

To: *Honorable Board of Selectmen
Honorable Finance Committee*

From: *Patrice Garvin – Town Administrator*

Subject: *Fiscal Year 2015 – Proposed Town of Shirley Operating Budget*

Date: *January 31, 2014*

I am pleased to submit for your consideration the Proposed Fiscal Year 2015 Operating Budget for the Town of Shirley. This is the first budget that I have submitted as your Town Administrator. This year I will be proposing options that, not only strive to provide a stable tax rate, but allow us to continue to address areas that will improve our overall financial situation. I am very fortunate to have the outstanding support and assistance of Bobbi Jo Colburn, Town Accountant, Rebecca Boucher, Principal Assessor, Holly Haase, Tax Collector, Kevin Johnston, Treasurer, and Kathleen Rocco, Executive Assistant as they have assisted me in developing the proposed operating budget. Their recommendations and cooperation were crucial in the preparation of this budget. I would also like to thank Selectman Kendra Dumont and Finance Committee Member Stewart Cady for their attendance and input in the budget meetings.

In preparing the FY 2015 Budget, I requested that departments examine the services they provide and whether or not the way those services are delivered needs to be adjusted. Departments were asked to take a hard look at their department operation and provide a realistic outlook for FY 2015 and beyond. Most departments submitted level funded budgets; others presented budgets indicating where they would like to go in the future. I also estimated the Regional School Assessment based on what the Town could afford, and after some calculations it appeared that a 4.88% increase over last year's Ayer Shirley Regional appropriation was more than an adequate increase. I budgeted \$5,591,283, and with this number we are in a deficit. The Ayer Shirley Regional School Assessment was adjusted by (\$1,215) in the fall of 2013; thus \$5,591,283 is \$261,155 above FY 2014 adjusted appropriation. The schools preliminary assessment is an additional \$321,084 over the \$261,155.

That said the Town has two options:

1. Level fund the operating budget, cutting back as best it can and use one time monies to fill the gap. This is an option that I cannot support given that the Town would be using one-time revenues for reoccurring costs. This only puts the Town in the same position for FY 2016, assuming Free Cash and MCI monies stay level. Snow and Ice for this year is in deficit and we are only half way through winter, which will need to be addressed before the deficit. Also, the department's budgets are being squeezed leaving little room for a healthy free cash number in the future. New growth is estimated at \$90k for FY 2015, this number is at the higher end of the scale discussed by the Assessors, again leaving little room for accumulating Free Cash. Under Option #1 the Town will need to find

approximately \$300k to fund the deficit from one-time revenue sources. Given the issues stated above my concern is that there will not be enough Free Cash available to offset the deficit, especially if the Regional Schools budget comes in over 4.88%.

2. Make the necessary cuts in the operating budget to decrease the deficit without hurting services. The Town will have to simply do more with less. I propose layoffs and cuts to positions in Town. By making these reductions the Town will save in salaries/wages as well as employee benefits. These types of cuts are never easy; however the stipulation is that the Regional School assessment increase remains at 4.88%, as I proposed.

Any additional increase in school spending will exacerbate the problem and hurt services. While I understand and support the importance of the schools, and their proper funding of education is crucial, we need to balance that need with the needs of the rest of the entire town and not decimate municipal spending to a level that is unacceptable to me as an Administrator and the residents. After instituting the recommended cuts the Town can begin to wean itself off of using one-time revenues to fund reoccurring costs. Again, I do not make this proposal without knowing the challenge it will create, but given my understanding of the Town’s budget I see no other option. Under Option #2 the Town would need use some of its Free Cash, but not as much as in Option #1. I estimate using no more than \$100k to fill the deficit under this option.

