

Town of Groton, Massachusetts



Fiscal Year 2024 Town Manager's Proposed Operating Budget

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BUDGET EXPLANATION



Town Manager
Mark W. Haddad

TOWN OF GROTON

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Select Board

John F. Reilly, *Chair*
Rebecca H. Pine, *Vice Chair*
Matthew F. Pisani, *Clerk*
Alison S. Manugian, *Member*
Peter S. Cunningham, *Member*

To: *Honorable Select Board
Honorable Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: *Fiscal Year 2024 – Proposed Town of Groton Operating Budget*

Date: *December 31, 2022*

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 2024 Operating Budget for the Town of Groton. This is the Fifteenth Budget that I have submitted as your Town Manager. When preparing the Proposed Operating Budget, it was our intention to submit a Proposed Municipal Operating Budget that was considered a maintenance budget in which we attempted to maintain services in Fiscal Year 2024 at the same level as the current Fiscal Year, with the exception of adding an additional Firefighter to address a staffing issue we are experiencing at the Fire Department. It was also our intention to support the Budget Request of the Groton Dunstable Regional School District. We have a proven track record of working cooperatively with the School District and have always provided the necessary funding for the School District to meet their needs and provide an outstanding education to our students. That said, Fiscal Year 2024 will be the most challenging budget development process we have ever experienced based on the anticipated needs of the Groton Dunstable Regional School District. I will discuss this in more detail later in this Budget Message.

Before discussing the Budget, it is important to point out the statutory responsibility of the Town Manager in providing the Finance Committee and Select Board with a Proposed Operating Budget. Please note that Section 6.4.1 of the Groton Charter, states, in part, that the **“proposed budget shall be balanced.”** This means that the Town Manager must submit a budget that is balanced based on anticipated available revenues and cannot require an Override of Proposition 2½ to provide the necessary funding to balance the Budget. Pursuant to Massachusetts General Law, Chapter 59, §21C, only the Select Board can place a General Override Question on the Ballot. It cannot be done by Citizens’ Petition. In addition, the Town Manager cannot arbitrarily increase or inflate anticipated revenues to balance the Budget. All

revenues must be justified on the Tax Recapitulation Sheet, or the Department of Revenue will not certify the Tax Rate. All that said, the Fiscal Year 2024 Proposed Operating Budget will be balanced and provided to the Finance Committee and Select Board in compliance with the Groton Charter and State Law. However, to address the needs of the Groton Dunstable Regional School District, we will be providing various options/scenarios for consideration by the Finance Committee and Select Board.

I am extremely fortunate to have the outstanding support of the Town's Finance Team. Town Accountant Patricia DuFresne, Principal Assessor Megan Foster, Treasurer/Collector Hannah Moller, Assistant Treasurer/Collector Michael Hartnett, Town Clerk Dawn Dunbar, Human Resources Director Melisa Doig and Executive Assistant Kara Cruikshank are an amazing team and their recommendations and cooperation were crucial in the preparation of this budget. In accordance with the Groton Charter and the Town's Financial Policies, the Fiscal Year 2024 Budget Process is the eighth 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 2024 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 2024 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 1, 2022, 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 21, 2022 and review meetings with the Finance Team took place between November 28 and November 30, 2022. During these meetings, the Finance Team focused on maintaining services, while considering areas where increases were necessary to maintain those services. As was the case last year, 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, this year's Budget Development will be the most challenging process we have ever experienced. In an effort to meet this challenge, the Finance Team and I thoroughly reviewed anticipated revenues with an eye on increasing them to the maximum amount we believe will be received in Fiscal Year 2024 and approved by the Department of Revenue when approving the Tax Rate. While I have some apprehension in pushing revenues to this extreme, I believe it is necessary to allow the Town to meet the budgetary needs of the Town and School District. As is always the case, the Commonwealth has yet to begin its Budget Process for Fiscal Year 2024. With a new Governor starting in January, it is very difficult to determine what the new Governor's priorities will be in Fiscal

Year 2024. Based on this uncertainty, we have level funded base state aid for FY 2024, however, we have increased the reimbursement for the Senior Van by \$75,000 to reflect our anticipated use/reimbursement for this service. With regard to New Growth, Principal Assessor Megan Foster is estimating \$18 million in Growth, which will generate an additional \$281,520 in tax revenues in Fiscal Year 2024. We are also utilizing \$50,000 more in Ambulance Receipts (from \$300,000 to \$350,000) to help pay for the additional firefighter position we are recommending next Fiscal Year. At this time, we are estimating an increase in local receipts of \$575,318 from \$4,808,620 to \$5,383,938, or 12%. This is the largest increase in local receipts I have ever recommended in my 14 years as your Town Manager. The following is summary of where we anticipate the most significant increases:

1. **Motor Vehicle Excise Taxes** – The five-year average is \$1,799,220. In Fiscal Year 2022, the Town collected \$1,843,246 in Motor Vehicle Excise Taxes. Based on this, at this time, we are estimating \$1,828,638 for FY 2024, or an increase of \$16,380 over FY 2023. As is always the case, we will revisit this estimate once the FY 2023 First Commitment is released in January, 2023.
2. **Meals Tax/Room Occupancy Tax** – This has been an excellent revenue source over the last year. In Fiscal Year 2023, we increased this estimate by \$100,000 and we are confident we will reach this level. Given the fact that the first quarter of Fiscal Year 2023 generated \$35,000 more in revenues than the first quarter in FY 2022, we are estimating an additional increase of \$50,000 in FY 2024.
3. **Recreational Marijuana Revenue** – This is a new revenue line item for Fiscal Year 2024. Currently, two companies are in the process of receiving both local and state approvals to open. We anticipate one business will open in March/April, 2023, while the other will open sometime in Fiscal Year 2024. Under the terms of the Host Community Agreements signed with both businesses, they are currently required to pay the Town 1.5% of their total revenues (although this may be eliminated based on changes in State Law). Additionally, the Town will receive a 3% tax on total sales as well. Since we have no idea what this will generate, we are being ultra-conservative and are estimating an additional \$150,000 in revenues for Fiscal Year 2024 at this time. We will monitor this very closely over the next ten months and determine if it can be increased prior to setting the tax rate next Fall.
4. **Payments in Lieu of Taxes** – We have increased this line item by \$25,000 to \$325,000 in anticipation of the new ticket surcharge agreed to by Groton Hill Music. Since we have yet to receive any payment, it is too early to nail down a final estimate. We hope to receive the first quarterly payment in January, 2023 and can revisit this estimate at that time.
5. **Other Charges for Services** – This line item has been increased by \$9,000 to \$99,000 to reflect the agreement we have with the Town of Dunstable to increase their reimbursement for Dispatch Services.
6. **Other Departmental Revenue** – We have increased this estimate by \$25,000 to \$800,000 in anticipation of the reimbursement from the Enterprise Funds increasing due to an anticipated increase in Health Insurance.

7. **Licenses and Permits** – This estimate is the one that concerns me most. While the three-year average has been \$485,915, eventually building will slow down and we may not be able to generate this level of income in the future. While we expect a major increase in Fiscal Year 2024 due to the anticipated redevelopment of the Deluxe Property, that level will most likely not continue in future fiscal years which will require us to reduce this amount. It is not wise to build a budget on one-year anomalies in receipts. It is similar to using non-recurring revenues to balance a budget. That said, we are significantly increasing this estimate in FY 2024 by \$113,619, from 315,681 to \$429,300 or 36%. Should New Growth or State Aid come in excess of what we are estimating, I will strongly urge the reduction of this estimate.

8. **Investment Income** – This is another estimate that is being pushed to the limit. While the five-year average is \$49,929, we are increasing this estimate by \$40,000 from \$50,000 to \$90,000, or 80% due to the higher interest rates we have been experiencing in the last year and the money the Town has on hand for the Florence Roche Elementary School Project. While this will not continue in future fiscal years, we believe it is a safe estimate in FY 2024. That said, similar to Licenses and Permits, if New Growth or State Aid comes in at a level more than what we are estimating, I would strongly urge the reduction of this estimate as well.

9. **Recreation Revenues** – Based on the last three years of outstanding success of the Groton Country Club (the Town collected \$739,701 in Fiscal Year 2022), we are increasing this estimate by \$94,733 from \$605,267 to \$700,000, or 15.7%.

As you can see, we were very aggressive in developing Estimated Receipts for Fiscal Year 2024. The following chart shows what we expect to receive in revenues that can be used to fund the Proposed Operating Budget, the highest increase we have ever presented:

<u>Revenue Source</u>	<u>Budgeted FY 2023</u>	<u>Proposed FY 2024</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Property Tax*	\$ 35,383,886	\$ 36,550,003	\$ 1,166,117	3.30%
State Aid	\$ 1,077,749	\$ 1,152,749	\$ 75,000	6.96%
Local Receipts - Excluding Country Club	\$ 4,203,353	\$ 4,683,938	\$ 480,585	11.43%
Country Club Revenue	\$ 605,267	\$ 700,000	\$ 94,733	15.65%
Free Cash	\$ 619,994	\$ 667,827	\$ 47,833	7.72%
Other Available Funds	\$ 309,000	\$ 350,000	\$ 41,000	13.27%
TOTAL	\$ 42,199,249	\$ 44,104,517	\$ 1,905,268	4.51%

*Includes 2½ percent increase allowed by law and \$18 million in new growth.

Prior to presenting proposed changes in the Proposed Balanced Municipal Operating Budget, 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. Health Insurance increases are always difficult to project. The news across the health insurance industry has not been very positive. Given this and the information received thus far from the Minuteman Nashoba Health Group, we are anticipating an overall rate increase of eleven (11%) percent, or an increase in the Health Insurance budget of \$189,987. On a positive note, Middlesex County has informed the Town that we will see a decrease in our Pension Assessment for Fiscal Year 2024. Our Pension Budget is decreasing by \$44,360, from \$2,538,910 to 2,494,280, or 1.76%.

Some other areas I would like to highlight relative to the proposed budget includes the following:

Union Contracts and By-Law Employees

The Town has seven (7) Collective Bargaining Units. All contracts will be entering the second year of a three-year contract. All Unions have agreed to a 2% wage adjustment in FY 2024. As has been our practice, I am recommending that the remaining three (3) By-Law employees receive the same adjustment as the Supervisors' Union, a wage adjustment of two (2%) percent. When you take into consideration these agreements, along with the employees that have contracts, salaries and wages will increase by \$168,739 in FY 2024. The Town Hall/Library Union and the DPW Union are also eligible for a performance incentive that allows employees to receive an increase in their base pay of up to two (2%). In Fiscal Year 2024, this will account for an increase in wages of \$50,639. Finally, some employees are eligible for a one-time performance incentive of up to 2½% that is not added to their base. This will be paid from Free Cash. The Fiscal Year 2024 impact for this program is \$41,357. Please note that salaries and wages increased by a total of \$260,735 in FY 2024, including one-time cash payments.

Debt Service

We will continue to see a significant increase in Excluded Debt for Fiscal Year 2024 as we pay debt service on the Florence Roche Elementary School Project to cover both debt that has been permanently financed (\$28 million), as well as borrowed using bond anticipation notes (approximately \$27 million). For Fiscal Year 2024, Municipal Excluded Debt will increase from \$3,362,553 to \$4,506,102, an increase of \$1,143,549 or 34%. Excluded Debt from the Groton Dunstable Regional School District will decrease by \$15,731, or 3.7% from \$422,713 to \$406,982. Overall, Excluded Debt will increase in Fiscal Year 2024 by \$1,128,088, or 29.8% from \$3,783,842 to \$4,911,930. 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 \$90,249 for this purpose and committed \$240,807 from taxation to cover non-excluded Debt Service. In FY 2024, we will continue to use Free Cash for the Police and Fire Radio Project (\$92,674). The following chart shows a comparison between FY 2023 and FY 2024:

	<u>FY 2023</u>	<u>FY 2024</u>
Long Term Debt - Principal Non-Excluded	\$ 158,786	\$ 153,506
Long Term Debt - Interest - Non-Excluded	\$ 82,021	\$ 77,474
Short Term Debt - Principal	\$ 85,174	\$ 85,174
Short Term Debt - Interest	\$ 5,075	\$ 7,500
Total	\$ 331,056	\$ 323,654
Less Free Cash Offset	\$ 90,249	\$ 92,674
Total In-Levy Taxation for Debt Service	\$ 240,807	\$ 230,980

Country Club

For the last two years, the Country Club has been a success and a revenue generator for the Town of Groton. Fiscal Year 2022 was the most successful year the Country Club has ever had in terms of revenue generation. It is a testament to the strong management that our General Manager/Golf Professional Shawn Campbell provides to the Town. In Fiscal Year 2022, the Club made a profit of \$118,086 (total expenses of \$621,615; total revenues of \$739,701). Over a three-year period, there has been no taxpayer subsidy for the operation of the Country Club, with an overall profit during that period. As a matter of fact, over three years, the Club has actually returned a profit to the Town of \$168,348. We will continue to manage the Club in the most cost-effective way to the benefit of the taxpayers and residents of Groton.

Town Accountant Position Reclassification

Over the past 14 years, I have had the privilege of working with the finest group of Department Heads I have ever worked with in 37 years of municipal government management. I have been very fortunate to have searched for and appoint all but one of our current staff. I believe it is important for the Town of Groton to retain the current staff for as long as possible. To that end, the Human Resources Director and I have spent time over the last several months reviewing job descriptions, salary surveys, industry vacancies and Groton's Organizational Chart to determine the best path forward to, not only retain our Department Heads, but strengthen our organizational structure for years to come. One position that requires a significant overhaul is the Town Accountant. A review of the job description for the position, taking into consideration what duties the current Town Accountant is actually performing, requires a total revision of this position. For the past twelve years, the current Town Accountant has taken on more and more responsibilities, from serving as the Senior Member of the Finance Team, to participating in all collective bargaining sessions, to providing guidance to the junior members of the Finance Team. This position has evolved into an Assistant Finance Director Position. While the Town Manager serves as the Finance Director (per the Charter), the Town

Accountant is most certainly performing Finance Director Duties. To that end, I am recommending that the position of Town Accountant be renamed/reclassified to Assistant Finance Director/Town Accountant. Based on a salary survey of similar positions, I am recommending that the salary be set for the newly titled position in Fiscal Year 2024 at \$110,000, an increase from what the position would have been budgeted for (\$96,702) of \$13,298, or 13.8%.

DPW Director-In-Training Program

For the past 38 years, the Town has been extremely fortunate to have had Robert “Tom” Delaney as an employee of the Town, serving as the Highway Surveyor and for the last 13 years as DPW Director. Mr. Delaney has informed me of his intention to retire in two years. Replacing a 38-year employee (40 years by the time he retires) will be a significant undertaking. It is never too early to start the process. As Town Manager, I have instituted “In-Training” programs, whereby we train current employees to take over the Department Head Position when the current incumbent retires. We successfully used this program to appoint our current Town Accountant, Building Commissioner and Treasurer/Collector. I would like to continue this very successful program in replacing Tom Delaney. With the approval of the Select Board and Finance Committee, I would like to advertise (among current staff) for an individual to serve as the “DPW Director-In Training.” The appointed candidate would continue to perform their basic job functions, but would work closely with Tom managing the Department of Public Works. This will require the employee to work above and beyond their current duties (attending meeting, trainings, etc.). Prior to bringing this proposal forward to the Select Board and Finance Committee, I have reached out to both the Supervisors’ and DPW Unions to discuss how this would be implemented. They both have fully supported this proposal. To that end, I have set aside a stipend of \$7,000 in the Highway Budget for this purpose. It is important to point out that this proposal does not increase the Highway Budget. We had a retirement of a 25-year employee who was paid at the top of his range and replaced him with an employee at the lower end of the range. The savings is being used to pay for this program.

Major Initiatives

Three 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. There is one Major Initiative contained in the Fiscal Year 2024 Proposed Operating Budget. I am proposing that we add an additional Firefighter to the Fire Department. It was also proposed in the Fiscal Year 2023 Budget, but was not funded. I believe it is extremely important to reconsider this Initiative in Fiscal Year 2024 as it is an extremely important proposal to maintain/improve the delivery of services in our Fire Department.

Groton Fire Department

As was the case last year, the Fiscal Year 2024 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 his budget message this year, Fire Chief Steele McCurdy actually made a case for adding two additional Firefighter/EMTs. He states that *“Fiscal Year 2024 focuses on the current and the future needs of the Fire Department. The new development of the community will inevitably create a greater demand on the fire and medical services. With this anticipated demand for services from prevention to emergency responses, we will need to strongly consider additional staffing. In Fiscal year 2024, I am requesting 2 additional daytime positions that will bolster the staffing 7 days per week. These positions will work a 12-hour shift allowing us to maintain a more consistent level of daytime staffing each day. In addition, this additional staffing will concentrate on our busiest 12-hour block of time helping to prevent interruptions in other operational and administrative areas. For many years, we have leaned heavily on the call department to augment every aspect of emergency response and administration. However, with the consistent turnover of call firefighters and EMT’s, coupled with the challenges of their everyday lives, it is hard to continue to rely as heavily on them. In 2021-2022, a committee of call firefighters was formed to look at how the call firefighters could be further engaged to support emergency operations. The Committee implemented changes that led to an uptick in call member responses during the nighttime hours, but the daytime hours have further suffered. This result further amplifies the assertion that while dedicated to the mission of the department, there is a premium on the time that our call personnel can spend here. We ask a lot of our firefighters to stay active and engaged, but have to simultaneously be cognizant of their time.*

Budgetary constraints in Fiscal Year 2024 makes it extremely difficult to add two (2) additional Firefighters, however, adding one (1) will actually provide a savings year over year in the Fire Department. In Fiscal Year 2023, we needed to add an additional \$167,000 to the Fire Department Budget to cover both overtime costs and staffing needs during the day. Instead of relying on overtime for this purpose, adding an additional full-time Firefighter will allow the Department to meet the demands outlined by the Fire Chief in his Budget Message. While the overall Wage Budget of the Fire Department decreases in Fiscal Year 2024 by \$78,117 or 6.4%, we used one-time revenues in Fiscal Year 2023 (Free Cash and EMS Funds) to cover the added overtime as stated earlier in this paragraph. In Fiscal Year 2024, since the Firefighter will be recurring, we will use tax revenues to pay for the position. The additional cost for this position is approximately \$87,000 (salary and benefits). To assist in covering this increase, we are increasing EMS Funds used to offset the Budget by \$50,000.

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

<u>Category</u>		<u>FY 2023</u>		<u>FY 2024</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$	2,293,398	\$	2,349,147	\$ 55,749	2.43%
Land Use	\$	460,356	\$	494,508	\$ 34,152	7.42%
Protection of Persons and Property	\$	4,833,510	\$	4,831,397	\$ (2,113)	-0.04%
Department of Public Works	\$	2,345,816	\$	2,366,495	\$ 20,679	0.88%
Library and Citizen Services	\$	1,892,083	\$	1,993,320	\$ 101,237	5.35%
Employee Benefits	\$	4,797,706	\$	4,955,663	\$ 157,957	3.29%
Sub-Total	\$	16,622,869	\$	16,990,529	\$ 367,660	2.21%
Debt Service - Excluded	\$	3,320,202	\$	4,506,102	\$ 1,185,900	35.72%
Debt Service - In Levy Only	\$	331,056	\$	323,654	\$ (7,402)	-2.24%
Sub-Total - All Municipal	\$	20,274,127	\$	21,820,285	\$ 1,546,158	7.63%

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 continues to be 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 2023. When the Finance Team and I developed the balanced budget, we followed last year's Groton Dunstable Regional School District Operating Assessment increase and increased the Assessment by 5.01% or \$1,218,398, which is sixty-five (65%) percent of our anticipated new Revenues, excluding Free Cash set aside for one-time costs included in the Municipal Budget. While this can be considered a healthy increase, unfortunately, based on

preliminary numbers provided by the School District, it appears it will not be anywhere close to their anticipated needs. According to numbers we received in mid-December, the School District may require an increase of \$3,230,982 (13.29%) in the anticipated Operating Assessment. Obviously, even if the Town set aside all new anticipated revenues to the School District, we would still need an additional \$1,371,101 to meet their anticipated Assessment. As I stated earlier in this Budget Message, I am required to submit a balanced budget by December 31, 2022 to the Finance Committee and Select Board. Since the Groton Dunstable Regional School Committee has yet to develop their final budget (expected by mid-February, 2023), I am extremely uncomfortable creating a Proposed Operating Budget based on such an unprecedented high preliminary number. That does not mean that we should not prepare for such an increase should it come to realization. Later in this Budget Message I will provide various scenarios to address an increase in the Groton Dunstable Regional School District Operating Assessment should it be at the level preliminarily provided. Regardless, the number provided in the Balanced Proposed Operating Budget should be considered a place holder. 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 45 to 40. Similar to the Groton Dunstable Regional School District, they have just begun their budget deliberations. Based on the decrease in students, the Proposed Balanced Budget level funds the Operating Assessment at \$810,037 for Fiscal Year 2024. 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, 2023.

TOWN MANAGER'S PROPOSED FISCAL YEAR 2024 OPERATING BUDGET

The following is the total proposed Fiscal Year 2024 Operating Budget by the Town Manager (compared with Fiscal Year 2023):

<u>Category</u>		<u>FY 2023</u>		<u>FY 2024</u>	<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$	2,293,398	\$	2,349,147	\$ 55,749	2.43%
Land Use	\$	460,356	\$	494,508	\$ 34,152	7.42%
Protection of Persons and Property	\$	4,833,510	\$	4,831,397	\$ (2,113)	-0.04%
Department of Public Works	\$	2,345,816	\$	2,366,495	\$ 20,679	0.88%
Library and Citizen Services	\$	1,892,083	\$	1,993,320	\$ 101,237	5.35%
Employee Benefits	\$	4,797,706	\$	4,955,663	\$ 157,957	3.29%
Sub-Total	\$	16,622,869	\$	16,990,529	\$ 367,660	2.21%
Debt Service - Excluded	\$	3,320,202	\$	4,506,102	\$ 1,185,900	35.72%
Debt Service - In Levy Only	\$	331,056	\$	323,654	\$ (7,402)	-2.24%
Sub-Total - All Municipal	\$	20,274,127	\$	21,820,285	\$ 1,546,158	7.63%
Nashoba Tech	\$	810,037	\$	810,037	\$ -	0.00%
Groton-Dunstable Operating	\$	24,319,318	\$	25,537,716	\$ 1,218,398	5.01%
Groton-Dunstable Excluded Debt	\$	422,713	\$	406,982	\$ (15,731)	-3.72%
Groton-Dunstable Debt	\$	60,191	\$	58,814	\$ (1,377)	-2.29%
Groton Dunstable Capital	\$	577,026	\$	552,203	\$ (24,823)	-4.30%
Sub-Total - Education	\$	26,189,285	\$	27,365,752	\$ 1,176,467	4.49%
Grand Total - Town Budget	\$	46,463,412	\$	49,186,037	\$ 2,722,625	5.86%

CAPITAL BUDGET

The Capital Budget will be submitted to the Select Board and Finance Committee under separate cover. The requested FY 2024 Capital Budget is \$2,120,856. The requested items and funding sources are as follows:

<u>Department</u>	<u>Item</u>	<u>Amount</u>	<u>Funding Source</u>
Fire and EMS	Ambulance 1 Replacement	\$ 108,511	EMS Fund
Fire and EMS	Command Vehicle	\$ 70,000	EMS Fund
Highway	Dump Truck	\$ 40,000	Capital Asset
Highway	Loader	\$ 220,000	Capital Asset
Town Facilities	IT Infrastructure	\$ 50,000	Capital Asset
Town Facilities	Municipal Buildings Exterior Repairs	\$ 25,000	Capital Asset
Town Facilities	Building Maintenance Van	\$ 60,000	Capital Asset
<i>Town Facilities</i>	<i>Seal Police and Fire Station Lots</i>	<i>\$ 30,000</i>	<i>Free Cash*</i>
Park Department	Property Improvements	\$ 25,000	Capital Asset
Police	Police Cruisers	\$ 125,142	Capital Asset
Police	Hazmat Storage Evidence Locker	\$ 40,000	Capital Asset
Country Club	Golf Carts	\$ 25,000	Capital Asset
<i>Country Club</i>	<i>Parking Lot Improvements</i>	<i>\$ 80,000</i>	<i>Free Cash*</i>
Country Club	Driving Range Improvements	\$ 50,000	Free Cash
Country Club	Greens Equipment	\$ 10,000	Capital Asset
Water	Water Meter Replacement Program	\$ 75,000	Water Fund
Water	Chestnut Hill Tank Painting	\$ 35,000	Water Fund
Sewer	Nod Road Pump Station	\$ 500,000	Grants
GDRSD	Annual Regional School Capital	\$ 253,407	GDRSD Capital Fund
GDRSD	Annual Regional School Capital	\$ 298,796	Free Cash

Total Requested \$ 2,120,856

Funding Sources

EMS Fund	\$ 178,511
Capital Asset	\$ 620,142
Free Cash	\$ 458,796
GDRSD Capital Fund	\$ 253,407
Water Fund	\$ 110,000
Grants	\$ 500,000

Total \$ 2,120,856

**** Will be paid from Free Cash and brought to the 2023 Fall Town Meeting for consideration***

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 Balanced 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 \$1,425, or .59% to cover the cost of the collective bargaining agreements. Regardless of that slight increase, we will be recommending that the Stormwater Fee remain the same as FY 2023 and be set at \$60 per improved parcel in Fiscal Year 2024.

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

Category	<u>FY 2023</u>		<u>FY 2024</u>		<u>Dollar Change</u>	<u>Percent Change</u>
Water Department	\$	1,647,167	\$	1,940,823	\$ 293,656	17.83%
Sewer Department	\$	837,839	\$	889,498	\$ 51,659	6.17%
Four Corners Sewer District	\$	79,134	\$	77,812	\$ (1,322)	-1.67%
Community Cable Department	\$	223,219	\$	220,137	\$ (3,082)	-1.38%
Stormwater Utility	\$	241,095	\$	242,520	\$ 1,425	0.59%
Total Enterprise Funds	\$	3,028,453	\$	3,370,789	\$ 342,336	11.30%

TAX IMPACT OF THE PROPOSED OPERATING BUDGET

The total Balanced Town Manager’s Fiscal Year 2024 Proposed Operating Budget, including placeholders for the Regional School Assessments, and excluded debt, is \$49,186,037, or an increase of 5.86%. This proposed balanced budget is at the anticipated FY 2024 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 \$53,439,296. The Fiscal Year 2023 Tax Rate has been certified at \$15.64. Based on the Proposed Balanced Budget, the estimated Tax Rate in Fiscal Year 2024 is \$16.44, or an increase of \$0.80. In Fiscal Year 2023, the average Tax Bill in the Town of Groton (based on a home valued at \$633,985) is \$9,916. Under this proposed balanced budget, that same homeowner can expect a tax bill of \$10,423, or an increase of \$507. The following chart shows a comparison between FY 2023 and FY 2024:

	<u>Actual</u> <u>FY 2023</u>	<u>Proposed</u> <u>FY 2024</u>	<u>Dollar</u> <u>Change</u>	<u>Percent</u> <u>Change</u>
Levy Capacity Used	\$ 35,383,886	\$ 36,550,003	\$ 1,166,117	3.30%
Tax Rate on Levy Capacity Used	\$ 14.13	\$ 14.49	\$ 0.36	2.55%
Average Tax Bill	\$ 8,958	\$ 9,186	\$ 228	2.55%
Excluded Debt	\$ 3,783,842	\$ 4,911,930	\$ 1,128,088	29.81%
Tax Rate on Excluded Debt	\$ 1.51	\$ 1.95	\$ 0.44	29.14%
Average Tax Bill	\$ 957	\$ 1,236	\$ 279	29.14%
Final Levy Used	\$ 39,167,728	\$ 41,461,933	\$ 2,294,205	5.86%
Final Tax Rate	\$ 15.64	\$ 16.44	\$ 0.80	5.12%
Average Tax Bill	\$ 9,916	\$ 10,423	\$ 507	5.12%

FIVE YEAR PROJECTION

As is our practice, we have developed a Five-Year Projection for your review and consideration. This Projection is based on the Proposed Balanced Budget, and not on the anticipated increase in the Operating Assessment of the Groton Dunstable Regional School District. Even so, 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. That said, we are not as confident that we can meet the Town's obligations in Fiscal Year 2024 without an Override of Proposition 2½. This Five-Year Projection should be considered a Placeholder until such time as we receive the final Assessments from both School Districts. We can update the Projection at that time to a more realistic outlook.

BUDGET SCENARIOS TO ADDRESS THE ANTICIPATED ASSESSMENT FROM THE GROTON DUNSTABLE REGIONAL SCHOOL DISTRICT

As stated earlier, the Placeholder in the Town Manager's Balanced Proposed Fiscal Year 2024 Operating Budget for the Groton Dunstable Regional School District's Operating Assessment may not be sufficient to meet their anticipated needs. According to preliminary numbers provided by the District, they would need an additional \$2,012,584 (for a total increase in their Assessment of \$3,230,982). The Finance Committee and Select Board, when reviewing this Proposed Balanced Budget, must take that into consideration. The Select Board, Finance Committee, Finance Team, School Administration and some members of the Groton Dunstable Regional School Committee met in joint

session on December 19, 2022 to discuss ways to address this complicated issue. While no direct decision was made due to the fact that the School District will not have a final number until mid-February, 2023, the Town Manager still has the legal requirement to submit a balanced budget by December 31, 2022. The main document provided to you is the Proposed Balanced Budget for Fiscal Year 2024 to comply with the Charter. That said, the Finance Team and I have developed various scenarios that provide the Finance Committee and Select Board with ways you might be able to meet the Anticipated Assessment from the School District, up to and including an override of Proposition 2½.

In our opinion, there are potentially five ways to address the anticipated budget shortfall as follows:

Scenario #1 – The Town of Groton approves the Proposed Balanced Budget by the Town Manager that sets aside an increase in the Groton Dunstable Regional School District's Operating Assessment of \$1,218,398. Under this Scenario, the School District would need to reduce their anticipated increase to meet the Town's proposed appropriation.

Scenario #2(A) – The Town of Groton and the Groton Dunstable Regional School District jointly reduce their budget requests to meet the anticipated shortfall of \$2,012,584. One way to share the burden would be to base it on the share of the Town's Overall Budget, excluding debt. In FY 2023, the School District's Operating Assessment is fifty-eight (58%) percent of the Town's Budget. Based on this, the District would need to absorb 58% of the anticipated shortfall, or \$1,167,299. The Town of Groton would need to provide an additional \$845,285 to the District bringing their Operational Assessment Increase to \$2,063,683. Under this scenario, the Town would not fund the School's Capital Assessment and provide \$552,203 in a one-time appropriation for the School District to continue funding positions added to the budget through ARPA Funds to address the impact COVID-19 had on the education of our children. The Town would then reduce its requested increase by \$293,082. The School District would receive 81.27% of our anticipated new revenues, or \$1,511,480, while the Town would receive 18.73%, or \$348,401. The Finance Team and I have developed a list of potential reductions in the requested budget should the Select Board and Finance Committee want to move in this direction. We have determined that it would be premature to release these reductions until such time as we have final direction. Due to Collective Bargaining obligations, we would need to meet in Executive Session to review the reductions as they may have implications for our various Unions.

Scenario #2(B) – This scenario would be the same as Scenario #2(A), in which the Town of Groton and the School District would share the burden as described above, but the Town would fund the School District's Capital Assessment and reduce the requested municipal budget by the full \$845,285. The School District would still receive an increase in their Operational Assessment of \$2,063,683 and receive 100% of our anticipated new revenues (\$1,859,881). To meet this Scenario, we would need to reduce the Fiscal Year 2023 Municipal Appropriation by \$203,802. As stated under Scenario #2(A), the Finance Team and I have developed a list of potential reductions, but it would be premature to release these reductions for the reasons stated above.

Scenario #3 – The Town of Groton fully funds the anticipated operating assessment of the Groton Dunstable Regional School District (\$3,230,982) and reduces the FY 2023 Municipal Budget by \$2,012,584. I cannot begin to tell you how catastrophic this would be to the

Municipal Budget and our ability to provide the most basic of services. It would devastate the delivery of services as the Municipal Budget would be reduced by 12.1% and very likely put in jeopardy the Town's AAA bond credit rating going forward, which would adversely impact the cost of all future borrowing the Town undertakes. As Town Manager and the Chief Financial Officer of the Town, I cannot support this scenario, but it needs to be stated as you consider the various options. As stated in the above two scenarios, the Finance Team and I have developed a list of reductions to meet this scenario, but it would be premature to release them.

Scenario #4 – The Select Board votes to call for an Operational Override of Proposition 2½ to meet both the Proposed Municipal Balanced Budget and the Anticipated Operational Assessment of the Groton Dunstable Regional School District. This Scenario will avoid what could be a significant reduction in the delivery of services of both the Town and School District. An override of \$2,012,584 would cause an increase of \$0.80 in the FY 2024 anticipated tax rate and an increase of \$507 in the anticipated average tax bill (a home valued at \$633,985). The following chart shows a comparison between FY 2023 and FY 2024 should an override be approved:

	<u>Actual</u> <u>FY 2023</u>	<u>Proposed</u> <u>FY 2024</u>	<u>Dollar</u> <u>Change</u>	<u>Percent</u> <u>Change</u>
Levy Capacity Used	\$ 35,383,886	\$ 36,550,003	\$ 1,166,117	3.30%
Tax Rate on Levy Capacity Used	\$ 14.13	\$ 14.49	\$ 0.36	2.55%
Average Tax Bill	\$ 8,958	\$ 9,186	\$ 228	2.55%
Override	\$ -	\$ 2,012,584	\$ 2,012,584	100.00%
Tax Rate on Override	\$ -	\$ 0.80	\$ 0.80	100.00%
Average Tax Bill	\$ -	\$ 507	\$ 507	100.00%
Excluded Debt	\$ 3,783,842	\$ 4,911,930	\$ 1,128,088	29.81%
Tax Rate on Excluded Debt	\$ 1.51	\$ 1.95	\$ 0.44	29.14%
Average Tax Bill	\$ 957	\$ 1,236	\$ 279	29.14%
Final Levy Used	\$ 39,167,728	\$ 43,474,517	\$ 4,306,789	11.00%
Final Tax Rate	\$ 15.64	\$ 17.24	\$ 1.60	10.23%
Average Tax Bill	\$ 9,916	\$ 10,930	\$ 1,014	10.23%

The Finance Team and I are prepared to discuss these proposed Scenarios in more detail as the Finance Committee and Select Board deliberate and review the Town Manager's Proposed Fiscal Year 2024 Operating Budget.

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, Dawn Dunbar and Kara Cruikshank 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 Balanced Operating Budget.

MWH/rjb

FISCAL YEAR 2024 LEVY LIMIT CALCULATION

Revised: 12/24/2022

I. TO CALCULATE THE FY 2023 LEVY LIMIT

A.	FY 2022 LEVY LIMIT	\$	34,157,624	
A1.	ADD AMENDED FY 2022 NEW GROWTH	\$	(479)	
B.	ADD TWO AND ONE HALF PERCENT	\$	853,929	
C.	ADD FY 2023 NEW GROWTH	\$	372,812	
D.	ADD FY 2023 OVERRIDE	\$	-	
E.	FY 2023 SUBTOTAL	\$	35,383,886	\$ 35,383,886
				FY 2023 LEVY LIMIT
F.	FY 2023 LEVY CEILING	\$	62,597,103	

II. TO CALCULATE THE FY 2024 LEVY LIMIT

A.	FY 2023 LEVY LIMIT	\$	35,383,886	
A1.	ADD AMENDED FY 2023 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	884,597	
C.	ADD FY 2024 NEW GROWTH	\$	281,520	
D.	ADD FY 2024 OVERRIDE			
E.	FY 2024 SUBTOTAL	\$	36,550,003	\$ 36,550,003
				FY 2024 LEVY LIMIT
F.	FY 2024 LEVY CEILING	\$	62,597,103	

Revised: 12/24/2022

TOWN OF GROTON, MASSACHUSETTS FY 2024 TOTAL TAX LEVY CALCULATION

FY 2024 LEVY LIMIT	\$	36,550,003
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	4,506,102
FY 2023 EXCLUDED BOND REDUCTION	\$	(1,154)
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	406,982
SUB-TOTAL - EXCLUSIONS	\$	4,911,930
TOTAL TAX LEVY	\$	41,461,933

Revised: 12/24/2022

**TOWN OF GROTON
FISCAL YEAR 2024
REVENUE ESTIMATES**

	BUDGETED FY 2023	ESTIMATED FY 2024	CHANGE
PROPERTY TAX REVENUE	\$ 35,383,886	\$ 36,550,003	\$ 1,166,117
DEBT EXCLUSIONS	\$ 3,741,491	\$ 4,911,930	\$ 1,170,439
CHERRY SHEET - STATE AID	\$ 1,077,749	\$ 1,152,749	\$ 75,000
UNEXPENDED TAX CAPACITY	\$ 6,980	\$ -	\$ (6,980)
LOCAL RECEIPTS:			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,778,290	\$ 1,828,638	\$ 50,348
Meals Tax and Room Occupancy Tax	\$ 350,000	\$ 400,000	\$ 50,000
Marijuana Revenue	\$ -	\$ 150,000	\$ 150,000
Penalties & Interest on Taxes	\$ 110,000	\$ 110,000	\$ -
Payments in Lieu of Taxes	\$ 300,000	\$ 325,000	\$ 25,000
Other Charges for Services	\$ 90,000	\$ 99,000	\$ 9,000
Fees	\$ 385,446	\$ 392,000	\$ 6,554
Rentals	\$ 32,000	\$ 40,000	\$ 8,000
Library Revenues	\$ -	\$ -	\$ -
Other Departmental Revenue	\$ 775,000	\$ 800,000	\$ 25,000
Licenses and Permits	\$ 315,681	\$ 429,300	\$ 113,619
Fines and Forfeits	\$ 10,000	\$ 20,000	\$ 10,000
Investment Income	\$ 50,000	\$ 90,000	\$ 40,000
Recreation Revenues	\$ 605,267	\$ 700,000	\$ 94,733
Miscellaneous Non-Recurring	\$ 6,936	\$ -	\$ (6,936)
Sub-total - General Revenue	\$ 4,808,620	\$ 5,383,938	\$ 575,318
Other Revenue:			
Free Cash	\$ 619,994	\$ 667,827	\$ 47,833
Capital Stabilization Fund for GDRSD	\$ 577,026	\$ 253,407	\$ (323,619)
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 538,000	\$ 620,142	\$ 82,142
EMS/Conservation Fund Receipts Reserve	\$ -	\$ 528,511	\$ 528,511
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Insurance Reimbursements	\$ -	\$ -	\$ -
Bond Surplus Transfer	\$ 15,224	\$ -	\$ (15,224)
Coronavirus Recovery Funds	\$ 309,000	\$ -	\$ (309,000)
Sub-total - Other Revenue	\$ 2,059,244	\$ 2,069,887	\$ 10,643
WATER DEPARTMENT ENTERPRISE	\$ 1,647,167	\$ 1,940,823	\$ 293,656
SEWER DEPARTMENT ENTERPRISE	\$ 837,839	\$ 889,498	\$ 51,659
LOCAL ACCESS CABLE ENTERPRISE	\$ 223,219	\$ 220,137	\$ (3,082)
FOUR CORNER SEWER ENTERPRISE	\$ 79,134	\$ 77,812	\$ (1,322)
STORMWATER UTILITY ENTERPRISE	\$ 241,095	\$ 242,520	\$ 1,425
TOTAL ESTIMATED REVENUE	\$ 49,865,328	\$ 53,439,296	\$ 3,573,968

**TOWN OF GROTON
FISCAL YEAR 2024
TAX LEVY CALCULATIONS**

Revised: 12/24/2022

FY 2024 PROPOSED EXPENDITURES

TOWN MANAGER - Proposed Budget		
General Government	\$	2,349,147
Land Use Departments	\$	494,508
Protection of Persons and Property	\$	4,831,397
Regional School Districts	\$	27,365,752
Department of Public Works	\$	2,366,495
Library and Citizen Services	\$	1,993,320
Debt Service	\$	4,829,756
Employee Benefits	\$	4,955,663
Sub-Total - Operating Budget	\$	49,186,037
A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	49,186,037
B. CAPITAL BUDGET REQUESTS	\$	848,653
C. ENTERPRISE FUND REQUESTS	\$	3,034,303
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	\$	25,054
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	\$	125,054
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	95,249
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	150,000
TOTAL PROPOSED EXPENDITURES	\$	53,439,296

FY 2024 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY		
Levy Limit	\$	36,550,003
Debt Exclusion	\$	4,911,930
A. ESTIMATED TAX LEVY	\$	41,461,933
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	1,152,749
C. LOCAL RECEIPTS NOT ALLOCATED	\$	5,383,938
D. OFFSET RECEIPTS	\$	-
E. ENTERPRISE FUNDS	\$	3,370,789
F. COMMUNITY PRESERVATION FUNDS	\$	-
G. FREE CASH	\$	667,827
OTHER AVAILABLE FUNDS		
1. Stabilization Fund	\$	-
2. Capital Asset Fund	\$	620,142
3. GDRSD Capital Asset Fund	\$	253,407
4. EMS/Conservation Fund	\$	528,511
5. Bond Surplus Transfer	\$	-
6. Coronavirus Recovery Funds	\$	-
H. OTHER AVAILABLE FUNDS	\$	1,402,060
TOTAL ESTIMATED RECEIPTS	\$	53,439,296
FY 2024 SURPLUS/(DEFICIT)	\$	0

Revised: 12/24/2022

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

FISCAL YEAR 2024

I. TAX RATE SUMMARY

la.	Total amount to be raised (from IIe)	\$ 53,439,295.62
lb.	Total estimated receipts and other revenue sources (from IIIe)	\$ 11,977,363.11
lc.	Tax levy (Ia minus Ib)	\$ 41,461,932.52
ld.	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	94.3931%	\$ 39,137,194.07	\$ 2,380,484,038.00	\$ 16.44	\$ 39,137,194.07
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	3.9035%	\$ 1,618,465.60	\$ 98,441,690.00	\$ 16.44	\$ 1,618,465.60
NET OF EXEMPT					\$ -
INDUSTRIAL	0.6853%	\$ 284,124.29	\$ 17,281,600.00	\$ 16.44	\$ 284,124.29
SUBTOTAL	98.9818%		\$ 2,496,207,328.00		\$ 41,039,783.96
PERSONAL	1.0182%	\$ 422,148.56	\$ 25,676,800.00	\$ 16.44	\$ 422,148.56
TOTAL	100.0000%		\$ 2,521,884,128.00		\$ 41,461,932.52

TAX RATE RECAPITULATION GROTON

FISCAL YEAR 2024

II. AMOUNTS TO BE RAISED

I I a. Appropriations		\$	53,068,993
I I 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	\$	25,054
6.	Revenue deficits	\$	-
7.	Offset receipts deficits	\$	-
8.	Authorized Deferral of Teachers' Pay	\$	-
9.	Snow and Ice deficit	\$	100,000
10.	Other		
TOTAL I I b.		\$	125,054
I I c. State and County Cherry Sheet Charges		\$	95,249
I I d. Allowance for Abatements and Exemptions (overlay)		\$	150,000
I I e. TOTAL AMOUNT TO BE RAISED		\$	53,439,296

III. Estimated Receipts and Other Revenue Sources

III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts	\$	1,152,749	
2. Massachusetts School Building Authority Payments	\$	-	
TOTAL III a.			\$ 1,152,749

III b. Estimated Receipts - Local

1. Local Receipts Not Allocated	\$	5,383,938	
2. Offset Receipts	\$	-	
3. Enterprise Funds	\$	3,370,789	
4. Community Preservation Funds	\$	-	
5. Coronavirus Recovery Funds	\$	-	
TOTAL III b.			\$ 8,754,727

