiscal Year 2023 Proposed Operating Budget.

The following municipal budget by function is proposed by the Town Manager:

<u>Category</u>		<u>FY 2021</u>		<u>FY 2022</u>		<u>Difference</u>	<u>Change</u>
General Government	\$	2,197,833	\$	2,100,921	\$	(96,912)	-4.41%
Land Use	\$	448,055	\$	447,689	\$	(366)	-0.08%
Protection of Persons and Property	\$	4,395,632	\$	4,240,173	\$	(155,459)	-3.54%
Department of Public Works	\$	2,294,853	\$	2,178,395	\$	(116,458)	-5.07%
Library and Citizen Services	\$	1,695,650	\$	1,646,991	\$	(48,659)	-2.87%
Employee Benefits	\$	4,143,463	\$	4,561,317	\$	417,854	10.08%
<b>Sub-Total</b>	<b>\$</b>	<b>15,175,486</b>	<b>\$</b>	<b>15,175,486</b>	<b>\$</b>	<b>0</b>	<b>0.00%</b>
Debt Service - Excluded	\$	1,473,787	\$	1,541,752	\$	67,965	4.61%
Debt Service - In Levy Only	\$	346,039	\$	339,135	\$	(6,904)	-2.00%
<b>Sub-Total - All Municipal</b>	<b>\$</b>	<b>16,995,312</b>	<b>\$</b>	<b>17,056,373</b>	<b>\$</b>	<b>61,061</b>	<b>0.36%</b>

### 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. This collaboration will be very important in balancing the Fiscal Year 2022 Operating Budget. In an effort to assist both Groton and Dunstable in meeting budgetary challenges, for the second year in a row, the District School Committee voted to use their Excess and Deficiency Fund to offset increases in their operational assessment for FY21. Even though the Proposed Fiscal Year 2022 Municipal Operating Budget is level funded, meeting the needs of the Groton Dunstable Regional School District will be difficult based on anticipated revenues. As you know, the Groton Dunstable Regional School District is still developing their budget and will not have a final budget until sometime in early 2021. The Town of Dunstable has yet to begin their Fiscal Year 2022 Budget Development, so the District is not in a position to finalize their budget. The Town Manager is still required to submit a balanced budget by December 31<sup>st</sup>, so we are required to set aside a “placeholder” Assessment for the District. That said, we are using the anticipated budget they had in their five-year projection last year. In Fiscal Year 2022, the Assessment was estimated to be \$24,171,732. Based on their projections, this was to be an increase of 5.81 % (or \$1,328,618). The issue is that the original Fiscal Year 2021 Assessment was \$22,843,114, however, as stated above, the use of their Excess and Deficiency Fund to offset the FY21 budget reduced their actual assessment to \$22,020,595. To fund their needs at their projected budget would require an increase of \$2,151,137 over the final Fiscal Year 2021 Assessment, or an increase of 9.77%. This would cause a budget deficit of \$731,683. To balance the budget, we can only set aside an increase of \$1,419,455 or 6.45%. This should be considered a placeholder. We will address the actual Assessment and our ability to fund it during Budget Deliberations with the Finance Committee.

With regard to the Nashoba Valley Regional Technical High School, the Town has been informed that the number of Groton students attending the School has increased from 38 to 46. This is a substantial increase that will require a significant increase in the Nashoba Tech Assessment. Based on the average per pupil cost over the last several years, we are anticipating an increase of \$140,000 in the Nashoba Tech Assessment from \$688,273 to \$828,273 or 20.34%. As is the case with the Groton Dunstable Regional School District proposed assessment, this should be considered a placeholder. We should have their final assessment in January/February, 2021.

### **TOWN MANAGER'S PROPOSED FISCAL YEAR 2022 OPERATING BUDGET**

The following is the total proposed Fiscal Year 2022 Operating Budget by the Town Manager (compared with Fiscal Year 2021):

<b><u>Category</u></b>	<b><u>FY 2021</u></b>		<b><u>FY 2022</u></b>		<b><u>Dollar Difference</u></b>	<b><u>Percentage Change</u></b>
General Government	\$	2,197,833	\$	2,100,921	\$ (96,912)	-4.41%
Land Use	\$	448,055	\$	447,689	\$ (366)	-0.08%
Protection of Persons and Property	\$	4,395,632	\$	4,240,173	\$ (155,459)	-3.54%
Department of Public Works	\$	2,294,853	\$	2,178,395	\$ (116,458)	-5.07%
Library and Citizen Services	\$	1,695,650	\$	1,646,991	\$ (48,659)	-2.87%
Employee Benefits	\$	4,143,463	\$	4,561,317	\$ 417,854	10.08%
<b>Sub-Total</b>	<b>\$</b>	<b>15,175,486</b>	<b>\$</b>	<b>15,175,486</b>	<b>\$ 0</b>	<b>0.00%</b>
Debt Service - Excluded	\$	1,473,787	\$	1,541,752	\$ 67,965	4.61%
Debt Service - In Levy Only	\$	346,039	\$	339,135	\$ (6,904)	-2.00%
<b>Sub-Total - All Municipal</b>	<b>\$</b>	<b>16,995,312</b>	<b>\$</b>	<b>17,056,373</b>	<b>\$ 61,061</b>	<b>0.36%</b>
Nashoba Tech	\$	688,273	\$	828,273	\$ 140,000	20.34%
Groton-Dunstable Operating	\$	22,020,595	\$	23,440,050	\$ 1,419,455	6.45%
Groton-Dunstable Excluded Debt	\$	648,497	\$	485,426	\$ (163,071)	-25.15%
Groton-Dunstable Debt	\$	58,147	\$	56,358	\$ (1,789)	-3.08%
Groton Dunstable Capital	\$	265,172	\$	519,078	\$ 253,906	95.75%
.						
<b>Sub-Total - Education</b>	<b>\$</b>	<b>23,680,684</b>	<b>\$</b>	<b>25,329,185</b>	<b>\$ 1,648,501</b>	<b>6.96%</b>
<b>Grand Total - Town Budget</b>	<b>\$</b>	<b>40,675,996</b>	<b>\$</b>	<b>42,385,558</b>	<b>\$ 1,709,562</b>	<b>4.20%</b>

## **CAPITAL BUDGET**

The Capital Budget will be submitted to the Finance Committee and Select Board under separate cover. The requested FY 2022 Capital Budget is \$83,944,078. The requested items and funding sources are as follows:

<b><u>Department</u></b>	<b><u>Item</u></b>	<b><u>Amount</u></b>	<b><u>Funding Source</u></b>
Fire and EMS	Engine 1 Refurbishment	\$ 225,000	Capital Asset
Highway	Dump Trucks	\$ 40,000	Capital Asset
Town Facilities	IT/Infrastructure	\$ 40,000	Capital Asset
Town Facilities	Municipal Buildings/Exterior Repairs	\$ 25,000	Capital Asset
Transfer Station	Tractor Trailer Unit	\$ 40,000	Capital Asset
Library	Reconstruct Parking Lot	\$ 45,000	Capital Asset
Parks	Property Improvements	\$ 25,000	Capital Asset
Country Club	Golf Carts	\$ 25,000	Capital Asset
Country Club	Cart Path/Tee Box Repairs	\$ 10,000	Capital Asset
Town Facilities	Country Club Roof	\$ 50,000	Operating Revenue
Police	Police Cruisers	\$ 100,000	Free Cash
Police	Communications Towers	\$ 600,000	General Obligation Bond
Regional School	Florence Roche Elementary	\$ 80,000,000	General Obligation Bond
Regional School	Annual Regional School Capital	\$ 235,194	GDRSD Capital Fund
Regional School	Annual Regional School Capital	\$ 283,884	Free Cash
Water	Water Meter Replacement Program	\$ 50,000	Water Revenue
Water	Whitney Pond Well #3	\$ 900,000	Water Revenue
Sewer	Wastewater Treatment Plant Upgrade	\$ 1,250,000	Sewer Revenue
<b>Total Requested</b>		<b>\$ 83,944,078</b>	
<b><u>Funding Sources</u></b>			
	Capital Asset Fund	\$ 475,000	
	Operating Revenue	\$ 50,000	
	General Obligation Bond	\$ 80,600,000	
	Free Cash	\$ 383,884	
	Water Revenue	\$ 950,000	
	Sewer Revenue	\$ 1,250,000	
	GDRSD Capital Fund	\$ 235,194	
<b>Total</b>		<b>\$ 83,944,078</b>	



## **ENTERPRISE FUND BUDGETS**

As has been our custom, we have included the proposed Enterprise Fund Budgets of the Board of Water Commissioners, Board of Sewer Commissioners (overseeing both the Center Sewer District and Four Corners Sewer District), Community Access Cable Department and the new Stormwater Enterprise 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.

With regard to the Stormwater Enterprise, please note that the Fiscal Year 2021 Stormwater Budget only contained funding for Salaries and Wages for seven (7) months based on when the new employee was to be hired. The Fiscal Year 2022 Stormwater Budget will have a full year's salary, raising the budget by \$19,922 from \$188,800 to \$208,722, or 10.55%. The Select Board will need to hold a public hearing later this year to set the Stormwater Fee to balance the proposed Stormwater Budget. Based on the anticipated parcel count *(we have lowered the parcel count from 4,106 to 3,979 based on the number of abatement requests received in Fiscal Year 2021 and a thorough review of all the parcels)*, we will be recommending a Stormwater Fee of \$52.46. This will be an increase of \$10.19 or 24%. The following is a breakdown of the proposed budgets for our Enterprise Funds:

<b>Category</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Dollar Change</b>	<b>Percent Change</b>
Water Department	\$ 1,388,916	\$ 1,399,569	\$ 10,653	<b>0.77%</b>
Sewer Department	\$ 763,301	\$ 797,329	\$ 34,028	<b>4.46%</b>
Four Corners Sewer District	\$ 32,805	\$ 68,769	\$ 35,964	<b>109.63%</b>
Community Cable Department	\$ 214,804	\$ 213,645	\$ (1,159)	<b>-0.54%</b>
Stormwater Utility	\$ 188,800	\$ 208,722	\$ 19,922	<b>10.55%</b>
<b>Total Enterprise Funds</b>	<b>\$ 2,588,627</b>	<b>\$ 2,688,035</b>	<b>\$ 99,408</b>	<b>3.84%</b>

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

The total Balanced Town Manager's Fiscal Year 2022 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$42,385,558 or an increase of 4.20%. This proposed balanced budget is at the anticipated FY 2022 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 \$45,632,078. The Fiscal Year 2021 Tax Rate has been certified at \$17.60. Based on the Proposed Balanced Budget, the estimated Tax Rate in Fiscal Year 2022 is \$18.09, or an increase of \$0.49. In Fiscal Year 2021, the average Tax Bill in the Town of Groton (based on a home valued at \$507,000) is \$8,923. Under this proposed balanced budget, that same homeowner can expect a tax bill of \$9,172 or an increase of \$249. The following chart shows a comparison between FY 2021 and FY 2022:

	<u>Actual FY 2021</u>	<u>Proposed FY 2022</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Levy Capacity Used*	\$ 32,727,034	\$ 34,074,005	\$ 1,346,971	4.12%
Tax Rate on Levy Capacity Used	\$ 16.53	\$ 17.07	\$ 0.54	3.27%
Average Tax Bill	\$ 8,381	\$ 8,654	\$ 274	3.27%
Excluded Debt	\$ 2,122,284	\$ 2,025,303	\$ (96,981)	-4.57%
Tax Rate on Excluded Debt	\$ 1.07	\$ 1.02	\$ (0.05)	-4.67%
Average Tax Bill	\$ 542	\$ 517	\$ (25)	-4.67%
Final Levy Used	\$ 34,849,318	\$ 36,099,308	\$ 1,249,990	3.59%
Final Tax Rate	\$ 17.60	\$ 18.09	\$ 0.49	2.78%
Average Tax Bill	\$ 8,923	\$ 9,172	\$ 249	2.80%

\*The FY 2022 Levy Limit includes FY 2021 unexpended tax capacity of \$280,997 and \$15 million in New Growth.

## **FIVE YEAR PROJECTION**

As is our practice, we have developed a Five-Year Projection for your review and consideration. As has been the case the last several years, the Town continues to face a structural deficit. This has been exacerbated by the COVID-19 Pandemic as our revenues took a major hit in Fiscal Year 2021 that is likely to continue in Fiscal Year 2022. This deficit forced us to level fund the Municipal Budget and recommend a reduced Assessment for the Groton Dunstable Regional School District. 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 \$667,000 and \$915,000 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%. 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 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, Megan Foster, Michael Hartnett, Hannah Moller, 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 2022 LEVY LIMIT CALCUATION

Revised: 12/21/2020

### I. 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	\$	254,642	
D.	ADD FY 2021 OVERRIDE	\$	-	
E.	FY 2021 SUBTOTAL	\$	32,985,370	\$ 32,985,370
F.	FY 2021 LEVY CEILING	\$	49,501,872	FY 2021 LEVY LIMIT

### II. TO CALCULATE THE FY 2022 LEVY LIMIT

A.	FY 2021 LEVY LIMIT	\$	32,985,370	
A1.	ADD AMENDED FY 2021 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	824,634	
C.	ADD FY 2022 NEW GROWTH	\$	264,000	
D.	ADD FY 2022 OVERRIDE			
E.	FY 2022 SUBTOTAL	\$	34,074,005	\$ 34,074,005
F.	FY 2022 LEVY CEILING	\$	49,501,872	FY 2022 LEVY LIMIT

Revised: 12/21/2020

## **TOWN OF GROTON, MASSACHUSETTS FY 2022 TOTAL TAX LEVY CALCULATION**

<b>FY 2022 LEVY LIMIT</b>	<b>\$</b>	<b>34,074,005</b>
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	1,541,752
FY 2022 BOND PROCEEDS REDUCTION	\$	(1,875)
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	485,426
<b>SUB-TOTAL - EXCLUSIONS</b>	<b>\$</b>	<b>2,025,303</b>
<b>TOTAL TAX LEVY</b>	<b>\$</b>	<b>36,099,308</b>

Revised: 12/21/2020

**TOWN OF GROTON  
FISCAL YEAR 2022  
REVENUE ESTIMATES**

	BUDGETED FY 2021	ESTIMATED FY 2022	CHANGE
PROPERTY TAX REVENUE	\$ 32,985,370	\$ 34,074,005	\$ 1,088,634
DEBT EXCLUSIONS	\$ 2,070,421	\$ 2,025,303	\$ (45,118)
CHERRY SHEET - STATE AID	\$ 971,581	\$ 900,000	\$ (71,581)
UNEXPENDED TAX CAPACITY	\$ -	\$ 280,997	\$ 280,997
<b>LOCAL RECEIPTS:</b>			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,555,341	\$ 1,665,312	\$ 109,971
Meals Tax and Room Occupancy Tax	\$ 150,000	\$ 250,000	\$ 100,000
Penalties & Interest on Taxes	\$ 110,000	\$ 120,000	\$ 10,000
Payments in Lieu of Taxes	\$ 265,000	\$ 265,000	\$ -
Other Charges for Services	\$ 82,000	\$ 82,000	\$ -
Fees	\$ 300,000	\$ 340,000	\$ 40,000
Rentals	\$ 40,000	\$ 28,000	\$ (12,000)
Library Revenues	\$ 12,000	\$ 5,000	\$ (7,000)
Other Departmental Revenue	\$ 725,000	\$ 775,000	\$ 50,000
Licenses and Permits	\$ 300,000	\$ 300,000	\$ -
Fines and Forfeits	\$ 20,000	\$ 20,000	\$ -
Investment Income	\$ 40,000	\$ 40,000	\$ -
Recreation Revenues	\$ 491,939	\$ 600,000	\$ 108,061
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
<b>Sub-total - General Revenue</b>	<b>\$ 4,091,280</b>	<b>\$ 4,490,312</b>	<b>\$ 399,032</b>
Other Revenue:			
Free Cash	\$ 297,090	\$ 652,952	\$ 355,862
Capital Stabilization Fund for GDRSD	\$ 265,172	\$ 235,194	\$ (29,978)
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 125,100	\$ 475,000	\$ 349,900
EMS/Conservation Fund Receipts Reserve	\$ 625,000	\$ 300,000	\$ (325,000)
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Insurance Reimbursements	\$ -	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -
<b>Sub-total - Other Revenue</b>	<b>\$ 1,312,362</b>	<b>\$ 1,663,146</b>	<b>\$ 350,784</b>
<b>WATER DEPARTMENT ENTERPRISE</b>	<b>\$ 1,388,916</b>	<b>\$ 1,399,569</b>	<b>\$ 10,653</b>
<b>SEWER DEPARTMENT ENTERPRISE</b>	<b>\$ 763,301</b>	<b>\$ 797,329</b>	<b>\$ 34,028</b>
<b>LOCAL ACCESS CABLE ENTERPRISE</b>	<b>\$ 214,804</b>	<b>\$ 213,645</b>	<b>\$ (1,159)</b>
<b>FOUR CORNER SEWER ENTERPRISE</b>	<b>\$ 32,805</b>	<b>\$ 68,769</b>	<b>\$ 35,964</b>
<b>STORMWATER UTILITY ENTERPRISE</b>	<b>\$ 188,800</b>	<b>\$ 208,722</b>	<b>\$ 19,922</b>
<b>TOTAL ESTIMATED REVENUE</b>	<b>\$ 43,830,842</b>	<b>\$ 45,913,075</b>	<b>\$ 2,082,234</b>

**TOWN OF GROTON  
FISCAL YEAR 2022  
TAX LEVY CALCULATIONS**

**Revised: 12/21/2020**

**FY 2022 PROPOSED EXPENDITURES**

**TOWN MANAGER - Proposed Budget**

General Government	\$	2,100,921
Land Use Departments	\$	447,689
Protection of Persons and Property	\$	4,240,173
Regional School Districts	\$	25,329,185
Department of Public Works	\$	2,178,395
Library and Citizen Services	\$	1,646,991
Debt Service	\$	1,880,887
Employee Benefits	\$	4,561,317

**Sub-Total - Operating Budget** \$ 42,385,558

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	42,385,558
B. CAPITAL BUDGET REQUESTS	\$	625,000
C. ENTERPRISE FUND REQUESTS	\$	2,208,165
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	\$	18,527
6. Revenue deficits	\$	-
7. Offset Receipts	\$	-
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	\$	94,829
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	200,000

**TOTAL PROPOSED EXPENDITURES** \$ **45,632,079**

**FY 2022 ESTIMATED RECEIPTS**

ESTIMATED TAX LEVY		
Levy Limit	\$	34,074,005
Debt Exclusion	\$	2,025,303
A. ESTIMATED TAX LEVY	\$	36,099,308
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	900,000
C. LOCAL RECEIPTS NOT ALLOCATED	\$	4,490,312
D. OFFSET RECEIPTS	\$	-
E. ENTERPRISE FUNDS	\$	2,479,313
F. COMMUNITY PRESERVATION FUNDS	\$	-
G. FREE CASH	\$	652,952
OTHER AVAILABLE FUNDS		
1. Stabilization Fund		
2. Capital Asset Fund	\$	475,000
3. GDRSD Capital Asset Fund	\$	235,194
4. EMS/Conservation Fund	\$	300,000
H. OTHER AVAILABLE FUNDS	\$	1,010,194
<b>TOTAL ESTIMATED RECEIPTS</b>	<b>\$</b>	<b>45,632,078</b>
<b>FY 2022 SURPLUS/(DEFICIT)</b>	<b>\$</b>	<b>(0)</b>



Revised: 12/21/2020

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

**FISCAL YEAR 2022**

**I. TAX RATE SUMMARY**

Ia.	Total amount to be raised (from IIe)	\$ 45,632,078.68
Ib.	Total estimated receipts and other revenue sources (from IIIe)	\$ 9,532,770.69
Ic.	Tax levy (Ia minus Ib)	\$ 36,099,308.00
Id.	Distribution of Tax Rates and Levies	

CLASS	( b ) Levy Percentage (from LA -5)	( c ) IC above times each percent in col ( b )	( d ) Valuation by Class (from LA - 4)	( e ) Tax Rates ( c ) x ( d ) x 1000	( f ) Levy by Class ( d ) x ( e )/1000
RESIDENTIAL	94.3688%	\$ 34,066,469.87	\$ 1,882,727,460.00	\$ 18.09	\$ 34,066,469.87
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.7629%	\$ 1,358,381.62	\$ 75,072,715.00	\$ 18.09	\$ 1,358,381.62
NET OF EXEMPT					\$ -
INDUSTRIAL	0.7170%	\$ 258,819.61	\$ 14,304,000.00	\$ 18.09	\$ 258,819.61
SUBTOTAL	98.8486%		\$ 1,972,104,175.00		\$ 35,683,671.10
PERSONAL	1.1514%	\$ 415,636.90	\$ 22,970,710.00	\$ 18.09	\$ 415,636.90
TOTAL	100.0000%		\$ 1,995,074,885.00		\$ 36,099,308.00

## TAX RATE RECAPITULATION GROTON

**FISCAL YEAR 2022**

**II. AMOUNTS TO BE RAISED**

II a. Appropriations		\$ 45,218,723
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	\$ 18,527	
6. Revenue deficits	\$ -	
7. Offset receipts deficits	\$ -	
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		\$ 94,829
II d. Allowance for Abatements and Exemptions (overlay)		\$ 200,000
<b>II e. TOTAL AMOUNT TO BE RAISED</b>		<b>\$ 45,632,079</b>

### III. Estimated Receipts and Other Revenue Sources

#### III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts	\$	900,000	
2. Massachusetts School Building Authority Payments	\$	-	
TOTAL III a.		\$	900,000

#### III b. Estimated Receipts - Local

1. Local Receipts Not Allocated	\$	4,490,312	
2. Offset Receipts	\$	-	
3. Enterprise Funds	\$	2,479,313	
4. Community Preservation Funds	\$	-	
TOTAL III b.		\$	6,969,625

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

1. Free Cash	\$	652,952	
2. Other Available Funds	\$	1,010,194	
TOTAL III c.		\$	1,663,146

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

1a. Free Cash...appropriated on or before June 30, 2020			
1b. Free Cash...appropriated on or after July 1, 2020			
2. Municipal Light Source			
3. Teachers' Pay Deferral			
4. Other Source:			
TOTAL III d.		\$	-

III e. Total Estimated Receipts and Other Revenue Sources		\$	9,532,771
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### IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

a. Total Amount to be Raised		\$	45,632,079
b. Total Estimated Receipts and Other Revenue Sources	\$	9,532,771	
c. Total Real and Personal Property Tax Levy	\$	36,099,308	
d. Total Receipts from All Sources		\$	45,632,079

**TAX RATE RECAPITULATION  
GROTON**

**FISCAL YEAR 2022**

**LOCAL RECEIPTS NOT ALLOCATED**

		<b>BUDGETED RECEIPTS FY 2021</b>	<b>ESTIMATED RECEIPTS FY 2022</b>
1	MOTOR VEHICLE EXCISE	\$ 1,555,341	\$ 1,665,312
2	OTHER EXCISE	\$ 150,000	\$ 250,000
3	PENALTIES AND INTEREST ON TAXES	\$ 110,000	\$ 120,000
4	PAYMENTS IN LIEU OF TAXES	\$ 265,000	\$ 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	\$ 28,000
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$ -
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ 12,000	\$ 5,000
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$ -
15	DEPARTMENTAL REVENUE - RECREATION	\$ 491,939	\$ 600,000
16	OTHER DEPARTMENTAL REVENUE	\$ 725,000	\$ 775,000
17	LICENSES AND PERMITS	\$ 300,000	\$ 300,000
18	SPECIAL ASSESSMENTS	\$ -	\$ -
19	FINES AND FORFEITS	\$ 20,000	\$ 20,000
20	INVESTMENT INCOME	\$ 40,000	\$ 40,000
21	MISCELLANEOUS RECURRING	\$ -	\$ -
22	MISCELLANEOUS NON-RECURRING	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ 4,091,280</b>	<b>\$ 4,490,312</b>

Revised: 12/19/2020

## Operating Budget Comparison - Fiscal Year 2021 Vs. Fiscal Year 2022

<u>Category</u>		<u>FY 2021</u>		<u>FY 2022</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$	2,197,833	\$	2,100,921	\$	(96,912)	-4.41%
Land Use	\$	448,055	\$	447,689	\$	(366)	-0.08%
Protection of Persons and Property	\$	4,395,632	\$	4,240,173	\$	(155,459)	-3.54%
Department of Public Works	\$	2,294,853	\$	2,178,395	\$	(116,458)	-5.07%
Library and Citizen Services	\$	1,695,650	\$	1,646,991	\$	(48,659)	-2.87%
<b>Sub-Total - Wages and Expenses</b>	<b>\$</b>	<b>11,032,023</b>	<b>\$</b>	<b>10,614,169</b>	<b>\$</b>	<b>(417,854)</b>	<b>-3.79%</b>
Debt Service	\$	1,819,826	\$	1,880,887	\$	61,061	3.36%
Employee Benefits	\$	4,143,463	\$	4,561,317	\$	417,854	10.08%
<b>Sub-Total - All Municipal</b>	<b>\$</b>	<b>16,995,312</b>	<b>\$</b>	<b>17,056,373</b>	<b>\$</b>	<b>61,061</b>	<b>0.36%</b>
Nashoba Tech	\$	688,273	\$	828,273	\$	140,000	20.34%
Groton-Dunstable Operating	\$	22,020,595	\$	23,440,050	\$	1,419,455	6.45%
Groton-Dunstable Excluded Debt	\$	648,497	\$	485,426	\$	(163,071)	-25.15%
Groton-Dunstable Debt	\$	58,147	\$	56,358	\$	(1,789)	-3.08%
Groton Dunstable Capital	\$	265,172	\$	519,078	\$	253,906	95.75%
<b>Sub-Total - Education</b>	<b>\$</b>	<b>23,680,684</b>	<b>\$</b>	<b>25,329,185</b>	<b>\$</b>	<b>1,648,501</b>	<b>6.96%</b>
<b>Grand Total - Town Budget</b>	<b>\$</b>	<b>40,675,996</b>	<b>\$</b>	<b>42,385,558</b>	<b>\$</b>	<b>1,709,562</b>	<b>4.20%</b>

Revised: 12/19/2020

## Operating Budget Comparison - Fiscal Year 2021 Vs. Fiscal Year 2022

<u>Category</u>		<u>FY 2021</u>		<u>FY 2022</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$	2,197,833	\$	2,100,921	\$	(96,912)	-4.41%
Land Use	\$	448,055	\$	447,689	\$	(366)	-0.08%
Protection of Persons and Property	\$	4,395,632	\$	4,240,173	\$	(155,459)	-3.54%
Department of Public Works	\$	2,294,853	\$	2,178,395	\$	(116,458)	-5.07%
Library and Citizen Services	\$	1,695,650	\$	1,646,991	\$	(48,659)	-2.87%
Employee Benefits	\$	4,143,463	\$	4,561,317	\$	417,854	10.08%
<b>Sub-Total</b>	<b>\$</b>	<b>15,175,486</b>	<b>\$</b>	<b>15,175,486</b>	<b>\$</b>	<b>0</b>	<b>0.00%</b>
Debt Service - Excluded	\$	1,473,787	\$	1,541,752	\$	67,965	4.61%
Debt Service - In Levy Only	\$	346,039	\$	339,135	\$	(6,904)	-2.00%
<b>Sub-Total - All Municipal</b>	<b>\$</b>	<b>16,995,312</b>	<b>\$</b>	<b>17,056,373</b>	<b>\$</b>	<b>61,061</b>	<b>0.36%</b>
Nashoba Tech	\$	688,273	\$	828,273	\$	140,000	20.34%
Groton-Dunstable Operating	\$	22,020,595	\$	23,440,050	\$	1,419,455	6.45%
Groton-Dunstable Excluded Debt	\$	648,497	\$	485,426	\$	(163,071)	-25.15%
Groton-Dunstable Debt	\$	58,147	\$	56,358	\$	(1,789)	-3.08%
Groton Dunstable Capital	\$	265,172	\$	519,078	\$	253,906	95.75%
<b>Sub-Total - Education</b>	<b>\$</b>	<b>23,680,684</b>	<b>\$</b>	<b>25,329,185</b>	<b>\$</b>	<b>1,648,501</b>	<b>6.96%</b>
<b>Grand Total - Town Budget</b>	<b>\$</b>	<b>40,675,996</b>	<b>\$</b>	<b>42,385,558</b>	<b>\$</b>	<b>1,709,562</b>	<b>4.20%</b>

Revised: 12/19/2020

## Operating Budget Comparison - Fiscal Year 2021 Vs. Fiscal Year 2022

<u>Category</u>		<u>FY 2021</u>		<u>FY 2022</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
Municipal Wages	\$	8,092,093	\$	7,795,500	\$ (296,593)	-3.67%
Employee Benefits	\$	4,143,463	\$	4,561,317	\$ 417,854	10.08%
<b>Sub-Total - Wages and Benefits</b>	<b>\$</b>	<b>12,235,556</b>	<b>\$</b>	<b>12,356,817</b>	<b>\$ 121,261</b>	<b>0.99%</b>
Municipal Expenses	\$	2,939,930	\$	2,818,669	\$ (121,261)	-4.12%
<b>Sub-Total -</b>	<b>\$</b>	<b>15,175,486</b>	<b>\$</b>	<b>15,175,486</b>	<b>\$ 0</b>	<b>0.00%</b>
Debt Service - In-Levy Only	\$	346,039	\$	339,135	\$ (6,904)	-2.00%
<b>Total - All Municipal</b>	<b>\$</b>	<b>15,521,525</b>	<b>\$</b>	<b>15,514,621</b>	<b>\$ (6,904)</b>	<b>-0.04%</b>
Nashoba Tech	\$	688,273	\$	828,273	\$ 140,000	20.34%
Groton-Dunstable Operating	\$	22,020,595	\$	23,440,050	\$ 1,419,455	6.45%
Groton-Dunstable Debt	\$	58,147	\$	56,358	\$ (1,789)	-3.08%
.						
<b>Sub-Total - Education</b>	<b>\$</b>	<b>22,767,015</b>	<b>\$</b>	<b>24,324,681</b>	<b>\$ 1,557,666</b>	<b>6.84%</b>
<b>Grand Total - Town Budget</b>	<b>\$</b>	<b>38,288,540</b>	<b>\$</b>	<b>39,839,302</b>	<b>\$ 1,550,762</b>	<b>4.05%</b>