When putting together our estimated revenues for Fiscal Year 2015, as is always the case, we needed to take into consideration the fact that the Commonwealth has yet to begin its budget deliberations and the Governor’s Proposed Budget has just been released proposing level funding unrestricted aid to cities and towns. The following chart shows what we expect to receive in revenues for FY 2015 that can be used for Operational Expenses:

<u>Revenue Source</u>	<u>Budgeted FY 2014</u>	<u>Estimated FY 2015</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Property Tax**	\$8,471,714.00	\$8,773,507.00	\$301,793.00	3.56%
Unexpended Tax Capacity	(\$314.71)	(\$3,500.00)	(\$3,185.29)	<i>varies</i>
State Aid	\$1,298,868.00	\$1,312,663.00	\$13,795.00	1.06%
Local Receipts	\$840,000.00	\$855,100.00	\$15,100.00	1.80%
Other Available Funds	\$699,586.80	\$233,424.80	\$(466,162.00)	-66.63%
TOTAL	\$11,309,854.09	\$11,171,194.80	(\$138,659.29)	1.23%

**Includes two and one half percent increase allowed by law and \$90K in new growth.

That said, I would like to call your attention to the following areas as you review the Town Administrators Proposed Fiscal Year 2015 Operating Budget:

PUBLIC BUILDINGS

When I arrived the Energy Performance Contracting had just passed Town Meeting in August, and was in full implementation mode. It was clear that a plan was needed for Municipal Buildings moving forward. It was also understood that the energy costs in the individual department's budgets were going to be effected by the energy savings generated. After discussion with the Finance Team, I decided to take out the energy lines of those departments and move them under one line in Public Buildings. After meetings with the Department Heads I let them know that the energy lines would be removed from their budgets, as well as the bills. This decreased many budgets, most notably the Fire Department. Through discussion I found that many Departments' budget lines were not based on what they needed for specific items but that they take from other lines as needed. This is allowed under OMNIBUS but does little to help budget for the following year. That said, the approach this year was to look at FY 2013 Actuals, thus seeing how Departments actually spent their money.

Once we removed those lines from individual budgets and placed them under Public Buildings we subtracted out for the Performance Contract debt payment of \$48,852.00. The savings generated will fund the debt, as well as help the overall operating budget moving forward. Under the Performance Contracting, there are maintenance agreements required. I took all the maintenance lines, similar to what I did with energy, and moved those lines under Public Buildings. Also, there is a new expense for Measurement and Verification that the Town needs to have under the Performance Contracting. This Measurement and Verification is to assure the Town of savings, and is reflected in the Public Buildings detailed budget.

A wage line was moved into the Public Buildings budget from the Police and DPW budgets. This is for custodial services throughout the Town. There is a basic need for maintenance for all of the municipal buildings in Town. This maintenance has gone unchecked for some time and it is beginning to show. The Selectmen appointed the Building Inspector as the Public Facilities Manager. The Public Facilities Manager will be responsible for creating a plan to address the growing needs of all the Town Owned Buildings (excluding Library and War Memorial). The Facilities Manager will also be responsible for the custodians. Based on this change I have also moved custodial supply lines into the Public Buildings budget. Again, all of the changes listed above are reflected in the Public Buildings Budget breakdown. The increase in custodian hours is offset by the cleaning service the Town currently contracts for within the budget. For what we spend on cleaning services for Town Hall we are able to fund the custodian, as well as give them any additional maintenance projects needed throughout Town buildings.

EMPLOYEE BENEFITS

We are able to impact the operating budget considerably through decreasing the Employee Benefits line in the budget. Through changes in split rates, removals of non-benefited eligible individuals and moving toward plan design the Town is able to save a projected \$140k in costs. Through the layoff and cuts I am proposing the Town could save an additional \$54k from the operating budget.

POLICE DEPARTMENT

The Finance Team tried diligently to add another officer this year, but given the Towns financial position and the deficit it faces, adding an officer this year cannot be sustained. A new officer would add a salary, benefits and uniform costs to the budget. The team level funded overtime from last year and will be requesting frequent reports on overtime throughout the year. The Finance Team has also decided to consolidate the Animal Control Officer with the Police Department. The Stipend distributed through the revolving fund will go to the appointed officer. When contract negotiations begin we will discuss how this will be implemented in the department. An added benefit to a Police Officer being the Animal Control Officer is having arresting authority. There is some concern with minimum hours, but again this will be discussed during negotiations.

