

Town of Groton, Massachusetts



Fiscal Year 2023 Town Manager's Proposed Operating Budget

TABLE OF CONTENTS

<u>Item</u>	<u>Page Number</u>	<u>Item</u>	<u>Page Number</u>
BUDGET EXPLANATION		Zoning Board of Appeals	135
Town Manager's Message	1	Building Inspector	137
FY 2021 Levy Calculation	18	Mechanical Inspector	140
FY 2021 Total Levy Calculation	19	Earth Removal Inspector	142
FY 2021 Estimated Receipts	20	Board of Health	144
FY 2021 Budget Summary	21	Sealer of Weights and Measures	146
FY 2021 Estimated Recap Sheet	23		
Operating Budget Comparison	27	PROTECTION OF PERSONS AND PROPERTY	
FY 2021 Proposed Operating Budget	30	Police Department	150
Estimated Tax Impact	46	Fire Department	166
Five Year Budget Projection	62	Groton Water Protection	169
		Animal Inspector	171
INDIVIDUAL DEPARTMENT BUDGETS		Animal Control Officer	173
GENERAL GOVERNMENT		Emergency Management Agency	176
Moderator	66	Dog Officer	178
Select Board	69	Police and Fire Communications	184
Town Manager	71		
Finance Committee	74	REGIONAL SCHOOLS	
Town Accountant	78	Regional School Assessments	189
Board of Assessors	82		
Treasurer/Collector	89	DEPARTMENT OF PUBLIC WORKS	
Town Counsel	92	Highway Department	194
Human Resources	95	Snow and Ice Removal	197
Information Technology	100	Tree Warden	199
GIS Committee	105	Municipal Buildings	201
Town Clerk	111	Solid Waste Disposal	204
Elections and Registrations	116	Street Lights	207
Street Listings	121	Parks Department	211
Insurance and Bonding	123		
Town Report	125		
Postage/Town Hall Expense	127		
LAND USE DEPARTMENTS			
Conservation Commission	129		
Planning Board	132		

TABLE OF CONTENTS

<u>Item</u>	<u>Page Number</u>
LIBRARY AND CITIZENS' SERVICES	
Council on Aging	217
Senior Center Van	220
Veteran's Service Officer	223
Graves Registration	226
Care of Veteran Graves	229
Old Burying Ground Committee	230
Library	231
Commemorations and Celebrations	237
Water Safety	242
Weed Management	245
Country Club	247
DEBT SERVICE	
Debt Service	252
EMPLOYEE BENEFITS	
Employee Benefits	255
ENTERPRISE FUNDS	
Water Department	267
Sewer Department	274
Four Corners Sewer District	279
Cable Access Television Department	284
Stormwater Enterprise	286
CHARTS AND GRAPHS	
Sources of Revenue	288
Free Cash	289
State Aid	290
Where Tax Dollars Go	291
Tax Impact	292
Trends in Spending	293
Municipal Spending by Function	294



BUDGET EXPLANATION



Town Manager
Mark W. Haddad

TOWN OF GROTON

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

Select Board

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

To: *Honorable Select Board
Honorable Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: *Fiscal Year 2023 – Proposed Town of Groton Operating Budget*

Date: *December 31, 2021*

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 2023 Operating Budget for the Town of Groton. This is the Fourteenth Budget that I have submitted as your Town Manager. Unlike last year, I believe that the Town has the unique opportunity to invest in the Municipal Budget for the first time since Fiscal Year 2019 when we increased staffing in the Fire Department to allow the Town to provide full-time 24/7 coverage. As you will recall, the Fiscal Year 2022 Budget was significantly impacted by the COVID-19 Pandemic as we saw a decrease in anticipated revenues and the Town approved a budget that level funded the municipal budget (reduced services in the Groton Police Department, Groton Public Library and Groton Highway Department were restored in the Fall, 2021) and met the needs of the Groton Dunstable Regional School District.

In accordance with the Groton Charter and the Town’s Financial Policies, the Fiscal Year 2023 Budget Process is the seventh year where the Select Board and Finance Committee have provided direction prior to the development of the proposed budget. The Select Board and Finance Committee 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 2023 Proposed Operating Budget. At the budget guidance development meeting in October, the Select Board and Finance Committee 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 2023 with no proposed Override of Proposition 2½.
2. The Town Manager shall work with representatives of the Groton Dunstable Regional School District and Nashoba Valley Technical School District to balance the budget.

On November 2, 2021, the Town Manager released the budgetary preparation instructions to all Departments, Boards, Committees and Commissions outlining the guidance provided to the Finance Team. As part of the guidance, Departments were asked to provide a realistic outlook on where changes in the delivery of services can be made. Budgets were due on November 22, 2021 and review meetings with the Finance Team took place between November 29 and December 1, 2021. During these meetings, the Finance Team considered increases in municipal spending that would improve the delivery of municipal services. Of note during these meetings was the attendance by some members of the Select Board and Finance Committee. The Finance Team welcomes this participation as it gives members a “close up” of the process and the significant detail that is reviewed with each Departmental Budget.

As stated in the beginning of this Budget Message, I believe Fiscal Year 2023 will provide the Town with the opportunity to invest in the Municipal Budget. The first six months of Fiscal Year 2022 have seen a rebound in our Estimated Receipts. This rebound will allow the Town to consider increases in spending while staying within the confines of Proposition 2½. When I provided the Select Board and Finance Committee with information to help determine the Fiscal Year 2023 Budget Guidance, I provided a summary of where we believed increases in Estimated Receipts could be realized. At that time, we anticipated an increase of \$173,000. We have updated that summary and further increased those estimates based on revenues received over the first six months of the current Fiscal Year and our receipts pre-pandemic. Please consider the following:

1. **Motor Vehicle Excise Taxes** – The five-year average is \$1,774,069. We had originally decided to level fund this estimate at the Fiscal Year 2022 level. However, after a further review of the current collection rate, we have increased this by \$35,526 to \$1,773,620.
2. **Meals Tax/Room Occupancy Tax** – We have seen a significant rebound in both these categories. Based on this, we have increased this estimate by \$100,000 in FY 23 to \$350,000.
3. **Penalties & Interest on Taxes** – This is a double edge sword. Due to our high tax collection rate, we have seen this estimate go down over the last three years (five-year average \$140,367 – three-year average \$114,769). Based on this, we reduced this line item by \$10,000 to \$110,000.
4. **Other Charges for Services** – We have negotiated an increase with the Town of Dunstable over the next five years for Dispatcher Services. Fiscal Year 2023 calls for an increase of \$8,000 for a total of \$90,000.
4. **Payments in Lieu of Taxes** – We have increased this line item by \$35,000 to \$300,000 in anticipation of negotiations with our non-profits. This should be considered a placeholder at this time.
5. **Other Departmental Revenue** – This line item has been increased by \$205,000 to \$980,000. This is for the reimbursement for employee benefits from the Enterprise Funds. In FY 2023, we are using a more realistic estimate of the anticipated reimbursement.
7. **Investment Income** – We have increased this estimate by \$10,000 to \$50,000 in anticipation of an increase in interest based on the amount held from the bonding of the Florence Roche Elementary School Project.

We are now anticipating an increase in Estimated Receipts of \$383,526, or an increase of 9.69% (excluding Country Club Revenues). As is always the case, the Commonwealth has yet to begin its budget deliberations. Given the fact that State Collections continue to be strong, we are confident that there will not be a reduction in State Aid in Fiscal Year 2023 and have level funded it at this time. Once the Governor submits his budget at the end of January, 2022, we can revisit this estimate.

The following chart shows what we expect to receive in revenues for FY 2023 that can be used to fund the Proposed Operating Budget:

<u>Revenue Source</u>	<u>Budgeted FY 2022</u>	<u>Proposed FY 2023</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Property Tax**	\$ 34,157,624	\$ 35,269,414	\$ 1,111,790	3.25%
State Aid	\$ 1,014,099	\$ 1,014,099	\$ -	0.00%
Local Receipts - Excluding Country Club	\$ 3,958,094	\$ 4,341,620	\$ 383,526	9.69%
Country Club Revenue	\$ 600,000	\$ 600,000	\$ -	0.00%
Free Cash	\$ 478,399	\$ 316,560	\$ (161,839)	-33.83%
Other Available Funds	\$ 390,000	\$ 389,512	\$ (488)	-0.13%
TOTAL	\$ 40,598,216	\$ 41,931,205	\$ 1,332,989	3.28%

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

An important difference between Fiscal Year 2022 and Fiscal Year 2023 was the use of Free Cash to balance the budget. In Fiscal Year 2022, the Town used Free Cash to fund one-time cash payments to our employees in lieu of receiving a Cost-of-Living Adjustment. This inflated the use of Free Cash last year. To understand new revenues in Fiscal Year 2023, if you remove Free Cash from both years (covering one-time expenditures), the Town realizes an increase in new revenues of \$1,494,828, or 3.73%. This will allow us to consider increases in the Municipal Budget to fund areas that will improve the delivery of services.

When the Finance Team and I submitted our early budget projections for Fiscal Year 2023 in October, 2021, I provided information relative to the actual municipal and school spending over the last five Fiscal Years (FY 2017 through FY 2022). I believe it is worth providing that information again for the general public's consumption and review. The following is an analysis of the Municipal Operating Budget from FY 2017 through FY 2022; the Groton Dunstable Operational Assessment from FY 2017 through FY 2022; the actual Groton Dunstable Operating Budget from FY 2017 through FY 2022; and the Operational Assessment from Nashoba Tech from FY 2017 through FY 2022. Please note that Debt and Capital spending have been removed from these budgets:

<u>Fiscal Year</u>	<u>Municipal Operating</u>	<u>Increase</u>	<u>Percent Change</u>	<u>Fiscal Year</u>	<u>GDRSD Assessment*</u>	<u>Increase</u>	<u>Percent Change</u>	<u>Fiscal Year</u>	<u>Nashoba Tech Assessment</u>	<u>Increase</u>	<u>Percent Change</u>
2017	\$ 13,399,033			2017	\$ 18,399,093			2017	\$ 508,044		
2018	\$ 13,816,235	\$ 417,202	3.11%	2018	\$ 19,038,970	\$ 639,877	3.48%	2018	\$ 544,420	\$ 36,376	7.16%
2019**	\$ 14,516,266	\$ 700,031	5.07%	2019	\$ 20,215,428	\$ 1,176,458	6.18%	2019	\$ 498,119	\$ (46,301)	-8.50%
2020	\$ 14,868,033	\$ 351,767	2.42%	2020	\$ 21,264,294	\$ 1,048,866	5.19%	2020	\$ 649,923	\$ 151,804	30.48%
2021	\$ 15,175,486	\$ 307,453	2.07%	2021	\$ 22,020,595	\$ 756,301	3.56%	2021	\$ 616,882	\$ (33,041)	-5.08%
2022	\$ 15,544,210	\$ 368,724	2.43%	2022	\$ 23,481,350	\$ 1,460,755	6.63%	2022	\$ 719,867	\$ 102,985	16.69%
Grand Total Increase		\$ 2,145,177				\$ 5,082,257				\$ 211,823	
Average Yearly Increase		\$ 429,035				\$ 1,016,451				\$ 42,365	
Average Percentage Increase		3.02%				5.01%				8.15%	

* Town of Groton Assessment (78% of Total Operating Assessments)

** Major Municipal increase based on adding four (4) additional full time Firefighters

<u>Fiscal Year</u>	<u>GDRSD Total Operatin</u>	<u>Increase</u>	<u>Percent Change</u>	<u>Fiscal Year</u>	<u>Nashoba Tech Total Operating</u>	<u>Increase</u>	<u>Percent Change</u>
2017	\$ 33,308,614			2017	\$ 12,842,378		
2018	\$ 34,195,742	\$ 887,128	2.66%	2018	\$ 13,289,815	\$ 447,437	3.48%
2019	\$ 35,937,670	\$ 1,741,928	5.09%	2019	\$ 13,972,603	\$ 682,788	5.14%
2020	\$ 38,067,577	\$ 2,129,907	5.93%	2020	\$ 14,250,670	\$ 278,067	1.99%
2021	\$ 39,430,292	\$ 1,362,715	3.58%	2021	\$ 14,806,615	\$ 555,945	3.90%
2022	\$ 41,326,909	\$ 1,896,617	4.81%	2022	\$ 15,126,450	\$ 319,835	2.16%
Grand Total Increase		\$ 8,018,295		Grand Total Increase		\$ 2,284,072	
Average Yearly Increase		\$ 1,603,659		Average Yearly Increase		\$ 456,814	
Average Percentage Increase		4.41%		Average Percentage Increase		3.33%	

When I provided this information, I requested that the Select Board and Finance Committee make a commitment to the Municipal Budget in Fiscal Year 2023 and allow for a greater than two and one half (2½%) percent increase in spending. The Town Manager's Proposed Fiscal Year 2023 Operating Budget was built around this recommendation. That said, prior to making recommendations on increases to improve the delivery of services with Major Initiatives, a review of mandatory expenditures is warranted, as well as areas in the budget that are routine in nature. With regard to mandatory expenditures, two categories fit this definition, Pension and Health Insurance. In Fiscal Year 2023, we have been notified by the Middlesex County Retirement Board that our pension budget will increase by \$153,655 or 6.44%. Health Insurance is a little more difficult to forecast this early in the year as we do not receive the new rates until February, 2022. 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, or an increase in the Health Insurance budget of \$176,711.

There are a few routine budgetary expenditures that I would like to call to your attention as you review the Fiscal Year 2023 Proposed Budget. Please consider the following:

Union Contracts and By-Law Employees

The Town has seven (7) Collective Bargaining Units. All contracts expire at the end of Fiscal Year 2022 as we entered into one-year contracts in Fiscal Year 2022 due to the uncertainty of revenues caused by the Pandemic. 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 2023 Operating Budget.

Debt Service

We will see a significant increase in Excluded Debt for Fiscal Year 2023 as we start paying debt service on the Florence Roche Elementary School Project to cover both debt that has been permanently financed (\$8 million) and borrowed using bond anticipation notes (approximately \$25 million). For Fiscal Year 2023, Municipal Excluded Debt will increase from \$1,655,034 to \$2,508,202, an increase of \$853,168, or 51.5%. Excluded Debt from the Groton Dunstable Regional School District will decrease by \$62,713, or 12.9% from \$485,426 to \$422,713. Overall, Excluded Debt will increase in Fiscal Year 2023 by \$789,031, or 36.9% from \$2,140,460 to \$2,929,491. 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 \$91,974 for this purpose and committed \$247,161 from taxation to cover non-excluded Debt Service. In FY 2023, we will continue to use Free Cash for the Police and Fire Radio Project (\$90,249). The following chart shows a comparison between FY 2022 and FY 2023:

	<u>FY 2022</u>	<u>FY 2023</u>
Long Term Debt - Principal Non-Excluded	\$ 159,154	\$ 158,786
Long Term Debt - Interest - Non-Excluded	\$ 88,007	\$ 82,021
Short Term Debt - Principal	\$ 85,174	\$ 85,174
Short Term Debt - Interest	\$ 6,800	\$ 5,075
Total	\$ 339,135	\$ 331,056
Less Free Cash Offset	\$ 91,974	\$ 90,249
Total Taxation for Debt Service	\$ 247,161	\$ 240,807

Country Club

After a reduction of revenues in Fiscal Year 2020 due to the Pandemic, the Country Club rebounded significantly in Fiscal Year 2021. As you will recall, in Fiscal Year 2019, for the first time in over 20 years, the Club returned a profit of \$48,291. We had expected that trend to continue in Fiscal Year 2020, however, we had to shut the Club down, essentially eliminating the two biggest revenue months of the Fiscal Year (May and June). Due to this, instead of returning a profit, the Club lost \$147,770 (total expenses of \$471,481; total revenues of \$323,711). Thanks to the excellent planning and adaptation of Pandemic Protocols, our General Manager Shawn Campbell was able to turn the Club around in one year. In Fiscal Year 2021, the Club made a profit of \$149,741 (total expenses of \$514,967; total revenues of \$664,708). We were able to balance the budget with no taxpayer subsidy over a two-year period. As a matter of fact, over three years, the Club has actually returned a profit to the Town of \$50,262. We will continue to manage the Club in the most cost-effective way to the benefit of the taxpayers and residents of Groton.

Major Initiatives

Two years ago, the Finance Committee established the Major Initiative Criteria for budget development. A Major Initiative is defined as any proposed increase in the Operating Budget of \$50,000 in any fiscal year and/or an increase of \$100,000 over three years. The major initiatives contained in the Fiscal Year 2023 Proposed Operating Budget are based on our desire to invest in the Municipal Budget and improve the delivery of services. I would call your attention to the following proposals that will, in my opinion, approve the delivery of services in Fiscal Year 2023:

Groton Communications Department

The Fiscal Year 2023 Proposed Operating Budget contains funding to add an additional Dispatcher to the Groton Communications Department, bringing the number to seven full-time Dispatchers. The current level of staffing is six full time, one permanent part time and two relief dispatchers. This level allows for two dispatchers to cover eleven (11) of the twenty-one (21) shifts a week and also allows for the

supervisor to have one administrative shift. The increased demands placed on the dispatch staff and supervisor make it imperative that operational minimums should be fourteen (14) two (2) dispatcher shifts and two (2) Supervisor administrative shifts. This Department provides service for Groton and Dunstable Police, Fire, EMS, Animal control, public utilities, and town departments after hours and lobby traffic to the Police Station. During the last four years, the Department averaged over 40,000 logged calls and handled many administrative actions that are not logged. The Regional Agreement with Dunstable Police and Fire qualifies Groton as a Regional Public Safety Answering Point (PSAP). For the past several years the agreement has had the Town of Dunstable paying \$66,000 annually for services and the State 911 Grant provides approximately \$270,000 in grant for wages, training, and development. The public safety departments in Dunstable consistently request more service(s). We have entered into a five-year agreement increasing the Dunstable assessment to \$110,818.09 in the fifth year.

The Dispatchers are required to balance several responsibilities and frequently it must be done simultaneously. Please consider the following:

- 911 Mandatory Answer
- Emergency Medical Dispatch (providing medical instruction via phone that cannot be interrupted)
- Text to 911 – (new technology causing longer call duration)
- 911 Cell Phone calls received from wide area outside the Town's jurisdiction to include Nashua, Merrimack, Greenville NH to the North and Fitchburg and Harvard to the West and South.

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

- 911 Grant required Quality Assurance (State requires quality assurance and quality improvement under CMR 560.5.00)
- Scheduling
- Training
- State 911 Grant Management/Writing
- 911 Discrepancy Reporting
- Municipal Database Liaison

This past summer the previous Grant Manager retired and the responsibility of maintaining and managing the State 911 Grants, Municipal Coordinator, and the Database Liaison, was placed on the Dispatch Supervisor. When the department hires new personnel, it can take up to 6-8 months of the full-training program for most dispatchers to achieve competency. In the case of part time dispatchers, it can take much longer due to hours worked/trained. The benefit of having two dispatchers will allow continuity of service during high volume and/or sensitive call times will also alleviate need to hire officer for prisoner watch, while providing contractual and FLSA mandated meal/work breaks. Also, of importance will be allowing the Supervisor the ability to complete mandated tasks.

By way of staffing comparison to area PSAPs the Ayer/Shirley Regional PSAP in 2018 handled 36,469 calls and that Dispatch Center maintains a full-time dispatch staff of nine and two part time and a supervisor that is dedicated to full time administrative tasks. The Nashua Fire Dispatch Center handled 39,934 calls and staffs three dispatchers at a time. This Center handles fire and EMS calls only. The following Chart shows the comparison between Groton and other Dispatch Centers:

Area Dispatch Coverage - 2021

<u>Town</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Shifts/Coverage with two Dispatchers</u>	<u>Supervisor Admin Shits</u>
Ayer/Shirley	10	2	21	5
Groton/Dunstable	6	1	11	1
Littleton	7	2	14	2
Pepperell/Ashby	8	0	21	5
Tyngsborough	7	2	12	2

The additional staffing requested will allow for fourteen (14) of the twenty-one (21) weekly shifts to be staffed with two dispatchers and the Communications Supervisor would have two much needed administrative days. The Supervisor needs the two administrative days to ensure compliance with the operational and State mandated requirements to maintain Dispatch Center Certification and State Grant Funding. The current demands placed on the Dispatch Center and personnel are ever increasing and the current staffing provides no relief. The Dispatch personnel are often denied the most basic of comforts enjoyed by non-dispatch employees, such as an opportunity to eat their meals uninterrupted, bathroom breaks, and a 15-minute break to leave the room to get fresh air to name a few. With limited staffing, any schedule/shift deviation (i.e., an employee using their contractual time off) can create repeated order-ins and unplanned required additional shifts for the Dispatchers. Over time this leads to burn-out, fatigue, irritability, family strife and impacts the health and well-being of the staff. Fatigued and overtaxed Dispatchers are more likely to have slower response times, impacted mental cognition, and job burnout creating more opportunities for a catastrophic mistake. Dispatch personnel need to be well rested and alert at all times. The activity level can go from smooth to chaotic in an instant. Providing the proper staffing levels affords Dispatchers the opportunity to attend to physical needs and partake of their earned breaks, but also a mental break away from their work station. It also ensures that the Dispatchers are not overworked with order-in shifts and will reduce the possibility of emergency calls being mis-handled.

The impact on the Fiscal Year 2023 Proposed Operating Budget for this new position is \$72,000 (including salary and benefits).

Groton Fire Department

The Fiscal Year 2023 Proposed Operating Budget contains funding to add an additional full-time Firefighter/EMT to the Groton Fire Department, bringing the number to nine (9) full-time Firefighter/EMTs (plus the Fire Chief and Deputy Fire Chief). In both his Fiscal Year 2021 and Fiscal Year 2022 budget messages, Chief Steele McCurdy has stated that the Fire Department *“needs to continue its efforts to recruit on-call personnel, but simultaneously add career personnel at key times to best serve the community.”* In his FY 2022 Budget Message, Chief McCurdy stated that *“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 weekday 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 occurs, whether commercial or residential, such development 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." Contained with the Fire Department Budget is a detailed memorandum from the Fire Chief providing further justification for this request. During the Finance Team's Budget Deliberations, a request was made for the Fire Chief to provide even more information. Specifically, a summary outlining the objectives of the Fire Prevention/Risk Reduction efforts was requested. The major objectives of this new position are as follows:

- Commercial inspections/pre-plans from 35 to 80 or around 200 additional hours
- Doubling in home visits from 95 residents to 200
- Increasing student visits from 48 hours to 80 hours

The Groton Fire Department continually evaluates the effectiveness of its programs delivered to the community. Over the past 5 years, the Department has seen a steady decline in the education aspect of the Department with their efforts instead focusing on required inspections, emergency calls, training, and other preparedness measures. While the Department has focused more on code related inspections, they are still underperforming regular inspections for commercial businesses. Currently, the Department is only able to conduct between 30 and 35 business inspections per year. These are inspections that do not have permitted work, which creates a trigger for additional inspections. The realistic expectation for business inspections annually should be around 80. This number will vary year over year depending on businesses coming and going. These include the required quarterly inspections for certain medical facilities in Town. While these inspections serve to ensure the life safety of the occupants, a secondary benefit exists where firefighters can gain familiarity with the locations. This "pre-planning" of buildings allows fire personnel to anticipate the resources and procedures needed to meet specific incident priorities. While seemingly simple, this pre-incident planning is an entire process of gathering and evaluating information, developing procedures based on that information and ensuring the information remains current.

The Department needs to be doing more inspections and pre-plans. With only a small percentage of businesses getting inspected and pre-planned annually, the information the Department has currently has quickly become outdated. In order for the Department to effectively inspect, analyze and document businesses in Town, they should be spending around 320 hours on this activity. Currently, they are only able to safely allocate around 120 hours leaving many businesses uninspected for years. While the Fire Department can enforce codes through the Fire Prevention regulation and the Building Codes, the most effective method is to educate building owners and occupants on the codes and also the reasons why the codes are so important. By creating a positive partnership, the instances of code issues will be reduced over time. Another area of important is the S.A.F.E. (Student Awareness of Fire Education) program, which was initially developed in an effort to provide fire and life safety education to children in schools. Through the program, students are taught to recognize the dangers of fire and fire hazards. The program recognized the other high risk of injury or death due to fire related incidents and extended the program to include seniors. The Groton Fire Department has been teaching fire safety in Groton's schools for years and with the adoption of the Senior S.A.F.E program at the state level, the Department felt as though it was also important to provide fire safety education to the seniors in Groton. As supported by numerous sources of data, older adults are at the highest risk of becoming injured or killed in a fire incident. The age range of 55-74 accounted for 42% of the recorded fire deaths in 2019 according to the U.S. Fire Administration. One could argue that being elderly in itself may serve as a disadvantage in terms of fire risk. As a person ages, physical and mental abilities decline as do an individual's senses

and mobility. Older adults are more apt to unintentionally start fires and due to the combined factors stated above, are unable to effectively respond to an emergency. Nationally in 2019, the following point towards a significant risk to seniors:

- 51% of deaths due to fire were individuals ages 65-74
- Ages 75-84 accounted for an additional 32% of deaths (2.5 times higher than the population as a whole)

Through the Senior S.A.F.E program, the Groton Fire Department has been able to provide valuable community risk reduction education to many individuals within our senior population. The program is more than just filling out a questionnaire and making sure that the smoke detectors within the home of our seniors have batteries. Through interviews with each senior who signs up for the program, members of the Fire Department assess and advise the individual on home hazards. Members also go over the basics of what to do in the event that a detector goes off in the home, check placement and locations of these detection units as they are critical in notifying the individual of a threat, as well as means of egress and evacuation routes. Assessed are life safety hazards such as the following:

- Heating and limiting devices on stoves
- In-hood/stove fires
- Extinguishers
- Home oxygen use
- Electrical and heating dangers
- Trip and fall hazards
- Signs and symptoms of strokes, heart attacks and many other medical emergencies

The Department evaluates home heating systems whether it be via natural gas, propane, oil, wood or electric. Space heaters are a common threat if they are not properly placed and to UL (Underwriters Laboratory) standards. Often when visiting these seniors, members of the Department will be asked to check on other items pertaining to their safety in the event of a fire or other medical event. Senior S.A.F.E. is designed to create partnerships between older adults and the Fire Department. Whether the education is presented to school children or seniors the materials and supplies used are obtained through a grant program. By being able to reach out and go into the homes, the Fire Department is also able to develop a relationship with each person. It allows members of the Department to have a discussion about current medical issues that they may be experiencing which helps the Department in the event that they have to respond to that residence in an emergency. It also may provide a little bit of peace of mind for the senior when they are certainly experiencing stress in a time of need. The overall goal of the program is to reduce the injuries and loss of life and property due to fire and fire-related hazards.

Currently the Senior S.A.F.E program reaches approximately 95 residents each year in their homes as well as several hundred through various community events. With approximately 1,650 residents over the age of 65, the Department is not likely getting to many of the most vulnerable in Town. With the greater focus on the overall risk reduction, the Fire Department would be concentrating on doubling their home visits and community events to better protect the Town's senior population. The future needs of the program will likely be significant with the population of 50–59-year-old residents in town at 1,914. This will potentially create a significant increase in the needs of this demographic group creating added challenges for the department. We as a community need to be proactive and prepare for these future challenges.

The Fire Department's S.A.F.E. program focuses on creating positive, foundational fire and life safety behaviors. This program is evaluated in terms of student learning with pre and post instruction evaluations. S.A.F.E. teaches students life safety including everything from stop drop and roll, to identifying common home hazards and knowing safety exits. The Fire Department's S.A.F.E. Program is very important for all students. Due to COVID, the Town has new school aged children who did not receive their foundational fire safety classes. Educating the community is an important part of what the Fire Department does. Having additional dedicated time and personnel able to educate the Town's seniors and youth on important fire and life safety techniques and risk reduction measures would go a long way in meeting some of the Department's shortfalls in this important area. Currently the Department is only able to dedicate around 48 hours to S.A.F.E. education in the Town's schools. This number has dwindled from an average of 74 only 5 years ago due to the other requirements placed on the Department. This reduction underserves the students by removing large portions of the curriculum.

By adding an additional full-time Firefighter/EMT, the Department will be better able to serve the residents of Groton, especially the children and seniors. Not only are the risk reduction programs important, but it also will allow the Deputy Chief to fulfill the Department's risk reduction activities and other duties without being pulled away for emergency calls. These goals are attainable and will only serve to make the Town of Groton safer from a wide range of emergency situations. The impact on the Fiscal Year 2023 Proposed Operating Budget for this new position is \$102,000 (including salary and benefits).

Groton Council on Aging

In October, I received permission from the Select Board and Finance Committee to create a new position for the Council on Aging entitled Community Engagement Specialist. The purpose of this position is for enhanced community connection and to provide more programming and services to our residents. The Community Engagement Specialist will support the Council on Aging Director in the planning and management of all social, educational, recreational, fitness, volunteer programs and trips organized by the Council on Aging. The Community Engagement Specialist's main responsibility is to develop new programming opportunities while maintaining existing ones by identifying and engaging community partners in line with the mission/vision of the Council on Aging. The Department has filled this position and, while there was no impact in the Fiscal Year 2022 Operating Budget (saved wages from the unfilled Volunteer Coordinator's position), the Fiscal Year 2023 impact will be \$25,000.

In addition, the Fiscal Year 2023 Budget contains funding for a fifteen (15) hour per week Departmental Assistant. The Council on Aging is the only Department that serves the public that does not have this kind of support. The goal of the Council is to be a welcoming, friendly environment with excellent customer service dedicated to Groton's residents. This position will allow for that type of service. In her memorandum to me requesting this position, COA Director Ashley Shaheen stated the Department has witnessed a 58.9% increase of duplicated users and a 45.9% increase of unduplicated users over the last year. The Council on Aging will continue to offer programs in-person, hybrid, and virtually. This will require additional resources and expanded staff oversight. This position will allow the Director, Outreach Coordinator, and Community Engagement Specialist to execute the highest level of their job responsibilities in order to provide the optimal level of customer service, expanded program opportunities, and enhanced outreach to Groton's residents. The impact on the Fiscal Year 2023 Proposed Operating Budget for this new position is \$16,640.

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

<u>Category</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$ 2,169,373	\$ 2,213,654	\$ 44,281	2.04%
Land Use	\$ 431,839	\$ 439,430	\$ 7,591	1.76%
Protection of Persons and Property	\$ 4,362,268	\$ 4,531,048	\$ 168,779	3.87%
Department of Public Works	\$ 2,293,376	\$ 2,300,253	\$ 6,877	0.30%
Library and Citizen Services	\$ 1,715,760	\$ 1,847,700	\$ 131,940	7.69%
Employee Benefits	\$ 4,571,593	\$ 5,062,450	\$ 490,857	10.74%
Sub-Total	\$ 15,544,210	\$ 16,394,535	\$ 850,325	5.47%
Debt Service - Excluded	\$ 1,656,908	\$ 2,508,202	\$ 851,294	51.38%
Debt Service - In Levy Only	\$ 339,135	\$ 331,056	\$ (8,079)	-2.38%
Sub-Total - All Municipal	\$ 17,540,253	\$ 19,233,793	\$ 1,693,540	9.66%

Regional Schools Budgets

As I state every year, and this year is no different, 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. As is the case every year, the Groton Dunstable Regional School District is still developing their budget and will not have a final budget until sometime in early 2022. 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. As I am required to submit a balanced budget by December 31st, I have used the best information available to set aside a “placeholder” Assessment for the District. The District had established a five-year projection for their budgetary needs. In Fiscal Year 2023, the projection set an increase of 5.02%, or \$1,221,030. This is 81.7% of our anticipated new revenues. As the School District is approximately 56% of our total budget, providing this increase in Fiscal Year 2023 would require another level funding of the Municipal Operating Budget and leave very little available funds to negotiate with our various Unions. Dunstable faces a similar fate in Fiscal Year 2023. The School District, being an outstanding partner with the both Towns, is considering using some of their Excess and Deficiency Account to offset this increase. Preliminary consideration by the School District is for the use of \$600,000 in Excess and Deficiency funds for this purpose. This would reduce the Town of Groton’s increase to \$757,230, or 3.22%. This is also 50% of our anticipated new revenues and allows the Town to invest in the Municipal Budget in Fiscal Year 2023. For budget development, we are estimating that the District will use Excess and Deficiency Funds to balance their Fiscal Year 2023 Budget. 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 decreased from 46 to 45, not a significant change. Similar to the Groton Dunstable Regional School District, they have just begun their budget deliberations. I have spoken with School Superintendent Denise Pigeon and she recommends that I carry an increase of at least 2.5%. To that end, the proposed budget carries an increase of \$20,187, bringing the proposed Assessment to \$827,661. 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, 2022.

TOWN MANAGER'S PROPOSED FISCAL YEAR 2023 OPERATING BUDGET

The following is the total proposed Fiscal Year 2023 Operating Budget by the Town Manager (compared with Fiscal Year 2022):

<u>Category</u>	<u>FY 2022</u>		<u>FY 2023</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$	2,169,373	\$	2,213,654	\$ 44,281	2.04%
Land Use	\$	431,839	\$	439,430	\$ 7,591	1.76%
Protection of Persons and Property	\$	4,362,268	\$	4,531,048	\$ 168,779	3.87%
Department of Public Works	\$	2,293,376	\$	2,300,253	\$ 6,877	0.30%
Library and Citizen Services	\$	1,715,760	\$	1,847,700	\$ 131,940	7.69%
Employee Benefits	\$	4,571,593	\$	5,062,450	\$ 490,857	10.74%
Sub-Total	\$	15,544,210	\$	16,394,535	\$ 850,325	5.47%
Debt Service - Excluded	\$	1,656,908	\$	2,508,202	\$ 851,294	51.38%
Debt Service - In Levy Only	\$	339,135	\$	331,056	\$ (8,079)	-2.38%
Sub-Total - All Municipal	\$	17,540,253	\$	19,233,793	\$ 1,693,540	9.66%
Nashoba Tech	\$	807,474	\$	827,661	\$ 20,187	2.50%
Groton-Dunstable Operating	\$	23,481,350	\$	24,238,580	\$ 757,230	3.22%
Groton-Dunstable Excluded Debt	\$	485,426	\$	422,713	\$ (62,713)	-12.92%
Groton-Dunstable Debt	\$	56,358	\$	60,191	\$ 3,833	6.80%
Groton Dunstable Capital	\$	217,298	\$	553,411	\$ 336,113	154.68%
Sub-Total - Education	\$	25,047,906	\$	26,102,556	\$ 1,054,650	4.21%
Grand Total - Town Budget	\$	42,588,159	\$	45,336,349	\$ 2,748,190	6.45%

CAPITAL BUDGET

The Capital Budget will be submitted to the Select Board and Finance Committee under separate cover. The requested FY 2023 Capital Budget is \$13,697,564. The requested items and funding sources are as follows:

<u>Department</u>	<u>Item</u>	<u>Amount</u>	<u>Funding Source</u>
Highway	Pick-Up Trucks	\$ 40,000	Capital Asset
Highway	Intermediate Truck	\$ 75,000	Capital Asset
Highway	Dump Trucks	\$ 62,000	Capital Asset
Town Facilities	Municipal Buildings/Exterior Repairs	\$ 25,000	Capital Asset
Town Facilities	IT/Infrastructure/Computer Purchase	\$ 40,000	Free Cash
Transfer Station	Fork Lift/Mini Loader	\$ 60,000	Capital Asset
Library	Upgrade Fire Alarm System	\$ 50,000	Free Cash
Library	Upgrade Building Alarm System	\$ 15,000	Capital Asset
Library	Envelope Repairs	\$ 18,000	Capital Asset
Library	Replace Emergency Exit Doors	\$ 19,000	Capital Asset
Planning Board	Master Plan Update	\$ 100,000	Free Cash
Park Department	Property Improvements	\$ 25,000	Capital Asset
Police	Police Cruisers	\$ 104,000	Capital Asset
Police	Cameras/Key Card Access	\$ 25,000	Capital Asset
Police	Communications Towers	\$ 1,044,153	Grants
Country Club	Golf Carts	\$ 25,000	Capital Asset
Country Club	Pool Improvements	\$ 60,000	Capital Asset
Water	Water Meter Replacement Program	\$ 75,000	Water Revenue
Water	Whitney Treatment Plan Upgrade	\$ 10,082,000	Water Bond
Water	Whitney Pone - New Well	\$ 700,000	Water Bond
Sewer	Nod Road Pump Station	\$ 500,000	Grants
Regional School	Annual Regional School Capital	\$ 553,411	GDRSD Capital Fund
Total Requested		\$ 13,697,564	
<u>Funding Sources</u>			
Capital Asset Fund		\$ 553,000	
Grants		\$ 1,544,153	
Free Cash		\$ 190,000	
Water Revenue		\$ 75,000	
Water Bond		\$ 10,782,000	
GDRSD Capital Fund		\$ 553,411	
Total		\$ 13,697,564	

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 Stormwater Enterprise with the proposed Budget. 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 Budget, there is a slight increase of \$4,402, or 2.10% to cover the cost of administrative support. Regardless of that slight increase (and any impact Union Negotiations has on the budget), we will be recommending that the Stormwater Fee be the same as FY 2022 and be set at \$52 per improved parcel in Fiscal Year 2023.

The following is a breakdown of the proposed budgets for our Enterprise Funds:

Category	<u>FY 2022</u>		<u>FY 2023</u>		<u>Dollar Change</u>	<u>Percent Change</u>
Water Department	\$	1,404,564	\$	1,630,369	\$ 225,806	16.08%
Sewer Department	\$	798,860	\$	835,194	\$ 36,334	4.55%
Four Corners Sewer District	\$	68,769	\$	78,838	\$ 10,069	14.64%
Community Cable Department	\$	215,905	\$	218,217	\$ 2,312	1.07%
Stormwater Utility	\$	209,753	\$	214,155	\$ 4,402	2.10%
Total Enterprise Funds	\$	2,697,851	\$	2,976,773	\$ 278,923	10.34%

TAX IMPACT OF THE PROPOSED OPERATING BUDGET

The total Balanced Town Manager's Fiscal Year 2023 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$45,336,349, or an increase of 6.45%. This proposed balanced budget is at the anticipated FY 2023 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 \$49,133,881. The Fiscal Year 2022 Tax Rate has been certified at \$17.19. Based on the Proposed Balanced Budget, the estimated Tax Rate in Fiscal Year 2023 is \$17.97, or an increase of \$0.78. In Fiscal Year 2022, the average Tax Bill in the Town of Groton (based on a home valued at \$535,100) is \$9,198. Under this proposed balanced budget, that same homeowner can expect a tax bill of \$9,616, or an increase of \$417. The following chart shows a comparison between FY 2022 and FY 2023:

	<u>Actual FY 2022</u>	<u>Proposed FY 2023</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Levy Capacity Used*	\$ 34,157,624	\$ 35,269,414	\$ 1,111,790	3.25%
Tax Rate on Levy Capacity Used	\$ 16.18	\$ 16.59	\$ 0.41	2.53%
Average Tax Bill	\$ 8,658	\$ 8,877	\$ 219	2.53%
Excluded Debt	\$ 2,140,460	\$ 2,929,491	\$ 789,031	36.86%
Tax Rate on Excluded Debt	\$ 1.01	\$ 1.38	\$ 0.37	36.63%
Average Tax Bill	\$ 540	\$ 738	\$ 198	36.63%
Final Levy Used	\$ 36,298,084	\$ 38,198,905	\$ 1,900,821	5.24%
Final Tax Rate	\$ 17.19	\$ 17.97	\$ 0.78	4.54%
Average Tax Bill**	\$ 9,198	\$ 9,616	\$ 417	4.54%

*The FY 23 Levy includes FY 22 unexpended tax capacity of \$20,933 and \$15 million in New Growth.

**The annual growth in the average tax bill based on the Town Manager's Proposed Budget is 2.5%, however, the overall bill is increasing by an additional 2% due to the first year of a portion of the Florence Roche Elementary School Project.

FIVE YEAR PROJECTION

As is our practice, we have developed a Five-Year Projection for your review and consideration. The Town continues to face a structural deficit that, so far, we have been able to overcome without seeking an override of Proposition 2½ by reducing municipal spending and working closely each year with the Groton Dunstable Regional School District. The Five-Year Projection is based on the proposed increases in the Municipal Budget and the use of the Excess and Deficient Account by the Groton Dunstable Regional School District. We need to continue to examine our spending habits and look at ways to fund our operating expenses within the extremely limiting 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 \$731,000 and \$988,000 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, Michael Bouchard 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 Finance 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 2023 LEVY LIMIT CALCULATION

Revised: 12/20/2021

I. 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	\$	347,620	
D.	ADD FY 2022 OVERRIDE	\$	-	
E.	FY 2022 SUBTOTAL	\$	34,157,624	\$ 34,157,624
F.	FY 2022 LEVY CEILING	\$	49,501,872	FY 2022 LEVY LIMIT

II. TO CALCULATE THE FY 2023 LEVY LIMIT

A.	FY 2022 LEVY LIMIT	\$	34,157,624	
A1.	ADD AMENDED FY 2022 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	853,941	
C.	ADD FY 2023 NEW GROWTH	\$	257,850	
D.	ADD FY 2023 OVERRIDE			
E.	FY 2023 SUBTOTAL	\$	35,269,414	\$ 35,269,414
F.	FY 2023 LEVY CEILING	\$	49,501,872	FY 2023 LEVY LIMIT

Revised: 12/20/2021

TOWN OF GROTON, MASSACHUSETTS FY 2023 TOTAL TAX LEVY CALCULATION

FY 2023 LEVY LIMIT	\$	35,269,414
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	2,508,202
FY 2023 EXCLUDED BOND REDUCTION	\$	(1,424)
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	422,713
SUB-TOTAL - EXCLUSIONS	\$	2,929,491
TOTAL TAX LEVY	\$	38,198,905

Revised: 12/20/2021

**TOWN OF GROTON
FISCAL YEAR 2023
REVENUE ESTIMATES**

	BUDGETED FY 2022	ESTIMATED FY 2023	CHANGE
PROPERTY TAX REVENUE	\$ 34,157,624	\$ 35,269,414	\$ 1,111,791
DEBT EXCLUSIONS	\$ 2,140,460	\$ 2,929,491	\$ 789,031
CHERRY SHEET - STATE AID	\$ 1,014,099	\$ 1,014,099	\$ -
UNEXPENDED TAX CAPACITY	\$ 20,933	\$ -	\$ (20,933)
LOCAL RECEIPTS:			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,738,094	\$ 1,773,620	\$ 35,526
Meals Tax and Room Occupancy Tax	\$ 250,000	\$ 350,000	\$ 100,000
Penalties & Interest on Taxes	\$ 120,000	\$ 110,000	\$ (10,000)
Payments in Lieu of Taxes	\$ 265,000	\$ 300,000	\$ 35,000
Other Charges for Services	\$ 82,000	\$ 90,000	\$ 8,000
Fees	\$ 340,000	\$ 340,000	\$ -
Rentals	\$ 28,000	\$ 28,000	\$ -
Library Revenues	\$ -	\$ -	\$ -
Other Departmental Revenue	\$ 775,000	\$ 980,000	\$ 205,000
Licenses and Permits	\$ 300,000	\$ 300,000	\$ -
Fines and Forfeits	\$ 20,000	\$ 20,000	\$ -
Investment Income	\$ 40,000	\$ 50,000	\$ 10,000
Recreation Revenues	\$ 600,000	\$ 600,000	\$ -
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
Sub-total - General Revenue	\$ 4,558,094	\$ 4,941,620	\$ 383,526
Other Revenue:			
Free Cash	\$ 467,679	\$ 506,560	\$ 38,881
Capital Stabilization Fund for GDRSD	\$ 217,298	\$ 553,411	\$ 336,113
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 475,000	\$ 553,000	\$ 78,000
EMS/Conservation Fund Receipts Reserve	\$ 300,000	\$ -	\$ (300,000)
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Insurance Reimbursements	\$ -	\$ -	\$ -
Bond Surplus Transfer	\$ -	\$ 15,224	\$ 15,224
Coronavirus Recovery Funds	\$ 90,000	\$ 374,288	\$ 284,288
Sub-total - Other Revenue	\$ 1,549,977	\$ 2,002,483	\$ 452,506
WATER DEPARTMENT ENTERPRISE	\$ 1,404,564	\$ 1,630,369	\$ 225,806
SEWER DEPARTMENT ENTERPRISE	\$ 798,860	\$ 835,194	\$ 36,334
LOCAL ACCESS CABLE ENTERPRISE	\$ 215,905	\$ 218,217	\$ 2,312
FOUR CORNER SEWER ENTERPRISE	\$ 68,769	\$ 78,838	\$ 10,069
STORMWATER UTILITY ENTERPRISE	\$ 209,753	\$ 214,155	\$ 4,402
TOTAL ESTIMATED REVENUE	\$ 45,929,284	\$ 49,133,881	\$ 3,204,596

**TOWN OF GROTON
FISCAL YEAR 2023
TAX LEVY CALCULATIONS**

Revised: 12/20/2021

FY 2023 PROPOSED EXPENDITURES

TOWN MANAGER - Proposed Budget

General Government	\$	2,213,654
Land Use Departments	\$	439,430
Protection of Persons and Property	\$	4,531,048
Regional School Districts	\$	26,102,556
Department of Public Works	\$	2,300,253
Library and Citizen Services	\$	1,847,700
Debt Service	\$	2,839,258
Employee Benefits	\$	5,062,450

Sub-Total - Operating Budget	\$	45,336,349
-------------------------------------	-----------	-------------------

A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	45,336,349
B. CAPITAL BUDGET REQUESTS	\$	743,000
C. ENTERPRISE FUND REQUESTS	\$	2,685,109
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	\$	22,346
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	\$	122,346
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	97,077
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	150,000

TOTAL PROPOSED EXPENDITURES	\$	49,133,881
------------------------------------	-----------	-------------------

FY 2023 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY		
Levy Limit	\$	35,269,414
Debt Exclusion	\$	2,929,491
A. ESTIMATED TAX LEVY	\$	38,198,905
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	1,014,099
C. LOCAL RECEIPTS NOT ALLOCATED	\$	4,941,620
D. OFFSET RECEIPTS	\$	-
E. ENTERPRISE FUNDS	\$	2,976,773
F. COMMUNITY PRESERVATION FUNDS	\$	-
G. FREE CASH	\$	506,560
OTHER AVAILABLE FUNDS		
1. Stabilization Fund	\$	-
2. Capital Asset Fund	\$	553,000
3. GDRSD Capital Asset Fund	\$	553,411
4. EMS/Conservation Fund	\$	-
5. Bond Surplus Transfer	\$	15,224
6. Coronavirus Recovery Funds	\$	374,288
H. OTHER AVAILABLE FUNDS	\$	1,495,923
TOTAL ESTIMATED RECEIPTS	\$	49,133,881
FY 2023 SURPLUS/(DEFICIT)	\$	(0)

Revised: 12/20/2021

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

FISCAL YEAR 2023

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from IIe)	\$ 49,133,881.32
Ib.	Total estimated receipts and other revenue sources (from IIIe)	\$ 10,934,975.48
Ic.	Tax levy (Ia minus Ib)	\$ 38,198,905.84
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	94.3022%	\$ 36,022,426.20	\$ 2,004,265,680.00	\$ 17.97	\$ 36,022,426.20
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.8068%	\$ 1,454,172.07	\$ 80,909,241.00	\$ 17.97	\$ 1,454,172.07
NET OF EXEMPT					\$ -
INDUSTRIAL	0.6846%	\$ 261,517.98	\$ 14,550,700.00	\$ 17.97	\$ 261,517.98
SUBTOTAL	98.7937%		\$ 2,099,725,621.00		\$ 37,738,116.25
PERSONAL	1.2063%	\$ 460,789.59	\$ 25,638,050.00	\$ 17.97	\$ 460,789.59
TOTAL	100.0000%		\$ 2,125,363,671.00		\$ 38,198,905.84