Revised: 12-21-2020

## TOWN OF GROTON FISCAL YEAR 2022

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>GENERAL GOVERNMENT</u></b>								
<b>MODERATOR</b>								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	0.00%
1001	Expenses	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ 80	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 65</b>	<b>\$ 65</b>	<b>\$ 65</b>	<b>\$ 145</b>	<b>\$ 65</b>	<b>\$ 145</b>	<b>0.00%</b>
<b>SELECT BOARD</b>								
1020	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1022	Expenses	\$ 4,338	\$ 2,943	\$ 1,802	\$ 3,300	\$ 3,300	\$ 3,300	0.00%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1024	Minor Capital	\$ 27,000	\$ 25,689	\$ 25,633	\$ 25,683	\$ 61,520	\$ 25,683	-100.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 31,338</b>	<b>\$ 28,632</b>	<b>\$ 27,435</b>	<b>\$ 28,983</b>	<b>\$ 64,820</b>	<b>\$ 28,983</b>	<b>0.00%</b>
<b>TOWN MANAGER</b>								
1030	Salaries	\$ 204,592	\$ 211,362	\$ 227,980	\$ 233,050	\$ 226,111	\$ 226,111	-2.98%
1031	Wages	\$ 106,371	\$ 112,660	\$ 120,450	\$ 125,336	\$ 112,786	\$ 112,786	-10.01%
1032	Expenses	\$ 13,421	\$ 9,117	\$ 9,784	\$ 14,600	\$ 14,600	\$ 14,600	0.00%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 324,384</b>	<b>\$ 333,139</b>	<b>\$ 358,214</b>	<b>\$ 372,986</b>	<b>\$ 353,497</b>	<b>\$ 353,497</b>	<b>-5.23%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>FINANCE COMMITTEE</b>								
1040	Expenses	\$ 210	\$ 210	\$ 210	\$ 215	\$ 215	\$ 215	0.00%
1041	Reserve Fund	\$ 86,806	\$ 66,965	\$ 49,400	\$ 150,000	\$ 150,000	\$ 150,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 87,016</b>	<b>\$ 67,175</b>	<b>\$ 49,610</b>	<b>\$ 150,215</b>	<b>\$ 150,215</b>	<b>\$ 150,215</b>	<b>0.00%</b>
<b>TOWN ACCOUNTANT</b>								
1050	Salaries	\$ 87,395	\$ 91,110	\$ 95,155	\$ 97,083	\$ 95,021	\$ 95,021	-2.12%
1051	Wages	\$ 43,898	\$ 46,132	\$ 47,776	\$ 49,627	\$ 49,873	\$ 49,873	0.50%
1052	Expenses	\$ 34,185	\$ 32,140	\$ 41,815	\$ 37,595	\$ 41,071	\$ 37,706	0.30%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 165,478</b>	<b>\$ 169,382</b>	<b>\$ 184,746</b>	<b>\$ 184,305</b>	<b>\$ 185,965</b>	<b>\$ 182,600</b>	<b>-0.93%</b>
<b>BOARD OF ASSESSORS</b>								
1060	Salaries	\$ 71,244	\$ 75,676	\$ 78,580	\$ 80,528	\$ 78,581	\$ 78,581	-2.42%
1061	Wages	\$ 39,823	\$ 52,596	\$ 62,550	\$ 64,728	\$ 64,728	\$ 64,728	0.00%
1062	Expenses	\$ 17,521	\$ 19,917	\$ 20,743	\$ 45,858	\$ 81,887	\$ 45,215	-1.40%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 128,588</b>	<b>\$ 148,189</b>	<b>\$ 161,873</b>	<b>\$ 191,114</b>	<b>\$ 225,196</b>	<b>\$ 188,524</b>	<b>-1.36%</b>
<b>TREASURER/TAX COLLECTOR</b>								
1070	Salaries	\$ 84,966	\$ 88,286	\$ 88,286	\$ 93,975	\$ 85,000	\$ 85,000	-9.55%
1071	Wages	\$ 104,478	\$ 112,007	\$ 112,007	\$ 119,037	\$ 114,246	\$ 114,246	-4.02%
1072	Expenses	\$ 20,422	\$ 18,752	\$ 18,752	\$ 20,945	\$ 20,945	\$ 20,945	0.00%
1073	Tax Title	\$ 9,235	\$ 2,048	\$ 2,048	\$ 5,725	\$ 5,725	\$ 5,725	0.00%
1074	Bond Cost	\$ 3,200	\$ 2,550	\$ 2,550	\$ 4,900	\$ 3,300	\$ 3,300	-32.65%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 222,301</b>	<b>\$ 223,643</b>	<b>\$ 223,643</b>	<b>\$ 244,582</b>	<b>\$ 229,216</b>	<b>\$ 229,216</b>	<b>-6.28%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>TOWN COUNSEL</b>								
1080	Expenses	\$ 50,831	\$ 146,553	\$ 77,338	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 50,831</b>	<b>\$ 146,553</b>	<b>\$ 77,338</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>0.00%</b>
<b>HUMAN RESOURCES</b>								
1090	Salary	\$ 75,412	\$ 79,225	\$ 82,673	\$ 84,313	\$ 81,598	\$ 81,598	-3.22%
1091	Expenses	\$ 20,030	\$ 9,917	\$ 9,547	\$ 11,000	\$ 11,000	\$ 10,000	-9.09%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 95,442</b>	<b>\$ 89,142</b>	<b>\$ 92,220</b>	<b>\$ 95,313</b>	<b>\$ 92,598</b>	<b>\$ 91,598</b>	<b>-3.90%</b>
<b>INFORMATION TECHNOLOGY</b>								
1100	Salary	\$ 104,888	\$ 109,880	\$ 114,722	\$ 117,004	\$ 113,491	\$ 113,491	-3.00%
1101	Wages	\$ 48,048	\$ 56,462	\$ 59,031	\$ 61,095	\$ 61,095	\$ 61,095	0.00%
1102	Expenses	\$ 20,637	\$ 15,037	\$ 20,552	\$ 24,800	\$ 24,800	\$ 22,800	-8.06%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 173,573</b>	<b>\$ 181,379</b>	<b>\$ 194,305</b>	<b>\$ 202,899</b>	<b>\$ 199,386</b>	<b>\$ 197,386</b>	<b>-2.72%</b>
<b>GIS STEERING COMMITTEE</b>								
1120	Expenses	\$ 5,408	\$ 12,261	\$ 14,675	\$ 10,800	\$ 10,800	\$ 10,800	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 5,408</b>	<b>\$ 12,261</b>	<b>\$ 14,675</b>	<b>\$ 10,800</b>	<b>\$ 10,800</b>	<b>\$ 10,800</b>	<b>0.00%</b>
<b>TOWN CLERK</b>								
1130	Salaries	\$ 80,688	\$ 84,732	\$ 88,080	\$ 92,073	\$ 89,510	\$ 89,510	-2.78%
1131	Wages	\$ 55,252	\$ 61,568	\$ 61,051	\$ 67,751	\$ 63,982	\$ 63,982	-5.56%
1132	Expenses	\$ 4,157	\$ 10,199	\$ 10,458	\$ 9,867	\$ 12,017	\$ 9,867	0.00%
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 140,097</b>	<b>\$ 156,499</b>	<b>\$ 159,589</b>	<b>\$ 169,691</b>	<b>\$ 165,509</b>	<b>\$ 163,359</b>	<b>-3.73%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>								
1140	Stipend	\$ 4,373	\$ 13,159	\$ 6,082	\$ 19,115	\$ 6,336	\$ 6,336	-66.85%
1141	Expenses	\$ 5,841	\$ 16,439	\$ 8,692	\$ 22,185	\$ 7,912	\$ 7,912	-64.34%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 10,214</b>	<b>\$ 29,598</b>	<b>\$ 14,774</b>	<b>\$ 41,300</b>	<b>\$ 14,248</b>	<b>\$ 14,248</b>	<b>-65.50%</b>
<b>STREET LISTINGS</b>								
1150	Expenses	\$ 3,808	\$ 3,834	\$ 3,900	\$ 5,000	\$ 5,100	\$ 4,850	-3.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,808</b>	<b>\$ 3,834</b>	<b>\$ 3,900</b>	<b>\$ 5,000</b>	<b>\$ 5,100</b>	<b>\$ 4,850</b>	<b>-3.00%</b>
<b>INSURANCE &amp; BONDING</b>								
1160	Insurance & Bonding	\$ 208,670	\$ 209,457	\$ 226,650	\$ 250,000	\$ 250,000	\$ 250,000	0.00%
1161	Insurance Deductible Reserve - Liability	\$ 2,160	\$ 6,128	\$ 3,220	\$ 12,000	\$ 12,000	\$ 12,000	0.00%
1162	Insurance Deductible Reserve - 111F	\$ 17,229	\$ 36,521	\$ 6,416	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 228,059</b>	<b>\$ 252,106</b>	<b>\$ 236,286</b>	<b>\$ 287,000</b>	<b>\$ 287,000</b>	<b>\$ 287,000</b>	<b>0.00%</b>
<b>TOWN REPORT</b>								
1170	Expenses	\$ 1,400	\$ 1,424	\$ 1,464	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,400</b>	<b>\$ 1,424</b>	<b>\$ 1,464</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>POSTAGE/TOWN HALL EXPENSES</b>								
1180	Expenses	\$ 48,224	\$ 54,929	\$ 44,276	\$ 70,000	\$ 70,000	\$ 60,000	-14.29%
1181	Telephone Expenses	\$ 31,592	\$ 24,494	\$ 25,244	\$ 35,000	\$ 30,000	\$ 30,000	-14.29%
1182	Office Supplies	\$ 14,243	\$ 15,385	\$ 12,048	\$ 17,000	\$ 17,000	\$ 17,000	0.00%
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 94,059</b>	<b>\$ 94,808</b>	<b>\$ 81,568</b>	<b>\$ 122,000</b>	<b>\$ 117,000</b>	<b>\$ 107,000</b>	<b>-12.30%</b>
<hr/>								
<b>TOTAL GENERAL GOVERNMENT</b>		<b>\$ 1,762,061</b>	<b>\$ 1,937,829</b>	<b>\$ 1,881,705</b>	<b>\$ 2,197,833</b>	<b>\$ 2,192,115</b>	<b>\$ 2,100,921</b>	<b>-4.41%</b>
 <b><u>LAND USE DEPARTMENTS</u></b>								
<b>CONSERVATION COMMISSION</b>								
1200	Salary	\$ 66,118	\$ 60,752	\$ 66,686	\$ 71,545	\$ 68,454	\$ 68,454	-4.32%
1201	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1202	Expenses	\$ 5,480	\$ 6,748	\$ 8,556	\$ 7,350	\$ 7,350	\$ 7,350	0.00%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 71,598</b>	<b>\$ 67,500</b>	<b>\$ 75,242</b>	<b>\$ 78,895</b>	<b>\$ 75,804</b>	<b>\$ 75,804</b>	<b>-3.92%</b>
<hr/>								
<b>PLANNING BOARD</b>								
1210	Salaries	\$ 77,115	\$ 80,549	\$ 83,043	\$ 85,518	\$ 82,774	\$ 82,774	-3.21%
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1212	Expenses	\$ 5,881	\$ 7,662	\$ 11,159	\$ 8,650	\$ 8,650	\$ 8,650	0.00%
1213	M.R.P.C. Assessment	\$ 3,487	\$ 3,575	\$ 3,664	\$ 3,756	\$ 3,850	\$ 3,850	2.50%
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>								
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 86,483</b>	<b>\$ 91,786</b>	<b>\$ 97,866</b>	<b>\$ 97,924</b>	<b>\$ 95,274</b>	<b>\$ 95,274</b>	<b>-2.71%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>ZONING BOARD OF APPEALS</b>								
1220	Wages	\$ 19,945	\$ 19,567	\$ 20,798	\$ 21,375	\$ 20,607	\$ 20,607	-3.59%
1221	Expenses	\$ 1,314	\$ 1,100	\$ 920	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 21,259</b>	<b>\$ 20,667</b>	<b>\$ 21,718</b>	<b>\$ 22,875</b>	<b>\$ 22,107</b>	<b>\$ 22,107</b>	<b>-3.36%</b>
<b>HISTORIC DISTRICTS COMMISSION</b>								
1230	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>BUILDING INSPECTOR</b>								
1240	Salaries	\$ 84,966	\$ 88,286	\$ 115,869	\$ 93,975	\$ 92,000	\$ 92,000	-2.10%
1241	Wages	\$ 62,321	\$ 57,086	\$ 52,486	\$ 56,970	\$ 55,395	\$ 55,395	-2.76%
1242	Expenses	\$ 2,294	\$ 1,951	\$ 936	\$ 3,100	\$ 3,500	\$ 3,500	12.90%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 149,581</b>	<b>\$ 147,323</b>	<b>\$ 169,291</b>	<b>\$ 154,045</b>	<b>\$ 150,895</b>	<b>\$ 150,895</b>	<b>-2.04%</b>
<b>MECHANICAL INSPECTOR</b>								
1250	Fee Salaries	\$ 33,285	\$ 35,160	\$ 28,890	\$ 30,000	\$ 35,000	\$ 30,000	0.00%
1251	Expenses	\$ 2,503	\$ 3,236	\$ 3,207	\$ 5,000	\$ 5,000	\$ 4,000	-20.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 35,788</b>	<b>\$ 38,396</b>	<b>\$ 32,097</b>	<b>\$ 35,000</b>	<b>\$ 40,000</b>	<b>\$ 34,000</b>	<b>-2.86%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>EARTH REMOVAL INSPECTOR</b>								
1260	Stipend	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
1261	Expenses	\$ 77	\$ 72	\$ -	\$ 100	\$ 100	\$ 100	0.00%
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,577</b>	<b>\$ 1,572</b>	<b>\$ 1,500</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>0.00%</b>
<b>BOARD OF HEALTH</b>								
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1271	Expenses	\$ 886	\$ 295	\$ 465	\$ 1,575	\$ 1,575	\$ 1,575	0.00%
1272	Nursing Services	\$ -	\$ -	\$ -	\$ 13,111	\$ 13,767	\$ 13,767	5.00%
1273	Nashoba Health District	\$ 44,143	\$ 45,951	\$ 47,849	\$ 28,730	\$ 30,167	\$ 30,167	5.00%
1274	Mental Health	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	100.00%
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 9,490	\$ 6,713	\$ 10,000	\$ 10,200	\$ 10,200	2.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 63,029</b>	<b>\$ 63,736</b>	<b>\$ 63,026</b>	<b>\$ 53,416</b>	<b>\$ 63,708</b>	<b>\$ 63,709</b>	<b>19.27%</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>								
1280	Fee Salaries	\$ 1,360	\$ 1,620	\$ 2,260	\$ 3,200	\$ 3,200	\$ 3,200	0.00%
1281	Expenses	\$ 100	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,460</b>	<b>\$ 1,720</b>	<b>\$ 2,260</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>	<b>0.00%</b>
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 430,775</b>	<b>\$ 432,700</b>	<b>\$ 463,000</b>	<b>\$ 448,055</b>	<b>\$ 453,688</b>	<b>\$ 447,689</b>	<b>-0.08%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>PROTECTION OF PERSONS AND PROPERTY</u></b>								
<b>POLICE DEPARTMENT</b>								
1300	Salaries	\$ 324,717	\$ 320,115	\$ 343,223	\$ 268,334	\$ 265,916	\$ 265,916	-0.90%
1301	Wages	\$ 1,704,868	\$ 1,743,279	\$ 1,833,948	\$ 1,968,864	\$ 1,891,089	\$ 1,891,089	-3.95%
1302	Expenses	\$ 199,499	\$ 198,083	\$ 142,069	\$ 217,200	\$ 217,200	\$ 212,200	-2.30%
1303	Lease or Purchase of Cruisers	\$ 4,000	\$ 3,960	\$ 3,960	\$ 4,920	\$ 5,000	\$ 5,000	1.63%
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 18,921	\$ 17,483	\$ 7,150	\$ 20,000	\$ 20,450	\$ 11,000	-45.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,252,005</b>	<b>\$ 2,282,920</b>	<b>\$ 2,330,350</b>	<b>\$ 2,479,318</b>	<b>\$ 2,399,655</b>	<b>\$ 2,385,205</b>	<b>-3.80%</b>
<b>FIRE DEPARTMENT</b>								
1310	Salaries	\$ 113,086	\$ 117,048	\$ 184,836	\$ 235,000	\$ 235,403	\$ 235,403	0.17%
1311	Wages	\$ 770,427	\$ 880,306	\$ 903,135	\$ 999,244	\$ 988,064	\$ 988,064	-1.12%
1312	Expenses	\$ 166,289	\$ 183,756	\$ 168,346	\$ 200,905	\$ 200,905	\$ 161,682	-19.52%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,049,802</b>	<b>\$ 1,181,110</b>	<b>\$ 1,256,317</b>	<b>\$ 1,435,149</b>	<b>\$ 1,424,372</b>	<b>\$ 1,385,149</b>	<b>-3.48%</b>
<b>GROTON WATER FIRE PROTECTION</b>								
1320	West Groton Water District	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ 1	0.00%
1321	Groton Water Department	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ 1	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>\$ 2</b>	<b>0.00%</b>
<b>ANIMAL INSPECTOR</b>								
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1331	Expenses	\$ -	\$ -	\$ -	\$ 400	\$ 400	\$ 400	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,082</b>	<b>\$ 2,082</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>ANIMAL CONTROL OFFICER</b>								
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1341	Expenses	\$ -	\$ -	\$ -	\$ 400	\$ 400	\$ 400	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,082</b>	<b>\$ 2,082</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>
<b>EMERGENCY MANAGEMENT AGENCY</b>								
1350	Salary	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
1351	Expenses	\$ 11,806	\$ 8,755	\$ 6,068	\$ 12,500	\$ 10,000	\$ 10,000	-20.00%
1352	Minor Capital	\$ 17,749	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 29,555</b>	<b>\$ 8,755</b>	<b>\$ 10,068</b>	<b>\$ 16,500</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>	<b>-15.15%</b>
<b>DOG OFFICER</b>								
1360	Salary	\$ 13,973	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
1361	Expenses	\$ 3,334	\$ 2,796	\$ 2,597	\$ 4,000	\$ 4,000	\$ 3,000	-25.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,307</b>	<b>\$ 17,796</b>	<b>\$ 17,597</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$ 18,000</b>	<b>-5.26%</b>
<b>POLICE &amp; FIRE COMMUNICATIONS</b>								
1370	Wages	\$ 442,099	\$ 353,427	\$ 337,559	\$ 416,824	\$ 408,978	\$ 408,978	-1.88%
1371	Expenses	\$ 17,767	\$ 17,840	\$ 2,706	\$ 23,875	\$ 23,875	\$ 23,875	0.00%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 459,866</b>	<b>\$ 371,267</b>	<b>\$ 340,265</b>	<b>\$ 440,699</b>	<b>\$ 432,853</b>	<b>\$ 432,853</b>	<b>-1.78%</b>
<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>		<b>\$ 3,812,699</b>	<b>\$ 3,866,012</b>	<b>\$ 3,958,761</b>	<b>\$ 4,395,632</b>	<b>\$ 4,294,846</b>	<b>\$ 4,240,173</b>	<b>-3.54%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>REGIONAL SCHOOL DISTRICT BUDGETS</u></b>								
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>								
1400	Operating Expenses	\$ 607,250	\$ 557,295	\$ 728,802	\$ 688,273	\$ 828,273	\$ 828,273	20.34%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 607,250</b>	<b>\$ 557,295</b>	<b>\$ 728,802</b>	<b>\$ 688,273</b>	<b>\$ 828,273</b>	<b>\$ 828,273</b>	<b>20.34%</b>
<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>								
1410	Operating Expenses	\$ 20,175,864	\$ 21,512,094	\$ 22,063,256	\$ 22,020,595	\$ 24,171,732	\$ 23,440,050	6.45%
1411	Debt Service, Excluded	\$ -	\$ -	\$ -	\$ 648,497	\$ 485,426	\$ 485,426	-25.15%
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ -	\$ 58,147	\$ 56,358	\$ 56,358	0.00%
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1414	Capital Assessment	\$ -	\$ -	\$ 459,647	\$ 265,172	\$ 519,078	\$ 519,078	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 20,175,864</b>	<b>\$ 21,512,094</b>	<b>\$ 22,522,903</b>	<b>\$ 22,992,411</b>	<b>\$ 25,232,594</b>	<b>\$ 24,500,912</b>	<b>6.56%</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 20,783,114</b>	<b>\$ 22,069,389</b>	<b>\$ 23,251,705</b>	<b>\$ 23,680,684</b>	<b>\$ 26,060,867</b>	<b>\$ 25,329,185</b>	<b>6.96%</b>
<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>								
<b>HIGHWAY DEPARTMENT</b>								
1500	Salaries	\$ 103,824	\$ 108,713	\$ 112,891	\$ 115,659	\$ 112,216	\$ 112,216	-2.98%
1501	Wages	\$ 651,064	\$ 680,881	\$ 684,021	\$ 708,055	\$ 636,449	\$ 636,449	-10.11%
1502	Expenses	\$ 130,570	\$ 136,024	\$ 132,550	\$ 136,900	\$ 136,900	\$ 136,900	0.00%
1503	Highway Maintenance	\$ 76,770	\$ 107,486	\$ 56,304	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 962,228</b>	<b>\$ 1,033,104</b>	<b>\$ 985,766</b>	<b>\$ 1,050,614</b>	<b>\$ 975,565</b>	<b>\$ 975,565</b>	<b>-7.14%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>STREET LIGHTS</b>								
1510	Expenses	\$ 9,375	\$ 7,758	\$ 12,165	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 9,375</b>	<b>\$ 7,758</b>	<b>\$ 12,165</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>0.00%</b>
<b>SNOW AND ICE</b>								
1520	Expenses	\$ 164,894	\$ 172,169	\$ 148,927	\$ 165,000	\$ 165,000	\$ 165,000	0.00%
1521	Overtime	\$ 302,663	\$ 160,886	\$ 220,790	\$ 140,000	\$ 140,000	\$ 140,000	0.00%
1522	Hired Equipment	\$ 93,794	\$ 71,529	\$ 75,071	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 561,351</b>	<b>\$ 404,584</b>	<b>\$ 444,788</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>0.00%</b>
<b>TREE WARDEN BUDGET</b>								
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1531	Expenses	\$ 1,155	\$ 998	\$ 374	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
1532	Trees	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
1533	Tree Work	\$ 6,185	\$ 5,509	\$ 11,500	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 7,340</b>	<b>\$ 6,507</b>	<b>\$ 11,874</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>0.00%</b>
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>								
1540	Wages	\$ 121,420	\$ 134,513	\$ 144,189	\$ 149,451	\$ 147,363	\$ 147,363	-1.40%
1541	Expenses	\$ 269,376	\$ 269,507	\$ 256,829	\$ 270,950	\$ 270,950	\$ 270,950	0.00%
1542	Minor Capital	\$ 26,878	\$ 19,999	\$ 20,000	\$ 20,000	\$ 10,000	\$ 10,000	-50.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 417,674</b>	<b>\$ 424,019</b>	<b>\$ 421,018</b>	<b>\$ 440,401</b>	<b>\$ 428,313</b>	<b>\$ 428,313</b>	<b>-2.74%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>SOLID WASTE DISPOSAL</b>								
1550	Wages	\$ 123,095	\$ 129,746	\$ 134,303	\$ 143,243	\$ 142,722	\$ 142,722	-0.36%
1551	Expenses	\$ 52,457	\$ 43,837	\$ 38,726	\$ 44,486	\$ 47,186	\$ 45,686	2.70%
1552	Tipping Fees	\$ 132,890	\$ 130,000	\$ 135,159	\$ 175,000	\$ 175,000	\$ 150,000	-14.29%
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	\$ 4,500	\$ 10,000	\$ 5,000	\$ 5,000	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 319,292</b>	<b>\$ 319,433</b>	<b>\$ 318,538</b>	<b>\$ 378,579</b>	<b>\$ 375,758</b>	<b>\$ 349,258</b>	<b>-7.75%</b>
<b>PARKS DEPARTMENT</b>								
1560	Wages	\$ 367	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1561	Expenses	\$ 65,617	\$ 65,759	\$ 30,452	\$ 55,759	\$ 55,759	\$ 55,759	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 65,984</b>	<b>\$ 65,759</b>	<b>\$ 30,452</b>	<b>\$ 55,759</b>	<b>\$ 55,759</b>	<b>\$ 55,759</b>	<b>0.00%</b>
<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>		<b>\$ 2,343,244</b>	<b>\$ 2,261,164</b>	<b>\$ 2,224,601</b>	<b>\$ 2,294,853</b>	<b>\$ 2,204,895</b>	<b>\$ 2,178,395</b>	<b>-5.07%</b>
<b><u>LIBRARY AND CITIZEN SERVICES</u></b>								
<b>COUNCIL ON AGING</b>								
1600	Salaries	\$ 73,523	\$ 76,834	\$ 77,802	\$ 81,868	\$ 79,554	\$ 79,554	-2.83%
1601	Wages	\$ 59,494	\$ 64,866	\$ 67,975	\$ 81,026	\$ 70,819	\$ 70,819	-12.60%
1602	Expenses	\$ 7,572	\$ 8,117	\$ 5,701	\$ 8,454	\$ 8,454	\$ 8,454	0.00%
1603	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 140,589</b>	<b>\$ 149,817</b>	<b>\$ 151,478</b>	<b>\$ 171,348</b>	<b>\$ 158,827</b>	<b>\$ 158,827</b>	<b>-7.31%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>SENIOR CENTER VAN</b>								
1610 Wages		\$ 48,642	\$ 48,391	\$ 43,631	\$ 52,091	\$ 52,091	\$ 52,091	0.00%
1611 Expenses		\$ 7,999	\$ 8,268	\$ 6,723	\$ 17,673	\$ 17,673	\$ 12,673	-28.29%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 56,641</b>	<b>\$ 56,659</b>	<b>\$ 50,354</b>	<b>\$ 69,764</b>	<b>\$ 69,764</b>	<b>\$ 64,764</b>	<b>-7.17%</b>
<b>VETERAN'S SERVICE OFFICER</b>								
1620 Salary		\$ 3,484	\$ 5,000	\$ 4,615	\$ 5,000	\$ 6,000	\$ 6,000	20.00%
1621 Expenses		\$ 65	\$ 514	\$ 69	\$ 1,100	\$ 1,100	\$ 1,100	0.00%
1622 Veterans' Benefits		\$ 33,772	\$ 39,373	\$ 38,137	\$ 42,000	\$ 42,000	\$ 37,000	-11.90%
1623 Minor Capital		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENT TOTAL</b>		<b>\$ 37,321</b>	<b>\$ 44,887</b>	<b>\$ 42,821</b>	<b>\$ 48,100</b>	<b>\$ 49,100</b>	<b>\$ 44,100</b>	<b>-8.32%</b>
<b>GRAVES REGISTRATION</b>								
1630 Salary/Stipend		\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%
1631 Expenses		\$ 760	\$ 756	\$ 760	\$ 760	\$ 760	\$ 760	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,010</b>	<b>\$ 1,006</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>0.00%</b>
<b>CARE OF VETERAN GRAVES</b>								
1640 Contract Expenses		\$ 1,550	\$ 1,550	\$ -	\$ 1,550	\$ 1,550	\$ 1,500	-3.23%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ -</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ 1,500</b>	<b>-3.23%</b>
<b>OLD BURYING GROUND COMMITTEE</b>								
1650 Expenses		\$ 167	\$ -	\$ -	\$ 800	\$ 800	\$ 800	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 167</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>LIBRARY</b>								
1660	Salary	\$ 367,599	\$ 380,525	\$ 396,760	\$ 407,364	\$ 407,364	\$ 408,050	0.17%
1661	Wages	\$ 282,798	\$ 304,798	\$ 275,513	\$ 331,959	\$ 321,213	\$ 276,295	-16.77%
1662	Expenses	\$ 199,547	\$ 198,474	\$ 153,507	\$ 205,304	\$ 205,304	\$ 205,304	0.00%
1663	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 849,944	\$ 883,797	\$ 825,780	\$ 944,627	\$ 933,881	\$ 889,649	-5.82%
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>								
1670	Expenses	\$ 500	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 500	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	0.00%
<b>WATER SAFETY</b>								
1680	Wages	\$ 2,713	\$ 2,966	\$ 1,900	\$ 4,200	\$ 4,200	\$ 4,200	0.00%
1681	Expenses and Minor Capital	\$ 22,129	\$ 25,766	\$ 17,520	\$ 2,732	\$ 30,732	\$ 2,732	0.00%
1682	Property Maint. & Improvements	\$ 6,103	\$ 7,695	\$ -	\$ 9,000	\$ 9,000	\$ 9,000	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 30,945	\$ 36,427	\$ 19,420	\$ 15,932	\$ 43,932	\$ 15,932	0.00%
<b>WEED MANAGEMENT</b>								
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 4,397	\$ 6,370	\$ 2,497	\$ 22,000	\$ 22,000	\$ 22,000	0.00%
1692	Expenses: Great Lakes	\$ 2,340	\$ 2,385	\$ -	\$ 2,385	\$ 2,385	\$ 2,385	0.00%
<b>DEPARTMENTAL TOTAL</b>								
		\$ 6,737	\$ 8,755	\$ 2,497	\$ 24,385	\$ 24,385	\$ 24,385	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>GROTON COUNTRY CLUB</b>								
1700	Salary	\$ 143,285	\$ 150,373	\$ 157,092	\$ 161,634	\$ 159,524	\$ 159,524	-1.31%
1701	Wages	\$ 102,441	\$ 119,626	\$ 119,626	\$ 129,000	\$ 150,000	\$ 150,000	16.28%
1702	Expenses	\$ 152,061	\$ 150,837	\$ 150,837	\$ 127,000	\$ 136,000	\$ 136,000	7.09%
1703	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
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<b>DEPARTMENTAL TOTAL</b>		<b>\$ 397,787</b>	<b>\$ 420,836</b>	<b>\$ 427,555</b>	<b>\$ 417,634</b>	<b>\$ 445,524</b>	<b>\$ 445,524</b>	<b>6.68%</b>
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<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>		<b>\$ 1,523,191</b>	<b>\$ 1,604,234</b>	<b>\$ 1,520,915</b>	<b>\$ 1,695,650</b>	<b>\$ 1,729,273</b>	<b>\$ 1,646,991</b>	<b>-2.87%</b>
 <b><u>DEBT SERVICE</u></b>								
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<b>DEBT SERVICE</b>								
2000	Long Term Debt - Principal Excluded	\$ 928,600	\$ 722,250	\$ 1,054,090	\$ 970,030	\$ 1,070,000	\$ 1,070,000	10.31%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ -	\$ 159,394	\$ 159,154	\$ 159,154	-0.15%
2002	Long Term Debt - Interest - Excluded	\$ 210,517	\$ 325,402	\$ 454,453	\$ 503,757	\$ 471,752	\$ 471,752	-6.35%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ -	\$ 95,071	\$ 88,007	\$ 88,007	-7.43%
2004	Short Term Debt - Principal - Town	\$ -	\$ -	\$ -	\$ 85,174	\$ 85,174	\$ 85,174	0.00%
2005	Short Term Debt - Interest - Town	\$ 37,917	\$ 100,885	\$ 95,648	\$ 6,400	\$ 6,800	\$ 6,800	6.25%
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<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,177,034</b>	<b>\$ 1,148,537</b>	<b>\$ 1,604,191</b>	<b>\$ 1,819,826</b>	<b>\$ 1,880,887</b>	<b>\$ 1,880,887</b>	<b>3.36%</b>
<hr/>								
<b>TOTAL DEBT SERVICE</b>		<b>\$ 1,177,034</b>	<b>\$ 1,148,537</b>	<b>\$ 1,604,191</b>	<b>\$ 1,819,826</b>	<b>\$ 1,880,887</b>	<b>\$ 1,880,887</b>	<b>3.36%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b><u>EMPLOYEE BENEFITS</u></b>								
<b>EMPLOYEE BENEFITS</b>								
GENERAL BENEFITS								
3000	County Retirement	\$ 1,966,279	\$ 2,081,699	\$ 1,973,053	\$ 2,090,289	\$ 2,385,255	\$ 2,385,255	14.11%
3001	OPEB Unfunded Liability	\$ 100,000	\$ 100,000	\$ 169,000	\$ 177,094	\$ 185,000	\$ 177,094	0.00%
3002	Unemployment	\$ 10,626	\$ 2,585	\$ 1,960	\$ 15,000	\$ 15,000	\$ 10,000	-33.33%
INSURANCE								
3010	Health Insurance/Employee Expenses	\$ 1,458,725	\$ 1,408,012	\$ 1,578,803	\$ 1,722,480	\$ 1,868,904	\$ 1,850,268	7.42%
3011	Life Insurance	\$ 3,145	\$ 3,293	\$ 3,629	\$ 3,600	\$ 3,700	\$ 3,700	2.78%
3012	Medicare/Social Security	\$ 122,813	\$ 123,246	\$ 130,034	\$ 135,000	\$ 135,000	\$ 135,000	0.00%
<hr/>								
DEPARTMENTAL TOTAL		\$ 3,661,588	\$ 3,718,835	\$ 3,856,479	\$ 4,143,463	\$ 4,592,859	\$ 4,561,317	10.08%
TOTAL EMPLOYEE BENEFITS		\$ 3,661,588	\$ 3,718,835	\$ 3,856,479	\$ 4,143,463	\$ 4,592,859	\$ 4,561,317	10.08%
GRAND TOTAL - TOWN BUDGET		\$ 35,493,706	\$ 37,038,700	\$ 38,761,357	\$ 40,675,996	\$ 43,409,430	\$ 42,385,558	4.20%

**TOWN OF GROTON  
FISCAL YEAR 2022  
TAX IMPACT BY INDIVIDUAL DEPARTMENTS**

Revised: 12/21/2020

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b><u>GENERAL GOVERNMENT</u></b>				
<b>MODERATOR</b>				
1000	Salaries	\$ 65	\$ 0.01	0.00%
1001	Expenses	\$ 80	\$ 0.02	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 145</b>	<b>\$ 0.03</b>	<b>0.00%</b>
<b>BOARD OF SELECTMEN</b>				
1020	Salaries	\$ -	\$ -	0.00%
1021	Wages	\$ -	\$ -	0.00%
1022	Expenses	\$ 3,300	\$ 0.70	0.01%
1023	Engineering/Consultant	\$ -	\$ -	0.00%
1024	Minor Capital	\$ 25,683	\$ 5.42	0.06%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 28,983</b>	<b>\$ 6.12</b>	<b>0.07%</b>
<b>TOWN MANAGER</b>				
1030	Salaries	\$ 226,111	\$ 47.76	0.52%
1031	Wages	\$ 112,786	\$ 23.82	0.26%
1032	Expenses	\$ 14,600	\$ 3.08	0.03%
1033	Engineering/Consultant	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 353,497</b>	<b>\$ 74.67</b>	<b>0.81%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b>FINANCE COMMITTEE</b>				
1040	Expenses	\$ 215	\$ 0.05	0.00%
1041	Reserve Fund	\$ 150,000	\$ 31.68	0.35%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 150,215</b>	<b>\$ 31.73</b>	<b>0.35%</b>
<b>TOWN ACCOUNTANT</b>				
1050	Salaries	\$ 95,021	\$ 20.07	0.22%
1051	Wages	\$ 49,873	\$ 10.53	0.11%
1052	Expenses	\$ 37,706	\$ 7.96	0.09%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 182,600</b>	<b>\$ 38.57</b>	<b>0.42%</b>
<b>BOARD OF ASSESSORS</b>				
1060	Salaries	\$ 78,581	\$ 16.60	0.18%
1061	Wages	\$ 64,728	\$ 13.67	0.15%
1062	Expenses	\$ 45,215	\$ 9.55	0.10%
1063	Legal Expense	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 188,524</b>	<b>\$ 39.82</b>	<b>0.43%</b>
<b>TREASURER/TAX COLLECTOR</b>				
1070	Salaries	\$ 85,000	\$ 17.95	0.20%
1071	Wages	\$ 114,246	\$ 24.13	0.26%
1072	Expenses	\$ 20,945	\$ 4.42	0.05%
1073	Tax Title	\$ 5,725	\$ 1.21	0.01%
1074	Bond Cost	\$ 3,300	\$ 0.70	0.01%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 229,216</b>	<b>\$ 48.42</b>	<b>0.53%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b>TOWN COUNSEL</b>				
1080	Expenses	\$ 90,000	\$ 19.01	0.21%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 90,000</b>	<b>\$ 19.01</b>	<b>0.21%</b>
<b>HUMAN RESOURCES</b>				
1090	Salary	\$ 81,598	\$ 17.24	0.19%
1091	Expenses	\$ 10,000	\$ 2.11	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 91,598</b>	<b>\$ 19.35</b>	<b>0.21%</b>
<b>INFORMATION TECHNOLOGY</b>				
1100	Salary	\$ 113,491	\$ 23.97	0.26%
1101	Wages	\$ 61,095	\$ 12.90	0.14%
1102	Expenses	\$ 22,800	\$ 4.82	0.05%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 197,386</b>	<b>\$ 41.69</b>	<b>0.45%</b>
<b>GIS STEERING COMMITTEE</b>				
1120	Expenses	\$ 10,800	\$ 2.28	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 10,800</b>	<b>\$ 2.28</b>	<b>0.02%</b>
<b>TOWN CLERK</b>				
1130	Salaries	\$ 89,510	\$ 18.91	0.21%
1131	Wages	\$ 63,982	\$ 13.51	0.15%
1132	Expenses	\$ 9,867	\$ 2.08	0.02%
1135	Minor Capital	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 163,359</b>	<b>\$ 34.51</b>	<b>0.38%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b>ELECTIONS &amp; BOARD OF REGISTRARS</b>				
1140	Stipend	\$ 6,336	\$ 1.34	0.01%
1141	Expenses	\$ 7,912	\$ 1.67	0.02%
1142	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 14,248</b>	<b>\$ 3.01</b>	<b>0.03%</b>
<b>STREET LISTINGS</b>				
1150	Expenses	\$ 4,850	\$ 1.02	0.01%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 4,850</b>	<b>\$ 1.02</b>	<b>0.01%</b>
<b>INSURANCE &amp; BONDING</b>				
1160	Insurance & Bonding	\$ 250,000	\$ 52.81	0.58%
1161	Insurance Deductible Reserve - Liability	\$ 12,000	\$ 2.53	0.03%
1162	Insurance Deductible Reserve - 111F	\$ 25,000	\$ 5.28	0.06%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 287,000</b>	<b>\$ 60.62</b>	<b>0.66%</b>
<b>TOWN REPORT</b>				
1170	Expenses	\$ 1,500	\$ 0.32	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,500</b>	<b>\$ 0.32</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b>POSTAGE/TOWN HALL EXPENSES</b>				
1180	Expenses	\$ 60,000	\$ 12.67	0.14%
1181	Telephone Expenses	\$ 30,000	\$ 6.34	0.07%
1182	Office Supplies	\$ 17,000	\$ 3.59	0.04%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 107,000</b>	<b>\$ 22.60</b>	<b>0.25%</b>
<hr/>				
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 2,100,921</b>	<b>\$ 443.77</b>	<b>4.84%</b>
<hr/>				
<b><u>LAND USE DEPARTMENTS</u></b>				
<hr/>				
<b>CONSERVATION COMMISSION</b>				
1200	Salary	\$ 68,454	\$ 14.46	0.16%
1201	Wages	\$ -	\$ -	0.00%
1202	Expenses	\$ 7,350	\$ 1.55	0.02%
1203	Engineering & Legal	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 75,804</b>	<b>\$ 16.01</b>	<b>0.17%</b>
<hr/>				
<b>PLANNING BOARD</b>				
1210	Salaries	\$ 82,774	\$ 17.48	0.19%
1211	Wages	\$ -	\$ -	0.00%
1212	Expenses	\$ 8,650	\$ 1.83	0.02%
1215	M.R.P.C. Assessment	\$ 3,850	\$ 0.81	0.01%
1216	Legal Budget	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 95,274</b>	<b>\$ 20.12</b>	<b>0.22%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b>ZONING BOARD OF APPEALS</b>				
1220	Wages	\$ 20,607	\$ 4.35	0.05%
1221	Expenses	\$ 1,500	\$ 0.32	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 22,107</b>	<b>\$ 4.67</b>	<b>0.05%</b>
<b>HISTORIC DISTRICT COMMISSION</b>				
1230	Wages	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>BUILDING INSPECTOR</b>				
1240	Salaries	\$ 92,000	\$ 19.43	0.21%
1241	Wages	\$ 55,395	\$ 11.70	0.13%
1242	Expenses	\$ 3,500	\$ 0.74	0.01%
1243	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 150,895</b>	<b>\$ 31.87</b>	<b>0.35%</b>
<b>MECHANICAL INSPECTOR</b>				
1250	Fee Salaries	\$ 30,000	\$ 6.34	0.07%
1251	Expenses	\$ 4,000	\$ 0.84	0.01%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 34,000</b>	<b>\$ 7.18</b>	<b>0.08%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b>EARTH REMOVAL INSPECTOR</b>				
1260	Stipend	\$ 2,500	\$ 0.53	0.01%
1261	Expenses	\$ 100	\$ 0.02	0.00%
1262	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,600</b>	<b>\$ 0.55</b>	<b>0.01%</b>
<b>BOARD OF HEALTH</b>				
1270	Wages	\$ -	\$ -	0.00%
1271	Expenses	\$ 1,575	\$ 0.33	0.00%
1272	Nursing Services	\$ 13,767	\$ 2.91	0.03%
1273	Nashoba Health District	\$ 30,167	\$ 6.37	0.07%
1274	Herbert Lipton MH	\$ 8,000	\$ 1.69	0.02%
1275	Eng/Consult/Landfill Monitoring	\$ 10,200	\$ 2.15	0.02%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 63,709</b>	<b>\$ 13.46</b>	<b>0.15%</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>				
1280	Fee Salaries	\$ 3,200	\$ 0.68	0.01%
1281	Expenses	\$ 100	\$ 0.02	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 3,300</b>	<b>\$ 0.70</b>	<b>0.01%</b>
<b>TOTAL LAND USE DEPARTMENTS</b>		<b>\$ 447,689</b>	<b>\$ 94.56</b>	<b>1.03%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b><u>PROTECTION OF PERSONS AND PROPERTY</u></b>				
<b>POLICE DEPARTMENT</b>				
1300	Salaries	\$ 265,916	\$ 56.17	0.61%
1301	Wages	\$ 1,891,089	\$ 399.45	4.36%
1302	Expenses	\$ 212,200	\$ 44.82	0.49%
1303	Lease or Purchase of Cruisers	\$ 5,000	\$ 1.06	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 11,000	\$ 2.32	0.03%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,385,205</b>	<b>\$ 503.82</b>	<b>5.49%</b>
<b>FIRE DEPARTMENT</b>				
1310	Salaries	\$ 235,403	\$ 49.72	0.54%
1311	Wages	\$ 988,064	\$ 208.71	2.28%
1312	Expenses	\$ 161,682	\$ 34.15	0.37%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,385,149</b>	<b>\$ 292.58</b>	<b>3.19%</b>
<b>GROTON WATER FIRE PROTECTION</b>				
1320	West Groton Water District	\$ 1	\$ 0.00	0.00%
1321	Groton Water Department	\$ 1	\$ 0.00	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2</b>	<b>\$ 0.00</b>	<b>0.00%</b>
<b>ANIMAL INSPECTOR</b>				
1330	Salary	\$ 2,082	\$ 0.44	0.00%
1331	Expenses	\$ 400	\$ 0.08	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,482</b>	<b>\$ 0.52</b>	<b>0.01%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b>ANIMAL CONTROL OFFICER</b>				
1340	Salary	\$ 2,082	\$ 0.44	0.00%
1341	Expenses	\$ 400	\$ 0.08	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,482</b>	<b>\$ 0.52</b>	<b>0.01%</b>
<b>EMERGENCY MANAGEMENT AGENCY</b>				
1350	Salary	\$ 4,000	\$ 0.84	0.01%
1351	Expenses	\$ 10,000	\$ 2.11	0.02%
1352	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 14,000</b>	<b>\$ 2.96</b>	<b>0.03%</b>
<b>DOG OFFICER</b>				
1360	Salary	\$ 15,000	\$ 3.17	0.03%
1361	Expenses	\$ 3,000	\$ 0.63	0.01%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 18,000</b>	<b>\$ 3.80</b>	<b>0.04%</b>
<b>POLICE &amp; FIRE COMMUNICATIONS</b>				
1370	Wages	\$ 408,978	\$ 86.39	0.94%
1371	Expenses	\$ 23,875	\$ 5.04	0.05%
1372	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 432,853</b>	<b>\$ 91.43</b>	<b>1.00%</b>
<b>TOTAL PROTECTION OF PERSONS AND PROPERTY</b>		<b>\$ 4,240,173</b>	<b>\$ 895.64</b>	<b>9.76%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b><u>REGIONAL SCHOOL DISTRICT BUDGETS</u></b>				
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>				
1400	Operating Expenses	\$ 828,273	\$ 174.95	1.91%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 828,273</b>	<b>\$ 174.95</b>	<b>1.91%</b>
<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>				
1410	Operating Expenses	\$ 23,440,050	\$ 4,951.17	53.98%
1411	Debt Service, Excluded	\$ 485,426	\$ 102.54	1.12%
1412	Debt Service, Unexcluded	\$ 56,358	\$ 11.90	0.13%
1413	Out of District Placement	\$ -	\$ -	0.00%
1414	Capital Assessment	\$ 519,078	\$ 109.64	1.20%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 24,500,912</b>	<b>\$ 5,175.25</b>	<b>56.42%</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 25,329,185</b>	<b>\$ 5,350.21</b>	<b>58.33%</b>
<b><u>DEPARTMENT OF PUBLIC WORKS</u></b>				
<b>HIGHWAY DEPARTMENT</b>				
1500	Salaries	\$ 112,216	\$ 23.70	0.26%
1501	Wages	\$ 636,449	\$ 134.44	1.47%
1502	Expenses	\$ 136,900	\$ 28.92	0.32%
1503	Highway Maintenance	\$ 90,000	\$ 19.01	0.21%
1504	Minor Capital	\$ -	\$ -	0.00%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 975,565</b>	<b>\$ 206.07</b>	<b>2.25%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b>STREET LIGHTS</b>				
1510	Expenses	\$ 15,000	\$ 3.17	0.03%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 15,000</b>	<b>\$ 3.17</b>	<b>0.03%</b>
<b>SNOW AND ICE</b>				
1520	Expenses	\$ 165,000	\$ 34.85	0.38%
1521	Overtime	\$ 140,000	\$ 29.57	0.32%
1522	Hired Equipment	\$ 35,000	\$ 7.39	0.08%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 340,000</b>	<b>\$ 71.82</b>	<b>0.78%</b>
<b>TREE WARDEN BUDGET</b>				
1530	Salary	\$ -	\$ -	0.00%
1531	Expenses	\$ 3,000	\$ 0.63	0.01%
1532	Trees	\$ 1,500	\$ 0.32	0.00%
1533	Tree Work	\$ 10,000	\$ 2.11	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 14,500</b>	<b>\$ 3.06</b>	<b>0.03%</b>
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>				
1540	Wages	\$ 147,363	\$ 31.13	0.34%
1541	Expenses	\$ 270,950	\$ 57.23	0.62%
1542	Minor Capital	\$ 10,000	\$ 2.11	0.02%
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 428,313</b>	<b>\$ 90.47</b>	<b>0.99%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b>SOLID WASTE DISPOSAL</b>				
1550	Wages	\$ 142,722	\$ 30.15	0.33%
1551	Expenses	\$ 45,686	\$ 9.65	0.11%
1552	Tipping Fees	\$ 150,000	\$ 31.68	0.35%
1553	North Central SW Coop	\$ 5,850	\$ 1.24	0.01%
1554	Minor Capital	\$ 5,000	\$ 1.06	0.01%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 349,258</b>	<b>\$ 73.77</b>	<b>0.80%</b>
<b>PARKS DEPARTMENT</b>				
1560	Wages	\$ -	\$ -	0.00%
1561	Expenses	\$ 55,759	\$ 11.78	0.13%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 55,759</b>	<b>\$ 11.78</b>	<b>0.13%</b>
<hr/>				
	<b>TOTAL DEPARTMENT OF PUBLIC WORKS</b>	<b>\$ 2,178,395</b>	<b>\$ 460.14</b>	<b>5.02%</b>
 <b><u>LIBRARY AND CITIZEN'S SERVICES</u></b>				
<b>COUNCIL ON AGING</b>				
1600	Salaries	\$ 79,554	\$ 16.80	0.18%
1601	Wages	\$ 70,819	\$ 14.96	0.16%
1602	Expenses	\$ 8,454	\$ 1.79	0.02%
1603	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 158,827</b>	<b>\$ 33.55</b>	<b>0.37%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b>SENIOR CENTER VAN</b>				
1610	Wages	\$ 52,091	\$ 11.00	0.12%
1611	Expenses	\$ 12,673	\$ 2.68	0.03%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 64,764</b>	<b>\$ 13.68</b>	<b>0.15%</b>
<b>VETERAN'S SERVICE OFFICER</b>				
1620	Salary	\$ 6,000	\$ 1.27	0.01%
1621	Expenses	\$ 1,100	\$ 0.23	0.00%
1622	Veterans' Benefits	\$ 37,000	\$ 7.82	0.09%
1623	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENT TOTAL</b>	<b>\$ 44,100</b>	<b>\$ 9.32</b>	<b>0.10%</b>
<b>GRAVES REGISTRATION</b>				
1630	Salary/Stipend	\$ 250	\$ 0.05	0.00%
1631	Expenses	\$ 760	\$ 0.16	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,010</b>	<b>\$ 0.21</b>	<b>0.00%</b>
<b>CARE OF VETERAN GRAVES</b>				
1640	Contract Expenses	\$ 1,500	\$ 0.32	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,500</b>	<b>\$ 0.32</b>	<b>0.00%</b>
<b>OLD BURYING GROUND COMMITTEE</b>				
1650	Expenses	\$ 800	\$ 0.17	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 800</b>	<b>\$ 0.17</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b>LIBRARY</b>				
1660	Salary	\$ 408,050	\$ 86.19	0.94%
1661	Wages	\$ 276,295	\$ 58.36	0.64%
1662	Expenses	\$ 205,304	\$ 43.37	0.47%
1663	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 889,649</b>	<b>\$ 187.92</b>	<b>2.05%</b>
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>				
1670	Expenses	\$ 500	\$ 0.11	0.00%
1671	Fireworks	\$ -	\$ -	0.00%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 500</b>	<b>\$ 0.11</b>	<b>0.00%</b>
<b>WATER SAFETY</b>				
1680	Wages	\$ 4,200	\$ 0.89	0.01%
1681	Expenses and Minor Capital	\$ 2,732	\$ 0.58	0.01%
1682	Property Maint. & Improvements	\$ 9,000	\$ 1.90	0.02%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 15,932</b>	<b>\$ 3.37</b>	<b>0.04%</b>
<b>WEED MANAGEMENT</b>				
1690	Wages	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 22,000	\$ 4.65	0.05%
1692	Expenses: Great Lakes	\$ 2,385	\$ 0.50	0.01%
<hr/>				
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 24,385</b>	<b>\$ 5.15</b>	<b>0.06%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b>GROTON COUNTRY CLUB</b>				
1700	Salary	\$ 159,524	\$ 33.70	0.37%
1701	Wages	\$ 150,000	\$ 31.68	0.35%
1702	Expenses	\$ 136,000	\$ 28.73	0.31%
1703	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 445,524</b>	<b>\$ 94.11</b>	<b>1.03%</b>
	<b>TOTAL LIBRARY AND CITIZEN SERVICES</b>	<b>\$ 1,646,991</b>	<b>\$ 347.89</b>	<b>3.79%</b>
 <b><u>DEBT SERVICE</u></b>				
<b>DEBT SERVICE</b>				
2000	Long Term Debt - Principal Excluded	\$ 1,070,000	\$ 226.01	2.46%
2001	Long Term Debt - Principal Non-Excluded	\$ 159,154	\$ 33.62	0.37%
2002	Long Term Debt - Interest - Excluded	\$ 471,752	\$ 99.65	1.09%
2003	Long Term Debt - Interest - Non-Excluded	\$ 88,007	\$ 18.59	0.20%
2006	Short Term Debt - Principal - Town	\$ 85,174	\$ 17.99	0.20%
2007	Short Term Debt - Interest - Town	\$ 6,800	\$ 1.44	0.02%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,880,887</b>	<b>\$ 397.29</b>	<b>4.33%</b>
	<b>TOTAL DEBT SERVICE</b>	<b>\$ 1,880,887</b>	<b>\$ 397.29</b>	<b>4.33%</b>
 <b><u>EMPLOYEE BENEFITS</u></b>				
<b>EMPLOYEE BENEFITS</b>				
GENERAL BENEFITS				
3000	County Retirement	\$ 2,385,255	\$ 503.83	5.49%
3001	State Retirement	\$ 177,094	\$ 37.41	0.41%
3002	Unemployment Compensation	\$ 10,000	\$ 2.11	0.02%
INSURANCE				
3010	Health Insurance/Employee Expenses	\$ 1,850,268	\$ 390.83	4.26%
3011	Life Insurance	\$ 3,700	\$ 0.78	0.01%
3012	Medicare/Social Security	\$ 135,000	\$ 28.52	0.31%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 4,561,317</b>	<b>\$ 963.47</b>	<b>10.50%</b>
	<b>TOTAL EMPLOYEE BENEFITS</b>	<b>\$ 4,561,317</b>	<b>\$ 963.47</b>	<b>10.50%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2022 TOWN MANAGER BUDGET	FY 2022 AVERAGE TAX BILL	FY 2022 PERCENT OF TAX BILL
<b><u>ADDITIONAL APPROPRIATIONS</u></b>				
<b>ADDITIONAL APPROPRIATIONS</b>				
	Capital Budget Request	\$ 625,000	\$ 132.02	1.44%
	Offset Reciepts	\$ -	\$ -	0.00%
	Cherry Sheet Offsets	\$ 18,527	\$ 3.91	0.04%
	Snow and Ice Deficit	\$ 100,000	\$ 21.12	0.23%
	State and County Charges	\$ 93,392	\$ 19.73	0.22%
	Allowance for Abatements/Exemptions	\$ 200,000	\$ 42.25	0.46%
<hr/>				
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,036,919</b>	<b>\$ 219.03</b>	<b>2.39%</b>
	<b>GRAND TOTAL - TOWN BUDGET</b>	<b>\$ 43,422,477</b>	<b>\$ 9,172</b>	<b>100.00%</b>

TOWN OF GROTON  
FIVE YEAR PROJECTION

Revised: 12/21/2020

		FY 2022	FY 2023	Percent Increase		FY 2024	Percent Increase		FY 2025	Percent Increase		FY 2026	Percent Increase		FY 2027	Percent Increase	
Expenditures																	
Municipal Wages	\$	7,795,500	\$ 7,990,387	2.50%	\$	8,190,147	2.50%	\$	8,353,950	2.00%	\$	8,521,029	2.00%	\$	8,691,450	2.00%	
Employee Benefits	\$	4,384,223	\$ 4,708,695	7.40%	\$	5,037,267	6.98%	\$	5,390,362	7.01%	\$	5,769,910	7.04%	\$	6,178,001	7.07%	
Sub-Total	\$	12,179,723	\$ 12,699,082	4.26%	\$	13,227,414	4.16%	\$	13,744,312	3.91%	\$	14,290,939	3.98%	\$	14,869,451	4.05%	
Municipal Expenses	\$	2,818,669	\$ 2,846,856	1.00%	\$	2,875,324	1.00%	\$	2,904,077	1.00%	\$	2,933,118	1.00%	\$	2,962,449	1.00%	
Sub - Total	\$	14,998,392	\$ 15,545,938	3.65%	\$	16,102,739	3.58%	\$	16,648,389	3.39%	\$	17,224,057	3.46%	\$	17,831,900	3.53%	
Debt Service - In Levy Capacity Only	\$	339,135	\$ 340,000	0.26%	\$	340,000	0.00%	\$	340,000	0.00%	\$	340,000	0.00%	\$	340,000	0.00%	
Total - Municipal Budget	\$	15,337,527	\$ 15,885,938	3.58%	\$	16,442,739	3.50%	\$	16,988,389	3.32%	\$	17,564,057	3.39%	\$	18,171,900	3.46%	
Groton Dunstable Regional School	\$	23,440,050	\$ 24,846,453	6.00%	\$	26,337,240	6.00%	\$	27,917,475	6.00%	\$	29,592,523	6.00%	\$	31,368,074	6.00%	
Middle School Roof Debt Service	\$	56,358	\$ 57,203	1.50%	\$	58,061	1.50%	\$	58,932	1.50%	\$	59,816	1.50%	\$	60,714	1.50%	
GDRSD Capital	\$	519,078	\$ 444,531	-14.36%	\$	553,411	24.49%	\$	552,203	-0.22%	\$	553,408	0.22%	\$	400,000	-27.72%	
Nashoba Regional Technical High School	\$	828,273	\$ 848,980	2.50%	\$	870,204	2.50%	\$	891,959	2.50%	\$	914,258	2.50%	\$	937,115	2.50%	
Total - Regional Schools Assessments	\$	24,843,759	\$ 26,197,167	5.45%	\$	27,818,917	6.19%	\$	29,420,569	5.76%	\$	31,120,006	5.78%	\$	32,765,903	5.29%	
Total Operating Expenses	\$	40,181,286	\$ 42,083,105	4.73%	\$	44,261,656	5.18%	\$	46,408,959	4.85%	\$	48,684,063	4.90%	\$	50,937,803	4.63%	
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	\$	625,000	\$ 500,000	-20.00%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%	
Bond Premium Payment	\$	1,875	\$ -	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	\$	94,829	\$ 97,200	2.50%	\$	99,630	2.50%	\$	102,120	2.50%	\$	104,673	2.50%	\$	107,290	2.50%	
Allowance for Abatements/Exemptions	\$	200,000	\$ 200,000	0.00%	\$	200,000	0.00%	\$	200,000	0.00%	\$	200,000	0.00%	\$	200,000	0.00%	
Sub-Total Additional Appropriations	\$	1,217,325	\$ 1,210,232	-0.58%	\$	1,235,035	2.05%	\$	1,261,587	2.15%	\$	1,290,034	2.25%	\$	1,320,534	2.36%	
Grand Total Appropriations	\$	41,398,611	\$ 43,293,337	4.58%	\$	45,496,691	5.09%	\$	47,670,546	4.78%	\$	49,974,097	4.83%	\$	52,258,337	4.57%	
Revenues																	
Previous Year Proposition 2½ Levy Limit	\$	32,985,370	\$ 34,074,005	3.30%	\$	35,942,460	5.48%	\$	37,938,524	5.55%	\$	39,869,915	5.09%	\$	42,037,745	5.44%	
Allowed 2½ Increase	\$	824,634	\$ 851,850	3.30%	\$	898,561	5.48%	\$	948,463	5.55%	\$	996,748	5.09%	\$	1,050,944	5.44%	
New Growth	\$	264,000	\$ 300,000	13.64%	\$	307,500	2.50%	\$	315,188	2.50%	\$	323,067	2.50%	\$	331,144	2.50%	
Proposition 2½ Override	\$	-	\$ 716,605	100.00%	\$	790,003	10.24%	\$	667,740	-15.48%	\$	848,015	27.00%	\$	914,547	7.85%	
State Aid	\$	900,000	\$ 900,000	0.00%	\$	900,000	0.00%	\$	900,000	0.00%	\$	900,000	0.00%	\$	900,000	0.00%	
Local Receipts	\$	4,490,312	\$ 4,625,690	3.01%	\$	4,741,332	2.50%	\$	4,859,865	2.50%	\$	4,981,362	2.50%	\$	5,105,896	2.50%	
Free Cash	\$	652,952	\$ 372,000	-43.03%	\$	372,000	0.00%	\$	372,000	0.00%	\$	372,000	0.00%	\$	372,000	0.00%	
Transfer from Enterprise Funds	\$	271,148	\$ 284,705	5.00%	\$	298,941	5.00%	\$	313,888	5.00%	\$	329,582	5.00%	\$	346,061	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	\$	235,194	\$ 368,482	56.67%	\$	445,894	21.01%	\$	554,878	24.44%	\$	553,408	-0.26%	\$	400,000	-27.72%	
Capital Stabilization Fund	\$	475,000	\$ 500,000	5.26%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%	
Grand Total Revenus	\$	41,398,611	\$ 43,293,337	4.58%	\$	45,496,691	5.09%	\$	47,670,546	4.78%	\$	49,974,097	4.83%	\$	52,258,337	4.57%	
Surplus/(Deficit)	\$	(0)	\$ (0)		\$	0		\$	(0)		\$	(0)		\$	(0)		





# 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*  
Rebecca H. Pine, *Clerk*  
John R. Giger, *Member*  
John F. Reilly, *Member*

**Town Manager**  
Mark W. Haddad

**To:** *Select Board*

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

**Subject:** *FY 2021 Select Board Departmental Budgets*

**Date:** *November 23, 2020*

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          |

In keeping with the Select Board and Finance Committee's Direction to level fund the Operating Budget at the FY 2021 appropriation, I have level funded all of these budgets.

