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Town Manager
Mark W. Haddad

To: *Honorable Board of Selectmen
Honorable Finance Committee*

From: *Mark W. Haddad – Town Manager*

Subject: *Fiscal Year 2012 Town of Groton Operating Budget*

Date: *December 31, 2010*

Pursuant to Article 6, Sections 6-3 and 6-4 of the Charter of the Town of Groton, Massachusetts, I am pleased to submit for your consideration the Town Manager's Proposed Fiscal Year 2012 Operating Budget for the Town of Groton. This is the third budget that I have submitted as your Town Manager. Without a doubt, this has been the most challenging budget that my Finance Team and I have undertaken. We are continuing to see a decrease in revenues from the Commonwealth of Massachusetts. The most recent information we have received from the Commonwealth, shows that the state is expecting a revenue deficit in FY 2012 of over \$2 Billion. Based on this, we would expect to see a further decrease in State Aid in the next fiscal year. The economy continues to be sluggish with very little signs that we are coming out of the economic conditions that have been negatively impacting revenues over the past two fiscal years. While revenues are exceeding what was taken in during the same period last year at both the State and local level, the stimulus money that was used to balance last year's budget will not be available in Fiscal Year 2012. However, not all news is bad. Fortunately for the Town of Groton, we have seen an increase in building permit fees and recycling revenues. While we do not expect major increases in these areas in the next fiscal year, we believe we will maintain the same revenues that have been received thus far in FY 2011. As was the case the last two fiscal years, I was very fortunate to have the outstanding support and assistance of the Finance Team in developing this budget. As you are aware, Town Accountant Valerie Jenkins, Town Treasurer Christine Collins and Principal Assessor Rena Swezey are members of the Finance Team. Their outstanding efforts, recommendations and cooperation were crucial in the preparation of this budget.

I directed all Departments, Boards, Committees and Commissions to submit budgets that maintain the excellent services our residents currently enjoy and expect. Similar to the last two years, the proposed FY 2012 Operating Budget is a "Maintenance Budget". All Departments complied with this directive and submitted budgets that met our goal. Each department was afforded an opportunity to meet with the Finance Team and present their budget. A thorough review of each budget was completed. I am confident that the budget presented to you for Fiscal Year 2012 maintains services and is balanced based on our projected revenues. As I informed the Board of

Selectmen and Finance Committee last year, the consolidations made in FY 2010 in the Land Use Departments and Department of Public Works have allowed us to continue to provide excellent services in those Departments without increasing expenditures.

When putting together our estimated revenues for Fiscal Year 2012, we needed to take into consideration the fact that the Commonwealth has yet to begin its budget deliberations and the Governor's Proposed Budget is not released until February 1st. As stated above, with the State projecting a \$2 Billion revenue deficit in FY 2012, we are anticipating a further reduction in local aid for FY 2012. In addition, a decision was made at the 2010 Fall Town Meeting to use \$100,000 in "Free Cash" to offset the FY 2011 Operating Budget. This will not be available in FY 2012 and the relief provided to the residents in FY 2011 will have to be made up with property taxes in FY 2012 in order to maintain services. The following chart shows what we expect to receive in revenues for FY 2012:

<u>Revenue Source</u>	<u>Budgeted FY 2011</u>	<u>Estimated FY 2012</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Property Tax	\$22,100,969	\$23,019,718	\$ 918,749	4.16%
Unexpended Tax Capacity	\$ 117,585	\$ 0	\$ (117,585)	-100.00%
State Aid	\$ 766,440	\$ 689,796	\$ (76,644)	-10.00%
Local Receipts	\$ 2,758,464	\$ 2,808,178	\$ 49,714	1.81%
Free Cash	\$ 100,000	\$ 0	\$ (100,000)	-100.00%
Other Available Funds	<u>\$ 110,000</u>	<u>\$ 110,000</u>	<u>\$ 0</u>	<u>0.00%</u>
TOTAL	\$25,953,458	\$26,627,692	\$ 674,234	2.60%

At first glance, it would appear that the Town has a healthy revenue forecast for Fiscal Year 2012. A 2.6% increase in anticipated revenues ordinarily would allow the Town to consider improvements to Town services, adding money to the Town's rainy day fund, or considering a tax break for our residents. Unfortunately, the Town is faced with several funding requirements/requests that require more than we have estimated in new revenues. First, as I discuss later in this memorandum, we are setting aside a 2½% increase in our proposed assessments for the both the Groton Dunstable Regional School District and Nashoba Valley Technical High School. Second, we have been told to expect an increase of fifteen (15%) percent in Health Insurance Costs and an eleven (11%) percent increase in Pension Costs. Third, step increases and contractual salary increases alone account for an increase of \$78,751 in FY 2012. To meet these obligations has required reductions in other areas of the operating budget. The following chart shows the impact of these expenses on the new revenues for Fiscal Year 2012:

<u>Item</u>	<u>FY 2011 Amount Budgeted</u>	<u>FY 2012 Proposed Budget</u>	<u>Increase</u>	<u>Percentage of New Revenues</u>
GDRSD Assessment	\$14,616,005	\$14,981,405	\$365,400	54.20%
Nashoba Tech Assessment	\$ 536,044	\$ 549,445	\$ 13,401	1.99%
Health Insurance	\$ 1,331,529	\$ 1,485,634	\$154,105	22.86%
Pension Costs	\$ 1,247,772	\$ 1,384,788	\$137,016	20.33%
Steps and Contractual Salary Increases	<u>\$</u>	<u>\$ 78,751</u>	<u>\$ 78,751</u>	<u>11.68%</u>
Total	\$17,731,350	\$18,480,023	\$748,673	111.06%

As you can see, to maintain services in Fiscal Year 2012 was very challenging. As stated above, I am confident that the hard work of all of our Departments, Boards, Committees, and Commissions will allow us to continue to maintain services. That said, there are a few areas in the budget that I would like to call your attention to as you review the Town Manager's Proposed Fiscal Year 2012 Operating Budget.

GROTON COUNTRY CLUB

In the past, the Groton Country Club was operated under the management and care of the Groton Country Club Authority. After a thorough and thoughtful review of the Club and its operations, the decision was made to dissolve the Country Club Authority and have the Club become a Town Department under the policy direction of the Board of Selectmen and the day to day management oversight by the Town Manager. Fiscal Year 2011 is the first year that the Club is operating as a Town Department. At the 2010 Fall Town Meeting, an eight month budget for the Club was approved by Town Meeting. This budget was based on previous revenues earned by the Club over a similar period of time and should have no financial impact on the general revenues (i.e. property tax revenue) of the Town of Groton. It will be self sustaining. For Fiscal Year 2012, a similar approach was taken by the General Manager of the Country Club. A full fiscal year budget was established based on past history and revenues earned over a similar twelve month period. Both the General Manager and I are confident that the Club will be self sustaining and have no financial impact on the general revenues of the Town. Contained in the Departmental breakdown section of the Proposed Operating Budget is a detailed explanation of this budget, including anticipated revenues and expenditures.

Due to the fact that FY 2011 is the first year of the Club operating as a Town Department and the Budget approved was for only eight months, I have not included these revenues in our FY 2012 Revenue Estimates outlined above. It would be very difficult to compare the eight months of FY 2011 with a full fiscal year since a majority of the Club's income and expenditures occur over the summer months that were not part of the FY 2011 appropriation. I would expect to see better history and a full comparison when we present our FY 2013 budget.

DEPARTMENT HEAD PERFORMANCE REVIEWS

During last year's budget deliberations, both the Board of Selectmen and the Finance Committee recommended that any pay increases for By-law Department Heads be based on their performance. The Town Manager's and Police Chief's employment contracts were renewed

with salary increases, if any, tied directly to performance. To that end, I am proposing a new policy that provides for incentive pay for By-law Department Heads/Managers based on the outcome of their annual review. To be eligible for incentive pay a Department Head/Manager must meet the following criteria:

1. Employee must be a permanent full-time or part-time By-Law Department Head or Manager (The Town Manager and elected officials are excluded from this policy as well as temporary or seasonal employees.)
2. Employee must not be eligible to receive a step increase in the upcoming fiscal year.
3. Employee must have worked for the Town of Groton for at least 10 months of the previous fiscal year.
4. Employee must be in good standing at the time the incentive pay is awarded.

Once an employee has met the eligibility requirements for the incentive pay, there are 2 criteria the eligible employee must meet in order to receive the incentive pay:

1. Using the employee's Annual Performance Appraisal from the previous fiscal year, the employee's overall performance rating must reflect "Exceeds Expectations".
2. The employee must demonstrate prudent fiscal management in the previous fiscal year.

The Town Manager will use his/her discretion to award incentive pay based on these criteria. The Town Manager reserves the right not to award incentive pay to an eligible employee. Contained in the Town Manager Department Budget request is a copy of the proposed policy. There are eleven (11) Department Heads that could be eligible in any given year for this incentive pay. I am proposing an initial line item of \$12,000 in FY 2012.

SENIOR CENTER VAN – INCREASED HOURS

The Council on Aging has proposed an increase in hours for the van service, thereby requiring a second van driver at 15 hours a week. There would be no added costs for benefits for this position since it will be kept under 20 hours per week. Currently, the van operates 3 days a week (Tuesday, Wednesday, and Thursday) for 5 hours a day. The Council would like to offer service 5 days a week for 30 hours a week. I have included this request in the FY 2012 Proposed Operating Budget.

The van currently provides transportation for seniors for a variety of needs. In Town trips are charged a fee of \$3.00, while out of Town trips cost \$4.00. Based on the current operation, the Council cannot serve more than 7-10 people per week and are constantly booked to capacity. The Council has become frustrated by having to turn seniors away because they cannot meet their transportation needs. Requests have been continuously monitored and it is clear that the demand exists for the increased hours of operation. By increasing the number of hours and days that the van service is offered, the Council will be able to meet both the seniors' needs and reduce their stress.

The FY 2012 cost for these additional hours is \$12,857. By increasing ridership, the Town will be able to increase revenues, thus reducing the cost paid to the Lowell Regional Transit Authority. Based on this, there should be no impact on the FY 2012 Operating Budget.

REGIONALIZATION OF SERVICES

During these difficult economic times it is incumbent on us to find more efficient and cost effective ways to deliver services and meet our obligations. When the Board of Selectmen and I met this year to establish our goals and objectives for the coming year, one of the main goals was to explore the potential regionalization of services. As you are aware, we have already taken a step in this direction with the regionalization of the Building Commissioner's position with the Town of Boxborough. In FY 2012, the Town of Boxborough will be reimbursing the Town of Groton approximately \$38,000 for these services, allowing us to provide 40 hours of building inspection coverage at a far reduced cost than having one full-time Commissioner.

In addition, I have been meeting with area Town Managers and Administrators to explore further ways to regionalize services. We are in active discussions with the Town of Ayer to share planning and economic development personnel and with the Town of Littleton to increase recreational opportunities at the Groton Country Club. We will continue to focus on regionalization over the next several months with the goal of providing better cost effective services to our residents. I will continue to keep the Board of Selectmen and Finance Committee apprised of our progress.

UNION CONTRACTS

Only the Communications Union contract has been settled for Fiscal Year 2012. The Communications Budget Salary Line Item has been adjusted to reflect the negotiated settlement. The Town Hall/Library Union, Highway, Transfer Station & Water Department Employees Union and the Police Patrolmen's Association Agreements expire on June 30, 2011. In addition, the Town has not objected to the request from the Superior Officers of the Police Patrolmen's Union to form their own Bargaining Unit in FY 2012. This will require the Town to negotiate a new Union Contract with that Bargaining Unit. Therefore, the Town will need to negotiate four Union Agreements for Fiscal Year 2012. We have reached out to the Unions and have begun scheduling negotiation sessions. It is our goal to have these contracts settled by Town Meeting in April. I will keep both the Board of Selectmen and Finance Committee apprised of our progress with these negotiations.

With regard to Bylaw employees and full-time elected officials, we are not recommending any cost of living adjustment for FY 2012. We are proposing that the Wage and Classification Schedule remain unchanged in Fiscal Year 2012.

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

<u>Function</u>	<u>FY 2011 Appropriation</u>	<u>FY 2012 Proposed</u>	<u>Dollar Change</u>	<u>Percent Change</u>
General Government	\$ 1,540,967	\$ 1,579,533	\$ 38,566	2.50%
Land Use Departments	\$ 362,441	\$ 373,528	\$ 11,087	3.06%
Protection of Persons and Property	\$ 2,669,222	\$ 2,657,966	\$(11,256)	-0.42%
Department of Public Works	\$ 1,867,052	\$ 1,894,629	\$ 27,577	1.48%

Library and Citizens Services	\$ 881,230	\$ 921,271	\$ 40,041	4.55%
Debt Service (within Levy Only)	\$ 210,402	\$ 197,292	\$(13,110)	-6.23%
Employee Benefits	<u>\$ 2,720,801</u>	<u>\$ 2,996,922</u>	<u>\$276,121</u>	<u>10.15%</u>
Municipal Government Total	\$10,252,115	\$10,621,141	\$369,026	3.60%

As we did last year, we believe it is important to commend all Municipal Departments, Boards, Committees and Commissions for their efforts in providing solid budgets that maintain services while keeping spending to an absolute minimum. When you take out the increase in Employee Benefit Costs, the overall Municipal Budget increased only \$92,905, or 1.24%, of which \$78,751 is for Step and Contractual Salary Increases. A 1.24% increase in spending is in line with our economic constraints, including reduced state aid.

REGIONAL SCHOOL BUDGET

The Groton-Dunstable Regional School District is in the initial stages of their budget development, with a final budget scheduled to be completed in March, 2011. We are required to submit a balanced budget to the Board of Selectmen and Finance Committee by December 31, 2010, that includes budgets for all line items, including the Regional School Department Assessments (Groton-Dunstable, as well as Nashoba Valley Technical High School). While it is too early to determine their exact needs, as well as Dunstable's proposed contribution, we needed to set aside funds in order to balance the Budget. Similar to the last two years, we have set aside an increase of 2.5% for the Groton-Dunstable Regional School District, or an increase of \$365,400. We are proposing the same 2.5% increase for the Nashoba Valley Technical High School, or \$13,401. Please understand that these are place holders at this time and will have to be re-examined as the Regional School Districts finalize their FY 2012 Proposed Budgets.

CAPITAL BUDGET

The Capital Budget will be submitted to the Board of Selectmen and Finance Committee under separate cover. To summarize that budget, we are proposing a budget of \$563,705. To fund this amount, we are recommending that \$347,705 be appropriated from the Capital Asset Stabilization Fund and \$226,000 be appropriated from the Ambulance Fund. Minor Capital requests (under \$25,000) have been included in the Proposed Operating Budget and funded in accordance with normal departmental appropriations.

ENTERPRISE FUND BUDGETS

We have included the proposed Enterprise Fund Budgets of both the Board of Water Commissioners and Board of Sewer Commissioners with the proposed Budget. Proposed expenses and revenues are contained in a separate section of the budget. We reviewed these budgets in the same manner as all department budgets. We are confident that the estimated revenues of both the Water Department and Sewer Department will meet their proposed expenditures. As was the case the last two years, the Sewer Commission has agreed to pay the Town's portion of the Debt Service for the Pepperell SRF upgrade. The following is a breakdown of the proposed budgets of the Water Department and Sewer Department:

	<u>Appropriated FY 2011</u>	<u>Proposed FY 2011</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Water Department	\$1,026,770	\$ 942,692	\$ (84,078)	- 8.19%
Sewer Department	<u>\$ 829,610</u>	<u>\$ 727,434</u>	<u>\$(102,176)</u>	<u>-12.32%</u>
TOTAL ENTERPRISE FUNDS	\$1,856,380	\$1,670,126	\$(186,254)	-10.03%

TAX IMPACT OF THE PROPOSED OPERATING BUDGET

The total Town Manager's Fiscal Year 2012 Proposed Operating Budget, including Regional School Assessments and excluded debt, is \$28,969,223 or an increase of 2.16%. When you take into consideration the proposed Capital Budget and additional appropriations raised on the recap sheet, the total proposed budget is \$30,003,929. The Fiscal Year 2011 Tax Rate has been certified at \$16.38. Based on the proposed Budget, the estimated Tax Rate in Fiscal Year 2012 is \$16.59, or an increase of \$0.21. In Fiscal Year 2011, the average Tax Bill in the Town of Groton (based on a home valued at \$400,000) is \$6,552. Under this proposed budget, that same homeowner can expect a tax bill of \$6,636 or an increase of \$84. The following chart shows a comparison between FY 2011 and FY 2012:

	<u>Actual FY 2011</u>	<u>Proposed FY 2012</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Levy Limit	\$22,100,969	\$23,019,718*	\$918,749	4.16%*
Tax Rate On Levy Limit	\$14.68	\$15.14	\$0.46	3.14%
Average Tax Bill	\$5,872	\$6,056	\$184	3.14%
Excluded Debt	\$2,558,668	\$2,197,681	\$(360,987)	-14.11%
Tax Rate On Excluded Debt	\$1.70	\$1.45	\$(0.25)	-14.71%
Average Tax Bill	\$680	\$580	\$(100.00)	-14.71%
Final Levy Limit	\$24,659,637	\$25,217,399	\$557,762	2.27%
Final Tax Rate	\$16.38	\$16.59	\$0.21	1.29%
Average Tax Bill	\$6,552	\$6,636	\$84	1.29%

*Includes anticipated new growth of \$15 million and FY 2011 unexpended tax capacity of \$117,585.

BUDGET PRESENTATION

Attached to this memorandum are several documents for you to review as you consider the Proposed Operating Budget. The first section is a summary of the estimated receipts and anticipated tax rate. This is followed by a summary of the overall budget. Next is a breakdown of the tax impact that the various departments have on the average tax bill. The following section contains the individual department budgets broken down by function. Finally, we have provided various charts and graphs to illustrate the overall budget. We hope you find these charts and graphs useful.

CONCLUSION

I would like to take this opportunity to thank all of the Departments, Boards, Committees and Commissions for their outstanding work and cooperation in assisting me in preparing the Proposed Operating Budget. The Finance Team could not have prepared such a thorough budget without their help. I would also like to thank Patrice Garvin, Valerie Jenkins, Christine Collins, Rena Swezey, Patricia DuFresne and Kathleen LeBlanc for their outstanding efforts and hard work in assisting in the preparation of this document. They are all consummate professionals. The Town is extremely fortunate to have such a dedicated Financial Team. We look forward to meeting with both the Board of Selectmen and Finance Committee to discuss this Proposed Operating Budget.

MWH/rjb

FISCAL YEAR 2012 LEVY LIMIT CALCULATION

Revised: 12/20/2010

I. TO CALCULATE THE FY 2011 LEVY LIMIT

A.	FY 2010 LEVY LIMIT	\$	21,404,093	
A1.	ADD AMENDED FY 2010 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	535,102	
C.	ADD FY 2011 NEW GROWTH	\$	279,359	
D.	ADD FY 2011 OVERRIDE	\$	-	
E.	FY 2011 SUBTOTAL	\$	22,218,554	\$ 22,218,554
				FY 2011 LEVY LIMIT
F.	FY 2011 LEVY CEILING	\$	37,744,410	

II. TO CALCULATE THE FY 2012 LEVY LIMIT

A.	FY 2011 LEVY LIMIT	\$	22,218,554	
A1.	ADD AMENDED FY 2011 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	555,464	
C.	ADD FY 2012 NEW GROWTH	\$	245,700	
D.	ADD FY 2012 OVERRIDE	\$	-	
E.	FY 2012 SUBTOTAL	\$	23,019,718	\$ 23,019,718
				FY 2012 LEVY LIMIT
F.	FY 2012 LEVY CEILING	\$	37,744,410	

Revised: 12/20/2010

TOWN OF GROTON, MASSACHUSETTS FY 2012 TOTAL TAX LEVY CALCULATION

FY 2012 LEVY LIMIT	\$	23,019,718
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	762,110
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - WATER	\$	-
DEBT EXCLUSION - GDRSD	\$	1,435,571
SUB-TOTAL - EXCLUSIONS	\$	2,197,681.00
TOTAL TAX LEVY	\$	25,217,399.00

Revised: 12/20/2010

**TOWN OF GROTON
FISCAL YEAR 2012
REVENUE ESTIMATES**

	BUDGETED FY 2011	ESTIMATED FY 2012	CHANGE
PROPERTY TAX REVENUE	\$ 22,100,969	\$ 23,019,718	\$ 918,749
DEBT EXCLUSIONS	\$ 2,558,668	\$ 2,197,681	\$ (360,987)
CHERRY SHEET - STATE AID	\$ 766,440	\$ 689,796	\$ (76,644)
UNEXPENDED TAX CAPACITY	\$ 117,585	\$ -	\$ (117,585)
LOCAL RECEIPTS:			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 1,200,000	\$ 1,200,000	\$ -
Penalties & Interest on Taxes	\$ 110,000	\$ 85,000	\$ (25,000)
Payments in Lieu of Taxes	\$ 188,464	\$ 208,178	\$ 19,714
Other Charges for Services	\$ 65,000	\$ 65,000	\$ -
Fees	\$ 350,000	\$ 370,000	\$ 20,000
Rentals	\$ 25,000	\$ 25,000	\$ -
Library Revenues	\$ 20,000	\$ 20,000	\$ -
Other Departmental Revenue	\$ 500,000	\$ 510,000	\$ 10,000
Licenses and Permits	\$ 250,000	\$ 275,000	\$ 25,000
Fines and Forfeits	\$ 30,000	\$ 30,000	\$ -
Investment Income	\$ 20,000	\$ 20,000	\$ -
Recreation Revenues	\$ 336,450	\$ 614,850	\$ 278,400
Miscellaneous Non-Recurring	\$ -	\$ -	\$ -
Sub-total - General Revenue	\$ 3,094,914	\$ 3,423,028	\$ 328,114
Other Revenue:			
Free Cash	\$ 100,000	\$ -	\$ (100,000)
Stabilization Fund for Minor Capital	\$ -	\$ -	\$ -
Stabilization Fund for Tax Rate Relief	\$ -	\$ -	\$ -
Capital Asset Stabilization Fund	\$ 345,100	\$ 347,705	\$ 2,605
EMS/Conservation Fund Receipts Reserve	\$ 110,000	\$ 326,000	\$ 216,000
Community Preservation Funds	\$ -	\$ -	\$ -
Water Department Surplus	\$ -	\$ -	\$ -
Sewer Department Surplus	\$ -	\$ -	\$ -
Encumbrances	\$ -	\$ -	\$ -
Sub-total - Other Revenue	\$ 555,100	\$ 673,705	\$ 118,605
WATER DEPARTMENT ENTERPRISE	\$ 1,026,770	\$ 942,692	\$ (84,078)
SEWER DEPARTMENT ENTERPRISE	\$ 829,724	\$ 727,434	\$ (102,290)
TOTAL ESTIMATED REVENUE	\$ 31,050,170	\$ 31,674,054	\$ 623,884

**TOWN OF GROTON
FISCAL YEAR 2012
TAX LEVY CALCULATIONS**

Revised: 12/20/2010

FY 2012 PROPOSED EXPENDITURES

TOWN MANAGER'S PROPOSED BUDGET

General Government	\$	1,579,533
Land Use Departments	\$	373,528
Protection of Persons and Property	\$	2,657,966
Regional School District	\$	16,971,122
Department of Public Works	\$	1,894,629
Library and Citizen's Services	\$	1,536,121
Debt Service	\$	959,402
Employee Benefits	\$	2,996,922
A. TOTAL DEPARTMENTAL BUDGET REQUESTS	\$	28,969,223
B. CAPITAL BUDGET REQUESTS	\$	563,705
C. ENTERPRISE FUND REQUESTS	\$	1,670,126
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	\$	1,000
5. Total cherry sheet offsets	\$	-
6. Revenue deficits	\$	-
7. Offset Receipts	\$	15,000
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	150,000
10. Other		
E. TOTAL OTHER AMOUNTS TO BE RAISED	\$	166,000
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	80,000
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	225,000
TOTAL PROPOSED EXPENDITURES	\$	31,674,054

FY 2012 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY			
	Levy Limit	\$	23,019,718
	Debt Exclusion	\$	2,197,681
A.	ESTIMATED TAX LEVY	\$	25,217,399
B.	CHERRY SHEET ESTIMATED RECEIPTS	\$	689,796
C.	LOCAL RECEIPTS NOT ALLOCATED	\$	3,423,028
C.	OFFSET RECEIPTS	\$	-
D.	ENTERPRISE FUNDS	\$	1,670,126
E.	COMMUNITY PRESERVATION FUNDS	\$	-
F.	FREE CASH	\$	-
OTHER AVAILABLE FUNDS			
	1. Stabilization Fund	\$	-
	2. Capital Asset Fund	\$	347,705
	3. EMS/Conservation Fund	\$	326,000
G.	OTHER AVAILABLE FUNDS	\$	673,705
TOTAL ESTIMATED RECEIPTS		\$	31,674,054
FY 2012 SURPLUS/(DEFICIT)		\$	-

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

FISCAL YEAR 2012

I. TAX RATE SUMMARY

la. Total amount to be raised (from IIe)	\$	31,674,054.00
lb. Total estimated receipts and other revenue sources (from IIIe)	\$	6,456,655.00
lc. Tax levy (Ia minus Ib)	\$	25,217,399.00
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	93.3989%	\$ 23,552,777.20	\$ 1,420,104,476.00	\$ 16.59	\$ 23,552,777.20
NET OF EXEMPT					\$ -
OPEN SPACE	0.0000%	\$ -	\$ -		\$ -
COMMERCIAL	4.0336%	\$ 1,017,175.58	\$ 61,330,160.00	\$ 16.59	\$ 1,017,175.58
NET OF EXEMPT					\$ -
INDUSTRIAL	0.8299%	\$ 209,277.07	\$ 12,618,270.00	\$ 16.59	\$ 209,277.07
SUBTOTAL	98.2624%		\$ 1,494,052,906.00		\$ 24,779,229.84
PERSONAL	1.7376%	\$ 438,169.16	\$ 26,419,219.00	\$ 16.59	\$ 438,169.16
TOTAL	100.0000%		\$ 1,520,472,125.00		\$ 25,217,399.00

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2012

II. AMOUNTS TO BE RAISED

I I a. Appropriations		\$	31,203,054
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	\$	1,000	
5. Total cherry sheet offsets	\$	-	
6. Revenue deficits	\$	-	
7. Offset receipts deficits	\$	15,000	
8. Authorized Deferral of Teachers' Pay	\$	-	
9. Snow and Ice deficit	\$	150,000	
10. Other	\$		
TOTAL I I b.		\$	166,000
I I c. State and County Cherry Sheet Charges		\$	80,000
I I d. Allowance for Abatements and Exemptions (overlay)		\$	225,000
I I e. TOTAL AMOUNT TO BE RAISED		\$	31,674,054

III. Estimated Receipts and Other Revenue Sources

III a. Estimated Receipts - State

1. Cherry Sheet Estimated Receipts	\$	689,796	
2. Massachusetts School Building Authority Payments	\$	-	
TOTAL III a.			\$ 689,796

III b. Estimated Receipts - Local

1. Local Receipts Not Allocated	\$	3,423,028	
2. Offset Receipts	\$	-	
3. Enterprise Funds	\$	1,670,126	
4. Community Preservation Funds	\$	-	
TOTAL III b.			\$ 5,093,154

III c. Revenue Sources Appropriated for Particular Purposes

1. Free Cash	\$	-	
2. Other Available Funds	\$	673,705	
TOTAL III c.			\$ 673,705

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

1a. Free Cash...appropriated on or before June 30, 2011			
1b. Free Cash...appropriated on or after July 1, 2011			
2. Municipal Light Source			
3. Teachers' Pay Deferral			
4. Other Source:			
TOTAL III d.			\$ -

III e. Total Estimated Receipts and Other Revenue Sources \$ 6,456,655

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

a. Total Amount to be Raised		\$	31,674,054
b. Total Estimated Receipts and Other Revenue Sources	\$	6,456,655	
c. Total Real and Personal Property Tax Levy	\$	25,217,399	
d. Total Receipts from All Sources		\$	31,674,054

**TAX RATE RECAPITULATION
GROTON**

FISCAL YEAR 2012

LOCAL RECEIPTS NOT ALLOCATED

		BUDGETED RECEIPTS FY 2011		ESTIMATED RECEIPTS FY 2012
		<u> </u>		<u> </u>
1	MOTOR VEHICLE EXCISE	\$ 1,200,000	\$	1,200,000
2	OTHER EXCISE	\$ -	\$	-
3	PENALTIES AND INTEREST ON TAXES	\$ 110,000	\$	85,000
4	PAYMENTS IN LIEU OF TAXES	\$ 188,464	\$	208,178
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	\$ 65,000	\$	65,000
10	FEES	\$ 350,000	\$	370,000
11	RENTAL	\$ 25,000	\$	25,000
12	DEPARTMENTAL REVENUE - SCHOOLS	\$ -	\$	-
13	DEPARTMENTAL REVENUE - LIBRARIES	\$ 20,000	\$	20,000
14	DEPARTMENTAL REVENUE - CEMETERIES	\$ -	\$	-
15	DEPARTMENTAL REVENUE - RECREATION	\$ 336,450	\$	614,850
16	OTHER DEPARTMENTAL REVENUE	\$ 500,000	\$	510,000
17	LICENSES AND PERMITS	\$ 250,000	\$	275,000
18	SPECIAL ASSESSMENTS	\$ -	\$	-
19	FINES AND FORFEITS	\$ 30,000	\$	30,000
20	INVESTMENT INCOME	\$ 20,000	\$	20,000
21	MISCELLANEOUS RECURRING	\$ -	\$	-
22	MISCELLANEOUS NON-RECURRING	\$ -	\$	-
23	TOTAL	\$ 3,094,914	\$	3,423,028