BUDGET CATEGORIES

You will see in this year's budget a breakdown of functions or categories. I have broken it down the Budget to reflect the following: General Government; Land Use Departments; Protection of Persons and Property; Department of Public Works; Library and Citizen Services Debt Service and Employee Benefits. I also categorized lines within these functions. For example the Memorial Day line item is now under Commemorations and Celebrations.

UNION CONTRACTS AND BY-LAW EMPLOYEES

I have included all contracts and union negotiations estimated increases under the General Government line below in Option #1 and Option #2. All union contracts are up this year, as well as the Police and Fire Chief's contracts.

OPTION #1

The following chart is a breakdown of the proposed municipal budget by function: *Note-The Employee Benefit lines assumes 8% increase in health and only a portion of changes are adopted by the Selectmen. Moving towards plan design is not included.*

<u>Function</u>	<u>FY 2014 Appropriation</u>	<u>FY 2015 Proposed</u>	<u>Dollar Change</u>	<u>Percent Change</u>
General Government	\$1,038,382.51	\$1,080,538.61	\$42,156.10	4.06%
Land Use Departments	\$ 256,045.00	\$ 253,908.79	(\$2,136.21)	-83%
Protection of Persons and Property	\$1,306,635.00	\$1,241,269.41	(\$65,365.59)	-5.00%
Department of Public Works	\$ 529,240.25	\$ 523,371.51	(\$5,868.74)	-1.11%
Library and Citizens Services	\$ 353,964.00	\$ 323,000.43	(\$30,963.57)	-8.75%
Debt Service (includes excluded)	\$ 716,839.00	\$ 679,557.91	(\$37,281.09)	-5.20%
Employee Benefits	\$1,336,084.00	\$1,324,234.94	(\$11,849.06)	-.89%
Municipal Government Total	\$5,537,189.76	\$5,425,881.60	(\$111,308.16)	-2.01%

OPTION #2

The following chart is a breakdown of the proposed municipal budget by function: *Note: The Employee Benefit Line assumes 8% increase in health and all proposed changes are adopted, including a move toward plan design.*

<u>Function</u>	<u>FY 2014 Appropriation</u>	<u>FY 2015 Proposed</u>	<u>Dollar Change</u>	<u>Percent Change</u>
General Government	\$1,038,382.51	\$1,005,453.27	(\$32,929.24)	-3.17%
Land Use Departments	\$ 256,045.00	\$ 249,126.64	(\$6,918.36)	-2.70%
Protection of Persons and Property	\$1,306,635.00	\$1,241,269.41	(\$65,365.59)	-5.00%
Department of Public Works	\$ 529,240.25	\$ 523,371.51	(\$5,868.49)	-1.11%
Library and Citizens Services	\$ 353,964.00	\$ 323,000.43	(\$30,963.57)	-8.75%
Debt Service (includes excluded)	\$ 716,839.00	\$ 679,557.91	(\$37,281.09)	-5.20%
Employee Benefits	\$1,336,084.00	\$1,206,234.94	(\$129,849.06)	-9.72%
Municipal Government Total	\$5,537,189.51	\$5,228,014.11	(\$309,175.65)	-5.58%

REGIONAL SCHOOL BUDGET

I proposed to the schools a 4.88% increase from the FY 2014 assessment. At the preliminary budget hearing on January 22nd the school proposed a 10.06% increase. I find this number unacceptable and likely to decimate the municipal side of the budget. I have proposed layoffs and cuts in positions based on a 4.88% increase. As I stated earlier in my memo, if the schools increase beyond the 4.88% in their assessment the municipal operating budget will be severely impacted in basic services to the residents.

I estimated a 2% increase in the Nashoba Technical High School Budget for FY2015. Given the annual increases I felt 2% was a good starting point. Of course once the Town receives its true assessment from Nashoba Technical High School, the number estimated could change.