TAX RATE RECAPITULATION GROTON

FISCAL YEAR 2023

II. AMOUNTS TO BE RAISED

II a. Appropriations		\$ 48,764,458
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	\$ 22,346	
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.		\$ 122,346
II c. State and County Cherry Sheet Charges		\$ 97,077
II d. Allowance for Abatements and Exemptions (overlay)		\$ 150,000
II e. TOTAL AMOUNT TO BE RAISED		\$ 49,133,881

III. Estimated Receipts and Other Revenue Sources

III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts	\$	1,014,099	
2. Massachusetts School Building Authority Payments	\$	-	
TOTAL III a.		\$	1,014,099

III b. Estimated Receipts - Local

1. Local Receipts Not Allocated	\$	4,941,620	
2. Offset Receipts	\$	-	
3. Enterprise Funds	\$	2,976,773	
4. Community Preservation Funds	\$	-	
5. Coronavirus Recovery Funds	\$	374,288	
TOTAL III b.		\$	8,292,681

III c. Revenue Sources Appropriated for Particular Purposes

1. Free Cash	\$	506,560	
2. Other Available Funds	\$	1,121,635	
TOTAL III c.		\$	1,628,195

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		\$	10,934,975
---	--	----	------------

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

a. Total Amount to be Raised		\$	49,133,881
b. Total Estimated Receipts and Other Revenue Sources	\$	10,934,975	
c. Total Real and Personal Property Tax Levy	\$	38,198,906	
d. Total Receipts from All Sources		\$	49,133,881

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2023

LOCAL RECEIPTS NOT ALLOCATED

		BUDGETED RECEIPTS FY 2021	ESTIMATED RECEIPTS FY 2022
1	MOTOR VEHICLE EXCISE	\$ 1,738,094	\$ 1,773,620
2	OTHER EXCISE	\$ 250,000	\$ 350,000
3	PENALTIES AND INTEREST ON TAXES	\$ 120,000	\$ 110,000
4	PAYMENTS IN LIEU OF TAXES	\$ 265,000	\$ 300,000
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	\$ 90,000
10	FEES	\$ 340,000	\$ 340,000
11	RENTAL	\$ 28,000	\$ 28,000
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$ -
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ -	\$ -
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$ -
15	DEPARTMENTAL REVENUE - RECREATION	\$ 600,000	\$ 600,000
16	OTHER DEPARTMENTAL REVENUE	\$ 775,000	\$ 980,000
17	LICENSES AND PERMITS	\$ 300,000	\$ 300,000
18	SPECIAL ASSESSMENTS	\$ -	\$ -
19	FINES AND FORFEITS	\$ 20,000	\$ 20,000
20	INVESTMENT INCOME	\$ 40,000	\$ 50,000
21	MISCELLANEOUS RECURRING	\$ -	\$ -
22	MISCELLANEOUS NON-RECURRING	\$ -	\$ -
	TOTAL	\$ 4,558,094	\$ 4,941,620

Revised: 12/20/2021

Operating Budget Comparison - Fiscal Year 2022 Vs. Fiscal Year 2023

<u>Category</u>		<u>FY 2022</u>		<u>FY 2023</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$	2,169,373	\$	2,213,654	\$	44,281	2.04%
Land Use	\$	431,839	\$	439,430	\$	7,591	1.76%
Protection of Persons and Property	\$	4,362,268	\$	4,531,048	\$	168,779	3.87%
Department of Public Works	\$	2,293,376	\$	2,300,253	\$	6,877	0.30%
Library and Citizen Services	\$	1,715,760	\$	1,847,700	\$	131,940	7.69%
Sub-Total - Wages and Expenses	\$	10,972,617	\$	11,332,085	\$	359,468	3.28%
Debt Service	\$	1,996,043	\$	2,839,258	\$	843,215	42.24%
Employee Benefits	\$	4,571,593	\$	5,062,450	\$	490,857	10.74%
Sub-Total - All Municipal	\$	17,540,253	\$	19,233,793	\$	1,693,540	9.66%
Nashoba Tech	\$	807,474	\$	827,661	\$	20,187	2.50%
Groton-Dunstable Operating	\$	23,481,350	\$	24,238,580	\$	757,230	3.22%
Groton-Dunstable Excluded Debt	\$	485,426	\$	422,713	\$	(62,713)	-12.92%
Groton-Dunstable Debt	\$	56,358	\$	60,191	\$	3,833	6.80%
Groton Dunstable Capital	\$	217,298	\$	553,411	\$	336,113	154.68%
Sub-Total - Education	\$	25,047,906	\$	26,102,556	\$	1,054,650	4.21%
Grand Total - Town Budget	\$	42,588,159	\$	45,336,349	\$	2,748,190	6.45%

Revised: 12/20/2021

Operating Budget Comparison - Fiscal Year 2022 Vs. Fiscal Year 2023

<u>Category</u>		<u>FY 2022</u>		<u>FY 2023</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$	2,169,373	\$	2,213,654	\$	44,281	2.04%
Land Use	\$	431,839	\$	439,430	\$	7,591	1.76%
Protection of Persons and Property	\$	4,362,268	\$	4,531,048	\$	168,779	3.87%
Department of Public Works	\$	2,293,376	\$	2,300,253	\$	6,877	0.30%
Library and Citizen Services	\$	1,715,760	\$	1,847,700	\$	131,940	7.69%
Employee Benefits	\$	4,571,593	\$	5,062,450	\$	490,857	10.74%
Sub-Total	\$	15,544,210	\$	16,394,535	\$	850,325	5.47%
Debt Service - Excluded	\$	1,656,908	\$	2,508,202	\$	851,294	51.38%
Debt Service - In Levy Only	\$	339,135	\$	331,056	\$	(8,079)	-2.38%
Sub-Total - All Municipal	\$	17,540,253	\$	19,233,793	\$	1,693,540	9.66%
Nashoba Tech	\$	807,474	\$	827,661	\$	20,187	2.50%
Groton-Dunstable Operating	\$	23,481,350	\$	24,238,580	\$	757,230	3.22%
Groton-Dunstable Excluded Debt	\$	485,426	\$	422,713	\$	(62,713)	-12.92%
Groton-Dunstable Debt	\$	56,358	\$	60,191	\$	3,833	6.80%
Groton Dunstable Capital	\$	217,298	\$	553,411	\$	336,113	154.68%
Sub-Total - Education	\$	25,047,906	\$	26,102,556	\$	1,054,650	4.21%
Grand Total - Town Budget	\$	42,588,159	\$	45,336,349	\$	2,748,190	6.45%

Revised: 12/20/2021

Operating Budget Comparison - Fiscal Year 2022 Vs. Fiscal Year 2023

<u>Category</u>		<u>FY 2022</u>		<u>FY 2023</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
Municipal Wages	\$	8,113,948	\$	8,357,754	\$	243,806	3.00%
Employee Benefits	\$	4,571,593	\$	5,062,450	\$	490,857	10.74%
Sub-Total - Wages and Benefits	\$	12,685,541	\$	13,420,204	\$	734,663	5.79%
Municipal Expenses	\$	2,858,669	\$	2,974,331	\$	115,662	4.05%
Sub-Total -	\$	15,544,210	\$	16,394,535	\$	850,325	5.47%
Debt Service - In-Levy Only	\$	339,135	\$	331,056	\$	(8,079)	-2.38%
Total - All Municipal	\$	15,883,345	\$	16,725,591	\$	842,246	5.30%
Nashoba Tech	\$	807,474	\$	827,661	\$	20,187	2.50%
Groton-Dunstable Operating	\$	23,481,350	\$	24,238,580	\$	757,230	3.22%
Groton-Dunstable Debt	\$	56,358	\$	60,191	\$	3,833	6.80%
.							
Sub-Total - Education	\$	24,345,182	\$	25,126,432	\$	781,250	3.21%
Grand Total - Town Budget	\$	40,228,527	\$	41,852,023	\$	1,623,496	4.04%

Revised: 12-20-2021

TOWN OF GROTON FISCAL YEAR 2023

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>GENERAL GOVERNMENT</u>								
MODERATOR								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	0.00%
1001	Expenses	\$ -	\$ -	\$ -	\$ 80	\$ 80	\$ 80	0.00%
DEPARTMENTAL TOTAL		\$ 65	\$ 65	\$ 65	\$ 145	\$ 145	\$ 145	0.00%
SELECT BOARD								
1020	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1022	Expenses	\$ 2,943	\$ 1,802	\$ 2,388	\$ 3,300	\$ 6,800	\$ 6,800	106.06%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1024	Minor Capital	\$ 25,689	\$ 25,633	\$ 25,556	\$ 25,683	\$ 25,800	\$ 25,800	-100.00%
DEPARTMENTAL TOTAL		\$ 28,632	\$ 27,435	\$ 27,944	\$ 28,983	\$ 32,600	\$ 32,600	12.48%
TOWN MANAGER								
1030	Salaries	\$ 211,362	\$ 227,980	\$ 235,880	\$ 227,220	\$ 227,960	\$ 227,960	0.33%
1031	Wages	\$ 112,660	\$ 120,450	\$ 124,977	\$ 115,172	\$ 114,323	\$ 114,323	-0.74%
1032	Expenses	\$ 9,117	\$ 9,784	\$ 8,322	\$ 14,600	\$ 12,100	\$ 12,100	-17.12%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 333,139	\$ 358,214	\$ 369,179	\$ 356,992	\$ 354,383	\$ 354,383	-0.73%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
FINANCE COMMITTEE								
1040	Expenses	\$ 210	\$ 210	\$ 210	\$ 215	\$ 215	\$ 215	0.00%
1041	Reserve Fund	\$ 66,965	\$ 49,400	\$ 64,500	\$ 150,000	\$ 150,000	\$ 150,000	0.00%
DEPARTMENTAL TOTAL		\$ 67,175	\$ 49,610	\$ 64,710	\$ 150,215	\$ 150,215	\$ 150,215	0.00%
TOWN ACCOUNTANT								
1050	Salaries	\$ 91,110	\$ 95,155	\$ 97,083	\$ 96,408	\$ 97,333	\$ 97,333	0.96%
1051	Wages	\$ 46,132	\$ 47,776	\$ 49,937	\$ 50,865	\$ 50,860	\$ 50,860	-0.01%
1052	Expenses	\$ 32,140	\$ 41,815	\$ 35,490	\$ 37,706	\$ 40,204	\$ 40,204	6.62%
DEPARTMENTAL TOTAL		\$ 169,382	\$ 184,746	\$ 182,510	\$ 184,979	\$ 188,397	\$ 188,397	1.85%
BOARD OF ASSESSORS								
1060	Salaries	\$ 75,676	\$ 78,580	\$ 85,584	\$ 81,200	\$ 82,000	\$ 82,000	0.99%
1061	Wages	\$ 52,596	\$ 62,550	\$ 53,466	\$ 61,763	\$ 62,995	\$ 62,995	1.99%
1062	Expenses	\$ 19,917	\$ 20,743	\$ 15,541	\$ 45,215	\$ 45,215	\$ 45,215	0.00%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 148,189	\$ 161,873	\$ 154,591	\$ 188,178	\$ 190,210	\$ 190,210	1.08%
TREASURER/TAX COLLECTOR								
1070	Salaries	\$ 88,286	\$ 91,700	\$ 91,700	\$ 138,138	\$ 134,173	\$ 134,173	-2.87%
1071	Wages	\$ 112,007	\$ 120,703	\$ 120,703	\$ 77,297	\$ 76,157	\$ 76,157	-1.47%
1072	Expenses	\$ 18,752	\$ 19,415	\$ 19,415	\$ 20,945	\$ 21,695	\$ 21,695	3.58%
1073	Tax Title	\$ 2,048	\$ 647	\$ 647	\$ 5,725	\$ 7,100	\$ 7,100	24.02%
1074	Bond Cost	\$ 2,550	\$ 1,050	\$ 1,050	\$ 3,300	\$ 4,300	\$ 2,300	-30.30%
DEPARTMENTAL TOTAL		\$ 223,643	\$ 233,515	\$ 233,515	\$ 245,405	\$ 243,425	\$ 241,425	-1.62%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
TOWN COUNSEL								
1080	Expenses	\$ 146,553	\$ 77,338	\$ 85,217	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
	DEPARTMENTAL TOTAL	\$ 146,553	\$ 77,338	\$ 85,217	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
HUMAN RESOURCES								
1090	Salary	\$ 79,225	\$ 82,673	\$ 84,313	\$ 82,822	\$ 83,638	\$ 83,638	0.99%
1091	Expenses	\$ 9,917	\$ 9,547	\$ 9,107	\$ 10,000	\$ 11,400	\$ 11,400	14.00%
	DEPARTMENTAL TOTAL	\$ 89,142	\$ 92,220	\$ 93,420	\$ 92,822	\$ 95,038	\$ 95,038	2.39%
INFORMATION TECHNOLOGY								
1100	Salary	\$ 109,880	\$ 114,722	\$ 117,003	\$ 115,193	\$ 116,328	\$ 116,328	0.99%
1101	Wages	\$ 56,462	\$ 59,031	\$ 61,116	\$ 62,338	\$ 58,882	\$ 58,882	-5.54%
1102	Expenses	\$ 15,037	\$ 20,552	\$ 20,592	\$ 22,800	\$ 22,800	\$ 22,800	0.00%
	DEPARTMENTAL TOTAL	\$ 181,379	\$ 194,305	\$ 198,711	\$ 200,331	\$ 198,010	\$ 198,010	-1.16%
GIS STEERING COMMITTEE								
1120	Expenses	\$ 12,261	\$ 14,675	\$ 16,000	\$ 10,800	\$ 10,800	\$ 10,800	0.00%
	DEPARTMENTAL TOTAL	\$ 12,261	\$ 14,675	\$ 16,000	\$ 10,800	\$ 10,800	\$ 10,800	0.00%
TOWN CLERK								
1130	Salaries	\$ 84,732	\$ 88,080	\$ 92,073	\$ 90,853	\$ 91,748	\$ 91,748	0.99%
1131	Wages	\$ 61,568	\$ 61,051	\$ 69,491	\$ 65,205	\$ 71,084	\$ 71,084	9.02%
1132	Expenses	\$ 10,199	\$ 10,458	\$ 9,951	\$ 9,867	\$ 11,020	\$ 9,867	0.00%
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 156,499	\$ 159,589	\$ 171,515	\$ 165,925	\$ 173,852	\$ 172,699	4.08%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
ELECTIONS & BOARD OF REGISTRARS								
1140	Stipend	\$ 13,159	\$ 6,082	\$ 16,356	\$ 6,336	\$ 26,195	\$ 21,795	243.99%
1141	Expenses	\$ 16,439	\$ 8,692	\$ 11,280	\$ 7,912	\$ 13,037	\$ 12,437	57.19%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 29,598	\$ 14,774	\$ 27,636	\$ 14,248	\$ 39,232	\$ 34,232	140.26%
STREET LISTINGS								
1150	Expenses	\$ 3,834	\$ 3,900	\$ 4,706	\$ 4,850	\$ 5,000	\$ 5,000	3.09%
DEPARTMENTAL TOTAL		\$ 3,834	\$ 3,900	\$ 4,706	\$ 4,850	\$ 5,000	\$ 5,000	3.09%
INSURANCE & BONDING								
1160	Insurance & Bonding	\$ 209,457	\$ 226,650	\$ 243,885	\$ 290,000	\$ 300,000	\$ 300,000	3.45%
1161	Insurance Deductible Reserve - Liability	\$ 6,128	\$ 3,220	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	0.00%
1162	Insurance Deductible Reserve - 111F	\$ 36,521	\$ 6,416	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
DEPARTMENTAL TOTAL		\$ 252,106	\$ 236,286	\$ 255,885	\$ 327,000	\$ 337,000	\$ 337,000	3.06%
TOWN REPORT								
1170	Expenses	\$ 1,424	\$ 1,464	\$ 1,416	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
DEPARTMENTAL TOTAL		\$ 1,424	\$ 1,464	\$ 1,416	\$ 1,500	\$ 1,500	\$ 1,500	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
POSTAGE/TOWN HALL EXPENSES								
1180	Expenses	\$ 54,929	\$ 44,276	\$ 53,942	\$ 60,000	\$ 65,000	\$ 65,000	8.33%
1181	Telephone Expenses	\$ 24,494	\$ 25,244	\$ 24,034	\$ 30,000	\$ 30,000	\$ 30,000	0.00%
1182	Office Supplies	\$ 15,385	\$ 12,048	\$ 12,837	\$ 17,000	\$ 17,000	\$ 17,000	0.00%
<hr/>								
DEPARTMENTAL TOTAL		\$ 94,808	\$ 81,568	\$ 90,813	\$ 107,000	\$ 112,000	\$ 112,000	4.67%
<hr/>								
TOTAL GENERAL GOVERNMENT		\$ 1,937,829	\$ 1,891,577	\$ 1,977,833	\$ 2,169,373	\$ 2,221,807	\$ 2,213,654	2.04%
<hr/>								
<u>LAND USE DEPARTMENTS</u>								
CONSERVATION COMMISSION								
1200	Salary	\$ 60,752	\$ 66,686	\$ 70,278	\$ 69,481	\$ 70,165	\$ 70,165	0.98%
1201	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1202	Expenses	\$ 6,748	\$ 8,556	\$ 7,196	\$ 7,350	\$ 8,936	\$ 7,565	2.93%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>								
DEPARTMENTAL TOTAL		\$ 67,500	\$ 75,242	\$ 77,474	\$ 76,831	\$ 79,101	\$ 77,730	1.17%
<hr/>								
PLANNING BOARD								
1210	Salaries	\$ 80,549	\$ 83,043	\$ 85,519	\$ 84,016	\$ 84,843	\$ 84,843	0.98%
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1212	Expenses	\$ 7,662	\$ 11,159	\$ 5,540	\$ 8,650	\$ 9,950	\$ 9,950	15.03%
1213	M.R.P.C. Assessment	\$ 3,575	\$ 3,664	\$ 3,755	\$ 3,850	\$ 4,000	\$ 4,000	3.90%
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>								
DEPARTMENTAL TOTAL		\$ 91,786	\$ 97,866	\$ 94,814	\$ 96,516	\$ 98,793	\$ 98,793	2.36%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
ZONING BOARD OF APPEALS								
1220 Wages		\$ 19,567	\$ 20,798	\$ 20,524	\$ -	\$ -	\$ -	0.00%
1221 Expenses		\$ 1,100	\$ 920	\$ 484	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
DEPARTMENTAL TOTAL		\$ 20,667	\$ 21,718	\$ 21,008	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
HISTORIC DISTRICTS COMMISSION								
1230 Wages		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1231 Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
BUILDING INSPECTOR								
1240 Salaries		\$ 88,286	\$ 115,869	\$ 118,522	\$ 93,380	\$ 94,300	\$ 94,300	0.99%
1241 Wages		\$ 57,086	\$ 52,486	\$ 55,788	\$ 56,503	\$ 56,501	\$ 56,501	0.00%
1242 Expenses		\$ 1,951	\$ 936	\$ 3,700	\$ 3,500	\$ 3,700	\$ 3,700	5.71%
1243 Minor Capital		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 147,323	\$ 169,291	\$ 178,010	\$ 153,383	\$ 154,501	\$ 154,501	0.73%
MECHANICAL INSPECTOR								
1250 Fee Salaries		\$ 35,160	\$ 28,890	\$ 38,620	\$ 30,000	\$ 39,000	\$ 39,000	30.00%
1251 Expenses		\$ 3,236	\$ 3,207	\$ 2,838	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
DEPARTMENTAL TOTAL		\$ 38,396	\$ 32,097	\$ 41,458	\$ 34,000	\$ 43,000	\$ 43,000	26.47%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
EARTH REMOVAL INSPECTOR								
1260	Stipend	\$ 1,500	\$ 1,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
1261	Expenses	\$ 72	\$ -	\$ -	\$ 100	\$ 200	\$ 200	100.00%
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 1,572	\$ 1,500	\$ 2,500	\$ 2,600	\$ 2,700	\$ 2,700	3.85%
BOARD OF HEALTH								
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1271	Expenses	\$ 295	\$ 465	\$ 830	\$ 1,575	\$ 1,575	\$ 1,575	0.00%
1272	Nursing Services	\$ -	\$ -	\$ -	\$ 13,767	\$ 14,455	\$ 14,455	5.00%
1273	Nashoba Health District	\$ 45,951	\$ 47,849	\$ 41,841	\$ 30,167	\$ 31,675	\$ 31,675	5.00%
1274	Mental Health	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	100.00%
1275	Eng/Consult/Landfill Monitoring	\$ 9,490	\$ 6,713	\$ 11,233	\$ 10,200	\$ 10,200	\$ 10,200	0.00%
DEPARTMENTAL TOTAL		\$ 63,736	\$ 63,026	\$ 61,904	\$ 63,709	\$ 65,905	\$ 57,905	-9.11%
SEALER OF WEIGHTS & MEASURES								
1280	Fee Salaries	\$ 1,620	\$ 2,260	\$ 300	\$ 3,200	\$ 3,200	\$ 3,200	0.00%
1281	Expenses	\$ 100	\$ -	\$ -	\$ 100	\$ 100	\$ 100	0.00%
DEPARTMENTAL TOTAL		\$ 1,720	\$ 2,260	\$ 300	\$ 3,300	\$ 3,300	\$ 3,300	0.00%
TOTAL LAND USE DEPARTMENTS		\$ 432,700	\$ 463,000	\$ 477,468	\$ 431,839	\$ 448,801	\$ 439,430	1.76%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>PROTECTION OF PERSONS AND PROPERTY</u>								
POLICE DEPARTMENT								
1300	Salaries	\$ 320,115	\$ 343,223	\$ 200,207	\$ 269,791	\$ 271,906	\$ 271,906	0.78%
1301	Wages	\$ 1,743,279	\$ 1,833,948	\$ 1,952,786	\$ 1,981,381	\$ 1,965,660	\$ 1,965,660	-0.79%
1302	Expenses	\$ 198,083	\$ 142,069	\$ 177,093	\$ 212,200	\$ 217,450	\$ 214,450	1.06%
1303	Lease or Purchase of Cruisers	\$ 3,960	\$ 3,960	\$ 4,920	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 17,483	\$ 7,150	\$ 19,966	\$ 11,000	\$ 20,702	\$ 11,000	0.00%
DEPARTMENTAL TOTAL		\$ 2,282,920	\$ 2,330,350	\$ 2,354,972	\$ 2,479,372	\$ 2,480,718	\$ 2,468,016	-0.46%
FIRE DEPARTMENT								
1310	Salaries	\$ 117,048	\$ 184,836	\$ 235,000	\$ 238,928	\$ 253,900	\$ 253,900	6.27%
1311	Wages	\$ 880,306	\$ 903,135	\$ 929,402	\$ 997,894	\$ 1,080,469	\$ 1,080,469	8.27%
1312	Expenses	\$ 183,756	\$ 168,346	\$ 174,567	\$ 161,682	\$ 192,700	\$ 192,700	19.18%
DEPARTMENTAL TOTAL		\$ 1,181,110	\$ 1,256,317	\$ 1,338,969	\$ 1,398,504	\$ 1,527,069	\$ 1,527,069	9.19%
GROTON WATER FIRE PROTECTION								
1320	West Groton Water District	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ 1	0.00%
1321	Groton Water Department	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ 1	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ -	\$ 2	\$ 2	\$ 2	0.00%
ANIMAL INSPECTOR								
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1331	Expenses	\$ -	\$ -	\$ 125	\$ 400	\$ 400	\$ 400	0.00%
DEPARTMENTAL TOTAL		\$ 2,082	\$ 2,082	\$ 2,207	\$ 2,482	\$ 2,482	\$ 2,482	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
ANIMAL CONTROL OFFICER								
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1341	Expenses	\$ -	\$ -	\$ 125	\$ 400	\$ 400	\$ 400	0.00%
DEPARTMENTAL TOTAL		\$ 2,082	\$ 2,082	\$ 2,207	\$ 2,482	\$ 2,482	\$ 2,482	0.00%
EMERGENCY MANAGEMENT AGENCY								
1350	Salary	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
1351	Expenses	\$ 8,755	\$ 6,068	\$ 12,500	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 8,755	\$ 10,068	\$ 16,500	\$ 14,000	\$ 14,000	\$ 14,000	0.00%
DOG OFFICER								
1360	Salary	\$ 15,000	\$ 15,000	\$ 14,503	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
1361	Expenses	\$ 2,796	\$ 2,597	\$ 3,997	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
DEPARTMENTAL TOTAL		\$ 17,796	\$ 17,597	\$ 18,500	\$ 18,000	\$ 18,000	\$ 18,000	0.00%
POLICE & FIRE COMMUNICATIONS								
1370	Wages	\$ 353,427	\$ 337,559	\$ 409,095	\$ 423,552	\$ 475,122	\$ 475,122	12.18%
1371	Expenses	\$ 17,840	\$ 2,706	\$ 9,364	\$ 23,875	\$ 23,875	\$ 23,875	0.00%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 371,267	\$ 340,265	\$ 418,459	\$ 447,427	\$ 498,997	\$ 498,997	11.53%
TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 3,866,012	\$ 3,958,761	\$ 4,151,814	\$ 4,362,268	\$ 4,543,750	\$ 4,531,048	3.87%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>REGIONAL SCHOOL DISTRICT BUDGETS</u>								
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL								
1400	Operating Expenses	\$ 557,295	\$ 728,802	\$ 688,273	\$ 807,474	\$ 827,661	\$ 827,661	2.50%
DEPARTMENTAL TOTAL		\$ 557,295	\$ 728,802	\$ 688,273	\$ 807,474	\$ 827,661	\$ 827,661	2.50%
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT								
1410	Operating Expenses	\$ 21,512,094	\$ 22,063,256	\$ 22,727,239	\$ 23,481,350	\$ 24,702,380	\$ 24,238,580	3.22%
1411	Debt Service, Excluded	\$ -	\$ -	\$ -	\$ 485,426	\$ 422,713	\$ 422,713	-12.92%
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ -	\$ 56,358	\$ 60,191	\$ 60,191	6.80%
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1414	Capital Assessment	\$ -	\$ 459,647	\$ 265,172	\$ 217,298	\$ 553,411	\$ 553,411	154.68%
DEPARTMENTAL TOTAL		\$ 21,512,094	\$ 22,522,903	\$ 22,992,411	\$ 24,240,432	\$ 25,738,695	\$ 25,274,895	4.27%
TOTAL SCHOOLS		\$ 22,069,389	\$ 23,251,705	\$ 23,680,684	\$ 25,047,906	\$ 26,566,356	\$ 26,102,556	4.21%
<u>DEPARTMENT OF PUBLIC WORKS</u>								
HIGHWAY DEPARTMENT								
1500	Salaries	\$ 108,713	\$ 112,891	\$ 115,659	\$ 113,877	\$ 114,984	\$ 114,984	0.97%
1501	Wages	\$ 680,881	\$ 684,021	\$ 646,439	\$ 726,364	\$ 715,295	\$ 715,295	-1.52%
1502	Expenses	\$ 136,024	\$ 132,550	\$ 125,643	\$ 136,900	\$ 136,900	\$ 136,900	0.00%
1503	Highway Maintenance	\$ 107,486	\$ 56,304	\$ 54,076	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	0.00%
DEPARTMENTAL TOTAL		\$ 1,033,104	\$ 985,766	\$ 941,817	\$ 1,067,141	\$ 1,077,179	\$ 1,077,179	0.94%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
STREET LIGHTS								
1510	Expenses	\$ 7,758	\$ 12,165	\$ 12,204	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
DEPARTMENTAL TOTAL		\$ 7,758	\$ 12,165	\$ 12,204	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
SNOW AND ICE								
1520	Expenses	\$ 172,169	\$ 148,927	\$ 137,133	\$ 165,000	\$ 165,000	\$ 165,000	0.00%
1521	Overtime	\$ 160,886	\$ 220,790	\$ 195,333	\$ 140,000	\$ 140,000	\$ 140,000	0.00%
1522	Hired Equipment	\$ 71,529	\$ 75,071	\$ 82,973	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
DEPARTMENTAL TOTAL		\$ 404,584	\$ 444,788	\$ 415,439	\$ 340,000	\$ 340,000	\$ 340,000	0.00%
TREE WARDEN BUDGET								
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1531	Expenses	\$ 998	\$ 374	\$ 613	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
1532	Trees	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
1533	Tree Work	\$ 5,509	\$ 11,500	\$ 8,800	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
DEPARTMENTAL TOTAL		\$ 6,507	\$ 11,874	\$ 9,413	\$ 14,500	\$ 14,500	\$ 14,500	0.00%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE								
1540	Wages	\$ 134,513	\$ 144,189	\$ 150,647	\$ 149,751	\$ 153,132	\$ 153,132	2.26%
1541	Expenses	\$ 269,507	\$ 256,829	\$ 275,040	\$ 270,950	\$ 270,950	\$ 270,950	0.00%
1542	Minor Capital	\$ 19,999	\$ 20,000	\$ 19,856	\$ 10,000	\$ 20,000	\$ 10,000	0.00%
DEPARTMENTAL TOTAL		\$ 424,019	\$ 421,018	\$ 445,543	\$ 430,701	\$ 444,082	\$ 434,082	0.78%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
SOLID WASTE DISPOSAL								
1550	Wages	\$ 129,746	\$ 134,303	\$ 138,484	\$ 142,722	\$ 145,394	\$ 145,394	1.87%
1551	Expenses	\$ 43,837	\$ 38,726	\$ 40,596	\$ 45,686	\$ 45,686	\$ 45,686	0.00%
1552	Tipping Fees	\$ 130,000	\$ 135,159	\$ 155,101	\$ 150,000	\$ 150,000	\$ 145,000	-3.33%
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%
1554	Minor Capital	\$ 10,000	\$ 4,500	\$ 6,775	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
DEPARTMENTAL TOTAL		\$ 319,433	\$ 318,538	\$ 346,806	\$ 349,258	\$ 351,930	\$ 346,930	-0.67%
PARKS DEPARTMENT								
1560	Wages	\$ -	\$ -	\$ -	\$ 21,017	\$ 16,803	\$ 16,803	0.00%
1561	Expenses	\$ 65,759	\$ 30,452	\$ 42,793	\$ 55,759	\$ 55,759	\$ 55,759	0.00%
DEPARTMENTAL TOTAL		\$ 65,759	\$ 30,452	\$ 42,793	\$ 76,776	\$ 72,562	\$ 72,562	-5.49%
TOTAL DEPARTMENT OF PUBLIC WORKS		\$ 2,261,164	\$ 2,224,601	\$ 2,214,015	\$ 2,293,376	\$ 2,315,253	\$ 2,300,253	0.30%
<u>LIBRARY AND CITIZEN SERVICES</u>								
COUNCIL ON AGING								
1600	Salaries	\$ 76,834	\$ 77,802	\$ 88,447	\$ 80,747	\$ 81,600	\$ 81,600	1.06%
1601	Wages	\$ 64,866	\$ 67,975	\$ 72,037	\$ 72,429	\$ 116,760	\$ 116,760	61.21%
1602	Expenses	\$ 8,117	\$ 5,701	\$ 8,656	\$ 8,454	\$ 11,054	\$ 11,054	30.75%
1603	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DEPARTMENTAL TOTAL		\$ 149,817	\$ 151,478	\$ 169,140	\$ 161,630	\$ 209,414	\$ 209,414	29.56%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
SENIOR CENTER VAN								
1610	Wages	\$ 48,391	\$ 43,631	\$ 37,842	\$ 52,824	\$ 52,521	\$ 52,521	-0.57%
1611	Expenses	\$ 8,268	\$ 6,723	\$ 5,126	\$ 12,673	\$ 16,673	\$ 13,673	7.89%
DEPARTMENTAL TOTAL		\$ 56,659	\$ 50,354	\$ 42,968	\$ 65,497	\$ 69,194	\$ 66,194	1.06%
VETERAN'S SERVICE OFFICER								
1620	Salary	\$ 5,000	\$ 4,615	\$ 5,000	\$ 6,200	\$ 6,000	\$ 6,000	-3.23%
1621	Expenses	\$ 514	\$ 69	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	0.00%
1622	Veterans' Benefits	\$ 39,373	\$ 38,137	\$ 24,009	\$ 37,000	\$ 37,000	\$ 30,000	-18.92%
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENT TOTAL		\$ 44,887	\$ 42,821	\$ 29,009	\$ 44,300	\$ 44,100	\$ 37,100	-16.25%
GRAVES REGISTRATION								
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%
1631	Expenses	\$ 756	\$ 760	\$ 760	\$ 760	\$ 760	\$ 760	0.00%
DEPARTMENTAL TOTAL		\$ 1,006	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	0.00%
CARE OF VETERAN GRAVES								
1640	Contract Expenses	\$ 1,550	\$ -	\$ 1,550	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
DEPARTMENTAL TOTAL		\$ 1,550	\$ -	\$ 1,550	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
OLD BURYING GROUND COMMITTEE								
1650	Expenses	\$ -	\$ -	\$ -	\$ 800	\$ 800	\$ 800	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ -	\$ 800	\$ 800	\$ 800	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
LIBRARY								
1660	Salary	\$ 380,525	\$ 396,760	\$ 418,095	\$ 412,593	\$ 410,455	\$ 410,455	-0.52%
1661	Wages	\$ 304,798	\$ 275,513	\$ 267,060	\$ 334,389	\$ 330,093	\$ 330,093	-1.28%
1662	Expenses	\$ 198,474	\$ 153,507	\$ 123,040	\$ 205,304	\$ 217,697	\$ 217,697	6.04%
1663	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL								
		\$ 883,797	\$ 825,780	\$ 808,195	\$ 952,286	\$ 958,245	\$ 958,245	0.63%
COMMEMORATIONS & CELEBRATIONS								
1670	Expenses	\$ 500	\$ -	\$ 86	\$ 500	\$ 500	\$ 500	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL								
		\$ 500	\$ -	\$ 86	\$ 500	\$ 500	\$ 500	0.00%
WATER SAFETY								
1680	Wages	\$ 2,966	\$ 1,900	\$ 932	\$ 4,200	\$ 4,418	\$ 4,418	5.19%
1681	Expenses and Minor Capital	\$ 25,766	\$ 17,520	\$ 5,304	\$ 2,732	\$ 32,907	\$ 2,907	6.41%
1682	Property Maint. & Improvements	\$ 7,695	\$ -	\$ 2,900	\$ 9,000	\$ 9,000	\$ 9,000	0.00%
DEPARTMENTAL TOTAL								
		\$ 36,427	\$ 19,420	\$ 9,136	\$ 15,932	\$ 46,325	\$ 16,325	2.47%
WEED MANAGEMENT								
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 6,370	\$ 2,497	\$ 17,566	\$ 22,000	\$ 22,000	\$ 22,000	0.00%
1692	Expenses: Great Lakes	\$ 2,385	\$ -	\$ 50	\$ 2,385	\$ 12,385	\$ 12,385	419.29%
DEPARTMENTAL TOTAL								
		\$ 8,755	\$ 2,497	\$ 17,616	\$ 24,385	\$ 34,385	\$ 34,385	41.01%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
GROTON COUNTRY CLUB								
1700	Salary	\$ 150,373	\$ 157,092	\$ 161,609	\$ 161,920	\$ 166,977	\$ 166,977	3.12%
1701	Wages	\$ 119,626	\$ 119,899	\$ 118,025	\$ 150,000	\$ 193,000	\$ 193,000	28.67%
1702	Expenses	\$ 150,837	\$ 133,953	\$ 163,421	\$ 136,000	\$ 162,250	\$ 162,250	19.30%
1703	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<hr/>								
DEPARTMENTAL TOTAL		\$ 420,836	\$ 410,944	\$ 443,055	\$ 447,920	\$ 522,227	\$ 522,227	16.59%
<hr/>								
TOTAL LIBRARY AND CITIZEN SERVICES		\$ 1,604,234	\$ 1,504,304	\$ 1,521,765	\$ 1,715,760	\$ 1,887,700	\$ 1,847,700	7.69%
 <u>DEBT SERVICE</u>								
<hr/>								
DEBT SERVICE								
2000	Long Term Debt - Principal Excluded	\$ 722,250	\$ 1,054,090	\$ 1,154,393	\$ 1,070,000	\$ 1,300,000	\$ 1,300,000	21.50%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ -	\$ 159,154	\$ 158,786	\$ 158,786	-0.23%
2002	Long Term Debt - Interest - Excluded	\$ 325,402	\$ 454,453	\$ 598,828	\$ 586,908	\$ 1,208,202	\$ 1,208,202	105.86%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ -	\$ 88,007	\$ 82,021	\$ 82,021	-6.80%
2004	Short Term Debt - Principal - Town	\$ -	\$ -	\$ -	\$ 85,174	\$ 85,174	\$ 85,174	0.00%
2005	Short Term Debt - Interest - Town	\$ 100,885	\$ 95,648	\$ 8,958	\$ 6,800	\$ 5,075	\$ 5,075	-25.37%
<hr/>								
DEPARTMENTAL TOTAL		\$ 1,148,537	\$ 1,604,191	\$ 1,762,179	\$ 1,996,043	\$ 2,839,258	\$ 2,839,258	42.24%
<hr/>								
TOTAL DEBT SERVICE		\$ 1,148,537	\$ 1,604,191	\$ 1,762,179	\$ 1,996,043	\$ 2,839,258	\$ 2,839,258	42.24%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>EMPLOYEE BENEFITS</u>								
EMPLOYEE BENEFITS								
GENERAL BENEFITS								
3000	County Retirement	\$ 2,081,699	\$ 1,973,053	\$ 2,090,289	\$ 2,385,255	\$ 2,538,910	\$ 2,538,910	6.44%
3001	OPEB Unfunded Liability	\$ 100,000	\$ 169,000	\$ 177,094	\$ 177,094	\$ 187,553	\$ 187,553	5.91%
3002	Unemployment	\$ 2,585	\$ 1,960	\$ 10,008	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
INSURANCE								
3010	Health Insurance/Employee Expenses	\$ 1,408,012	\$ 1,578,803	\$ 1,723,423	\$ 1,860,544	\$ 2,183,767	\$ 2,183,767	17.37%
3011	Life Insurance	\$ 3,293	\$ 3,629	\$ 3,598	\$ 3,700	\$ 3,820	\$ 3,820	3.24%
3012	Medicare/Social Security	\$ 123,246	\$ 130,034	\$ 132,408	\$ 135,000	\$ 138,400	\$ 138,400	2.52%
<hr/>								
DEPARTMENTAL TOTAL		\$ 3,718,835	\$ 3,856,479	\$ 4,136,820	\$ 4,571,593	\$ 5,062,450	\$ 5,062,450	10.74%
TOTAL EMPLOYEE BENEFITS		\$ 3,718,835	\$ 3,856,479	\$ 4,136,820	\$ 4,571,593	\$ 5,062,450	\$ 5,062,450	10.74%
GRAND TOTAL - TOWN BUDGET		\$ 37,038,700	\$ 38,754,618	\$ 39,922,578	\$ 42,588,159	\$ 45,885,375	\$ 45,336,349	6.45%