Revised: 12/17/2010

TOWN OF GROTON FISCAL YEAR 2012

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>GENERAL GOVERNMENT</u>							
MODERATOR							
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	65	0.00%
1001	Expenses	\$ 15	\$ 67	\$ 80	\$ 80	80	0.00%
DEPARTMENTAL TOTAL		\$ 80	\$ 132	\$ 145	\$ 145	145	0.00%
BOARD OF SELECTMEN							
1020	Salaries	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	3,950	0.00%
1021	Wages	\$ 224	\$ -	\$ -	\$ -	-	0.00%
1022	Expenses	\$ 10,936	\$ 1,742	\$ 1,859	\$ 2,300	1,859	0.00%
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	-	0.00%
1024	Minor Capital	\$ 4,550	\$ -	\$ -	\$ -	-	0.00%
DEPARTMENTAL TOTAL		\$ 19,660	\$ 5,692	\$ 5,809	\$ 6,250	5,809	0.00%
TOWN MANAGER							
1030	Salaries	\$ 104,567	\$ 156,570	\$ 165,174	\$ 165,703	165,703	0.32%
1031	Wages	\$ 41,066	\$ 38,040	\$ 43,991	\$ 50,151	50,151	14.00%
1032	Expenses	\$ 4,614	\$ 6,103	\$ 4,264	\$ 4,400	4,400	3.19%
1033	Engineering/Consultant	\$ 12,927	\$ -	\$ -	\$ -	-	0.00%
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ 12,000	12,000	0.00%
DEPARTMENTAL TOTAL		\$ 163,174	\$ 200,713	\$ 213,429	\$ 232,254	232,254	8.82%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
FINANCE COMMITTEE							
1040	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1041	Reserve Fund	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	0.00%
TOWN ACCOUNTANT							
1050	Salaries	\$ 70,502	\$ 72,000	\$ 72,000	\$ 72,000	\$ 72,000	0.00%
1051	Wages	\$ 28,776	\$ 29,217	\$ 30,697	\$ 31,627	\$ 29,809	-2.89%
1052	Expenses	\$ 24,253	\$ 23,965	\$ 25,700	\$ 30,000	\$ 30,000	16.73%
DEPARTMENTAL TOTAL		\$ 123,531	\$ 125,182	\$ 128,397	\$ 133,627	\$ 131,809	2.66%
BOARD OF ASSESSORS							
1060	Salaries	\$ 72,883	\$ 74,955	\$ 74,955	\$ 74,955	\$ 74,955	0.00%
1061	Wages	\$ 71,987	\$ 81,072	\$ 83,572	\$ 86,070	\$ 86,070	2.99%
1062	Expenses	\$ 9,042	\$ 10,484	\$ 13,900	\$ 13,600	\$ 13,600	-2.16%
1063	Update Maps	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 3,500	-22.22%
1064	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 158,412	\$ 171,011	\$ 176,927	\$ 179,125	\$ 178,125	0.68%
TREASURER/TAX COLLECTOR							
1070	Salaries	\$ 71,354	\$ 72,775	\$ 72,775	\$ 72,775	\$ 72,775	0.00%
1071	Wages	\$ 95,232	\$ 98,234	\$ 102,319	\$ 103,967	\$ 103,967	1.61%
1072	Expenses	\$ 21,725	\$ 27,421	\$ 25,690	\$ 29,481	\$ 29,481	14.76%
1073	Tax Title	\$ -	\$ 8,063	\$ 8,100	\$ 8,100	\$ 8,100	0.00%
1074	Bond Cost	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
DEPARTMENTAL TOTAL		\$ 190,311	\$ 208,493	\$ 211,384	\$ 216,823	\$ 216,823	2.57%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
TOWN COUNSEL							
1080	Expenses	\$ 66,558	\$ 103,904	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
DEPARTMENTAL TOTAL		\$ 66,558	\$ 103,904	\$ 90,000	\$ 90,000	\$ 90,000	0.00%
HUMAN RESOURCES							
1090	Salary	\$ 42,410	\$ 37,854	\$ 47,814	\$ 47,804	\$ 47,804	-0.02%
1091	Expenses	\$ 2,712	\$ 3,717	\$ 4,000	\$ 2,025	\$ 3,525	-11.88%
DEPARTMENTAL TOTAL		\$ 45,122	\$ 41,571	\$ 51,814	\$ 49,829	\$ 51,329	-0.94%
INFORMATION TECHNOLOGY							
1100	Salary	\$ -	\$ 32,068	\$ 76,870	\$ 79,249	\$ 79,249	3.09%
1101	Expenses	\$ 18,524	\$ 24,963	\$ 20,000	\$ 21,000	\$ 20,000	0.00%
DEPARTMENTAL TOTAL		\$ 18,524	\$ 57,031	\$ 96,870	\$ 100,249	\$ 99,249	2.46%
GIS STEERING COMMITTEE							
1120	Expenses	\$ 12,064	\$ 15,990	\$ 13,000	\$ 18,500	\$ 16,000	23.08%
DEPARTMENTAL TOTAL		\$ 12,064	\$ 15,990	\$ 13,000	\$ 18,500	\$ 16,000	23.08%
TOWN CLERK							
1130	Salaries	\$ 58,272	\$ 60,000	\$ 60,000	\$ 67,893	\$ 66,193	10.32%
1131	Wages	\$ 41,046	\$ 41,049	\$ 45,611	\$ 44,279	\$ 44,279	-2.92%
1132	Expenses	\$ 4,337	\$ 3,524	\$ 4,980	\$ 4,617	\$ 4,617	-7.29%
1133	Vital Statistics	\$ 250	\$ 198	\$ 975	\$ 350	\$ 350	-64.10%
1134	Update By-laws	\$ 1,476	\$ 6,564	\$ 7,425	\$ 6,945	\$ 6,945	-6.46%
1135	Minor Capital	\$ -	\$ -	\$ -	\$ 10,850	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 105,381	\$ 111,335	\$ 118,991	\$ 134,934	\$ 122,384	2.85%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
ELECTIONS & BOARD OF REGISTRARS							
1140	Stipend	\$ 8,833	\$ 3,350	\$ 8,418	\$ 6,976	\$ 6,976	-17.13%
1141	Expenses	\$ 11,664	\$ 6,506	\$ 10,435	\$ 9,445	\$ 9,445	-9.49%
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 20,497	\$ 9,856	\$ 18,853	\$ 16,421	\$ 16,421	-12.90%
STREET LISTINGS							
1150	Expenses	\$ 4,249	\$ 4,179	\$ 4,888	\$ 5,725	\$ 5,725	17.12%
DEPARTMENTAL TOTAL		\$ 4,249	\$ 4,179	\$ 4,888	\$ 5,725	\$ 5,725	17.12%
INSURANCE & BONDING							
1160	Insurance & Bonding	\$ 142,554	\$ 118,876	\$ 143,000	\$ 143,000	\$ 143,000	0.00%
1161	Insurance Deductible Reserve - Liability	\$ 6,027	\$ 285	\$ 12,000	\$ 12,000	\$ 12,000	0.00%
1162	Insurance Deductible Reserve - 111F	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
DEPARTMENTAL TOTAL		\$ 148,581	\$ 119,161	\$ 180,000	\$ 180,000	\$ 180,000	0.00%
TOWN REPORT							
1170	Expenses	\$ 1,080	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
DEPARTMENTAL TOTAL		\$ 1,080	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
POSTAGE/TOWN HALL EXPENSES							
1180	Expenses	\$ 30,067	\$ 48,049	\$ 47,960	\$ 47,960	\$ 47,960	0.00%
1181	Telephone Expenses	\$ -	\$ -	\$ 31,000	\$ 34,000	\$ 34,000	0.00%
1182	Copier Purchase	\$ -	\$ -	\$ -			0.00%
DEPARTMENTAL TOTAL		\$ 30,067	\$ 48,049	\$ 78,960	\$ 81,960	\$ 81,960	3.80%
TOTAL GENERAL GOVERNMENT		\$ 1,107,292	\$ 1,223,799	\$ 1,540,967	\$ 1,597,342	\$ 1,579,533	2.50%
LAND USE DEPARTMENTS							
CONSERVATION COMMISSION							
1200	Salary	\$ 50,232	\$ 54,529	\$ 57,288	\$ 59,006	\$ 59,006	3.00%
1201	Wages	\$ 3,708	\$ -	\$ -	\$ -	\$ -	0.00%
1202	Expenses	\$ 9,667	\$ 12,494	\$ 8,200	\$ 10,200	\$ 8,200	0.00%
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 63,607	\$ 67,023	\$ 65,488	\$ 69,206	\$ 67,206	2.62%
PLANNING BOARD							
1210	Salaries	\$ 66,429	\$ 68,915	\$ 71,341	\$ 71,341	\$ 71,341	0.00%
1211	Wages	\$ 4,627	\$ -	\$ -	\$ -	\$ -	0.00%
1212	Expenses	\$ 3,171	\$ 5,036	\$ 4,275	\$ 4,200	\$ 4,200	-1.75%
1213	Engineering	\$ -	\$ 1,218	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
1214	Consultant	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
1215	M.R.P.C. Assessment	\$ 2,544	\$ 2,673	\$ 2,672	\$ 2,672	\$ 2,672	0.00%
1216	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 76,771	\$ 77,842	\$ 80,288	\$ 80,213	\$ 80,213	-0.09%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
ZONING BOARD OF APPEALS							
1220	Wages	\$ -	\$ 18,481	\$ 18,848	\$ 18,848	\$ 18,848	0.00%
1221	Expenses	\$ 14,820	\$ 1,054	\$ 1,350	\$ 1,350	\$ 1,350	0.00%
DEPARTMENTAL TOTAL		\$ 14,820	\$ 19,535	\$ 20,198	\$ 20,198	\$ 20,198	0.00%
HISTORIC DISTRICT COMMISSION							
1230	Wages	\$ 887	\$ -	\$ -	\$ -	\$ -	0.00%
1231	Expenses	\$ 125	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 1,012	\$ -	\$ -	\$ -	\$ -	0.00%
BUILDING INSPECTOR							
1240	Salaries	\$ 55,077	\$ 56,179	\$ 67,379	\$ 70,341	\$ 70,341	4.40%
1241	Wages	\$ 57,631	\$ 47,553	\$ 55,944	\$ 59,626	\$ 59,626	6.58%
1242	Expenses	\$ 4,872	\$ 4,967	\$ 6,500	\$ 8,400	\$ 8,400	29.23%
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 117,580	\$ 108,699	\$ 129,823	\$ 138,367	\$ 138,367	6.58%
MECHANICAL INSPECTOR							
1250	Fee Salaries	\$ 18,751	\$ 16,603	\$ 20,000	\$ 25,000	\$ 20,000	0.00%
1251	Expenses	\$ 1,464	\$ 2,397	\$ 3,000	\$ 3,500	\$ 3,500	16.67%
DEPARTMENTAL TOTAL		\$ 20,215	\$ 19,000	\$ 23,000	\$ 28,500	\$ 23,500	2.17%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
EARTH REMOVAL INSPECTOR							
1260	Stipend	\$ -	\$ -	\$ 1	\$ 1	1	0.00%
1261	Expenses	\$ 147	\$ 132	\$ 100	\$ 100	100	0.00%
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%
DEPARTMENTAL TOTAL		\$ 147	\$ 132	\$ 101	\$ 101	101	0.00%
BOARD OF HEALTH							
1270	Wages	\$ 49,621	\$ 1,216	\$ -	\$ -	-	0.00%
1271	Expenses	\$ 1,288	\$ 813	\$ 800	\$ 1,200	1,200	50.00%
1272	Nursing Services	\$ -	\$ -	\$ 6,243	\$ 6,243	6,243	0.00%
1273	Nashoba Health District	\$ 30,143	\$ 30,143	\$ 17,400	\$ 17,400	17,400	0.00%
1274	Herbert Lipton MH	\$ -	\$ -	\$ 6,500	\$ 6,500	6,500	0.00%
1275	Eng/Consult/Landfill Monitoring	\$ 7,918	\$ 9,326	\$ 10,000	\$ 10,000	10,000	0.00%
DEPARTMENTAL TOTAL		\$ 88,969	\$ 41,498	\$ 40,943	\$ 41,343	41,343	0.98%
SEALER OF WEIGHTS & MEASURES							
1280	Fee Salaries	\$ 2,080	\$ 2,580	\$ 2,500	\$ 2,500	2,500	0.00%
1281	Expenses	\$ 24	\$ -	\$ 100	\$ 100	100	0.00%
DEPARTMENTAL TOTAL		\$ 2,104	\$ 2,580	\$ 2,600	\$ 2,600	2,600	0.00%
TOTAL LAND USE DEPARTMENTS		\$ 385,224	\$ 336,309	\$ 362,441	\$ 380,528	373,528	3.06%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>PROTECTION OF PERSONS AND PROPERTY</u>							
POLICE DEPARTMENT							
1300	Salaries	\$ 99,080	\$ 108,144	\$ 111,882	\$ 188,228	\$ 188,228	68.24%
1301	Wages	\$ 1,212,849	\$ 1,285,501	\$ 1,291,302	\$ 1,258,734	\$ 1,199,394	-7.12%
1302	Expenses	\$ 142,172	\$ 145,558	\$ 144,200	\$ 145,300	\$ 134,960	-6.41%
1303	Lease or Purchase of Cruisers	\$ 25,977	\$ 12,582	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
1304	PS Building (Expenses)	\$ 44,905	\$ 44,724	\$ 45,000	\$ 48,000	\$ 48,000	6.67%
1305	Minor Capital	\$ 18,464	\$ 13,460	\$ 18,627	\$ 17,028	\$ 13,000	-30.21%
DEPARTMENTAL TOTAL		\$ 1,543,446	\$ 1,609,969	\$ 1,616,011	\$ 1,662,290	\$ 1,588,582	-1.70%
FIRE DEPARTMENT							
1310	Salaries	\$ 109,947	\$ 115,636	\$ 97,763	\$ 97,763	\$ 97,763	0.00%
1311	Wages	\$ 435,055	\$ 470,890	\$ 476,161	\$ 492,334	\$ 492,334	3.40%
1312	Expenses	\$ 126,912	\$ 148,375	\$ 112,800	\$ 122,800	\$ 122,800	8.87%
DEPARTMENTAL TOTAL		\$ 671,914	\$ 734,901	\$ 686,724	\$ 712,897	\$ 712,897	3.81%
GROTON WATER FIRE PROTECTION							
1320	West Groton Water District	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	0.00%
1321	Groton Water Department	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
DEPARTMENTAL TOTAL		\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250	0.00%
ANIMAL INSPECTOR							
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1331	Expenses	\$ 400	\$ -	\$ 400	\$ 400	\$ 400	0.00%
DEPARTMENTAL TOTAL		\$ 2,482	\$ 2,082	\$ 2,482	\$ 2,482	\$ 2,482	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
ANIMAL CONTROL OFFICER							
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	0.00%
1341	Expenses	\$ 225	\$ -	\$ 400	\$ 400	\$ 400	0.00%
DEPARTMENTAL TOTAL		\$ 2,307	\$ 2,082	\$ 2,482	\$ 2,482	\$ 2,482	0.00%
EMERGENCY MANAGEMENT AGENCY							
1350	Salary	\$ 1,270	\$ 464	\$ -	\$ -	\$ -	0.00%
1351	Expenses	\$ 4,388	\$ 6,233	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
DEPARTMENTAL TOTAL		\$ 5,658	\$ 6,697	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
DOG OFFICER							
1360	Salary	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	0.00%
1361	Expenses	\$ 5,401	\$ 5,360	\$ 4,800	\$ 4,800	\$ 4,800	0.00%
DEPARTMENTAL TOTAL		\$ 19,374	\$ 19,333	\$ 18,773	\$ 18,773	\$ 18,773	0.00%
POLICE & FIRE COMMUNICATIONS							
1370	Wages	\$ 206,630	\$ 226,421	\$ 320,000	\$ 320,624	\$ 310,000	-3.13%
1371	Expenses	\$ 16,424	\$ 20,455	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 223,054	\$ 246,876	\$ 335,000	\$ 335,624	\$ 325,000	-2.99%
TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 2,471,485	\$ 2,625,190	\$ 2,669,222	\$ 2,742,298	\$ 2,657,966	-0.42%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>REGIONAL SCHOOL DISTRICT BUDGETS</u>							
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL							
1400	Operating Expenses	\$ 444,954	\$ 462,221	\$ 536,044	\$ 549,445	\$ 549,445	2.50%
DEPARTMENTAL TOTAL		\$ 444,954	\$ 462,221	\$ 536,044	\$ 549,445	\$ 549,445	2.50%
<u>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</u>							
1410	Operating Expenses	\$ 13,807,468	\$ 14,323,203	\$ 14,616,005	\$ 14,981,405	\$ 14,981,405	2.50%
1411	Debt Service, Excluded	\$ 1,605,842	\$ 1,605,842	\$ 1,647,824	\$ 1,435,571	\$ 1,435,571	-12.88%
1412	Debt Service, Unexcluded	\$ 15,638	\$ 9,781	\$ 9,781	\$ 4,700	\$ 4,700	-51.95%
1413	Out of District Placement	\$ -	\$ 16,500	\$ 1	\$ 1	\$ 1	0.00%
DEPARTMENTAL TOTAL		\$ 15,428,948	\$ 15,955,326	\$ 16,273,611	\$ 16,421,677	\$ 16,421,677	0.91%
TOTAL SCHOOLS		\$ 15,873,902	\$ 16,417,547	\$ 16,809,655	\$ 16,971,122	\$ 16,971,122	0.96%
<u>DEPARTMENT OF PUBLIC WORKS</u>							
HIGHWAY DEPARTMENT							
1500	Salaries	\$ 67,796	\$ 80,000	\$ 82,017	\$ 82,017	\$ 82,017	0.00%
1501	Wages	\$ 534,059	\$ 556,516	\$ 583,332	\$ 630,310	\$ 600,343	2.92%
1502	Expenses	\$ 141,431	\$ 137,873	\$ 138,200	\$ 138,200	\$ 138,200	0.00%
1503	Highway Maintenance	\$ 177,461	\$ 81,501	\$ 89,000	\$ 89,000	\$ 89,000	0.00%
DEPARTMENTAL TOTAL		\$ 920,747	\$ 855,890	\$ 892,549	\$ 939,527	\$ 909,560	1.91%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
STREET LIGHTS							
1510	Expenses	\$ 25,317	\$ 17,776	\$ 24,000	\$ 24,000	\$ 24,000	0.00%
DEPARTMENTAL TOTAL		\$ 25,317	\$ 17,776	\$ 24,000	\$ 24,000	\$ 24,000	0.00%
SNOW AND ICE							
1520	Expenses	\$ 251,761	\$ 273,589	\$ 165,000	\$ 235,000	\$ 165,000	0.00%
1521	Overtime	\$ 148,453	\$ 113,336	\$ 140,000	\$ 140,000	\$ 140,000	0.00%
1522	Hired Equipment	\$ 92,000	\$ 41,597	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
DEPARTMENTAL TOTAL		\$ 492,213	\$ 428,522	\$ 340,000	\$ 410,000	\$ 340,000	0.00%
TREE WARDEN BUDGET							
1530	Salary	\$ 1,443	\$ 1,443	\$ -	\$ -	\$ -	0.00%
1531	Expenses	\$ 1,657	\$ 2,725	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
1533	Tree Work	\$ 6,140	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
DEPARTMENTAL TOTAL		\$ 9,240	\$ 4,168	\$ 19,500	\$ 19,500	\$ 19,500	0.00%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE							
1540	Wages	\$ 90,667	\$ 65,016	\$ 71,674	\$ 72,126	\$ 72,126	0.63%
1541	Expenses	\$ 162,333	\$ 175,243	\$ 183,350	\$ 183,350	\$ 183,350	0.00%
1542	Minor Capital	\$ 18,010	\$ 11,054	\$ 20,500	\$ 52,000	\$ 30,000	0.00%
DEPARTMENTAL TOTAL		\$ 271,011	\$ 251,313	\$ 275,524	\$ 307,476	\$ 285,476	3.61%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
SOLID WASTE DISPOSAL							
1550	Wages	\$ 156,072	\$ 77,567	\$ 82,158	\$ 81,318	\$ 82,772	0.75%
1551	Expenses	\$ 49,697	\$ 54,683	\$ 54,486	\$ 54,486	\$ 54,486	0.00%
1552	Tipping Fees	\$ 129,455	\$ 126,282	\$ 135,000	\$ 135,000	\$ 135,000	0.00%
1553	North Central SW Coop	\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	0.00%
DEPARTMENTAL TOTAL		\$ 342,074	\$ 265,382	\$ 278,494	\$ 277,654	\$ 279,108	0.22%
PARKS DEPARTMENT							
1560	Wages	\$ 1,751	\$ 1,209	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
1561	Expenses	\$ 34,595	\$ 34,587	\$ 34,485	\$ 34,485	\$ 34,485	0.00%
DEPARTMENTAL TOTAL		\$ 36,346	\$ 35,796	\$ 36,985	\$ 36,985	\$ 36,985	0.00%
TOTAL DEPARTMENT OF PUBLIC WORKS		\$ 2,096,948	\$ 1,858,847	\$ 1,867,052	\$ 2,015,142	\$ 1,894,629	1.48%
<u>LIBRARY AND CITIZEN'S SERVICES</u>							
COUNCIL ON AGING							
1600	Wages	\$ 104,367	\$ 105,797	\$ 110,748	\$ 111,014	\$ 111,014	0.24%
1601	Expenses	\$ 4,103	\$ 5,030	\$ 8,016	\$ 8,016	\$ 8,016	0.00%
1602	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
DEPARTMENTAL TOTAL		\$ 108,471	\$ 110,827	\$ 118,764	\$ 119,030	\$ 119,030	0.22%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
SENIOR CENTER VAN							
1610	Wages	\$ 13,701	\$ 15,015	\$ 15,669	\$ 28,996	\$ 28,996	85.05%
1611	Expenses	\$ 5,012	\$ 5,088	\$ 6,900	\$ 6,480	\$ 6,480	-6.09%
DEPARTMENTAL TOTAL		\$ 18,712	\$ 20,103	\$ 22,569	\$ 35,476	\$ 35,476	57.19%
VETERAN'S SERVICE OFFICER							
1620	Salary	\$ 3,485	\$ 3,485	\$ 3,485	\$ 3,485	\$ 3,485	0.00%
1621	Expenses	\$ 687	\$ 442	\$ 700	\$ 700	\$ 700	0.00%
1622	Veterans' Benefits	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENT TOTAL		\$ 4,172	\$ 3,927	\$ 14,185	\$ 14,185	\$ 14,185	0.00%
GRAVES REGISTRATION							
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	0.00%
1631	Expenses	\$ 658	\$ 660	\$ 660	\$ 660	\$ 660	0.00%
DEPARTMENTAL TOTAL		\$ 908	\$ 910	\$ 910	\$ 910	\$ 910	0.00%
CARE OF VETERAN GRAVES							
1640	Contract Expenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,400	\$ 1,000	0.00%
DEPARTMENTAL TOTAL		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,400	\$ 1,000	0.00%
OLD BURYING GROUND COMMITTEE							
1650	Expenses	\$ 500	\$ 700	\$ 700	\$ 700	\$ 1,100	57.14%
DEPARTMENTAL TOTAL		\$ 500	\$ 700	\$ 700	\$ 700	\$ 1,100	57.14%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
LIBRARY							
1660	Salary	\$ 239,190	\$ 249,780	\$ 259,253	\$ 261,547	\$ 261,547	0.88%
1661	Wages	\$ 270,238	\$ 280,314	\$ 283,192	\$ 297,569	\$ 297,569	5.08%
1662	Expenses	\$ 198,070	\$ 162,599	\$ 167,457	\$ 181,660	\$ 176,274	5.27%
1663	Minor Capital	\$ 12,984	\$ 4,220	\$ -	\$ 14,757	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 720,483	\$ 696,913	\$ 709,902	\$ 755,533	\$ 735,390	3.59%
COMMEMORATIONS & CELEBRATIONS							
1670	Expenses	\$ 467	\$ 442	\$ 500	\$ 500	\$ 500	0.00%
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 467	\$ 442	\$ 500	\$ 500	\$ 500	0.00%
WATER SAFETY							
1680	Wages	\$ -	\$ -	\$ -	\$ -	\$ 2,640	0.00%
1681	Expenses and Minor Capital	\$ 1,493	\$ 2,497	\$ 2,610	\$ 3,590	\$ 950	-63.60%
DEPARTMENTAL TOTAL		\$ 1,493	\$ 2,497	\$ 2,610	\$ 3,590	\$ 3,590	37.55%
WEED MANAGEMENT							
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 7,677	\$ 7,705	\$ 7,705	\$ 7,705	\$ 7,705	0.00%
1692	Expenses: Great Lakes	\$ 140	\$ 2,073	\$ 2,385	\$ 2,385	\$ 2,385	0.00%
DEPARTMENTAL TOTAL		\$ 7,817	\$ 9,778	\$ 10,090	\$ 10,090	\$ 10,090	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
GROTON COUNTRY CLUB							
1700	Salary	\$ -	\$ -	\$ 107,150	\$ 118,520	\$ 118,520	0.00%
1701	Wages	\$ -	\$ -	\$ 46,750	\$ 152,355	\$ 152,355	225.89%
1702	Expenses	\$ -	\$ -	\$ 162,550	\$ 322,800	\$ 322,800	
1703	Minor Capital	\$ -	\$ -	\$ 20,000	\$ 21,175	\$ 21,175	5.88%
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ 336,450	\$ 614,850	\$ 614,850	82.75%
TOTAL LIBRARY AND CITIZEN SERVICES		\$ 864,023	\$ 847,097	\$ 1,217,680	\$ 1,556,264	\$ 1,536,121	26.15%
<u>DEBT SERVICE</u>							
DEBT SERVICE							
2000	Long Term Debt - Principal - Town	\$ 1,140,918	\$ 943,346	\$ 753,215	\$ 626,646	\$ 626,646	-16.80%
2001	Long Term Debt - Principal - Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
2002	Long Term Debt - Principal - CC	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
2003	Long Term Debt - Interest - Town	\$ 382,473	\$ 344,422	\$ 310,275	\$ 229,156	\$ 229,156	-26.14%
2004	Long Term Debt - Interest - Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
2005	Long Term Debt - Interest - CC	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
2006	Short Term Debt - Principal - Town	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	0.00%
2007	Short Term Debt - Interest - Town	\$ 1,265	\$ 1,212	\$ 6,600	\$ 3,600	\$ 3,600	-45.45%
DEPARTMENTAL TOTAL		\$ 1,524,657	\$ 1,288,980	\$ 1,170,090	\$ 959,402	\$ 959,402	-18.01%
TOTAL DEBT SERVICE		\$ 1,524,657	\$ 1,288,980	\$ 1,170,090	\$ 959,402	\$ 959,402	-18.01%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>EMPLOYEE BENEFITS</u>							
EMPLOYEE BENEFITS							
GENERAL BENEFITS							
	3000 County Retirement	\$ 1,136,369	\$ 1,179,553	\$ 1,247,772	\$ 1,384,788	\$ 1,384,788	10.98%
	3001 State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	3002 Unemployment Compensation	\$ 14,645	\$ 16,544	\$ 55,000	\$ 40,000	\$ 40,000	-27.27%
							0.00%
INSURANCE							
	3010 Health Insurance	\$ 1,124,172	\$ 1,147,024	\$ 1,331,529	\$ 1,485,634	\$ 1,485,634	11.57%
	3011 Life Insurance	\$ 2,434	\$ 2,358	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
	3012 Medicare/Social Security	\$ 79,954	\$ 78,553	\$ 84,000	\$ 84,000	\$ 84,000	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 2,357,574	\$ 2,424,032	\$ 2,720,801	\$ 2,996,922	\$ 2,996,922	10.15%
	TOTAL EMPLOYEE BENEFITS	\$ 2,357,574	\$ 2,424,032	\$ 2,720,801	\$ 2,996,922	\$ 2,996,922	10.15%
	GRAND TOTAL - TOWN BUDGET	\$ 26,681,105	\$ 27,021,801	\$ 28,357,908	\$ 29,219,020	\$ 28,969,223	2.16%

**TOWN OF GROTON
FISCAL YEAR 2012
TAX IMPACT BY INDIVIDUAL DEPARTMENTS**

Revised: 12/17/2010

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
<u>GENERAL GOVERNMENT</u>				
MODERATOR				
1000	Salaries	\$ 65	\$ 0.01	0.00%
1001	Expenses	\$ 80	\$ 0.02	0.00%
DEPARTMENTAL TOTAL		\$ 145	\$ 0.03	0.00%
BOARD OF SELECTMEN				
1020	Salaries	\$ 3,950	\$ 0.87	0.01%
1021	Wages	\$ -	\$ -	0.00%
1022	Expenses	\$ 1,859	\$ 0.41	0.01%
1023	Engineering/Consultant	\$ -	\$ -	0.00%
1024	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 5,809	\$ 1.28	0.02%
TOWN MANAGER				
1030	Salaries	\$ 165,703	\$ 36.65	0.55%
1031	Wages	\$ 50,151	\$ 11.09	0.17%
1032	Expenses	\$ 4,400	\$ 0.97	0.01%
1033	Engineering/Consultant	\$ -	\$ -	0.00%
1034	Performance Evaluations	\$ 12,000	\$ 2.65	0.04%
DEPARTMENTAL TOTAL		\$ 232,254	\$ 51.37	0.77%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
FINANCE COMMITTEE				
1040	Expenses	\$ -	\$ -	0.00%
1041	Reserve Fund	\$ 150,000	\$ 33.18	0.50%
DEPARTMENTAL TOTAL		\$ 150,000	\$ 33.18	0.50%
TOWN ACCOUNTANT				
1050	Salaries	\$ 72,000	\$ 15.92	0.24%
1051	Wages	\$ 29,809	\$ 6.59	0.10%
1052	Expenses	\$ 30,000	\$ 6.64	0.10%
DEPARTMENTAL TOTAL		\$ 131,809	\$ 29.15	0.44%
BOARD OF ASSESSORS				
1060	Salaries	\$ 74,955	\$ 16.58	0.25%
1061	Wages	\$ 86,070	\$ 19.04	0.29%
1062	Expenses	\$ 13,600	\$ 3.01	0.05%
1063	Update Maps	\$ 3,500	\$ 0.77	0.01%
1064	Legal Expense	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 178,125	\$ 39.40	0.59%
TREASURER/TAX COLLECTOR				
1070	Salaries	\$ 72,775	\$ 16.10	0.24%
1071	Wages	\$ 103,967	\$ 22.99	0.35%
1072	Expenses	\$ 29,481	\$ 6.52	0.10%
1073	Tax Title	\$ 8,100	\$ 1.79	0.03%
1074	Bond Cost	\$ 2,500	\$ 0.55	0.01%
DEPARTMENTAL TOTAL		\$ 216,823	\$ 47.95	0.72%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
TOWN COUNSEL				
1080	Expenses	\$ 90,000	\$ 19.91	0.30%
DEPARTMENTAL TOTAL		\$ 90,000	\$ 19.91	0.30%
HUMAN RESOURCES				
1090	Salary	\$ 47,804	\$ 10.57	0.16%
1091	Expenses	\$ 3,525	\$ 0.78	0.01%
DEPARTMENTAL TOTAL		\$ 51,329	\$ 11.35	0.17%
INFORMATION TECHNOLOGY				
1100	Salary	\$ 79,249	\$ 17.53	0.26%
1101	Expenses	\$ 20,000	\$ 4.42	0.07%
DEPARTMENTAL TOTAL		\$ 99,249	\$ 21.95	0.33%
GIS STEERING COMMITTEE				
1120	Expenses	\$ 16,000	\$ 3.54	0.05%
DEPARTMENTAL TOTAL		\$ 16,000	\$ 3.54	0.05%
TOWN CLERK				
1130	Salaries	\$ 66,193	\$ 14.64	0.22%
1131	Wages	\$ 44,279	\$ 9.79	0.15%
1132	Expenses	\$ 4,617	\$ 1.02	0.02%
1133	Vital Statistics	\$ 350	\$ 0.08	0.00%
1134	Update By-laws	\$ 6,945	\$ 1.54	0.02%
1135	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 122,384	\$ 27.07	0.41%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
ELECTIONS & BOARD OF REGISTRARS				
1140	Stipend	\$ 6,976	\$ 1.54	0.02%
1141	Expenses	\$ 9,445	\$ 2.09	0.03%
1142	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 16,421	\$ 3.63	0.05%
STREET LISTINGS				
1150	Expenses	\$ 5,725	\$ 1.27	0.02%
DEPARTMENTAL TOTAL		\$ 5,725	\$ 1.27	0.02%
INSURANCE & BONDING				
1160	Insurance & Bonding	\$ 143,000	\$ 31.63	0.48%
1161	Insurance Deductible Reserve - Liability	\$ 12,000	\$ 2.65	0.04%
1162	Insurance Deductible Reserve - 111F	\$ 25,000	\$ 5.53	0.08%
DEPARTMENTAL TOTAL		\$ 180,000	\$ 39.81	0.60%
TOWN REPORT				
1170	Expenses	\$ 1,500	\$ 0.33	0.00%
DEPARTMENTAL TOTAL		\$ 1,500	\$ 0.33	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
POSTAGE/TOWN HALL EXPENSES				
1180	Expenses	\$ 47,960	\$ 10.61	0.16%
1181	Telephone Expenses	\$ 34,000	\$ 7.52	0.11%
1182	Copier Purchase	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 81,960	\$ 18.13	0.27%
TOTAL GENERAL GOVERNMENT		\$ 1,579,533	\$ 349.35	5.26%
<u>LAND USE DEPARTMENTS</u>				
CONSERVATION COMMISSION				
1200	Salary	\$ 59,006	\$ 13.05	0.20%
1201	Wages	\$ -	\$ -	0.00%
1202	Expenses	\$ 8,200	\$ 1.81	0.03%
1203	Engineering & Legal	\$ -	\$ -	0.00%
1204	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 67,206	\$ 14.86	0.22%
PLANNING BOARD				
1210	Salaries	\$ 71,341	\$ 15.78	0.24%
1211	Wages	\$ -	\$ -	0.00%
1212	Expenses	\$ 4,200	\$ 0.93	0.01%
1213	Engineering	\$ 1,000	\$ 0.22	0.00%
1214	Consultant	\$ 1,000	\$ 0.22	0.00%
1215	M.R.P.C. Assessment	\$ 2,672	\$ 0.59	0.01%
1216	Legal Budget	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 80,213	\$ 17.74	0.27%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
ZONING BOARD OF APPEALS				
1220	Wages	\$ 18,848	\$ 4.17	0.06%
1221	Expenses	\$ 1,350	\$ 0.30	0.00%
DEPARTMENTAL TOTAL		\$ 20,198	\$ 4.47	0.07%
HISTORIC DISTRICT COMMISSION				
1230	Wages	\$ -	\$ -	0.00%
1231	Expenses	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ -	0.00%
BUILDING INSPECTOR				
1240	Salaries	\$ 70,341	\$ 15.56	0.23%
1241	Wages	\$ 59,626	\$ 13.19	0.20%
1242	Expenses	\$ 8,400	\$ 1.86	0.03%
1243	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 138,367	\$ 30.60	0.46%
MECHANICAL INSPECTOR				
1250	Fee Salaries	\$ 20,000	\$ 4.42	0.07%
1251	Expenses	\$ 3,500	\$ 0.77	0.01%
DEPARTMENTAL TOTAL		\$ 23,500	\$ 5.20	0.08%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
EARTH REMOVAL INSPECTOR				
1260	Stipend	\$ 1	\$ 0.00	0.00%
1261	Expenses	\$ 100	\$ 0.02	0.00%
1262	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 101	\$ 0.02	0.00%
BOARD OF HEALTH				
1270	Wages	\$ -	\$ -	0.00%
1271	Expenses	\$ 1,200	\$ 0.27	0.00%
1272	Nursing Services	\$ 6,243	\$ 1.38	0.02%
1273	Nashoba Health District	\$ 17,400	\$ 3.85	0.06%
1274	Herbert Lipton MH	\$ 6,500	\$ 1.44	0.02%
1275	Eng/Consult/Landfill Monitoring	\$ 10,000	\$ 2.21	0.03%
DEPARTMENTAL TOTAL		\$ 41,343	\$ 9.14	0.14%
SEALER OF WEIGHTS & MEASURES				
1280	Fee Salaries	\$ 2,500	\$ 0.55	0.01%
1281	Expenses	\$ 100	\$ 0.02	0.00%
DEPARTMENTAL TOTAL		\$ 2,600	\$ 0.58	0.01%
TOTAL LAND USE DEPARTMENTS		\$ 373,528	\$ 82.61	1.24%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
<u>PROTECTION OF PERSONS AND PROPERTY</u>				
POLICE DEPARTMENT				
1300	Salaries	\$ 188,228	\$ 41.63	0.63%
1301	Wages	\$ 1,199,394	\$ 265.27	4.00%
1302	Expenses	\$ 134,960	\$ 29.85	0.45%
1303	Lease or Purchase of Cruisers	\$ 5,000	\$ 1.11	0.02%
1304	PS Building (Expenses)	\$ 48,000	\$ 10.62	0.16%
1305	Minor Capital	\$ 13,000	\$ 2.88	0.04%
DEPARTMENTAL TOTAL		\$ 1,588,582	\$ 351.35	5.29%
FIRE DEPARTMENT				
1310	Salaries	\$ 97,763	\$ 21.62	0.33%
1311	Wages	\$ 492,334	\$ 108.89	1.64%
1312	Expenses	\$ 122,800	\$ 27.16	0.41%
DEPARTMENTAL TOTAL		\$ 712,897	\$ 157.67	2.38%
GROTON WATER FIRE PROTECTION				
1320	West Groton Water District	\$ 750	\$ 0.17	0.00%
1321	Groton Water Department	\$ 2,500	\$ 0.55	0.01%
DEPARTMENTAL TOTAL		\$ 3,250	\$ 0.72	0.01%
ANIMAL INSPECTOR				
1330	Salary	\$ 2,082	\$ 0.46	0.01%
1331	Expenses	\$ 400	\$ 0.09	0.00%
DEPARTMENTAL TOTAL		\$ 2,482	\$ 0.55	0.01%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
ANIMAL CONTROL OFFICER				
1340	Salary	\$ 2,082	\$ 0.46	0.01%
1341	Expenses	\$ 400	\$ 0.09	0.00%
DEPARTMENTAL TOTAL		\$ 2,482	\$ 0.55	0.01%
EMERGENCY MANAGEMENT AGENCY				
1350	Salary	\$ -	\$ -	0.00%
1351	Expenses	\$ 4,500	\$ 1.00	0.01%
DEPARTMENTAL TOTAL		\$ 4,500	\$ 1.00	0.01%
DOG OFFICER				
1360	Salary	\$ 13,973	\$ 3.09	0.05%
1361	Expenses	\$ 4,800	\$ 1.06	0.02%
DEPARTMENTAL TOTAL		\$ 18,773	\$ 4.15	0.06%
POLICE & FIRE COMMUNICATIONS				
1370	Wages	\$ 310,000	\$ 68.56	1.03%
1371	Expenses	\$ 15,000	\$ 3.32	0.05%
1372	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 325,000	\$ 71.88	1.08%
TOTAL PROTECTION OF PERSONS AND PROPERTY		\$ 2,657,966	\$ 587.87	8.86%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
<u>REGIONAL SCHOOL DISTRICT BUDGETS</u>				
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL				
1400	Operating Expenses	\$ 549,445	\$ 121.52	1.83%
DEPARTMENTAL TOTAL		\$ 549,445	\$ 121.52	1.83%
<u>GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT</u>				
1410	Operating Expenses	\$ 14,981,405	\$ 3,313.45	49.93%
1411	Debt Service, Excluded	\$ 1,435,571	\$ 317.51	4.78%
1412	Debt Service, Unexcluded	\$ 4,700	\$ 1.04	0.02%
1413	Out of District Placement	\$ 1	\$ 0.00	0.00%
DEPARTMENTAL TOTAL		\$ 16,421,677	\$ 3,632.00	54.73%
TOTAL SCHOOLS		\$ 16,971,122	\$ 3,753.52	56.56%
<u>DEPARTMENT OF PUBLIC WORKS</u>				
HIGHWAY DEPARTMENT				
1500	Salaries	\$ 82,017	\$ 18.14	0.27%
1501	Wages	\$ 600,343	\$ 132.78	2.00%
1502	Expenses	\$ 138,200	\$ 30.57	0.46%
1503	Highway Maintenance	\$ 89,000	\$ 19.68	0.30%
DEPARTMENTAL TOTAL		\$ 909,560	\$ 201.17	3.03%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
STREET LIGHTS				
1510	Expenses	\$ 24,000	\$ 5.31	0.08%
DEPARTMENTAL TOTAL		\$ 24,000	\$ 5.31	0.08%
SNOW AND ICE				
1520	Expenses	\$ 165,000	\$ 36.49	0.55%
1521	Overtime	\$ 140,000	\$ 30.96	0.47%
1522	Hired Equipment	\$ 35,000	\$ 7.74	0.12%
DEPARTMENTAL TOTAL		\$ 340,000	\$ 75.20	1.13%
TREE WARDEN BUDGET				
1530	Salary	\$ -	\$ -	0.00%
1531	Expenses	\$ 3,000	\$ 0.66	0.01%
1532	Trees	\$ 1,500	\$ 0.33	0.00%
1533	Tree Work	\$ 15,000	\$ 3.32	0.05%
DEPARTMENTAL TOTAL		\$ 19,500	\$ 4.31	0.06%
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE				
1540	Wages	\$ 72,126	\$ 15.95	0.24%
1541	Expenses	\$ 183,350	\$ 40.55	0.61%
1542	Minor Capital	\$ 30,000	\$ 6.64	0.10%
DEPARTMENTAL TOTAL		\$ 285,476	\$ 63.14	0.95%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
SOLID WASTE DISPOSAL				
1550	Wages	\$ 82,772	\$ 18.31	0.28%
1551	Expenses	\$ 54,486	\$ 12.05	0.18%
1552	Tipping Fees	\$ 135,000	\$ 29.86	0.45%
1553	North Central SW Coop	\$ 6,850	\$ 1.52	0.02%
DEPARTMENTAL TOTAL		\$ 279,108	\$ 61.73	0.93%
PARKS DEPARTMENT				
1560	Wages	\$ 2,500	\$ 0.55	0.01%
1561	Expenses	\$ 34,485	\$ 7.63	0.11%
DEPARTMENTAL TOTAL		\$ 36,985	\$ 8.18	0.12%
TOTAL DEPARTMENT OF PUBLIC WORKS		\$ 1,894,629	\$ 419.04	6.31%
LIBRARY AND CITIZEN'S SERVICES				
COUNCIL ON AGING				
1600	Wages	\$ 111,014	\$ 24.55	0.37%
1601	Expenses	\$ 8,016	\$ 1.77	0.03%
1602	Minor Capital		\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 119,030	\$ 26.33	0.40%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
SENIOR CENTER VAN				
1610	Wages	\$ 28,996	\$ 6.41	0.10%
1611	Expenses	\$ 6,480	\$ 1.43	0.02%
DEPARTMENTAL TOTAL		\$ 35,476	\$ 7.85	0.12%
VETERAN'S SERVICE OFFICER				
1620	Salary	\$ 3,485	\$ 0.77	0.01%
1621	Expenses	\$ 700	\$ 0.15	0.00%
1622	Veterans' Benefits	\$ 10,000	\$ 2.21	0.03%
1623	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENT TOTAL		\$ 14,185	\$ 3.14	0.05%
GRAVES REGISTRATION				
1630	Salary/Stipend	\$ 250	\$ 0.06	0.00%
1631	Expenses	\$ 660	\$ 0.15	0.00%
DEPARTMENTAL TOTAL		\$ 910	\$ 0.20	0.00%
CARE OF VETERAN GRAVES				
1640	Contract Expenses	\$ 1,000	\$ 0.22	0.00%
DEPARTMENTAL TOTAL		\$ 1,000	\$ 0.22	0.00%
OLD BURYING GROUND COMMITTEE				
1650	Expenses	\$ 1,100	\$ 0.24	0.00%
DEPARTMENTAL TOTAL		\$ 1,100	\$ 0.24	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
LIBRARY				
1660	Salary	\$ 261,547	\$ 57.85	0.87%
1661	Wages	\$ 297,569	\$ 65.81	0.99%
1662	Expenses	\$ 176,274	\$ 38.99	0.59%
1663	Minor Capital	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 735,390	\$ 162.65	2.45%
COMMEMORATIONS & CELEBRATIONS				
1670	Expenses	\$ 500	\$ 0.11	0.00%
1671	Fireworks	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 500	\$ 0.11	0.00%
WATER SAFETY				
1680	Wages	\$ 2,640	\$ 0.58	0.01%
1681	Expenses and Minor Capital	\$ 950	\$ 0.21	0.00%
DEPARTMENTAL TOTAL		\$ 3,590	\$ 0.79	0.01%
WEED MANAGEMENT				
1690	Wages	\$ -	\$ -	0.00%
1691	Expenses: Weed Harvester	\$ 7,705	\$ 1.70	0.03%
1692	Expenses: Great Lakes	\$ 2,385	\$ 0.53	0.01%
DEPARTMENTAL TOTAL		\$ 10,090	\$ 2.23	0.03%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
GROTON COUNTRY CLUB				
1700	Salary	\$ 118,520	\$ 26.21	0.40%
1701	Wages	\$ 152,355	\$ 33.70	0.51%
1702	Expenses	\$ 322,800	\$ 71.39	1.08%
1703	Minor Capital	\$ 21,175	\$ 4.68	0.07%
DEPARTMENTAL TOTAL		\$ 614,850	\$ 135.99	2.05%
TOTAL LIBRARY AND CITIZEN SERVICES		\$ 1,536,121	\$ 339.75	5.12%
<u>DEBT SERVICE</u>				
DEBT SERVICE				
2000	Long Term Debt - Principal - Town	\$ 626,646	\$ 138.60	2.09%
2001	Long Term Debt - Principal - Sewer	\$ -	\$ -	0.00%
2002	Long Term Debt - Principal - CC	\$ -	\$ -	0.00%
2003	Long Term Debt - Interest - Town	\$ 229,156	\$ 50.68	0.76%
2004	Long Term Debt - Interest - Sewer	\$ -	\$ -	0.00%
2005	Long Term Debt - Interest - CC	\$ -	\$ -	0.00%
2006	Short Term Debt - Principal - Town	\$ 100,000	\$ 22.12	0.33%
2007	Short Term Debt - Interest - Town	\$ 3,600	\$ 0.80	0.01%
DEPARTMENTAL TOTAL		\$ 959,402	\$ 212.19	3.20%
TOTAL DEBT SERVICE		\$ 959,402	\$ 212.19	3.20%
<u>EMPLOYEE BENEFITS</u>				
EMPLOYEE BENEFITS				
GENERAL BENEFITS				
3000	County Retirement	\$ 1,384,788	\$ 306.28	4.62%
3001	State Retirement	\$ -	\$ -	0.00%
3002	Unemployment Compensation	\$ 40,000	\$ 8.85	0.13%
INSURANCE				
3010	Health Insurance	\$ 1,485,634	\$ 328.58	4.95%
3011	Life Insurance	\$ 2,500	\$ 0.55	0.01%
3012	Medicare/Social Security	\$ 84,000	\$ 18.58	0.28%
DEPARTMENTAL TOTAL		\$ 2,996,922	\$ 662.83	9.99%
TOTAL EMPLOYEE BENEFITS		\$ 2,996,922	\$ 662.83	9.99%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 TOWN MANAGER BUDGET	FY 2012 AVERAGE TAX BILL	FY 2012 PERCENT OF TAX BILL
<u>ADDITIONAL APPROPRIATIONS</u>				
ADDITIONAL APPROPRIATIONS				
	Capital Budget Request	\$ 563,705	\$ 124.68	1.88%
	Overlay Deficit From Prior Years	\$ 1,000	\$ 0.22	0.00%
	Cherry Sheet Offsets	\$ 15,000	\$ 3.32	0.05%
	Snow and Ice Deficit	\$ 150,000	\$ 33.18	0.50%
	State and County Charges	\$ 80,000	\$ 17.69	0.27%
	Allowance for Abatements/Exemptions	\$ 225,000	\$ 49.76	0.75%
<hr/>				
	DEPARTMENTAL TOTAL	\$ 1,034,705	\$ 228.85	3.45%
	GRAND TOTAL - TOWN BUDGET	\$ 30,003,928	\$ 6,636	100.00%