III c. Revenue Sources Appropriated for Particular Purposes

1. Free Cash	\$	667,827	
2. Other Available Funds	\$	1,402,060	
TOTAL III c.			\$ 2,069,887

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

1a. Free Cash...appropriated on or before June 30, 2023			
1b. Free Cash...appropriated on or after July 1, 2023			
2. Municipal Light Source			
3. Teachers' Pay Deferral			
4. Other Source:			
TOTAL III d.			\$ -

III e. Total Estimated Receipts and Other Revenue Sources			\$ 11,977,363
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IV. Summary of Total Amount to be Raised and Total Receipts from All Sources

a. Total Amount to be Raised			\$ 53,439,296
b. Total Estimated Receipts and Other Revenue Sources	\$	11,977,363	
c. Total Real and Personal Property Tax Levy	\$	41,461,933	
d. Total Receipts from All Sources			\$ 53,439,296

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2024

LOCAL RECEIPTS NOT ALLOCATED

		BUDGETED RECEIPTS FY 2023	ESTIMATED RECEIPTS FY 2024
1	MOTOR VEHICLE EXCISE	\$ 1,778,290	\$ 1,828,638
2	OTHER EXCISE	\$ 350,000	\$ 550,000
3	PENALTIES AND INTEREST ON TAXES	\$ 110,000	\$ 110,000
4	PAYMENTS IN LIEU OF TAXES	\$ 300,000	\$ 325,000
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	\$ 90,000	\$ 99,000
10	FEES	\$ 385,446	\$ 392,000
11	RENTAL	\$ 32,000	\$ 40,000
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$ -
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ -	\$ -
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$ -
15	DEPARTMENTAL REVENUE - RECREATION	\$ 605,267	\$ 700,000
16	OTHER DEPARTMENTAL REVENUE	\$ 775,000	\$ 800,000
17	LICENSES AND PERMITS	\$ 315,681	\$ 429,300
18	SPECIAL ASSESSMENTS	\$ -	\$ -
19	FINES AND FORFEITS	\$ 10,000	\$ 20,000
20	INVESTMENT INCOME	\$ 50,000	\$ 90,000
21	MISCELLANEOUS RECURRING	\$ -	\$ -
22	MISCELLANEOUS NON-RECURRING	\$ 6,936	\$ -
	TOTAL	\$ 4,808,620	\$ 5,383,938

Revised: 12/24/2022

Operating Budget Comparison - Fiscal Year 2023 Vs. Fiscal Year 2024

<u>Category</u>		<u>FY 2023</u>		<u>FY 2024</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$	2,293,398	\$	2,349,147	\$	55,749	2.43%
Land Use	\$	460,356	\$	494,508	\$	34,152	7.42%
Protection of Persons and Property	\$	4,833,510	\$	4,831,397	\$	(2,113)	-0.04%
Department of Public Works	\$	2,345,816	\$	2,366,495	\$	20,679	0.88%
Library and Citizen Services	\$	1,892,083	\$	1,993,320	\$	101,237	5.35%
Sub-Total - Wages and Expenses	\$	11,825,163	\$	12,034,866	\$	209,703	1.77%
Debt Service	\$	3,651,258	\$	4,829,756	\$	1,178,498	32.28%
Employee Benefits	\$	4,797,706	\$	4,955,663	\$	157,957	3.29%
Sub-Total - All Municipal	\$	20,274,127	\$	21,820,285	\$	1,546,158	7.63%
Nashoba Tech	\$	810,037	\$	810,037	\$	-	0.00%
Groton-Dunstable Operating	\$	24,319,318	\$	25,537,716	\$	1,218,398	5.01%
Groton-Dunstable Excluded Debt	\$	422,713	\$	406,982	\$	(15,731)	-3.72%
Groton-Dunstable Debt	\$	60,191	\$	58,814	\$	(1,377)	-2.29%
Groton Dunstable Capital	\$	577,026	\$	552,203	\$	(24,823)	-4.30%
Sub-Total - Education	\$	26,189,285	\$	27,365,752	\$	1,176,467	4.49%
Grand Total - Town Budget	\$	46,463,412	\$	49,186,037	\$	2,722,625	5.86%

Revised: 12/24/2022

Operating Budget Comparison - Fiscal Year 2023 Vs. Fiscal Year 2024

<u>Category</u>		<u>FY 2023</u>		<u>FY 2024</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
General Government	\$	2,293,398	\$	2,349,147	\$	55,749	2.43%
Land Use	\$	460,356	\$	494,508	\$	34,152	7.42%
Protection of Persons and Property	\$	4,833,510	\$	4,831,397	\$	(2,113)	-0.04%
Department of Public Works	\$	2,345,816	\$	2,366,495	\$	20,679	0.88%
Library and Citizen Services	\$	1,892,083	\$	1,993,320	\$	101,237	5.35%
Employee Benefits	\$	4,797,706	\$	4,955,663	\$	157,957	3.29%
Sub-Total	\$	16,622,869	\$	16,990,529	\$	367,660	2.21%
Debt Service - Excluded	\$	3,320,202	\$	4,506,102	\$	1,185,900	35.72%
Debt Service - In Levy Only	\$	331,056	\$	323,654	\$	(7,402)	-2.24%
Sub-Total - All Municipal	\$	20,274,127	\$	21,820,285	\$	1,546,158	7.63%
Nashoba Tech	\$	810,037	\$	810,037	\$	-	0.00%
Groton-Dunstable Operating	\$	24,319,318	\$	25,537,716	\$	1,218,398	5.01%
Groton-Dunstable Excluded Debt	\$	422,713	\$	406,982	\$	(15,731)	-3.72%
Groton-Dunstable Debt	\$	60,191	\$	58,814	\$	(1,377)	-2.29%
Groton Dunstable Capital	\$	577,026	\$	552,203	\$	(24,823)	-4.30%
Sub-Total - Education	\$	26,189,285	\$	27,365,752	\$	1,176,467	4.49%
Grand Total - Town Budget	\$	46,463,412	\$	49,186,037	\$	2,722,625	5.86%

Revised: 12/24/2022

Operating Budget Comparison - Fiscal Year 2023 Vs. Fiscal Year 2024

<u>Category</u>		<u>FY 2023</u>		<u>FY 2024</u>		<u>Dollar Difference</u>	<u>Percentage Change</u>
Municipal Wages	\$	8,835,332	\$	8,946,834	\$	111,502	1.26%
Employee Benefits	\$	4,797,706	\$	4,955,663	\$	157,957	3.29%
Sub-Total - Wages and Benefits	\$	13,633,038	\$	13,902,497	\$	269,459	1.98%
Municipal Expenses	\$	2,989,831	\$	3,088,032	\$	98,201	3.28%
Sub-Total -	\$	16,622,869	\$	16,990,529	\$	367,660	2.21%
Debt Service - In-Levy Only	\$	331,056	\$	323,654	\$	(7,402)	-2.24%
Total - All Municipal	\$	16,953,925	\$	17,314,183	\$	360,258	2.12%
Nashoba Tech	\$	810,037	\$	810,037	\$	-	0.00%
Groton-Dunstable Operating	\$	24,319,318	\$	25,537,716	\$	1,218,398	5.01%
Groton-Dunstable Debt	\$	60,191	\$	58,814	\$	(1,377)	-2.29%
.							
Sub-Total - Education	\$	25,189,546	\$	26,406,567	\$	1,217,021	4.83%
Grand Total - Town Budget	\$	42,143,471	\$	43,720,750	\$	1,577,279	3.74%

Revised: 12-21-2022

TOWN OF GROTON FISCAL YEAR 2024

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>GENERAL GOVERNMENT</u>								
MODERATOR								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	\$ 1,000	\$ 1,000	1438.46%
1001	Expenses	\$ -	\$ -	\$ -	\$ 80	\$ 80	\$ 80	0.00%
DEPARTMENTAL TOTAL		\$ 65	\$ 65	\$ 65	\$ 145	\$ 1,080	\$ 1,080	644.82%
SELECT BOARD								
1020	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1022	Expenses	\$ 1,802	\$ 2,388	\$ 2,023	\$ 6,800	\$ 6,800	\$ 6,800	0.00%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1024	Minor Capital	\$ 25,633	\$ 25,556	\$ 25,683	\$ 25,800	\$ 24,054	\$ 24,054	-100.00%
DEPARTMENTAL TOTAL		\$ 27,435	\$ 27,944	\$ 27,706	\$ 32,600	\$ 30,854	\$ 30,854	-5.36%
TOWN MANAGER								
1030	Salaries	\$ 227,980	\$ 235,880	\$ 232,258	\$ 240,331	\$ 243,914	\$ 243,914	1.49%
1031	Wages	\$ 120,450	\$ 124,977	\$ 114,378	\$ 119,223	\$ 117,005	\$ 117,005	-1.86%
1032	Expenses	\$ 9,784	\$ 8,322	\$ 41,993	\$ 24,700	\$ 24,700	\$ 12,100	-51.01%
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 358,214	\$ 369,179	\$ 388,629	\$ 384,254	\$ 385,619	\$ 373,019	-2.92%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
FINANCE COMMITTEE								
1040	Expenses	\$ 210	\$ 210	\$ 210	\$ 215	\$ 220	\$ 220	0.00%
1041	Reserve Fund	\$ 64,500	\$ 69,641	\$ 69,641	\$ 150,000	\$ 150,000	\$ 150,000	0.00%
DEPARTMENTAL TOTAL								
		\$ 64,710	\$ 69,851	\$ 69,851	\$ 150,215	\$ 150,220	\$ 150,220	0.00%
TOWN ACCOUNTANT								
1050	Salaries	\$ 95,155	\$ 97,083	\$ 96,408	\$ 101,125	\$ 115,615	\$ 115,615	14.33%
1051	Wages	\$ 47,776	\$ 49,937	\$ 50,864	\$ 52,906	\$ 54,491	\$ 54,491	3.00%
1052	Expenses	\$ 41,815	\$ 35,490	\$ 37,706	\$ 40,204	\$ 39,100	\$ 39,100	-2.75%
DEPARTMENTAL TOTAL								
		\$ 184,746	\$ 182,510	\$ 184,978	\$ 194,235	\$ 209,206	\$ 209,206	7.71%
BOARD OF ASSESSORS								
1060	Salaries	\$ 78,580	\$ 85,584	\$ 81,993	\$ 85,280	\$ 94,300	\$ 94,300	10.58%
1061	Wages	\$ 62,550	\$ 59,949	\$ 59,949	\$ 65,551	\$ 68,486	\$ 68,486	4.48%
1062	Expenses	\$ 20,743	\$ 23,373	\$ 23,373	\$ 45,215	\$ 47,374	\$ 47,374	4.77%
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL								
		\$ 161,873	\$ 168,906	\$ 165,315	\$ 196,046	\$ 210,160	\$ 210,160	7.20%
TREASURER/TAX COLLECTOR								
1070	Salaries	\$ 91,700	\$ 93,976	\$ 138,946	\$ 139,455	\$ 147,363	\$ 147,363	5.67%
1071	Wages	\$ 120,703	\$ 124,731	\$ 74,924	\$ 79,042	\$ 80,256	\$ 80,256	1.54%
1072	Expenses	\$ 19,415	\$ 19,479	\$ 19,909	\$ 21,695	\$ 26,253	\$ 26,253	21.01%
1073	Tax Title	\$ 647	\$ 2,416	\$ 1,557	\$ 7,100	\$ 7,100	\$ 7,100	0.00%
1074	Bond Cost	\$ 1,050	\$ 3,100	\$ 1,050	\$ 2,300	\$ 2,300	\$ 2,300	0.00%
DEPARTMENTAL TOTAL								
		\$ 233,515	\$ 243,702	\$ 236,386	\$ 249,592	\$ 263,272	\$ 263,272	5.48%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
TOWN COUNSEL								
1080	Expenses	\$ 77,338	\$ 85,217	\$ 60,496	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
	DEPARTMENTAL TOTAL	\$ 77,338	\$ 85,217	\$ 60,496	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
HUMAN RESOURCES								
1090	Salary	\$ 82,673	\$ 84,313	\$ 82,822	\$ 87,984	\$ 94,300	\$ 94,300	7.18%
1091	Expenses	\$ 9,547	\$ 9,107	\$ 14,376	\$ 11,400	\$ 12,400	\$ 12,400	8.77%
	DEPARTMENTAL TOTAL	\$ 92,220	\$ 93,420	\$ 97,198	\$ 99,384	\$ 106,700	\$ 106,700	7.36%
INFORMATION TECHNOLOGY								
1100	Salary	\$ 114,722	\$ 117,003	\$ 115,193	\$ 121,981	\$ 121,627	\$ 121,627	-0.29%
1101	Wages	\$ 59,031	\$ 61,116	\$ 58,730	\$ 61,269	\$ 63,115	\$ 63,115	3.01%
1102	Expenses	\$ 20,552	\$ 20,592	\$ 20,031	\$ 22,800	\$ 24,800	\$ 24,800	8.77%
	DEPARTMENTAL TOTAL	\$ 194,305	\$ 198,711	\$ 193,954	\$ 206,050	\$ 209,542	\$ 209,542	1.69%
GIS STEERING COMMITTEE								
1120	Expenses	\$ 14,675	\$ 16,000	\$ 3,975	\$ 10,800	\$ 10,800	\$ 8,300	-23.15%
	DEPARTMENTAL TOTAL	\$ 14,675	\$ 16,000	\$ 3,975	\$ 10,800	\$ 10,800	\$ 8,300	-23.15%
TOWN CLERK								
1130	Salaries	\$ 88,080	\$ 92,073	\$ 90,853	\$ 104,438	\$ 98,472	\$ 98,472	-5.71%
1131	Wages	\$ 61,051	\$ 69,491	\$ 63,733	\$ 76,040	\$ 72,675	\$ 72,675	-4.43%
1132	Expenses	\$ 10,458	\$ 9,951	\$ 5,547	\$ 9,867	\$ 16,100	\$ 13,600	37.83%
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	0.00%
	DEPARTMENTAL TOTAL	\$ 159,589	\$ 171,515	\$ 160,133	\$ 190,345	\$ 207,247	\$ 184,747	-2.94%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
ELECTIONS & BOARD OF REGISTRARS								
1140	Stipend	\$ 6,082	\$ 16,356	\$ 6,065	\$ 21,795	\$ 20,430	\$ 20,430	-6.26%
1141	Expenses	\$ 8,692	\$ 11,280	\$ 6,700	\$ 12,437	\$ 15,417	\$ 15,417	23.96%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 14,774	\$ 27,636	\$ 12,765	\$ 34,232	\$ 35,847	\$ 35,847	4.72%
STREET LISTINGS								
1150	Expenses	\$ 3,900	\$ 4,706	\$ 4,818	\$ 5,000	\$ 5,700	\$ 5,700	14.00%
DEPARTMENTAL TOTAL		\$ 3,900	\$ 4,706	\$ 4,818	\$ 5,000	\$ 5,700	\$ 5,700	14.00%
INSURANCE & BONDING								
1160	Insurance & Bonding	\$ 226,650	\$ 243,885	\$ 282,024	\$ 300,000	\$ 320,000	\$ 320,000	6.67%
1161	Insurance Deductible Reserve - Liability	\$ 3,220	\$ 12,000	\$ 3,089	\$ 12,000	\$ 12,000	\$ 12,000	0.00%
1162	Insurance Deductible Reserve - 111F	\$ 6,416	\$ -	\$ 6,449	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
DEPARTMENTAL TOTAL		\$ 236,286	\$ 255,885	\$ 291,562	\$ 337,000	\$ 357,000	\$ 357,000	5.93%
TOWN REPORT								
1170	Expenses	\$ 1,464	\$ 1,416	\$ 1,364	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
DEPARTMENTAL TOTAL		\$ 1,464	\$ 1,416	\$ 1,364	\$ 1,500	\$ 1,500	\$ 1,500	0.00%

LINE	DEPARTMENT/DESCRIPTION		FY 2020 ACTUAL		FY 2021 ACTUAL		FY 2022 ACTUAL		FY 2023 APPROPRIATED		FY 2024 DEPARTMENT REQUEST		FY 2024 TOWN MANAGER BUDGET		PERCENT CHANGE
POSTAGE/TOWN HALL EXPENSES															
1180	Expenses	F	\$		53,942	\$	55,011	\$	65,000	\$	65,000	\$	65,000		0.00%
1181	Telephone Expenses	\$	25,244	\$	24,034	\$	13,043	\$	30,000	\$	30,000	\$	30,000		0.00%
1182	Office Supplies	\$	12,048	\$	12,837	\$	24,835	\$	17,000	\$	17,000	\$	17,000		0.00%
<hr/>															
DEPARTMENTAL TOTAL		\$	37,292	\$	90,813	\$	92,889	\$	112,000	\$	112,000	\$	112,000		0.00%
<hr/>															
TOTAL GENERAL GOVERNMENT		\$	1,862,401	\$	2,007,476	\$	1,992,084	\$	2,293,398	\$	2,386,747	\$	2,349,147		2.43%
 <u>LAND USE DEPARTMENTS</u>															
CONSERVATION COMMISSION															
1200	Salary	\$	66,686	\$	70,278	\$	69,481	\$	73,971	\$	73,351	\$	73,351		-0.84%
1201	Wages	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		0.00%
1202	Expenses	\$	8,556	\$	7,196	\$	6,260	\$	7,565	\$	8,770	\$	8,770		15.93%
1203	Engineering & Legal	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		0.00%
1204	Minor Capital	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		0.00%
<hr/>															
DEPARTMENTAL TOTAL		\$	75,242	\$	77,474	\$	75,741	\$	81,536	\$	82,121	\$	82,121		0.72%
<hr/> PLANNING BOARD															
1210	Salaries	\$	83,043	\$	85,519	\$	84,016	\$	89,236	\$	89,453	\$	89,453		0.24%
1211	Wages	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		0.00%
1212	Expenses	\$	11,159	\$	5,540	\$	9,877	\$	9,950	\$	9,950	\$	9,950		0.00%
1213	M.R.P.C. Assessment	\$	3,664	\$	3,755	\$	3,849	\$	4,000	\$	4,200	\$	4,200		5.00%
1214	Legal Budget	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		0.00%
<hr/>															
DEPARTMENTAL TOTAL		\$	97,866	\$	94,814	\$	97,742	\$	103,186	\$	103,603	\$	103,603		0.40%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
ZONING BOARD OF APPEALS								
1220 Wages		\$ 20,798	\$ 20,524	\$ -	\$ -	\$ -	\$ -	0.00%
1221 Expenses		\$ 920	\$ 484	\$ 666	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
DEPARTMENTAL TOTAL		\$ 21,718	\$ 21,008	\$ 666	\$ 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		\$ 115,869	\$ 118,522	\$ 94,254	\$ 104,760	\$ 104,904	\$ 104,904	0.14%
1241 Wages		\$ 52,486	\$ 55,788	\$ 57,054	\$ 58,769	\$ 60,823	\$ 60,823	3.50%
1242 Expenses		\$ 936	\$ 3,700	\$ 6,334	\$ 3,700	\$ 23,750	\$ 23,750	541.89%
1243 Minor Capital		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 169,291	\$ 178,010	\$ 157,642	\$ 167,229	\$ 189,477	\$ 189,477	13.30%
MECHANICAL INSPECTOR								
1250 Fee Salaries		\$ 28,890	\$ 38,620	\$ 41,430	\$ 39,000	\$ 39,000	\$ 39,000	0.00%
1251 Expenses		\$ 3,207	\$ 2,838	\$ 2,774	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
DEPARTMENTAL TOTAL		\$ 32,097	\$ 41,458	\$ 44,204	\$ 43,000	\$ 43,000	\$ 43,000	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
EARTH REMOVAL INSPECTOR								
1260	Stipend	\$ 1,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
1261	Expenses	\$ -	\$ -	\$ -	\$ 200	\$ 200	\$ 200	0.00%
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 1,500	\$ 2,500	\$ 2,500	\$ 2,700	\$ 2,700	\$ 2,700	0.00%
BOARD OF HEALTH								
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1271	Expenses	\$ 465	\$ 830	\$ 308	\$ 1,575	\$ 1,875	\$ 1,575	0.00%
1272	Nursing Services	\$ -	\$ -	\$ -	\$ 14,455	\$ 17,798	\$ 17,798	23.13%
1273	Nashoba Health District	\$ 47,849	\$ 41,841	\$ 61,933	\$ 31,675	\$ 38,833	\$ 38,833	22.60%
1274	Mental Health	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	100.00%
1275	Eng/Consult/Landfill Monitoring	\$ 6,713	\$ 11,233	\$ 9,133	\$ 10,200	\$ 10,200	\$ 10,600	3.92%
DEPARTMENTAL TOTAL		\$ 63,026	\$ 61,904	\$ 79,374	\$ 57,905	\$ 76,706	\$ 68,806	18.83%
SEALER OF WEIGHTS & MEASURES								
1280	Fee Salaries	\$ 2,260	\$ 300	\$ 1,090	\$ 3,200	\$ 3,200	\$ 3,200	0.00%
1281	Expenses	\$ -	\$ -	\$ 440	\$ 100	\$ 100	\$ 100	0.00%
DEPARTMENTAL TOTAL		\$ 2,260	\$ 300	\$ 1,530	\$ 3,300	\$ 3,300	\$ 3,300	0.00%
TOTAL LAND USE DEPARTMENTS		\$ 463,000	\$ 477,468	\$ 459,399	\$ 460,356	\$ 502,408	\$ 494,508	7.42%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>PROTECTION OF PERSONS AND PROPERTY</u>								
POLICE DEPARTMENT								
1300	Salaries	\$ 343,223	\$ 200,207	\$ 291,262	\$ 278,889	\$ 286,466	\$ 286,466	2.72%
1301	Wages	\$ 1,833,948	\$ 1,952,786	\$ 1,956,346	\$ 2,086,001	\$ 2,116,748	\$ 2,116,748	1.47%
1302	Expenses	\$ 142,069	\$ 177,093	\$ 185,392	\$ 214,450	\$ 230,010	\$ 215,370	0.43%
1303	Lease or Purchase of Cruisers	\$ 3,960	\$ 4,920	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 7,150	\$ 19,966	\$ 11,000	\$ 11,000	\$ 11,420	\$ 11,420	3.82%
DEPARTMENTAL TOTAL		\$ 2,330,350	\$ 2,354,972	\$ 2,449,000	\$ 2,595,340	\$ 2,649,644	\$ 2,635,004	1.53%
FIRE DEPARTMENT								
1310	Salaries	\$ 184,836	\$ 235,000	\$ 235,000	\$ 260,754	\$ 276,595	\$ 276,595	6.07%
1311	Wages	\$ 903,135	\$ 929,402	\$ 1,035,806	\$ 1,220,616	\$ 1,142,499	\$ 1,142,499	-6.40%
1312	Expenses	\$ 168,346	\$ 174,567	\$ 124,201	\$ 195,600	\$ 213,896	\$ 213,896	9.35%
DEPARTMENTAL TOTAL		\$ 1,256,317	\$ 1,338,969	\$ 1,395,007	\$ 1,676,970	\$ 1,632,990	\$ 1,632,990	-2.62%
GROTON WATER FIRE PROTECTION								
1320	West Groton Water District	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ -	-100.00%
1321	Groton Water Department	\$ -	\$ -	\$ -	\$ 1	\$ 1	\$ -	-100.00%
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ -	\$ 2	\$ 2	\$ -	-100.00%
ANIMAL INSPECTOR								
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1331	Expenses	\$ -	\$ 125	\$ 20	\$ 400	\$ 400	\$ 400	0.00%
DEPARTMENTAL TOTAL		\$ 2,082	\$ 2,207	\$ 2,102	\$ 2,482	\$ 2,482	\$ 2,482	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 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	\$ 125	\$ 40	\$ 400	\$ 400	\$ 400	0.00%
DEPARTMENTAL TOTAL		\$ 2,207	\$ 2,207	\$ 2,122	\$ 2,482	\$ 2,482	\$ 2,482	0.00%
EMERGENCY MANAGEMENT AGENCY								
1350	Salary	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.00%
1351	Expenses	\$ 6,068	\$ 12,500	\$ 9,998	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 10,068	\$ 16,500	\$ 13,998	\$ 14,000	\$ 14,000	\$ 14,000	0.00%
DOG OFFICER								
1360	Salary	\$ 15,000	\$ 14,503	\$ 15,000	\$ 15,000	\$ 17,500	\$ 17,500	16.67%
1361	Expenses	\$ 2,597	\$ 3,997	\$ 2,356	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
DEPARTMENTAL TOTAL		\$ 17,597	\$ 18,500	\$ 17,356	\$ 18,000	\$ 20,500	\$ 20,500	13.89%
POLICE & FIRE COMMUNICATIONS								
1370	Wages	\$ 337,559	\$ 409,095	\$ 453,495	\$ 500,359	\$ 500,064	\$ 500,064	-0.06%
1371	Expenses	\$ 23,706	\$ 9,364	\$ 10,826	\$ 23,875	\$ 27,715	\$ 23,875	0.00%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 361,265	\$ 418,459	\$ 464,321	\$ 524,234	\$ 527,779	\$ 523,939	-0.06%
TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 3,979,886	\$ 4,151,814	\$ 4,343,906	\$ 4,833,510	\$ 4,849,879	\$ 4,831,397	-0.04%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>REGIONAL SCHOOL DISTRICT BUDGETS</u>								
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL								
1400	Operating Expenses	\$ 557,295	\$ 728,802	\$ 807,474	\$ 810,037	\$ 810,037	\$ 810,037	0.00%
DEPARTMENTAL TOTAL		\$ 557,295	\$ 728,802	\$ 807,474	\$ 810,037	\$ 810,037	\$ 810,037	0.00%
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT								
1410	Operating Expenses	\$ 22,063,256	\$ 22,727,239	\$ 24,023,134	\$ 24,319,318	\$ 27,550,300	\$ 25,537,716	5.01%
1411	Debt Service, Excluded	\$ -	\$ -	\$ -	\$ 422,713	\$ 406,982	\$ 406,982	-3.72%
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ -	\$ 60,191	\$ 58,814	\$ 58,814	-2.29%
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1414	Capital Assessment	\$ 459,647	\$ 265,172	\$ 217,298	\$ 577,026	\$ 552,203	\$ 552,203	-4.30%
DEPARTMENTAL TOTAL		\$ 22,522,903	\$ 22,992,411	\$ 24,240,432	\$ 25,379,248	\$ 28,568,299	\$ 26,555,715	4.64%
TOTAL SCHOOLS		\$ 23,080,198	\$ 23,721,213	\$ 25,047,906	\$ 26,189,285	\$ 29,378,336	\$ 27,365,752	4.49%
<u>DEPARTMENT OF PUBLIC WORKS</u>								
HIGHWAY DEPARTMENT								
1500	Salaries	\$ 112,891	\$ 115,659	\$ 113,785	\$ 120,523	\$ 120,293	\$ 120,293	-0.19%
1501	Wages	\$ 684,021	\$ 646,439	\$ 685,051	\$ 743,115	\$ 743,323	\$ 743,323	0.03%
1502	Expenses	\$ 132,550	\$ 125,643	\$ 138,154	\$ 136,900	\$ 136,900	\$ 136,900	0.00%
1503	Highway Maintenance	\$ 56,304	\$ 54,076	\$ 73,852	\$ 90,000	\$ 90,000	\$ 80,000	-11.11%
1504	Minor Capital	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	0.00%
DEPARTMENTAL TOTAL		\$ 985,766	\$ 941,817	\$ 1,010,842	\$ 1,110,538	\$ 1,110,516	\$ 1,100,516	-0.90%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
STREET LIGHTS								
1510	Expenses	\$ 12,165	\$ 12,204	\$ 12,209	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
DEPARTMENTAL TOTAL		\$ 12,165	\$ 12,204	\$ 12,209	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
SNOW AND ICE								
1520	Expenses	\$ 148,927	\$ 137,133	\$ 154,236	\$ 165,000	\$ 165,000	\$ 165,000	0.00%
1521	Overtime	\$ 220,790	\$ 195,333	\$ 291,882	\$ 140,000	\$ 140,000	\$ 140,000	0.00%
1522	Hired Equipment	\$ 75,071	\$ 82,973	\$ 55,369	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
DEPARTMENTAL TOTAL		\$ 444,788	\$ 415,439	\$ 501,487	\$ 340,000	\$ 340,000	\$ 340,000	0.00%
TREE WARDEN BUDGET								
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1531	Expenses	\$ 374	\$ 613	\$ 2,499	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
1532	Trees	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
1533	Tree Work	\$ 11,500	\$ 8,800	\$ 8,322	\$ 10,000	\$ 30,000	\$ 30,000	200.00%
DEPARTMENTAL TOTAL		\$ 11,874	\$ 9,413	\$ 10,821	\$ 14,500	\$ 34,500	\$ 34,500	137.93%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE								
1540	Wages	\$ 144,189	\$ 150,647	\$ 150,671	\$ 159,057	\$ 166,348	\$ 166,348	4.58%
1541	Expenses	\$ 256,829	\$ 275,040	\$ 263,725	\$ 270,950	\$ 270,950	\$ 270,950	0.00%
1542	Minor Capital	\$ 20,000	\$ 19,856	\$ 9,941	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
DEPARTMENTAL TOTAL		\$ 421,018	\$ 445,543	\$ 424,337	\$ 440,007	\$ 447,298	\$ 447,298	1.66%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
SOLID WASTE DISPOSAL								
1550	Wages	\$ 134,303	\$ 138,484	\$ 140,322	\$ 150,995	\$ 154,315	\$ 154,315	2.20%
1551	Expenses	\$ 38,726	\$ 40,596	\$ 45,741	\$ 45,686	\$ 45,686	\$ 45,686	0.00%
1552	Tipping Fees	\$ 135,159	\$ 155,101	\$ 133,758	\$ 145,000	\$ 145,000	\$ 145,000	0.00%
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 3,088	\$ 5,850	\$ 5,850	\$ 5,850	0.00%
1554	Minor Capital	\$ 4,500	\$ 6,775	\$ 4,312	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
DEPARTMENTAL TOTAL		\$ 318,538	\$ 346,806	\$ 327,221	\$ 352,531	\$ 355,851	\$ 355,851	0.94%
PARKS DEPARTMENT								
1560	Wages	\$ -	\$ -	\$ 15,817	\$ 17,481	\$ 17,571	\$ 17,571	0.00%
1561	Expenses	\$ 30,452	\$ 42,793	\$ 57,700	\$ 55,759	\$ 55,759	\$ 55,759	0.00%
DEPARTMENTAL TOTAL		\$ 30,452	\$ 42,793	\$ 73,517	\$ 73,240	\$ 73,330	\$ 73,330	0.12%
TOTAL DEPARTMENT OF PUBLIC WORKS		\$ 2,224,601	\$ 2,214,015	\$ 2,360,434	\$ 2,345,816	\$ 2,376,495	\$ 2,366,495	0.88%
<u>LIBRARY AND CITIZEN SERVICES</u>								
COUNCIL ON AGING								
1600	Salaries	\$ 77,802	\$ 88,447	\$ 73,786	\$ 85,855	\$ 87,446	\$ 87,446	1.85%
1601	Wages	\$ 67,975	\$ 72,037	\$ 57,873	\$ 121,590	\$ 122,695	\$ 122,695	0.91%
1602	Expenses	\$ 5,701	\$ 8,656	\$ 15,517	\$ 11,054	\$ 12,254	\$ 12,254	10.86%
1603	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
DEPARTMENTAL TOTAL		\$ 151,478	\$ 169,140	\$ 147,176	\$ 218,499	\$ 222,395	\$ 222,395	1.78%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
SENIOR CENTER VAN								
1610	Wages	\$ 43,631	\$ 37,842	\$ 42,865	\$ 54,331	\$ 74,808	\$ 74,808	37.69%
1611	Expenses	\$ 6,723	\$ 5,126	\$ 12,865	\$ 13,673	\$ 18,023	\$ 18,023	31.81%
DEPARTMENTAL TOTAL		\$ 50,354	\$ 42,968	\$ 55,730	\$ 68,004	\$ 92,831	\$ 92,831	36.51%
VETERAN'S SERVICE OFFICER								
1620	Salary	\$ 4,615	\$ 5,000	\$ 5,192	\$ 6,000	\$ 6,120	\$ 6,120	2.00%
1621	Expenses	\$ 69	\$ -	\$ 25	\$ 1,100	\$ 1,100	\$ 1,100	0.00%
1622	Veterans' Benefits	\$ 38,137	\$ 24,009	\$ 17,062	\$ 30,000	\$ 30,000	\$ 25,000	-16.67%
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENT TOTAL		\$ 42,821	\$ 29,009	\$ 22,279	\$ 37,100	\$ 37,220	\$ 32,220	-13.15%
GRAVES REGISTRATION								
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%
1631	Expenses	\$ 760	\$ 760	\$ 760	\$ 760	\$ 760	\$ 760	0.00%
DEPARTMENTAL TOTAL		\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	\$ 1,010	0.00%
CARE OF VETERAN GRAVES								
1640	Contract Expenses	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ 1,500	\$ 1,500	\$ 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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
LIBRARY								
1660	Salary	\$ 396,760	\$ 418,095	\$ 411,697	\$ 428,544	\$ 441,807	\$ 441,807	3.09%
1661	Wages	\$ 275,513	\$ 267,060	\$ 290,240	\$ 342,055	\$ 343,002	\$ 343,002	0.28%
1662	Expenses	\$ 153,507	\$ 123,040	\$ 199,361	\$ 217,697	\$ 227,873	\$ 226,873	4.22%
1663	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL								
		\$ 825,780	\$ 808,195	\$ 901,298	\$ 988,296	\$ 1,012,682	\$ 1,011,682	2.37%
COMMEMORATIONS & CELEBRATIONS								
1670	Expenses	\$ -	\$ 86	\$ 50	\$ 500	\$ 500	\$ 500	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL								
		\$ -	\$ 86	\$ 50	\$ 500	\$ 500	\$ 500	0.00%
WATER SAFETY								
1680	Wages	\$ 1,900	\$ 932	\$ 3,927	\$ 4,418	\$ 4,560	\$ 4,560	3.21%
1681	Expenses and Minor Capital	\$ 17,520	\$ 5,304	\$ -	\$ 2,907	\$ 37,284	\$ 4,683	61.09%
1682	Property Maint. & Improvements	\$ -	\$ 2,900	\$ 1,323	\$ 9,000	\$ 9,000	\$ 9,000	0.00%
DEPARTMENTAL TOTAL								
		\$ 19,420	\$ 9,136	\$ 5,250	\$ 16,325	\$ 50,844	\$ 18,243	11.75%
WEED MANAGEMENT								
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 2,497	\$ 17,566	\$ 12,562	\$ 22,000	\$ 22,000	\$ 22,000	0.00%
1692	Expenses: Great Lakes	\$ -	\$ 50	\$ 2,385	\$ 12,385	\$ 12,385	\$ 12,385	0.00%
DEPARTMENTAL TOTAL								
		\$ 2,497	\$ 17,616	\$ 14,947	\$ 34,385	\$ 34,385	\$ 34,385	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
GROTON COUNTRY CLUB								
1700	Salary	\$ 157,092	\$ 161,609	\$ 162,122	\$ 170,414	\$ 172,675	\$ 172,675	1.33%
1701	Wages	\$ 119,899	\$ 118,025	\$ 176,746	\$ 193,000	\$ 237,305	\$ 237,305	22.96%
1702	Expenses	\$ 133,953	\$ 163,421	\$ 180,650	\$ 162,250	\$ 167,774	\$ 167,774	3.40%
1703	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
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DEPARTMENTAL TOTAL		\$ 410,944	\$ 443,055	\$ 519,518	\$ 525,664	\$ 577,754	\$ 577,754	9.91%
TOTAL LIBRARY AND CITIZEN SERVICES		\$ 1,504,304	\$ 1,521,715	\$ 1,668,758	\$ 1,892,083	\$ 2,031,921	\$ 1,993,320	5.35%
<u>DEBT SERVICE</u>								
DEBT SERVICE								
2000	Long Term Debt - Principal Excluded	\$ 1,054,090	\$ 1,154,393	\$ 1,229,153	\$ 2,112,000	\$ 1,870,000	\$ 1,870,000	-11.46%
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ -	\$ 158,786	\$ 153,506	\$ 153,506	-3.33%
2002	Long Term Debt - Interest - Excluded	\$ 454,453	\$ 598,828	\$ 1,208,202	\$ 1,208,202	\$ 1,418,852	\$ 1,418,852	17.43%
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ -	\$ 82,021	\$ 77,474	\$ 77,474	-5.54%
2004	Short Term Debt - Principal - Town	\$ -	\$ -	\$ -	\$ 85,174	\$ 85,174	\$ 85,174	0.00%
2005A	Short Term Debt - Interest - Non-Excluded	\$ 95,648	\$ 8,958	\$ 3,740	\$ 5,075	\$ 7,500	\$ 7,500	47.78%
2005B	Short Term Debt - Interest - Excluded	\$ -	\$ -	\$ -	\$ -	\$ 1,217,250	\$ 1,217,250	100.00%
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DEPARTMENTAL TOTAL		\$ 1,604,191	\$ 1,762,179	\$ 2,441,095	\$ 3,651,258	\$ 4,829,756	\$ 4,829,756	32.28%
TOTAL DEBT SERVICE		\$ 1,604,191	\$ 1,762,179	\$ 2,441,095	\$ 3,651,258	\$ 4,829,756	\$ 4,829,756	32.28%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>EMPLOYEE BENEFITS</u>								
EMPLOYEE BENEFITS								
GENERAL BENEFITS								
3000	County Retirement	\$ 1,973,053	\$ 2,090,289	\$ 2,385,255	\$ 2,538,910	\$ 2,494,280	\$ 2,494,280	-1.76%
3001	OPEB Unfunded Liability	\$ 169,000	\$ 177,094	\$ 177,094	\$ 181,000	\$ 185,000	\$ 185,000	2.21%
3002	Unemployment	\$ 1,960	\$ 10,008	\$ 9,891	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
INSURANCE								
3010	Health Insurance/Employee Expenses	\$ 1,578,803	\$ 1,723,423	\$ 1,749,313	\$ 1,925,576	\$ 2,115,563	\$ 2,115,563	9.87%
3011	Life Insurance	\$ 3,629	\$ 3,598	\$ 3,549	\$ 3,820	\$ 3,820	\$ 3,820	0.00%
3012	Medicare/Social Security	\$ 130,034	\$ 132,408	\$ 142,291	\$ 138,400	\$ 147,000	\$ 147,000	6.21%
<hr/>								
DEPARTMENTAL TOTAL		\$ 3,856,479	\$ 4,136,820	\$ 4,467,393	\$ 4,797,706	\$ 4,955,663	\$ 4,955,663	3.29%
TOTAL EMPLOYEE BENEFITS		\$ 3,856,479	\$ 4,136,820	\$ 4,467,393	\$ 4,797,706	\$ 4,955,663	\$ 4,955,663	3.29%
GRAND TOTAL - TOWN BUDGET		\$ 38,575,060	\$ 39,992,700	\$ 42,780,975	\$ 46,463,412	\$ 51,311,204	\$ 49,186,037	5.86%