**TOWN OF GROTON
FISCAL YEAR 2023
TAX IMPACT BY INDIVIDUAL DEPARTMENTS**

Revised: 12/20/2021

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
<u>GENERAL GOVERNMENT</u>				
MODERATOR				
1000	Salaries	\$ 65	\$ 0.01	0.00%
1001	Expenses	\$ 80	\$ 0.02	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 145	\$ 0.03	0.00%
BOARD OF SELECTMEN				
1020	Salaries	\$ -	\$ -	0.00%
1021	Wages	\$ -	\$ -	0.00%
1022	Expenses	\$ 6,800	\$ 1.41	0.01%
1023	Engineering/Consultant	\$ -	\$ -	0.00%
1024	Minor Capital	\$ 25,800	\$ 5.34	0.06%
<hr/>				
DEPARTMENTAL TOTAL		\$ 32,600	\$ 6.75	0.07%
TOWN MANAGER				
1030	Salaries	\$ 227,960	\$ 47.19	0.49%
1031	Wages	\$ 114,323	\$ 23.67	0.25%
1032	Expenses	\$ 12,100	\$ 2.50	0.03%
1033	Engineering/Consultant	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 354,383	\$ 73.37	0.76%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
FINANCE COMMITTEE				
1040	Expenses	\$ 215	\$ 0.04	0.00%
1041	Reserve Fund	\$ 150,000	\$ 31.05	0.32%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 150,215	\$ 31.10	0.32%
TOWN ACCOUNTANT				
1050	Salaries	\$ 97,333	\$ 20.15	0.21%
1051	Wages	\$ 50,860	\$ 10.53	0.11%
1052	Expenses	\$ 40,204	\$ 8.32	0.09%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 188,397	\$ 39.00	0.41%
BOARD OF ASSESSORS				
1060	Salaries	\$ 82,000	\$ 16.98	0.18%
1061	Wages	\$ 62,995	\$ 13.04	0.14%
1062	Expenses	\$ 45,215	\$ 9.36	0.10%
1063	Legal Expense	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 190,210	\$ 39.38	0.41%
TREASURER/TAX COLLECTOR				
1070	Salaries	\$ 134,173	\$ 27.78	0.29%
1071	Wages	\$ 76,157	\$ 15.77	0.16%
1072	Expenses	\$ 21,695	\$ 4.49	0.05%
1073	Tax Title	\$ 7,100	\$ 1.47	0.02%
1074	Bond Cost	\$ 2,300	\$ 0.48	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 241,425	\$ 49.98	0.52%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
TOWN COUNSEL				
1080	Expenses	\$ 90,000	\$ 18.63	0.19%
DEPARTMENTAL TOTAL		\$ 90,000	\$ 18.63	0.19%
HUMAN RESOURCES				
1090	Salary	\$ 83,638	\$ 17.32	0.18%
1091	Expenses	\$ 11,400	\$ 2.36	0.02%
DEPARTMENTAL TOTAL		\$ 95,038	\$ 19.68	0.20%
INFORMATION TECHNOLOGY				
1100	Salary	\$ 116,328	\$ 24.08	0.25%
1101	Wages	\$ 58,882	\$ 12.19	0.13%
1102	Expenses	\$ 22,800	\$ 4.72	0.05%
DEPARTMENTAL TOTAL		\$ 198,010	\$ 40.99	0.43%
GIS STEERING COMMITTEE				
1120	Expenses	\$ 10,800	\$ 2.24	0.02%
DEPARTMENTAL TOTAL		\$ 10,800	\$ 2.24	0.02%
TOWN CLERK				
1130	Salaries	\$ 91,748	\$ 18.99	0.20%
1131	Wages	\$ 71,084	\$ 14.72	0.15%
1132	Expenses	\$ 9,867	\$ 2.04	0.02%
1135	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 172,699	\$ 35.75	0.37%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
ELECTIONS & BOARD OF REGISTRARS				
1140	Stipend	\$ 21,795	\$ 4.51	0.05%
1141	Expenses	\$ 12,437	\$ 2.57	0.03%
1142	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 34,232	\$ 7.09	0.07%
STREET LISTINGS				
1150	Expenses	\$ 5,000	\$ 1.04	0.01%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 5,000	\$ 1.04	0.01%
INSURANCE & BONDING				
1160	Insurance & Bonding	\$ 300,000	\$ 62.11	0.65%
1161	Insurance Deductible Reserve - Liability	\$ 12,000	\$ 2.48	0.03%
1162	Insurance Deductible Reserve - 111F	\$ 25,000	\$ 5.18	0.05%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 337,000	\$ 69.77	0.73%
TOWN REPORT				
1170	Expenses	\$ 1,500	\$ 0.31	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,500	\$ 0.31	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
POSTAGE/TOWN HALL EXPENSES				
1180	Expenses	\$ 65,000	\$ 13.46	0.14%
1181	Telephone Expenses	\$ 30,000	\$ 6.21	0.06%
1182	Office Supplies	\$ 17,000	\$ 3.52	0.04%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 112,000	\$ 23.19	0.24%
<hr/>				
	TOTAL GENERAL GOVERNMENT	\$ 2,213,654	\$ 458.28	4.77%
<hr/>				
<u>LAND USE DEPARTMENTS</u>				
<hr/>				
CONSERVATION COMMISSION				
1200	Salary	\$ 70,165	\$ 14.53	0.15%
1201	Wages	\$ -	\$ -	0.00%
1202	Expenses	\$ 7,565	\$ 1.57	0.02%
1203	Engineering & Legal	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 77,730	\$ 16.09	0.17%
<hr/>				
PLANNING BOARD				
1210	Salaries	\$ 84,843	\$ 17.56	0.18%
1211	Wages	\$ -	\$ -	0.00%
1212	Expenses	\$ 9,950	\$ 2.06	0.02%
1215	M.R.P.C. Assessment	\$ 4,000	\$ 0.83	0.01%
1216	Legal Budget	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 98,793	\$ 20.45	0.21%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
ZONING BOARD OF APPEALS				
1220	Wages	\$ -	\$ -	0.00%
1221	Expenses	\$ 1,500	\$ 0.31	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,500	\$ 0.31	0.00%
HISTORIC DISTRICT COMMISSION				
1230	Wages	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ -	\$ -	0.00%
BUILDING INSPECTOR				
1240	Salaries	\$ 94,300	\$ 19.52	0.20%
1241	Wages	\$ 56,501	\$ 11.70	0.12%
1242	Expenses	\$ 3,700	\$ 0.77	0.01%
1243	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 154,501	\$ 31.99	0.33%
MECHANICAL INSPECTOR				
1250	Fee Salaries	\$ 39,000	\$ 8.07	0.08%
1251	Expenses	\$ 4,000	\$ 0.83	0.01%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 43,000	\$ 8.90	0.09%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
EARTH REMOVAL INSPECTOR				
1260	Stipend	\$ 2,500	\$ 0.52	0.01%
1261	Expenses	\$ 200	\$ 0.04	0.00%
1262	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 2,700	\$ 0.56	0.01%
BOARD OF HEALTH				
1270	Wages	\$ -	\$ -	0.00%
1271	Expenses	\$ 1,575	\$ 0.33	0.00%
1272	Nursing Services	\$ 14,455	\$ 2.99	0.03%
1273	Nashoba Health District	\$ 31,675	\$ 6.56	0.07%
1274	Herbert Lipton MH	\$ -	\$ -	0.00%
1275	Eng/Consult/Landfill Monitoring	\$ 10,200	\$ 2.11	0.02%
<hr/>				
DEPARTMENTAL TOTAL		\$ 57,905	\$ 11.99	0.12%
SEALER OF WEIGHTS & MEASURES				
1280	Fee Salaries	\$ 3,200	\$ 0.66	0.01%
1281	Expenses	\$ 100	\$ 0.02	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 3,300	\$ 0.68	0.01%
TOTAL LAND USE DEPARTMENTS		\$ 439,430	\$ 90.97	0.95%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
<u>PROTECTION OF PERSONS AND PROPERTY</u>				
POLICE DEPARTMENT				
1300	Salaries	\$ 271,906	\$ 56.29	0.59%
1301	Wages	\$ 1,965,660	\$ 406.94	4.23%
1302	Expenses	\$ 214,450	\$ 44.40	0.46%
1303	Lease or Purchase of Cruisers	\$ 5,000	\$ 1.04	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 11,000	\$ 2.28	0.02%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 2,468,016	\$ 510.94	5.31%
FIRE DEPARTMENT				
1310	Salaries	\$ 253,900	\$ 52.56	0.55%
1311	Wages	\$ 1,080,469	\$ 223.68	2.33%
1312	Expenses	\$ 192,700	\$ 39.89	0.41%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,527,069	\$ 316.14	3.29%
GROTON WATER FIRE PROTECTION				
1320	West Groton Water District	\$ 1	\$ 0.00	0.00%
1321	Groton Water Department	\$ 1	\$ 0.00	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 2	\$ 0.00	0.00%
ANIMAL INSPECTOR				
1330	Salary	\$ 2,082	\$ 0.43	0.00%
1331	Expenses	\$ 400	\$ 0.08	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 2,482	\$ 0.51	0.01%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
ANIMAL CONTROL OFFICER				
1340	Salary	\$ 2,082	\$ 0.43	0.00%
1341	Expenses	\$ 400	\$ 0.08	0.00%
DEPARTMENTAL TOTAL				
		\$ 2,482	\$ 0.51	0.01%
EMERGENCY MANAGEMENT AGENCY				
1350	Salary	\$ 4,000	\$ 0.83	0.01%
1351	Expenses	\$ 10,000	\$ 2.07	0.02%
1352	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL				
		\$ 14,000	\$ 2.90	0.03%
DOG OFFICER				
1360	Salary	\$ 15,000	\$ 3.11	0.03%
1361	Expenses	\$ 3,000	\$ 0.62	0.01%
DEPARTMENTAL TOTAL				
		\$ 18,000	\$ 3.73	0.04%
POLICE & FIRE COMMUNICATIONS				
1370	Wages	\$ 475,122	\$ 98.36	1.02%
1371	Expenses	\$ 23,875	\$ 4.94	0.05%
1372	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL				
		\$ 498,997	\$ 103.30	1.07%
TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 4,531,048	\$ 938.03	9.75%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
<u>REGIONAL SCHOOL DISTRICT BUDGETS</u>				
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL				
1400	Operating Expenses	\$ 827,661	\$ 171.35	1.78%
DEPARTMENTAL TOTAL		\$ 827,661	\$ 171.35	1.78%
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT				
1410	Operating Expenses	\$ 24,238,580	\$ 5,017.96	52.18%
1411	Debt Service, Excluded	\$ 422,713	\$ 87.51	0.91%
1412	Debt Service, Unexcluded	\$ 60,191	\$ 12.46	0.13%
1413	Out of District Placement	\$ -	\$ -	0.00%
1414	Capital Assessment	\$ 553,411	\$ 114.57	1.19%
DEPARTMENTAL TOTAL		\$ 25,274,895	\$ 5,232.50	54.41%
TOTAL SCHOOLS		\$ 26,102,556	\$ 5,403.85	56.20%
<u>DEPARTMENT OF PUBLIC WORKS</u>				
HIGHWAY DEPARTMENT				
1500	Salaries	\$ 114,984	\$ 23.80	0.25%
1501	Wages	\$ 715,295	\$ 148.08	1.54%
1502	Expenses	\$ 136,900	\$ 28.34	0.29%
1503	Highway Maintenance	\$ 90,000	\$ 18.63	0.19%
1504	Minor Capital	\$ 20,000	\$ 4.14	0.04%
DEPARTMENTAL TOTAL		\$ 1,077,179	\$ 223.00	2.32%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
STREET LIGHTS				
1510	Expenses	\$ 15,000	\$ 3.11	0.03%
DEPARTMENTAL TOTAL		\$ 15,000	\$ 3.11	0.03%
SNOW AND ICE				
1520	Expenses	\$ 165,000	\$ 34.16	0.36%
1521	Overtime	\$ 140,000	\$ 28.98	0.30%
1522	Hired Equipment	\$ 35,000	\$ 7.25	0.08%
DEPARTMENTAL TOTAL		\$ 340,000	\$ 70.39	0.73%
TREE WARDEN BUDGET				
1530	Salary	\$ -	\$ -	0.00%
1531	Expenses	\$ 3,000	\$ 0.62	0.01%
1532	Trees	\$ 1,500	\$ 0.31	0.00%
1533	Tree Work	\$ 10,000	\$ 2.07	0.02%
DEPARTMENTAL TOTAL		\$ 14,500	\$ 3.00	0.03%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE				
1540	Wages	\$ 153,132	\$ 31.70	0.33%
1541	Expenses	\$ 270,950	\$ 56.09	0.58%
1542	Minor Capital	\$ 10,000	\$ 2.07	0.02%
DEPARTMENTAL TOTAL		\$ 434,082	\$ 89.87	0.93%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
SOLID WASTE DISPOSAL				
1550	Wages	\$ 145,394	\$ 30.10	0.31%
1551	Expenses	\$ 45,686	\$ 9.46	0.10%
1552	Tipping Fees	\$ 145,000	\$ 30.02	0.31%
1553	North Central SW Coop	\$ 5,850	\$ 1.21	0.01%
1554	Minor Capital	\$ 5,000	\$ 1.04	0.01%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 346,930	\$ 71.82	0.75%
PARKS DEPARTMENT				
1560	Wages	\$ 16,803	\$ 3.48	0.04%
1561	Expenses	\$ 55,759	\$ 11.54	0.12%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 72,562	\$ 15.02	0.16%
<hr/>				
	TOTAL DEPARTMENT OF PUBLIC WORKS	\$ 2,300,253	\$ 476.21	4.95%
 <u>LIBRARY AND CITIZEN'S SERVICES</u>				
COUNCIL ON AGING				
1600	Salaries	\$ 81,600	\$ 16.89	0.18%
1601	Wages	\$ 116,760	\$ 24.17	0.25%
1602	Expenses	\$ 11,054	\$ 2.29	0.02%
1603	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 209,414	\$ 43.35	0.45%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
SENIOR CENTER VAN				
1610	Wages	\$ 52,521	\$ 10.87	0.11%
1611	Expenses	\$ 13,673	\$ 2.83	0.03%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 66,194	\$ 13.70	0.14%
VETERAN'S SERVICE OFFICER				
1620	Salary	\$ 6,000	\$ 1.24	0.01%
1621	Expenses	\$ 1,100	\$ 0.23	0.00%
1622	Veterans' Benefits	\$ 30,000	\$ 6.21	0.06%
1623	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENT TOTAL	\$ 37,100	\$ 7.68	0.08%
GRAVES REGISTRATION				
1630	Salary/Stipend	\$ 250	\$ 0.05	0.00%
1631	Expenses	\$ 760	\$ 0.16	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,010	\$ 0.21	0.00%
CARE OF VETERAN GRAVES				
1640	Contract Expenses	\$ 1,500	\$ 0.31	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,500	\$ 0.31	0.00%
OLD BURYING GROUND COMMITTEE				
1650	Expenses	\$ 800	\$ 0.17	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 800	\$ 0.17	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
LIBRARY				
1660	Salary	\$ 410,455	\$ 84.97	0.88%
1661	Wages	\$ 330,093	\$ 68.34	0.71%
1662	Expenses	\$ 217,697	\$ 45.07	0.47%
1663	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 958,245	\$ 198.38	2.06%
COMMEMORATIONS & CELEBRATIONS				
1670	Expenses	\$ 500	\$ 0.10	0.00%
1671	Fireworks	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 500	\$ 0.10	0.00%
WATER SAFETY				
1680	Wages	\$ 4,418	\$ 0.91	0.01%
1681	Expenses and Minor Capital	\$ 2,907	\$ 0.60	0.01%
1682	Property Maint. & Improvements	\$ 9,000	\$ 1.86	0.02%
<hr/>				
DEPARTMENTAL TOTAL		\$ 16,325	\$ 3.38	0.04%
WEED MANAGEMENT				
1690	Wages	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 22,000	\$ 4.55	0.05%
1692	Expenses: Great Lakes	\$ 12,385	\$ 2.56	0.03%
<hr/>				
DEPARTMENTAL TOTAL		\$ 34,385	\$ 7.12	0.07%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
GROTON COUNTRY CLUB				
1700	Salary	\$ 166,977	\$ 34.57	0.36%
1701	Wages	\$ 193,000	\$ 39.96	0.42%
1702	Expenses	\$ 162,250	\$ 33.59	0.35%
1703	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 522,227	\$ 108.11	1.12%
	TOTAL LIBRARY AND CITIZEN SERVICES	\$ 1,847,700	\$ 382.52	3.98%
 <u>DEBT SERVICE</u>				
DEBT SERVICE				
2000	Long Term Debt - Principal Excluded	\$ 1,300,000	\$ 269.13	2.80%
2001	Long Term Debt - Principal Non-Excluded	\$ 158,786	\$ 32.87	0.34%
2002	Long Term Debt - Interest - Excluded	\$ 1,208,202	\$ 250.13	2.60%
2003	Long Term Debt - Interest - Non-Excluded	\$ 82,021	\$ 16.98	0.18%
2006	Short Term Debt - Principal - Town	\$ 85,174	\$ 17.63	0.18%
2007	Short Term Debt - Interest - Town	\$ 5,075	\$ 1.05	0.01%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 2,839,258	\$ 587.79	6.11%
	TOTAL DEBT SERVICE	\$ 2,839,258	\$ 587.79	6.11%
 <u>EMPLOYEE BENEFITS</u>				
EMPLOYEE BENEFITS				
GENERAL BENEFITS				
3000	County Retirement	\$ 2,538,910	\$ 525.61	5.47%
3001	State Retirement	\$ 187,553	\$ 38.83	0.40%
3002	Unemployment Compensation	\$ 10,000	\$ 2.07	0.02%
INSURANCE				
3010	Health Insurance/Employee Expenses	\$ 2,183,767	\$ 452.09	4.70%
3011	Life Insurance	\$ 3,820	\$ 0.79	0.01%
3012	Medicare/Social Security	\$ 138,400	\$ 28.65	0.30%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 5,062,450	\$ 1,048.05	10.90%
	TOTAL EMPLOYEE BENEFITS	\$ 5,062,450	\$ 1,048.05	10.90%

LINE	DEPARTMENT/DESCRIPTION	FY 2023 TOWN MANAGER BUDGET	FY 2023 AVERAGE TAX BILL	FY 2023 PERCENT OF TAX BILL
<u>ADDITIONAL APPROPRIATIONS</u>				
ADDITIONAL APPROPRIATIONS				
	Capital Budget Request	\$ 743,000	\$ 153.82	1.60%
	Offset Reciepts		\$ -	0.00%
	Cherry Sheet Offsets	\$ 22,346	\$ 4.63	0.05%
	Snow and Ice Deficit	\$ 100,000	\$ 20.70	0.22%
	State and County Charges	\$ 97,077	\$ 20.10	0.21%
	Allowance for Abatements/Exemptions	\$ 150,000	\$ 31.05	0.32%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,112,423	\$ 230.30	2.39%
	GRAND TOTAL - TOWN BUDGET	\$ 46,448,772	\$ 9,616	100.00%

TOWN OF GROTON
FIVE YEAR PROJECTION

Revised: 12/20/2021

		FY 2023	FY 2024	Percent Increase		FY 2025	Percent Increase		FY 2026	Percent Increase		FY 2027	Percent Increase		FY 2028	Percent Increase	
<u>Expenditures</u>																	
Municipal Wages	\$	8,357,754	\$ 8,566,698	2.50%	\$	8,780,865	2.50%	\$	8,956,482	2.00%	\$	9,135,612	2.00%	\$	9,318,324	2.00%	
Employee Benefits	\$	4,874,897	\$ 5,217,766	7.03%	\$	5,586,407	7.07%	\$	5,982,860	7.10%	\$	6,409,338	7.13%	\$	6,868,231	7.16%	
Sub-Total	\$	13,232,651	\$ 13,784,464	4.17%	\$	14,367,272	4.23%	\$	14,939,343	3.98%	\$	15,544,950	4.05%	\$	16,186,556	4.13%	
Municipal Expenses	\$	2,974,331	\$ 3,004,074	1.00%	\$	3,034,115	1.00%	\$	3,064,456	1.00%	\$	3,095,101	1.00%	\$	3,126,052	1.00%	
Sub - Total	\$	16,206,982	\$ 16,788,538	3.59%	\$	17,401,387	3.65%	\$	18,003,799	3.46%	\$	18,640,051	3.53%	\$	19,312,607	3.61%	
Debt Service - In Levy Capacity Only	\$	331,056	\$ 340,000	2.70%	\$	340,000	0.00%	\$	340,000	0.00%	\$	340,000	0.00%	\$	340,000	0.00%	
Total - Municipal Budget	\$	16,538,038	\$ 17,128,538	3.57%	\$	17,741,387	3.58%	\$	18,343,799	3.40%	\$	18,980,051	3.47%	\$	19,652,607	3.54%	
Groton Dunstable Regional School	\$	24,238,580	\$ 25,692,895	6.00%	\$	27,234,468	6.00%	\$	28,868,537	6.00%	\$	30,600,649	6.00%	\$	32,436,688	6.00%	
Middle School Roof Debt Service	\$	60,191	\$ 61,094	1.50%	\$	62,010	1.50%	\$	62,940	1.50%	\$	63,885	1.50%	\$	64,843	1.50%	
GDRSD Capital	\$	553,411	\$ 444,531	-19.67%	\$	553,411	24.49%	\$	552,203	-0.22%	\$	553,408	0.22%	\$	400,000	-27.72%	
Nashoba Regional Technical High School	\$	827,661	\$ 848,353	2.50%	\$	869,561	2.50%	\$	891,300	2.50%	\$	913,583	2.50%	\$	936,422	2.50%	
Total - Regional Schools Assessments	\$	25,679,843	\$ 27,046,872	5.32%	\$	28,719,451	6.18%	\$	30,374,980	5.76%	\$	32,131,524	5.78%	\$	33,837,953	5.31%	
Total Operating Expenses	\$	42,217,881	\$ 44,175,410	4.64%	\$	46,460,838	5.17%	\$	48,718,779	4.86%	\$	51,111,575	4.91%	\$	53,490,560	4.65%	
Additional Appropriations																	
OPEB	\$	187,553	\$ 204,433	9.00%	\$	222,832	9.00%	\$	242,887	9.00%	\$	264,746	9.00%	\$	288,574	9.00%	
Capital Budget Request	\$	743,000	\$ 500,000	-32.71%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%	
Bond Premium Payment	\$	1,424	\$ -	0.00%	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%	
Cherry Sheet Offsets	\$	22,346	\$ 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	\$	97,077	\$ 99,504	2.50%	\$	101,992	2.50%	\$	104,541	2.50%	\$	107,155	2.50%	\$	109,834	2.50%	
Allowance for Abatements/Exemptions	\$	150,000	\$ 200,000	33.33%	\$	200,000	0.00%	\$	200,000	0.00%	\$	200,000	0.00%	\$	200,000	0.00%	
Sub-Total Additional Appropriations	\$	1,301,400	\$ 1,223,937	-5.95%	\$	1,249,823	2.12%	\$	1,277,553	2.22%	\$	1,307,279	2.33%	\$	1,339,170	2.44%	
Grand Total Appropriations	\$	43,519,281	\$ 45,399,347	4.32%	\$	47,710,661	5.09%	\$	49,996,332	4.79%	\$	52,418,854	4.85%	\$	54,829,730	4.60%	
<u>Revenues</u>																	
Previous Year Proposition 2½ Levy Limit	\$	34,157,624	\$ 35,269,414	3.25%	\$	37,564,337	6.51%	\$	39,655,720	5.57%	\$	41,685,942	5.12%	\$	43,959,405	5.45%	
Allowed 2½ Increase	\$	853,941	\$ 881,735	3.25%	\$	939,108	6.51%	\$	991,393	5.57%	\$	1,042,149	5.12%	\$	1,098,985	5.45%	
New Growth	\$	257,850	\$ 500,000	93.91%	\$	300,000	-40.00%	\$	307,500	2.50%	\$	315,188	2.50%	\$	323,067	2.50%	
Proposition 2½ Override	\$	-	\$ 913,187	100.00%	\$	852,275	-6.67%	\$	731,329	-14.19%	\$	916,127	25.27%	\$	987,518	7.79%	
State Aid	\$	1,014,099	\$ 900,000	-11.25%	\$	900,000	0.00%	\$	900,000	0.00%	\$	900,000	0.00%	\$	900,000	0.00%	
Local Receipts	\$	4,941,620	\$ 5,088,281	2.97%	\$	5,215,488	2.50%	\$	5,345,875	2.50%	\$	5,479,522	2.50%	\$	5,616,510	2.50%	
Free Cash	\$	506,560	\$ 372,000	-26.56%	\$	372,000	0.00%	\$	372,000	0.00%	\$	372,000	0.00%	\$	372,000	0.00%	
Transfer from Enterprise Funds	\$	291,664	\$ 306,247	5.00%	\$	321,560	5.00%	\$	337,638	5.00%	\$	354,519	5.00%	\$	372,245	5.00%	
Other Available Funds	\$	-	\$ -	0.00%	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%	
EMS Fund/Coronavirus Funds	\$	374,288	\$ 300,000	-19.85%	\$	300,000	0.00%	\$	300,000	0.00%	\$	300,000	0.00%	\$	300,000	0.00%	
Bond Surplus Transfer	\$	15,224															
GDRSD Capital Stabilization Fund	\$	553,411	\$ 368,482	-33.42%	\$	445,894	21.01%	\$	554,878	24.44%	\$	553,408	-0.26%	\$	400,000	-27.72%	
Capital Stabilization Fund	\$	553,000	\$ 500,000	-9.58%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%	
Grand Total Revenues	\$	43,519,280	\$ 45,399,346	4.32%	\$	47,710,661	5.09%	\$	49,996,332	4.79%	\$	52,418,854	4.85%	\$	54,829,731	4.60%	
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

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

Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *FY 2023 Select Board Departmental Budgets*

Date: *November 15, 2021*

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 | 9. Weed Management |
| 2. Town Manager | 6. Town Report | |
| 3. Insurance and Bonding | 7. Groton Water Protection | |
| 4. Postage and Town Hall Expenses | 8. Town Moderator | |

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

Select Board

In addition to level funding the line items for Dues & Memberships and Travel and Conferences, I am seeking an additional \$3,500 in additional support for Cable Television Coverage of our meetings. Last year, we budgeted \$750 for coverage of Select Board meetings. As you know, with the pandemic and moving meetings to zoom, the Town started covering more and more committee meetings. Once we came back live, I asked the Cable Company to continue to broadcast as many meetings as possible. This has led us to broadcast the Board of Health, Planning Board and Conservation Commission regularly. There is a

cost for coverage of these meetings and there is a need for an additional \$2,300 for this coverage. I am requesting \$3,050 for this line item. In addition, in order to allow for anyone to tune into the Cable Station on any device anywhere in the world, we purchased a device this past year that allows for this to happen. There is an annual subscription cost of \$2,200 for the service. I have budgeted \$1,200 to help cover this cost, while the Cable Budget will cover the other \$1,000.

Town Manager

The Town Manager's Salary Line Item will be adjusted to reflect any contract negotiated with the various unions, as well as, any contract obligations should the Select Board decide to renew the contract of the Town Manager. I have also level funded the stipend for the ADA Coordinator.

With regard to expenses, I have decreased the line item \$2,500 since the Town Manager is no longer a member of the ICMA or MMMA.

Insurance and Bonding

This budget pays for the Town's Property and Casualty, Automobile, Worker's Compensation and Public Official Liability Insurances. It also provides funding for deductibles, as well as, Bonds for the Town Manager, Town Treasurer, Assistant Town Treasurer and Town Clerk. Based on anticipated rates in FY 2023, we have increased this budget by \$10,000.

Postage and Town Hall Expenses

This budget has three specific line items. The first pays for the cost of postage for all Town Departments that utilize the postage machine located at Town Hall. It also covers the cost of printing the Town Meeting Warrants, copier supplies for the two copiers at Town Hall, and the update to the Massachusetts General Laws. Based on past and anticipated expenses, I am increasing this line item by \$5,000. The second line item is for Telephone expenses. This line item was created in FY 2011 and consolidated all telephone expenses (hard line and cellular) into one budget. I am level funding this budget in FY 2023. The third line item was created in FY 2013 to cover Central Purchasing of all departments. This continues to be successful. We budgeted \$17,000 in FY 2022. I am proposing that we level fund this budget in FY 2023.

Town Counsel

Based on current spending levels with the new Town Counsel (Mirrick O'Connell), I am level funding this line item at \$90,000 in Fiscal Year 2023.

Town Report

This budget covers the printing cost of the Town Report. The Report itself is prepared by Dawn Dunbar in conjunction with the various departments. I am proposing that we level fund this budget at \$1,500.

Groton Water Protection

I am proposing that we not fund this department at all in FY 2023. We have budgeted it at \$1 for the last several years. In FY 2021, I proposed reinstating the fee to help offset the cost of the new Treatment Plant and that recommendation was rejected by the Select Board and Finance Committee. There is no desire to fund this, so we should cease from any appropriation and maybe consider eliminating the Department all together.

Town Moderator

I have level funded this budget for FY 2023.

Weed Management

There are two line items within this budget. The first is for the Weed Harvester. We appropriated \$22,000 for this item in FY 2022. It covers the cost of maintaining the Weed Harvester and covers \$15,000 of the annual maintenance of Baddacook Pond. The Water Department contributes \$10,000 for this purpose. The other line item is for the operations of the Great Ponds Advisory Committee. In Fiscal Year 2022, we budgeted \$2,385 to cover the annual costs of the Committee (mailing notices, posting signs, etc.). The Committee has requested that I budget \$10,000 for the annual spot treatment of Lost Lake and Knops Pond. Last year, we spent \$90,000 (through CPA Grant) treating those lakes for weeds. There are annual spot treatment costs that have been covered in years past by donations. The Town cannot expect those to continue and we need to commit to the continued maintenance of those ponds. I have increased this line item to \$12,395.

Thank you for the opportunity to present these budgets to you. I look forward to meeting with you to discuss these budgets in more detail.

MWH/rjb

enclosures

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
MODERATOR									
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	\$ 65	0.00%	\$ 0.01
1001	Expenses	\$ -	\$ -	\$ -	\$ 80	\$ 80	\$ 80	0.00%	\$ 0.02
DEPARTMENTAL TOTAL		\$ 65	\$ 65	\$ 65	\$ 145	\$ 145	\$ 145	0.00%	\$ 0.03

MODERATOR
114

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 80.00	\$ 80.00	\$ -	0.00%		\$ 80.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 80.00	\$ 80.00	\$ -	0.00%		\$ 80.00	\$ -	0.00%

Department Moderator
 Org # 114
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
TOTAL WAGES							\$ -								\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
SELECT BOARD									
1020	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%	\$ -
1022	Expenses	\$ 2,943	\$ 1,802	\$ 2,388	\$ 3,300	\$ 6,800	\$ 6,800	106.06%	\$ 1.41
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1024	Minor Capital	\$ 25,689	\$ 25,633	\$ 25,556	\$ 25,683	\$ 25,800	\$ 25,800	0.46%	\$ 5.34
<hr/>									
DEPARTMENTAL TOTAL		\$ 28,632	\$ 27,435	\$ 27,944	\$ 28,983	\$ 32,600	\$ 32,600	12.48%	\$ 6.75

SELECT BOARD

122

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 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: Cable Meeting Coverage	\$ 750.00	\$ 3,050.00	\$ 2,300.00	306.67%		\$ 3,050.00		306.67%
Other: Cable Cast of Meetings	\$ -	\$ 1,200.00	\$ 1,200.00	100.00%		\$ 1,200.00		0.00%
TOTAL FUNDS REQUESTED	\$ 3,300.00	\$ 6,800.00	\$ 3,500.00	106.06%		\$ 6,800.00	\$ -	106.06%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
TOWN MANAGER									
1030	Salaries	\$ 211,362	\$ 227,980	\$ 235,880	\$ 227,220	\$ 227,960	\$ 227,960	0.33%	\$ 47.19
1031	Wages	\$ 112,660	\$ 120,450	\$ 124,977	\$ 115,172	\$ 114,323	\$ 114,323	-0.74%	\$ 23.67
1032	Expenses	\$ 9,117	\$ 9,784	\$ 8,322	\$ 14,600	\$ 12,100	\$ 12,100	-17.12%	\$ 2.50
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 333,139	\$ 358,214	\$ 369,179	\$ 356,992	\$ 354,383	\$ 354,383	-0.73%	\$ 73.36

TOWN MANAGER
124

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 2,600.00	\$ 100.00	\$ (2,500.00)	-96.15%		\$ 100.00		-96.15%
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	\$ -	0.00%		\$ 10,000.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 14,600.00	\$ 12,100.00	\$ (2,500.00)	-17.12%		\$ 12,100.00	\$ -	-17.12%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
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	2.5%		\$ 500.00	\$ 75,798.75	\$ 76,298.75
Other Pay							\$ 1,609.00								\$ -
TOTAL SALARIES							\$ 227,220.00								\$ 227,959.75
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Kul	Sammie	THL	Interdepartmental	7	\$30.90	40	\$ 64,519.20	\$ 30.90	40	\$ 64,519.20	2.0%	\$ 31.52		\$ 65,813.76	\$ 65,813.76
Hommel	Jean	THL	DPW Off Asst.	6	\$26.25	40	\$ 54,810.00	\$ 26.25	40	\$ 54,810.00	2.0%	\$ 26.78	\$ 3,993.00	\$ 55,916.64	\$ 59,909.64
Collette	Michelle	By-Law	ADA Coordinator				\$ 1,500.00							\$ 1,500.00	\$ 1,500.00
Other Pay							\$ 7,243.00								\$ -
CPA Offset							\$ (12,900.00)								\$ (12,900.00)
TOTAL WAGES							\$ 115,172.20								\$ 114,323.40

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
FINANCE COMMITTEE									
1040	Expenses	\$ 210	\$ 210	\$ 210	\$ 215	\$ 215	\$ 215	0.00%	\$ 0.04
1041	Reserve Fund	\$ 66,965	\$ 49,400	\$ 64,500	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ 31.05
<hr/>									
	DEPARTMENTAL TOTAL	\$ 67,175	\$ 49,610	\$ 64,710	\$ 150,215	\$ 150,215	\$ 150,215	0.00%	\$ 31.10

FINANCE COMMITTEE
131

<u>LINE ITEM</u>	<u>FY 2022</u> <u>APPROPRIATION</u>	<u>FY 2023</u> <u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR</u>	<u>FY 2023</u> <u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FY 2023</u> <u>FINCOM</u> <u>APPROVED</u>	<u>PERCENT</u> <u>CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 215.00	\$ 215.00	\$ -	0.00%		\$ 215.00		0.00%
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
TOTAL FUNDS REQUESTED	\$ 215.00	\$ 215.00	\$ -	0.00%		\$ 215.00	\$ -	0.00%



TOWN OF GROTON

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

Town Accountant's Office

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

Mark Haddad
Town Manager

November 22, 2021

Dear Mr. Haddad:

I am pleased to submit the Accounting Department and Employee Benefits budget requests for Fiscal Year 2023. 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.

Accounting Department Budget:

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 FY23 (no change from FY22). The additional costs associated with the mandated Federal Single Audit (CARES/ARPA) continue to be eligible for grant funding, and are therefore not included in this budget request. The annual fee for the OPEB valuation is increasing by \$175 starting in FY23; that charge will carryover to FY24 at the same amount. Given the relatively small amount of the increase, and the continued excellence of the service provided by this consultant (Odyssey Advisors), I am recommending that we absorb this increase and continue our relationship with Odyssey.

I have level funded Travel and Conferences for FY23. The MMAAA has resumed meeting in person for all of its conferences, therefore I expect professional development costs to return to pre-Covid levels. 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 (\$256) is planned for FY23. SoftTrac has no current plans to increase the cost of their services.

It is an undisputed fact that as the Town grows, improves its infrastructure and expands services to residents, the burden on the Accounting Department grows as well. In response, we need to work smarter and continue our push to modernize procedures and create additional workflow efficiencies. One very obvious opportunity to further this goal is through automating reporting tasks. Currently, the Assistant Accountant manually runs all monthly budget (and additional customized) reports for Department Heads, Boards and Committees. Most of these are printed on paper and delivered to mailboxes at Town Hall, while some are delivered individually via email. This is a labor intensive and fairly wasteful use of resources. Our financial software has the capability through a Report Scheduler module to generate budget and custom reporting requests automatically and deliver these reports electronically based on whatever schedule is desired by the end user. The cost to acquire this module would be \$2,069 in FY23, and \$374 annually in future years. This addition to our software package will help us modernize our reporting procedures while at the same time, expand reporting options to all of our departments.

Employee Benefits Budget:

I am recommending an increase to the FY23 Health Insurance budget of approximately 8% over the revised FY22 Budget. This figure is based on plan enrollment as of November 2021 with rates incremented by 8% to provide for a potential premium increase and all (known) new retiree plans included. This estimate will be updated once Minuteman Nashoba Health Group advises us of the final rates for FY23 (mid-February). The projected budget of \$2,012,362 includes vacancies for open positions that are currently being recruited.

Boston Mutual is not planning a rate increase for their basic Life Insurance product for FY23; these rates are historically very stable. However, I am recommending an increase to the standard life insurance budget of \$120, which would bring the budget up to \$3,820. This modest increase reflects new enrollment activity.

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 \$10,000. 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 \$135,000, and our current run-rate for FY22, I am recommending we increase this line item by 2.5% for a total budget of \$138,400.

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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
TOWN ACCOUNTANT									
1050	Salaries	\$ 91,110	\$ 95,155	\$ 97,083	\$ 96,408	\$ 97,333	\$ 97,333	0.96%	\$ 20.15
1051	Wages	\$ 46,132	\$ 47,776	\$ 49,937	\$ 50,865	\$ 50,860	\$ 50,860	-0.01%	\$ 10.53
1052	Expenses	\$ 32,140	\$ 41,815	\$ 35,490	\$ 37,706	\$ 40,204	\$ 40,204	6.62%	\$ 8.32
<hr/>									
	DEPARTMENTAL TOTAL	\$ 169,382	\$ 184,746	\$ 182,510	\$ 184,979	\$ 188,397	\$ 188,397	1.85%	\$ 39.00

TOWN ACCOUNTANT
135

LINE ITEM	FY 2022	FY 2023		PERCENT CHANGE	REASON FOR CHANGE and Expense Prioritization:	FY 2023	FY 2023	PERCENT CHANGE
	APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE			TOWN MANAGER APPROVED	FINCOM APPROVED	
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 80.00	\$ 80.00	\$ -	0.00%		\$ 80.00		0.00%
Travel and Conferences	\$ 2,100.00	\$ 2,100.00	\$ -	0.00%		\$ 2,100.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Main Abila/Microix	\$ 5,731.00	\$ 8,054.00	\$ 2,323.00	40.53%		\$ 8,054.00		40.53%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Local Software Support SoftTrac	\$ 2,595.00	\$ 2,595.00	\$ -	0.00%		\$ 2,595.00		0.00%
Other: Annual Audit	\$ 24,150.00	\$ 24,150.00	\$ -	0.00%		\$ 24,150.00		0.00%
Other: GASB 45 OPEB Audit	\$ 3,050.00	\$ 3,225.00	\$ 175.00	5.74%		\$ 3,225.00		5.74%
Other:								
TOTAL FUNDS REQUESTED	\$ 37,706.00	\$ 40,204.00	\$ 2,498.00	6.62%		\$ 40,204.00	\$ -	6.62%

Travel & Conference Detail:	FY22	FY23
March MMAAA Conference	\$ 800.00	\$ 800.00
Summer MMAAA Conference	\$ 600.00	\$ 725.00
Fall MMAAA Conference Devens	\$ 80.00	\$ 80.00
Mileage Reimbursement	\$ 200.00	\$ 210.00
Refreshments for Sat Budget Mtg	\$ 75.00	\$ 75.00
Training/Prof Development Asst Acct	\$ 345.00	\$ 210.00
	\$ 2,100.00	\$ 2,100.00

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
DuFresne	Patricia		Town Accountant			40	\$ 92,492.00			\$ 92,492.00	2.5%		\$ 750.00	\$ 94,804.30	\$ 95,554.30
						VBB =	\$ 1,779.00							\$ 1,779.00	\$ 1,779.00
Other Pay							\$ 2,137.00								\$ -
TOTAL SALARIES							\$ 96,408.00								\$ 97,333.30
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Mahoney	Sarah	THL	Asst. Town Acct.	9	\$31.68	30	\$ 49,610.88	\$ 31.68	30	\$ 49,610.88	2.0%	\$ 32.31	\$ 262.50	\$ 50,597.46	\$ 50,859.96
Other Pay							\$ 1,254.00								\$ -
TOTAL WAGES							\$ 50,864.88								\$ 50,859.96

TOWN OF GROTON
Office of the Board of
Assessors

173 Main Street
Groton, MA 01450
(978) 448-1127
www.grotonma.gov



Board of Assessors

Donald R. Black
Garrett C. Boles
Jenifer B. Evans

Principal Assistant
Assessor

Megan L. Foster
Assistant Assessor
Ravilla M. Garthe

November 22, 2021

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

Dear Town Manager Haddad,

I am submitting my FY23 budget for the Board of Assessors/Assessor's Department. After reviewing last years budget and reaching out with our current vendors I have level funded all line items at this time. I do not see the need to adjust and believe that by keeping the budget as is our office will be adequately funded for FY23.

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

Respectfully submitted,

Megan Foster
Principal Assistant Assessor

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
BOARD OF ASSESSORS									
1060	Salaries	\$ 75,676	\$ 78,580	\$ 85,584	\$ 81,200	\$ 82,000	\$ 82,000	0.99%	\$ 16.98
1061	Wages	\$ 52,596	\$ 62,550	\$ 53,466	\$ 61,763	\$ 62,995	\$ 62,995	1.99%	\$ 13.04
1062	Expenses	\$ 19,917	\$ 20,743	\$ 15,541	\$ 45,215	\$ 45,215	\$ 45,215	0.00%	\$ 9.36
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
	DEPARTMENTAL TOTAL	\$ 148,189	\$ 161,873	\$ 154,591	\$ 188,178	\$ 190,210	\$ 190,210	1.08%	\$ 39.38

BOARD OF ASSESSORS

141

<u>LINE ITEM</u>	FY 2022		FY 2023		PERCENT <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2023		PERCENT <u>CHANGE</u>
	<u>APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Dues & Memberships	\$ 300.00	\$ 300.00	\$ -	0.00%			\$ 300.00		0.00%
Cyclical Inspections	\$ 15,000.00	\$ 15,000.00	\$ -	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	\$ 10,920.00	\$ 10,920.00	\$ -	0.00%			\$ 10,920.00		0.00%
Vehicle Costs	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%			\$ 1,500.00		0.00%
Other: Vision Software License	\$ 6,695.00	\$ 6,695.00	\$ -	0.00%			\$ 6,695.00		0.00%
Other: Clothing Allowance	\$ 400.00	\$ 400.00	\$ -	0.00%			\$ 400.00		0.00%
Other: Vision Revalue Support	\$ 3,300.00	\$ 3,300.00	\$ -	0.00%			\$ 3,300.00		0.00%
Other: Vision Web Hosting	<u>\$ 3,300.00</u>	<u>\$ 3,300.00</u>	\$ -	0.00%			<u>\$ 3,300.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 45,215.00	\$ 45,215.00	\$ -	0.00%			\$ 45,215.00	\$ -	0.00%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary FY 2023
Salaries															
Foster	Megan	Contract	Principal Assessor				\$ 80,000.00			\$ 80,000.00	2.5%			\$ 82,000.00	\$ 82,000.00
Other Pay							\$ 1,200.00								\$ -
TOTAL SALARIES							\$ 81,200.00								\$ 82,000.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Garthe	Ravilla	THL	Assistant Assessor	9	\$29.58	40	\$ 61,763.04	\$ 29.58	40	\$ 61,763.04	2.0%	\$ 30.17		\$ 62,994.96	\$ 62,994.96
Other Pay															
TOTAL WAGES							\$ 61,763.04								\$ 62,994.96



TOWN OF GROTON

TREASURER'S OFFICE
173 MAIN STREET
GROTON, MASSACHUSETTS 01450

Treasurer/Collector
Hannah Moller

November 24, 2022

To: Mark Haddad, Town Manager
From: Hannah Moller, Treasurer-Collector
Subject: FY2023 Budget Submissions

Dear Mark:

I am respectfully submitting the FY2023 budgets for;

- Treasurer-Collector Department
- Debt Service
- Tax Title
- Bond Costs
- Pension

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

Treasurer-Collector Department: (Dept. 145)

- Assumes our current staffing levels will remain in place for FY2023.
- 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.

Debt Service:

Our debt service plan remains in place with respect to existing long-term debt.

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

Changes to Long Term Debt that occurred during FY2022

CPA Debt – Included in the Levy

Surrenden Farms (Issued 7/6/2007 \$5,015,000) paid its final payment of \$204,150.00 December 15, 2021

General Fund – Excluded from Levy

Florence Roche Engineering – (Issued 8/17/2021 \$7,330,000) first payment of \$471,775.00 scheduled for FY2023

At this time, we do not anticipate any long-term debt, included or excluded from the levy to be added during FY 2023.

Change to Short-Term Debt that occurred during FY2022

- | | |
|---|--|
| • Whitney Well #3 Construction, appropriated Fall TM FY22 Article 11: | \$700,000 – Excluded Water |
| • Water Treatment Plant, appropriated Fall TM FY22 Article 12: | \$5,596,120(partial) – Excluded Water |
| • Florence Roche Track, appropriated Spring TM FY21 Article 7: | \$1,405,374 – Excluded CPA |
| • Florence Roche Construction Spring TM FY21 Article 8: | <u>24,000,000 estimated</u> – Excluded General Fund |

In FY 2022 we also had some existing Short-Term Debt due to mature. Please see below.

- Police/Fire Radios: \$253,764 – Non-Excluded Free Cash
- Water Well upgrades \$165,378 – Excluded Water
- Highway Equipment \$22,022 – Excluded Capital Budget
- Highway Dump Truck \$185,000 – Excluded Capital Budget
- Whitney Well Eng. \$300,000 – Excluded Water
- Water Treatment Plant Eng. \$722,3000 – Excluded Water

Due to the timing of this maturity and, in the interest of obtaining the lowest interest rate and highest premium, six of the forementioned amounts were/will be combined to collectively borrow \$8,124,658 in February of FY 2022.

We anticipate borrowing a second amount for Florence Roche short term in April or May of FY22 that amount is still to be determined however based on the projects spending schedule I have put a place holder for 24,000,000 above.

FY2023 Payment to Short – Term Debt

- Police/Fire Radios: \$ 85,174 + interest TBD – Non-Excluded General Fund, Free Cash
- Water Well upgrades \$ 36.692 + interest TBD – Excluded Water
- Highway Equipment \$ 22,022 + interest TBD – Excluded Capital Budget
- Dump Truck \$ 40,000 + interest TBD – Excluded Capital Budget
- Whitney Well #3 Construction, appropriated Fall TM FY22 Article 11: no necessary pay down, interest only TBD
- Water Treatment Plant Construction, appropriated Fall TM FY22 Article 12: no necessary pay down, interest only TBD
- Florence Roche Track, appropriated Spring TM FY21 Article 7: no necessary pay down, interest only TBD
- Florence Roche Construction Spring TM FY21 Article 8: no necessary pay down, interest only TBD

Tax Title:

In FY19, we initiated, as allowed under Mass. General Law, an auction of selected tax title liens, which generated over \$500,000 in incoming tax title payoffs. We would like to hold another similar auction in FY23, and will require approximately \$1,500 to cover all costs.

We will continue to turn over eligible tax title liens through the Massachusetts General Law auction process on an annual basis. Keeping tax title balances owed at the lowest possible level is very important. Existing deferred tax liens do continue to grow

somewhat, a sign of the struggles facing some of our fixed income senior homeowners in Groton. Deferred tax liens are protected from foreclosure by the Town, and are paid off at the time of the homeowners' passing.

Bond Cost:

Bond costs are comprised of fixed bond advisor retainer fees, the annual fee for SEC disclosure compliance, as well as projected short-term borrowing processing fees on temporary Notes. The Bond Cost budget is therefore being level funded in Fiscal 2023

Pension

Effective in FY18, GELD started receiving a separate audited assessment, which we have updated again for FY22 and FY23. In FY23, GELD will be paying 20.12% of the total assessment, with the balance being apportioned based on respective percentage of pensionable wages, consistent with all prior years.

As you're aware, the 15-year Early Retirement Incentive from 2002 and 2003 are both fully amortized and no longer applicable.

With the bi-annual MCRS system evaluation effective January 1, 2020, we have been provided our pension assessment for both FY22 and FY23.

As discussed previously, MCRS, in conjunction with their Actuary, Segal, are still predicting annual pension assessment increases of 6%-6.5% starting in FY24 and FY25, continuing toward the scheduled completion of the system being fully funded in 2035.

However, MCRS always cautions all members that this schedule is subject to change depending on specific member circumstances that may arise.... disability retirements; increased payroll, decrease or increase in Group 4 (police/fire) payroll, etc.

I appreciate truly the opportunity to participate in this important process for the first time.

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

Sincerely,

Hannah Moller
Treasurer Collector

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
TREASURER/TAX COLLECTOR									
1120	Salaries	\$ 88,286	\$ 91,700	\$ 93,976	\$ 138,138	\$ 134,173	\$ 134,173	-2.87%	\$ 27.78
1121	Wages	\$ 112,007	\$ 120,703	\$ 124,731	\$ 77,297	\$ 76,157	\$ 76,157	-1.47%	\$ 15.77
1122	Expenses	\$ 18,752	\$ 19,415	\$ 19,479	\$ 20,945	\$ 21,695	\$ 21,695	3.58%	\$ 4.49
1123	Tax Title	\$ 2,048	\$ 647	\$ 2,416	\$ 5,725	\$ 7,100	\$ 7,100	24.02%	\$ 1.47
1126	Bond Cost	\$ 2,550	\$ 1,050	\$ 3,100	\$ 3,300	\$ 4,300	\$ 2,300	-30.30%	\$ 0.48
<hr/>									
DEPARTMENTAL TOTAL		\$ 223,643	\$ 233,515	\$ 243,702	\$ 245,405	\$ 243,425	\$ 241,425	-1.62%	\$ 49.99
1123	<u>Tax Title Detail</u>								
	Legal Services- Coppola	\$ 1,500							
	Tax Taking Newspaper Advertising	\$ 1,500							
	taking/Redemption Instruments	\$ 2,600							
	Tax Lien Auction Newspaper Advertisi	\$ 1,500							
	\$ 7,100								
1126	<u>Bond Cost Detail</u>								
	Bond Advisor - Continuing Discloser	\$ 3,100							
	State House Notes - Ban Fees	\$ 1,200							
	\$ 4,300								

TREASURER/TAX COLLECTOR
145

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 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	\$ 1,705.00	\$ 1,705.00	\$ -	0.00%		\$ 1,705.00		0.00%
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								
					increase in fee negotiated CHS potentially due to storm water, need to dicuss with Paul/Tom			
Other: Tax Software Service- CHS	\$ 5,500.00	\$ 6,000.00	\$ 500.00	9.09%		\$ 6,000.00		9.09%
Other: Lock-Box Service- Century	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Other:		\$ 250.00			1099's to be filed electronically	\$ 250.00		
Other: Filing Fees - Release of Liens								
TOTAL FUNDS REQUESTED	\$ 20,945.00	\$ 21,695.00	\$ 500.00	3.58%		\$ 21,695.00	\$ -	3.58%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Moller	Hannah	Contract	Treasurer/Collector	14		40	\$ 85,000.00		40	\$ 85,000.00	2.5%		\$ 2,135.00	\$ 87,125.00	\$ 89,260.00
Other Pay							\$ 1,275.00								
Salaries															
Hartnett	Michael	Contract	Asst. Treas/Coll	14		19	\$ 43,818.00		19	\$ 43,818.00	2.5%			\$ 44,913.45	\$ 44,913.45
Other Pay							\$ 8,045.00								
TOTAL SALARIES							\$ 138,138.00								\$ 134,173.45
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Amari	Nancy	THL	Payroll Coordinator	7	\$29.12	35	\$ 53,202.24	\$ 29.12	35	\$ 53,202.24	2.0%	\$ 29.70	\$ 5,092.00	\$ 54,261.90	\$ 59,353.90
Mickel	Tammi	THL	Clerk	5	\$21.46	15	\$ 16,803.18	\$ 21.46	15	\$ 16,803.18		\$ 21.46		\$ 16,803.18	\$ 16,803.18
Other Pay							\$ 7,292.00								\$ -
TOTAL WAGES							\$ 77,297.42								\$ 76,157.08

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
TOWN COUNSEL									
1080	Expenses	\$ 146,553	\$ 77,338	\$ 85,217	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 18.63
DEPARTMENTAL TOTAL		\$ 146,553	\$ 77,338	\$ 85,217	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 18.63

TOWN COUNSEL
151

<u>LINE ITEM</u>	<u>FY 2022</u> <u>APPROPRIATION</u>	<u>FY 2023</u> <u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023</u> <u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FY 2023</u> <u>FINCOM</u> <u>APPROVED</u>	<u>PERCENT</u> <u>CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Town Counsel Fees	\$ 90,000.00	\$ 90,000.00	\$ -	0.00%		\$ 90,000.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 90,000.00	\$ 90,000.00	\$ -	0.00%		\$ 90,000.00	\$ -	0.00%



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 15, 2021

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

Dear Town Manager Haddad:

I am submitting my FY23 budget for the Human Resources Department. Due to budget restraints for FY22 my advertising budget was cut by \$1,000. I am asking that my budget be restored to the original \$6,000. The cost of advertising has gone up and this past year we have had a lot of recruitment costs. I also added an additional \$400 for pre-employment physicals, as those costs have increased.