**TOWN OF GROTON
FIVE YEAR BUDGET PROJECTION**

REVISED: 12/20/2010

	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
<u>Expenditures</u>						
General Government	\$ 1,579,533	\$ 1,619,021	\$ 1,659,497	\$ 1,700,984	\$ 1,743,509	\$ 1,787,097
Land Use Departments	\$ 373,528	\$ 382,866	\$ 392,438	\$ 402,249	\$ 412,305	\$ 422,613
Protection of Persons and Property	\$ 2,657,966	\$ 2,724,415	\$ 2,792,526	\$ 2,862,339	\$ 2,933,897	\$ 3,007,245
Regional School Districts	\$ 15,535,551	\$ 15,923,940	\$ 16,322,038	\$ 16,730,089	\$ 17,148,341	\$ 17,577,050
Department of Public Works	\$ 1,894,629	\$ 1,941,995	\$ 1,990,545	\$ 2,040,308	\$ 2,091,316	\$ 2,143,599
Library and Citizen Services	\$ 1,536,121	\$ 1,574,524	\$ 1,613,887	\$ 1,654,234	\$ 1,695,590	\$ 1,737,980
Debt Service - In Levy Capacity Only	\$ 197,292	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Employee Benefits	\$ 2,996,922	\$ 3,296,614	\$ 3,626,276	\$ 3,988,903	\$ 4,387,794	\$ 4,826,573
Sub-Total Operating Expenses	\$ 26,771,542	\$ 27,663,375	\$ 28,597,206	\$ 29,579,107	\$ 30,612,752	\$ 31,702,155
Additional Appropriations						
Capital Budget Request	\$ 563,705	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Overlay Deficit From Prior Years	\$ 1,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Cherry Sheet Offsets	\$ 15,000	\$ 15,375	\$ 15,759	\$ 16,153	\$ 16,557	\$ 16,971
Snow and Ice Deficit	\$ 150,000	\$ 153,750	\$ 157,594	\$ 161,534	\$ 165,572	\$ 169,711
State and County Charges	\$ 80,000	\$ 82,000	\$ 84,050	\$ 86,151	\$ 88,305	\$ 90,513
Allowance for Abatements/Exemptions	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000
Sub-Total Additional Appropriations	\$ 1,034,705	\$ 836,125	\$ 842,403	\$ 848,838	\$ 855,434	\$ 862,195
Grand Total Appropriations	\$ 27,806,247	\$ 28,499,500	\$ 29,439,609	\$ 30,427,945	\$ 31,468,186	\$ 32,564,350
<u>Revenues</u>						
Previous Year Proposition 2½ Levy Limit	\$ 22,218,554	\$ 23,019,718	\$ 23,847,053	\$ 24,701,368	\$ 25,583,494	\$ 26,494,289
Allowed 2½ Increase	\$ 555,464	\$ 575,493	\$ 596,176	\$ 617,534	\$ 639,587	\$ 662,357
New Growth	\$ 245,700	\$ 251,843	\$ 258,139	\$ 264,592	\$ 271,207	\$ 277,987
Proposition 2½ Override	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Aid	\$ 689,796	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000
Local Receipts	\$ 3,423,028	\$ 3,508,604	\$ 3,596,319	\$ 3,686,227	\$ 3,778,382	\$ 3,872,842
Free Cash	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Available Funds	\$ 673,705	\$ 455,100	\$ 455,100	\$ 455,100	\$ 455,100	\$ 455,100
Grand Total Revenues	\$ 27,806,247	\$ 28,610,757	\$ 29,552,787	\$ 30,524,821	\$ 31,527,771	\$ 32,562,575
Surplus/(Deficit)	\$ (0)	\$ 111,257	\$ 113,178	\$ 96,876	\$ 59,585	\$ (1,776)



TOWN OF GROTON

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

Board of Selectmen

Stuart M. Schulman, *Chairman*
Anna Eliot, *Vice Chairman*
George F. Dillon, Jr., *Clerk*
Peter S. Cunningham, *Member*
Joshua A. Degen, *Member*

Town Manager
Mark W. Haddad

To: *Board of Selectmen*

From: *Mark W. Haddad – Town Manager*

Subject: *FY 2012 Board of Selectmen Departmental Budgets*

Date: *December 1, 2010*

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. Board of Selectmen
2. Town Manager
3. Insurance and Bonding
4. Postage and Town Hall Expenses
5. Town Counsel
6. Town Report
7. Groton Water Protection
8. Town Moderator

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

Board of Selectmen

I have level funded the Selectmen's Salaries at \$3,950 for FY 2012. The Chairman's Salary is set at \$910, while the four other members will receive \$760 each.

The expense line items cover the cost of the Town's annual dues to the MMA (\$1,200), minor office supplies (\$400) to cover the cost of stamps, binders and costs associated with new members of the Board. I have also budgeted \$700 for the Selectmen to attend the MMA Annual Conference. The total amount requested for Expenses in FY 2012 is \$2,300 which is a slight increase over FY 2011.

Town Manager

The Town Manager's Salary is budgeted at \$115,320 for FY 2011. The Board will need to decide what to budget in this line item for FY 2012. The Executive Assistant is eligible for a step increase in FY 2012. With regard to the Wage Line Item, the Land Use Office Assistant and new DPW Office Assistant will continue to be budgeted in the Town Manager's Wage Account. (Please note that the increase seen in this item reflects the full year appropriation for the DPW Office Assistant at 15 hours per week). Neither will be eligible for a step increase in FY 2012. Since both these positions serve multiple departments, I am keeping them in the Town Manager's budget for FY 2012.

With regard to expenses, one line item has been increased. As provided for in the employment agreement between the Town Manager and the Board of Selectmen, the Town is responsible to pay for the Town Manager's membership to the ICMA and MMMA. Based on the Town Manager's current salary, the dues to these two organizations are \$1,200.00. This will require an increase of \$136.00. All other line items have been level funded.

I am proposing a new line item in the Town Manager's Operating Budget. During last year's budget deliberations, both the Board of Selectmen and the Finance Committee recommended that any pay increases for Department Heads be based on their performance. The Town Manager's and Police Chief's employment contracts were renewed with any salary increase tied directly to performance. To that end, I am proposing a new policy that provides for incentive pay to these By-law Department Heads/Managers based on the outcome of their annual review. I have enclosed with this memorandum the proposed policy for your review. I am proposing an initial line item of \$12,000 in FY 2012.

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. I am proposing that this budget be level funded at \$180,000.

Postage and Town Hall Expenses

This budget has two 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. I am proposing to level fund this line item at \$47,960.

Postage and Town Hall Expenses (continued):

The second line item is for Telephone expenses. This line item was created last year and consolidated all telephone expenses (hard line and cellular) into one budget. It was budgeted at \$31,000 in FY 2011. This number was developed by taking all requested phone expenses from the various budgets. After three months in this Fiscal Year, it appears that we are on track to expend \$34,000 in FY 2011 (or \$250 more a month than budgeted). We have reviewed the phone bills and it does not appear that we are spending more on a monthly basis than in FY 2010. Some of the added cost may also be attributed to the new phone system installation that took place in August, 2010. It should be noted that these expenses were spread among many departments and any overage in the past was more likely than not covered by other line items in the individual budgets. I am proposing that we increase this appropriation to \$34,000 in FY 2012. I will continue to monitor this budget over the next couple of months and make any necessary adjustment before we finalize the FY 2012 Budget.

Town Counsel

The Board of Selectmen successfully renewed Town Counsel's contract in FY 2011 under the same conditions from the previous year. This contract provides for a retainer to Town Counsel and a base hourly rate of \$165 per hour. This continues to be extremely successful and cost effective for the Town. I do not anticipate that the Board will be successful in keeping the rates the same for FY 2012. However, because of the cost effective manner in which the Board manages Town Counsel, I am planning on level funding the budget at \$90,000, which is the same level as FY 2011.

Town Report

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

Groton Water Protection

This budget was significantly reduced three years ago when the Town reduced the payment to the Water Department from \$36,324 to \$2,500. I had continued this the past two years and am proposing that we level fund this budget at the same level in FY 2012. I am also proposing that we level fund the payment to the West Groton Water District at \$750.

Board of Selectmen
FY 2012 Departmental Budget
December 1, 2010
page four

Town Moderator

This budget pays the annual salary (\$65) and expenses (\$80) of the Town Moderator. It is being level funded at \$145.

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



TOWN OF GROTON
173 Main Street
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Board of Selectmen

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Joshua A. Degen, *Member*

Town Manager
Mark W. Haddad

**TOWN OF GROTON
DEPARTMENT HEAD/MANAGER
INCENTIVE PROGRAM**

I. Purpose and Scope

The purpose of this program is to reward By-Law Department Heads and Managers for their job performance.

II. Policy

It is the Town of Groton's policy to reward By-Law Department Heads and Managers job performance from the previous fiscal year with a monetary payment in July of the new fiscal year.

III. Eligibility

To be eligible for incentive pay a Department Head/Manager must meet the following criteria:

1. Employee must be a permanent full-time or part-time By-Law Department Head or Manager (The Town Manager and elected officials are excluded from this policy as well as temporary or seasonal employees.)
2. Employee must not be eligible to receive a step increase in the upcoming fiscal year.
3. Employee must have worked for the Town of Groton for at least 10 months of the previous fiscal year.
4. Employee must be in good standing at the time the incentive pay is awarded.

IV. Criteria for Earning Incentive Pay

Once an employee has met the eligibility requirements for the incentive pay, there are 2 criteria the eligible employee must meet in order to receive the incentive pay:

1. Using the employee's Annual Performance Appraisal from the previous fiscal year, the employee's overall performance rating must reflect "Exceeds Expectations".
2. The employee must demonstrate prudent fiscal management in the previous fiscal year.

The Town Manager will use his/her discretion to award incentive pay based on these criteria. The Town Manager reserves the right not to award incentive pay to an eligible employee.

V. Funding

This policy will be funded using an Incentive Pay line item in the Town Manager's budget.

VI. Receiving the Incentive Pay

If a Department Head/Manager has been awarded incentive pay, the Town Manager will inform said Department Head/Manager in writing that they have received the pay and the amount of pay.

The incentive pay will be paid out in a one-time lump sum in July and subject to all applicable taxes.

VII. Termination of this Policy

Funding for this program will be presented in the Town Manager's Annual Operating Budget. This funding is subject to Town Meeting approval.

If an eligible employee's employment ends prior to July 1 they are not eligible for this incentive pay. This pay is not a terminable benefit.

The Town Manager may choose to terminate this program at any time for any reason. If the Town Manager chooses to terminate this program then the Town Manager shall notify all By-Law Department Heads and Managers in writing 90 days prior to the beginning of the new fiscal year (July 1st).

Policy Adopted:

Date

Mark W. Haddad
Town Manager

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
MODERATOR								
1000	Salaries	\$ 65	\$ 65	\$ 65	\$ 65	65	0.00%	\$ 0.01
1001	Expenses	\$ 15	\$ 67	\$ 80	\$ 80	80	0.00%	\$ 0.02
DEPARTMENTAL TOTAL		\$ 80	\$ 132	\$ 145	\$ 145	145	0.00%	\$ 0.03

**MODERATOR
114**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 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	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary Fiscal 2012
									Date	Annual	Wks	To Year End	Date	Annual	
Gosselin	Robert		Moderator					\$ 65.00							\$ 65.00
								\$ 65.00							\$ 65.00

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
BOARD OF SELECTMEN								
1020	Salaries	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	\$ 3,950	0.00%	\$ 0.87
1021	Wages	\$ 224	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1022	Expenses	\$ 10,936	\$ 1,742	\$ 1,859	\$ 2,300	\$ 1,859	0.00%	\$ 0.41
1023	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1024	Minor Capital	\$ 4,550	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 19,660	\$ 5,692	\$ 5,809	\$ 6,250	\$ 5,809	0.00%	\$ 1.28

**BOARD OF SELECTMEN
122**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships	\$ 1,159.00	\$ 1,200.00	\$ 41.00	3.54%		\$ 1,200.00		3.54%
Travel and Conferences	\$ 300.00	\$ 700.00	\$ 400.00	133.33%		\$ 259.00		-13.67%
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,859.00	\$ 2,300.00	\$ 441.00	23.72%		\$ 1,859.00	\$ -	0.00%

Department Board of Selectmen
 Org # 122
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Wages															
Town Meeting			Checkers			\$8.00		\$ -							\$ -
TOTAL WAGES								\$ -							\$ -

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Cunningham	Peter		Selectman					\$ 760.00							\$ 760.00
Degan	Joshua		Selectman					\$ 760.00							\$ 760.00
Dillon	George		Selectman					\$ 760.00							\$ 760.00
Shulman	Stuart		Selectman					\$ 910.00							\$ 910.00
Elliot	Anna		Selectman					\$ 760.00							\$ 760.00

TOTAL SALARIES **\$ 3,950.00** **\$ 3,950.00**

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
TOWN MANAGER								
1030	Salaries	\$ 104,567	\$ 156,570	\$ 165,174	\$ 165,703	\$ 165,703	0.32%	\$ 36.65
1031	Wages	\$ 41,066	\$ 38,040	\$ 40,991	\$ 50,151	\$ 50,151	22.35%	\$ 11.09
1032	Expenses	\$ 4,614	\$ 6,103	\$ 4,264	\$ 4,400	\$ 4,400	3.19%	\$ 0.97
1033	Engineering/Consultant	\$ 12,927	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1034	Performance Evaluations	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	0.00%	\$ 2.65
DEPARTMENTAL TOTAL		\$ 163,174	\$ 200,713	\$ 210,429	\$ 232,255	\$ 232,255	10.37%	\$ 51.36

**TOWN MANAGER
124**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 1,700.00	\$ 1,700.00	\$ -	0.00%		\$ 1,700.00		0.00%
Dues & Memberships	\$ 1,064.00	\$ 1,200.00	\$ 136.00	100.00%		\$ 1,200.00		100.00%
Travel and Conferences	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		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:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 4,264.00	\$ 4,400.00	\$ 136.00	3.19%		\$ 4,400.00	\$ -	3.19%

Department Town Manager
 Org # 124
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Salaries															
Haddad	Mark		Town Manager				40	\$ 115,320.00							\$ 115,320.00
Garvin	Patrice	By-Law	Executive Assistant	9	4	\$24.13	40	\$ 50,383.44							\$ 50,383.44
TOTAL SALARIES								\$ 165,703.44							\$ 165,703.44
1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Wages															
Dunbar	Dawn	THL	Land Use Assistant	5	5	\$19.53	35	\$ 35,681.31							\$ 35,681.31
Vacant - DPW			Office Assistant	4	5	\$18.48	15	\$ 14,469.84							\$ 14,469.84

TOTAL SALARIES **\$ 50,151.15** **\$ 50,151.15**

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
FINANCE COMMITTEE								
1040	Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1041	Reserve Fund	\$ -	\$ -	150,000	150,000	150,000	0.00%	33.18
DEPARTMENTAL TOTAL		\$ -	\$ -	150,000	150,000	150,000	0.00%	33.18

FINANCE COMMITTEE
131

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
TOTAL FUNDS REQUESTED	\$ -	\$ -	\$ -	0.00%		\$ -	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
TOWN ACCOUNTANT								
1050	Salaries	\$ 70,502	\$ 72,000	\$ 72,000	\$ 72,000	\$ 72,000	0.00%	\$ 15.92
1051	Wages	\$ 28,776	\$ 29,217	\$ 30,697	\$ 31,627	\$ 29,809	-2.89%	\$ 6.59
1052	Expenses	\$ 24,253	\$ 23,965	\$ 25,700	\$ 30,000	\$ 30,000	16.73%	\$ 6.64
DEPARTMENTAL TOTAL		\$ 123,531	\$ 125,182	\$ 128,397	\$ 133,627	\$ 131,809	2.66%	\$ 29.15

TOWN ACCOUNTANT
135

LINE ITEM	FY 2012		DIFFERENCE	PERCENT CHANGE	REASON FOR CHANGE:	FY 2012	FY 2012	PERCENT CHANGE
	FY 2011 APPROPRIATION	DEPARTMENT REQUEST				TOWN MANAGER APPROVED	FINCOM APPROVED	
Telephone	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Postage								
Office Supplies	\$ 400.00	\$ 300.00	\$ (100.00)	-25.00%	Printer cartridges should be less cost with new printer.	\$ 300.00		-25.00%
Dues & Memberships	\$ -	\$ 100.00	\$ 100.00	0.00%	MMAAA membership - Accountant in Training	\$ 100.00		0.00%
Travel and Conferences	\$ -	\$ 2,800.00	\$ 2,800.00	0.00%	See below	\$ 2,800.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 2,800.00	\$ 2,800.00	\$ -	0.00%		\$ 2,800.00		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Local Software Support	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Other: Annual Audit	\$ 21,500.00	\$ 21,500.00	\$ -	0.00%		\$ 21,500.00		0.00%
Other: GASB 45 OPEB Audit	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	Note: FY 11 costs funded by Reserve Fund Transfer	\$ 1,500.00		
Other:								
TOTAL FUNDS REQUESTED	\$ 27,200.00	\$ 30,000.00	\$ 2,800.00	10.29%		\$ 30,000.00	\$ -	10.29%

Note: The following has been added for consideration, to allow some formal training for the Accountant in Training and to continue to prepare the Assistant Town Accountant in a supportive role. If current year funding allows some of the training to take place prior to FY 12, the proposed annual cost can be lowered by \$700. The Department eliminated ANY training costs in FY 2009. Please consider investing in a solid educational base for this key position and support staff.

<i>For Acct in Training:</i>				
Annual Training	\$ 800.00	Mar of 2012		(includes accommodations)
Procurement	\$ 500.00	May of 2012		May be able to fund in FY 11.
<i>Other Structured Trn:</i>				
Municipal Law	\$ 100.00	Sept of 2011		
Payroll/Labor Law	\$ 200.00	TBD		May be able to fund in FY 11.
"Boot Camp"	\$ 1,000.00	Dec-11		
<i>For Asst Town Acct</i>				
Training TBD	\$ 200.00	As needed		
	<u>\$ 2,800.00</u>			

Department Town Accountant
 Org # 135
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Date	Annual	Wks	To Year End	Date	Annual	Projected Salary Fiscal 2012
Salaries															
Jenkins	Valerie		Town Accountant				40	\$ 72,000.00							\$ 72,000.00
TOTAL SALARIES								\$ 72,000.00							\$ 72,000.00

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Date	Annual	Wks	To Year End	Date	Annual	Projected Salary Fiscal 2012
Wages															
Vacant		THL	Asst. Town Acct.	7	2	\$21.15	27	\$ 29,808.81							\$ 29,808.81

TOTAL SALARIES **\$ 29,808.81** **\$ 29,808.81**

TOWN OF GROTON

173 Main Street
Groton, MA 01450
Tel: 978-448-1127
Fax: 978-448-1115

www.townofgroton.org



Board of Assessors

Garrett Boles, Member
Jenifer Evans, Chair
Rena Swezey, Clerk

Principal Assessor

Rena E. Swezey

To: Mark Haddad, Town Manager
From: Rena Swezey, Principal Assessor
Subject: Assessor's Budget.

Overview of the Budget with changes for FY 2012

1. Office Supplies include toner for printers and colored paper for all the forms used by the department. Level funded.
2. Dues for Middlesex County Assessors Assoc. and Massachusetts Assessors Assoc. MCAA is only for two members, MAAO is all office staff and two board members. Level funded.
3. Travel and conference for training and school at U-Mass. I would like to continue the education and the two final courses needed by one office assistant. Level funded.
4. MVE software through Point Software. This would allow us to do motor vehicle abatements and send them directly to the Tax Collector. New expenses item.
5. Assessor's Maps we have changed mapping companies. The first year the cost was to be the same as Cartographic's. AGI is hoping that cost will come down in the second year once the system is in place. Currently the cost is unknown so it is level funded.
6. Mileage reimbursement is for two of use doing inspections and building permits. Do to the many inspections I increased this by \$100.
7. Vision Revalue support. This is set aside for the interim year adjustments to values if needed. May have to be used to update the Personal Property is mandated by DOR. Level funded.
8. Vision web hosting. At first the cost was quoted to be \$3400 per year and in fact it will only be \$2200.

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
BOARD OF ASSESSORS								
1060	Salaries	\$ 72,883	\$ 74,955	\$ 74,955	\$ 74,955	\$ 74,955	0.00%	\$ 16.58
1061	Wages	\$ 71,987	\$ 81,072	\$ 83,572	\$ 86,070	\$ 86,070	2.99%	\$ 19.04
1062	Expenses	\$ 9,042	\$ 10,484	\$ 13,900	\$ 13,600	\$ 13,600	-2.16%	\$ 3.01
1063	Update Maps	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 3,500	-22.22%	\$ 0.77
1064	Legal Expense	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 158,412	\$ 171,011	\$ 176,927	\$ 179,125	\$ 178,125	0.68%	\$ 39.40

BOARD OF ASSESSORS

141

<u>LINE ITEM</u>	<u>FY 2011</u>	<u>FY 2012</u>		<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012</u>	<u>FY 2012</u>	<u>PERCENT</u>
	<u>APPROPRIATION</u>	<u>DEPARTMENT</u>	<u>REQUEST</u>			<u>DIFFERENCE</u>	<u>TOWN MANAGER</u>	
Telephone	\$ -	\$ -	\$ -			\$ -		0.00%
Postage								
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Travel and Conferences	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ -	\$ 1,300.00	\$ 1,300.00	0.00%		\$ 1,300.00		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 500.00	\$ 600.00	\$ 100.00	20.00%	Increased Fuel Costs	\$ 600.00		20.00%
Other: AGI Maps	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%	New Mapping Company	\$ 3,500.00		-22.22%
Other: Vision Software License	\$ 4,900.00	\$ 4,900.00	\$ -	0.00%		\$ 4,900.00		0.00%
Other: Vision Revalue Support	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Other: Vision Web Hosting	<u>\$ 3,400.00</u>	<u>\$ 2,200.00</u>	\$ (1,200.00)	-35.29%		<u>\$ 2,200.00</u>		-35.29%
TOTAL FUNDS REQUESTED	\$ 17,900.00	\$ 13,600.00	\$ 200.00	-24.02%		\$ 13,600.00	\$ -	-24.02%

Department Board of Assessors
 Org # 141
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Date	Annual	Wks	To Year End	Date	Annual	Projected Salary Fiscal 2012
Salaries															
Swezey	Rena		Assistant Assessor	14	8		40	\$ 72,525.00							\$ 72,525.00
Swezey	Rena		Assessor					\$ 760.00							\$ 760.00
Boles	Garrett		Assessor					\$ 760.00							\$ 760.00
Evans	Jenifer		Assessor					\$ 910.00							\$ 910.00
TOTAL SALARIES								\$ 74,955.00							\$ 74,955.00
1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Date	Annual	Wks	To Year End	Date	Annual	Projected Salary Fiscal 2012
Wages															
Miller	Kathy	THL	Assessors Asst	6	6	\$23.08	33	\$ 39,757.61							\$ 39,757.61
Scribner	Rebecca	THL	Assessors Asst	6	6	\$23.08	33	\$ 39,757.61							\$ 39,757.61
Miller	Kathy	THL	CPC Assistant	4	4	\$17.94	7	\$ 6,555.28							\$ 6,555.28

TOTAL SALARIES \$ 86,070.49 \$ 86,070.49



TOWN OF GROTON

P.O. BOX 380
GROTON, MASSACHUSETTS 01450-0380

Tax Collector-Treasurer's Office
(978) 448-1102
Fax no. 978-448-1115

INTEROFFICE MEMORANDUM

TO: Mark Haddad, Town Manager

FROM: Christine Collins, Tax Collector-Treasurer

DATE: November 29, 2010

SUBJECT: Budget

I have completed the FY 2012 documents for the Debt Service budget and for the Tax Collector-Treasurer's office budget. The Debt Service budget has been modified slightly to show excluded and non-excluded debt separately. The refinanced loans reduced FY 12 payments for debt service by a little more than \$41K. Remember that in FY 2011 we had a Sewer Department contribution to excluded debt totaling \$93,625. In FY 2012 we expect to have a Sewer Department contribution totaling \$115,891. The Sewer Department can elect to pay that over two years, however, we are hoping that they vote to clean it out in one year. The budget document shows the amount that the general fund will need to pay after taking into account the Sewer contribution at \$115,891.

The Wage and Salary spreadsheet that you provided agrees with my expectations for grade and step, hours of work, and longevity payments. My Salary is level funded and the employees in my office are governed by the THL contract. I am not recommending any changes to staff hours.

You will see that my expense budget detail is showing an increase in Postage, a decrease in Office Supplies and an increase in Software expenses. I increased the Postage budget because we have to pay a bulk mailing fee that was not previously budgeted. I decreased the Office Supply line because we have experienced a decrease in spending in this area. I am requesting an increase in my Software expense line to accommodate increased annual fees for proposed changes that I would like to make to my existing Collection system. I would like to upgrade my existing system and add a module that I do not currently use. If you have ever seen my account screens, they look like DOS screens. The upgrade would bring the functionality of my system into the 21st century as far as flexibility and for creating reports and searching for information. The change to the Software expense line would pay for the increase to my annual licensing and support fees if I receive authorization to implement an upgrade plus annual maintenance fees for the new module that would automate our Tax Title account tracking. Tax Title accounts are currently being maintained in an excel spreadsheet. It is really no longer practical to track them in a spreadsheet rather than as part of our collection software. I expect the one time costs for upgrading my existing software and for the tax title module to be submitted as part of the IT Budget. If that is not true, I will be happy to provide a second draft of my expense budget that includes the request for these one time costs. I am waiting for a written quote from my software vendor however I expect the one time costs to be about \$5,000. The increase in my expense line is an annual increase that I expect to become part of my ongoing expenses.

If you have any questions, comments or suggestions, please feel free to call or visit.

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
TREASURER/TAX COLLECTOR								
1070	Salaries	\$ 71,354	\$ 72,775	\$ 72,775	\$ 72,775	\$ 72,775	0.00%	\$ 16.10
1071	Wages	\$ 95,232	\$ 98,234	\$ 102,319	\$ 103,967	\$ 103,967	1.61%	\$ 22.99
1072	Expenses	\$ 21,725	\$ 27,421	\$ 25,690	\$ 29,481	\$ 29,481	14.76%	\$ 6.52
1073	Tax Title	\$ -	\$ 8,063	\$ 8,100	\$ 8,100	\$ 8,100	0.00%	\$ 1.79
1074	Bond Cost	\$ 2,000	\$ 2,000	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.55
DEPARTMENTAL TOTAL		\$ 190,311	\$ 208,493	\$ 211,384	\$ 216,823	\$ 216,823	2.57%	\$ 47.95

TREASURER/TAX COLLECTOR

145

<u>LINE ITEM</u>	FY 2012				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2012		<u>PERCENT CHANGE</u>
	<u>FY 2011 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%	
Postage	\$ 225.00	\$ 295.00	\$ 70.00	31.11%	Bulk Mail Fee added	\$ 295.00		31.11%	
Office Supplies	\$ 1,850.00	\$ 1,350.00	\$ (500.00)	-27.03%	More closely reflects actual expense from prior year	\$ 1,350.00		-27.03%	
Dues & Memberships	\$ 180.00	\$ 180.00	\$ -	0.00%		\$ 180.00		0.00%	
Travel and Conferences	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%	
Equipment Maintenance	\$ 900.00	\$ 900.00	\$ -	0.00%		\$ 900.00		0.00%	
Printing	\$ 3,750.00	\$ 3,750.00	\$ -	0.00%		\$ 3,750.00		0.00%	
Software/Service Maintenance	\$ 6,950.00	\$ 11,171.00	\$ 4,221.00	60.73%	Adding TT Module & Upgrading existing Collection software	\$ 11,171.00		60.73%	
Other: Payroll Service	\$ 7,500.00	\$ 7,500.00	\$ -	0.00%		\$ 7,500.00		0.00%	
Other: Banking Service Charges	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%	
Other: Deputy Collector	\$ 160.00	\$ 160.00	\$ -	0.00%		\$ 160.00		0.00%	
Other: Filing Fees - Release of Liens	\$ 375.00	\$ 375.00	\$ -	0.00%		\$ 375.00		0.00%	
Other: Records Disposal	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%	
TOTAL FUNDS REQUESTED	\$ 25,690.00	\$ 29,481.00	\$ 3,791.00	14.76%		\$ 29,481.00	\$ -	14.76%	

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

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16.00	17	
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary Fiscal 2012	
									Date	Annual	Wks	To Year End	Date	Annual		
Salaries																
Collins	Christine		Treasurer/Collector	14	8		40	\$ 72,525.00					2/17/2010	250.00	\$ 72,775.00	
TOTAL SALARIES								\$ 72,525.00							\$ 72,775.00	

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16.00	17	
Last Name	First Name	Bargaining Unit	Position	Pay Grade	FY09 Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary Fiscal 2012	
									Date	Annual	Wks	To Year End	Date	Annual		
Wages																
Morin	Kathy	THL	Assistant to Treas.	6	7	\$23.77	35	\$ 43,427.79						250.00	\$ 43,677.79	
Stevens	Ruth	THL	Office Assistant	4	6	\$19.03	13.5	\$ 13,410.44						-	\$ 13,410.44	
Tallent	Joan	THL	Asst. Treas./Coll	9	4	\$25.49	35	\$ 46,570.23						309.00	\$ 46,879.23	

TOTAL SALARIES **\$ 103,408.46** **\$ 103,967.46**

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
TOWN COUNSEL								
1080	Expenses	\$ 66,558	\$ 103,904	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 19.91
DEPARTMENTAL TOTAL		\$ 66,558	\$ 103,904	\$ 90,000	\$ 90,000	\$ 90,000	0.00%	\$ 19.91

TOWN COUNSEL
151

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 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%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
HUMAN RESOURCES								
1090	Salary	\$ 42,410	\$ 37,854	\$ 47,814	\$ 47,814	\$ 47,814	0.00%	\$ 10.57
1091	Expenses	\$ 2,712	\$ 3,717	\$ 4,000	\$ 2,025	\$ 3,525	-11.88%	\$ 0.78
DEPARTMENTAL TOTAL		\$ 45,122	\$ 41,571	\$ 51,814	\$ 49,839	\$ 51,339	-0.92%	\$ 11.35

HUMAN RESOURCES

152

<u>LINE ITEM</u>	FY 2012		<u>DIFFERENCE</u>	PERCENT		<u>REASON FOR CHANGE:</u>	FY 2012	FY 2012	<u>PERCENT CHANGE</u>
	<u>FY 2011 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>		<u>CHANGE</u>	<u>CHANGE</u>		<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone	\$ -	\$ -	\$ -	0.00%			\$ -		0.00%
Postage	\$ 25.00	\$ 25.00	\$ -	0.00%			\$ 25.00		0.00%
Office Supplies	\$ 350.00	\$ 350.00	\$ -	0.00%			\$ 350.00		0.00%
Dues & Memberships	\$ 250.00	\$ 250.00	\$ -	0.00%	Will continue MMA membership		\$ 250.00		
Travel and Conferences									
Equipment Maintenance									
Printing									
Software/Service Maintenance	\$ 2,400.00	\$ -	\$ 2,700.00	100.00%	Cancelled Harpers HR LaCarte, software inefficient		\$ -		
Space Rental									
Heating Costs									
Electricity									
Vehicle Costs									
Other: Pre-Employment Physicals	\$ 225.00	\$ 700.00	\$ 475.00	211.11%	Pre-employment physicals are \$139.40 each (this may increase in FY12). This is a budget for 5 physicals. To date in FY11, I am averaging over 1 pre-employment physical a month		\$ 2,200.00		877.78%
Other: Advertising	\$ 750.00	\$ 700.00	\$ (50.00)	-6.67%	I am utilizing free advertising through Craigslist and the TOG website however should I need to replace a management position this will cover the cost for advertising plus 4 ads in the Groton Herald (they are the most reasonable charging \$50/week for an ad compared to \$450/week for the Groton Landmark)		\$ 700.00		-6.67%
Other: Employee Dev/Training	\$ -	\$ -	\$ -	0.00%			\$ -		0.00%
Other:									
TOTAL FUNDS REQUESTED	\$ 4,000.00	\$ 2,025.00	\$ 3,125.00	-49.38%			\$ 3,525.00	\$ -	-11.88%

Department Human Resources
 Org # 152
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
LeBlanc	Kathleen		Human Resources Director	11	5	\$63,739.00	30	\$ 47,814.00							\$ 47,814.00
									\$ 47,814.00						\$ 47,814.00



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 732-1889
Fax: (978) 448-1115

Information
Technology

December 1, 2010

Town Manager,

Attached is the Information Technology budgeted for the fiscal year 2012. Line 1200 (Salary) agrees in Step and Grade with my expectations. The department request for Line 1201 (Expenses) is \$21,000.00, which will be used primarily for ongoing expenses (email spam filter and internet service accounts for almost \$9,000); some software licenses for the Selectmen's office and Town Clerk's office; general computer supplies for repair, upkeep and upgrade of existing equipment; and printing and networking supplies for the various Town departments.

I have broken the budget down into greater detail in the documents attached, and I am happy to provide any further explanation you may require.