**TOWN OF GROTON
FISCAL YEAR 2024
TAX IMPACT BY INDIVIDUAL DEPARTMENTS**

Revised: 12/21/2022

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
<u>GENERAL GOVERNMENT</u>				
MODERATOR				
1000	Salaries	\$ 1,000	\$ 0.21	0.00%
1001	Expenses	\$ 80	\$ 0.02	0.00%
DEPARTMENTAL TOTAL		\$ 1,080	\$ 0.22	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	\$ 24,054	\$ 4.97	0.05%
DEPARTMENTAL TOTAL		\$ 30,854	\$ 6.38	0.06%
TOWN MANAGER				
1030	Salaries	\$ 243,914	\$ 50.44	0.48%
1031	Wages	\$ 117,005	\$ 24.19	0.23%
1032	Expenses	\$ 12,100	\$ 2.50	0.02%
1033	Engineering/Consultant	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 373,019	\$ 77.13	0.74%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
FINANCE COMMITTEE				
1040	Expenses	\$ 220	\$ 0.05	0.00%
1041	Reserve Fund	\$ 150,000	\$ 31.02	0.30%
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	DEPARTMENTAL TOTAL	\$ 150,220	\$ 31.06	0.30%
TOWN ACCOUNTANT				
1050	Salaries	\$ 115,615	\$ 23.91	0.23%
1051	Wages	\$ 54,491	\$ 11.27	0.11%
1052	Expenses	\$ 39,100	\$ 8.09	0.08%
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	DEPARTMENTAL TOTAL	\$ 209,206	\$ 43.26	0.42%
BOARD OF ASSESSORS				
1060	Salaries	\$ 94,300	\$ 19.50	0.19%
1061	Wages	\$ 68,486	\$ 14.16	0.14%
1062	Expenses	\$ 47,374	\$ 9.80	0.09%
1063	Legal Expense	\$ -	\$ -	0.00%
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	DEPARTMENTAL TOTAL	\$ 210,160	\$ 43.46	0.42%
TREASURER/TAX COLLECTOR				
1070	Salaries	\$ 147,363	\$ 30.47	0.29%
1071	Wages	\$ 80,256	\$ 16.60	0.16%
1072	Expenses	\$ 26,253	\$ 5.43	0.05%
1073	Tax Title	\$ 7,100	\$ 1.47	0.01%
1074	Bond Cost	\$ 2,300	\$ 0.48	0.00%
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	DEPARTMENTAL TOTAL	\$ 263,272	\$ 54.44	0.52%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
TOWN COUNSEL				
1080	Expenses	\$ 90,000	\$ 18.61	0.18%
DEPARTMENTAL TOTAL		\$ 90,000	\$ 18.61	0.18%
HUMAN RESOURCES				
1090	Salary	\$ 94,300	\$ 19.50	0.19%
1091	Expenses	\$ 12,400	\$ 2.56	0.02%
DEPARTMENTAL TOTAL		\$ 106,700	\$ 22.06	0.21%
INFORMATION TECHNOLOGY				
1100	Salary	\$ 121,627	\$ 25.15	0.24%
1101	Wages	\$ 63,115	\$ 13.05	0.13%
1102	Expenses	\$ 24,800	\$ 5.13	0.05%
DEPARTMENTAL TOTAL		\$ 209,542	\$ 43.33	0.42%
GIS STEERING COMMITTEE				
1120	Expenses	\$ 8,300	\$ 1.72	0.02%
DEPARTMENTAL TOTAL		\$ 8,300	\$ 1.72	0.02%
TOWN CLERK				
1130	Salaries	\$ 98,472	\$ 20.36	0.20%
1131	Wages	\$ 72,675	\$ 15.03	0.14%
1132	Expenses	\$ 13,600	\$ 2.81	0.03%
1135	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 184,747	\$ 38.20	0.37%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
ELECTIONS & BOARD OF REGISTRARS				
1140	Stipend	\$ 20,430	\$ 4.22	0.04%
1141	Expenses	\$ 15,417	\$ 3.19	0.03%
1142	Minor Capital	\$ -	\$ -	0.00%
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	DEPARTMENTAL TOTAL	\$ 35,847	\$ 7.41	0.07%
STREET LISTINGS				
1150	Expenses	\$ 5,700	\$ 1.18	0.01%
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	DEPARTMENTAL TOTAL	\$ 5,700	\$ 1.18	0.01%
INSURANCE & BONDING				
1160	Insurance & Bonding	\$ 320,000	\$ 66.17	0.63%
1161	Insurance Deductible Reserve - Liability	\$ 12,000	\$ 2.48	0.02%
1162	Insurance Deductible Reserve - 111F	\$ 25,000	\$ 5.17	0.05%
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	DEPARTMENTAL TOTAL	\$ 357,000	\$ 73.82	0.71%
TOWN REPORT				
1170	Expenses	\$ 1,500	\$ 0.31	0.00%
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	DEPARTMENTAL TOTAL	\$ 1,500	\$ 0.31	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
POSTAGE/TOWN HALL EXPENSES				
1180	Expenses	\$ 65,000	\$ 13.44	0.13%
1181	Telephone Expenses	\$ 30,000	\$ 6.20	0.06%
1182	Office Supplies	\$ 17,000	\$ 3.52	0.03%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 112,000	\$ 23.16	0.22%
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	TOTAL GENERAL GOVERNMENT	\$ 2,349,147	\$ 485.77	4.66%
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<u>LAND USE DEPARTMENTS</u>				
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CONSERVATION COMMISSION				
1200	Salary	\$ 73,351	\$ 15.17	0.15%
1201	Wages	\$ -	\$ -	0.00%
1202	Expenses	\$ 8,770	\$ 1.81	0.02%
1203	Engineering & Legal	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	0.00%
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	DEPARTMENTAL TOTAL	\$ 82,121	\$ 16.98	0.16%
<hr/>				
PLANNING BOARD				
1210	Salaries	\$ 89,453	\$ 18.50	0.18%
1211	Wages	\$ -	\$ -	0.00%
1212	Expenses	\$ 9,950	\$ 2.06	0.02%
1215	M.R.P.C. Assessment	\$ 4,200	\$ 0.87	0.01%
1216	Legal Budget	\$ -	\$ -	0.00%
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	DEPARTMENTAL TOTAL	\$ 103,603	\$ 21.42	0.21%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 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	\$ 104,904	\$ 21.69	0.21%
1241	Wages	\$ 60,823	\$ 12.58	0.12%
1242	Expenses	\$ 23,750	\$ 4.91	0.05%
1243	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 189,477	\$ 39.18	0.38%
MECHANICAL INSPECTOR				
1250	Fee Salaries	\$ 39,000	\$ 8.06	0.08%
1251	Expenses	\$ 4,000	\$ 0.83	0.01%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 43,000	\$ 8.89	0.09%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
EARTH REMOVAL INSPECTOR				
1260	Stipend	\$ 2,500	\$ 0.52	0.00%
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	\$ 17,798	\$ 3.68	0.04%
1273	Nashoba Health District	\$ 38,833	\$ 8.03	0.08%
1274	Herbert Lipton MH	\$ -	\$ -	0.00%
1275	Eng/Consult/Landfill Monitoring	\$ 10,600	\$ 2.19	0.02%
<hr/>				
DEPARTMENTAL TOTAL		\$ 68,806	\$ 14.23	0.14%
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		\$ 494,508	\$ 102.26	0.98%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
<u>PROTECTION OF PERSONS AND PROPERTY</u>				
POLICE DEPARTMENT				
1300	Salaries	\$ 286,466	\$ 59.24	0.57%
1301	Wages	\$ 2,116,748	\$ 437.71	4.20%
1302	Expenses	\$ 215,370	\$ 44.54	0.43%
1303	Lease or Purchase of Cruisers	\$ 5,000	\$ 1.03	0.01%
1304	PS Building (Expenses)	\$ -	\$ -	0.00%
1305	Minor Capital	\$ 11,420	\$ 2.36	0.02%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 2,635,004	\$ 544.88	5.23%
FIRE DEPARTMENT				
1310	Salaries	\$ 276,595	\$ 57.20	0.55%
1311	Wages	\$ 1,142,499	\$ 236.25	2.27%
1312	Expenses	\$ 213,896	\$ 44.23	0.42%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,632,990	\$ 337.68	3.24%
GROTON WATER FIRE PROTECTION				
1320	West Groton Water District	\$ -	\$ -	0.00%
1321	Groton Water Department	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ -	\$ -	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	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 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	0.00%
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	\$ 2.89	0.03%
DOG OFFICER				
1360	Salary	\$ 17,500	\$ 3.62	0.03%
1361	Expenses	\$ 3,000	\$ 0.62	0.01%
DEPARTMENTAL TOTAL				
		\$ 20,500	\$ 4.24	0.04%
POLICE & FIRE COMMUNICATIONS				
1370	Wages	\$ 500,064	\$ 103.41	0.99%
1371	Expenses	\$ 23,875	\$ 4.94	0.05%
1372	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL				
		\$ 523,939	\$ 108.34	1.04%
TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 4,831,397	\$ 999.06	9.59%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
<u>REGIONAL SCHOOL DISTRICT BUDGETS</u>				
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL				
1400	Operating Expenses	\$ 810,037	\$ 167.50	1.61%
DEPARTMENTAL TOTAL		\$ 810,037	\$ 167.50	1.61%
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT				
1410	Operating Expenses	\$ 25,537,716	\$ 5,280.82	50.67%
1411	Debt Service, Excluded	\$ 406,982	\$ 84.16	0.81%
1412	Debt Service, Unexcluded	\$ 58,814	\$ 12.16	0.12%
1413	Out of District Placement	\$ -	\$ -	0.00%
1414	Capital Assessment	\$ 552,203	\$ 114.19	1.10%
DEPARTMENTAL TOTAL		\$ 26,555,715	\$ 5,491.33	52.68%
TOTAL SCHOOLS		\$ 27,365,752	\$ 5,658.83	54.29%
<u>DEPARTMENT OF PUBLIC WORKS</u>				
HIGHWAY DEPARTMENT				
1500	Salaries	\$ 120,293	\$ 24.87	0.24%
1501	Wages	\$ 743,323	\$ 153.71	1.47%
1502	Expenses	\$ 136,900	\$ 28.31	0.27%
1503	Highway Maintenance	\$ 80,000	\$ 16.54	0.16%
1504	Minor Capital	\$ 20,000	\$ 4.14	0.04%
DEPARTMENTAL TOTAL		\$ 1,100,516	\$ 227.57	2.18%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
STREET LIGHTS				
1510	Expenses	\$ 15,000	\$ 3.10	0.03%
DEPARTMENTAL TOTAL				
		\$ 15,000	\$ 3.10	0.03%
SNOW AND ICE				
1520	Expenses	\$ 165,000	\$ 34.12	0.33%
1521	Overtime	\$ 140,000	\$ 28.95	0.28%
1522	Hired Equipment	\$ 35,000	\$ 7.24	0.07%
DEPARTMENTAL TOTAL				
		\$ 340,000	\$ 70.31	0.67%
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	\$ 30,000	\$ 6.20	0.06%
DEPARTMENTAL TOTAL				
		\$ 34,500	\$ 7.13	0.07%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE				
1540	Wages	\$ 166,348	\$ 34.40	0.33%
1541	Expenses	\$ 270,950	\$ 56.03	0.54%
1542	Minor Capital	\$ 10,000	\$ 2.07	0.02%
DEPARTMENTAL TOTAL				
		\$ 447,298	\$ 92.49	0.89%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
SOLID WASTE DISPOSAL				
1550	Wages	\$ 154,315	\$ 31.91	0.31%
1551	Expenses	\$ 45,686	\$ 9.45	0.09%
1552	Tipping Fees	\$ 145,000	\$ 29.98	0.29%
1553	North Central SW Coop	\$ 5,850	\$ 1.21	0.01%
1554	Minor Capital	\$ 5,000	\$ 1.03	0.01%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 355,851	\$ 73.58	0.71%
PARKS DEPARTMENT				
1560	Wages	\$ 17,571	\$ 3.63	0.03%
1561	Expenses	\$ 55,759	\$ 11.53	0.11%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 73,330	\$ 15.16	0.15%
<hr/>				
	TOTAL DEPARTMENT OF PUBLIC WORKS	\$ 2,366,495	\$ 489.36	4.69%
 <u>LIBRARY AND CITIZEN'S SERVICES</u>				
COUNCIL ON AGING				
1600	Salaries	\$ 87,446	\$ 18.08	0.17%
1601	Wages	\$ 122,695	\$ 25.37	0.24%
1602	Expenses	\$ 12,254	\$ 2.53	0.02%
1603	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 222,395	\$ 45.99	0.44%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
SENIOR CENTER VAN				
1610	Wages	\$ 74,808	\$ 15.47	0.15%
1611	Expenses	\$ 18,023	\$ 3.73	0.04%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 92,831	\$ 19.20	0.18%
VETERAN'S SERVICE OFFICER				
1620	Salary	\$ 6,120	\$ 1.27	0.01%
1621	Expenses	\$ 1,100	\$ 0.23	0.00%
1622	Veterans' Benefits	\$ 25,000	\$ 5.17	0.05%
1623	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENT TOTAL	\$ 32,220	\$ 6.66	0.06%
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 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
LIBRARY				
1660	Salary	\$ 441,807	\$ 91.36	0.88%
1661	Wages	\$ 343,002	\$ 70.93	0.68%
1662	Expenses	\$ 226,873	\$ 46.91	0.45%
1663	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
DEPARTMENTAL TOTAL		\$ 1,011,682	\$ 209.20	2.01%
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	\$ 4,560	\$ 0.94	0.01%
1681	Expenses and Minor Capital	\$ 4,683	\$ 0.97	0.01%
1682	Property Maint. & Improvements	\$ 9,000	\$ 1.86	0.02%
<hr/>				
DEPARTMENTAL TOTAL		\$ 18,243	\$ 3.77	0.04%
WEED MANAGEMENT				
1690	Wages	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 22,000	\$ 4.55	0.04%
1692	Expenses: Great Lakes	\$ 12,385	\$ 2.56	0.02%
<hr/>				
DEPARTMENTAL TOTAL		\$ 34,385	\$ 7.11	0.07%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
GROTON COUNTRY CLUB				
1700	Salary	\$ 172,675	\$ 35.71	0.34%
1701	Wages	\$ 237,305	\$ 49.07	0.47%
1702	Expenses	\$ 167,774	\$ 34.69	0.33%
1703	Minor Capital	\$ -	\$ -	0.00%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 577,754	\$ 119.47	1.15%
	TOTAL LIBRARY AND CITIZEN SERVICES	\$ 1,993,320	\$ 412.19	3.95%
 <u>DEBT SERVICE</u>				
DEBT SERVICE				
2000	Long Term Debt - Principal Excluded	\$ 1,870,000	\$ 386.69	3.71%
2001	Long Term Debt - Principal Non-Excluded	\$ 153,506	\$ 31.74	0.30%
2002	Long Term Debt - Interest - Excluded	\$ 1,418,852	\$ 293.40	2.81%
2003	Long Term Debt - Interest - Non-Excluded	\$ 77,474	\$ 16.02	0.15%
2004	Short Term Debt - Principal - Town	\$ 85,174	\$ 17.61	0.17%
2005A	Short Term Debt - Interest - Non Excluded	\$ 7,500	\$ 1.55	0.01%
2005B	Short Term Debt - Interest - Excluded	\$ 1,217,250	\$ 251.71	2.41%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 4,829,756	\$ 998.72	9.58%
	TOTAL DEBT SERVICE	\$ 4,829,756	\$ 998.72	9.58%
 <u>EMPLOYEE BENEFITS</u>				
EMPLOYEE BENEFITS				
GENERAL BENEFITS				
3000	County Retirement	\$ 2,494,280	\$ 515.78	4.95%
3001	State Retirement	\$ 185,000	\$ 38.26	0.37%
3002	Unemployment Compensation	\$ 10,000	\$ 2.07	0.02%
INSURANCE				
3010	Health Insurance/Employee Expenses	\$ 2,115,563	\$ 437.47	4.20%
3011	Life Insurance	\$ 3,820	\$ 0.79	0.01%
3012	Medicare/Social Security	\$ 147,000	\$ 30.40	0.29%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 4,955,663	\$ 1,024.76	9.83%
	TOTAL EMPLOYEE BENEFITS	\$ 4,955,663	\$ 1,024.76	9.83%

LINE	DEPARTMENT/DESCRIPTION	FY 2024 TOWN MANAGER BUDGET	FY 2024 AVERAGE TAX BILL	FY 2024 PERCENT OF TAX BILL
<u>ADDITIONAL APPROPRIATIONS</u>				
ADDITIONAL APPROPRIATIONS				
	Capital Budget Request	\$ 848,643	\$ 175.49	1.68%
	Offset Reciepts	\$ -	\$ -	0.00%
	Cherry Sheet Offsets	\$ 25,054	\$ 5.18	0.05%
	Snow and Ice Deficit	\$ 100,000	\$ 20.68	0.20%
	State and County Charges	\$ 95,249	\$ 19.70	0.19%
	Allowance for Abatements/Exemptions	\$ 150,000	\$ 31.02	0.30%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,218,946	\$ 252.06	2.42%
	GRAND TOTAL - TOWN BUDGET	\$ 50,404,983	\$ 10,423	100.00%

TOWN OF GROTON
FIVE YEAR PROJECTION

Revised: 12/21/2022

		FY 2024	FY 2025	Percent Increase		FY 2026	Percent Increase		FY 2027	Percent Increase		FY 2028	Percent Increase		FY 2029	Percent Increase	
Expenditures																	
Municipal Wages	\$	8,946,834	\$	9,125,770	2.00%	\$	9,353,914	2.50%	\$	9,540,993	2.00%	\$	9,731,813	2.00%	\$	9,926,449	2.00%
Employee Benefits	\$	4,770,663	\$	5,127,558	7.48%	\$	5,512,254	7.50%	\$	5,926,981	7.52%	\$	6,374,156	7.54%	\$	6,856,391	7.57%
Sub-Total	\$	13,717,497	\$	14,253,328	3.91%	\$	14,866,168	4.30%	\$	15,467,974	4.05%	\$	16,105,968	4.12%	\$	16,782,840	4.20%
Municipal Expenses	\$	3,088,032	\$	3,118,912	1.00%	\$	3,150,101	1.00%	\$	3,181,602	1.00%	\$	3,213,418	1.00%	\$	3,245,553	1.00%
Sub - Total	\$	16,805,529	\$	17,372,240	3.37%	\$	18,016,269	3.71%	\$	18,649,577	3.52%	\$	19,319,387	3.59%	\$	20,028,392	3.67%
Debt Service - In Levy Capacity Only	\$	323,654	\$	340,000	5.05%	\$	340,000	0.00%	\$	340,000	0.00%	\$	340,000	0.00%	\$	340,000	0.00%
Total - Municipal Budget	\$	17,129,183	\$	17,712,240	3.40%	\$	18,356,269	3.64%	\$	18,989,577	3.45%	\$	19,659,387	3.53%	\$	20,368,392	3.61%
Groton Dunstable Regional School	\$	25,537,716	\$	26,817,156	5.01%	\$	28,160,695	5.01%	\$	29,571,546	5.01%	\$	31,053,080	5.01%	\$	32,608,840	5.01%
Middle School Roof Debt Service	\$	58,814	\$	59,696	1.50%	\$	60,592	1.50%	\$	61,501	1.50%	\$	62,423	1.50%	\$	63,359	1.50%
GDRSD Capital	\$	552,203	\$	500,000	-9.45%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%
Nashoba Regional Technical High School	\$	810,037	\$	830,288	2.50%	\$	851,045	2.50%	\$	872,321	2.50%	\$	894,129	2.50%	\$	916,483	2.50%
Total - Regional Schools Assessments	\$	26,958,770	\$	28,207,140	4.63%	\$	29,572,332	4.84%	\$	31,005,368	4.85%	\$	32,509,633	4.85%	\$	34,088,682	4.86%
Total Operating Expenses	\$	44,087,953	\$	45,919,380	4.15%	\$	47,928,601	4.38%	\$	49,994,944	4.31%	\$	52,169,020	4.35%	\$	54,457,074	4.39%
Additional Appropriations																	
OPEB	\$	185,000	\$	201,650	9.00%	\$	219,799	9.00%	\$	239,580	9.00%	\$	261,143	9.00%	\$	284,645	9.00%
Capital Budget Request	\$	848,653	\$	500,000	-41.08%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%
Bond Premium Payment	\$	1,154	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%
Cherry Sheet Offsets	\$	25,054	\$	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	\$	100,000	100.00%	\$	102,500	2.50%	\$	105,063	2.50%	\$	107,689	2.50%	\$	110,381	2.50%
State and County Charges	\$	95,249	\$	97,630	2.50%	\$	100,071	2.50%	\$	102,573	2.50%	\$	105,137	2.50%	\$	107,766	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	\$	1,405,110	\$	1,119,280	-20.34%	\$	1,142,369	2.06%	\$	1,167,216	2.17%	\$	1,193,969	2.29%	\$	1,222,792	2.41%
Grand Total Appropriations	\$	45,493,063	\$	47,038,660	3.40%	\$	49,070,971	4.32%	\$	51,162,160	4.26%	\$	53,362,988	4.30%	\$	55,679,866	4.34%
Revenues																	
Previous Year Proposition 2½ Levy Limit	\$	35,383,886	\$	36,550,003	3.30%	\$	38,521,694	5.39%	\$	40,397,797	4.87%	\$	42,328,432	4.78%	\$	44,364,229	4.81%
Allowed 2½ Increase	\$	884,597	\$	913,750	3.30%	\$	963,042	5.39%	\$	1,009,945	4.87%	\$	1,058,211	4.78%	\$	1,109,106	4.81%
New Growth	\$	281,520	\$	300,000	6.56%	\$	300,000	0.00%	\$	307,500	2.50%	\$	315,188	2.50%	\$	323,067	2.50%
Proposition 2½ Override	\$	-	\$	757,941	100.00%	\$	613,061	-19.11%	\$	613,190	0.02%	\$	662,399	8.03%	\$	715,061	7.95%
State Aid	\$	1,152,749	\$	900,000	-21.93%	\$	900,000	0.00%	\$	900,000	0.00%	\$	900,000	0.00%	\$	900,000	0.00%
Local Receipts	\$	5,383,938	\$	5,541,656	2.93%	\$	5,680,198	2.50%	\$	5,822,203	2.50%	\$	5,967,758	2.50%	\$	6,116,952	2.50%
Free Cash	\$	667,827	\$	372,000	-44.30%	\$	372,000	0.00%	\$	372,000	0.00%	\$	372,000	0.00%	\$	372,000	0.00%
Transfer from Enterprise Funds	\$	336,486	\$	353,310	5.00%	\$	370,976	5.00%	\$	389,525	5.00%	\$	409,001	5.00%	\$	429,451	5.00%
Other Available Funds	\$	-	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%
EMS Fund	\$	528,511	\$	350,000	-33.78%	\$	350,000	0.00%	\$	350,000	0.00%	\$	350,000	0.00%	\$	350,000	0.00%
Bond Surplus Transfer	\$	-	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%	\$	-	0.00%
GDRSD Capital Stabilization Fund	\$	253,407	\$	500,000	97.31%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%
Capital Stabilization Fund	\$	620,142	\$	500,000	-19.37%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%	\$	500,000	0.00%
Grand Total Revenus	\$	45,493,063	\$	47,038,661	3.40%	\$	49,070,971	4.32%	\$	51,162,160	4.26%	\$	53,362,988	4.30%	\$	55,679,866	4.34%
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

John F. Reilly, *Chair*
Rebeca H. Pine, *Vice Chair*
Matthew F. Pisani, *Clerk*
Alison S. Manugian, *Member*
Peter S. Cunningham, *Member*

Town Manager
Mark W. Haddad

To: *Select Board*

From: *Mark W. Haddad – Town Manager*

Subject: *FY 2024 Select Board Departmental Budgets*

Date: *November 11, 2022*

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

I am level funding expenses for FY 24. I have also budgeted the Town's share of the 50% Pepperell Wastewater Debt.

Town Manager

The Town Manager's Salary Line Item has been adjusted to reflect the Town Manager's contract for FY 24 and a 2% COLA adjustment and performance incentive for the Executive Assistant. The Wage line has been increased to reflect the contractual obligations for members of the SEIU 888 Union. I have also level funded the stipend for the ADA Coordinator.

With regard to expenses, I am level funding expenses.

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 2024, 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 level funding this line item in FY 2024. 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 2024. 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 2023. I am proposing that we level fund this budget in FY 2024.

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 2024.

Town Report

This budget covers the printing cost of the Town Report. The Report itself is prepared by Kara Cruikshank 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 level fund these line items in FY 24.

Town Moderator

I am proposing that we increase the Stipend for the Town Moderator from \$65 to \$500. It is well deserved and warranted. I have level funding expenses for FY 2024.

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 2023. 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 2023, we budgeted \$12,395. I am recommending we level fund both these line items for FY 2024.

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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
MODERATOR									
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	\$ 1,000	\$ 1,000	1438.46%	\$ 1.00
1001	Expenses	\$ -	\$ -	\$ -	\$ 80	\$ 80	\$ 80	0.00%	\$ 0.08
DEPARTMENTAL TOTAL		\$ 65	\$ 65	\$ 65	\$ 145	\$ 1,080	\$ 1,080	644.82%	\$ 1.08

**MODERATOR
114**

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Kauppi	Jason	Elected	Moderator				\$ 65.00			\$ 65.00	1438.5%			\$ 1,000.00		\$ -	\$ 1,000.00
TOTAL SALARIES																	\$ 1,000.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
TOTAL WAGES																	\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
SELECT BOARD									
1020	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1021	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%	\$ -
1022	Expenses	\$ 1,802	\$ 2,388	\$ 2,023	\$ 6,800	\$ 6,800	\$ 6,800	0.00%	\$ 1.41
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1024	Minor Capital	\$ 25,633	\$ 25,556	\$ 25,683	\$ 25,800	\$ 24,054	\$ 24,054	-6.77%	\$ 4.97
<hr/>									
DEPARTMENTAL TOTAL		\$ 27,435	\$ 27,944	\$ 27,706	\$ 32,600	\$ 30,854	\$ 30,854	-5.36%	\$ 6.38

SELECT BOARD
122

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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	\$ 3,050.00	\$ 3,050.00	\$ -	0.00%		\$ 3,050.00		0.00%
Other: Cable Cast of Meetings	<u>\$ 1,200.00</u>	<u>\$ 1,200.00</u>	\$ -	100.00%		<u>\$ 1,200.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 6,800.00	\$ 6,800.00	\$ -	0.00%		\$ 6,800.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
TOWN MANAGER									
1030	Salaries	\$ 227,980	\$ 235,880	\$ 232,258	\$ 240,331	\$ 243,914	\$ 243,914	1.49%	\$ 50.44
1031	Wages	\$ 120,450	\$ 124,977	\$ 114,378	\$ 119,223	\$ 117,005	\$ 117,005	-1.86%	\$ 24.19
1032	Expenses	\$ 9,784	\$ 8,322	\$ 41,993	\$ 24,700	\$ 24,700	\$ 12,100	-51.01%	\$ 2.50
1033	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 358,214	\$ 369,179	\$ 388,629	\$ 384,254	\$ 385,619	\$ 373,019	-2.92%	\$ 77.13

TOWN MANAGER
124

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Travel and Conferences	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Legal Advertising	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other: Minute Taking	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Other: Destination Groton Committee	\$ 12,600.00	\$ 12,600.00	\$ -	0.00%		\$ -		-100.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 24,700.00	\$ 24,700.00	\$ -	0.00%		\$ 12,100.00	\$ -	-51.01%

Department Town Manager
 Org # 124
 COLA % 2.00%

FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Haddad	Mark		Town Manager			40	\$ 160,000.00			\$ 165,000.00				\$ 165,000.00		\$ -	\$ 165,000.00
Cruikshank	Kara	By-Law	Executive Assistant	9		40	\$ 75,480.00			\$ 76,989.60		2.5%		\$ 76,989.60		\$ 1,924.74	\$ 78,914.34
Other Pay							\$ 4,851.00										
TOTAL SALARIES							\$ 240,331.00										\$ 243,914.34
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Kul	Sammie	THL	Interdepartmental	7	\$32.30	40	\$ 67,442.40	\$ 32.95	40	\$ 68,799.60	2.0%	0.5%	\$ 33.61	\$ 70,177.68		\$ 344.00	\$ 70,521.68
Hommel	Jean	THL	DPW Off Asst.	6	\$27.45	40	\$ 57,315.60	\$ 28.00	40	\$ 58,464.00	2.0%		\$ 28.56	\$ 59,633.28	\$ 350.00	\$ -	\$ 59,983.28
Collette	Michelle	By-Law	ADA Coordinator				\$ 1,500.00							\$ 1,500.00			\$ 1,500.00
Other Pay							\$ 5,865.00										
CPA Offset							\$ (12,900.00)										\$ (15,000.00)
TOTAL WAGES							\$ 119,223.00										\$ 117,004.96

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
FINANCE COMMITTEE									
1040	Expenses	\$ 210	\$ 210	\$ 210	\$ 215	\$ 220	\$ 220	0.00%	\$ 0.05
1041	Reserve Fund	\$ 49,400	\$ 64,500	\$ 69,641	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ 31.02
<hr/>									
	DEPARTMENTAL TOTAL	\$ 49,610	\$ 64,710	\$ 69,851	\$ 150,215	\$ 150,220	\$ 150,220	0.00%	\$ 31.06

FINANCE COMMITTEE
131

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships	\$ 215.00	\$ 220.00	\$ 5.00	2.33%	Estimated 2.5% rate increase	\$ 220.00		0.00%
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
TOTAL FUNDS REQUESTED	\$ 215.00	\$ 220.00	\$ 5.00	2.33%		\$ 220.00	\$ -	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 21, 2022

Dear Mr. Haddad:

I am pleased to submit the Accounting Department and Employee Benefits budget requests for Fiscal Year 2024. 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 FY24 (no change from FY23). There is likely to be a significant increase for annual audit services beginning in FY25. The additional costs associated with the mandated Federal Single Audit (ARPA- \$8,000) continue to be eligible for grant funding, and are therefore not included in this budget request. The annual fee for the OPEB valuation is also fixed by contract at \$3,225 (no change from FY23). This charge will almost certainly increase for FY25, but given the relatively small cost for this valuation, and the continued excellence of the service provided by this consultant (Odyssey Advisors), I am recommending that continue our relationship with Odyssey.

I have projected a 6% increase in Travel and Conferences for FY24 (this primarily reflects increases for food and lodging). The MMAAA has resumed meeting in person for the time being, but I plan to take advantage of any virtual conference options that may be offered which would result in a significant budget savings. Our fund accounting software provider, Abila, historically increases M&S costs annually, and our local support representative has assured me that an 8% increase (\$371) is planned for FY24. To partially offset this increase, I plan to deactivate an underutilized module that will result in a savings of around \$235 per year. SoftTrac has not settled on FY24 pricing as of this writing, but as they did not increase the cost for our maintenance plan in FY23, I am projecting a 5% cost increase for FY24 (\$130). Microix similarly has not firmed up their pricing for next year, therefore I have included a 5% increase (\$103) for our A/P software as well.

Employee Benefits Budget:

I am recommending an increase to the FY24 Health Insurance budget of approximately 10% over the original FY23 Budget. This figure is based on plan enrollment as of November 2022 with rates incremented by 11% 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 FY24 (mid-February). The projected budget of \$2,115,563 includes vacancies for open positions that are currently being recruited as well as one general vacancy.

Boston Mutual is not planning a rate increase for their basic Life Insurance product for FY24; these rates are historically very stable. I am recommending that this line item be level-funded for next fiscal year. The OPEB increase of \$4,000 reflects the additional amount necessary to cover yearly benefits for one new hire. This decision reflects guidance contained in our OPEB Funding Policy and will help the Town to limit increases in the net present value of the overall OPEB liability.

Unemployment Compensation varies greatly depending on personnel turnover in any 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 \$142,000, and our current run-rate for FY23, I am recommending we increase this line item by 6.2% for a total budget of \$147,000.

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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
TOWN ACCOUNTANT									
1050	Salaries	\$ 95,155	\$ 97,083	\$ 96,408	\$ 101,125	\$ 115,615	\$ 115,615	14.33%	\$ 23.91
1051	Wages	\$ 47,776	\$ 49,937	\$ 50,864	\$ 52,906	\$ 54,491	\$ 54,491	3.00%	\$ 11.27
1052	Expenses	\$ 41,815	\$ 35,490	\$ 37,706	\$ 40,204	\$ 39,100	\$ 39,100	-2.75%	\$ 8.09
<hr/>									
	DEPARTMENTAL TOTAL	\$ 184,746	\$ 182,510	\$ 184,978	\$ 194,235	\$ 209,206	\$ 209,206	7.71%	\$ 43.27

TOWN ACCOUNTANT
135

LINE ITEM	FY 2024					REASON FOR CHANGE and Expense Prioritization:	FY 2024		PERCENT
	FY 2023 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE	CHANGE	CHANGE		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	\$ 2,220.00	\$ 120.00	5.71%			\$ 2,220.00		5.71%
Equipment Maintenance									
Printing									
Software/Service Main Abila/Microix	\$ 8,054.00	\$ 6,700.00	\$ (1,354.00)	-16.81%			\$ 6,700.00		-16.81%
Space Rental									
Heating Costs									
Electricity									
Vehicle Costs									
Other: Local Software Support SoftTrac	\$ 2,595.00	\$ 2,725.00	\$ 130.00	5.01%			\$ 2,725.00		5.01%
Other: Annual Audit	\$ 24,150.00	\$ 24,150.00	\$ -	0.00%			\$ 24,150.00		0.00%
Other: GASB 45 OPEB Audit	\$ 3,225.00	\$ 3,225.00	\$ -	0.00%			\$ 3,225.00		0.00%
Other:									
TOTAL FUNDS REQUESTED	\$ 40,204.00	\$ 39,100.00	\$ (1,104.00)	-2.75%			\$ 39,100.00	\$ -	-2.75%

Travel/Conference Detail	FY23	FY24
March MMAAA Conference	\$ 800.00	\$ 850.00
Summer MMAAA Conference	\$ 725.00	\$ 800.00
Fall MMAAA Conference Devens	\$ 80.00	\$ 85.00
Mileage Reimbursement	\$ 210.00	\$ 225.00
Refreshments for Sat. Budget Mtg	\$ 75.00	\$ 50.00
Training & Prof Development	\$ 210.00	\$ 210.00
Totals	\$ 2,100.00	\$ 2,220.00

Department Town Accountant
 Org # 135
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
DuFresne	Patricia		Town Accountant			40	\$ 94,806.00			\$ 110,000.00		2.5%		\$ 110,000.00	\$ 750.00	\$ 2,750.00	\$ 113,500.00
						VBB =	\$ 1,779.00								\$ 2,115.38		\$ 2,115.38
Other Pay							\$ 4,540.00										\$ -
TOTAL SALARIES							\$ 101,125.00										\$ 115,615.38
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2023									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Mahoney	Sarah	THL	Asst. Town Acct.	9	\$33.12	30	\$ 51,865.92	\$ 33.78	30	\$ 52,899.48	2.0%	0.5%	\$ 34.46	\$ 53,964.36	\$ 262.50	\$ 264.50	\$ 54,491.36
Other Pay							\$ 1,040.00										\$ -
TOTAL WAGES							\$ 52,905.92										\$ 54,491.36

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 Assessor

Megan L. Foster

Assistant Assessor

Tammi Mickel

November 21, 2022

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

Dear Town Manager Haddad,

I am submitting my FY24 budget for the Board of Assessors/Assessor's Department. After reviewing last year's budget and reaching out with our current vendors I have made only one adjustment to our Vision Software License line item. I do not see the need to adjust any other line items and believe that by keeping the budget as is our office will be adequately funded for FY24. I look forward to meeting with you to discuss and answer any questions you may have.

Sincerely,

Megan Foster
Principal Assessor Town of Groton MA

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
BOARD OF ASSESSORS									
1060	Salaries	\$ 78,580	\$ 85,584	\$ 81,993	\$ 85,280	\$ 94,300	\$ 94,300	10.58%	\$ 19.50
1061	Wages	\$ 62,550	\$ 53,466	\$ 59,949	\$ 65,551	\$ 68,486	\$ 68,486	4.48%	\$ 14.16
1062	Expenses	\$ 20,743	\$ 15,541	\$ 23,373	\$ 45,215	\$ 47,374	\$ 47,374	4.77%	\$ 9.80
1063	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
	DEPARTMENTAL TOTAL	\$ 161,873	\$ 154,591	\$ 165,315	\$ 196,046	\$ 210,160	\$ 210,160	7.20%	\$ 43.46

BOARD OF ASSESSORS

141

<u>LINE ITEM</u>	FY 2024					FY 2024		
	FY 2023	DEPARTMENT		PERCENT	<u>REASON FOR CHANGE:</u>	TOWN MANAGER	FY 2024	PERCENT
	<u>APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>		<u>APPROVED</u>	<u>FINCOM</u>	<u>CHANGE</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	\$ 8,854.00	\$ 2,159.00	32.25%	Increase is do to upgrade to Version 8	\$ 8,854.00		32.25%
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	\$ 47,374.00	\$ 2,159.00	4.77%		\$ 47,374.00	\$ -	4.77%

Department Board of Assessors
 Org # 141
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Foster	Megan	Contract	Principal Assessor				\$ 82,000.00			\$ 92,000.00		2.5%		\$ 92,000.00		\$ 2,300.00	\$ 94,300.00
Other Pay							\$ 3,280.00										\$ -
TOTAL SALARIES							\$ 85,280.00										\$ 94,300.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Mickel	Tammi	THL	Assistant Assessor	9	\$31.37	40	\$ 65,500.56	\$ 32.00	40	\$ 66,816.00	2.0%	0.5%	\$ 32.64	\$ 68,152.32		\$ 334.08	\$ 68,486.40
Other Pay							\$ 50.00										
TOTAL WAGES							\$ 65,550.56										\$ 68,486.40

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
TREASURER/TAX COLLECTOR									
1120	Salaries	\$ 91,700	\$ 93,976	\$ 138,946	\$ 139,455	\$ 147,363	\$ 147,363	5.67%	\$ 30.47
1121	Wages	\$ 120,703	\$ 124,731	\$ 74,924	\$ 79,042	\$ 80,256	\$ 80,256	1.54%	\$ 16.60
1122	Expenses	\$ 19,415	\$ 19,479	\$ 19,909	\$ 21,695	\$ 26,253	\$ 26,253	21.01%	\$ 5.43
1123	Tax Title	\$ 647	\$ 2,416	\$ 1,557	\$ 7,100	\$ 7,100	\$ 7,100	0.00%	\$ 1.47
1126	Bond Cost	\$ 1,050	\$ 3,100	\$ 1,050	\$ 2,300	\$ 2,300	\$ 2,300	0.00%	\$ 0.48
<hr/>									
DEPARTMENTAL TOTAL		\$ 233,515	\$ 243,702	\$ 236,386	\$ 249,592	\$ 263,272	\$ 263,272	5.48%	\$ 54.45

TREASURER/TAX COLLECTOR
145

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Postage								
Office Supplies								
Dues & Memberships	\$ 190.00	\$ 225.00	\$ 35.00	18.42%	Add Veribank membership fee	\$ 225.00		18.42%
Travel and Conferences	\$ 1,705.00	\$ 1,650.00	\$ (55.00)	-3.23%	Projected decrease in hotel	\$ 1,650.00		-3.23%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Other: Payroll Service- Harper's- T/C	\$ 9,550.00	\$ 10,750.00	\$ 1,200.00	12.57%	Harper's actual increase to	\$ 10,750.00		12.57%
Other: Payroll Service- Harper's- ACA								
Other: Tax Software Service- CHS	\$ 6,000.00	\$ 9,078.00	\$ 3,078.00	51.30%	Per new tax software contract	\$ 9,078.00		51.30%
Other: Lock-Box Service- Century	\$ 4,000.00	\$ 4,300.00	\$ 300.00	7.50%	Volume increase projected	\$ 4,300.00		7.50%
Other:	\$ 250.00	\$ 250.00				\$ 250.00		
Other: Filing Fees - Release of Liens								
TOTAL FUNDS REQUESTED	\$ 21,695.00	\$ 26,253.00	\$ 4,558.00	21.01%		\$ 26,253.00	\$ -	21.01%

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

FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Moller	Hannah	Contract	Treasurer/Collector	14		40	\$ 92,000.00		40	\$ 93,840.00		2.5%		\$ 93,840.00	\$ 4,219.00	\$ 2,346.00	\$ 100,405.00
Other Pay							\$ 1,867.00										
Salaries																	
Hartnett	Michael	Contract	Asst. Treas/Coll	14		19	\$ 44,914.00		19	\$ 45,812.28		2.5%		\$ 45,812.28		\$ 1,145.31	\$ 46,957.59
Other Pay							\$ 674.00										
TOTAL SALARIES							\$ 139,455.00										\$ 147,362.59
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Amari	Nancy	THL	Payroll Coordinator	7	\$30.15	35	\$ 55,084.05	\$ 30.75	35	\$ 56,180.25	2.0%	0.5%	\$ 31.37	\$ 57,312.99	\$ 5,091.84	\$ 280.90	\$ 62,685.73
Maillett	Victoria	THL	Clerk	5	\$21.57	15	\$ 16,889.31	\$ 22.00	15	\$ 17,226.00	2.0%		\$ 22.44	\$ 17,570.52		\$ -	\$ 17,570.52
Other Pay							\$ 7,068.69										\$ -
TOTAL WAGES							\$ 79,042.05										\$ 80,256.25

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
TOWN COUNSEL									
1080	Expenses	\$ 77,338	\$ 85,217	\$ 60,496	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 18.61
DEPARTMENTAL TOTAL		\$ 77,338	\$ 85,217	\$ 60,496	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 18.61

TOWN COUNSEL
151

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Town Counsel Fees	\$ 90,000.00	\$ 90,000.00	\$ -	0.00%		\$ 90,000.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 90,000.00	\$ 90,000.00	\$ -	0.00%		\$ 90,000.00	\$ -	0.00%



TOWN OF GROTON

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Tel: (978) 448-1145
Fax: (978) 448-1115

Melisa Doig
Human Resources Director

mdoig@grotonma.gov

November 16, 2022

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

Dear Town Manager Haddad:

I am submitting my FY24 budget for the Human Resources Department. The cost of advertising and pre-employment physicals has gone up in cost over the past year. We have had a lot of recruitment the past two years in various departments. The budgets for this year and last year, I have had to use all funding to cover the costs for recruitment. Last year 76% of our departments had advertising, this is a lot for one year. In addition to the advertising and pre-employment exams, the police department has extra costs as they require psychological exams. I am increasing the budget for an additional \$500 for pre-employment physicals and \$500 for advertising costs.

I have level funded all other line items at this time, because I feel that they are at adequate levels for my FY24 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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
HUMAN RESOURCES									
1090	Salary	\$ 82,673	\$ 84,313	\$ 82,822	\$ 87,984	\$ 94,300	\$ 94,300	7.18%	\$ 19.50
1091	Expenses	\$ 9,547	\$ 9,107	\$ 14,376	\$ 11,400	\$ 12,400	\$ 12,400	8.77%	\$ 2.56
DEPARTMENTAL TOTAL		\$ 92,220	\$ 93,420	\$ 97,198	\$ 99,384	\$ 106,700	\$ 106,700	7.36%	\$ 22.06

HUMAN RESOURCES

152

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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	\$ 2,000.00	\$ 2,500.00	\$ 500.00	25.00%		\$ 2,500.00		25.00%
Other: Advertising	\$ 6,000.00	\$ 6,500.00	\$ 500.00	8.33%		\$ 6,500.00		8.33%
Compliance	\$ 600.00	\$ 600.00	\$ -	100.00%		\$ 600.00		0.00%
Other: Employee Dev/Training	\$ 1,000.00	\$ 1,000.00	\$ -	100.00%		\$ 1,000.00		0.00%
Other: HR Director Training	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
TOTAL FUNDS REQUESTED	\$ 11,400.00	\$ 12,400.00	\$ 1,000.00	8.77%		\$ 12,400.00	\$ -	8.77%

Department Human Resources
 Org # 152
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Doig	Melisa	By-Law	HR Director	11		40	\$ 83,636.00		40	\$ 92,000.00		2.5%		\$ 92,000.00		\$ 2,300.00	\$ 94,300.00
Other Pay							\$ 4,348.00										\$ -
TOTAL SALARIES							\$ 87,984.00										\$ 94,300.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
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	\$ 8,800.00	Website, Acrobat, Office, anti-virus, Zoom Licensing, Cloud	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	\$ 4,200.00	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	\$ 24,800.00		

154-5850-9XX - Capital Expenses

Type	Amount	Information	Why Needed
Replacement Computers	\$ 16,000.00	Ten new computers for Town Hall/PSB/Fire; 5 for Library	Computers do not have an unlimited life span and require replacing over time. It is important to have a replacement program in place so that you don't end up with an obsolete infrastructure. 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
Server Replacements and Upgrades	\$ 13,000.00	Replace aging servers & storage arrays with newer equipment	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.
Door Lock & Security System Maintenance and	\$ 10,000.00	Adding some better cameras at locations, getting maintenance contracts on the system, upgrading some door lock infrastructure through out town.	We made a large investment in many buildings over the last several years. The system has become outdated and needs some improvements and replacements. This could be a larger capital project down the road but there isn't any room in the budget currently allocated to focus on this project.
Total	\$ 50,000.00		

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
INFORMATION TECHNOLOGY									
1100	Salary	\$ 114,722	\$ 117,003	\$ 115,193	\$ 121,981	\$ 121,627	\$ 121,627	-0.29%	\$ 25.15
1101	Wages	\$ 59,031	\$ 61,116	\$ 58,730	\$ 61,269	\$ 63,115	\$ 63,115	3.01%	\$ 13.05
1102	Expenses	\$ 20,552	\$ 20,592	\$ 20,031	\$ 22,800	\$ 24,800	\$ 24,800	8.77%	\$ 5.13
<hr/>									
	DEPARTMENTAL TOTAL	\$ 194,305	\$ 198,711	\$ 193,954	\$ 206,050	\$ 209,542	\$ 209,542	1.69%	\$ 43.33

INFORMATION TECHNOLOGY
154

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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	\$ 24,800.00	\$ 2,000.00	8.77%		\$ 24,800.00		8.77%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 22,800.00	\$ 24,800.00	\$ 2,000.00	8.77%		\$ 24,800.00	\$ -	8.77%

Department Information Technology
 Org # 154
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Chiasson	Michael	By-Law	IT Director	17		40	\$ 116,334.00			\$ 118,660.68		2.5%		\$ 118,660.68		\$ 2,966.52	\$ 121,627.20
Other Pay							\$ 5,647.00										\$ -
TOTAL SALARIES							\$ 121,981.00										\$ 121,627.20
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Sisombath	Perry	THL	Desk Top Specialist	8	\$28.91	40	\$ 60,364.08	\$ 29.49	40	\$ 61,575.12	2.0%	0.5%	\$ 30.08	\$ 62,807.04		\$ 307.88	\$ 63,114.92
Other Pay							\$ 905.00										\$ -
TOTAL WAGES							\$ 61,269.08										\$ 63,114.92

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
GIS STEERING COMMITTEE									
1120	Expenses	\$ 14,675	\$ 16,000	\$ 3,975	\$ 10,800	\$ 10,800	\$ 8,300	-23.15%	\$ 1.72
DEPARTMENTAL TOTAL		\$ 14,675	\$ 16,000	\$ 3,975	\$ 10,800	\$ 10,800	\$ 8,300	-23.15%	\$ 1.72

GIS STEERING COMMITTEE
174

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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%	No change.	\$ 600.00		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Web Hosting	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%	No change in FY24 price per CAI Tech.	\$ 3,000.00		0.00%
Other: Building Layer								
Other: Technical Assistance	\$ 2,700.00	\$ 2,500.00	\$ (200.00)	-7.41%	Shift \$200 to Assessors Maps. Potential use: map updates for Master Plan and/or MBTA Communities zoning.	\$ -		-100.00%
Other: Managed Services - Building Tier								
Other: Assessors Maps	<u>\$ 4,500.00</u>	<u>\$ 4,700.00</u>	<u>\$ 200.00</u>	4.44%	FY24 price increase per CAI Tech.	<u>\$ 4,700.00</u>		
TOTAL FUNDS REQUESTED	\$ 10,800.00	\$ 10,800.00	\$ -	0.00%		\$ 8,300.00	\$ -	-23.15%



Town of Groton
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Groton, MA 01450

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Office of the Town Clerk – Notary Public

Dawn E. Dunbar, Town Clerk

To: *Mark W. Haddad, Town Manager*
From: *Dawn Dunbar, Town Clerk*
Date: *November 17, 2022*
Subject: *FY2024 Town Clerk, Elections, and Street Listings Department Budget Memo*

It is with great pleasure that I submit to you my first budgets as Town Clerk for the Town of Groton. The requested FY24 budgets for the Town Clerk, Elections and Street Listings is based off previous fiscal year's budget submissions with anticipated budgetary needs factored in, with guidance provided by you in mind.