I have level funded all other line items at this time, because I feel that they are at adequate levels for my FY23 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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
HUMAN RESOURCES									
1090	Salary	\$ 79,225	\$ 82,673	\$ 84,313	\$ 82,822	\$ 83,638	\$ 83,638	0.99%	\$ 17.32
1091	Expenses	\$ 9,917	\$ 9,547	\$ 9,107	\$ 10,000	\$ 11,400	\$ 11,400	14.00%	\$ 2.36
DEPARTMENTAL TOTAL		\$ 89,142	\$ 92,220	\$ 93,420	\$ 92,822	\$ 95,038	\$ 95,038	2.39%	\$ 19.68

HUMAN RESOURCES

152

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 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	\$ 2,000.00	\$ 400.00	25.00%		\$ 2,000.00		25.00%
Other: Advertising	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00	20.00%		\$ 6,000.00		20.00%
Compliance	\$ 600.00	\$ 600.00	\$ -	100.00%		\$ 600.00		0.00%
Other: Employee Dev/Training	\$ 1,000.00	\$ 1,000.00	\$ -	100.00%		\$ 1,000.00		0.00%
Other: HR Director Training	<u>\$ 500.00</u>	<u>\$ 500.00</u>	\$ -	0.00%		<u>\$ 500.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 10,000.00	\$ 11,400.00	\$ 1,400.00	14.00%		\$ 11,400.00	\$ -	14.00%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Doig	Melisa	By-Law	HR Director	11		40	\$ 81,598.00		40	\$ 81,598.00	2.5%		\$ -	\$ 83,637.95	\$ 83,637.95
Other Pay							\$ 1,224.00								\$ -
TOTAL SALARIES							\$ 82,822.00								\$ 83,637.95
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
TOTAL WAGES							\$ -								\$ -

FY 2023 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.
Printers and parts	\$ 1,500.00	Printers, drums, fusers and parts	Printers are still used frequently in most organizations, they take a lot of wear and tear and need replacement of various components and consumables like toner to continue using them.
Networking supplies	\$ 2,000.00	Wiring, switch components, fiber optics	We are consistently supporting expanded computer usage in the town by expanding our network to department needs. We need to be able to continue to stay up to speed with a fast network and reliable connections to all of our users.
Total	\$ 22,800.00		

154-5850-9XX - Capital Expenses

Type	Amount	Information	Why Needed
Replacement Computers	\$ 16,000.00	Ten new computers for Town Hall/PSB/Fire; 5 for Library	Computers do not have an unlimited life span and require replacing over time. It is important to have a replacement program in place so that you don't end up with an obsolete infrastructure.
Server Replacements and Upgrades	\$ 13,000.00	Replace aging servers & storage arrays with newer equipment	Our computer servers provide the backbone to our computer usage in the town by hosting applications used in every department. Our investments in technology continue to drive increased productivity, efficiency, regulatory compliance, and increased services in the town.
Network Infrastructure Upgrades and Expansions	\$ 5,000.00	Investment to expand our network and keep equipment and maintenance costs current	We are constantly looking to connect more buildings and services into our network. We've been using this money successfully to connect other areas to retain lower long term costs as well as higher efficiencies.
Network Infrastructure	\$ 6,000.00	Network switch upgrades and increased wireless coverage	As network needs grow and expand we need to have resources available to continue to support computing demands. This includes adding additional wireless coverage and securing endpoint access at remote locations.
Total	\$ 40,000.00		

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
INFORMATION TECHNOLOGY									
1100	Salary	\$ 109,880	\$ 114,722	\$ 117,003	\$ 115,193	\$ 116,328	\$ 116,328	0.99%	\$ 24.08
1101	Wages	\$ 56,462	\$ 59,031	\$ 61,116	\$ 62,338	\$ 58,882	\$ 58,882	-5.54%	\$ 12.19
1102	Expenses	\$ 15,037	\$ 20,552	\$ 20,592	\$ 22,800	\$ 22,800	\$ 22,800	0.00%	\$ 4.72
<hr/>									
	DEPARTMENTAL TOTAL	\$ 181,379	\$ 194,305	\$ 198,711	\$ 200,331	\$ 198,010	\$ 198,010	-1.16%	\$ 40.99

INFORMATION TECHNOLOGY

154

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 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:	\$ 22,800.00	\$ 22,800.00	\$ -	0.00%		\$ 22,800.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 22,800.00	\$ 22,800.00	\$ -	0.00%		\$ 22,800.00	\$ -	0.00%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Chiasson	Michael	By-Law	IT Director	17		40	\$ 113,491.00			\$ 113,491.00	2.5%			\$ 116,328.28	\$ 116,328.28
Other Pay							\$ 1,702.00								\$ -
TOTAL SALARIES							\$ 115,193.00								\$ 116,328.28
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Sisombath	Perry	THL	Desk Top Specialist	8	\$29.27	40	\$ 61,115.76	\$ 28.20	40	\$ 58,881.60		\$ 28.20		\$ 58,881.60	\$ 58,881.60
Other Pay							\$ 1,222.00								\$ -
TOTAL WAGES							\$ 62,337.76								\$ 58,881.60

Breakdown of FY23 (and beyond) GIS Request

[ESRI License \(ArcGIS Pro\)](#) - \$700/annual subscription

- [ArcGIS Pro Basic](#) (mapping, database management)
- [ArcGIS Online](#) (set up fieldwork maps, print monitoring reports)
- [Collector App](#) (for taking tracks, points, and photos)
- [Survey123 App](#) (for compiling monitoring reports and data)

[Bad Elf GNSS Surveyor](#) (GPS unit, ~1m accuracy); (received in 2021) - \$599

[iPad](#) (received at the end of 2019) - \$329

Total budget impact to FY23 -	\$700
-------------------------------	-------

Annual impact to budget (FY24 and beyond) -	\$700*
---	--------

*subject to changes in the license fee

Narrative

I have been using a GIS program called QGIS, which is a free open-source program. I have used the program to help update the Town's Open Space Plan (OSRP) as well as to integrate the OSRP inventory list of parcels into a database linked to parcel data. This allows for better tracking of changes to the inventory list as well as an expanse in the amount of available data fields. The Conservation Commission/Stewardship Committee can use this database to input various data for tracking or analytical purposes (like tracking changes in invasive species infestations over time, or recording the location of encroachment onto public lands). This can also be helpful when needing to quickly run statistics (like how many open space properties are within x-distance to a maintained sidewalk, which may be helpful for a grant/funding opportunities).

The issue I am having is not being able to integrate the data I manage in GIS with the iPad during field work. There is not a clean/efficient means of using QGIS (for monitoring/field work purposes) with a mobile device. Complicating this is the fact that QGIS, while very powerful, is far less intuitive and not an industry standard (i.e., supported with lots of tutorials, etc.) like ESRI is. Additionally, a basic ESRI license comes with several data collection/survey apps to be run on Windows or Mac mobile devices.

While the primary purpose for this budget request is the monitoring of open space/preserved lands and the management of an open space database the application for this license goes beyond this as there is potential for DPW (and possibly other Departments) to use this license to implement monitoring/surveying (such as what may be required under the MS4 permit).

The software and hardware described above mirrors (with a less expensive GPS unit selected) the workflow MassDCR Stewardship Monitors uses. I have participated in the monitoring on several parcels with DCR and have observed data collection and the final reports produced via this method.

The described equipment/software licensing represents a basic (i.e., low budget) approach to utilizing industry standard technology/methods, which I believe would benefit the Town for years to come.

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
GIS STEERING COMMITTEE									
1120	Expenses	\$ 12,261	\$ 14,675	\$ 16,000	\$ 10,800	\$ 10,800	\$ 10,800	0.00%	\$ 2.24
DEPARTMENTAL TOTAL		\$ 12,261	\$ 14,675	\$ 16,000	\$ 10,800	\$ 10,800	\$ 10,800	0.00%	\$ 2.24

GIS STEERING COMMITTEE
174

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 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>		
TOTAL FUNDS REQUESTED	\$ 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: FY2023 Budget Submission

Thank you for the opportunity to submit the FY2023 budget proposals for Town Clerk, Elections and Street Listings. All budgets have been modelled on previous years, but modified using the anticipated conditions of FY2023. 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 for these events. The biggest impacts come from election and town meeting day preparation and coverage, early vote processing and further changes in election law. Many changes will become permanent for state and local elections, with early voting in person expected to be optional for town elections. This budget submission assumes the permanent changes and option town election early voting will materialize. In FY 2023, this budget submission is anticipating Fall 2022 and Spring 2023 Town Meetings, a September 2022 State Primary, a November 2022 State Election and a Town Election in May, 2023. Please see the Elections Budget discussion for a more detailed discussion of these issues.



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

- Bylaw Updates: This budget item was reduced in the FY2021 and FY2022 budget to \$5,000. 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. The average of the last 7 years' bylaw update activity is \$6153, with the last two years averaging \$6850. I am proposing to fund this activity at the 7 year average.

Elections

In FY 2023, this budget submission is anticipating Fall 2022 and Spring 2023 Town Meetings, a September 2022 State Primary, a November 2022 State Election and a Town Election in May, 2023.

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), and some of the "miscellaneous" expense items. Groton supports its election day staff with coffee/bagels and a nighttime dinner. The minimum wage for election workers will increase to \$14.25 on January 1, 2022, and \$15.00 on January 1, 2023. A banner to be hung on Main Street is updated for each election and town meeting. Our previous banner vendor has moved out of state. Our new vendor charges more for these updates (\$137.00 vs. \$85.00).

Election changes with varying degrees of budget impact to be expected in FY2023 include:

- Previously temporary changes to election law to be made permanent:
 - Permanent Early Vote by Mail – potentially significant budget impact depending upon volume. The Town Clerk budget is the budget mostly impacted by this. At some volume level of ballot by mail requests, additional staff hours will be required.



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*

- Sub-precinct elections clerk – The 2020 Re-precincting / Re-districting required every 10 years after the federal census has resulted in Groton being split across two state representative districts. Due to the legislature's use of the 2010 precinct lines, Groton will also have a sub-precinct, in which 292 Precinct 3 residents will be in a geographic area that votes for a different state representative than the rest of the same precinct. We're not quite sure how to effect this on election day at this point. This budget reflects the use of a "sub-precinct clerk" should this additional person be required for the state primary and state election.
- Early Voting In Person is expected to be made permanent and mandatory for state primaries (likely 5 days) and elections (likely 10 days), and optional for town elections (likely 5 days). Given Groton's past decisions to implement early voting for a town election, this budget submission anticipates that Early Voting In Person will be in effect for all elections.
- Same day voter registration – We have no visibility into the impact of this likely new permanent election law. I would expect election day registrations to be of a manageable volume, and likely able to be handled by precinct wardens and clerks, assuming appropriate tools are available.
- Automatic voter registrations – We have no visibility into the mechanics or impact of this likely new permanent election law. I anticipate this will be a volume activity spread over periods of time, and absorbed by town clerk operations.
- Advance Processing – If authorized by state regulation, Advance Processing is an ability to process (but not tabulate) early mail and in-person ballots prior to election day. Advance processing was used by Groton in the 2020 Presidential Election, where we processed over 5000 ballots in the week prior to election day. The alternative is to process these ballots on election day and following. The same expense would be incurred in either method, but election results would be known on election day using Advance Processing. Use of Advance Processing would depend upon authorization and sufficient volume of ballots. \$3,000 for this activity is included in the Elections Budget submission.



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*

- (Possible requirement) Retention of election tabulator compact flash cards – Each election is programmed onto compact flash cards which are installed and tested on voting tabulators. These cards may be needed to be retained for 22 months after the occurrence of any election which has a federal office on the ballot (i.e. state primaries and state elections which occur every two years (barring special elections)). Recycling these program cards for the next election has been a practice of this office and of all clerk offices of whom I've asked the question. State Elections has not provided a definitive answer as to the retention period, referring me to the Public Records Division. The Public Records Division opines that the card or a backup should be retained under Retention Schedule 07.047. 8 sets of compact flash cards has been quoted and budgeted at \$600.
- Potential polling location changes nor Local Election Ballot Question Information Book expenses have not been anticipated in this budget submission.

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 published postage increases of 10% in January 2022 and an additional 5% in January, 2023. This translates into an approximately \$150 increase in postage expense for the January 2023 town census mailing.

Respectfully submitted,

Michael Bouchard
Town Clerk

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
TOWN CLERK									
1130	Salaries	\$ 84,732	\$ 88,080	\$ 92,073	\$ 90,853	\$ 91,748	\$ 91,748	0.99%	\$ 18.99
1131	Wages	\$ 61,568	\$ 61,051	\$ 69,491	\$ 65,205	\$ 71,084	\$ 71,084	9.02%	\$ 14.72
1132	Expenses	\$ 10,199	\$ 10,458	\$ 9,951	\$ 9,867	\$ 11,020	\$ 9,867	0.00%	\$ 2.04
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 156,499	\$ 159,589	\$ 171,515	\$ 165,925	\$ 173,852	\$ 172,699	4.08%	\$ 35.75

TOWN CLERK
161

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 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	\$ 6,153.00	\$ 1,153.00	23.06%	Average of last 7 fiscal years spend	\$ 5,000.00		0.00%
Other: Vital Statistics	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 9,867.00	\$ 11,020.00	\$ 1,153.00	11.69%		\$ 9,867.00	\$ -	0.00%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Bouchard	Michael	Elected	Town Clerk				\$ 89,510.00			\$ 89,510.00	2.5%			\$ 91,747.75	\$ 91,747.75
Other Pay							\$ 1,343.00								\$ -
TOTAL SALARIES							\$ 90,853.00								\$ 91,747.75
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 7/1/2022	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Stanley	Fran	THL	Asst. Town Clerk	6	\$29.30	15	\$ 22,941.90	\$ 29.30	15	\$ 22,941.90	2.0%	\$ 29.89	\$ 132.00	\$ 23,403.87	\$ 23,535.87
Pierce	Nancy Ellen	THL	Asst. Town Clerk	6	\$29.26	25	\$ 38,184.30	\$ 29.26	25	\$ 38,184.30	2.0%	\$ 29.85	\$ 469.00	\$ 38,954.25	\$ 39,423.25
Other Pay							\$ 4,079.00								\$ -
Additional Hours (Town Meetings and Elections)															
									139			\$ 29.85			\$ 4,149.15
									133			\$ 29.89			\$ 3,975.37
TOTAL WAGES							65,205.20								\$ 71,083.64

ASSUMPTIONS - Elections and Town Meetings

(1) Fran Stanley : Extra Hours for Town Meeting and Elections	\$29.89	133	\$	3,975.37
(1) Nancy Pierce: Extra Hours for Town Meeting and Elections	\$ 29.85	139	\$	4,149.15

(1) Extra hours calculation

	<i>Estimate :</i>	<i>4</i>	<i>hours per Town Meeting session</i>	
	<u>Estimated Sessions</u>	<u>Nancy Hours</u>	<u>Fran Hours</u>	<u>Total hours</u>
Town Meeting				
Fall 2022	2	8	8	16
Spring 2023	3	12	12	24
		Total for Town Meeting		40

Elections
Town Election - May, 2023

Prep/setup		10	5	15
Execution		8	16	24
Early Vote 5 days **	Expect to be allowed as town option	0	0	0
Vote by Mail Program ** (low volume)	expect to be made permanent mandatory	0	0	0
Total for Town Election		18	21	39
Expect to be enabled permanently by state election law in ** 2021/2022				

	Nancy	Fran	Total
Total for Town Meetings and All Elections	139	133	272

Elections (Continued)
September 2022 State Primary

Prep/setup	10	5	15
Execution	8	16	24
Vote-By-Mail	10	10	20
Early Vote 5 days	15	10	25
Total for State Primary	43	41	84

November 2022 State Election

Prep/setup	10	5	15
Execution	8	16	24
Vote-By-Mail	10	10	20
Early Vote 10 days	30	20	50
Total for State Election	58	51	109

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, Government 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)
\$	3,500.00	Fall 2021 Town Meeting bylaw updates
\$	-	Charter Revisions (FY18)
\$	150.00	CD Copies, Supplements, shipping, etc
\$	-	Zoning books (Planning Board - Qty 20)
\$	7,150.00	Total Update Bylaws (Expected Budget Amount)
\$	6,000.00	Low Budget Amount
\$	6,153.26	Average annual spend

By-Law Update Expense History:

				FY22
11/2/2021	\$ 2,275.00	22.1		
4/8/2021	\$ 7,681.27	22	FY21	
6/4/2020	\$ 2,129.00	21.1	FY20	
10/7/2019	\$ 3,879.00	#21	\$ 6,008.00	
4/1/2019	\$ 5,558.00	#20	FY19	
10/16/2018	\$ 1,808.66	#19.1	\$ 7,366.66	
3/27/2018	\$ 1,416.18	#19	FY18	
7/1/2017	\$ 1,838.62	#18.2?		
1/30/2017	\$ 505.52	#18.1	FY17	
9/23/2016	\$ 4,174.43	#18	\$6,518.57	
7/15/2016	\$ 618.21	#17.2		
4/28/2016	\$ 781.64	#17.1	FY16	
11/25/2015	\$ 5,504.57	#17	\$ 6,904.42	
3/11/2015	\$ 2,180.26	#16.1	FY15	
9/26/2014	\$ 2,722.43	#16	\$4,902.69	

Fall 2021 Town Meeting
Spring 2021 TM

Software/Service Maintenance

\$	1,400.00	General Code e360 Annual Maintenance
----	-----------------	--------------------------------------

Vital Records

\$	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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
ELECTIONS AND BOARD OF REGISTRARS									
1140	Stipend (Election & Town Meeting Wages)	\$ 13,159	\$ 6,082	\$ 16,356	\$ 6,336	\$ 26,195	\$ 21,795	243.99%	\$ 4.51
1141	Expenses	\$ 16,439	\$ 8,692	\$ 11,280	\$ 7,912	\$ 13,037	\$ 12,437	57.19%	\$ 2.57
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -		0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 29,598	\$ 14,774	\$ 27,636	\$ 14,248	\$ 39,232	\$ 34,232	140.26%	\$ 7.09

ELECTIONS
162

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT 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)	\$ 2,300	\$ 4,800	\$ 2,500.00	108.70%		\$ 4,800		108.70%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Election Worker Dinners	\$ 562	\$ 1,474	\$ 912.00	162.28%		\$ 1,474		162.28%
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	\$ 1,175	\$ 1,688	\$ 513.00	43.66%		\$ 1,688		43.66%
Other: Signs to direct voters at precinct								
Other: Change Polling Locations								
Other: Election Compact Flash Cards	\$ -	\$ 1,200	\$ 1,200.00	100.00%	Maybe a possible future requirement	\$ 600.00		100.00%
Other: Election Night Help								
TOTAL FUNDS REQUESTED	\$ 7,912	\$ 13,037	\$ 5,125.00	64.78%		\$ 12,437.00	\$ -	-4.60%

FY2023 Elections Budget Detail

Elections Meals

	<u>Number of meals (Note 1)</u>		<u>Number of Preci</u>		<u>vg Meal Co</u>	=	<u>Total Meals</u>	+	<u>Coffee</u>	=	<u>Total Food</u>	<u>Comments</u>
Election		X		X								
May, 2023 Town Election	6		3		\$ 19.00		\$ 342.00		\$ 125.00		\$ 467.00	
Clerk, Asst Clerks, (3) police officers x 1 election	5		1		\$ 19.00		\$ 95.00		\$ -		\$ 95.00	
September 2022 State Primary	6		3		\$ 19.00		\$ 342.00		\$ -		\$ 342.00	
Clerk, Asst Clerks, (3) police officers x 1 election	5		1		\$ 19.00		\$ 95.00		\$ -		\$ 95.00	
Sub-precinct clerk (Note 2)	1		1		\$ 19.00		\$ 19.00		\$ -		\$ 19.00	
November 2022 State Election	6		3		\$ 19.00		\$ 342.00		\$ -		\$ 342.00	
Clerk, Asst Clerks, (3) police officers x 1 election	5		1		\$ 19.00		\$ 95.00		\$ -		\$ 95.00	
Sub-precinct clerk (Note 2)	1		1		\$ 19.00		\$ 19.00		\$ -		\$ 19.00	
Note 1 - Meals Precinct workers [2 to 3 workers per table * 2 tables plus one clerk and 1 warden per precinct]											Total \$1,474.00	
Note 2 - Subprecinct clerk A third check-in person in Precinct 3 may be necessary to check-in sub-precinct voters												

Elections Payroll

	<u>Number of workers (Note 1)</u>		<u>Number of Precincts</u>		<u>Hourly rate (Note 2)</u>		<u>Hours</u>	=	<u>Payroll</u>	<u>Comments</u>
Election		X		X						Minimum wage increase
May, 2023 Town Election										
Inspectors and ballot box attendant	5		3		\$15.00		15.5		\$ 3,487.50	
Clerks and Wardens	2		3		\$15.00		17		\$ 1,530.00	
September 2022 State Primary										
Inspectors and ballot box attendant	5		3		\$14.25		15.5		\$ 3,313.13	
Clerks and Wardens	2		3		\$14.25		17		\$ 1,453.50	
Sub-precinct Clerk - Precinct (Note 3)	1		1		\$14.25		15.5		\$ 220.88	
November 2022 State Election										
Inspectors and ballot box attendant	5		3		\$14.25		15.5		\$ 3,313.13	
Clerks and Wardens	2		3		\$14.25		17		\$ 1,453.50	
Sub-precinct Clerk - Precinct (Note 3)	1		1		\$14.25		15.5		\$ 220.88	
Total									\$14,992.50	
Note 1 - Number of workers Town Election and State Primary: Precinct workers [2 workers per table * 2 tables + Warden and Clerk] plus 3 Police Officers Presidential Election: Precinct Workers [3 workers per table * 2 tables + Warden and Clerk] plus 3 Police Officers										
Note 2 - Hourly Rate January 2022 Minimum Wage: \$14.25 January 2023 Minimum Wage: \$15.00										
Note 3 - Subprecinct clerk A third check-in person in Precinct 3 may be necessary to check-in sub-precinct voters										

Police Details (Informational - Not included in Elections Budget)

May, 2023 Town Election	3	1	\$ 54.00	13	\$ 2,106.00
September, 2022 State Primary	3	1	\$ 54.00	13	\$ 2,106.00
November 2022 State Election	3	1	\$ 54.00	13	\$ 2,106.00
Total					\$ 6,318.00

Note: Informational - Police Details not included in Elections Budget

Early Voting Expenses (September/November 2020)

	<u>Number of Workers</u>	<u>Number of Shifts*</u>	<u>Total Hours*</u>	<u>Pay Rate</u>	<u>Early Voting Payroll</u>	<u>Early Voting Costs</u>
May 2023 Town Election * (1 week)						
Wages: Staffing at Early Voting location	2	1	47	\$15.00	\$1,410.00	Early voting costs include:
Wages: Processing EV ballots on Election Day	0	1	14	\$15.00	\$0.00	o Cost of election workers to staff early voting room
* Anticipate Election Law will allow town option for 1 week of early voting						o Miscellaneous supplies costs (e.g. tabletop privacy shields)
Total Early Voting Wages - May 2023					\$1,410.00	o Additional Town Clerk Staff time required to record and organize early ballots (based upon early voting volume)
September, 2022 State Primary (1 week)						o Cost of additional teams on election day to process early ballots at the polls
Wages: Staffing at Early Voting location	2	1	47	\$15.00	\$1,410.00	
Wages: Processing EV ballots on Election Day	0	1	14	\$15.00	\$0.00	
Total Early Voting Wages - Sept 2020					\$1,410.00	

November , 2022 Presidential Election (2 weeks)

Wages: Staffing at Early Voting location	2	1	94	\$15.00	\$2,820.00
Wages: Processing EV ballots on Election Day	2	1	7	\$15.00	\$210.00
Total Early Voting Wages- Nov 2020 \$3,030.00					

<u>Note</u> Hours Calculation for one week of early voting	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Thurs</u>
Week 1:	11	8	8	11	5	4	47

Advance Processing (November 2022)

If authorized by state law and early vote (mail and in-person) warrants, Advance Processing is an ability to process early ballots the week prior to election day.

	<u>Number of Workers</u>	<u>Total Hours*</u>	<u>Pay Rate</u>	<u>Advance Processing Payroll</u>
Wages: Advance processing staff	5	40	\$ 15.00	\$3,000.00

Informational: Polling Hours and Early Voting Reimbursements (Local Mandates)

Polling Hour Reimbursement Approximately \$1000 for each state election and primary
Early Voting Reimbursement for state required minimum early voting hours can be expected.

Town Meeting Payroll

<u>Town Meeting</u>	<u>Number of workers</u>	X	<u>Number of Sessions</u>	X	<u>Hourly rate</u>	X	<u>Hours (Note 2)</u>	=	<u>Payroll</u>	<u>Comments</u>
Fall, 2022, including 1 adjourned session	8		2		\$14.25		4		\$ 912.00	
Spring 2023, including 2 adjourned sessions	8		3		\$15.00		4		\$ 1,440.00	
Additional Adjourned Sessions	8		0				4		\$ -	Third election
Special Town Meeting (if called)	8		0				4		\$ -	
Total for Town Meetings									\$ 2,352.00	

Note 2: Assumption: 6:30pm - 10:30pm per session

Miscellaneous Expenses

<u>Election</u>	<u>Number (Note 3)</u>	X	<u>Approx Cost</u>	=	<u>Total Cost</u>	
FedEx (ship to 2 vendors each election)	6		\$ 50.00		\$ 300.00	Flash Memory Card Shipments Recent examples: Marking pens, Binder tabs, storage bins, "I Voted" stickers, tabulator paper, AutoMark ink, Early Voting privacy shields - Main St Banner -(3) Elections and (2) Town Meetings (NOTE: New vendor in 2021)
Misc	1				\$ 300.00	may need 1 toner per state election
Banner (Date Changes)	5		\$ 137.50		\$ 687.50	
Toner for VRIS (state) printer CE390A (HP 90A)	2				\$ 400.00	
Toner Cartridge, 10,000 Page-Yield, Black						
					Misc Expense Total	\$ 1,687.50

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

	<u>Cost of Coding</u>	<u>Ballot Printing</u>	Banner Charges
Feb 2008 Primary	\$ 1,854.50	\$ -	
Sept 2008 Primary	\$ 1,369.00	\$ -	
Nov, 2008 General	\$ 914.00	\$ -	
May, 2008 ATE	\$ 993.31	\$1,402.92	
Oct 2008 STE	\$ 1,023.50	\$1,562.50	
May 2009 ATE	\$ 1,812.22	\$1,307.53	
Dec 2009 Special Primary	\$ 791.10	\$ -	\$ 85.00
Jan 2010 Special Election	\$ 587.37	\$ -	\$ 85.00
May 2010 ATE	\$ 1,827.05	\$1,839.32	\$ 85.00
Sept 2010 Primary	\$ 1,587.81	\$ -	\$ 85.00
Nov 2010 General	\$ 1,012.23	\$ -	\$ 85.00
May, 2011 ATE	\$ 1,636.20	\$1,591.53	\$ 85.00
March 2012 Pres Primary	\$ 1,496.13	\$ -	\$ 85.00
May 2012 Town Election	\$ 1,822.90	\$2,062.52	\$ 85.00

FY2020 ELECTIONS CODING AND PRINTING BUDGET REQUEST

	<u>Coding</u>	<u>Printing</u>	<u>Comments</u>
Town - May, 2023	\$ 2,200.00	\$2,400.00	Reference May 2018
State Primary - Sept 2022	\$ 1,600.00	\$ -	Reference Sept. 2018
State Election - Nov. 2022	\$ 1,000.00	\$ -	Reference Nov.2020 and Nov 2014
Total		\$ 4,800.00	

Sept 2012 State Primary	\$ 1,275.92	\$ -	\$ 85.00		
Nov 2012 General Election	\$ 913.71	\$ -	\$ 85.00		
April 30, 2013 Special State Primary	\$ -	\$ -	\$ 185.00		
April 30 2013 Town Election (incl. state pgmg)	\$ 1,945.01	\$1,818.19	\$ -		
June 25 2013 Special State Election	\$ 631.76	\$ -	\$ 85.00		
April 1, 2014 Special Town Election	\$ 989.71	\$1,981.51	\$ 85.00		
May 20, 2014 Annual Town Election	\$ 1,901.31	\$2,181.65	\$ 85.00		
Sept 9, 2014 State Primary	\$ 1,372.46	\$ -	\$ 85.00		
Nov 4, 2014 General Election	\$ 1,125.38	\$ -	\$ 85.00		
May 19, 2015 Annual Town Election	\$ 1,883.66	\$1,914.64	\$ 85.00		
March 1, 2016 Presidential Primary (LHS)	\$ 1,631.00	\$ -	\$ 85.00		
May 17, 2016 Town Election (incl. AutoMark)	\$ 1,604.00	\$2,334.00	\$ 85.00		
June 30, 2016 Special Town Election (incl AutoMark	\$ 927.12	\$1,627.00	\$ 85.00		
Ballot Information Booklet (incl. \$600 postage)		\$1,214.00	\$ -		
September 8, 2016 State Primary	\$ 741.00	\$ -	\$ 85.00		
November 8, 2016 Presidential Election (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				
May 2021 Town Election coding and printing	\$ 3,551.50				

Informational: Cost of Ballot Question Information Booklet

Printing \$ 2,500.00

Mailing \$ 893.00

Total \$ 3,393.00

Note: Not included in FY2023 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 (LHS; P1 to Town Hall)	Precinct 1 to vote at Town Hall	\$ 620.73
	Total	\$ 620.73

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
STREET LISTINGS									
1150	Expenses	\$ 3,834	\$ 3,900	\$ 4,706	\$ 4,850	\$ 5,000	\$ 5,000	3.09%	\$ 1.04
DEPARTMENTAL TOTAL		\$ 3,834	\$ 3,900	\$ 4,706	\$ 4,850	\$ 5,000	\$ 5,000	3.09%	\$ 1.04

STREET LISTINGS									
164									
			FY 2023				FY 2023	FY 2023	
		FY 2022	DEPARTMENT		PERCENT		TOWN MANAGER	FINCOM	PERCENT
LINE ITEM		APPROPRIATION	REQUEST	DIFFERENCE	CHANGE	REASON FOR CHANGE:	APPROVED	APPROVED	CHANGE
Telephone									
Postage		\$ 2,100.00	\$ 2,250.00	\$ 150.00	7.14%		\$ 2,250.00		7.14%
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									
Other:									
TOTAL FUNDS REQUESTED		\$ 4,850.00	\$ 5,000.00	\$ 150.00	3.09%		\$ 5,000.00	\$ -	3.09%
Note 1: Postage									
o Starting in July 2022, postage rates will be adjusted twice per year									
https://www.linns.com/news/postal-updates/usps-plans-price-hikes-two-times-a-year-starting-in-2023									
o Periodicals expected to increase by 10% in July, 2022.									
o Estimating 10% in July 2022 and an additional 5% in January 2023 over January 2022 estimated postage invoice									

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
INSURANCE & BONDING									
1160	Insurance & Bonding	\$ 209,457	\$ 226,650	\$ 243,885	\$ 290,000	\$ 300,000	\$ 300,000	3.45%	\$ 62.11
1161	Insurance Deductible Reserve - Liability	\$ 6,128	\$ 3,220	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.48
1162	Insurance Deductible Reserve - 111F	\$ 36,521	\$ 6,416	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.18
<hr/>									
DEPARTMENTAL TOTAL		\$ 252,106	\$ 236,286	\$ 255,885	\$ 327,000	\$ 337,000	\$ 337,000	3.06%	\$ 69.77

INSURANCE & BONDING

193

<u>LINE ITEM</u>	FY 2022		FY 2023		Q PERCENT CHANGE	REASON FOR CHANGE:	FY 2023		PERCENT CHANGE
	<u>APPROPRIATION</u>		<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>			<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Insurance & Bonding	\$ 290,000.00		\$ 300,000.00	\$ 10,000.00	3.45%		\$ 300,000.00		3.45%
Insurance Deductible Reserve - Liability	\$ 12,000.00		\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Insurance Deductible Reserve - 111F	\$ 25,000.00		\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 327,000.00		\$ 337,000.00	\$ 10,000.00	3.06%		\$ 337,000.00	\$ -	3.06%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
TOWN REPORT									
1170	Expenses	\$ 1,424	\$ 1,464	\$ 1,416	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31
DEPARTMENTAL TOTAL		\$ 1,424	\$ 1,464	\$ 1,416	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31

TOWN REPORT
194

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Printing Costs	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Other:						.		
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
POSTAGE/TOWN HALL EXPENSES									
1180	Expenses	\$ 54,929	\$ 44,276	\$ 53,942	\$ 60,000	\$ 65,000	\$ 65,000	8.33%	\$ 13.46
1181	Telephone Expenses	\$ 24,494	\$ 25,244	\$ 24,034	\$ 30,000	\$ 30,000	\$ 30,000	0.00%	\$ 6.21
1182	Office Supplies	\$ 15,385	\$ 12,048	\$ 12,837	\$ 17,000	\$ 17,000	\$ 17,000	0.00%	\$ 3.52
<hr/>									
	DEPARTMENTAL TOTAL	\$ 94,808	\$ 81,568	\$ 90,813	\$ 107,000	\$ 112,000	\$ 112,000	4.67%	\$ 23.19

POSTAGE/TOWN HALL EXPENSES

156

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ 42,000.00	\$ 42,000.00	\$ -	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	\$ 10,000.00	\$ 5,000.00	100.00%		\$ 10,000.00		-100.00%
Other: Copier	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%		\$ 6,000.00		-100.00%
Other: MGL Update	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		-100.00%
Other: Envelopes/Paper	<u>\$ 5,000.00</u>	<u>\$ 5,000.00</u>	<u>\$ -</u>	0.00%		<u>\$ 5,000.00</u>		-100.00%
TOTAL FUNDS REQUESTED	\$ 60,000.00	\$ 65,000.00	\$ 5,000.00	8.33%		\$ 65,000.00	\$ -	8.33%



LAND USE DEPARTMENTS

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
CONSERVATION COMMISSION									
1320	Salary	\$ 60,752	\$ 66,686	\$ 70,278	\$ 69,481	\$ 70,165	\$ 70,165	0.98%	\$ 14.53
1321	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1322	Expenses	\$ 6,748	\$ 8,556	\$ 7,196	\$ 7,350	\$ 8,936	\$ 7,565	2.93%	\$ 1.57
1323	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1324	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 67,500	\$ 75,242	\$ 77,474	\$ 76,831	\$ 79,101	\$ 77,730	1.17%	\$ 16.09

CONSERVATION COMMISSION
171

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE/NARRATIVE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone Postage Office Supplies								
Dues & Memberships	\$ 771.00	\$ 786.00	\$ 15.00	1.95%	MACC dues in FY22 were \$786 & I anticipate them to remain at this amount in FY23.	\$ 786.00		1.95%
Travel and Conferences	\$ 900.00	\$ 900.00	\$ -	0.00%	This expense was way down the past FY, however, I anticipate it going back up as conferences come back; the underspending in this category (due to COVID) has helped off-set the increase in advert. Expenses - see below.	\$ 900.00		0.00%
Equipment Maintenance Printing	\$ 250.00	\$ 250.00	\$ -	0.00%	Used primarily to maintain the Town's brush hog, but will also cover the Town's walk-behind leaf blower.	\$ 250.00		0.00%
Software/Service Maintenance Space Rental Heating Costs Electricity Vehicle Costs		\$ 700.00			Requesting a new ESRI ArcPro License; includes both GIS/database management software as well as in-field survey apps; used to monitor in-fee holdings and CRs; would integrate with the Commission's existing iPad and BadElf GPS unit; subscription can be "shared" with DPW if they need to conduct minor surveying (i.e., locating a catch basin, culvert, etc.) for MS4 permitting requirements. <u>PLEASE SEE ATTACHED WRITE UP</u>	\$ -		
Other: Land Maintenance	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%	we spend this every year to help maintain the Town's open space lands (has been focused the past few years on treating an invasive plan infestation near Baddacook).	\$ 3,000.00		0.00%
Other: Advertising Other: Appraisals	\$ 1,829.00	\$ 2,500.00	\$ 671.00	36.69%	FY21 expenses were \$2509.11; I level funded FY22 because I thought FY21 was a fluke; currently we've spent \$1533 in FY22, which is on pace for FY21 #ers; I am requesting \$2500 to cover the increased advert costs (more exp. Adverts + many more permit filings)	\$ 1,829.00		0.00%
Other: Clothing Allowance	\$ 600.00	\$ 800.00	\$ 200.00	0.00%	based on my understanding of where things are re: union contract negotiations	\$ 800.00		100.00%
TOTAL FUNDS REQUESTED	\$ 7,350.00	\$ 8,936.00	\$ 886.00	21.58%		\$ 7,565.00	\$ -	2.93%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Gualco	Nikolis	THL	Conservation Admin	10		40	\$ 68,454.00			\$ 68,454.00	2.5%		\$ -	\$ 70,165.35	\$ 70,165.35
Other Pay							\$ 1,027.00								\$ -
TOTAL SALARIES							\$ 69,481.00								\$ 70,165.35
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
PLANNING BOARD									
1210	Salaries	\$ 80,549	\$ 83,043	\$ 85,519	\$ 84,016	\$ 84,843	\$ 84,843	0.98%	\$ 17.56
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1212	Expenses	\$ 7,662	\$ 11,159	\$ 5,540	\$ 8,650	\$ 9,950	\$ 9,950	15.03%	\$ 2.06
1213	M.R.P.C. Assessment	\$ 3,575	\$ 3,664	\$ 3,755	\$ 3,850	\$ 4,000	\$ 4,000	3.90%	\$ 0.83
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -			0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 91,786	\$ 97,866	\$ 94,814	\$ 96,516	\$ 98,793	\$ 98,793	2.36%	\$ 20.45

PLANNING BOARD
175

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone Postage Office Supplies								
Dues & Memberships	\$ 386.00	\$ 550.00	\$ 164.00	10.29%	Anticipated APA membership increase.	\$ 550.00		100.00%
Travel and Conferences	\$ 464.00	\$ 1,000.00	\$ 536.00	115.52%	Anticipated cost of AICP prep course and certification (application, exam, essay).	\$ 1,000.00		115.52%
Equipment Maintenance								
Printing	\$ 100.00	\$ 100.00	\$ -	0.00%	No change.	\$ 100.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
PB Advertising	\$ 4,000.00	\$ 3,000.00	\$ (1,000.00)	-25.00%	Average of FY20 and FY21 = \$2,572. Request \$3,000 to cover the average plus potential increase due to zoning bylaw amendments.	\$ 3,000.00		-25.00%
Land Use Legal (HDC/Sign Comm)	\$ 500.00	\$ 1,500.00	\$ 1,000.00	200.00%	This line has been underbudgeted. Average of FY20 and FY21 = \$1,448.	\$ 1,500.00		200.00%
Land Use Banners	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	Already at \$980 in FY22.	\$ 1,500.00		0.00%
Engineering Consultant								
Other: ADA/SLI	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	No change.	\$ 1,500.00		0.00%
Other: Clothing allowance	\$ 200.00	\$ 800.00	\$ 600.00	0.00%	Subject to collective bargaining (Supervisors Union contract).	\$ 800.00		
TOTAL FUNDS REQUESTED	\$ 8,650.00	\$ 9,950.00	\$ 1,300.00	15.03%	Increase due to anticipated AICP certification.	\$ 9,950.00	\$ -	15.03%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Tada	Takashi	Supervisors	Land Use Director	14		40	\$ 82,774.00			\$ 82,774.00	2.5%			\$ 84,843.35	\$ 84,843.35
Other Pay							\$ 1,242.00								\$ -
TOTAL SALARIES							\$ 84,016.00								\$ 84,843.35
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
TOTAL WAGES							\$ -								\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
ZONING BOARD OF APPEALS									
1220	Wages	\$ 19,567	\$ 20,798	\$ 20,524	\$ -	\$ -	\$ -	0.00%	\$ -
1221	Expenses	\$ 1,100	\$ 920	\$ 484	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31
DEPARTMENTAL TOTAL		\$ 20,667	\$ 21,718	\$ 21,008	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31

ZONING BOARD OF APPEALS
176

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences	\$ 200.00	\$ 400.00	\$ 200.00	100.00%	Increase to cover potential trainings for new ZBA members and new staff person.	\$ 400.00		100.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Clerical Support								
Other: Advertising	\$ 1,300.00	\$ 1,100.00	\$ (200.00)	-15.38%	Slight reduction based on past three years; also considers recent zoning changes that have reduced the ZBA's jurisdiction to some degree.	\$ 1,100.00		-15.38%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	no change	\$ 1,500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
BUILDING INSPECTOR									
1240	Salaries	\$ 88,286	\$ 115,869	\$ 118,522	\$ 93,380	\$ 94,300	\$ 94,300	0.99%	\$ 19.52
1241	Wages	\$ 57,086	\$ 52,486	\$ 55,788	\$ 56,503	\$ 56,501	\$ 56,501	0.00%	\$ 11.70
1242	Expenses	\$ 1,951	\$ 936	\$ 3,700	\$ 3,500	\$ 3,700	\$ 3,700	5.71%	\$ 0.77
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 147,323	\$ 169,291	\$ 178,010	\$ 153,383	\$ 154,501	\$ 154,501	0.73%	\$ 31.99

**BUILDING INSPECTOR
241**

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 900.00	\$ 700.00	\$ (200.00)	-22.22%	Anticipate less in membership dues, but need to budget for classes.	\$ 700.00		-22.22%
Travel and Conferences								
Equipment Maintenance								
Printing	\$ 500.00	\$ 200.00	\$ (300.00)	-60.00%	Minimal printing needs anticipated.	\$ 200.00		-60.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 1,500.00	\$ 2,000.00	\$ 500.00	33.33%	Increases in gas prices and maintenance costs.	\$ 2,000.00		33.33%
Other: Seminars								
Other: Clothing & boots	\$ 600.00	\$ 800.00	\$ 200.00	33.33%	As specified in the supervisors union contract.	\$ 800.00		33.33%
Other:								
TOTAL FUNDS REQUESTED	\$ 3,500.00	\$ 3,700.00	\$ 200.00	5.71%		\$ 3,700.00	\$ -	5.71%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Garside	Robert	Supervisors	Building Comm.	14		40	\$ 92,000.00			\$ 92,000.00	2.5%		\$ -	\$ 94,300.00	\$ 94,300.00
Additional Appropriation							\$ 1,380.00								\$ -
TOTAL SALARIES							\$ 93,380.00								\$ 94,300.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Cruikshank	Kara	THL	Administrative Asst.	7	\$26.53	40	\$ 55,394.64	\$ 26.53	40	\$ 55,394.64	2.0%	\$ 27.06		\$ 56,501.28	\$ 56,501.28
Britko	Daniel	THL	Local Inspector	6	\$26.25	0		\$ 26.25	Varies			\$ 26.25		\$ -	\$ -
Additional Appropriation							\$ 1,108.00								\$ -
TOTAL WAGES							\$ 56,502.64								\$ 56,501.28

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
MECHANICAL INSPECTOR									
1250	Fee Salaries	\$ 35,160	\$ 28,890	\$ 38,620	\$ 30,000	\$ 39,000	\$ 39,000	30.00%	\$ 8.07
1251	Expenses	\$ 3,236	\$ 3,207	\$ 2,838	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.83
DEPARTMENTAL TOTAL		\$ 38,396	\$ 32,097	\$ 41,458	\$ 34,000	\$ 43,000	\$ 43,000	26.47%	\$ 0.83

**MECHANICAL INSPECTOR
242**

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%
Other: Seminars	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
EARTH REMOVAL INSPECTOR									
1260	Stipend	\$ 1,500	\$ 1,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.52
1261	Expenses	\$ 72	\$ -	\$ -	\$ 100	\$ 200	\$ 200	100.00%	\$ 0.04
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 1,572	\$ 1,500	\$ 2,500	\$ 2,600	\$ 2,700	\$ 2,700	3.85%	\$ 0.56

EARTH REMOVAL INSPECTOR
249

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 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	\$ 200.00		100.00%	Higher Advertising Costs	\$ 200.00		100.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 100.00	\$ 200.00	\$ -	100.00%		\$ 200.00	\$ -	100.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
BOARD OF HEALTH									
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1271	Expenses	\$ 295	\$ 465	\$ 830	\$ 1,575	\$ 1,575	\$ 1,575	0.00%	\$ 0.33
1272	Nursing Services	\$ -	\$ -	\$ -	\$ 13,767	\$ 14,455	\$ 14,455	5.00%	\$ 2.99
1273	Nashoba Health District	\$ 45,951	\$ 47,849	\$ 41,841	\$ 30,167	\$ 31,675	\$ 31,675	5.00%	\$ 6.56
1274	Mental Health Services	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	100.00%	\$ -
1275	Eng/Consult/Landfill Monitoring	\$ 9,490	\$ 6,713	\$ 11,233	\$ 10,200	\$ 10,200	\$ 10,200	0.00%	\$ 2.11
<hr/>									
DEPARTMENTAL TOTAL		\$ 63,736	\$ 63,026	\$ 61,904	\$ 63,709	\$ 65,905	\$ 57,905	-9.11%	\$ 11.99

BOARD OF HEALTH
510

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Bulk mailing	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Dues & Memberships								
Advertising public hearings	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Travel/Conferences	\$ 175.00	\$ 175.00	\$ -			\$ 175.00		
Other: Rabies Control	<u>\$ 800.00</u>	<u>\$ 800.00</u>	\$ -	0.00%		<u>\$ 800.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 1,575.00	\$ 1,575.00	\$ -	0.00%		\$ 1,575.00		0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
SEALER OF WEIGHTS & MEASURES									
1280	Fee Salaries	\$ 1,620	\$ 2,260	\$ 300	\$ 3,200	\$ 3,200	\$ 3,200	0.00%	\$ 0.66
1281	Expenses	\$ 100	\$ -	\$ -	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02
DEPARTMENTAL TOTAL		\$ 1,720	\$ 2,260	\$ 300	\$ 3,300	\$ 3,300	\$ 3,300	0.00%	\$ 0.68

SEALER OF WEIGHTS & MEASURES
244

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00	\$ -	0.00%



**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 22, 2021

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

RE: **FY2023 Budget**

I respectfully submit the attached budgets for FY23 for the Groton Police Department and Groton Communications Department.

Salary & Wages

I have included the contractual obligations in Salary & Wages.

In Communications, I am requesting to add a new Communications Officer.

In General Expenses

Nominal increases for Promotional Exam process, K9 Expenses/Insurance and a small increase in annual mandatory In-Service Training.

In Lease or Purchase of Cruisers (Motorcycle)

First year of a two-year lease.