Sincerely,

Jason Bulger
IT Director
Town of Groton

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
INFORMATION TECHNOLOGY								
1100	Salary	\$ -	\$ 32,068	\$ 76,870	\$ 79,249	\$ 79,249	3.09%	\$ 17.53
1101	Expenses	\$ 18,524	\$ 24,963	\$ 20,000	\$ 21,000	\$ 20,000	0.00%	\$ 4.42
DEPARTMENTAL TOTAL		\$ 18,524	\$ 57,031	\$ 96,870	\$ 100,249	\$ 99,249	2.46%	\$ 21.95

INFORMATION TECHNOLOGY
154

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 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:	\$ 20,000.00	\$ 21,000.00	\$ 1,000.00	5.00%		\$ 20,000.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 20,000.00	\$ 21,000.00	\$ 1,000.00	5.00%		\$ 20,000.00	\$ -	0.00%

Department Information Technology
 Org # 154
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Bulger	Jason		IT Manager	16	8		40	\$ 79,249.00							\$ 79,249.00
								\$ 79,249.00							\$ 79,249.00

FY 2012 Information Technology Budget

5400 - General Expenses

<i>Type</i>	<i>Amount</i>	<i>Information</i>
High Speed Internet	\$ 7,000.00	Recurring Verizon FIOS and Charter
Software	\$ 2,000.00	Acrobat, Office, specialty software
Spam Filter	\$ 1,750.00	Yearly cost to maintain email spam filter
Computer Supplies	\$ 6,000.00	Drives, UPS devices, RAM, video cards, cables, monitors
Phones	\$ 1,000.00	Wireless and wired phone services, accessories
Printer Supplies	\$ 1,750.00	Toner, ink, drum cartridges
Networking supplies	\$ 1,500.00	Wiring, atenna, patch cables
Total	\$ 21,000.00	

154-5850-981 - Capital Expenses

<i>Type</i>	<i>Amount</i>	<i>Information</i>
Email Server Upgrade	\$ 7,250.00	Microsoft Exchange 2010 + CALs (licenses)
Public Safety Server Upgrades	\$ 16,550.00	Server, power backups, networking, server rack, software
Computers	\$ 12,200.00	Twelve new computers for Town Hall/Safety/Library
Printer	\$ 700.00	Color Laser printer for Town hall
Tax Software	\$ 5,000.00	POINT upgrade for Tax Office and tax title module
Total	\$ 41,700.00	

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
GIS STEERING COMMITTEE								
1120	Expenses	\$ 12,064	\$ 15,990	\$ 13,000	\$ 18,500	\$ 16,000	23.08%	\$ 3.54
DEPARTMENTAL TOTAL		\$ 12,064	\$ 15,990	\$ 13,000	\$ 18,500	\$ 16,000	23.08%	\$ 3.54

GIS STEERING COMMITTEE

174

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 1,060.00	\$ 500.00	\$ (560.00)	-52.83%		\$ 500.00		-52.83%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Web Hosting	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Other: Building Layer	\$ 1,440.00	\$ -	\$ (1,440.00)	-100.00%		\$ -		-100.00%
					<i>The GIS Committee has several on-going projects that require technical assistance from Applied Geographics such as public safety maps, trails maps, geo-coding addresses, etc.</i>			
Other: Technical Assistance	\$ 7,500.00	\$ 15,000.00	\$ 7,500.00	100.00%		\$ 12,500.00		66.67%
Other:								
TOTAL FUNDS REQUESTED	\$ 13,000.00	\$ 18,500.00	\$ 5,500.00	42.31%		\$ 16,000.00	\$ -	23.08%



Town of Groton
173 Main Street
Groton, MA 01450

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

Office of the Town Clerk – *Passport Acceptance Agent*

Michael F. Bouchard, *Town Clerk*

To: Mark Haddad, Town Manager
From: Michael Bouchard, Town Clerk
Subject: Town Clerk Salary Proposal

This memo is to present the rationale for a budget proposal for a Town Clerk annual compensation of \$67,893.

Since assuming this office in December, 2007, my team and I have delivered quality service to the town, in a sometimes dramatically changing environment. I participate with the Town Manager and his staff as an active department head, and as a member of the team. During Town Manager absences, I have been asked to fill in as the Acting Town Manager. Highlights of service include the execution of eleven special and scheduled elections, transition to new legal environments for Conflict of Interest and Open Meetings, participation in several ad-hoc committees, completion of the federal census on behalf of the town, continued delivery of extensive services, and the assumption of new responsibilities, in a constrained financial environment. The office has been run professionally, with a “no issues” track record.

Rationale for this increase in salary is:

- Demonstrated performance as Town Clerk
- No salary adjustment in FY2011.
- A job description reflective of my duties, and consistent with other town clerk’s job descriptions, was recently graded. If viewed as a “regular” town employee, I would be in Grade 14. I will be in my 4th year of service as of January, 2011, placing me in Step 4. Grade 14, Step 4 carries an annual salary of \$64,205.

- Recent hires to the town have been hired at Step 4. Had I been hired at Step 4, I would be qualified in Step 5, with an annual salary of \$66,193. This is a reasonable scenario, as I entered this position with screening committee interviews finding a strong match for senior level skills a strong work ethic, and the applicability of volunteer elections work as a precinct clerk.
- Mass General Law allows for additional compensation for Town Clerk's who are:
 - A member of Board of Registrars (MGL CH 41 Sec 19 G and J)
 - An additional \$350 to \$700
 - Certified as a Mass Municipal Clerk (MGL Sec 19K).
 - An additional 10% of gross pay, up to \$1000. My plan is to become certified before FY2012. Becoming certified helps one do the job better, and conveys government competence to the public.

While it is true that a newly elected official has no minimum qualifications to meet, I would suggest that town meeting can consider the facts when voting a newly elected clerk's level of compensation. Similarly, I believe a clerk's experience, performance and qualifications should also be able to be considered by town meeting. Even though I am elected official, I am performing full time responsibilities with competence and dedication, and should not be financially penalized because of the classification of the position.

Groton is proud of its character, its services and its people. I am proud to be a member of the town government service delivery team. I look forward to continued service and the accomplishment of many good things for the town. Thank you for your considerations of this request.

Sincerely,
Mike

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
TOWN CLERK								
1130	Salaries	\$ 58,272	\$ 60,000	\$ 60,000	\$ 67,893	\$ 66,193	10.32%	\$ 14.64
1131	Wages	\$ 41,046	\$ 41,049	\$ 45,611	\$ 44,279	\$ 44,279	-2.92%	\$ 9.79
1132	Expenses	\$ 4,337	\$ 3,524	\$ 4,980	\$ 4,617	\$ 4,617	-7.29%	\$ 1.02
1133	Vital Statistics	\$ 250	\$ 198	\$ 975	\$ 350	\$ 350	-64.10%	\$ 0.08
1134	Update By-laws	\$ 1,476	\$ 6,564	\$ 7,425	\$ 6,945	\$ 6,945	-6.46%	\$ 1.54
1135	Minor Capital	\$ -	\$ -	\$ -	\$ 10,850	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 105,381	\$ 111,335	\$ 118,991	\$ 134,934	\$ 122,384	2.85%	\$ 27.07

TOWN CLERK
161

<u>LINE ITEM</u>	FY 2012		<u>DIFFERENCE</u>	PERCENT		<u>REASON FOR CHANGE:</u>	FY 2012	FY 2012	<u>PERCENT</u>
	<u>FY 2011</u>	<u>DEPARTMENT</u>		<u>TOWN MANAGER</u>	<u>FINCOM</u>		<u>CHANGE</u>		
	<u>APPROPRIATION</u>	<u>REQUEST</u>		<u>CHANGE</u>			<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Telephone	\$ -	\$ -	\$ -	0.00%			\$ -		0.00%
Postage (FEDEX)	\$ 150.00	\$ 200.00	\$ 50.00	33.33%			\$ 200.00		33.33%
Office Supplies	\$ 3,037.00	\$ 2,972.10	\$ (64.90)	-2.14%			\$ 2,972.00		-2.14%
Dues & Memberships	\$ 270.00	\$ 270.00	\$ -	0.00%			\$ 270.00		0.00%
Travel and Conferences	\$ 1,073.00	\$ 700.00	\$ (373.00)	-34.76%	2 clerk conferences		\$ 700.00		-34.76%
Equipment Maintenance	\$ 350.00	\$ 350.00	\$ -	0.00%	assume printer will need replacement		\$ 350.00		0.00%
Printing		\$ -	\$ -	0.00%			\$ -		
Software/Service Maintenance (General Code)		\$ -	\$ -		assume price increase		\$ -		
Space Rental		\$ -	\$ -				\$ -		
Heating Costs		\$ -	\$ -				\$ -		
Electricity		\$ -	\$ -				\$ -		
Vehicle Costs		\$ -	\$ -				\$ -		
Other: Town Clerk Insurance Bond	\$ 100.00	\$ 125.00	\$ 25.00	0.00%			\$ 125.00		25.00%
Other: Bylaw upates (General Code)		\$ -					\$ -		
Other:									
TOTAL FUNDS REQUESTED	\$ 4,980.00	\$ 4,617.10	\$ (362.90)	-7.29%			\$ 4,617.00	\$ -	-7.29%
Update By-Laws									
Software/Service Maintenance (General Code)		\$ 1,295.00	\$ 1,295.00		assume price increase				
Other: Bylaw upates (General Code)		\$ 5,650.00			assume 4 major updates/5 minor updates				
Total Update By-Laws		\$ 6,945.00							

Department Town Clerk
 Org # 161
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Salaries															
Bouchard	Michael	By-law	Town Clerk	14	5		40	\$ 66,193.00							\$ 66,193.00
TOTAL SALARIES								\$ 66,193.00							\$ 66,193.00
1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Wages															
Pierce	Nancyellen	THL	Asst. Town Clerk	6	4	\$21.75	20	\$ 22,707.00							\$ 22,707.00
Birmingham	Marcia	THL	Asst. Town Clerk	6	4	\$21.75	19	\$ 21,571.65							\$ 21,571.65
TOTAL SALARIES								\$ 44,278.65							\$ 44,278.65

2012 Town Clerk Budget Assumptions

Office Supplies

Items					
Colored certificate paper@	\$	27.00	0	\$	-
Linen paper (letterhead/document) @	\$	27.00	4	\$	108.00
notary supplies@	\$	50.00	1	\$	50.00
		toner		\$	910.60
LaserJet 1020	clerk	\$ 88.00	2	\$	176.00
LaserJet 6MP	office	\$ 97.80	2	\$	195.60
HP 1050 Fax	fax	\$ 34.00	2	\$	68.00
Canon PC 940	copier	\$ 157.00	3	\$	471.00
regular envelopes	\$	0.17	2500	\$	425.00
window envelopes	\$	0.25	2500	\$	625.00
bankers boxes/12	\$	42.00	1	\$	42.00
Gov. appointment cards	\$	0.05	450	\$	22.50
3M pads /12	\$	13.50	8	\$	108.00
loose leaf binders	\$	6.00	0	\$	-
hepa filters	\$	23.00	2	\$	46.00
misc (pens, signature etc)				\$	150.00
Dog Tags	\$	300.00	1	\$	360.00
Time Clock Repair	\$	125.00	1	\$	125.00
			total	\$	2,972.10

1000 for dogs; used for voter notifications

Wish List - Not included in budget

Scanner	\$	450.00	Requested of IT Budget as a "B" item
Dog license SW	\$	-	

Nov. 2010: IT Volunteers are developing a dog licensing system that will integrate into the ToG web site

We are required by state law to register dogs. Currently we use a "home grown" system to record dog info. We often refer to the system for inquiries. We give copies of the data base to the police department and dog officer.

The current system is not user friendly nor reliable. Issues include

- o lost records - 2008 is missing over 100 records (one is subject of a dog bite incident)
- o error prone - once a "mistake" is made, there is no recovery (e.g. delete a wrong dog)
- o Reports are unwieldy - For example, it is a manual effort to compare previous year to current to ascertain unregistered dogs

Update ByLaws

\$ 1,295.00	Subscription service
\$ 1,000.00	Average "Major" By-law update
4	Number of "Major" bylaw updates
\$ 300.00	Average "Minor" By-law update
5	Number of "Minor" bylaw updates
\$ 150.00	CD Copies, Supplements, shipping, etc
\$ 6,945.00	Total

MINOR CAPITAL

Storage Room

The Town Clerk's vault is out of space. We propose to utilize space in the telephone closet in the basement to store seldom used records. This space is located under a fire sprinkler. Being in the basement, the space is humid. The residential grade dehumidifier

3	fireproof staorage cabinets (book size)	\$ 3,000.00	\$ 9,000.00
1	High grade demhumidifer	\$ 1,499.00	\$ 1,500.00
1	miscellaneous construction materials	\$ 350.00	\$ 350.00
		Total	\$ 10,850.00

Fireproof Cabinets

2 hour	http://www.keystoneoffice.com/safes/phoenix-fire-safe-1903.html	\$ 2,819.00
1 hour	http://www.safefile.com/fireproof_file_cabinet/record-storage-for-medical-files-binders.htm	\$ 2,188.00
1 hour	http://www.buyonlinenow.com/viewitemsAct.asp?classlabel=QQEA&manufactlabel=1700107	\$ 2,497.00

Dehumidifiers

<http://www.allergybuyersclubshopping.com/dehumidifiers-home-industrial.html?itemId#bestbasementdehumidifiers>

Care of Documents

http://www.nedcc.org/resources/leaflets/2The_Environment/01BasicGuidelines.php

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
ELECTIONS AND BOARD OF REGISTRARS								
1140	Stipend (Elections and Town Meeting)	\$ 8,833	\$ 3,350	\$ 8,418	\$ 6,976	\$ 6,976	-17.13%	\$ 1.54
1141	Expenses	\$ 11,664	\$ 6,506	\$ 10,435	\$ 9,445	\$ 9,445	-9.49%	\$ 2.09
1142	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 20,497	\$ 9,856	\$ 18,853	\$ 16,421	\$ 16,421	-12.90%	\$ 3.63

ELECTIONS

162

<u>LINE ITEM</u>	FY 2012			<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2012	FY 2012	<u>PERCENT CHANGE</u>
	<u>FY 2011 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>			<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone		\$ -	\$ -			\$ -		
Postage	\$ -	\$ -	\$ -	0.00%		\$ -		
Office Supplies	\$ 525.00	\$ 540.00	\$ 15.00	2.86%		\$ 540.00		2.86%
OpTech paper and ribbons		\$ 60.00				\$ 60.00		
AutoMark Ink		\$ 90.00				\$ 90.00		
Election Supplies (felt pens/ red pens / misc)		\$ -				\$ -		
HP4250 Ink Cartridge		\$ 250.00				\$ 250.00		
ANG Voter Envelopes @ 20/\$7		\$ 140.00				\$ 140.00		
Dues & Memberships		\$ -	\$ -	0.00%		\$ -		0.00%
Travel and Conferences		\$ -	\$ -			\$ -		
Equipment Maintenance-SVC Contract	\$ 1,100.00	\$ 1,200.00	\$ 100.00	9.09%	assumed price increase	\$ 1,200.00		9.09%
Printing (Town Election Ballots)	\$ 1,500.00	\$ 1,600.00	\$ 100.00	6.67%	History	\$ 1,600.00		6.67%
Software/Service Maintenance (Election programming)	\$ 5,000.00	\$ 3,800.00	\$ (1,200.00)	-24.00%	History	\$ 3,800.00		-24.00%
Feb 2012 primary		\$ 2,000.00				\$ 2,000.00		
May, 2012 Town Election		\$ 1,800.00				\$ 1,800.00		
Space Rental		\$ -				\$ -		
Heating Costs		\$ -				\$ -		
Electricity		\$ -				\$ -		
Vehicle Costs		\$ -				\$ -		
Other: Date Changes: Banners (4)	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Other: Election Worker Dinners	\$ 1,410.00	\$ 1,030.00	\$ (380.00)	-26.95%		\$ 1,030.00		-26.95%
Board of Registrars Stipend	\$ 450.00	\$ 450.00				\$ 450.00		
Other: Board of Registrars expenses	\$ 225.00	\$ 225.00	\$ -	0.00%		\$ 225.00		0.00%
Other: FedEx		\$ 250.00	\$ 250.00			\$ 250.00		
Other: Misc	<u>\$ 275.00</u>	\$ -	\$ (275.00)			\$ -		
Other: Election Night Help		<u>\$ 200.00</u>	\$ 200.00			<u>\$ 200.00</u>		
TOTAL FUNDS REQUESTED	\$ 10,885.00	\$ 9,445.00	\$ (1,390.00)	-13.23%		\$ 9,445.00	\$ -	-13.23%

Elections Meals

<u>Election</u>	<u>Number of meals</u>	X	<u>Number of Precincts</u>	X	<u>Avg Meal Cost</u>	=	<u>Total Meals</u>	+	<u>Coffee</u>	=	<u>Total Food</u>	
Feb 2012 Primary	11		3		\$ 15.00		\$ 495.00		\$ 65.00		\$ 560.00	
May 2012 Town Election	9		3		\$ 15.00		\$ 405.00		\$ 65.00		\$ 470.00	18
							Total for Two Elections				\$ 1,030.00	

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>Payroll</u>
Feb 2012 Primary	8		3		\$ 8.00		16		\$ 3,072.00
May 2012 Town Election	6		3		\$ 8.00		16		\$ 2,304.00
							Total for Two Elections		\$ 5,376.00

Town Meeting Payroll

<u>Town Meeting</u>	<u>Number of workers</u>	X	<u>Number of Meetings</u>	X	<u>Hourly rate</u>	X	<u>Hours</u>	=	<u>Payroll</u>
Fall, 2011	8		1		\$ 8.00		5		\$ 320.00
Spring 2012	8		1		\$ 8.00		5		\$ 320.00
Adjourned Sessions	8		3		\$ 8.00		5		\$ 960.00
							Total for Three Town Meetings		\$ 1,600.00

Miscellaneous Expenses

<u>Election</u>	<u>Number</u>	X	<u>Approx Cost</u>	=	<u>Total Cost</u>	
FedEx	3		40		\$ 120.00	Prom Pack Shipments
Misc					\$ 200.00	
					Total for Three Elections	\$ 320.00

Elections History - Coding and Ballots

	<u>Cost of Coding</u>	<u>Cost of Ballots</u>
Feb 2008 Primary	\$ 1,854.50	\$ -
Sept 2008 Primary	\$ 1,369.00	\$ -
Nov, 2008 General	\$ 914.00	\$ -
May, 2008 ATE	\$ 993.31	\$ 1,402.92
Oct 2008 STE	\$ 1,023.50	\$ 1,562.50
May 2009 ATE	\$ 1,812.22	\$ 1,307.53
Dec 2009 Special Primary	\$ 791.10	\$ -
Jan 2010 Special Election	\$ 587.37	\$ -
May 2010 ATE	\$ 1,827.05	\$ 1,839.32
Sept 2010 Primary	\$ 1,587.81	\$ -
Nov 2010 General	\$ 1,012.23	\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
STREET LISTINGS								
1150	Expenses	\$ 4,249	\$ 4,179	\$ 4,888	\$ 5,725	\$ 5,725	17.12%	\$ 1.27
DEPARTMENTAL TOTAL		\$ 4,249	\$ 4,179	\$ 4,888	\$ 5,725	\$ 5,725	17.12%	\$ 1.27

STREET LISTINGS

164

<u>LINE ITEM</u>	FY 2011	FY 2012	PERCENT			FY 2012	FY 2012	PERCENT
	<u>APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	<u>CHANGE</u>
Telephone								
Postage	\$ 2,037.00	\$1,875	\$ (162.00)	-7.95%		\$ 1,875.00		-7.95%
Printing (Census and Dog Forms)	\$ 2,851.00	\$1,650	(1,201.00)	-42.13%		\$ 1,650.00		-42.13%
Software/Service Maintenance		\$ -	\$ -					
Space Rental		\$ -	\$ -					
Heating Costs		\$ -	\$ -					
Electricity		\$ -	\$ -					
Vehicle Costs		\$ -	\$ -					
Other: Street List Books and CDs		\$600	\$ 600.00			\$ 600.00		
150 books/CD @\$4.00; Shipping \$50			\$ -					
Other: USPS Address Service Requested (see Note 1 in Assumptions)		\$500	\$ 500.00			\$ 500.00		
Other: Non-Respondent Cards		\$1,100	\$ 1,100.00			\$ 1,100.00		
Other:		\$ -						
TOTAL FUNDS REQUESTED	\$ 4,888.00	\$ 5,725.00	\$ 837.00	17.12%		\$ 5,725.00	\$ -	17.12%

FY 2012 Summary	Variance from FY2011
Non-Respondent Cards \$ 1,100.00	\$ 50.00 Assumed price increase
Census forms \$ 1,150.00	\$ - recommend "lock in agreement"
Books/CDs Printing \$ 600.00	\$ 163.00 Variable pricing
Mailing Postage \$ 1,875.00	\$ 100.00 Assumend postage increase
Dog Inserts \$ 500.00	\$ - recommend "lock in agreement"
Address Service Requested \$ 500.00	\$ 500.00 See Assumptions Note 1
TOTAL \$ 5,725.00	\$ 813.00

2012 Budget STREET LISTINGS ASSUMPTIONS

Street Listing Process and Summary

Jan	5000 Census Forms sent - Assume \$.02 Increase to .375 http://www.suite101.com/content/usps-rate-change-for-2011---postage-price-increase-on-the-way-a275080	\$1,875	Postage
	<u>Note:</u> 1000 pieces with Address Service Requested	\$500	USPS Service
	Form printing @\$.23	\$1,150	Printing
	Dog form print and insert @\$.10	\$500	Printing
Mar/Apr	1000 Second Mailings (to people who did not respond the first time) <u>Note:</u> Town budget: \$ 460.00	Town	Postage
June	1000 Non-respondent cards (third mailings - can deactivate voters at this point) 2012 assumption: \$1.10 per card	\$1,100	Printing and postage
July	Print a combo of 150 street list books and CDs @4	\$600	Printing
	Total Cost of Census	\$5,725	

Note 1 Postage calculation

ASSUMPTION: Jan 1, 2011 postage increase will raise bulk rates for Jan 2012
 Jan 1, 2012 - mailing costs increased to \$.375 each (increase of \$.02) - 5000 mailings
 5000 pieces at \$.375 = **\$1,875** (first mailing - Mark Altman and Assoc \$.375 bulk rate)
 OPTED TO use Address Service Requested (COST of \$.50/address forwarded; we're notified of address change)
 Alternative is to receive mail pieces at town hall and remail @\$.44.
 The ASR service costs \$.06 piece but eliminates 2x handling and additional window envelopes (which cost \$0.25)

Note 2

a Non-respondent cards

FY12: 1000 NRC cards to be budgeted @\$1.10
 FY11: 1000 NRC cards to be budgeted @\$1.10 (Actual cost 3/26/2010: \$1.05)
 FY09 purchase: 500 cards at \$475 (\$.95 each) / Used some leftover from FY08 and added postage
 FY09 : 1000 mailed
 FY10: 1000 NR cards used

b Census printing

FY12 : 5000 forms:print/fold/insert dog forms @\$.1 = \$500 (Recommend "lock in" agreement)

FY11 : 5000 forms:print/fold/insert dog forms @\$.1 = \$500

FY11: Assume price change from \$.09 to \$.10

FY09 4516 forms at \$.23 = 1038.68

FY10 4800 forms \$ 1,104.00

FY09 : 4516 forms:print/fold/insert dog forms @\$.09 = \$406.44

FY10 4800 forms \$ 432.00

c Print Street Lists

FY12: 150 books and 25 CDs @\$4 \$ 600.00

FY11: 100 books and 25 CDs @\$3.5 \$ 437.50

FY09: 50 books and 20 CD @ \$234.25 (\$3.34 each)

FY10: 90 books/CD ; additional 20 ordered \$ 315.00

d Fy 2012 Summary

		Variance from FY2011
Non-Respondent Cards	\$1,100	\$ 50.00
Census forms	\$1,150	\$ -
Books/CDs Printing	\$600	\$ 163.00
Mailing Postage	\$1,875	\$ 100.00
Dog Inserts	\$500	\$ -
Address Service Requested	\$500	\$ 500.00 See Note 1
TOTAL	\$5,725	\$ 813.00

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
INSURANCE & BONDING								
1160	Insurance & Bonding	\$ 142,554	\$ 118,876	\$ 143,000	\$ 143,000	\$ 143,000	0.00%	\$ 31.63
1161	Insurance Deductible Reserve - Liabili	\$ 6,027	\$ 285	\$ 12,000	\$ 12,000	\$ 12,000	0.00%	\$ 2.65
1162	Insurance Deductible Reserve - 111F	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	0.00%	\$ 5.53
DEPARTMENTAL TOTAL		\$ 148,581	\$ 119,161	\$ 180,000	\$ 180,000	\$ 180,000	0.00%	\$ 39.81

INSURANCE & BONDING

193

<u>LINE ITEM</u>	FY 2012		<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2012		<u>PERCENT CHANGE</u>
	<u>FY 2011 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Insurance & Bonding	\$ 143,000.00	\$ 143,000.00	\$ -	0.00%		\$ 143,000.00		0.00%
Insurance Deductible Reserve - Liability	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%		\$ 12,000.00		0.00%
Insurance Deductible Reserve - 111F	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 180,000.00	\$ 180,000.00	\$ -	0.00%		\$ 180,000.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
TOWN REPORT								
1170	Expenses	\$ 1,080	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33
DEPARTMENTAL TOTAL		\$ 1,080	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33

**TOWN REPORT
194**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Printing Costs	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
POSTAGE/TOWN HALL EXPENSES								
1180	Expenses	\$ 30,067	\$ 48,049	\$ 47,960	\$ 47,960	\$ 47,960	0.00%	\$ 10.61
1181	Telephone Expenses	\$ -	\$ -	\$ 31,000	\$ 34,000	\$ 34,000	9.68%	\$ 7.52
1182	Copier Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
DEPARTMENTAL TOTAL		\$ 30,067	\$ 48,049	\$ 78,960	\$ 81,960	\$ 81,960	3.80%	\$ 18.13

POSTAGE/TOWN HALL EXPENSES
156

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage	\$ 33,900.00	\$ 33,900.00	\$ -	0.00%		\$ 33,900.00		0.00%
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Printing - Town Meeting	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Other: Copier	\$ 5,060.00	\$ 5,060.00	\$ -	0.00%		\$ 5,060.00		0.00%
Other: MGL Update	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Other: Envelopes/Paper	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 47,960.00	\$ 47,960.00	\$ -	0.00%		\$ 47,960.00	\$ -	0.00%

MEMORANDUM

DATE: November 30, 2010
TO: Mark Haddad, Town Manager
FROM: Michelle Collette, Land Use Director/Town Planner
RE: FY 2012 Budget

The Land Use Departments budgets have been all been submitted to you for your review and approval. Please consider the following points during your review:

Planning Board – The Planning Board voted unanimously to level fund all the line items in the FY 2012 budget. There is a minor reduction in the Planning Board expense line item since we will not purchase new Assessors maps..

The Planning Board appreciates the inclusion of \$25,000 for Phase II of the Comprehensive Master Plan. As you know, the Community Opportunities Group contract was divided into two phases – the planning phase and implementation phase. Phase I of the project is well underway with the assistance of eight volunteer Advisory Groups. The response from the public at the forums has been very positive. The Board will continue working on the draft plan throughout the winter and spring. As you know, implementation of the plan through by-law changes, revisions to regulations, policies and guidelines is essential to the master planning process. The request for \$25,000 for the next phase is an investment in the Town's future.

Board of Health – The Board of Health budget has a minor increase of \$200 in the expense line item for conferences and training for the new Land Use Assistant. We are waiting for a quote from Terracon for landfill monitoring since the existing contract expires in July of 2011. The Board of Health will review the quote at its December 6, 2010 meeting.

Earth Removal Budget – There are no proposed changes to the Earth Removal budget.

GIS Committee – The GIS Committee voted unanimously to request an increase in the GIS budget. Applied Geographics is in the process of upgrading the Town's website so it will accommodate a variety of browsers. The new web site will be updated more frequently with information from the Assessors database. In addition, Applied Geographics is providing monthly technical assistance on a variety of land use, public safety, and CPC projects.

Zoning Board of Appeals - There are no proposed changes to the Zoning Board of Appeals budget.

Conservation Commission – The Conservation Commission’s budget includes a proposed increase in the expense line item to cover an increase in the number of public hearing notices (reimbursed by the applicant) and for the purchase of a new digital camera with GPS capability. The Commission requested a new camera/GPS unit in previous years and the item has not been funded. The Conservation Administrator is presently using a camera that was given to the Commission by a former member many years ago. Keeping a good photographic record of land alterations is essential to the process, particularly when there are violations and enforcement action. The GPS feature will enable the Conservation Commission to link its field work with the Town’s GIS maps. The Commission members give countless hours of volunteer time both at meetings, on site walks and in the field. The Commission believes the camera with the GPS unit is a necessary tool.

Water Safety – The Conservation Commission is requesting additional hours for the Park Ranger (a contract worker) to oversee the Sargisson Beach area. Perhaps this position should be reviewed and combined with the Conservation Land Manager position who oversees all conservation properties throughout the year. The Conservation Land Manager position has not been funded in for several years. If the Town decides to fund the position, it should be included in the Conservation Commission budget rather than the Water Safety budget. The matter should be discussed with the Human Resources Director at the appropriate time.

Building Department – There are several proposed increases in the Building Department’s budget. The proposed increase in expenses is required for training, continuing education, and mileage reimbursement for both the Building Commissioner and the Local Inspector. The Eighth Edition of the Building Code and new energy conservation requirements are major changes to the code. The proposed increases in the expense budget are offset by an increase in revenues from building permit fees. A total of \$104,155 in building permit fees were collected in the first six months of calendar year 2010, a significantly greater than revenues collected in the first six months of 2009.

Mechanical Inspectors – The proposed increase in the Mechanical Inspectors budget reflects a marked increase in the number of electrical, gas, and plumbing permits. Applicants pay filing fees that are calculated by the type of inspection required. The Inspectors are paid a flat rate of \$24 per inspection. The filing fees offset the Inspectors salaries, mileage, and other related expenses.

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
CONSERVATION COMMISSION								
1200	Salary	\$ 50,232	\$ 54,529	\$ 57,288	\$ 59,006	\$ 59,006	3.00%	\$ 13.05
1201	Wages	\$ 3,708	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1202	Expenses	\$ 9,667	\$ 12,494	\$ 8,200	\$ 10,200	\$ 8,200	0.00%	\$ 1.81
1203	Engineering & Legal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1204	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 63,607	\$ 67,023	\$ 65,488	\$ 69,206	\$ 67,206	2.62%	\$ 14.86

CONSERVATION COMMISSION
171

<u>LINE ITEM</u>	FY 2012				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2012	FY 2012	<u>PERCENT CHANGE</u>
	<u>FY 2011 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone	\$ -	\$ -	\$ -		0.00%		\$ -		0.00%
Postage									
Office Supplies	\$ 700.00	\$ 700.00	\$ -		0.00%		\$ 700.00		0.00%
Dues & Memberships	\$ 1,000.00	\$ 1,000.00	\$ -		0.00%		\$ 1,000.00		0.00%
Travel and Conferences	\$ 150.00	\$ 150.00	\$ -		0.00%		\$ 150.00		0.00%
Equipment Maintenance	\$ 250.00	\$ 250.00	\$ -		0.00%		\$ 250.00		0.00%
Printing	\$ 100.00	\$ 100.00	\$ -		0.00%		\$ 100.00		0.00%
Software/Service Maintenance	\$ -		\$ -		0.00%				0.00%
Space Rental									
Heating Costs									
Electricity									
Vehicle Costs			\$ -		0.00%				0.00%
Other: Land Maintenance	\$ 4,000.00	\$ 5,600.00	\$ 1,600.00		40.00%	Purchase a combination GPS/camera combination = Magellan Mobile Mapper 6.	\$ 3,600.00		-10.00%
Other: Advertising	\$ 2,000.00	\$ 2,400.00	\$ 400.00		20.00%	Most of our legal notice expenses are reimbursed to the General Fund. The \$2400 reflects the actual amount expended on advertising in FY'10.	\$ 2,400.00		20.00%
Other:									
Other:	\$ -	\$ -	\$ -				\$ -		
TOTAL FUNDS REQUESTED	\$ 8,200.00	\$ 10,200.00	\$ 2,000.00		24.39%		\$ 8,200.00	\$ -	0.00%

Department Conservation Commission
 Org # 171
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary Fiscal 2012	
									Date	Annual	Wks	To Year End	Date	Annual		
Salaries																
Ganem	Barbara	THL	Con Administrator	10	3		40	\$ 59,006.00								\$ 59,006.00
TOTAL SALARIES								\$ 59,006.00								\$ 59,006.00

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
PLANNING BOARD								
1210	Salaries	\$ 66,429	\$ 68,915	\$ 71,341	\$ 71,341	\$ 71,341	0.00%	\$ 15.78
1211	Wages	\$ 4,627	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1212	Expenses	\$ 3,171	\$ 5,036	\$ 4,275	\$ 4,200	\$ 4,200	-1.75%	\$ 0.93
1213	Engineering	\$ -	\$ 1,218	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	\$ 0.22
1214	Consultant	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	\$ 0.22
1215	M.R.P.C. Assessment	\$ 2,544	\$ 2,673	\$ 2,672	\$ 2,672	\$ 2,672	0.00%	\$ 0.59
1216	Legal Budget	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 76,771	\$ 77,842	\$ 80,288	\$ 80,213	\$ 80,213	-0.09%	\$ 17.74

PLANNING BOARD
175

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Postage								
Office Supplies	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Dues & Memberships			\$ -					
Travel and Conferences	\$ 225.00	\$ 400.00	\$ 175.00		Attendance at conference and in-service training for the Town Planner & Planning Board members	\$ 400.00		
Equipment Maintenance								
Printing	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Advertising	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Other: Assessors Maps	\$ 250.00	\$ -	\$ (250.00)	-100.00%	Not necessary now that Applied Geographics is doing the mapping for the Board of Assessors	\$ -		-100.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 4,275.00	\$ 4,200.00	\$ (75.00)	-1.75%		\$ 4,200.00	\$ -	-1.75%

Department Planning Board
 Org # 175
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2012
Salaries															
Collette	Michelle		Land Use Director	14	7		40	\$ 70,341.00						\$ 1,000.00	\$ 71,341.00
TOTAL SALARIES								\$ 70,341.00							\$ 71,341.00

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
ZONING BOARD OF APPEALS								
1220	Wages	\$ -	\$ 18,481	\$ 18,848	\$ 18,848	\$ 18,848	0.00%	\$ 4.17
1221	Expenses	\$ 14,820	\$ 1,054	\$ 1,350	\$ 1,350	\$ 1,350	0.00%	\$ 0.30
DEPARTMENTAL TOTAL		\$ 14,820	\$ 19,535	\$ 20,198	\$ 20,198	\$ 20,198	0.00%	\$ 4.47

ZONING BOARD OF APPEALS
176

<u>LINE ITEM</u>	FY 2012		<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2012	FY 2012	<u>PERCENT CHANGE</u>
	<u>FY 2011 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone								
Postage	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Dues & Memberships								
Travel and Conferences	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Equipment Maintenance				0.00%				
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Clerical Support								
Other: Advertising	\$ 750.00	\$ 750.00	\$ -	0.00%		\$ 750.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 1,350.00	\$ 1,350.00	\$ -	0.00%		\$ 1,350.00	\$ -	0.00%

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

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Salaries															
Hammer	Margo	THL	Zoning Board Office	5	8	\$21.24	17	\$ 18,848.38							\$ 18,848.38
TOTAL WAGES								\$ 18,848.38							\$ 18,848.38

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
BUILDING INSPECTOR								
1240	Salaries	\$ 55,077	\$ 56,179	\$ 56,179	\$ 70,341	\$ 70,341	25.21%	\$ 15.56
1241	Wages	\$ 57,631	\$ 47,553	\$ 49,944	\$ 59,626	\$ 59,626	19.38%	\$ 13.19
1242	Expenses	\$ 4,872	\$ 4,967	\$ 6,500	\$ 8,400	\$ 8,400	29.23%	\$ 1.86
1243	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 117,580	\$ 108,699	\$ 112,623	\$ 138,367	\$ 138,367	22.86%	\$ 30.61

**BUILDING INSPECTOR
241**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Postage								
Office Supplies	\$ 1,250.00	\$ 1,250.00	\$ -	0.00%		\$ 1,250.00		0.00%
Dues & Memberships	\$ 250.00	\$ 300.00	\$ 50.00	20.00%	Additional membership dues for Building Commissioner & Local Inspector	\$ 300.00		20.00%
Travel and Conferences								
Equipment Maintenance								
Printing	\$ 500.00	\$ 650.00	\$ 150.00	30.00%	Additional forms needed for the increase in the number of permits	\$ 650.00		30.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 4,000.00	\$ 5,000.00	\$ 1,000.00	25.00%	Additional mileage for Building Commissioner & Local Inspector to perform inspections	\$ 5,000.00		25.00%
Other: Seminars	\$ 500.00	\$ 1,200.00	\$ 700.00	0.00%	Additional training required for Building Commissioner & Local Inspector to maintain certification	\$ 1,200.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 6,500.00	\$ 8,400.00	\$ 1,900.00	29.23%	Increase in budget is offset by the increase in revenues from permits	\$ 8,400.00	\$ -	29.23%

Department Building Inspector
 Org # 241
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary	
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012	
Salaries																
Dupell	Mark		Building Comm.	14	7		40	\$ 70,341.00							\$ 70,341.00	
TOTAL SALARIES									\$ 70,341.00						\$ 70,341.00	

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary	
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012	
Wages																
Kinney	Donald	THL	Local Inspector	6	5	\$22.41	16	\$ 9,681.12							\$ 9,681.12	
Martin	Paula	THL	Administrative Asst.	7	6	\$23.80	40	\$ 49,694.40						\$ 250.00	\$ 49,944.40	

TOTAL WAGES **\$ 59,375.52** **\$ 59,625.52**

PERMITS ISSUED 2007 TO JUNE 2010

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
				(Jan-Jun)
Building / Zoning				
Permit Fees Collected	\$82,573	\$132,129	\$138,901	\$104,155
Permits Issued	328	358	309	176
Electric				
Permit Fees Collected	\$32,086	\$26,862	\$21,692	\$15,386
Permits Issued	317	293	247	137
Gas				
Permit Fees Collected	\$7,657	\$7,522	\$6,527	\$4,892
Permits Issued	151	137	131	82
Plumbing				
Permit Fees Collected	\$11,476	\$12,151	\$8,601	\$7,979
Permits Issued	140	161	114	85

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
MECHANICAL INSPECTOR								
1250	Fee Salaries	\$ 18,751	\$ 16,603	\$ 20,000	\$ 25,000	\$ 20,000	6.66%	\$ 4.42
1251	Expenses	\$ 1,464	\$ 2,397	\$ 3,000	\$ 3,500	\$ 3,500	139.05%	\$ 0.77
DEPARTMENTAL TOTAL		\$ 20,215	\$ 19,000	\$ 23,000	\$ 28,500	\$ 23,500	16.25%	\$ 5.19

MECHANICAL INSPECTOR
242

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing	\$ 500.00	\$ 650.00	\$ 150.00	0.00%	Additional forms needed for the increase in the number of permits	\$ 650.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 2,500.00	\$ 2,850.00	\$ 350.00	0.00%	Additional mileage for Inspectors to perform inspections	\$ 2,850.00		0.00%
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 3,000.00	\$ 3,500.00	\$ 500.00	16.67%	Increase in budget is offset by the increase in revenues from permits	\$ 3,500.00	\$ -	16.67%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
EARTH REMOVAL INSPECTOR								
1260	Stipend	\$ -	\$ -	\$ 1	\$ 1	1	0.00%	\$ -
1261	Expenses	\$ 147	\$ 132	\$ 100	\$ 100	100	0.00%	\$ 0.02
1262	Minor Capital	\$ -	\$ -	\$ -	\$ -	-	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 147	\$ 132	\$ 101	\$ 101	101	0.00%	\$ 0.02

**EARTH REMOVAL INSPECTOR
249**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
BOARD OF HEALTH								
1270	Wages	\$ 49,621	\$ 1,216	\$ -	\$ -	\$ -	0.00%	\$ -
1271	Expenses	\$ 1,288	\$ 813	\$ 800	\$ 1,200	\$ 1,200	50.00%	\$ 0.27
1272	Nursing Services	\$ -	\$ -	\$ 6,243	\$ 6,243	\$ 6,243	0.00%	\$ 1.38
1273	Nashoba Health District	\$ 30,143	\$ 30,143	\$ 17,400	\$ 17,400	\$ 17,400	0.00%	\$ 3.85
1274	Herbert Lipton MH	\$ -	\$ -	\$ 6,500	\$ 6,500	\$ 6,500	0.00%	\$ 1.44
1275	Eng/Consult/Landfill Monitoring	\$ 7,918	\$ 9,326	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.21
DEPARTMENTAL TOTAL		\$ 88,969	\$ 41,498	\$ 40,943	\$ 41,343	\$ 41,343	0.98%	\$ 9.15

BOARD OF HEALTH
510

<u>LINE ITEM</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012</u>	<u>FY 2012</u>	<u>PERCENT</u>
	<u>APPROPRIATION</u>	<u>DEPARTMENT</u> <u>REQUEST</u>		<u>CHANGE</u>		<u>TOWN MANAGER</u> <u>APPROVED</u>	<u>FINCOM</u> <u>APPROVED</u>	<u>CHANGE</u>
Telephone	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Postage								
Office Supplies	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Dues & Memberships								
Travel/Conferences		\$ 200.00				\$ 200.00		
Other: Rabies Control	<u>\$ 600.00</u>	<u>\$ 800.00</u>	\$ 200.00	33.33%		<u>\$ 800.00</u>		33.33%
TOTAL FUNDS REQUESTED	\$ 800.00	\$ 1,200.00	\$ 200.00	50.00%		\$ 1,200.00	\$ -	50.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
SEALER OF WEIGHTS & MEASURES								
1280	Fee Salaries	\$ 2,080	\$ 2,580	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.55
1281	Expenses	\$ 24	\$ -	\$ 100	\$ 100	\$ 100	0.00%	\$ 0.02
DEPARTMENTAL TOTAL		\$ 2,104	\$ 2,580	\$ 2,600	\$ 2,600	\$ 2,600	0.00%	\$ 0.57

SEALER OF WEIGHTS & MEASURES
244

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other:								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00	\$ -	0.00%



GROTON POLICE DEPARTMENT

99 Pleasant Street

Groton, MA 01450

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



Donald L. Palma, Jr.
Chief of Police

James A. Cullen, III
Lieutenant

November 29, 2010

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

RE: **FY2012 Budget**

I respectfully submit the attached budgets for FY2012 for the Groton Police Department, Groton Police/Fire/EMS Communications Department, and Groton Emergency Management Agency.