Town Clerk Salaries, Wages and Expenses

The Town Clerk's budget includes the salary, wages and expenses necessary to operate the Clerk's office on a daily basis. I offer the following explanations to requested increases within the Town Clerk's budget:

- **Salaries and Wages:** The Town Clerk's Office is staffed with a full-time Town Clerk and two (2) part-time Assistant Town Clerks. The proposed salaries and wages for the office staff includes Cost of Living increases of 2%, as negotiated, as well performance incentives, longevity and additional contractual obligations as set forth in contracts.

As you are aware, Town Meetings and Elections require additional hours from the Town Clerk Staff which has only increased since Covid and more recently the Votes Act that was signed into law on June 22, 2022. While the office utilizes shift schedules to ensure office coverage at all times and to minimize wage impacts, additional hours for waged employees continue to be necessary for times like town meeting day preparation/coverage and election day coverage. Due to the recent implementation of the Votes Act, additional hours are now required for all elections in order to ensure adequate staff availability to handle and process mail-in ballots and in person early voting for all federal, state and local elections*. Changes



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Office of the Town Clerk – Notary Public

Dawn E. Dunbar, Town Clerk

in the Law also requires the Clerk's Office to be open 10 days before any election and town meeting, which in most cases falls on a Saturday, in order to process voter registrations on the last day to register to vote for the particular election/town meeting set to occur. These permanent, mostly unfunded changes are now required for all federal, state and local elections. The FY24 requested budget for the Town Clerk's Office is taking into account additional hours/wages necessary to provide coverage for the following events between July 1, 2023 and June 30, 2024:

- 2023 Fall Town Meeting
- 2024 Spring Town Meeting
- March 2024 Presidential Primary
- May 2024 Local Town Election

**I will discuss mail in ballots and in person early voting for local elections in more detail under the Elections Budget summary.*

- **Bylaw Updates:** The cost of bylaw updates is driven by town meeting activity in creating new or modifying existing bylaws. After approval by the Attorney General, Groton's Code is updated by our vendor, General Code. This expense line item covers the updating activity which generally occurs twice per year. The 7-year average is \$6,996 with the last two updates averaging \$7,590. Therefore, I am requesting we fund this expense line item at \$7,500 in order to avoid running a budget deficit and the need for a reserve fund or line-item transfer.
- **Expenses:**
 - Dog Tags: I have increased this expense line item slightly to reflect actual 2023 costs for dog tags. The requested amount is \$550.
 - Conferences: There are a couple of conferences the staff is interested in attending in FY24; therefore, I am requesting an increase in this expense line item by \$800 to cover hotel expenses as the conferences are not local to Groton.
 - Vital Records: The department is in need of a few new vital record books to hold birth, death and marriage certificates. The increase being requested is \$635 and reflects the actual cost of the books and protective plastic sleeves.



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Office of the Town Clerk – Notary Public

Dawn E. Dunbar, Town Clerk

- **Minor Capital:** I am requesting \$20,000 in minor capital expenses for FY24 to purchase Poll Pads, printers, printer paper and ID scanners to be used for all elections. The use of Poll Pads will allow Election Workers to more easily and readily find voters, will decrease the amount of time it takes to tally books at the end of an election night, and will allow the Clerk's Office access to check-in totals, turnout data, and reports from an administrative dashboard. Currently 178 of the 351 cities and towns in the Commonwealth of Massachusetts use Poll Pads. The use of Poll Pads will also significantly reduce the amount of time it takes the Clerk's Office to upload voter information to the Elections Voter Registration Information System (VRIS). Currently, the Clerk's Office staff has to scan a voter barcode designated for each voter that votes. The use of Poll Pads will allow the Clerk's Office Staff to upload the information into VRIS without the need to spend countless hours scanning voter barcodes. This will be a one-time equipment expense with an annual software maintenance cost of \$2,400.

Elections Wages and Expenses

This budget historically fluctuates depending on the number of town meetings and elections in a given fiscal year. As listed above, the FY2024 Elections Budget includes election worker coverage at two (2) annual Town Meetings (Fall 2023 and Spring 2024), a Presidential Primary (March 2024) and an Annual Town Election (May 2024). The Elections Budget accounts for coverage at elections, to include election day staff, early voting staff (either one week or two weeks prior to an election) and advanced ballot processing staff; coverage at town meetings to check in voters and also some election related miscellaneous expenses.

I offer the following explanations to requested increases within the Elections budget:

- The minimum wage for election workers will increase to \$15.00 on January 1, 2023.
- Banners are hung up over Main Street and are updated for each election and town meeting. The actual cost to update these banners is currently \$167 per update. This is a slight increase over what was budgeted for in the previous FY but reflects



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Office of the Town Clerk – Notary Public

Dawn E. Dunbar, Town Clerk

actual spending. I am requesting a budget of \$200/banner change for FY24 to account for the potential for an increase like we saw between FY22 and FY23.

- Groton has always generously supported its election day staff by purchasing coffee and pasty in the morning for the first shift of workers and a meal in the evening for those working the second shift. Since there are two (2) elections in FY24 and 4 precincts now, due to the addition of Sub-Precinct 3A, I have budgeted a slight increase to \$1,592 to cover the cost of these meals.
- The Votes Act of 2022 has permanently placed a mostly unfunded mandate on cities and towns across the Commonwealth when it comes to elections. This includes the permanent addition of Vote by Mail Ballots and In Person Early Voting for federal and state elections. Local elections is a little different, in that, the Town has the option to offer early voting by mail and in person early voting one week in advance of the election.
 - Early Voting by Mail is required for all local town elections unless the Town chooses to opt out. There would be a cost to mail out a postcard that notifies each registered voter of the vote by mail option, similar to what was mailed out by the Commonwealth for the most recent elections and postage to mail out each ballot. I have not included this in the Elections budget but showed you on the detail spreadsheet that \$7,000 is what the annual expense would be. There will also be an additional cost of \$637 for 20 staff hours to process the mail in ballots.

The total amount that would be required for offering Mail in Ballots for the Town Election would be \$7,637 for FY2024.

- In Person Early Voting is also an option for the Local Town Elections. The addition of this would require a recommendation of at least two (2) Board of Registrars and a vote of the Select Board. The cost to add one (1) week of in person early voting, utilizing Town Hall as the voting location, would be



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- \$2,070 for Election Workers
- \$796 in additional hours for the Assistant Town Clerks

The total amount that would be required for offering In Person Early Voting for the Town Election would be \$2,866 for FY2024.

I have not included Mail in Ballots or In Person Early Voting in the Elections Budget but have shown the costs on the respective budget detail sheets. I am looking forward to discussing this in more detail with you and the Select Board after the first of the year.

Street Listings

This budget is to fund the annual town census printing and mailing, and publication of the annual street listing book. The budget being requested for FY24 is \$5,700 which is a \$700 increase over FY23. The actual FY23 cost for the 2023 census is \$5,070 which does not include printed street list books. This requested increase includes projected postage increases also.

I look forward to discussing these budgets in more detail during the budget meetings and throughout the budget process.

Respectfully submitted,

Dawn Dunbar
Town Clerk

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
TOWN CLERK									
1130	Salaries	\$ 88,080	\$ 92,073	\$ 90,853	\$ 104,438	\$ 98,472	\$ 98,472	-5.71%	\$ 20.36
1131	Wages	\$ 61,051	\$ 69,491	\$ 63,733	\$ 76,040	\$ 72,675	\$ 72,675	-4.43%	\$ 15.03
1132	Expenses	\$ 10,458	\$ 9,951	\$ 5,547	\$ 9,867	\$ 16,100	\$ 13,600	37.83%	\$ 2.81
1133	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 159,589	\$ 171,515	\$ 160,133	\$ 190,345	\$ 207,247	\$ 184,747	-2.94%	\$ 38.20

TOWN CLERK
161

<u>LINE ITEM</u>	FY 2024					FY 2024		<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2024		<u>PERCENT</u> <u>CHANGE</u>
	<u>FY 2023</u> <u>APPROPRIATION</u>	<u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>			<u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FINCOM</u> <u>APPROVED</u>					
Telephone												
Postage (FEDEX)	\$ 360.00	\$ 360.00	\$ -	0.00%		\$ 360.00						0.00%
Office Supplies	\$ 1,622.00	\$ 1,670.00	\$ 48.00	2.96%	Slight Increase for cost of dog tags	\$ 1,670.00						2.96%
Dues & Memberships	\$ 225.00	\$ 225.00	\$ -	0.00%		\$ 225.00						0.00%
Travel and Conferences	\$ 860.00	\$ 1,660.00	\$ 800.00	93.02%	Add hotel expenses for conferences	\$ 1,660.00						93.02%
Equipment Maintenance												
Printing												
Software/Service Maintenance	\$ 1,400.00	\$ 1,400.00	\$ -	0.00%		\$ 1,400.00						0.00%
Space Rental												
Heating Costs												
Electricity												
Vehicle Costs												
Other: Town Clerk Insurance Bond												
Other: Bylaw updates (General Code)	\$ 5,000.00	\$ 7,500.00	\$ 2,500.00	50.00%	Increase based on average annual spend	\$ 5,000.00						0.00%
Other: Vital Statistics	\$ 400.00	\$ 885.00	\$ 485.00	121.25%	Increase is for actual cost of needed vital book:	\$ 885.00						121.25%
					This would be a new yearly maintenance							
Other: Poll Pad Maintenance	\$ -	\$ 2,400.00	\$ 2,400.00	100.00%	expense if poll pads are purchased	\$ 2,400.00						0.00%
TOTAL FUNDS REQUESTED	\$ 9,867.00	\$ 16,100.00	\$ 6,233.00	63.17%		\$ 13,600.00	\$ -					37.83%

Department Town Clerk
 Org # 161
 COLA % 2.00%

FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Dunbar	Dawn	Contract	Town Clerk				\$ 91,747.75			\$ 93,582.71		2.5%		\$ 93,582.71	\$ 2,550.00	\$ 2,339.57	\$ 98,472.28
Other Pay							\$ 12,690.00										\$ -
TOTAL SALARIES							\$ 104,437.75										\$ 98,472.28

FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Stanley	Fran	THL	Asst. Town Clerk	6	\$30.63	15	\$ 23,983.29	\$ 31.24	15	\$ 24,460.92	2.0%	0.5%	\$ 31.86	\$ 24,946.38		\$ 122.30	\$ 25,068.68
Pierce	Nancy Ellen	THL	Asst. Town Clerk	6	\$30.59	25	\$ 39,919.95	\$ 31.20	25	\$ 40,716.00	2.0%	0.5%	\$ 31.82	\$ 41,525.10	\$ 687.50	\$ 203.58	\$ 42,416.18
Other Pay							\$ 12,137.00										\$ -
Additional Hours (Town Meetings and Elections)																	
						Nancy			81				\$ 31.82				\$ 2,577.42
						Fran			82				\$ 31.86				\$ 2,612.52

TOTAL WAGES 76,040.24 \$ 72,674.80

FY2024 Town Clerk Additional Payroll Detail Sheet

Assistant Town Clerk Additional Hours Breakdown - 2 Elections and 2 Town Meetings				
Fran Stanley: Extra Hours for Town Meeting and Elections	\$ 31.86	82	\$	2,612.52
Nancy Pierce: Extra Hours for Town Meeting and Elections	\$ 31.82	81	\$	2,577.42

Town Meetings Calculation:				
	Estimated Sessions	Nancy Hours	Fran Hours	Total hours
Fall 2023 Town Meeting	2	8	8	16
Spring 2024 Town Meeting	3	12	12	24
Total for Town Meetings		20	20	40
Estimate hours per Town Meeting Session: 4				

Elections Calculation:				
March 2024 Presidential Primary				
	Nancy Hours	Fran Hours	Total hours	
Prep/setup	10	5	15	
Execution	8	16	24	
Vote-By-Mail	10	10	20	
5 Days of Early Vote*	15	10	25	
Total for State Primary	43	41	84	
May 2024 Town Election				
	Nancy Hours	Fran Hours	Total hours	
Prep/setup	10	5	15	
Execution	8	16	24	
*Vote-By-Mail	10	10	10	
*5 Days of Early Vote	15	10	25	
Total for State Primary	18	21	39	

*If its decided that the Town does not want to opt out of 5 days of early voting and mail in ballots for the Town Election, the additional 35 hours that is not factored in right now to the totals will be needed.

FY2024 Town Clerk Expenses Detail Sheet

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			
\$	800.00	Hotel (\$200/night x 2 night average x 2 rooms)			
\$	1,660.00	Total Conference			
Office Supplies					
\$	550.00	Dog tags (Based on October 2022 invoice for 1,500 dog tags for calendar year 2023)			
\$	60.00	Notary renewal and supplies			
\$	100.00	Namestamps / address / function stamps			
\$	150.00	Time clock repair			
\$	60.00	Business stationary			
\$	50.00	HEPA air filters			
\$	300.00	Voter pens, red pencils, filing supplies, packing tape, bankers boxes, Govenrment appointment cards, etc			
\$	400.00	Miscellaneous / Contingency			
\$	1,670.00	Total Office Supplies			
Update ByLaws					
\$	5,000.00	Spring 2024 Town Meeting Bylaw Updates			
\$	3,500.00	Fall 2023 Town Meeting Bylaw updates			
\$	-	Charter Revisions			
\$	150.00	CD Copies, Supplements, shipping, etc			
\$	8,650.00	Total Update Bylaws (Expected Budget Amount)			
\$	5,000.00	Low Budget Amount			
\$	7,500.00	Average annual spend			
Software/Service Maintenance					
\$	1,400.00	General Code e360 Annual Maintenance			
Vital Records					
\$	125.00	Security Paper (Vitals)			
\$	125.00	Acid free paper			
\$	275.00	Filing Sleeves (\$63.75/50)			
\$	360.00	Vital Record Books (3 books)			
\$	885.00	Total Vital Records			
			By-Law Update Expense History		
			Date	Amount	Supplement #
				FY	FY Total
			10/30/2022	\$ 5,223.96	23 Spring 22
			11/2/2021	\$ 2,275.00	22.1 Fall 21 \$ 7,498.96
			4/8/2021	\$ 7,681.27	22 Spring 21 \$ 7,681.27 \$ 7,590.12
			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 \$ 6,996.31
			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

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
ELECTIONS AND BOARD OF REGISTRARS									
1140	Stipend (Election & Town Meeting Wages)	\$ 6,082	\$ 16,356	\$ 6,065	\$ 21,795	\$ 20,430	\$ 20,430	-6.26%	\$ 4.22
1141	Expenses	\$ 8,692	\$ 11,280	\$ 6,700	\$ 12,437	\$ 15,417	\$ 15,417	23.96%	\$ 3.19
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 14,774	\$ 27,636	\$ 12,765	\$ 34,232	\$ 35,847	\$ 35,847	4.72%	\$ 7.41

ELECTIONS
162

<u>LINE ITEM</u>	<u>FY 2023</u> <u>APPROPRIATION</u>	<u>FY 2024</u> <u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024</u> <u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FY 2024</u> <u>FINCOM</u> <u>APPROVED</u>	<u>PERCENT</u> <u>CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance-Service Contract	\$ 800	\$ 1,000	\$ 200.00	25.00%	Increase due to 5th tabulator	\$ 1,000		25.00%
Printing (Town Election Ballots)	\$ 2,400	\$ -	\$ (2,400.00)	-100.00%		\$ -		-100.00%
Software/Service Maintenance (Election programming)	\$ 4,800	\$ 7,800	\$ 3,000.00	62.50%	This includes the cost to print ballots	\$ 7,800		62.50%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Election Worker Dinners	\$ 1,474	\$ 1,592	\$ 118.00	8.01%		\$ 1,592		8.01%
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	\$ 1,688	\$ 3,150	\$ 1,462.00	86.61%		\$ 3,150		86.61%
Other: Signs to direct voters at precinct								
Other: Change Polling Locations								
			\$ 600.00		Purchase of Tabulator Flash Cards might be necessary in order to hold onto a set for 22 months following an election			
Other: Election Compact Flash Cards	\$ 600.00	\$ 1,200		100.00%		\$ 1,200		100.00%
Other: Election Night Help								
TOTAL FUNDS REQUESTED	\$ 12,437	\$ 15,417	\$ 2,980.00	23.96%		\$ 15,417.00	\$ -	100.00%

FY2024 Elections Budget Detail Sheet

Elections Payroll												
<u>Election</u>	<u>Number of workers*</u>	X	<u>Number of Precincts</u>	X	<u>Hourly rate**</u>	X	<u>Hours</u>	=	<u>Election Payroll</u>			
March, 2024 Presidential Primary Election												
Inspectors and ballot box attendant	5		4		\$ 15.00		15.5		\$ 4,650.00			
Clerks and Wardens	2		3		\$ 15.00		17		\$ 1,530.00			
							Total		\$ 6,180.00			
May, 2024 Town Election												
Inspectors and ballot box attendant	5		4		\$ 15.00		15.5		\$ 4,650.00			
Clerks and Wardens	2		3		\$ 15.00		17		\$ 1,530.00			
							Total		\$ 6,180.00			
Budget Total									\$ 12,360.00			
<i>*Number of Workers: Town Election and State Primary: Precieinct workers (2 workers per table X 2 tables plus 1 ballot box attendant plus 1 Warden and 1 Clerk) plus 3 Police Officers</i>												
<i>Presidential Election: Precicnt Workers (3 workers per table X 2 tables plus 1 ballot box attendant plus 1 Warden and 1 Clerk) plus 3 Police Officers</i>												
<i>**Hourly Rate: January 2023 Minimum Wage: \$15.00</i>												
Police Details (Informational Only - Not included in Elections Budget)												
March, 2024 Presidential Primary Election*												
	4		1		\$ 60.00		8		\$ 1,920.00			
OT	2		1		\$ 90.00		2		\$ 360.00			
							Total		\$ 2,280.00			
May, 2024 Town Election*												
	4		1		\$ 60.00		8		\$ 1,920.00			
OT	2		1		\$ 90.00		2		\$ 360.00			
							Total		\$ 2,280.00			
<i>*This is assuming each officers detail shift is 8 hours</i>									Budget Total \$ 4,560.00			
Early Voting Payroll												
<u>Election</u>	<u>Number of Workers</u>	X	<u>Number of Shifts</u>	X	<u>Total Hours*</u>	X	<u>Pay Rate</u>	=	<u>Early Voting Payroll</u>			
March, 2024 Presidential Primary Election* (1 week required)												
Wages: Staffing at Early Voting location	3		1		46		\$ 15.00		\$2,070.00			
Wages: Processing EV ballots on Election Day	0		1		14		\$ 15.00		\$0.00			
Wages: Advanced Processing	8		1		25		\$ 15.00		\$3,000.00			
							Total		\$5,070.00			
May, 2024 Town Election* (1 week optional by recommendation of BOR and vote of SB)												
Wages: Staffing at Early Voting location	3		1		46		\$ 15.00		\$2,070.00			
Wages: Processing EV ballots on Election Day	0		1		14		\$ 15.00		\$0.00			
Wages: Advanced Processing	0		1		0		\$ 15.00		\$0.00			
							Total		\$2,070.00			
Budget Total									\$5,070.00			
*Hours Req'd for one week of early voting												
Week 1:	Sat 6		Mon 11		Tue 8		Wed 8		Thurs 8		Fri 5	Total Hours 46
<i>Early Voting Costs Include: Cost of Election Workers one week prior to town election and presidential primary and additional Town Clerk Staff time to process early votes</i>												

Town Meeting Payroll									
	<u>Number of workers</u>	X	<u>Number of Sessions</u>	X	<u>Hourly rate</u>	X	<u>Hours</u>	=	<u>Town Meeting Payroll</u>
Town Meetings									
Fall, 2023, including 1 adjourned session	8		2		\$ 15.00		5		\$ 1,200.00
Spring 2024, including 2 adjourned sessions	8		3		\$ 15.00		5		\$ 1,800.00
Additional Adjourned Sessions	8		0		\$ 15.00		4		\$ -
Special Town Meeting (if called)	8		0		\$ 15.00		4		\$ -
							Total		\$ 3,000.00
							Budget Total		\$ 3,000.00
Elections Meals									
<u>Election</u>	<u>Number of Meals</u>	X	<u>Number of Precincts</u>	X	<u>Avg. Meal Cost</u>	=	<u>Total</u>	+	<u>Coffee</u> = <u>Meals Budget</u>
March, 2024 Presidential Primary Election									
Election Workers*	7		4		\$ 19.00		\$ 532.00		\$ 150.00 \$ 682.00
Clerk, Asst Clerks, (3) Police Officers	6		1		\$ 19.00		\$ 114.00		\$ - \$ 114.00
								Total	\$ 796.00
May, 2024 Town Election									
Election Workers*	7		4		\$ 19.00		\$ 532.00		\$ 150.00 \$ 682.00
Clerk, Asst Clerks, (3) Police Officers	6		1		\$ 19.00		\$ 114.00		\$ - \$ 114.00
								Total	\$ 796.00
<i>*Election Workers: (2 to 3 workers per table X 2 tables plus 1 Warden and 1 Clerk per precinct)</i>									
							Budget Total		\$ 1,592.00
Miscellaneous Expenses									
	<u>Number</u>	X	<u>Approx Cost</u>	=	<u>Total Cost</u>	<u>Description</u>			
Misc. Election Expenses									
Voting Machine Maintenance	5		\$ 200.00		\$ 1,000.00	Annual Voting Machine Testing			
FedEx	4		\$ 50.00		\$ 200.00	Voting Machine Memory Card Shipments to 2 Vendors			
Misc Election Supplies					\$ 500.00	Recent examples: Ballot marking pens, Binder tabs, storage bins, "I Voted" stickers, tabulator paper, AutoMark ink			
Banner (Date Changes)	5		\$ 200.00		\$ 1,000.00	Banners -(2) Elections and (2) Town Meetings and (1) Extra			
Toner for VRIS (state) printer CE390A (HP 90A) Toner Cartridge, 10,000 Page-Yield, Black	2		\$ 225.00		\$ 450.00	Currently \$167/banner			
Early Voting / Mail in Ballot Mailing	1		\$ 7,100.00		\$ 7,100.00	Mailing to all residents about Early Voting / Mail in Ballots for May 2024 Town Election			
			Total		\$ 3,150.00				
Elections Coding and Printing									
	<u>Number</u>	X	<u>Approx Cost</u>	=	<u>Total Cost</u>				
March, 2024 Presidential Primary Election									
Voting Machine Memory Card Coding - LHS	1		\$ 3,000.00		\$ 3,000.00	<i>*based on average of 2016 and 2020 Preseidential Primaries</i>			
Voting Machine Memory Card Coding - AutoMark	1		\$ 900.00		\$ 900.00				
			Total		\$ 3,900.00				
May, 2024 Town Election									
Voting Machine Memory Card Coding and Ballot Printing - LHS	1		\$ 3,000.00		\$ 3,000.00	<i>*based on 2022 Town Meeting cost plus 10% anticipated increase</i>			
Voting Machine Memory Card Coding - AutoMark	1		\$ 900.00		\$ 900.00				
			Total		\$ 3,900.00				
			Budget Total		\$ 7,800.00				

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
STREET LISTINGS									
1150	Expenses	\$ 3,900	\$ 4,706	\$ 4,818	\$ 5,000	\$ 5,700	\$ 5,700	14.00%	\$ 1.18
DEPARTMENTAL TOTAL		\$ 3,900	\$ 4,706	\$ 4,818	\$ 5,000	\$ 5,700	\$ 5,700	14.00%	\$ 1.18

STREET LISTINGS
164

<u>LINE ITEM</u>	FY 2024					FY 2024		
	FY 2023 <u>APPROPRIATION</u>	DEPARTMENT <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	TOWN MANAGER <u>APPROVED</u>	FY 2024 FINCOM <u>APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ 2,250.00	\$ 2,400.00	\$ 150.00	6.67%	Increase in postage expenses	\$ 2,400.00		6.67%
Printing (Census and Dog Forms)	\$ 2,200.00	\$ 2,750.00	\$ 550.00	25.00%	Increase in supply and printing costs	\$ 2,750.00		25.00%
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	\$ 5,000.00	\$ 5,700.00	\$ 700.00	14.00%		\$ 5,700.00	\$ -	14.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
INSURANCE & BONDING									
1160	Insurance & Bonding	\$ 226,650	\$ 243,885	\$ 282,024	\$ 300,000	\$ 320,000	\$ 320,000	6.67%	\$ 66.17
1161	Insurance Deductible Reserve - Liability	\$ 3,220	\$ 12,000	\$ 3,089	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.48
1162	Insurance Deductible Reserve - 111F	\$ 6,416	\$ -	\$ 6,449	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.17
<hr/>									
DEPARTMENTAL TOTAL		\$ 236,286	\$ 255,885	\$ 291,562	\$ 337,000	\$ 357,000	\$ 357,000	5.93%	\$ 73.82

INSURANCE & BONDING

193

<u>LINE ITEM</u>	FY 2023		FY 2024		PERCENT <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2024		PERCENT <u>CHANGE</u>
	<u>APPROPRIATION</u>		<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>			<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Insurance & Bonding	\$ 300,000.00	\$	320,000.00	\$ 20,000.00	6.67%		\$ 320,000.00		6.67%
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	\$ 337,000.00	\$	357,000.00	\$ 20,000.00	5.93%		\$ 357,000.00	\$ -	5.93%

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	\$ 1,464	\$ 1,416	\$ 1,364	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31
DEPARTMENTAL TOTAL		\$ 1,464	\$ 1,416	\$ 1,364	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31

TOWN REPORT
194

<u>LINE ITEM</u>	<u>FY 2023</u> <u>APPROPRIATION</u>	<u>FY 2024</u> <u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024</u> <u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FY 2024</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: 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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
POSTAGE/TOWN HALL EXPENSES									
1180	Expenses	\$ 44,276	\$ 53,942	\$ 55,011	\$ 65,000	\$ 65,000	\$ 65,000	0.00%	\$ 13.44
1181	Telephone Expenses	\$ 25,244	\$ 24,034	\$ 13,043	\$ 30,000	\$ 30,000	\$ 30,000	0.00%	\$ 6.20
1182	Office Supplies	\$ 12,048	\$ 12,837	\$ 24,835	\$ 17,000	\$ 17,000	\$ 17,000	0.00%	\$ 3.52
<hr/>									
	DEPARTMENTAL TOTAL	\$ 81,568	\$ 90,813	\$ 92,889	\$ 112,000	\$ 112,000	\$ 112,000	0.00%	\$ 23.16

POSTAGE/TOWN HALL EXPENSES

156

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 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	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		-100.00%
TOTAL FUNDS REQUESTED	\$ 65,000.00	\$ 65,000.00	\$ -	0.00%		\$ 65,000.00	\$ -	0.00%



LAND USE DEPARTMENTS

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
CONSERVATION COMMISSION									
1320	Salary	\$ 66,686	\$ 70,278	\$ 69,481	\$ 73,971	\$ 73,351	\$ 73,351	-0.84%	\$ 15.17
1321	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1322	Expenses	\$ 8,556	\$ 7,196	\$ 6,260	\$ 7,565	\$ 8,770	\$ 8,770	15.93%	\$ 1.81
1323	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1324	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 75,242	\$ 77,474	\$ 75,741	\$ 81,536	\$ 82,121	\$ 82,121	0.72%	\$ 16.98

CONSERVATION COMMISSION
171

LINE ITEM	FY 2024				PERCENT CHANGE	REASON FOR CHANGE/NARRATIVE:	FY 2024	FY 2024	PERCENT CHANGE			
	DEPARTMENT	APPROPRIATION	REQUEST	DIFFERENCE			TOWN MANAGER	FINCOM				
							APPROVED	APPROVED				
Telephone												
Postage												
Office Supplies												
Dues & Memberships	\$	786.00	\$	820.00	\$	34.00	4.33%	Membership usually goes up 2.5% annually. In FY23, the membership cost was \$800.	\$	820.00	4.33%	
Travel and Conferences	\$	900.00	\$	550.00	\$	(350.00)	-38.89%	The past two years conference attendance has decreased among the commission. I have utilized free webinars when possible. \$350 was "moved" to software to support GIS license cost.	\$	550.00	-38.89%	
Equipment Maintenance	\$	250.00	\$	250.00	\$	-	0.00%	this covers the maintenance of brush hog - as it is getting older, these maintenance expenses are getting more expensive. For now, the \$250 should be sufficient, but this may change soon.	\$	250.00	0.00%	
Printing												
Software/Service Maintenance	\$	-	\$	700.00	\$	700.00	100.00%	ESRI: GIS Professional Basic License - purchased in April 2022 by IT Dept. I have built a database based on the OSRP and have developed surveys and online maps that volunteers can utilize when monitoring open space lands. I am requesting (at least) one more year with the software to utilize for land monitoring/inspecting purposes. After this time, the Town can elavulate if this expense is "worth it".	\$	700.00	0.00%	
Space Rental												
Heating Costs												
Electricity												
Vehicle Costs	\$	-	\$	500.00	\$	500.00	100.00%	Mileage reimbursement for site inspections. Mark instructed me to track my mileage expenditure and add this to the next FY budget. This number reflects an average annual mileage expense based on 8 months of tracking.	\$	500.00	0.00%	
Other: Land Maintenance	\$	3,000.00	\$	2,650.00	\$	(350.00)	-11.67%	\$350 was "moved" to software to support GIS license cost. The main expense is the treatment of the Shattuck Homestead (herbicide), but the requested amount should allow us to maintain this service.	\$	2,650.00	-11.67%	
Other: Advertising	\$	1,829.00	\$	2,500.00	\$	671.00	36.69%	I over spent this category in FY22 by \$1,074.76 and have already spent 52% of FY23 appropriated funds. I expect to overspend again in FY23. I requested additional funds in FY23 but didn't receive them. I am concerned with the rising cost of doing business that I will continue to under budget this line item. Finally, this is a requirement of the commission hosting meetings. Each filing generates revenue to the general fund.	\$	2,500.00	36.69%	
Other: Appraisals												
Other: Clothing Allowance	\$	800.00	\$	800.00	\$	-	0.00%		\$	800.00	100.00%	
TOTAL FUNDS REQUESTED	\$	7,565.00	\$	8,770.00	\$	1,205.00	15.93%		\$	8,770.00	\$ -	15.93%

FISCAL YEAR 2024 TOWN MANAGER'S PROPOSED OPERATING BUDGET

Department Conservation Commission
 Org # 171
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Gualco	Nikolis	THL	Conservation Admin	10		40	\$ 70,159.00			\$ 71,562.18		2.5%		\$ 71,562.18		\$ 1,789.05	\$ 73,351.23
Other Pay							\$ 3,812.00										\$ -
TOTAL SALARIES							\$ 73,971.00										\$ 73,351.23
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
TOTAL WAGES							\$ -										\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
PLANNING BOARD									
1210	Salaries	\$ 83,043	\$ 85,519	\$ 84,016	\$ 89,236	\$ 89,453	\$ 89,453	0.24%	\$ 18.50
1211	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1212	Expenses	\$ 11,159	\$ 5,540	\$ 9,877	\$ 9,950	\$ 9,950	\$ 9,950	0.00%	\$ 2.06
1213	M.R.P.C. Assessment	\$ 3,664	\$ 3,755	\$ 3,849	\$ 4,000	\$ 4,200	\$ 4,200	5.00%	\$ 0.87
1214	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 97,866	\$ 94,814	\$ 97,742	\$ 103,186	\$ 103,603	\$ 103,603	0.40%	\$ 21.42

PLANNING BOARD
175

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
					Anticipate APA-MA expenses of \$645 (membership and AICP application). Pull \$100 from travel/conferences line.			
Dues & Memberships	\$ 550.00	\$ 650.00	\$ 100.00	10.29%		\$ 650.00		100.00%
Travel and Conferences	\$ 1,000.00	\$ 900.00	\$ (100.00)	-10.00%	Shift \$100 to dues/memberships line	\$ 900.00		-10.00%
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								
					FY22 Planning Board advertising expenses = \$3,290			
PB Advertising	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
					FY22 HDC advertising expenses = \$2,420. Pull \$500 from ADA/SLI line.			
Land Use Legal (HDC/Sign Comm)	\$ 1,500.00	\$ 2,000.00	\$ 500.00	33.33%		\$ 2,000.00		33.33%
Land Use Banners	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	FY22 total = \$1,700	\$ 1,500.00		0.00%
Engineering								
Consultant								
					Shift \$500 to Land Use			
Other: ADA/SLI	\$ 1,500.00	\$ 1,000.00	\$ (500.00)	-33.33%	Advertising line	\$ 1,000.00		-33.33%
Other: Clothing allowance	\$ 800.00	\$ 800.00	\$ -	0.00%	Per union contract	\$ 800.00		
TOTAL FUNDS REQUESTED	\$ 9,950.00	\$ 9,950.00	\$ -	0.00%		\$ 9,950.00	\$ -	0.00%

Department Planning Board
 Org # 175
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Tada	Takashi	Supervisors	Land Use Director	14		40	\$ 84,843.00			\$ 86,539.86		2.5%		\$ 86,539.86	\$ 750.00	\$ 2,163.50	\$ 89,453.36
Other Pay							\$ 4,393.00										\$ -
TOTAL SALARIES							\$ 89,236.00										\$ 89,453.36
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
TOTAL WAGES							\$ -										\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
ZONING BOARD OF APPEALS									
1220	Wages	\$ 20,798	\$ 20,524	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1221	Expenses	\$ 920	\$ 484	\$ 666	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31
DEPARTMENTAL TOTAL		\$ 21,718	\$ 21,008	\$ 666	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31

ZONING BOARD OF APPEALS
176

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Clerical Support								
Other: Advertising	\$ 1,100.00	\$ 1,100.00	\$ -	0.00%		\$ 1,100.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
BUILDING INSPECTOR									
1240	Salaries	\$ 115,869	\$ 118,522	\$ 94,254	\$ 104,760	\$ 104,904	\$ 104,904	0.14%	\$ 21.69
1241	Wages	\$ 52,486	\$ 55,788	\$ 57,054	\$ 58,769	\$ 60,823	\$ 60,823	3.50%	\$ 12.58
1242	Expenses	\$ 936	\$ 3,700	\$ 6,334	\$ 3,700	\$ 23,750	\$ 23,750	541.89%	\$ 4.91
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 169,291	\$ 178,010	\$ 157,642	\$ 167,229	\$ 189,477	\$ 189,477	13.30%	\$ 39.18

**BUILDING INSPECTOR
241**

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
					10th Edition New Code Books \$1500 + Upcode			
Dues & Memberships	\$ 700.00	\$ 2,600.00	\$ 1,900.00	271.43%	\$400	\$ 2,600.00		271.43%
Travel and Conferences	\$ -	\$ 2,000.00	\$ 2,000.00	0.00%	Additional seminars	\$ 2,000.00		0.00%
Equipment Maintenance								
Printing	\$ 200.00	\$ 50.00	\$ (150.00)	-75.00%	Minimal need Opengov annual contract usually paid from Agency acct	\$ 50.00		-75.00%
Software/Service Maintenance	\$ -	\$ 14,300.00	\$ 14,300.00			\$ 14,300.00		
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	100.00%	Gas Maintenance	\$ 4,000.00		100.00%
Other: Seminars								
Other: Clothing & boots	\$ 800.00	\$ 800.00	\$ -	0.00%	no change	\$ 800.00		0.00%
Other:								
TOTAL FUNDS REQUESTED	\$ 3,700.00	\$ 23,750.00	\$ 20,050.00	541.89%		\$ 23,750.00	\$ -	541.89%

Department Building Inspector
 Org # 241
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Garside	Robert	Supervisors	Building Comm.	14		40	\$ 94,300.00			\$ 96,186.00		2.5%		\$ 96,186.00	\$ 6,313.00	\$ 2,404.65	\$ 104,903.65
Additional Appropriation							\$ 10,460.00										\$ -
TOTAL SALARIES							\$ 104,760.00										\$ 104,903.65
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Urmann	Amanda	THL	Administrative Asst.	7	\$28.00	40	\$ 58,464.00	\$ 28.56	40	\$ 59,633.28	2.0%		\$ 29.13	\$ 60,823.44		\$ -	\$ 60,823.44
Britko	Daniel	THL	Local Inspector	6	\$26.25	0		\$ 26.25	Varies				\$ 26.25			\$ -	\$ -
Additional Appropriation							\$ 305.00										\$ -
TOTAL WAGES							\$ 58,769.00										\$ 60,823.44

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
MECHANICAL INSPECTOR									
1250	Fee Salaries	\$ 28,890	\$ 38,620	\$ 41,430	\$ 39,000	\$ 39,000	\$ 39,000	0.00%	\$ 8.06
1251	Expenses	\$ 3,207	\$ 2,838	\$ 2,774	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.83
DEPARTMENTAL TOTAL		\$ 32,097	\$ 41,458	\$ 44,204	\$ 43,000	\$ 43,000	\$ 43,000	0.00%	\$ 0.83

**MECHANICAL INSPECTOR
242**

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
EARTH REMOVAL INSPECTOR									
1260	Stipend	\$ 1,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.52
1261	Expenses	\$ -	\$ -	\$ -	\$ 200	\$ 200	\$ 200	0.00%	\$ 0.04
1262	Minor Capital	\$ -		\$	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 1,500	\$ 2,500	\$ 2,500	\$ 2,700	\$ 2,700	\$ 2,700	0.00%	\$ 0.56

EARTH REMOVAL INSPECTOR
249

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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	\$ 200.00	\$ 200.00		0.00%		\$ 200.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
BOARD OF HEALTH									
1270	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1271	Expenses	\$ 465	\$ 830	\$ 308	\$ 1,575	\$ 1,875	\$ 1,575	0.00%	\$ 0.33
1272	Nursing Services	\$ -	\$ -	\$ -	\$ 14,455	\$ 17,798	\$ 17,798	23.13%	\$ 3.68
1273	Nashoba Health District	\$ 47,849	\$ 41,841	\$ 61,933	\$ 31,675	\$ 38,833	\$ 38,833	22.60%	\$ 8.03
1274	Mental Health Services	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	\$ 8,000	\$ -	100.00%	\$ -
1275	Eng/Consult/Landfill Monitoring	\$ 6,713	\$ 11,233	\$ 9,133	\$ 10,200	\$ 10,200	\$ 10,600	3.92%	\$ 2.19
<hr/>									
DEPARTMENTAL TOTAL		\$ 63,026	\$ 61,904	\$ 79,374	\$ 57,905	\$ 76,706	\$ 68,806	18.83%	\$ 14.23

BOARD OF HEALTH
510

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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	\$ 600.00	\$ 300.00	100.00%	IN PROCESS OF REVIEWING BOH REGS FOR UPDATES WHICH REQUIRES POSTING MULTIPLE PH LEGAL ADS	\$ 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	\$ 1,875.00	\$ 300.00	19.05%		\$ 1,575.00		0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
SEALER OF WEIGHTS & MEASURES									
1280	Fee Salaries	\$ 2,260	\$ 300	\$ 1,090	\$ 3,200	\$ 3,200	\$ 3,200	0.00%	\$ 0.66
1281	Expenses	\$ -	\$ -	\$ 440	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02
DEPARTMENTAL TOTAL		\$ 2,260	\$ 300	\$ 1,530	\$ 3,300	\$ 3,300	\$ 3,300	0.00%	\$ 0.68

SEALER OF WEIGHTS & MEASURES
244

<u>LINE ITEM</u>	FY 2024					FY 2024		FY 2024	
	<u>FY 2023</u>	<u>DEPARTMENT</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>	
	<u>APPROPRIATION</u>	<u>REQUEST</u>		<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>	
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**



Michael F. Luth
Chief of Police

GROTON POLICE DEPARTMENT

99 Pleasant Street
Groton, MA 01450
Tel: (978) 448-5555
Fax: (978) 448-5603



Rachael E. Bielecki
Deputy Chief of Police

November 21, 2022

Mark Haddad
Town Manager
173 Main Street
Groton, MA 01450

RE: **FY2024 Budget**

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

Salary & Wages

I have included the contractual obligations in Salary & Wages.

General Expenses

Lease or Purchase of Cruisers (Motorcycle)

One year of lease of Motorcycle.

Officer and Dispatcher Wellness/Fitness Reimbursement Program
Reimbursement of Membership

Minor Capital

I am requesting the following:

Police

Soft body armor – Replacement of expiring vests

Heavy Vest – New employee

Radio for motorcycle

Building

Training room/ EOC, Audio Visual equipment replacement.

Door Lock replacement and upgrades

Capital Plan

I am requesting the following:

I have made the request for the following:

Purchase of two (2) police cruisers as part of the ongoing maintenance replacement program.

Hazmat evidence storage structure, larger or Hazardous evidentiary items.

I am available to discuss any you may have related to the attached budgets.