MWH/rjb  
enclosures

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>MODERATOR</b>									
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	0.00%	\$ 0.01
1001	Expenses	\$ -	\$ -	\$ -	\$ 80	\$ -	\$ 80	0.00%	\$ 0.02
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 65</b>	<b>\$ 65</b>	<b>\$ 65</b>	<b>\$ 145</b>	<b>\$ 65</b>	<b>\$ 145</b>	<b>0.00%</b>	<b>\$ 0.03</b>

**MODERATOR  
114**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 80.00		\$ (80.00)	-100.00%		\$ 80.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 80.00</b>	<b>\$ -</b>	<b>\$ (80.00)</b>	<b>-100.00%</b>		<b>\$ 80.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Moderator  
 Org # 114  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
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 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
TOTAL WAGES							\$ -								\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>SELECT BOARD</b>									
1020	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%	\$ -
1022	Expenses	\$ 4,338	\$ 2,943	\$ 1,802	\$ 3,300	\$ 3,300	\$ 3,300	0.00%	\$ 0.70
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1024	Minor Capital	\$ 27,000	\$ 25,689	\$ 25,633	\$ 25,683	\$ 61,520	\$ 25,683	0.00%	\$ 5.41
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 31,338</b>	<b>\$ 28,632</b>	<b>\$ 27,435</b>	<b>\$ 28,983</b>	<b>\$ 64,820</b>	<b>\$ 28,983</b>	<b>0.00%</b>	<b>\$ 6.11</b>

**SELECT BOARD**  
**122**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 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	\$ -	0.00%		\$ 750.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 3,300.00</b>	<b>\$ 3,300.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 3,300.00</b>	<b>\$ -</b>	<b>0.00%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>TOWN MANAGER</b>									
1030	Salaries	\$ 204,592	\$ 211,362	\$ 227,980	\$ 233,050	\$ 226,111	\$ 226,111	-2.98%	\$ 47.66
1031	Wages	\$ 106,371	\$ 112,660	\$ 120,450	\$ 125,336	\$ 112,786	\$ 112,786	-10.01%	\$ 23.77
1032	Expenses	\$ 13,421	\$ 9,117	\$ 9,784	\$ 14,600	\$ 14,600	\$ 14,600	0.00%	\$ 3.08
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 324,384</b>	<b>\$ 333,139</b>	<b>\$ 358,214</b>	<b>\$ 372,986</b>	<b>\$ 353,497</b>	<b>\$ 353,497</b>	<b>-5.23%</b>	<b>\$ 74.51</b>

**TOWN MANAGER**  
**124**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 202 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 2,600.00	\$ 2,600.00	\$ -	0.00%		\$ 2,600.00		0.00%
Travel and Conferences	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Legal Advertising	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other: Minute Taking	\$ 10,000.00	\$ 10,000.00				\$ 10,000.00		
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 14,600.00</b>	<b>\$ 14,600.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 14,600.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Town Manager  
 Org # 124  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Haddad	Mark		Town Manager			40	\$ 151,661.00			\$ 151,661.00				\$ 151,661.00	\$ 151,661.00
Dunbar	Dawn	By-Law	Executive Assistant	9		40	\$ 73,950.00			\$ 73,950.00			\$ 500.00	\$ 73,950.00	\$ 74,450.00
Other Pay							\$ 7,439.00								
TOTAL SALARIES							\$ 233,050.00								\$ 226,111.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Kul	Sammie	THL	Interdepartmental	7	\$30.90	40	\$ 64,519.20	\$ 30.90	40	\$ 64,519.20		\$ 30.90		\$ 64,519.20	\$ 64,519.20
Hommel	Jean	THL	DPW Off Asst.	6	\$26.25	40	\$ 54,810.00	\$ 26.25	40	\$ 54,810.00		\$ 26.25	\$ 4,857.00	\$ 54,810.00	\$ 59,667.00
Collette	Michelle	By-Law	ADA Coordinator				\$ 1,500.00							\$ 1,500.00	\$ 1,500.00
Other Pay							\$ 4,507.00								
CPA Offset															\$ (12,900.00)
TOTAL WAGES							\$ 125,336.20								\$ 112,786.20

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>FINANCE COMMITTEE</b>									
1040	Expenses	\$ 210	\$ 210	\$ 210	\$ 215	\$ 215	\$ 215	0.00%	\$ 0.05
1041	Reserve Fund	\$ 86,806	\$ 66,965	\$ 49,400	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ 31.62
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 87,016</b>	<b>\$ 67,175</b>	<b>\$ 49,610</b>	<b>\$ 150,215</b>	<b>\$ 150,215</b>	<b>\$ 150,215</b>	<b>0.00%</b>	<b>\$ 31.66</b>

**FINANCE COMMITTEE**

**131**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 215.00</b>	<b>\$ 215.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 215.00</b>	<b>\$ -</b>	<b>0.00%</b>



## TOWN OF GROTON

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

### Town Accountant's Office

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

Mark Haddad  
Town Manager

November 20, 2020

Dear Mr. Haddad:

I am pleased to submit the Accounting Department budget requests for Fiscal Year 2022. 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 for FY22 (no change from FY21). However, a new contract with Giusti Hingston must be negotiated for an FY22 single audit of Federal Funds related to the CARES Act Grant. This is a mandatory requirement whenever a municipality receives Federal Funds in excess of \$750,000. We are anticipating the cost of this audit to be \$6,000.

In an effort to offset the increased audit cost, I have significantly decreased professional development expenses for FY22 (by eliminating a conference and associated mileage reimbursement as well as additional training & meeting expenses). This will reduce the Accounting budget by approximately \$1,135. Our fund accounting software provider, Abila, reserves the right to increase costs annually, and our local support representative has assured me that a 6.5% increase (\$111) is planned for FY22, therefore I have increased that projection. In FY20, an A/P software upgrade was authorized at the Fall Town Meeting (Cloud Companion and Microix M&S), and I had requested an increase in my budget for FY21 to cover local support services through SoftTrac. In past years, we had managed with only 5 hours of annual software support at a cost of approximately \$1,000. The software upgrade quadrupled the number of end users who managed their work flow through this module. As a result, we increased our level of support to the next tier of service which provided unlimited hours for \$2,595. Given the current level of financial uncertainty facing the Town, I am reluctantly reducing the software support to the previous level of 5 hours annually (a savings of approximately \$1,500).

I am recommending an increase to the FY22 Health Insurance budget of approximately 8.5%. This figure is based on plan enrollment as of November 2020 with rates 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 FY22 (mid-February). The projected budget of \$1,868,904 includes one family plan vacancy.

Boston Mutual is not planning a rate increase for their basic Life Insurance product for FY22; these rates are historically very stable. However, I am recommending an increase to the standard life insurance budget of \$100, which would bring the budget up to \$3,700. The Town spent \$3,629 on this benefit in FY20.

Unemployment Compensation varies greatly depending on the level of personnel turnover in a given year. Based on the most recent five-year average, I am recommending 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 last year's total Medicare cost of \$134,938, I am recommending we level-fund this line item at \$135,000 for FY22.

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 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>TOWN ACCOUNTANT</b>									
1050	Salaries	\$ 87,395	\$ 91,110	\$ 95,155	\$ 97,083	\$ 95,021	\$ 95,021	-2.12%	\$ 20.03
1051	Wages	\$ 43,898	\$ 46,132	\$ 47,776	\$ 49,627	\$ 49,873	\$ 49,873	0.50%	\$ 10.51
1052	Expenses	\$ 34,185	\$ 32,140	\$ 41,815	\$ 37,595	\$ 41,071	\$ 37,706	0.30%	\$ 7.95
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 165,478</b>	<b>\$ 169,382</b>	<b>\$ 184,746</b>	<b>\$ 184,305</b>	<b>\$ 185,965</b>	<b>\$ 182,600</b>	<b>-0.93%</b>	<b>\$ 38.49</b>



TOWN ACCOUNTANT  
135

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE and Expense Prioritization:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 80.00	\$ 80.00	\$ -	0.00%		\$ 80.00		0.00%
Travel and Conferences	\$ 2,100.00	\$ 965.00	\$ (1,135.00)	-54.05%	Reducing training/meeting expenses Medium Priority	\$ 2,100.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Main Abila/Microix	\$ 5,620.00	\$ 5,731.00	\$ 111.00	1.98%	Fund Acctng Software Annual 6.5% Subscription Increase	\$ 5,731.00		1.98%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Local Software Support SoftTrac	\$ 2,595.00	\$ 1,095.00	\$ (1,500.00)	-57.80%	Reducing Support f/ unlimited hrs to 5 hrs High Priority	\$ 2,595.00		0.00%
Other: Annual Audit	\$ 24,150.00	\$ 30,150.00	\$ 6,000.00	24.84%	Federal Single Audit for CARES Act Grant MANDATORY	\$ 24,150.00		0.00%
Other: GASB 45 OPEB Audit	\$ 3,050.00	\$ 3,050.00	\$ -	0.00%		\$ 3,050.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 37,595.00</b>	<b>\$ 41,071.00</b>	<b>\$ 3,476.00</b>	<b>9.25%</b>		<b>\$ 37,706.00</b>	<b>\$ -</b>	<b>0.30%</b>

Travel & Conference Detail:	FY21	Adjustments	FY22
March MMAAA Conference	\$ 800.00		\$ 800.00
Summer MMAAA Conference	\$ 600.00	\$ (600.00)	\$ -
Fall Conference	\$ 75.00	\$ (10.00)	\$ 65.00
Spreadsheet class/Audit Training	\$ 350.00	\$ (350.00)	\$ -
Mileage Reimbursement	\$ 200.00	\$ (100.00)	\$ 100.00
Refreshments for Sat Budget Mtg	\$ 75.00	\$ (75.00)	\$ -
Total	\$ 2,100.00	\$ (1,135.00)	\$ 965.00

Department Town Accountant  
 Org # 135  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
DuFresne	Patricia		Town Accountant			40	\$ 92,492.00			\$ 92,492.00			\$ 750.00	\$ 92,492.00	\$ 93,242.00
							VBB =							\$ 1,779.00	\$ 1,779.00
Other Pay															
							\$ 2,812.00								
TOTAL SALARIES															\$ 95,021.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Mahoney	Sarah	THL	Asst. Town Acct.	9	\$31.68	30	\$ 49,610.88	\$ 31.68	30	\$ 49,610.88		\$ 31.68	\$ 262.50	\$ 49,610.88	\$ 49,873.38
Other Pay															
							\$ 16.12								
TOTAL WAGES															\$ 49,873.38

Hi Mark,

I have attached the Board of Assessors Budget to this email. I spoke with Pat Donovan from Vision and Jonathan spoke with Brian Pelletier from RRC and they both gave us numbers for their certification support. RRC also has a separate increase of \$4,000 to our budget due ATB court case there is now a state mandate on valuation of Gas companies we can no longer use net book value and must use a 50/50 method for valuation. Vision support is going to be the most important, with the 5year certification support they will update all tables, new replacement cost base rates for residential and commercial properties, a full income analysis on all commercial properties, etc. The support items do not come with our current contract with Vision. Please let me know if you have any questions or if there is anything I need to change.

**Megan L. Foster**

Assistant Assessor

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**Town of Groton**

173 Main Street • Groton, MA 01450

**P** 978-448-1127 • **F** 978-448-1113

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>BOARD OF ASSESSORS</b>									
1060	Salaries	\$ 71,244	\$ 75,676	\$ 78,580	\$ 80,528	\$ 78,581	\$ 78,581	-2.42%	\$ 16.60
1061	Wages	\$ 39,823	\$ 52,596	\$ 62,550	\$ 64,728	\$ 64,728	\$ 64,728	0.00%	\$ 13.67
1062	Expenses	\$ 17,521	\$ 19,917	\$ 20,743	\$ 45,858	\$ 81,887	\$ 45,215	-1.40%	\$ 9.55
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 128,588</b>	<b>\$ 148,189</b>	<b>\$ 161,873</b>	<b>\$ 191,114</b>	<b>\$ 225,196</b>	<b>\$ 188,524</b>	<b>-1.36%</b>	<b>\$ 39.82</b>

## BOARD OF ASSESSORS

141

<u>LINE ITEM</u>	<u>FY 2021</u>		<u>FY 2022</u>		<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022</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	\$ 20,000.00	\$	20,000.00	\$ -	0.00%		\$ 15,000.00		
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	\$ 6,920.00	\$	16,692.00	\$ 9,772.00	141.21%	RRC PP 5 yr Cert. review plus NEW DOR 50/50 methodology Directive(new for 2022 due to loss of State ATB case)	\$ 10,920.00		57.80%
Vehicle Costs	\$ 1,500.00	\$	1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Other: Vision Software License	\$ 6,496.00	\$	6,695.00	\$ 199.00	3.06%		\$ 6,695.00		3.06%
Other: Clothing Allowance	\$ 400.00	\$	400.00	\$ -	0.00%		\$ 400.00		0.00%
Other: Vision Revalue Support	\$ 3,300.00	\$	29,200.00	\$ 25,900.00	784.85%		\$ 3,300.00		0.00%
Other: Vision Web Hosting	\$ 3,142.00	\$	3,300.00	\$ 158.00	5.03%		\$ 3,300.00		5.03%
<b>TOTAL FUNDS REQUESTED</b>	\$ 45,858.00	\$	81,887.00	\$ 36,029.00	78.57%		\$ 45,215.00	\$ -	-1.40%

Department Board of Assessors  
 Org # 141  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary FY 2022
Salaries															
Foster	Megan	Contract	Principal Assessor				\$ 78,581.00			\$ 78,581.00				\$ 78,581.00	\$ 78,581.00
Other Pay							\$ 1,947.00								\$ -
TOTAL SALARIES							\$ 80,528.00								\$ 78,581.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Vacant		THL	Assistant Assessor	9	\$31.00	40	\$ 64,728.00	\$ 31.00	40	\$ 64,728.00		\$ 31.00		\$ 64,728.00	\$ 64,728.00
Other Pay															
TOTAL WAGES							\$ 64,728.00								\$ 64,728.00



Treasurer/Collector  
Michael Hartnett

## TOWN OF GROTON

TREASURER'S OFFICE  
173 MAIN STREET  
GROTON, MASSACHUSETTS 01450

November 20, 2020

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

Dear Mark:

I am respectfully submitting the FY2022 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-

Continued- Treasurer-Collector Budget Submissions

**Treasurer-Collector Department:** (continued)

**Treasurer-Collector Department:** (Dept. 145)

- Reflects a yet to be approved Re-Organization of the Treasurer-Tax Collector's Office for Fiscal 2022, with respect to position changes; and overall staffing hours. The Town Manager has submitted a proposal on November 16, 2020 (UPDATE- REVISION #1), which is attached.
- 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, assuming off-site attendance at conferences is permitted in FY2022 given the state of the pandemic at that time.

**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.

In February 2020 the Town went to the bond market to permanently finance the completed DPW Garage project and the Library Roof repairs (and the new Fire Truck), a bond issue of \$5,835,000, which reflected combined bond premiums of \$509,548, which otherwise reduced the intended amount needed to borrow. **The DPW Garage and the Library Roof are fully exempt and do not impact the tax levy.**

Continued



Continued- Treasurer-Collector Budget Submissions

**Debt Service:** (continued)

As noted, we included 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 \$473,000 reflects a budgeted one-time use of Ambulance Receipts (\$140,875) in Fiscal 2020, and a bond premium. This is not excluded debt, and will be part of the annual operating budget going forward into Fiscal 2022.

With respect to future scheduled expiring debt, please note the following;

- Surrenden Farm (land acquisition)- FY2022 represents the final year of this bond issue, with a reduced ½ principal payment, and \$204,150 in total Excluded debt service (a \$275,000 final year reduction), annually funded by the CPC.
- Gibbet Hill (land acquisition) and the Lost Lake Fire Station, - both Excluded debt, will mature in FY2023, eliminating an additional \$200.000 in excluded debt service after FY2023.

The Town's short-term debt schedule is also in place, for the three (3) existing Notes. We are recommending that we remain short-term with the following debt through Fiscal 2022, 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-

Continued- Treasurer-Collector Budget Submissions

**Debt Service:** (continued)

- Police/Fire Radios: \$ 338,938  
(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 \$ 166,847  
(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 \$ 100,022  
(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 FY22 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)...as discussed above.

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., FY23) to convert our short-term debt to permanent bond financing if the economy and market conditions so dictate.

Continued-

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 are looking to later FY2021 (or possibly early FY2022) to hold another similar auction. and will require approximately \$2,500 to cover all costs, however the total Tax Title budget remains consistent with Fiscal 2021.

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.

We will be renewing our short-term BAN notes in February 2022 requiring minimal bond cost. In early FY2022 (after Spring FY21 Town Meeting and local election), we will be addressing the Flo-Ro building project, which is expected to begin with short-term BAN notes.....Our Financial Advisor has informed that we would request BAN premiums to offset issue costs and bond costs would not require a budgeted line item, unless we hear something different.

**The Bond Cost budget is therefore being considered contingent for FY 2022, pending further information soon.**

Continued-

Continued- Treasurer-Collector Budget Submissions

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

This year's 2022 budget reflects a 14.1% increase in the Middlesex County Retirement System component of the Town's Employee Benefits budget. (See attached MCRS actuarial explanation for increase). 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 1/1/2020 system review resulted in Fiscal 2022 and Fiscal 2023 assessments. Fiscal 2023 assessment increase will be 6.1%, in line with system-wide average.

The pension system assessment contained in this budget line item is comprised of two 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 6.18% 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-

Continued- Treasurer-Collector Budget Submissions

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

The Unfunded Liability for the Town, as of 1/1/20, is \$20,746,669. 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). These cost shares for FY2022 are attached.

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-

Continued- Treasurer-Collector Budget Submissions

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

**Early Retirement Incentive (ERI):**

**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 have impacted 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. **See attached MCRS actuarial explanation.**

Continued-

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  
(11/20/2020)

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>TREASURER/TAX COLLECTOR</b>									
1120	Salaries	\$ 84,966	\$ 88,286	\$ 91,700	\$ 93,975	\$ 85,000	\$ 85,000	-9.55%	\$ 17.92
1121	Wages	\$ 104,478	\$ 112,007	\$ 120,703	\$ 119,037	\$ 114,246	\$ 114,246	-4.02%	\$ 24.08
1122	Expenses	\$ 20,422	\$ 18,752	\$ 19,415	\$ 20,945	\$ 20,945	\$ 20,945	0.00%	\$ 4.41
1123	Tax Title	\$ 9,235	\$ 2,048	\$ 647	\$ 5,725	\$ 5,725	\$ 5,725	0.00%	\$ 1.21
1126	Bond Cost	\$ 3,200	\$ 2,550	\$ 1,050	\$ 4,900	\$ 3,300	\$ 3,300	-32.65%	\$ 0.70
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 222,301</b>	<b>\$ 223,643</b>	<b>\$ 233,515</b>	<b>\$ 244,582</b>	<b>\$ 229,216</b>	<b>\$ 229,216</b>	<b>-6.28%</b>	<b>\$ 48.32</b>
1123	<u>Tax Title Detail</u>								
	Legal Services- Atty. Coppola					\$ 1,500.00			
	Tax Taking Newspaper Advertising					\$ 1,500.00			
	Redemption Instruments					<u>\$ 225.00</u>			
	Expected Normal Budget					\$ 3,225.00			
	<u>Possible FY2022 Tax Lien Auction</u>								
	Newspaper Advertising					<u>\$ 2,500.00</u>			
						\$ 5,725.00			
1126	<u>Bond Cost Detail</u>								
	Bond Advisor- Continuing Disclosure					\$ 2,000.00			
	Auditor Confirmations (Giusti)					\$ 200.00			
	State House Notes- Fees (2)- est.					<u>\$ 1,100.00</u>			
						\$ 3,300.00			
1122	<u>Expenses Detail</u> - attached tab								



**TREASURER/TAX COLLECTOR**  
**145**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Postage								
Office Supplies								
Dues & Memberships	\$ 190.00	\$ 190.00	\$ -	0.00%		\$ 190.00		0.00%
Travel and Conferences	\$ 1,855.00	\$ 1,705.00	\$ (150.00)	-8.09%		\$ 1,705.00		-8.09%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Other: Payroll Service- Harper's- T/C	\$ 9,550.00	\$ 9,550.00	\$ -	0.00%		\$ 9,550.00		0.00%
Other: Payroll Service- Harper's- ACA	\$ 350.00	\$ -	\$ (350.00)	-100.00%	Incl. in line 16	\$ -		
Other: Tax Software Service- CHS	\$ 5,000.00	\$ 5,500.00	\$ 500.00	10.00%	Agreed increase	\$ 5,500.00		10.00%
Other: Lock-Box Service- Century	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Other:								
Other: Filing Fees - Release of Liens								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 20,945.00</b>	<b>\$ 20,945.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 20,945.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Treasurer/Tax Collector  
 Org # 145  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Hartnett	Michael	Contract	Treasurer/Collector	14		40	\$ 91,025.00							\$ -	\$ -
Other Pay							\$ 2,950.00								
Salaries															
Moller	Hannah	Contract	Treasurer/Collector	14		40			40	\$ 85,000.00				\$ 85,000.00	\$ 85,000.00
Other Pay															
TOTAL SALARIES							\$ 93,975.00								\$ 85,000.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Moller	Hannah	THL	Asst. Treas/Coll	9	\$32.85	39	\$ 66,876.03								
Hartnett	Michael	THL	Asst. Treas/Coll	9	\$44.18	19		\$ 44.18	19	\$ 43,817.72		\$ 44.18		\$ 43,817.72	\$ 43,817.72
Amari	Nancy	THL	Payroll Coordinator	7	\$29.12	35	\$ 53,202.24	\$ 29.12	35	\$ 53,202.24		\$ 29.12		\$ 53,202.24	\$ 53,202.24
Vacant	Vacant	THL	Clerk	5				\$ 22.00	15	\$ 17,226.00		\$ 22.00		\$ 17,226.00	\$ 17,226.00
Other Pay							\$ (1,041.00)								
TOTAL WAGES							\$ 119,037.27								\$ 114,245.96

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>TOWN COUNSEL</b>									
1080	Expenses	\$ 50,831	\$ 146,553	\$ 77,338	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 18.97
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 50,831</b>	<b>\$ 146,553</b>	<b>\$ 77,338</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>0.00%</b>	<b>\$ 18.97</b>

**TOWN COUNSEL**  
**151**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Town Counsel Fees	\$ 90,000.00	\$ 90,000.00	\$ -	0.00%		\$ 90,000.00		0.00%
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 90,000.00</b>	<b>\$ 90,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 90,000.00</b>	<b>\$ -</b>	<b>0.00%</b>



## **TOWN OF GROTON**

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

Melisa Doig  
*Human Resources Director*

*mdoig@townofgroton.org*

**November 13, 2020**

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

**Dear Town Manager Haddad:**

**I am submitting my FY22 budget for the Human Resources Department. I have level funded all other line items at this time, because I feel that they are at adequate levels for my FY22 requirements.**

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

**Respectfully submitted,**

**Melisa Doig  
HR Director**

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>HUMAN RESOURCES</b>									
1090	Salary	\$ 75,412	\$ 79,225	\$ 82,673	\$ 84,313	\$ 81,598	\$ 81,598	-3.22%	\$ 17.20
1091	Expenses	\$ 20,030	\$ 9,917	\$ 9,547	\$ 11,000	\$ 11,000	\$ 10,000	-9.09%	\$ 2.11
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 95,442</b>	<b>\$ 89,142</b>	<b>\$ 92,220</b>	<b>\$ 95,313</b>	<b>\$ 92,598</b>	<b>\$ 91,598</b>	<b>-3.90%</b>	<b>\$ 19.31</b>

# HUMAN RESOURCES

152

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 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%		\$ 5,000.00		-16.67%
Compliance	\$ 600.00	\$ 600.00	\$ -	100.00%		\$ 600.00		0.00%
Other: Employee Dev/Training	\$ 1,000.00	\$ 1,000.00	\$ -	100.00%		\$ 1,000.00		0.00%
Other: HR Director Training	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 11,000.00	\$ 11,000.00	\$ -	0.00%		\$ 10,000.00	\$ -	-9.09%

Department Human Resources  
 Org # 152  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Doig	Melisa	By-Law	HR Director	11		40	\$ 81,598.00		40	\$ 81,598.00			\$ -	\$ 81,598.00	\$ 81,598.00
Other Pay							\$ 2,715.00								
TOTAL SALARIES							\$ 84,313.00								\$ 81,598.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
TOTAL WAGES							\$ -								\$ -



## FY 2022 Information Technology Budget

154-5400-000 - General Expenses			
Type	Amount	Information	Why Needed
High Speed Internet	\$ 8,300.00	Recurring Verizon FIOS and Charter	These services allow the municipal buildings access to various other software resources used by each department and are critical to the department's functionality.
Software	\$ 5,800.00	Website, Acrobat, Office, anti-virus	There are consistently changing demands for working with different file formats and software suites as technology moves so fast. In addition we need to be protecting our information systems by utilizing supported versions of software and antivirus definitions.
Computer Supplies	\$ 5,200.00	Drives, UPS devices, RAM, video cards, cables, monitors	General wear and tear on replaceables and consumables, we need these to repair equipment and upgrade hardware to extend the life of our technology investments.
Phones	\$ 2,000.00	Wireless and wired phone services, accessories	Our phones are an important part of our organization and crucial in areas like public safety. We need to make sure we have functioning equipment to support the town's needs.
Printers and parts	\$ 1,500.00	Printers, drums, fusers and parts	Printers are still used frequently in most organizations, they take a lot of wear and tear and need replacement of various components and consumables like toner to continue using them.
Networking supplies	\$ 2,000.00	Wiring, switch components, fiber optics	We are consistently supporting expanded computer usage in the town by expanding our network to department needs. We need to be able to continue to stay up to speed with a fast network and reliable connections to all of our users.
<b>Total</b>	<b>\$ 24,800.00</b>		

## 154-5850-9XX - Capital Expenses

Type	Amount	Information	Why Needed
Replacement Computers	\$ 16,000.00	Ten new computers for Town Hall/PSB/Fire; 5 for Library	Computers do not have an unlimited life span and require replacing over time. It is important to have a replacement program in place so that you don't end up with an obsolete infrastructure.
Server Replacements and Upgrades	\$ 13,000.00	Replace aging servers & storage arrays with newer equipment.	Our computer servers provide the backbone to our computer usage in the town by hosting applications used in every department. Our investments in technology continue to drive increased productivity, efficiency, regulatory compliance, and increased services in the 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.
<b>Total</b>	<b>\$ 40,000.00</b>		

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>INFORMATION TECHNOLOGY</b>									
1100	Salary	\$ 104,888	\$ 109,880	\$ 114,722	\$ 117,004	\$ 113,491	\$ 113,491	-3.00%	\$ 23.97
1101	Wages	\$ 48,048	\$ 56,462	\$ 59,031	\$ 61,095	\$ 61,095	\$ 61,095	0.00%	\$ 12.90
1102	Expenses	\$ 20,637	\$ 15,037	\$ 20,552	\$ 24,800	\$ 24,800	\$ 22,800	-8.06%	\$ 4.82
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 173,573</b>	<b>\$ 181,379</b>	<b>\$ 194,305</b>	<b>\$ 202,899</b>	<b>\$ 199,386</b>	<b>\$ 197,386</b>	<b>-2.72%</b>	<b>\$ 41.69</b>

**INFORMATION TECHNOLOGY**  
**154**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 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%		\$ 22,800.00		-8.06%
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 24,800.00</b>	<b>\$ 24,800.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 22,800.00</b>	<b>\$ -</b>	<b>-8.06%</b>

Department Information Technology  
 Org # 154  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Chiasson	Michael	By-Law	IT Director	17		40	\$ 113,491.00			\$ 113,491.00				\$ 113,491.00	\$ 113,491.00
Other Pay							\$ 3,513.00								
TOTAL SALARIES							\$ 117,004.00								\$ 113,491.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Batchelder	Nick	THL	Desk Top Specialist	8	\$29.26	40	\$ 61,094.88	\$ 29.26	40	\$ 61,094.88		\$ 29.26		\$ 61,094.88	\$ 61,094.88
Other Pay															
TOTAL WAGES							\$ 61,094.88								\$ 61,094.88

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>GIS STEERING COMMITTEE</b>									
1120	Expenses	\$ 5,408	\$ 12,261	\$ 14,675	\$ 10,800	\$ 10,800	\$ 10,800	0.00%	\$ 2.28
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 5,408</b>	<b>\$ 12,261</b>	<b>\$ 14,675</b>	<b>\$ 10,800</b>	<b>\$ 10,800</b>	<b>\$ 10,800</b>	<b>0.00%</b>	<b>\$ 2.28</b>

GIS STEERING COMMITTEE  
174

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Web Hosting	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Other: Building Layer								
Other: Technical Assistance	\$ 2,700.00	\$ 2,700.00	\$ -	0.00%		\$ 2,700.00		0.00%
Other: Managed Services - Building Tier								
Other: Assessors Maps	<u>\$ 4,500.00</u>	<u>\$ 4,500.00</u>	<u>\$ -</u>	0.00%		<u>\$ 4,500.00</u>		
<b>TOTAL FUNDS REQUESTED</b>	\$ 10,800.00	\$ 10,800.00	\$ -	0.00%		\$ 10,800.00	\$ -	0.00%



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

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

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

**Michael F. Bouchard, Town Clerk**

To: Mark Haddad, Town Manager  
From: Michael Bouchard, Town Clerk  
Subject: FY2022 Budget Submission

Thank you for the opportunity to submit the FY2022 budget proposals for Town Clerk, Elections and Street Listings. All budgets have been modelled on previous years, but using the anticipated conditions of FY2022. 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 impacts come from election and town meeting day preparation and coverage and early vote processing. In FY 2022, this budget submission is anticipating Fall 2021 and Spring 2022 Town Meetings, and a Town Election in May, 2022. No State Elections are scheduled. No Early Voting is anticipated.
- **Bylaw Updates:** This budget item was reduced in the FY2021 budget to \$5,000. In FY 20, the most recent fiscal year with code update invoices, actual spending was \$6,008. 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 previous levels of \$7150, 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 the "average" update.





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

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

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

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

- **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 fund to send an average of 2 clerk office employees for day trips to each of 3 conferences.

**Summary:** \$1,751 reduction from FY2021 appropriation.

#### **Elections**

The cost factors for the Elections Budget are election day and Town Meeting 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 \$14.25 on January 1, 2022. In FY22, the only scheduled election is the May, 2022 Town Election, with no early voting expected, and a Fall 2021 and Spring 2022 Town Meeting.

**Summary:** \$14,254 decrease from FY2021 Appropriation

#### **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 a 2% postage increase in January 2021 and again in January, 2022 (according to the USPS web site). This translates into an approximately \$100 increase in postage.

**Summary:** \$100 increase from FY2021 Appropriation

Respectfully submitted,

Michael Bouchard  
Town Clerk

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>TOWN CLERK</b>									
1130	Salaries	\$ 80,688	\$ 84,732	\$ 88,080	\$ 92,073	\$ 89,510	\$ 89,510	-2.78%	\$ 18.87
1131	Wages	\$ 55,252	\$ 61,568	\$ 61,051	\$ 67,751	\$ 63,982	\$ 63,982	-5.56%	\$ 13.49
1132	Expenses	\$ 4,157	\$ 10,199	\$ 10,458	\$ 9,867	\$ 12,017	\$ 9,867	0.00%	\$ 2.08
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 140,097</b>	<b>\$ 156,499</b>	<b>\$ 159,589</b>	<b>\$ 169,691</b>	<b>\$ 165,509</b>	<b>\$ 163,359</b>	<b>-3.73%</b>	<b>\$ 34.44</b>

**TOWN CLERK**  
**161**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage (FEDEX)	\$ 360.00	\$ 360.00	\$ -	0.00%		\$ 360.00		0.00%
Office Supplies	\$ 1,622.00	\$ 1,622.00	\$ -	0.00%		\$ 1,622.00		0.00%
Dues & Memberships	\$ 225.00	\$ 225.00	\$ -	0.00%		\$ 225.00		0.00%
Travel and Conferences	\$ 860.00	\$ 860.00	\$ -	0.00%		\$ 860.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%		\$ 1,400.00		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Town Clerk Insurance Bond								
Other: Bylaw updates (General Code)	\$ 5,000.00	\$ 7,150.00	\$ 2,150.00	43.00%		\$ 5,000.00		0.00%
Other: Vital Statistics	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 9,867.00</b>	<b>\$ 12,017.00</b>	<b>\$ 2,150.00</b>	<b>21.79%</b>		<b>\$ 9,867.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Town Clerk  
 Org # 161  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Bouchard	Michael	Elected	Town Clerk				\$ 89,510.00			\$ 89,510.00				\$ 89,510.00	\$ 89,510.00
Other Pay							\$ 2,563.00								
<b>TOTAL SALARIES</b>							<b>\$ 92,073.00</b>								<b>\$ 89,510.00</b>
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 7/1/2021	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Stanley	Fran	THL	Asst. Town Clerk	6	\$29.30	15	\$ 22,941.90	\$ 29.30	15	\$ 22,941.90		\$ 29.30	\$ 132.00	\$ 22,941.90	\$ 23,073.90
Pierce	Nancy Ellen	THL	Asst. Town Clerk	6	\$29.26	25	\$ 38,184.30	\$ 29.26	25	\$ 38,184.30		\$ 29.26	\$ 469.00	\$ 38,184.30	\$ 38,653.30
Other Pay							\$ 6,625.00								\$ -
Additional Hours (Town Meetings and Elections)															
									38			\$ 29.26			\$ 1,111.88
									39			\$ 29.30			\$ 1,142.70
															\$ -
<b>TOTAL WAGES</b>							<b>67,751.20</b>								<b>\$ 63,981.78</b>

**ASSUMPTIONS - Elections and Town Meetings**

(1) Fran Stanley : Extra Hours for Town Meeting and Elections	\$29.30	39	\$ 1,142.70
(1) Nancy Pierce: Extra Hours for Town Meeting and Elections	\$ 29.26	38	\$ 1,111.88

(1) Extra hours calculation

Estimate :	4	hours per Town Meeting session	
<u>Estimated Sessions</u>	<u>Nancy Hours</u>	<u>Fran Hours</u>	<u>Total hours</u>
<b>Town Meeting</b>			
Fall 2021	2	8	16
Spring 2022	3	12	24
	Total for Town Meeting		<b>40</b>
<b>Elections</b>			
<b>FY2022 Town Election (May,2022)</b>			
Prep/setup	10	5	15
Execution	8	14	22
Early Vote	None authorized for local elections	0	0
Vote by Mail Program **	None authorized at this time	0	0
	Total for Town Election	18	19
			<b>37</b>
** Anticipating that COVID related vote by mail will not be necessary			
	Nancy	Fran	Total
<b>Total for Town Meetings and All Elections</b>	38	39	<b>77</b>

**Elections (Continued)**

**FY-model State Primary**

Prep/setup	0	0	0
Execution	0	0	0
Vote-By-Mail	0	0	0
Early Vote 5 days	0	0	0
Total for State Primary	0	0	0

**FY-model State Election**

Prep/setup	0	0	0
Execution	0	0	0
Vote-By-Mail	0	0	0
Early Vote 10 days	0	0	0
Total for State Election	0	0	0

**NO STATE ELECTIONS SCHEDULED FOR FY2022**

Assumptions - Town Clerk Expenses - FY2022									
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 2020 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 2022 Town Meeting Updates (FY21 invoice)				By-Law Update Expense History:			
	\$ 3,500.00	Fall 2021 Town Meeting bylaw updates				6/4/2020	\$ 2,129.00	#21.1	FY20
	\$ -	Charter Revisions (FY18)				10/7/2019	\$ 3,879.00	#21	\$ 6,008.00
	\$ 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 (Expected Budegt Amount)				3/27/2018	\$ 1,416.18	#19	FY18
	\$ 6,000.00	Low Budget Amount				7/1/2017	\$ 1,838.62	#18.2?	
						1/30/2017	\$ 505.52	#18.1	FY17
						9/23/2016	\$ 4,174.43	#18	\$ 6,518.57
						7/15/2016	\$ 618.21	#17.2	
Software/Service Maintenance						4/28/2016	\$ 781.64	#17.1	FY16
	\$ 1,400.00	General Code e360 Annual Maintenance				11/25/2015	\$ 5,504.57	#17	\$ 6,904.42
						3/11/2015	\$ 2,180.26	#16.1	FY15
Vital Records						9/26/2014	\$ 2,722.43	#16	\$ 4,902.69
	\$ 125.00	Security Paper (Vitals)							
	\$ 125.00	Acid free paper							
	\$ 150.00	Filing Sleeves							
	\$ 400.00	Total Vital Records							
Town Clerk Bond		Town Clerk Insurance Bond (paid by Town Manager)							

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>ELECTIONS AND BOARD OF REGISTRARS</b>									
1140	Stipend (Election & Town Meeting Wages)	\$ 4,373	\$ 13,159	\$ 6,082	\$ 19,115	\$ 6,336	\$ 6,336	-66.85%	\$ 1.34
1141	Expenses	\$ 5,841	\$ 16,439	\$ 8,692	\$ 22,185	\$ 7,912	\$ 7,912	-64.34%	\$ 1.67
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 10,214</b>	<b>\$ 29,598</b>	<b>\$ 14,774</b>	<b>\$ 41,300</b>	<b>\$ 14,248</b>	<b>\$ 14,248</b>	<b>-65.50%</b>	<b>\$ 3.00</b>

**ELECTIONS**  
**162**

<u>LINE ITEM</u>	<u>FY 2021</u> <u>APPROPRIATION</u>	<u>FY 2022</u> <u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022</u> <u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FY 2022</u> <u>FINCOM</u> <u>APPROVED</u>	<u>PERCENT</u> <u>CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance-Service Contract	\$ 800	\$ 800	\$ -	0.00%		\$ 800		0.00%
Printing (Town Election Ballots)	\$ 2,400	\$ 2,400	\$ -	0.00%		\$ 2,400		0.00%
Software/Service Maintenance (Election programming)	\$ 5,100	\$ 2,300	\$ (2,800.00)	-54.90%		\$ 2,300		-54.90%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Election Worker Dinners	\$ 1,935	\$ 562	\$ (1,373.00)	-70.96%		\$ 562		-70.96%
Board of Registrars Stipend	\$ 450	\$ 450	\$ -	0.00%		\$ 450		0.00%
Other: Board of Registrars expenses	\$ 225	\$ 225	\$ -	0.00%		\$ 225		0.00%
Other: Election Miscellaneous	\$ 11,025	\$ 1,175	\$ (9,850.00)	-89.34%	New Vendor to be found	\$ 1,175		-89.34%
Other: Signs to direct voters at precinct	\$ 250	\$ -	\$ (250.00)	-100.00%		\$ -		-100.00%
Other: Change Polling Locations								
Other: Election Night Help								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 22,185</b>	<b>\$ 7,912</b>	<b>\$ (14,273.00)</b>	<b>-64.34%</b>		<b>\$ 7,912.00</b>	<b>\$ -</b>	<b>0.00%</b>

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												
May, 2022 Town Election	6		3		\$ 19.00	\$	342.00		\$ 125.00		\$ 467.00	3rd election
Clerk, Asst Clerks, (3) police officers x 1 election	5		1		\$ 19.00	\$	95.00		\$ -		\$ 95.00	
Note 1 - Meals	Preincent 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												
May, 2022 Town Election	4		3		\$ 14.25		15.5		\$ 2,650.50			Minimum wage increase
Clerks and Wardens	2		3		\$ 14.25		17		\$ 1,453.50			
							Total		\$ 4,104.00			
Note 1 - Number of workers	Town Election and State Primary: Preincent workers [2 workers per table * 2 tables + Warden and Clerk ] plus 3 Police Officers											
	Presidential Elicton: Precint Workers [3 workers per table * 2 tables + Warden and Clerk ] plus 3 Police Officers											
Note 2 - Hourly Rate	January 2022 Minimum Wage: \$ 14.25											
Police Details (Informational - Not included in Elections Budget)												
May, 2022 Town Election	3		1		\$ 45.00		13		\$ 1,755.00			
							Total		\$ 1,755.00			
Note:	Informational - Police Details not included in Elections Budget											
	Early Voting Expenses (September/November 2020)											
	EARLY VOTING NOT AUTHORIZED FOR TOWN ELECTIONS											
	Number of Workers		Number of Shifts*		Total Hours*		Pay Rate		Early Voting Payroll		Early Voting Costs	
September, 2020 State Primary												
Wages: Staffing at Early Voting location	0		1		32		\$12.75		\$0.00		Early Voting started with the Nov., 2016 election and will be in effect for bi-ennial state elections (even-year Novembers).	
Wages: Processing EV ballots on Election Day	0		1		14		\$12.75		\$0.00			
							Total Early Voting Wages - Sept 2020		\$0.00		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:	0	8	8		11	5	0		32		o Cost of election workers to staff ea	
November, 2020 Presidential Election											o Miscellaneous supplies costs (e.g. tabletop privacy shields)	
Wages: Staffing at Early Voting location	0		1		92		\$12.75		\$0.00		o Additional Town Clerk Staff time re	
Wages: Processing EV ballots on Election Day	0		1		14		\$12.75		\$0.00		and organize early ballots (based upon early voting volume)	
							Total Early Voting Wages- Nov 2020		\$0.00		o Cost of additional teams on electio	
											early ballots at the polls	
	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												
Fall, 2021, including 1 adjourned session	8		2		\$ 13.50		4		\$ 864.00		Minimum wage increase	
Spring 2022, including 2 adjourned sessions	8		3		\$ 14.25		4		\$ 1,368.00		Mis-budgeted 2020 minimum wage @\$11.00	
Additional Adjourned Sessions	8		0				4		\$ -			
Special Town Meeting (if called)	8		0				4		\$ -			
							Total for Town Meetings		\$ 2,232.00			
Note 2:	Assumption: 6:30pm - 10:30pm per session											
	Miscellaneous Expenses											
	Number (Note 3)	X	Approx Cost	=	Total Cost							Comments
Election												
FedEx (ship to 2 vendors each election)	2		\$ 50.00	\$	100.00		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)	3		\$ 125.00	\$	375.00		Main St Banner -(1) Election and (2) Town Meetings (NOTE: New vendor in 2021)					
Toner for VRIS (state) printer CE390A (HP 90A)				\$	400.00							
Toner Cartridge, 10,000 Page-Yield, Black												
							Misc Expense Total		\$ 1,175.00			
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				FY2020 ELECTIONS CODING AND PRINTING BUDGET REQUEST									
	Cost of Coding	Ballot Printing	Banner Charges		Coding		Printing						Comments
Feb 2008 Primary	\$ 1,854.50	\$ -											
Sept 2008 Primary	\$ 1,369.00	\$ -			Town - May, 2022	\$ 2,300.00	Reference May 2018	\$ 2,400.00	Reference May 2016				Third election
Nov, 2008 General	\$ 914.00	\$ -					Reference September 2018	\$ -					
May, 2008 ATE	\$ 993.31	\$ 1,402.92					Reference Nov. 08, 12, 16	\$ -					
Oct 2008 STE	\$ 1,023.50	\$ 1,562.50			Total	\$ 2,300.00		\$ 2,400.00					
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 AutoMA	\$ 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										
Mar 3 2020 Presidential Primary	\$ 1,588.00		\$ 85.00										
6/2020 Town Election (LHS)	\$ 621.00	\$ 1,524.00	\$ 85.00										
6/2020 Town Election (ESS)	\$ 826.00												
9/1/20 State Primary (ESS)	\$ 970.00												
9/1/20 State Primary (LHS)	\$ 1,054.00												
11/3/20 Presidential Election (LHS)	\$ 702.00												
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													
		Cost of Postage	Total Cost										
Summer, 2018: Postage/Cards to notify voters	Precinct 1 to vote		\$ 620.73										
(LHS; P1 to Town Hall)	at Town Hall												
		Total	\$ 620.73										

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>STREET LISTINGS</b>									
1150	Expenses	\$ 3,808	\$ 3,834	\$ 3,900	\$ 5,000	\$ 5,100	\$ 4,850	-3.00%	\$ 1.02
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 3,808</b>	<b>\$ 3,834</b>	<b>\$ 3,900</b>	<b>\$ 5,000</b>	<b>\$ 5,100</b>	<b>\$ 4,850</b>	<b>-3.00%</b>	<b>\$ 1.02</b>