I am most appreciative for the Board of Selectmen's, Finance Committee's, taxpayers and specifically for your support over the past three budget submissions. Town meeting vote has granted me the money and equipment needed to improve and sustain the level of service currently provided by the Groton Police Department. Because of this forward thinking I have been able to replace obsolete equipment and make necessary upgrades to the department.

Budgets highlight the following:

General Expenses –

- Minor increase to cover the cost of mileage reimbursement, dues and supplies.

Minor Capital –

- Red Man Training Suit - \$2,150 This suit not only would be used for R.A.D instruction, but would also serve for defensive tactics training which cannot be outsourced and will now be taught to officers on-site.
- R.A.D. Training pads (2) - \$560
- Defibrillators (3)- \$4,483.83 - Certification requirements mandate the placement of defibrillators in the booking area, each floor of the building and dispatch.

- Ammunition - \$8270 - This reflects the cost of a year's ammunition. Previously ammunition has been bought on an as-needed basis. This purchase will allow for volume discount as well as allowing for the purchase of "green" ammunition.
- Gas Mask w/filter (5) - \$1565 - Optimally I would like to have ten (10) gas masks, however five (5) would allow for the immediate protection of the first responders to a critical incident. There is an alarming trend in suicide by poison that puts first responders at high risk of serious injury or death from the fumes associated with these calls.

Major Capital –

I have made a request for the purchase of two (2) police cruisers as an ongoing maintenance replacement program. I would also ask that the scheduled request for an ATV and Boat be postponed indefinitely

Salary & Wages –

This represents contractual agreements for union personnel and agreed upon adjustments for by-law, contractual and non-sworn personnel.

Public Safety Building –

This budget has been level funded for the past three (3) years and now reflects an increase of \$3,000 for anticipated increase in energy bills and maintenance.

Communications – *submitted under separate cover*

Emergency Management Agency –

This budget reflects level funding for the Emergency Management Agency to maintain current service levels and reinstates the stipend previously removed.

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

Sincerely,

Donald L. Palma, Jr.
Chief of Police

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
POLICE DEPARTMENT								
1300	Salaries	\$ 99,080	\$ 108,144	\$ 108,482	\$ 188,228	\$ 188,228	73.51%	\$ 41.63
1301	Wages	\$ 1,212,849	\$ 1,285,501	\$ 1,291,302	\$ 1,258,734	\$ 1,199,394	-7.12%	\$ 265.27
1302	Expenses	\$ 142,172	\$ 145,558	\$ 144,200	\$ 145,300	\$ 134,960	-6.41%	\$ 29.85
1303	Lease or Purchase of Cruisers	\$ 25,977	\$ 12,582	\$ 5,000	\$ 5,000	\$ 5,000	0.00%	\$ 1.11
1304	PS Building (Expenses)	\$ 44,905	\$ 44,724	\$ 45,000	\$ 48,000	\$ 48,000	6.67%	\$ 10.62
1305	Minor Capital	\$ 18,464	\$ 13,460	\$ 18,627	\$ 17,028	\$ 13,000	-30.21%	\$ 2.88
DEPARTMENTAL TOTAL		\$ 1,543,446	\$ 1,609,969	\$ 1,612,611	\$ 1,662,290	\$ 1,588,582	-1.49%	\$ 351.36

**POLICE DEPARTMENT
210**

<u>LINE ITEM</u>	<u>FY 2012 DEPARTMENT</u>				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER</u>		<u>FY 2012 FINCOM</u>	
	<u>APPROPRIATION</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>				<u>APPROVED</u>	<u>APPROVED</u>	<u>APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -	\$ -	\$ -		0.00%		\$ -			0.00%
Postage	\$ -	\$ -	\$ -		0.00%		\$ -			0.00%
Office Supplies	\$ 3,200.00	\$ 3,700.00	\$ 500.00		15.63%		\$ 3,700.00			15.63%
Dues & Memberships	\$ 4,500.00	\$ 5,300.00	\$ 800.00		17.78%		\$ 5,300.00			17.78%
Travel/Conferences	\$ -	\$ 2,000.00	\$ 2,000.00		0.00%		\$ 2,000.00			0.00%
Fuel	\$ 35,360.00	\$ 35,360.00	\$ -		0.00%		\$ 35,360.00			0.00%
Equipment Maintenance	\$ 5,000.00	\$ 5,000.00	\$ -		0.00%		\$ 5,000.00			0.00%
Printing/Printed Forms	\$ 400.00	\$ 500.00	\$ 100.00		25.00%		\$ 500.00			25.00%
Cruiser Maintenance	\$ 14,000.00	\$ 14,000.00	\$ -		0.00%		\$ 14,000.00			0.00%
Traffic Safety	\$ 300.00	\$ 300.00	\$ -		0.00%		\$ 300.00			0.00%
Mileage	\$ 2,000.00	\$ 2,500.00	\$ 500.00		25.00%		\$ 2,500.00			25.00%
Physicals/Medical	\$ 1,800.00	\$ 1,500.00	\$ (300.00)		-16.67%		\$ -			-100.00%
NEMLEC	\$ 5,000.00	\$ 5,000.00	\$ -		0.00%		\$ 5,000.00			0.00%
Software/Service Maintenance	\$ 16,000.00	\$ 16,000.00	\$ -		0.00%		\$ 16,000.00			0.00%
Investigation Fund	\$ 4,500.00	\$ 4,500.00	\$ -		0.00%		\$ 4,500.00			0.00%
Prisoner Meals	\$ 300.00	\$ 300.00	\$ -		0.00%		\$ 300.00			0.00%
Computer Supplies/Fees	\$ 2,100.00	\$ 2,500.00	\$ 400.00		19.05%		\$ 2,500.00			19.05%
Uniforms	\$ 18,000.00	\$ 18,000.00	\$ -		0.00%		\$ 18,000.00			0.00%
Boat/ATV	\$ -	\$ -	\$ -		0.00%		\$ -			0.00%
Training	\$ 11,000.00	\$ 12,000.00	\$ 1,000.00		9.09%		\$ 12,000.00			9.09%
MDT Cellular Service	\$ 3,900.00	\$ -	\$ (3,900.00)		-100.00%		\$ -			-100.00%
Professional Development	\$ 2,000.00	\$ 8,840.00	\$ 6,840.00		342.00%		\$ -			-100.00%
Cleaning	\$ 8,840.00	\$ -	\$ (8,840.00)		-100.00%		\$ -			-100.00%
Community Operations	\$ -	\$ -	\$ -		0.00%		\$ -			0.00%
Public Safety Supplies	\$ 6,000.00	\$ 8,000.00	\$ 2,000.00		33.33%		\$ 8,000.00			0.00%
TOTAL FUNDS REQUESTED	\$ 144,200.00	\$ 145,300.00	\$ 1,100.00		0.76%		\$ 134,960.00	\$ -		-6.41%

Department Police Department
 Org # 210
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary	
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012	
Salaries																
Palma	Donald		Police Chief				40	\$ 113,000.00							\$ 113,000.00	
Cullen	James	By Law	Lieutenant	15	7	\$35.66	40	\$ 74,458.08						\$ 770.00	\$ 75,228.08	
TOTAL SALARIES															\$ 188,228.08	

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary	
									Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012	
Wages																
Quinn Bill - State		Police Union		1	2	\$28.34	49	5,646.00							\$ 5,646.00	
Quinn Bill - Town		Police Union		1	2	\$28.34	49	61,000.00							\$ 61,000.00	
Breault	Robert	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,900.00	\$ 71,491.33	
Breslin	Peter	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,900.00	\$ 71,491.33	
Candow	Gordon	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,900.00	\$ 71,491.33	
Connell	Paul	Police Union	Sergeant	3	2	\$32.38	37.5	\$ 63,383.85						\$ 14,900.00	\$ 78,283.85	
Elie	Richard	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,900.00	\$ 71,491.33	
Gemos	Derrick	Police Union	Sergeant	3	3	\$33.25	37.5	\$ 65,086.88						\$ 14,900.00	\$ 79,986.88	
Gigliotti	Jeffrey	Police Union	Sergeant	3	3	\$33.25	37.5	\$ 65,086.88						\$ 14,900.00	\$ 79,986.88	
Goodwin	Jason	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,900.00	\$ 71,491.33	
Pierce	Irmin	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,900.00	\$ 71,491.33	
Rose	Dale	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,900.00	\$ 71,491.33	
Sheridan	Edward	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,900.00	\$ 71,491.33	
Newell	Kathy	By Law	Admin. Asst.	7	6	\$22.57	40	\$ 47,126.16						\$ -	\$ 47,126.16	
Waite	Cory	Police Union	Patrolman	1	5	\$28.91	37.5	\$ 56,591.33						\$ 14,900.00	\$ 71,491.33	
Henehan	Kevin	Police Union	Patrolman	1	2	\$25.63	37.5	\$ 50,170.73						\$ 14,900.00	\$ 65,070.73	
Mead	Rachael	Police Union	Patrolman	1	4	\$27.86	37.5	\$ 54,535.95						\$ 14,900.00	\$ 69,435.95	
Beltz	Nicholas	Police Union	Patrolman	1	4	\$27.86	37.5	\$ 54,535.95						\$ 14,900.00	\$ 69,435.95	

TOTAL SALARIES \$ 975,894.31 \$ 223,500.00 \$ 1,199,394.31

POLICE MINOR CAPITAL REQUEST - FISCAL YEAR 2012						
DEPT	ITEM	QUANTITY	COST/UNIT	TOTAL	PRIORITY	CONDITION
SAFETY	GAS MASK w/FILTER	5	\$ 313	\$ 1,565		
RAD	RAD TRAINING MATS	2	\$ 280	\$ 560		
RAD	RED MAN SUIT w/4 STUDENT SUITS	1	\$ 2,150	\$ 2,150		
ARMORY	AMMUNITION		\$ 8,270	\$ 8,270		
PUBLIC SAFETY	DEFIBRILLATORS	3	\$ 1,495	\$ 4,485		
		TOTAL		\$ 17,030		

Groton Fire Department Budget Summary FY 2012

Compensation

The only increase to the wage & salary line items will be scheduled step increases or contractual agreements.

Wages

The wage line item is level funded except for step increases for Tyler Shute, Paul McBrearty and Jim Crocker per the Town By-law and Diane Aiello per the THL contract.

I also want to give you background on what the wage line item funds; pays the Firefighter's, EMT's & Rescue personnel for responding to calls and department training. It also funds per-diem shifts that provide call members to fill shifts daytime & weekends during times the bulk of the call members are working and not in Town; this is funded by the ambulance receipt account.

The other important part of this line item is to hold an annual recruit Firefighter class & train new EMT's for the department. There is a need to constantly recruit and train new department members to maintain an active call department. This is an ongoing challenge to have the appropriate size and number of call Firefighter's & EMT's in town at all times to respond to emergency calls and replace members as they retire or leave the department.

Expenses

I have level funded the expense line item due to the fact we are right on target for this current years expenses except for the large brush fire we had this past summer and do not feel there are any increases needed for FY 2012.

The priority for the expense line items would be the Fuel, Repair & Maint. of vehicles & equipment, medical supplies, purchase of equipment & parts, Building Maint. and finally other type expenses.

Building

The building line item takes care of the electricity, water (domestic & sprinklers), general supplies. Any issues to the buildings for maintenance such as painting/repairs or upgrades get sent to Tom Delany.

Minor Capital

This line item is traditionally used for upgrading firefighter's turn-out gear and refurbishment of vehicles in the fleet to prolong the useful life of the apparatus. I have asked for an increase this line item to funded repairs/refurbishment to existing apparatus.

Another issue that needs to be addressed is an FCC mandate to "narrow" band our current radio frequencies, the ambulance frequency is currently "wide" band and needs to be upgraded to this new mandate. I plan on purchasing portable radios that are capable of being "narrow" banded for the apparatus & EMS personnel.

Capital

The capital plan is currently under review and will be changed after a decision on what we will be doing with the current ambulance being replaced.

A committee has been setup and looking into which ambulance should be replaced next, should that ambulance be traded-in or reused to replace another vehicle such as a forestry truck.

After the committee meets with vendors who sell ambulances for all options to be addressed, the final capital plan will be submitted.

One of the additional items I would like to add to the Capital Budget is a purchase of a ¾ ton Pick-up and to fund it through the "Ambulance Receipts Account". This pick-up will be used as a general utility truck for the fire department, after the recent "floods" & "brush fires" it was very difficult to bring additional equipment, getting out into the woods with additional personnel, water and supplies and rehab supplies to these brush fires. With dozens of cellar pump-out's we needed to use fire apparatus, forestry units had portable pumps/equipment strapped down to the top forestry units. We used to have a couple of "used" excess town vehicles in the past to use but have been "scrapped" and "disposed of" and we currently have no utility pick-up to use for department use.

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
FIRE DEPARTMENT								
1310	Salaries	\$ 109,947	\$ 115,636	\$ 97,763	\$ 97,763	\$ 97,763	0.00%	\$ 21.62
1311	Wages	\$ 435,055	\$ 470,890	\$ 476,161	\$ 492,334	\$ 492,334	3.40%	\$ 108.89
1312	Expenses	\$ 126,912	\$ 148,375	\$ 112,800	\$ 122,800	\$ 122,800	8.87%	\$ 27.16
DEPARTMENTAL TOTAL		\$ 671,914	\$ 734,901	\$ 686,724	\$ 712,897	\$ 712,897	3.81%	\$ 157.67

**Fire Department
220**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Postage	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Dues & Memberships	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Travel/Conferences			\$ -	0.00%				
Equipment Maintenance	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Wager Sprinklers			\$ -	0.00%				
Software/Service Maintenance	\$ 694.00	\$ 694.00	\$ -	0.00%		\$ 694.00		0.00%
Training	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Heating Costs			\$ -	0.00%				
Electricity	\$ 6,000.00	\$ 6,000.00	\$ -	0.00%		\$ 6,000.00		0.00%
Vehicle Costs	\$ 16,500.00	\$ 16,500.00	\$ -	0.00%		\$ 16,500.00		0.00%
Other Expenses	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Repair & Maintenance of Vehicles	\$ 25,000.00	\$ 25,000.00	\$ -	0.00%		\$ 25,000.00		0.00%
Medical Supplies	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%		\$ 15,000.00		0.00%
Uniforms & Gear	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Books & Periodicals	\$ 800.00	\$ 800.00	\$ -	0.00%		\$ 800.00		0.00%
Parts/Equipment	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%
Building Maintenance	\$ 9,206.00	\$ 9,206.00	\$ -	0.00%		\$ 9,206.00		0.00%
Minor Capital	\$ 10,000.00	\$ 20,000.00	\$ 10,000.00	100.00%		\$ 20,000.00		100.00%
TOTAL FUNDS REQUESTED	\$ 112,800.00	\$ 122,800.00	\$ 10,000.00	8.87%		\$ 122,800.00	\$ -	8.87%

Department Fire Department
 Org # 220
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Date	Step Increase Annual	Wks	Year End	Other Annual	Projected Salary Fiscal 2012
Salaries														
Bosselait	Joseph		Fire Chief	18	8		40	\$ 96,013.00					\$ 1,750.00	\$ 97,763.00
TOTAL SALARIES								\$ 96,013.00						\$ 97,763.00

1	2	3	4	6	7	8	9	10	11	12	13	14	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Date	Step Increase Annual	Wks	Year End	Other Annual	Projected Salary Fiscal 2012
Wages														
Aiello	Diane	THL	Office Assistant	6	7	\$23.77	40	\$ 49,631.76					\$49,632	\$ 49,655.76
Crocker	Jim		Fulltime FF/EMT	9	3	\$23.41	40	\$ 48,880.08					\$48,880	\$ 48,880.08
Daly	Susan		FT Fire/EMS Mgr	10	5	\$28.51	40	\$ 59,528.88					\$59,529	\$ 59,528.88
McBrearty	Paul		Fulltime FF/EMT	9	3	\$23.41	40	\$ 48,880.08					\$48,880	\$ 48,880.08
Shute	Tyler		Fulltime FF/EMT	9	5	\$24.87	40	\$ 51,928.56					\$51,929	\$ 51,928.56
Jefferson	Clarence		Deputy Fire Chief					\$ 17,873.00						\$ 17,873.00
Alcott	Brian		EMT			\$18.94	3						\$2,966	\$ 2,966.00
Brackett	George		EMT			\$18.94	3						\$2,966	\$ 2,966.00
Bagley	Megan		EMT			\$18.94	4						\$3,955	\$ 3,955.00
Cain	Bradley		EMT			\$18.94	5						\$4,943	\$ 4,944.00
Cheeks	Arthur		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Coss	Paul		Lieutenant			\$21.65	5						\$5,651	\$ 5,651.00
Cohelo	Dan		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Coburn	Jamison		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Culley	Michael		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Cunningham	Timothy		Rescue			\$18.94	5						\$4,943	\$ 4,944.00
Downes	Brian		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Dubey	David		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Duffy	Jonathan		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Emslie	James		Lieutenant			\$21.65	5						\$5,651	\$ 5,651.00
Fitzgerald	David		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Flynn	David		Firefighter			\$18.94	4						\$3,955	\$ 3,955.00
Fragola	Joseph		Firefighter			\$18.94	4						\$3,955	\$ 3,955.00
Gilpatrick	Stephanie		Firefighter			\$18.94	3						\$2,966	\$ 2,966.00
Grennell	Jason		Firefighter			\$18.94	3						\$2,966	\$ 2,966.00
Hancewicz	Robert		Firefighter			\$18.94	3						\$2,966	\$ 2,966.00
Hawgood	Tony		EMS Captain			\$22.09	5						\$5,765	\$ 5,766.00
Iannacci	Greg		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Imbimbo	Mark		EMT			\$18.94	5						\$4,943	\$ 4,944.00
Januskiewicz	H.Anna		EMT			\$18.94	5						\$4,943	\$ 4,944.00
Johnson	Leroy		Rescue			\$18.74	1						\$978	\$ 978.00
Titus-Hall	Marci		EMT			\$18.94	5						\$4,943	\$ 4,944.00
LeFebure	Kenneth		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Lengyel	Geza		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Lincoln	Catherine		EMT			\$18.94	5						\$4,943	\$ 4,944.00
Morin	Kathy		EMT			\$18.94	3						\$2,966	\$ 2,966.00
Morlock	Steven		Lieutenant			\$21.65	5						\$5,651	\$ 5,651.00
Pezanowski	Kevin		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Reeves	Elizabeth		EMT			\$18.94	5						\$4,943	\$ 4,944.00
Staffon	Peter		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Stefely	James		EMT			\$18.94	5						\$4,943	\$ 4,944.00
Stevens	David		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Thompson	Larry		EMS Lieut.			\$21.65	17						\$19,212	\$ 19,212.00
Tervo	Stephen		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
Tuomi	John		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
VanSchalkwyk	Daniel		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
VanSchalkwyk	Robert		Firefighter			\$18.94	5						\$4,943	\$ 4,944.00
VanSchalkwyk	William		Lieutenant			\$21.65	5						\$5,651	\$ 5,651.00
Walsh	John		EMS Deputy Chief			\$22.44	5						\$5,857	\$ 5,857.00
Willcox	William		Firefighter			\$18.94	3						\$2,966	\$ 2,966.00
TOTAL SALARIES								\$ 276,722.36					\$ 215,588.00	\$ 492,334.36

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
GROTON WATER FIRE PROTECTION								
1320	West Groton Water District	\$ 750	\$ 750	\$ 750	\$ 750	750	0.00%	\$ 0.17
1321	Groton Water Department	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	2,500	0.00%	\$ 0.55
DEPARTMENTAL TOTAL		\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250	3,250	0.00%	\$ 0.72

GROTON WATER FIRE PROTECTION
221

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Hydrant Charges - West Groton	\$ 750.00	\$ 750.00	\$ -	0.00%		\$ 750.00		0.00%
Hydrant Charges - Groton	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
TOTAL FUNDS REQUESTED	\$ 3,250.00	\$ 3,250.00	\$ -	0.00%		\$ 3,250.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
ANIMAL INSPECTOR								
1330	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	2,082	0.00%	\$ 0.46
1331	Expenses	\$ 400	\$ -	\$ 400	\$ 400	400	0.00%	\$ 0.09
DEPARTMENTAL TOTAL		\$ 2,482	\$ 2,082	\$ 2,482	\$ 2,482	2,482	0.00%	\$ 0.55

**ANIMAL INSPECTOR
248**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 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 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
ANIMAL CONTROL OFFICER								
1340	Salary	\$ 2,082	\$ 2,082	\$ 2,082	\$ 2,082	2,082	0.00%	\$ 0.46
1341	Expenses	\$ 225	\$ -	\$ 400	\$ 400	400	0.00%	\$ 0.09
DEPARTMENTAL TOTAL		\$ 2,307	\$ 2,082	\$ 2,482	\$ 2,482	2,482	0.00%	\$ 0.55

**ANIMAL CONTROL OFFICER
248**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 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 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
EMERGENCY MANAGEMENT AGENCY								
1350	Salary	\$ 1,270	\$ 464	\$ -	\$ 1,270	-	0.00%	\$ -
1351	Expenses	\$ 4,388	\$ 6,233	\$ 4,500	\$ 4,500	4,500	0.00%	\$ 1.00
DEPARTMENTAL TOTAL		\$ 5,658	\$ 6,697	\$ 4,500	\$ 5,770	4,500	0.00%	\$ 1.00

**EMERGENCY MANAGEMENT AGENCY
291**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -	\$ -		0.00%		\$ -		0.00%
Postage								
Office Supplies	\$ 250.00	\$ 250.00		0.00%		\$ 250.00		0.00%
Dues & Memberships	\$ 600.00	\$ 600.00		0.00%		\$ 600.00		0.00%
Travel and Conferences	\$ 500.00	\$ 500.00		0.00%		\$ 500.00		0.00%
Equipment Maintenance	\$ 1,900.00	\$ 1,900.00		0.00%		\$ 1,900.00		0.00%
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Training	\$ 1,250.00	\$ 1,250.00		0.00%		\$ 1,250.00		0.00%
Other: Fire Arms	\$ -	\$ -		0.00%		\$ -		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%		\$ 4,500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
DOG OFFICER								
1360	Salary	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	\$ 13,973	0.00%	\$ 3.09
1361	Expenses	\$ 5,401	\$ 5,360	\$ 4,800	\$ 4,800	\$ 4,800	0.00%	\$ 1.06
DEPARTMENTAL TOTAL		\$ 19,374	\$ 19,333	\$ 18,773	\$ 18,773	\$ 18,773	0.00%	\$ 4.15

**DOG OFFICER
292**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -		\$ -	\$ -				0.00%
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00		\$ 2,000.00		0.00%
Electricity	\$ 500.00	\$ 500.00	\$ -	\$ 500.00		\$ 500.00		0.00%
Vehicle Costs	\$ 1,800.00	\$ 1,800.00	\$ -	\$ 1,800.00		\$ 1,800.00		0.00%
Other: Care of Dogs	\$ 500.00	\$ 500.00	\$ -	\$ 500.00		\$ 500.00		0.00%
Other: Seminars								
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 4,800.00	\$ 4,800.00	\$ -	0.00%		\$ 4,800.00	\$ -	0.00%

Department Dog Officer
 Org # 292
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-10	Date	Annual	Wks	To Year End	Date	Annual	Projected Salary Fiscal 2012
Salary															
Hogan	Susan		Dog Officer					\$ 13,973.00							\$ 13,973.00
TOTAL SALARIES								\$ 13,973.00							\$ 13,973.00

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
POLICE & FIRE COMMUNICATIONS								
1370	Wages	\$ 206,630	\$ 226,421	\$ 320,000	\$ 320,464	\$ 310,000	-3.12%	\$ 68.56
1371	Expenses	\$ 16,424	\$ 20,455	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.32
1372	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 223,054	\$ 246,876	\$ 335,000	\$ 335,464	\$ 325,000	-2.98%	\$ 71.88

POLICE & FIRE COMMUNICATIONS
235

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -	\$ -	\$ -	0.00%		\$ -		
Postage								
Office Supplies	\$ 3,200.00	\$ 3,200.00	\$ -	0.00%		\$ 3,200.00		0.00%
Dues & Memberships								
Travel and Conferences								
Equipment Maintenance	\$ 2,075.00	\$ 2,075.00	\$ -	0.00%		\$ 2,075.00		0.00%
Printing								
Software/Service Maintenance	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Equipment Repairs/Purchase	\$ 4,000.00	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Other: Uniforms	\$ 1,925.00	\$ 1,925.00	\$ -	0.00%		\$ 1,925.00		0.00%
Other: Radio Loops	\$ 800.00	\$ 800.00	\$ -	0.00%		\$ 800.00		0.00%
Other:				0.00%				
TOTAL FUNDS REQUESTED	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%		\$ 15,000.00	\$ -	0.00%

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

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18	
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary	
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012	
Wages																	
Bushnoe	Edward	Communications	Comm. Officer	1	6	\$22.73	24	12.1	\$ 28,476.14						\$11,803.02	\$ 40,279.16	
Gibson	Warren	Communications	Comm. Officer	1	6	\$22.73	40	12.1	\$ 47,460.24						\$14,370.29	\$ 61,830.53	
Moulton	April	Communications	Comm. Officer	2	6	\$27.70	40	15.85	\$ 57,837.60						\$ 2,700.00	\$ 60,537.60	
Power	Sarah	Communications	Comm. Officer	1	6	\$22.73	40	12.1	\$ 47,460.24						\$14,370.29	\$ 61,830.53	
Touchette	Darlene	Communications	Comm. Officer	1	6	\$22.73	40	12.1	\$ 47,460.24						\$14,370.29	\$ 61,830.53	
Relief Dispatchers						\$16.39	28		\$ 23,692.00							\$ 23,692.00	

TOTAL WAGES **\$ 252,386.46** **\$57,613.89** **\$ 310,000.35**

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL								
1400	Operating Expenses	\$ 444,954	\$ 462,221	\$ 536,044	\$ 549,445	\$ 549,445	2.50%	\$ 121.52
DEPARTMENTAL TOTAL		\$ 444,954	\$ 462,221	\$ 536,044	\$ 549,445	\$ 549,445	2.50%	\$ 121.52
GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT								
1410	Operating Expenses	\$ 13,807,468	\$ 15,929,045	\$ 14,616,005	\$ 14,981,405	\$ 14,981,405	2.50%	\$ 3,313.45
1411	Debt Service, Excluded	\$ 1,605,842	\$ -	\$ 1,647,824	\$ 1,647,824	\$ 1,647,824	0.00%	\$ 317.51
1412	Debt Service, Unexcluded	\$ 15,638	\$ -	\$ 9,781	\$ 9,781	\$ 9,781	0.00%	\$ 1.04
1413	Out of District Placement	\$ -	\$ 16,500	\$ 1	\$ 1	\$ 1	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 15,428,948	\$ 15,945,545	\$ 16,273,611	\$ 16,639,011	\$ 16,639,011	2.25%	\$ 3,632.00
TOTAL SCHOOLS		\$ 15,873,902	\$ 16,407,766	\$ 16,809,655	\$ 17,188,456	\$ 17,188,456	2.25%	\$ 3,753.52



Mark Haddad
Town Manager

Re Budget for FY12

Dear Mark

I am pleased to submit to you my operating budgets for the FY12 operating year. I will present to you a quick picture of my operating ideas followed by a quick explanation for each department. I am pleased by the operations of all departments under my control. All the budgets right now are on a great track for expenses for the year to date.

General **Highway Department** budget is on track for expenses for the year and as of now we are, 43% through the year I am at 39% to date. This is a comfortable place to be and has room for unanticipated issues. Road Maintenance as well as the other lines in the budget are also on track. I am not anticipating any increases right now in this area and the budget reflects that. I have asked for a modification in the wage line, by adding a summer helper and shifting the employee with split hours between Highway and Transfer to Highway full time. This will increase our productivity in the department to get back to being proactive in projects instead of reactive. This will not be detrimental to the transfer station as I am asking for 27 hours for a new person at the transfer station. This will be a 27 hour per week job at a lower grade to help with the daily operations. We will also be able to supplement with other DPW staff if needed. I am also asking to follow through with the capital request for \$125,000 for the scheduled replacement of our front end loader. This will replace our 1984 and 1986 loaders of which only one is operational. If there is no trade in value or limited, I would like to retain for use at the transfer station.

The **Transfer Station** budget is also on line and no unanticipated large expenditures, planned or unanticipated are foreseen. Tipping fees as of now are at \$43,312 of 135k so I expect to be within our budget. As noted above I have outlined my idea of shifting of higher grade personnel and replacing with lower grade. As for projected income, last year Novembers total were \$135,920.45 so this year we are up 5% over last year at this time. Year end for FY10 was \$325,411.81. If I had to project out I would say that if we stay on the track of a 5% increase over last year we are looking at about \$342,000.00 but a level estimate may be a safe bet knowing the state of the economy. There was an increase in our Hazardous waste figure but I am confident in the shifting of monies from other lines to cover the increase. We have also received a grant from DEP to start a regionalized facility. As of now I am not sure what the revenue shall be but it will have minimal effect on our operating budget. Any cost we do incur with the regional recycling will be made with sale of material. I am also requesting the \$50,000 in the capital budget for the bailer to remain. This will purchase a used horizontal bailer with an elevator to make bailing marketable items faster and more efficient.

The **Municipal Building** budget continues to evolve and be more understood. We are in excellent shape on the budget and are in great shape coming into the expensive heating season. We also still need to be flexible in this budget, by having enough to take care of the normal operations as well as having enough for unforeseen emergencies continues to be a challenge, but I feel we have a good balance right now. With that I am requesting that the budget remain the same as it was last year which is still lower than FY10. I have included some backup which shows the amount requested last year and the difference in the actual. Minor capital items are noted in the plan with the priorities indicated. I would like to keep the funding in the capital plan but to use for more than just painting in the building but for other needed maintenance items that are needed in the building as well.

The **Snow and Ice** budget has again been a moving target when it comes to actual spent. I have requested an increase to start to get us to a more realistic number. Starting the season with a full salt shed thanks to buying on last years deficit will give us a great actual starting point for a winter season.

The **Tree** as well as **Animal Control** are level funded. The Tree budget is in good shape because of the ability to draw from some federal funds left from the ice storm of 09, and the Animal Control is minimal for minor expenses.

BRIEF SUMMARY

Transfer Station

Level funding in general expenses. The wage line shows minor increase due to moving Mike Moore to the Highway Department full time and replacing with a 27 hour per week lower grade position. We will still be able to draw from Highway personnel if assistance is needed.

Highway Department

Level funding for general expenses. In the wage line there is an increase for general wages due to steps, summer help and the shifting of hours for Mike Moore. Capital item of front end loader for scheduled replacement.

Building Maintenance

Level funding except for general expenses and minor increase in wages. Minor Capital items are noted for priority.

Snow and Ice

Asking for a moderate increase to reflect known deficiencies.

Animal Control

There is no need for an increase in this budget. This money is for incidental supplies.