CAPITAL BUDGET

The Capital Budget submitted calls for borrowing authorization. As we met with individual departments and heard capital requests it became clear there was no money available to fund these requests. Two requests I would like to focus on comes from Public Safety. I understand there was a capital exclusion request last year to fund a dump truck for the DPW. After speaking to the DPW it was clear this truck is needed desperately by the Town and if not purchased will impact services. Second is the need for radios for the Police Department. This is an infrastructure need, and to assure residents if the Town moves towards a regional dispatch this purchased hardware will still be viable. I am proposing to fund the FY 2015 Capital Request through borrowing and to pay that borrowing cost through the Capital Stabilization Fund. I understand that it is the practice as money comes into the Cap Stab Fund it then goes quickly out leaving nothing left when needed. My plan will allow for the Town to purchase needed Capital, while not impacting the Operating Budget. If we finance for the short term, this will allow us to build up those reserves and to generate more interest in those stabilizations funds to begin to purchase capital items without borrowing in the future.

I am asking the Town to approve the Capital Plan and to then see the Free Cash position of the Town in the fall and fund it then. Some preliminary estimates follows for Borrowing the Capital needed. The following debt schedule is in the Appendix of this budget book.

Borrowing Authorization	\$00000
Capital Stabilization Fund	\$0000000

Total

ENTERPRISE FUND BUDGETS

We have included the proposed Enterprise Fund Budgets. The following is a breakdown of the proposed budgets of the Ambulance Department, Sewer Department and Solid Waste:

	<u>Appropriated FY 2014</u>	<u>Proposed FY 2015</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Ambulance Department	\$ 161,891.00	\$ 163,391.30	\$1,500.30	.93%
Sewer Department	\$ 1,550,037.00	\$1,527,133.27	(\$22,903.73)	-1.48
Solid Waste	\$ 224,464.00	\$ 229,953.28	\$5,489.28	2.45%
TOTAL ENTERPRISE FUNDS	\$1,936,392.00	\$1,920,477.85	(\$15,914.15)	-.82%

TAX IMPACT OF THE PROPOSED OPERATING BUDGET

The following chart shows a comparison between FY 2014 and FY 2015:

	<u>Actual FY 2014</u>	<u>Proposed FY 2015</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Levy Limit	\$8,471,714	\$8,773,507	\$301,793	3.56%
Tax Rate On Levy Limit	\$15.53	\$16.08	\$0.55	3.54%
Average Tax Bill	\$3,899.78	\$4,037.90	\$138.12	3.54%
Excluded Debt	\$666,208	\$587,960	\$78,248	-11.75%
Tax Rate On Excluded Debt	\$1.22	\$1.07	\$0.15	-12.30%
Average Tax Bill	\$306.30	\$271.20	\$35.10	-11.46%
Final Levy Limit	\$9,137,607.29	\$9,357,967	\$220,359.71	2.41%
Final Tax Rate	\$16.26	\$17.15	\$0.89	5.47%
Average Tax Bill	\$4,206.14	\$4,306.59	\$100.45	2.39%

*Includes anticipated new growth of \$90k and does not include High School Debt.

BUDGET PRESENTATION

The following department detail is based on the deficit without layoffs of cuts in positions. Due to the sensitive nature of these types of cuts I proposed the budget with the deficit.

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. The following section contains the individual department budgets broken down by function.

CONCLUSION

In conclusion, it is time for the Town of Shirley to consider how it wants to use its one-time monies. I am presenting to the Town two options in regards to the operating budget. There are necessary cuts that need to occur to be able to balance the budget, keeping in mind the Ayer-Shirley Regional School and their increasing assessments.

If cuts are made, the budget can be balanced using less and less one-time revenue sources each year. If the Town continues to use one-time revenue on reoccurring costs it will never be able to get out of the deficit it is in, while constantly taxing to the levy each year. Residents are seeing their taxes go up each year and there is no end in sight. If cuts can be made without impacting services that currently exist in Town then it should be done. 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.