<b>STREET LISTINGS</b>									
<b>164</b>									
			<b>FY 2022</b>				<b>FY 2022</b>	<b>FY 2022</b>	
		<b>FY 2021</b>	<b>DEPARTMENT</b>		<b>PERCENT</b>		<b>TOWN MANAGER</b>	<b>FINCOM</b>	<b>PERCENT</b>
<b>LINE ITEM</b>		<b>APPROPRIATION</b>	<b>REQUEST</b>	<b>DIFFERENCE</b>	<b>CHANGE</b>	<b>REASON FOR CHANGE:</b>	<b>APPROVED</b>	<b>APPROVED</b>	<b>CHANGE</b>
Telephone									
Postage		\$ 2,000.00	\$ 2,100.00	\$ 100.00	5.00%	Postage rates are increasing Jan 24, 2021 by 2%. Increase to anticipate another 2% increase Jan 2022	\$ 2,100.00		5.00%
Printing (Census and Dog Forms)		\$ 2,200.00	\$ 2,200.00	\$ -	0.00%		\$ 2,200.00		0.00%
Software/Service Maintenance									
Space Rental									
Heating Costs									
Electricity									
Vehicle Costs									
Other: Street List Books and CDs		\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Other: Contingency		\$ 150.00	\$ 150.00	\$ -	0.00%		\$ 150.00		0.00%
Other: Non-Respondent Cards		\$ 250.00	\$ 250.00	\$ -	0.00%	Note: Post card rates to increase by \$.01 Jan 2021	\$ -		-100.00%
Other:									
<b>TOTAL FUNDS REQUESTED</b>		\$ 5,000.00	\$ 5,100.00	\$ 100.00	2.00%		\$ 4,850.00	\$ -	-3.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>INSURANCE &amp; BONDING</b>									
1160	Insurance & Bonding	\$ 208,670	\$ 209,457	\$ 226,650	\$ 250,000	\$ 250,000	\$ 250,000	0.00%	\$ 52.70
1161	Insurance Deductible Reserve - Liability	\$ 2,160	\$ 6,128	\$ 3,220	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.53
1162	Insurance Deductible Reserve - 111F	\$ 17,229	\$ 36,521	\$ 6,416	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.27
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 228,059</b>	<b>\$ 252,106</b>	<b>\$ 236,286</b>	<b>\$ 287,000</b>	<b>\$ 287,000</b>	<b>\$ 287,000</b>	<b>0.00%</b>	<b>\$ 60.50</b>

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

<u>LINE ITEM</u>	FY 2021		FY 2022		Q	PERCENT CHANGE	REASON FOR CHANGE:	FY 2022		PERCENT CHANGE
	<u>APPROPRIATION</u>		<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Insurance & Bonding	\$ 250,000.00		\$ 250,000.00	\$ -		0.00%		\$ 250,000.00		0.00%
Insurance Deductible Reserve - Liability	\$ 12,000.00		\$ 12,000.00	\$ -		0.00%		\$ 12,000.00		0.00%
Insurance Deductible Reserve - 111F	\$ 25,000.00		\$ 25,000.00	\$ -		0.00%		\$ 25,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 287,000.00		\$ 287,000.00	\$ -		0.00%		\$ 287,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>TOWN REPORT</b>									
1170	Expenses	\$ 1,400	\$ 1,424	\$ 1,464	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.32
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,400</b>	<b>\$ 1,424</b>	<b>\$ 1,464</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>0.00%</b>	<b>\$ 0.32</b>

**TOWN REPORT**  
**194**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Printing Costs	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Other:						.		
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>POSTAGE/TOWN HALL EXPENSES</b>									
1180	Expenses	\$ 48,224	\$ 54,929	\$ 44,276	\$ 70,000	\$ 70,000	\$ 60,000	-14.29%	\$ 12.65
1181	Telephone Expenses	\$ 31,592	\$ 24,494	\$ 25,244	\$ 35,000	\$ 30,000	\$ 30,000	-14.29%	\$ 6.32
1182	Office Supplies	\$ 14,243	\$ 15,385	\$ 12,048	\$ 17,000	\$ 17,000	\$ 17,000	0.00%	\$ 3.58
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 94,059</b>	<b>\$ 94,808</b>	<b>\$ 81,568</b>	<b>\$ 122,000</b>	<b>\$ 117,000</b>	<b>\$ 107,000</b>	<b>-12.30%</b>	<b>\$ 22.55</b>



POSTAGE/TOWN HALL EXPENSES

156

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ 52,000.00	\$ 52,000.00	\$ -	0.00%		\$ 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	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		-100.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 70,000.00	\$ 70,000.00	\$ -	0.00%		\$ 60,000.00	\$ -	-14.29%



**LAND USE DEPARTMENTS**

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>CONSERVATION COMMISSION</b>									
1320	Salary	\$ 66,118	\$ 60,752	\$ 66,686	\$ 71,545	\$ 68,454	\$ 68,454	-4.32%	\$ 14.43
1321	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1322	Expenses	\$ 5,480	\$ 6,748	\$ 8,556	\$ 7,350	\$ 7,350	\$ 7,350	0.00%	\$ 1.55
1323	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1324	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 71,598</b>	<b>\$ 67,500</b>	<b>\$ 75,242</b>	<b>\$ 78,895</b>	<b>\$ 75,804</b>	<b>\$ 75,804</b>	<b>-3.92%</b>	<b>\$ 15.98</b>

CONSERVATION COMMISSION

171

<u>LINE ITEM</u>	FY 2022				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE/NARRATIVE:</u>	FY 2022 <u>TOWN MANAGER APPROVED</u>	FY 2022 <u>FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
	<u>FY 2021 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>						
Telephone									
Postage									
Office Supplies									
Dues & Memberships	\$ 771.00	\$ 771.00	\$ -	0.00%	Includes MACC memberships and e-handbook	\$ 771.00			0.00%
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 notices for Conservation Commission meetings	\$ 1,829.00			0.00%
Other: Appraisals									
Other: Clothing Allowance	<u>\$ 600.00</u>	<u>\$ 600.00</u>	\$ -	0.00%	per union contract (boots/clothes) for field work	<u>\$ 600.00</u>			100.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 7,350.00	\$ 7,350.00	\$ -	0.00%		\$ 7,350.00	\$ -		0.00%

Department Conservation Commission  
 Org # 171  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Gualco	Nikolis	THL	Conservation Admi	10		40	\$ 68,454.00			\$ 68,454.00			\$ -	\$ 68,454.00	\$ 68,454.00
Other Pay							\$ 3,091.00								
TOTAL SALARIES							\$ 71,545.00								\$ 68,454.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>PLANNING BOARD</b>									
1210	Salaries	\$ 77,115	\$ 80,549	\$ 83,043	\$ 85,518	\$ 82,774	\$ 82,774	-3.21%	\$ 17.45
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1212	Expenses	\$ 5,881	\$ 7,662	\$ 11,159	\$ 8,650	\$ 8,650	\$ 8,650	0.00%	\$ 1.82
1213	M.R.P.C. Assessment	\$ 3,487	\$ 3,575	\$ 3,664	\$ 3,756	\$ 3,850	\$ 3,850	2.50%	\$ 0.81
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -			0.00%	\$ -
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 86,483</b>	<b>\$ 91,786</b>	<b>\$ 97,866</b>	<b>\$ 97,924</b>	<b>\$ 95,274</b>	<b>\$ 95,274</b>	<b>-2.71%</b>	<b>\$ 20.08</b>

PLANNING BOARD  
175

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone Postage Office Supplies								
Dues & Memberships	\$ 350.00	\$ 386.00	\$ 36.00	10.29%	Reflects increase in APA membership dues	\$ 386.00		100.00%
Travel and Conferences Equipment Maintenance	\$ 500.00	\$ 464.00	\$ (36.00)	-7.20%	Reduced to compensate for increase in Dues	\$ 464.00		-7.20%
Printing Software/Service Maintenance Space Rental Heating Costs Electricity Vehicle Costs	\$ 100.00	\$ 100.00	\$ -	0.00%	No change - for incidental printing expenses	\$ 100.00		0.00%
PB Advertising	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%	No change - for Planning Board public hearing notices	\$ 4,000.00		0.00%
Land Use Legal (HDC/Sign Comm)	\$ 500.00	\$ 500.00	\$ -	0.00%	No change - for HDC/Sign Committee public hearing notices	\$ 500.00		0.00%
Land Use Banners Engineering Consultant	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	No change - for Main Street Banners	\$ 1,500.00		0.00%
Other: ADA/SLI	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	No change - for Sign Language interpreter	\$ 1,500.00		0.00%
Other: Clothing allowance	\$ 200.00	\$ 200.00		0.00%	No change - allowance per Supervisors Union contract	\$ 200.00		
<b>TOTAL FUNDS REQUESTED</b>	\$ 8,650.00	\$ 8,650.00	\$ -	0.00%	Level funded budget	\$ 8,650.00	\$ -	0.00%

Department Planning Board  
 Org # 175  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Tada	Takashi	Supervisors	Land Use Director	14		40	\$ 82,774.00			\$ 82,774.00				\$ 82,774.00	\$ 82,774.00
Other Pay							\$ 2,744.00								
TOTAL SALARIES							\$ 85,518.00								\$ 82,774.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
TOTAL WAGES							\$ -								\$ -



LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>ZONING BOARD OF APPEALS</b>									
1220	Wages	\$ 19,945	\$ 19,567	\$ 20,798	\$ 21,375	\$ 20,607	\$ 20,607	-3.59%	\$ 4.34
1221	Expenses	\$ 1,314	\$ 1,100	\$ 920	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.32
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 21,259</b>	<b>\$ 20,667</b>	<b>\$ 21,718</b>	<b>\$ 22,875</b>	<b>\$ 22,107</b>	<b>\$ 22,107</b>	<b>-3.36%</b>	<b>\$ 4.66</b>

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

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences	\$ 200.00	\$ 200.00	\$ -	0.00%	No change - to cover trainings for ZBA members	\$ 200.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Clerical Support								
Other: Advertising	\$ 1,300.00	\$ 1,300.00	\$ -	0.00%	No change - for ZBA public hearing notices	\$ 1,300.00		0.00%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>0.00%</b>	<b>Level funded</b>	<b>\$ 1,500.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department	Zoning Board of Appeals
Org #	176
COLA %	0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2021								FISCAL YEAR 2022									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022		
Salaries																	
TOTAL SALARIES																\$ -	
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16		
FISCAL YEAR 2021								FISCAL YEAR 2022									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022		
Wages																	
Hammer	Margot	THL	Office Assistant	5	\$26.15	15	\$ 20,475.45	\$ 26.15	15	\$ 20,475.45		\$ 26.15	\$ 132.00	\$ 20,475.45	\$ 20,607.45		
Other Pay																	
TOTAL WAGES																\$ 20,607.45	

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>BUILDING INSPECTOR</b>									
1240	Salaries	\$ 84,966	\$ 88,286	\$ 115,869	\$ 93,975	\$ 92,000	\$ 92,000	-2.10%	\$ 19.39
1241	Wages	\$ 62,321	\$ 57,086	\$ 52,486	\$ 56,970	\$ 55,395	\$ 55,395	-2.76%	\$ 11.68
1242	Expenses	\$ 2,294	\$ 1,951	\$ 936	\$ 3,100	\$ 3,500	\$ 3,500	12.90%	\$ 0.74
1243	Minor Capital	\$ -			\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 149,581</b>	<b>\$ 147,323</b>	<b>\$ 169,291</b>	<b>\$ 154,045</b>	<b>\$ 150,895</b>	<b>\$ 150,895</b>	<b>-2.04%</b>	<b>\$ 31.81</b>

**BUILDING INSPECTOR  
241**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 500.00	\$ 900.00	\$ 400.00	80.00%	Annual membership dues and conference fees for Building Commissioner, plus increase for 10th Edition of Mass. Code book	\$ 900.00		80.00%
Travel and Conferences								
Equipment Maintenance								
Printing	\$ 500.00	\$ 500.00	\$ -	0.00%	No change - 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%	no change - mileage reimbursement	\$ 1,500.00		0.00%
Other: Seminars								
Other: Clothing & boots	\$ 600.00	\$ 600.00	\$ -	0.00%	No change - clothing allowance per union contract.	\$ 600.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 3,100.00</b>	<b>\$ 3,500.00</b>	<b>\$ 400.00</b>	<b>12.90%</b>	<b>Increase in membership costs</b>	<b>\$ 3,500.00</b>	<b>\$ -</b>	<b>12.90%</b>

Department Building Inspector  
 Org # 241  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Garside	Robert	Supervisors	Building Comm.	14		40	\$ 92,000.00			\$ 92,000.00			\$ -	\$ 92,000.00	\$ 92,000.00
Additional Appropriation							\$ 1,975.00								
<b>TOTAL SALARIES</b>							<b>\$ 93,975.00</b>								<b>\$ 92,000.00</b>
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Cruikshank	Kara	THL	Administrative Asst.	7	\$26.53	40	\$ 55,394.64	\$ 26.53	40	\$ 55,394.64		\$ 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		\$ -	\$ -
Additional Appropriation															
<b>TOTAL WAGES</b>							<b>\$ 56,969.64</b>								<b>\$ 55,394.64</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>MECHANICAL INSPECTOR</b>									
1250	Fee Salaries	\$ 33,285	\$ 35,160	\$ 28,890	\$ 30,000	\$ 35,000	\$ 30,000	0.00%	\$ 6.32
1251	Expenses	\$ 2,503	\$ 3,236	\$ 3,207	\$ 5,000	\$ 5,000	\$ 4,000	-20.00%	\$ 0.84
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 35,788</b>	<b>\$ 38,396</b>	<b>\$ 32,097</b>	<b>\$ 35,000</b>	<b>\$ 40,000</b>	<b>\$ 34,000</b>	<b>-2.86%</b>	<b>\$ 0.84</b>

Increase per inspection fee from \$30 to \$35. Covered by increase in building permit fees effective 1/1/21.

**MECHANICAL INSPECTOR  
242**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 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%	No change - 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%	No change - for mileage reimbursement	\$ 3,500.00		-22.22%
Other: Seminars	\$ 400.00	\$ 400.00	\$ -	0.00%	No change - for Continuing Education requirements	\$ 400.00		0.00%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 5,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>0.00%</b>	<b>Level funded</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>-20.00%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>EARTH REMOVAL INSPECTOR</b>									
1260	Stipend	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.53
1261	Expenses	\$ 77	\$ 72	\$ -	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,577</b>	<b>\$ 1,572</b>	<b>\$ 1,500</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>0.00%</b>	<b>\$ 0.55</b>

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

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Public Hearing notices	\$ 100.00	\$ 100.00		0.00%		\$ 100.00		0.00%
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL	COMMENTS
<b>BOARD OF HEALTH</b>										
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	
1271	Expenses	\$ 886	\$ 295	\$ 465	\$ 1,575	\$ 1,575	\$ 1,575	0.00%	\$ 0.33	
1272	Nursing Services	\$ -	\$ -	\$ -	\$ 13,111	\$ 13,767	\$ 13,767	5.00%	\$ 2.90	Standard 5% Increase
1273	Nashoba Health District	\$ 44,143	\$ 45,951	\$ 47,849	\$ 28,730	\$ 30,167	\$ 30,167	5.00%	\$ 6.36	Standard 5% Increase
1274	Mental Health Services	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	100.00%	\$ 1.69	This is being placed back with the BOH per MH / Select Board
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 9,490	\$ 6,713	\$ 10,000	\$ 10,200	\$ 10,200	2.00%	\$ 2.15	Switched to Geological Field Services, Inc.; Please refer to attached 3-year contract
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 63,029</b>	<b>\$ 63,736</b>	<b>\$ 63,026</b>	<b>\$ 53,416</b>	<b>\$ 63,708</b>	<b>\$ 63,709</b>	<b>19.27%</b>	<b>\$ 13.43</b>	

BOARD OF HEALTH  
510

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Bulk mailing	\$ 300.00	\$ 300.00	\$ -	0.00%	NO CHANGE	\$ 300.00		0.00%
Dues & Memberships								
Advertising public hearings	\$ 300.00	\$ 300.00	\$ -	0.00%	NO CHANGE	\$ 300.00		0.00%
Travel/Conferences	\$ 175.00	\$ 175.00	\$ -		NO CHANGE	\$ 175.00		
Other: Rabies Control	\$ 800.00	\$ 800.00	\$ -	0.00%	NO CHANGE	\$ 800.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 1,575.00	\$ 1,575.00	\$ -	0.00%		\$ 1,575.00		0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>SEALER OF WEIGHTS &amp; MEASURES</b>									
1280	Fee Salaries	\$ 1,360	\$ 1,620	\$ 2,260	\$ 3,200	\$ 3,200	\$ 3,200	0.00%	\$ 0.67
1281	Expenses	\$ 100	\$ 100	\$ -	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,460</b>	<b>\$ 1,720</b>	<b>\$ 2,260</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>	<b>\$ 3,300</b>	<b>0.00%</b>	<b>\$ 0.70</b>

SEALER OF WEIGHTS & MEASURES  
244

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 100.00	\$ 100.00	\$ -	0.00%	No change - covers Groton's portion of professional association membership/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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>	<b>Level funded, no change.</b>	<b>\$ 100.00</b>	<b>\$ -</b>	<b>0.00%</b>



**PROTECTION OF PERSONS AND  
PROPERTY**



## GROTON POLICE DEPARTMENT

99 Pleasant Street  
Groton, MA 01450



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

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

November 18, 2020

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

RE: **FY2022 Budget**

I respectfully submit the attached budgets for FY2022 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**

Level funded with the exception of contractual obligations.

### **In Lease or Purchase of Cruisers (Motorcycle)**

Second year of a two-year lease.

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

Police

- Ballistic Vests – for expiring vests



- Forensic Camera for Detective
- Target Stands for Range

#### Building

- Record Room door access
- Cell Monitor Camera(s)
- Dispatch Lockers

#### Technology

- Dispatch AVTEC Equipped Laptop for third position

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

- I have made a request for the purchase of two (2) police cruisers as an ongoing maintenance replacement program.
- I am again requesting one (1) police 4 x 4 Pick-up truck with a plow. Adding an equipped police truck will allow for towing police equipment, accessing remote locations, snow removal and assistance to Emergency Management.
- Last year, I brought the critical need to replace the Communications infrastructure to your attention and am requesting to replace it within this budget cycle. An inspection of the Communications infrastructure determined the need for improvements to include replacement and new towers

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 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>POLICE DEPARTMENT</b>									
1300	Salaries	\$ 324,717	\$ 320,115	\$ 343,223	\$ 268,334	\$ 265,916	\$ 265,916	-0.90%	\$ 56.05
1301	Wages	\$ 1,704,868	\$ 1,743,279	\$ 1,833,948	\$ 1,968,864	\$ 1,891,089	\$ 1,891,089	-3.95%	\$ 398.62
1302	Expenses	\$ 199,499	\$ 198,083	\$ 142,069	\$ 217,200	\$ 217,200	\$ 212,200	-2.30%	\$ 44.73
1303	Lease or Purchase of Cruisers	\$ 4,000	\$ 3,960	\$ 3,960	\$ 4,920	\$ 5,000	\$ 5,000	1.63%	\$ 1.05
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1305	Minor Capital	\$ 18,921	\$ 17,483	\$ 7,150	\$ 20,000	\$ 20,450	\$ 11,000	-45.00%	\$ 2.32
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,252,005</b>	<b>\$ 2,282,920</b>	<b>\$ 2,330,350</b>	<b>\$ 2,479,318</b>	<b>\$ 2,399,655</b>	<b>\$ 2,385,205</b>	<b>-3.80%</b>	<b>\$ 502.78</b>

<b>POLICE DEPARTMENT</b>									
<b>210</b>									
<b>BASE</b>									
			<b>FY 2022</b>				<b>FY 2022</b>	<b>FY 2022</b>	
		<b>FY 2021</b>	<b>DEPARTMENT</b>		<b>PERCENT</b>		<b>TOWN MANAGER</b>	<b>FINCOM</b>	<b>PERCENT</b>
<b>LINE ITEM</b>		<b>APPROPRIATION</b>	<b>REQUEST</b>	<b>DIFFERENCE</b>	<b>CHANGE</b>	<b>REASON FOR CHANGE:</b>	<b>APPROVED</b>	<b>BUDGET</b>	<b>CHANGE</b>
Advertising									
Ammunition		\$ 21,040.00	\$ 21,040.00	\$ -	0.00%		\$ 21,040.00		0.00%
<b>K 9 (change line item) *</b>		\$ -	\$ -	\$ -	0.00%				0.00%
Cruiser Maintenance		\$ 41,000.00	\$ 41,000.00	\$ -	0.00%		\$ 36,000.00		-12.20%
Dues & Memberships		\$ 20,000.00	\$ 20,000.00	\$ -	0.00%		\$ 20,000.00		0.00%
Equipment Maintenance		\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 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		\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
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		\$ 6,000.00	\$ 6,000.00	\$ -	0.00%		\$ 6,000.00		0.00%
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		\$ 43,320.00	\$ 43,320.00	\$ -	0.00%		\$ 43,320.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>		\$ 217,200.00	\$ 217,200.00	\$ -	0.00%		\$ 212,200.00	\$ -	-2.30%
								\$ -	

Department	Police
Org #	210
COLA %	0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Luth	Michael	Contract	Police Chief			40	\$ 138,360.00			\$ 138,360.00				\$ 138,360.00	\$ 138,360.00
Sheridan	Ed	Contract	Acting Lieutenant			40	\$ 122,210.00			\$ 120,000.00				\$ 120,000.00	\$ 120,000.00
Other Pay							\$ 7,764.00						\$ 7,556.00	\$ 7,556.00	\$ 7,556.00
<b>TOTAL SALARIES</b>							<b>\$ 268,334.00</b>	Quinn wages move \$5076 and OT unplanned events wages \$2924 to salary = total \$8000 Other pay: from wages to salary \$7556 Uniform cleaning \$1040, Longevity \$1440 and Quinn (half) payout\$5076							<b>\$ 265,916.00</b>
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Quinn Bill - State							\$ -			\$ -				\$ -	\$ -
Quinn Bill - Town							\$ 55,507.00			\$ 46,470.00				\$ 46,470.00	\$ 46,470.00
Education Incentive							\$ 23,705.00			\$ 28,600.00				\$ 28,600.00	\$ 28,600.00
Beltz	Nicholas	GPA	Patrolman	\$33.52		40	\$ 69,989.76	\$ 33.52	40	\$ 69,989.76		\$ 33.52		\$ 69,989.76	\$ 69,989.76
Breault	Robert	GPA	Patrolman	\$33.52		40	\$ 69,989.76	\$ 33.52	40	\$ 69,989.76		\$ 33.52		\$ 69,989.76	\$ 69,989.76
Breslin	Peter	GPA	Patrolman	\$33.52		40	\$ 69,989.76	\$ 33.52	0	\$ -		\$ 33.52		\$ -	\$ -
Candow	Gordon	GPA	Patrolman	\$33.52		40	\$ 69,989.76	\$ 33.52	40	\$ 69,989.76		\$ 33.52		\$ 69,989.76	\$ 69,989.76
Connell	Paul	GPA	Patrolman	\$33.52		40	\$ 69,989.76	\$ 33.52	40	\$ 69,989.76		\$ 33.52		\$ 69,989.76	\$ 69,989.76
Connor	Omar	GPA	Patrolman	\$33.52		40	\$ 69,989.76	\$ 33.52	40	\$ 69,989.76		\$ 33.52		\$ 69,989.76	\$ 69,989.76
Davis	Andrew	GPA	Patrolman	\$33.52		40	\$ 69,989.76	\$ 33.52	40	\$ 69,989.76		\$ 33.52		\$ 69,989.76	\$ 69,989.76
Gemos	Derrick	Superior	Sergeant	\$39.05		40	\$ 81,536.40	\$ 39.05	40	\$ 81,536.40		\$ 39.05		\$ 81,536.40	\$ 81,536.40
Henehan	Kevin	Superior	Sergeant	\$39.05		40	\$ 81,536.40	\$ 39.05	40	\$ 81,536.40		\$ 39.05		\$ 81,536.40	\$ 81,536.40
Lynn	Michael	GPA	Patrolman	\$33.52		40	\$ 69,989.76	\$ 33.52	40	\$ 69,989.76		\$ 33.52		\$ 69,989.76	\$ 69,989.76
Bielecki	Rachel	Superior	Sergeant	\$39.05		40	\$ 81,536.40	\$ 39.05	40	\$ 81,536.40		\$ 39.05		\$ 81,536.40	\$ 81,536.40
Steward	Gregory	GPA	Patrolman	\$33.52		40	\$ 69,989.76	\$ 33.52	40	\$ 69,989.76		\$ 33.52		\$ 69,989.76	\$ 69,989.76
Rose	Dale	GPA	Patrolman	\$33.52		40	\$ 69,989.76	\$ 33.52	40	\$ 69,989.76		\$ 33.52		\$ 69,989.76	\$ 69,989.76
Vacant		Superior	Sergeant	\$39.05		40	\$ 81,536.40	\$ 39.05	40	\$ 81,536.40		\$ 39.05		\$ 81,536.40	\$ 81,536.40
Beal	Matthew	GPA	Patrolman	\$31.03		40	\$ 64,790.64	\$ 31.03	40	\$ 64,790.64		\$ 31.03		\$ 64,790.64	\$ 64,790.64
Violette	Peter	GPA	Patrolman	\$33.52		40	\$ 69,989.76	\$ 33.52	40	\$ 69,989.76		\$ 33.52		\$ 69,989.76	\$ 69,989.76
Timmins	Patrick	GPA	Patrolman	\$33.52		40	\$ 69,989.76	\$ 33.52	40	\$ 69,989.76		\$ 33.52		\$ 69,989.76	\$ 69,989.76
Newell	Kathy	THL	Senior Admin Asst	\$30.71		40	\$ 64,122.48	\$ 30.71	40	\$ 64,122.48		\$ 30.71		\$ 64,122.48	\$ 64,122.48
Tallent	Joan	THL	Administrative Asst.	\$30.62		15	\$ 23,975.46	\$ 30.62	15	\$ 23,975.46		\$ 30.62		\$ 23,975.46	\$ 23,975.46
O'Connor	Casey	GPA	Patrolman	\$31.03		40	\$ 64,790.64	\$ 31.03	40	\$ 64,790.64		\$ 31.03		\$ 64,790.64	\$ 64,790.64

Stipends	\$ 27,300.00		\$ 28,300.00			\$ 28,300.00	\$ 28,300.00
Shift Differential	\$ 51,000.00		\$ 51,000.00			\$ 51,000.00	\$ 51,000.00
Holiday Pay and Prem Holiday Pay	\$ 67,022.00		\$ 67,157.00			\$ 67,157.00	\$ 67,157.00
Shift Coverage - Vacation Leave	\$ 91,780.00		\$ 77,560.00			\$ 77,560.00	\$ 77,560.00
Shift Coverage - Personal Leave	\$ 41,616.00		\$ 31,240.00			\$ 31,240.00	\$ 31,240.00
Shift Coverage - Sick Leave	\$ 57,222.00		\$ 41,180.00			\$ 41,180.00	\$ 41,180.00
Shift Coverage Traffic/Train/Range/(includes Reserves)	\$ 36,414.00		\$ 71,500.00			\$ 71,500.00	\$ 71,500.00
Shift Coverage Town Major Events (includes Reserves)	\$ 43,614.00		\$ 21,000.00			\$ 21,000.00	\$ 21,000.00
Shift Coverage Unplanned Events	\$ 20,400.00		\$ 51,303.00			\$ 51,303.00	\$ 51,303.00
Shift Coverage K-9	\$ 5,000.00		\$ 5,000.00			\$ 5,000.00	\$ 5,000.00
Longevity	\$ 14,641.00		\$ 14,171.00			\$ 14,171.00	\$ 14,171.00
Health Insurance Buyback	\$ 12,001.00		\$ 12,001.00			\$ 12,001.00	\$ 12,001.00
FLSA Adjustments	\$ 8,976.00		\$ 9,000.00			\$ 9,000.00	\$ 9,000.00
Uniform Cleaning Allowance	\$ 19,080.00		\$ 18,040.00			\$ 18,040.00	\$ 18,040.00
Office in Charge stipend	\$ 3,855.00		\$ 3,855.00			\$ 3,855.00	\$ 3,855.00
Vacation Buy Back	\$ -		\$ -			\$ -	\$ -
Other Pay	\$ 6,029.00					\$ -	\$ -
<b>TOTAL WAGES</b>	<b>\$ 1,968,863.94</b>		<b>\$ 1,891,089.18</b>		<b>\$ -</b>		<b>\$ 1,891,089.18</b>

Quinn and Ed Incentive, Longevity, Stipend, contractual increases = \$7980

<b>FY22 Minor Capital Police Department</b>					
<b>Descriptions for Police:</b>		<b>QTY</b>			<b>Ranking Order</b>
Ballistic Vest	\$950.00	5	\$4,750.00		1
Foresic Det Camera			\$1,300.00		8
Target stands	\$100.00	10	\$1,000.00		7
<b>Subtotal for Police:</b>			<b>\$7,050.00</b>		
<b>Descriptions for Building:</b>					
Record room door access			\$3,000.00		2
Cell monitor	\$2,000.00	2	\$4,000.00		5
Dispatch lockers			\$2,500.00		4
Dispatch reffridgerator			\$900.00		6
<b>Subtotal for Building</b>			<b>\$10,400.00</b>		
<b>Descriptions for Technology:</b>					
Dispatch AVTEC 3rd position			\$3,000.00		3
<b>Subtotal for Technology:</b>			<b>\$3,000.00</b>		
<b>Total Minor Capital Police:</b>			<b>\$20,450.00</b>		

FY20 Police PW Budget Split	FY20 BUDGET	FY20 ACTUAL	Variance		FY21 BUDGET		FY22 BUDGET					
		in QB's						**	sgts- 4	\$81,536.00		\$326,144.00
		"FREEZE"							3 yr patrol- 2	\$64,790.00		\$129,580.00
									5 yr patrol -12	\$69,989.00		\$839,868.00
												\$1,295,592.00
									JT KN	\$88,101.00		\$88,101.00
											TOTAL	\$1,383,693.00
Salary:	\$329,473.00	\$343,223.10	-\$13,750.10		\$268,334.00	*	\$138,360.00	Chief only				
Total Reg Wages:	\$1,270,512.40	\$1,278,117.16	-\$7,604.76		\$1,383,693.00	**	\$1,383,693.00					
Educ Incentive	\$18,957.51	\$18,957.51	\$0.00		\$23,705.53	*	\$28,600.19					
Educ Quinn	\$57,777.55	\$57,777.55	\$0.00		\$55,507.67	*	\$56,622.65					
FLSA	\$8,800.00	\$5,579.43	\$3,220.57		\$8,976.00		\$9,000.00					
Holiday Payout 11 days	\$50,200.00	\$39,341.60	\$10,858.40		\$54,250.00	*	\$54,384.88					
HRA	\$4,700.00	\$4,700.00	\$0.00		\$4,350.00			goes away ??				
Ins Opt out 6*2400.32	\$14,401.00	\$11,770.80	\$2,630.20		\$12,001.00	*	\$12,001.00	review with HR				
K9	\$10,000.00	\$3,549.57	\$6,450.43		\$5,000.00		\$5,000.00					
Longevity	\$13,360.00	\$12,561.25	\$798.75		\$14,641.00	*	\$15,611.25					
OIC	\$3,780.00	\$6,100.00	-\$2,320.00		\$3,855.00		\$6,100.00					
Prem Holiday pay	\$12,520.00	\$11,378.39	\$1,141.61		\$12,772.00	*	\$12,772.00					
Shift Diff	\$50,000.00	\$47,423.36	\$2,576.64		\$51,000.00		\$51,000.00					
Stipends	\$38,960.00	\$54,343.55	-\$15,383.55		\$28,300.00	*	\$59,358.00	\$31K act It				
Uniform CI Allow \$40 pp	\$17,680.00	\$18,440.00	-\$760.00		\$19,080.00	*	\$19,080.00					
subtotal	\$301,136.06	\$291,923.01	\$9,213.05		\$293,438.20		\$329,529.97					
OT:												
Court/arrest	\$18,000.00	\$27,810.50	-\$9,810.50		\$28,000.00		\$28,000.00					
Range	\$23,000.00	\$15,521.29	\$7,478.71	inc trn/taser FY21	\$56,500.00		\$56,500.00					
School/Dare	\$17,500.00	\$8,515.64	\$8,984.36		\$9,000.00		\$9,000.00					
Shift Coverage V,S,P	\$166,500.00	\$137,043.74	\$29,456.26		\$141,233.16		\$142,000.00					
Town Events	\$10,000.00	\$11,524.13	-\$1,524.13		\$12,000.00		\$12,000.00					
Training	\$40,000.00	\$41,669.61	-\$1,669.61		\$0.00		\$0.00					
Training Coverage	\$21,000.00	\$15,813.72	\$5,186.28		\$15,000.00		\$15,000.00					
Unplanned events	\$18,769.00	\$30,815.22	-\$12,046.22		\$30,000.00		\$30,000.00					
subtotal	\$314,769.00	\$288,713.85	-\$76,156.07		\$291,733.16		\$292,500.00					
Grand total wages:	\$2,502,322.52	\$1,858,754.02	\$643,568.50		\$1,968,864.36		\$2,005,722.97					
			\$27663.44-\$13750=				36.8higher:					
			\$13913 surplus				31K act It, so 5.8 higher					
							Quinn/Long contracts					
			\$19395 Act Lt stip		*Contract							

<b>FY22 Budget Items</b>			<b>WAGES</b>																
<b>Police Department</b>																			
<b>FY22 Cleaning Allowance:</b>																			
<b>\$40 PP * (4+14)*26.5</b>			\$19,080.00																
<b>FY22 Health Insurance Opt Out:</b>																			
	PP	Annual																	
Breault	92.32	2400.32																	
Connell	92.32	2400.32																	
Davis	92.32	2400.32																	
Henehan	92.32	2400.32																	
Timmins	92.32	2400.32																	
Connor	0	0																	
<b>Total</b>	<b>461.6</b>	<b>12001.6</b>																	
<b>FY22 Stipend Payout</b>																			
Base Patrol			\$8,500.00																
FT Decetive (1)			\$1,200.00																
J1 and J2			\$1,000.00																
PTA - gym 14@\$500			\$7,000.00																
Sgt spec assignments 1150 *4			\$4,600.00																
Sgt Prof Devel 1500 *4			\$6,000.00																
<b>500 *4</b>																			
<b>Stipend TOTALS</b>			<b>\$28,300.00</b>																
<b>FY22 Holiday Payout</b>																			
	#	# days	rate	Payout															
Sgts	4	11	\$39.05	\$13,745.60															
Patrol 5 yr	12	11	\$33.52	\$32,447.36															
Patrol 3 yr	2	11	\$31.03	\$8,191.92															
Patrol 1 yr	0	11	\$28.46	\$0.00															
<b>TOTAL</b>				<b>\$54,384.88</b>															
<b>FY22 Premium Holiday Pay</b>																			
	#	# days	rate	Payout															
Sgts	4	11	\$39.05	\$6,872.80															
Patrol	4	11	\$33.52	\$5,899.52															
<b>Total</b>				<b>\$12,772.32</b>															
<b>TOTAL HOLIDAY AND PREM</b>				<b>\$67,157.20</b>															



FY22 Uniform Allowance:			EXPENSE LINE ITEM		
Chief			\$1,500.00		
Dept Chief			\$1,500.00		
Sgts 4	\$1,800.00		\$7,200.00		
Patrol 14	\$1,800.00		\$27,000.00		
Dept UA			\$6,120.00		
<b>TOTAL</b>			<b>\$43,320.00</b>		
<b>Sgt Prof Devel</b>					
<b>500 *4</b>			<b>\$2,000.00</b>		

	Start Date	FY22 LONGEVITY		PW to be paid		
		ELGIBILITY	YR		FY22	
			\$			
Beal	10/23/2019	9/23/2024				
Beltz	9/7/2010	9/7/2015	11	\$ 870.00	6	?
Breault	6/22/2009	6/22/2014	13	\$ 1,010.00	26	?
Breslin	8/10/2005	8/10/2010	16	\$ 1,220.00	4	?
Candow	6/22/2009	6/22/2015	13	\$ 1,010.00	26	?
Connell	2/1/1999	2/1/2004	23	\$ 1,650.00	16	?
Connor	3/26/2012	3/26/2017	10	\$ 800.00	20	?
Davis	7/16/2018	7/16/2023		\$ -	0	?
Gemos	9/5/1999	9/5/2004	22	\$ 1,640.00	6	?
Henehan	6/7/2010	6/7/2015	12	\$ 940.00	25	?
Luth		n/a				?
Lynn	3/26/2012	3/26/2017	10	\$ 800.00	20	?
Bielecki	9/7/2010	9/7/2015	11	\$ 870.00	6	?
Oconnor	7/1/2020	7/1/2025				
Newell	6/23/2003	6/23/2008	19	\$ 750.00	26	?
Rose	11/18/2005	11/18/2010	16	\$ 1,220.00	11	?
Sheridan	1/5/2003	1/5/2008	19	\$ 1,440.00	14	?
Steward	4/13/2015	4/13/2020	7	\$ 590.00	0	?
Timmins	7/1/2015	7/1/2020	6	\$ 520.00	0	?
Violette	2/22/2019	2/22/2024				
Tallent	10/2/2002	10/2/2007	20	\$ 281.25		

Total 15,611.25

	Patrolmen	Sergeant
5	450	450
6	520	520
7	590	590
8	660	660
9	730	740
10	800	800
11	870	870
12	940	940
13	1010	1010
14	1080	1080
15	1150	1150
16	1220	1220
17	1290	1290
18	1360	1360
19	1430	1440
20	1500	1500
21	1550	1570
22	1600	1640
23	1650	1710
24	1700	1780
25	1750	1850
26	1820	1950
27	1890	2050
28	1960	2150
29	2030	2250
30	2100	2350

Quinn Payments (Town Share)													
FY22		Rate 1	Rate 2	Date of Chg	# Days	# Days	Compensation		Comp.	Quinn Due	Town Share	Educational	
Name	%	Prior Yr 21	Prior Year	to Rate 2	at Rate 1	at Rate 2	Rate 1	Rate 2	ALL	(% x Tot. Comp)	at 50% Total	centive only	
Breault	20%	\$69,721.60			365		\$69,721.60	\$0.00	\$69,721.60	\$13,944.32	\$6,972.16		
Breslin	25%	\$69,721.60			365		\$69,721.60	\$0.00	\$69,721.60	\$17,430.40	\$8,715.20		
Candow	10%	\$69,721.60			365		\$69,721.60	\$0.00	\$69,721.60	\$6,972.16	\$3,486.08		
Connell	25%	\$69,721.60			365		\$69,721.60	\$0.00	\$69,721.60	\$17,430.40	\$8,715.20		
Connor	20%	\$69,721.60			365		\$69,721.60	\$0.00	\$69,721.60	\$13,944.32	\$6,972.16		
Gemos	20%	\$81,225.66			365		\$81,225.66	\$0.00	\$81,225.66	\$16,245.13	\$8,122.57		
Lynn	10%	\$69,721.60			365		\$69,721.60	\$0.00	\$69,721.60	\$6,972.16	\$3,486.08		
Sheridan	25%	\$81,225.66			365		\$81,225.66	\$0.00	\$81,225.66	\$20,306.42	\$10,153.21		
										Totals:	\$56,622.65	\$0.00	
											Total All	\$56,622.65	

Calculation Sheet for Career Incentive Payments													
FY22			Rate 1	Rate 2	Date of Chg	# Days	# Days	Base Compensation		Comp.	Quinn Due	Town Share	Educational
Name	Degree	%	Prior Yr 21	Prior Year	to Rate 2	at Rate 1	at Rate 2	Rate 1	Rate 2	ALL	(% x Tot. Comp)	at 25% Total	Incentive only
Beal	Masters	25%	\$64,542.40			365		\$64,542.40	\$0.00	\$64,542.40	\$16,135.60	\$4,033.90	
Beltz	Bachelors	20%	\$69,721.60			365		\$69,721.60	\$0.00	\$69,721.60	\$13,944.32	\$3,486.08	
C Oconner	Bachelors	20%	\$64,542.40			365		\$64,542.40	\$0.00	\$64,542.40	\$12,908.48	\$3,227.12	
Davis	Bachelors	20%	\$69,721.60			365		\$69,721.60	\$0.00	\$69,721.60	\$13,944.32	\$3,486.08	
Henehan	Bachelors	20%	\$81,225.66			365		\$81,225.66	\$0.00	\$81,225.66	\$16,245.13	\$4,061.28	
Bielecki	Masters	25%	\$81,225.66			365		\$81,225.66	\$0.00	\$81,225.66	\$20,306.42	\$5,076.60	
Steward	Bachelors	20%	\$69,721.60			365		\$69,721.60	\$0.00	\$69,721.60	\$13,944.32	\$3,486.08	
Violette	Associates	10%	\$69,721.60			365		\$69,721.60	\$0.00	\$69,721.60	\$6,972.16	\$1,743.04	
											Totals:	\$28,600.19	\$0.00
												Total All	\$28,600.19



## Groton Fire Department

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### Fire Department Budget Narrative- Fiscal Year 2022

The FY 2022 operating budget was developed to conform to the November 3 budget guidance.

In FY 20/21, the Department was able to implement 24-hour staffing in order to provide immediate response to emergencies 24 hours per day. This staffing level has been extremely effective in providing service to the Town which was proven over and over with the COVID-19 pandemic. The members of the Groton Fire Department were on the front lines of this health crisis, treating and transporting the sick to get more definitive care. This entire experience has forever changed how fire and EMS organizations function and continues to put incredible pressure on front line employees. The changes were needed in order to protect not only the public but the employees from COVID and required numerous changes to operations and policies, sometimes with little or no warning.

The Spring of 2020 challenged the Department in every facet of what and how we work. Prior to the COVID-19 pandemic being felt in Massachusetts, the Groton Fire Department was poised to have the busiest year for emergency and non-emergency calls. This expected increase was however somewhat stifled by the upheaval created by lockdowns and other restrictions. This is an indicator of two things. First, the simple impact of residents not traveling and staying home and the second is an economic downturn, which likewise results in a slowing of calls, but an increase in their severity.

Understanding that the budget situation is poor, the Groton Fire Department is willing to work to meet the overall needs of the community to help balance the budget. Considering that the new "normal" will present ongoing challenges and that an economic downturn often means more serious emergencies, the following will provide some information on each line item use and potential savings. That said, the specific account order and amount will be determined by the cut if and when it becomes necessary. Some cuts will have an impact on others depending on the depth of any cuts, thus requiring significant vetting of the impacts.



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### Payroll

Remains unchanged from FY 21 at \$999,244. Some contractual changes were addressed within the level funded amount. A slight reduction to wages could potentially be sustained; however, may have a detrimental long-term impact on the Call Department in terms of recruiting and involvement in certain areas.

### Expenses

*Postage* remains at \$100 for FY 22. Postage is utilized for delivery of letters of violation or other certified mailing needs. This line can be reduced or eliminated with associated costs transferring to Town Hall.

*Office Supplies* remains at \$500 to support office product needs. This line can be reduced or eliminated with associated costs transferring to Town Hall.

*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. This line may be slightly reduced by eliminating online Code Standards. This may result in an inability to look up codes for fire prevention activities. If this occurs, there will be no choice but to purchase the codes at a later date.

*Travel and Conferences* remains at \$750 to pay for members to attend classes and conferences. By reducing educational opportunities for members this can be reduced.



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*Equipment Maintenance* remains at \$4,300 and is used to maintain breathing apparatus, small engines and Jaws of Life. Reduction in this area would be detrimental to department operations.

*Software remains* at \$8,500 and is used for maintenance of EMS reporting software, as well as fire reporting and tracking software. Reduction to this area would be detrimental to the department operations. Future grants and medical billing would also be affected.

*Training* remains at \$30,000. The account is used for training of new members to the department, leadership training, on-line education, National Core EMS training, and supplies for training of department members. A reduction in this line could be accomplished by cutting training opportunities and resources for training. This would have minimal short-term impact, but may create long term holes in training and effectiveness. Significant impact will jeopardize our ability to certify our EMT's in spring 2022.

*Vehicle Cost* remains at \$20,000 for fuel. This line could be reduced by a small amount with current fuel prices. That said, oil prices increasing would create challenges.

*Other Expenses* remains at \$9,800. The account provides for items not classified under other lines such as incident rehab materials, drinking water and decontamination supplies. This line could sustain a small decrease however could become detrimental to the wellbeing of personnel if it compromises our ability to provide decontamination and rehabilitation at fires.

*Vehicle Maintenance* remains at \$46,000. Vehicle maintenance covers cost to keep EMS and Fire vehicles in service and safe for operations. We typically range between \$30,000 and \$45,000 for yearly maintenance. With the addition of an on-call mechanic, coupled with newer apparatus, our maintenance costs could be on the lower end of the range.



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*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. Any reduction would have a detrimental impact on the operations of the ambulance.

*Uniforms* remains at \$18,400 to meet the needs of the additional career personnel. A majority of this money is contractually obligated. The remaining several thousand dollars are used to supply on-call staff with uniforms.

*Books and Periodicals* remains \$1,250 to maintain trade journals and purchase books needed for classes attended by personnel. This can be reduced however personnel will not be able to purchase books for classes.