Respectfully submitted

R. Thomas Delaney, Jr.
DPW Director

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
HIGHWAY DEPARTMENT								
1500	Salaries	\$ 67,796	\$ 80,000	\$ 82,017	\$ 82,017	\$ 82,017	0.00%	\$ 18.14
1501	Wages	\$ 534,059	\$ 556,516	\$ 583,332	\$ 630,310	\$ 600,343	2.92%	\$ 132.78
1502	Expenses	\$ 141,431	\$ 137,873	\$ 138,200	\$ 138,200	\$ 138,200	0.00%	\$ 30.57
1503	Highway Maintenance	\$ 177,461	\$ 81,501	\$ 89,000	\$ 89,000	\$ 89,000	0.00%	\$ 19.68
DEPARTMENTAL TOTAL		\$ 920,747	\$ 855,890	\$ 892,549	\$ 939,527	\$ 909,560	1.91%	\$ 201.17

HIGHWAY SURVEYOR
420

<u>LINE ITEM</u>	FY 2012		<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2012	FY 2012	<u>PERCENT CHANGE</u>
	<u>FY 2011 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone								
Postage								
Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Dues & Memberships	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Travel/Conferences								
Equipment Maintenance	\$ 30,000.00	\$ 30,000.00	\$ -	0.00%		\$ 30,000.00		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	\$ 8,000.00	\$ 8,000.00	\$ -	0.00%		\$ 8,000.00		0.00%
Vehicle Costs/gas diesel	\$ 32,500.00	\$ 32,500.00	\$ -	0.00%		\$ 32,500.00		0.00%
Employee and Union	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%		\$ 15,000.00		0.00%
Consulting and Engineering	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Misc Minor Equipment	\$ 13,000.00	\$ 13,000.00	\$ -	0.00%		\$ 13,000.00		0.00%
Building Upgrades	\$ 13,000.00	\$ 13,000.00	\$ -	0.00%		\$ 13,000.00		0.00%
Dam Inspections	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 138,200.00	\$ 138,200.00	\$ -	0.00%		\$ 138,200.00	\$ -	0.00%

Department Highway Department
 Org # 420
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Delaney	Robert		DPW Director				40		\$ 81,017.00						\$ 1,000.00	\$ 82,017.00
TOTAL SALARIES									\$ 81,017.00							\$ 82,017.00
1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary
										Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012
Wages																
Conley	Troy	Highway	Heavy Equip Op	4	10	\$26.93	40	1.925	\$ 56,229.84						\$ 1,000.00	\$ 57,229.84
Emslie	James	Highway	Truck Driver	2	5	\$18.29	40		\$ 38,189.52							\$ 38,189.52
Hall	Robert	Highway	Heavy Equip Op	4	10	\$26.93	40	0.201	\$ 56,229.84						\$ 250.00	\$ 56,479.84
May	Donald	Highway	Foreman	8	10	\$30.20	40	0.714	\$ 63,057.60						\$ 1,000.00	\$ 64,057.60
Mickle	Steve	Highway	Equip Operator	3	8	\$24.88	40	0.211	\$ 51,949.44						\$ 250.00	\$ 52,199.44
Moore	Michael	Highway	Heavy Equip Op	4	6	\$23.92	16		\$ 19,977.98						\$ 250.00	\$ 20,227.98
Roy	David	Highway	Heavy Equip Op	4	9	\$26.14	40	0.21	\$ 54,580.32						\$ 250.00	\$ 54,830.32
Senecal	John	Highway	Mechanic	7	7	\$27.10	40	0.2	\$ 56,584.80						\$ 250.00	\$ 56,834.80
Tuttle	Wayne	Highway	Equip Operator	3	4	\$22.12	40		\$ 46,186.56							\$ 46,186.56
Shea	Quintin	Highway	Laborer	1	4	\$20.00	40		\$ 41,760.00							\$ 41,760.00
Edwards	Steve	Highway	Mechanic	7	4	\$24.80	40		\$ 51,782.40							\$ 51,782.40
Zimmer	Benjamin	Highway	Equip Operator	3	5	\$22.78	40		\$ 47,564.64							\$ 47,564.64
Summer help									\$ 8,000.00						\$ 8,000.00	
NON SNOW AND ICE OT									\$ 5,000.00						\$ 5,000.00	
TOTAL SALARIES									\$ 597,092.94					\$ 3,250.00	\$ 600,342.94	

This Budget shows Mike Moore moving to the Highway full time as well as 20 weeks of 1 summer laborer.

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
SNOW AND ICE								
1520	Expenses	\$ 251,761	\$ 273,589	\$ 165,000	\$ 235,000	\$ 165,000	0.00%	\$ 36.49
1521	Overtime	\$ 148,453	\$ 113,336	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	\$ 30.96
1522	Hired Equipment	\$ 92,000	\$ 41,597	\$ 35,000	\$ 35,000	\$ 35,000	0.00%	\$ 7.74
DEPARTMENTAL TOTAL		\$ 492,213	\$ 428,522	\$ 340,000	\$ 410,000	\$ 340,000	0.00%	\$ 75.19

**SNOW AND ICE
423**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 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	\$ 180,000.00	\$ 70,000.00	63.64%		\$ 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	\$ 235,000.00	\$ 70,000.00	42.42%		\$ 165,000.00	\$ -	0.00%

This a hope to bring the budget closer in line to where it should be. Past totals are available to justify this increase as shown by yearly deficits in this account.

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
TREE WARDEN BUDGET								
1530	Salary	\$ 1,443	\$ 1,443	\$ -	\$ -	\$ -	0.00%	\$ -
1531	Expenses	\$ 1,657	\$ 2,725	\$ 3,000	\$ 3,000	\$ 3,000	0.00%	\$ 0.66
1532	Trees	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	0.00%	\$ 0.33
1533	Tree Work	\$ 6,140	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	0.00%	\$ 3.32
DEPARTMENTAL TOTAL		\$ 9,240	\$ 4,168	\$ 19,500	\$ 19,500	\$ 19,500	0.00%	\$ 4.31

**TREE WARDEN
492**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 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 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
MUNICIPAL BUILDING AND PROPERTY MAINTENANCE								
1540	Wages	\$ 90,667	\$ 65,016	\$ 71,674	\$ 72,126	\$ 72,126	0.63%	\$ 15.95
1541	Expenses	\$ 162,333	\$ 175,243	\$ 183,350	\$ 183,350	\$ 183,350	0.00%	\$ 40.55
1542	Minor Capital	\$ 18,010	\$ 11,054	\$ 20,500	\$ 52,000	\$ 30,000	0.00%	\$ 6.64
DEPARTMENTAL TOTAL		\$ 271,011	\$ 251,313	\$ 275,524	\$ 307,476	\$ 285,476	3.61%	\$ 63.14

MUNICIPAL BUILDING AND PROPERTY MAINTENANCE

192

<u>LINE ITEM</u>	<u>FY 2011</u>	<u>FY 2012</u>		<u>PERCENT</u>		<u>FY 2012</u>	<u>FY 2012</u>	<u>PERCENT</u>	
	<u>APPROPRIATION</u>	<u>DEPARTMENT</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>PERCENT</u>
							<u>APPROVED</u>	<u>APPROVED</u>	<u>CHANGE</u>
Town Hall	\$ 76,200.00	\$	76,200.00	\$ -	0.00%		\$ 76,200.00		0.00%
Legion Hall	\$ 14,050.00	\$	14,050.00	\$ -	0.00%		\$ 14,050.00		0.00%
Squannacook Hall	\$ 6,900.00	\$	6,900.00	\$ -	0.00%		\$ 6,900.00		0.00%
Senior Center	\$ 25,550.00	\$	25,550.00	\$ -	0.00%		\$ 25,550.00		0.00%
Police Station	\$ 14,000.00	\$	14,000.00	\$ -	0.00%		\$ 14,000.00		0.00%
Fire Department	\$ 30,300.00	\$	30,300.00	\$ -	0.00%		\$ 30,300.00		0.00%
General	\$ 16,350.00	\$	16,350.00	\$ -	0.00%		\$ 16,350.00		0.00%
TOTAL FUNDS REQUESTED	\$ 183,350.00	\$	183,350.00	\$ -	0.00%		\$ 183,350.00	\$ -	0.00%

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

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18	
		Bargaining		Pay				Extra		Annual Salary		Step Increase		Other		Projected Salary	
Last Name	First Name	Unit	Position	Grade	Step	Rate	Hours	Hours	1-Jul-10	Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2012	
Wages																	
Griffin	Thomas	THL	Custodian II	4	4	\$17.94	17		\$ 15,919.96							\$ 15,919.96	
Higgins	Aldis	THL	Custodian I	3	5	\$17.46	17	2.5	\$ 15,494.00						\$ 2,126.00	\$ 17,620.00	
Walsh	Tryna	THL	Custodian II	4	5	\$18.48	40		\$ 38,586.24							\$ 38,586.24	

TOTAL SALARIES

\$ 70,000.20

\$ 72,126.20

Cost comparison between actual expenses and budgeted amount

Municipal Buildings
Maintenance Department

FY 10 Budget	Town Hall	Legion Hall	Squanna cook	Senior center	Police Station	Fire Dept	General	Total
Fuel Oil		5,500				6,000		11,500
Gas	21,000			6,000	police	7,000		34,000
Electric	25,000	2,000	500	5,000	police			32,500
Water/Sewer	4,500	400	100	900	police			5,900
Fire Alarm	900	800	800	800	police			3,300
Sprinkler/Extinguishers	800	50		750	police	300	592	1,550
Elevator	3,500				3,500			7,000
Overhead Door	300				2,500	3,500		6,300
HVAC	5,600	2,000		3,000	6,000	3,000		19,600
Landscaping	1,000	200		100	500	500		2,300
Pest Control	800	500		550	700	700		3,250
Generator	1,000			1,000	1,500	3,000		6,500
Septic/grease				1,200		1,200		2,400
Emerg.lights	300	200	200	200	police	300	1,000	2,200
Tools	200			200	200	200	3,000	3,800
gas/mileage							1,812	1,812
Gen.Maint/Sup	17,300	2,150	1,400	4,650	2,000	4,000	3,638	35,138
Roof Inspection						300	4,000	4,300
Total	82,200	13,750	3,000	24,350	16,900	29,700	13,450	187,050

Country Club Expenses **22257**

Actual spent FY2010 178,690.00

Budgeted FY11 183,350.00

Color Code
Standard txt

approx the same as budgeted

Bold txt

actual figure lower than budgeted

Red txt

actual figure higher than budgeted/or unexpected expenses

Blue txt

misc expenses

Facility			Priority
Station 1			
New boiler	Replace with gas	12k	#3
Legion Hall			
New Boiler	Replace with gas	10k	#4
Town Hall			
Roof repairs	slate repairs	10k	#2
Public Safety Building			
Roof repair	roof needs replaced on back	20k	#1

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
SOLID WASTE DISPOSAL								
1550	Wages	\$ 156,072	\$ 77,567	\$ 82,158	\$ 81,318	\$ 82,772	0.75%	\$ 18.31
1551	Expenses	\$ 49,697	\$ 54,683	\$ 54,486	\$ 54,486	\$ 54,486	0.00%	\$ 12.05
1552	Tipping Fees	\$ 129,455	\$ 126,282	\$ 135,000	\$ 135,000	\$ 135,000	0.00%	\$ 29.86
1553	North Central SW Coop	\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	0.00%	\$ 1.52
DEPARTMENTAL TOTAL		\$ 342,074	\$ 265,382	\$ 278,494	\$ 277,654	\$ 279,108	0.22%	\$ 61.74

**SOLID WASTE DISPOSAL
430**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone	\$ -							
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 7,700.00	\$ 7,700.00	\$ -	0.00%		\$ 7,700.00		0.00%
Printing/Printed Forms	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%
Software/Service Maintenance								
Space Rental								
Heating Costs	\$ 3,100.00	\$ 3,100.00	\$ -	0.00%		\$ 3,100.00		0.00%
Electricity	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Vehicle Costs	\$ 12,000.00	\$ 10,000.00	\$ (2,000.00)	-16.67%		\$ 10,000.00		-16.67%
Uniform Cleaning	\$ 400.00	\$ 400.00	\$ -	0.00%		\$ 400.00		0.00%
Trash Bags	\$ 20,000.00	\$ 19,510.00	\$ (490.00)	-2.45%		\$ 19,510.00		-2.45%
Paint Disposal	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Hazardous Waste Regional	\$ 3,686.00	\$ 6,176.00	\$ 2,490.00	67.55%		\$ 6,176.00		67.55%
Other:								
TOTAL FUNDS REQUESTED	\$ 54,486.00	\$ 54,486.00	\$ -	0.00%		\$ 54,486.00	\$ -	0.00%

Department Solid Waste Disposal
 Org # 430
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-10	Step Increase			Other		Projected Salary Fiscal 2012	
										Date	Annual	Wks	To Year End	Date		Annual
Wages																
Burchette	Keith	Highway	Foreman	8	4	\$25.29	40		\$ 52,805.52							\$ 52,805.52
Moore	Michael	Highway	Heavy Equip Op	4	6	\$23.92	24		\$ 29,966.98							\$ 29,966.98
new	new	Highway	equipment op/larbor	3	1	\$20.23	0		\$ -							\$ -
TOTAL SALARIES									\$ 82,772.50					\$ -	\$ 82,772.50	

This budget shows moving Mike Moore to the Highway Department full time and replacing with a 27 hour per week lower grade position.
 We will still be able to draw from Highway personell if assistance is needed.

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
PARKS DEPARTMENT								
1560	Wages	\$ 1,751	\$ 1,209	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.55
1561	Expenses	\$ 34,595	\$ 34,587	\$ 34,485	\$ 34,485	\$ 34,485	0.00%	\$ 7.63
DEPARTMENTAL TOTAL		\$ 36,346	\$ 35,796	\$ 36,985	\$ 36,985	\$ 36,985	0.00%	\$ 8.18

**PARKS DEPARTMENT
650**

<u>LINE ITEM</u>	<u>FY 2011</u>	<u>FY 2012</u>		<u>PERCENT</u>		<u>FY 2012</u>	<u>FY 2012</u>	<u>PERCENT</u>	
	<u>APPROPRIATION</u>	<u>DEPARTMENT</u>	<u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>TOWN MANAGER</u>	<u>FINCOM</u>	<u>CHANGE</u>
							<u>APPROVED</u>	<u>APPROVED</u>	
Electricity	\$ 2,600.00	\$ 2,600.00	\$ -	0.00%		\$ 2,600.00			0.00%
Equipment Repairs	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00			0.00%
Fencing	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00			0.00%
Fertilization	\$ 7,110.00	\$ 7,110.00	\$ -	0.00%		\$ 7,110.00			0.00%
Field Materials	\$ 4,500.00	\$ 4,500.00	\$ -	0.00%		\$ 4,500.00			0.00%
Maintenance - Sub Contracts	\$ 4,275.00	\$ 4,275.00	\$ -	0.00%		\$ 4,275.00			0.00%
Repairs - Fields and Commons	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00			0.00%
Sanitation	\$ 6,300.00	\$ 6,300.00	\$ -	0.00%		\$ 6,300.00			0.00%
Sprinkler Maintenance	\$ 2,200.00	\$ 2,200.00	\$ -	0.00%		\$ 2,200.00			0.00%
Telephone									
Public Safety	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00			0.00%
Other:									
TOTAL FUNDS REQUESTED	\$ 34,485.00	\$ 34,485.00	\$ -	0.00%		\$ 34,485.00	\$ -		0.00%

EXPENSES	<u>FY 2012</u>
ELECTRICITY	\$2,600.00
EQUIPMENT REPAIRS	\$2,000.00
FENCING	\$2,500.00
FERTILIZATION	\$7,110.00
FIELD MATERIAL	\$4,500.00
MAINTAINANCE - SUB CONTRACT	\$4,275.00
REPAIRS - FIELDS & COMMONS	\$2,500.00
SANITATION	\$6,300.00
SPRINKLER MAINTAINANCE	\$2,200.00
TELEPHONE	\$110.00
PUBLIC SAFETY	\$500.00
	\$34,595.00
GIFTS OR IN KIND	
CPA FUNDS LOST LAKE	\$50,000.00
CPA FIELD OF DREAMS AWARD	\$148,000.00
COW POND FOOTBALL FIELD CONSESSION STAND	\$25,000.00
MAN HOUR MAINT - SOCCER	\$7,000.00
MAN HOUR MAINT - BASEBALL	\$8,500.00
MAN HOUR MAINT - LACROSSE	\$4,000.00
MAN HOUR MAINT - FOOTBALL	\$5,000.00
RIDING AND DRIVING CLUB	\$16,400.00
TOTAL	\$263,900.00

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
COUNCIL ON AGING								
1600	Wages	\$ 104,367	\$ 105,797	\$ 110,748	\$ 111,014	\$ 111,014	0.24%	\$ 24.55
1601	Expenses	\$ 4,103	\$ 5,030	\$ 8,016	\$ 8,016	\$ 8,016	0.00%	\$ 1.77
1602	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
DEPARTMENTAL TOTAL		\$ 108,471	\$ 110,827	\$ 118,764	\$ 119,030	\$ 119,030	0.22%	\$ 26.32

COUNCIL ON AGING
541

<u>LINE ITEM</u>	<u>FY 2011</u>	<u>FY 2012</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012</u>	<u>FY 2012</u>	<u>PERCENT</u>
	<u>APPROPRIATION</u>	<u>DEPARTMENT</u>				<u>REQUEST</u>	<u>TOWN MANAGER</u>	
Building Maintenance								
Maintenance/Repair Equipment	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Maintenance Agreements			\$ -					
Assessments	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Advertising	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Printing/Copying	\$ 100.00	\$ 100.00	\$ -	0.00%		\$ 100.00		0.00%
Telephone								
Postage	\$ 528.00	\$ 528.00	\$ -	0.00%		\$ 528.00		0.00%
Craft Instruction	\$ -	\$ -	\$ -			\$ -		
Programs/Lectures	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
Contracted Services			\$ -					
Office Supplies	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%		\$ 1,500.00		0.00%
Books/Periodicals	\$ 60.00	\$ 60.00	\$ -	0.00%		\$ 60.00		0.00%
Drop-In Center Supplies	\$ 300.00	\$ 300.00	\$ -	0.00%		\$ 300.00		0.00%
Meals Delivery			\$ -					
Building Supplies	\$ 150.00	\$ 150.00	\$ -	0.00%		\$ 150.00		0.00%
Travel/Conferences	\$ 600.00	\$ 600.00	\$ -	0.00%		\$ 600.00		0.00%
Dues/Meetings	\$ 678.00	\$ 678.00	\$ -	0.00%		\$ 678.00		0.00%
			\$ -					
TOTAL FUNDS REQUESTED	\$ 8,016.00	\$ 8,016.00	\$ -	0.00%		\$ 8,016.00	\$ -	0.00%

Department Council on Aging
 Org # 541
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-10	Step Increase			Other		Projected Salary Fiscal 2012	
										Date	Annual	Wks	To Year End	Date		Annual
Wages																
Campbell	Martha	THL	Director	8	8	\$27.88	40		\$ 58,213.44							\$ 58,213.44
Jones	Stacey	THL	Admin. Assistant	2	4	\$11.97	15		\$ 9,372.51							\$ 9,372.51
Thompson	Deborah	THL	Outreach Coord	6	7	\$23.77	35		\$ 43,427.79							\$ 43,427.79

TOTAL SALARIES **\$ 111,013.74** **\$ 111,013.74**



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450
Tel (978) 448-1170
Fax (978) 448-3660

Office of the:
Council On Aging
Martha Campbell, Director

To: Mark Haddad
From: Council on Aging Director, Martha A. Campbell
Date: November 19, 2010
Re: Increase Van Service Hours

This year the Council on Aging is requesting an increase in hours for the van service, which would necessitate the need for a second van driver at 15 hours a week. We presently operate 3 days a week (Tuesday, Wednesday, and Thursday) for 5 hours a day, and would like to be able to offer service 5 days a week for 30 hours a week.

The van currently provides transportation for seniors to local shopping centers, doctor's appointments, visiting friends, going to lunch, town hall business, errands, dental appointments, hair appointments, social outings, banking, and senior center visits. Fees charged for round trips: in-town \$3.00, out-of-town \$4.00. Because of the current days and hours of operation we cannot serve more than 7-10 people a week and most of the time we are booked to capacity. It has become frustrating to turn seniors away because we cannot meet their transportation needs. We continuously monitor requests for rides and over the past year we have discovered that grocery shopping has become the number one request. In 2008 The Council on Aging received a grant for \$5000 from the Community Foundation, and we began special trips for grocery shopping on Fridays. That money has been exhausted and the Friday grocery shopping trips ended. We have tried to squeeze this service into Thursdays only to find we are unable to provide rides for doctor's appointments. By increasing hours/days we also would be able to meet both the senior needs and reduce their stress.

We are also cognizant of the fact that many town seniors will be giving up their driver's licenses in the near future. By increasing hours/days it will also give the Council on Aging an opportunity to encourage seniors not to drive and to call for transportation. Presently, the van service does not go to Concord, Mass. We have weekly requests for transportation to Emerson Hospital in Concord. With the increased hours we would be able to offer 2 days a month for medical appointments to Emerson. With all this being said, in order to provide service 5 days a week, we would have to increase driver hours from 15 to 30. This would necessitate hiring a second driver, for the additional 15 hours, with no benefits. By increasing ridership we will increase our revenue back to the town, thus reducing the cost paid to LRTA.

We want to thank you in advance for taking our request into consideration. We await your reply.

Sincerely,

Martha A. Campbell

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
SENIOR CENTER VAN								
1610	Wages	\$ 13,701	\$ 15,015	\$ 15,669	\$ 28,996	\$ 28,996	85.05%	\$ 6.41
1611	Expenses	\$ 5,012	\$ 5,088	\$ 6,900	\$ 6,480	\$ 6,480	-6.09%	\$ 1.43
DEPARTMENTAL TOTAL		\$ 18,712	\$ 20,103	\$ 22,569	\$ 35,476	\$ 35,476	57.19%	\$ 7.84

SENIOR CENTER VAN
542

<u>LINE ITEM</u>	FY 2012		<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2012		<u>PERCENT CHANGE</u>
	<u>FY 2011 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Telephone								
Postage	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Office Supplies	\$ 1,600.00	\$ 1,600.00	\$ -	0.00%		\$ 1,600.00		0.00%
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 50.00	\$ 50.00	\$ -	0.00%		\$ 50.00		0.00%
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs	\$ 3,250.00	\$ 750.00	\$ (2,500.00)	-76.92%		\$ 750.00		-76.92%
Employee and Union	\$ -	\$ 250.00	\$ 250.00	0.00%	New Employee Physical	\$ 250.00		
Consulting and Engineering								
Building Upgrades								
Other: Gas/Oil	\$ -	\$ 1,330.00	\$ 1,330.00	0.00%		\$ 1,330.00		
Other: Insurance	\$ -	\$ 500.00	\$ 500.00	0.00%		\$ 500.00		
TOTAL FUNDS REQUESTED	\$ 6,900.00	\$ 6,480.00	\$ (420.00)	-6.09%		\$ 6,480.00	\$ -	-6.09%

Department Senior Center Van
 Org # 542
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-10	Step Increase			Other		Projected Salary Fiscal 2012	
										Date	Annual	Wks	To Year End	Date		Annual
Wages																
Burnett	Harold	THL	Van Driver	4	3	\$17.42	15		\$ 13,639.86							\$ 13,639.86
Jones	Stacey	THL	Receptioin	2	4	\$11.97	4		\$ 2,499.34							\$ 2,499.34
New Van Driver		THL	Van Driver	4	1	\$16.42	15		\$ 12,856.86							\$ 12,856.86

TOTAL SALARIES **\$ 28,996.06** **\$ 28,996.06**



TOWN OF GROTON

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

12 November 2010

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

Dear Mark:

This letter is the supporting documentation for the FY2012 Veterans' Services Officer's Budget. I'm requesting 'level funding' since it's already a barebones budget and the likelihood that I will have to pay out veterans' benefits is much higher than at any time in the last three years due to the general state of the economy.

7040 Salary This amount is set by the Selectmen.

7041 Expenses

Office Supplies I've spent nothing so far this year but am running out of file folders and some other basics – in a real pinch this could be reduced a bit, but there isn't much left to cut!

Travel/Conferences This is almost entirely devoted to a single annual session run by the Department of Veterans' Services which reimburses the Town for nearly all the costs so this line item essentially authorizes the initial payments which are then reimbursed – there's usually another session which is an afternoon "day trip" with mileage to Leominster or Worcester the only Town expense.

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

7042 Veterans' Benefits

This is highly unpredictable but I have at least two veteran widows as well as several unemployed veterans pending in 'don't quite qualify at this instant but if ANYTHING else happens, BANG, start paying benefits' situations and that's not likely to change for the better anytime soon – maximum monthly benefits could hit about \$2,000 for a family and \$1,400 for an individual – I want to ensure that there is \$2,500 available at all times without having to wait for a Reserve Fund transfer [the delay could both hurt the veteran/family and could cause the Town issues with State law] – answering this need to make a benefits payment on short notice can be handled by either budgeting at my requested amount or else ensuring that we have a procedure to “replenish” this line item fairly quickly if we start expending from it – please note that these payments are required by Chapter 115 of state law, regardless of their budget impact.

7043 Minor Capital

no needs so nothing requested.

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

Sincerely,

Robert C. Johnson
Veterans' Services Officer

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
VETERAN'S SERVICE OFFICER								
1620	Salary	\$ 3,485	\$ 3,485	\$ 3,485	\$ 3,485	\$ 3,485	0.00%	\$ 0.77
1621	Expenses	\$ 687	\$ 442	\$ 700	\$ 700	\$ 700	0.00%	\$ 0.15
1622	Veterans' Benefits	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0.00%	\$ 2.21
1623	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 4,172	\$ 3,927	\$ 14,185	\$ 14,185	\$ 14,185	0.00%	\$ 3.13

VETERAN'S SERVICE OFFICER
543

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies	\$ 200.00	\$ 200.00	\$ -	0.00%		\$ 200.00		0.00%
Dues & Memberships								
Travel/Conferences	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Employee and Union								
Consulting and Engineering								
Misc Minor Equipment								
Building Upgrades								
Other:								
TOTAL FUNDS REQUESTED	\$ 700.00	\$ 700.00	\$ -	0.00%		\$ 700.00	\$ -	0.00%

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

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-10	Step Increase			Other		Projected Salary 21	
										Date	Annual	Wks	To Year End	Date		Annual
Wages																
Johnson	Robert		Veteran's Agent						\$ 3,485.00							\$ 3,485.00
TOTAL SALARIES									\$ 3,485.00							\$ 3,485.00

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
GRAVES REGISTRATION								
1630	Salary/Stipend	\$ 250	\$ 250	\$ 250	\$ 250	250	0.00%	\$ 0.06
1631	Expenses	\$ 658	\$ 660	\$ 660	\$ 660	660	0.00%	\$ 0.15
DEPARTMENTAL TOTAL		\$ 908	\$ 910	\$ 910	\$ 910	910	0.00%	\$ 0.21

GRAVES REGISTRATION
493

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 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	\$ 660.00	\$ 660.00	\$ -	0.00%		\$ 660.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 660.00	\$ 660.00	\$ -	0.00%		\$ 660.00	\$ -	0.00%

Department Graves Registration
 Org # 493
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-10	Step Increase			Other		Projected Salary Fiscal 2012	
										Date	Annual	Wks	To Year End	Date		Annual
Salary/Stipend																
Normandin	Deborah		Graves Registrar						\$ 250.00							\$ 250.00
TOTAL SALARIES									\$ 250.00							\$ 250.00

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
CARE OF VETERAN GRAVES								
1640	Contract Expenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	\$ 0.22
DEPARTMENTAL TOTAL		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	\$ 0.22

OLD BURYING GROUND COMMISSION

Dear Mr. Haddad:

The Old Burying Ground Commission would like to request an increase of \$400 in FY 2012. We can justify this amount by the following expenses.

We again request \$200 for a private duty police officer to parole the Old Burying Ground during Grotonfest. Having a police officer on duty this past Grotonfest prevented some vandals from tipping headstones. The officer interceded before any damage was done and spoke to the youth about this behavior so the Commissioners would not have to approach any person who was a potential threat to the care and upkeep of these historic stones. We appreciated the office keeping the running, tree climbing and loitering to a minimum.

We would also like to request \$500 for our regular expenses that include reimbursement for gas, paper, photographic expenses, computer ink cartridges, binders, stamps, and telephone. We are in the process of creating a data base of all headstones in the Old Burying Ground for future endeavors.

The additional \$400 is needed to repair the Henry Shattuck Monument. It's a beautiful monument right on the parade route, however, it is listing about 10 degrees. Henry Shattuck was a Civil War veteran. His father was Noah Shattuck, Jr. (War of 1812). Henry is a direct descendent of the famous Job Shattuck (Shays Rebellion) and Sarah Hartwell Shattuck, a female patriot.

Thank you for your consideration.

Sincerely,

Deborah Beal Normandin
Amanda Gail Gavazzi

Groton Public Library FY '12 Budget Request to the Town Manager
O. Shuman November 23, 2010

The Trustees' Budget and Finance Committee and the Library Director have prepared the FY '12 budget request which was approved by the full board on Nov. 16, 2010.

Salaries and Wages

The number reflects steps (\$4,267) and longevity (\$3,001) only. No account has been made for Cost of Living Adjustment.

Operating Expenses

The request for books* is \$80,000 (an increase of \$15,500 or about 60% of the total book budget). We anticipate requesting approximately \$50,000 from trust funds but, as we have discussed, the GPL Trustees do not believe that the recent rate of expenditure from this funding source is sustainable. We reduced maintenance/repair by \$2,000 and crossed our fingers. All other lines were level funded and/or reduced when possible.

Minor Capital

\$6,076 is for 7 computers which I understand will be bundled with the town's pc purchase under the direction of IT. Also, there is a request for a new copier/scanner/fax machine for public use in the amount of \$8,861.

Major Capital

There is no one item anticipated to be over \$25,000 in the next 4-5 years, with the potential exception of the parking lot which Tom Delaney will assess.

State Aid

The state aid formula requires we expend 16% of the operating budget on books which we anticipate meeting as trust funds may be counted in that formula. But, as you know, GPL did not meet the municipal appropriation requirement (a 2.5 % increase over an average of the last 3 years) in FY '11 and we have applied for and are waiting for word on the waiver to that requirement.

NOTE: Includes all loaned items such as : books on CD, DVDs (movies, training dvds), downloadable audiobooks, online research databases, music CDs, board books, books in MP3 format, LARGE TYPE books, magazines, Value Line & Morning Star, newspapers, language software, downloadable E-reader items, X-box and Wii games, software and standard hardcover books too.*

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
LIBRARY								
1660	Salary	\$ 239,190	\$ 249,780	\$ 259,253	\$ 261,547	\$ 261,547	0.88%	\$ 57.85
1661	Wages	\$ 270,238	\$ 280,314	\$ 283,192	\$ 297,569	\$ 297,569	5.08%	\$ 65.81
1662	Expenses	\$ 198,070	\$ 162,599	\$ 167,457	\$ 181,660	\$ 176,274	5.27%	\$ 38.99
1663	Minor Capital	\$ 12,984	\$ 4,220	\$ -	\$ 14,757	\$ -	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 720,483	\$ 696,913	\$ 709,902	\$ 755,533	\$ 735,390	3.59%	\$ 162.65

**LIBRARY
610**

<u>LINE ITEM</u>	<u>FY 2012 DEPARTMENT</u>				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012</u>		<u>PERCENT CHANGE</u>
	<u>FY 2011 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FINCOM APPROVED</u>	
Advertising	\$ 300.00	\$ -	\$ (300.00)	-100.00%		\$ -		-100.00%	
Books/Materials	\$ 64,654.00	\$ 80,000.00	\$ 15,346.00	23.74%		\$ 74,614.00			
Computer	\$ 3,520.00	\$ 3,520.00	\$ -	0.00%		\$ 3,520.00		0.00%	
Contracted Services	\$ 425.00	\$ 425.00	\$ -	0.00%		\$ 425.00		0.00%	
Dues and Meetings	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%	
Electric	\$ 21,000.00	\$ 21,000.00	\$ -	0.00%		\$ 21,000.00		0.00%	
Furniture and Equipment	\$ 3,500.00	\$ 3,500.00	\$ -	0.00%		\$ 3,500.00		0.00%	
Grounds Maintenance	\$ 1,600.00	\$ 1,500.00	\$ (100.00)	-6.25%		\$ 1,500.00		-6.25%	
Heating	\$ 10,000.00	\$ 10,000.00	\$ -	0.00%		\$ 10,000.00		0.00%	
Insurance	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%	
Maintenance Agreements - Bldg	\$ 6,723.00	\$ 7,084.00	\$ 361.00	5.37%		\$ 7,084.00		5.37%	
Maintenance Agreements - Comp.	\$ 18,415.00	\$ 18,466.00	\$ 51.00	0.28%		\$ 18,466.00		0.28%	
Maintenance and Repairs	\$ 16,100.00	\$ 14,200.00	\$ (1,900.00)	-11.80%		\$ 14,200.00		-11.80%	
Postage and Delivery	\$ 1,000.00	\$ 1,200.00	\$ 200.00	20.00%		\$ 1,200.00		20.00%	
Printing and Copying	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%	
Programs and Lectures	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%	
Staff Development			\$ -						
Supplies	\$ 13,770.00	\$ 14,215.00	\$ 445.00	3.23%		\$ 14,215.00		3.23%	
Trash Removal	\$ 2,100.00	\$ 2,200.00	\$ 100.00	4.76%		\$ 2,200.00		4.76%	
Travel	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%	
Water and Sewer	\$ 1,850.00	\$ 1,850.00	\$ -	0.00%		\$ 1,850.00		0.00%	
Other:	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%	
TOTAL FUNDS REQUESTED	\$ 167,457.00	\$ 181,660.00	\$ 14,203.00	8.48%		\$ 176,274.00	\$ -	5.27%	

Department Library
 Org # 610
 COLA % 0.00%

Note: GPL Changes in red

Last Name	First Name	Bargaining Unit	Position	Pay		Rate	Hours	Extra Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary Fiscal 2012
				Grade	Step					Date	Annual	Wks	To Year End	Date	Annual	
Salary																
Dowson	Debra	THL	Young Adult Lib	7	4		19		\$ 22,164.00							\$ 22,164.00
Dunham	Karen	THL	Director of Child Ser.	8	4		40		\$ 51,779.00							\$ 51,779.00
Olsen	Susanne	THL	Reference Librarian	8	5		40		\$ 53,333.00							\$ 53,333.00
Pike	Jeffrey	THL	Tech Services Lib	8	7		40		\$ 56,581.00					\$ 250.00		\$ 56,831.00
Smith-Shuman	Owen		Director				40		\$ 76,440.00					\$ 1,000.00		\$ 77,440.00
TOTAL SALARIES									\$ 260,297.00					\$ 1,250.00	\$ 261,547.00	

Last Name	First Name	Bargaining Unit	Position	Pay		Rate	Hours	Extra Hours	Annual Salary 1-Jul-10	Step Increase				Other		Projected Salary Fiscal 2012
				Grade	Step					Date	Annual	Wks	To Year End	Date	Annual	
Wages																
			Library Asst. I						\$ 6,887.00							\$ 6,887.00
			Custodian II						\$ 689.64							\$ 689.64
			Reference Librarian						\$ 1,435.00							\$ 1,435.00
			Shelver						\$ 566.00							\$ 566.00
			Library Asst. II						\$ 4,132.00							\$ 4,132.00
Belanger	Erica	THL	Library Asst. II	4	7	\$19.61	23.38		\$ 23,932.75					\$ 292.19		\$ 24,224.94
Bolduc	Karen	THL	Library Asst. II	6	7	\$23.77	37		\$ 45,909.38					\$ 462.50		\$ 46,371.88
Coss	Sharon	THL	Library Asst. II	4	8	\$20.10	37		\$ 38,821.14					\$ 462.50		\$ 39,283.64
Giger	Judy	THL	Library Asst. II	4	5	\$18.48	16.88		\$ 16,283.39							\$ 16,283.39
Johnson	Leroy	THL	Custodian II	4	8	\$20.10	6	0.164	\$ 6,295.32					\$ 125.00		\$ 6,420.32
Ladue	Debra	THL	Custodian II	4	7	\$19.61	25		\$ 25,591.05					\$ 156.25		\$ 25,747.30
Mattison	Hannah	THL	Shelver	1	3	\$9.53	5.5		\$ 2,736.06							\$ 2,736.06
Ouellette	Maureen	THL	Library Asst. II	4	6	\$19.03	18.38		\$ 18,258.07					\$ 114.84		\$ 18,372.91
Perry	Gerry	THL	Library Asst. II	4	4	\$17.94	15.38		\$ 14,402.88							\$ 14,402.88
Riggs	Margaret	THL	Library Asst. II	6	3	\$21.12	25		\$ 27,561.60							\$ 27,561.60
Sanchez	Lauren	THL	Library Asst. II	4	5	\$18.48	37		\$ 35,692.27							\$ 35,692.27
Strickland	Stephanie	THL	Shelver	1	2	\$9.25	8.5		\$ 4,104.23							\$ 4,104.23
Wilson	Ann	THL	Library Asst. II	4	7	\$19.61	22		\$ 22,520.12					\$ 137.50		\$ 22,657.62
TOTAL SALARIES									\$ 295,817.90					\$ 1,750.78	\$ 297,568.68	

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
COMMEMORATIONS & CELEBRATIONS								
1670	Expenses	\$ 467	\$ 442	\$ 500	\$ 500	500	0.00%	\$ 0.11
1671	Fireworks	\$ -	\$ -	\$ -	\$ -	-	0.00%	\$ -
DEPARTMENTAL TOTAL		\$ 467	\$ 442	\$ 500	\$ 500	500	0.00%	\$ 0.11

COMMEMORATIONS AND CELEBRATIONS

692

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance								
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Miscellaneous Fireworks	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Other:								
Other:								
TOTAL FUNDS REQUESTED	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00	\$ -	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
WATER SAFETY								
1680	Wages	\$ -	\$ -	\$ -	\$ -	\$ 2,640	0.00%	\$ 0.58
1681	Expenses and Minor Capital	\$ 1,493	\$ 2,497	\$ 2,610	\$ 3,590	\$ 950	-63.60%	\$ 0.21
DEPARTMENTAL TOTAL		\$ 1,493	\$ 2,497	\$ 2,610	\$ 3,590	\$ 3,590	37.55%	\$ 0.79

**WATER SAFETY
699**

<u>LINE ITEM</u>	<u>FY 2011 APPROPRIATION</u>	<u>FY 2012 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	<u>FY 2012 TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone								
Postage						\$ 250.00		
Office Supplies	\$ 250.00	\$ 250.00		0.00%				-100.00%
Dues & Memberships								
Travel/Conferences								
Equipment Maintenance	\$ 1,750.00	\$ 2,640.00		50.86%	Should be land maintenance as this item includes contractual pay for Park Ranger.			-100.00%
Printing/Printed Forms								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs						\$ 600.00		
Toilet Rental	\$ 510.00	\$ 600.00		17.65%		\$ 100.00		-80.39%
Advertising Programs	\$ 100.00	\$ 100.00	\$ 100.00	0.00%				-100.00%
TOTAL FUNDS REQUESTED	\$ 2,610.00	\$ 3,590.00	\$ 100.00	37.55%		\$ 950.00	\$ -	-63.60%

**Weed Harvester Committee
2012 Budget Line
Item 7161**

The Weed Harvester Committee oversees the operation of aquatic plant removal via mechanical harvesting in Lost Lake, Knopp's Pond and now Baddacook Pond.