Sincerely,

Michael F. Luth
Chief of Police

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
POLICE DEPARTMENT									
1300	Salaries	\$ 343,223	\$ 200,207	\$ 291,262	\$ 278,889	\$ 286,466	\$ 286,466	2.72%	\$ 59.24
1301	Wages	\$ 1,833,948	\$ 1,952,786	\$ 1,956,346	\$ 2,086,001	\$ 2,116,748	\$ 2,116,748	1.47%	\$ 437.71
1302	Expenses	\$ 142,069	\$ 177,093	\$ 185,392	\$ 214,450	\$ 230,010	\$ 215,370	0.43%	\$ 44.54
1303	Lease or Purchase of Cruisers	\$ 3,960	\$ 4,920	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.03
1304	PS Building (Expenses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1305	Minor Capital	\$ 7,150	\$ 19,966	\$ 11,000	\$ 11,000	\$ 11,420	\$ 11,420	3.82%	\$ 2.36
<hr/>									
DEPARTMENTAL TOTAL		\$ 2,330,350	\$ 2,354,972	\$ 2,449,000	\$ 2,595,340	\$ 2,649,644	\$ 2,635,004	1.53%	\$ 544.88

POLICE DEPARTMENT									
210									
BASE									
			FY 2024				FY 2024	FY 2024	
		FY 2023	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%		\$ 2,000.00		
Cruiser Maintenance		\$ 36,000.00	\$ 36,720.00	\$ 720.00	2.00%	Increase costs in equipment	\$ 36,720.00		2.00%
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	\$ 49,000.00	\$ 6,000.00	13.95%	Increase in costs	\$ 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	\$ 1,000.00	\$ 200.00	25.00%	Paper for "in cruiser" citations	\$ 1,000.00		25.00%
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%
Wellness/Fitness Reimbursement		\$ -	\$ 8,640.00	\$ 8,640.00	100.00%	\$40*12 months*18 officers	\$ -		0.00%
Training		\$ 18,940.00	\$ 18,940.00	\$ -	0.00%		\$ 18,940.00		0.00%
Lowell Seat		\$ 2,750.00	\$ 2,750.00	\$ -	0.00%		\$ 2,750.00		0.00%
Uniforms		\$ 43,320.00	\$ 43,320.00	\$ -	0.00%		\$ 43,320.00		0.00%
TOTAL FUNDS REQUESTED		\$ 214,450.00	\$ 230,010.00	\$ 15,560.00	7.26%		\$ 215,370.00	\$ -	0.43%
								\$ -	

Department	Police
Org #	210
COLA %	2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Luth	Michael	Contract	Police Chief			40	\$ 142,511.00			\$ 145,361.22	3.0%			\$ 149,722.06	\$ 3,639.00	\$ -	\$ 153,361.06
Bielecki	Rachael	Contract	Deputy Police Chief			40	\$ 123,000.00			\$ 125,460.00				\$ 125,460.00	\$ 7,645.00	\$ -	\$ 133,105.00
Other Pay																\$ -	\$ -
TOTAL SALARIES								Chief Uniform (\$1060) and Vacation Buyback (\$2,879) = \$3,939 Deputy Chief Uniform (\$1,060), Longevity (\$1,010) and Vacation Buyback (\$4,825) = 7645									\$ 286,466.06
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Quinn Bill - State										\$ -						\$ -	\$ -
Quinn Bill - Town										\$ 46,470.00				\$ 50,147.00		\$ -	\$ 50,147.00
Education Incentive										\$ 32,443.00				\$ 52,346.00		\$ -	\$ 52,346.00
Masterson	Michael	GPA	Patrolman	\$32.09		40	\$ 67,003.92	\$ 32.73	40	\$ 68,344.00			\$ 32.73	\$ 68,344.00		\$ -	\$ 68,344.00
Breault	Robert	Superior	Patrolman	\$41.12		40	\$ 85,858.56	\$ 41.94	40	\$ 87,575.73			\$ 41.94	\$ 87,575.73		\$ -	\$ 87,575.73
Breslin	Peter	GPA	Patrolman	\$35.30		40	\$ 73,706.40	\$ 36.01	40	\$ 75,180.53			\$ 36.01	\$ 75,180.53		\$ -	\$ 75,180.53
Candow	Gordon	GPA	Patrolman	\$35.30		40	\$ 73,706.40	\$ 36.01	40	\$ 75,180.53			\$ 36.01	\$ 75,180.53		\$ -	\$ 75,180.53
Connell	Paul	GPA	Patrolman	\$35.30		40	\$ 73,706.40	\$ 36.01	40	\$ 75,180.53			\$ 36.01	\$ 75,180.53		\$ -	\$ 75,180.53
Connor	Omar	GPA	Patrolman	\$35.30		40	\$ 73,706.40	\$ 36.01	40	\$ 75,180.53			\$ 36.01	\$ 75,180.53		\$ -	\$ 75,180.53
Davis	Andrew	GPA	Patrolman	\$35.30		40	\$ 73,706.40	\$ 36.01	40	\$ 75,180.53			\$ 36.01	\$ 75,180.53		\$ -	\$ 75,180.53
Gemos	Derrick	Superior	Sergeant	\$41.12		40	\$ 85,858.56	\$ 41.94	40	\$ 87,575.73			\$ 41.94	\$ 87,575.73		\$ -	\$ 87,575.73
Henehan	Kevin	Superior	Sergeant	\$41.12		40	\$ 85,858.56	\$ 41.94	40	\$ 87,575.73			\$ 41.94	\$ 87,575.73		\$ -	\$ 87,575.73
Lynn	Michael	GPA	Patrolman	\$35.30		40	\$ 73,706.40	\$ 36.01	40	\$ 75,180.53			\$ 36.01	\$ 75,180.53		\$ -	\$ 75,180.53
Wayne	Robert	GPA	Patrolman	\$35.30		40	\$ 73,706.40	\$ 36.01	40	\$ 75,180.53			\$ 36.01	\$ 75,180.53		\$ -	\$ 75,180.53
Steward	Gregory	GPA	Patrolman	\$35.30		40	\$ 73,706.40	\$ 36.01	40	\$ 75,180.53			\$ 36.01	\$ 75,180.53		\$ -	\$ 75,180.53
Rose	Dale	GPA	Patrolman	\$35.30		40	\$ 73,706.40	\$ 36.01	40	\$ 75,180.53			\$ 36.01	\$ 75,180.53		\$ -	\$ 75,180.53
Hyde	Adam	GPA	Patrolman	\$32.09		40	\$ 67,003.92	\$ 32.73	40	\$ 68,344.00			\$ 32.73	\$ 68,344.00		\$ -	\$ 68,344.00
Beal	Matthew	GPA	Patrolman	\$32.09		40	\$ 67,003.92	\$ 32.73	40	\$ 68,344.00			\$ 32.73	\$ 68,344.00		\$ -	\$ 68,344.00
Violette	Peter	GPA	Patrolman	\$35.30		40	\$ 73,706.40	\$ 36.01	40	\$ 75,180.53			\$ 36.01	\$ 75,180.53		\$ -	\$ 75,180.53
Timmins	Patrick	Superior	Sergeant	\$41.12		40	\$ 85,858.56	\$ 41.94	40	\$ 87,575.73			\$ 41.94	\$ 87,575.73		\$ -	\$ 87,575.73
Watson	Jessica	THL	Senior Admin Asst	\$28.91		40	\$ 60,364.08	\$ 29.49	40	\$ 61,571.36	2.0%	0.5%	\$ 30.08	\$ 62,802.79		\$ 307.86	\$ 63,110.65
Tallent	Joan	THL	Administrative Asst.	\$32.01		15	\$ 25,063.83	\$ 32.65	15	\$ 25,565.11	2.0%	0.5%	\$ 33.30	\$ 26,076.41		\$ 127.83	\$ 26,204.23
O'Connor	Casey	GPA	Patrolman	\$35.30		40	\$ 73,706.40	\$ 36.01	40	\$ 75,180.53			\$ 36.01	\$ 75,180.53		\$ -	\$ 75,180.53
Sub-total															\$ -		\$ 1,574,128.61

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
FISCAL YEAR 2023								Rate	Hours	FISCAL YEAR 2024								Projected Budget Fiscal 2024
				Annual Salary						Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments		
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	1-Jul-22											
Stipends							\$ 28,300.00			\$ 37,000.00				\$ 37,000.00		\$ -	\$ 37,000.00	
Shift Differential							\$ 51,000.00			\$ 52,020.00				\$ 52,020.00		\$ -	\$ 52,020.00	
Holiday Pay and Prem Holiday Pay							\$ 66,931.00			\$ 78,209.00				\$ 78,209.00		\$ -	\$ 78,209.00	
Shift Coverage - Vacation Leave							\$ 77,560.00			\$ 79,111.00				\$ 79,111.00		\$ -	\$ 79,111.00	
Shift Coverage - Personal Leave							\$ 31,240.00			\$ 31,865.00				\$ 31,865.00		\$ -	\$ 31,865.00	
Shift Coverage - Sick Leave							\$ 41,180.00			\$ 42,004.00				\$ 42,004.00		\$ -	\$ 42,004.00	
Shift Coverage Traffic/Train/Range/(includes Reserves)							\$ 71,500.00			\$ 72,930.00				\$ 72,930.00		\$ -	\$ 72,930.00	
Shift Coverage Town Major Events (includes Reserves)							\$ 21,000.00			\$ 21,420.00				\$ 21,420.00		\$ -	\$ 21,420.00	
Shift Coverage Unplanned Events							\$ 51,303.00			\$ 52,329.00				\$ 52,329.00		\$ -	\$ 52,329.00	
Shift Coverage K-9							\$ 5,000.00			\$ 5,100.00				\$ 5,100.00		\$ -	\$ 5,100.00	
Longevity							\$ 14,391.00			\$ 14,312.00				\$ 14,312.00		\$ -	\$ 14,312.00	
Health Insurance Buyback							\$ 15,602.00			\$ 15,602.00				\$ 15,602.00		\$ -	\$ 15,602.00	
FLSA Adjustments							\$ 9,000.00			\$ 9,180.00				\$ 9,180.00		\$ -	\$ 9,180.00	
Uniform Cleaning Allowance							\$ 19,080.00			\$ 19,080.00				\$ 19,080.00		\$ -	\$ 19,080.00	
Office in Charge stipend							\$ 3,855.00			\$ 9,367.50				\$ 9,367.50		\$ -	\$ 9,367.50	
Vacation Buy Back							\$ 10,178.00			\$ 3,090.00				\$ 3,090.00		\$ -	\$ 3,090.00	
Other Pay							\$ 49,324.00									\$ -	\$ -	
Sub-total								\$ 566,444.00		\$ 542,619.50					\$ -		\$ 542,619.50	
TOTAL WAGES								\$ 2,086,001.31		\$ 542,619.50					\$ -		\$ 2,116,748.11	

FY 2023 Minor Capital

Soft Body Armor	\$930 x 4	\$3720
Heavy Vests		\$1400
MC Helmet Communicator		\$2300
AV Upgrade for Training Room		<u>\$4000</u>
Total		\$11,420

	Start Date	FY24 LONGEVITY			PW to be paid		
		ELGIBILITY	YR	\$	FY24		
Beal	10/23/2019	10/23/2024	4				
Breault	6/22/2009	6/22/2014	15	\$ 1,150.00			
Breslin	8/10/2005	8/10/2010	18	\$ 1,360.00			
Candow	6/22/2009	6/22/2015	15	\$ 1,150.00			
Connell	2/1/1999	2/1/2004	25	\$ 1,850.00			
Connor	3/26/2012	3/26/2017	12	\$ 940.00			
Davis	7/16/2018	7/16/2023	5	\$ 450.00			
Gemos	9/5/1999	9/5/2004	24	\$ 1,780.00			
Henehan	6/7/2010	6/7/2015	14	\$ 1,080.00			
Hyde	7/14/2021	7/14/2026	2				
Lynn	3/26/2012	3/26/2017	12	\$ 940.00			
Bielecki	9/7/2010	9/7/2015	13	\$ 1,010.00			
Oconnor	1/3/2020	1/3/2025	4				
Masterson	10/4/2022	10/4/2027	1	\$ -			
Rose	11/18/2005	11/18/2010	18	\$ 1,360.00			
Steward	4/13/2015	4/13/2020	9	\$ 730.00			
Timmins	7/1/2015	7/1/2020	8	\$ 660.00			
Violette	2/22/2019	2/22/2024	5	\$ 450.00			
Wayne	4/17/2022	4/17/2027	2				
Tallent	10/2/2002	10/2/2007	21	\$ 412.50			
Watson	12/8/2021	12/8/2026	1	\$ -			

\$ 1,010.00 salary

Total 14,312.50 wages

1 dc

2 admin

18 officers

21

	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
21	1500	1500
22	1570	1570
23	1640	1640
24	1710	1710
25	1780	1780
26	1850	1850
27		
28		
29		
30		

70

FT Officers	Start Date	
Beal	10/23/2019	3yr
Breault	6/22/2009	
Breslin	8/10/2005	
Candow	6/22/2009	
Connell	2/1/1999	
Connor	3/26/2012	
Davis	7/16/2018	
Gemos	9/5/1999	
Henehan	6/7/2010	
Hyde	7/14/2021	3yr
Lynn	3/26/2012	
Masterson	10/4/2022	3yr
Bielecki	9/8/2010	
Oconnor	1/3/2020	3yr
Rose	11/18/2005	
Steward	4/13/2015	
Timmins	7/1/2015	
Violette	2/22/2019	
Wayne	4/17/2022	

1 dc
4 sgt
14 officers

Reserves

Ratte	9/11/2014
Mastrangelo	6/30/2019
Tully	11/15/2019
Ramos	6/29/2021

Quinn Payments (Town Share)												
FY24		Rate 1	Rate 2	Date of Chg	# Days	# Days	Compensation		Comp.	Quinn Due	Town Share	Educational
Name	%	Prior Yr 23	Prior Year	to Rate 2	at Rate 1	at Rate 2	Rate 1	Rate 2	ALL	% x Tot. Comp)	at 50% Total	Incentive only
Breault	20%	\$85,529.60			365		\$85,529.60	\$0.00	\$85,529.60	\$17,105.92	\$8,552.96	
Breslin	25%	\$73,424.00			365		\$73,424.00	\$0.00	\$73,424.00	\$18,356.00	\$9,178.00	
Candow	10%	\$73,424.00			365		\$73,424.00	\$0.00	\$73,424.00	\$7,342.40	\$3,671.20	
Connell	25%	\$73,424.00			365		\$73,424.00	\$0.00	\$73,424.00	\$18,356.00	\$9,178.00	
Connor	20%	\$73,424.00			365		\$73,424.00	\$0.00	\$73,424.00	\$14,684.80	\$7,342.40	
Gemos	20%	\$85,529.60			365		\$85,529.60	\$0.00	\$85,529.60	\$17,105.92	\$8,552.96	
Lynn	10%	\$73,424.00			365		\$73,424.00	\$0.00	\$73,424.00	\$7,342.40	\$3,671.20	
Totals:											\$50,146.72	\$0.00
											Total All	\$50,146.72

Sheet for Career Incentive Payments													
FY24			Rate 1	Rate 2	Date of Chg	# Days	# Days	Compensation	Comp.	Quinn Due	Town Share	Educational	
Name	Degree	%	Prior Yr 23	Prior Year	to Rate 2	at Rate 1	at Rate 2	Rate 1	Rate 2	ALL	% x Tot. Comp.	at 25% Total	Incentive only
Beal	Masters	25%	\$66,747.20			365		\$66,747.20	\$0.00	\$66,747.20	\$16,686.80	\$4,171.70	
C Oconner	Bachelors	20%	\$66,747.20			365		\$66,747.20	\$0.00	\$66,747.20	\$13,349.44	\$3,337.36	
Davis	Bachelors	20%	\$73,424.00			365		\$73,424.00	\$0.00	\$73,424.00	\$14,684.80	\$3,671.20	
Henehan	Bachelors	20%	\$85,529.60			365		\$85,529.60	\$0.00	\$85,529.60	\$17,105.92	\$4,276.48	
Hyde	Bachelors	20%	\$66,747.20			365		\$66,747.20	\$0.00	\$66,747.20	\$13,349.44	\$3,337.36	
Masterson *	Bachelors	20%	\$50,060.43			273		\$37,442.46	\$0.00	\$37,442.46	\$7,488.49	\$1,872.12	
Steward	Bachelors	20%	\$73,424.00			365		\$73,424.00	\$0.00	\$73,424.00	\$14,684.80	\$3,671.20	
Violette	Associates	10%	\$73,424.00			365		\$73,424.00	\$0.00	\$73,424.00	\$7,342.40	\$1,835.60	
Wayne	Masters	25%	\$73,424.00			365		\$73,424.00	\$0.00	\$73,424.00	\$18,356.00	\$4,589.00	
Totals:												\$26,173.02	\$0.00
												Total All	\$26,173.02

* Masterson FY23 is prorated to 9 months

Decrease in total as Officer Beltz resigned and Deputy Chief Bielecki not eligible.

FY24 Uniform Allowance:**EXPENSE LINE ITEM**

Chief		\$1,500.00
Dept Chief		\$1,800.00
Sgts 4	\$1,800.00	\$7,200.00
Patrol 14	\$1,800.00	\$25,200.00
Dept UA		\$7,620.00

TOTAL		\$43,320.00
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Sgt Prof Devel

500 *4		\$2,000.00
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FY24 Budget Items
Police Department

WAGES & SALARY

FY24 Cleaning Allowance:

\$40 PP * (4+14)*26.5	\$19,080.00 wages	1060 each
\$40 PP * (2)*26.5	\$2,120.00 salary	

FY24 Health Insurance Opt Out:

	PP	Annual
Breault	92.32	2400.32
Connell	92.32	2400.32
Connor	92.32	2400.32
Davis	92.32	2400.32
Henehan	92.32	2400.32
Masterson	46.15	1199.90
Timmins	92.32	2400.32

Total	600.07	15601.82
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FY24 Stipend Payout

Base Patrol	\$9,250.00	
FT Decetive (1)	\$3,000.00	
J1 and J2	\$1,500.00	
Fitness Std 15@750	\$11,250.00	Not breault, breslin and connell
Sgt spec assignments 1500*4	\$6,000.00	
Sgt Prof Devel 1500 *4 500 *4	\$6,000.00	in November THIS IS AN EXPENSE
	\$2,000.00 ok	

Stipend TOTALS	\$37,000.00
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FY23 Holiday Payout
includes Juneteeth

	#	# days	rate	Payout	New rates OK
Sgts	4	12	\$41.94	\$16,104.96	
Patrol 5 yr	10	12	\$36.01	\$34,569.60	
Patrol 3 yr	4	12	\$32.73	\$12,568.32	
TOTAL				\$63,242.88	

FY23 Premium Holiday Pay

	#	# days	rate	Payout
Sgts	4	12	\$41.94	\$8,052.48
Patrol	4	12	\$36.01	\$6,913.92
Total				\$14,966.40

TOTAL HOLIDAY AND PREM \$78,209.28

FY23 Vacation Buy Back

Chief	1 week	\$2,879.00	
Deputy Chief	2 weeks	\$4,825.00	
		\$7,704.00	Total Salary
Sgt (1)	1 week	\$1,678.00	
Patrolman (1)	1 week	\$1,412.00	
		\$3,090.00	Total Wages



Groton Fire Department

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Fiscal Year 2024 Budget Narrative

Fiscal Year 2024 focuses on the current and the future needs of the fire department. The new development of the community will inevitably create a greater demand on the fire and medical services. With this anticipated demand for services from prevention to emergency responses, we will need to strongly consider additional staffing.

In Fiscal year 2024, I am requesting 2 additional daytime positions that will bolster the staffing 7 days per week. These positions will work a 12-hour shift allowing us to maintain a more consistent level of daytime staffing each day. In addition, this additional staffing will concentrate on our busiest 12-hour block of time helping to prevent interruptions in other operational and administrative areas.

For many years, we have leaned heavily on the call department to augment every aspect of emergency response and administration. However, with the consistent turnover of call firefighters and EMT's, coupled with the challenges of their everyday lives, it is hard to continue to rely as heavily on them. In 2021-2022, a committee of call firefighters was formed to look at how the call firefighters could be further engaged to support emergency operations. The result of the changes created have had an uptick in call member responses during the nighttime hours, but the daytime hours however have further suffered. This result further amplifies the assertion that while dedicated to the mission of the department, there is a premium on the time that our call personnel can spend here. We ask a lot of our firefighters to stay active and engaged, but have to simultaneously be cognizant of their time.

As we look to the future, there is likely one more significant change to staffing on the horizon. This change will increase the total number of personnel on each shift and transform the community from a Basic Life Support system to an Advanced Life Support system. This will require the hiring of additional firefighter/paramedics to bring staffing ultimately to 16. The current plan is to apply for a staffing grant to create some relief for the community by having 3 years of the staffing paid for upfront. At the end of the 3-year timeframe, the town would have to absorb these positions. Simultaneously, ALS services will also generate a higher level of revenue from insurance charges that will help offset wages. It should however be noted that ambulance revenue, even with a higher billing rate, will not completely pay for these services.



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While a grant is a great opportunity to enhance services, it should never be expected. With only about 5-7% of grants ever being awarded, the likelihood of success is very low, but the potential benefits are very high. The grant application and review periods are generally around 9-12 months meaning that there is a significant lead time that should be accounted for. With the addition of the firefighter/paramedic positions, the department will likely be set in terms of career staffing needs for 7-10+ years.

Payroll

Payroll changes are required in order to meet contractual obligations as well as provide a 2% increase to on-call staff. This is a net change of \$19,777.52 from FY23 to FY24. The need for additional staffing is omnipresent from the needs in the administrative side to fire prevention and providing consistent emergency response to the community.

In order to combat the current and future challenges, the addition of two firefighter/EMTs increases the budget by \$123,607.51. This coupled with the \$19,777.52 results in a total payroll change of \$143,385.03. Overtime has, for several years, exceeded the budget appropriation for various reasons. With longer tenured employees, a significant adjustment needs to occur with more vacation time being spent. In order to combat this, money has been moved around and added in order to better account for the overtime usage.

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.



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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. As our experienced personnel leave our department, we lose the knowledge 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 within the department.

Expenses

FY 24 expenses reflect an increase primarily due to increased maintenance needed with our Self-Contained Breathing apparatus, and contractual obligations. Many of these lines were reduced in FY 23 in order to meet budget objectives. Additionally, many services and parts have increased in price due to inflation. 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 24. 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 increases to \$10,966. This is a significant increase over FY23 due to the need to provide more maintenance and testing on our SCBA (breathing air), hoses and ladder. These tests are required to adhere to NFPA guidelines. The primary driver of this increase is the SCBA which is on the capital plan for replacement. These systems are responsible to providing fresh breathing air in hazardous environments.

Software increases to \$19,100 (\$1,000) and is used for maintenance of EMS reporting software, as well as fire reporting and tracking software.



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Training increases to \$36,300 (\$7,300). 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. The driver of the increase is contractual obligations for the career firefighters.

Vehicle Cost \$20,000 for fuel. If the inflation of fuel prices continues, 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.

Medical Supplies increases to \$17,500 (\$1,500) 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 \$26,400 to (\$3,600) 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.

Minor Capital

Minor capital is an annual appropriation for the replacement of firefighter gear. We have seen an increase of nearly 30% in the cost of the gear however with the call department shrinking the ultimate number of sets needing replacement decreasing as well.



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Capital

Our capital projects have changed due to the unexpected purchase of an engine last year. FY 24 was due to purchase interface engine. 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.

FY 24 however replaces the 2015 ambulance on the replacement schedule. Ambulances are replaced every 7-9 years in order to maintain a solid and reliable fleet. These vehicles are typically purchased with the revenues generated by EMS billing. With the build time of an ambulance being just under a year, an order placed in July of 2023 will not arrive until late spring of 2024. The Deputy Chief's vehicle currently has 85,000 miles and continues to have mechanical issues. With lead times on vehicles being in constant flux, it is likely that the vehicle would not be delivered or in service until winter/spring of 2024. It would be beneficial to get the replacement started before we reach a critical need.

The Future

Nationally, the number of call and volunteer firefighters has been on a steady decline since the National Fire Protection Association started tracking it in 1986. In fact, the number of call and volunteer firefighters has had a more drastic reduction since 2010 than ever before. This trend has very rapidly impacted the ability of communities to staff and field a cohesive emergency response with on-call or volunteer firefighters. Massachusetts and specifically Groton are not immune to this trend. We as community leaders must recognize that this reduction in on-call staffing will ultimately have to be addressed through the hiring of more career personnel. We all too often jump to a simple conclusion that the solution to staffing in the fire department is to add call firefighters. The simple fact is that finding, training, and retaining call firefighters is the hardest it has ever been. With the growth that continues to occur in the community and specifically the housing project at 500 Main St, planning for the future of the department needs to be done on a proactive basis rather than reactive one.

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
FIRE DEPARTMENT									
1310	Salaries	\$ 184,836	\$ 235,000	\$ 235,000	\$ 260,754	\$ 276,595	\$ 276,595	6.07%	\$ 57.20
1311	Wages	\$ 903,135	\$ 929,402	\$ 1,035,806	\$ 1,220,616	\$ 1,142,499	\$ 1,142,499	-6.40%	\$ 236.25
1312	Expenses	\$ 168,346	\$ 174,567	\$ 124,201	\$ 195,600	\$ 213,896	\$ 213,896	9.35%	\$ 44.23
<hr/>									
DEPARTMENTAL TOTAL		\$ 1,256,317	\$ 1,338,969	\$ 1,395,007	\$ 1,676,970	\$ 1,632,990	\$ 1,632,990	-2.62%	\$ 337.68

Fire Department
220

<u>LINE ITEM</u>	FY 2024					FY 2024		<u>PERCENT CHANGE</u>
	<u>FY 2023</u>	<u>DEPARTMENT</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	
	<u>APPROPRIATION</u>				<u>CHANGE</u>	<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Telephone								
Postage	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Office Supplies	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Dues & Memberships	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Travel/Conferences	\$ 750.00	\$ 750.00	\$ -	0.00%		\$ 750.00		0.00%
Equipment Maintenance	\$ 4,300.00	\$ 10,996.00	\$ 6,696.00	155.72%		\$ 10,996.00		155.72%
Water - Sprinklers								
Software/Service Maintenance	\$ 15,000.00	\$ 19,100.00	\$ 4,100.00	27.33%		\$ 19,100.00		27.33%
Training	\$ 29,000.00	\$ 36,300.00	\$ 7,300.00	25.17%		\$ 36,300.00		25.17%
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	\$ 36,000.00	\$ 36,000.00	\$ -	0.00%		\$ 36,000.00		0.00%
Medical Supplies	\$ 16,000.00	\$ 17,500.00	\$ 1,500.00	9.38%		\$ 17,500.00		9.38%
Uniforms & Gear	\$ 22,800.00	\$ 24,600.00	\$ 1,800.00	7.89%		\$ 24,600.00		7.89%
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)	-100.00%		\$ -		-100.00%
Minor Capital	\$ 23,000.00	\$ 23,000.00	\$ -	0.00%		\$ 23,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 195,600.00	\$ 213,896.00	\$ 18,296.00	9.35%		\$ 213,896.00	\$ -	9.35%

Department Fire Department
 Org # 220
 COLA % 2.00%

FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
McCurdy	Steele		Fire Chief				\$ 133,900.00			\$ 136,578.00	6.2%			\$ 145,000.00	\$ 6,134.62	\$ -	\$ 151,134.62
Cheeks	Arthur		Deputy Fire Chief				\$ 123,000.00			\$ 125,460.00				\$ 125,460.00		\$ -	\$ 125,460.00
Other Pay							\$ 3,854.00										\$ -
TOTAL SALARIES							\$ 260,754.00										\$ 276,594.62

FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Aiello	Diane	THL	Office Assistant	8	\$33.00	40	\$ 68,904.00	\$ 33.66	40	\$ 70,282.08	2.0%	0.5%	\$ 34.33	\$ 71,687.72	\$ 1,100.00	\$ 351.41	\$ 73,139.13
Crocker	James	IAFF	Lieutenant/EMT		\$36.78	42	\$ 80,636.47	\$ 37.52	42	\$ 82,249.20			\$ 37.52	\$ 82,249.20	\$ 750.00	\$ -	\$ 82,999.20
Lundgren	Karl	IAFF	Lieutenant/EMT		\$36.78	42	\$ 80,636.47	\$ 37.52	42	\$ 82,249.20			\$ 37.52	\$ 82,249.20	\$ 2,250.00	\$ -	\$ 84,499.20
McBrearty	Paul	IAFF	Firefighter/EMT		\$33.13	42	\$ 72,634.21	\$ 33.79	42	\$ 74,086.90			\$ 33.79	\$ 74,086.90	\$ 1,250.00	\$ -	\$ 75,336.90
Shute	Tyler	IAFF	Lieutenant/EMT		\$36.78	42	\$ 80,636.47	\$ 37.52	42	\$ 82,249.20			\$ 37.52	\$ 82,249.20	\$ 2,700.00	\$ -	\$ 84,949.20
McNayr	Cody	IAFF	Firefighter/EMT		\$30.40	42	\$ 66,648.96	\$ 31.01	42	\$ 67,981.94			\$ 31.01	\$ 67,981.94	\$ 1,000.00	\$ -	\$ 68,981.94
Fisher	Chris	IAFF	Firefighter/EMT		\$30.40	42	\$ 66,648.96	\$ 31.01	42	\$ 67,981.94			\$ 31.01	\$ 67,981.94		\$ -	\$ 67,981.94
Shaw	Walter	IAFF	Firefighter/EMT		\$30.40	42	\$ 66,648.96	\$ 31.01	42	\$ 67,981.94			\$ 31.01	\$ 67,981.94	\$ 1,500.00	\$ -	\$ 69,481.94
Maskalenko	Derek	IAFF	Firefighter/EMT		\$30.40	42	\$ 66,648.96	\$ 31.01	42	\$ 67,981.94			\$ 31.01	\$ 67,981.94	\$ 500.00	\$ -	\$ 68,481.94
New FF/EMT							\$ 28.19		42	\$ 61,803.76			\$ 28.19	\$ 61,803.76			\$ 61,803.76
New FF/EMT							\$ -		42	\$ -			\$ -	\$ -			\$ -
Overtime for Shift Coverage							\$ 278,584.00			\$ 135,000.00				\$ 135,000.00		\$ -	\$ 135,000.00
Call Firefighters/EMTs							\$ 200,000.00			\$ 190,000.00				\$ 190,000.00		\$ -	\$ 190,000.00
Other Pay/Standyby/ Holiday							\$ 48,131.00			\$ 57,026.00				\$ 57,026.00		\$ -	\$ 57,026.00
On-Call Mechanic							\$ 12,000.00										
Other Pay							\$ 31,857.08			\$ 22,817.84				\$ 22,817.84		\$ -	\$ 22,817.84
TOTAL WAGES							\$ 1,220,615.55										\$ 1,142,498.99

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
GROTON WATER FIRE PROTECTION									
1320	West Groton Water District	\$ -	\$ -	\$ -	1 \$	1 \$	-	-100.00%	\$ -
1321	Groton Water Department	\$ -	\$ -	\$ -	1 \$	1 \$	-	-100.00%	\$ -
<hr/>									
	DEPARTMENTAL TOTAL	\$ -	\$ -	\$ -	2 \$	2 \$	-	-100.00%	\$ -

GROTON WATER FIRE PROTECTION
221

<u>LINE ITEM</u>	<u>FY 2023</u> <u>APPROPRIATION</u>	<u>FY 2024</u> <u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024</u> <u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FY 2024</u> <u>FINCOM</u> <u>APPROVED</u>	<u>PERCENT</u> <u>CHANGE</u>
Hydrant Charges - West Groton	\$ 1.00	\$ 1.00	\$ -	0.00%		\$ -		-100.00%
Hydrant Charges - Groton	\$ 1.00	\$ 1.00	\$ -	0.00%		\$ -		-100.00%
TOTAL FUNDS REQUESTED	\$ 2.00	\$ 2.00	\$ -	0.00%		\$ -	\$ -	-100.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 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	\$ 20	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.08
<hr/>									
	DEPARTMENTAL TOTAL	\$ 2,082	\$ 2,207	\$ 2,102	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ 0.51

**ANIMAL INSPECTOR
248**

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 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	\$ 125	\$ 40	\$ 400	\$ 400	\$ 400	0.00%	\$ 0.08
DEPARTMENTAL TOTAL		\$ 2,207	\$ 2,207	\$ 2,122	\$ 2,482	\$ 2,482	\$ 2,482	0.00%	\$ 0.51

**ANIMAL CONTROL OFFICER
248**

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
EMERGENCY MANAGEMENT AGENCY									
1350	Salary	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	0.00%	\$ 0.83
1351	Expenses	\$ 6,068	\$ 12,500	\$ 9,998	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.07
1352	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 10,068	\$ 16,500	\$ 13,998	\$ 14,000	\$ 14,000	\$ 14,000	0.00%	\$ 2.89

EMERGENCY MANAGEMENT AGENCY
291

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
DOG OFFICER									
1360	Salary	\$ 15,000	\$ 14,503	\$ 15,000	\$ 15,000	\$ 17,500	\$ 17,500	16.67%	\$ 3.62
1361	Expenses	\$ 2,597	\$ 3,997	\$ 2,356	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.62
DEPARTMENTAL TOTAL		\$ 17,597	\$ 18,500	\$ 17,356	\$ 18,000	\$ 20,500	\$ 20,500	13.89%	\$ 4.24

**DOG OFFICER
292**

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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 2023								Rate	FISCAL YEAR 2024			Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22		Proposed Increase 1-Jul-23	Proposed Performance Increase To Base							
Salaries																	
Delaney	Robert T.		Animal Control				\$ 7,500.00		\$ 7,500.00								
Greenhalgh	John		Animal Control				\$ 7,500.00	\$ 7,500.00	33.3%			\$ 10,000.00		\$ -	\$ 10,000.00		
TOTAL SALARIES																\$ 17,500.00	
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16		
FISCAL YEAR 2023								Rate	FISCAL YEAR 2024			Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22		Proposed Increase 1-Jul-23	Proposed Performance Increase To Base							
Wages																	

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
POLICE & FIRE COMMUNICATIONS									
1370	Wages	\$ 337,559	\$ 409,095	\$ 453,495	\$ 500,359	\$ 500,064	\$ 500,064	-0.06%	\$ 103.41
1371	Expenses	\$ 23,706	\$ 9,364	\$ 10,826	\$ 23,875	\$ 27,715	\$ 23,875	0.00%	\$ 4.94
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 361,265	\$ 418,459	\$ 464,321	\$ 524,234	\$ 527,779	\$ 523,939	-0.06%	\$ 108.35

POLICE & FIRE COMMUNICATIONS
235

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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		0.00%
Other: Radio Loops								
Other: Wellness Fitness Reimburse	\$ -	\$ 3,840.00	\$ 3,840.00	100.00%		\$ -		100.00%
TOTAL FUNDS REQUESTED	\$ 23,875.00	\$ 27,715.00	\$ -	16.08%		\$ 23,875.00	\$ -	0.00%

Department Police & Fire Communications
 Org # 235
 COLA % 2.00%

FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
TOTAL SALARIES																	
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Bushnoe	Edward	Comm. Union	Comm. Officer		\$29.26	24	\$ 36,656.93	\$ 29.85	24	\$ 37,396.08			\$ 29.85	\$ 37,396.08		\$ -	\$ 37,396.08
Gibson	Warren	Comm. Union	Supervisor		\$32.35	40	\$ 67,546.80	\$ 33.00	40	\$ 68,904.00			\$ 33.00	\$ 68,904.00		\$ -	\$ 68,904.00
New Hire		Comm. Union	Comm. Officer		\$29.26	40	\$ 61,094.88	\$ 29.85	40	\$ 62,326.80			\$ 29.85	\$ 62,326.80		\$ -	\$ 62,326.80
Watson	Shayla	Comm. Union	Comm. Officer		\$24.41	40	\$ 50,968.08	\$ 24.90	40	\$ 51,991.20			\$ 24.90	\$ 51,991.20		\$ -	\$ 51,991.20
Cotter	Christopher	Comm. Union	Comm. Officer		\$26.85	40	\$ 56,062.80	\$ 27.39	40	\$ 57,190.32			\$ 27.39	\$ 57,190.32		\$ -	\$ 57,190.32
Welch	Samuel	Comm. Union	Comm. Officer		\$29.26	40	\$ 61,094.88	\$ 29.85	40	\$ 62,326.80			\$ 29.85	\$ 62,326.80		\$ -	\$ 62,326.80
Myers	Catherine	Comm. Union	Comm. Officer		\$29.26	40	\$ 61,094.88	\$ 29.85	40	\$ 62,326.80			\$ 29.85	\$ 62,326.80		\$ -	\$ 62,326.80
New Hire		Comm. Union	Comm. Officer		\$24.41	40	\$ 50,968.08	\$ 24.90	40	\$ 51,991.20			\$ 24.90	\$ 51,991.20		\$ -	\$ 51,991.20
Relief Dispatchers							\$ 37,894.00			\$ 39,011.00				\$ 39,011.00		\$ -	\$ 39,011.00
Shift Differential							\$ 21,986.00			\$ 26,499.00				\$ 26,499.00		\$ -	\$ 26,499.00
EMT/FR/EMD							\$ 15,080.00			\$ 18,368.00				\$ 18,368.00		\$ -	\$ 18,368.00
Vacations							\$ 40,369.00			\$ 41,092.00				\$ 41,092.00		\$ -	\$ 41,092.00
Holidays							\$ 30,852.00			\$ 33,291.00				\$ 33,291.00		\$ -	\$ 33,291.00
Training							\$ 3,800.00			\$ 1,200.00				\$ 1,200.00		\$ -	\$ 1,200.00
Longevity							\$ 3,920.00			\$ 2,850.00				\$ 2,850.00		\$ -	\$ 2,850.00
Uniform Cleaning Allowance							\$ 1,050.00			\$ 1,050.00				\$ 1,050.00		\$ -	\$ 1,050.00
Other Pay							\$ 9,921.00			\$ 2,250.00				\$ 2,250.00		\$ -	\$ 2,250.00
GRANT INCOME OFFSET							\$ (110,000.00)										\$ (120,000.00)
TOTAL WAGES								\$ 500,359.33									
								\$ - \$ - \$ 500,064.20									

FY24		Police & Fire Communications			52.2 weeks															
		Base	OT	Base Pay																
Bushnoe		\$29.85	\$44.78	\$37,396.08																
Cotter		\$27.39	\$41.09	\$57,190.32																
Gibson		\$33.00	\$49.50	\$68,904.00																
New Hire		\$29.85	\$44.78	\$62,326.80																
Myers		\$29.85	\$44.78	\$62,326.80																
Watson		\$24.90	\$37.35	\$51,991.20																
Welch		\$29.85	\$44.78	\$62,326.80																
New Hire		\$24.90	\$37.35	\$51,991.20																
TOTAL			\$344.39	\$454,453.20																
REFIEF DISPATCH Regular rate		Shift		Total																
100 Shifts @ FT OT rate *8 average		\$358.24		\$35,824.00																
16 Shifts @ PT rate *8		\$199.20		\$3,187.20																
TOTAL				\$39,011.20																
Shift Differential		Biweekly		Total																
see separate tab *****																				
Bushnoe		\$85.97		\$2,235.22						sh diff= reg rate	*6% or 8% *8 hours									
Cotter		\$149.00		\$3,874.00							ie 1315/1753 cotter									
Gibson		\$0.00		\$0.00																
New Hire		\$191.04		\$4,967.04																
Myers		\$143.28		\$3,725.28																
Watson		\$139.44		\$3,625.44																
New Hire		\$167.16		\$4,346.16																
Welch		\$143.28		\$3,725.28																
TOTAL				\$26,498.42																
EMD/FR	FY23	FY24	rate*26																	
	Biweekly																			
Bushnoe	41.58	57.31	\$1,490.06																	
Cotter	75.15	87.65	\$2,278.90																	
Gibson	90.57	105.6	\$2,745.60																	
New Hire	81.92	95.52	\$2,483.52																	
Myers	81.92	95.52	\$2,483.52																	
Watson	78.41	79.68	\$2,071.68																	
Welch	81.92	95.52	\$2,483.52																	
New Hire	78.41	79.68	\$2,071.68																	
Relief	5per shift	5	\$260.00							assume 52spots one a week										
TOTAL			\$18,368.48																	
VACATIONS																				
120 DAYS-Total OT rates /7*8= \$342.43				\$41,091.60	ok															
(exclude Bushnoe from rate)																				
299.63/7*8=342.43	DAYS																			
Bushnoe	15																			
Cotter	10																			
Gibson	25																			
New Hire	15																			
Myers	15																			
Watson	10																			
Welch	15																			
New Hire	15																			
Total Days	120																			

HOLIDAYS																				
		OT rate	Days	Total																
Bushnoe		\$44.78	6	\$2,149.44																
Cotter		\$41.09	12	\$3,944.64																
Gibson		\$49.50	12	\$4,752.00																
New Hire		\$44.78	12	\$4,298.88																
Myers		\$44.78	12	\$4,298.88																
Watson		\$37.35	12	\$3,585.60																
Welch		\$44.78	12	\$4,298.88																
New Hire		\$37.35	12	\$3,585.60																
Easter \$342.43*3 shifts				\$1,027.29	ok															
Thanks,Xmas,NY \$75 3 days				\$1,350.00	ok															
75*3=225, 1350/225 = 6 shifts																				
TOTAL				\$33,291.21																
TRAINING																				
Employee stipend	\$100*12wks			\$1,200.00																
TOTAL				\$1,200.00	to train a new hire, quesstiment															
LONGEVITY		FY24																		
Cotter	4/8/2019	5 yrs		\$300.00																
Gibson	1/4/2006	18 yrs		\$1,320.00																
New Hire																				
Myers	11/3/2014	9 yrs		\$580.00																
Watson	9/19/2022	1 yr		\$0.00																
New Hire																				
Welch	3/10/2014	10 yrs		\$650.00																
TOTAL				\$2,850.00	ok															
UNIFORM CLEANING ALLOWANCE																				
Dispatchers 7*150				\$1,050.00	ok															
BUDGET TOTAL				\$617,814.11																
CJIS stipend																				
W Gibson	\$1,500.00																			
S Welch	\$750.00																			
	\$2,250.00	ok																		
EXPENSE:																				
Wellness/Fitness Reimbursement																				
\$40*12mos*8 officers=	\$3,840.00																			

Shift Differential Calculation IE FLSA															
	Base	OT	Base Pay		Shift Diff	Sh Diff Rate	Total Shift Diff	Longevity	EMD/FR Stip	Total Yrly Wages	"/52 wk"	"/40 hr"	"FLSA *1.5"	"Base hrly ot rate"	FLSA Rate
Bushnoe	\$29.85	\$44.78	\$37,396.08		6.00%	\$1.79	\$2,242.33	\$0.00	\$780.00	\$40,418.41	\$777.28	\$32.39	\$48.58	\$41.76	\$6.82
Cotter	\$27.39	\$41.09	\$57,190.32		6.00%	\$1.64	\$3,421.56	\$0.00	\$1,040.00	\$61,651.88	\$1,185.61	\$29.64	\$44.46	\$38.75	\$5.71
Gibson	\$33.00	\$49.50	\$68,904.00		0.00%	\$0.00	\$0.00	\$1,230.00	\$1,040.00	\$71,174.00	\$1,368.73	\$34.22	\$51.33	\$41.76	\$9.57
New Hire	\$29.85	\$44.78	\$62,326.80		8.00%	\$2.39	\$4,971.82	\$580.00	\$1,040.00	\$68,918.62	\$1,325.36	\$33.13	\$49.70	\$50.16	-\$0.46
Myers	\$29.85	\$44.78	\$62,326.80		6.00%	\$1.79	\$3,728.86	\$510.00	\$1,040.00	\$67,605.66	\$1,300.11	\$32.50	\$48.75	\$41.76	\$6.99
Watson	\$24.90	\$37.35	\$51,991.20		4.00%	\$1.00	\$2,073.67	\$510.00	\$1,040.00	\$55,614.87	\$1,069.52	\$26.74	\$40.11	\$41.76	-\$1.65
Weix	\$24.41	\$36.62	\$50,968.08		4.00%	\$0.98	\$2,032.86	\$0.00	\$1,040.00	\$54,040.94	\$1,039.25	\$25.98	\$38.97	\$38.75	\$0.22
Welch	\$29.85	\$44.78	\$62,326.80		6.00%	\$1.79	\$3,728.86	\$580.00	\$1,040.00	\$67,675.66	\$1,301.46	\$32.54	\$48.80	\$50.16	-\$1.36
New Hire	\$29.85	\$44.78	\$62,326.80		4.00%	\$1.19	\$2,485.91	\$580.00	\$1,040.00	\$66,432.71	\$1,277.55	\$31.94	\$47.91	\$50.16	-\$2.25
					Shift Rate	Base rate	Sh Diff rate	*8 hrs = FLSA RATE		Payperiod est					
				Bushnoe	6.00%	\$29.85	\$1.79	\$14.33		6 shifts		\$85.97			
				Cotter	6.00%	\$27.39	\$1.64	\$13.15		6 shifts		\$78.88			
				Gibson	6.00%	\$33.00	\$1.98	\$15.84		0 shifts		\$0.00			
				New Hire	6.00%	\$29.85	\$1.79	\$14.33		0 shifts		\$0.00			
				Myers	6.00%	\$29.85	\$1.79	\$14.33		10 shifts		\$143.28			
				Watson	6.00%	\$24.90	\$1.49	\$11.95		5 shifts		\$59.76			
				Weix	6.00%	\$24.41	\$1.46	\$11.72							
				Welch	6.00%	\$29.85	\$1.79	\$14.33		10 shifts		\$143.28			
				New Hire	6.00%	\$29.85	\$1.79	\$14.33		5 shifts		\$71.64			
					Shift Rate	Base rate	Sh Diff rate	*8 hrs = FLSA RATE							
				Bushnoe	8.00%	\$29.85	\$2.39	\$19.10		0 shifts		\$0.00			
				Cotter	8.00%	\$27.39	\$2.19	\$17.53		4 shifts		\$70.12			
				Gibson	8.00%	\$33.00	\$2.64	\$21.12		0 shifts		\$0.00			
				New Hire	8.00%	\$29.85	\$2.39	\$19.10		10 shifts		\$191.04			
				Myers	8.00%	\$29.85	\$2.39	\$19.10		0 shifts		\$0.00			
				Watson	8.00%	\$24.90	\$1.99	\$15.94		5 shifts		\$79.68			
				Weix	8.00%	\$24.41	\$1.95	\$15.62							
				Welch	8.00%	\$29.85	\$2.39	\$19.10		0 shifts		\$0.00			
				New Hire	8.00%	\$29.85	\$2.39	\$19.10		5 shifts		\$95.52			

Communications #235**LONGEVITY****FY24**

Welch	3/10/2014	10 yrs	\$650.00
Gibson	1/4/2006	18 yrs	\$1,320.00
Bushnoe	11/18/2002	21 yrs	\$0.00
Myers	11/3/2014	9 yrs	\$580.00
Cotter	4/8/2019	5 yrs	\$300.00
Watson	9/19/2022	1yr	\$0.00

TOTAL**\$2,850.00**



REGIONAL SCHOOLS

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL									
1400	Operating Expenses	\$ 557,295	\$ 728,802	\$ 807,474	\$ 810,037	\$ 810,037	\$ 810,037	0.00%	\$ 167.50
DEPARTMENTAL TOTAL		\$ 557,295	\$ 728,802	\$ 807,474	\$ 810,037	\$ 810,037	\$ 810,037	0.00%	\$ 167.50
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT									
1410	Operating Expenses	\$ 22,063,256	\$ 22,727,239	\$ 24,023,134	\$ 24,319,318	\$ 27,550,300	\$ 25,537,716	5.01%	\$ 5,280.82
1411	Debt Service, Excluded	\$ -	\$ -	\$ -	\$ 422,713	\$ 406,982	\$ 406,982	-3.72%	\$ 84.16
1412	Debt Service, Unexcluded	\$ -	\$ -	\$ -	\$ 60,191	\$ 58,814	\$ 58,814	-2.29%	\$ 12.16
1413	Out of District Placement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1413	Capital Assessment	\$ 459,647	\$ 265,172	\$ 217,298	\$ 577,026	\$ 552,203	\$ 552,203	-4.30%	\$ 114.19
DEPARTMENTAL TOTAL		\$ 22,522,903	\$ 22,992,411	\$ 24,240,432	\$ 25,379,248	\$ 28,568,299	\$ 26,555,715	4.64%	\$ 5,491.33
TOTAL SCHOOLS		\$ 23,080,198	\$ 23,721,213	\$ 25,047,906	\$ 26,189,285	\$ 29,378,336	\$ 27,365,752	4.49%	\$ 5,658.83



DEPARTMENT OF PUBLIC WORKS



Mark Haddad
Town Manager

Budget for FY24

Dear Mark

I am pleased to submit to you my operating budgets for the FY24 operating year.