*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. Reduction in this area would have a detrimental impact.

*Building Maintenance* remains at \$3,100 and is utilized for small odd jobs or equipment related to running of the stations. This can be reduced however some items will have to be picked up by DPW.

### **Minor Capital**

Minor capital remains at \$23,000 yearly 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. We have done a fairly good job replacing gear to provide a great level of protection to our personnel. If this line is reduced, it could impact our ability to recruit on-call firefighters and replacement of older gear.





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### Capital

Engine 1 refurbishment \$225,000 - Engine 1 is a truck that is currently in good condition thus making it a prime candidate for a refurbishment to extend its life. Due to its level of use, the refurbishment would be best served earlier minimize corrosion caused by salt and other weather. This apparatus would be well served to undergo a refurbishment to extend its life in the FY2022 timeframe. Proactive refurbishment before major issues occur can save significant money on major unexpected repairs and lengthen the life of the truck.

Command vehicle- This will replace a pickup truck slated for replacement last year allowing the Deputy Chief to have a reliable vehicle for responses 24 hours per day. The command vehicle is outfitted with communications equipment to support the function of fire and emergency management functions.

### Immediate Needs

Over the past few years, the Groton Fire Department has experienced a slow attrition in the middle ranks of organizational leaders. Nationally recommended guidelines state that the span of control, or supervision given, should range to between 5 and 7. Within the span of control, no supervisor should be expected to directly manage more than those numbers. However, these numbers can be deceiving since it is a generalized number that does not reflect work to be performed. As an example, managing 7 people in a high-risk operation such as a building fire is simply too much to expect from any leader. In this case the direct supervision given may be 3 personnel to a single officer or even lower depending on the complexity.

Currently the Groton Fire Department has 38 members of which 5 are in supervisor rolls. The Chief and technically the Deputy Chief would not figure into these number. For this purpose, however we will include the Deputy. With officers having busy lives and



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scheduled time off, we can expect on average that there are only 2 operational level leaders available at any given time, not including an incident commander.

In order to address the leadership issue, I would like to conduct a process for both on-call and career officer positions to achieve the following objectives;

- Ensure a supervisor at all times
- Provide sufficient leadership during dangerous operations
- Provide a leadership position(s) within the call department

In order to select candidates for these positions, the Department will conduct a written test with 100 multiple choice questions. This test will be the same for all candidates whether on-call or career to ensure that the same process and standards are applied. This test will create a 2-year eligibility list for promotion and will expire when the list is exhausted or the 2-year anniversary of the test is reached. By having a test on file, any future leadership openings will not require a 3-month lead time prior to interviews.

A recent example of the need for supervision can be found at the fire on June 1 at 393 Main St. At this fire, only 1 fire officer was available to manage upwards of 15 firefighters. This eventually became 3 officers for 21 firefighters. With the severity and complexity of the operation especially in the first 20 minutes, a 1 to 7 ratio is dangerously low level of supervision placing significant pressure and liability on the informal leaders that needed to act as officers.



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### Future Needs

With fire prevention activities remaining high for the department, the need for a fire prevention specialist exists. This would be an additional position working a Monday through Friday schedule to ensure that public education and code enforcement issues are handled in a timely fashion. This position would concentrate on the notion that some of the most effective public safety measures are accomplished through preventing emergencies before they even happen. Ideally the fire prevention position would be in place by 2025, however if major development whether commercial or residential such apartments could dictate a quicker timeline.

The dwindling availability of call firefighters will also continue to pressure the department. As development continues, the community needs to keep in mind that additional career staffing will likely be needed. The exact timeframe will really be determined by the availability of call firefighters and EMT's coupled with the growth in calls within the community.

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>FIRE DEPARTMENT</b>									
1310	Salaries	\$ 113,086	\$ 117,048	\$ 184,836	\$ 235,000	\$ 235,403	\$ 235,403	0.17%	\$ 49.62
1311	Wages	\$ 770,427	\$ 880,306	\$ 903,135	\$ 999,244	\$ 988,064	\$ 988,064	-1.12%	\$ 208.27
1312	Expenses	\$ 166,289	\$ 183,756	\$ 168,346	\$ 200,905	\$ 200,905	\$ 161,682	-19.52%	\$ 34.08
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,049,802</b>	<b>\$ 1,181,110</b>	<b>\$ 1,256,317</b>	<b>\$ 1,435,149</b>	<b>\$ 1,424,372</b>	<b>\$ 1,385,149</b>	<b>-3.48%</b>	<b>\$ 291.97</b>

Fire Department  
220

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 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	\$ 14,705.00	\$ 14,705.00	\$ -	0.00%		\$ 14,705.00		0.00%
Training	\$ 30,000.00	\$ 30,000.00	\$ -	0.00%		\$ 10,777.00		-64.08%
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	\$ 46,000.00	\$ 46,000.00	\$ -	0.00%		\$ 26,000.00		-43.48%
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%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 200,905.00</b>	<b>\$ 200,905.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 161,682.00</b>	<b>\$ -</b>	<b>-19.52%</b>

Department	Fire Department
Org #	220
COLA %	0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
McCurdy	Steele		Fire Chief				\$ 130,000.00			\$ 130,000.00				\$ 130,000.00	\$ 130,000.00
Cheeks	Arthur		Deputy Fire Chief				\$ 105,000.00			\$ 105,403.00				\$ 105,403.00	\$ 105,403.00
TOTAL SALARIES							\$ 235,000.00								\$ 235,403.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Aiello	Diane	THL	Office Assistant	6	\$31.56	40	\$ 65,897.28	\$ 31.56	40	\$ 65,897.28		\$ 31.56	\$ 2,417.95	\$ 65,897.28	\$ 68,315.23
Crocker	James	IAFF	Lieutenant/EMT		\$35.25	42	\$ 77,282.10	\$ 35.25	42	\$ 77,282.10		\$ 35.25	\$ 1,175.00	\$ 77,282.10	\$ 78,457.10
Lundgren	Karl	IAFF	Firefighter/EMT		\$29.39	42	\$ 64,434.64	\$ 31.76	42	\$ 69,630.62		\$ 31.76	\$ 1,675.00	\$ 69,630.62	\$ 71,305.62
McBrearty	Paul	IAFF	Firefighter/EMT		\$31.76	42	\$ 69,630.62	\$ 31.76	42	\$ 69,630.62		\$ 31.76	\$ 1,175.00	\$ 69,630.62	\$ 70,805.62
Shute	Tyler	IAFF	Lieutenant/EMT		\$35.25	42	\$ 77,282.10	\$ 35.25	42	\$ 77,282.10		\$ 35.25	\$ 2,425.00	\$ 77,282.10	\$ 79,707.10
McNayr	Cody	IAFF	Firefighter/EMT		\$29.39	42	\$ 64,434.64	\$ 29.39	42	\$ 64,434.64		\$ 29.39	\$ 750.00	\$ 64,434.64	\$ 65,184.64
Fisher	Chris	IAFF	Firefighter/EMT		\$29.39	42	\$ 64,434.64	\$ 29.39	42	\$ 64,434.64		\$ 29.39		\$ 64,434.64	\$ 64,434.64
Shaw	Walter	IAFF	Firefighter/EMT		\$29.39	42	\$ 64,434.64	\$ 29.39	42	\$ 64,434.64		\$ 29.39	\$ 1,575.00	\$ 64,434.64	\$ 66,009.64
Maskalenko	Derek	IAFF	Firefighter/EMT		\$29.39	42	\$ 64,434.64	\$ 29.39	42	\$ 64,434.64		\$ 29.39	\$ 675.00	\$ 64,434.64	\$ 65,109.64
Overtime for Shift Coverage							\$ 105,000.00			\$ 105,000.00				\$ 105,000.00	\$ 105,000.00
Call Firefighters/EMTs							\$ 210,000.00			\$ 190,000.00				\$ 190,000.00	\$ 190,000.00
Other Pay/Standby/ Holiday							\$ 38,371.00			\$ 41,995.00				\$ 41,995.00	\$ 41,995.00
Other Pay							\$ 21,608.00			\$ 9,740.05				\$ 9,740.05	\$ 9,740.05
On-Call Mechanic							\$ 12,000.00			\$ 12,000.00				\$ 12,000.00	\$ 12,000.00

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>GROTON WATER FIRE PROTECTION</b>									
1320	West Groton Water District	\$ -	\$ -	\$ -	1 \$	1 \$	1	0.00%	\$ 0.00
1321	Groton Water Department	\$ -	\$ -	\$ -	1 \$	1 \$	1	0.00%	\$ 0.00
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>2 \$</b>	<b>2 \$</b>	<b>2</b>	<b>0.00%</b>	<b>\$ 0.00</b>

GROTON WATER FIRE PROTECTION  
221

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Hydrant Charges - West Groton	\$ 1.00	\$ 1.00	\$ -	0.00%		\$ 1.00		0.00%
Hydrant Charges - Groton	\$ 1.00	\$ 1.00	\$ -	0.00%		\$ 1.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 2.00</b>	<b>\$ 2.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 2.00</b>	<b>\$ -</b>	<b>0.00%</b>



LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>ANIMAL INSPECTOR</b>									
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.44
1331	Expenses	\$ -	\$ -	\$ -	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.08
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 2,082</b>	<b>\$ 2,082</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>	<b>\$ 0.52</b>

**ANIMAL INSPECTOR  
248**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 400.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>ANIMAL CONTROL OFFICER</b>									
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.44
1341	Expenses	\$ -	\$ -	\$ -	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.08
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 2,082</b>	<b>\$ 2,082</b>	<b>\$ 2,082</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>\$ 2,482</b>	<b>0.00%</b>	<b>\$ 0.52</b>

**ANIMAL CONTROL OFFICER  
248**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 400.00</b>	<b>\$ -</b>	<b>0.00%</b>

*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 2022**

The Emergency Management Budget for FY 22 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. 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 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>EMERGENCY MANAGEMENT AGENCY</b>									
1350	Salary	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.84
1351	Expenses	\$ 11,806	\$ 8,755	\$ 6,068	\$ 12,500	\$ 10,000	\$ 10,000	-20.00%	\$ 2.11
1352	Minor Capital	\$ 17,749	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 29,555</b>	<b>\$ 8,755</b>	<b>\$ 10,068</b>	<b>\$ 16,500</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>	<b>-15.15%</b>	<b>\$ 2.95</b>

**EMERGENCY MANAGEMENT AGENCY**  
**291**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance	\$ 9,500.00	\$ 10,000.00	\$ 500.00	5.26%		\$ 10,000.00		5.26%
Meals								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Training	\$ 1,000.00	\$ -	\$ (1,000.00)	-100.00%				-100.00%
Other: Fire Arms								
Other: Equipment	\$ 2,000.00	\$ -	\$ (2,000.00)	-100.00%				-100.00%
Other: Community Notification								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 12,500.00</b>	<b>\$ 10,000.00</b>	<b>\$ (2,500.00)</b>	<b>-20.00%</b>		<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>-20.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>DOG OFFICER</b>									
1360	Salary	\$ 13,973	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.16
1361	Expenses	\$ 3,334	\$ 2,796	\$ 2,597	\$ 4,000	\$ 4,000	\$ 3,000	-25.00%	\$ 0.63
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 17,307</b>	<b>\$ 17,796</b>	<b>\$ 17,597</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$ 18,000</b>	<b>-5.26%</b>	<b>\$ 3.79</b>



**DOG OFFICER**  
**292**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 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%		\$ -		-100.00%
Other: Care of Dogs	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other: Seminars	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ -		-100.00%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 4,000.00</b>	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>-25.00%</b>

Department Dog Officer  
 Org # 292  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Delaney	Robert T.		Animal Control				\$ 7,500.00			\$ 7,500.00				\$ 7,500.00	\$ 7,500.00
Greenhalgh	John		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 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>POLICE &amp; FIRE COMMUNICATIONS</b>									
1370	Wages	\$ 442,099	\$ 353,427	\$ 337,559	\$ 416,824	\$ 408,978	\$ 408,978	-1.88%	\$ 86.21
1371	Expenses	\$ 17,767	\$ 17,840	\$ 2,706	\$ 23,875	\$ 23,875	\$ 23,875	0.00%	\$ 5.03
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 459,866</b>	<b>\$ 371,267</b>	<b>\$ 340,265</b>	<b>\$ 440,699</b>	<b>\$ 432,853</b>	<b>\$ 432,853</b>	<b>-1.78%</b>	<b>\$ 91.24</b>

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

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 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	\$ -	0.00%		\$ 5,000.00		0.00%
Other: Equipment Repairs/Purchase	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Other: Uniforms	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		
Other: Radio Loops								
Other: Radio Repair								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 23,875.00</b>	<b>\$ 23,875.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 23,875.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Police & Fire Communications  
 Org # 235  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
TOTAL SALARIES															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Bushnoe	Edward	Comm. Union	Comm. Officer		\$27.84	24	\$ 34,877.95	\$ 27.84	24	\$ 34,877.95		\$ 27.84		\$ 34,877.95	\$ 34,877.95
Gibson	Warren	Comm. Union	Comm. Officer		\$27.84	40	\$ 58,129.92	\$ 27.84	40	\$ 58,129.92		\$ 27.84		\$ 58,129.92	\$ 58,129.92
Power	Sarah	Comm. Union	Comm. Officer		\$27.84	40	\$ 58,129.92	\$ 27.84	40	\$ 58,129.92		\$ 27.84		\$ 58,129.92	\$ 58,129.92
Weix	John	Comm. Union	Comm. Officer		\$24.85	40	\$ 51,886.80	\$ 24.85	40	\$ 51,886.80		\$ 24.85		\$ 51,886.80	\$ 51,886.80
Cotter	Christopher	Comm. Union	Comm. Officer		\$24.85	40	\$ 51,886.80	\$ 24.85	40	\$ 51,886.80		\$ 24.85		\$ 51,886.80	\$ 51,886.80
Welch	Samuel	Comm. Union	Supervisor		\$32.52	40	\$ 67,901.76	\$ 32.52	40	\$ 67,901.76		\$ 32.52		\$ 67,901.76	\$ 67,901.76
Myers	Catherine	Comm. Union	Comm. Officer		\$26.52	40	\$ 55,373.76	\$ 26.52	40	\$ 55,373.76		\$ 26.52		\$ 55,373.76	\$ 55,373.76
Relief Dispatchers							\$ 30,823.00			\$ 37,894.01				\$ 37,894.01	\$ 37,894.01
Shift Differential							\$ 19,000.00			\$ 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							\$ 41,222.00			\$ 40,368.79				\$ 40,368.79	\$ 40,368.79
Holidays							\$ 30,000.00			\$ 27,708.69				\$ 27,708.69	\$ 27,708.69
Training							\$ 4,000.00			\$ 3,800.00				\$ 3,800.00	\$ 3,800.00
Longevity							\$ 3,270.00			\$ 3,580.00				\$ 3,580.00	\$ 3,580.00
Uniform Cleaning Allowance							\$ 1,200.00			\$ 900.00				\$ 900.00	\$ 900.00
Other Pay															
GRANT INCOME OFFSET							\$ (98,418.00)								\$ (110,000.00)
TOTAL WAGES													\$ -	\$ 518,978.40	\$ 408,978.40

**FY2022      Police & Fire Communications      52.2 Weeks**

									TOTAL
									\$378,186.91
	<b>WAGES</b>	<b>RATE</b>	<b>BASE PAY</b>						
Samuel	Supervisor	\$32.52	\$67,901.76						
Sarah	Comm.Ofc	\$27.84	\$58,129.92						
Warren	Comm.Ofc	\$27.84	\$58,129.92						
Ed	Comm.Ofc	\$27.84	\$34,877.95						
Cathy	Comm.Ofc	\$26.52	\$55,373.76						
Chris	Comm.Ofc	\$24.85	\$51,886.80						
John	Comm.Ofc	\$24.85	\$51,886.80						
<b>Shift Differential</b>									<b>\$19,000.00</b>
\$4,374.90	\$4,633.20	\$0.00	\$1,389.44	\$1,985.88	\$3,101.80	\$3,514.78			
Relief	Sarah	Warren	Ed	Cathy	Chris	John			
<b>EMD/FR</b>									<b>\$7,540.00</b>
\$1,040.00	\$1,040.00	\$1,040.00	\$780.00	\$1,040.00	\$1,040.00	\$1,040.00	\$520.00		
Samuel	Sarah	Warren	Ed	Cathy	Chris	John	Relief		
<b>Vacations</b>		115 Days							<b>\$40,368.45</b>
115 Days	\$351.03		\$40,368.45						
<b>Holidays</b>									<b>\$27,708.72</b>
Sarah	\$375.52	11 Days	\$4,130.72						
Warren	\$346.56	11 Days	\$3,812.16						
Ed	\$354.96	6 Days	\$2,129.76						
Samuel	\$399.28	11 Days	\$4,392.08						
Cathy	\$338.32	11 Days	\$3,721.52						
Chris	\$322.08	11 Days	\$3,542.88						
John	\$324.48	11 Days	\$3,569.28						
Easter			\$1,060.32						
Thanks,Xmas,N\	\$75.00	3 Days	\$1,350.00						
<b>Overtime</b>		116 Shifts							<b>\$37,893.72</b>
100 Shifts @	\$351.03		\$35,103.00						
16 Shifts @	\$174.42		\$2,790.72						
<b>Longevity</b>									<b>\$3,580.00</b>
	\$1,500.00	\$1,130.00	\$510.00	\$440.00					
	Sarah	Warren	Samuel	Cathy					
<b>Training</b>									<b>\$3,800.00</b>
New Employees	\$2,500.00								
Employee Stipend	\$25.00	52	\$1,300.00						
<b>Uniform Cleaning Allowance</b>									<b>\$900.00</b>
Dispatchers	6	\$150.00	\$900.00						
<b>Total Budget</b>									<b>\$518,977.80</b>



**REGIONAL SCHOOLS**

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL</b>									
1400	Operating Expenses	\$ 607,250	\$ 557,295	\$ 728,802	\$ 688,273	\$ 828,273	\$ 828,273	20.34%	\$ 174.59
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 607,250</b>	<b>\$ 557,295</b>	<b>\$ 728,802</b>	<b>\$ 688,273</b>	<b>\$ 828,273</b>	<b>\$ 828,273</b>	<b>20.34%</b>	<b>\$ 174.59</b>
<b>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</b>									
1410	Operating Expenses	\$ 20,175,864	\$ 21,512,094	\$ 22,063,256	\$ 22,020,595	\$ 24,171,732	\$ 23,440,050	6.45%	\$ 4,940.92
1411	Debt Service, Excluded	\$ -	\$ -	\$ -	\$ 648,497	\$ 485,426	\$ 485,426	-25.15%	\$ 102.32
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ -	\$ 58,147	\$ 56,358	\$ 56,358	-3.08%	\$ 11.88
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1413	Capital Assessment	\$ -	\$ -	\$ 459,647	\$ 265,172	\$ 519,078	\$ 519,078	95.75%	\$ 109.42
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 20,175,864</b>	<b>\$ 21,512,094</b>	<b>\$ 22,522,903</b>	<b>\$ 22,992,411</b>	<b>\$ 25,232,594</b>	<b>\$ 24,500,912</b>	<b>6.56%</b>	<b>\$ 5,164.53</b>
<b>TOTAL SCHOOLS</b>		<b>\$ 20,783,114</b>	<b>\$ 22,069,389</b>	<b>\$ 23,251,705</b>	<b>\$ 23,680,684</b>	<b>\$ 26,060,867</b>	<b>\$ 25,329,185</b>	<b>6.96%</b>	<b>\$ 5,339.12</b>





# DEPARTMENT OF PUBLIC WORKS



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

**Re Budget for FY22**

**Dear Mark**

I am pleased to submit to you my operating budgets for the FY22 operating year

I am submitting, as required, a budget that is as equal to, or lower than last year. In most areas this should not be an impact large enough to reduce services to the general public but internally we will feel the impact. The reduction of a DPW employee will have the effect of lowering our productivity, especially when people are asking more and more of the DPW, since their staff and numbers are reduced as well. The DPW is an essential function of the town as well as recognized as First Responders, because we are always on the road during emergencies. Our job duties do not go away when money is not available, it just makes it harder.

My two worries, as outlined below were worries from last year but seem ok.

The new **Senior Center** utility expenses are, as expected except for electricity, which is high. This is going to be a continued worry especially with an increase from GELD in their rates. I believe we should be ok with what we have in there for the upcoming year because of bumping up the number last year, as well as there not being a lot of other expenses with the new building.

My other concern was at the **Transfer Station** with the tipping fees and recycling revenue. We did increase our tipping number at fall town meeting and before spring town meeting, I should know if we are ok. We had a huge influx of trash when we reopened but it is looking like that is leveling out. Recycling markets are trying to make a comeback so we will pay close attention to that.

**General Highway Department** budget general expenses are right on track for the year and with the new building I am not seeing any increase in general expenses, as with others, since the building is new. Fuel prices continue to be low which can be an issue, but are holding steady and I don't see any signs of them climbing drastically.

Overall all or 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. We are trying to keep up with our maintenance, so I do not anticipate any major issues, although they do happen.

Wage line increase is lower due to the fact that that we are not replacing a position.

State funding continues to be steady for road maintaince and by hiring a consultant to analyze our roads, we will make sure we have a good plan for road maintaince dollars.

In summary for Highway, I am asking for **level funding**.

**The Transfer Station** budget is ok at the moment and barring any difficulties should remain so. Right now we are on track because of the extra money added in the fall. General Expenses are also tracking ok at this point in time and should be ok.

As for income, right now we are around \$125k including all sales of stickers, bags and marketed material. This is about the same as 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 FY22 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.

**I will have up to date numbers for the budget hearings.**

General expenses are ok for the department and as requested, I am requesting **level funding**. To do this I reduced the OT line and minor capital.

**The Municipal Building** budget are on track at this time and baring any major difficulties I am comfortable it will be ok for the remainder of the year. Since our buildings are up to date and fairly new, inspections, supplies and Utilities are our driving factors with utilities being our greatest expense.

That being said I am requesting a level funded budget.

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.** Reduced OT and minor capital to meet goal.

## Highway Department

**Level funding.** Used money from not filling budgeted position to meet goal

## Building Maintenance

**Level funding.** Used OT line to meet goal .

**Snow and Ice, Animal Control, Dog Officer, Animal inspector and Tree Department** **Level funding request.**

Net result 0% increase.

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>HIGHWAY DEPARTMENT</b>									
1500	Salaries	\$ 103,824	\$ 108,713	\$ 112,891	\$ 115,659	\$ 112,216	\$ 112,216	-2.98%	\$ 23.65
1501	Wages	\$ 651,064	\$ 680,881	\$ 684,021	\$ 708,055	\$ 636,449	\$ 636,449	-10.11%	\$ 134.16
1502	Expenses	\$ 130,570	\$ 136,024	\$ 132,550	\$ 136,900	\$ 136,900	\$ 136,900	0.00%	\$ 28.86
1503	Highway Maintenance	\$ 76,770	\$ 107,486	\$ 56,304	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 18.97
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 962,228</b>	<b>\$ 1,033,104</b>	<b>\$ 985,766</b>	<b>\$ 1,050,614</b>	<b>\$ 975,565</b>	<b>\$ 975,565</b>	<b>-7.14%</b>	<b>\$ 205.64</b>

HIGHWAY DEPARTMENT  
420

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Travel/Conferences								
Equipment Maintenance	\$ 34,100.00	\$ 34,100.00	\$ -	0.00%		\$ 34,100.00		0.00%
Printing/Printed Forms								
Software/education	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%
Space Rental								
Heating Costs	\$ 11,000.00	\$ 11,000.00	\$ -	0.00%		\$ 11,000.00		0.00%
Electricity	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Vehicle Costs/Gas Diesel	\$ 32,500.00	\$ 32,500.00	\$ -	0.00%		\$ 32,500.00		0.00%
Employee and Union	\$ 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	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 136,900.00	\$ 136,900.00	\$ -	0.00%		\$ 136,900.00	\$ -	0.00%

Department Highway Department  
 Org # 420  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Delaney	Robert	Supervisors	DPW Director			40	\$ 110,716.00			\$ 110,716.00			\$ 1,500.00	\$ 110,716.00	\$ 112,216.00
Other Pay							\$ 4,943.00								
TOTAL SALARIES							\$ 115,659.00								\$ 112,216.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Barbieri	Brian	Highway	Mechanic	7	\$ 36.46	40	\$ 76,128.48	\$ 36.46	40	\$ 76,128.48		\$ 36.46	\$ 275.00	\$ 76,128.48	\$ 76,403.48
Conley	Troy	Highway	Foreman	8	\$ 37.17	40	\$ 77,610.96	\$ 37.17	40	\$ 77,610.96		\$ 37.17	\$ 1,250.00	\$ 77,610.96	\$ 78,860.96
Callahan	Brian	Highway	Equipment Operator	7	\$ 26.97	40	\$ 56,313.36	\$ 26.97	40	\$ 56,313.36		\$ 26.97	\$ 275.00	\$ 56,313.36	\$ 56,588.36
Emslie	James	Highway	Equipment Operator	2	\$ 26.97	40	\$ 56,313.36	\$ 26.97	40	\$ 56,313.36		\$ 26.97	\$ 750.00	\$ 56,313.36	\$ 57,063.36
Hall	Brian	Highway	Truck Driver/Laborer	4	\$ 26.60	40	\$ 55,540.80	\$ 28.00	40	\$ 58,464.00		\$ 28.00	\$ 275.00	\$ 58,464.00	\$ 58,739.00
Morris	William	Highway	Equipment Operator	4	\$ 25.71	40	\$ 53,682.48	\$ 25.71	40	\$ 53,682.48		\$ 25.71	\$ -	\$ 53,682.48	\$ 53,682.48
Munroe	Steven	Highway	Truck Driver/Laborer	4	\$ 21.00	40	\$ 43,848.00	\$ 22.44	40	\$ 46,854.72		\$ 22.44	\$ -	\$ 46,854.72	\$ 46,854.72
Roy	David	Highway	Heavy Equip Oper	4	\$ 33.13	40	\$ 69,175.44	\$ 33.13	40	\$ 69,175.44		\$ 33.13	\$ 1,250.00	\$ 69,175.44	\$ 70,425.44
Shea	Quintin	Highway	Foreman	8	\$ 30.63	40	\$ 63,955.44	\$ 30.63	40	\$ 63,955.44		\$ 30.63	\$ 500.00	\$ 63,955.44	\$ 64,455.44
Vacant		Highway	Mechanic	2	\$ 29.22	40	\$ 61,011.36	\$ 29.22	0	\$ -		\$ 29.22	\$ -	\$ -	\$ -
Replacement Employee		Highway	Equipment Operator	4	\$ 32.41	40	\$ 67,672.08	\$ 27.00	40	\$ 56,376.00		\$ 27.00	\$ -	\$ 56,376.00	\$ 56,376.00
Summer Help							\$ 12,000.00								\$ 12,000.00
Non Snow and Ice Overtime							\$ 5,000.00								\$ 5,000.00
Other Pay							\$ 9,803.00								\$ -
TOTAL WAGES							\$ 708,054.76						\$ 4,575.00		\$ 636,449.24



LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>SNOW AND ICE</b>									
1520	Expenses	\$ 164,894	\$ 172,169	\$ 148,927	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 34.78
1521	Overtime	\$ 302,663	\$ 160,886	\$ 220,790	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 29.51
1522	Hired Equipment	\$ 93,794	\$ 71,529	\$ 75,071	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.38
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 561,351</b>	<b>\$ 404,584</b>	<b>\$ 444,788</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>0.00%</b>	<b>\$ 71.67</b>

**SNOW AND ICE  
423**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%		\$ 8,000.00		0.00%
Electricity								
Vehicle Costs	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Salt	\$ 110,000.00	\$ 110,000.00	\$ -	0.00%		\$ 110,000.00		0.00%
Sand	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	\$ 165,000.00	\$ 165,000.00	\$ -	0.00%		\$ 165,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>TREE WARDEN BUDGET</b>									
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1531	Expenses	\$ 1,155	\$ 998	\$ 374	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.63
1532	Trees	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.32
1533	Tree Work	\$ 6,185	\$ 5,509	\$ 11,500	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.11
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 7,340</b>	<b>\$ 6,507</b>	<b>\$ 11,874</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>0.00%</b>	<b>\$ 3.06</b>

**TREE WARDEN**  
**492**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Uniform Cleaning								
Trash Bags								
New Trees	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>MUNICIPAL BUILDING AND PROPERTY MAINTENANCE</b>									
1540	Wages	\$ 121,420	\$ 134,513	\$ 144,189	\$ 149,451	\$ 147,363	\$ 147,363	-1.40%	\$ 31.06
1541	Expenses	\$ 269,376	\$ 269,507	\$ 256,829	\$ 270,950	\$ 270,950	\$ 270,950	0.00%	\$ 57.11
1542	Minor Capital	\$ 26,878	\$ 19,999	\$ 20,000	\$ 20,000	\$ 10,000	\$ 10,000	-50.00%	\$ 2.11
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 417,674</b>	<b>\$ 424,019</b>	<b>\$ 421,018</b>	<b>\$ 440,401</b>	<b>\$ 428,313</b>	<b>\$ 428,313</b>	<b>-2.74%</b>	<b>\$ 90.28</b>

**MUNICIPAL BUILDING AND PROPERTY MAINTENANCE**

**192**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 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	\$ 32,500.00	\$ 32,500.00	\$ -	0.00%		\$ 32,500.00		0.00%
Fire Department	\$ 67,000.00	\$ 67,000.00	\$ -	0.00%		\$ 67,000.00		0.00%
Country Club	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 270,950.00</b>	<b>\$ 270,950.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 270,950.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Municipal Buildings & Property Maintenance  
 Org # 192  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2021								FISCAL YEAR 2022									
Bargaining		Pay		Annual Salary				Proposed		Proposed		Final		Projected			
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-20	Rate	Hours	Increase	Performance	Base	Other	Final	Salary		
Salaries																	
TOTAL SALARIES																\$	-
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16		
FISCAL YEAR 2021								FISCAL YEAR 2022									
Bargaining		Pay		Annual Salary				Proposed		Proposed		Final		Projected			
Last Name	First Name	Unit	Position	Grade	Rate	Hours	1-Jul-20	Rate	Hours	Increase	Performance	Base	Other	Final	Salary		
Wages																	
Kuzmitch	James	THL	Custodian II	4	\$21.65	40	\$ 45,205.20	\$ 21.65	40	\$ 45,205.20		\$ 21.65		\$ 45,205.20	\$ 45,205.20		
Walsh	Tryna	THL	Custodian II	4	\$24.73	40	\$ 51,636.24	\$ 24.73	40	\$ 51,636.24		\$ 24.73	\$ 750.00	\$ 51,636.24	\$ 52,386.24		
Wade	Jennifer	THL	Custodian II	4	\$22.40	40	\$ 46,771.20	\$ 22.40	40	\$ 46,771.20		\$ 22.40		\$ 46,771.20	\$ 46,771.20		
Other Pay						\$ 2,838.00											
Overtime						\$ 3,000.00											
TOTAL WAGES																\$	147,362.64

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>SOLID WASTE DISPOSAL</b>									
1550	Wages	\$ 123,095	\$ 129,746	\$ 134,303	\$ 143,243	\$ 142,722	\$ 142,722	-0.36%	\$ 30.08
1551	Expenses	\$ 52,457	\$ 43,837	\$ 38,726	\$ 44,486	\$ 47,186	\$ 45,686	2.70%	\$ 9.63
1552	Tipping Fees	\$ 132,890	\$ 130,000	\$ 135,159	\$ 175,000	\$ 175,000	\$ 150,000	-14.29%	\$ 31.62
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.23
1542	Minor Capital	\$ 5,000	\$ 10,000	\$ 4,500	\$ 10,000	\$ 5,000	\$ 5,000	-50.00%	\$ 1.05
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 319,292</b>	<b>\$ 319,433</b>	<b>\$ 318,538</b>	<b>\$ 378,579</b>	<b>\$ 375,758</b>	<b>\$ 349,258</b>	<b>-7.75%</b>	<b>\$ 73.61</b>



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

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 7,700.00	\$ 7,000.00	\$ (700.00)	-9.09%		\$ 7,000.00		-9.09%
Printing/Printed Forms	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 3,100.00	\$ 3,000.00	\$ (100.00)	-3.23%		\$ 3,000.00		-3.23%
Electricity	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00	50.00%		\$ 3,000.00		50.00%
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	\$ 18,000.00	\$ 3,000.00	20.00%		\$ 16,500.00		10.00%
Paint Disposal	\$ 5,000.00	\$ 4,500.00	\$ (500.00)	-10.00%		\$ 4,500.00		-10.00%
Hazardous Waste Regional	\$ 3,686.00	\$ 3,686.00	\$ -	0.00%		\$ 3,686.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 44,486.00</b>	<b>\$ 47,186.00</b>	<b>\$ 2,700.00</b>	<b>6.07%</b>		<b>\$ 45,686.00</b>	<b>\$ -</b>	<b>2.70%</b>

Department Solid Waste Disposal  
 Org # 430  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
TOTAL SALARIES								\$ -							\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Burchett	Keith	Highway	Foreman	8	\$37.17	40	\$ 77,610.96	\$ 37.17	40	\$ 77,610.96		\$ 37.17	\$ 750.00	\$ 77,610.96	\$ 78,360.96
Fuller	Kevin	Highway	Heavy Equip Oper.	4	\$28.19	40	\$ 58,860.72	\$ 28.19	40	\$ 58,860.72		\$ 28.19	\$ 500.00	\$ 58,860.72	\$ 59,360.72
Overtime							\$ 5,000.00			\$ 5,000.00				\$ 5,000.00	\$ 5,000.00
Other Pay							\$ 1,771.00								
TOTAL WAGES								\$ 143,242.68							\$ 142,721.68

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>STREET LIGHTS</b>									
1510	Expenses	\$ 9,375	\$ 7,758	\$ 12,165	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.16
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 9,375</b>	<b>\$ 7,758</b>	<b>\$ 12,165</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>0.00%</b>	<b>\$ 3.16</b>



## TOWN OF GROTON

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

## Park Commission

The Park Commission's request for the FY22 Budget will remain the same as the FY21 appropriation of \$55,759.00. The breakdown of line items are as follows (They are listed on the Park Commission Budget spreadsheet as well)

1. Field Maintenance
2. Waste Management
3. Safety
4. Electricity

In the event of the Park Commission not being granted these funds for the FY22 Budget, the many organized user groups that play sports in town would likely have to look for additional places to play.

Park Commissioners have organized a five year Capital Plan for improvements, itemized below:

Year 1- Complete the list of remaining projects and rebuilding the stonewall at Town Field.

Year 2- Woitowicz Field design and tennis court construction. At Cutler Field, changing of the lights to timing.

Year 3- Apply for funds for a sanitary facility center at Cow Pond Brook Field .

Year 4- Baseball renovation at Town Field- Level, tear up, and redo the irrigation.

Year 5- Continuance of construction of the Cow Pond sanitary facility and possible walking trail around the perimeter at Cow Pond.

Please let me know if you may have any questions in regards to this or if you may need any additional information. I will be happy to provide this. We look forward to discussing this in further on December 2<sup>nd</sup> with you.

Thank you,  
Kara

*Kara Cruikshank*  
*Land Use Administrative Assistant*  
[KCruikshank@grotonma.gov](mailto:KCruikshank@grotonma.gov)  
(978) 448- 1109

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>PARKS DEPARTMENT</b>									
1560	Wages	\$ 367	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1561	Expenses	\$ 65,617	\$ 65,759	\$ 30,452	\$ 55,759	\$ 55,759	\$ 55,759	0.00%	\$ 11.75
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 65,984</b>	<b>\$ 65,759</b>	<b>\$ 30,452</b>	<b>\$ 55,759</b>	<b>\$ 55,759</b>	<b>\$ 55,759</b>	<b>0.00%</b>	<b>\$ 11.75</b>

**PARKS DEPARTMENT  
650**

<u>LINE ITEM</u>	FY 2022					FY 2022		
	<u>FY 2021</u> <u>APPROPRIATION</u>	<u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FY 2022</u> <u>FINCOM</u> <u>APPROVED</u>	<u>PERCENT</u> <u>CHANGE</u>
Field Maintenance	\$ 29,927.00	\$ 29,927.00	\$ -	0.00%		\$ 29,927.00		0.00%
Waste Management	\$ 7,822.00	\$ 7,822.00	\$ -	0.00%		\$ 7,822.00		0.00%
Commemorations/Celebrations								
Safety	\$ 6,584.00	\$ 6,584.00	\$ -	0.00%		\$ 6,584.00		0.00%
Electricity	\$ 11,426.00	\$ 11,426.00	\$ -	0.00%		\$ 11,426.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 55,759.00</b>	<b>\$ 55,759.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 55,759.00</b>	<b>\$ -</b>	<b>0.00%</b>



# LIBRARY AND CITIZENS' SERVICES

Council on Aging

2022 Budget

Please accept the attached FY22COA and COA Van Budgets. We have held the budget to the FY21 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.
- Continued 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 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>COUNCIL ON AGING</b>									
1600	Salary	\$ 73,523	\$ 76,834	\$ 77,802	\$ 81,868	\$ 79,554	\$ 79,554	-2.83%	\$ 16.77
1601	Wages	\$ 59,494	\$ 64,866	\$ 67,975	\$ 81,026	\$ 70,819	\$ 70,819	-12.60%	\$ 14.93
1601	Expenses	\$ 7,572	\$ 8,117	\$ 5,701	\$ 8,454	\$ 8,454	\$ 8,454	0.00%	\$ 1.78
1602	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 140,589</b>	<b>\$ 149,817</b>	<b>\$ 151,478</b>	<b>\$ 171,348</b>	<b>\$ 158,827</b>	<b>\$ 158,827</b>	<b>-7.31%</b>	<b>\$ 33.48</b>

COUNCIL ON AGING  
541

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Building Maintenance								
Maintenance/Repair Equipment								
Maintenance Agreements						\$ 1,900.00		
Assessments	\$ 1,900.00	\$ 1,900.00	\$ -	0.00%				-100.00%
Advertising						\$ 794.00		
Printing/Copying	\$ 794.00	\$ 794.00	\$ -	0.00%				-100.00%
Telephone								
Postage								
NISC Re-Accreditation Jan 2013						\$ 5,210.00		
Programs/Lectures	\$ 5,210.00	\$ 5,210.00	\$ -	0.00%				-100.00%
Contracted Services								
Office Supplies								
Books/Periodicals								
Drop-In Center Supplies								
Meals Delivery						\$ 350.00		
Building Supplies	\$ 350.00	\$ 350.00	\$ -	0.00%		\$ 200.00		-42.86%
Travel/Conferences	\$ 200.00	\$ 200.00	\$ -	0.00%				-100.00%
Dues/Meetings								
New Employee Physical								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 8,454.00</b>	<b>\$ 8,454.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 8,454.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Council On Aging  
 Org # 541  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Shelp	Kathy	Supervisors	Director	10		40	\$ 79,554.00		40	\$ 79,554.00				\$ 79,554.00	\$ 79,554.00
Other Pay							\$ 2,314.00								
TOTAL SALARIES							\$ 81,868.00								\$ 79,554.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Shepard-Jones	Stacey	THL	Outreach Coord.	6	\$ 25.88	32	\$ 43,229.95	\$ 25.88	32	\$ 43,229.95		\$ 25.88	\$ 350.00	\$ 43,229.95	\$ 43,579.95
Santiago	Kathleen	THL	Volunteer Coord.	4	\$ 23.78	30	\$ 37,239.48	\$ 23.78	30	\$ 37,239.48		\$ 23.78		\$ 37,239.48	\$ 37,239.48
Other Pay							\$ 557.00								
Grant Offset															\$ (10,000.00)
TOTAL WAGES							\$ 81,026.43								\$ 70,819.43

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>SENIOR CENTER VAN</b>									
1610	Wages	\$ 48,642	\$ 48,391	\$ 43,631	\$ 52,091	\$ 52,091	\$ 52,091	0.00%	\$ 10.98
1611	Expenses	\$ 7,999	\$ 8,268	\$ 6,723	\$ 17,673	\$ 17,673	\$ 12,673	-28.29%	\$ 2.67
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 56,641</b>	<b>\$ 56,659</b>	<b>\$ 50,354</b>	<b>\$ 69,764</b>	<b>\$ 69,764</b>	<b>\$ 64,764</b>	<b>-7.17%</b>	<b>\$ 13.65</b>

SENIOR CENTER VAN  
542

<u>LINE ITEM</u>	FY 2022					FY 2022		FY 2022	
	<u>FY 2021</u>	<u>DEPARTMENT</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>	
	<u>APPROPRIATION</u>				<u>CHANGE</u>	<u>APPROVED</u>	<u>APPROVED</u>	<u>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%		\$ 5,000.00		-50.00%	
Other: Insurance	\$ 1,203.00	\$ 1,203.00	\$ -	0.00%		\$ 1,203.00		0.00%	
<b>TOTAL FUNDS REQUESTED</b>	\$ 17,673.00	\$ 17,673.00	\$ -	0.00%		\$ 12,673.00	\$ -	-28.29%	

Department	Senior Center Van
Org #	542
COLA %	0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2021									FISCAL YEAR 2022								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022		
Salaries																	
TOTAL SALARIES								\$								\$	-
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16		
FISCAL YEAR 2021									FISCAL YEAR 2022								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022		
Wages																	
Per Diem		THL	Van Driver	4	\$18.86	12.409	\$ 12,216.56	\$ 18.86	12.409	\$ 12,216.56		\$ 18.86		\$ 12,216.56	\$ 12,216.56		
Wenzell	Eddie	THL	Van Driver	4	\$18.86	12.5	\$ 12,306.15	\$ 18.86	12.5	\$ 12,306.15		\$ 18.86		\$ 12,306.15	\$ 12,306.15		
Shepard Jones	Stacey	THL	Dispatcher	6	\$24.75	5	\$ 6,459.75	\$ 24.75	5	\$ 6,459.75		\$ 24.75		\$ 6,459.75	\$ 6,459.75		
Marton	Richard	THL	Van Driver	4	\$20.41	14	\$ 14,915.63	\$ 20.41	14	\$ 14,915.63		\$ 20.41		\$ 14,915.63	\$ 14,915.63		
Cunningham	Peter	THL	Van Driver	4	\$18.86	6.29	\$ 6,192.45	\$ 18.86	6.29	\$ 6,192.45		\$ 18.86		\$ 6,192.45	\$ 6,192.45		
Other Pay																	
TOTAL WAGES								\$	52,090.54							\$	52,090.54

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>VETERAN'S SERVICE OFFICER</b>									
1620	Salary	\$ 3,484	\$ 5,000	\$ 4,615	\$ 5,000	\$ 6,000	\$ 6,000	20.00%	\$ 1.26
1621	Expenses	\$ 65	\$ 514	\$ 69	\$ 1,100	\$ 1,100	\$ 1,100	0.00%	\$ 0.23
1622	Veterans' Benefits	\$ 33,772	\$ 39,373	\$ 38,137	\$ 42,000	\$ 42,000	\$ 37,000	-11.90%	\$ 7.80
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 37,321</b>	<b>\$ 44,887</b>	<b>\$ 42,821</b>	<b>\$ 48,100</b>	<b>\$ 49,100</b>	<b>\$ 44,100</b>	<b>-8.32%</b>	<b>\$ 9.30</b>

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

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 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:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 1,100.00</b>	<b>\$ 1,100.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 1,100.00</b>	<b>\$ -</b>	<b>0.00%</b>



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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
TOTAL SALARIES															
							\$ -								\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Dean	Joseph	By-Law	Veteran's Agent				\$ 5,000.00			\$ 6,000.00				\$ 6,000.00	\$ 6,000.00
TOTAL WAGES															
							\$ 5,000.00								\$ 6,000.00

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>GRAVES REGISTRATION</b>									
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%	\$ 0.05
1631	Expenses	\$ 760	\$ 756	\$ 760	\$ 760	\$ 760	\$ 760	0.00%	\$ 0.16
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,010</b>	<b>\$ 1,006</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>\$ 1,010</b>	<b>0.00%</b>	<b>\$ 0.21</b>

**GRAVES REGISTRATION**  
**493**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Uniform Cleaning								
Trash Bags								
Other: Flags	\$ 760.00	\$ 760.00	\$ -	0.00%		\$ 760.00		0.00%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 760.00</b>	<b>\$ 760.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 760.00</b>	<b>\$ -</b>	<b>0.00%</b>

Department Graves Registration  
 Org # 493  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
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 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>CARE OF VETERAN GRAVES</b>									
1640	Contract Expenses	\$ 1,550	\$ 1,550	\$ -	\$ 1,550	\$ 1,550	\$ 1,500	-3.23%	\$ 0.32
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ -</b>	<b>\$ 1,550</b>	<b>\$ 1,550</b>	<b>\$ 1,500</b>	<b>-3.23%</b>	<b>\$ 0.32</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>OLD BURYING GROUND COMMITTEE</b>									
1650	Expenses	\$ 167	\$ -	\$ -	\$ 800	\$ 800	\$ 800	0.00%	\$ 0.17
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 167</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>0.00%</b>	<b>\$ 0.17</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>LIBRARY</b>									
1660	Salary	\$ 367,599	\$ 380,525	\$ 396,760	\$ 407,364	\$ 407,364	\$ 408,050	0.17%	\$ 86.01
1661	Wages	\$ 282,798	\$ 304,798	\$ 275,513	\$ 331,959	\$ 321,213	\$ 276,295	-16.77%	\$ 58.24
1662	Expenses	\$ 199,547	\$ 198,474	\$ 153,507	\$ 205,304	\$ 205,304	\$ 205,304	0.00%	\$ 43.28
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 849,944</b>	<b>\$ 883,797</b>	<b>\$ 825,780</b>	<b>\$ 944,627</b>	<b>\$ 933,881</b>	<b>\$ 889,649</b>	<b>-5.82%</b>	<b>\$ 187.53</b>