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

Police

- Soft Body Armor – for expiring vests
- Water Rescue Flotation Devices
- Less Lethal Shotguns

Building

- Lighting for Emergency Operations Center (EOC)/Training Room
- Audio Visual Upgrade for EOC/Training Room

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.
- Last year, I brought the critical need to replace the Communications infra-structure to your attention and am pleased to report that the EOPSS Awarded the Groton Police Department \$429,499 for construction, specifically for the construction of radio towers as noted in priority one and priority two of the successful application to the State 911 Department Regional Public Safety Answering Point and Regional Secondary Public Safety Answering Point and Regional Emergency Communications Center Development Grant.
- Security Camera Improvements
- Card Key Access Improvements

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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
POLICE DEPARTMENT									
1300	Salaries	\$ 320,115	\$ 343,223	\$ 200,207	\$ 269,791	\$ 271,906	\$ 271,906	0.78%	\$ 56.29
1301	Wages	\$ 1,743,279	\$ 1,833,948	\$ 1,952,786	\$ 1,981,381	\$ 1,965,660	\$ 1,965,660	-0.79%	\$ 406.94
1302	Expenses	\$ 198,083	\$ 142,069	\$ 177,093	\$ 212,200	\$ 217,450	\$ 214,450	1.06%	\$ 44.40
1303	Lease or Purchase of Cruisers	\$ 3,960	\$ 3,960	\$ 4,920	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.04
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1305	Minor Capital	\$ 17,483	\$ 7,150	\$ 19,966	\$ 11,000	\$ 20,702	\$ 11,000	0.00%	\$ 2.28
<hr/>									
DEPARTMENTAL TOTAL		\$ 2,282,920	\$ 2,330,350	\$ 2,354,972	\$ 2,479,372	\$ 2,480,718	\$ 2,468,016	-0.46%	\$ 510.94

POLICE DEPARTMENT									
210									
BASE									
			FY 2023				FY 2023	FY 2023	
		FY 2022	DEPARTMENT		PERCENT		TOWN MANAGER	FINCOM	PERCENT
LINE ITEM		APPROPRIATION	REQUEST	DIFFERENCE	CHANGE	REASON FOR CHANGE:	APPROVED	BUDGET	CHANGE
Advertising									
Ammunition		\$ 21,040.00	\$ 21,040.00	\$ -	0.00%		\$ 21,040.00		0.00%
K 9 (change line item) *		\$ -	\$ 2,000.00	\$ 2,000.00	100.00%	Bane expense/Miranda Liability Insurance	\$ 2,000.00		
Cruiser Maintenance		\$ 36,000.00	\$ 36,000.00	\$ -	0.00%		\$ 36,000.00		0.00%
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%
		\$ -	\$ 3,000.00	\$ 3,000.00	100.00%	For Sergeant Exam	\$ -		0.00%
Training		\$ 18,940.00	\$ 18,940.00	\$ -	0.00%		\$ 18,940.00		0.00%
Lowell Seat		\$ 2,500.00	\$ 2,750.00	\$ 250.00	10.00%	Increase in Seat Fee	\$ 2,750.00		10.00%
Uniforms		\$ 43,320.00	\$ 43,320.00	\$ -	0.00%		\$ 43,320.00		0.00%
TOTAL FUNDS REQUESTED		\$ 212,200.00	\$ 217,450.00	\$ 5,250.00	2.47%		\$ 214,450.00	\$ -	1.06%
								\$ -	

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Luth	Michael	Contract	Police Chief			40	\$ 138,360.00			\$ 138,360.00	3.0%			\$ 142,510.80	\$ 142,510.80
Sheridan	Ed	Contract	Deputy Police Chief			40	\$ 120,000.00			\$ 120,000.00				\$ 120,000.00	\$ 120,000.00
Other Pay							\$ 11,431.00						\$ 9,395.00	\$ 9,395.00	\$ 9,395.00
TOTAL SALARIES								uniform allowance 40*2*26.5=\$ 2120 vacation buy back chief 1 week \$2660 D Chief 2 weeks \$4615 = \$7275							
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Quinn Bill - State							\$ -			\$ -				\$ -	\$ -
Quinn Bill - Town							\$ 55,507.00			\$ 46,470.00				\$ 46,470.00	\$ 46,470.00
Education Incentive							\$ 23,705.00			\$ 32,443.00				\$ 32,443.00	\$ 32,443.00
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	Superior	Patrolman		\$39.05	40	\$ 81,536.40	\$ 39.05	40	\$ 81,536.40		\$ 39.05		\$ 81,536.40	\$ 81,536.40
Breslin	Peter	GPA	Patrolman		\$33.52	40	\$ 69,989.76	\$ 33.52	40	\$ 69,989.76		\$ 33.52		\$ 69,989.76	\$ 69,989.76
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
Hyde	Adam	GPA	Patrolman		\$28.46	40	\$ 59,424.48	\$ 28.46	40	\$ 59,424.48		\$ 28.46		\$ 59,424.48	\$ 59,424.48
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
Watson	Jessica	THL	Senior Admin Asst		\$30.71	40	\$ 64,122.48	\$ 28.56	40	\$ 59,633.28		\$ 28.56		\$ 59,633.28	\$ 59,633.28
Tallent	Joan	THL	Administrative Asst.		\$30.62	15	\$ 23,975.46	\$ 30.62	15	\$ 23,975.46	2.0%	\$ 31.23		\$ 24,454.97	\$ 24,454.97
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	\$ 28,300.00			\$ 28,800.00				\$ 28,800.00	\$ 28,800.00
Shift Differential	\$ 51,000.00			\$ 51,000.00				\$ 51,000.00	\$ 51,000.00
Holiday Pay and Prem Holiday Pay	\$ 67,157.00			\$ 66,931.00				\$ 66,931.00	\$ 66,931.00
Shift Coverage - Vacation Leave	\$ 77,560.00			\$ 77,560.00				\$ 77,560.00	\$ 77,560.00
Shift Coverage - Personal Leave	\$ 31,240.00			\$ 31,240.00				\$ 31,240.00	\$ 31,240.00
Shift Coverage - Sick Leave	\$ 41,180.00			\$ 41,180.00				\$ 41,180.00	\$ 41,180.00
Shift Coverage Traffic/Train/Range/(includes Reserves)	\$ 71,500.00			\$ 71,500.00				\$ 71,500.00	\$ 71,500.00
Shift Coverage Town Major Events (includes Reserves)	\$ 21,000.00			\$ 21,000.00				\$ 21,000.00	\$ 21,000.00
Shift Coverage Unplanned Events	\$ 51,303.00			\$ 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	\$ 14,171.00			\$ 14,391.00				\$ 14,391.00	\$ 14,391.00
Health Insurance Buyback	\$ 12,001.00			\$ 15,602.00				\$ 15,602.00	\$ 15,602.00
FLSA Adjustments	\$ 9,000.00			\$ 9,000.00				\$ 9,000.00	\$ 9,000.00
Uniform Cleaning Allowance	\$ 18,040.00			\$ 19,080.00				\$ 19,080.00	\$ 19,080.00
Office in Charge stipend	\$ 3,855.00			\$ 3,855.00				\$ 3,855.00	\$ 3,855.00
Vacation Buy Back	\$ -			\$ 10,178.00				\$ 10,178.00	\$ 10,178.00
Other Pay	\$ 26,725.00								\$ -

TOTAL WAGES	\$ 1,981,380.66			\$ 1,965,180.46				\$ -	\$ 1,965,659.97
--------------------	------------------------	--	--	------------------------	--	--	--	-------------	------------------------

Contractual increases for
Ed Incentive, Longevity, Uniform Allowance and Ins Opt Out.

Vacation Buy Back new line item under salary and wages

Quinn decrease due to staff change Ed Sheridan

	Start Date	FY23 LONGEVITY			PW to be paid FY23		
		ELGIBILITY	YR	\$			
Beal	10/23/2019	9/23/2024					
Beltz	9/7/2010	9/7/2015	12	\$ 940.00			
Breault	6/22/2009	6/22/2014	14	\$ 1,080.00			
Breslin	8/10/2005	8/10/2010	17	\$ 1,290.00			
Candow	6/22/2009	6/22/2015	14	\$ 1,080.00			
Connell	2/1/1999	2/1/2004	24	\$ 1,780.00			
Connor	3/26/2012	3/26/2017	11	\$ 870.00			
Davis	7/16/2018	7/16/2023		\$ -			
Gemos	9/5/1999	9/5/2004	23	\$ 1,710.00			
Henehan	6/7/2010	6/7/2015	13	\$ 1,010.00			
Hyde							
Luth		n/a					
Lynn	3/26/2012	3/26/2017	11	\$ 870.00			
Bielecki	9/7/2010	9/7/2015	12	\$ 940.00			
Oconnor	7/1/2020	7/1/2025					
Rose	11/18/2005	11/18/2010	17	\$ 1,290.00			
Steward	4/13/2015	4/13/2020	8	\$ 660.00			
Timmins	7/1/2015	7/1/2020	7	\$ 590.00			
Violette	2/22/2019	2/22/2024					
Tallent	10/2/2002	10/2/2007	21	\$ 281.25			

Total 14,391.25

	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	1570	1570
22	1640	1640
23	1710	1710
24	1780	1780
25	1850	1850
26	1920	1950
27	1990	2050
28	2060	2150
29	2130	2250
30	2200	2350

FY2023 Minor Capital

Soft Body Armor	\$930 each X 5	4650.00
Rescue Floatation	\$60 each X 15	\$900.00
Less Lethal Shotguns		\$6300.00
EOC / Training Room Lighting		4851.78
AV Upgrade		4000.00
		\$20,701.76



Groton Fire Department

Fire ~ EMS ~ Rescue
"Together We Serve the Community"

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



Fire Department Budget Narrative- Fiscal Year 2023

In FY 2022 the Groton Fire Department continues to work within the restrictions of COVID. While the number of cases has fluctuated dramatically, the changes in how we approach medical emergencies has not. This requires the use of more equipment as well as continually adapting to changes in the guidance's. Even with these challenges, the department continues to perform at a high level. This is accomplished by ensuring quality training to the call and career staff so that the department is ready to combat a myriad of emergencies.

In FY 2023, the department is placing a very high priority on the addition of a daytime Firefighter/EMT. This position will allow the department to close our most glaring gap which exists within our Fire Prevention/ Community Risk Reduction area. With the number of required inspections continually rising, with the development of the town, changing of technologies and new codes, our ability to maintain the same level of Risk Reduction activities has waned.

The addition of a firefighter/EMT will allow the Deputy Chief to focus time on Risk Reduction activities and his regular duties without interfering with the other critical day to day readiness preparations. The changes allow the department to more effectively prevent emergencies before they occur at a much lower cost. While identified as far back as FY 2016 as an emerging challenge, we have to this point been able to shift personnel to achieve the critical requirements for fire prevention. With the increasing complexity of projects in the pipeline along with a need to prevent hazards in current buildings, we can no longer operate as we have. Attached is the memo to the Selectboard which outlines many of the challenges that we are trying to combat with this additional staffing.

Unrelated to the Fire Preventions/CRR, the budget also reflects a need to bring the Deputy Fire Chief's salary in line with other area Deputy Fire Chief's as well as the Deputy Police Chief. The complexity of the Deputy Chief's job as well as the regular off hours' time spent working further suggests that we need to address the pay disparity.

The final piece needed to guarantee a supervisor on duty 24 hours per day is the promotion of a firefighter to Lieutenant. This initiative was brought before the Selectboard in July of 2021. The issue reflects a need to have a point person for the fire department and maintain nationally recognized standards for supervision during emergency and non-emergency operations.

Payroll

Payroll remains fluid in many areas due to ongoing contract negotiations. The Deputy Chief's salary increases to \$120,000. This places him at the same level of the Deputy Police Chief and a slightly below average rate for area Deputy Fire Chiefs.

The burn rate of overtime is adjusted to meet a greater usage over previous years. The lack of vacation used in FY 21 and 22 resulted in an increased accumulation of available time off. We are now starting to see this accumulated time get used resulting in a faster burn rate. The additional firefighter/EMT will allow for some circuit breaker opportunities to not fill select overtime shifts. This will be an acceptance to the rule and not the norm since the complexity and time needed to accomplish fire prevention activities is significant.

The promotion of a firefighter/EMT to Lieutenant results in a \$7,600 increase to a firefighter base wage. This does not trigger the hiring of an additional FTE rather promotes an existing one. This promotion would achieve having a supervisor on 24 hours per day. Currently there is a supervisor 75% of the time.

On-call wages is adjusted by 2% after two years without any adjustments. The call department remains a critical part of the department providing first and second levels of coverage for the town. Without call firefighters, the fire department would need to continue to grow the career staff at an extraordinary pace. The department continually recruits, trains and hires new on-call firefighters to fill in holes created by attrition. While a seemingly simple task, call firefighters are becoming more difficult to find and keep. Many of our younger call firefighters leave the services of the Groton Fire Department to pursue career opportunities in other towns. These opportunities simply cannot be matched locally forcing career oriented young adults to look elsewhere.

While we as an organization strive for a high level of competence, I would be remiss in mentioning that we are to an extent, a victim of having and keeping high standards. With successful training and development programs comes the potential of larger departments hiring our on-call and per-diem employees. This issue results in very quick turnover of young firefighters. While frustrating, they do still provide a vital role to the department for a period of time prior to departing for permanent jobs. Unfortunately, when hired away, we have seen that these firefighters move out of Groton to more affordable communities. This most often results in their departure from the Groton Fire Department to either focus on their careers, families or join their new local department. We cannot compete with the rates of pay, overtime and benefits that can be found in these fulltime departments.

We are fortunate to find very dedicated individuals in town that are willing to become firefighters on the department, however often this is simply filling gaps that are vacated by personnel leaving our ranks. Right now, we have 5 new firefighters undergoing initial training to become Groton Firefighters. Although these recruits will replace departing personnel, it is a net loss to the organization. As our experienced personnel leave our ranks, we lose the experience associated with their time engaged in training and more importantly real emergencies. Simply put, a new recruit does not have the natural decision-making ability that a more seasoned firefighter does. It should not take away from the value of new recruits, but it must be understood that it takes time to season firefighters into their roles with the department.

Expenses

FY 23 expenses reflect an increase over FY 22 restoring most of the expenses to FY 21 levels. Many of these lines were reduced in FY 22 in order to meet budget objectives. Additionally, many services and parts have increased in price due to inflation and production delays. While this budget request does not fully restore expenses, it should be understood that prices continuing to increase could warrant additional funds to finish out the year.

Postage is restored to \$100 for FY 23. Postage is utilized for delivery of letters of violation or other certified mailing needs.

Office Supplies remains at \$500 to support office product needs.

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

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

Equipment Maintenance remains at \$4,300 and is used to maintain breathing apparatus, small engines and Jaws of Life.

Software remains at \$15,000 and is used for maintenance of EMS reporting software, as well as fire reporting and tracking software.

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.

Vehicle Cost \$20,000 for fuel. If the inflation of fuel prices continue, this line is subject to a shortfall.

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 is partially restored to \$36,000. Vehicle maintenance covers cost to keep EMS and Fire vehicles in service and safe for operations. We typically range between \$34,000 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.

Medical Supplies increases by \$1,000 to \$16,000 to account for increased costs. Medical supplies are the costs associated with keeping the ambulances stocked with oxygen, bandages, and medications needed for patient care.

Uniforms increase to \$19,900 to meet the needs of the additional career personnel. A majority of this money is contractually obligated. The remaining will be 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.

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

Building Maintenance remains at \$3,100 and is utilized for small odd jobs or equipment related to running of the stations.

Minor Capital

Minor capital remains at \$23,000 yearly in order to replace 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.

Capital

The capital budget has no projects for FY 23.

FY 24 has changed to include the purchase of an interface engine rather than a forestry truck. The multirole capabilities of an interface engine will better serve the unique challenges when it comes to brush fires in Groton. For decades Groton has maintained 3 forestry trucks that are utilized for brush fires. While this an omnipresent threat to Groton, these trucks are at times grossly underutilized when brush fires are unlikely. In 2017 we addressed this issue for the first time by incorporating a swap loader in the fleet to serve as a brush truck, lighting unit, flatbed, and plow truck. This concept of multiple roles has been the primary focus of the capital program since arriving in 2014.

An interface engine again fills the void of a mid-sized fire engine that can bridge the gap between a full-sized engine and a brush truck. This new vehicle will be highly capable in attacking a building fire as well as a brush fire. This ability coupled with a short wheel base and four-wheel-drive allows the department flexibility that was previously only achieved by utilizing two vehicles at the same time.

Also, in FY24, the department will need to replace our Self-Contained Breathing Apparatus. This equipment is one of the most important pieces of safety gear providing clean air to firefighters in hazardous atmospheres. The Groton Fire Department is attempting to replace these units via a Federal Fire Act Grant. This grant will allow all of the units to be replaced with a match of 5%.

Future Needs

A few factors will dictate our future requests and budgets. The challenges related to growth of the community and levels of service are being currently reviewed with some additional intermediate updates to follow. With long term planning paused during the height of COVID, in June of 2021, we began developing our future plans for the department. We have reinvested into the long-term planning for the department with assistance from the Town Manager and two other citizens. This planning process while underway will give a more detailed look into the future needs of the department related to staffing, levels of service, recruitment and capital needs.

In early 2022, we are expected to begin looking at a study with the Town of Dunstable for the purposes of seeing if a regionalized approach to fire/EMS services can be beneficial to both communities. While regionalization general does not yield an immediate savings, the long-term benefits can often be significant. For this reason, we will at a minimum explore the potential regional opportunities.



Groton Fire Department

Fire ~ EMS ~ Rescue

"Together We Serve the Community"

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



To: Groton Selectboard

From: Steele McCurdy, Fire Chief

Date: November 10, 2021

Re: Fire Department Study Update

On June 21, 2021, I met with the Select Board to discuss the initiation of a study of the fire department staffing as we move forward. In this discussion, the Deputy Chief and I explained that we're going to be looking at the next 5 years of the department and what staffing needs would be anticipated as the community and department changes. We advised the Board that there would be intermittent updates on the progress of the group. This is the first update as to what has occurred and is currently underway.

The first piece that was looked at was the short term needs of the department. The short term needs really reflect increased effort and staffing for the purposes of Fire Prevention. The title Fire Prevention however is a misrepresentation of what a modern "Fire Prevention" person does. Over time, prevention personnel have, like the rest of the fire service, evolved into a community wide risk reduction effort. Community risk reduction programs help reduce a myriad of risks in the community proactively rather than the traditional reactionary mode that we are accustomed to. This risk reduction however doesn't directly decrease the needs of emergency response rather over time, decreases the growth and severity of emergency calls.

Currently, the departments operational model has 2 personnel (Deputy Chief and per-diem) working from 8am until 4pm Monday through Friday along with the 2 shift personnel that cover 24/7/365. In addition to the operational piece, the Administrative Assistant and Chief make up the administrative piece of the department working a Monday through Friday schedule.

Under the current setup, the operational staff is required to handle emergency responses, daily training, maintenance, community education, and inspectional services. The major issue with this model is that inspections are often pushed off on any given day due to emergency responses.

This includes inspections that are required by law to be conducted for any home sales, renovations, or refinancing. When these delays occur, it changes the entire workflow of the day, and subsequent days, because the schedule needs to be adjusted to meet the inspectional needs. Very often, the Chief must pick up the scheduled inspections which creates constant compounding problems for the Chief with essential functions such as payroll, bills, medical billing, planning, policies and other department logistics.

The senior population is an ever-growing population in Groton. We need to aggressively meet the senior population with services and resources to mitigate hazards in and around their homes. By allocating more time to work with the senior population in cooperation with the Council on Aging and other regional entities, we can better identify and reduce the risk of accidents, injuries, illnesses, and fires. The more we are able to get out to our seniors' homes, the better able we are to ensure that the most vulnerable do not slip through the cracks.

Our shortfalls impact school aged kids as well. Due to COVID-19 we have been unable to visit the schools. S.A.F.E. teaches students life safety including everything from stop drop and roll, to identifying common home hazards and knowing safety exits. Our S.A.F.E. Program is very important for all students. We have new school aged children who did not receive their foundational fire safety classes. We need to now play catch up before another year passes. Educating the community is an important part of what we do. Having additional dedicated time and personnel able to educate our seniors and youth on important fire and life safety techniques and risk reduction measures would go a long way in meeting some of our shortfalls in this important area.

The needs for Risk Reduction will be accomplished by more appropriately reassigning the Deputy Chief to a more administrative role rather than a firefighter role. When we eliminated the Fulltime Captain position and replaced it with the Deputy Chief in 2019, it was always the intention that the Deputy Chief take on a more administrative role which would include inspectional services. While the department has changed, we have not equally adjusted how the administration runs efficiently. In order to accomplish this, we would augment the daytime hours with an additional Firefighter/EMT being added to a weekday schedule when most prevention and administrative activities occur. This will allow the emergency responses, maintenance, daily training, and pre-incident planning to be handled by operational personnel without competing with prevention/risk reduction activities.

An examination of the activities related to fire prevention events over the past 10 years, when the department originally increased daytime staffing to the current levels, shows significant increases in inspectional services. The increases are driven by a few factors including an increased rate of building and sales, and changes in the fire and building codes which require additional inspections and review. Inspections, which include plan reviews, meetings, education, permits and other efforts has increased from 306 inspections in 2011 to 633 in 2020. This represents a 106% increase in inspectional activity.

Not to be overlooked is the complexity of systems that require research and lengthy plan reviews. As a single example, the Groton Hill Music Center has systems that are unique not only to Massachusetts, but to music centers across the globe. These systems require an extensive amount of time to review their components, plans, alternatives, hearings and testing of the final systems. While this project is part way through,

many of the testing and inspection components, are going to be occurring over the next two years. While the Groton Hill Music Center has a definite end date, additional projects will inevitably create not only compounding stress, but also new challenges as systems evolve. Some examples of these upcoming projects are the new Florence Roche Elementary School and the potential development of 500 Main Street (the former Deluxe property). Both of these come with continued short- and long-term inspection needs.

A main driver of the inefficiency within our risk reduction/prevention services is that we do not have the ability to have a single point person overseeing projects, inspections and annual renewals. The current “prevention by committee” is extremely inefficient in terms of time spent rehashing what is and has been reviewed and what one may have done as far as inspections/meetings already. A constant internal and external frustration is the fact that we, at times, cannot be expeditious in the delivery of plan reviews and inspections. This again goes back to the fact that inspections and time for plan review are often pushed off on any given day due to emergency responses.

Certain inspections are required by Fire Departments in accordance with 527 CMR 1 and other regulating bodies such as Department of Public Health. These codes requires that the fire department inspect different occupancies on a set basis from health care, 4 times per year, to commercial businesses annually. Currently, the department is unable to meet these requirements for all businesses which can place liability on both the business owner and also the fire department. Instead, we are forced to prioritize by occupancy type and frequency of public entry. Unfortunately, some businesses go several years between inspections. This was recently brought to the forefront when a renovation was discovered in a business that had occurred years prior. This renovation blocked off 3 of 4 exits constituting an immediate threat to the occupants. It is almost guaranteed that this is not an isolated incident, rather our inability to find these issues and educate the occupants on appropriate fire codes in a timelier manner due to our lack of risk reduction abilities.

Another example of a preventable issue is a building in town where numerous false alarms have resulted in 11 emergency responses since April. While we have issued a notice of violation to the owner, having a person that can follow up more regularly and move the process through the legal system would have resulted in fewer emergency calls. This is not an isolated incident but each occurrence puts pressure on the department and simultaneously draws on the budget. With more building occurring, we can only expect that these types of situations will become more prevalent.

The question certainly can and should be asked if we as the department can reallocate time within existing staff to better cover the needs. The answer is certainly that it can be done, however it decreases the effectiveness in other areas. Should we take time away from maintaining our equipment, which is expected to be working 100% of the time on a moments notice, our mission readiness decreases. The same readiness issue exists when daily training is sacrificed. Shifting hours for inspections only slightly alters our workload since a majority of contractors and other business occur based on the typical work week. As the natural progression of development and more associated inspections, we naturally lose readiness in our critical areas.

The skills and knowledge required to interpret, educate and enforce the fire codes has also greatly increased with the expansion of our codes. Today a firefighter is required to undergo 80 hours of training to be eligible to become an accredited fire inspector. In addition, this certification requires annual continuing education of 10 hours. To train and keep a large number of Fire Department personnel able to perform these jobs is a burden on the budget.

The Future

In August of 2021, the Town of Dunstable approached us regarding the potential regionalization of fire services. It is not the first time that these discussions have occurred dating back to 2015, but a renewed urgency exists with the impending retirement of their chief. After a couple of meetings with Dunstable, we have mutually agreed that we, at a minimum, should take a strong look at regionalization in order to find efficiencies and increase safety in both communities. Jointly, we have identified grant funding to study the impacts and effects of regionalization between the two departments. The grant will look to identify and engage with an independent contractor with experience in regionalizing fire departments.

While I am a proponent of regionalization, it should also be known that unless there is a clear equity and benefit for all stakeholders, we will not continue to pursue this effort. It is of paramount importance though that we enter into this process with our eyes open to all possibilities and at the very minimum take a deep look at the current and future pros and cons.

The efforts of this study will require significant collection of data. While pulling this data, we will use the same information as we continue the study of our department with Mr. Robertson, Mr. Cunningham and Mr. Haddad. This will allow us to more effectively provide information for our longer term look at the needs of the department.

With current standards of training and involvement being reviewed, coupled with the ever-present need for on-call firefighters, we have a great deal of work ahead of us. This will inevitably require the assistance of the Board

Grants

The Groton Fire Department is always looking to maximize grants in order to offset capital, and operational expenses. The future growth of the department, including or not including Dunstable, can at times be offset by grants. A majority of the new on-call firefighters hired over the past 2 years have been covered by a federal grant that resulted in no cost to the Town to add these firefighters. This included, physicals, gear, uniforms, wages, and materials for their initial training.

We will continue to pursue grants for the purposes of hiring on-call as well as career firefighters as well as offset on major capital investments. This will include applications to hire a risk reduction specialist, on-call firefighter training and the replacement of our breathing apparatus.

In summary, the Groton Fire Department needs to expand our risk reduction efforts through the allocation of more resources. The continued problems with being able to appropriately carry out our pre-incident mission threatens the departments effectiveness. Regardless of future plans, this position is necessary to better serve the interests of citizens, businesses and the department. The compounding effects and potential liability associated with poor services are immeasurable and must be addressed as soon as practical.

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
FIRE DEPARTMENT									
1310	Salaries	\$ 117,048	\$ 184,836	\$ 235,000	\$ 238,928	\$ 253,900	\$ 253,900	6.27%	\$ 52.56
1311	Wages	\$ 880,306	\$ 903,135	\$ 929,402	\$ 997,894	\$ 1,080,469	\$ 1,080,469	8.27%	\$ 223.68
1312	Expenses	\$ 183,756	\$ 168,346	\$ 174,567	\$ 161,682	\$ 192,700	\$ 192,700	19.18%	\$ 39.89
<hr/>									
	DEPARTMENTAL TOTAL	\$ 1,181,110	\$ 1,256,317	\$ 1,338,969	\$ 1,398,504	\$ 1,527,069	\$ 1,527,069	9.19%	\$ 316.14

Fire Department
220

<u>LINE ITEM</u>	FY 2023					<u>REASON FOR CHANGE:</u>	FY 2023		<u>PERCENT CHANGE</u>
	<u>FY 2022</u>	<u>DEPARTMENT</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>		<u>TOWN MANAGER</u>	<u>FINCOM</u>	
	<u>APPROPRIATION</u>						<u>APPROVED</u>	<u>APPROVED</u>	
Telephone									
Postage	\$ 100.00	\$ 100.00	\$ -	0.00%			\$ 100.00		0.00%
Office Supplies	\$ 500.00	\$ 500.00	\$ -	0.00%			\$ 500.00		0.00%
Dues & Memberships	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%			\$ 4,000.00		0.00%
Travel/Conferences	\$ 750.00	\$ 750.00	\$ -	0.00%			\$ 750.00		0.00%
Equipment Maintenance	\$ 4,300.00	\$ 4,300.00	\$ -	0.00%			\$ 4,300.00		0.00%
Water - Sprinklers									
Software/Service Maintenance	\$ 14,705.00	\$ 15,000.00	\$ 295.00	2.01%	Software increase		\$ 15,000.00		2.01%
Training	\$ 10,777.00	\$ 29,000.00	\$ 18,223.00	169.09%	Restore to previous levels		\$ 29,000.00		169.09%
Heating Costs									
Electricity									
Vehicle Costs	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%			\$ 20,000.00		0.00%
Other Expenses	\$ 9,800.00	\$ 9,800.00	\$ -	0.00%			\$ 9,800.00		0.00%
Repair & Maintenance of Vehicles	\$ 26,000.00	\$ 36,000.00	\$ 10,000.00	38.46%	Partial restore due to increased		\$ 36,000.00		38.46%
Medical Supplies	\$ 15,000.00	\$ 16,000.00	\$ 1,000.00	6.67%	Increased costs		\$ 16,000.00		6.67%
Uniforms & Gear	\$ 18,400.00	\$ 19,900.00	\$ 1,500.00	8.15%	New Position		\$ 19,900.00		8.15%
Books & Periodicals	\$ 1,250.00	\$ 1,250.00	\$ -	0.00%			\$ 1,250.00		0.00%
Parts/Equipment	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%			\$ 10,000.00		0.00%
Building Maintenance	\$ 3,100.00	\$ 3,100.00	\$ -	0.00%			\$ 3,100.00		0.00%
Minor Capital	\$ 23,000.00	\$ 23,000.00	\$ -	0.00%			\$ 23,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 161,682.00	\$ 192,700.00	\$ 31,018.00	19.18%			\$ 192,700.00	\$ -	19.18%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
McCurdy	Steele		Fire Chief				\$ 130,000.00			\$ 130,000.00	3.0%			\$ 133,900.00	\$ 133,900.00
Cheeks	Arthur		Deputy Fire Chief				\$ 105,403.00			\$ 120,000.00				\$ 120,000.00	\$ 120,000.00
Other Pay							\$ 3,525.00								\$ -
TOTAL SALARIES							\$ 238,928.00								\$ 253,900.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Aiello	Diane	THL	Office Assistant	8	\$31.56	40	\$ 65,897.28	\$ 31.56	40	\$ 65,897.28	2.0%	\$ 32.19	\$ 1,100.00	\$ 67,215.23	\$ 68,315.23
Crocker	James	IAFF	Lieutenant/EMT		\$35.25	42	\$ 77,282.10	\$ 35.25	42	\$ 77,282.10		\$ 35.25	\$ 500.00	\$ 77,282.10	\$ 77,782.10
Lundgren	Karl	IAFF	Lieutenant/EMT		\$35.25	42	\$ 77,282.10	\$ 35.25	42	\$ 77,282.10		\$ 35.25	\$ 1,500.00	\$ 77,282.10	\$ 78,782.10
McBrearty	Paul	IAFF	Firefighter/EMT		\$31.76	42	\$ 69,630.62	\$ 31.76	42	\$ 69,630.62		\$ 31.76	\$ 500.00	\$ 69,630.62	\$ 70,130.62
Shute	Tyler	IAFF	Lieutenant/EMT		\$35.25	42	\$ 77,282.10	\$ 35.25	42	\$ 77,282.10		\$ 35.25	\$ 2,000.00	\$ 77,282.10	\$ 79,282.10
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	\$ 1,250.00	\$ 64,434.64	\$ 65,684.64
Maskalenko	Derek	IAFF	Firefighter/EMT		\$29.39	42	\$ 64,434.64	\$ 29.39	42	\$ 64,434.64		\$ 29.39		\$ 64,434.64	\$ 64,434.64
New Firefighter		IAFF	Firefighter/EMT		\$26.96	0	\$ -	\$ 26.96	42	\$ 59,107.10		\$ 26.96		\$ 59,107.10	\$ 59,107.10
Overtime for Shift Coverage							\$ 105,000.00			\$ 109,400.00				\$ 109,400.00	\$ 109,400.00
Call Firefighters/EMTs							\$ 173,628.00			\$ 200,000.00				\$ 200,000.00	\$ 200,000.00
Other Pay/Standyby/ Holiday							\$ 41,995.00			\$ 58,331.00				\$ 58,331.00	\$ 58,331.00
Other Pay							\$ 9,740.00							\$ -	\$ -
On-Call Mechanic							\$ 12,000.00			\$ 12,000.00				\$ 12,000.00	\$ 12,000.00
Other Pay							\$ 30,418.00			\$ 7,600.00				\$ 7,600.00	\$ 7,600.00
TOTAL WAGES							\$ 997,893.75								\$ 1,080,468.80

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
GROTON WATER FIRE PROTECTION									
1320	West Groton Water District	\$ -	\$ -	\$ -	1 \$	1 \$	1	0.00%	\$ 0.00
1321	Groton Water Department	\$ -	\$ -	\$ -	1 \$	1 \$	1	0.00%	\$ 0.00
<hr/>									
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ -	2 \$	2 \$	2	0.00%	\$ 0.00

GROTON WATER FIRE PROTECTION
221

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 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%
TOTAL FUNDS REQUESTED	\$ 2.00	\$ 2.00	\$ -	0.00%		\$ 2.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
ANIMAL INSPECTOR									
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.43
1331	Expenses	\$ -	\$ -	\$ 125	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.08
<hr/>									
	DEPARTMENTAL TOTAL	\$ 2,082	\$ 2,082	\$ 2,207	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ 0.51

**ANIMAL INSPECTOR
248**

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
ANIMAL CONTROL OFFICER									
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%	\$ 0.43
1341	Expenses	\$ -	\$ -	\$ 125	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.08
DEPARTMENTAL TOTAL		\$ 2,082	\$ 2,082	\$ 2,207	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ 0.51

**ANIMAL CONTROL OFFICER
248**

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00	\$ -	0.00%

Town of Groton Massachusetts

EMERGENCY MANAGEMENT AGENCY

45 Farmers Row • Groton, MA 01450

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



A. Steele McCurdy
EMA Director

Emergency Management Budget Narrative- Fiscal Year 2023

The Emergency Management Budget for FY 23 reflects no change. 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 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
EMERGENCY MANAGEMENT AGENCY									
1350	Salary	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.83
1351	Expenses	\$ 8,755	\$ 6,068	\$ 12,500	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.07
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 8,755	\$ 10,068	\$ 16,500	\$ 14,000	\$ 14,000	\$ 14,000	0.00%	\$ 2.90

EMERGENCY MANAGEMENT AGENCY
291

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 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%
Meals								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Training								
Other: Fire Arms								
Other: Equipment								
Other: Community Notification								
TOTAL FUNDS REQUESTED	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
DOG OFFICER									
1360	Salary	\$ 15,000	\$ 15,000	\$ 14,503	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.11
1361	Expenses	\$ 2,796	\$ 2,597	\$ 3,997	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.62
DEPARTMENTAL TOTAL		\$ 17,796	\$ 17,597	\$ 18,500	\$ 18,000	\$ 18,000	\$ 18,000	0.00%	\$ 3.73

DOG OFFICER
292

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 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			\$ -					
Other: Care of Dogs	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other: Seminars								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00	\$ -	0.00%

Department Dog Officer
 Org # 292
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															

TOTAL WAGES \$ - \$ -

November 24, 2021

Mark Haddad
Town Manager
Dispatch Staffing

I am requesting an increase in the dispatch staffing levels by one full time dispatcher. The current level of staffing is six full time, one permanent part time and two relief dispatchers. The level allows for two dispatchers to cover eleven of the twenty shifts a week and also allows for the supervisor to have one administrative shift. The increased demands placed on the dispatch staff and supervisor make it imperative that operational minimums should be fourteen two dispatcher shifts and two Supervisor administrative shifts.

The Groton Communications Department provides service for Groton and Dunstable Police, Fire, EMS, Animal control, public utilities, and town department after hours and lobby traffic to the police station.

The last four years the department averaged over 40,000 logged calls and handles many administrative actions that are not logged.

The regional agreement with Dunstable Police and Fire qualifies Groton as a Regional Public Safety Answering Point (PSAP). For the past several years the agreement has had the town of Dunstable paying \$66,000 annually for services and the State 911 Grant provides approximately \$270,000 in grant for wages, training, and development. The public safety departments in Dunstable consistently request more service(s). We have entered into a five-year agreement increasing the Dunstable assessment to \$110,818.09 in the fifth year.

The dispatchers are required to balance several responsibilities and frequently it must be done simultaneously.

911 Mandatory answer

Emergency Medical Dispatch – providing medical instruction via phone (cannot interrupt)

Text to 911 – New technology causing longer call duration

911 Cell Phone calls received from wide area outside our jurisdiction to include Nashua, Merrimack, Greenville NH to the North and Fitchburg and Harvard to the West and South.

In addition to dispatch responsibilities the Supervisor is responsible the follow tasks.

- 911 Grant required Quality Assurance

- State requires quality assurance and quality improvement under CMR 560.5.00

- Scheduling

- Training

- State 911 Grant Management

- 911 Discrepancy Reporting

- Municipal Database Liaison

This past summer the previous grant manager retired the responsibility of maintaining and managing the State 911 Grants, Municipal Coordinator, and the Database Liaison, has been placed on the Dispatch Supervisor.

When the department hires new personnel, it can take up to 6- 8 months of the full-training program for most dispatchers to achieve competency. In the case of part time dispatchers, it can take much longer due to hours worked/trained.

The benefit of having two dispatchers allow of continuity of service during high volume and/or sensitive call times,

- Alleviate need to hire officer for prisoner watch.

- Provide Contractual and FLSA mandated meal/work breaks

- Supervisor ability to complete mandated tasks

By way of staffing comparison to area PSAPs the Ayer / Shirley Regional PSAP in 2018 handled 36,469 calls and that dispatch center maintains a full-time dispatch staff of nine and two part time and a supervisor that is dedicated to full time administrative tasks.

The Nashua Fire Dispatch Center handled 39,934 calls and staffs three dispatchers at a time. This Center only handles fire and EMS calls.

Dispatch Coverage 2021						
Town	FT	PT	2 Coverage	Super Admin Shifts		
Ayer/Shirley	10	2	21 Shifts	5		
Groton/Dunstable	6	1+2	11	1		
Littleton	7	2	14	2		
Pepperell/Ashby	8			5		
Tyngsborough	7	2	12	2		

The additional staffing that I am requesting would allow for fourteen of the twenty-one weekly shifts to be staffed with two dispatchers and the Communications Supervisor would have two administrative days. The demands placed on the Dispatch Center and Personnel are ever increasing and without the proper staffing there is the potential for emergency calls to be mishandled, administrative requirements not being met, labor law violations, creating great liability for the Town.

Respectfully submitted,

Michael F. Luth
Chief of Police

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
POLICE & FIRE COMMUNICATIONS									
1370	Wages	\$ 353,427	\$ 337,559	\$ 409,095	\$ 423,552	\$ 475,122	\$ 475,122	12.18%	\$ 98.36
1371	Expenses	\$ 17,840	\$ 2,706	\$ 9,364	\$ 23,875	\$ 23,875	\$ 23,875	0.00%	\$ 4.94
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
	DEPARTMENTAL TOTAL	\$ 371,267	\$ 340,265	\$ 418,459	\$ 447,427	\$ 498,997	\$ 498,997	11.53%	\$ 103.30

POLICE & FIRE COMMUNICATIONS
235

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 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								
TOTAL FUNDS REQUESTED	\$ 23,875.00	\$ 23,875.00	\$ -	0.00%		\$ 23,875.00	\$ -	0.00%

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 2022									FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023	
Salaries																
TOTAL SALARIES																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
FISCAL YEAR 2022									FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023	
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		\$25.83	40	\$ 53,933.04	\$ 25.83	40	\$ 53,933.04		\$ 25.83		\$ 53,933.04	\$ 53,933.04	
Cotter	Christopher	Comm. Union	Comm. Officer		\$25.83	40	\$ 53,933.04	\$ 25.83	40	\$ 53,933.04		\$ 25.83		\$ 53,933.04	\$ 53,933.04	
Welch	Samuel	Comm. Union	Supervisor		\$33.44	40	\$ 69,822.72	\$ 33.44	40	\$ 69,822.72		\$ 33.44		\$ 69,822.72	\$ 69,822.72	
Myers	Catherine	Comm. Union	Comm. Officer		\$27.84	40	\$ 58,129.92	\$ 27.84	40	\$ 58,129.92		\$ 27.84		\$ 58,129.92	\$ 58,129.92	
New Hire		Comm. Union	Comm. Officer		\$23.81	0	\$ -	\$ 23.81	40	\$ 49,715.28		\$ 23.81		\$ 49,715.28	\$ 49,715.28	
Relief Dispatchers							\$ 37,894.00			\$ 37,894.01				\$ 37,894.01	\$ 37,894.01	
Shift Differential							\$ 19,000.00			\$ 21,985.84				\$ 21,985.84	\$ 21,985.84	
EMT/FR/EMD							\$ 7,540.00			\$ 8,580.00				\$ 8,580.00	\$ 8,580.00	
Vacations							\$ 40,369.00			\$ 40,368.79				\$ 40,368.79	\$ 40,368.79	
Holidays							\$ 27,709.00			\$ 30,851.69				\$ 30,851.69	\$ 30,851.69	
Training							\$ 3,800.00			\$ 3,800.00				\$ 3,800.00	\$ 3,800.00	
Longevity							\$ 3,580.00			\$ 3,920.00				\$ 3,920.00	\$ 3,920.00	
Uniform Cleaning Allowance							\$ 900.00			\$ 1,050.00				\$ 1,050.00	\$ 1,050.00	
Other Pay							\$ 5,803.00								\$ -	
GRANT INCOME OFFSET							\$ (110,000.00)								\$ (110,000.00)	
TOTAL WAGES							\$ 423,551.51						\$ -	\$ 585,122.12	\$ 475,122.12	

Communications #235

LONGEVITY		FY23	
Welch	3/10/2014	9 yrs	\$580.00
Power	9/11/2001	21 yrs	\$1,600.00
Gibson	1/4/2006	17 yrs	\$1,230.00
Bushnoe	11/18/2002	20 yrs	\$0.00
Myers	11/3/2014	8 yrs	\$510.00
Cotter	4/8/2019	4 yrs	\$0.00
Weix	5/20/2019	4 yrs	\$0.00
TOTAL			\$3,920.00

FY23 New Hire Communications

Rate :\$ 23.81

Base (rate *2088) \$49,715.28

Uniform Allowance: \$150.00

Holidays:
calculation

"(23.81*1.5)=35.72*8*11" \$3,143.00

EMT/FR/EMD=40*26 \$1,040.00

Shift Differential

Rate*6%=1.43*2088 \$2,985.84

\$57,034.12



REGIONAL SCHOOLS

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL									
1400	Operating Expenses	\$ 557,295	\$ 728,802	\$ 688,273	\$ 807,474	\$ 827,661	\$ 827,661	2.50%	\$ 171.35
DEPARTMENTAL TOTAL		\$ 557,295	\$ 728,802	\$ 688,273	\$ 807,474	\$ 827,661	\$ 827,661	2.50%	\$ 171.35
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT									
1410	Operating Expenses	\$ 21,512,094	\$ 22,063,256	\$ 22,727,239	\$ 23,481,350	\$ 24,702,380	\$ 24,238,580	3.22%	\$ 5,017.96
1411	Debt Service, Excluded	\$ -	\$ -	\$ -	\$ 485,426	\$ 422,713	\$ 422,713	-12.92%	\$ 87.51
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ -	\$ 56,358	\$ 60,191	\$ 60,191	6.80%	\$ 12.46
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1413	Capital Assessment	\$ -	\$ 459,647	\$ 265,172	\$ 217,298	\$ 553,411	\$ 553,411	154.68%	\$ 114.57
DEPARTMENTAL TOTAL		\$ 21,512,094	\$ 22,522,903	\$ 22,992,411	\$ 24,240,432	\$ 25,738,695	\$ 25,274,895	4.27%	\$ 5,232.50
TOTAL SCHOOLS		\$ 22,069,389	\$ 23,251,705	\$ 23,680,684	\$ 25,047,906	\$ 26,566,356	\$ 26,102,556	4.21%	\$ 5,403.85



DEPARTMENT OF PUBLIC WORKS



Mark Haddad
Town Manager

Budget for FY23

Dear Mark

I am pleased to submit to you my operating budgets for the FY23 operating year.

This year, I am submitting to you a budget which is only slightly higher than last year. This is due in fact to the replacement employee as well as wage increases.

We are now back to the staffing level we had in the 90's, if you include our stormwater technician. This is a level which I believe can bring us forward and not just a reactionary department. Our crew is well trained, as well as versatile when it comes to multitasking within the department. This is something a lot of other towns do not get from their workers and I am fortunate to have this crew as it helps us keep jobs inhouse instead of contracting outside.

MUNICIPAL BUILDINGS

The new **Senior Center** utility expenses are high but that is to be expected with electric heat. This is going to be a continued worry for the future but working with GELD and their engineer, I hope to find a way to utilize the generator to assist them in shaving peak hours which will be a financial benefit for us. Other than that, no anticipated expenses are seen as it is a new building.

The **Fire Station** is having its growing pains as we see constant issues with the lighting system in the building. We have been working with the manufacture and if we can't fix the issues, we will explore other options to take care of the problems. Other than that, I don't anticipate other expenses.

The **Town Hall** has occasional minor issues which have to be dealt with but overall, we are in good shape. We have a couple areas of carpet left to do and some painting but generally it is in good health. We have been getting money from the green community's program which is upgrading some of our critical infrastructure which is helping us in the long run.

The **Police Station** has also been aided with the green communities funding and upgrading systems there have put us ahead of the curve. The chief is working on dispatch upgrades and we will assist there as we can, the rest of the building is in good shape and with cement siding complete, I see no outside repairs for years.

The other smaller buildings will need attention here and there as well as minor maintenance issues dealt with as they come up but nothing drastic in sight.

I would like to hire a consultant to give us a bird's eye view of our buildings to see items we are not aware of or beyond our knowledge and expertise.

A request for 20k in minor capital to replace carpet, and painting in town hall.

DPW

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 happened with others, since the building is new. Fuel prices are creeping up and this could be an issue, so we will have to keep an eye on them so it does not get out of control.

Overall, the capital program is keeping up with our replacement schedule so our equipment is in good shape. We are keeping up with our maintenance, so I do not anticipate any major issues, although they do happen.

Wage line increase is higher due to the fact that that we are at full strength and we have line wage increases.

State funding continues to be steady for road maintenance and hopefully the Main Street funding will come through and give us a good boost in our paving program. We also have a road maintenance program online to help us make sure we have a good plan for road dollars.

I am requesting 20k in minor capital to do roof repairs at our west Groton facility to do roof repairs on the building as well as our sand shed.

The Transfer Station budget is ok and barring any difficulties should remain so. Tipping fees are always a concern as they fluctuate greatly depending on contracts as well as the amount of material brought into the C&D trailer. Sometimes this material surpasses the tipping fee of the trash. General Expenses are also tracking ok at this point in time and should be ok. The replacement baler is online and is working well. As a used machine it has bugs but we are working them out. It does save us time and will allow us to bale more product and increase our potential revenue stream.

As for income, right now we are around \$160k including all sales of stickers, bags and marketed material. This is 35k more than this time last year. This is partially because of the increase in bags and stickers but also because recycle markets are rebounding. As of now I would estimate income for FY23 at \$250,000.00 to be conservative. If something would happen in the recycling markets this would change, but I don't see it right now as the trend is an increase in prices.

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

Storm Water

The **Storm Water budget** seems to be at a good level right now and do not see any need to increase. the line items may need to be adjusted within the budget to cover the employee increases but I see no need to increase fees at this time.

The following other budgets are submitted with no request for additional funding, 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 except for wage increase

Highway Department

20k minor capital and employee increase

Building Maintenance

20k in minor capital as well as wage increase

STORMWATER ENTERPRISE

No Change

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

Level funding request.