FISCAL YEAR 2015 LEVY LIMIT CALCULATION

Revised: 11/13/2013

I. TO CALCULATE THE FY 2014 LEVY LIMIT

A.	FY 2013 LEVY LIMIT	\$	8,202,295	
A1.	ADD AMENDED FY 2013 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	205,057	
C.	ADD FY 2014 NEW GROWTH	\$	64,362	
D.	ADD FY 2014 OVERRIDE	\$	-	
E.	FY 2014 SUBTOTAL	\$	8,471,714	\$ 8,471,714
				FY 2014 LEVY LIMIT
F.	FY 2014 LEVY CEILING	\$	13,638,220	

II. TO CALCULATE THE FY 2015 LEVY LIMIT

A.	FY 2014 LEVY LIMIT	\$	8,471,714	
A1.	ADD AMENDED FY 2014 NEW GROWTH	\$	-	
B.	ADD TWO AND ONE HALF PERCENT	\$	211,793	
C.	ADD FY 2015 NEW GROWTH	\$	90,000	
D.	ADD FY 2015 OVERRIDE	\$	-	
E.	FY 2015 SUBTOTAL	\$	8,773,507	\$ 8,773,507
				FY 2015 LEVY LIMIT
F.	FY 2015 LEVY CEILING	\$	13,638,220	

Revised: 1/29/2014

TOWN OF SHIRLEY, MASSACHUSETTS FY 2015 TOTAL TAX LEVY CALCULATION

FY 2015 LEVY LIMIT	\$	8,773,507
CAPITAL EXCLUSION	\$	-
DEBT EXCLUSION - TOWN	\$	585,064
DEBT EXCLUSION - SEWER	\$	-
DEBT EXCLUSION - OTHER	\$	-
SUB-TOTAL - EXCLUSIONS	\$	585,064
EXCESS LEVY	\$	(3,500)
TOTAL TAX LEVY	\$	9,358,571

Revised: 1/29/2014

**TOWN OF SHIRLEY
FISCAL YEAR 2015
REVENUE ESTIMATES**

	BUDGETED FY 2014	ESTIMATED FY 2015	CHANGE
PROPERTY TAX REVENUE	\$ 8,471,714.00	\$ 8,773,507	\$ 301,793.23
DEBT EXCLUSIONS	\$ 666,208.00	\$ 585,063.91	\$ (81,144.09)
CHERRY SHEET - STATE AID	\$ 1,298,868.00	\$ 1,312,663.00	\$ 13,795.00
EXCESS LEVY CAPACITY	\$ (314.71)	\$ (3,500.00)	\$ (3,185.29)
LOCAL RECEIPTS:			
General Revenue:			
Motor Vehicle Excise Taxes	\$ 600,000.00	\$ 600,000.00	\$ -
Penalties & Interest on Taxes	\$ 60,000.00	\$ 60,000.00	\$ -
Payments in Lieu of Taxes	\$ 16,000.00	\$ 16,000.00	\$ -
Local Meals Tax	\$ -	\$ 20,000.00	\$ 20,000.00
Other Charges for Services	\$ -	\$ -	\$ -
Fees	\$ 50,000.00	\$ 50,000.00	\$ -
Rentals	\$ -	\$ 5,100.00	\$ 5,100.00
Library Revenues	\$ -	\$ -	\$ -
Other Departmental Revenue	\$ -	\$ -	\$ -
Licenses and Permits	\$ 75,000.00	\$ 75,000.00	\$ -
Fines and Forfeits	\$ 10,000.00	\$ 10,000.00	\$ -
Investment Income	\$ 5,000.00	\$ 5,000.00	\$ -
Recreation Revenues	\$ -	\$ -	\$ -
Miscellaneous Non-Recurring	\$ 24,000.00	\$ 14,000.00	\$ (10,000.00)
	\$ -	\$ -	\$ -
Sub-total - General Revenue	\$ 840,000.00	\$ 855,100.00	\$ 15,100.00
Other Revenue:			
Free Cash	\$ 571,396.00	\$ -	\$ (571,396.00)
Stabilization Fund	\$ 31,343.00	\$ -	\$ (31,343.00)
Stabilization Fund for Capital	\$ 31,423.00	\$ -	\$ (31,423.00)
Reserve Bond Premium	\$ 198.54	\$ 198.54	\$ -
MSBA DEBT Reserve	\$ 32,356.26	\$ 32,356.26	\$ -
Perpetual Care Interest Earning	\$ 11,100.00	\$ 11,100.00	\$ -
Sale of Graves	\$ 2,400.00	\$ 2,400.00	\$ -
Wetland Fees	\$ 1,616.00	\$ 1,616.00	\$ -
Revolving Funds	\$ 17,754.00	\$ 10,754.00	\$ (7,000.00)
Receipts Reserved Sale of Real Estate	\$ 127,776.00	\$ -	\$ (127,776.00)
Sub-total - Other Revenue	\$ 699,586.80	\$ 58,424.80	\$ (641,162.00)
AMBULANCE DEPARTMENT ENTERPRISE	\$ 121,924.00	\$ 163,391.30	\$ 41,467.30
indirect costs	\$ 39,967.00	\$ 39,967.00	\$ -
SEWER DEPARTMENT ENTERPRISE	\$ 1,509,608.00	\$ 1,527,133.27	\$ 17,525.27
indirect costs	\$ 40,429.00	\$ 40,429.00	\$ -
Solid Waste Enterprise Fund	\$ 224,464.00	\$ 229,953.28	\$ 5,489.28
TOTAL ESTIMATED REVENUE	\$ 13,607,908.80	\$ 13,582,132.79	\$ (25,776.01)