LIBRARY  
610

LINE ITEM	FY 2022				REASON FOR CHANGE:	FY 2022		
	FY 2021 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE	PERCENT CHANGE		TOWN MANAGER APPROVED	FINCOM APPROVED	PERCENT CHANGE
Advertising	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Books/Materials	\$ 58,958.00	\$ 59,883.00	\$ 925.00	1.57%	With Endowment \$10K, Gifts \$3K, and Robbins Trust \$70K (TC voted 11/10/20), books/materials budget offset 57% from non-town funding sources	\$ 59,883.00		1.57%
Computer	\$ 4,800.00	\$ 5,150.00	\$ 350.00	7.29%	Self-checkout machines maintenance increase	\$ 5,150.00		7.29%
Contracted Services	\$ 5,100.00	\$ 5,300.00	\$ 200.00	3.92%	Mailchimp, web hosting, and library insight increases	\$ 5,300.00		3.92%
Dues and Meetings	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Electric	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%	Overestimated for FY 21. Correct for FY 22	\$ 25,000.00		0.00%
Furniture and Equipment	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Grounds Maintenance	\$ 4,000.00	\$ 3,400.00	\$ (600.00)	-15.00%	higher priority needs	\$ 3,400.00		-15.00%
Heating	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Insurance	\$ 605.00	\$ 630.00	\$ 25.00	4.13%	annual increase	\$ 630.00		4.13%
Maintenance Agreements - Bldg.	\$ 7,350.00	\$ 7,500.00	\$ 150.00	2.04%	HVAC and elevator maintenance increases	\$ 7,500.00		2.04%
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	\$ 1,500.00	\$ 1,250.00	\$ (250.00)	-16.67%	more digital usage	\$ 1,250.00		-16.67%
Programs and Lectures	\$ 500.00	\$ -	\$ (500.00)	-100.00%	higher priority needs	\$ -		-100.00%
Supplies	\$ 13,700.00	\$ 13,700.00	\$ -	0.00%		\$ 13,700.00		0.00%
Trash Removal	\$ 2,200.00	\$ 2,400.00	\$ 200.00	9.09%	FY21 actual	\$ 2,400.00		9.09%
Travel	\$ 1,500.00	\$ 1,000.00	\$ (500.00)	-33.33%	more virtual meetings	\$ 1,000.00		-33.33%
Water and Sewer	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 205,304.00</b>	<b>\$ 205,304.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 205,304.00</b>	<b>\$ -</b>	<b>0.00%</b>



Department Library  
 Org # 610  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Abraham	Vanessa	Contract	Library Director			40	\$ 91,549.00			\$ 93,379.98	2.5%			\$ 95,714.48	\$ 95,714.48
Baylis	Lisa	THL	Head of Circulation	7		37	\$ 62,020.00			\$ 62,020.00			\$ -	\$ 62,020.00	\$ 62,020.00
Dowson	Deborah	THL	YA/Teen Librarian	8		20	\$ 35,897.00			\$ 35,897.00			\$ 175.00	\$ 35,897.00	\$ 36,072.00
Sanchez	Lauren	THL	Head of Childrens	8		40	\$ 68,922.00			\$ 68,922.00			\$ 750.00	\$ 68,922.00	\$ 69,672.00
Olson	Susanne	THL	Reference Librarian	8		40	\$ 71,361.00			\$ 71,361.00			\$ 750.00	\$ 71,361.00	\$ 72,111.00
Pike	Jeffrey	THL	Technology Librarian	8		40	\$ 71,361.00			\$ 71,361.00			\$ 1,100.00	\$ 71,361.00	\$ 72,461.00
Other Pay							\$ 6,254.00								
TOTAL SALARIES								\$ 407,364.00							
								\$ 2,775.00							
								\$ 408,050.48							
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Summer Reading Help: Lib. Asst. I (3)				3	\$ 18.82	481	\$ 9,052.42	\$ 18.82		\$ -				\$ -	\$ -
Winter (Jan-Apr) Sundays: Custodian II (1)				4	\$ 19.90	48	\$ 955.20	\$ 19.90		\$ -				\$ -	\$ -
Winter (Jan-Apr) Sundays: Ref. Librarian (1)				8	\$ 27.65	68	\$ 1,880.20	\$ 27.65		\$ -				\$ -	\$ -
Winter (Jan-Apr) Sundays: Lib. Asst. II (4)				4	\$ 19.90	264	\$ 5,253.60	\$ 19.90		\$ -				\$ -	\$ -
<u>Fall &amp; May Sunday Hours (with Jan-Apr: 9 months of Sundays)</u>															
Custodian II for Sept-Dec & May Sundays					\$ 19.90	60	\$ 1,194.00	\$ 19.90		\$ -				\$ -	\$ -
Reference Librarian for Sept-Dec & May Sundays					\$ 27.65	85	\$ 2,350.25	\$ 27.65		\$ -				\$ -	\$ -
Library Assistants (4) for Sept-Dec & May Sundays					\$ 19.90	330	\$ 6,567.00	\$ 19.90		\$ -				\$ -	\$ -
Aiello	Phillip	THL	Custodian II	4	\$ 20.82	6	\$ 6,520.82	\$ 20.82	6	\$ 6,520.82		\$ 20.82	\$ 27.00	\$ 6,520.82	\$ 6,547.82
Belanger	Erica	THL	Library Assistant II	4	\$ 24.73	23	\$ 29,690.84	\$ 24.73	23	\$ 29,690.84		\$ 24.73	\$ 719.00	\$ 29,690.84	\$ 30,409.84
Bolton	Carrie	THL	Library Asst. I	3	\$ 19.10	10	\$ 9,970.20	\$ 19.10	10	\$ 9,970.20		\$ 19.10		\$ 9,970.20	\$ 9,970.20
Chennakesavan	Akul	THL	Shelver	1	\$ 13.50	5	\$ 3,523.50	\$ 14.25	5	\$ 3,719.25		\$ 14.25		\$ 3,719.25	\$ 3,719.25
Dalal	Elizabeth	THL	Library Asst. I	3	\$ 21.00	22	\$ 24,116.40	\$ 21.00	22	\$ 24,116.40		\$ 21.00		\$ 24,116.40	\$ 24,116.40
Danti	Samantha	THL	Library Asst. II	4	\$ 21.64	37	\$ 41,795.50	\$ 21.64	37	\$ 41,795.50		\$ 21.64	\$ 324.00	\$ 41,795.50	\$ 42,119.50
Dumont	Nancy	THL	Library Asst. II	4	\$ 21.55	28	\$ 31,497.48	\$ 21.55	28	\$ 31,497.48		\$ 21.55		\$ 31,497.48	\$ 31,497.48
Fleischman	Deborah	THL	Asst. To Libr. Dir.	6	\$ 27.04	25	\$ 35,287.20	\$ 26.78	25	\$ 34,947.90		\$ 26.78		\$ 34,947.90	\$ 34,947.90
Children's	Dept	THL	Library Asst. I	3	\$ 19.58	9	\$ 9,198.68	\$ 19.58	9	\$ 9,198.68		\$ 19.58		\$ 9,198.68	\$ 9,198.68
Jones	Ashley	THL	Library Asst. I	3	\$ 19.60	6	\$ 6,138.72	\$ 19.60	6	\$ 6,138.72		\$ 19.60		\$ 6,138.72	\$ 6,138.72
Ladue	Debra	THL	Custodian II	3	\$ 24.73	27	\$ 34,854.46	\$ 24.73	27	\$ 34,854.46		\$ 24.73	\$ 743.00	\$ 34,854.46	\$ 35,597.46
Majkut	Susanna	THL	Shelver	1	\$ 13.50	4	\$ 2,818.80	\$ 14.25	4	\$ 2,975.40		\$ 14.25		\$ 2,975.40	\$ 2,975.40
Morrow	Victoria	THL	Library Asst. I	3	\$ 18.82	10	\$ 9,824.04	\$ 18.82	10	\$ 9,824.04		\$ 18.82		\$ 9,824.04	\$ 9,824.04
Muir	Declan	THL	Shelver	1	\$ 13.50	4	\$ 2,818.80	\$ 14.25	4	\$ 2,975.40		\$ 14.25		\$ 2,975.40	\$ 2,975.40
Reiff	Marianne	THL	Library Asst. I	3	\$ 18.82	12	\$ 11,788.85	\$ 18.82	12	\$ 11,788.85		\$ 18.82		\$ 11,788.85	\$ 11,788.85
Two Unfilled PT	Positions	THL	Library Asst. I	3	\$ 18.82	20	\$ 19,648.08	\$ 18.82	20	\$ 19,648.08		\$ 18.82		\$ 19,648.08	\$ -
Other Pay							\$ 25,214.00								\$ 14,468.00

TOTAL WAGES \$ 331,959.04 \$ 1,813.00 \$ 276,294.94

Priority	Library Budget Expense Line Item	FY2021 Appropriation	FY2022 Dept Request	Difference	Change	Impact to Town if Not Funded
1	Water & Sewer	\$ 3,500	\$ 3,500	\$ -	0.00%	Can't be open or staffed if no water or functioning bathrooms
2	Heat	\$ 10,000	\$ 10,000	\$ -	0.00%	Can't be open or staffed if no heat
3	Electric	\$ 25,000	\$ 25,000	\$ -	0.00%	Can't be open or staffed if no power
4	Maintenance Agreements - Building	\$ 7,350	\$ 7,500	\$ 150	2.04%	Can't be open or staffed if any public safety violations if elevator, sprinklers, HVAC, fire extinguishers, or building alarms untested or malfunctioning and unable to repair
5	Trash Removal	\$ 2,200	\$ 2,400	\$ 200	9.09%	Waste and Recycling pick-up each week. Essential service.
6	Maintenance & Repairs (Building)	\$ 15,300	\$ 15,300	\$ -	0.00%	21 year old building addition and remodel; toilets, doors, locks, plumbing, etc., all will eventually have problems or fail; essential funding to maintain services, safety, and basic functioning of the building
7	Insurance	\$ 605	\$ 630	\$ 25	4.13%	Protects the Town financially
8	Membership Agreements - MVLC	\$ 44,391	\$ 44,391	\$ -	0.00%	The Library would have to revert back to a standalone system (Catalog, Circulation, cataloging, acquisitions, serials, etc.), lose all shared purchasing power, access to shared digital 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 in time to less service, less functionality, less everything.
9	Supplies (Custodial, Library, Office)	\$ 13,700	\$ 13,700	\$ -	0.00%	<u>Library</u> : None of the approximately 15,000 items purchased each year for the collection would be protected in cases/sleeves/covers and would easily get damaged and/or be lost, nor would we be able to barcode, label, track, or circulate them. <u>Custodial</u> : Custodian would lack supplies to clean the library or restock the bathrooms. <u>Office</u> : Staff would be completely hampered to do business with zero office supplies. <u>Custodial Clothing &amp; Safety Equipment</u> : We would not be able to meet Union obligation to provide for custodial clothing & safety equipment. Finally, essential COVID-19 supplies, staff and public protection, etc. will still be needed - with or without stimulus funding
10	Contracted Services	\$ 5,100	\$ 5,300	\$ 200	3.92%	Would lose essential management software to run library services, including the 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; web site hosting; 24/7 online help access to patrons on using library catalog and databases.

11	Computer	\$ 4,800	\$ 5,150	\$ 350	7.29%	Self-checkout machines would not be serviced and we would lose that functionality for the public (and their role in general and ever-evolving COVID-19 public services); library peripherals would break and not be replaced (barcode scanners, receipt printers, etc.); loss of basic software for staff & public use; loss of support, updates, and services provided for the self-service public scanning and faxing station which residents use every day.
12	Postage & Delivery	\$ 1,400	\$ 1,400	\$ -	0.00%	Loss of Interlibrary loan ability; loss of basic ability to function as an organization; loss of ability to send collection notices for overdue or lost items, etc.
13	Printing & Copying	\$ 1,500	\$ 1,250	\$ (250)	-16.67%	Needed copier maintenance for staff and public copiers; also main admin. scanner for bills (required for Microix)
14	Furniture & Equipment	\$ 4,000	\$ 4,000	\$ -	0.00%	Services existing equipment (lawn mower, snow blower, vacuum cleaner, carpet cleaner, office task chairs, carts, etc.) or replace if broken.
15	Books & Materials	\$ 58,958	\$ 59,883	\$ 925	1.57%	The Trust Commissioners only agree to fund about 50% of the state certification formula each year for the annual books and materials expenditure on the condition that it does not replace the town appropriation nor is disproportionate to it.
16	Advertising	\$ 500	\$ 500	\$ -	0.00%	Posting requirements by law
17	Travel	\$ 1,500	\$ 1,000	\$ (500)	-33.33%	Reduced with virtual meetings, but continued need for homebound delivery, supplies, maintenance, etc.
18	Dues and Meetings	\$ 1,000	\$ 1,000	\$ -	0.00%	Critical to not lose professional communication, discounts, ability to vote as a member, access to professional development - especially in such challenging times and unprecedented isolation
19	Grounds Maintenance	\$ 4,000	\$ 3,400	\$ (600)	-15.00%	Cut back, but still need basic maintenance & address any issues (trees, etc.)
20	Programs and Lectures	\$ 500	\$ -	\$ (500)	-100.00%	Higher need line items; will rely on outside funding entirely
	<b>Total Expenses</b>	<b>\$ 205,304</b>	<b>\$ 205,304</b>	<b>\$ -</b>	<b>0.00%</b>	

**Requirements to Meet State Certification - A municipality and its library must:**

**1. Meet its Municipal Appropriation Requirement (MAR)**

*Massachusetts General Law (M.G.L., c.78, s.19A) states that a municipality must appropriate a figure of at least the average of the last 3 years' municipal appropriations to the library for operations, increased by 2.5%, in order to be certified for State Aid to Public Libraries.*

**2. Meet Minimum Standards of Free Public Library Service**

*Open to all residents, make no charge for normal library services, and lend books and other materials to other libraries; AND - determined by town's population size - be open a minimum number of hours per week, meet materials expenditure guidelines, and have MLS Director*

**3. Submit annual reports and forms to show compliance**

## Unexpended Library Funds Returned to Town for FY2020 (Actual) & FY2021 (Projected)

FY2020 ACTUAL RETURN		
Budget Line Item - Library	Returned to Town	Reason
Wages	\$ 52,164	Hiring Freeze; Furloughed Shelves & Fill-In Sunday/Summer Staff; Minimum Staffing Hours
General Expenses	\$ 56,797	Frozen Town Budget March 24-June 30, 2020
<b>FY20 Operating Returned</b>	<b>\$ 108,961</b>	
FY19-20 Capital Roof Project Returned	\$ 74,188	Half of contingency unexpended
<b>TOTAL FY2020 RETURNED to TOWN</b>	<b>\$ 183,149</b>	<b>ACTUAL</b>

FY2021 PROJECTED RETURN		
FY2021 Budget Line Item - Library	Projected Return	Reason
Salaries	\$ 753	Pay differential between old and new Children's Dept Head
Wages	\$ 27,252	No Sunday or Summer Reading Assistant Staffing (still furloughed)
	\$ 19,648	Two part-time positions going unfilled all year (hiring freeze)
	\$ 10,784	First Quarter+ (Jul-Sept+) Savings for 3 Positions until hired oct-nov
General Expenses	\$ 75,000	Frozen budget; essentials only - no books, landscaping, travel, meetings, printing, supplies, etc.
Unexpended Foundation Repair	\$ 10,000	Encumbered FY20 Reserve Fund Transfer to Gen Exp for children's room foundation leak
<b>FY2021 PROJECTED RETURN</b>	<b>\$ 143,437</b>	<b>Conservative</b> estimate of projected return to Town from Library as of Nov. 15, 2020

**TOTAL FY20 & FY21    \$            326,586**

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>COMMEMORATIONS &amp; CELEBRATIONS</b>									
1670	Expenses	\$ 500	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.11
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>0.00%</b>	<b>\$ 0.11</b>

COMMEMORATIONS AND CELEBRATIONS

692

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Miscellaneous Fireworks	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other:								
Other:								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 500.00</b>	<b>\$ -</b>	<b>0.00%</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>WATER SAFETY</b>									
1680	Wages	\$ 2,713	\$ 2,966	\$ 1,900	\$ 4,200	\$ 4,200	\$ 4,200	0.00%	\$ 0.89
1681	Expenses and Minor Capital	\$ 22,129	\$ 25,766	\$ 17,520	\$ 2,732	\$ 30,732	\$ 2,732	0.00%	\$ 0.58
1682	Property Maint & Improvements	\$ 6,103	\$ 7,695	\$ -	\$ 9,000	\$ 9,000	\$ 9,000	0.00%	\$ 1.90
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 30,945</b>	<b>\$ 36,427</b>	<b>\$ 19,420</b>	<b>\$ 15,932</b>	<b>\$ 43,932</b>	<b>\$ 15,932</b>	<b>0.00%</b>	<b>\$ 3.36</b>

Note from NG: I added in the Ranger's wages line to this budget.

The "1680-Wages" sheet I added is just copied from FY20 - it is just a calculator and it is not linked to the formulas in this sheet

**WATER SAFETY**

**699**

**1681 - Expenses**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Lifeguard Management*		\$ 28,000.00	\$ 28,000.00		Placeholder for lifeguards, based on FY21 estimate from YMCA.	\$ -		
Lifeguard Chairs								
Rescue Equipment			\$ -					
Swim Area Protection/Markers	\$ 486.00	\$ 486.00	\$ -	0.00%		\$ 486.00		0.00%
Gear Storage and Transport	\$ 1,202.00	\$ 1,202.00	\$ -	0.00%		\$ 1,202.00		0.00%
Emergency Medical Supplies	\$ 171.00	\$ 171.00	\$ -	0.00%		\$ 171.00		0.00%
Rescue Boat, LifeJackets, Radio								
Toilet Rental	\$ 723.00	\$ 723.00	\$ -	0.00%		\$ 723.00		0.00%
Advertising	\$ 150.00	\$ 150.00	\$ -	0.00%		\$ 150.00		0.00%
Programs								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 2,732.00</b>	<b>\$ 30,732.00</b>	<b>\$ 28,000.00</b>	<b>0.00%</b>		<b>\$ 2,732.00</b>	<b>\$ -</b>	<b>0.00%</b>



**WATER SAFETY**

**699**

**1682 - Property Maintenance and Improvements**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Chipping and Tree Service	\$ 2,400.00	\$ 2,400.00	\$ -	0.00%	No change - for road improvement and incidental maintenance	\$ 2,400.00		0.00%
Materials	\$ 6,600.00	\$ 6,600.00	\$ -	0.00%	No change - for road improvement and incidental maintenance	\$ 6,600.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 9,000.00</b>	<b>\$ 9,000.00</b>	<b>\$ -</b>	<b>0.00%</b>		<b>\$ 9,000.00</b>	<b>\$ -</b>	<b>0.00%</b>

WATER SAFETY

699

1680 - Wages

## CALCULATOR FOR RANGER WAGES

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

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>WEED MANAGEMENT</b>									
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1691	Expenses: Weed Harvester	\$ 4,397	\$ 6,370	\$ 2,497	\$ 22,000	\$ 22,000	\$ 22,000	0.00%	\$ 4.64
1692	Expenses: Great Lakes	\$ 2,340	\$ 2,385	\$ -	\$ 2,385	\$ 2,385	\$ 2,385	0.00%	\$ 0.50
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 6,737</b>	<b>\$ 8,755</b>	<b>\$ 2,497</b>	<b>\$ 24,385</b>	<b>\$ 24,385</b>	<b>\$ 24,385</b>	<b>0.00%</b>	<b>\$ 5.14</b>

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>COUNTRY CLUB</b>									
1700	Salary	\$ 143,285	\$ 150,373	\$ 157,092	\$ 161,634	\$ 159,524	\$ 159,524	-1.31%	\$ 33.63
1701	Wages	\$ 102,441	\$ 119,626	\$ 119,899	\$ 129,000	\$ 150,000	\$ 150,000	16.28%	\$ 31.62
1702	Expenses	\$ 152,061	\$ 150,837	\$ 133,953	\$ 127,000	\$ 136,000	\$ 136,000	7.09%	\$ 28.67
1703	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 397,787</b>	<b>\$ 420,836</b>	<b>\$ 410,944</b>	<b>\$ 417,634</b>	<b>\$ 445,524</b>	<b>\$ 445,524</b>	<b>6.68%</b>	<b>\$ 93.91</b>

**COUNTRY CLUB**

<u>LINE ITEM</u>	<u>FY 2021 APPROPRIATION</u>	<u>FY 2022 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022 TOWN MANAGER APPROVED</u>	<u>FY 2022 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	\$ 15,110	\$ 24,110	\$ 9,000	59.56%	Budget Give Back	\$ 24,110		59.56%
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								
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 127,000</b>	<b>\$ 136,000</b>	<b>\$ 9,000</b>	<b>7.09%</b>		<b>\$ 136,000</b>	<b>\$ -</b>	<b>7.09%</b>

Department Country Club  
 Org # \_\_\_\_\_  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Campbell	Shawn	Supervisors	GM/Golf Pro	16		40	\$ 84,430.00			\$ 84,430.00			\$ 1,379.00	\$ 84,430.00	\$ 85,809.00
Colby	William	THL	Grounds Supt	10		40	\$ 72,615.00			\$ 72,615.00			\$ 1,100.00	\$ 72,615.00	\$ 73,715.00
Other Pay							\$ 4,589.00								
TOTAL SALARIES							\$ 161,634.00								\$ 159,524.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Building and Grounds							\$ 39,000.00			\$ 40,000.00				\$ 40,000.00	\$ 40,000.00
Pool							\$ 45,000.00			\$ 63,000.00				\$ 63,000.00	\$ 63,000.00
Golf							\$ 19,000.00			\$ 20,000.00				\$ 20,000.00	\$ 20,000.00
Snack Bar							\$ -							\$ -	\$ -
Function Hall							\$ -							\$ -	\$ -
Camp							\$ 26,000.00			\$ 27,000.00				\$ 27,000.00	\$ 27,000.00
TOTAL WAGES							\$ 129,000.00								\$ 150,000.00

		<u>FY 2021</u>	<u>FY 2022</u>
Full Memberships	\$	16,744	\$ 17,000
Golf Memberships	\$	58,771	\$ 65,000
Swim Memberships	\$	101,838	\$ 100,000
Summer Camp Revenues	\$	118,455	\$ 114,145
Daily Pool Revenues	\$	38,287	\$ 42,000
Private Lessons	\$	-	\$ 5,000
Swim Team	\$	22,102	\$ 20,000
Swim Lessons	\$	16,782	\$ 20,000
Golf Green Fees	\$	118,619	\$ 140,000
Driving Range Fees	\$	8,514	\$ 8,000
GHIN	\$	3,735	\$ 4,000
Cart Fees	\$	52,192	\$ 70,000
Pull Carts	\$	488	\$ 400
Golf Shop Sales	\$	6,755	\$ 6,000
Liquor License	\$	6,000	\$ 6,000
Tavern Lease	\$	9,000	\$ -
CC Fees	\$	(12,343)	\$ (15,000)
Total Income	\$	493,838	\$ 602,545

	FY22	
Country Club Salaries	\$166,399.21	
Country Club Wages	\$150,000.00	
Country Club Expenses	\$136,000.00	
Capital Purchases	\$35,000.00	Carts & 2nd Tee Box Repair
Health Insurance	\$21,000.00	
Payroll Taxes (Medicare 1.45%)	\$4,147.00	
Insurance	\$21,000.00	
Building Cost	\$60,000.00	Function Hall Roof
Miscellaneous/Unanticipated	\$9,000.00	
Sub-Total Expense	\$602,546.21	
Anticipated Revenue	\$602,546.21	
Profit/Loss	\$0.00	





**DEBT SERVICE**

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>DEBT SERVICE</b>									
2000	Long Term Debt - Principal Excluded	\$ 928,600	\$ 722,250	\$ 1,054,090	\$ 970,030	\$ 1,070,000	\$ 1,070,000	10.31%	\$ 225.54
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ -	\$ 159,394	\$ 159,154	\$ 159,154	-0.15%	\$ 33.55
2002	Long Term Debt - Interest - Excluded	\$ 210,517	\$ 325,402	\$ 454,453	\$ 503,757	\$ 471,752	\$ 471,752	-6.35%	\$ 99.44
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ -	\$ 95,071	\$ 88,007	\$ 88,007	-7.43%	\$ 18.55
2004	Short Term Debt - Principal - Town	\$ -	\$ -	\$ -	\$ 85,174	\$ 85,174	\$ 85,174	0.00%	\$ 17.95
2005	Short Term Debt - Interest - Town	\$ 37,917	\$ 100,885	\$ 95,648	\$ 6,400	\$ 6,800	\$ 6,800	6.25%	\$ 1.43
<b>DEPARTMENTAL TOTAL</b>		<b>\$ 1,177,034</b>	<b>\$ 1,148,537</b>	<b>\$ 1,604,191</b>	<b>\$ 1,819,826</b>	<b>\$ 1,880,887</b>	<b>\$ 1,880,887</b>	<b>63.76%</b>	<b>\$ 396.47</b>

Total General Fund In-Levy (P/I)  
Total General Fund Excluded (P/I)

\$ 339,135  
\$ 1,541,752  
\$ 1,880,887

**Notes: Long-Term Debt (LTD) Service- (see attached detail)**

Projected LTD Service- To Be Determined:

- Flo-Ro Town Controlled Borrowing Project

Pending consecutive Spring 2021 approvals at Town Meeting and local election debt-exclusion referendum, projected **excluded**

**debt service** impact is; (see attached)

**FY 2022:**

	Remaining Amount	FY22 Required Paydown	(est. - 2%) Interest	Total Debt Service	Expected Funding Source
1. BAN (state house note)- matures 2/21/2022 Police/Fire Radios: \$	338,938.00	\$ 85,174.00	\$ 6,800.00	\$ 91,974.00	Free Cash
<b>General Fund In-Levy Short-Term</b>		<b>\$ 85,174.00</b>	<b>\$ 6,800.00</b>	<b>\$ 91,974.00</b>	
2. BAN (state house note)- matures 2/21/2022- <b>MEMO ONLY</b> -Water Dept. Whitney Well- 10 YR BAN plan \$	166,847.00	\$ 38,292.00	\$ 4,284.00	\$ 42,576.00	Water Enterprise
3. BAN (state house note)- matures 2/21/2022- <b>MEMO ONLY</b> - Highway Equipment (2)- BAN/paydowns- Cap. Stab. Appropriated \$	100,022.00	\$ 78,000.00	\$ 2,000.00	\$ 80,000.00	Cap. Stab. Fd.

**Notes: Water Dept. Manganese Treatment Project (see attached)-MEMO ONLY**

Whitney Pond treatment site: pending town meeting approval, projected to issue 7/15/2021 (FY2022) short-term BAN for \$6,600,000, payable as follows:

FY 2023- Interest Only- Renew to 7/15/2022	\$ 132,000.00	\$ 132,000.00	Water Enterprise
FY 2024- Interest Only- Renew to 7/15/2023	\$ 151,800.00	\$ 151,800.00	Water Enterprise
FY 2025- Interest/Principal paydown- Renew to 7/15/2024	\$ 235,715.00	\$ 171,600.00	Water Enterprise
FY 2026- Interest/Principal paydown- Renew to 7/15/2025	\$ 235,715.00	\$ 178,200.00	Water Enterprise
	\$ 471,430.00	\$ 633,600.00	\$ 1,105,030.00

**Long Term Debt By Year**

**Fiscal 2022**

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

**General Fund**

					Exempt/			
ID	Name	Issued	Matures	Orig Amt	Non-Exempt	Principal	Interest	Total
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000	Exempt	\$140,000.00	\$6,150.00	\$146,150.00
2991	Lost Lake Fire Station	11/15/2003	11/15/2022	\$1,450,000	Exempt	\$70,000.00	\$3,150.00	\$73,150.00
2912	Center Fire Station	4/18/2013	6/30/2035	\$7,730,000	Exempt	\$350,000.00	\$124,912.52	\$474,912.52
2999	New Senior Center	11/27/2018	6/30/2039	\$5,130,000	Exempt	\$240,000.00	\$183,137.50	\$423,137.50
TBD	DPW Garage- New in FY21	2/15/2020	2/15/2040	\$4,613,000	Exempt	\$217,000.00	\$124,044.50	\$341,044.50
TBD	Library Roof- New in FY21	2/15/2020	2/15/2040	\$1,130,000	Exempt	\$53,000.00	\$30,357.00	\$83,357.00
					Total Exempt	\$1,070,000.00	\$471,751.52	\$1,541,751.52
2994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$14,153.33	\$217.70	\$14,371.03
2978	Fire Ladder Truck	11/27/2018	11/15/2037	\$875,000	Non-Exempt	\$50,000.00	\$28,456.26	\$78,456.26
2979	Lost Lake Fire Protection	11/27/2018	11/15/2038	\$1,375,000	Non-Exempt	\$70,000.00	\$45,556.26	\$115,556.26
2915	Fire Truck 2020- New in FY21	02/20/2020	6/30/2039	\$476,000	Non-Exempt	\$25,000.00	\$13,776.00	\$38,776.00
					Total Non-Exempt	\$159,153.33	\$88,006.22	\$247,159.55
Summary	for General Fund				Total for General Fund	\$1,229,153.33	\$559,757.74	\$1,788,911.07

**GELD**

2998	GELD- Headqtrs.	8/1/2014	11/1/2033	\$2,000,000	Non-Exempt	<u>\$95,000.00</u>	<u>\$44,425.00</u>	<u>\$139,425.00</u>
<u>Summary</u>	<u>for GELD</u>	Total Non-Exempt for GELD				\$95,000.00	\$44,425.00	\$139,425.00

**CPC**

012	Surrenden Farm (final year)	7/6/2007	12/15/2021	\$5,015,000	Non-Exempt	<u>\$200,000.00</u>	<u>\$4,150.00</u>	<u>\$204,150.00</u>
<u>Summary</u>	<u>for CPC</u>	Total Non-Exempt for CPC				\$200,000.00	\$4,150.00	\$204,150.00

**Sewer**

<u>ID</u>	<u>Name</u>	<u>Issued</u>	<u>Matures</u>	<u>Orig Amt</u>	<u>Exempt/ Non-Exempt</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2910	Boston Road	10/26/2007	10/1/2025	\$310,940	Non-Exempt	\$16,647.50	\$3,225.46	\$19,872.96
2911	Old Ayer Rd	10/26/2007	10/1/2025	\$155,960	Non-Exempt	\$8,352.50	\$1,618.29	\$9,970.79
9994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	<u>\$5,234.79</u>	<u>\$80.52</u>	<u>\$5,315.31</u>
<u>Summary</u>	<u>for Sewer</u>	Total Non-Exempt for Sewer				\$30,234.79	\$4,924.27	\$35,159.06

**Water**

2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434	Non-Exempt	\$67,202.00	\$8,396.44	\$75,598.44
2909	Water System	11/23/2004	8/1/2024	\$4,417,366	Non-Exempt	<u>\$272,312.85</u>	<u>\$10,283.82</u>	<u>\$282,596.67</u>
<u>Summary</u>	<u>for Water</u>	Total for Water				\$339,514.85	\$18,680.26	\$358,195.11

<b>FY22 Totals-</b>	\$1,893,902.97	\$631,937.27	2,525,840.24
	ok	ok	ok
			\$ 2,525,840.24
	<b>\$ 1,893,902.97</b>	<b>\$ 631,937.27</b>	<b>\$ 2,525,840.24</b>

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

Through FY2047

Note: GENERAL FUND Exempt Taxpayer Impact for FY20-46 should be considered as estimates only, subject to fluctuations in the Town's assessed valuation and average home valuation.

Through 2046 (end of existing L-T debt- general fund)

REVISED 7/6/2020- Projections- Subject to Change

ID- /Name	Matures	Issued	Orig. Amount	Fiscal 2018	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022	Fiscal 2023	Fiscal 2024	Fiscal 2025	Fiscal 2026	Fiscal 2027	Fiscal 2028	Fiscal 2029	Fiscal 2030	Fiscal 2031	Fiscal 2032	Fiscal 2033	Fiscal 2034	Fiscal 2035	Fiscal 2036	Fiscal 2037	Fiscal 2038	Fiscal 2039	Fiscal 2040			
General Fund- EXEMPT																													
2981- Senior Center	7/15/2016	7/15/1999	151,110	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
2973- Library #1	7/15/2017	7/15/1999	1,831,464	84,150	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
2973- Library #2	7/15/2017	7/15/1999	364,000	18,095	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
2983- Town Hall	7/15/2017	7/15/1999	2,500,000	117,055	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
2988- Bernier Bissell	7/15/2019	7/15/2001	850,000	48,743	46,779	42,199	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
2989- Bissell Property	7/15/2019	7/15/2001	1,075,000	61,300	58,831	52,859	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
2987- Norris Property	7/15/2019	7/15/2001	750,000	43,264	41,522	38,028	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
2992- Gibbett Hill *	11/15/2022	11/15/2003	3,000,000	181,729	173,029	159,625	150,350	146,150	137,025	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
2991- Lost Lake Fire St. *	11/15/2022	11/15/2003	1,450,000	85,888	84,121	82,425	75,250	73,150	71,050	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
2912- Ctr. Fire Station	6/30/2035	4/18/2013	7,730,000	455,613	459,513	468,213	466,613	474,913	477,913	480,713	488,313	495,613	497,613	498,900	499,450	499,238	498,238	496,988	499,931	206,850	206,000	-	-	-	-	-			
299- New Senior Center	6/30/2039	11/27/2018	5,130,000	-	-	418,513	373,638	423,138	396,838	390,238	505,188	477,937	568,188	545,688	378,438	367,938	358,938	251,313	244,938	238,313	231,438	224,438	217,313	209,938	168,094	-			
NEW- Highway Garage- actual	6/30/2040	Est- 2/21/2020	4,613,000	-	-	-	347,881	341,045	332,365	323,685	319,345	315,005	304,155	293,305	282,455	271,605	260,755	256,415	247,075	242,835	238,595	235,355	231,095	227,835	223,287	217,686			
NEW- Library Roof- actual	6/30/2040	Est- 2/21/2020	1,130,000	-	-	-	85,026	83,357	81,237	79,117	78,057	76,997	73,347	71,697	69,047	66,397	63,747	62,687	61,627	60,567	59,507	57,447	56,407	55,367	54,262	53,144			
* Reflects bond premium subtraction due to refunding				1,095,837	863,795	1,261,862	1,498,758	1,541,753	1,496,428	1,273,753	1,390,903	1,365,552	1,443,303	1,409,590	1,229,390	1,205,178	1,181,678	1,067,403	1,053,571	748,565	735,540	517,240	508,815	493,140	445,643	270,830			
Excluded debt service change from prior year				-	(232,042)	398,067	236,896	42,995	(45,325)	(222,675)	117,150	(25,351)	77,751	(33,713)	(180,200)	(24,212)	(23,500)	(114,275)	(13,832)	(305,006)	(13,025)	(218,300)	(12,425)	(11,675)	(47,497)	(174,813)			
PROJECTED- FLO- RO EXEMPT				FY47	FY22	60,000,000																							
SUBJECT TO CHANGES																													
General Fund- NON-EXEMPT																													
Shattuck Property	7/15/2019	7/15/2001	500,000	28,453	27,308	25,266	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Project Eval. Report	2/1/2024	11/1/2003	330,000	12,845	15,879	15,403	14,881	14,371	13,819	13,517	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			
Lost Lake Fire Protection	11/15/2038	11/27/2018	1,375,000	-	-	122,556	119,056	115,556	112,756	110,656	107,856	104,356	100,856	97,356	94,206	91,756	89,656	87,513	85,281	82,963	75,644	73,369	71,053	68,656	66,218	-			
Fire Ladder Truck	11/15/2037	11/27/2018	875,000	-	-	83,456	80,956	78,456	76,456	70,031	68,231	65,981	63,731	61,481	59,456	57,881	56,531	55,153	53,719	52,228	50,681	49,106	47,503	45,844	-	-			
NEW- Fire Truck Engine- actual	6/30/2039	Est- 2/21/2020	508,125	39,571	38,776	37,776	36,776	36,776	36,776	36,276	35,776	34,526	33,276	32,026	30,776	29,526	28,526	28,026	27,526	27,026	26,526	25,026	24,516	24,516	24,516	-			
				41,298	43,187	246,681	254,464	247,150	240,807	230,980	212,363	206,113	199,113	192,113	185,688	180,413	175,713	171,692	167,526	163,217	153,851	149,501	145,082	139,526	90,734	-			
ID- /Name				Matures	Issued	Orig. Amount	Fiscal 2018	Fiscal 2019	Fiscal 2020	Fiscal 2021	Fiscal 2022	Fiscal 2023	Fiscal 2024	Fiscal 2025	Fiscal 2026	Fiscal 2027	Fiscal 2028	Fiscal 2029	Fiscal 2030	Fiscal 2031	Fiscal 2032	Fiscal 2033	Fiscal 2034	Fiscal 2035	Fiscal 2036	Fiscal 2037	Fiscal 2038	Fiscal 2039	Fiscal 2040
CPC- GELD- Sewer- Title V- Water- shown for informational purpose																													
CPC- NON-EXEMPT1																													
012- Surrenden Farm- final year	12/15/2021	7/6/2007	5,015,000	476,722	479,603	481,659	482,891	204,150	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
GELD- NON-EXEMPT1																													
2998- Headquarters	11/1/2033	8/1/2014	2,000,000	139,650	137,525	139,900	137,200	139,425	141,500	138,500	140,425	137,275	139,050	140,675	137,225	138,700	139,869	140,725	136,500	137,194	-	-	-	-	-	-	-		
2995- Transformer	7/15/2019	7/15/2001	750,000	41,740	40,059	36,398	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
SEWER- NON-EXEMPT																													
2910- Boston Rd.	10/1/2025	10/26/2007	310,940	22,599	21,933	21,257	20,570	19,873	19,165	18,458	17,740	17,043	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
2900- Hollis St.	7/15/2017	7/15/1999	137,316	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
2911- Old Ayer Rd.	10/1/2025	10/26/2007	155,960	11,339	11,004	10,665	10,321	9,971	9,616	9,261	8,901	8,504	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
9994- Project Eval. Share	2/1/2024	11/1/2003	330,000	4,751	5,873	5,697	5,504	5,315	5,111	4,999	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
TITLE V- NON-EXEMPT																													
2993- Title V (interest exempt)	8/1/2021	8/1/2002	197,403	10,400	10,400	10,400	10,200	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
WATER- NON-EXEMPT																													
2997- Water SRF Loan	7/15/2026	12/14/2006	1,234,434	75,986	75,892	75,796	75,698	75,598	75,496	75,393	75,287	75,178	75,068	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
2909- Water Upgrade	8/1/2024	11/23/2004	4,417,366	281,234	281,838	282,369	282,653	282,997	283,512	279,893	279,395	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
PROJECTED- WATER MANGANESE				FY46	FY22	6,600,000																							
PRELIMINARY- SUBJECT TO CHANGES																													
																			</										



## EMPLOYEE BENEFITS

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2022 IMPACT ON AVERAGE TAX BILL
<b>EMPLOYEE BENEFITS</b>									
	GENERAL BENEFITS								
3000	County Retirement	\$ 1,966,279	\$ 2,081,699	\$ 1,973,053	\$ 2,090,289	\$ 2,385,255	\$ 2,385,255	14.11%	\$ 502.79
3001	OPEB Unfunded Liabiltiy	\$ 100,000	\$ 100,000	\$ 169,000	\$ 177,094	\$ 185,000	\$ 177,094	0.00%	\$ 37.33
3002	Unemployment Compensation	\$ 10,626	\$ 2,585	\$ 1,960	\$ 15,000	\$ 15,000	\$ 10,000	-33.33%	\$ 2.11
	INSURANCE								
3010	Health Insurance	\$ 1,458,725	\$ 1,408,012	\$ 1,578,803	\$ 1,722,480	\$ 1,868,904	\$ 1,850,268	7.42%	\$ 390.02
3011	Life Insurance	\$ 3,145	\$ 3,293	\$ 3,629	\$ 3,600	\$ 3,700	\$ 3,700	2.78%	\$ 0.78
3012	Medicare/Social Security	\$ 122,813	\$ 123,246	\$ 130,034	\$ 135,000	\$ 135,000	\$ 135,000	0.00%	\$ 28.46
<hr/>									
	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 3,661,588</b>	<b>\$ 3,718,835</b>	<b>\$ 3,856,479</b>	<b>\$ 4,143,463</b>	<b>\$ 4,592,859</b>	<b>\$ 4,561,317</b>	<b>10.08%</b>	<b>\$ 961.48</b>

FY 22	
Month	Total Retirement Wages
Jul-18	\$682,047.54
Aug-18	\$610,169.55
Sep-18	\$612,151.24
Oct-18	\$925,679.15
Nov-18	\$608,693.00
Dec-18	\$679,084.57
Jan-19	\$621,625.77
Feb-19	\$629,660.74
Mar-19	\$623,850.35
Apr-19	\$938,878.35
May-19	\$620,881.77
Jun-19	\$628,567.01

Total \$8,181,289.04

Department	Total	% of Payroll
124 Town Manager	\$335,476.68	4.10%
135 Accountant	\$138,644.65	1.69%
141 Assessors	\$138,171.84	1.69%
145 Treasurer/Collector	\$203,912.83	2.49%
152 Human Resources	\$79,998.05	0.98%
154 IT	\$169,732.15	2.07%
161 Town Clerk	\$147,281.40	1.80%
171 Conservation	\$67,111.98	0.82%
176 Planning Board	\$81,150.73	0.99%
192 Municipal Buildings	\$146,414.96	1.79%
210 Police	\$1,717,159.90	20.99%
220 Fire	\$787,793.84	9.63%
235 Communications	\$412,702.54	5.04%
241 Building Inspector	\$163,458.36	2.00%
420 Highway	\$792,882.74	9.69%
430 Solid Waste	\$138,486.36	1.69%
541 Council on Aging	\$165,933.19	2.03%
610 Library	\$582,043.45	7.11%
640 Country Club	\$153,769.30	1.88%
700 Sewer	\$59,260.78	0.72%
710 Water	\$290,006.02	3.54%
720 GELD	\$1,256,864.82	15.36%
740 Community Preservation	\$36,598.35	0.45%
780 Cable	\$116,434.12	1.42%
900 Trust Funds	\$0.00	0.00%
TOTALS	\$8,181,289.04	100.00%
	\$0.00	

WITH GELD					
Total FY 22 Retirement Assessment			\$2,385,255.00		
Department	Total	% of Payroll	Early Retirement Assessment	Amount Based on % of Wages	ERI Appropriation
General Gov't	\$6,422,124.95	78.50%	\$0.00	\$1,872,370.67	\$0.00
Sewer	\$59,260.78	0.72%	\$0.00	\$17,277.48	\$0.00
Water	\$290,006.02	3.54%	\$0.00	\$84,551.26	\$0.00
GELD	\$1,256,864.82	15.36%	\$0.00	\$366,438.97	\$0.00
Community Preservation	\$36,598.35	0.45%	\$0.00	\$10,670.25	\$0.00
Cable	\$116,434.12	1.42%	\$0.00	\$33,946.37	\$0.00
Trust Funds	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
Totals	\$8,181,289.04	100.00%		\$2,385,255.00	\$0.00

WITHOUT GELD					
Total FY 22 Retirement Assessment			\$1,905,499.00		
Department	Total	% of Payroll	Early Retirement Assessment	Amount Based on % of Wages	ERI Appropriation
General Gov't	\$6,422,124.95	92.75%	\$0.00	\$1,767,273.68	\$0.00
Sewer	\$59,260.78	0.86%	\$0.00	\$16,307.69	\$0.00
Water	\$290,006.02	4.19%	\$0.00	\$79,805.36	\$0.00
Community Preservation	\$36,598.35	0.53%	\$0.00	\$10,071.32	\$0.00
Cable	\$116,434.12	1.68%	\$0.00	\$32,040.95	\$0.00
Trust Funds	\$0.00	0.00%	\$0.00	\$0.00	\$0.00
Totals	\$6,924,424.22	100.00%		\$1,905,499.00	\$0.00
				ok	

**Final adjustment to apportion UAAL for Trust Funds retiree:**

FY22 UALL- without GELD-	\$	1,498,974.00
Hist. % of TF pensionable wages to total wages-		0.68%
Carryforward method rationale-		
Apply historical Town w/out GELD UAAL % of total assessment (79.5%) against historical Trust Fund pensionable wages (highest 3 years, net of est. normal cost-		
Highest 3-years avg. (15; 16; 17)	\$	45,823.00
Est. highest 3-years Normal Cost (.045)	\$	2,062.04
Est. highest 3-years UALL (79.5% of total)	\$	8,248.00
Trust Funds Historical % of total wages- FY17 and prior-*	\$	10,193.02
Adjustment- average 2 options-	\$	9,220.51 (A)