This year, I am submitting to you a level funded expense budget request and only contractual increases in wages and a ACO wage increase.

Even though we had a retirement of an employee, and have replaced with a worker with less wages, I am asking that the surplus be used in two different areas.

One is for a stipend position, to train a person to be an assistant to learn the administrative functions of my job and eventually move into my position for 7k. The other is for a program, working with GELD, to assist in funding a fulltime tree crew. This will involve using 10k from my wage surplus, 10k from road maintenance and moving it to tree work line item. This will enable us to be partnered with GELD to be part of a fulltime tree crew to do their work as well as ours. This will be a huge increase in our ability to remove hazard trees when we need to as well as being proactive, year-round on removal, instead of as needed or waiting for a contractor. There will be other in-kind concessions from us as finding storage for their truck as well as the DPW assisting in removing logs and such.

As you know, we are now back to the staffing level we had in the 90's, and this has enabled us to really catch up on projects and made some great improvements last year. I hope this level can be maintained. This new initiative with GELD will keep us moving forward into the future.

The other concern I have this year are the energy costs. They are high and we don't know what the future holds long term. Short term I think we are ok but I don't believe we are sustainable if the upward trend continues for a couple of years.

MUNICIPAL BUILDINGS

The buildings in general are in great shape and small detail work inside and out is keeping them looking neat and tidy. A potential retirement next year of a custodian may have us look at other options next year for cleaning services, but we will visit that when it comes up. Minor work such as carpeting, paint is on the plate for next year in multiple buildings. Future green community funding will be sought for public safety improvements in their HVAC system.

Electricity costs are of great concern to me but as of now I believe we will get by barring any large breakdowns.

The **Fire Station** lighting project was completed and has made things much safer and functional in the building. Minor programming issues still come up but are manageable. The heating system over there may be something that needs paying attention to as it is not the best in our opinion.

Town Hall has had all carpet and painting up to date inside and out so minor touch ups here and there are all that's needed. Applying for more money from the green communities program for the boilers is a need but not critical at the moment, we will pursue the grant or change direction if needed.

The **Police Station** has also been aided with the green communities funding and upgrading and future projects will be added. The rest of the building is in good shape and with cement siding complete, I see no outside repairs for years. We still have some capital

funds for roof repairs which I have been stretching so once done will last longer in the future. 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 birds 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 remains to do longer term projects.

DPW

General Highway Department budget general expenses are right on track for the year and with the new building I am not seeing any foreseeable issues except general maintenance. As I mentioned above, 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 is higher for contractual obligations and other changes are noted above.

CH90 continues to be steady for road maintenance and hopefully more state revenue will come our way like last year. We also have a road maintenance program online to help us make sure we have a good plan for road dollars.

The Transfer Station budget is on track as of now but this budget ends every year on a thin line. Tipping fees are ok at this time and finished good last year. I am hopeful this year as well. The construction dumpster fees are getting out of control but I am working with a new vendor which I hope will leverage our position. I am looking for a grant to purchase a truck to haul our own C&D which will save us money in our program.

As for income, right now we are around \$150k including all sales of stickers, bags and marketed material. This is about the same as this time last year. Right now, the markets are going in the wrong direction. Paper is worthless and steel and aluminum are slipping as well. As of now I would estimate income for FY23 at \$230,000.00 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 not in our favor.

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.

Animal Control

A request for an increase in the salary line for the primary ACO is added for \$2500. The hours are expanding in this position as the town grows and this line has not changed in many years. Most towns in the area have full time ACO, but we are not there yet in my opinion.

The following other budgets are submitted with no request for additional funding, The Snow and Ice budget, Animal Inspector.

Respectfully submitted and available for discussion

R Thomas Delaney Jr

DPW Director

Budget overview

Transfer Station

Level funding except for wage increase

Highway Department

Level funded in expenses, changes in wage lines to support training and GELD opportunity

Building Maintenance

20k in minor capital

STORMWATER ENTERPRISE

No Change

Tree Warden

Increase in tree work line by 20K to come from DPW wages and road maintenance

Animal Control

2500 increase in wage line

Snow and Ice, Animal inspector

Level funding request.

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
HIGHWAY DEPARTMENT									
1500	Salaries	\$ 112,891	\$ 115,659	\$ 113,785	\$ 120,523	\$ 120,293	\$ 120,293	-0.19%	\$ 24.87
1501	Wages	\$ 684,021	\$ 646,439	\$ 685,051	\$ 743,115	\$ 743,323	\$ 743,323	0.03%	\$ 153.71
1502	Expenses	\$ 132,550	\$ 125,643	\$ 138,154	\$ 136,900	\$ 136,900	\$ 136,900	0.00%	\$ 28.31
1503	Highway Maintenance	\$ 56,304	\$ 54,076	\$ 73,852	\$ 90,000	\$ 90,000	\$ 80,000	-11.11%	\$ 16.54
1504	Minor Capital	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	0.00%	\$ 4.14
<hr/>									
DEPARTMENTAL TOTAL		\$ 985,766	\$ 941,817	\$ 1,010,842	\$ 1,110,538	\$ 1,110,516	\$ 1,100,516	-0.90%	\$ 227.57

HIGHWAY DEPARTMENT
420

<u>LINE ITEM</u>	FY 2024 DEPARTMENT				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2024		<u>PERCENT CHANGE</u>
	<u>FY 2023 APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone									
Postage									
Office Supplies									
Dues & Memberships	\$ 200.00	\$ 200.00	\$ -	0.00%			\$ 200.00		0.00%
Travel/Conferences									
Equipment Maintenance	\$ 34,100.00	\$ 34,100.00	\$ -	0.00%			\$ 34,100.00		0.00%
Printing/Printed Forms									
Software/education	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%			\$ 3,500.00		0.00%
Space Rental									
Heating Costs	\$ 11,000.00	\$ 11,000.00	\$ -	0.00%			\$ 11,000.00		0.00%
Electricity	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%			\$ 10,000.00		0.00%
Vehicle Costs/Gas Diesel	\$ 32,500.00	\$ 32,500.00	\$ -	0.00%			\$ 32,500.00		0.00%
Employee and Union	\$ 17,600.00	\$ 17,600.00	\$ -	0.00%			\$ 17,600.00		0.00%
Consulting and Engineering	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%			\$ 10,000.00		0.00%
Misc Minor Equipment									
Building Maintenance	\$ 13,000.00	\$ 13,000.00	\$ -	0.00%			\$ 13,000.00		0.00%
Dam Inspections	<u>\$ 5,000.00</u>	<u>\$ 5,000.00</u>	<u>\$ -</u>	0.00%			<u>\$ 5,000.00</u>		0.00%
TOTAL FUNDS REQUESTED	\$ 136,900.00	\$ 136,900.00	\$ -	0.00%			\$ 136,900.00	\$ -	0.00%

Department Highway Department
 Org # 420
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Delaney	Robert	Supervisors	DPW Director			40	\$ 113,384.00			\$ 115,651.68		2.5%		\$ 115,651.68	\$ 1,750.00	\$ 2,891.29	\$ 120,292.97
Other Pay							\$ 7,139.00										\$ -
TOTAL SALARIES																	\$ 120,292.97
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Barbieri	Brian	Highway	Mechanic	10	\$ 37.93	40	\$ 79,197.84	\$ 38.69	40	\$ 80,784.72	1.0%		\$ 39.08	\$ 81,599.04	\$ 500.00	\$ -	\$ 82,099.04
Conley	Troy	Highway	Foreman	11	\$ 38.86	40	\$ 81,139.68	\$ 39.64	40	\$ 82,768.32		1.5%	\$ 39.64	\$ 82,768.32	\$ 1,250.00	\$ 1,241.52	\$ 85,259.84
Callahan	Brian	Highway	Equipment Operator	8	\$ 28.19	40	\$ 58,860.72	\$ 28.75	40	\$ 60,030.00	2.0%		\$ 29.33	\$ 61,241.04	\$ 4,704.00	\$ -	\$ 65,945.04
Emslie	James	Highway	Equipment Operator	8	\$ 28.05	40	\$ 58,568.40	\$ 28.61	40	\$ 59,737.68	1.5%		\$ 29.04	\$ 60,635.52	\$ 750.00	\$ -	\$ 61,385.52
Hall	Brian	Highway	Mechanic	10	\$ 29.13	40	\$ 60,823.44	\$ 29.71	40	\$ 62,034.48	1.0%		\$ 30.01	\$ 62,660.88	\$ 500.00	\$ -	\$ 63,160.88
Morris	William	Highway	Equipment Operator	8	\$ 27.79	40	\$ 58,025.52	\$ 28.35	40	\$ 59,194.80	2.0%		\$ 28.92	\$ 60,384.96		\$ -	\$ 60,384.96
Johnson	Jesse	Highway	Truck Driver/Laborer	5	\$ 27.05	40	\$ 56,480.40	\$ 27.59	40	\$ 57,607.92	2.0%		\$ 28.14	\$ 58,756.32		\$ -	\$ 58,756.32
Bobaci	Ndrim	Highway	Heavy Equip Oper	9	\$ 34.47	40	\$ 71,973.36	\$ 26.52	40	\$ 55,373.76			\$ 26.52	\$ 55,373.76		\$ -	\$ 55,373.76
Shea	Quintin	Highway	Foreman	11	\$ 32.03	40	\$ 66,878.64	\$ 32.67	40	\$ 68,214.96	2.0%		\$ 33.32	\$ 69,572.16	\$ 750.00	\$ -	\$ 70,322.16
Richard	Donald	Highway	Truck Driver/Laborer	5	\$ 26.65	40	\$ 55,645.20	\$ 27.18	40	\$ 56,751.84	2.0%		\$ 27.72	\$ 57,879.36		\$ -	\$ 57,879.36
Bernhardt	Andrew	Highway	Equipment Operator	8	\$ 27.05	40	\$ 56,480.40	\$ 27.59	40	\$ 57,607.92	2.0%		\$ 28.14	\$ 58,756.32		\$ -	\$ 58,756.32
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
Director In-Training Stipend							\$ -			\$ 7,000.00						\$ 7,000.00	\$ 7,000.00
Other Pay							\$ 22,041.00			\$ -						\$ -	\$ -
TOTAL WAGES																	\$ 743,323.20

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	\$ 148,927	\$ 137,133	\$ 154,236	\$ 165,000	\$ 165,000	\$ 165,000	0.00%	\$ 34.12
1521	Overtime	\$ 220,790	\$ 195,333	\$ 291,882	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 28.95
1522	Hired Equipment	\$ 75,071	\$ 82,973	\$ 55,369	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.24
<hr/>									
DEPARTMENTAL TOTAL		\$ 444,788	\$ 415,439	\$ 501,487	\$ 340,000	\$ 340,000	\$ 340,000	0.00%	\$ 70.31

**SNOW AND ICE
423**

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
TREE WARDEN BUDGET									
1530	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1531	Expenses	\$ 374	\$ 613	\$ 2,499	\$ 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	\$ 11,500	\$ 8,800	\$ 8,322	\$ 10,000	\$ 30,000	\$ 30,000	200.00%	\$ 6.20
<hr/>									
DEPARTMENTAL TOTAL		\$ 11,874	\$ 9,413	\$ 10,821	\$ 14,500	\$ 34,500	\$ 34,500	137.93%	\$ 7.13

TREE WARDEN
492

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE									
1540	Wages	\$ 144,189	\$ 150,647	\$ 150,671	\$ 159,057	\$ 166,348	\$ 166,348	4.58%	\$ 34.40
1541	Expenses	\$ 256,829	\$ 275,040	\$ 263,725	\$ 270,950	\$ 270,950	\$ 270,950	0.00%	\$ 56.03
1542	Minor Capital	\$ 20,000	\$ 19,856	\$ 9,941	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.07
<hr/>									
DEPARTMENTAL TOTAL		\$ 421,018	\$ 445,543	\$ 424,337	\$ 440,007	\$ 447,298	\$ 447,298	1.66%	\$ 92.50

MUNICIPAL BUILDING AND PROPERTY MAINTENANCE

192

<u>LINE ITEM</u>	FY 2023	FY 2024				FY 2024	FY 2024	
	<u>APPROPRIATION</u>	<u>DEPARTMENT</u>		<u>PERCENT</u>		<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>
		<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>APPROVED</u>	<u>APPROVED</u>	<u>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	<u>\$ 4,000.00</u>	<u>\$ 4,000.00</u>	<u>\$ -</u>	<u>0.00%</u>		<u>\$ 4,000.00</u>		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 % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16				
FISCAL YEAR 2023								FISCAL YEAR 2024											
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024		
Salaries																			
TOTAL SALARIES																			

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
SOLID WASTE DISPOSAL									
1550	Wages	\$ 134,303	\$ 138,484	\$ 140,322	\$ 150,995	\$ 154,315	\$ 154,315	2.20%	\$ 31.91
1551	Expenses	\$ 38,726	\$ 40,596	\$ 45,741	\$ 45,686	\$ 45,686	\$ 45,686	0.00%	\$ 9.45
1552	Tipping Fees	\$ 135,159	\$ 155,101	\$ 133,758	\$ 145,000	\$ 145,000	\$ 145,000	0.00%	\$ 29.98
1553	North Central SW Coop	\$ 5,850	\$ 5,850	\$ 3,088	\$ 5,850	\$ 5,850	\$ 5,850	0.00%	\$ 1.21
1542	Minor Capital	\$ 4,500	\$ 6,775	\$ 4,312	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.03
<hr/>									
	DEPARTMENTAL TOTAL	\$ 318,538	\$ 346,806	\$ 327,221	\$ 352,531	\$ 355,851	\$ 355,851	0.94%	\$ 73.58

SOLID WASTE DISPOSAL
430

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 FINCOM APPROVED</u>	<u>PERCENT 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 % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
TOTAL SALARIES								\$ -									\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Burchett	Keith	Highway	Foreman	8	\$38.86	40	\$ 81,139.68	\$ 39.64	40	\$ 82,768.32		2.0%	\$ 39.64	\$ 82,768.32	\$ 1,000.00	\$ 1,655.37	\$ 85,423.69
Fuller	Kevin	Highway	Heavy Equip Oper.	4	\$29.32	40	\$ 61,220.16	\$ 29.91	40	\$ 62,452.08	1.5%		\$ 30.36	\$ 63,391.68	\$ 500.00	\$ -	\$ 63,891.68
Overtime							\$ 5,000.00			\$ 5,000.00						\$ 5,000.00	\$ 5,000.00
Other Pay							\$ 3,635.00										
TOTAL WAGES								\$ 150,994.84									\$ 154,315.37

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
STREET LIGHTS									
1510	Expenses	\$ 12,165	\$ 12,204	\$ 12,209	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.10
DEPARTMENTAL TOTAL		\$ 12,165	\$ 12,204	\$ 12,209	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.10

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
PARKS DEPARTMENT									
1560	Wages	\$ -	\$ -	\$ 15,817	\$ 17,481	\$ 17,571	\$ 17,571	100.00%	\$ 3.63
1561	Expenses	\$ 30,452	\$ 42,793	\$ 57,700	\$ 55,759	\$ 55,759	\$ 55,759	0.00%	\$ 11.53
<hr/>									
	DEPARTMENTAL TOTAL	\$ 30,452	\$ 42,793	\$ 73,517	\$ 73,240	\$ 73,330	\$ 73,330	0.12%	\$ 15.16

PARKS DEPARTMENT
650

<u>LINE ITEM</u>	FY 2024					FY 2024		FY 2024	
	<u>FY 2023</u>	<u>DEPARTMENT</u>		<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>	
	<u>APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>	
Field Maintenance	\$ 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 % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	\$ -
TOTAL SALARIES																	\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Vacant		THL	Office Assistant	5	\$22.00	15	\$ 17,226.00	\$ 22.44	15	\$ 17,570.52			\$ 22.44	\$ 17,570.52		\$ -	\$ 17,570.52
Other Pay																	
TOTAL WAGES																	\$ 17,481.00
																	\$ 17,570.52



LIBRARY AND CITIZENS' SERVICES



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

11/21/2022

To: Mark Haddad, Town Manager

From: Ashley Shaheen, Council on Aging Director

Memo: COA Department and COA Van Budget Requests for FY24

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 Department, I am pleased to present our FY24 COA Department and Van Budget Requests. As we continue to expand our services to reach more of the residents over the age of 60 (2,998) and those within the 50-59 age demographic (1,863), we strive to make our services and programs more accessible and appealing to all.

The COA Department is funded through taxpayer funds, state and grants, and private contributions. The daily offerings of the COA include social services; transportation; fitness classes; volunteer opportunities; and social, educational, and recreational activities. The COA Staff consists of a 40-hour/week Director; a 40-hour/week Community Engagement Specialist; a 32-hour/week Outreach Coordinator and a 5-hour/week Van Dispatch (one person is tasked with both roles); a 15-hour/week Departmental Assistant; and 7 bus drivers who work on a per diem basis.

Highlights from this past year:

- Reorganization of the department's makeup and successful hiring of 5 new employees
- Expanded hours: piloted a series of extended evening hours in spring 2022 and fall 2022
- Launch of MyActiveCenter, an online registration option for residents
- Reexamination of the collection of data to share the work of the Department more accurately

Upcoming year goals/initiatives:

- The National Council on Aging (NCOA) Reaccreditation: The Groton COA is one of 9 Councils on Aging in Massachusetts that has met the NCOA accreditation standards. The COA Staff, the COA Board, the COA's community partners, and other town municipal employees are working together towards the Groton COA's reaccreditation. We expect to complete the process by June of 2023.
- Strategic Plan: The Council on Aging is working towards a new strategic plan, as most of the objectives in the most recent plan have been achieved.
- Welcome Initiatives and Pilot Programming: We are continuing to see an increased interest in The Center and the programs and services provided. In FY22, the COA welcomed 178 brand new members, and so far in the first 4 months of FY23, we registered 121 brand new members. Using funds through the formula grant, we are offering free TRIAL classes to pilot new programs at The Center, and we are also subsidizing new program initiatives, such as the Small Group Fitness Training Program and the Fitness Class Pass incentive. We are working to establish an Ambassador Program to more formally welcome new participants to The Center.

Long-term goals/initiatives:

The Groton COA is continuing to rebound from the pandemic. Since May of 2022, we have been fully operational (no closures due to COVID), and as of July 2022, we are fully staffed. By comparing July to October 2021, when we had 4,173 duplicated users and 355 unduplicated users, against July to October 2022, when we had 6,869 duplicated users and 617 unduplicated users, we can see that we had close to a 75% increase in the number of unduplicated users who are participating in our programming. As we continue to work in a fully operational building, we will be reassessing our staffing, resources, programs, and delivery of services, and how to meet the needs of our senior community. A few areas that we plan to focus on are: social services (especially important with the rate of inflation and the associated costs to age in place), innovative programming and community collaborations, and expanded publicity to showcase all that we offer to the senior community and to the community at large. While The Center is home to the Council on Aging, the space is available for community groups and programming, and we anticipate an uptick of requests over the next several years. For all these reasons, we will require additional resources going forward to continue our model of providing service excellence to those we serve.

Proposed budget increases:**COA Department Budget****Expense Line Increases**

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

- \$350 to the Assessment Line Item
- \$350 to the Building Supply Line Item
- \$500 to the Travel/Conference Line Item

COA Van Budget

The Town is charged on the cherry sheet for transportation. Historically, we have not asked for the full amount charged to the cherry sheet due to lower levels of interest in the transportation program. Due to additional outreach and expansion of service with the new vehicle (expected summer 2023), we are anticipating a continuous increase in ridership and brand-new riders. We are requesting the full amount that the LRTA budgeted for in FY24 (which will match the cherry sheet). The expenses will ultimately be reimbursed from the LRTA to the Town's state revenue account. The Groton COA provides transportation service to Groton seniors 60 and older and to the disabled community. The service offers convenient door-to-door transportation and provides trips to medical appointments, grocery stores, The Groton Center, and library evening events, just to name a few. In FY 22 we provided 1,847 rides to 77 unique individuals. From July 2022 to October 2022, we provided 941 to 66 unique individuals.

Payroll Increases

- Expanding Van Dispatch from 5 hours per week to 8 hours per week to support the infrastructure of the new service and increased ridership
- Increasing the per diem van hours by 15 hours per week to sustain the requests for service and new service (From July 2022 to October 2022, on average, the drivers have driven 56 hours per week. We need to increase the number of driving hours to support and enhance service.)

The new service will require additional expense line increases

- \$1,250 Printing Advertisement Line – a brand new request for marketing and advertisement of the transportation program
- \$100 Testing and Licenses – per diem van driver's continuous training
- \$1,000 to the Vehicle Cost Line – in order to maintain and support the vehicles
- \$2,000 to the Gas/Oil Line – increased service equals an increase in the gas/oil line

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

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
COUNCIL ON AGING									
1600	Salary	\$ 77,802	\$ 88,447	\$ 73,786	\$ 85,855	\$ 87,446	\$ 87,446	1.85%	\$ 18.08
1601	Wages	\$ 67,975	\$ 72,037	\$ 57,873	\$ 121,590	\$ 122,695	\$ 122,695	0.91%	\$ 25.37
1601	Expenses	\$ 5,701	\$ 8,656	\$ 15,517	\$ 11,054	\$ 12,254	\$ 12,254	10.86%	\$ 2.53
1602	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 151,478	\$ 169,140	\$ 147,176	\$ 218,499	\$ 222,395	\$ 222,395	1.78%	\$ 45.98

COUNCIL ON AGING
541

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Building Maintenance								
Maintenance/Repair Equipment								
Maintenance Agreements								
Assessments	\$ 2,250.00	\$ 2,600.00	\$ 350.00	15.56%		\$ 2,600.00		15.56%
Advertising								
Printing/Copying	\$ 794.00	\$ 794.00	\$ -	0.00%		\$ 794.00		0.00%
Telephone								
Postage								
NISC Re-Accreditation Jan 2013								
Programs/Lectures	\$ 6,210.00	\$ 6,210.00	\$ -	0.00%		\$ 6,210.00		0.00%
Contracted Services								
Office Supplies								
Books/Periodicals								
Drop-In Center Supplies								
Meals Delivery								
Building Supplies	\$ 1,100.00	\$ 1,450.00	\$ 350.00	31.82%		\$ 1,450.00		31.82%
Travel/Conferences	\$ 700.00	\$ 1,200.00	\$ 500.00	71.43%		\$ 1,200.00		71.43%
Dues/Meetings								
New Employee Physical								
TOTAL FUNDS REQUESTED	\$ 11,054.00	\$ 12,254.00	\$ 1,200.00	10.86%		\$ 12,254.00	\$ -	10.86%

Department Council On Aging
 Org # 541
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Shaheen	Ashley	Supervisors	Director	10		40	\$ 83,640.00		40	\$ 85,312.80		2.5%		\$ 85,312.80		\$ 2,132.82	\$ 87,445.62
Other Pay							\$ 2,215.00										\$ -
TOTAL SALARIES							\$ 85,855.00										\$ 87,445.62
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Boardman	Nikole	THL	Outreach Coord.	6	\$ 27.68	32	\$ 46,236.67	\$ 28.23	32	\$ 47,155.39	2.0%		\$ 28.79	\$ 48,090.82		\$ -	\$ 48,090.82
Marcello	Lauren	THL	Com. Engagement	8	\$ 31.78	40	\$ 66,356.64	\$ 32.42	40	\$ 67,692.96	3.5%		\$ 33.55	\$ 70,052.40		\$ -	\$ 70,052.40
Pierpont	Hannah	THL	Department Asst.	5	\$ 24.00	15	\$ 18,792.00	\$ 24.48	15	\$ 19,167.84	2.0%		\$ 24.97	\$ 19,551.51		\$ -	\$ 19,551.51
Other Pay							\$ 205.00										\$ -
Grant Offset							\$ (10,000.00)										\$ (15,000.00)
TOTAL WAGES							\$ 121,590.31										\$ 122,694.73

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
SENIOR CENTER VAN									
1610	Wages	\$ 43,631	\$ 37,842	\$ 42,865	\$ 54,331	\$ 74,808	\$ 74,808	37.69%	\$ 15.47
1611	Expenses	\$ 6,723	\$ 5,126	\$ 12,865	\$ 13,673	\$ 18,023	\$ 18,023	31.81%	\$ 3.73
<hr/>									
	DEPARTMENTAL TOTAL	\$ 50,354	\$ 42,968	\$ 55,730	\$ 68,004	\$ 92,831	\$ 92,831	36.51%	\$ 19.20

SENIOR CENTER VAN
542

<u>LINE ITEM</u>	FY 2024					FY 2024		FY 2024	
	<u>FY 2023</u>	<u>DEPARTMENT</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>	
	<u>APPROPRIATION</u>	<u>REQUEST</u>		<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>	
Telephone	\$ 820.00	\$ 820.00	\$ -	0.00%		\$ 820.00		0.00%	
Postage									
Office Supplies									
Dues & Memberships									
Travel/Conferences									
Equipment Maintenance									
Printing/Advertisemnt	\$ -	\$ 1,250.00	\$ 1,250.00	100.00%		\$ 1,250.00		0.00%	
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	\$ 400.00	\$ 100.00	33.33%		\$ 400.00		33.33%	
Electricity									
Vehicle Costs	\$ 5,000.00	\$ 6,000.00	\$ 1,000.00	20.00%		\$ 6,000.00		20.00%	
Employee and Union									
Consulting and Engineering									
Building Upgrades									
Other: Gas/Oil	\$ 6,000.00	\$ 8,000.00	\$ 2,000.00	33.33%		\$ 8,000.00		33.33%	
Other: Insurance	\$ 1,203.00	\$ 1,203.00	\$ -	0.00%		\$ 1,203.00		0.00%	
TOTAL FUNDS REQUESTED	\$ 13,673.00	\$ 18,023.00	\$ 4,350.00	31.81%		\$ 18,023.00	\$ -	31.81%	

Department Senior Center Van
 Org # 542
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
TOTAL SALARIES																	\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Per Diem Drivers		THL	Van Driver	4	\$19.33	46	\$ 46,415.20	\$ 19.72	61	\$ 62,781.60			\$ 19.72	\$ 62,781.60		\$ -	\$ 62,781.60
Boardman	Nikole	THL	Dispatcher	6	\$27.68	5	\$ 7,224.48	\$ 28.23	8	\$ 11,790.35	2.0%		\$ 28.80	\$ 12,026.16		\$ -	\$ 12,026.16
Other Pay							\$ 691.00										
TOTAL WAGES																	\$ 74,807.76

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
VETERAN'S SERVICE OFFICER									
1620	Salary	\$ 4,615	\$ 5,000	\$ 5,192	\$ 6,000	\$ 6,120	\$ 6,120	2.00%	\$ 1.27
1621	Expenses	\$ 69	\$ -	\$ 25	\$ 1,100	\$ 1,100	\$ 1,100	0.00%	\$ 0.23
1622	Veterans' Benefits	\$ 38,137	\$ 24,009	\$ 17,062	\$ 30,000	\$ 30,000	\$ 25,000	-16.67%	\$ 5.17
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 42,821	\$ 29,009	\$ 22,279	\$ 37,100	\$ 37,220	\$ 32,220	-13.15%	\$ 6.66

VETERAN'S SERVICE OFFICER
543

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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 % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16			
FISCAL YEAR 2023									FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024	
Salaries																		
TOTAL SALARIES																		
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16			
FISCAL YEAR 2023									FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024	
Wages																		
Heard	Maureen	By-Law	Veteran's Agent				\$ 6,000.00			\$ 6,120.00				\$ 6,120.00		\$ -	\$ 6,120.00	
Other Pay																		
TOTAL WAGES																		

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
GRAVES REGISTRATION									
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%	\$ 0.05
1631	Expenses	\$ 760	\$ 760	\$ 760	\$ 760	\$ 760	\$ 760	0.00%	\$ 0.16
DEPARTMENTAL TOTAL		\$ 1,010	\$ 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	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Normandin	Deborah		Graves Registrar				\$ 250.00			\$ 250.00				\$ 250.00		\$ -	\$ 250.00
TOTAL SALARIES																	\$ 250.00
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
TOTAL WAGES								\$ -									\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
CARE OF VETERAN GRAVES									
1640	Contract Expenses	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31
DEPARTMENTAL TOTAL		\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.31

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 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 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
LIBRARY									
1660	Salary	\$ 396,760	\$ 418,095	\$ 411,697	\$ 428,544	\$ 441,807	\$ 441,807	3.09%	\$ 91.36
1661	Wages	\$ 275,513	\$ 267,060	\$ 290,240	\$ 342,055	\$ 343,002	\$ 343,002	0.28%	\$ 70.93
1662	Expenses	\$ 153,507	\$ 123,040	\$ 199,361	\$ 217,697	\$ 227,873	\$ 226,873	4.22%	\$ 46.91
DEPARTMENTAL TOTAL		\$ 825,780	\$ 808,195	\$ 901,298	\$ 988,296	\$ 1,012,682	\$ 1,011,682	2.37%	\$ 209.20

LIBRARY
610

LINE ITEM	FY 2024				PERCENT CHANGE	REASON FOR CHANGE:	FY 2024		
	FY 2023 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE				TOWN MANAGER APPROVED	FINCOM APPROVED	PERCENT CHANGE
Advertising	\$ 500.00	\$ 500.00	\$ -	0.00%			\$ 500.00		0.00%
Books/Materials	\$ 64,000.00	\$ 69,902.00	\$ 5,902.00	9.22%	\$153K total: offset by \$70K Robbins, \$10K Endow, & \$3.5K Gift. Town paying only 45% of 15% state req. IF OPEN at least 9 mos of Sundays. If not, it's 16%, or \$80,129 to Town.		\$ 69,902.00		9.22%
Computer	\$ 5,650.00	\$ 5,650.00	\$ -	0.00%			\$ 5,650.00		0.00%
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%	Increases anticipated, but also saving offsets from green grant lighting project 12/22		\$ 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	\$ 4,400.00	\$ 1,000.00	29.41%	Known increases & especially needed after 1.5 yrs no work (non-essential spending freeze)		\$ 3,400.00		0.00%
Heating	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%			\$ 10,000.00		0.00%
Insurance	\$ 630.00	\$ 900.00	\$ 270.00	42.86%	FY 2023 Actual: \$874; goes up \$25-50/year.		\$ 900.00		42.86%
Maintenance Agreements - Bldg.	\$ 10,300.00	\$ 10,300.00	\$ -	0.00%			\$ 10,300.00		0.00%
Membership Agreements - MVLC	\$ 48,767.00	\$ 51,771.00	\$ 3,004.00	6.16%	Increases: Staff 6% COLA + Market Adj., Sys. Maint., Mobile Svc, eCard reg., tech updates, online resrcs; cataloging costs; strategic initiatives. Decreases: state and federal grant \$\$		\$ 51,771.00		6.16%
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	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%			\$ 3,000.00		0.00%
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	\$ 217,697.00	\$ 227,873.00	\$ 10,176.00	4.67%			\$ 226,873.00	\$ -	4.22%

Department Library
 Org # 610
 COLA % 2.00%

FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Abraham	Vanessa	Contract	Library Director			40	\$ 95,264.00			\$ 97,169.28		2.5%		\$ 97,169.28	\$ 500.00	\$ 2,429.23	\$ 100,098.51
Irvin	Nicole	THL	Head of Circulation	7	37		\$ 60,093.00			\$ 61,294.86	1.5%			\$ 62,214.28		\$ -	\$ 62,214.28
Dowson	Deborah	THL	YA/Teen Librarian	8	20		\$ 37,535.00			\$ 38,285.70	2.0%	0.5%		\$ 39,051.41	\$ 5,427.58	\$ 191.43	\$ 44,670.42
Sanchez	Lauren	THL	Head of Childrens	8	40		\$ 72,068.00			\$ 73,509.36	2.0%	0.5%		\$ 74,979.55	\$ 750.00	\$ 367.55	\$ 76,097.10
Olson	Susanne	THL	Reference Librarian	8	40		\$ 74,246.00			\$ 75,730.92	2.0%			\$ 77,245.54	\$ 750.00	\$ -	\$ 77,995.54
Pike	Jeffrey	THL	Technology Librarian	8	40		\$ 74,246.00			\$ 75,730.92				\$ 75,730.92		\$ -	\$ 75,730.92
Other Pay							\$ 15,092.00							\$ 5,000.00			\$ 5,000.00
TOTAL SALARIES								\$ 428,544.00								\$ 7,427.58	\$ 441,806.77
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Summer Reading Help: Lib. Asst. I (3)				3	\$ 19.29	481	\$ 9,278.49	\$ 19.68	481	\$ 9,466.08				\$ 9,466.08		\$ -	\$ 9,466.08
Winter (Jan-Apr) Sundays: Custodian II (1)				4	\$ 20.40	48	\$ 979.20	\$ 20.81	48	\$ 998.88				\$ 998.88		\$ -	\$ 998.88
Winter (Jan-Apr) Sundays: Ref. Librarian (1)				8	\$ 28.34	68	\$ 1,927.12	\$ 28.91	68	\$ 1,965.88				\$ 1,965.88		\$ -	\$ 1,965.88
Winter (Jan-Apr) Sundays: Lib. Asst. II (4)				4	\$ 20.40	264	\$ 5,385.60	\$ 20.81	264	\$ 5,493.84				\$ 5,493.84		\$ -	\$ 5,493.84
Fall & May Sunday Hours (with Jan-Apr: 9 months of Sundays)																	
Custodian II for Sept-Dec & May Sundays					\$ 20.40	60	\$ 1,224.00	\$ 20.81	60	\$ 1,248.60				\$ 1,248.60		\$ -	\$ 1,248.60
Reference Librarian for Sept-Dec & May Sundays					\$ 28.34	85	\$ 2,408.90	\$ 28.91	85	\$ 2,457.35				\$ 2,457.35		\$ -	\$ 2,457.35
Library Assistants (4) for Sept-Dec & May Sundays					\$ 20.40	330	\$ 6,732.00	\$ 20.81	330	\$ 6,867.30				\$ 6,867.30		\$ -	\$ 6,867.30
Aiello	Phillip	THL	Custodian II	4	\$ 21.66	6	\$ 6,783.91	\$ 22.09	6	\$ 6,918.59	2.0%		\$ 22.53	\$ 7,056.40	\$ 52.50	\$ -	\$ 7,108.90
Belanger	Erica	THL	Library Assistant II	4	\$ 25.60	23	\$ 30,735.36	\$ 26.11	23	\$ 31,347.67	1.0%		\$ 26.37	\$ 31,659.82	\$ 718.75	\$ -	\$ 32,378.57
Bolton	Carrie	THL	Library Asst. II	3	\$ 20.81	12	\$ 13,035.38	\$ 21.23	11	\$ 12,190.27	2.0%	0.5%	\$ 21.65	\$ 12,431.43		\$ 60.95	\$ 12,492.38
Gibbons	Sanna	THL	Shelver	1	\$ 15.00	4	\$ 3,132.00	\$ 15.30	4	\$ 3,194.64			\$ 15.30	\$ 3,194.64		\$ -	\$ 3,194.64
Dalal	Elizabeth	THL	Library Asst. I	3	\$ 21.85	22	\$ 25,092.54	\$ 22.29	22	\$ 25,597.84	2.0%	0.5%	\$ 22.74	\$ 26,114.62		\$ 127.99	\$ 26,242.61
Danti	Samantha	THL	Library Asst. II	4	\$ 22.62	37	\$ 43,688.27	\$ 23.07	37	\$ 44,557.40	2.0%	0.5%	\$ 23.53	\$ 45,445.84	\$ 323.75	\$ 222.79	\$ 45,992.38
Dumont	Nancy	THL	Library Asst. II	4	\$ 22.53	30	\$ 35,281.98	\$ 22.98	30	\$ 35,986.68	2.0%	0.5%	\$ 23.44	\$ 36,707.04	\$ 192.50	\$ 179.93	\$ 37,079.47
Fleischman	Deborah	THL	Asst. To Libr. Dir.	6	\$ 28.27	25	\$ 36,892.35	\$ 28.84	25	\$ 37,636.20	2.0%	0.5%	\$ 29.42	\$ 38,393.10		\$ 188.18	\$ 38,581.28
Bechara	Kelsey	THL	Library Asst. I	3	\$ 19.48	10	\$ 10,168.56	\$ 19.87	10	\$ 10,372.14	2.0%		\$ 20.27	\$ 10,580.94		\$ -	\$ 10,580.94
Engstrom	Katherine	THL	Library Asst. I	3	\$ 19.29	9	\$ 9,062.44	\$ 19.68	9	\$ 9,245.66	2.0%		\$ 20.07	\$ 9,428.89		\$ -	\$ 9,428.89
Ladue	Debra	THL	Custodian II	3	\$ 25.60	27	\$ 36,080.64	\$ 26.11	27	\$ 36,799.43	2.0%		\$ 26.63	\$ 37,532.32	\$ 843.75	\$ -	\$ 38,376.07
Misner	Benjamin	THL	Shelver	1	\$ 15.00	5	\$ 3,915.00	\$ 15.30	5	\$ 3,993.30			\$ 15.30	\$ 3,993.30		\$ -	\$ 3,993.30
Morrow	Victoria	THL	Library Asst. I	3	\$ 19.48	11	\$ 11,185.42	\$ 19.87	11	\$ 11,409.35	2.0%		\$ 20.27	\$ 11,639.03		\$ -	\$ 11,639.03
Webb	Christine	THL	Shelver	1	\$ 15.00	4	\$ 3,132.00	\$ 15.30	4	\$ 3,194.64			\$ 15.30	\$ 3,194.64		\$ -	\$ 3,194.64
Reiff	Marianne	THL	Library Asst. I	3	\$ 19.48	12	\$ 12,202.27	\$ 19.87	12	\$ 12,446.57	2.0%		\$ 20.27	\$ 12,697.13		\$ -	\$ 12,697.13
Brown	Caleb	THL	Library Asst. I	3	\$ 19.29	11	\$ 11,076.32	\$ 19.68	11	\$ 11,300.26	2.0%		\$ 20.07	\$ 11,524.19		\$ -	\$ 11,524.19
Other Pay							\$ 22,655.00							\$ 20,000.00			\$ 10,000.00
TOTAL WAGES								\$ 342,054.75								\$ 2,131.25	\$ 343,002.35

Priority	Library Budget Expense Line Item	FY 2023 Appropriated	FY24 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	Heating	\$ 10,000	\$ 10,000	\$ -	0.00%	Can't be open or staffed if no heat
<i>Note on Heat & Electric: Not asking for budget increases as anticipating savings offsets from the Green Lighting Grant project (expected completion Dec. 2022)</i>						
3	Electric	\$ 25,000	\$ 25,000	\$ -	0.00%	Can't be open or staffed if no power
4	Maintenance Agreements - Building	\$ 10,300	\$ 10,300	\$ -	0.00%	Can't be open or staffed if any public safety violations - if elevator, sprinklers, HVAC, fire extinguishers, or building alarms untested or malfunctioning and there is no funding to address. In FY23, the annual inspection and maintenance of the roof and drainage systems was added to protect the town's capital investment in 2019/20.
5	Trash Removal	\$ 3,000	\$ 3,000	\$ -	0.00%	Waste and Recycling pick-up each week. Essential service.
6	Maintenance & Repairs (Building)	\$ 15,300	\$ 15,300	\$ -	0.00%	23 year old building addition and renovation; all systems, equipment, facilities, etc. all eventually have problems or fail; essential funding to maintain and sustain services, safety, and basic building functions
7	Insurance	\$ 630	\$ 900	\$ 270	42.86%	Insures valuable property and protects the Town.
8	Membership Agreements - MVLC	\$ 48,767	\$ 51,771	\$ 3,004	6.16%	We need Merrimack Valley Library Consortium (MVLC) membership now more than ever for technology support and management after Jeff Pike retires in April 2023 and we lose our in-house technology expert. Additionally, if membership is not funded, other major losses include our shared Catalog/Circ./Acq. Systems, digital content, training resources, online services, purchasing power, and state support. Also, part of the membership formula each year is based on library usage and, while Groton is 20th in population, it ranks 13th in circulation, ahead of much larger towns (Wilmington, Ipswich, Amesbury, Dracut, North Reading, Lowell).
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 without basic office supplies. <u>Custodial Clothing & Safety Equipment</u> : We would not be able to meet Union obligation to pay for custodial clothing & safety equipment. Finally, the need for <u>PPE supplies</u> continues for the protection and comfort of staff and patrons.
10	Contracted Services	\$ 5,300	\$ 5,300	\$ -	0.00%	Would lose essential management software to run library services, including the online events calendar, room booking software, museum pass reservations, and summer/winter reading programs management, which would severely hamper our ability to manage Endowment and Lecture Funded programs/services. We would also lose the ability to promote news and events to over 3,000 people on our biweekly email list, web site host services, and 24/7 online help for patrons on using the library catalog, e-resources, etc.
11	Computer	\$ 5,650	\$ 5,650	\$ -	0.00%	We would lose computer and equipment service contracts, so self-checkout machines and public scanner/fax station would not be serviced or updated and we would lose that functionality for the public. library peripherals would break and not be replaced (printers, scanners, etc.); loss of basic computer software for staff and public use.
	<i>Sub-total, page 1</i>	\$ 141,147	\$ 144,421	\$ 3,274	2.32%	<i>see next page</i>

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Priority	Library Budget Expense Line Item	FY 2023 Appropriated	FY24 Dept Request	Difference	Change	Impact to Town if Not Funded
12	Postage & Delivery	\$ 1,400	\$ 1,400	\$ -	0.00%	Loss of ability to borrow materials from specialized libraries, general ability to function as an organization, mail library cards (for service or to verify mailing address for new residents), or send collection notices for overdue or lost items, etc.
13	Printing & Copying	\$ 1,250	\$ 1,250	\$ -	0.00%	Lose maintenance and support for staff and public copiers, ability to print forms, flyers, general information. The staff copier also serves as our document scanner, which is required for all bills being entered in the Town's Microix system.
14	Furniture & Equipment	\$ 4,000	\$ 4,000	\$ -	0.00%	Services existing equipment (lawn mower, snow blower, cleaning equip, etc.) or replacements (chairs, etc.) when not repairable.
15	Books & Materials	\$ 64,000	\$ 69,902	\$ 5,902	9.22%	By population size, \$163K is the 16% Groton is required to spend to meet state certification. HOWEVER, if Groton is open AT LEAST 9 Months (38 weeks) of Sunday Hours, we meet a higher population service threshold, which grants us the ability to flex our materials expenditure down 1% to 15%, or \$153K . The \$10K "saved" here fully offsets the cost of funding 5 additional months (Sept-Dec & May) of Sunday hours. (Jan-Apr Sundays hours have been funded since 2002.) The Trust Commissioners only agree to fund approximately half of the state expenditure requirement for books & materials IF it does not replace the town appropriation nor is disproportionate to it. On 11/8/2022, the Trust Commissioners approved the expenditure of \$70,000 in FY 2024 for books and materials from the Robbins Library Trust. With Robbins \$70K, Endowment \$10K, and Gift \$3.5K, 55% of books and materials are paid by other sources.
16	Advertising	\$ 500	\$ 500	\$ -	0.00%	Posting requirements by law
17	Travel	\$ 1,000	\$ 1,000	\$ -	0.00%	Many virtual meetings moving back to in person; also mileage increases plus continued need for homebound delivery, trips for supplies and maintenance, etc.
18	Dues and Meetings	\$ 1,000	\$ 1,000	\$ -	0.00%	Critical to not lose professional communication, discounts, access to professional development, or opportunities to engage and learn from other librarians
19	Grounds Maintenance	\$ 3,400	\$ 4,400	\$ 1,000	29.41%	Under the Frozen Town Budget for Non-Essentials (FY20 Q4 & FY21 all), front and rear landscaping went without care or maintenance for 1.5 years and it shows. This line item covers basic grounds maintenance and handling horticultural issues. Mowing done by custodian and Town with some weeding by volunteers. No increases to this line item in years, but labor and supply costs continue to go up.
20	Programs & Lectures	\$ -	\$ -	\$ -		Rely on outside funding entirely (Lecture Fund, Endowment)
	<i>sub-total, page 2</i>	\$ 76,550	\$ 83,452	\$ 6,902	9.02%	
	Total Expenses	\$ 217,697	\$ 227,873	\$ 10,176	4.67%	

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State Certification Requirements: A Municipality and its Library must:

- 1 Meet its Municipal Appropriation Requirement (MAR), calculated as the average of the last 3 years' municipal appropriation to the library increased by 2.5%
- 2 Meet Minimum Standards of Free Public Library Service: Normal services free and open to all, lend materials to other libraries, AND (as determined by population size), Have an MLS-degreed Director, Be Open a Minimum # of Hours/week (including some evenings and weekends), and Meet Materials Expenditure Requirements.