Background on weed harvesting

Weed Harvesting can be summarized as the mechanical cutting and removal of aquatic plants. The weed harvester is basically a lawn mower for the lake. Weed harvesting is not intended to eradicate the weeds, but rather used to maintain areas for safety, navigation, recreation and vista.

Plant mass is cut off below the water line (up to a depth of 5 feet) and brought up onto the barge via a series of conveyor belts. The operator continuously conveys the 'load' toward the back of the barge until it reaches capacity. The operator then backs up to a designated offloading point on the shore, a dump truck or the conveyor trailer. Plant mass is then conveyed off the barge and the operator can resume the harvesting operation. The Town of Groton and the Groton Lakes Association have partnered together since the early 1990s to operate a weed harvester in Lost Lake/ Knopps Pond. The GLA owns the machine and the Town provides a small budget to cover maintenance and operation costs each year. The Weed Harvester Committee oversees and supervises all aspects of the harvesting program. Committee members volunteer their time to maintain the machine, often times spending entire Saturdays cleaning, fixing and maintaining the machine.

2011 Updates:

FY2011 allocated	\$7,700
FY2011 actual to date	~\$4,000
FY2011 anticipated	\$7,700

2012 budget includes:

Maintenance costs (replacement parts, fuel, oil, etc)	\$3,000
Operator Expenses (Contractor time)	\$4,770
Total Budget Requested for 2012	\$7,700

Net increase over FY2010

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
WEED MANAGEMENT								
1690	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
1691	Expenses: Weed Harvester	\$ 7,677	\$ 7,705	\$ 7,705	\$ 7,705	\$ 7,705	0.00%	\$ 1.70
1692	Expenses: Great Lakes	\$ 140	\$ 2,073	\$ 2,385	\$ 2,385	\$ 2,385	0.00%	\$ 0.53
DEPARTMENTAL TOTAL		\$ 7,817	\$ 9,778	\$ 10,090	\$ 10,090	\$ 10,090	0.00%	\$ 2.23

MEMORANDUM

To: Mark Haddad

From: Bob Whalen

Date: December 1, 2010

Subject: Groton Golf and Pool Center Budget for the Fiscal Year July 1, 2011– June 30, 2012

At your request I have prepared the accompanying 2012 fiscal year budget for the Groton Golf and Pool Center (GG&PC) commencing July 1, 2011.

I have made a number of assumptions in the development of this budget as follows:

The current club operating model will remain unchanged and is comprised of five business units; golf, pool, camps, snack bar, and the event business. I have presumed the center will continue to do business using the same policies and business practices in effect currently unless we are required by town regulations or directives to do otherwise.

I have assumed the current prices for memberships and summer programs remain unchanged and the volume of each budgeted for 2012 is approximately the same as realized in the same period this year.

I have attached my 2012 budget excel workbook which is comprised of tabs for each business unit and for buildings and grounds expense and general overhead expenses. All are carried to and summarized on the lead tab entitled GG&PC. At your direction I have eliminated from this budget a number of expense items that were included in the budget in prior periods such as payroll taxes and retirement account funding, for example.

I have assumed no change to the existing staff complement of salaried and independent contractor employees (vendors). I have assumed a Sunday through Saturday bi-weekly payroll period with a subsequent Thursday pay date when the payroll expense is recognized.

Attached is a separate payroll worksheet that details the salaries and hourly wages for each department which I've then translated into the required town format presentation of salaries, wages, and expenses. Heretofore, as you know, Leigh Ann, Rod, and Carol were salaried employees of the club who will henceforth be independent contractors or vendors. This payroll schedule ties to the budget lead tab and is the source for the salaries and wages numbers on your master budget schedule. I have not spread these budgeted compensation expenses by calendar month and will do so only after the budget is approved.

I have included in the budget \$21,175 for minor capital expenditures which results in a breakeven budget result for the year. The GG&PC operation is self funded in the 2012 fiscal year with no requirement for town contributions other than any approved capital items which were detailed separately in the capital budget schedule submitted earlier.

At your request I can provide additional detail for these revenue and expense categories and can modify the presentation to meet your needs.

I look forward to reviewing this proposed budget with you and others on December 7th. If you have questions, comments or suggestions in the meantime please let me know.

Thanks.

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
COUNTRY CLUB								
1700	Salaries	\$ -	\$ -	\$ 107,150	\$ 118,520	\$ 118,520	0.00%	\$ 26.21
1701	Wages	\$ -	\$ -	\$ 46,750	\$ 152,355	\$ 152,355	0.00%	\$ 33.70
1702	Expenses	\$ -	\$ -	\$ 162,550	\$ 322,800	\$ 322,800	0.00%	\$ 71.39
1703	Minor Capital	\$ -	\$ -	\$ 20,000	\$ 21,175	\$ 21,175	0.00%	\$ 4.68
DEPARTMENTAL TOTAL		\$ -	\$ -	\$ 336,450	\$ 614,850	\$ 614,850	0.00%	\$ 135.98

COUNTRY CLUB

<u>LINE ITEM</u>	FY 2012				<u>PERCENT CHANGE</u>	<u>REASON FOR CHANGE:</u>	FY 2012		<u>PERCENT CHANGE</u>
	<u>FY 2011 APPROPRIATION</u>	<u>DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>				<u>TOWN MANAGER APPROVED</u>	<u>FY 2012 FINCOM APPROVED</u>	
Telephone	\$ 3,050.00	\$ 4,400.00	\$ 1,350.00		44.26%		\$ 4,400.00		44.26%
Postage	\$ -	\$ 600.00	\$ 600.00		0.00%		\$ 600.00		0.00%
Office Supplies	\$ -	\$ 3,750.00	\$ 3,750.00		0.00%		\$ 3,750.00		0.00%
Dues & Memberships	\$ -	\$ 500.00	\$ 500.00		0.00%		\$ 500.00		0.00%
Travel and Conferences	\$ -	\$ -	\$ -		0.00%		\$ -		0.00%
Equipment Maintenance	\$ -	\$ 12,500.00	\$ 12,500.00		0.00%		\$ 12,500.00		0.00%
Printing	\$ -	\$ 1,500.00	\$ 1,500.00		0.00%		\$ 1,500.00		0.00%
Software/Service Maintenance	\$ -	\$ 500.00	\$ 500.00		0.00%		\$ 500.00		0.00%
Space Rental	\$ -	\$ -	\$ -		0.00%		\$ -		0.00%
Heating Costs	\$ -	\$ -	\$ -		0.00%		\$ 10,600.00		0.00%
Electricity	\$ 15,000.00	\$ 21,500.00	\$ 6,500.00		43.33%		\$ 21,500.00		43.33%
Utility Costs	\$ 16,250.00	\$ 10,600.00	\$ (5,650.00)		-34.77%		\$ -		-100.00%
Other: Legal Advertising	\$ -	\$ 250.00	\$ 250.00		0.00%		\$ 250.00		0.00%
Other:	\$ 114,000.00	\$ 246,400.00	\$ 132,400.00		116.14%		\$ 246,400.00		116.14%
Other: Insurance	\$ 14,250.00	\$ 20,300.00	\$ 6,050.00		42.46%		\$ 20,300.00		42.46%
Other:	\$ -	\$ -	\$ -		0.00%		\$ -		0.00%
TOTAL FUNDS REQUESTED	\$ 162,550.00	\$ 322,800.00	\$ 160,250.00		98.59%		\$ 322,800.00	\$ -	98.59%

Department Country Club
 Org # _____
 COLA % 0.00%

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-09	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2011
Salaries															
Whalen	Robert	By Law	General Manager	16	2			\$ 65,998.00							\$ 65,998.00
Colby	William	By Law	Grounds Supt	10	1			\$ 52,522.00							\$ 52,522.00
TOTAL SALARIES								\$ 118,520.00							\$ 118,520.00
1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-09	Date	Step Increase Annual	Wks	To Year End	Date	Other Annual	Projected Salary Fiscal 2011
Wages															
Conway	John	Temp Emp.	B&G Crew			\$20.60	40	\$ 30,000.00							\$ 30,000.00
Moore	Martin	Temp Emp.	B&G Crew			\$12.36	32	\$ 9,080.00							\$ 9,080.00
Bouchard	Joseph	Temp Emp.	B&G Crew			\$20.60	30	\$ 20,000.00							\$ 20,000.00
Hommel	Jean	THL	Amin. Assistant	2	2	\$11.29	Var	\$ 7,000.00							\$ 7,000.00
Pool Lifeguards		Temp Emp.				\$8-9.50		\$ 36,775.00							\$ 36,775.00
Pro Shop Staff		Temp Emp.				\$8-9.50		\$ 19,500.00							\$ 19,500.00
Snack Bar Staff		Temp Emp.				\$8-9.50		\$ 20,000.00							\$ 20,000.00
Camp Staff		Temp Emp.				\$8-9.50		\$ 10,000.00							\$ 10,000.00
															\$ -
															\$ -
TOTAL SALARIES								\$ 152,355.00							\$ 152,355.00

				2012 Bud
			12/22/10 1:45 PM	
Income				
	Revenues			
	4100 - Membership Revenues, net			
	Full Club Membership			
	4105 - Full Club Family Resident			
	4110 - Full Club Family Non Resident			
	4120 - Full Club Single Non Resident			
	4122 - Discounts/Allowances Full Club			
	Total Full Club Membership			21,000
	Golf Memberships			
	4125 - Family Full Week Resident			
	4130 - Family Full Week Non Resident			
	4135 - Single Full Week Resident			
	4140 - Single Full Week Non Resident			
	4145 - Family Weekdays Resident			
	4150 - Family Weekdays Non Resident			
	4155 - Single Weekdays Resident			
	4160 - Single Weekdays Non Resident			
	4165 - Junior Golf Resident			
	4166 - Junior Golf Non Resident			
	4169 - Discounts/Allowances Golf			
	Total Golf Memberships			65,800
	Golf Academy Revenue			
	4167 - Golf Academy Resident Revenue			
	4168 - Golf Academy Non Res. Revenue			
	Total Golf Academy Revenue			12,250

				2012 Bud
			Swim Memberships	
			4170 - Family Resident Swim	
			4175 - Family Non Resident Swim	
			4180 - Single Resident Swim	
			4187 - Discounts/Allowances Swim	
			Total Swim Memberships	52,500
			Nanny/Babysitter	
			4190 - Nanny/Babysitter Resident	
			4195 - Nanny/Babysitter Non Resident	
			4197 - Discounts/Allowances Nanny	
			Total Nanny/Babysitter	675
			Total 4100 - Membership Revenues	152,225
			4200 - Golf Operations Revenues	
			4210 - Greens Fees	125,000
			4230 - Driving Range Fees	3,500
			4240 - MGA Handicap Revenues	
			4241 - MGA Handicap Fees Resident	4,150
			Total 4240 - MGA Handicap Revenues	4,150
			4250 - Golf Cart Revenues	
			4251 - Motorized Golf Cart Revenues	42,250
			4252 - Pull Cart Revenues	750
			Total 4250 - Golf Cart Revenues	43,000
			4260 - Golf Lesson Fees	
			Total 4200 - Golf Operations Revenues	175,650

				2012 Bud	
			4300 · Pro Shop Revenues		
			4315 · Pro Shop Goods Sold		
			4317 · Hard Goods Sold		
			4319 · Soft Goods Sold		
			Total 4315 · Pro Shop Goods Sold	6,000	
			4335 · Golf Club Rentals		
			4336 · Club Repair		
			4339 · Miscellaneous Sales		
			Total 4300 · Pro Shop Revenues	6,000	
			4400 · Indoor Golf Revenues		
			4499 · Misc. Revenue Indoor Golf		
			4425 · Administrative Charge Ind Golf		
			4410 · Rent Income Indoor Golf	9,000	
			4415 · Due From Pro		
			4417 · Inventory Transfer to Golf Pro		
			4420 · Indoor Sales		
			Total 4400 · Indoor Golf Revenues	9,000	
			4500 · Mulligan's Snack Bar Revenues		
			4505 · Lease Income Mulligan's		
			4508 · Due from Lessee		
			4515 · Food & Beverage Sales		
			4516 · Soda & Water Sales	6,500	
			4517 · Beer and Wine Sales	20,000	
			4518 · Chips/Candy/Snack Sales	1,250	
			Ice Cream Sales	2,250	
			4519 · Grill Food Sales	16,000	

				2012 Bud
			4520 · Liquor Sales	3,500
			Total 4515 · Food & Beverage Sales	49,500
			4521 · Sale of Inventory	
			4525 · CC Tips Paid	
			4526 · Register Payouts Supplies	
			4531 · Camp Lunch Sales	2,500
			4535 · League Food & Beverage Sales	2,500
			4536 · League Beverage Sales	
			4599 · Misc. Mulligans Revenue	
			Total 4500 · Mulligan's Snack Bar Revenues	54,500
			4600 · Pool Program Revenues	
			4610 · Guest Fees	27,500
			4630 · Swim Lesson Fees	
			4631 · Aquatics Director Fees	
			4632 · Private Swim Lesson Fees	5,750
			4633 · Group Swim Lesson Fees	30,000
			4634 · Swim Team Fees	
			4635 · Member Swim Team Fees	8,200
			4636 · Non Member Swim Team Fees	18,000
			4634 · Swim Team Fees - Other	800
			Total 4634 · Swim Team Fees	27,000
			Swim Team Fundraiser, net	1,500
			4637 · Masters Swim Fees	1,000
			4638 · Swim Clinic Fees	1,000
			Total 4630 · Swim Lesson Fees	66,250
			4645 · Swim Parties	2,500

			2012 Bud
Total 4600 - Pool Program Revenues			96,250
4700 - Summer Camps Revenues			
4730 - Summer Camp Fees			42,500
4731 - Discounts Summer Camp			
Total 4700 - Summer Camps Revenues			42,500
4800 - Function Hall Revenues			
4805 - Function Hall Lease Revenue			
Room Rental Fees			20,275
Cleaning Fees			
Ceremony Setup Fees			2,000
Caterer Kitchen Fees			2,200
Beverage Sales			
4816 - Soda Sales Function Hall			
4817 - Beer & Wine Sales Function Hall			42,250
4818 - Food Sales Function Hall			
4819 - Gratuity Income			
4826 - Register Pay Outs - Supplies			
4830 - Function Hall Rental Income			
4832 - Dance Class Fees			7,000
4838 - Other Function Hall Rental Fees			5,000
Total 4830 - Function Hall Rental Income			12,000
4899 - Misc. Function Hall Revenue - Fundraiser, net			
Total 4800 - Function Hall Revenues			78,725
Total Revenues			614,850
Total Income			614,850

					2012 Bud	
					614,850	
Expense						
	Expenses					
	5200 - Golf Operations Expenses					
		5205 - Golf Payroll Salaries			20,800	
		5207 - Golf Payroll Hourly			19,500	
		5209 - Golf Payroll Tax Expenses				
		5220 - Golf Cart Expenses				
			5221 - Gasoline for Golf Carts		3,500	
			5222 - Repairs & Maint. Golf Carts		2,000	
			5220 - Golf Cart Expenses - Other			
		Total 5220 - Golf Cart Expenses			5,500	
		5240 - Golf Academy Expenses				
			5241 - Golf Academy Paid to Pro		2,450	
			5242 - Golf Academy Equip. & Supplies		850	
		Total 5240 - Golf Academy Expenses			3,300	
		5250 - MGA Handicap Expenses				
			5251 - GHIN Payment Discount		675	
			5250 - MGA Handicap Expenses - Other		2,100	
		Total 5250 - MGA Handicap Expenses			2,775	
		5260 - Golf Lesson Expenses				
			5265 - Lessons - Due to Pro			
		Total 5260 - Golf Lesson Expenses				
		5267 - Golf Academy Payroll Hourly				

					2012 Bud
				5268 · Golf Academy PRI Tax Expense	
				5285 · Dues & Subscriptions	500
				5299 · Miscellaneous Expense	
				5300 · Pro Shop Expenses	
				5315 · Cost of Pro Shop Goods Sold	
				5317 · Hard Goods Sold	
				5319 · Soft Goods Sold	
				5315 · Cost of Pro Shop Goods Sold - Other	
				Total 5315 · Cost of Pro Shop Goods Sold	3,000
				5330 · Golf Club Sales Expense	
				5332 · Due to Pro	
				Total 5330 · Golf Club Sales Expense	
				5335 · Golf Club Rental Expense	
				5337 · Amounts Due to Pro	
				Total 5335 · Golf Club Rental Expense	
				5338 · Golf Club Repair Due to Pro	
				5339 · Miscellaneous Sales Expense	
				5340 · Utility Expense Pro Shop	
				5341 · Electricity Expense Pro Shop	750
				Total 5340 · Utility Expense Pro Shop	750
				5350 · Equipment & Supplies Pro Shop	700
				5399 · Miscellaneous Pro Shop Expense	
				5300 · Pro Shop Expenses - Other	
				Total 5300 · Pro Shop Expenses	4,450
				5400 · Indoor Golf Expense	

				2012 Bud
			5420 - Simulator Amounts Due to Pro	
			Salary	900
			Electricity	2,000
			Oil	2,600
			Propane	500
			Cable Connection	440
			Total 5400 - Indoor Golf Expense	6,440
			Total 5200 - Golf Operations Expenses	63,265
			5500 - Mulligan's Snack Bar Expenses	
			5505 - Mulligan's Payroll Salary	
			5507 - Mulligan's Payroll - Hourly	20,000
			5509 - Mulligan's Payroll Tax Expenses	
			5515 - Cost of Goods Sold Mulligan's	
			5516 - Cost of Soda Sold	3,400
			5517 - Cost of Beer/Liquor Sold	5,700
			Cost of Ice Cream Sold	1,150
			5518 - Cost of Chips/Candy/Snacks	625
			5519 - Cost of Grill Food	7,200
			Cost of camp lunches	2,500
			Cost of paper goods/bar supplies	2,000
			Total 5515 - Cost of Goods Sold Mulligan's	22,575
			5530 - Supplies Mulligan's	750
			5540 - Utilities Mulligan's Snack Bar	
			5541 - Electricity Mulligan's	4,750
			5542 - Oil Heat Mulligan's	2,000
			5543 - Propane - Mulligan's	1,750
			5549 - Cable Connection Mulligan's	825

				2012 Bud
			Total 5540 - Utilities Mulligan's Snack Bar	9,325
			5572 - Mulligans Cleaning	250
			5575 - Food Service Licenses	150
			5599 - Misc. Mulligan's Expense	100
			Smallware purchases	250
			Equipment purchases and repairs	600
			Consultant fees	
			Total 5500 - Mulligan's Snack Bar Expenses	54,000
			5600 - Pool Expenses	
			5605 - Pool Payroll Expense Salaries	12,600
			5607 - Pool Payroll Expenses Hourly	33,900
			5609 - Pool Payroll Tax Expense	
			5630 - Swim Lesson Expenses	2,875
			5631 - Amounts Due to Aquatics Dir.	
			5632 - Due to Pool Staff - Prvt Lesson	
			5634 - Swim Team Expenses	750
			5640 - Utility Expenses Pool	
			5643 - Propane - Pool	6,000
			Total 5640 - Utility Expenses Pool	6,000
			5645 - Swim Party Expense	750
			5650 - Equipment & Supplies - Pool	850
			5660 - Water - Pool	2,000
			5665 - Chemicals - Pool	3,500
			5670 - Repairs & Maintenance - Pool	2,500
			5699 - Miscellaneous Expense for Pool	100
			Total 5600 - Pool Expenses	65,825

				2012 Bud
			5700 · Summer Camps Expense	
			5705 · Camp Payroll Salaries	5,000
			5707 · Camp Payroll Hourly	10,000
			5709 · Camp Payroll Tax Expense	
			5733 · Camp Lunch Expense	2,225
			5750 · Camp Equipment & Supplies	1,000
			5799 · Misc. Camp Expense	
			Total 5700 · Summer Camps Expense	18,225
			5800 · Reception Hall Expenses	
			5805 · Reception Hall Payroll Salary	24,570
			5807 · Reception Hall Payroll Hourly	
			Commissions	6,130
			5809 · Reception Hall Payroll Tax Exp.	
			Bartender Exp	2,050
			Event Setup Exp	1,500
			Entertainment Expense	3,000
			5815 · Reception Hall COGS	
			5816 · Cost of Soda Sold	
			5817 · Cost of Beer/Wine Sold	
			5818 · Cost of Food Sold	
			Total 5815 · Reception Hall COGS	10,500
			5840 · Utility Expenses Function Hall	
			5841 · Electricity Exp Function Hall	12,000
			Oil Exp	6,000
			5843 · Propane Exp Reception Hall	600
			Total 5840 · Utility Expenses Function Hall	18,600

				2012 Bud
			Advertising & Promotion	1,500
			5850 · Equipt/Supplies Reception Hall	500
			5852 · Equipment Rental Reception Hall	2,400
			5870 · Repairs & Maint. Reception Hall	1,250
			Reception Hall Refurbishment	3,000
			5874 · Cleaning Service & Supplies	2,180
			5875 · Licenses/Permits Reception Hall	600
			5899 · Misc. Reception Hall Expense	500
			Total 5800 · Reception Hall Expenses	78,280
			6000 · Buildings & Grounds Expenses	
			6005 · B&G Payroll Salaries	52,520
			6007 · B&G Payroll Hourly	59,080
			6009 · B&G Payroll Tax Expense	
			6020 · Golf Course Maintenance	
			6022 · Seed for Golf Course	1,000
			6024 · Chemicals for Golf Course	8,000
			6026 · Sand & Gravel for Golf Course	1,750
			6028 · Fuel for Golf Course	500
			6030 · Supplies for Golf Course	750
			6032 · Irrigation Repairs & Upgrades	1,500
			6040 Mower Lease	
			6050 · Equipment Repairs Golf Course	12,500
			6055 · Tools & Small Equipmt Expense	250
			6057 · Repairs & Maintenance Other	850
			6059 · Golf Course Improvements	3,200
			Total 6020 · Golf Course Maintenance	30,300
			6060 · Buildings Maintenance	

				2012 Bud
			6062 · Building Maintenance Supplies	2,000
			6066 · Building Maintenance Cleaning	
			6067 · Rubbish Removal	2,200
			6068 · Landscaping Maintenance	750
			6070 · Repairs & Maintenance	
			6071 Pro Shop Repairs & Maint	200
			6072 · Mulligan's Repairs & Maint.	750
			6073 · Reception Hall Repair/Maint.	2,000
			6075 · Maint. Shop Repairs/Maint.	250
			6079 · Other Repair & Maintenance	500
			Total 6070 · Repairs & Maintenance	3,700
			6060 · Buildings Maintenance - Other	
			Total 6060 · Buildings Maintenance	8,650
			6099 · Misc. Buildings & Grounds Exp.	
			Total 6000 · Buildings & Grounds Expenses	150,550
			7000 · General Overhead Expenses	
			7001 · Administrative Expenses	
			7005 · Admin Staff Payroll Salaries	66,000
			7007 · Admin Staff Payroll Hourly	7,000
			7009 · Admin Staff Payroll Tax Expense	-
			Total 7001 · Administrative Expenses	73,000
			7013 · Agency Assessments	
			7014 · DUA Reimbursable (20070	
			7015 · Middlesex Retirement Assessment	-
			Total 7013 · Agency Assessments	-

				2012 Bud
			7020 · Marketing	
			7022 · Marketing Club	15,000
			7023 · Marketing Pool	
			7025 · Marketing Camp	
			Total 7020 · Marketing	15,000
			7030 · Office Expenses	
			7032 · Office Supplies Expense	3,750
			7033 Printing & Copy Expense	1,500
			7034 · Technology Services	500
			7036 · Postage & Delivery Expense	600
			7038 · Office Equipment Expense	1,000
			7039 · Miscellaneous Office Expense	250
			Total 7030 · Office Expenses	7,600
			7040 · General Overhead Utilities	
			7041 · Electricity Exp Gen'l Overhead	2,000
			7042 · Oil Exp General Overhead	
			7044 · Telephone Gen'l Overhead	4,400
			7046 · Water Gen'l Overhead	6,000
			7048 · Internet Connection	780
			7049 · Cable Connection	
			Total 7040 · General Overhead Utilities	13,180
			7050 · Insurance Expenses	
			7051 · D & O Ins.	1,675
			7052 · Bldgs & Grnds Insurance	
			7053 · Workers Compensation Ins.	3,500
			7054 · Health Insurance	

					2012 Bud
				7055 - General Liability Insurance	
				7056 - Pool General Liability Ins.	
				7057 - Camp General Liability Ins.	2,325
				7058 - Other General Liability Ins.	
				7055 - General Liability Insurance - Other	12,450
				Total 7055 - General Liability Insurance	14,775
				7059 - Other Insurance	350
				Total 7050 - Insurance Expenses	20,300
				7060 - Professional Services Expense	
				7061 - Audit Expense	
				7062 - Bookkeeping Expenses	
				7063 - Bookkeeping Payroll Hourly	
				7065 - Payroll Tax Expense Bookkeeping	
				7066 - Bookkeeping Consultant Fees	500
				7068 - Payroll Services	1,200
				7062 - Bookkeeping Expenses - Other	
				Total 7062 - Bookkeeping Expenses	1,700
				7069 - Legal Services	250
				7060 - Professional Services Expense - Other	
				Total 7060 - Professional Services Expense	1,950
				7070 - Fees/Penalty/Late Charges/Taxes	
				7072 - Bank Service Charges	
				7074 - Merchant Bank Svc Chgs	9,000
				7076 - Penalties/Late Fees	500
				7080 - Taxes	
				7082 - Sales Tax	

					2012 Bud
				7084 · Meals Tax	2,400
				Total 7080 · Taxes	2,400
				7087 · Licensing Fees	500
				7090 · Bad Debts	
				7070 · Fees/Penalty/Late Charges/Taxes - Other	
				Total 7070 · Fees/Penalty/Late Charges/Taxes	12,400
				7099 · Misc. General Overhead Expense	
				Total 7000 · General Overhead Expenses	143,430
				Total Expenses	573,575
				Total Expense	573,575
					41,275
				8000 · Other Income	
				8010 · Interest Income	-
				8020 · Returned Check Fee	
				8000 · Other Income - Other	-
				Total 8000 · Other Income	-
					-
				9000 · Other Expense	
				9010 · Lease Payment to Town	-

					2012 Bud	
					20,100	
					-	
					20,100	
					20,100	
					(20,100)	
					21,175	
				12/22/10 1:45 PM		

Groton Golf & Pool Center 2012 Payroll Budget

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	2	2	3	2	2	2	2	2	3	2	2	2	26			<u>Town Classification</u>		
	July	August	September	October	November	December	Jan	Feb	Mar	April	May	June	Total	%	Salary	Wages	Expenses	Total
<u>Golf</u>																		
Salary													20,800	%				20,800
Hourly													19,500			19,500		
Total													40,300					
<u>Pool</u>																		
Salary													12,600	%				12,600
Hourly													36,775			36,775		
Total													49,375					
<u>Camp</u>																		
Salary													5,000	%				5,000
Hourly													10,000			10,000		
Total													15,000					
<u>Events</u>																		
Salary													24,570	%				24,570
Hourly																		
Total													24,570					
<u>Snack Bar</u>																		
Salary														%				
Hourly													20,000			20,000		
Total													20,000					
<u>B&G</u>																		
Salary													52,520	%	52,520			
Hourly													59,080			59,080		
Total													111,600					
<u>Mktg</u>																		
Salary														%				
Hourly													5,000					5,000
Total													5,000					
<u>Admin</u>																		
Salary													66,000	%	66,000			
Hourly													7,000			7,000		
Total													73,000					
Total GG & PC															118,520	152,355	67,970	338,845

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
DEBT SERVICE								
2000	Long Term Debt - Principal - Town	\$ 1,140,918	\$ 943,346	\$ 729,895	-	\$ 626,646	-14.15%	\$ 138.60
	Principal Excluded Debt				\$ 553,609			
	Principal Non-Excluded Debt				\$ 73,037			
2003	Long Term Debt - Interest - Town	\$ 382,473	\$ 344,422	\$ 310,275	-	\$ 229,156	-26.14%	\$ 50.68
	Interest Excluded Debt				\$ 208,501			
	Interest Non-Excluded Debt				\$ 20,655			
2006	Short Term Debt - Principal - Town			\$ 100,000	\$ 100,000	\$ 100,000	0.00%	\$ 22.12
2007	Short Term Debt - Interest - Town	\$ 1,265	\$ 1,212	\$ 6,600	\$ 3,600	\$ 3,600	-45.45%	\$ 0.80
DEPARTMENTAL TOTAL		\$ 1,524,657	\$ 1,288,980	\$ 1,146,770	\$ 959,402	\$ 959,402	-16.34%	\$ 212.20

2000 Principal Excluded Debt- the figure shown has been reduced by Sewer Department contributions of \$115,891
2006 Short Term Debt Principal provides \$100,000 pay down on CWMP BAN, leaving a 100K balance for FY13
2007 Provides \$2,100 for interest on 1 Year CWMP BAN, plus \$1,500 for misc short term borrowing.

	<i>Issued</i>	<i>Matures</i>	<i>Orig Amt</i>	<i>Fiscal Yr</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>	
2012								
<i>GnFund</i>					\$742,536.77	\$229,155.76	\$971,692.53	
2988	Bernier Bissell Property	7/15/2001	7/15/2019	\$850,000	exempt	\$47,500.00	\$14,153.40	\$61,653.40
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000	exempt	\$60,250.00	\$17,826.80	\$78,076.80
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000	not exempt	\$35,000.00	\$7,673.75	\$42,673.75
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000	exempt	\$160,000.00	\$73,370.00	\$233,370.00
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464	exempt	\$107,720.00	\$21,009.90	\$128,729.90
2973	Library #2	7/15/1999	7/15/2017	\$364,000	exempt	\$20,870.00	\$4,208.50	\$25,078.50
2991	Lost Lake Fire Station	11/15/2003	11/15/2022	\$1,450,000	exempt	\$75,000.00	\$35,193.75	\$110,193.75
2987	Norris Property	7/15/2001	7/15/2019	\$750,000	exempt	\$41,750.00	\$12,556.90	\$54,306.90
2994	Project Eval Report	11/1/2003	2/1/2024	\$330,000	not exempt	\$10,036.77	\$4,675.06	\$14,711.83
2981	Senior Center	7/15/1999	7/15/2016	\$151,110	exempt	\$9,260.00	\$1,554.60	\$10,814.60
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000	not exempt	\$28,000.00	\$8,306.10	\$36,306.10
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000	exempt	\$147,150.00	\$28,627.00	\$175,777.00
2974	Town Hall ADA	7/15/1999	7/15/2016	\$66,110	not exempt	\$0.00	\$0.00	\$0.00
Summary for GnFund					Total	\$742,536.77	\$229,155.76	\$971,692.53
					Exempt Total	\$669,500.00	\$208,500.85	\$878,000.85
<i>GELD</i>						\$42,500.00	\$12,256.80	\$54,756.80
2995	GELD Transformer	7/15/2001	7/15/2019	\$750,000	not exempt	\$42,500.00	\$12,256.80	\$54,756.80
Summary for GELD					Total	\$42,500.00	\$12,256.80	\$54,756.80
					Exempt Total	\$0.00	\$0.00	\$0.00
<i>CPC</i>						\$310,000.00	\$178,762.50	\$488,762.50
012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000	not exempt	\$310,000.00	\$178,762.50	\$488,762.50
Summary for CPC					Total	\$310,000.00	\$178,762.50	\$488,762.50
					Exempt Total	\$0.00	\$0.00	\$0.00

	<i>Issued</i>	<i>Matures</i>	<i>Orig Amt</i>	<i>Fiscal Yr</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>	
2012								
<i>Sewer</i>								
					\$28,712.23	\$18,166.63	\$46,878.86	
2910	Boston Road Sewer Ext.	10/26/2007	10/1/2025	\$310,940	not exempt	\$16,647.50	\$10,945.73	\$27,593.23
2900	Hollis Street Betterment	7/15/1999	7/15/2017	\$137,316	not exempt	\$0.00	\$0.00	\$0.00
2911	Old Ayer Rd Sewer Exte	10/26/2007	10/1/2025	\$155,960	not exempt	\$8,352.50	\$5,491.77	\$13,844.27
9994	Project Eval Sewer Share	11/1/2003	2/1/2024	\$330,000	not exempt	\$3,712.23	\$1,729.13	\$5,441.36
Summary for Sewer					Total	\$28,712.23	\$18,166.63	\$46,878.86
					Exempt Total	\$0.00	\$0.00	\$0.00
<i>TitleV</i>								
2993	Title Five	8/1/2002	8/1/2023	\$197,403	not exempt	\$10,400.00	\$0.00	\$10,400.00
Summary for TitleV					Total	\$10,400.00	\$0.00	\$10,400.00
					Exempt Total	\$0.00	\$0.00	\$0.00
<i>Water</i>								
2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434	not exempt	\$55,020.00	\$21,492.07	\$76,512.07
2909	Water System Upgrade	11/23/2004	8/1/2024	\$4,417,366	not exempt	\$191,347.00	\$94,489.29	\$285,836.29
Summary for Water					Total	\$246,367.00	\$115,981.36	\$362,348.36
					Exempt Total	\$0.00	\$0.00	\$0.00
Summary for 2012					Total	\$1,380,516.00	\$554,323.05	\$1,934,839.05
					Exempt Total	\$669,500.00	\$208,500.85	\$878,000.85

		<i>Issued</i>	<i>Matures</i>	<i>Orig Amt</i>	<i>Fiscal Yr</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>	
2013									
<i>GnFund</i>						\$737,963.82	\$206,432.21	\$944,396.03	
2988	Bernier Bissell Property	7/15/2001	7/15/2019	\$850,000	exempt	\$47,500.00	\$12,965.90	\$60,465.90	
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000	exempt	\$60,250.00	\$16,320.55	\$76,570.55	
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000	not exempt	\$35,000.00	\$6,273.75	\$41,273.75	
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000	exempt	\$160,000.00	\$66,970.00	\$226,970.00	
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464	exempt	\$105,850.00	\$18,344.95	\$124,194.95	
2973	Library #2	7/15/1999	7/15/2017	\$364,000	exempt	\$20,480.00	\$3,692.60	\$24,172.60	
2991	Lost Lake Fire Station	11/15/2003	11/15/2022	\$1,450,000	exempt	\$75,000.00	\$32,193.75	\$107,193.75	
2987	Norris Property	7/15/2001	7/15/2019	\$750,000	exempt	\$41,750.00	\$11,513.15	\$53,263.15	
2994	Project Eval Report	11/1/2003	2/1/2024	\$330,000	not exempt	\$10,463.82	\$4,239.01	\$14,702.83	
2981	Senior Center	7/15/1999	7/15/2016	\$151,110	exempt	\$9,100.00	\$1,325.50	\$10,425.50	
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000	not exempt	\$28,000.00	\$7,606.10	\$35,606.10	
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000	exempt	\$144,570.00	\$24,986.95	\$169,556.95	
2974	Town Hall ADA	7/15/1999	7/15/2016	\$66,110	not exempt	\$0.00	\$0.00	\$0.00	
Summary for GnFund						Total	\$737,963.82	\$206,432.21	\$944,396.03
						Exempt Total	\$664,500.00	\$188,313.35	\$852,813.35
<i>GELD</i>						\$42,500.00	\$11,194.30	\$53,694.30	
2995	GELD Transformer	7/15/2001	7/15/2019	\$750,000	not exempt	\$42,500.00	\$11,194.30	\$53,694.30	
Summary for GELD						Total	\$42,500.00	\$11,194.30	\$53,694.30
						Exempt Total	\$0.00	\$0.00	\$0.00
<i>CPC</i>						\$325,000.00	\$162,887.50	\$487,887.50	
012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000	not exempt	\$325,000.00	\$162,887.50	\$487,887.50	
Summary for CPC						Total	\$325,000.00	\$162,887.50	\$487,887.50
						Exempt Total	\$0.00	\$0.00	\$0.00