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
HIGHWAY DEPARTMENT									
1500	Salaries	\$ 108,713	\$ 112,891	\$ 115,659	\$ 113,877	\$ 114,984	\$ 114,984	0.97%	\$ 23.80
1501	Wages	\$ 680,881	\$ 684,021	\$ 646,439	\$ 726,364	\$ 715,295	\$ 715,295	-1.52%	\$ 148.08
1502	Expenses	\$ 136,024	\$ 132,550	\$ 125,643	\$ 136,900	\$ 136,900	\$ 136,900	0.00%	\$ 28.34
1503	Highway Maintenance	\$ 107,486	\$ 56,304	\$ 54,076	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 18.63
1504	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	0.00%	\$ 4.14
<hr/>									
DEPARTMENTAL TOTAL		\$ 1,033,104	\$ 985,766	\$ 941,817	\$ 1,067,141	\$ 1,077,179	\$ 1,077,179	0.94%	\$ 222.99

HIGHWAY DEPARTMENT
420

<u>LINE ITEM</u>	FY 2023				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2023		<u>PERCENT CHANGE</u>
	<u>FY 2022 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone									
Postage									
Office Supplies									
Dues & Memberships	\$ 200.00	\$ 200.00	\$ -	0.00%			\$ 200.00		0.00%
Travel/Conferences									
Equipment Maintenance	\$ 34,100.00	\$ 34,100.00	\$ -	0.00%			\$ 34,100.00		0.00%
Printing/Printed Forms									
Software/education	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%			\$ 3,500.00		0.00%
Space Rental									
Heating Costs	\$ 11,000.00	\$ 11,000.00	\$ -	0.00%			\$ 11,000.00		0.00%
Electricity	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%			\$ 10,000.00		0.00%
Vehicle Costs/Gas Diesel	\$ 32,500.00	\$ 32,500.00	\$ -	0.00%			\$ 32,500.00		0.00%
Employee and Union	\$ 17,600.00	\$ 17,600.00	\$ -	0.00%			\$ 17,600.00		0.00%
Consulting and Engineering	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%			\$ 10,000.00		0.00%
Misc Minor Equipment									
Building Maintenance	\$ 13,000.00	\$ 13,000.00	\$ -	0.00%			\$ 13,000.00		0.00%
Dam Inspections	<u>\$ 5,000.00</u>	<u>\$ 5,000.00</u>	<u>\$ -</u>	0.00%			<u>\$ 5,000.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 136,900.00	\$ 136,900.00	\$ -	0.00%			\$ 136,900.00	\$ -	0.00%

Department Highway Department
 Org # 420
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Delaney	Robert	Supervisors	DPW Director			40	\$ 110,716.00			\$ 110,716.00	2.5%		\$ 1,500.00	\$ 113,483.90	\$ 114,983.90
Other Pay							\$ 3,161.00								\$ -
TOTAL SALARIES							\$ 113,877.00								\$ 114,983.90
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Barbieri	Brian	Highway	Mechanic	7	\$ 36.46	40	\$ 76,128.48	\$ 36.46	40	\$ 76,128.48	1.5%	\$ 37.01	\$ 275.00	\$ 77,276.88	\$ 77,551.88
Conley	Troy	Highway	Foreman	8	\$ 37.17	40	\$ 77,610.96	\$ 37.17	40	\$ 77,610.96	2.0%	\$ 37.91	\$ 1,250.00	\$ 79,156.08	\$ 80,406.08
Callahan	Brian	Highway	Equipment Operator	7	\$ 26.97	40	\$ 56,313.36	\$ 26.97	40	\$ 56,313.36	2.0%	\$ 27.51	\$ 4,705.00	\$ 57,440.88	\$ 62,145.88
Emslie	James	Highway	Equipment Operator	2	\$ 26.97	40	\$ 56,313.36	\$ 26.97	40	\$ 56,313.36	1.5%	\$ 27.37	\$ 750.00	\$ 57,148.56	\$ 57,898.56
Hall	Brian	Highway	Mechanic	7	\$ 28.00	40	\$ 58,464.00	\$ 28.00	40	\$ 58,464.00	1.5%	\$ 28.42	\$ 275.00	\$ 59,340.96	\$ 59,615.96
Morris	William	Highway	Equipment Operator	4	\$ 26.71	40	\$ 55,770.48	\$ 26.71	40	\$ 55,770.48	1.5%	\$ 27.11	\$ -	\$ 56,605.68	\$ 56,605.68
Johnson	Jesse	Highway	Truck Driver/Laborer	4	\$ 26.00	40	\$ 54,288.00	\$ 26.00	40	\$ 54,288.00	1.5%	\$ 26.39	\$ -	\$ 55,102.32	\$ 55,102.32
Roy	David	Highway	Heavy Equip Oper	4	\$ 33.13	40	\$ 69,175.44	\$ 33.13	40	\$ 69,175.44	1.5%	\$ 33.63	\$ 1,250.00	\$ 70,219.44	\$ 71,469.44
Shea	Quintin	Highway	Foreman	8	\$ 30.63	40	\$ 63,955.44	\$ 30.63	40	\$ 63,955.44	2.0%	\$ 31.24	\$ 750.00	\$ 65,229.12	\$ 65,979.12
Richard	Donald	Highway	Truck Driver/Laborer	2	\$ 26.00	40	\$ 54,288.00	\$ 26.00	40	\$ 54,288.00		\$ 26.00	\$ -	\$ 54,288.00	\$ 54,288.00
Bernhardt	Andrew	Highway	Equipment Operator	4	\$ 26.00	40	\$ 54,288.00	\$ 27.00	40	\$ 56,376.00	1.5%	\$ 27.41	\$ -	\$ 57,232.08	\$ 57,232.08
Summer Help							\$ 12,000.00			\$ 12,000.00				\$ 12,000.00	\$ 12,000.00
Non-Emergency Overtime							\$ 5,000.00			\$ 5,000.00				\$ 5,000.00	\$ 5,000.00
Other Pay							\$ 32,768.00								\$ -
TOTAL WAGES							\$ 726,363.52								\$ 715,295.00

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
SNOW AND ICE									
1520	Expenses	\$ 172,169	\$ 148,927	\$ 137,133	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 34.16
1521	Overtime	\$ 160,886	\$ 220,790	\$ 195,333	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 28.98
1522	Hired Equipment	\$ 71,529	\$ 75,071	\$ 82,973	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.25
<hr/>									
	DEPARTMENTAL TOTAL	\$ 404,584	\$ 444,788	\$ 415,439	\$ 340,000	\$ 340,000	\$ 340,000	0.00%	\$ 70.39

**SNOW AND ICE
423**

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%		\$ 8,000.00		0.00%
Electricity								
Vehicle Costs	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Salt	\$ 110,000.00	\$ 110,000.00	\$ -	0.00%		\$ 110,000.00		0.00%
Sand	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 165,000.00	\$ 165,000.00	\$ -	0.00%		\$ 165,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
TREE WARDEN BUDGET									
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1531	Expenses	\$ 998	\$ 374	\$ 613	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.62
1532	Trees	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31
1533	Tree Work	\$ 5,509	\$ 11,500	\$ 8,800	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.07
<hr/>									
DEPARTMENTAL TOTAL		\$ 6,507	\$ 11,874	\$ 9,413	\$ 14,500	\$ 14,500	\$ 14,500	0.00%	\$ 3.00

TREE WARDEN
492

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Uniform Cleaning								
Trash Bags								
New Trees	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE									
1540	Wages	\$ 134,513	\$ 144,189	\$ 150,647	\$ 149,751	\$ 153,132	\$ 153,132	2.26%	\$ 31.70
1541	Expenses	\$ 269,507	\$ 256,829	\$ 275,040	\$ 270,950	\$ 270,950	\$ 270,950	0.00%	\$ 56.09
1542	Minor Capital	\$ 19,999	\$ 20,000	\$ 19,856	\$ 10,000	\$ 20,000	\$ 10,000	0.00%	\$ 2.07
						\$	-		
DEPARTMENTAL TOTAL		\$ 424,019	\$ 421,018	\$ 445,543	\$ 430,701	\$ 444,082	\$ 434,082	0.78%	\$ 89.86

MUNICIPAL BUILDING AND PROPERTY MAINTENANCE

192

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 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%
TOTAL FUNDS REQUESTED	\$ 270,950.00	\$ 270,950.00	\$ -	0.00%		\$ 270,950.00	\$ -	0.00%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
TOTAL SALARIES															\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Risdon	Gail	THL	Custodian II	4	\$22.00	40	\$ 45,936.00	\$ 22.44	40	\$ 46,854.72		\$ 22.44		\$ 46,854.72	\$ 46,854.72
Walsh	Tryna	THL	Custodian II	4	\$24.73	40	\$ 51,636.24	\$ 24.73	40	\$ 51,636.24	2.0%	\$ 25.22	\$ 2,907.00	\$ 52,659.36	\$ 55,566.36
Wade	Jennifer	THL	Custodian II	4	\$22.40	40	\$ 46,771.20	\$ 22.40	40	\$ 46,771.20	2.0%	\$ 22.85		\$ 47,710.80	\$ 47,710.80
Other Pay						\$ 2,408.00									
Overtime						\$ 3,000.00									
TOTAL WAGES								\$ 149,751.44							\$ 153,131.88

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
SOLID WASTE DISPOSAL									
1550	Wages	\$ 129,746	\$ 134,303	\$ 138,484	\$ 142,722	\$ 145,394	\$ 145,394	1.87%	\$ 30.10
1551	Expenses	\$ 43,837	\$ 38,726	\$ 40,596	\$ 45,686	\$ 45,686	\$ 45,686	0.00%	\$ 9.46
1552	Tipping Fees	\$ 130,000	\$ 135,159	\$ 155,101	\$ 150,000	\$ 150,000	\$ 145,000	-3.33%	\$ 30.02
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.21
1542	Minor Capital	\$ 10,000	\$ 4,500	\$ 6,775	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.04
<hr/>									
DEPARTMENTAL TOTAL		\$ 319,433	\$ 318,538	\$ 346,806	\$ 349,258	\$ 351,930	\$ 346,930	-0.67%	\$ 71.83

SOLID WASTE DISPOSAL
430

<u>LINE ITEM</u>	<u>FY 2022</u> <u>APPROPRIATION</u>	<u>FY 2023</u> <u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023</u> <u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FY 2023</u> <u>FINCOM</u> <u>APPROVED</u>	<u>PERCENT</u> <u>CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 7,000.00	\$ 7,000.00	\$ -	0.00%		\$ 7,000.00		0.00%
Printing/Printed Forms	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Electricity	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Vehicle Costs	\$ 7,000.00	\$ 7,000.00	\$ -	0.00%		\$ 7,000.00		0.00%
Safety equipment	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Trash Bags	\$ 16,500.00	\$ 16,500.00	\$ -	0.00%		\$ 16,500.00		0.00%
Paint Disposal	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%		\$ 4,500.00		0.00%
Hazardous Waste Regional	\$ 3,686.00	\$ 3,686.00	\$ -	0.00%		\$ 3,686.00		0.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 45,686.00	\$ 45,686.00	\$ -	0.00%		\$ 45,686.00	\$ -	0.00%

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 2022									FISCAL YEAR 2023								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023		
Salaries																	
TOTAL SALARIES								\$								\$	-
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16		
FISCAL YEAR 2022									FISCAL YEAR 2023								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023		
Wages																	
Burchett	Keith	Highway	Foreman	8	\$37.17	40	\$ 77,610.96	\$ 37.17	40	\$ 77,610.96	2.0%	\$ 37.91	\$ 1,000.00	\$ 79,156.08	\$ 80,156.08		
Fuller	Kevin	Highway	Heavy Equip Oper.	4	\$28.19	40	\$ 58,860.72	\$ 28.19	40	\$ 58,860.72	1.5%	\$ 28.61	\$ 500.00	\$ 59,737.68	\$ 60,237.68		
Overtime							\$ 5,000.00			\$ 5,000.00				\$ 5,000.00	\$ 5,000.00		
Other Pay							\$ 1,250.00										
TOTAL WAGES								\$	142,721.68							\$	145,393.76

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
STREET LIGHTS									
1510	Expenses	\$ 7,758	\$ 12,165	\$ 12,204	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.11
DEPARTMENTAL TOTAL		\$ 7,758	\$ 12,165	\$ 12,204	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.11

Park Department Assistant Request for 17 Additional Hours

The responsibilities of a Park Commissioner are many and varied. To maintain lush playing fields, safe playgrounds, historic commons, and a fragile burying ground, constant attention must be paid to each in order to maintain Groton's high standards. For the last 27 years, with a brief recess, it has been my privilege to try and do so.

The duties of this position are many and varied. They include:

1. A weekly inspection of our 44 acres of playing fields includes:
 - a. Check sprinkler systems.
 - b. Equipment status.
 - c. Building conditions.
 - d. Meetings with User Groups.
 - e. Trash removal.
 - f. Porta potties.
 - i. Time – 3 hours
2. Playgrounds:
 - a. Christine Hanson
 - b. Cutler
 - i. Check equipment and moving parts.
 - ii. Repair faulty equipment.
 - iii. Trash removal.
 1. Time – 1 hour
3. Commons and Memorials:
 - a. Prescott.
 - b. Minuteman
 - c. Charles Gordon
 - d. Badger
 - e. Armstrong

- f. Wheeler
- g. Cutler
- h. Boynton
- i. New Town
- j. Orchard
- k. Woitowicz

- i. These memorials all have flagpoles and flags are flown 24/7.

- 1. Time – 1hour

4. Basketball Courts:

- a. Town Field
- b. Cutler
- c. George and Agnes Rider Park
 - i. Check Lighting
 - ii. Hoops and padding around stations
 - iii. Trash removal

- 1. Time – 1.5 hours

5. Miscellaneous:

- a. Oversee startup and winterization of irrigation systems'
 - i. Woitowicz
 - ii. Cow Pond
 - iii. Cutler
- b. Lower and raise flags on Commons
- c. Replace flags annually
- d. Inspect flag lighting on Commons
- e. Oversee mulching of Memorial Stones
- f. Oversee that sanitary conditions are maintained at all venues
- g. Oversee CPC projects
- h. Draft monthly meeting Agenda
- i. Meet and address User Groups concerns

- j. Oversee damage repairs
- k. Schedule User groups
- l. Deal with everyday issues.
 - i. Time – 4 hours

The Park Commission currently has 4 elected members. The 5th seat has gone vacant for several years despite our attempt to fill it. Two of our members will not seek reelection in May leaving a Commission of 2 members. Should some choose to run, it will take time to familiarize themselves with their duties. Most of the time, new members have specific interests for serving which is not always beneficial to the cause.

Donna Main has proven to be a most capable and caring administrator for the Parks Department. She is familiar with the Activities, the Merchants, and the Facilities. Donna has the knowledge to carry forward the process of serving the Public and the Commissioners in a much-needed expanded roll requiring the requested 32 hours per week.

Thank you,

Don Black

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
PARKS DEPARTMENT									
1560	Wages	\$ -	\$ -	\$ -	21,017	\$ 16,803	\$ 16,803	100.00%	\$ 3.48
1561	Expenses	\$ 65,759	\$ 30,452	\$ 42,793	55,759	\$ 55,759	\$ 55,759	0.00%	\$ 11.54
DEPARTMENTAL TOTAL		\$ 65,759	\$ 30,452	\$ 42,793	76,776	\$ 72,562	\$ 72,562	-5.49%	\$ 15.02

**PARKS DEPARTMENT
650**

<u>LINE ITEM</u>	FY 2023					FY 2023		
	<u>FY 2022</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 2023</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%
TOTAL FUNDS REQUESTED	\$ 55,759.00	\$ 55,759.00	\$ -	0.00%		\$ 55,759.00	\$ -	0.00%

Department	Parks Department
Org #	493
COLA %	0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
FISCAL YEAR 2022								FISCAL YEAR 2023								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023	
Salaries																
TOTAL SALARIES																
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16	
FISCAL YEAR 2022								FISCAL YEAR 2023								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023	
Wages																
Main	Donna	THL	Office Assistant	5	\$21.46	15	\$ 16,803.18	\$ 21.46	15	\$ 16,803.18		\$ 21.46		\$ 16,803.18	\$ 16,803.18	
Other Pay																
TOTAL WAGES																



LIBRARY AND CITIZENS' SERVICES



The Groton Center
163 West Main Street
Groton, MA 01450
978-448-1170

11/22/2021

To: Mark Haddad, Town Manager

From: Ashley Shaheen, Council on Aging Director

Memo: COA Department and COA Van Budget Requests for FY23

The mission of the Groton Council on Aging is to serve as the community focal point promoting the independence of older adults through information and referral, support, health and wellness, socialization and education. We provide opportunities for all individuals as they age by leveraging resources, developing a sustainable future and engaging in strong partnerships and collaborations.

On behalf of the Groton Council on Aging, I am pleased to present our FY23 COA Department and Van Budget Requests. As we continue to expand our services to reach more of the 2,873 (residents over the age of 60), and a very encouraging participation of those within the 50-59 age demographic, we strive to make our services and programs more accessible and appealing to all.

The COA Department is funded through tax payer funds, state, local grants, and private contributions which allows the department to run its day-to-day operations. The daily offerings of the COA include but are not limited to social services, transportation, fitness, volunteer opportunities, social, educational, and recreational activities. The COA Department's Staff consists of a 40-hour/week Director, a newly created 40- hour/week Community Engagement Specialist, a 32-hour/week Outreach Coordinator, a 5-hour/week Van Dispatch and 5 bus drivers who work on a per diem basis.

Highlights from this past year:

- Provided essential service and programs to residents during the COVID-19 pandemic ***(one of the few Centers in MA to do so)***
- Development of a marketing campaign, "Groton Connects: Together We Can End Loneliness"
- Reimagined programs and services with a "bricks and clicks" model in mind as COA programming will continued to be offered on multiple platforms

Upcoming year goals/initiatives:

- **Reinvest in You:** The concept behind a renewed and refreshed Groton Center. The Groton Center re-opened again in March 2021. Since then, we have slowly, steadily, and strategically been reinstituting and instituting reimagined programs and services. By spring of 2022 we plan to implement a new catalogue of programming and activities. In addition, this initiative involves marketing and outreach efforts made possible through support from The Friends of the Groton Elders
- **Expanded Hours:** Over this next year we will pilot a series of evening hours at The Groton Center
- **Launch of MyActiveCenter:** Online registration option for residents
- **Re-examination of data collection:** To more accurately share in numbers the work of the Department

Long-term goals/initiatives:

As we move forward in a “new normal” climate we will be assessing our services and how they meet the needs of our senior community. A few areas that we plan to focus on are: social services (an important aspect of what we do especially with the emotional trauma and financial upheaval some people are experiencing due to the continuing effects of the pandemic), programming beyond our regular operating hours, and an overall assessment of the transportation program.

Proposed budget increases:

COA Department Budget

Wage Line Increase – Addition of a 19-hour/week Departmental Assistant (\$21,000 increase)

Our goal is to create a welcoming, friendly environment with excellent customer service dedicated to Groton’s residents. In order to provide the highest level of service and programming, we are asking for the Town to support a 19-hour a week Department Assistant position (\$21,00 – non benefited position). Since the building opened in 2019, we witnessed a 58.9% increase of duplicated users and a 45.9% increase of unduplicated users. *(Statistics based on a 4-month comparison as shortly after the building opened, the building closed due to the pandemic)*. Post-pandemic we are continuing to scale up operations by reinstituting and instituting programs and services at The Groton Center. By comparing July/August 2021 programming (1,009 duplicated; 148 unduplicated; 305 events) against September/October 2021 programming (1619 duplicated; 236 unduplicated; 349 events); we witnessed a 60.5% increase in duplicated users; a 49.5% increase in unduplicated users and a 14.8% increase in event occurrences. For the unseeable future the COA Department will continue to offer programs in-person, hybrid, and virtually, to continue to connect and engage residents which requires additional resources and expanded staff oversight.

Based in research and experience, the request for increased staffing for departmental assistance is justified; the Director, Outreach Coordinator, and Community Engagement Coordinator will then be able to execute the highest level of their job responsibilities in order to provide the optimal level of customer service, expanded program opportunities, and enhanced outreach to our residents.

Expense Line Increase: The following line items increased to the COA Department budget due to increased expectation of usage and additional increase for expense responsibilities:

- **\$350 to the Assessment Line Item**
- **\$750 to the Building Supply Line Item**
- **\$500 to the Travel/Conference Line Item**
- **\$1,000 to the Programs/Lectures Line Item**

COA Van Budget

The Groton COA provides transportation service to seniors 60 and above and to the disabled community. The service provides trips to medical appointments, grocery shopping, trips to The Groton Center, and library evening events, just to name a few.

Expense Line Increase:

- **\$3,000 to the Printing/Advertisement Line Item**
- **\$1,000 to the Gas/Oil Line Item**

The projected growth of the aging population and the trajectory of continued success of The Groton Center is evident and with the proposed budget increases we will increase participant satisfaction by providing expanded and enhanced programs and service opportunities.

Thank you for your consideration of these requests. With your support, one of Groton's most valuable resources, The Groton Center, will be able to enhance and grow the services and programs residents have come to rely on.

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
COUNCIL ON AGING									
1600	Salary	\$ 76,834	\$ 77,802	\$ 88,447	\$ 80,747	\$ 81,600	\$ 81,600	1.06%	\$ 16.89
1601	Wages	\$ 64,866	\$ 67,975	\$ 72,037	\$ 72,429	\$ 116,760	\$ 116,760	61.21%	\$ 24.17
1601	Expenses	\$ 8,117	\$ 5,701	\$ 8,656	\$ 8,454	\$ 11,054	\$ 11,054	30.75%	\$ 2.29
1602	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 149,817	\$ 151,478	\$ 169,140	\$ 161,630	\$ 209,414	\$ 209,414	29.56%	\$ 43.35

COUNCIL ON AGING
541

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Building Maintenance								
Maintenance/Repair Equipment								
Maintenance Agreements								
Assessments	\$ 1,900.00	\$ 2,250.00	\$ 350.00	18.42%		\$ 2,250.00		18.42%
Advertising								
Printing/Copying	\$ 794.00	\$ 794.00	\$ -	0.00%		\$ 794.00		0.00%
Telephone								
Postage								
NISC Re-Accreditation Jan 2013								
Programs/Lectures	\$ 5,210.00	\$ 6,210.00	\$ 1,000.00	19.19%		\$ 6,210.00		19.19%
Contracted Services								
Office Supplies								
Books/Periodicals								
Drop-In Center Supplies								
Meals Delivery								
Building Supplies	\$ 350.00	\$ 1,100.00	\$ 750.00	214.29%		\$ 1,100.00		214.29%
Travel/Conferences	\$ 200.00	\$ 700.00	\$ 500.00	250.00%		\$ 700.00		250.00%
Dues/Meetings								
New Employee Physical								
TOTAL FUNDS REQUESTED	\$ 8,454.00	\$ 11,054.00	\$ 2,600.00	30.75%		\$ 11,054.00	\$ -	30.75%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Shaheen	Ashley	Supervisors	Director	10		40	\$ 80,000.00		40	\$ 81,600.00				\$ 81,600.00	\$ 81,600.00
Other Pay							\$ 747.00								\$ -
TOTAL SALARIES							\$ 80,747.00								\$ 81,600.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Vacant		THL	Outreach Coord.	6	\$ 25.88	32	\$ 43,229.95	\$ 26.40	32	\$ 44,098.56		\$ 26.40		\$ 44,098.56	\$ 44,098.56
Marcello	Lauren	THL	Com. Engagement	4	\$ 31.62	30	\$ 49,516.92	\$ 31.62	40	\$ 66,022.56		\$ 31.62		\$ 66,022.56	\$ 66,022.56
Vacant		THL	Department Asst.	5	\$ 21.25	0	\$ -	\$ 21.25	15	\$ 16,638.75		\$ 21.25		\$ 16,638.75	\$ 16,638.75
Other Pay							\$ (10,318.00)								\$ -
Grant Offset							\$ (10,000.00)								\$ (10,000.00)
TOTAL WAGES							\$ 72,428.87								\$ 116,759.87

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
SENIOR CENTER VAN									
1610	Wages	\$ 48,391	\$ 43,631	\$ 37,842	\$ 52,824	\$ 52,521	\$ 52,521	-0.57%	\$ 10.87
1611	Expenses	\$ 8,268	\$ 6,723	\$ 5,126	\$ 12,673	\$ 16,673	\$ 13,673	7.89%	\$ 2.83
<hr/>									
	DEPARTMENTAL TOTAL	\$ 56,659	\$ 50,354	\$ 42,968	\$ 65,497	\$ 69,194	\$ 66,194	1.06%	\$ 13.70

SENIOR CENTER VAN
542

<u>LINE ITEM</u>	FY 2023					FY 2023		FY 2023	
	<u>FY 2022</u>	<u>DEPARTMENT</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>	<u>CHANGE</u>
	<u>APPROPRIATION</u>	<u>REQUEST</u>		<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>		
Telephone	\$ 820.00	\$ 820.00	\$ -	0.00%		\$ 820.00		0.00%	
Postage									
Office Supplies									
Dues & Memberships									
Travel/Conferences									
Equipment Maintenance									
Printing/Advertisemnt	\$ -	\$ 3,000.00	\$ 3,000.00	100.00%		\$ -		100.00%	
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	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00	20.00%		\$ 6,000.00		20.00%	
Other: Insurance	\$ 1,203.00	\$ 1,203.00	\$ -	0.00%		\$ 1,203.00		0.00%	
TOTAL FUNDS REQUESTED	\$ 12,673.00	\$ 16,673.00	\$ 4,000.00	31.56%		\$ 13,673.00	\$ -	7.89%	

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
TOTAL SALARIES								\$ -							
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
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
Vacant		THL	Dispatcher	6	\$25.88	5	\$ 6,754.68	\$ 26.40	5	\$ 6,890.40		\$ 26.40		\$ 6,890.40	\$ 6,890.40
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								\$ 52,824.47							

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
VETERAN'S SERVICE OFFICER									
1620	Salary	\$ 5,000	\$ 4,615	\$ 5,000	\$ 6,200	\$ 6,000	\$ 6,000	-3.23%	\$ 1.24
1621	Expenses	\$ 514	\$ 69	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	0.00%	\$ 0.23
1622	Veterans' Benefits	\$ 39,373	\$ 38,137	\$ 24,009	\$ 37,000	\$ 37,000	\$ 30,000	-18.92%	\$ 6.21
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 44,887	\$ 42,821	\$ 29,009	\$ 44,300	\$ 44,100	\$ 37,100	-16.25%	\$ 7.68

VETERAN'S SERVICE OFFICER
543

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel/Conferences	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance	\$ 500.00	\$ 500.00	\$ -	100.00%		\$ 500.00		100.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Employee and Union								
Consulting and Engineering								
Misc Minor Equipment								
Building Upgrades								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,100.00	\$ 1,100.00	\$ -	0.00%		\$ 1,100.00	\$ -	0.00%

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

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
TOTAL SALARIES															\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Heard	Maureen	By-Law	Veteran's Agent				\$ 6,000.00			\$ 6,000.00				\$ 6,000.00	\$ 6,000.00
Other Pay															
TOTAL WAGES															\$ 6,200.00

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
GRAVES REGISTRATION									
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%	\$ 0.05
1631	Expenses	\$ 756	\$ 760	\$ 760	\$ 760	\$ 760	\$ 760	0.00%	\$ 0.16
DEPARTMENTAL TOTAL		\$ 1,006	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	0.00%	\$ 0.21

GRAVES REGISTRATION
493

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Uniform Cleaning								
Trash Bags								
Other: Flags	\$ 760.00	\$ 760.00	\$ -	0.00%		\$ 760.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 760.00	\$ 760.00	\$ -	0.00%		\$ 760.00	\$ -	0.00%

Department Graves Registration
 Org # 493
 COLA % 0.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
CARE OF VETERAN GRAVES									
1640	Contract Expenses	\$ 1,550	\$ -	\$ 1,550	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 1,550	\$ -	\$ 1,550	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
OLD BURYING GROUND COMMITTEE									
1650	Expenses	\$ -	\$ -	\$ -	\$ 800	\$ 800	\$ 800	0.00%	\$ 0.17
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ -	\$ 800	\$ 800	\$ 800	0.00%	\$ 0.17

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
LIBRARY									
1660	Salary	\$ 380,525	\$ 396,760	\$ 418,095	\$ 412,593	\$ 410,455	\$ 410,455	-0.52%	\$ 84.97
1661	Wages	\$ 304,798	\$ 275,513	\$ 267,060	\$ 334,389	\$ 330,093	\$ 330,093	-1.28%	\$ 68.34
1662	Expenses	\$ 198,474	\$ 153,507	\$ 123,040	\$ 205,304	\$ 217,697	\$ 217,697	6.04%	\$ 45.07
DEPARTMENTAL TOTAL		\$ 883,797	\$ 825,780	\$ 808,195	\$ 952,286	\$ 958,245	\$ 958,245	0.63%	\$ 198.38

LIBRARY
610

LINE ITEM	FY 2023				REASON FOR CHANGE:	FY 2023		
	FY 2022 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	\$ 59,883.00	\$ 64,000.00	\$ 4,117.00	6.88%	Robbins \$70K ~50% state materials spending requirement; \$15K add'l Trust Comm grant in FY22 AND FY23 covers 1% increase in mats exp req. due to reduced hours	\$ 64,000.00		6.88%
Computer	\$ 5,150.00	\$ 5,650.00	\$ 500.00	9.71%	For MVLC PC support site visits, additional for IT staffing transitions and planning	\$ 5,650.00		9.71%
Contracted Services	\$ 5,300.00	\$ 5,300.00	\$ -	0.00%		\$ 5,300.00		0.00%
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%		\$ 25,000.00		0.00%
Furniture and Equipment	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Grounds Maintenance	\$ 3,400.00	\$ 3,400.00	\$ -	0.00%		\$ 3,400.00		0.00%
Heating	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Insurance	\$ 630.00	\$ 630.00	\$ -	0.00%		\$ 630.00		0.00%
Maintenance Agreements - Bldg.	\$ 7,500.00	\$ 10,300.00	\$ 2,800.00	37.33%	Add annual roof preventative maintenance inspection & report: Greenwood Industries	\$ 10,300.00		37.33%
Membership Agreements - MVLC	\$ 44,391.00	\$ 48,767.00	\$ 4,376.00	9.86%	FY2023 membership assessment	\$ 48,767.00		9.86%
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	\$ 1,250.00	\$ 1,250.00	\$ -	0.00%		\$ 1,250.00		0.00%
Programs and Lectures								
Supplies	\$ 13,700.00	\$ 13,700.00		0.00%		\$ 13,700.00		0.00%
Trash Removal	\$ 2,400.00	\$ 3,000.00	\$ 600.00	25.00%	FY22 cost	\$ 3,000.00		25.00%
Travel	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Water and Sewer	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 205,304.00	\$ 217,697.00	\$ 12,393.00	6.04%		\$ 217,697.00	\$ -	6.04%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Abraham	Vanessa	Contract	Library Director			40	\$ 91,549.00			\$ 91,549.00			\$ 500.00	\$ 91,549.00	\$ 92,049.00
Irvin	Nicole	THL	Head of Circulation	7	37	\$ 58,047.00				\$ 58,047.00	1.0%		\$ -	\$ 58,627.47	\$ 58,627.47
Dowson	Deborah	THL	YA/Teen Librarian	8	20	\$ 35,897.00				\$ 35,901.00	2.0%		\$ 5,228.00	\$ 36,619.02	\$ 41,847.02
Sanchez	Lauren	THL	Head of Childrens	8	40	\$ 68,922.00				\$ 68,932.00	2.0%		\$ 750.00	\$ 70,310.64	\$ 71,060.64
Olson	Susanne	THL	Reference Librarian	8	40	\$ 71,361.00				\$ 71,365.00	1.5%		\$ 750.00	\$ 72,435.48	\$ 73,185.48
Pike	Jeffrey	THL	Technology Librarian	8	40	\$ 71,361.00				\$ 71,365.00	1.5%		\$ 1,250.00	\$ 72,435.48	\$ 73,685.48
Other Pay							\$ 15,456.00								
TOTAL SALARIES								\$ 412,593.00							
								\$ 8,478.00							
								\$ 410,455.09							
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Summer Reading Help: Lib. Asst. I (3)				3	\$ 18.82	481	\$ 9,052.42	\$ 18.82	481	\$ 9,052.42				\$ 9,052.42	\$ 9,052.42
Winter (Jan-Apr) Sundays: Custodian II (1)				4	\$ 19.90	48	\$ 955.20	\$ 19.90	48	\$ 955.20				\$ 955.20	\$ 955.20
Winter (Jan-Apr) Sundays: Ref. Librarian (1)				8	\$ 27.65	68	\$ 1,880.20	\$ 27.65	68	\$ 1,880.20				\$ 1,880.20	\$ 1,880.20
Winter (Jan-Apr) Sundays: Lib. Asst. II (4)				4	\$ 19.90	264	\$ 5,253.60	\$ 19.90	264	\$ 5,253.60				\$ 5,253.60	\$ 5,253.60
Fall & May Sunday Hours (with Jan-Apr: 9 months of Sundays)															
Custodian II for Sept-Dec & May Sundays					\$ 19.90	60	\$ 1,194.00	\$ 19.90	60	\$ 1,194.00				\$ 1,194.00	\$ 1,194.00
Reference Librarian for Sept-Dec & May Sundays					\$ 27.65	85	\$ 2,350.25	\$ 27.65	85	\$ 2,350.25				\$ 2,350.25	\$ 2,350.25
Library Assistants (4) for Sept-Dec & May Sundays					\$ 19.90	330	\$ 6,567.00	\$ 19.90	330	\$ 6,567.00				\$ 6,567.00	\$ 6,567.00
Aiello	Phillip	THL	Custodian II	4	\$ 20.82	6	\$ 6,520.82	\$ 20.82	6	\$ 6,520.82	1.5%	\$ 21.13	\$ 27.00	\$ 6,617.92	\$ 6,644.92
Belanger	Erica	THL	Library Assistant II	4	\$ 24.73	23	\$ 29,690.84	\$ 24.73	23	\$ 29,690.84	1.0%	\$ 24.98	\$ 719.00	\$ 29,990.99	\$ 30,709.99
Bolton	Carrie	THL	Library Asst. I	3	\$ 19.10	12	\$ 11,964.24	\$ 19.10	12	\$ 11,964.24	2.0%	\$ 19.48		\$ 12,202.27	\$ 12,202.27
Vacant		THL	Shelver	1	\$ 14.25	4	\$ 2,975.40	\$ 14.25	4	\$ 2,975.40		\$ 14.25		\$ 2,975.40	\$ 2,975.40
Dalal	Elizabeth	THL	Library Asst. I	3	\$ 21.00	22	\$ 24,116.40	\$ 21.00	22	\$ 24,116.40	1.5%	\$ 21.32		\$ 24,483.89	\$ 24,483.89
Danti	Samantha	THL	Library Asst. II	4	\$ 21.64	37	\$ 41,795.50	\$ 21.64	37	\$ 41,795.50	2.0%	\$ 22.07	\$ 324.00	\$ 42,626.00	\$ 42,950.00
Dumont	Nancy	THL	Library Asst. II	4	\$ 21.55	30	\$ 33,747.30	\$ 21.55	30	\$ 33,747.30	2.0%	\$ 21.98		\$ 34,420.68	\$ 34,420.68
Fleischman	Deborah	THL	Asst. To Libr. Dir.	6	\$ 27.04	25	\$ 35,287.20	\$ 27.04	25	\$ 35,287.20	2.0%	\$ 27.58		\$ 35,991.90	\$ 35,991.90
Bechara	Kelsey	THL	Library Asst. I	3	\$ 18.82	10	\$ 9,824.04	\$ 18.82	10	\$ 9,824.04	1.0%	\$ 19.01		\$ 9,923.22	\$ 9,923.22
Engstrom	Katherine	THL	Library Asst. I	3	\$ 18.82	9	\$ 8,841.64	\$ 18.82	9	\$ 8,841.64		\$ 18.82		\$ 8,841.64	\$ 8,841.64
Ladue	Debra	THL	Custodian II	3	\$ 24.73	27	\$ 34,854.46	\$ 24.73	27	\$ 34,854.46	1.0%	\$ 24.98	\$ 743.00	\$ 35,206.81	\$ 35,949.81
Majkut	Susanna	THL	Shelver	1	\$ 14.25	5	\$ 3,719.25	\$ 14.25	5	\$ 3,719.25		\$ 14.25		\$ 3,719.25	\$ 3,719.25
Morrow	Victoria	THL	Library Asst. I	3	\$ 18.82	11	\$ 10,806.44	\$ 18.82	11	\$ 10,806.44	1.0%	\$ 19.01		\$ 10,915.54	\$ 10,915.54
Muir	Declan	THL	Shelver	1	\$ 14.25	4	\$ 2,975.40	\$ 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	1.0%	\$ 19.01		\$ 11,907.86	\$ 11,907.86
Brown	Caleb	THL	Library Asst. I	3	\$ 18.82	11	\$ 10,806.44	\$ 18.82	11	\$ 10,806.44		\$ 18.82		\$ 10,806.44	\$ 10,806.44
Other Pay							\$ 27,422.11								\$ 17,422.00

TOTAL WAGES \$ 334,389.00 \$ 1,813.00 \$ 330,092.88

Priority	Library Budget Expense Line Item	FY2022 Appropriation	FY23 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	\$ 7,500	\$ 10,300	\$ 2,800	37.33%	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. FY23 adds new annual roof inspection and maintenance to protect the town's investment
5	Trash Removal	\$ 2,400	\$ 3,000	\$ 600	25.00%	Waste and Recycling pick-up each week. Essential service.
6	Maintenance & Repairs (Building)	\$ 15,300	\$ 15,300	\$ -	0.00%	22 year old building addition and renovation; toilets, doors, locks, plumbing, etc., all will eventually have problems or fail; essential funding to maintain services, safety, and basic bldg functions
7	Insurance	\$ 630	\$ 630	\$ -	0.00%	Protects the Town financially
8	Membership Agreements - MVLC	\$ 44,391	\$ 48,767	\$ 4,376	9.86%	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 & 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 federal funding
10	Contracted Services	\$ 5,300	\$ 5,300	\$ -	0.00%	Would lose essential management software to run library services, including the online events calendar, booking rooms, museum passes, 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; lose 24/7 online help for patrons on using catalog, e-resources, etc.

11	Computer	\$ 5,150	\$ 5,650	\$ 500	9.71%	Self-checkout machines would not be serviced and we would lose that functionality for the public; library peripherals would break and not be replaced (barcode scanners, receipt printers, etc.); loss of basic software for staff & public use; loss of support, updates, and services provided for the public scanning and faxing station which residents use every day. More pc support added for IT staffing transition late FY2023
12	Postage & Delivery	\$ 1,400	\$ 1,400	\$ -	0.00%	Loss of Interlibrary loan access, of ability to function as an organization, of ability to send collection notices for overdue or lost items, etc.
13	Printing & Copying	\$ 1,250	\$ 1,250	\$ -	0.00%	Needed copier maintenance for staff and public copiers; main administration scanner for bills (required for Microix), digitize docs
14	Furniture & Equipment	\$ 4,000	\$ 4,000	\$ -	0.00%	Services existing equipment (lawn mower, snow blower, vacuum cleaner, carpet cleaner, chairs, carts, etc.) or replace if broken.
15	Books & Materials	\$ 59,883	\$ 64,000	\$ 4,117	6.88%	The Trust Commissioners only agree to fund approx. half of the state expenditure requirement for books & materials IF it does not replace the town appropriation nor is disproportionate to it. For FY22 AND FY23, the Trust Comm. voted an additional \$15K help pay for the full 16% materials required due to reduced budget and service hours.
16	Advertising	\$ 500	\$ 500	\$ -	0.00%	Posting requirements by law
17	Travel	\$ 1,000	\$ 1,000	\$ -	0.00%	Reduced with some meetings still virtual, 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, membership access to professional development, or opportunities to participate
19	Grounds Maintenance	\$ 3,400	\$ 3,400	\$ -	0.00%	Basic grounds maintenance plus address any horticultural issues
20	Programs and Lectures	\$ -	\$ -	\$ -		Higher need line items; will rely on outside funding entirely
	Total Expenses	\$ 205,304	\$ 217,697	\$ 12,393	6.04%	

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

FY2023 LIBRARY WAGES: NEED FOR OTHER PAY

What	Who	Est. Hours	Mid-Range Pay, Lib. Assts.	Estimated Cost
Monthly Staff Meetings (1.5 hours)	Hourly public service staff (10)	180	\$ 22	\$ 3,960
Two All Staff Workshops (3 hours)	Hourly staff (10)	60	\$ 22	\$ 1,320
COVERAGE FOR 12 BENEFITTED STAFF OFF (Sick, Vacation, Holiday, Personal, etc.)	Circulation, Childrens, Reference, Custodial, Shelving, & Programs			
New: Cover any sudden COVID-19 Quarantining	Circulation, Childrens, Reference, Custodial, Shelving, & Programs			
Training Requirements	New and all existing staff			
Professional development, participation coverage	Reference, Childrens, Teen, Circulation			
From Nov. 1 2017 to Oct 31 2018, staff were off for 3,040 hours.	22% of the time, pay was 0 for time off. 78% was PAID.			
Not all hours paid are covered. Double paying* is the worrying part, not swaps or exchanges.	Minimal 18% double pay coverage	548	\$ 22	\$ 12,056
Library Wages	Estimated Needs: Other Pay			\$ 17,336

*"Double Pay" meaning paying benefitted staff their earned sick, vac, pers., etc. **AND** an hourly worker to cover some of their time off.

As of November 6, 2021, library staff in total have 9,228 personal hours to use this fiscal year and 54,025 vacation hours accrued. It is highly unlikely that all hours will be used, but they could be - and we are contractually obligated to pay this earned time off and some coverage of desks will be required. We reassign staff to cover desks when and where we can, but sometimes part-time help is required.

The library, its computer systems, all materials and resources (physical & electronic), programs, outreach, information, technology, and the increasing complexities of serving the public in the modern world relies upon a trained staff to serve the public. We respectfully request at least some of the Other Pay remain in Wages, lest the entire staff and public suffer from inadequately staffed library with inadequately trained staff members, who serve the public 52 hours week, 6 days a week Sept-May (48 hours, 5 days, June-Aug) with evenings and weekends year-round.

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
COMMEMORATIONS & CELEBRATIONS									
1670	Expenses	\$ 500	\$ -	\$ 86	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.10
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 500	\$ -	\$ 86	\$ 500	\$ 500	\$ 500	0.00%	\$ 0.10

COMMEMORATIONS AND CELEBRATIONS

692

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Miscellaneous Fireworks	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00	\$ -	0.00%

Memorandum

To: Nik Gualco

From: Bob Pine, PE, FASLA

Date: October 29, 2021

Re: Sargisson Beach Area Maintenance and Improvements

The purpose of this Memorandum is to provide a list of work efforts from which the area would benefit that were noted on our walk of the Sargisson Beach area on October 20th.

1. Main Path to Beach Area

- 1.A Mulch Issues: The use of organic mulch on paths can cause deterioration of the paths since, over time, the mulch decomposes into finer organic matter that holds water and can become slick when wet. We recommend removing mulch from the paths and using it as compost where possible.
- 1.B Stormwater Runoff Control: In some areas there is inadequate cross pitch to facilitate draining stormwater off paths and in some other areas adjacent grades are too high to allow stormwater from flowing away from the path. Where water cannot be removed, shallow, stone-lined swales should be constructed to carry water to release locations to reduce erosion.
- 1.C Steep Path Sections: Since vehicles need to periodically use the paths, steeper sections should be reconstructed with stable, well-graded crushed stone materials. Blends of some dust and crushed stone can be an effective surfacing

material.

2. Stone Stairs Shortcut - parking area to main path

- 2.A Limit water from reaching top of stairs by directing as much water as possible away from the stairs.
- 2.B Create a stone-lined swale along the side of the stairs to collect and move water to the bottom of the stairs with eroding the soil.

3. Steep Section Main Path to Beach

- 3.A Control water from coming onto the path at the top of the steep section. The culvert on the south side should collect all water coming toward the steep section on that side. The grading should direct runoff to the entrance to the culvert where there should be a clear bowl-shaped depression in front of the entrance. The 'bowl' area should be kept clear of debris.
- 3.B The stone swale on the north side of the steep section has accumulated small stones that have decreased the depth of the swale. The depth of the swale, and therefore its capacity to carry water to the catch basin at the bottom, should be increased by periodically removing the small stones.

4. Subsurface Drainage at Beach

- 4.A The sump of the catch basin at the bottom of the steep section should be checked and periodically cleaned out as necessary to prevent sediment from entering the discharge pipe.
- 4.B A subsurface drain runs around the edge of the beach on the high side. This pipe is important to ensure that the water table does not rise into the sand, since that will accelerate erosion of the sand. When the water table is generally very high and the lake level is up, dig a hole near the drain line to see if the water table is above the mid-point of the drains. Contact me if it is.

- 4.C There should be a shallow infiltration swale in the sand above subsurface drainage pipe. This is to reduce runoff that comes down the adjacent slope from running over the sand.
- 4.D During drawdown of the lake clean any organic debris that has accumulated over the exfiltration zone in the lake.

5. Stone Steps - Path to Beach

- 5.A Divert runoff that flows toward the top of the steps away from the steps.
- 5.B Create stone swales where needed along the sides of the steps and drain stormwater away from steps wherever possible.

6. Stone Wall along water - (used for fishing at the north end of the area)

- 6.A Fill open sections in the wall with flat stones installed vertically (stones should be a few inches to a foot in width and an inch or two thick.) Fill around and over the flat stones with smaller rocks to establish a solid, flat surface

7. Sand to Replenish Beach Sand

- 7.A The sand used to replenish the beach was more coarse grained, and the sand particles were somewhat more angular, than most beach sand. This was to reduce the vulnerability to erosion. Most sands labeled "Concrete Sand" are appropriate but other sources of sand can be OK. I would be glad to check the sand from a proposed source if someone can get me a gallon zip-lock bag, half full of the proposed sand.

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
WATER SAFETY									
1680	Wages	\$ 2,966	\$ 1,900	\$ 932	\$ 4,200	\$ 4,418	\$ 4,418	5.19%	\$ 0.91
1681	Expenses and Minor Capital	\$ 25,766	\$ 17,520	\$ 5,304	\$ 2,732	\$ 32,907	\$ 2,907	6.41%	\$ 0.60
1682	Property Maint & Improvements	\$ 7,695	\$ -	\$ 2,900	\$ 9,000	\$ 9,000	\$ 9,000	0.00%	\$ 1.86
DEPARTMENTAL TOTAL		\$ 36,427	\$ 19,420	\$ 9,136	\$ 15,932	\$ 46,325	\$ 16,325	2.47%	\$ 3.38

RANGER WAGES		
Due to step up in MA min. wage		
Ranger wage calculated at 19 hours per week:		
CY 2022	10 weeks at 14.25	\$ 2,707.50
CY 2023	6 weeks at 15	\$ 1,710.00
	TOTAL	\$ 4,417.50

WATER SAFETY
699
1681 - Expenses

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Lifeguard Management*	\$ -	\$ 30,000.00	\$ 30,000.00	100.00%	requesting lifeguard \$ back; \$ based on YMCA estimate from fy21 (28k) + 2k to cover anticipated increase; <u>I should be receiving an updated estimate of cost from the YMCA soon</u>	\$ -		100.00%
Lifeguard Chairs								
Rescue Equipment								
Swim Area Protection/Markers	\$ 486.00	\$ 486.00	\$ -	0.00%	COMMENT 1 (see below)	\$ 486.00		0.00%
Gear Storage and Transport	\$ 1,202.00	\$ 1,202.00	\$ -	0.00%	COMMENT 1 (see below)	\$ 1,202.00		0.00%
Emergency Medical Supplies	\$ 171.00	\$ 171.00	\$ -	0.00%	COMMENT 1 (see below)	\$ 171.00		0.00%
Rescue Boat, LifeJackets, Radio								
Toilet Rental	\$ 723.00	\$ 898.00	\$ 175.00	24.20%	invoices in FY22 were \$399 for July and August each; plus \$100 to cover thru Labor Day	\$ 898.00		24.20%
Advertising Programs	\$ 150.00	\$ 150.00	\$ -	0.00%	COMMENT 1 (see below)	\$ 150.00		0.00%
TOTAL FUNDS REQUESTED	\$ 2,732.00	\$ 32,907.00	\$ 30,175.00	0.00%		\$ 2,907.00	\$ -	0.00%

WATER SAFETY

699

1682 - Property Maintenance and Improvements

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Chipping and Tree Service	\$ 2,400.00	\$ 2,400.00	\$ -	0.00%	Level funding request; we had \$1900 in tree work done in 2021.	\$ 2,400.00		0.00%
Materials	\$ 6,600.00	\$ 6,600.00	\$ -	0.00%	level funding request; we anticipate conducting maintenance on the beach drainage system and beach sand this year (will likely will need to encumber funds AND pursue CPA funds depending on cost estimates) - <u>SEE ATTACHED ESTIMATE ON WORK NEEDED</u>	\$ 6,600.00		0.00%
TOTAL FUNDS REQUESTED	\$ 9,000.00	\$ 9,000.00	\$ -	0.00%		\$ 9,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
WEED MANAGEMENT									
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1691	Expenses: Weed Harvester	\$ 6,370	\$ 2,497	\$ 17,566	\$ 22,000	\$ 22,000	\$ 22,000	0.00%	\$ 4.55
1692	Expenses: Great Lakes	\$ 2,385	\$ -	\$ 50	\$ 2,385	\$ 12,385	\$ 12,385	419.29%	\$ 2.56
<hr/>									
DEPARTMENTAL TOTAL		\$ 8,755	\$ 2,497	\$ 17,616	\$ 24,385	\$ 34,385	\$ 34,385	41.01%	\$ 7.12



Shawn Campbell
General Manager/Head Professional

GROTON COUNTRY CLUB

94 Lovers Lane
Groton, MA 01450

Mark-

Attached is the budget for the Groton Country Club for FY23. While the club continues to see growth in revenue, we would like to use that extra revenue to make improvements to the course and also increase staffing for the golf shop during the summer months. These items are predicated on the current revenue patterns, if we see a drop in revenues then we will adjust these expenses accordingly to remain balanced.