Impact to Town if Library is Not Certified?

- 1 Lose annual State Aid to Public Libraries monies (\$21,166 in FY 2022)
- 2 Not eligible to apply for state or federal grants
- 3 Unable to borrow items from any other Massachusetts libraries for residents
- 4 Residents unable to borrow materials from other Massachusetts libraries

		FY 2020		FY 2021		FY 2022		FY 2023		FY 2024		FY 2024		FY 2024	
LINE	DEPARTMENT/DESCRIPTION	ACTUAL		ACTUAL		ACTUAL		APPROPRIATED		DEPARTMENT REQUEST		TOWN MANAGER BUDGET		PERCENT CHANGE	IMPACT ON AVERAGE TAX BILL
COMMEMORATIONS & CELEBRATIONS															
1670	Expenses	\$	-	\$	86	\$	50	\$	500	\$	500	\$	500	0.00%	\$ 0.10
1671	Fireworks	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	0.00%	\$ -
DEPARTMENTAL TOTAL		\$	-	\$	86	\$	50	\$	500	\$	500	\$	500	0.00%	\$ 0.10

COMMEMORATIONS AND CELEBRATIONS

692

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 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: Memorial Day Parade	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
WATER SAFETY									
1680	Wages	\$ 1,900	\$ 932	\$ 3,927	\$ 4,418	\$ 4,560	\$ 4,560	3.21%	\$ 0.94
1681	Expenses and Minor Capital	\$ 17,520	\$ 5,304	\$ -	\$ 2,907	\$ 37,284	\$ 4,683	61.09%	\$ 0.97
1682	Property Maint & Improvements	\$ -	\$ 2,900	\$ 1,323	\$ 9,000	\$ 9,000	\$ 9,000	0.00%	\$ 1.86
<hr/>									
DEPARTMENTAL TOTAL		\$ 19,420	\$ 9,136	\$ 5,250	\$ 16,325	\$ 50,844	\$ 18,243	11.75%	\$ 3.77

WATER SAFETY
699
1681 - Expenses

<u>LINE ITEM</u>	<u>FY 2023 APPROPRIATION</u>	<u>FY 2024 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2024 TOWN MANAGER APPROVED</u>	<u>FY 2024 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Lifeguard Management* Lifeguard Chairs Rescue Equipment	\$ -	\$ 31,703.00	\$ 31,703.00	100.00%	The SBC is requesting lifeguard service be returned to the beach. We have received encouragement from the public including a letter to get the guards back. NOTE: I am still awaiting an official estimate from the YMCA. In the meantime I used the total contract amount we had with the YMCA (\$27,564) in 2020 and ran this through the Bureau of Labor Statistics CPI Inflation Calculator. This is how I came to the requested amount.	\$ -		0.00%
Swim Area Protection/Markers	\$ 486.00	\$ 400.00	\$ (86.00)	-17.70%	in an attempt to help with the budget deficit, I think the SBC will be OK in FY23 with this reduction in requested budget.	\$ 400.00		-17.70%
Gear Storage and Transport	\$ 1,202.00	\$ 1,000.00	\$ (202.00)	-16.81%	in an attempt to help with the budget deficit, I think the SBC will be OK in FY23 with this reduction in requested budget.	\$ 1,000.00		-16.81%
Emergency Medical Supplies Rescue Boat, LifeJackets, Radio	\$ 171.00	\$ 150.00	\$ (21.00)	-12.28%	in an attempt to help with the budget deficit, I think the SBC will be OK in FY23 with this reduction in requested budget.	\$ 150.00		-12.28%
Toilet Rental	\$ 898.00	\$ 3,881.00	\$ 2,983.00	332.18%	this request accounts for toilet service at Sargisson Beach as well as the boat launches at Lost Lake and Baddacook Pond. After discussing with Kara the challenges of paying for the two boat launch toilets using Boat Excise funds, we opted to try and move this service into this budget as a standing line item. Proceeds from the excise tax could go to the general fund (if that is possible) as revenue. If only approved for Sargisson Beach, I will need \$924 for 5 months of service OR \$1293 for 7 months. The boat launches offer toilets for 7 months (Apr-Oct) while the Beach has usually offered 5 months (May-Sept).	\$ 2,983.00		232.18%
Advertising Programs	\$ 150.00	\$ 150.00	\$ -	0.00%	This is used to advertise for the Ranger each season.	\$ 150.00		0.00%
TOTAL FUNDS REQUESTED	\$ 2,907.00	\$ 37,284.00	\$ 34,377.00	0.00%		\$ 4,683.00	\$ -	0.00%

WATER SAFETY
699
1682 - Property Maintenance and Improvements

<u>LINE ITEM</u>	FY 2024					FY 2024		FY 2024	
	<u>FY 2023</u>	<u>DEPARTMENT</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>	
	<u>APPROPRIATION</u>	<u>REQUEST</u>		<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>	
Chipping and Tree Service	\$ 2,400.00	\$ 2,400.00	\$ -	0.00%		\$ 2,400.00		0.00%	
Materials	\$ 6,600.00	\$ 6,600.00	\$ -	0.00%		\$ 6,600.00		0.00%	
TOTAL FUNDS REQUESTED	\$ 9,000.00	\$ 9,000.00	\$ -	0.00%		\$ 9,000.00	\$ -	0.00%	

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
WEED MANAGEMENT									
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1691	Expenses: Weed Harvester	\$ 2,497	\$ 17,566	\$ 12,562	\$ 22,000	\$ 22,000	\$ 22,000	0.00%	\$ 4.55
1692	Expenses: Great Lakes	\$ -	\$ 50	\$ 2,385	\$ 12,385	\$ 12,385	\$ 12,385	0.00%	\$ 2.56
<hr/>									
	DEPARTMENTAL TOTAL	\$ 2,497	\$ 17,616	\$ 14,947	\$ 34,385	\$ 34,385	\$ 34,385	0.00%	\$ 7.11

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
COUNTRY CLUB									
1700	Salary	\$ 157,092	\$ 161,609	\$ 162,122	\$ 170,414	\$ 172,675	\$ 172,675	1.33%	\$ 35.71
1701	Wages	\$ 119,899	\$ 118,025	\$ 176,746	\$ 193,000	\$ 237,305	\$ 237,305	22.96%	\$ 49.07
1702	Expenses	\$ 133,953	\$ 163,421	\$ 180,650	\$ 162,250	\$ 167,774	\$ 167,774	3.40%	\$ 34.69
1703	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
<hr/>									
DEPARTMENTAL TOTAL		\$ 410,944	\$ 443,055	\$ 519,518	\$ 525,664	\$ 577,754	\$ 577,754	9.91%	\$ 119.47

COUNTRY CLUB

<u>LINE ITEM</u>	FY 2024					FY 2024		FY 2024	
	<u>FY 2023</u>	<u>DEPARTMENT</u>	<u>DIFFERENCE</u>		<u>PERCENT</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>	
	<u>APPROPRIATION</u>	<u>REQUEST</u>			<u>CHANGE</u>	<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>	
Golf Expenses	\$ 25,600	\$ 22,464	\$	(3,136)	-12.25%	\$ 22,464		-12.25%	
Pool Expenses	\$ 38,150	\$ 22,434	\$	(15,716)	-41.20%	\$ 22,434		-41.20%	
Camp Expenses	\$ 25,500	\$ 16,791	\$	(8,709)	-34.15%	\$ 16,791		-34.15%	
Raquet Expenses	\$ -	\$ 2,500	\$	2,500	100.00%	\$ 2,500		0.00%	
Building and Grounds	\$ 40,000	\$ 40,000	\$	-	0.00%	\$ 40,000		0.00%	
General Expenses	\$ 33,000	\$ 26,085	\$	(6,915)	-20.95%	\$ 26,085		-20.95%	
Small Capital	\$ -	\$ 37,500	\$	37,500	100.00%	\$ 37,500		0.00%	
TOTAL FUNDS REQUESTED	\$ 162,250	\$ 167,774	\$	5,524	3.40%	\$ 167,774	\$ -	3.40%	

Department Country Club
 Org #
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Campbell	Shawn	Supervisors	GM/Golf Pro	16		40	\$ 86,540.00			\$ 88,270.80		2.5%		\$ 88,270.80	\$ 1,724.00	\$ 2,206.77	\$ 92,201.57
Colby	William	THL	Grounds Supt	10		40	\$ 75,919.00			\$ 77,437.38	2.0%	0.5%		\$ 78,986.13	\$ 1,100.00	\$ 387.19	\$ 80,473.31
Other Pay							\$ 7,955.00										\$ -
TOTAL SALARIES							\$ 170,414.00										\$ 172,674.88
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Building and Grounds							\$ 60,000.00			\$ 68,544.00				\$ 68,544.00		\$ -	\$ 68,544.00
Pool							\$ 67,000.00			\$ 89,515.00				\$ 89,515.00		\$ -	\$ 89,515.00
Golf							\$ 35,000.00			\$ 48,315.00				\$ 48,315.00		\$ -	\$ 48,315.00
Snack Bar							\$ -			\$ -				\$ -		\$ -	\$ -
Function Hall							\$ -			\$ -				\$ -		\$ -	\$ -
Camp							\$ 31,000.00			\$ 30,931.00				\$ 30,931.00		\$ -	\$ 30,931.00
TOTAL WAGES							\$ 193,000.00										\$ 237,305.00

		<u>FY 2023</u>	<u>FY 2024</u>
Full Memberships	\$	27,000	\$ 41,000
Golf Memberships	\$	112,000	\$ 135,000
Swim Memberships	\$	119,000	\$ 150,000
Raquet Memberships	\$	-	\$ 20,000
Summer Camp Revenues	\$	100,000	\$ 112,068
Daily Pool Revenues	\$	34,000	\$ 34,000
Swim Team	\$	20,000	\$ 20,000
Swim Lessons	\$	20,000	\$ 25,600
Golf Green Fees	\$	156,000	\$ 170,000
Driving Range Fees	\$	10,000	\$ 12,000
GHIN	\$	5,000	\$ 1,000
Cart Fees	\$	76,000	\$ 100,000
Pull Carts	\$	700	\$ 700
Golf Shop Sales	\$	10,000	\$ 15,000
Liquor License	\$	6,000	\$ 6,000
Tavern Lease	\$	-	\$ 3,600
Credit Card Fees	\$	(17,000)	\$ (25,000)
Total Income	\$	678,700	\$ 820,968

Country Club Salaries	\$	169,851
Country Club Wages	\$	237,305
Country Club Expenses	\$	167,774
Capital Purchases Carts	\$	25,000
Capital Purchases Parking Lot	\$	90,000
Capital Purchases Driving Range	\$	50,000
Capital Purchases Greens Equipment	\$	10,000
Health Insurance	\$	23,000
Payroll Taxes (Medicare 1.45%)	\$	5,945
Property Insurance	\$	23,000
Building Cost	\$	10,000
Miscellaneous/Unanticipated	\$	6,269
Sub-Total Expense	\$	818,144
Anticipated Revenue	\$	820,968
Profit	\$	2,824



DEBT SERVICE

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
DEBT SERVICE									
2000	Long Term Debt - Principal Excluded	\$ 1,054,090	\$ 1,154,393	\$ 1,229,153	\$ 2,112,000	\$ 1,870,000	\$ 1,870,000	-11.46%	\$ 386.69
2001	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ -	\$ 158,786	\$ 153,506	\$ 153,506	-3.33%	\$ 31.74
2002	Long Term Debt - Interest - Excluded	\$ 454,453	\$ 598,828	\$ 674,914	\$ 1,208,202	\$ 1,418,852	\$ 1,418,852	17.43%	\$ 293.40
2003	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ -	\$ 82,021	\$ 77,474	\$ 77,474	-5.54%	\$ 16.02
2004	Short Term Debt - Principal - Town	\$ -	\$ -	\$ -	\$ 85,174	\$ 85,174	\$ 85,174	0.00%	\$ 17.61
2005A	Short Term Debt - Interest - Town - Non Excluded	\$ 95,648	\$ 8,958	\$ 3,740	\$ 5,075	\$ 7,500	\$ 7,500	47.78%	\$ 1.55
2005B	Short Term Debt - Interest - Town - Excluded	\$ -	\$ -	\$ -	\$ -	\$ 1,217,250	\$ 1,217,250	100.00%	\$ 251.71
DEPARTMENTAL TOTAL		\$ 1,604,191	\$ 1,762,179	\$ 1,907,807	\$ 3,651,258	\$ 4,829,756	\$ 4,829,756	174.08%	\$ 998.72

		<u>Amount Bonded</u>	<u>Principal Payment</u>	<u>Estimated Interest</u>	<u>Total FY 2024 Capital Debt Estimates</u>
Capital Budget Debt	Ambulance	\$ 442,900	\$ 88,580	\$ 19,931	\$ 108,511
	Dump Truck	\$ 148,000	\$ 37,000	\$ 3,000	\$ 40,000
Total Needed				\$ 148,511	

Estimate to be adjusted after borrowing

General Fund: Excluded and Non-Excluded

Access Reports + Unibank FA Estimates for Water variance

FY24 Short Term Debt Estimates								
Project Description	Amount Borrowed	% of total BAN	Interest	Estimated Premium	Interest after premium	principal pay down		
Whitney Pond Well #3 (renewal) -first principal pay down due FY25	\$700,000	5.54%		\$31,500.00	\$4,045	\$27,455		\$27,454.73
Whitney Pond Well #3 NEW - first principal pay down due FY26	\$150,000	1.19%		\$6,750.00	\$867	\$5,883		\$5,883.16
Water Treatment Facility (\$5,596,121 renewal) - first principal pay down due FY25	\$5,596,121	44.30%		\$251,825.45	\$32,340	\$219,486		\$219,485.74
Water Treatment Facility (\$4,485,879 new)- first principal pay down due FY26	\$4,485,879	35.51%		\$201,864.56	\$25,924	\$175,941		\$175,940.88
Whitney Pond Well (2016) - assumes \$39,292 for paydown for FY23	\$126,086	1.00%		\$5,673.87	\$729	\$4,945	34,957.00	\$39,902.23
Middles School Track (renewal) - first principal pay down due FY25	\$1,405,374	11.13%		\$63,241.83	\$8,122	\$55,120		\$55,120.24
								\$0.00
Police Radios - assumes \$85,174 for paydown for FY23	\$168,590	1.33%		\$7,586.55	\$974	\$6,612	85,174.00	\$91,786.28
				\$568,442.25	\$73,000	\$495,442		\$615,573.25
February BAN Total	\$12,632,050							
4.5% estimated interest rate	\$568,442							
premium \$	73,000.00							
underwriters discount \$	12,000.00							
vendor fees \$	25,000.00							
Water	\$468,666.73							
CPC	\$55,120.24							
General Fund - Free Cash	\$91,786							
Total FY24 February BAN Estimate	\$615,573							
Project Description	Amount Borrowed	% of total BAN	Interest	Estimated Premium	Interest after premium	min. principal pay down		
Middles School Track 2 first principal payment FY26	\$455,000	1.62%		\$20,475.00	\$2,629	\$17,846	\$91,000	\$108,845.58
Fire Truck first principal payment FY27 (not borrowing until December of FY24)	\$0	0.00%		\$0.00	\$0	\$0	\$0	\$0.00
Ambulance Capital Budget Authorized Spring TM FY23 to be borrowed June 2023 (first principal pay down FY26)	\$442,900	1.58%		\$19,930.50	\$2,559	\$17,371	\$88,580	\$105,951.00
Dump Truck (145,000 renewal) first principal pay down made FY23	\$148,000	0.53%		\$6,660.00	\$855	\$5,805	\$39,195	\$45,000.00
Flo Ro 3 Place Holder - first principal pay down due FY26	\$27,050,000	96.28%		\$1,217,250.00	\$156,321	\$1,060,929	\$0	\$1,060,929.37
	\$28,095,900			\$1,264,315.50	\$162,365	\$1,101,951	218,775.28	\$1,320,725.95
June BAN Total	\$28,095,900							
4.5% estimated interest rate	\$1,264,316							
Estimated Premium less fees \$	162,364.83							
General Fund	\$1,060,929.37							
Capital Stabilization	\$150,951							
CPC	\$108,846							
Total FY24 June BAN Estimate	\$1,320,726		0.005778951					
General Fund	\$1,152,715.65							
Capital	\$150,951.00							
CPC	\$163,965.82							
Water	\$468,666.73							
Total Estimated FY24 Short Term Borrowing Expenses	\$1,936,299.20							



EMPLOYEE BENEFITS

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2024 IMPACT ON AVERAGE TAX BILL
EMPLOYEE BENEFITS									
	GENERAL BENEFITS								
3000	County Retirement	\$ 1,973,053	\$ 2,090,289	\$ 2,385,255	\$ 2,538,910	\$ 2,494,280	\$ 2,494,280	-1.76%	\$ 515.78
3001	OPEB Unfunded Liabiltiy	\$ 169,000	\$ 177,094	\$ 177,094	\$ 181,000	\$ 185,000	\$ 185,000	2.21%	\$ 38.26
3002	Unemployment Compensation	\$ 1,960	\$ 10,008	\$ 9,891	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.07
	INSURANCE								
3010	Health Insurance	\$ 1,578,803	\$ 1,723,423	\$ 1,749,313	\$ 1,925,576	\$ 2,115,563	\$ 2,115,563	9.87%	\$ 437.47
3011	Life Insurance	\$ 3,629	\$ 3,598	\$ 3,549	\$ 3,820	\$ 3,820	\$ 3,820	0.00%	\$ 0.79
3012	Medicare/Social Security	\$ 130,034	\$ 132,408	\$ 142,291	\$ 138,400	\$ 147,000	\$ 147,000	6.21%	\$ 30.40
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	DEPARTMENTAL TOTAL	\$ 3,856,479	\$ 4,136,820	\$ 4,467,393	\$ 4,797,706	\$ 4,955,663	\$ 4,955,663	3.29%	\$ 1,024.76

Budget Summary

as of 11/01/2022

	FY23 Budget	FY24 Budget	
		11% Est Increment	
Grand Total Active EE's	1,532,269	1,680,033	
Retirees	385,207	427,430	
HSA Obligation	6,000	6,000	
Benefit Strategies/Health Equity Fees	2,100	2,100	
Subtotal Projected Costs	1,925,576	2,115,563	
Adjustments:			
Original Voted Budget FY23	1,925,576	2,115,563	9.87%
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 11/01/22 FY24 Projection New Rates Est 11% increment over FY23

		Data					
Function of Govt	Plan Type	FY23 Actual Premium	FY23 Actual Town Cost	FY23 Actual EE Cost	FY24 Est Premium	FY24 Est Town Cost	FY24 Est EE Cost
Cable Enterprise	Individual	11,424	7,997	3,427	12,681	8,876	3,804
Cable Enterprise Total		11,424	7,997	3,427	12,681	8,876	3,804
DPW	Family	260,352	182,246	78,106	323,410	226,387	97,023
	Individual	54,828	38,380	16,448	60,859	42,601	18,258
	None	12,920	9,044	3,876	0	0	0
DPW Total		328,100	229,670	98,430	384,269	268,988	115,281
GELD	Family	260,004	227,504	32,501	288,604	252,529	36,076
	Individual	11,424	9,996	1,428	12,681	11,096	1,585
	None	0	0	0	0	0	0
GELD Total		271,428	237,500	33,929	301,285	263,624	37,661
General Government	Family	299,904	209,933	89,971	332,893	233,025	99,868
	Individual	40,996	28,697	12,299	47,792	33,455	14,338
	None	0	0	0	0	0	0
General Government Total		340,900	238,630	102,270	380,686	266,480	114,206
Land Use	Family	60,780	42,546	18,234	67,466	47,226	20,240
	None	0	0	0	0	0	0
Land Use Total		60,780	42,546	18,234	67,466	47,226	20,240
Library & Citizens Services	Family	257,676	180,373	77,303	286,020	200,214	85,806
	Individual	43,212	30,248	12,964	70,623	49,436	21,187
	None	0	0	0	0	0	0
Library & Citizens Services Total		300,888	210,622	90,266	356,643	249,650	106,993
Public Safety Dispatch	Family	62,016	43,411	18,605	137,676	96,373	41,303
	Individual	14,128	9,890	4,238	11,762	8,233	3,528
	None	5,796	4,057	1,739	0	0	0
Public Safety Dispatch Total		81,940	57,358	24,582	149,437	104,606	44,831
Public Safety Fire	Family	180,600	126,420	54,180	234,885	164,419	70,465
	Individual	11,424	7,997	3,427	12,681	8,876	3,804
	None	0	0	0	0	0	0
Public Safety Fire Total		192,024	134,417	57,607	247,566	173,296	74,270
Public Safety Police	Family	218,544	152,981	65,563	242,584	169,809	72,775
	Individual	66,060	46,242	19,818	73,327	51,329	21,998
	None	5,168	3,618	1,550	0	0	0
Public Safety Police Total		289,772	202,840	86,932	315,910	221,137	94,773
Sewer Enterprise	None	0	0	0	0	0	0
Sewer Enterprise Total		0	0	0	0	0	0
Stormwater Enterprise	Family	26,352	18,446	7,906	29,251	20,476	8,775
Stormwater Enterprise Total		26,352	18,446	7,906	29,251	20,476	8,775
Water Enterprise	Family	59,292	41,504	17,788	65,814	46,070	19,744
	Individual	12,360	8,652	3,708	13,720	9,604	4,116
	None	0	0	0	0	0	0
Water Enterprise Total		71,652	50,156	21,496	79,534	55,674	23,860
(blank)	(blank)						
(blank) Total							
Grand Total		1,975,260	1,430,182	545,078	2,324,726	1,680,033	644,693

Retiree Health Insurance Premiums Projection for FY24

65% Town Share 35% Employee Share

	Data					
Function of Government	FY23 Actual Premium	FY23 Actual Town Cost	FY23 Actual EE Cost	FY24 Est Premium	FY24 Est Town Cost	FY24 Est EE Cost
DPW	85,476	55,559	29,917	94,294	61,291	33,003
Enterprise	41,520	26,988	14,532	45,795	29,767	16,028
GELD	64,896	42,182	22,714	83,546	54,305	29,241
General Government	154,278	100,281	53,997	164,508	106,930	57,578
Land Use	37,704	24,508	13,196	41,121	26,728	14,392
Library & Citizens Services	42,960	27,924	15,036	51,578	33,525	18,052
Public Safety	126,084	81,955	44,129	139,661	90,780	48,881
Public Safety Dispatch	11,424	7,426	3,998	5,688	3,697	1,991
Public Safety Police	28,284	18,385	9,899	31,395	20,407	10,988
Grand Total	592,626	385,207	207,419	657,585	427,430	230,155



ENTERPRISE FUNDS

MEMORANDUM

To: Mark W. Haddad, Town Manager

From: Thomas D. Orcutt, Water Superintendent

Subject: Fiscal Year 2024 Budget

Date: November 22, 2022

The Water Department, through its Board of Water Commissioners, is pleased to submit its budget requests for Fiscal Year 2024 for your review and approval. Please consider this a “draft” Operating Budget for the Fiscal Year 2024 Operations. The Board Water Commissioners may make adjustments prior to Town Meeting. The Water Departments Fiscal Year 2024 takes into consideration increased operating expenses related to the new Water Treatment Facility coming on-line mid-year as well as borrowing costs related to the construction of the facility. The overall Fiscal Year 2024 Operating budget is \$1,940,823.00.

The Fiscal Year 2024 Operating Budget highlights are as follows:

• Salaries and Wages-	\$ 67,313.00
• Propane Heat	\$ 3,000.00
• Electricity	\$ 7,900.00
• Vehicle Maintenance	\$ 1,000.00
• Well Testing	\$ 2,000.00
• Gas and Oil	\$ 4,000.00
• Chemicals	\$ 7,500.00
• Indirect Costs	\$ 26,437.00
• Debt –	\$970,830.00

Salaries & Wage Line Items have increased for Fiscal Year 2024 due to the new Collective Bargain Agreements for all three Labor Unions. Overtime has been increased due to anticipated mandatory minimum staffing levels in the new water treatment facility during the start-up phase of the plant. It is anticipated that these minimum staffing requirements will be decreased once the Department of Environmental Protection is satisfied the staff is properly trained to operate the new facility.

Expense increases for electricity, propane for heating purposes and Gas & Oil for our vehicle fleet have all been adjusted due anticipated energy costs associated with inflation. In addition, the new Water Treatment Facility will require more electricity and chemicals in order to operate the facility properly. Chemical costs increased significantly in Fiscal Year 2023 due to chemical shortages, fuel surcharges and trucking related matters. Well testing has been increased due to a new source being added to our water system. Intergovernmental costs have increased for Direct and Indirect costs. Direct cost increases are for a new employee receiving health insurance coverage and an increase in insurance policies. Indirect costs have increased due to contractual obligations as well for senior staff outside of the water department.

Estimated Debt Payments in the Fiscal Year 2024 Operating Budget is \$907,830.00

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 holding its annual Water Rate Hearing on December 6th, 2022. Water rates and fees will be adjusted accordingly so as to meet operational obligations for the Fiscal Year 2024 Budget.

The Water Enterprise Reserve Fund balance is \$621,613.00. The Reserve Fund is broken into two distinct funds, \$286,000.00 is set aside for our Manganese Debt Payments and \$335,613.00 for general operating expenses.

In closing, I look forward to meeting with you on Wednesday, November 30th 2022, to discuss the Water Department's Fiscal Year 2024 Operating Budget and answer any of your questions to the best of my ability.

Respectfully,

Thomas D. Orcutt
Water Superintendent

FY 2024 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 APPROPRIATED	FY 2024 DEPARTMENT REQUEST	FY 2024 TOWN MANAGER BUDGET	PERCENT CHANGE
WATER DEPARTMENT								
	WD Salaries	\$ 145,271	\$ 151,444	\$ 152,121	\$ 161,518	\$ 166,505	\$ 166,505	3.09%
	WD Wages	\$ 167,539	\$ 186,050	\$ 255,303	\$ 264,003	\$ 278,587	\$ 278,587	5.52%
	WD Expenses	\$ 547,269	\$ 499,510	\$ 526,019	\$ 676,063	\$ 587,900	\$ 587,900	-13.04%
	WD Debt Service	\$ 402,140	\$ 361,977	\$ 369,185	\$ 545,583	\$ 907,830	\$ 907,830	66.40%
100	DEPARTMENTAL TOTAL	\$ 1,262,219	\$ 1,198,981	\$ 1,302,628	\$ 1,647,167	\$ 1,940,823	\$ 1,940,823	17.83%
SEWER DEPARTMENT								
	Sewer Salaries	\$ 19,440	\$ 20,488	\$ 21,579	\$ 23,339	\$ 22,623	\$ 22,623	-3.07%
	Sewer Wages	\$ 36,540	\$ 50,727	\$ 51,737	\$ 46,114	\$ 49,872	\$ 49,872	8.15%
	Sewer Expense	\$ 633,821	\$ 534,552	\$ 683,919	\$ 734,494	\$ 783,578	\$ 783,578	6.68%
	Sewer Debt Service	\$ 38,338	\$ 5,504	\$ 5,316	\$ 33,892	\$ 33,426	\$ 33,426	-1.37%
200	DEPARTMENTAL TOTAL	\$ 728,139	\$ 611,271	\$ 762,551	\$ 837,839	\$ 889,498	\$ 889,498	6.17%
FOUR CORNERS SEWER DEPARTMENT								
	Four Corners Sewer Salaries	\$ -	\$ -	\$ -	\$ -	\$ 2,361	\$ 2,361	100.00%
	Four Corners Sewer Wages	\$ -	\$ -	\$ -	\$ 7,683	\$ 5,541	\$ 5,541	-27.87%
	Four Corners Sewer Expense	\$ 20,619	\$ 37,903	\$ 54,555	\$ 71,451	\$ 69,909	\$ 69,909	-2.16%
	Four Corners Sewer Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
300	DEPARTMENTAL TOTAL	\$ 20,619	\$ 37,903	\$ 54,555	\$ 79,134	\$ 77,812	\$ 77,812	-1.67%
LOCAL ACCESS CABLE DEPARTMENT								
	Cable Salaries	\$ 77,180	\$ 93,104	\$ 69,975	\$ 69,916	\$ 69,656	\$ 69,656	-0.37%
	Cable Wages	\$ 53,999	\$ 55,272	\$ 55,827	\$ 65,235	\$ 58,510	\$ 58,510	-10.31%
	Cable Expenses	\$ 61,355	\$ 58,737	\$ 52,535	\$ 88,069	\$ 91,971	\$ 91,971	4.43%
	Cable Minor Capital	\$ 803	\$ 2,357	\$ 5,000	\$ -	\$ -	\$ -	0.00%
400	DEPARTMENTAL TOTAL	\$ 193,337	\$ 209,470	\$ 183,337	\$ 223,219	\$ 220,137	\$ 220,137	-1.38%
STORMWATER UTILITY								
	Stormwater Wages/Benefits	\$ -	\$ 31,330	\$ 74,091	\$ 78,095	\$ 79,520	\$ 79,520	1.82%
	Stormwater Equipment	\$ -	\$ -	\$ -	\$ 20,000	\$ 5,000	\$ 5,000	-75.00%
	Stormwater Capital Outlay	\$ -	\$ -	\$ 42,201	\$ 51,000	\$ 51,000	\$ 51,000	0.00%
	Stormwater Compliance Costs	\$ -	\$ -	\$ 51,616	\$ 49,000	\$ 35,978	\$ 35,978	-26.58%
	Stormwater Disposal/Expenses	\$ -	\$ 27,537	\$ 5,800	\$ 20,000	\$ 20,000	\$ 20,000	0.00%
	Stormwater Intergovernmental	\$ -	\$ -	\$ -	\$ 23,000	\$ 51,022	\$ 51,022	121.83%
500	DEPARTMENTAL TOTAL	\$ -	\$ 58,867	\$ 173,708	\$ 241,095	\$ 242,520	\$ 242,520	0.59%
TOTAL ENTERPRISE FUNDS		\$ 2,204,314	\$ 2,116,492	\$ 2,476,779	\$ 3,028,453	\$ 3,370,789	\$ 3,370,789	11.30%

WATER DEPARTMENT ENTERPRISE FUND

100

LINE ITEM	FY 2024				PERCENT CHANGE	REASON FOR CHANGE:	FY 2024		PERCENT CHANGE
	FY 2023 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE				TOWN MANAGER APPROVED	FY 2024 FINCOM APPROVED	
Propane Heat	\$ 6,000.00	\$ 9,000.00	\$ 3,000.00	50.00%	increased costs and new treatment plant		\$ 9,000.00		50.00%
Electricity	\$ 48,000.00	\$ 55,900.00	\$ 7,900.00	16.46%	increased costs and new treatment plant		\$ 55,900.00		16.46%
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	\$ 3,500.00	\$ 1,000.00	40.00%	4th vehicle		\$ 3,500.00		40.00%
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	\$ 8,000.00	\$ 2,000.00	33.33%	New requirements		\$ 8,000.00		33.33%
DEP Assessment	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%			\$ 1,500.00		0.00%
Meters	\$ 50,000.00	\$ 50,000.00	\$ -	0.00%			\$ 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)	\$ 31,500.00	\$ 31,500.00	\$ -	0.00%			\$ 31,500.00		0.00%
Gas and Oil	\$ 10,000.00	\$ 14,000.00	\$ 4,000.00	40.00%	increased costs and new treatment plant		\$ 14,000.00		40.00%
Chemicals	\$ 30,000.00	\$ 37,500.00	\$ 7,500.00	25.00%	increased costs and new treatment plant		\$ 37,500.00		25.00%
Uniforms	\$ 3,200.00	\$ 3,200.00	\$ -	0.00%			\$ 3,200.00		0.00%
Intergovernmental	\$ 183,563.00	\$ 210,000.00	\$ 26,437.00	14.40%	increased costs		\$ 210,000.00		14.40%
Licensing/Dues/Training	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%			\$ 3,000.00		0.00%
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%	Now used to offset Debt Payment		\$ -		-100.00%
Whitney Well Expansion									
TOTAL FUNDS REQUESTED	\$ 676,063.00	\$ 587,900.00	\$ (88,163.00)	-13.04%			\$ 587,900.00	\$ -	-13.04%

Department Water Department Enterprise Fund
 Org # 100
 COLA % 2.00%

FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Orcutt	Thomas	Supervisors	Superintendent	14		40	\$ 96,099.00			\$ 98,020.98		2.5%		\$ 98,020.98	\$ 17,468.00	\$ 2,450.52	\$ 117,939.50
Crory	Lauren	THL	Business Manager	9		40	\$ 43,815.00			\$ 44,691.30	2.0%	0.5%		\$ 45,585.13	\$ 2,757.00	\$ 223.46	\$ 48,565.58
Other Pay							\$ 21,604.00										\$ -
TOTAL SALARIES							\$ 161,518.00										\$ 166,505.09
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Knox	Steven	Highway	Sr. Technician	11	\$39.24	40	\$ 81,933.12	\$ 40.02	40	\$ 83,571.78	2.0%		\$ 40.83	\$ 85,243.22	\$ 19,039.00	\$ -	\$ 104,282.22
MacEachern	Michael	Highway	Technician	10	\$33.98	40	\$ 70,950.24	\$ 34.66	40	\$ 72,369.24	2.0%		\$ 35.35	\$ 73,816.63	\$ 11,911.00	\$ -	\$ 85,727.63
Maloney	Robert		Technician	10	\$33.98	40	\$ 70,950.24	\$ 34.66	40	\$ 72,369.24	2.0%		\$ 35.35	\$ 73,816.63	\$ 14,761.00	\$ -	\$ 88,577.63
Summer Help		n/a	Temporary		\$15.00	0	\$ -										\$ -
Other Pay							\$ 40,169.00										\$ -
TOTAL WAGES							\$ 264,002.60										\$ 278,587.48



**TOWN OF GROTON
Water Department**

173 Main Street. Town Hall
Groton, Massachusetts 01450

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

Superintendent:
Thomas D. Orcutt

Business Manager:
Lauren E. Crory

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

Revenue Projections :

	FY 2022	FY 2023	FY2023 Revised	FY 2024
Rates	\$ 795,472.00	\$ 893,000.00	\$ 893,000.00	\$ 910,000.00
Other Non-Rate Fees	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
Private Hydrants	\$ 30,000.00	\$ 31,485.00	\$ 31,485.00	\$ 31,485.00
Fire Sprinklers	\$ 34,000.00	\$ 34,625.00	\$ 34,625.00	\$ 34,625.00
Public Fire Protection	\$ 35,000.00	\$ 36,068.00	\$ 36,068.00	\$ 36,068.00
Processing Charge	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Construction	\$ 103,375.00	\$ 134,050.00	\$ 134,050.00	\$ 151,700.00
Town Paid Fire Protection	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Backflows	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
Miscellaneous	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Water Rate Increase	\$ 78,528.00	\$ -	\$ -	\$ 103,077.00
Manganese Fee	\$ 140,000.00	\$ 140,000.00	\$ 280,000.00	\$ 280,000.00
Whitney Well III Fee				\$ 70,000.00
WEF Transfer (Whitney Debt)		\$ 42,155.00	\$ 42,575.00	
WEF Transfer (meters)	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
WEF Transfer (Mang Debt)				\$ 175,368.00
Total Revenue	\$ 1,414,875.00	\$ 1,509,883.00	\$ 1,650,303.00	\$ 1,940,823.00
Total Expenses	\$ 1,415,179.04	\$ 1,509,883.00	\$ 1,627,369.00	\$ 1,940,823.00
Projected Surplus (Deficit)	\$ (304.04)	\$ -	\$ 22,934.00	\$ -

	FY24 Increases
Salaries	\$ 5,000.00
Wages	\$ 14,500.00
Expenses	\$ 52,000.00
Remove meter Transfer	\$ 50,000.00
	\$ 121,500.00

SAME to be increased FY25
NEW \$8 Capital Fee for Whit Well III

<u>Groton Water Department</u>					
<i>Connection Fee Forecast for FY 2024</i>					
<u>Project:</u>	<u># Of Units</u>	<u>Total Value</u>	<u>%</u>	<u>Value in FY2024</u>	
Rocky Hill	84R/52R	\$ 315,000.00	0%	\$9,520.00	
Monarch Path	15R(1-1/2")	\$ 78,000.00	7%	\$7,280.00	
Waters House (LA) Phasae #2	3R/1C	\$ 30,250.00	50%	\$14,280.00	
Groton Farms	200R/8F	\$ 1,112,200.00	3%	\$33,366.00	
Heritage Landing (Cow Pond)	42R	\$ 199,920.00	0%	\$0.00	planning
Martins Pond Road	9R	\$ 38,250.00	20%	\$0.00	completed
Gratuity/Jenkins Road	120R/2F	\$ 570,000.00	0	\$0.00	planning
Court Street	5R/2C	\$ 20,750.00	20%	\$0.00	planning
Burrill Famil Trust - #468 Main	10R	\$ 47,600.00	50%	\$23,800.00	
Miscellaneous	4	\$ 4,250.00		\$25,500.00	
Total Value		\$ 2,416,220.00		\$113,746.00	
Total Anticipated Revenue for FY 2024				\$113,746.00	

Fiscal Year 2024 Budget
Overtime Calculations & Stipends

	HOURLY RATE	OVERTIME	DOUBLE TIME	SATURDAYS	SUNDAYS	4 HOLIDAYS	2 HOLIDAYS	EMERGENCY Call- OUTS	ON CALL PAY	LONGEVITY & CROSS CONN. STIPEND	Ins. Opt Out	
Robert Maloney	\$34.66	\$51.99	\$69.32	\$1,871.64	\$1,871.64	\$623.88	\$207.96	\$935.82	\$5,400.00	\$3,850.00	\$0.00	\$14,760.94
Mike MacEachern	\$34.66	\$51.99	\$69.32	\$1,871.64	\$1,871.64	\$623.88	\$207.96	\$935.82	\$5,400.00	\$1,000.00	\$0.00	\$11,910.94
Stephen Knox	\$40.02	\$60.03	\$80.04	\$2,161.08	\$3,061.53	\$720.36	\$240.12	\$1,080.54	\$7,650.00	\$4,125.00	\$0.00	\$19,038.63
Thomas Orcutt	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,110.00	\$3,950.00	\$5,408.00	\$17,468.00
Lauren Crory	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,134.00	\$4,134.00
				\$5,904.36	\$6,804.81	\$1,968.12	\$656.04	\$2,952.18	\$26,560.00	\$12,925.00	\$9,542.00	\$67,312.51
Total Scheduled & Unscheduled OT	\$ 18,285.51											
On-Call Compensation	\$ 26,560.00											
Insurance Opt. Out	\$ 9,542.00											
Longevity & Cross Connection Stipend	\$12,925.00											
GRAND TOTAL	\$ 67,312.51											
FY 2024 Budget	\$67,313.00											

Stipends	Longevity	Water License	X Connection	Totals
Knox, S	\$275.00	\$2,500.00	\$1,350.00	\$4,125.00
MacEachern		\$1,000.00		\$1,000.00
Maloney		\$2,500.00	\$1,350.00	\$3,850.00
Orcutt	\$1,450.00	\$2,500.00		\$3,950.00
				\$12,925.00

	\$67,313.00
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Description		FY24		FY25		FY26		FY27		FY28
Water System Upgrade	\$	279,893.15	\$	279,395.13	\$	-		-	\$	-
Water SRF Loan 2	\$	75,393.09	\$	75,287.08	\$	75,178.39		75,068.40	\$	-
	Total	\$	355,286.24	\$	354,682.21	\$	75,178.39	75,068.40	\$	-
Whitney Well Upgrades (based on borrowing \$400K)	\$	41,175.00	\$	39,775.00	\$	38,375.00		36,400.00	\$	-
	Total Per Fiscal Year	\$	396,461.24	\$	394,457.21	\$	113,553.39	111,468.40	\$	-
Whitney #3 Engineering \$300,000 June	\$	22,000.00	principal & interest	4% first BOND Payment						
Whitney #3 Construction \$700,000 Feb	\$	28,000.00	interest only	4%						
Whitney#3 Construction \$150,000 Feb	\$	6,000.00	interest only	4%						
	\$	56,000.00								
Manganese Treatment Plant Engineering \$722,300 June	\$	52,968.67	principal & interest	4% first BOND payment						
Manganese Treatment Plant Construction \$5.6 million Feb	\$	222,400.00	interest only	4%						
Manganese Treatment Plant Construction \$4.5 million Feb	\$	180,000.00	interest only	4%						
	\$	455,368.67								
Total FY24 Debt	\$	907,829.91								

Pay to: Town of Groton

Interdepartmental
Reimbursement
FY2024 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 July 1

Active Employees	Technician	Technician	Technician	Bus. Mgr.	Superintendent	Totals	
Direct Costs:	RM	MM	SK	(at 67%)			
Health Insurance (w/rates inc est at 11%)	\$21,976.67	\$9,603.72	\$24,093.22			\$55,673.61	
Life Insurance	\$37.20	\$37.20	\$37.20	\$24.92	\$37.20	\$173.72	
Town Share: Medicare (see detail below)						\$5,899.66	
HRA Cash Payments					\$0.00	\$0.00	
Retired Employees							
S. Collette							
Health Ins	\$3,697.20					\$3,697.20	
Life Ins	\$7.44					\$7.44	
G. Brackett							
Health Ins	\$22,372.27					\$22,372.27	
Life Ins	\$7.44					\$7.44	
FY24 Budget Factor =	3.34%						
Indirect Costs:							
Electricity/Heat/Maint (.98% of 112,335)	\$1,023.17					\$1,023.17	
Town Share: Retirement (see detail below)						\$103,665.00	
Town Accountant 3.34% of	\$110,000.00		\$3,674.00			\$3,674.00	
Town Treasurer 3.34% of	\$93,840.00		\$3,134.26			\$3,134.26	
Town Manager 3.34% of	\$165,000.00		\$5,511.00			\$5,511.00	
I.T. Director 3.34% of	\$118,655.00		\$3,963.08			\$3,963.08	\$120,970.51
Total All Charges	----->					\$208,801.85	