	<i>Issued</i>	<i>Matures</i>	<i>Orig Amt</i>	<i>Fiscal Yr</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>	
2013								
<i>Sewer</i>								
					\$28,870.18	\$16,630.36	\$45,500.54	
2910	Boston Road Sewer Ext.	10/26/2007	10/1/2025	\$310,940	not exempt	\$16,647.50	\$10,030.12	\$26,677.62
2900	Hollis Street Betterment	7/15/1999	7/15/2017	\$137,316	not exempt	\$0.00	\$0.00	\$0.00
2911	Old Ayer Rd Sewer Exte	10/26/2007	10/1/2025	\$155,960	not exempt	\$8,352.50	\$5,032.38	\$13,384.88
9994	Project Eval Sewer Share	11/1/2003	2/1/2024	\$330,000	not exempt	\$3,870.18	\$1,567.86	\$5,438.04
Summary for Sewer					Total	\$28,870.18	\$16,630.36	\$45,500.54
					Exempt Total	\$0.00	\$0.00	\$0.00
<i>TitleV</i>								
2993	Title Five	8/1/2002	8/1/2023	\$197,403	not exempt	\$10,400.00	\$0.00	\$10,400.00
Summary for TitleV					Total	\$10,400.00	\$0.00	\$10,400.00
					Exempt Total	\$0.00	\$0.00	\$0.00
<i>Water</i>								
2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434	not exempt	\$56,131.00	\$20,297.19	\$76,428.19
2909	Water System Upgrade	11/23/2004	8/1/2024	\$4,417,366	not exempt	\$196,605.00	\$88,946.97	\$285,551.97
Summary for Water					Total	\$252,736.00	\$109,244.16	\$361,980.16
					Exempt Total	\$0.00	\$0.00	\$0.00
Summary for 2013					Total	\$1,397,470.00	\$506,388.53	\$1,903,858.53
					Exempt Total	\$664,500.00	\$188,313.35	\$852,813.35

	<i>Issued</i>	<i>Matures</i>	<i>Orig Amt</i>	<i>Fiscal Yr</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>	
2014								
<i>GnFund</i>					\$724,368.39	\$180,650.72	\$905,019.11	
2988	Bernier Bissell Property	7/15/2001	7/15/2019	\$850,000	exempt	\$46,420.00	\$11,557.10	\$57,977.10
2989	Bissell Property	7/15/2001	7/15/2019	\$1,075,000	exempt	\$58,880.00	\$14,533.60	\$73,413.60
2990	Fire Truck	11/15/2003	11/15/2016	\$485,000	not exempt	\$35,000.00	\$4,742.50	\$39,742.50
2992	Gibbet Hill	11/15/2003	11/15/2022	\$3,000,000	exempt	\$160,000.00	\$59,970.00	\$219,970.00
2972	Library #1	7/15/1999	7/15/2017	\$1,831,464	exempt	\$102,080.00	\$15,226.00	\$117,306.00
2973	Library #2	7/15/1999	7/15/2017	\$364,000	exempt	\$19,740.00	\$3,089.30	\$22,829.30
2991	Lost Lake Fire Station	11/15/2003	11/15/2022	\$1,450,000	exempt	\$75,000.00	\$28,912.50	\$103,912.50
2987	Norris Property	7/15/2001	7/15/2019	\$750,000	exempt	\$40,800.00	\$10,274.90	\$51,074.90
2994	Project Eval Report	11/1/2003	2/1/2024	\$330,000	not exempt	\$10,908.39	\$3,784.42	\$14,692.81
2981	Senior Center	7/15/1999	7/15/2016	\$151,110	exempt	\$8,780.00	\$1,057.30	\$9,837.30
2986	Shattuck Property	7/15/2001	7/15/2019	\$500,000	not exempt	\$27,360.00	\$6,775.70	\$34,135.70
2983	Town Hall	7/15/1999	7/15/2017	\$2,500,000	exempt	\$139,400.00	\$20,727.40	\$160,127.40
2974	Town Hall ADA	7/15/1999	7/15/2016	\$66,110	not exempt	\$0.00	\$0.00	\$0.00
Summary for GnFund					Total	\$724,368.39	\$180,650.72	\$905,019.11
					Exempt Total	\$651,100.00	\$165,348.10	\$816,448.10
<i>GELD</i>					\$41,540.00	\$9,933.70	\$51,473.70	
2995	GELD Transformer	7/15/2001	7/15/2019	\$750,000	not exempt	\$41,540.00	\$9,933.70	\$51,473.70
Summary for GELD					Total	\$41,540.00	\$9,933.70	\$51,473.70
					Exempt Total	\$0.00	\$0.00	\$0.00
<i>CPC</i>					\$340,000.00	\$147,112.50	\$487,112.50	
012	Surrenden Farm	7/6/2007	12/15/2021	\$5,015,000	not exempt	\$340,000.00	\$147,112.50	\$487,112.50
Summary for CPC					Total	\$340,000.00	\$147,112.50	\$487,112.50
					Exempt Total	\$0.00	\$0.00	\$0.00

		<i>Issued</i>	<i>Matures</i>	<i>Orig Amt</i>	<i>Fiscal Yr</i>	<i>Principal</i>	<i>Interest</i>	<i>Total</i>	
2014									
<i>Sewer</i>						\$29,034.61	\$15,212.21	\$44,246.82	
2910	Boston Road Sewer Ext.	10/26/2007	10/1/2025	\$310,940	not exempt	\$16,647.50	\$9,197.75	\$25,845.25	
2900	Hollis Street Betterment	7/15/1999	7/15/2017	\$137,316	not exempt	\$0.00	\$0.00	\$0.00	
2911	Old Ayer Rd Sewer Exte	10/26/2007	10/1/2025	\$155,960	not exempt	\$8,352.50	\$4,614.75	\$12,967.25	
9994	Project Eval Sewer Share	11/1/2003	2/1/2024	\$330,000	not exempt	\$4,034.61	\$1,399.71	\$5,434.32	
Summary for Sewer						Total	\$29,034.61	\$15,212.21	\$44,246.82
						Exempt Total	\$0.00	\$0.00	\$0.00
<i>TitleV</i>						\$10,400.00	\$0.00	\$10,400.00	
2993	Title Five	8/1/2002	8/1/2023	\$197,403	not exempt	\$10,400.00	\$0.00	\$10,400.00	
Summary for TitleV						Total	\$10,400.00	\$0.00	\$10,400.00
						Exempt Total	\$0.00	\$0.00	\$0.00
<i>Water</i>						\$261,540.00	\$100,065.57	\$361,605.57	
2997	Water SRF Loan 2	12/14/2006	7/15/2026	\$1,234,434	not exempt	\$57,265.00	\$19,078.18	\$76,343.18	
2909	Water System Upgrade	11/23/2004	8/1/2024	\$4,417,366	not exempt	\$204,275.00	\$80,987.39	\$285,262.39	
Summary for Water						Total	\$261,540.00	\$100,065.57	\$361,605.57
						Exempt Total	\$0.00	\$0.00	\$0.00
Summary for 2014						Total	\$1,406,883.00	\$452,974.70	\$1,859,857.70
						Exempt Total	\$651,100.00	\$165,348.10	\$816,448.10

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	PERCENT CHANGE	FY 2012 IMPACT ON AVERAGE TAX BILL
EMPLOYEE BENEFITS								
GENERAL BENEFITS								
3000	County Retirement	\$ 1,136,369	\$ 1,179,553	\$ 1,247,772	\$ 1,384,788	\$ 1,384,788	10.98%	\$ 306.28
3001	State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -
3002	Unemployment Compensation	\$ 14,645	\$ 16,544	\$ 40,000	\$ 40,000	\$ 40,000	0.00%	\$ 8.85
INSURANCE								
3010	Health Insurance	\$ 1,124,172	\$ 1,147,024	\$ 1,331,529	\$ 1,485,634	\$ 1,485,634	11.57%	\$ 328.58
3011	Life Insurance	\$ 2,434	\$ 2,358	\$ 2,500	\$ 2,500	\$ 2,500	0.00%	\$ 0.55
3012	Medicare/Social Security	\$ 79,954	\$ 78,553	\$ 84,000	\$ 84,000	\$ 84,000	0.00%	\$ 18.58
<hr/>								
DEPARTMENTAL TOTAL		\$ 2,357,574	\$ 2,424,032	\$ 2,705,801	\$ 2,996,922	\$ 2,996,922	10.76%	\$ 662.84

NOTES:

Unemployment compensation: Has been projected at level to the original FY 2011 budget of \$40,000. Federally mandated extensions to the maximum allowable weeks in July of 2010 required adding \$15,000 to the original FY 2011 budget, but this is not anticipated to occur again.

Health Insurance: Shows a 13.5% aggregate increase over last year. Rates are projected to increase 15% for 82 current employees and 5% for 55 retirees. The total provides for two "vacancies" to allow for additional enrollees. As noted in the past, the Town is vulnerable to additional enrollees due to the State's requirement to insure employees working 20 hours or more per week; as spouses lose employment "in the outside world", the municipal employee may take advantage of town insurance. There are currently 8 employees who are eligible but not insured.

Life Insurance Has been projected at FY 2011 rates and enrollees.

Medicare/Social Security Has been projected at level to the FY 2011 budget.

FY 2012 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2009 ACTUAL	FY 2010 ACTUAL	FY 2011 APPROPRIATED	FY 2012 DEPARTMENT REQUEST	FY 2012 TOWN MANAGER BUDGET	FY 2010 FINCOM BUDGET	PERCENT CHANGE
WATER DEPARTMENT								
	WD Salaries	\$ 162,847	\$ 170,454	\$ 174,020	\$ 122,729	\$ 122,729		-29.47%
	WD Wages	\$ 137,211	\$ 134,973	\$ 129,435	\$ 133,953	\$ 133,953		3.49%
	WD Expenses	\$ 330,954	\$ 295,750	\$ 323,973	\$ 323,661	\$ 323,661	\$ -	-0.10%
	WD Debt Service	\$ 479,861	\$ 397,749	\$ 399,342	\$ 362,349	\$ 362,349		-9.26%
<hr/>								
100	DEPARTMENTAL TOTAL	\$ 1,110,873	\$ 998,926	\$ 1,026,770	\$ 942,692	\$ 942,692	\$ -	-8.19%
SEWER DEPARTMENT								
	Sewer Wages	\$ 19,869	\$ 20,762	\$ 21,500	\$ 19,543	\$ 19,543		-9.10%
	Sewer Expense	\$ 524,005	\$ 494,274	\$ 540,567	\$ 545,013	\$ 545,013	\$ -	-100.00%
	Sewer Debt Service	\$ 220,355	\$ 231,395	\$ 173,918	\$ 46,987	\$ 46,987		-72.98%
	Pepperell SRF Reserve Account	\$ 85,109	\$ 10,162	\$ -	\$ -	\$ -		0.00%
	Deferred Debt Repayment to G/F	\$ -	\$ -	\$ 93,625	\$ 115,891	\$ 115,891		23.78%
<hr/>								
200	DEPARTMENTAL TOTAL	\$ 849,338	\$ 756,593	\$ 829,610	\$ 727,434	\$ 727,434	\$ -	-12.32%
<hr/>								
TOTAL ENTERPRISE FUNDS		\$ 1,960,211	\$ 1,755,519	\$ 1,856,380	\$ 1,670,127	\$ 1,670,127	\$ -	-10.03%

WATER DEPARTMENT ENTERPRISE FUND

LINE ITEM	FY 2011	FY 2011	FY 2010	FY 2012	DIFFERENCE	PERCENT	REASON FOR CHANGE:	FY 2012	FY 2012	PERCENT
	APPROPRIATION	% Spent thru Nov	Actual Spending	DEPARTMENT REQUEST		CHANGE		TOWN MANAGER APPROVED	FINCOM APPROVED	
Propane Heat	\$ 3,000.00	4.40%	\$ 3,200.24	\$ 3,000.00	\$ -	0.00%	New Propane Contract	\$ 3,000.00		0.00%
Electricity	\$ 55,000.00	40.90%	\$ 42,690.25	\$ 50,000.00	\$ (5,000.00)	-9.09%		\$ 50,000.00		-9.09%
Building Maintenance	\$ 500.00	0.00%	\$ 86.76	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Equipment Maintenance	\$ 4,000.00	10.20%	\$ 830.99	\$ 4,000.00	\$ -	0.00%		\$ 4,000.00		0.00%
Vehicle Maintenance	\$ 4,000.00	27.00%	\$ 1,692.44	\$ 3,000.00	\$ (1,000.00)	-25.00%	Centralized Vehicle Maint. Program	\$ 3,000.00		-25.00%
Maintenance Agreements	\$ 2,000.00	39.40%	\$ 2,083.30	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Equipment Rental	\$ 500.00	0.00%	\$ -	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Well Testing	\$ 7,000.00	23.10%	\$ 4,653.00	\$ 7,000.00	\$ -	0.00%		\$ 7,000.00		0.00%
DEP Assessment	\$ 1,400.00	0.00%	\$ 1,327.53	\$ 1,400.00	\$ -	0.00%		\$ 1,400.00		0.00%
Meters	\$ 5,000.00	126.00%	\$ -	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Cable	\$ 500.00	40.00%	\$ 479.88	\$ 500.00	\$ -	0.00%	Funded at Actual FY10 Expenditure	\$ 500.00		0.00%
Engineering	\$ -	0.00%	\$ -	\$ 5,000.00	\$ 5,000.00			\$ 5,000.00		0.00%
Legal	\$ -	330.00%	\$ 11,666.50	\$ 1,000.00	\$ 1,000.00			\$ 1,000.00		0.00%
TrafficControl	\$ 500.00	32.80%	\$ -	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Advertising	\$ 500.00	9.00%	\$ 49.50	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Printing/Copying	\$ 4,702.00	18.40%	\$ 2,929.40	\$ 3,500.00	\$ (1,202.00)	-25.56%	Outsourced Bill Printing	\$ 3,500.00		-25.56%
Insurance	\$ 15,000.00	80.40%	\$ 11,970.03	\$ 15,000.00	\$ -	0.00%		\$ 15,000.00		0.00%
Telephone	\$ 2,500.00	30.00%	\$ 2,474.87	\$ 2,500.00	\$ -	0.00%		\$ 2,500.00		0.00%
Postage	\$ 2,500.00	21.00%	\$ 2,157.36	\$ 2,500.00	\$ -	0.00%	Outsourced Bill Mailing	\$ 2,500.00		0.00%
Contracted Services	\$ 34,000.00	23.50%	\$ 21,947.00	\$ 34,000.00	\$ -	0.00%		\$ 34,000.00		0.00%
Office Supplies	\$ 1,000.00	22.00%	\$ 598.06	\$ 1,000.00	\$ -	0.00%	Centralized Purchasing	\$ 1,000.00		0.00%
Parts/Equipment (System)	\$ 12,000.00	84.00%	\$ 21,102.76	\$ 15,000.00	\$ 3,000.00	25.00%	Increase due to staffing reduction	\$ 15,000.00		25.00%
Gas and Oil	\$ 7,000.00	22.30%	\$ 6,235.94	\$ 7,000.00	\$ -	0.00%		\$ 7,000.00		0.00%
Chemicals	\$ 30,000.00	39.80%	\$ 35,799.04	\$ 36,000.00	\$ 6,000.00	20.00%		\$ 36,000.00		20.00%
Uniforms	\$ 3,000.00	5.60%	\$ 1,878.07	\$ 2,500.00	\$ (500.00)	-16.67%	Reduction in Staffing	\$ 2,500.00		-16.67%
Intergovernmental	\$ 125,871.00	23.60%	\$ 117,766.00	\$ 118,461.00	\$ (7,410.00)	-5.89%	Reduction in Staffing	\$ 118,461.00		-5.89%
New Vehicle	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%		\$ -		0.00%
Dues/Meetings/Trainings	\$ 2,000.00	46.00%	\$ 1,753.00	\$ 1,800.00	\$ (200.00)	-10.00%	Reduction in Staffing	\$ 1,800.00		-10.00%
Licensing	\$ 500.00	31.40%	\$ 378.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
TOTAL FUNDS REQUESTED	\$ 323,973.00		\$ 295,749.92	\$ 323,661.00	\$ (312.00)	-0.10%		\$ 323,661.00	\$ -	-0.10%

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

1 2 3 4 6 7 8 9 10 11											12 13 14 15					16 17		18	
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-12	Step Increase					Other		Projected Salary		
										Date	Annual	Wks	Contract Adj	Wks	To Year End	Date	Annual	Fiscal 2012	
Salary																			
Orcutt	Thomas		Superintendent	14	8		40		\$ 72,525.00						\$ 250.00			\$ 72,775.00	
DuFresne	Patricia		Business Manager	9	2		40		\$ 49,954.00									\$ 49,954.00	
TOTAL SALARIES									\$ 122,479.00					\$ 250.00		\$ -	\$ 122,729.00		
1 2 3 4 6 7 8 9 10 11											12 13 14 15					16 17		18	
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-12	Step Increase					Other		Projected Salary		
										Date	Annual	Wks	Contract Adj	Wks	To Year End	Date	Annual	Fiscal 2010	
Wages																Long/xconn	On-Call	S-OT/CO-OT	
Brackett	George	Highway	SR. Technician	5	10	\$27.44	40		\$ 57,294.72						\$ 1,000.00	\$ 4,550.00	\$ 2,689.12	\$ 65,533.84	
Collette	Stephen	Highway	SR. Technician	7	8	\$28.60	40		\$ 59,716.80						\$ 1,350.00	\$ 4,550.00	\$ 2,802.80	\$ 68,419.60	
TOTAL WAGES									\$ 117,011.52					\$ 2,350.00	\$ 9,100.00	\$ 5,491.92	\$ 133,953.44		
TOTAL SALARIES & WAGES									\$ 239,490.52					\$ 2,600.00	\$ 9,100.00	\$ 5,491.92	\$ 256,682.44		



**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:
Patricia A. Dufresne
Commissioners:
Gary Hoglund
Lawrence Swezey
Alvin Collins, Jr

Fiscal Year 2012 Revenue Projections :

Rates + Processing Chg	\$ 750,000.00	(Rates 680,000 plus 70,000 proc.fees)
Construction	\$ 72,692.00	
Miscellaneous	\$ 27,500.00	
Public Fire Protection	\$ 32,000.00	
Town Paid Fire Protection	\$ 2,500.00	
Private Hydrants	\$ 23,000.00	
Fire Sprinklers	\$ 23,000.00	
Other Non-Rate Fees	\$ 12,000.00	
Transfers	\$ -	
Total Revenue	<u>\$ 942,692.00</u>	
Total Expenses	\$ 942,692.00	
Projected Surplus (Deficit)	<u><u>\$ -</u></u>	

Schedule of Water Department Principal and Interest Payments Due by Year

Loan Description	Date of Maturity	G/LID	2008	2009	2010	2011	2012	2013
Water Route 40	11/1/2008	2904	5,478.75	4,100.00	-	-	-	-
Water Mains Lost Lake	11/1/2008	2903	28,260.00	24,600.00	-	-	-	-
Land on Martins Pond Rd.	11/15/2008	2907	52,775.00	50,925.00	-	-	-	-
Water Lost Lake	11/1/2009	2908	3,317.50	3,167.50	1,896.25	-	-	-
Water Res Roof #1	7/1/2010	2905	1,512.14	1,425.07	1,337.03	1,114.47	-	-
Water Res Roof #2	7/1/2010	2906	32,985.00	32,250.00	31,462.50	35,525.00	-	-
Water System Upgrade	8/1/2024	2909	292,078.83	286,640.45	286,379.32	286,111.14	285,836.29	285,551.97
Water SRF Loan #2	7/15/2026	2997	83,749.89	76,752.58	76,673.29	76,593.28	76,512.07	76,428.19
Totals by Year			500,157.11	479,860.60	397,748.39	399,343.89	362,348.36	361,980.16

Pay to: Town of Groton

Interdepartmental Reimbursement

FY 2012 Budget Projection

Water Department

Active Employees	George B.	Steve C.	Trish D.	Tom O.	Totals
Health Insurance	\$19,214.00	\$7,475.00	\$0.00	\$19,214.00	\$45,903.00
Life Insurance	\$40.00	\$40.00	\$40.00	\$40.00	\$160.00
Town Share: Medicare					\$4,725.00
Town Share: Retirement (See attached)					\$59,645.00
Retired Employees	J. Walsh	W. Boucher			
Health Insurance	\$3,047.00	\$2,953.00			\$6,000.00
Life Insurance	\$14.00	\$14.00			\$28.00
Overhead					
Electricity/Heat/Maint.(2%of 100,000)	\$2,000.00				\$2,000.00
Salaries (TM,TA,TT&C@3.5%)	\$0.00				\$0.00

Total All Charges ----->

\$118,461.00

Medicare Matching:

Retirement Assessment:Based on Treasurer's Report

Groton Water Department

Connection Fees Forecast for FY 2012

Project:	# of units	Total Value	%	Value in FY2012
Cross Roads Plaza (4x2"D + 4x4"F)	4 C	\$60,000.00	0 %	\$0.00
Monarch Path (15 x 1-1/2"D)	15 R	\$75,000.00	7 %	\$5,000.00
North Main Street (2"D + 4"F)	1C	\$22,500.00	0 %	\$0.00
Oak Ridge Estates (36D + 9-4"F)	36 R	\$260,000.00	0 %	\$ 0.00
Rocky Hill (84R)	84 R	\$315,000.00	6%	\$18,750.00
Miscellaneous	5 R	\$ 18,750.00	100%	\$18,750.00
	1 C	<u>\$ 15,000.00</u>	100%	<u>\$15,000.00</u>
Total Value		\$766,250.00		\$57,500.00
Total Anticipated Revenue for FY 2012				\$57,500.00

FY2012 Budget

Overtime Calculations

G. Brackett: \$27.44/hr. x 1.5 = \$41.16 (1.5x rate)	\$27.44/hr. x 2.0 = \$54.88 (2.0x rate)
S. Collette: \$28.60/hr. x 1.5 = \$42.90 (1.5x rate)	\$28.60/hr. x 2.0 = \$57.20 (2.0x rate)

Weekend/Holiday Overtime Calculations:

G. Brackett: 13 wkends @ 2hr/wkend = 26 hours	26 hrs. x \$41.16/hr = \$1,070.16
4 hol. @ 2 hr/day (1.5x) = 8 hours	8 hrs. x \$41.16/hr = \$ 329.28
<u>2 hol. @ 2 hr/day (2x) = 4 hours</u>	<u>4 hrs. x \$54.88/hr = \$ 219.52</u>
Total Hours = 38	Total = \$1,618.96

S. Collette: 13 wkends @2 hrs/wkend = 26 hours	26 hrs. x \$42.90/hr = \$1,115.40
4 hol. @ 2 hrs./day (1.5x) = 8 hours	8 hrs. x \$42.90/hr = \$ 343.20
<u>2 hol. @ 2 hr./day (2x) = 4 hours</u>	<u>4 hrs. x \$57.20/hr = \$ 228.80</u>
Total Hours = 38	Total = \$1,687.40

Emergency (unscheduled) Call-Outs:

G. Brackett	13 calls at 2 hr. minimum (26 hrs. x \$41.16/hr)	\$1,070.16
S. Collette	13 calls at 2 hr. minimum (26 hrs. x \$42.90/hr)	<u>\$1,115.40</u>
	Total	= \$2,185.56

Total \$5,491.92

Scheduled and Unscheduled Overtime	\$ 5,491.92
On-Call compensation @ \$175.00/wk x 52 weeks = \$9,100.00	\$ 9,100.00
Longevity and Cross Connection Stipend	<u>\$ 2,350.00</u>

Grand Total \$16,941.92

Fire Protection Assessment 2012

SRF Debt Payments:

Plant	\$2,290,993.00	(39%)	or	\$141,590.52	n/a
Distribution	\$2,545,917.00	(43%)	or	\$156,112.62	(98%)* \$152,990.37
Storage Tank	\$1,060,731.00	(18%)	or	\$ 65,349.47	(63%)* \$ 41,170.17
	<u>\$5,897,641.00</u>			<u>\$363,052.61</u>	<u>\$194,160.54</u>

Total SRF costs related to Fire Protection = \$194,160.54

Total # of fire service connections on the distribution system expressed in inches = 2,500"

Public Hydrants	312	or	1,872"
Private Hydrants	52	or	312"
Sprinkler Lines	n/a		<u>316"</u>
			2,500"

\$194,160.54 / 2,500" = \$77.64 / inch

4" fire sprinkler connection = \$310.56

6" fire sprinkler connection = \$465.84

8" fire sprinkler connection = \$621.12

Private hydrant = \$465.84

Previous Town contributions - Current Town Contributions = Difference born by Rate Payers

\$36,324.00	-	\$2,500.00	=	\$33,824.00
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\$33,824.00 / 1,622** customers = \$20.85 per year or \$5.21 per quarter

* % of the annual debt payment related to fire protection

** figure does not include irrigation meters/accounts

TOWN OF GROTON MINOR CAPITAL PLAN

Program	Water		
Lead Department	Water Department		
Project Name	Miscellaneous Minor Capital Projects		
New	Yes	Replacement	No
Current Age	N/A	Estimated Life	Varies

Reason for need: In Fiscal Year 2012, it is anticipated that the following Minor Capital Items will be required (Minor Capital Items are considered items less than \$5,000.00). It is anticipated that these purchases would be from existing lines items and not from the Water Enterprise Reserves Funds.

Billing Software	\$ 2,500.00
Meters w/Radio's	\$ 5,000.00
Computer	\$ 1,500.00
Baddacook Pump	\$ 5,000.00
Total Cost	\$14,000.00

Funding Source: Water Revenue

SEWER DEPARTMENT ENTERPRISE FUND

LINE ITEM	FY 2012 DEPARTMENT			PERCENT CHANGE	REASON FOR CHANGE:	FY 2012	FY 2012	PERCENT CHANGE
	FY 2011 APPROPRIATION	REQUEST	DIFFERENCE			TOWN MANAGER APPROVED	FINCOM APPROVED	
Treatment	\$ 274,555.00	\$ 280,000.00	\$ 5,445.00	1.98%	based on FY2010 actual expenditure	\$ 280,000.00		1.98%
System Maintenance	\$ 91,660.00	\$ 89,000.00	\$ (2,660.00)	-2.90%	reduced monitoring & changes to FY12 agreement with Pepp. DPW	\$ 89,000.00		-2.90%
Gas	\$ 650.00	\$ 500.00	\$ (150.00)	-23.08%	based on FY2010 actual expenditure	\$ 500.00		-23.08%
Electricity	\$ 8,000.00	\$ 8,500.00	\$ 500.00	6.25%	based on FY2010 actual expenditure	\$ 8,500.00		6.25%
Telemetry	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%		\$ 3,000.00		0.00%
Water Meter Repairs	\$ 500.00	\$ 800.00	\$ 300.00	60.00%	meter price/repair costs increasing; actual FY2010 \$700.00	\$ 800.00		60.00%
Reimburse 1/3 Bus. Man. Salary	\$ 13,998.00	\$ 16,650.00	\$ 2,652.00	18.95%	Business Mgr pay grade increase during FY2011	\$ 16,650.00		18.95%
Sewer Commission Asst. Fringe	\$ 20,690.00	\$ 20,398.00	\$ (292.00)	-1.41%	Includes new retiree costs	\$ 20,398.00		-1.41%
Business Manager Fringe	\$ 2,670.00	\$ 2,900.00	\$ 230.00	8.61%	increase in salary & est. increase in retirement costs	\$ 2,900.00		8.61%
Postage	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%		\$ 1,000.00		0.00%
Office Supplies	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Office Phone	\$ 275.00	\$ 275.00	\$ -	0.00%		\$ 275.00		0.00%
Overhead	\$ 3,871.00	\$ 2,498.00	\$ (1,373.00)	-35.47%	adj to admin salaries	\$ 2,498.00		-35.47%
Legal Expenses	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%		\$ 2,000.00		0.00%
Easements/Surveying	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
Miscellaneous - manhole maintenance	\$ 22,500.00	\$ 22,500.00	\$ -	0.00%		\$ 22,500.00		0.00%
Treatment Plant - Expansion/Upgrade	\$ 84,198.00	\$ 83,992.00	\$ (206.00)	-0.24%	includes both GSC & Town of Groton share of Upgrade Expense	\$ 83,992.00		-0.24%
Other:MIIA	\$ 500.00	\$ 500.00	\$ -	0.00%		\$ 500.00		0.00%
Woodard & Curran	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%		\$ 5,000.00		0.00%
TOTAL FUNDS REQUESTED	\$ 540,567.00	\$ 545,013.00	\$ 4,446.00	0.82%		\$ 545,013.00	\$ -	0.82%

SEWER COMMISSION - FY2012						
	Budget	Actual	Budget	Actual	Budget	Budget
	FY2009	FY2009	FY2010	FY2010	FY2011	FY2012
	no increase	no increase	no increase			
INCOME:	same tiers	same tiers	same tiers			
Rates	645,000.00	642,703.00	651,956.00	631,348.02	639,023.00	626,735.00
Sewer Rate Relief	604.00	-	763.00			
Perm. Priv. Asses./GBF	6,500.00	10,521.00	13,000.00	69,745.00	11,245.00	11,245.00
Boston Rd/Old Ayer Rd Payments	-					
Capacity	1,448.00	76,243.85	2,895.00	40,729.06	2,895.00	2,895.00
Inspec/Apl. Fees	500.00	20,655.89	500.00	585.04	500.00	500.00
Miscellaneous	500.00	10.00	700.00		700.00	
Capacity Access Fee						
Interest - MMDT	15,000.00	8,514.00	13,350.00	1,821.52	2,500.00	1,600.00
Interest - General Fund	5,000.00	3,997.00	7,500.00	1,966.07	2,000.00	1,800.00
<i>Hollis St. Debt</i>	2,222.00		1,111.00		1,111.00	1,111.00
<i>Hollis St. Debt Inter.</i>	929.00		775.00		697.00	619.00
<i>Hollis St. GBF</i>	1,000.00		500.00		500.00	500.00
<i>Hollis St. Reserve</i>	7,106.00					
<i>Boston Rd. Debt</i>	20,816.00		17,648.00		17,050.00	15,257.00
<i>Boston Rd. GBF</i>	10,400.00		8,775.00		8,775.00	7,475.00
<i>Boston Rd. Capacity</i>	5,946.00		5,145.00		5,145.00	4,540.00
<i>Boston Rd. Interest</i>	19,834.00		17,099.00		15,289.00	12,310.00
<i>Old Ayer Rd. Debt</i>	13,900.00		8,934.00		8,934.00	8,934.00
<i>Old Ayer Rd. GBF</i>	3,900.00		2,925.00		2,925.00	2,925.00
<i>Old Ayer Rd. Capacity</i>	1,737.00		1,303.00		1,303.00	1,303.00
<i>Old Ayer Rd. Interest</i>	9,761.00		4,063.00		4,071.00	3,489.00
Total GBF/Capacity Revenue		19,624.00		42,934.98		
Rsrvd for Approp. - Debt			11,152.00		11,461.00	
Reserve Transfer	27,235.00		113,129.00		53,000.00	24,196.00
Reserved for Hollis St Debt Service					40,486.00	
TOTAL INCOME	799,338.00	782,268.74	883,223.00	789,129.69	829,610.00	727,434.00
EXPENSES						
OPERATING EXPENSE						
Treatment	269,756.00	255,723.00	269,756.00	279,148.76	274,555.00	280,000.00
System Maintenance	118,487.00	91,889.00	117,624.00	76,419.78	91,660.00	89,000.00
Fuel (Gas)	900.00	368.23	1,000.00	408.38	650.00	500.00
Electric	7,000.00	7,820.00	7,500.00	8,484.26	8,000.00	8,500.00
Telemetry	1,700.00	3,851.00	3,750.00	2,861.72	3,000.00	3,000.00
Pepperell Upgrade	54,470.00	85,177.00	54,042.00		53,898.00	53,754.50
Pepperell Expansion	30,639.00		30,398.00	83,150.30	30,300.00	30,237.00

OFFICE EXPENSE						
Wages	19,869.00	19,719.00	22,141.00	20,761.98	21,500.00	19,545.00
Reimb. 1/3 of Bus. Mgr.	12,682.00	12,680.00	13,036.00	13,323.96	13,998.00	16,650.00
Asst. to Sewer Commission Fringe	18,467.00	17,601.00	18,099.00	18,678.98	20,690.00	20,397.00
Bus. Mgr. Fringe	2,214.00	2,397.00	2,551.00	2,549.22	2,670.00	2,900.00
Postage	1,000.00	943.00	1,000.00	911.02	1,000.00	1,000.00
Office Supplies	500.00	480.00	500.00	55.69	500.00	500.00
Telephone	275.00	235.00	275.00	222.72	275.00	275.00
Overhead/Enterprise/Benefits	5,024.00	3,686.00	3,712.00	3,686.28	3,870.00	2,498.00
Legal Expenses	2,000.00	533.00	2,000.00	155.00	2,000.00	2,000.00
Easements/Surveying - E&D Fund	5,000.00		5,000.00		5,000.00	5,000.00
Misc.-repair, infiltr, manholes, etc.	20,000.00	27,903.14	20,000.00		20,000.00	20,000.00
Miscellaneous-other	2,500.00	5,201.00	2,500.00	410.00	2,500.00	2,500.00
Meter Repairs	1,500.00	1,720.00	500.00	695.00	500.00	800.00
MIAA		327.00	500.00	412.57	500.00	500.00
W&C	5,000.00	2,315.00	5,000.00	2,700.00	5,000.00	5,000.00
Nod Rd/PB Woods Pump Stations		69,850.00				
Groton Herald FY 07 payment						
DEBT SERVICE						
Debt Service - Town					56,375.00	
Principal	130,890.00	130,890.00	227,883.00	227,882.80		
Interest	19,110.00	19,110.00	8,225.00	8,225.08		
Deferred debt payment per agreement with Town					93,625.00	115,891.00
Other Financing Uses - Hollis St payoff from E&D					13,000.00	
Hollis Street Debt					10,525.00	
Principal	7,630.00		7,630.00			
Reserve for Debt Service					40,486.00	
Interest	3,627.00		3,265.00			
SRF Funding - \$330,000						
Principal	3,432.00	3,432.00	3,512.00	3,511.89	3,605.00	3,712.00
Interest	2,021.00	2,021.00	1,937.00	1,937.26	1,840.00	1,837.00
Boston Rd/Old Ayer Rd Short Term Int.						
Boston Rd/Old Ayer Rd Long Term Int.						
Old Ayer Project						
Boston Rd. Debt						
Principal	21,242.00		19,977.00		19,977.00	16,647.50
Interest	14,480.00		13,243.00		12,045.00	10,945.73
Old Ayer Rd. Debt						
Principal	10,658.00		10,023.00		10,023.00	8,352.50
Interest	7,265.00		6,644.00		6,043.00	5,491.77
Boston/Old Ayer Short Term Interest						
TOTAL EXPENSES	799,338.00	765,871.37	883,223.00	756,592.65	829,610.00	727,434.00
Balance					-	-
Net Income		16,397.37	-	32,537.04	-	-

OVERHEAD/INSURANCE
With 33.3% of Business Manager's Salary Paid by Sewer Commission

FY 2012

Sewer Office Assistant:

Wages – Grade 4, Step 5 - \$18.48 x 20 x 52.2	19,293.12
Cushion for Formula Calculation and extra hours	250.00
Longevity	0.00
Total	19,543.12

Benefits

Health Insurance EE– (\$16,152.00 x 35hrs /20 hrs).....	9,229.71
Life Insurance EE(9.30 x 4)	0.00
Medicare Withholding EE – (.0145 x 19,293.12)	279.75
Retirement - level plus 10% (3,884.85 x 1.10).....	4,273.33
Retiree Health Insurance (385 x .65 x 2 x 12 x 1.10)	6,607.00
Retiree Life Insurance (.62 x 12).....	7.44
Total Benefits	20,397.23

Water/Sewer Business Manager:

Salary (49,954 x .333)	16,651.31
Benefits	
Life Insurance – (38 x .333)	13.00
Medicare Withholding – (49,954 x .0145=724 x .333)	241.00
Retirement – 2,397 x 1.10.....	2,636.70
Total Benefits	2,890.70

Town Service Charge:

Overhead – electricity, heat & maint. – 100,000 x .006 x 1.025	615.00
Town Accountant Salary (73,440 x 1.02 x 1.25%).....	936.36
Town Treasurer Salary (74,226 x 1.02 x 1.25%)	946.38
Town Manager (115,320 x 1.02 x 1.25%) \$1,470.33.....	0.00
Total	2,497.74

Note: Health Insurance is based on a 15% increase from last year with the Town paying 80%.

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

1	2	3	4	6	7	8	9	10	11	12	13	14	15	16	17	18		
Last Name	First Name	Bargaining		Pay Grade	Step	Rate	Hours	Extra Hours	Annual Salary 1-Jul-08	Step Increase				Other		Projected Salary		
		Unit	Position							Date	Annual	Wks	To Year End	Date	Annual	Fiscal 2010		
Wages																		
Iannacone	April	THL	Office Assistant	4	5	\$18.48	20	0	\$ 19,293.12								\$ 19,293.12	
Cushion for forumala calculation and extra horus worked																	\$ 250.00	
TOTAL SALARIES									\$ 19,543.12					\$ -		\$ 19,543.12		