*Represents adjustment to reflect estimated UAAL charge to Trust Funds for retiree Karen Tuomi. Estimate is based on historical % of TF pensionable wages to total pensionable wages, given MCRS cannot provide input, other than to refer the issue to Segal for complete separate audit of Karen's wages...not feasible- MLH. This was then further compared to applying non-GELD UAAL % (79.5%) portion of Town's total assessment. Both methods appear consistent to each other in order to apply an average as shown.*

**January 1, 2020 Valuation Results**  
**Groton Results by Department**

	<b>GELD</b>	<b>Other</b>	<b>Total</b>
Total Normal Cost	\$206,567	\$1,074,872	\$1,281,439
Administrative Expenses	\$9,824	\$51,121	\$60,945
Employee Contributions	<u>-\$122,676</u>	<u>-\$715,176</u>	<u>-\$837,852</u>
Employer NC	\$93,715	\$410,817	\$504,532
<b>Projected NC, adjusted for timing</b>	<b>\$96,918</b>	<b>\$424,857</b>	<b>\$521,775</b>

Payment on Unfunded Actuarial Accrued Liability:

Active AAL	\$3,494,575	\$20,199,965	\$23,694,540
Inactive AAL	\$0	\$1,117,553	\$1,117,553
Retiree AAL	<u>\$6,930,178</u>	<u>\$18,968,891</u>	<u>\$25,899,069</u>
Total AAL	\$10,424,753	\$40,286,409	\$50,711,162
Actuarial Value of Assets	\$5,131,419	\$19,830,344	\$24,961,763
UAAL, prior to reallocation	\$5,293,334	\$20,456,065	\$25,749,399
Reallocated UAAL	<u>\$75,199</u>	<u>\$290,604</u>	<u>\$365,803</u>
Total UAAL	\$5,368,533	\$20,746,669	\$26,115,202
Payment on UAAL, adjusted for timing	\$330,281	\$1,276,369	\$1,606,650
Estimated Payment on ERI liability	\$0	\$0	\$0
<b>Total FY2021 Appropriation, adjusted for timing</b>	<b>\$427,199</b>	<b>\$1,701,226</b>	<b>\$2,128,425</b>
<b>Total FY2021 Appropriation, payable on July 1</b>	<b>\$419,545</b>	<b>\$1,670,744</b>	<b>\$2,090,289</b>

Projected 2022 NC, adjusted for timing	\$100,399	\$440,387	\$540,786
2022 Payment on UAAL, adjusted for timing	\$387,883	\$1,498,974	\$1,886,857
2022 Estimated Payment on ERI liability	\$0	\$0	\$0
<b>Total FY2022 Appropriation, adjusted for timing</b>	<b>\$488,282</b>	<b>\$1,939,361</b>	<b>\$2,427,643</b>
<b>Total FY2022 Appropriation, payable on July 1</b>	<b>\$479,756</b>	<b>\$1,905,499</b>	<b>\$2,385,255</b>

Projected 2023 NC, adjusted for timing	\$104,004	\$456,480	\$560,484
2023 Payment on UAAL, adjusted for timing	\$415,982	\$1,607,562	\$2,023,544
2023 Estimated Payment on ERI liability	\$0	\$0	\$0
<b>Total FY2023 Appropriation, adjusted for timing</b>	<b>\$519,986</b>	<b>\$2,064,042</b>	<b>\$2,584,028</b>
<b>Total FY2023 Appropriation, payable on July 1</b>	<b>\$510,907</b>	<b>\$2,028,003</b>	<b>\$2,538,910</b>



# Retirees Plan Counts FY21

Count of Plan Type		Health Plan					Grand Total
Function of Government	Covered Person	Harvard Pilgrim EPO	None	Tufts EPO	Tufts Group Supp	Fallon Select Care	
DPW	Moore, Michael					1	1
	Senecal John			1			1
	Conley Thomas				1		1
	Hall Robert				1		1
	Hancewicz, Robert				1		1
	Hall, Tamara* (spouse)			1			1
DPW Total				2	3	1	6
Enterprise	Brackett, George*			1			1
	Collette, Stephen J				1		1
	Peterson Dean (spouse)				1		1
	Walsh John				1		1
Enterprise Total				1	3		4
GELD	Dubey, Bruce E				1		1
	Dubey, Susan*			1			1
	Gould, Robert				1		1
	Moulton, Stephen				1		1
	Chojnowski, Doris A		1				1
	McPartian Kathleen*			1			1
	Beeltje Ann				1		1
	Beeltje Roger				1		1
	Clark Bruce				1		1
	Dion Judith				1		1
	Johnson, Elaine				1		1
GELD Total				1	2	8	11
General Government	Hatch, Douglas*	1					1
	Jenkins Valerie				1		1
	Swezey, Rena				1		1
	Wilson, Ann				1		1
	Dunham, Karen	1					1
	Jeddrey Beverly*			1			1
	Tallent Joan*			1			1
	Connolly Margaret				1		1
	Hartnett N (spouse)				1		1
	Holston John				1		1
	Holston Lorene(spouse)				1		1
	Hutta Joseph				1		1
	Jenkins Francis (spouse)				1		1
	Montgomery Elizabeth				1		1
	Rogers Constance				1		1
	Tallent, Michael (spouse)				1		1
	Walsh Ann				1		1
	Wheeler Doris				1		1
	Babcock, Rebecca		1				1
	Boston, Charlotte		1				1
	Cramb, Barbara		1				1
	Gale Barbara				1		1
	Gale William (spouse)				1		1
	Hartnett, Michael			1			1
General Government Total		2	3	3	16		24
Land Use	Cataldo, Edward				1		1
	Collette, Michelle				1		1
	Ganem, Barbara				1		1
	Ganem, John (spouse)				1		1
	Martin Paula				1		1
	Cataldo, Sandra (Spouse)			1			1
Land Use Total				1	5		6
Library & Citizens Serv	Campbell, Martha				1		1
	Coss, Sharon				1		1
	Bolduc Karen				1		1
	Bolduc Stephen (spouse)				1		1
	Perry Geraldine				1		1
Library & Citizens Services Total					5		5
Public Safety	Melivin, April (Moulton)				1		1
	Pierce, Irmir*			1			1
	Rooney, John*	1					1
	Touchette Darlene*	1					1
	Bosselait Joseph*			1			1
	Palma Donald*				1		1
Public Safety Total	Cullen, James	1					1
		3		2	2		7
Grand Total		5	4	11	42	1	63

## HEALTH INSURANCE ENROLLMENT PROJECTIONS FY21

### ACTIVE EMPLOYEES

Count of Plan Type	Health Plan							
Union Affiliation	Fallon Direct Care	Fallon Select Care	Fallon Select Care HSAQ	Harvard Pilgrim EPO	Tufts EPO	None	Harvard Pilgrim HMO HSAQ	Grand Total
By-Law Employee		1	1			1		3
Communications Union		1	1			3	2	7
Contract Employee		1		1		3	1	6
Elected Official						1		1
GELD		7		1		3	1	12
Highway Transfer Water	1	7		2		5		15
Patrolmen's Association		2				6	7	15
Professional Firefighter		3				3	3	9
Superior Officers		1		1		1		3
Supervisors' Union		1		3		1	2	8
Town Hall Library		12		3		9	8	32
Grand Total	1	36	2	11		36	24	111

### ACTIVE EMPLOYEES

Count of Health Plan		Plan Type			
Union Affiliation	Covered Person	Family	Individual	None	Grand Total
By-Law Employee		3			3
Communications Union		4		12	7
Contract Employee		5		1	6
Elected Official				1	1
GELD		9		21	12
Highway Transfer Water		12		3	15
Patrolmen's Association		5		37	15
Professional Firefighter		5		13	9
Superior Officers		2		1	3
Supervisors' Union		5		12	8
Town Hall Library		14		108	32
Grand Total		64		2324	111

## Budget Summary

	FY21 Budget	FY22 Budget 10% increment	FY22 Budget 5% increment
Grand Total Active EE's	1,391,336	1,508,571	1,439,999
Retirees	319,750	344,304	331,889
HSA Obligation	6,000	6,000	6,000
10% inc for first month of plan year	11,400	12,500	12,000
Benefit Strategies/Health Equity Fees	2,100	2,100	2,100
Subtotal Projected Costs	1,730,586	1,873,475	1,791,988
Adjustments:			
	1,722,480		
	FY21 Voted		
Surplus as Proposed	(8,106)	0	0
10% increment approx=	143,000		
5% increment approx =	61,402		
1% increment approx =	12,280		

Town of Groton Health Insurance Census  
as of 10/31/20

ACTIVE EMPLOYEES

				Data				
Function of Govt	Plan Type	Health Plan	Covered Person	FY21 Current Premium	FY21 Town Cost	FY22 Town Cost 10% Est Increase	FY22 Town Cost 5% Est Increase	
DPW	Family	Fallon Direct Care	Zimmer, Benjamin	22,352	15,647	17,211	16,429	
		Fallon Direct Care Total			22,352	15,647	17,211	16,429
		Fallon Select Care	Callahan, Brian	23,988	16,792	18,471	17,631	
			Conley, Troy	23,988	16,792	18,471	17,631	
			Delaney, Robert	23,988	16,792	18,471	17,631	
			Emslie, James	23,988	16,792	18,471	17,631	
			Fuller Kevin	23,988	16,792	18,471	17,631	
			Hall, Brian	23,988	16,792	18,471	17,631	
			Shattuck, Warren (del 8/31/20)	5,997	4,198	4,618	4,408	
			Fallon Select Care Total			149,926	104,948	115,443
		Harvard Pilgrim EPO	Morris, William	29,647	20,753	22,828	21,790	
		Harvard Pilgrim EPO Total			29,647	20,753	22,828	21,790
		Tufts EPO	Burchett Keith	28,440	19,908	21,899	20,904	
			Roy David	28,440	19,908	21,899	20,904	
			Shea Quintin	28,440	19,908	21,899	20,904	
		Tufts EPO Total			85,321	59,725	65,697	62,711
	Individual	Fallon Select Care	Barbieri, Brian	8,988	6,292	6,921	6,606	
			Kuzmitch, James	8,988	6,292	6,921	6,606	
			Wade, Jennifer	8,988	6,292	6,921	6,606	
		Fallon Select Care Total			26,964	18,875	20,762	19,819
		Tufts EPO		Munroe, Steve	10,475	7,332	8,066	7,699
		Tufts EPO Total			10,475	7,332	8,066	7,699
	None	None	Walsh, Tryna	0	0	0	0	
		None Total			0	0	0	0
DPW Total				324,684	227,279	250,007	238,643	
GELD	Family	Fallon Select Care	Condon, Luke	23,988	20,990	23,089	22,039	
			Dubey Jr Bruce	23,988	20,990	23,089	22,039	
			Finch Gil	23,988	20,990	23,089	22,039	
			Kelly Kevin	23,988	20,990	23,089	22,039	
			Patterson Jonathan	23,988	20,990	23,089	22,039	
			Stone, Kevin	23,988	20,990	23,089	22,039	
		Fallon Select Care Total			143,929	125,938	138,531	132,235
		Harvard Pilgrim EPO	Blood, Robert	29,647	25,941	28,535	27,238	
		Harvard Pilgrim EPO Total			29,647	25,941	28,535	27,238
		Tufts EPO	Cronin, Barbara	28,440	24,885	27,374	26,130	
			Lemire Tammy	28,440	24,885	27,374	26,130	
			Tufts EPO Total			56,881	49,771	54,748
	Individual	Fallon Select Care	Nash, Joseph	8,988	7,865	8,651	8,258	
		Fallon Select Care Total		8,988	7,865	8,651	8,258	
		Tufts EPO		Blood, David	10,475	9,165	10,082	9,624
		Tufts EPO Total			10,475	9,165	10,082	9,624
	None	None	DiGeronimo, Sherrie	0	0	0	0	
		None Total			0	0	0	0
GELD Total				249,919	218,679	240,547	229,613	
General Government	Family	Fallon Select Care	Dunbar Dawn	23,988	16,792	18,471	17,631	
			Haddad, Mark	23,988	16,792	18,471	17,631	
		Fallon Select Care Total			47,976	33,583	36,942	35,263
		Fallon Select Care HSAQ	Chiasson,Michael	19,668	13,768	15,145	14,456	
		Fallon Select Care HSAQ Total			19,668	13,768	15,145	14,456
		Harvard Pilgrim EPO	Foster, Megan	29,647	20,753	22,828	21,790	

Function of Govt	Plan Type	Health Plan	Covered Person	FY21 Current Premium	FY21 Town Cost	FY22 Town Cost 10% Est Increase	FY22 Town Cost 5% Est Increase	
General Government	Family	Harvard Pilgrim EPO Total		29,647	20,753	22,828	21,790	
		Tufts EPO	Doig, Melisa	28,440	19,908	21,899	20,904	
			Hartnett, Michael (ret 6/30/21)	28,440	19,908	0	0	
			Mahoney Sarah	28,440	19,908	21,899	20,904	
			Vacant Asst Assessor	28,440	19,908	21,899	20,904	
		Tufts EPO Total		113,761	79,633	65,697	62,711	
		Harvard Pilgrim HMO HSAG		23,424	16,397	18,036	17,217	
		Harvard Pilgrim HMO HSAQ Total		23,424	16,397	18,036	17,217	
		Individual	Fallon Select Care	Batchelder, Nicholas	8,988	6,292	6,921	6,606
				Stanley, Frances	8,988	6,292	6,921	6,606
	Fallon Select Care Total		17,976	12,583	13,842	13,212		
	Tufts EPO		Bouchard, Michael	10,475	7,332	8,066	7,699	
			Pierce Nancy	10,475	7,332	8,066	7,699	
	Tufts EPO Total		20,950	14,665	16,131	15,398		
	None	None	Amari, Nancy	0	0	0	0	
			Dufresne, Patricia	0	0	0	0	
			Hommel, Jean	0	0	0	0	
			Moller, Hannah	0	0	0	0	
	None Total		0	0	0	0		
General Government Total				273,402	191,382	188,621	180,047	
Land Use	Family	Fallon Select Care	Cruikshank, Kara	23,988	16,792	18,471	17,631	
			Kul, Samnang	23,988	16,792	18,471	17,631	
		Fallon Select Care Total		47,976	33,583	36,942	35,263	
		Harvard Pilgrim EPO	Garside, Robert	29,647	20,753	22,828	21,790	
			Tada, Takashi	29,647	20,753	22,828	21,790	
		Harvard Pilgrim EPO Total		59,293	41,505	45,656	43,581	
Land Use Total				107,269	75,089	82,597	78,843	
Library & Citizens Service	Family	Fallon Select Care	Ladue Debra	23,988	16,792	18,471	17,631	
			Sanchez Lauren	23,988	16,792	18,471	17,631	
		Fallon Select Care Total		47,976	33,583	36,942	35,263	
		Harvard Pilgrim EPO	Abraham, Vanessa	29,647	20,753	22,828	21,790	
			Danti, Samantha	29,647	20,753	22,828	21,790	
			Olson Susanne	29,647	20,753	22,828	21,790	
		Harvard Pilgrim EPO Total		88,940	62,258	68,484	65,371	
		Tufts EPO	Belanger Erica	28,440	19,908	21,899	20,904	
			Colby William	28,440	19,908	21,899	20,904	
			Dowson, Deborah	28,440	19,908	21,899	20,904	
			Santiago, Kathleen	28,440	19,908	21,899	20,904	
		Tufts EPO Total		113,761	79,633	87,596	83,615	
	Individual	Fallon Select Care	Pike, Jeffrey	8,988	6,292	6,921	6,606	
			Fallon Select Care Total		8,988	6,292	6,921	6,606
		Tufts EPO	Baylis, Lisa D	10,475	7,332	8,066	7,699	
			Fleischman, Deborah	10,475	7,332	8,066	7,699	
		Tufts EPO Total	Shelp, Kathleen	10,475	7,332	8,066	7,699	
			Tufts EPO Total		31,424	21,997	24,197	23,097
	None	None	Campbell, Shawn	0	0	0	0	
			Dalal, Elizabeth	0	0	0	0	
			Dumont, Nancy	0	0	0	0	
			Shepard Jones, Stacey	0	0	0	0	
		None Total		0	0	0	0	
		Library & Citizens Services Total				291,090	203,763	224,139
Cable Enterprise	Family	Harvard Pilgrim EPO	Colman Robert	29,647	20,753	22,828	21,790	
		Harvard Pilgrim EPO Total		29,647	20,753	22,828	21,790	
	Individual	Tufts EPO	Doucette, Ashley	10,475	7,332	8,066	7,699	

Function of Govt	Plan Type	Health Plan	Covered Person	FY21 Current Premium	FY21 Town Cost	FY22 Town Cost 10% Est Increase	FY22 Town Cost 5% Est Increase
Cable Enterprise	Individual	Tufts EPO Total		10,475	7,332	8,066	7,699
Cable Enterprise Total				40,121	28,085	30,893	29,489
Water Enterprise	Family	Tufts EPO	Knox, Stephen	28,440	19,908	21,899	20,904
		Tufts EPO Total		28,440	19,908	21,899	20,904
	Individual	Fallon Select Care	Crory, Lauren	23,988	16,792	18,471	17,631
		Fallon Select Care Total		23,988	16,792	18,471	17,631
		Harvard Pilgrim EPO	McEachern, Michael	11,277	7,894	8,684	8,289
		Harvard Pilgrim EPO Total		11,277	7,894	8,684	8,289
	None	None	Orcutt, Thomas	0	0	0	0
		None Total		0	0	0	0
Water Enterprise Total				63,706	44,594	49,053	46,824
Sewer Enterprise	None	None	Livezey, Ann	0	0	0	0
		None Total		0	0	0	0
Sewer Enterprise Total				0	0	0	0
Public Safety Police	Family	Fallon Select Care	Beltz Nicholas	23,988	16,792	18,471	17,631
			Newell Kathleen	23,988	16,792	18,471	17,631
		Fallon Select Care Total		47,976	33,583	36,942	35,263
		Harvard Pilgrim EPO	Sheridan Edward	29,647	20,753	22,828	21,790
		Harvard Pilgrim EPO Total		29,647	20,753	22,828	21,790
		Tufts EPO	Breslin, Robert	28,440	19,908	21,899	20,904
			Candow Gordon	28,440	19,908	21,899	20,904
			Gemos Derek	28,440	19,908	21,899	20,904
			Luth, Michael	28,440	19,908	21,899	20,904
			Rose Dale	28,440	19,908	21,899	20,904
			Violette, Peter	28,440	19,908	21,899	20,904
		Tufts EPO Total		170,642	119,450	131,394	125,422
	Individual	Fallon Select Care	Lynn Michael	8,988	6,292	6,921	6,606
			Mead Rachael	8,988	6,292	6,921	6,606
		Fallon Select Care Total		17,976	12,583	13,842	13,212
		Tufts EPO	Beal, Matthew	10,475	7,332	8,066	7,699
			Steward, Gregory	10,475	7,332	8,066	7,699
		Tufts EPO Total		20,950	14,665	16,131	15,398
	None	None	Breault, Robert	0	0	0	0
			Connell, Paul	0	0	0	0
			Connor, Omar	0	0	0	0
			Davis, Andrew	0	0	0	0
			Henehan, Kevin	0	0	0	0
			O'Connor, Casey	0	0	0	0
			Timmins, Patrick	0	0	0	0
			None Total		0	0	0
Public Safety Police Total				287,191	201,033	221,137	211,085
Public Safety Fire	Family	Fallon Select Care	Aiello Diane	23,988	16,792	18,471	17,631
			Crocker James	23,988	16,792	18,471	17,631
			Lungren, Karl C	23,988	16,792	18,471	17,631
			Shute, Tyler	23,988	16,792	18,471	17,631
		Fallon Select Care Total		95,952	67,167	73,883	70,525

Function of Govt	Plan Type	Health Plan	Covered Person	FY21 Current Premium	FY21 Town Cost	FY22 Town Cost 10% Est Increase	FY22 Town Cost 5% Est Increase
Public Safety Fire	None	None	Cheeks, Arthur	0	0	0	0
			Fischer, Christopher	0	0	0	0
			McNayr, Cody	0	0	0	0
		None Total		0	0	0	0
Public Safety Fire Total				191,748	134,224	147,646	140,935
Public Safety Dispatch	Family	Fallon Select Care HSAQ	Weix, John	19,668	13,768	15,145	14,456
		Fallon Select Care HSAQ Total		19,668	13,768	15,145	14,456
		Tufts EPO	Bushnoe, Edward	28,440	19,908	21,899	20,904
			Gibson Warren	28,440	19,908	21,899	20,904
			Power, Sarah	10,475	7,332	8,066	7,699
		Tufts EPO Total		67,356	47,149	51,864	49,506
	Individual	Fallon Select Care	Myers, Catherine	8,988	6,292	6,921	6,606
		Fallon Select Care Total		8,988	6,292	6,921	6,606
	None	None	Cotter, Christopher	0	0	0	0
			Welch, Samuel	0	0	0	0
		None Total		0	0	0	0
Public Safety Dispatch Total				96,012	67,208	73,929	70,569
Grand Total				1,925,143	1,391,336	1,508,571	1,439,999

# Retiree Health Insurance Premiums Projection for FY22

65% Town Share 35% Employee Share

			Data			
Function of Government	Health Plan	Plan Type	FY21 Premium Current	FY21 Town Cost	FY22 Town Cost 5% Est Increase	FY22 Town Annual 10% Est Increase
DPW	Fallon Select Care	Individual	8,988	5,842	6,134	6,426
	Fallon Select Care Total		8,988	5,842	6,134	6,426
	Tufts EPO	Family	28,440	18,486	19,410	20,335
		Individual	10,476	6,809	7,150	7,491
	Tufts EPO Total		38,916	25,295	26,560	27,825
	Tufts Group Supp	Individual Medicare	15,606	10,144	10,483	10,741
Tufts Group Supp Total			15,606	10,144	10,483	10,741
DPW Total			63,510	41,282	43,178	44,992
Enterprise	Tufts EPO	Family	28,440	18,486	19,410	20,335
	Tufts EPO Total		28,440	18,486	19,410	20,335
	Tufts Group Supp	Individual Medicare	15,606	10,144	10,483	10,741
	Tufts Group Supp Total		15,606	10,144	10,483	10,741
Enterprise Total			44,046	28,630	29,894	31,075
GELD	None	none	0	0	0	0
	None Total		0	0	0	0
	Tufts EPO	Individual	20,952	13,619	14,300	14,981
	Tufts EPO Total		20,952	13,619	14,300	14,981
	Tufts Group Supp	Individual Medicare	41,616	27,050	27,955	28,642
	Tufts Group Supp Total		41,616	27,050	27,955	28,642
GELD Total			62,568	40,669	42,255	43,623
General Government	Harvard Pilgrim EPO	Individual	22,560	14,664	15,397	16,130
	Harvard Pilgrim EPO Total		22,560	14,664	15,397	16,130
	None	none	0	0	0	0
	None Total		0	0	0	0
	Tufts EPO	Family	28,440	19,908	19,410	20,335
		Individual	20,952	13,619	14,300	14,981
	Tufts EPO Total		49,392	33,527	33,710	35,316
	Tufts Group Supp	Individual Medicare	83,232	54,101	55,910	57,283
Tufts Group Supp Total			83,232	54,101	55,910	57,283
General Government Total			155,184	102,292	105,018	108,729
Land Use	Tufts EPO	Individual	10,476	6,809	7,150	7,490
	Tufts EPO Total		10,476	6,809	7,150	7,490
	Tufts Group Supp	Individual Medicare	26,010	17,167	17,741	18,176
	Tufts Group Supp Total		26,010	17,167	17,741	18,176
Land Use Total			36,486	23,976	24,891	25,667
Library & Citizens Ser	Tufts Group Supp	Individual Medicare	26,010	16,907	17,472	17,901



## Retiree Health Insurance Premiums Projection for FY22

65% Town Share 35% Employee Share

			Data			
Function of Government	Health Plan	Plan Type	FY21 Premium Current	FY21 Town Cost	FY22 Town Cost 5% Est Increase	FY22 Town Annual 10% Est Increase
Library & Citizens Service	Tufts Group Supp Total		26,010	16,907	17,472	17,901
Library & Citizens Services Total			26,010	16,907	17,472	17,901
Public Safety	Harvard Pilgrim EPO	Family	29,652	19,274	20,237	21,201
		Individual	22,560	14,664	15,397	16,130
	Harvard Pilgrim EPO Total		52,212	33,938	35,635	37,332
	Tufts EPO	Family	28,440	18,486	19,410	20,335
		Individual	10,475	6,809	7,149	7,491
	Tufts EPO Total		38,915	25,295	26,559	27,825
	Tufts Group Supp	Individual Medicare	10,404	6,763	6,989	7,160
	Tufts Group Supp Total		10,404	6,763	6,989	7,160
Public Safety Total			101,531	65,995	69,183	72,317
Grand Total			489,335	319,750	331,889	344,304



**ENTERPRISE FUNDS**



**Water Superintendent**  
Thomas D. Orcutt

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

## Water Commission

John J. McCaffrey Jr.  
Greg R. Fishbone  
James L. Gmeiner

**Business Manager**  
Lauren Crory

### MEMORANDUM

To: Mark W. Haddad, Town Manager

From: Thomas D. Orcutt, Water Superintendent

Subject: Fiscal Year 2022 Budget

Date: November 19, 2020

The Water Department, through its Board of Water Commissioners, is pleased to submit its budget requests for Fiscal Year 2022 for your review and approval. Please consider this a “draft” Operating Budget for the Fiscal Year 2022 Operations. The Board Water Commissioners may make adjustments prior to Town Meeting. The overall Fiscal Year 2022 Operating budget is \$1,415,179.00.

The Fiscal Year 2022 Operating Budget highlights are as follows:

- |                       |  |
|-----------------------|--|
| • Salaries and Wages- | Line Item has been level funded as instructed* |
| • Well Testing        | \$ 1,000.00                                    |
| • Insurance           | \$ 2,000.00                                    |
| • Chemicals           | \$ 5,000.00                                    |
| • Indirect Costs      | \$ 16,000.00                                   |

Salaries & Wage Line Items are level funded for Fiscal Year 2022 per your directive. If there is an adjustment to the salaries and Wage Line Items, a transfer from reserves will be used to cover the increases.

Expense increases are limited to well testing, insurances, chemicals, water meters and intergovernmental. Well testing is for the recently adopted regulations pertaining to PFAS/PFOS. I am anticipating obtaining a partial MADEP grant to cover some of the testing requirements in FY 2022. Insurance was adjusted to reflect previous expenditures. Chemicals have increased as we rely more heavily on the Baddacook Treatment Facility on a daily/weekly basis. This treatment operation requires greater amounts of chemicals in order to remove iron and manganese through the filters. Intergovernmental has been increased due to higher pension costs and health insurance costs (plus one employee opted back into the Groton system).

Debt is being slightly increased in FY 2022 for two projects. The 1<sup>st</sup> being design engineering services and the Owner's Project Manager for the new manganese water treatment plant at the Whitney Pond Wells. Fiscal Year 2022 will essentially be interest only and will be rolled into the bigger bond to be issued for the entire project in a subsequent year. The 2<sup>nd</sup> project we are anticipating is the permitting and construction of a new well at the Whitney Pond Well Site. This will also be interest only in Fiscal Year 2022. It is anticipated that permitting, design and construction will cost approximately one million dollars to construct. The Board will discuss a capital charge for the well and/or in combination of water rates. Bond Counsel will be providing us with a 20 year bond issue.

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 15<sup>th</sup>, 2020. Water rates and fees will be adjusted accordingly so as to meet operational obligations for the Fiscal Year 2022 and fund a portion of the Whitney Well #3 expansion plans.

Special Note\*

In keeping with the spirit of your directive of a hiring freeze, the Board of Water Commissioners is anticipating a new hire for Fiscal Year 2022, but has been deliberately omitted from our budget pending discussions with you and your Finance Team during our presentation on December 2<sup>nd</sup>, 2020. Staffing levels in the Department has been noted as a “recommendation” by MADEP in our 2017 Sanitary Survey. It is anticipated that this will again be a recommendation in the 2020 Sanitary Survey as well (this survey was conducted on November 17, 2020 and was noted). Current staffing levels by MADEP is a concern to the department that warrants the discussion. They are more than satisfied at the high level we perform our functions, but have on-going concerns with the construction of a new Water Treatment Facility at the Whitney Pond Wells. It is anticipated that the treatment operations will require a dedicated operator for approximately 60 to 70% of the day. Although the treatment works are automated, daily monitoring of the equipment has been doubled, calibration of the equipment has increased two-fold, backwash rinsing cycles of the filter media has been more than doubled (5 filters versus 2 filters) and the reporting requirements have increased as well. In addition, distribution operations such as a valve maintenance program, backflow testing and on-going meter replacements and construction oversight. If approved, a water rate increase will cover the position’s wages and benefits.

In closing, the Water Enterprise Reserve Fund balance is \$304,068.00.

To that end, I look forward to meeting with you on Wednesday, December 2<sup>nd</sup> to explain the Water Department’s Fiscal Year 2022 Operating Budget.

Respectfully,

Thomas D. Orcutt  
Water Superintendent

FY 2022 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 APPROPRIATED	FY 2022 DEPARTMENT REQUEST	FY 2022 TOWN MANAGER BUDGET	PERCENT CHANGE
<b>WATER DEPARTMENT</b>								
	WD Salaries	\$ 122,759	\$ 134,036	\$ 145,271	\$ 154,549	\$ 152,205	\$ 152,205	-1.52%
	WD Wages	\$ 193,076	\$ 246,235	\$ 167,539	\$ 176,927	\$ 176,924	\$ 176,924	0.00%
	WD Expenses	\$ 510,616	\$ 526,539	\$ 547,269	\$ 655,300	\$ 668,300	\$ 668,300	1.98%
	WD Debt Service	\$ 398,045	\$ 362,548	\$ 402,140	\$ 402,140	\$ 402,140	\$ 402,140	0.00%
<b>100</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 1,224,496</b>	<b>\$ 1,269,358</b>	<b>\$ 1,262,219</b>	<b>\$ 1,388,916</b>	<b>\$ 1,399,569</b>	<b>\$ 1,399,569</b>	<b>0.77%</b>
<b>SEWER DEPARTMENT</b>								
	Sewer Salaries	\$ 18,200	\$ 19,212	\$ 19,440	\$ 20,179	\$ 20,179	\$ 20,179	0.00%
	Sewer Wages	\$ 39,119	\$ 37,432	\$ 36,540	\$ 50,695	\$ 50,695	\$ 50,695	0.00%
	Sewer Expense	\$ 595,119	\$ 642,205	\$ 633,821	\$ 656,032	\$ 691,295	\$ 691,295	5.38%
	Sewer Debt Service	\$ 4,050	\$ 5,873	\$ 38,338	\$ 36,395	\$ 35,160	\$ 35,160	-3.39%
<b>200</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 656,488</b>	<b>\$ 704,722</b>	<b>\$ 728,139</b>	<b>\$ 763,301</b>	<b>\$ 797,329</b>	<b>\$ 797,329</b>	<b>4.46%</b>
<b>FOUR CORNERS SEWER DEPARTMENT</b>								
	Four Corners Sewer Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Four Corners Sewer Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Four Corners Sewer Expense	\$ -	\$ 22,466	\$ 20,619	\$ 32,805	\$ 68,769	\$ 68,769	109.63%
	Four Corners Sewer Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>300</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ -</b>	<b>\$ 22,466</b>	<b>\$ 20,619</b>	<b>\$ 32,805</b>	<b>\$ 68,769</b>	<b>\$ 68,769</b>	<b>109.63%</b>
<b>LOCAL ACCESS CABLE DEPARTMENT</b>								
	Cable Salaries	\$ 70,921	\$ 74,004	\$ 77,180	\$ 78,695	\$ 76,810	\$ 76,810	-2.40%
	Cable Wages	\$ 50,079	\$ 51,556	\$ 53,999	\$ 56,454	\$ 56,446	\$ 56,446	-0.01%
	Cable Expenses	\$ 64,174	\$ 64,552	\$ 61,355	\$ 74,655	\$ 75,389	\$ 75,389	0.98%
	Cable Minor Capital	\$ 6,462	\$ 5,091	\$ 803	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
<b>400</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ 191,636</b>	<b>\$ 195,203</b>	<b>\$ 193,337</b>	<b>\$ 214,804</b>	<b>\$ 213,645</b>	<b>\$ 213,645</b>	<b>-0.54%</b>
<b>STORMWATER UTILITY</b>								
	Stormwater Wages/Benefits	\$ -	\$ -	\$ -	\$ 43,800	\$ 68,722	\$ 68,722	56.90%
	Stormwater Equipment	\$ -	\$ -	\$ -	\$ 30,000	\$ 20,000	\$ 20,000	-33.33%
	Stormwater Capital Outlay	\$ -	\$ -	\$ -	\$ 25,000	\$ 51,000	\$ 51,000	104.00%
	Stormwater Compliance Costs	\$ -	\$ -	\$ -	\$ 80,000	\$ 49,000	\$ 49,000	-38.75%
	Stormwater Disposal/Expenses	\$ -	\$ -	\$ -	\$ 10,000	\$ 20,000	\$ 20,000	100.00%
<b>500</b>	<b>DEPARTMENTAL TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 188,800</b>	<b>\$ 208,722</b>	<b>\$ 208,722</b>	<b>10.55%</b>
<b>TOTAL ENTERPRISE FUNDS</b>		<b>\$ 2,072,620</b>	<b>\$ 2,191,749</b>	<b>\$ 2,204,314</b>	<b>\$ 2,588,627</b>	<b>\$ 2,688,035</b>	<b>\$ 2,688,035</b>	<b>3.84%</b>

**WATER DEPARTMENT ENTERPRISE FUND**  
**100**

<u>LINE ITEM</u>	<u>FY 2022</u>		<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2022</u>	<u>FY 2022</u>	<u>PERCENT</u> <u>CHANGE</u>
	<u>FY 2021</u> <u>APPROPRIATION</u>	<u>DEPARTMENT</u> <u>REQUEST</u>				<u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FINCOM</u> <u>APPROVED</u>	
Propane Heat	\$ 6,000.00	\$ 5,000.00	\$ (1,000.00)	-16.67%		\$ 5,000.00		-16.67%
Electricity	\$ 43,000.00	\$ 43,000.00	\$ -	0.00%		\$ 43,000.00		0.00%
Building Maintenance	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Equipment Maintenance	\$ 10,000.00	\$ 5,000.00	\$ (5,000.00)	-50.00%		\$ 5,000.00		-50.00%
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	\$ 35,000.00	\$ 35,000.00	\$ -	0.00%		\$ 35,000.00		0.00%
Well Testing	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00	20.00%		\$ 6,000.00		20.00%
DEP Assessment	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Meters	\$ 50,000.00	\$ 50,000.00	\$ -	0.00%	WEF Budget Transfer	\$ 50,000.00		0.00%
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	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%		\$ 8,000.00		0.00%
Insurance	\$ 20,000.00	\$ 22,000.00	\$ 2,000.00	10.00%		\$ 22,000.00		10.00%
Telephone	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Contracted Services	\$ 30,000.00	\$ 30,000.00	\$ -	0.00%		\$ 30,000.00		0.00%
Office Supplies/Equipment	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Parts/Equipment (System)	\$ 40,000.00	\$ 35,000.00	\$ (5,000.00)	-12.50%		\$ 35,000.00		-12.50%
Gas and Oil	\$ 7,000.00	\$ 7,000.00	\$ -	0.00%		\$ 7,000.00		0.00%
Chemicals	\$ 25,000.00	\$ 30,000.00	\$ 5,000.00	20.00%		\$ 30,000.00		20.00%
Uniforms	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
Intergovernmental	\$ 167,000.00	\$ 183,000.00	\$ 16,000.00	9.58%		\$ 183,000.00		9.58%
Licensing/Dues/Training	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Capitol Fund	\$ 40,000.00	\$ 40,000.00	\$ -	0.00%		\$ 40,000.00		0.00%
Manganese Treatment	\$ 140,000.00	\$ 140,000.00	\$ -	0.00%	Keep Separate for Manganese	\$ 140,000.00		0.00%
Whitney Well Expansion					See New Debt Schedule			
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 655,300.00</b>	<b>\$ 668,300.00</b>	<b>\$ 13,000.00</b>	<b>1.98%</b>		<b>\$ 668,300.00</b>	<b>\$ -</b>	<b>1.98%</b>

Department Water Department Enterprise Fund  
 Org # 100  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Orcutt	Thomas	Supervisors	Superintendent	14		40	\$ 93,755.00			\$ 93,755.00			\$ 15,097.00	\$ 93,755.00	\$ 108,852.00
Crory	Lauren	THL	Business Manager	9		40	\$ 41,908.00			\$ 41,908.00			\$ 1,444.56	\$ 41,908.00	\$ 43,352.56
Other Pay							\$ 18,886.00								\$ -
<b>TOTAL SALARIES</b>															<b>\$ 152,204.56</b>
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Knox	Steven	Highway	Sr. Technician	5	\$36.81	40	\$ 76,859.28	\$ 36.81	40	\$ 76,859.28		\$ 36.81	\$ 18,600.00	\$ 76,859.28	\$ 95,459.28
MacEachern	Michael	Highway	Technician	3	\$29.15	40	\$ 60,865.20	\$ 29.15	40	\$ 60,865.20		\$ 29.15	\$ 14,600.00	\$ 60,865.20	\$ 75,465.20
Summer Help					\$15.00	40	\$ 6,000.00	\$ 15.00	10	\$ 6,000.00		\$ 15.00		\$ 6,000.00	\$ 6,000.00
Other Pay							\$ 33,203.00								\$ -
<b>TOTAL WAGES</b>															<b>\$ 176,924.48</b>





**TOWN OF GROTON  
Water Department**

173 Main Street. Town Hall  
Groton, Massachusetts 01450

Office: 978-448-1122  
Fax: 978-448-1123

*Superintendent:*  
Thomas D. Orcutt

*Business Manager:*  
Lauren E. Crory

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

**Revenue Projections :**

	<b><u>FY 2021</u></b>	<b><u>FY 2022</u></b>	
<b>Rates</b>	\$ 820,000.00	\$ 795,472.00	
<b>Other Non-Rate Fees</b>	\$ 21,000.00	\$ 18,000.00	
<b>Private Hydrants</b>	\$ 29,000.00	\$ 30,000.00	
<b>Fire Sprinklers</b>	\$ 32,000.00	\$ 34,000.00	
<b>Public Fire Protection</b>	\$ 35,000.00	\$ 35,000.00	
<b>Processing Charge</b>	\$ 100,000.00	\$ 100,000.00	\$ 1,012,472.00 total rates
<b>Construction</b>	\$ 105,750.00	\$ 103,375.00	
<b>Town Paid Fire Protection</b>	\$ 2,500.00	\$ 2,500.00	
<b>Backflows</b>	\$ 27,000.00	\$ 27,000.00	
<b>Miscellaneous</b>	\$ 1,000.00	\$ 1,000.00	
<b>Water Rate Increase (10%)</b>	\$ 78,528.00	\$ 78,528.00	
<b>Manganese Fee</b>	\$ 140,000.00	\$ 140,000.00	
<b>WEF Transfer (meters)</b>	\$ -	\$ 50,000.00	
<b>Total Revenue</b>	\$ 1,391,778.00	\$ 1,414,875.00	
 <b>Total Expenses</b>	 \$ 1,262,219.00	 \$ 1,415,179.04	
 <b>Projected Surplus (Deficit)</b>	 \$ 129,559.00	 \$ (304.04)	

Water Income - 10 Year Analysis

Plan - A

RATES	2009*	2010*	2011**	2012	2013	2014	2015	2016	2017	2018	2019	2020	Avg.	FY2021 Budget	FY2022 Budget Recommendation
Use Chgs/Rates	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	\$ 804,643.00	\$ 791,749.50	\$820,000.00	\$874,000.00
Other Fees/Late/Finals/Misc	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	\$ 17,992.00	\$ 16,023.64	\$21,000.00	\$18,000.00
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	\$ 29,949.00	\$ 24,436.90	\$29,000.00	\$30,000.00
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	\$ 34,770.00	\$ 24,621.07	\$32,000.00	\$34,000.00
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	\$ 35,646.00	\$ 31,264.30	\$35,000.00	\$35,000.00
Service Charge	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	\$ 99,684.00	\$ 80,640.78	\$100,000.00	\$100,000.00
Manganese Fee												\$ 50,530.00			
<b>Totals</b>	<b>800,122.09</b>	<b>845,123.76</b>	<b>1,031,937.78</b>	<b>949,433.26</b>	<b>972,800.18</b>	<b>956,904.00</b>	<b>961,242.00</b>	<b>\$ 1,003,794.00</b>	<b>\$ 1,031,834.04</b>	<b>\$1,012,026.00</b>	<b>\$1,036,933.00</b>	<b>\$1,073,214.00</b>	<b>\$ 968,736.18</b>	<b>\$1,037,000.00</b>	<b>\$1,091,000.00</b>
<b>CONSTRUCTION</b>															
System Development	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	\$ 142,750.00	\$ 93,000.00	\$70,750.00	\$68,375.00
Service Install/Repairs	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	\$ 40,932.00	\$ 36,450.21	\$35,000.00	\$35,000.00
<b>Totals</b>	<b>61,814.77</b>	<b>81,065.63</b>	<b>82,842.60</b>	<b>87,977.07</b>	<b>127,935.84</b>	<b>104,690.00</b>	<b>116,003.00</b>	<b>\$ 134,725.60</b>	<b>\$ 221,666.03</b>	<b>\$ 193,250.00</b>	<b>\$ 157,750.00</b>	<b>\$ 183,682.00</b>	<b>\$ 129,450.21</b>	<b>\$105,750.00</b>	<b>\$103,375.00</b>
<b>MISCELLANEOUS</b>															
Fire Protection	2,500.00	2,500.00	2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -					\$ 1,875.00		
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	\$ 9,300.00	\$ 13,783.33	\$27,000.00	\$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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,469.54	\$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	\$ -	\$ -	\$ -	\$ 3,463.13	\$1,000.00	\$1,000.00
Town Paid Fire Protection															\$2,500.00
<b>Totals</b>	<b>37,310.19</b>	<b>35,410.20</b>	<b>33,383.97</b>	<b>25,750.80</b>	<b>37,881.53</b>	<b>50,131.00</b>	<b>18,129.00</b>	<b>\$ 25,124.00</b>	<b>18,571.31</b>	<b>\$ 17,600.00</b>	<b>\$ 27,000.00</b>	<b>\$ 9,300.00</b>	<b>\$ 28,591.00</b>	<b>\$28,000.00</b>	<b>\$30,500.00</b>
Water Rate Increase - 10%														\$78,528.00	included above 2020 rates+ increase \$78,000
Manganese Treatment - \$20.00 qtrly chg.														\$140,000.00	\$140,000.00
Meters- WEF Transfers														\$50,000.00	\$50,000.00
	<b>\$ 899,247.05</b>	<b>\$ 961,599.59</b>	<b>\$ 1,148,164.35</b>	<b>\$1,063,161.13</b>	<b>\$ 1,138,617.55</b>	<b>\$ 1,111,725.00</b>	<b>\$ 1,095,374.00</b>	<b>\$ 1,163,643.60</b>	<b>\$ 1,272,071.38</b>	<b>\$1,222,876.00</b>	<b>\$1,221,683.00</b>	<b>\$1,266,196.00</b>	<b>\$ 1,126,777.39</b>	<b>\$1,389,278.00</b>	<b>\$1,414,875.00</b>

\*Wet summers  
\*\*Economic Slowdown

<b><u>Groton Water Department</u></b>					
<i>Connection Fee Forecast for FY 2022</i>					
<b><u>Project:</u></b>	<b><u># Of Units</u></b>	<b><u>Total Value</u></b>	<b><u>%</u></b>	<b><u>Value in FY2022</u></b>	
Cross Roads Plaza (1-1"R,3-2"R +2- 4"F)	1C/1F	\$ 69,250.00	100%	\$0.00	Completed
Monarch Path (15 x 1-1/2"R)	15R	\$ 78,000.00	7%	\$6,500.00	
Waters House (LA)	3R/1C	\$ 30,250.00	50%	\$15,125.00	
NE Shirdi Temple (8R + 3-4"F)	8R/3C	\$ 75,000.00	33%	\$0.00	Completed
Rocky Hill (84R)	84R/52R	\$ 315,000.00	2%	\$17,000.00	
Martins Pond Road	9R	\$ 38,250.00	20%	\$4,250.00	
Gratuity/Jenkins Road	120R/2F	\$ 570,000.00	0	\$0.00	
Court Street	5R/2C	\$ 20,750.00	20%	\$0.00	
Village at Shepley Hill	24R	\$ 102,000.00	0%	\$0.00	
Miscellaneous	4	\$ 4,250.00		\$25,500.00	
<b>Total Value</b>		\$ 1,302,750.00		\$68,375.00	
<b>Total Anticipated Revenue for FY 2022</b>				<b>\$55,625.00</b>	
Four Corners - Redevelopment					
-					

REVISED 11/3/2020

ID#	Description	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
2909	Water System Upgrade	\$ 282,682.27	\$ 280,637.72	\$ 281,233.72	\$ 281,838.17	\$ 282,368.79	\$ 282,653.04	\$ 282,596.67	\$ 281,511.78	\$ 279,893.15	\$ 279,395.13	\$ -	\$ -					
2997	Water SRF Loan 2	\$ 76,167.80	\$ 76,078.40	\$ 75,985.84	\$ 75,891.62	\$ 75,796.18	\$ 75,697.97	\$ 75,598.44	\$ 75,496.01	\$ 75,393.09	\$ 75,287.08	\$ 75,178.39	\$ 75,068.40					
	<b>Total</b>	<b>\$ 358,850.07</b>	<b>\$ 356,716.12</b>	<b>\$ 357,219.56</b>	<b>\$ 357,729.79</b>	<b>\$ 358,164.97</b>	<b>\$ 358,351.01</b>	<b>\$ 358,195.11</b>	<b>\$ 357,007.79</b>	<b>\$ 355,286.24</b>	<b>\$ 354,682.21</b>	<b>\$ 75,178.39</b>	<b>\$ 75,068.40</b>					
Whitney Well Upgrades (based on borrowing \$400K)								1.25% actual \$ 40,825.00	estimate- 2.00% \$ 42,663.00	estimate- 2.00% \$ 43,975.00	actual- 1.40% \$ 44,150.00	estimate- 2.00% \$ 42,313.66	estimate- 2.00% \$ 42,575.00	estimate- 2.00% \$ 41,175.00	estimate- 2.00% \$ 39,775.00	estimate- 2.00% \$ 38,375.00	estimate- 2.00% \$ 15,942.42	
P		\$ 35,825.00	\$ 83,548.08	\$ 37,406.29	\$ 37,560.00	\$ 38,913.66	\$ 38,291.93	\$ 37,657.77	\$ 37,010.92	\$ 36,351.14	\$ 14,645.58	\$ 397,210.37						
i		\$ 5,000.00	\$ 7,283.50	\$ 6,568.71	\$ 3,623.48	\$ 3,400.00	\$ 4,283.07	\$ 3,517.23	\$ 2,764.08	\$ 2,023.86	\$ 1,296.84	\$ 39,760.77						
	<b>Total Per Fiscal Year</b>					\$ 398,044.56	\$ 400,858.11	\$ 400,982.79	\$ 399,436.24	\$ 396,995.87	\$ 117,753.39	\$ 116,243.40	\$ 39,775.00	\$ 38,375.00	\$ 15,942.42			
							REMAINING PRINCIPAL- WHITNEY \$ 364,175.00	\$ 280,626.92	\$ 243,321.00 ok	\$ 205,761.00 ok	\$ 166,847.34 ok	\$ 128,555.41	\$ 90,897.64	\$ 53,886.72	\$ 17,535.58	\$ 2,890.00		
NEW																		
#1	Manganese Design \$250K Issued Spring FY21 10 Year Note							\$ 1,892.00 Interest Only	\$ 2,082.00 Interest Only									
#2	Whitney Well Expansion \$1 Million Issued Fall FY22 10 Year Note Level Payments							\$ 15,000.00 Interest Only	\$ 113,725.00	\$ 116,100.00	\$ 118,325.00	\$ 115,475.00	\$ 117,550.00	\$ 114,550.00	\$ 116,475.00	\$ 113,325.00	\$ 115,100.00	\$ 116,725.00
#3	Manganese Treatment Facility \$6.6 Million Issued FY22 SUBJECT TO CHANGE								\$ 132,000.00 BAN	\$ 151,800.00 BAN	\$ 407,315.00 BAN	\$ 413,915.00 BAN	\$ 522,582.00 BOND	\$ 508,100.00 BOND	\$ 497,250.00 BOND	\$ 486,400.00 BOND	\$ 475,550.00 BOND	\$ 459,787.00 BOND
New Totals								\$ 417,750.11	\$ 648,789.79									

## 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

### Water Department

Health rates change June 1

Active Employees		Technician	Technician	Technician	Bus. Mgr.	Superintendent	Totals
<b>Direct Costs:</b>					(at 67%)		
Health Insurance (w/rates inc est at 10%)			\$8,390.00	\$21,573.00	\$967.86	\$4,647.24	\$35,578.10
Life Insurance			\$37.20	\$37.20		\$37.20	\$111.60
Town Share: Medicare (see detail below)							\$4,140.00
HRA Cash Payments			\$100.00	\$300.00		\$0.00	\$400.00
<b>Retired Employees</b>							
<b>J. Walsh</b>	Health Ins		\$3,698.00				\$3,698.00
	Life Ins		\$7.44				\$7.44
<b>S. Collette</b>	Health Ins		\$3,698.00				\$3,698.00
	Life Ins		\$7.44				\$7.44
<b>G. Brackett</b>	Health Ins		\$20,032.00				\$20,032.00
	Life Ins		\$7.44				\$7.44
<b>Indirect Costs:</b>							
Electricity/Heat/Maint (.91% of 113,006)		\$1,028.35					\$1,028.35
Town Share: Retirement (see detail below)							\$84,321.00
Town Accountant (3.01% of \$92,492)				\$2,784.00			\$2,784.00
Town Treasurer (3.01% of \$91,024)				\$2,741.00			\$2,741.00
Town Manager (3.01% of \$147,161)				\$4,431.00			\$4,431.00
I.T. Director (3.01% of \$113,491)				\$3,416.00			\$3,416.00
<b>Total All Charges</b>		----->					<b>\$166,401.37</b>

### Medicare Matching:

### Retirement Assessment:Based on Treasurer's Report

Est = \$1,035 per Quarter = (\$1000 1st Qtr of FY20 * 1.035%)	\$4,140.00	Total due for FY 21	\$84,321.00
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To: Mark W. Haddad, Town Manager

From: Sewer Commission

Subject: Fiscal Year 2022 Operating Budget

Date: November 19, 2020

The Groton Sewer Commission is pleased to submit its budget requests for the Groton Center Sewer District and the Four Corners Sewer District for Fiscal Year 2022 for your review and approval. Please consider this a “draft” Operating Budget. The Sewer Commission may make adjustments prior to Town Meeting. The Groton Center Sewer District Budget total is \$761,786.00 and the Four Corners Sewer Budget is \$68,769.00.