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report

Est = \$1,475 per Quarter = (\$226.91) avg 1st qtr FY23 *26)	\$5,899.66	Total due for FY 24	\$103,665.00
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SEWER DEPARTMENT ENTERPRISE FUND
200

LINE ITEM	FY 2024					REASON FOR CHANGE:	FY 2024	FY 2024	PERCENT CHANGE
	FY 2023 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE	PERCENT CHANGE	TOWN MANAGER APPROVED		FINCOM APPROVED		
Treatment	\$ 381,700.00	\$ 504,000.00	\$ 122,300.00	32.04%	\$40,000/month + 5%		\$ 504,000.00		32.04%
System Maintenance	\$ 129,373.00	\$ -	\$ (129,373.00)	-100.00%			\$ -		-100.00%
Pepperell True-Up	\$ -	\$ 50,400.00	\$ 50,400.00	100.00%			\$ 50,400.00		0.00%
Gas	\$ 500.00	\$ 500.00	\$ -	0.00%			\$ 500.00		0.00%
Electricity	\$ 11,000.00	\$ 15,000.00	\$ 4,000.00	36.36%			\$ 15,000.00		36.36%
Telemetry	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%			\$ 3,500.00		0.00%
Water Meter Repairs	\$ 25,000.00	\$ 30,000.00	\$ 5,000.00	20.00%	price increases		\$ 30,000.00		20.00%
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	\$ 32,684.00	\$ 31,094.00	\$ (1,590.00)	-4.86%			\$ 31,094.00		-4.86%
Legal Expenses	\$ 2,500.00	\$ 2,000.00	\$ (500.00)	-20.00%			\$ 2,000.00		-20.00%
Easements/Surveying	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%			\$ 1,500.00		0.00%
Miscellaneous - manhole maintenance	\$ 2,500.00	\$ 1,500.00	\$ (1,000.00)	-40.00%			\$ 1,500.00		-40.00%
Phase I Pepperell Plant - Expansion	\$ 27,279.00	\$ 27,060.00	\$ (219.00)	-0.80%			\$ 27,060.00		-0.80%
Phase 1 Pepperell Plant - Upgrade	\$ 24,248.00	\$ 24,054.00	\$ (194.00)	-0.80%			\$ 24,054.00		-0.80%
Phase 2 Pepperell Plant - Upgrade	\$ 71,110.00	\$ 71,120.00	\$ 10.00	0.01%			\$ 71,120.00		0.01%
Other:MIIA	\$ 700.00	\$ 950.00	\$ 250.00	35.71%			\$ 950.00		35.71%
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	\$ 734,494.00	\$ 783,578.00	\$ 49,084.00	6.68%			\$ 783,578.00	\$ -	6.68%
Additional Funding									
SRF Funding	\$ 5,111.00	\$ 4,999.00	\$ (112.00)	-2.19%			\$ 4,999.00		-2.19%
Other Debt	\$ 28,781.00	\$ 28,427.00	\$ (354.00)	-1.23%			\$ 28,427.00		-1.23%
Total	\$ 33,892.00	\$ 33,426.00	\$ (466.00)	-1.37%			\$ 33,426.00	\$ -	-1.37%

Department Sewer Department Enterprise Fund
 Org # 200
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Crory	Lauren	THL	Business Manager	9		13	\$ 21,638.00		13	\$ 22,070.76	2.0%	0.5%		\$ 22,512.18		\$ 110.35	\$ 22,622.53
Other Pay							\$ 1,701.00										\$ -
TOTAL SALARIES							\$ 23,339.00										\$ 22,622.53
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	\$ -
Livezey	Ann	THL	Office Assistant	5	\$29.01	30	\$ 45,429.66	\$ 29.59	31.5	\$ 48,655.17	2.0%	0.5%	\$ 30.18	\$ 49,628.27		\$ 243.28	\$ 49,871.55
Other Pay							\$ 684.00										\$ -
TOTAL WAGES							\$ 46,113.66										\$ 49,871.55

Center District Sewer Full Budget FY2023	Covid/Schools closed								
	Actual	Budget	Actual	Budget	Budget				
	FY2021	FY22	FY22	FY23	FY24				
INCOME:									
Rates	548448.00	644311.00	599743.00	644428	653494	4/1 rate increase to raise \$56,576			
Capital Charge	35000.00	35000.00	38000.00	64000	72400	fee increase to cover new debt			
Sewer Rate Relief									
Perm. Priv. Asses./GBF									
Capacity									
Connection Fee (New FY20)	24301.00	12000.00	155451.00	12000	52500	7 ERUs			
Inspec/Appl. Fees/Drainlayer Fees & Other Miscellaneous									
GDRHS O & M Charge (ps & system)	20000.00	25000.00	26556.00	25000	65464	based on \$5,455 per month est			
GDRHS Admin Fee		3750.00	3750.00	3000					
GDRHS Debt Fee					2512	2.64% upgrades debt			
Four Corners Wages Overhead	7285.00	7072.00	7072.00						
Four Corners Intergovernmental Overhead				5476		paid direct in FY24			
Reimbursement									
Interest - MMDT & General Fund	600.00	600.00	1200.00	2500	2500				
Boston Rd. - Debt	9756.00	9757.00	9458.00	9757	9757				
Boston Rd. - GBF	4741.00	5525.00	4316.00	5525	5525				
Boston Rd. - Capacity	2846.00	3149.00	2620.00	3149	3149				
Boston Rd. - Interest	4484.00	3811.00	3772.00	3175	3175				
Old Ayer Rd. - Debt	1241.00	1242.00	1242.00	1242	1242				
Old Ayer Rd. - GBF	650.00	650.00	650.00	650	650				
Old Ayer Rd. - Capacity	290.00	290.00	290.00	290	290				
Old Ayer Rd. - Interest	565.00	485.00	485.01	404	404				
Interest - General Fund	900.00	900.00	900.00	900	900				
Hollis Street Construction & Interest Payments									
GBF/Capacity - Old Ayer & Boston Betterments									
Reserve Transfer - Pump Station Upgrades									
Reserved for excess debt Boston		0.00		6234	6234				
Reserved for excess debt Old Ayer		8244.00	8244.00	7969	7969				
Reserve Transfer from E&D		35837.00	35837.00	39495.00					
Prior Year Encumbrance									
TOTAL INCOME		797623.00	899586.01	835194.00	888165.00				
EXPENSES									
OPERATING EXPENSE									
Treatment	291027.00	347000.00	365191.00	381700	504000	NEW \$40,000 per month			
System Maintenance (PS & System) - Pepperell	100413.00	117612.00	102119.00	129373	0				
Pepperell True Up 10%					50400	10% TBD	FY24 - Ask MH Trish		
Fuel (Gas/ Propane)	209.00	500.00	347.00	500	500				
Electric	10165.00	10000.00	10700.00	11000	15000	30% increase			
Telemetry	3495.00	3500.00	3223.00	3500	3500				
Pepperell Upgrade - Phase 1	25741.00	25839.00	25886.00	24248	24054	split with town ends FY25 (then pick up phase 2)			
Pepperell Expansion - Phase 1	28565.00	29070.00	29070.00	27279	27060	ends FY25			
Pepperell Upgrade - Phase 2	0.00	71674.00	62054.00	71110	71120	New debt covered by fee above			
Pepperell Engineering									
Pepperell Upgrade Evaluation '17									
Nod Rd/PB Woods Pump Station Upgrades									
Environmental Partners / Engineering	16258.00	15000.00	18243.00	15000	15000				

OFFICE EXPENSE										
Wages	50727.00	50989.00	51737.00	44322	49871					
1/3 of Bus. Mgr.	20489.00	20179.00	21526.00	22486	21600					
Intergovernmental	31217.00	28000.00	31707.00	32684	30784					
Postage/Printing	3000.00	4000.00	3191.00	4000	4000					
Office Supplies	301.00	500.00	196.00	500	500					
Legal/ Advertising Expenses	217.00	2500.00	1165.00	2500	2000					
Easements/Surveying	0.00	1500.00	0.00	1500	1500					
Misc.-repair, infiltr, manholes, etc.	0.00	7500.00	8464.00	2500	1500					
Software Service Contract	1041.00	1400.00	1072.00	1400	1400					
Meters	24349.00	25000.00	28176.00	25000	30000	price increases				
MIIA	685.00	700.00	951.00	700	950					
Other Misc Expenses			709.00							
Refunds										
Other Financing Uses (Hollis St payoff)										
DEBT SERVICE										
Boston Road - Principal		16648.00	16648.00	16648	16648					
Boston Road - Interest		3225.00	3225.00	2518	2518					
Old Ayer Road - Principal		8352.00	8352.00	8352	8352					
Old Ayer Road Interest		1619.00	1619.00	1263	909					
SRF Funding - \$330,000										
Principal		5235.00	5235.00	5099	4995	final year				
Interest		81.00	81.00	12	4					
TOTAL EXPENSES		797623.00	800887.00	835194.00	888165.00					
Balance										
Enterprise Fund Beg Balance		\$ 476,359.00								

Pay to: Town of Groton

Interdepartmental
Reimbursement
FY2024 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 July 1

Active Employees

Totals

Direct Costs:

Health Insurance Office Assistant	\$0.00	\$0.00
Life Insurance Office Assistant	\$33.48	\$33.48
Life Insurance (Business Mgr. at 23%)	\$8.56	\$8.56
Health Insurance (Business Mgr. at 23%)		\$0.00
Town Share: Medicare (see detail below)		\$913.62

Retired Employees

Retiree/SS

Totals

Health Insurance (est 8% rate inc for FY24 6 mos)	\$3,697.20	\$3,697.20	(Medicare rates change in Jan)
Life Insurance	\$0.00	\$0.00	

Indirect Costs:

1.73%

Electricity/Heat/Maint (.41% of 112,335)		\$460.57	\$460.57
Town Share: Retirement (see detail below)			\$17,693.00
Town Accountant 1.70% of 110,000		\$1,870.00	\$1,870.00
Town Treasurer 1.70% of 93,840		\$1,595.28	\$1,595.28
Town Manager 1.70% of 165,000		\$2,805.00	\$2,805.00
I.T. Director 1.70% of 118,655		\$2,017.14	\$2,017.14

Total All Charges

\$31,093.85

Medicare Matching:

Est Bus Mgr: 22,512 x 90% x 1.45% =	\$293.78
Est Off Asst: 47,497 x 90% x 1.45% =	\$619.84
	\$913.62

Retirement Assessment: Per Treasurer's Report

Total Retirement Assmt due for FY 2024

\$17,693.00

FOUR CORNERS SEWER DISTRICT

<u>LINE ITEM</u>	FY 2024					FY 2024		
	<u>FY 2023</u>	<u>DEPARTMENT</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>
	<u>APPROPRIATION</u>	<u>REQUEST</u>		<u>CHANGE</u>		<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
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	\$ 25,000.00	\$ 27,500.00	\$ 2,500.00	10.00%		\$ 27,500.00		10.00%
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								
Four Corners Intergovernmental	\$ 5,476.00	\$ 2,934.00	\$ (2,542.00)	100.00%		\$ 2,934.00		-46.42%
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	\$ 1,000.00	\$ (1,500.00)	-60.00%		\$ 1,000.00		-60.00%
TOTAL FUNDS REQUESTED	\$ 71,451.00	\$ 69,909.00	\$ (1,542.00)	-2.16%		\$ 69,909.00	\$ -	-2.16%
Additional Funding								

Department Four Corners Department Enterprise Fund
 Org # 200
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2023									FISCAL YEAR 2024			Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22		Rate	Hours	Proposed Increase 1-Jul-23						
Salaries																	
Crory	Lauren	THL	Business Manager	9			\$ -			\$ 2,207.00	2.0%	0.5%		\$ 2,251.14		\$ 110.35	\$ 2,361.49
Other Pay																	
TOTAL SALARIES																	\$ 2,361.49
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16		
FISCAL YEAR 2023									FISCAL YEAR 2024			Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22		Rate	Hours	Proposed Increase 1-Jul-23						
Wages																	
Livezey	Ann	THL	Office Assistant	5	\$29.01	5	\$ 7,571.61	\$ 29.59	3.5	\$ 5,406.13	2.0%	0.5%	\$ 30.18	\$ 5,514.25		\$ 27.03	\$ 5,541.28
Other Pay																	
TOTAL WAGES																	\$ 5,541.28

Four Corners Sewer Budget - FY2023			Shaws CX 15K est						
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Budget	
	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	
INCOME:									
Rates	502.00	6,941.00	6,955.00	6,236.00	22,000.00	47,081.00	27,000.00	38,020.00	add \$7,000 4/1/22 rate increase + new customers 2 CX Fees (Oriole)
Connection Fees	8,000.00	31,011.00	8,000.00	281,702.00	19,000.00	47,508.00	17,200.00	17,200.00	
Capacity	-		-						
Appl. Fees/Drainlayer Fees & Other Miscellaneous	450.00		950.00	212.00	450.00	-	450.00	450.00	
Inspections					1,000.00	-	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	26,319.00	12,038.00		
Transfer		8,331.64							
Transfer for Ayer Cx Charge Obligation 10 Yrs (YR2)							21,150.00	21,150.00	
Prior Year Encumbrance	-		-						
TOTAL INCOME	20,620.36	57,951.64	32,805.00	314,469.00	68,769.00	120,908.00	78,838.00	77,820.00	
EXPENSES									
OPERATING EXPENSE									
Wages							7,387.00	5,541.00	10% of total wages
Salaries								2,400.00	10% of sewer only wages
Ayer Connection Charge Obligation (10yrs-YR1)					21,150.00	21,150.00	21,150.00	21,150.00	
New Connection Fees to Ayer					10,800.00	-	10,800.00	10,800.00	
Treatment	19,493.60	20,078.00	19,495.00	21,589.00	20,722.00	26,333.14	25,000.00	27,500.00	2 CX Fees (Oriole) added 10% for Ayer rate incr
System Maintenance (PS & System) - Ayer	100.00		5,000.00	-	5,000.00	-	5,000.00	5,000.00	
Engineering	500.00	472.00	1,000.00	13,312.00	500.00	-	500.00	500.00	
Four Corners Wages Overhead			7,285.00	7,285.00	7,072.00	7,072.00			Moved to wages
Four Corners Intergovernmental Overhead	-		-				5476.00	2904.00	10%
Overhead	500.00								
Business Manager Services		500.00							
Postage/Printing	-		-						
Office Supplies	25.00		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	1,000.00	
Digsafes					2,500.00	-	2,500.00	1,000.00	
TOTAL EXPENSES	20,618.60	21,374.00	32,805.00	42,186.00	68,769.00	54,555.14	78,838.00	77,820.00	

Pay to: Town of Groton

Interdepartmental
Reimbursement
FY2024 Budget Projection

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

4 Corners Sewer Department

Health ins rates change July 1

Active Employees

Direct Costs:

Health Insurance Office Assistant	\$0.00	\$0.00
Life Insurance Office Assistant (10%)	\$3.72	\$3.72
Life Insurance Business Manager(10%)	\$3.72	\$3.72
Health Insurance		\$0.00
Town Share: Medicare (see detail below)		\$101.51

Retired Employees

Retiree/SS

Totals

Health Insurance	\$0.00	\$0.00	(Medicare rates change in Jan)
Life Insurance	\$0.00	\$0.00	

Indirect Costs:

0.16%

Electricity/Heat/Maint (.07% of 112,335)	\$78.63	\$78.63
Town Share: Retirement (see detail below)		\$1,966.00
Town Accountant .16% of 110,000	\$176.00	\$176.00
Town Treasurer .16% of 93,840	\$150.14	\$150.14
Town Manager .16% of 165,000	\$264.00	\$264.00
I.T. Director .16% of 118,655	\$189.85	\$189.85

Total All Charges

\$2,933.57

Medicare Matching:

Est Bus Mgr: 22,512 x 10% x 1.45% =

\$32.64

Est Off Asst: 47,497 x 10% x 1.45% =

\$68.87

Medicare Est

\$101.51

Retirement Assessment: Per Treasurer's Report

Total Retirement Assmt due for FY 2024

\$1,966.00

November 21st, 2021

Dear Mark,

Thank you for working with myself and the Cable Advisory Committee on this FY 24 budget.

While creating this budget and comparing it to the one submitted last year, I was pleased to see a consistent number despite the fact that we have increased the quantity and quality of services that we provide. With the completion of our brand new website, we have launched a sponsorship program to help us supplement our revenue. With one sponsor already secured, we are confident that we can achieve at least \$1500 in sponsorship funding throughout FY 24.

While slightly less than our FY 23 projection, our minor capital line item for FY 24 does remain higher than in years past. This is to allow us the ability to replace some of our older and outdated equipment in order to provide better quality resources and content for the community. This is money that is contractually dedicated to equipment purchases and does not affect operations going forward.

We are still in the process of negotiating our next contracts with Charter and Verizon. We hope to keep these discussions informal with contracts similar to what we have received in the past. Though we will continue to push for high definition output on both channels - cost dependent. It is important to note that the \$10,000 requested for legal fees last year was not spent and that we are carrying over the amount in order to cover any legal fees that may be incurred. The State continues to look at streaming service fees as a way to help fund the future of Cable Access. While the bill did fail to cross the finish line this year, it has garnered more support than ever and even made it to a third reading in the House. The involved Representatives are optimistic about its path forward in 2023 and we will be following along closely as they begin the process again this winter. The hope is that this additional revenue source will ensure that cable access services are able to continue in full.

As it stands, I am confident that we can comfortably fund ourselves through FY24. Assuming that we continue at our same level of staffing and services, we would also be able to fund ourselves throughout FY 25 (albeit a little less comfortably).

While I do believe that our Enterprise Fund status is key to keeping Cable Access independent in Groton, I feel that it is important to begin having conversations as soon as possible in regards to what our future relationship with the Town will look like.

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

- Ashley Doucette

Program Director - The Groton Channel

LOCAL ACCESS CABLE DEPARTMENT
400

LINE ITEM	FY 2024					FY 2024		PERCENT CHANGE
	FY 2023 APPROPRIATION	DEPARTMENT REQUEST	DIFFERENCE	CHANGE	REASON FOR CHANGE:	TOWN MANAGER APPROVED	FY 2024 FINCOM APPROVED	
Telephone/internet	\$ 3,400.00	\$ 3,400.00	\$ -	0.00%		\$ 3,400.00		0.00%
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	\$ 63,693.00	\$ 63,184.00	\$ (509.00)	-0.80%		\$ 63,184.00		-0.80%
Other:Legal	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Other: Freelance Meeting Coverage	\$ 2,600.00	\$ 7,000.00	\$ 4,400.00	169.23%	Increased meeting coverage & Addition of freelance consulting/Bob (~\$3,380)	\$ 7,000.00		169.23%
Other: Shared Employee Expense	\$ 2,100.50	\$ 2,112.00	\$ 11.50	0.55%		\$ 2,112.00		-100.00%
Other: Advertising/Marketing	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other:Summer Interns	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 88,068.50	\$ 91,971.00	\$ 3,902.50			\$ 91,971.00	\$ -	4.43%
Benefits Breakdown:								
Retirement	\$ 29,461.00							
Health, Program Director/Tech	\$ 31,624.00							
Medicare	\$ 2,028.00							
Life Insurance Production Assist	\$ 75.00							
Total	\$ 63,188.00							

Department Local Access Cable Department
 Org # 400
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																	
Doucette	Ashley	Supervisors	Manager	11		40	\$ 66,625.00			\$ 67,957.50		2.5%		\$ 67,957.50		\$ 1,698.94	\$ 69,656.44
Other Pay							\$ 3,291.00										\$ -
TOTAL SALARIES							\$ 69,916.00										\$ 69,656.44
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Paulajka	Noah	THL	Production Tech	4	\$20.81	40	\$ 43,451.28	\$ 21.23	40	\$ 44,320.31	2.0%		\$ 21.65	\$ 45,206.71		\$ -	\$ 45,206.71
Germain	David	THL	Production Asst.	2	\$16.33	15	\$ 12,786.39	\$ 16.66	15	\$ 13,042.12	2.0%		\$ 16.99	\$ 13,302.96		\$ -	\$ 13,302.96
Colman	Bob		Cable Consultant		\$45.00			\$ 45.90	0	\$ -			\$ 45.90	\$ -		\$ -	\$ -
Other Pay							\$ 8,997.00										\$ -
TOTAL WAGES							\$ 65,234.67										\$ 58,509.67

Groton Cable Access FY 24 Income Projection

Revenue:

PEG Fees	\$153,000
Interest	\$1165
Classes, DVDs, etc.	\$300
Sponsorships	\$1500
Additional Town Services	\$1000
Income Sub-Total	\$156,965

Cable Salaries	\$69,656
Cable Wages	\$58,510
Cable Expenses	\$91,975
Cable Minor Capital	\$10,000
Total	\$230,141

Total Projected Budget - Income Sub-Total = Withdrawal
\$230,141 - \$156,965 = **\$73,176**

Withdraw from E&D

Total from Operational	\$63,176
------------------------	----------

Total from Equipment \$10,000

Current Free Cash Balance (as of September 20th , 2022) : *\$127,260.00*
After (projected) FY 2024 : *\$64,084*

Interdepartmental
Reimbursement
FY2024 Budget Projection

Local Cable Access Enterprise

Note health ins premiums adjust in July!

Active Employees		Totals
Direct Costs:		
Health Insurance Director	\$8,876.45	\$8,876.45
Life Insurance Director	\$37.20	\$37.20
Health Insurance Production Assistants	\$0.00	\$0.00
Life Insurance Production Assistants \$3.10 x 12 months	\$37.20	\$37.20
Town Share: Medicare (see detail below)		\$2,028.00
Retired Employees		Totals
	(None)	
Health Insurance	\$0.00	\$0.00
Life Insurance	\$0.00	\$0.00
Indirect Costs:		
	Budget Factor:	
Electricity/Heat/Maint	0.45%	\$0.00
Town Share: Retirement (see detail below)		\$29,461.00
Town Accountant .45%	\$110,000.00	\$495.00
Town Treasurer .45%	\$93,840.00	\$422.28
Town Manager .45%	\$165,000.00	\$742.50
I.T. Director .45%	\$118,655.00	\$533.95
Total All Charges ----->		\$42,633.58

Medicare Matching:

Estimated at = 2,028.00
FY24 = \$78 avg per PW x 26 pays, based on 1st Qtr FY23

Retirement Assessment: Per Treasurer's Report \$29,461.00

Transfer of Funds to General Fund Approved:

STORMWATER UTILITY
500

<u>LINE ITEM</u>	FY 2024					FY 2024		<u>PERCENT</u> <u>CHANGE</u>
	<u>FY 2023</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 2024</u> <u>FINCOM</u> <u>APPROVED</u>	
Stormwater Equipment	\$ 20,000.00	\$ 5,000.00	\$ (15,000.00)	-75.00%		\$ 5,000.00		-75.00%
Stormwater Capital Outlay	\$ 51,000.00	\$ 51,000.00	\$ -	0.00%		\$ 51,000.00		0.00%
Stormwater Compliance Costs	\$ 49,000.00	\$ 35,978.00	\$ (13,022.00)	-26.58%		\$ 35,978.00		-26.58%
Stormwater Disposal/Expenses	\$ 20,000.00	\$ 20,000.00	\$ -	0.00%		\$ 20,000.00		0.00%
Stormwater Intergovernmental	\$ 23,000.00	\$ 51,022.00	\$ 28,022.00	100.00%		\$ 51,022.00		121.83%
TOTAL FUNDS REQUESTED	\$ 163,000.00	\$ 163,000.00	\$ -	0.00%		\$ 163,000.00	\$ -	0.00%

Department Stormwater Utility
 Org # 500
 COLA % 2.00%

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Salaries																\$ -	
TOTAL SALARIES								\$ -									\$ -
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase To Base	Proposed Performance Increase One-Time	Final Base Rate	Projected Salary FY 2024	Other Pay (Longevity) (Insurance) (etc)	One-Time Payments	Projected Budget Fiscal 2024
Wages																	
Zimmer	Benjamin	DPW	Stormwater	7	\$33.88	40	\$ 70,741.44	\$ 34.56	40	\$ 72,156.27	1.5%		\$ 35.08	\$ 73,238.61	\$ 1,000.00	\$ -	\$ 74,238.61
Hommel	Jean	Town Hall	DPW Admin Asst.	6	\$1.05	40	\$ 2,192.40	\$ 1.07	40	\$ 2,236.25	2.0%		\$ 1.09	\$ 2,280.97		\$ -	\$ 2,280.97
Other Pay																\$ 3,000.00	\$ 3,000.00
TOTAL WAGES								\$ 78,094.84									\$ 79,519.59

Stormwater Enterprise
FY2024 Budget Projection

Note health ins premiums adjust in July!

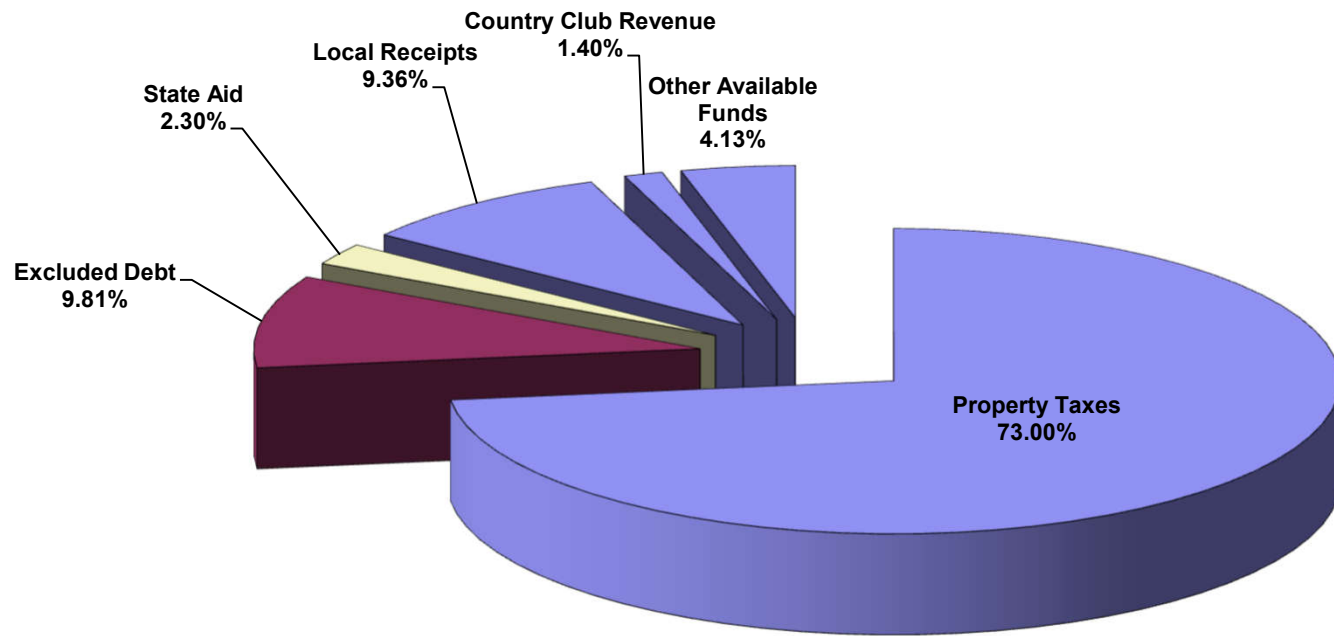
Active Employees	Annual	Totals
Health Insurance Tech	20,475.50	20,475.50
Health Insurance Office Asst	24,093.22	884.22
Life Insurance	0.00	0.00
Town Share: Medicare (estimate)	FY23 1st Qtr Avg = 41 * 26 pays	1,066.00
Town Share: Retirement Per Town Treasurer		20,754.00
Retired Employees	(None)	
Health Insurance		0.00
Medicare Matching:		928.00
Indirect Costs:	0.44%	
Electricity/Heat/Maint (.05% of 112,335)	\$56.17	56.17
Town Share: Retirement (see detail below)		
Town Accountant .44%	\$110,000.00	\$484.00
Town Treasurer .44%	\$93,840.00	\$412.90
Town Manager .44%	\$165,000.00	\$726.00
I.T. Director .44%	\$118,655.00	\$522.08
DPW Director 5%	\$112,831.00	\$5,641.55
Total All Charges	----->	51,022.42
Transfer of Funds to General Fund Approved:		



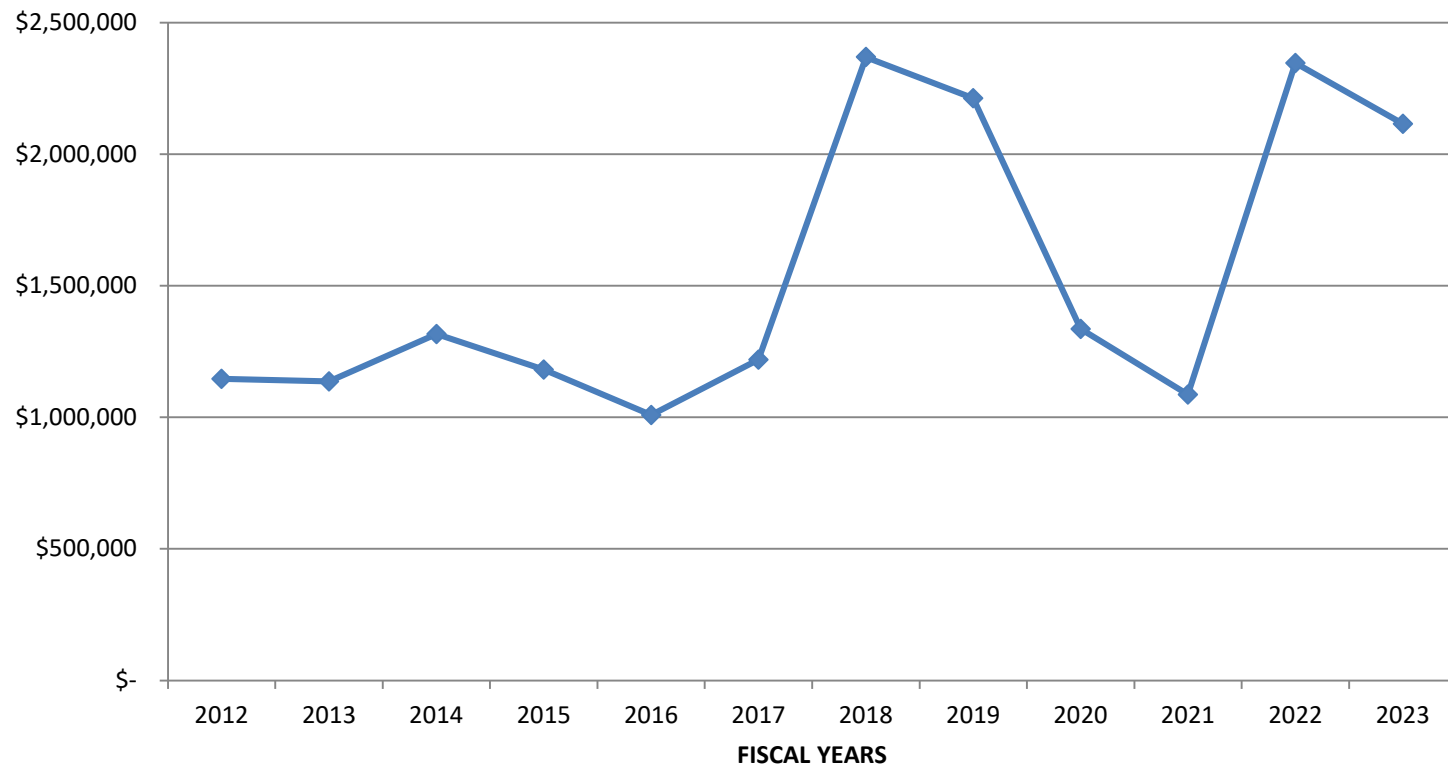
CHARTS AND GRAPHS

Sources of Revenue

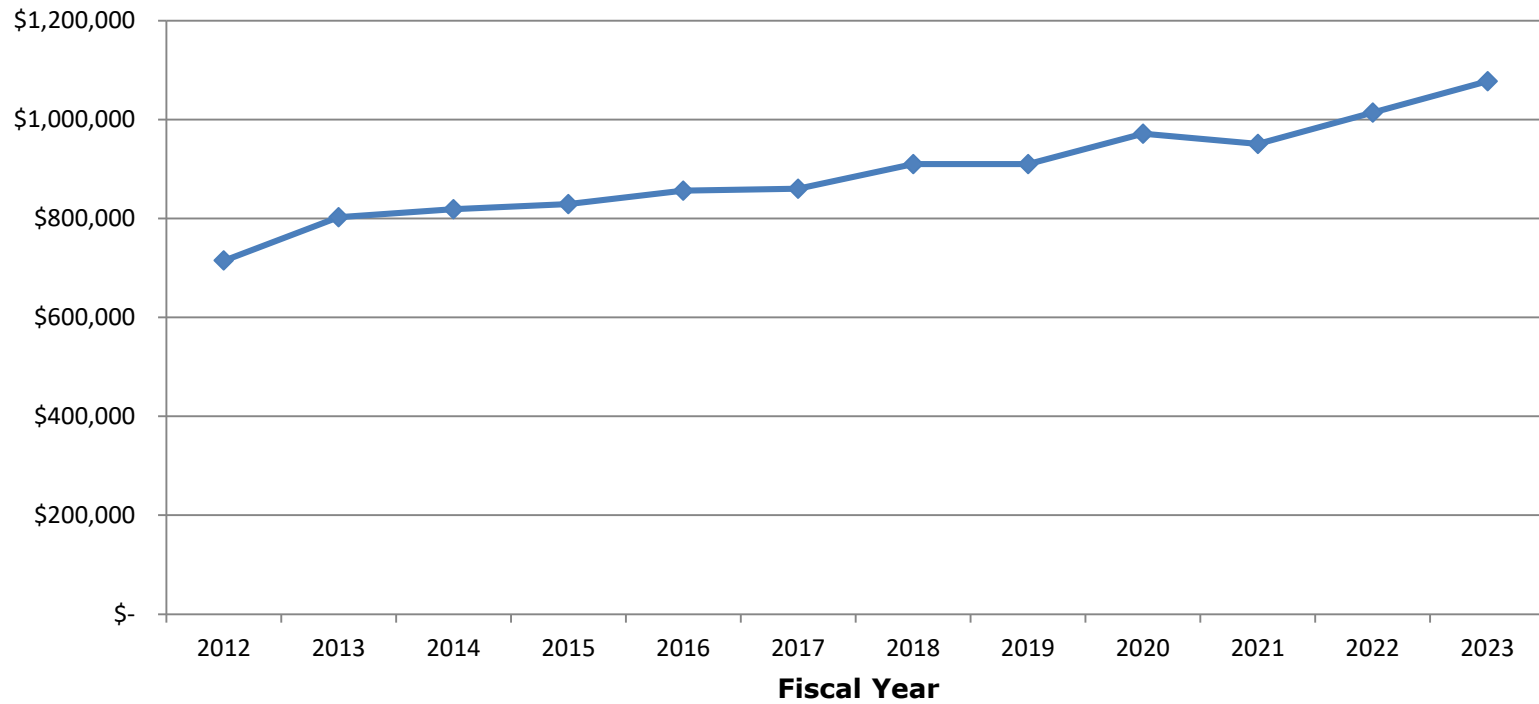
Fiscal Year 2024



**TOWN OF GROTON
FREE CASH HISTORY
FISCAL YEARS 2012 - 2023**

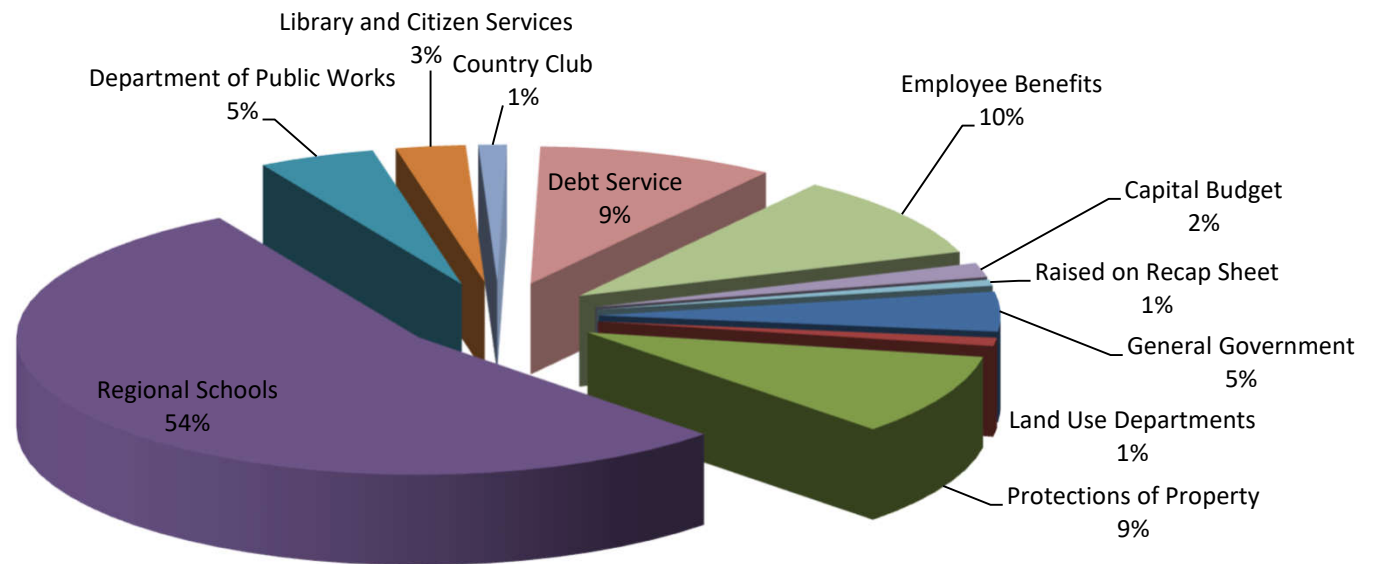


**TOWN OF GROTON
STATE AID HISTORY
FISCAL YEARS 2012 - 2023**



"Where Your Tax Dollars Go"

Fiscal Year 2024 Expenditure Analysis

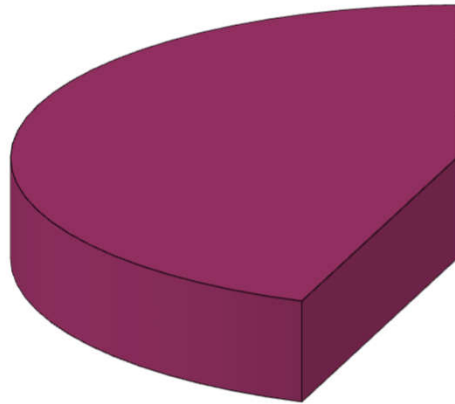


* Percentage total may not equal 100% due to rounding.

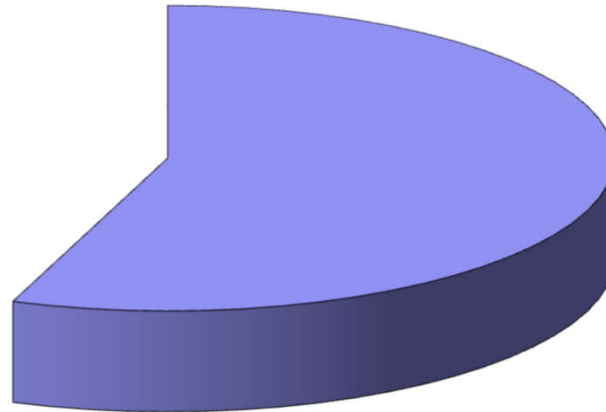
PROPERTY TAX IMPACT

Fiscal Year 2024

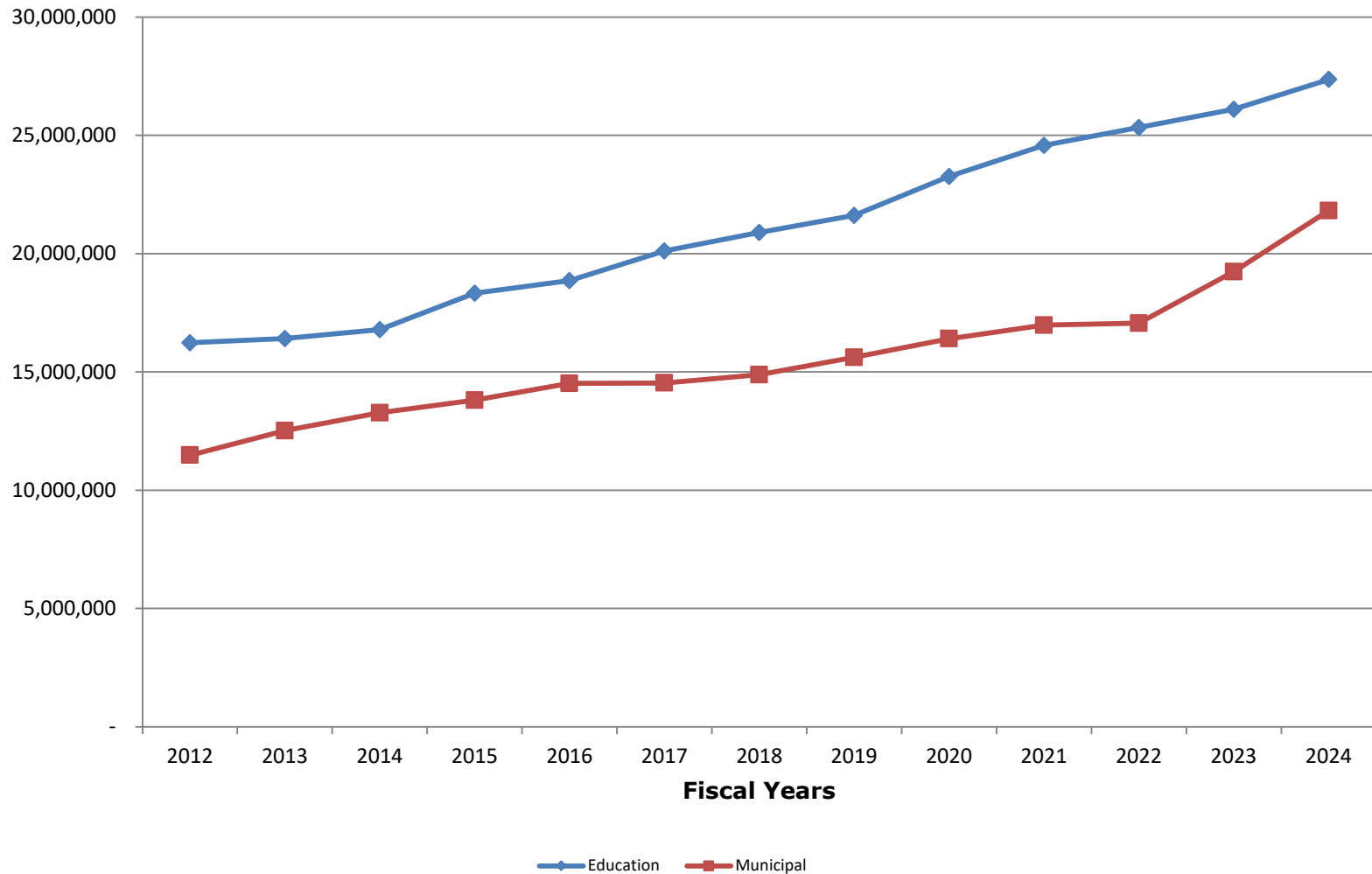
Municipal Budget
44.36%



Regional Schools Budget
55.64%



Trends in Municipal/Education Spending Fiscal Years 2012-2024



Municipal Spending By Function Fiscal Years 2012 - 2024