1. Increase the grounds budget from 40k to 60k.
 - a. We are starting/ending the seasons earlier/later than expected.
 - b. Brings a 30 hour a week seasonal employee to 40 hours a week.
 - c. Hire 1 additional staff to focus on tee boxes and bunkers.
2. Increase the Golf Shop budget from 20k to 35k.
 - a. I am struggling to keep up during May-August with the overall operation. I need more support during those months. I am looking into hiring an assistant golf professional.
3. Increase expense budget from 136k to 162k.
 - a. We need to make improvements/repairs to the netting as well as increase the amount of range balls we acquire annually 7k.
 - b. We need to make repairs to the pool area 4.8k c. We need to increase the grounds budget to support the tee box/bunker projects 9k.

The miscellaneous/unanticipated line item on the GCC recap can be adjusted to make up for any changes to the salary category as the union negotiates our new contracts. Let me know if you have any questions.

Thanks,
Shawn

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
COUNTRY CLUB									
1700	Salary	\$ 150,373	\$ 157,092	\$ 161,609	\$ 161,920	\$ 166,977	\$ 166,977	3.12%	\$ 34.57
1701	Wages	\$ 119,626	\$ 119,899	\$ 118,025	\$ 150,000	\$ 193,000	\$ 193,000	28.67%	\$ 39.96
1702	Expenses	\$ 150,837	\$ 133,953	\$ 163,421	\$ 136,000	\$ 162,250	\$ 162,250	19.30%	\$ 33.59
1703	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 420,836	\$ 410,944	\$ 443,055	\$ 447,920	\$ 522,227	\$ 522,227	16.59%	\$ 108.11

COUNTRY CLUB

<u>LINE ITEM</u>	<u>FY 2022 APPROPRIATION</u>	<u>FY 2023 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2023 TOWN MANAGER APPROVED</u>	<u>FY 2023 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Golf Expenses								
Supplies	\$ 12,800	\$ 20,000	\$ 7,200	56.25%	Range Balls/Repairs	\$ 20,000		56.25%
Pro Shop	\$ 4,200	\$ 4,500	\$ 300	7.14%		\$ 4,500		7.14%
Utilities	\$ 1,050	\$ 1,100	\$ 50	4.76%		\$ 1,100		4.76%
Pool Expenses								
Swim Team	\$ 16,000	\$ 17,000	\$ 1,000	6.25%		\$ 17,000		6.25%
Lessons	\$ 1,100	\$ 1,150	\$ 50	4.55%		\$ 1,150		4.55%
Pool Maintenance	\$ 15,140	\$ 20,000	\$ 4,860	32.10%	Repairs/Propane	\$ 20,000		32.10%
Camp Expenses	\$ 24,110	\$ 25,500	\$ 1,390	5.77%		\$ 25,500		5.77%
Function Hall								
Beer/Wine/Soda/Liquor								
Expenses/Utilities	\$ 17,000	\$ 18,000	\$ 1,000	5.88%		\$ 18,000		5.88%
Expenses/General								
Building and Grounds								
Course Maintenance	\$ 31,000	\$ 40,000	\$ 9,000	29.03%	Tee Box/Bunker Upgrades	\$ 40,000		29.03%
Building Expenses			\$ -					
Club Overhead								
Marketing	\$ 11,000	\$ 12,000	\$ 1,000	9.09%		\$ 12,000		9.09%
Office Supplies	\$ 2,600	\$ 3,000	\$ 400	15.38%		\$ 3,000		15.38%
Utilities								
Insurance								
Merchant Bank Charges								
Sales/Meal Tax								
TOTAL FUNDS REQUESTED	\$ 136,000	\$ 162,250	\$ 26,250	19.30%		\$ 162,250	\$ -	19.30%

Department Country Club
 Org # _____
 COLA % 2.50%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Campbell	Shawn	Supervisors	GM/Golf Pro	16		40	\$ 84,430.00			\$ 86,540.75	2.5%		\$ 1,254.00	\$ 88,704.27	\$ 89,958.27
Colby	William	THL	Grounds Supt	10		40	\$ 72,615.00			\$ 74,430.38	2.0%		\$ 1,100.00	\$ 75,918.98	\$ 77,018.98
Other Pay							\$ 4,875.00								\$ -
TOTAL SALARIES							\$ 161,920.00								\$ 166,977.25
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Building and Grounds							\$ 40,000.00			\$ 60,000.00				\$ 60,000.00	\$ 60,000.00
Pool							\$ 63,000.00			\$ 67,000.00				\$ 67,000.00	\$ 67,000.00
Golf							\$ 20,000.00			\$ 35,000.00				\$ 35,000.00	\$ 35,000.00
Snack Bar							\$ -							\$ -	\$ -
Function Hall							\$ -							\$ -	\$ -
Camp							\$ 27,000.00			\$ 31,000.00				\$ 31,000.00	\$ 31,000.00
TOTAL WAGES							\$ 150,000.00								\$ 193,000.00

		<u>FY 2022</u>	<u>FY 2023</u>
Full Memberships	\$	17,000	\$ 27,000
Golf Memberships	\$	65,000	\$ 112,000
Swim Memberships	\$	100,000	\$ 119,000
Summer Camp Revenues	\$	114,145	\$ 100,000
Daily Pool Revenues	\$	42,000	\$ 34,000
Swim Team	\$	20,000	\$ 20,000
Swim Lessons	\$	25,000	\$ 20,000
Golf Green Fees	\$	140,000	\$ 156,000
Driving Range Fees	\$	8,000	\$ 10,000
GHIN	\$	4,000	\$ 5,000
Cart Fees	\$	70,000	\$ 76,000
Pull Carts	\$	400	\$ 700
Golf Shop Sales	\$	6,000	\$ 10,000
Liquor License	\$	6,000	\$ 6,000
Credit Card Fees	\$	(15,000)	\$ (17,000)
Total Income	\$	602,545	\$ 678,700

Country Club Salaries	\$	166,977
Country Club Wages	\$	193,000
Country Club Expenses	\$	162,250
Capital Purchases Carts	\$	25,000
Capital Purchases Pool Deck	\$	60,000
Health Insurance	\$	22,000
Payroll Taxes (Medicare 1.45%)	\$	5,220
Property Insurance	\$	24,000
Building Cost	\$	10,000
Miscellaneous/Unanticipated	\$	10,253
Sub-Total Expense	\$	678,700
Anticipated Revenue	\$	678,700
Profit	\$	0



DEBT SERVICE

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
DEBT SERVICE									
2000	Long Term Debt - Principal Excluded	\$ 722,250	\$ 1,054,090	\$ 1,154,393	\$ 1,070,000	\$ 1,300,000	\$ 1,300,000	21.50%	\$ 269.13
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ -	\$ 159,154	\$ 158,786	\$ 158,786	-0.23%	\$ 32.87
2002	Long Term Debt - Interest - Excluded	\$ 325,402	\$ 454,453	\$ 598,828	\$ 586,908	\$ 1,208,202	\$ 1,208,202	105.86%	\$ 250.13
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ -	\$ 88,007	\$ 82,021	\$ 82,021	-6.80%	\$ 16.98
2004	Short Term Debt - Principal - Town	\$ -	\$ -	\$ -	\$ 85,174	\$ 85,174	\$ 85,174	0.00%	\$ 17.63
2005	Short Term Debt - Interest - Town	\$ 100,885	\$ 95,648	\$ 8,958	\$ 6,800	\$ 5,075	\$ 5,075	-25.37%	\$ 1.05
DEPARTMENTAL TOTAL		\$ 1,148,537	\$ 1,604,191	\$ 1,762,179	\$ 1,996,043	\$ 2,839,258	\$ 2,839,258	76.99%	\$ 587.79

2000-2001 - See Attached Detail

2002-2003 - See Attached Detail

Short Term Debt Detail

FY 2022 Beginning Balance \$ 338,938

FY 2022 Principal Paydown \$ 85,174

FY 2022 Interest (0.44%) \$ 1,497

FY 2023 Beginning Balance \$ 253,764

FY 2023 Principal Paydown \$ 85,174

FY 2023 Interest (est. at 2%) \$ 5,075

Balance to be Renewed in Fiscal Year 2024 \$ 168,590

Long Term Debt**Fiscal 2023**

T:\Private\Collector_Treasurer\Treasurer's Files\Debt

Access - Debt by Issue All Years

Access - Payment Detail by Record

General Fund

<u>ID</u>	<u>Name</u>	<u>Issued</u>	<u>Matures</u>	<u>Orig Amt</u>	<u>Exempt/ Non-Exempt</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2912	Center Fire Station	4/18/2013	6/30/2035	\$7,730,000	Exempt	\$360,000.00	\$117,912.52	\$477,912.52
2913	DPW Garage- New in FY21	2/20/2020	2/15/2040	\$4,307,000	Exempt	\$217,000.00	\$115,364.50	\$332,364.50
2914	Library Roof- New in FY21	2/20/2020	2/15/2040	\$1,055,000	Exempt	\$53,000.00	\$28,237.00	\$81,237.00
2980	Florence Roche #1 NEW- FY22	8/17/2021	8/15/2041	\$7,330,000	Exempt	\$245,000.00	\$226,775.00	\$471,775.00
#####	Florence Roche #2 place holder	###/###/####	###/###/####	\$0.00	Exempt	\$0.00	\$0.00	\$0.00
2991	Lost Lake Fire Station	11/15/2003	11/15/2022	\$1,450,000	Exempt	\$70,000.00	\$1,050.00	\$71,050.00
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000	Exempt	\$135,000.00	\$2,025.00	\$137,025.00
2999	Senior Center	11/27/2018	6/30/2039	\$5,130,000	Exempt	\$220,000.00	\$176,837.50	\$396,837.50

Total Exempt	\$1,300,000.00	\$668,201.52	\$1,968,201.52
---------------------	-----------------------	---------------------	-----------------------

2915	Fire Truck 2020- New in FY21	02/20/2020	2/15/2039	\$473,000	Non-Exempt	\$25,000.00	\$12,776.00	\$37,776.00
2978	Fire Ladder Truck	11/27/2018	11/15/2037	\$875,000	Non-Exempt	\$50,000.00	\$26,456.26	\$76,456.26
2979	Lost Lake Fire Protection	11/27/2018	11/15/2038	\$1,375,000	Non-Exempt	\$70,000.00	\$42,756.26	\$112,756.26
2994	Project Eval Report	11/1/2003	2/1/2024	\$330,000	Non-Exempt	\$13,786.17	\$32.85	\$13,819.02

Total Non-Exempt	\$158,786.17	\$82,021.37	\$240,807.54
-------------------------	---------------------	--------------------	---------------------

Summary for General Fund	Total for General Fund	\$1,458,786.17	\$750,222.89	\$2,209,009.06
	<i>crossfoot</i>	<i>\$0.00</i>	<i>\$0.00</i>	

GELD

2998	GELD- Headqtrs.	8/1/2014	11/1/2033	\$2,000,000	Non-Exempt	\$100,000.00	\$41,500.00	\$141,500.00
------	-----------------	----------	-----------	-------------	------------	--------------	-------------	--------------

Summary for GELD	Total Non-Exempt for GELD	\$100,000.00	\$41,500.00	\$141,500.00
	<i>crossfoot</i>	<i>\$0.00</i>	<i>\$0.00</i>	

CPC

012	Surrenden Farm (final year)	7/6/2007	12/15/2021	\$5,015,000	Non-Exempt	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
-----	-----------------------------	----------	------------	-------------	------------	---------------	---------------	---------------

Summary for CPC	Total Non-Exempt for CPC	\$0.00	\$0.00	\$0.00
	<i>crossfoot</i>	<i>\$0.00</i>	<i>\$0.00</i>	

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	\$2,517.94	\$19,165.44
2911	Old Ayer Rd	10/26/2007	10/1/2025	\$155,960	Non-Exempt	\$8,352.50	\$1,263.31	\$9,615.81
9994	Project Eval	11/1/2003	2/1/2024	\$330,000	Non-Exempt	<u>\$5,098.99</u>	<u>\$12.15</u>	<u>\$5,111.14</u>

Summary for Sewer	Total Non-Exempt for Sewer	\$30,098.99	\$3,793.40	\$33,892.39
	<i>crossfoot</i>			

Water

####	Place Holder Fall Town Meeting Article 10-11	###/###/####	###/###/####	\$0.00	Non-Exempt	\$0.00	\$0.00	\$0.00
2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434	Non-Exempt	\$68,559.00	\$6,937.01	\$75,496.01
2909	Water System	11/23/2004	8/1/2024	\$4,417,366	Non-Exempt	<u>\$275,999.14</u>	<u>\$5,512.64</u>	<u>\$281,511.78</u>

Summary for Water	Total Non-Exempt for Water	\$344,558.14	\$12,449.65	\$357,007.79
	<i>crossfoot</i>	<i>\$0.00</i>	<i>\$0.00</i>	

FY23 Totals-	\$1,933,443.30	\$807,965.94	2,741,409.24
---------------------	-----------------------	---------------------	---------------------

<i>crossfoot</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$0.00</i>
------------------	---------------	---------------	---------------

FISCAL YEAR 2023 TOWN MANAGER'S PROPOSED OPERATING BUDGET

Summary of L-T Debt Service Through FY2047
General Fund: Excluded and Non-Excluded

TM Date and Article	GL	Issued	Matures	ID / Name	Orig. Amount	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	Fiscal 2041	Fiscal 2042	Fiscal 2043	Fiscal 2044	Fiscal 2045	Fiscal 2046	Fiscal 2047	
General Fund- EXEMPT																																
	2999	11/27/2018	6/30/2039	2999- New Senior Center	5,130,000	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	-	-	-	-	-	-	-	-	
	2912	4/18/2013	6/1/2035	2912- Ctr. Fire Station	7,730,000	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					-	-	-	-	-	-	-	-	
	2913	2/20/2020	2/15/2040	2913- Highway Garage	4,307,000	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	-	-	-	-	-	-	-	
	2914	2/20/2020	2/15/2040	NEW- Library Roof- actual	1,055,000	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	-	-	-	-	-	-	-	
	2980	8/17/2021	8/15/2041	2980- Florence Roche #1	7,330,000	-	471,775	474,150	470,900	472,025	472,400	472,025	470,900	474,200	473,650	469,250	471,250	469,700	472,755	472,550	474,150	470,600	471,900	473,000	473,900	469,650	-	-	-	-	-	
	2991	11/15/2003	11/15/2022	2991- Lost Lake Fire St. *	1,450,000	73,150	71,050	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	2992	11/15/2003	11/15/2022	2992- Gibbets Hill *	3,000,000	146,150	137,025	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
####	##/##/####	##/##/####	####	####- Place Holder Florence Roche #2																												
Total GF Exempt						1,541,753	1,968,203	1,747,903	1,861,803	1,837,577	1,915,703	1,881,615	1,700,290	1,679,378	1,655,328	1,536,653	1,524,821	1,218,265	1,208,295	989,790	978,965	963,740	917,543	743,830	473,900	469,650	-	-	-	-	-	
Excluded debt service change from prior year						416,633	426,450	(220,300)	113,900	(24,226)	78,126	(34,088)	(181,325)	(20,912)	(24,050)	(118,675)	(11,832)	(306,556)	(9,970)	(218,505)	(10,825)	(15,225)	(46,197)	(173,713)	(269,930)	(4,250)	####	-	-	-	-	
General Fund- NON-EXEMPT																																
	2915	2/20/2020	2/15/2039	2915 - Fire Truck Engine	473,000	38,776	37,776	36,776	36,276	35,776	34,526	33,276	32,026	30,776	29,526	29,026	28,526	28,026	27,526	27,026	26,526	25,026	24,516	-	-	-	-	-	-	-	-	
	2978	11/27/2018	11/15/2037	2978 - Fire Ladder Truck	875,000	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	-	-	-	-	-	-	-	-	-	
	2979	11/27/2018	11/15/2038	Lost Lake Fire Protection	1,375,000	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	-	-	-	-	-	-	-	-	
	2994	11/1/2003	2/1/2024	Project Eval. Report	330,000	14,371	13,819	13,517	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total GF Non Exempt						247,159	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	-	-	-	-	-	-	-	-	
Non - Excluded debt service change from prior yea						32,266	(6,352)	(9,827)	(18,617)	(6,250)	(7,000)	(7,000)	(6,425)	(5,275)	(4,700)	(4,021)	(4,166)	(4,309)	(9,386)	(4,190)	(4,419)	(5,556)	(48,792)	(90,734)	-	-	-	-	-	-	-	
Total GF LT Debt						1,788,912	2,209,010	1,978,883	2,074,166	2,043,690	2,114,816	2,073,728	1,885,978	1,859,791	1,831,041	1,708,345	1,692,347	1,381,482	1,362,146	1,139,291	1,124,047	1,103,266	1,008,277	743,830	473,900	469,650	-	-	-	-	-	
TM Date and Article	GL	Issued	Matures	ID / Name	Orig. Amount	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	Fiscal 2041	Fiscal 2042	Fiscal 2043	Fiscal 2044	Fiscal 2045	Fiscal 2046	Fiscal 2047	
CPC- GELD- Sewer- Title V- Water- shown for informational purpose).																																
CPC- NON-EXEMPT)																																
	012	7/6/2007	12/15/2021	012- Surrenden Farm- final year	5,015,000	204,150	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total CPC Non Exempt						204,150	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
GELD- NON-EXEMPT)																																
	2998	8/1/2014	11/1/2033	2998- Headquarters	2,000,000	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	-	-	-	-	-	-	-	-	-	-	-	-	-	
		7/15/2001	7/15/2019	2995- Transformer	750,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total GELD Non Exempt						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	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SEWER- NON-EXEMPT																																
	2910	10/26/2007	10/1/2025	2910- Boston Rd.	310,940	19,873	19,165	18,458	17,740	17,043	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	2911	10/26/2007	10/1/2025	2911- Old Ayer Rd.	155,960	9,971	9,616	9,261	8,901	8,504	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	9994	11/1/2003	2/1/2024	9994- Project Eval. Share	330,000	5,315	5,111	4,999	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Sewer Non Exempt						35,159	33,892	32,718	26,641	25,547	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
TITLE V- NON-EXEMPT																																
		8/1/2002	8/1/2021	2993- Tide V (Interest exempt)	197,403	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Title V Non Exempt						-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
WATER- NON-EXEMPT																																
	2909	11/23/2004	8/1/2024	2909- Water Upgrade	4,417,366	282,597	281,512	279,893	279,395	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	2997	12/14/2006	7/15/2026	2997- Water SRF Loan	1,234,434	75,598	75,496	75,393	75,287	75,178	75,068	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
####	##/##/####	##/##/####	####	####- Place Holder- Whitney Well #3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
####	##/##/####	##/##/####	####	####- Place Holder- Manganese Plant	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Water Non Exempt						358,195	357,008	355,286	354,682	353,465	352,248	351,031	349,814	348,597	347,380	346,163	344,946	343,729	342,512	341,295	340,078	338,861	337,644	336,427	335,210	333,993	332,776	331,559	330,342	329,125	327,908	
Total LT Debt By Fiscal Year						2,525,841	2,741,410	2,505,387	2,595,914	2,281,690	2,328,934	2,214,403	2,023,203	1,998,491	1,970,910	1,849,070	1,828,847	1,518,676	1,498,453	1,278,482	1,268,259	1,248,036	1,127,813	743,830	473,900	469,650	-	-	-	-	-	



EMPLOYEE BENEFITS

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2023 IMPACT ON AVERAGE TAX BILL
EMPLOYEE BENEFITS									
	GENERAL BENEFITS								
3000	County Retirement	\$ 2,081,699	\$ 1,973,053	\$ 2,090,289	\$ 2,385,255	\$ 2,538,910	\$ 2,538,910	6.44%	\$ 525.61
3001	OPEB Unfunded Liabiltiy	\$ 100,000	\$ 169,000	\$ 177,094	\$ 177,094	\$ 187,553	\$ 187,553	5.91%	\$ 38.83
3002	Unemployment Compensation	\$ 2,585	\$ 1,960	\$ 10,008	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.07
	INSURANCE								
3010	Health Insurance	\$ 1,408,012	\$ 1,578,803	\$ 1,723,423	\$ 1,860,544	\$ 2,183,767	\$ 2,183,767	17.37%	\$ 452.09
3011	Life Insurance	\$ 3,293	\$ 3,629	\$ 3,598	\$ 3,700	\$ 3,820	\$ 3,820	3.24%	\$ 0.79
3012	Medicare/Social Security	\$ 123,246	\$ 130,034	\$ 132,408	\$ 135,000	\$ 138,400	\$ 138,400	2.52%	\$ 28.65
<hr/>									
	DEPARTMENTAL TOTAL	\$ 3,718,835	\$ 3,856,479	\$ 4,136,820	\$ 4,571,593	\$ 5,062,450	\$ 5,062,450	10.74%	\$ 1,048.05



TOWN OF GROTON

TREASURER/COLLECTOR
173 MAIN STREET
GROTON, MASSACHUSETTS 01450

FY 2023- Pension Assessment Apportionments-

Date: 10-28-2021
To: Mark Haddad
From: Hannah Moller
Cc: P. Dufresne; K. Kelly; M. Doig; T. Orcutt; A. Doucette, K. Tuomi; T. Delaney, M. Hartnett

Subject: Fiscal 2023- Pension Assessment Apportionments
General Fund; Enterprise Funds; GELD; Other Self-Sustaining Funds

Hi Mark,

As is done each year, we apportion the scheduled Middlesex County Retirement System (MCRS) assessment as indicated, and provide this information for budgeting purposes. Effective in FY18, GELD started receiving a separate audited assessment, which we have updated again for FY22 and FY23. In FY23, GELD will be paying 20.12% of the total assessment, with the balance being apportioned based on respective percentage of pensionable wages, consistent with all prior years. As you're aware, the 15-year Early Retirement Incentive from 2002 and 2003 are both fully amortized and no longer applicable. With the bi-annual MCRS system evaluation effective January 1, 2020, we have been provided our pension assessment for both FY22 and FY23.

As discussed previously, MCRS, in conjunction with their Actuary, Segal, are still predicting annual pension assessment increases of 6%-6.5% starting in FY24 and FY25, continuing toward the scheduled completion of the system being fully funded in 2035. However, MCRS always cautions all members that this schedule is subject to change depending on specific member circumstances that may arise.... disability retirements; increased payroll, decrease or increase in Group 4 (police/fire) payroll, etc.

The following apportionments are effective for Fiscal 2023.;

<u>Department-</u>	<u>FY23 Pension Assessment Apportionment-</u>
General Fund	\$1,858,488.59
GELD	\$510,907.00
Water	\$86,618.34
Cable	\$33,998.69
Sewer	\$20,030.92
CPA	\$10,868.15
Trust Funds	\$9220.51
<u>Storm Water</u>	<u>\$8777.80</u>
Total Assessment	\$2,538,910.00

Thanks!

Hannah

Enclosures

Retirees Plan Counts FY23

Count of Plan Type	Health Plan						
Function of Government	Harvard Pilgrim EPO	None	Tufts EPO	Tufts Group Supp	Fallon Select Care	Blue Cross Select Care	Grand Total
DPW				2	3	1	6
Enterprise				1	3		4
GELD			2	2	7		11
General Government	2		2	3	16		23
Land Use				1	5		6
Library & Citizens Services				1	6		7
Public Safety	3			2	2		7
Public Safety Police	1					1	2
Public Safety Dispatch				1			1
Grand Total	6		4	13	42	1	67

HEALTH INSURANCE ENROLLMENT PROJECTIONS FY23

ACTIVE EMPLOYEES

Count of Plan Type	Health Plan							Grand Total
Union Affiliation	Harvard Pilgrim EPO	Tufts EPO	None	Harvard Pilgrim HMO HSAQ	Blue Cross Direct Care	Blue Cross Select Care	Blue Cross Select Care HSAQ	
By-Law Employee			2				1	3
Communications Union			3	2			1	7
Contract Employee	1		2	2				5
Elected Official			1					1
GELD	2		3	1			6	12
Highway Transfer Water	3		4	1		1	7	16
Patrolmen's Association			6	6			3	15
Professional Firefighter			5	3			2	10
Superior Officers	1		2					3
Supervisors' Union	2			2	1		2	7
Town Hall Library	3		10	7		1	13	34
Grand Total	12		38	24	1	2	34	113

ACTIVE EMPLOYEES

Count of Health Plan	Plan Type			Grand Total
Union Affiliation	Covered Person	Family	Individual	
By-Law Employee			3	3
Communications Union			3	7
Contract Employee			3	5
Elected Official			1	1
GELD			9	12
Highway Transfer Water			12	16
Patrolmen's Association			5	15
Professional Firefighter			6	10
Superior Officers			2	3
Supervisors' Union			5	7
Town Hall Library			18	34
Grand Total			66	113

Budget Summary

as of 11/22/21

FY22 Budget

FY23 Budget

8% Est Increment

Grand Total Active EE's	1,450,267	1,617,812
Retirees	355,189	386,450
HSA Obligation	6,000	6,000
10% inc for first month of next plan year	13,500	
Benefit Strategies/Health Equity Fees	2,100	2,100
Subtotal Projected Costs	1,827,056	2,012,362

Adjustments:

Original 07/01/21	1,805,544	2,012,362	11.45%
Revised 10/23/21	1,860,544	2,012,362	8.16%
	FY22 Voted	FY23 Budget	

10% increment approx=	150,000
5% increment approx =	75,000
1% increment approx =	15,000

Town of Groton Health Insurance Census **ACTIVE EMPLOYEES**
as of 10/31/21 Estimated 8% increment over FY22

			Data					
Function of Gov	Plan Type	Health Plan	FY22 Premium	FY22 Town Cost	FY22 EE Cost	FY23 Est Premium	FY23 Est Town Cost	FY23 Est EE Cost
DPW	Family	Harvard Pilgrim EPO	29,952	20,966	8,986	32,348	22,644	9,704
		Tufts EPO	86,616	60,631	25,985	93,545	65,482	28,064
		Blue Cross Select Care	161,328	112,930	48,398	195,178	136,624	58,553
	Individual	Tufts EPO	10,632	0	0	11,483	8,038	3,445
		Blue Cross Select Care	28,440	19,908	8,532	30,715	21,501	9,215
	None	None	0	0	0	0	0	0
DPW Total			316,968	214,435	91,901	363,269	254,288	108,981
GELD	Family	Harvard Pilgrim EPO	29,952	26,208	3,744	32,348	28,305	4,044
		Tufts EPO	57,744	50,526	7,218	62,364	54,568	7,795
		Blue Cross Select Care	151,848	132,867	18,981	163,996	143,496	20,499
	Individual	Harvard Pilgrim EPO	11,388	9,965	1,424	12,299	10,762	1,537
		Tufts EPO	10,632	9,303	1,329	11,483	10,047	1,435
	None	None	0	0	0	0	0	0
GELD Total			261,564	228,869	32,696	282,489	247,178	35,311
General Gove	Family	Harvard Pilgrim EPO	29,952	20,966	8,986	32,348	22,644	9,704
		Tufts EPO	115,488	80,842	34,646	124,727	87,309	37,418
		Harvard Pilgrim HMO HSAQ	23,664	16,565	7,099	25,557	17,890	7,667
		Blue Cross Select Care	25,308	17,716	7,592	27,333	19,133	8,200
		Blue Cross Select Care HSAQ	25,308	17,716	7,592	22,408	15,685	6,722
	Individual	Tufts EPO	21,264	14,885	6,379	22,965	16,076	6,890
		Blue Cross Select Care	18,960	13,272	5,688	41,420	28,994	12,426
	None	None	0	0	0	0	0	0
General Government Total			259,944	181,961	77,983	296,758	207,731	89,027
Land Use	Family	Harvard Pilgrim EPO	59,904	41,933	17,971	64,696	45,287	19,409
		Blue Cross Select Care	50,616	35,431	15,185	54,665	38,266	16,400
Land Use Total			110,520	77,364	33,156	119,362	83,553	35,808
Library & Citiz	Family	Harvard Pilgrim EPO	89,856	62,899	26,957	97,044	67,931	29,113
		Tufts EPO	86,616	60,631	25,985	124,727	87,309	37,418
		Blue Cross Select Care	85,404	59,783	25,621	109,331	76,531	32,799
	Individual	Tufts EPO	21,264	14,885	6,379	22,965	16,076	6,890
		Blue Cross Select Care	9,480	6,636	2,844	10,238	7,167	3,072
	None	None	4,812	3,368	1,444	0	0	0

Function of Gov	Plan Type	Health Plan	FY22 Premium	FY22 Town Cost	FY22 EE Cost	FY23 Est Premium	FY23 Est Town Cost	FY23 Est EE Cost
Library & Citizens Services Total			297,432	208,202	89,230	364,306	255,014	109,292
Cable Enterpr	Individual	Tufts EPO	10,632	7,442	3,190	11,483	8,038	3,445
Cable Enterprise Total			10,632	7,442	3,190	11,483	8,038	3,445
Water Enterpr	Family	Harvard Pilgrim EPO	29,952	20,966	8,986	32,348	22,644	9,704
		Tufts EPO	28,872	20,210	8,662	31,182	21,827	9,355
		Blue Cross Direct Care	23,580	16,506	7,074	25,466	17,826	7,640
		Harvard Pilgrim EPO	11,388	7,972	3,416	12,299	8,609	3,690
	None	None	0	0	0	0	0	0
Water Enterprise Total			93,792	65,654	28,138	101,295	70,907	30,389
Sewer Enterpr	None	None	0	0	0	0	0	0
Sewer Enterprise Total			0	0	0	0	0	0
Public Safety	Family	Harvard Pilgrim EPO	29,952	20,966	8,986	31,182	21,827	9,355
		Tufts EPO	173,232	121,262	51,970	187,091	130,963	56,127
		Blue Cross Select Care	50,616	35,431	15,185	58,514	40,960	17,554
	Individual	Tufts EPO	31,896	22,327	9,569	34,448	24,113	10,334
		Blue Cross Select Care	18,960	13,272	5,688	20,477	14,334	6,143
	None	None	0	0	0	0	0	0
Public Safety Police Total			304,656	213,259	91,397	331,711	232,198	99,513
Public Safety	Family	Tufts EPO	86,616	60,631	25,985	124,727	87,309	37,418
		Blue Cross Select Care	75,924	53,147	22,777	81,998	57,399	24,599
	Individual	Tufts EPO	10,632	7,442	3,190	11,483	8,038	3,445
	None	None	32,755	22,929	9,827	0	0	0
Public Safety Fire Total			205,927	144,149	61,778	218,208	152,745	65,462
Public Safety	Family	Tufts EPO	57,744	40,421	17,323	62,364	43,654	18,709
		Blue Cross Select Care HSAQ	25,308	17,716	7,592	22,408	15,685	6,722
	Individual	Tufts EPO	10,632	7,442	3,190	31,182	21,827	9,355
		Blue Cross Select Care	9,480	6,636	2,844	10,238	7,167	3,072
	None	None	0	0	0	0	0	0
		Public Safety Dispatch Total			103,164	72,215	30,949	126,192
Stormwater E	Family	Blue Cross Direct Care	23,580	16,506	7,074	25,466	17,826	7,640
Stormwater Enterprise Total			23,580	16,506	7,074	25,466	17,826	7,640
Grand Total			1,988,179	1,430,057	547,490	2,240,538	1,617,812	622,726

Retiree Health Insurance Premiums Projection for FY23

65% Town Share

35% Employee
Share

			Data				
Health Plan	Function of C	Plan Type	FY22 Total Prem	FY22 Town Cost	FY23 Est Premium	FY23 Est Town Cost	FY23 EE Est Cost
Blue Cross Select Care	Public Safe	Family	0	0	27,333	17,766	9,566
Blue Cross Select Care Total			0	0	27,333	17,766	9,566
Fallon Select Care	DPW	Individual	9,480	6,162	10,238	6,655	3,583
Fallon Select Care Total			9,480	6,162	10,238	6,655	3,583
Harvard Pilgrim EPO	General G	Individual	22,776	14,804	24,598	15,989	8,609
	Public Safe	Family	59,904	38,938	64,696	42,053	22,644
		Individual	11,388	7,402	12,299	7,994	4,305
	Public Safe	Family	0	0	5,166	3,358	1,808
Harvard Pilgrim EPO Total			94,068	61,144	106,759	69,394	37,366
None	GELD	none	0	0	0	0	0
	General G	none	0	0	0	0	0
None Total			0	0	0	0	0
Tufts EPO	DPW	Family	28,872	18,767	31,182	20,268	10,914
		Individual	10,632	6,911	11,483	7,464	4,019
	Enterprise	Family	28,872	18,767	31,182	20,268	10,914
	GELD	Individual	21,264	13,822	22,965	14,927	8,038
	General G	Family	28,872	18,767	31,182	20,268	10,914
		Individual	21,264	13,822	22,965	14,927	8,038
	Land Use	Individual	10,632	6,911	11,483	7,464	4,019
	Library & C	Individual	10,632	6,911	11,483	7,464	4,019
	Public Safe	Family	28,872	18,767	31,182	20,268	10,914
		Individual	10,632	6,911	11,483	7,464	4,019
Public Safe	Individual	0	0	11,483	7,464	4,019	
Tufts EPO Total			200,544	130,354	228,070	148,246	79,825
Tufts Group Supp	DPW	Individual Medicare	16,524	10,741	15,498	10,074	5,424
	Enterprise	Individual Medicare	16,524	10,741	15,498	10,074	5,424
	GELD	Individual Medicare	38,556	25,061	36,162	23,505	12,657
	General G	Individual Medicare	93,636	60,863	87,822	57,084	30,738
	Land Use	Individual Medicare	27,540	17,901	25,830	16,790	9,041
	Library & C	Individual Medicare	33,048	21,481	30,996	20,147	10,849
	Public Safe	Individual Medicare	11,016	7,160	10,332	6,716	3,616
Tufts Group Supp Total			236,844	153,949	222,138	144,390	77,748
Grand Total			540,936	351,608	594,539	386,450	208,088



ENTERPRISE FUNDS

MEMORANDUM

To: Mark W. Haddad, Town Manager

From: Thomas D. Orcutt, Water Superintendent

Subject: Fiscal Year 2023 Budget

Date: November 23, 2021

The Water Department, through its Board of Water Commissioners, is pleased to submit its budget requests for Fiscal Year 2023 for your review and approval. Please consider this a “draft” Operating Budget for the Fiscal Year 2023 Operations. The Board Water Commissioners may make adjustments prior to Town Meeting. The overall Fiscal Year 2023 Operating budget is \$1,509,883.00.

The Fiscal Year 2023 Operating Budget highlights are as follows:

- Salaries and Wages- \$ 67,860.00
- Propane Heat \$ 1,000.00
- Electricity \$ 5,000.00
- Gas and Oil \$ 3,000.00
- Licenses and Dues \$ 1,000.00
- Chemicals \$ 5,000.00
- Indirect Costs \$ 12,506.00
- Debt – Short term \$ 20,000.00

Salaries & Wage Line Items have increased for Fiscal Year 2023 due to the new hire in anticipation of the new water treatment facility.

Expense increases for Propane, Electricity and Gas & Oil have all increased due anticipated energy costs and a new hire with a fourth water department vehicle. Chemical costs are anticipated to increase due to trucking costs as well as the new source well coming on-line. Licenses and Dues increased due to a new hire. Indirect costs increases are due to a new employee receiving health insurance coverage and anticipated increase in insurance coverages for employees.

Debt is being slightly increased by \$20,000.00 in FY 2023 for two projects. The 1st being the new Whitney Well construction and Phase I construction of the new water treatment facility at Whitney Pond.

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. 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 7th, 2021. Water rates and fees will be adjusted accordingly so as to meet operational obligations for the Fiscal Year 2023 Budget. An increase in the Capital Charge for the new Water Treatment Facility

The Water Enterprise Reserve Fund balance is \$430,426.00

In closing, I look forward to meeting with you on Wednesday, December 1st 2021, to explain the Water Department's Fiscal Year 2023 Operating Budget and answer any of your questions to the best of my ability.

Respectfully,

Thomas D. Orcutt
Water Superintendent

FY 2023 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 APPROPRIATED	FY 2023 DEPARTMENT REQUEST	FY 2023 TOWN MANAGER BUDGET	PERCENT CHANGE
WATER DEPARTMENT								
	WD Salaries	\$ 134,036	\$ 145,271	\$ 151,444	\$ 154,449	\$ 155,046	\$ 155,046	0.39%
	WD Wages	\$ 246,235	\$ 167,539	\$ 186,050	\$ 179,675	\$ 253,677	\$ 253,677	41.19%
	WD Expenses	\$ 526,539	\$ 547,269	\$ 499,510	\$ 668,300	\$ 676,063	\$ 676,063	1.16%
	WD Debt Service	\$ 362,548	\$ 402,140	\$ 361,977	\$ 402,140	\$ 545,583	\$ 545,583	35.67%
100	DEPARTMENTAL TOTAL	\$ 1,269,358	\$ 1,262,219	\$ 1,198,981	\$ 1,404,564	\$ 1,630,369	\$ 1,630,369	16.08%
SEWER DEPARTMENT								
	Sewer Salaries	\$ 19,212	\$ 19,440	\$ 20,488	\$ 20,696	\$ 22,486	\$ 22,486	8.65%
	Sewer Wages	\$ 37,432	\$ 36,540	\$ 50,727	\$ 51,709	\$ 44,322	\$ 44,322	-14.29%
	Sewer Expense	\$ 642,205	\$ 633,821	\$ 534,552	\$ 691,295	\$ 734,494	\$ 734,494	6.25%
	Sewer Debt Service	\$ 5,873	\$ 38,338	\$ 5,504	\$ 35,160	\$ 33,892	\$ 33,892	-3.61%
200	DEPARTMENTAL TOTAL	\$ 704,722	\$ 728,139	\$ 611,271	\$ 798,860	\$ 835,194	\$ 835,194	4.55%
FOUR CORNERS SEWER DEPARTMENT								
	Four Corners Sewer Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Four Corners Sewer Wages	\$ -	\$ -	\$ -	\$ -	\$ 7,387	\$ 7,387	0.00%
	Four Corners Sewer Expense	\$ 22,466	\$ 20,619	\$ 37,903	\$ 68,769	\$ 71,451	\$ 71,451	3.90%
	Four Corners Sewer Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
300	DEPARTMENTAL TOTAL	\$ 22,466	\$ 20,619	\$ 37,903	\$ 68,769	\$ 78,838	\$ 78,838	14.64%
LOCAL ACCESS CABLE DEPARTMENT								
	Cable Salaries	\$ 74,004	\$ 77,180	\$ 93,104	\$ 77,941	\$ 66,625	\$ 66,625	-14.52%
	Cable Wages	\$ 51,556	\$ 53,999	\$ 55,272	\$ 57,575	\$ 63,523	\$ 63,523	10.33%
	Cable Expenses	\$ 64,552	\$ 61,355	\$ 58,737	\$ 75,389	\$ 88,069	\$ 88,069	16.82%
	Cable Minor Capital	\$ 5,091	\$ 803	\$ 2,357	\$ 5,000	\$ -	\$ -	-100.00%
400	DEPARTMENTAL TOTAL	\$ 195,203	\$ 193,337	\$ 209,470	\$ 215,905	\$ 218,217	\$ 218,217	1.07%
STORMWATER UTILITY								
	Stormwater Wages/Benefits	\$ -	\$ -	\$ 31,330	\$ 69,753	\$ 74,155	\$ 74,155	6.31%
	Stormwater Equipment	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	0.00%
	Stormwater Capital Outlay	\$ -	\$ -	\$ -	\$ 51,000	\$ 51,000	\$ 51,000	0.00%
	Stormwater Compliance Costs	\$ -	\$ -	\$ -	\$ 49,000	\$ 49,000	\$ 49,000	0.00%
	Stormwater Disposal/Expenses	\$ -	\$ -	\$ 27,537	\$ 20,000	\$ 20,000	\$ 20,000	0.00%
500	DEPARTMENTAL TOTAL	\$ -	\$ -	\$ 58,867	\$ 209,753	\$ 214,155	\$ 214,155	2.10%
TOTAL ENTERPRISE FUNDS		\$ 2,191,749	\$ 2,204,314	\$ 2,116,492	\$ 2,697,851	\$ 2,976,773	\$ 2,976,773	10.34%

WATER DEPARTMENT ENTERPRISE FUND

100

LINE ITEM	FY 2023				PERCENT CHANGE	REASON FOR CHANGE:	FY 2023		PERCENT CHANGE
	FY 2022 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE				TOWN MANAGER APPROVED	FINCOM APPROVED	
Propane Heat	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00	20.00%	New Well / Increases		\$ 6,000.00		20.00%
Electricity	\$ 43,000.00	\$ 48,000.00	\$ 5,000.00	11.63%	New Well / Increases		\$ 48,000.00		11.63%
Building Maintenance	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%			\$ 1,000.00		0.00%
Equipment Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%			\$ 5,000.00		0.00%
Vehicle Maintenance	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%			\$ 2,500.00		0.00%
Maintenance Agreements	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%			\$ 6,000.00		0.00%
Well Maintenance	\$ 35,000.00	\$ 35,000.00	\$ -	0.00%			\$ 35,000.00		0.00%
Well Testing	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%			\$ 6,000.00		0.00%
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	\$ 22,000.00	\$ 22,000.00	\$ -	0.00%			\$ 22,000.00		0.00%
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)	\$ 35,000.00	\$ 31,500.00	\$ (3,500.00)	-10.00%			\$ 31,500.00		-10.00%
Gas and Oil	\$ 7,000.00	\$ 10,000.00	\$ 3,000.00	42.86%	new employee/4th truck fully in service		\$ 10,000.00		42.86%
Chemicals	\$ 30,000.00	\$ 30,000.00	\$ -	0.00%			\$ 30,000.00		0.00%
Uniforms	\$ 2,500.00	\$ 3,200.00	\$ 700.00	28.00%	new employee		\$ 3,200.00		28.00%
Intergovernmental	\$ 183,000.00	\$ 183,563.00	\$ 563.00	0.31%	new employee / increases		\$ 183,563.00		0.31%
Licensing/Dues/Training	\$ 2,000.00	\$ 3,000.00	\$ 1,000.00	50.00%	new employee		\$ 3,000.00		50.00%
Capital 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 Mang.		\$ 140,000.00		0.00%
Whitney Well Expansion									
TOTAL FUNDS REQUESTED	\$ 668,300.00	\$ 676,063.00	\$ 7,763.00	1.16%			\$ 676,063.00	\$ -	1.16%

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Orcutt	Thomas	Supervisors	Superintendent	14		40	\$ 93,755.00			\$ 93,755.00	2.5%		\$ 10,450.00	\$ 96,098.88	\$ 106,548.88
Crory	Lauren	THL	Business Manager	9		40	\$ 41,908.00			\$ 41,908.00	2.0%		\$ 5,751.00	\$ 42,746.16	\$ 48,497.16
Other Pay							\$ 18,786.00								\$ -
TOTAL SALARIES							\$ 154,449.00								\$ 155,046.04
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Knox	Steven	Highway	Sr. Technician	11	\$39.76	40	\$ 83,018.88	\$ 36.81	40	\$ 76,859.28	2.0%	\$ 37.55	\$ 16,244.95	\$ 78,396.47	\$ 94,641.42
MacEachern	Michael	Highway	Technician	10	\$32.50	40	\$ 67,860.00	\$ 32.50	40	\$ 67,860.00	2.0%	\$ 33.15	\$ 10,144.85	\$ 69,217.20	\$ 79,362.05
Maloney	Robert		Technician	10	\$32.50	40	\$ 67,860.00	\$ 32.50	40	\$ 67,860.00	2.0%	\$ 33.15	\$ 10,456.77	\$ 69,217.20	\$ 79,673.97
Summer Help					\$15.00	40	\$ 6,000.00								
Other Pay							\$ (45,064.00)								\$ -
TOTAL WAGES							\$ 179,674.88								\$ 253,677.44

Water Income - 8 Year Analysis

RATES	actuals plugged in 11/8							Budget		Avg.	FY2023 Budget Recommendation
	2015	2016	2017	2018	2019	2020	2021	2022			
Use Chgs/Rates	\$ 786,600.00	\$ 843,844.00	\$ 836,311.70	\$ 802,000.00	\$ 819,928.00	\$ 804,643.00	\$ 843,613.00	\$ 874,000.00	\$	801,329.07	\$893,000.00
Other Fees/Late/Finals/Misc	\$ 17,984.00	\$ 1,863.00	\$ 22,244.71	\$ 21,748.00	\$ 21,039.00	\$ 17,992.00	\$ 22,761.00	\$ 18,000.00	\$	16,646.05	\$19,000.00
Hydrants	\$ 23,957.00	\$ 23,841.00	\$ 23,945.07	\$ 26,797.00	\$ 29,511.00	\$ 29,949.00	\$ 31,485.00	\$ 30,000.00	\$	25,337.70	\$31,485.00
Sprinklers	\$ 23,162.00	\$ 23,214.00	\$ 23,654.44	\$ 23,991.00	\$ 32,455.00	\$ 34,770.00	\$ 34,625.00	\$ 34,000.00	\$	26,005.56	\$34,625.00
Public Fire Protection	\$ 33,849.00	\$ 34,152.00	\$ 34,698.60	\$ 35,214.00	\$ 35,370.00	\$ 35,646.00	\$ 36,068.00	\$ 35,000.00	\$	31,874.25	\$36,068.00
Service Charge	\$ 75,690.00	\$ 76,880.00	\$ 90,979.52	\$ 102,276.00	\$ 98,630.00	\$ 99,684.00	\$ 101,256.00	\$ 100,000.00	\$	83,496.09	\$101,256.00
Manganese Fee						\$ 50,530.00	\$ 137,020.00	\$ 140,000.00			\$280,000.00
Totals	961,242.00	\$ 1,003,794.00	\$ 1,031,834.04	\$1,012,026.00	\$1,036,933.00	\$1,073,214.00	\$1,206,828.00	\$1,231,000.00	\$	984,688.72	\$1,395,434.00
CONSTRUCTION											
System Development	\$ 90,000.00	\$ 98,750.00	\$ 178,750.00	\$ 123,250.00	\$ 111,750.00	\$ 142,750.00	\$ 80,750.00	\$ 55,625.00	\$	89,455.36	\$84,050.00
Service Install/Repairs	\$ 26,003.00	\$ 35,975.60	\$ 42,916.03	\$ 70,000.00	\$ 46,000.00	\$ 40,932.00	\$ 51,165.00	\$ 47,750.00	\$	38,308.40	\$50,000.00
Totals	116,003.00	\$ 134,725.60	\$ 221,666.03	\$ 193,250.00	\$ 157,750.00	\$ 183,682.00	\$ 131,915.00	\$ 103,375.00	\$	127,763.75	\$134,050.00
MISCELLANEOUS											
Fire Protection	\$ -	\$ -						\$2,500.00	\$	1,875.00	\$2,500.00
Backflows	\$ 14,200.00	\$ 13,750.00	\$ 17,650.00	\$ 17,600.00	\$ 27,000.00	\$ 9,300.00	\$ 25,400.00	\$ 27,000.00	\$	15,557.14	\$27,000.00
Sewer Reimbursements	\$ 1,424.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	8,116.75	
Other (Finance Chrg) Reimb Expenses	\$ 2,505.00	\$ 11,374.00	\$ 921.31	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$	3,039.82	
Totals	18,129.00	\$ 25,124.00	\$ 18,571.31	\$ 17,600.00	\$ 27,000.00	\$ 9,300.00	\$ 25,400.00	\$30,500.00	\$	28,588.71	\$29,500.00
Whitney Well Upgrades Debt											\$42,575.00
Meters- WEF Transfers								50000			\$50,000.00
	<u>\$ 1,095,374.00</u>	<u>\$ 1,163,643.60</u>	<u>\$ 1,272,071.38</u>	<u>\$1,222,876.00</u>	<u>\$1,221,683.00</u>	<u>\$1,266,196.00</u>	<u>\$1,364,143.00</u>	<u>\$1,414,875.00</u>	<u>\$</u>	<u>1,141,041.19</u>	<u>\$1,651,559.00</u>