The Fiscal Year 2022 Operating Budget for the Groton Center Sewer District highlights are as follows:

- Salaries and wages (GCS)
- Pepperell Treatment costs
- Pepperell Upgrades (GCS)
- Engineering (4C)
- Overhead (4C)

The Salaries and Wage Line Items have been level funded per your directive. Any adjustments to these line items will come from a reserve fund transfer at the Spring Town Meeting or subsequent Town Meeting session

Treatment expenses to Pepperell have been level funded.

Debt for the Pepperell Upgrade – Phase #2 was increased as it is anticipated that this project may be permanently bonded in Fiscal Year 2022 as the construction is scheduled for completion in February of 2020. The Commission, under previous agreements, have split the phase #2 upgrades with the General Fund and the Center Sewer District users.

Engineering was reduced. This expense is used to handle any unanticipated emergencies for our On-Call professional engineering services.

The Groton Center Sewer District has a Reserve Fund Balance of \$315,781.00

The Fiscal Year 2022 Operating Budget for the Four Corners Sewer District highlights are as follows:

- 1<sup>st</sup> year minimum Connection Fee to Ayer (10 years)
- Minimum Connection Fee to Ayer for homes not identified in the IMA
- Inspection Fees
- Dig Safe Charges

The minimum Connection Fee payment to Ayer identified in the I.M.A. beginning in year five is \$21,150.00. This payment will be made each year for a period of ten years. The total amount due to Ayer is \$210,000.00

Under the I.M.A. with Ayer, the District was expanded by Town Meeting. The Tow of Ayer assesses the additional homes a sewer capacity charge. It is anticipated that the Sewer District will pay Ayer \$10,800.00 under this arrangement.

Inspection Fees and Dig Safe charges have also been added as line items in the budget for services by employees and/or others to provide the services

The Four Corners Sewer District has a Reserve Fund Balance of \$140,653.00.

In closing, the Groton Sewer Commission looks forward to meeting with you and your Financial Team on Wednesday, December 4<sup>th</sup> to discuss the proposed Fiscal Year 2021 Operating Budget.

## SEWER DEPARTMENT ENTERPRISE FUND

200

LINE ITEM	FY 2022				PERCENT CHANGE	REASON FOR CHANGE:	FY 2022		PERCENT CHANGE
	FY 2021 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE				TOWN MANAGER APPROVED	FINCOM APPROVED	
Treatment	\$ 347,000.00	\$ 347,000.00	\$ -	0.00%			\$ 347,000.00		0.00%
System Maintenance	\$ 117,612.00	\$ 117,612.00	\$ -	0.00%			\$ 117,612.00		0.00%
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	\$ 3,500.00	\$ (50.00)	-1.41%			\$ 3,500.00		-1.41%
Water Meter Repairs	\$ 30,000.00	\$ 25,000.00	\$ (5,000.00)	-16.67%	reduced based on actual FY20 spending		\$ 25,000.00		-16.67%
Postage/Printing	\$ 3,000.00	\$ 4,000.00	\$ 1,000.00	33.33%			\$ 4,000.00		33.33%
Office Supplies	\$ 750.00	\$ 500.00	\$ (250.00)	-33.33%			\$ 500.00		-33.33%
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 1 Pepperell Plant - Expansion	\$ 28,837.00	\$ 29,070.00	\$ 233.00	0.81%			\$ 29,070.00		0.81%
Phase 1 Pepperell Plant - Upgrade	\$ 25,683.00	\$ 25,839.00	\$ 156.00	0.61%			\$ 25,839.00		0.00%
Phase 2 Pepperell Plant - Upgrade	\$ 22,000.00	\$ 71,674.00	\$ 49,674.00	100.00%	NEW - tbd split with town		\$ 71,674.00		0.00%
Other:MIIA	\$ 1,200.00	\$ 700.00	\$ (500.00)	-41.67%			\$ 700.00		-41.67%
Software Support	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%			\$ 1,400.00		0.00%
Engineering	\$ 25,000.00	\$ 15,000.00	\$ (10,000.00)	-40.00%	based on upcoming projects		\$ 15,000.00		-40.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 656,032.00</b>	<b>\$ 691,295.00</b>	<b>\$ 35,263.00</b>	<b>5.38%</b>			<b>\$ 691,295.00</b>	<b>\$ -</b>	<b>5.38%</b>
<b>Additional Funding</b>									
SRF Funding	\$ 5,504.00	\$ 5,316.00	\$ (188.00)	-3.42%			\$ 5,316.00		-3.42%
Other Debt	\$ 30,891.00	\$ 29,844.00	\$ (1,047.00)	-3.39%			\$ 29,844.00		-3.39%
<b>Total</b>	<b>\$ 36,395.00</b>	<b>\$ 35,160.00</b>	<b>\$ (1,235.00)</b>	<b>-3.39%</b>			<b>\$ 35,160.00</b>	<b>\$ -</b>	<b>-3.39%</b>



Department Sewer Department Enterprise Fund  
 Org # 200  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
FISCAL YEAR 2021								Rate	FISCAL YEAR 2022		Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20									
Salaries									13	\$ 20,179.00					\$ 20,179.00	\$ 20,179.00
Crory	Lauren	THL	Business Manager	9		13	\$ 20,179.00									
Other Pay																\$ -
TOTAL SALARIES																\$ 20,179.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16	
FISCAL YEAR 2021								Rate	FISCAL YEAR 2022		Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20									
Wages									35	\$ 50,695.18			\$ 27.75		\$ 50,695.18	\$ -
Livezey	Ann	THL	Office Assistant	5	\$27.75	35	\$ 50,695.18									
Other Pay																
TOTAL WAGES																\$ 50,695.18

Center District Sewer Full Budget FY2022								
	Budget	Actual	Budget	Budget				
	FY2020	FY2020	FY2021	FY22				
<b>INCOME:</b>								
Rates	575000.00	649919.00	653257.00	644311.00	rate incr April 2019/potential 5% rate increase			
Capital Charge		35000.00		35000.00	NEW / Keep Separate			
Sewer Rate Relief								
Perm. Priv. Asses./GBF	6500.00							
Capacity	5000.00							
Connection Fee (New FY20)		14000.00	36000.00	12000.00	2 - 3BR homes			
Inspec/Apl. Fees/Drainlayer Fees & Other Miscellaneous	1000.00	50.00	1000.00					
GDRHS O & M Charge (ps & system)	25000.00	28000.00	25000.00	28750.00	added 15% admin fee			
Four Corners Sewer District Overhead			7285.00	7072.00	NEW			
Reimbursement								
Interest - MMDT & General Fund	600.00	2500.00	600.00	600.00				
Boston Rd. - Debt	9756.00	8859.73	9756.00	9757.00				
Boston Rd. - GBF	4875.00	4387.50	4875.00	5525.00				
Boston Rd. - Capacity	2846.00	2619.42	2846.00	3149.00				
Boston Rd. - Interest	5082.00	4614.19	4446.00	3811.00				
Old Ayer Rd. - Debt	1242.00	1241.70	1242.00	1242.00				
Old Ayer Rd. - GBF	325.00	650.00	650.00	650.00				
Old Ayer Rd. - Capacity	145.00	289.52	290.00	290.00				
Old Ayer Rd. - Interest	646.00	565.84	566.00	485.00				
Interest - General Fund	900.00		900.00	900.00				
Hollis Street Construction & Interest Payments								
GBF/Capacity - Old Ayer & Boston Betterments								
<b>Reserve Transfer - Pump Station Upgrades</b>								
<b>Reserved for excess debt Boston</b>	6420.00	7784.08	6369.00	0.00	depleted fund FY21			
<b>Reserved for excess debt Old Ayer</b>	8777.00	8857.46	8513.00	8244.00				
<b>Reserve Transfer from E&amp;D</b>	71518.00			35837.00				
<b>Prior Year Encumbrance</b>								
<b>TOTAL INCOME</b>	<b>725632.00</b>	<b>769338.44</b>	<b>763595.00</b>	<b>797623.00</b>				
<b>EXPENSES</b>								
<b>OPERATING EXPENSE</b>								
Treatment	335000.00	331685.00	347000.00	347000.00	level			
System Maintenance (PS & System) - Pepperell	120000.00	103219.00	117612.00	117612.00	level			
Fuel (Gas/ Propane)	500.00	318.00	500.00	500.00				
Electric	10000.00	9377.00	10000.00	10000.00				
Telemetry	3550.00	3497.00	3550.00	3500.00				
Pepperell Upgrade - Phase 1	25683.00	25683.00	25683.00	25839.00				
Pepperell Expansion - Phase 1	28837.00	28837.00	28837.00	29070.00				
Pepperell Upgrade - Phase 2			22000.00	71674.00	if town doesn't split			
Pepperell Engineering								
Pepperell Upgrade Evaluation '17								
Nod Rd/PB Woods Pump Station Upgrades								
Environmental Partners (Prev W&C) Engineering	25000.00	est 15000	25000.00	15000.00				

<b>OFFICE EXPENSE</b>								
Wages	39198.00	39905.00	50989.00	50989.00	level			
1/3 of Bus. Mgr.	19395.00	20059.00	20179.00	20179.00	level			
Intergovernmental	28000.00	26693.00	28000.00	28000.00				
Postage/Printing	3000.00	3933.00	3000.00	4000.00				
Office Supplies	750.00	0.00	750.00	500.00				
Telephone								
Legal/ Advertising Expenses	2500.00	1293.00	2500.00	2500.00				
Easements/Surveying	1500.00	0.00	1500.00	1500.00				
Misc.-repair, infiltr, manholes, etc.	7500.00	25.00	7500.00	7500.00				
Software Service Contract	2000.00	374.00	1400.00	1400.00				
Meter Repairs	35000.00	23558.00	30000.00	25000.00				
MIIA	600.00	556.00	1200.00	700.00				
Other Misc Expenses								
Refunds								
<i>Other Financing Uses (Hollis St payoff)</i>								
<b>DEBT SERVICE</b>								
<b>Boston Road - Principal</b>	16648.00	16648.00	16648.00	16648.00				
<b>Boston Road - Interest</b>	4610.00	4610.00	3923.00	3225.00				
<b>Old Ayer Road - Principal</b>	8352.00	8352.00	8352.00	8352.00				
<b>Old Ayer Road Interest</b>	2313.00	2313.00	1969.00	1619.00				
<b>SRF Funding - \$330,000</b>								
Principal	5400.00	5400.00	5323.00	5235.00				
Interest	296.00	296.00	180.00	81.00				
<b>TOTAL EXPENSES</b>	<b>725632.00</b>	<b>656631.00</b>	<b>763595.00</b>	<b>797623.00</b>				
<b>Balance</b>								
<b>Net Income</b>	0.00	112,707.44	0.00	0.00				
<b>Enterprise Fund Beg Balance</b>	<b>\$315,781.00</b>		<b>\$ 542,322.00</b>					

## 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

*Total Retirement Assmt due for FY 2021 \$13,934.00*

FOUR CORNERS SEWER DISTRICT

<u>LINE ITEM</u>	FY 2022					FY 2022		<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>
	<u>FY 2021 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>			<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>		
Ayer CX Charge	\$ -	\$ 21,150.00			100.00%	\$ 21,150.00		100.00%	
New CX Fee Paid to Ayer	\$ -	\$ 10,800.00			100.00%	\$ 10,800.00		100.00%	
Treatment	\$ 19,495.00	\$ 20,722.00	\$ 1,227.00		6.29%	\$ 20,722.00		6.29%	
System Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -		0.00%	\$ 5,000.00		0.00%	
Gas									
Electricity									
Telemetry									
Water Meter Repairs									
Postage/Printing									
Office Supplies	\$ 25.00	\$ 25.00	\$ -		0.00%	\$ 25.00		0.00%	
Overhead/Intergovernmental/Benefits	\$ 7,285.00	\$ 7,072.00	\$ (213.00)		-2.92%	\$ 7,072.00		-2.92%	
Legal Expenses									
Easements/Surveying									
Engineering	\$ 1,000.00	\$ 500.00			-50.00%	\$ 500.00		-50.00%	
Inspections	\$ -	\$ 1,000.00			100.00%	\$ 1,000.00		0.00%	
DigSafe	\$ -	\$ 2,500.00	\$ 2,500.00		100.00%	\$ 2,500.00		0.00%	
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 32,805.00</b>	<b>\$ 68,769.00</b>	<b>\$ 35,964.00</b>		<b>109.63%</b>	<b>\$ 68,769.00</b>	<b>\$ -</b>	<b>109.63%</b>	

Additional Funding

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Other Pay															
TOTAL SALARIES															\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Other Pay															
TOTAL WAGES															\$ -

Four Corners Sewer Budget - FY2022						
	Budget	Budget	Budget	Actual	Budget	Budget
	FY 2018	FY 2019	FY 2020	FY 2020	FY 2021	FY 2022
<b>INCOME:</b>						
Rates	13,233.00	26,466.00	502.00	6,941.00	6,955.00	22,000.00
Connection Fees	-	6,500.00	8,000.00	31,011.00	8,000.00	19,000.00
Capacity	-	-	-		-	
Appl. Fees/Drainlayer Fees & Other Miscellaneous	-	900.00	450.00		950.00	450.00
Inspections						1,000.00
Interest - MMDT	-	-	-		-	
Interest - General Fund	-	-	-		-	
Transfer from Reserve		10,000.00	11,668.36	11,668.00	16,900.00	26,319.00
Transfers				8,331.64		
Prior Year Encumbrance		-	-		-	
<b>TOTAL INCOME</b>		<b>43,866.00</b>	<b>20,620.36</b>	<b>57,951.64</b>	<b>32,805.00</b>	<b>68,769.00</b>
<b>EXPENSES</b>						
<b>OPERATING EXPENSE</b>						
<i>Ayer Connection Charge Obligation (10yrs-YR1)</i>						21,150.00
<i>New Connection Fees to Ayer</i>						10,800.00
Treatment	6,000.00	30,649.00	19,493.60	20,078.00	19,495.00	20,722.00
System Maintenance (PS & System) - Ayer	-	250.00	100.00		5,000.00	5,000.00
Engineering	250.00	500.00	500.00	472.00	1,000.00	500.00
Office Assistant	-	-			7,285.00	7,072.00
Intergovernmental	-	-	-		-	
Overhead			500.00			
Business Manager Services				500.00		
Postage/Printing	0.00	-	-		-	
Office Supplies		25.00	25.00		25.00	25.00
Telephone	-	-	-		-	
Legal/ Advertising Expenses	-	-	-		-	
Easements/Surveying	-	-	-		-	
Misc.-repair, infiltr, manholes, etc.	-	-	-		-	
Other Misc Expenses	-	-	-		-	
Inspections		-	-	324.00	-	1,000.00
Digsafes						2,500.00
<b>DEBT SERVICE</b>						
<b>Debt Service - Town</b>						
Principal						
Interest						
<b>TOTAL EXPENSES</b>			20,618.60	21,374.00	32,805.00	68,769.00
<b>Balance</b>		<b>31,424.00</b>	<b>20,618.60</b>	<b>21,374.00</b>	<b>32,805.00</b>	<b>68,769.00</b>

Fo

**Note:**Shaws connection est 12K, New Moultons)  
2-3 New Connections

\*\$21,150 to offset payment

NEW

NEW / 2 new connections \$5400 each paid to Ayer  
Ayer minimum Quarterly Charges

to sewer

LOCAL ACCESS CABLE DEPARTMENT  
400

LINE ITEM	FY 2022 DEPARTMENT				PERCENT CHANGE	REASON FOR CHANGE:	FY 2022		PERCENT CHANGE
	FY 2021 APPROPRIATION	FY 2022 DEPARTMENT REQUEST		DIFFERENCE			TOWN MANAGER APPROVED	FINCOM APPROVED	
Telephone/internet	\$ 1,750.00	\$ 1,200.00	\$	(550.00)	-31.43%	IT Negotiated	\$ 1,200.00		-31.43%
Office Supplies	\$ 1,000.00	\$ 1,000.00	\$	-	0.00%		\$ 1,000.00		0.00%
Dues & Memberships	\$ 175.00	\$ 175.00	\$	-	0.00%		\$ 175.00		0.00%
Travel and Conferences	\$ 500.00	\$ 500.00	\$	-	0.00%		\$ 500.00		0.00%
Equipment Maintenance	\$ 800.00	\$ 500.00	\$	(300.00)	-37.50%	Cut Back/Less Conservative Est.	\$ 500.00		-37.50%
Software/Service Maintenance	\$ 1,000.00	\$ 500.00	\$	(500.00)	-50.00%	Software Upgrade in 2020	\$ 500.00		-50.00%
Worker's Comp Reimbursement	\$ 100.00	\$ 100.00	\$	-	0.00%		\$ 100.00		0.00%
Other:Benefits	\$ 60,776.00	\$ 63,100.00	\$	2,324.00	3.82%		\$ 63,100.00		3.82%
Other:Legal	\$ 2,000.00	\$ 5,000.00	\$	3,000.00	150.00%	License Negotiations	\$ 5,000.00		150.00%
Other: Freelance Meeting Coverage	\$ 800.00	\$ 300.00	\$	(500.00)	-62.50%	Using Staff More	\$ 300.00		-62.50%
Other: Shared Employee Expense	\$ 2,254.00	\$ 2,214.00	\$	(40.00)	-1.77%		\$ 2,214.00		-100.00%
Other: Advertising/Marketing	\$ 500.00	\$ 500.00	\$	-	0.00%		\$ 500.00		0.00%
Other:Summer Interns	\$ 3,000.00	\$ 300.00	\$	(2,700.00)	-90.00%		\$ 300.00		-90.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 74,655.00</b>	<b>\$ 75,389.00</b>	<b>\$</b>	<b>734.00</b>			<b>\$ 75,389.00</b>	<b>\$ -</b>	<b>0.98%</b>

Benefits Breakdown:

Retirement	\$ 31,886.00
Health, Program Director/Tech	\$ 29,489.00
Medicare	\$ 1,688.00
Life Insurance Production Assist	\$ 37.00
<b>Total</b>	<b>\$ 63,100.00</b>



Department Local Access Cable Department  
 Org # 400  
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries															
Colman	Robert	Supervisors	Manager	11		40	\$ 75,385.00			\$ 75,385.00			\$ 1,425.00	\$ 75,385.00	\$ 76,810.00
Other Pay							\$ 3,310.00								
			Longevity												
			Meirt Bonus												
			HRA Payment												
TOTAL SALARIES							\$ 78,695.00								\$ 76,810.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Doucette	Ashley	THL	Production Tech	4	\$20.91	40	\$ 43,660.08	\$ 20.91	40	\$ 43,660.08		\$ 20.91		\$ 43,660.08	\$ 43,660.08
Paulajka	Noah	THL	Production Asst.	2	\$16.33	15	\$ 12,786.39	\$ 16.33	15	\$ 12,786.39		\$ 16.33		\$ 12,786.39	\$ 12,786.39
Other Pay							\$ 8.00								
TOTAL WAGES							\$ 56,454.47								\$ 56,446.47

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:

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**STORMWATER UTILITY**  
**500**

<u>LINE ITEM</u>	FY 2022					FY 2022		<u>PERCENT</u> <u>CHANGE</u>
	<u>FY 2021</u> <u>APPROPRIATION</u>	<u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FY 2022</u> <u>FINCOM</u> <u>APPROVED</u>	
Stormwater Equipment	\$ 30,000	\$ 20,000.00	\$ (10,000.00)	-33.33%		\$ 20,000.00		-33.33%
Stormwater Capital Outlay	\$ 25,000	\$ 51,000.00	\$ 26,000.00	104.00%		\$ 51,000.00		104.00%
Stormwater Compliance Costs	\$ 80,000	\$ 49,000.00	\$ (31,000.00)	-38.75%		\$ 49,000.00		-38.75%
Stormwater Disposal/Expenses	\$ 10,000	\$ 20,000.00	\$ 10,000.00	100.00%		\$ 20,000.00		100.00%
Stormwater Intergovernmental	\$ -	\$ 23,000.00	\$ 23,000.00	100.00%		\$ 23,000.00		0.00%
<b>TOTAL FUNDS REQUESTED</b>	<b>\$ 145,000.00</b>	<b>\$ 163,000.00</b>	<b>\$ 18,000.00</b>	<b>12.41%</b>		<b>\$ 163,000.00</b>	<b>\$ -</b>	<b>12.41%</b>

Department Stormwater Utility  
 Org # 500  
 COLA % 0.00%

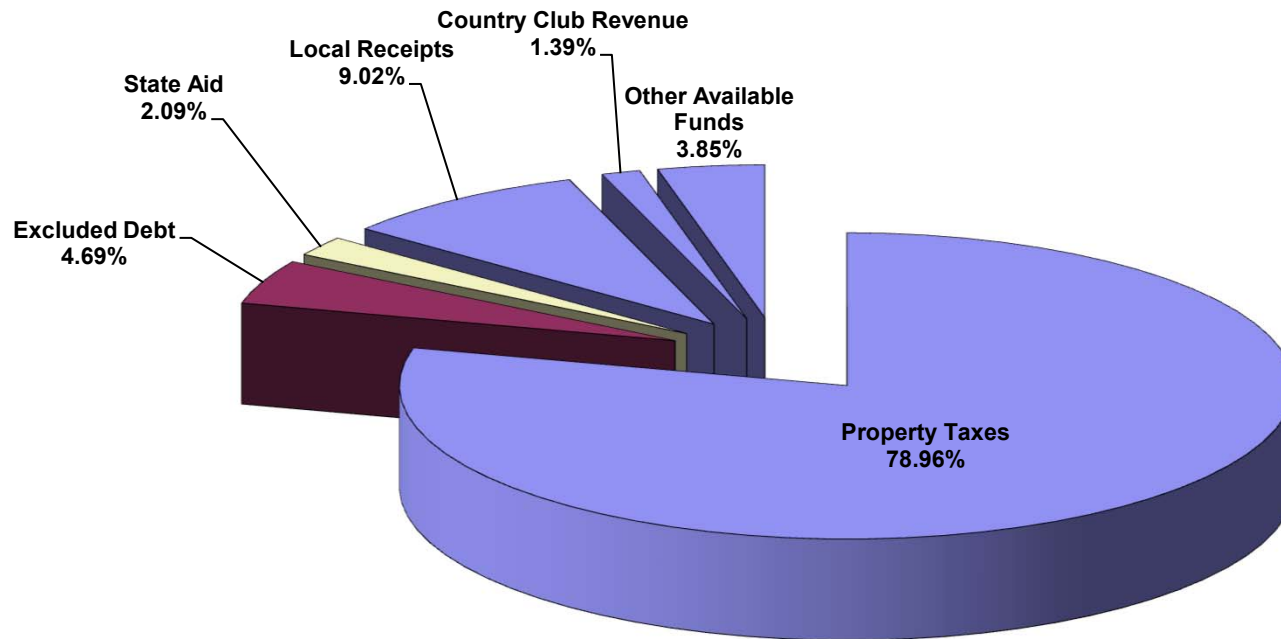
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FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Salaries														\$ -	
TOTAL SALARIES															\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2021								FISCAL YEAR 2022							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2022
Wages															
Zimmer	Benjamin			7	\$26.34	40	\$ 54,997.92	\$ 32.41	40	\$ 67,672.08		\$ 32.41	\$ 1,050.00	\$ 67,672.08	\$ 68,722.08
Less Six Month Salary															
Other Pay															
TOTAL WAGES															\$ 68,722.08



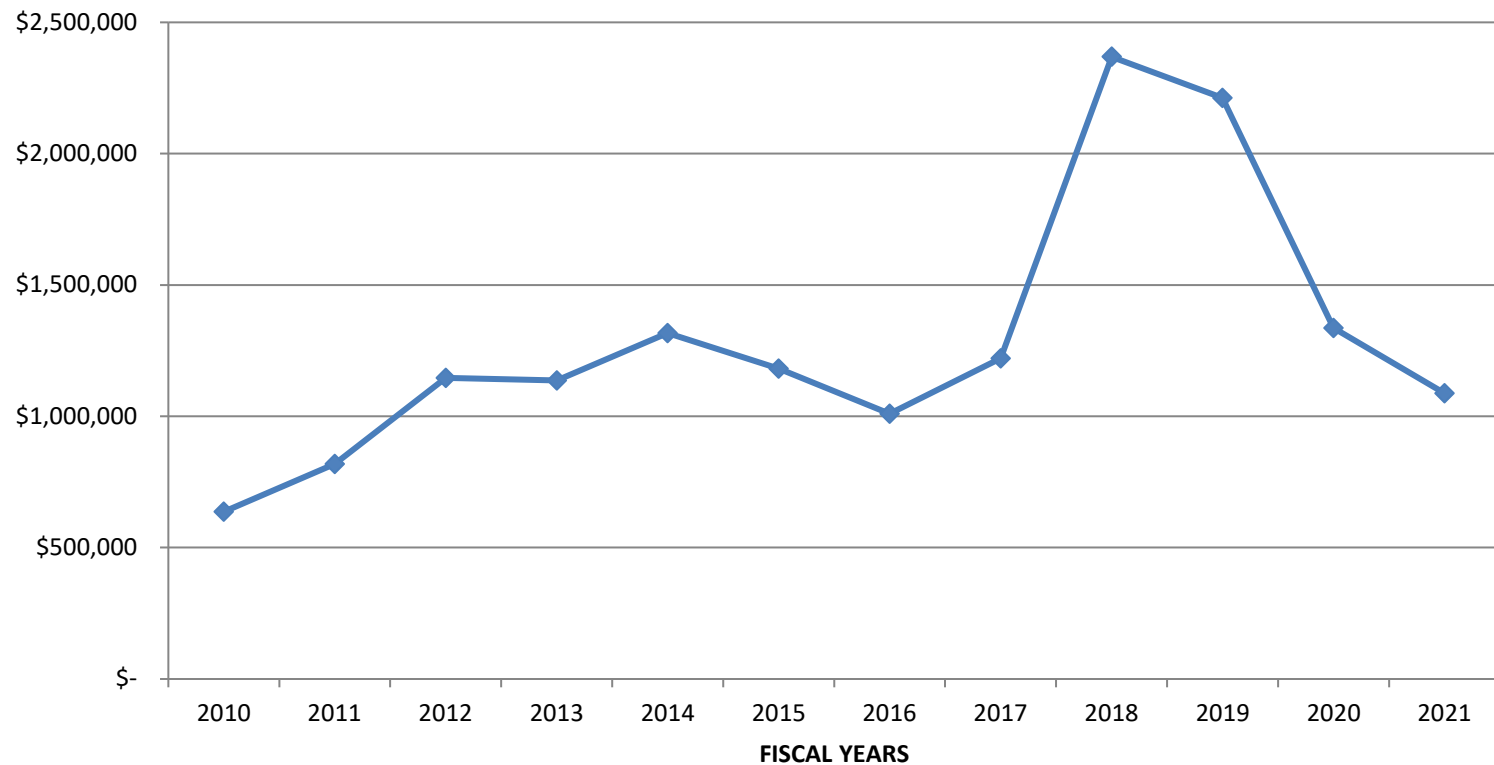
## CHARTS AND GRAPHS

# Sources of Revenue

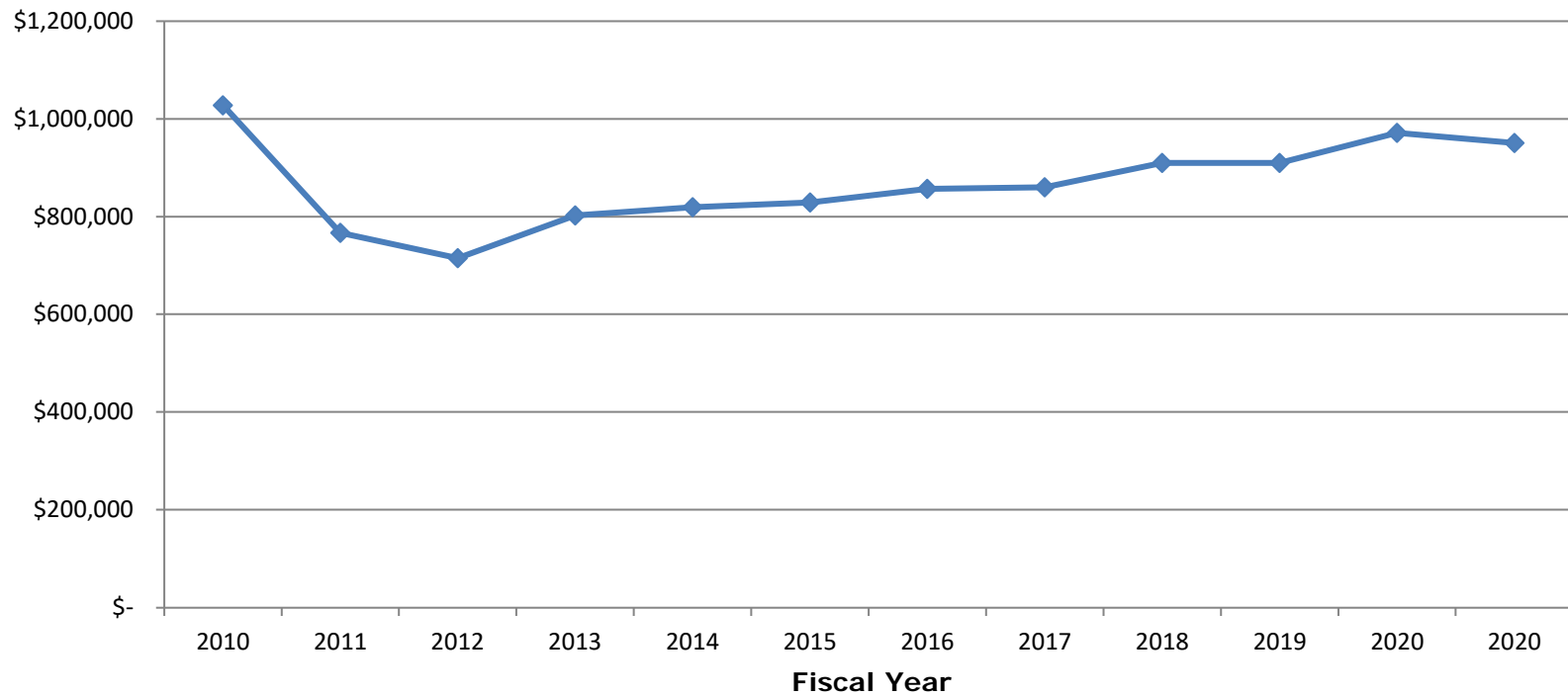
## Fiscal Year 2022



**TOWN OF GROTON  
FREE CASH HISTORY  
FISCAL YEARS 2010 - 2021**



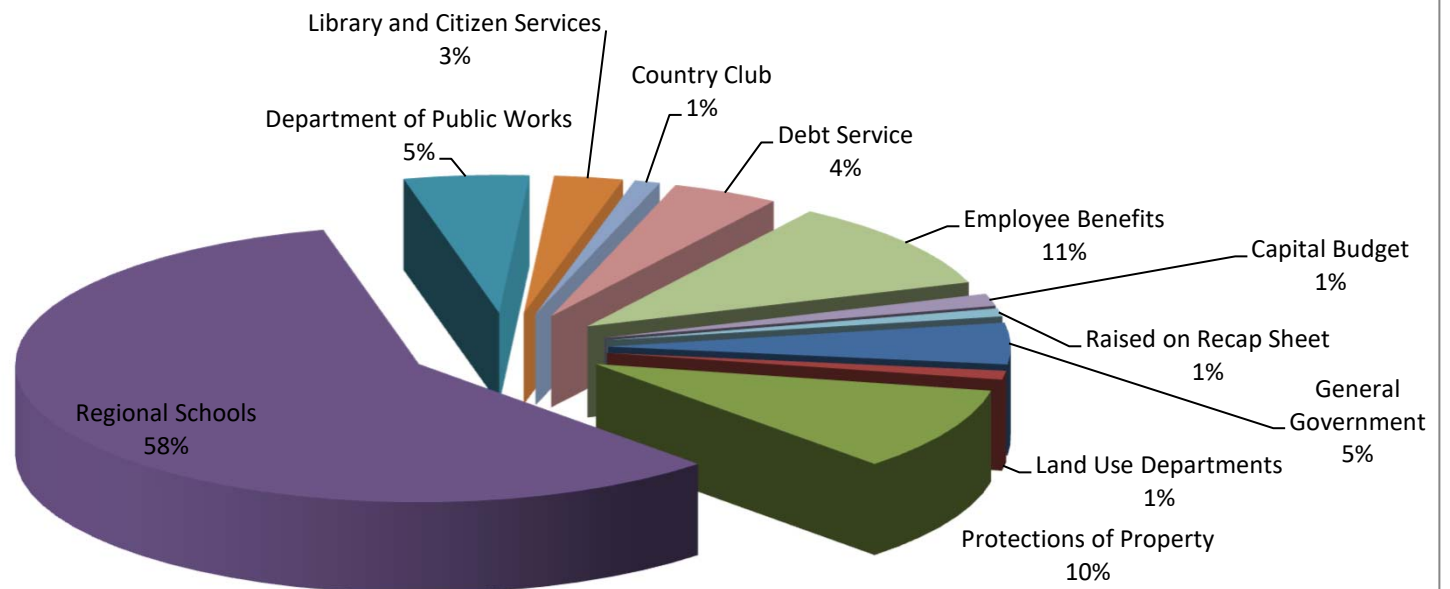
**TOWN OF GROTON  
STATE AID HISTORY  
FISCAL YEARS 2010 - 2021**





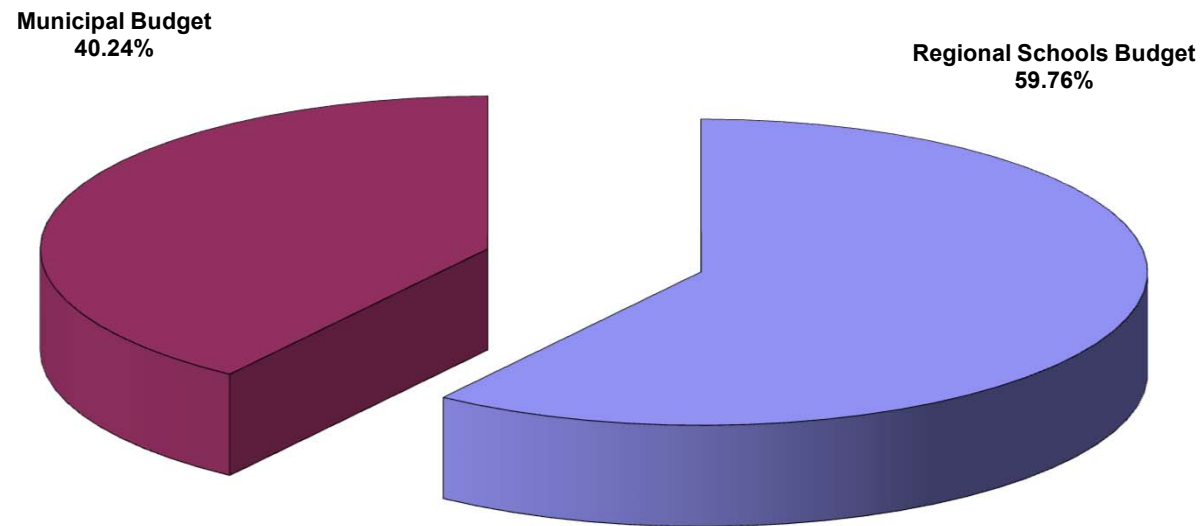
# "Where Your Tax Dollars Go"

## Fiscal Year 2022 Expenditure Analysis

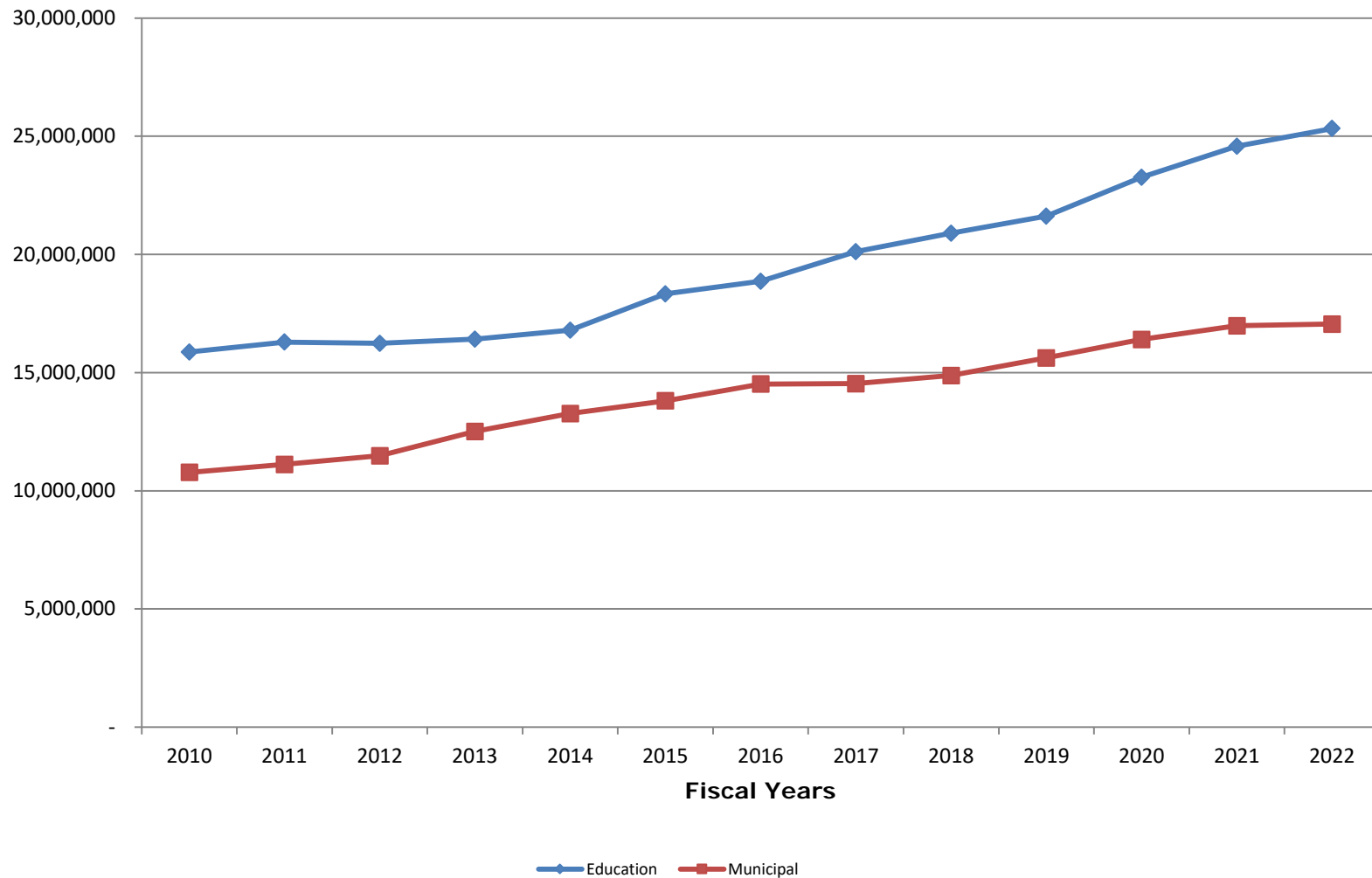


## PROPERTY TAX IMPACT

Fiscal Year 2022



## Trends in Municipal/Education Spending Fiscal Years 2010-2022



## Municipal Spending By Function Fiscal Years 2010 - 2022