**TOWN OF GROTON
Water Department**

173 Main Street. Town Hall
Groton, Massachusetts 01450

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

Superintendent:
Thomas D. Orcutt

Business Manager:
Lauren E. Crory

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

<u>Revenue Projections :</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY2023 Revised</u>
Rates	\$ 795,472.00	\$ 893,000.00	\$ 893,000.00
Other Non-Rate Fees	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
Private Hydrants	\$ 30,000.00	\$ 31,485.00	\$ 31,485.00
Fire Sprinklers	\$ 34,000.00	\$ 34,625.00	\$ 34,625.00
Public Fire Protection	\$ 35,000.00	\$ 36,068.00	\$ 36,068.00
Processing Charge	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Construction	\$ 103,375.00	\$ 134,050.00	\$ 134,050.00
Town Paid Fire Protection	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Backflows	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
Miscellaneous	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Water Rate Increase (10%)	\$ 78,528.00	\$ -	\$ -
Manganese Fee	\$ 140,000.00	\$ 140,000.00	\$ 280,000.00
WEF Transfer (Whitney Debt)		\$ 42,155.00	\$ 42,575.00
WEF Transfer (meters)	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Total Revenue	\$ 1,414,875.00	\$ 1,509,883.00	\$ 1,650,303.00
 Total Expenses	 \$ 1,415,179.04	 \$ 1,509,883.00	 \$ 1,627,369.00
 Projected Surplus (Deficit)	 \$ (304.04)	 \$ -	 \$ 22,934.00

Fiscal Year 2023 Budget
Overtime Calculations

	HOURLY RATE	OVERTIME	DOUBLE TIME	SATURDAYS	SUNDAYS	4 HOLIDAYS	2 HOLIDAYS	EMERGENCY Call- OUTS	ON CALL PAY	LONGEVITY & CROSS CONN. STIPEND	
Robert Maloney	\$32.83	\$49.25	\$65.66	\$1,181.88	\$1,181.88	\$393.96	\$262.64	\$886.41	\$5,200.00	\$1,350.00	\$10,456.77
Mike MacEachern	\$33.15	\$49.73	\$66.30	\$1,193.40	\$1,193.40	\$397.80	\$265.20	\$895.05	\$5,200.00	\$1,000.00	\$10,144.85
Stephen Knox	\$37.55	\$56.33	\$75.10	\$1,915.05	\$1,915.05	\$450.60	\$300.40	\$1,013.85	\$6,800.00	\$3,850.00	\$16,244.95
Thomas Orcutt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,200.00	\$3,250.00	\$10,450.00
				\$4,290.33	\$4,290.33	\$1,242.36	\$828.24	\$2,795.31	\$24,400.00	\$9,450.00	
Total Scheduled & Unscheduled OT	\$ 13,446.57										
On-Call Compensation	\$ 24,400.00									\$47,296.57	\$47,296.57
Longevity & Cross Connection Stipend	\$9,450.00										
<u>GRAND TOTAL</u>	\$ 47,296.57										
FY 2023 Budget	<u>\$47,297.00</u>										

<u>Groton Water Department</u>						
<u>Connection Fee Forecast for FY 2023</u>						
<u>Project:</u>	<u># Of Units</u>	<u>Total Value</u>	<u>%</u>	<u>Value in FY2023</u>		
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		
Rocky Hill	84R	\$ 315,000.00	7%	\$22,050.00		
Martins Pond Road	9R	\$ 38,250.00	20%	\$0.00	Completed	
Gratuity/Jenkins Road	120R/2F	\$ 570,000.00	0%	\$0.00		
Court Street	1R/1C	\$ 21,750.00	23%	\$4,250.00		
Deluxe Properties	50 R	\$ 212,500.00	0%	\$0.00		
#468 Main Street	10 R	\$ 42,500.00	10%	\$10,625.00		
Miscellaneous	4	\$ 4,250.00	0%	\$25,500.00		
Cow Pond Brook Road	10 R	\$ 42,500.00	0%	\$0.00		
Total Value		\$ 1,499,250.00		\$84,050.00		
Total Anticipated Revenue for FY 2023				\$84,050.00		

Pay to: Town of Groton

Interdepartmental
Reimbursement
FY2023 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
Direct Costs:					(at 67%)		
Health Insurance (w/rates inc est at 8%)		\$22,644.00	\$8,609.00	\$21,827.00		(\$4,647.24)	\$48,432.76
Life Insurance		\$37.20	\$37.20	\$37.20	\$24.92	\$37.20	\$173.72
Town Share: Medicare (see detail below)							\$5,202.00
HRA Cash Payments						\$0.00	\$0.00
Retired Employees							
J. Walsh	Health Ins	\$3,358.00					\$3,358.00
	Life Ins	\$7.44					\$7.44
S. Collette	Health Ins	\$3,358.00					\$3,358.00
	Life Ins	\$7.44					\$7.44
G. Brackett	Health Ins	\$20,268.00					\$20,268.00
	Life Ins	\$7.44					\$7.44
FY23 Budget Factor =		3.38%					
Indirect Costs:							
Electricity/Heat/Maint (.91% of 112,436)		\$1,023.17					\$1,023.17
Town Share: Retirement (see detail below)							\$86,618.34
Town Accountant (3.38% of \$94,348)				\$3,188.96			\$3,188.96
Town Treasurer (3.38% of \$86,710)				\$2,930.80			\$2,930.80
Town Manager (3.38% of \$150,103)				\$5,073.48			\$5,073.48
I.T. Director (3.38% of \$115,754)				\$3,912.49			\$3,912.49
Total All Charges							\$183,562.04

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report

Est = \$1,274 per Quarter =	\$5,202.00		
(\$212.29 avg 1st qtr FY22 * 4*1.02)		Total due for	
		FY 23	\$86,618.34

SEWER DEPARTMENT ENTERPRISE FUND
200

LINE ITEM	FY 2023				PERCENT CHANGE	REASON FOR CHANGE:	FY 2023		PERCENT CHANGE
	FY 2022 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE				TOWN MANAGER APPROVED	FINCOM APPROVED	
Treatment	\$ 347,000.00	\$ 381,700.00	\$ 34,700.00	10.00%	added 10% for increased flows		\$ 381,700.00		10.00%
System Maintenance	\$ 117,612.00	\$ 129,373.00	\$ 11,761.00	10.00%	added 10% for increased flows		\$ 129,373.00		10.00%
Gas	\$ 500.00	\$ 500.00	\$ -	0.00%			\$ 500.00		0.00%
Electricity	\$ 10,000.00	\$ 11,000.00	\$ 1,000.00	10.00%	increased flows		\$ 11,000.00		10.00%
Telemetry	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%			\$ 3,500.00		0.00%
Water Meter Repairs	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%			\$ 25,000.00		0.00%
Postage/Printing	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%			\$ 4,000.00		0.00%
Office Supplies	\$ 500.00	\$ 500.00	\$ -	0.00%			\$ 500.00		0.00%
Overhead/Intergovernmental/Benefits	\$ 28,000.00	\$ 32,684.00	\$ 4,684.00	16.73%	Employee Health Insurance		\$ 32,684.00		16.73%
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	\$ 2,500.00	\$ (5,000.00)	-66.67%	Repairs to be made FY22		\$ 2,500.00		-66.67%
Phase 1 Pepperell Plant - Expansion	\$ 29,070.00	\$ 27,279.00	\$ (1,791.00)	-6.16%			\$ 27,279.00		-6.16%
Phase 1 Pepperell Plant - Upgrade	\$ 25,839.00	\$ 24,248.00	\$ (1,591.00)	-6.16%			\$ 24,248.00		0.00%
Phase 2 Pepperell Plant - Upgrade	\$ 71,674.00	\$ 71,110.00	\$ (564.00)	100.00%			\$ 71,110.00		0.00%
Other:MIIA	\$ 700.00	\$ 700.00	\$ -	0.00%			\$ 700.00		0.00%
Software Support	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%			\$ 1,400.00		0.00%
Engineering	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%			\$ 15,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 691,295.00	\$ 734,494.00	\$ 43,199.00	6.25%			\$ 734,494.00	\$ -	6.25%
Additional Funding									
SRF Funding	\$ 5,316.00	\$ 5,111.00	\$ (205.00)	-3.86%			\$ 5,111.00		-3.86%
Other Debt	\$ 29,844.00	\$ 28,781.00	\$ (1,063.00)	-3.56%			\$ 28,781.00		-3.56%
Total	\$ 35,160.00	\$ 33,892.00	\$ (1,268.00)	-3.61%			\$ 33,892.00	\$ -	-3.61%

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 2022								Rate	FISCAL YEAR 2023				Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21		Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase					
Salaries																
Crory	Lauren	THL	Business Manager	9		13	\$ 20,696.00	13	\$ 20,696.00	2.0%		\$ 1,376.00	\$ 21,109.92	\$ 22,485.92		
Other Pay															\$ -	
TOTAL SALARIES																\$ 22,485.92
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16	
FISCAL YEAR 2022								Rate	FISCAL YEAR 2023				Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21		Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase					
Wages																
Livezey	Ann	THL	Office Assistant	5	\$27.75	35	\$ 50,695.18	\$ 27.75	30	\$ 43,453.01	2.0%	\$ 28.30		\$ 44,322.07	\$ 44,322.07	
Other Pay															\$ -	
TOTAL WAGES																\$ 44,322.07

Center District Sewer Full Budget FY2023		rate increase				Covid/Schools closed							
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget					
	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY22	FY23					
INCOME:													
Rates	575000.00	607360.00	575000.00	649919.00	653257.00	548448.00	644311.00	644429					
Capital Charge				35000.00		35000.00	35000.00	64000	increase to \$25(640 customers x 4 bills)				
Sewer Rate Relief													
Perm. Priv. Asses./GBF	6500.00	0.00	6500.00										
Capacity	10000.00	3799.00	5000.00										
Connection Fee (New FY20)				14000.00	36000.00	24301.00	12000.00	12000	2 3 BR homes				
Inspec/Appl. Fees/Drainlayer Fees & Other Miscellaneous	1000.00	7709.00	1000.00	50.00	1000.00								
GDRHS O & M Charge (ps & system)	20000.00	40255.00	25000.00	28000.00	25000.00	20000.00	25000.00	25000					
GDRHS Admin Fee							3750.00	3000	this year bill \$2433.72				
Four Corners Wages Overhead					7285.00	7285.00	7072.00						
Four Corners Intergovernmental Overhead								5476	NEW				
Reimbursement													
Interest - MMDT & General Fund	600.00	2432.00	600.00	2500.00	600.00	600.00	600.00	2500					
Boston Rd. - Debt	9756.00	10055.41	9756.00	8859.73	9756.00	9756.00	9757.00	9757					
Boston Rd. - GBF			4875.00	4387.50	4875.00	4741.00	5525.00	5525					
Boston Rd. - Capacity			2846.00	2619.42	2846.00	2846.00	3149.00	3149					
Boston Rd. - Interest	5716.00	5910.96	5082.00	4614.19	4446.00	4484.00	3811.00	3175					
Old Ayer Rd. - Debt	2483.00	1241.70	1242.00	1241.70	1242.00	1241.00	1242.00	1242					
Old Ayer Rd. - GBF			325.00	650.00	650.00	650.00	650.00	650					
Old Ayer Rd. - Capacity			145.00	289.52	290.00	290.00	290.00	290					
Old Ayer Rd. - Interest	1455.00	727.51	646.00	565.84	566.00	565.00	485.00	404					
Interest - General Fund	900.00	see MMDT	900.00		900.00	900.00	900.00	900					
Hollis Street Construction & Interest Payments	800.00	1283.11											
GBF/Capacity - Old Ayer & Boston Betterments	9131.00	8847.32											
Reserve Transfer - Pump Station Upgrades													
Reserved for excess debt Boston			6420.00	7784.08	6369.00		0.00	6234					
Reserved for excess debt Old Ayer			8777.00	8857.46	8513.00		8244.00	7969					
Reserve Transfer from E&D	84798.00	218798.00	71518.00				35837.00	44000.00					
Prior Year Encumbrance													
TOTAL INCOME	728139.00	908419.01	725632.00	769338.44	763595.00		797623.00	839700.00					

EXPENSES													
OPERATING EXPENSE													
Treatment	325000.00	330088.00	335000.00	331685.00	347000.00	291027.00	347000.00	381700	added 10% increased flows				
System Maintenance (PS & System) - Pepperell	120000.00	112010.00	120000.00	103219.00	117612.00	100413.00	117612.00	129373	added 10% increased flows				
Fuel (Gas/ Propane)	1000.00	586.00	500.00	318.00	500.00	209.00	500.00	500					
Electric	10000.00	8414.00	10000.00	9377.00	10000.00	10165.00	10000.00	11000					
Telemetry	3550.00	3152.00	3550.00	3497.00	3550.00	3495.00	3500.00	3500					
Pepperell Upgrade - Phase 1	25688.00	25688.00	25683.00	25683.00	25683.00	25741.00	25839.00	24248	split with town ends FY25				
Pepperell Expansion - Phase 1	28900.00	28899.00	28837.00	28837.00	28837.00	28565.00	29070.00	27279	ends FY25				
Pepperell Upgrade - Phase 2	21904.00	0.00			22000.00	0.00	71674.00	71110					
Pepperell Engineering													
Pepperell Upgrade Evaluation '17													
Nod Rd/PB Woods Pump Station Upgrades													
Environmental Partners / Engineering	16500.00	66246.00	25000.00	est 15000	25000.00	16258.00	15000.00	15000					
OFFICE EXPENSE													
Wages	36540.00	37431.00	39198.00	39905.00	50989.00	50727.00	50989.00	44323					
1/3 of Bus. Mgr.	19440.00	19172.00	19395.00	20059.00	20179.00	20489.00	20179.00	21109					
Intergovernmental	29129.00	26278.00	28000.00	26693.00	28000.00	31217.00	28000.00	38566					
Postage/Printing	2300.00	2483.00	3000.00	3933.00	3000.00	3000.00	4000.00	4000					
Office Supplies	750.00	1177.00	750.00	0.00	750.00	301.00	500.00	500					
Telephone													
Legal/ Advertising Expenses	2500.00	1294.00	2500.00	1293.00	2500.00	217.00	2500.00	2500					
Easements/Surveying	1500.00	0.00	1500.00	0.00	1500.00	0.00	1500.00	1500					
Misc.-repair, infiltr, manholes, etc.	7500.00	0.00	7500.00	25.00	7500.00	0.00	7500.00	2500					
Software Service Contract	2000.00	1304.00	2000.00	374.00	1400.00	1041.00	1400.00	1400					
Meter Repairs	35000.00	27819.00	35000.00	23558.00	30000.00	24349.00	25000.00	25000					
MIIA	600.00	1158.00	600.00	556.00	1200.00	685.00	700.00	700					
Other Misc Expenses		1808.00											
Refunds		3684.13											
Other Financing Uses (Hollis St payoff)													
DEBT SERVICE													
Boston Road - Principal	16649.00	16649.00	16648.00	16648.00	16648.00		16648.00	16648					
Boston Road - Interest	5285.00	5285.00	4610.00	4610.00	3923.00		3225.00	2518					
Old Ayer Road - Principal	8352.00	8352.00	8352.00	8352.00	8352.00		8352.00	8352					
Old Ayer Road Interest	2652.00	2652.00	2313.00	2313.00	1969.00		1619.00	1263					
SRF Funding - \$330,000													
Principal	4050.00	4050.00	5400.00	5400.00	5323.00		5235.00	5099					
Interest	1350.00	1350.00	296.00	296.00	180.00		81.00	12					
TOTAL EXPENSES	728139.00	737029.13	725632.00	656631.00	763595.00		797623.00	839700.00					
Balance													
Enterprise Fund Beg Balance	\$416,810.00		\$315,781.00		\$ 542,322.00		\$ 476,359.00						

Pay to: Town of Groton

Interdepartmental
Reimbursement
FY2023 Budget Projection

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

Sewer Department

Health ins rates change June 1

Active Employees

Totals

Direct Costs:

Health Insurance Office Assistant	\$0.00	\$0.00
Life Insurance Office Assistant	\$37.20	\$37.20
Life Insurance (Business Mgr. at 33%)	\$12.28	\$12.28
Health Insurance (Business Mgr. at 33%)		\$0.00
Town Share: Medicare (see detail below)		\$1,007.76

Retired Employees

Retiree/SS

Totals

Health Insurance (est 5% rate inc for FY22)	\$3,358.00	\$3,358.00	(Medicare rates change in Jan)
Life Insurance	\$0.00	\$0.00	

Indirect Costs:

1.73%

Electricity/Heat/Maint (.45% of 112,436)	\$505.96	\$505.96
Town Share: Retirement (see detail below)		\$20,030.92
Town Accountant (1.73% of \$94,348)	\$1,632.22	\$1,632.22
Town Treasurer (1.73% of \$86,710)	\$1,500.08	\$1,500.08
Town Manager (1.73% of \$150,103)	\$2,596.78	\$2,596.78
I.T. Director (1.73% of \$115,754)	\$2,002.54	\$2,002.54

Total All Charges -----> \$32,683.74

Medicare Matching:

Est = \$247*1.02 per Quarter = \$1,007.76
(\$247 1st Qtr of FY22)

Retirement Assessment: Per Treasurer's Report

Total Retirement Assmt due for FY 2023 \$20,030.92

FOUR CORNERS SEWER DISTRICT

<u>LINE ITEM</u>	FY 2023					FY 2023		
	<u>FY 2022</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>FINCOM</u> <u>APPROVED</u>	<u>PERCENT</u> <u>CHANGE</u>
Ayer CX Charge	\$ 21,150.00	\$ 21,150.00	\$ -	0.00%		\$ 21,150.00		0.00%
New CX Fee Paid to Ayer	\$ 10,800.00	\$ 10,800.00	\$ -	0.00%		\$ 10,800.00		0.00%
Treatment	\$ 20,722.00	\$ 25,000.00	\$ 4,278.00	20.64%	Ixtapa to Hook-Up	\$ 25,000.00		20.64%
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/Office Assistant	\$ 7,072.00	\$ -	\$ (7,072.00)	-100.00%		\$ -		-100.00%
Four Corners Intergovernmental	\$ -	\$ 5,476.00	\$ 5,476.00	100.00%	New Line Item	\$ 5,476.00		0.00%
Legal Expenses								
Easements/Surveying								
Engineering	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Inspections	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
DigSafe	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
TOTAL FUNDS REQUESTED	\$ 68,769.00	\$ 71,451.00	\$ 2,682.00	3.90%		\$ 71,451.00	\$ -	3.90%
Additional Funding								

Four Corners Sewer Budget - FY2023	Shaws CX 15K est					
	Budget	Actual	Budget	Actual	Budget	Budget
	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2023
INCOME:						
Rates	502.00	6,941.00	6,955.00	6,236.00	22,000.00	27,000.00
Connection Fees	8,000.00	31,011.00	8,000.00	281,702.00	19,000.00	17,200.00
Capacity	-		-			
Appl. Fees/Drainlayer Fees & Other Miscellaneous	450.00		950.00	212.00	450.00	450.00
Inspections					1,000.00	1,000.00
Interest - MMDT	-		-			
Interest - General Fund	-		-			
Transfer from Reserve	11,668.36	11,668.00	16,900.00	26,319.00	26,319.00	12,038.00
Transfer		8,331.64				
Transfer for Ayer Cx Charge Obligation 10 Yrs (YR2)						21,150.00
Prior Year Encumbrance	-		-			
TOTAL INCOME	20,620.36	57,951.64	32,805.00	314,469.00	68,769.00	78,838.00
EXPENSES						
OPERATING EXPENSE						
WAGES						7,387.00
<i>Ayer Connection Charge Obligation (10yrs-YR1)</i>					21,150.00	21,150.00
<i>New Connection Fees to Ayer</i>					10,800.00	10,800.00
Treatment	19,493.60	20,078.00	19,495.00	21,589.00	20,722.00	25,000.00
System Maintenance (PS & System) - Ayer	100.00		5,000.00	-	5,000.00	5,000.00
Engineering	500.00	472.00	1,000.00	13,312.00	500.00	500.00
Four Corners Wages Overhead			7,285.00	7,285.00	7,072.00	
Four Corners Intergovernmental Overhead	-		-			5476.00
Overhead	500.00					
Business Manager Services		500.00				
Postage/Printing	-		-			
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	1,000.00
Digsafes					2,500.00	2,500.00
TOTAL EXPENSES	20,618.60	21,374.00	32,805.00	42,186.00	68,769.00	78,838.00
Balance	1.76	36,577.64	-	272,283.00	-	-

Ixtapa 5K est
2 CX Fees (Oriole)

6562+5476 intergovernmental

2 CX Fees (Oriole)
incr for Ixtapa usage

Ann 5 Hours a week anticipated FY23 rate \$28.86
New

FY22 Reserve Balance	\$	388,846.00
Owed to Ayer For Initial CX	\$	(211,500.00)
Remaining	\$	177,346.00

November 19th, 2021

Dear Mark,

Thank you for working with myself and the Cable Advisory Committee on this FY 23 budget. As the State continues to look at streaming service fees to help fund the future of Cable Access, we find ourselves in an uncertain time. At our current rate of staffing and services, we will only be able to continue through FY24. At which point, we should have a better idea of additional income, or we will be prepared to make significant changes to our operation. As such, we have worked to create a budget that will help us to grow as an asset to the Town while cautiously monitoring the impact on our savings.

Items that have been prioritized for FY23 include covering the legal fees to be incurred from contract negotiations with our cable providers and the improvement of studio equipment and services.

In order to improve and upgrade our studio equipment and services, we have seen an increase in our minor capital line item. While this increase may seem alarming at first, the funds used here are strictly available for equipment purchases (as specified by our contracts with the cable providers) and do not impact our operational costs. It is also worth noting that we risk the possibility of losing out on equipment grants in the future should this money not be spent.

As a part of our FY 23 Income breakdown, we have included the agreed upon \$1200 to cover a part of the cost of our Cablecast Request subscription. This increased from the usual appropriation of \$750.

Additionally, as discussed during our conversation as a part of the Cable Advisory Committee Meeting on November 18th, 2021, you will see the inclusion of two separate FY 23 Income breakdowns. One with the inclusion of an additional \$2300 under “Additional Town Services” for freelance meeting coverage reimbursement from the Town and one without.

We very much appreciate how you have worked with us to help fund additional meeting coverage. It is an important part of the work that we do but does come with a financial strain that we are finding difficult to cover the cost of as we await decisions by the State regarding the future of our industry.

Thank you again for your time, effort, and assistance in the creation of our budget.

- Ashley Doucette
Program Director - The Groton Channel

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Other Pay															
TOTAL SALARIES								\$ -							
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Livezey	Ann	THL	Office Assistant	5	\$27.75	0	\$ -	\$ 27.75	5	\$ 7,242.17	2.0%	\$ 28.30		\$ 7,387.01	\$ 7,387.01
Other Pay															
TOTAL WAGES								\$ -							

Cable FY 23 Income		
PEG FEES		\$ 160,000
Interest		\$ 1,165
Classes, DVDs, etc.		\$ 250
Sponsorships		\$ 500
Additional Town Services		\$ 1,950
Sub-Total		\$ 163,865.00
Withdraw from E&D (Operational)		\$ 49,746.00
Withdraw from E&D (Equipment)		\$ 17,200
Total		\$ 230,811.00

LOCAL ACCESS CABLE DEPARTMENT
400

LINE ITEM	FY 2023				PERCENT CHANGE	REASON FOR CHANGE:	FY 2023	FY 2023	PERCENT CHANGE
	FY 2022	DEPARTMENT					TOWN MANAGER	FINCOM	
	APPROPRIATION	REQUEST	DIFFERENCE				APPROVED	APPROVED	
Telephone/internet	\$ 1,200.00	\$ 3,400.00	\$ 2,200.00	183.33%	Additional Livestreaming	\$ 3,400.00			183.33%
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	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00			0.00%
Software/Service Maintenance	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00			0.00%
Worker's Comp Reimbursement	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00			0.00%
Other:Benefits	\$ 63,100.00	\$ 63,693.00	\$ 593.00	0.94%	Insurance Rate Increase	\$ 63,693.00			0.94%
Other:Legal	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	100.00%	Contract Negotiations Begin in Earnest	\$ 10,000.00			100.00%
Other: Freelance Meeting Coverage	\$ 300.00	\$ 2,600.00	\$ 2,300.00	766.67%	Increased Meeting Coverage	\$ 2,600.00			766.67%
Other: Shared Employee Expense	\$ 2,214.00	\$ 2,100.50	\$ (113.50)	-5.13%		\$ 2,100.50			-100.00%
Other: Advertising/Marketing	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00			0.00%
Other:Summer Interns	\$ 300.00	\$ 3,000.00	\$ 2,700.00	900.00%		\$ 3,000.00			900.00%
TOTAL FUNDS REQUESTED	\$ 75,389.00	\$ 88,068.50	\$ 12,679.50			\$ 88,068.50	\$ -		16.82%

Benefits Breakdown:

Retirement	\$ 33,998.69
Health, Program Director/Tech	\$ 28,000.00
Medicare	\$ 1,620.00
Life Insurance Production Assist	\$ 74.40
Total	\$ 63,693.09

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 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Salaries															
Doucette	Ashley	Supervisors	Manager	11		40	\$ 65,000.00			\$ 65,000.00	2.5%			\$ 66,625.00	\$ 66,625.00
Other Pay							\$ 12,941.00								\$ -
TOTAL SALARIES							\$ 77,941.00								\$ 66,625.00
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16
FISCAL YEAR 2022								FISCAL YEAR 2023							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023
Wages															
Paulajka	Noah	THL	Production Tech	4	\$19.90	40	\$ 41,551.20	\$ 19.90	40	\$ 41,551.20	2.0%	\$ 20.30		\$ 42,382.22	\$ 42,382.22
Wyman	Cooper	THL	Production Asst.	2	\$16.33	15	\$ 12,786.39	\$ 15.00	15	\$ 11,745.00		\$ 15.00		\$ 11,745.00	\$ 11,745.00
Colman	Bob		Cable Consultant					\$ 45.00	4	\$ 9,396.00		\$ 45.00		\$ 9,396.00	\$ 9,396.00
Other Pay							\$ 3,237.00								\$ -
TOTAL WAGES							\$ 57,574.59								\$ 63,523.22

STORMWATER UTILITY
500

<u>LINE ITEM</u>	FY 2023					FY 2023		<u>PERCENT</u> <u>CHANGE</u>
	<u>FY 2022</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 2023</u> <u>FINCOM</u> <u>APPROVED</u>	
Stormwater Equipment	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%		\$ 20,000.00		0.00%
Stormwater Capital Outlay	\$ 51,000.00	\$ 51,000.00	\$ -	0.00%		\$ 51,000.00		0.00%
Stormwater Compliance Costs	\$ 49,000.00	\$ 49,000.00	\$ -	0.00%		\$ 49,000.00		0.00%
Stormwater Disposal/Expenses	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%		\$ 20,000.00		0.00%
Stormwater Intergovernmental	\$ 23,000.00	\$ 23,000.00	\$ -	100.00%		\$ 23,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 163,000.00	\$ 163,000.00	\$ -	0.00%		\$ 163,000.00	\$ -	0.00%

Department	Stormwater Utility
Org #	500
COLA %	0.00%

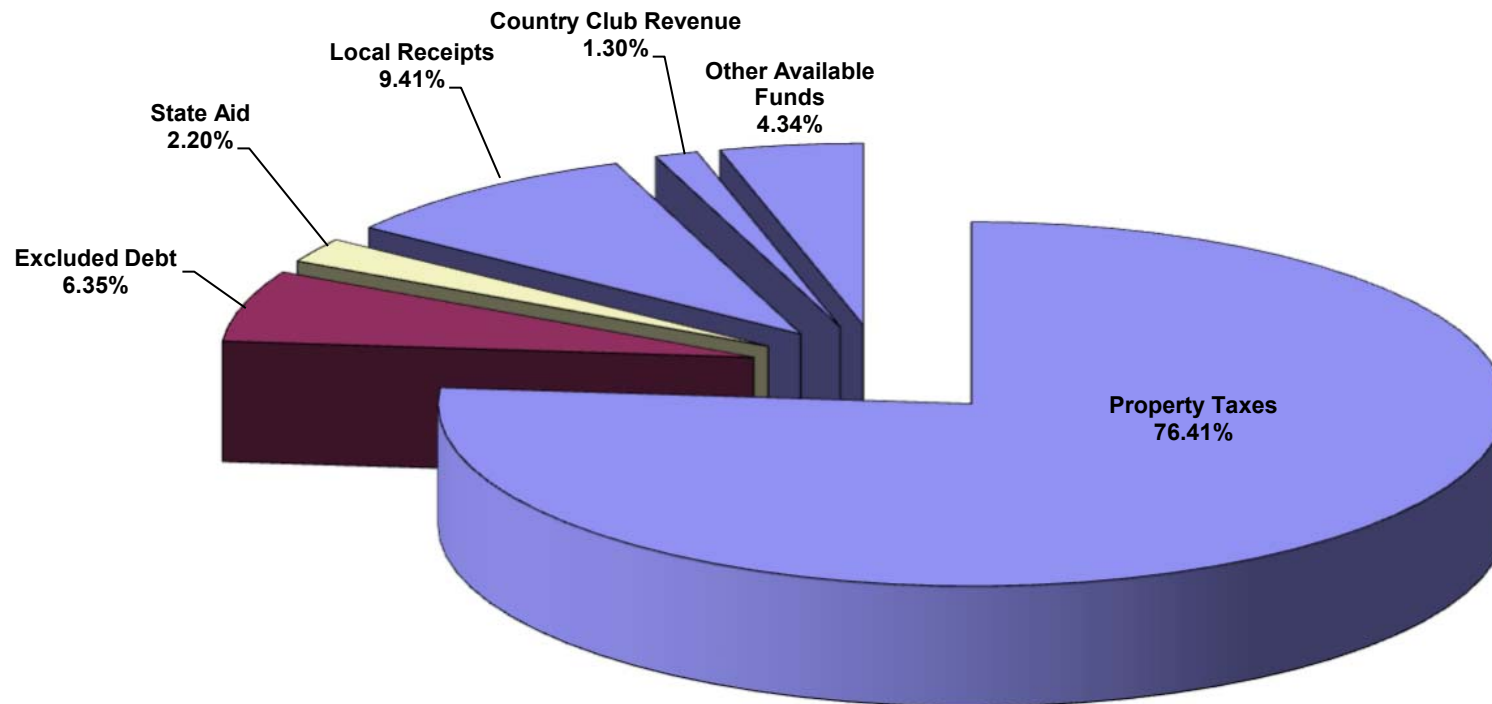
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2022								FISCAL YEAR 2023									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023		
Salaries														\$ -			
TOTAL SALARIES								\$ -									
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16		
FISCAL YEAR 2022								FISCAL YEAR 2023									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2023		
Wages																	
Zimmer	Benjamin	DPW	Stormwater	7	\$32.41	40	\$ 67,672.08	\$ 32.41	40	\$ 67,672.08	2.0%	\$ 33.06		\$ 69,025.52	\$ 69,025.52		
Hommel	Jean	Town Hall	DPW Admin Asst.	6	\$1.00	0	\$ -	\$ 1.00	40	\$ 2,088.00	2.0%	\$ 1.02		\$ 2,129.76	\$ 2,129.76		
Other Pay														\$ 3,000.00	\$ 3,000.00		
TOTAL WAGES								\$ 69,753.08								\$ 74,155.28	



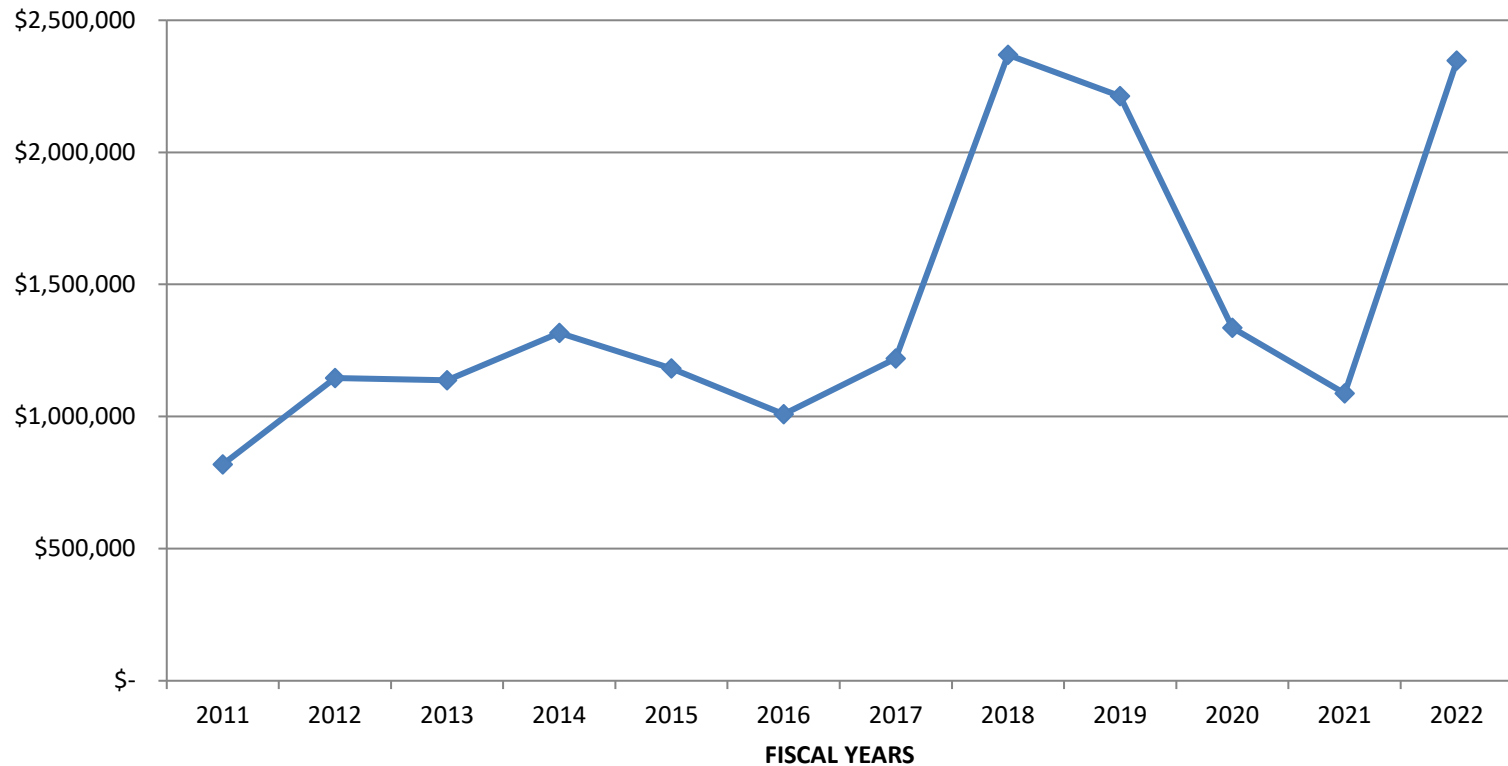
CHARTS AND GRAPHS

Sources of Revenue

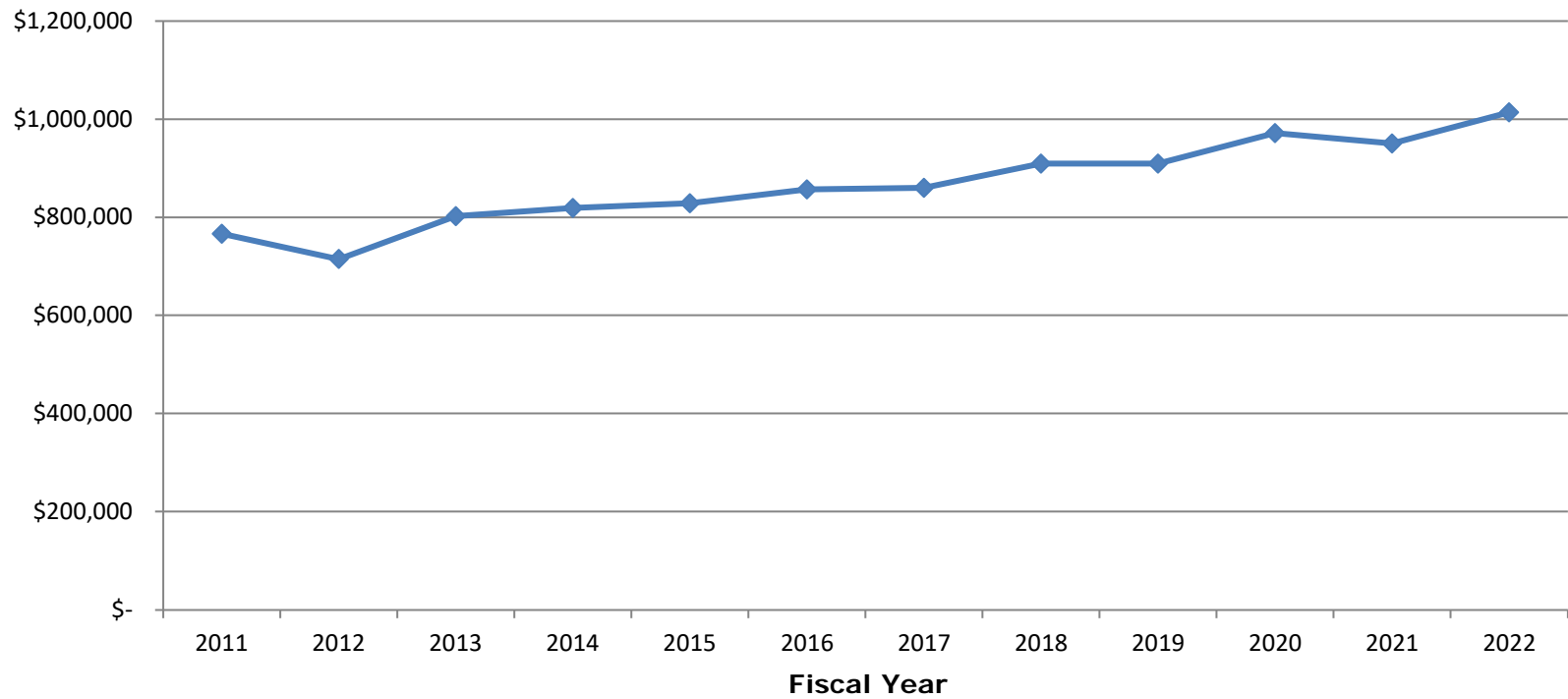
Fiscal Year 2023



**TOWN OF GROTON
FREE CASH HISTORY
FISCAL YEARS 2011 - 2022**

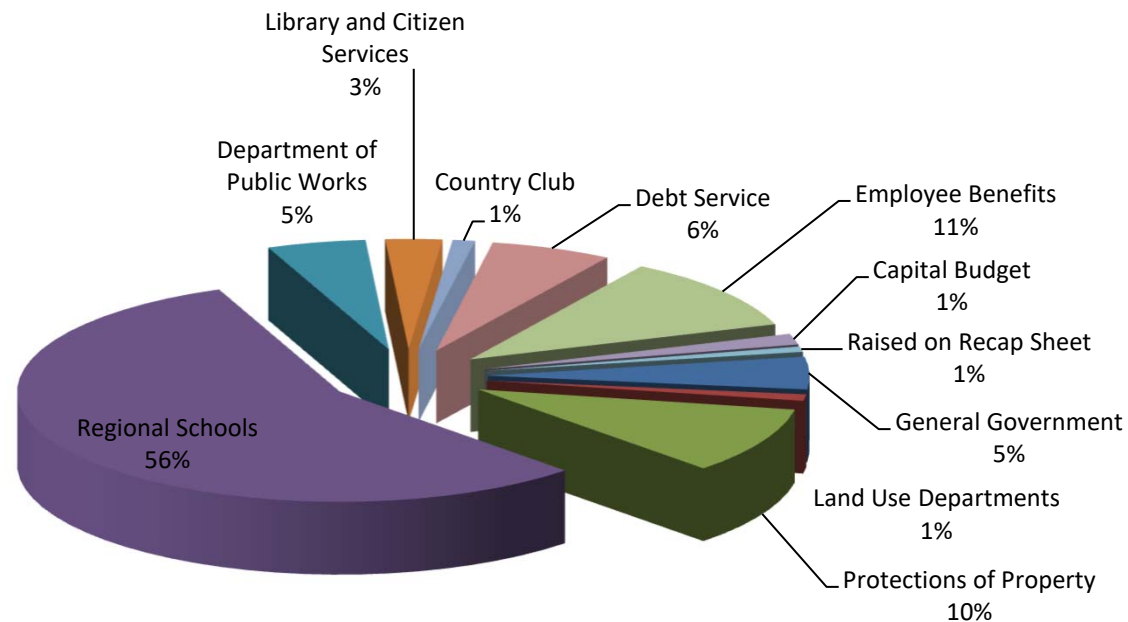


**TOWN OF GROTON
STATE AID HISTORY
FISCAL YEARS 2011 - 2022**



"Where Your Tax Dollars Go"

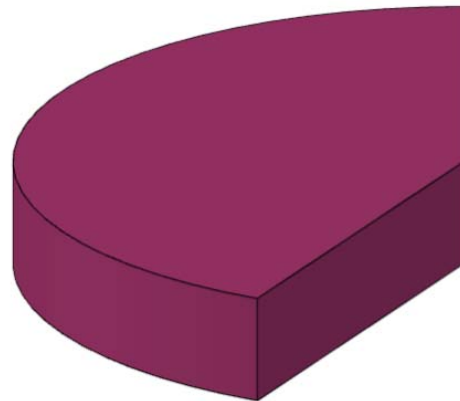
Fiscal Year 2023 Expenditure Analysis



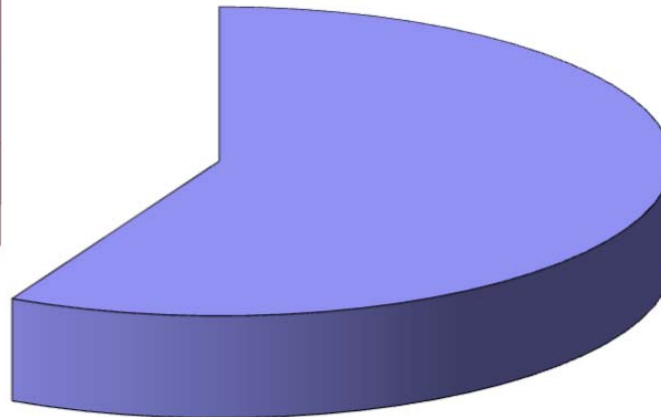
PROPERTY TAX IMPACT

Fiscal Year 2023

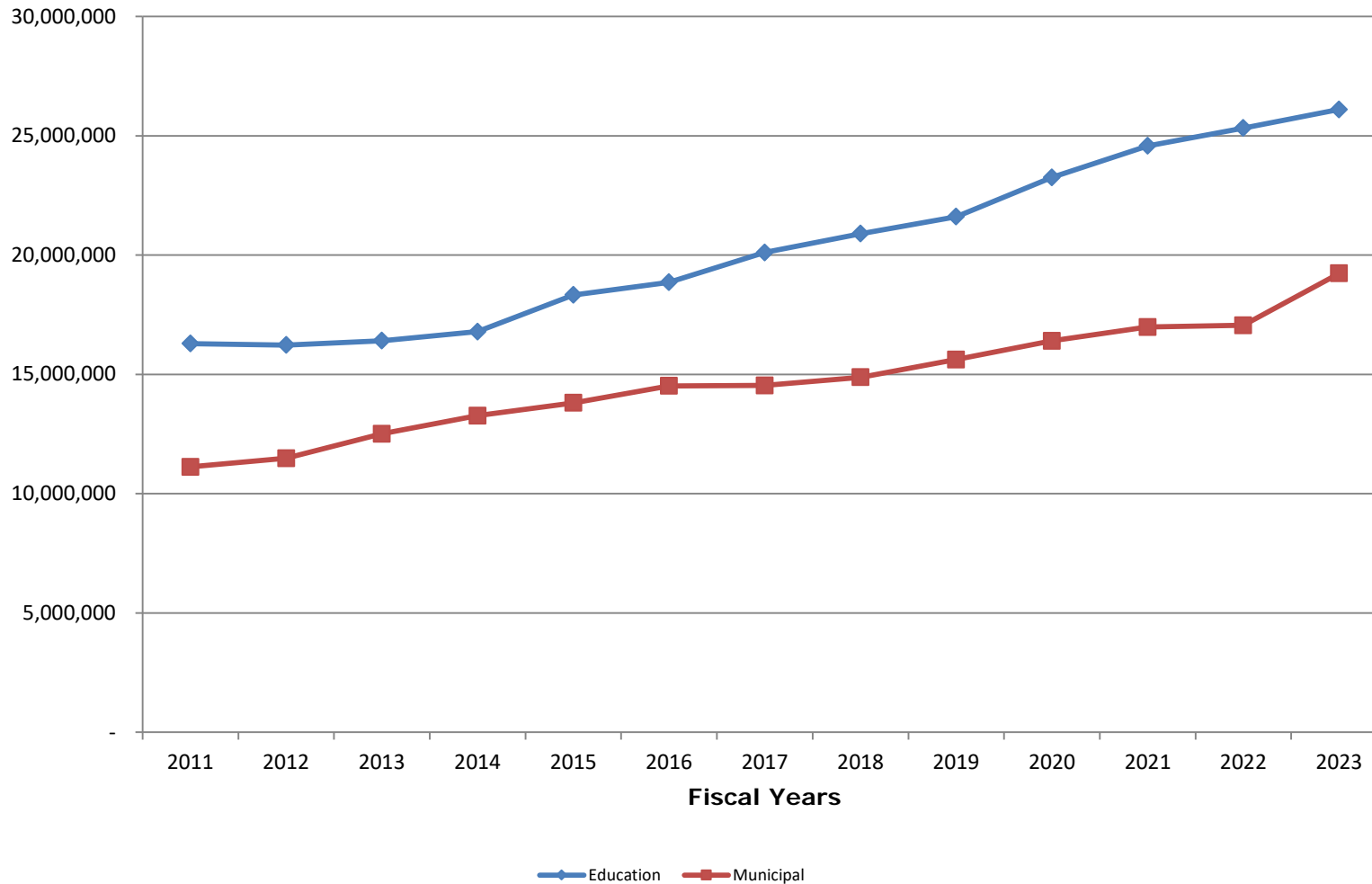
Municipal Budget
42.42%



Regional Schools Budget
57.58%



Trends in Municipal/Education Spending Fiscal Years 2011-2023



Municipal Spending By Function Fiscal Years 2011 - 2023