**TOWN OF SHIRLEY
FISCAL YEAR 2015
TAX LEVY CALCULATIONS**

Revised: 1/29/2014

FY 2015 PROPOSED EXPENDITURES

Town Administrator Proposed Budget

General Government	1,080,538.61
Land Use Departments	253,908.79
Protection of Persons and Property	1,241,269.41
Regional School Districts	6,324,610.00
Department of Public Works	523,371.51
Library and Citizen Services	323,000.43
Debt Service	679,557.91
Employee Benefits	1,324,234.94
Added UnEmployment Cost - FY 2015	-
FY 2015 Contract Projections	
Union Wage Projections	
ASRSD Increased Assessment	
Health Insurance Reduction	
Employee Offset	

A. TOTAL TOWN ADMIN BUDGET REQUESTS		11,750,491.60
B. CAPITAL BUDGET REQUESTS	\$	350,387
C. ENTERPRISE FUND REQUESTS	\$	1,920,478
D. COMMUNITY PRESERVATION REQUEST		

OTHER AMOUNTS TO BE RAISED

1. Amounts certified for tax title purposes	\$	-
2. Debt and interest charges not included	\$	-
3. Final court judgments	\$	-
4. Total Overlay deficits of prior years	\$	-
5. Total cherry sheet offsets	\$	-
6. Revenue deficits	\$	-
7. Offset Receipts	\$	-
8. Authorized deferral of Teachers' Pay	\$	-
9. Snow and Ice deficit	\$	-
10. Other		

E. TOTAL OTHER AMOUNTS TO BE RAISED	\$	-
F. STATE AND COUNTY CHERRY SHEET CHARGES	\$	55,469
G. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS	\$	166,412

TOTAL PROPOSED EXPENDITURES	\$	14,243,237
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FY 2015 ESTIMATED RECEIPTS

ESTIMATED TAX LEVY		
Levy Limit	\$	8,773,507
Excess Levy Capacity	\$	(3,500)
Debt Exclusion	\$	585,064

A. ESTIMATED TAX LEVY	\$	9,355,071
B. CHERRY SHEET ESTIMATED RECEIPTS	\$	1,312,663
C. LOCAL RECEIPTS NOT ALLOCATED	\$	855,100
D. OFFSET RECEIPTS	\$	8,468
E. ENTERPRISE FUNDS	\$	1,920,478
F. INDIRECT COSTS	\$	80,396
G. FREE CASH	\$	-
H. LEASE PAYMENT/RENT	\$	5,100
I. CAPITAL OFFSET	\$	350,387

OTHER AVAILABLE FUNDS

1. Stabilization Fund		
2. Capital Asset Fund	\$	-
3. EMS/Conservation Fund		

H. OTHER AVAILABLE FUNDS	\$	58,425
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TOTAL ESTIMATED RECEIPTS	\$	13,946,088
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FY 2015 SURPLUS/(DEFICIT)	\$	(297,149)
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Revised:

TOWN OF SHIRLEY FISCAL YEAR 2015

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
<u>GENERAL GOVERNMENT</u>							
MODERATOR							
	Salaries						
	Expenses	\$ -	\$ 150.00	\$ 150.00	150.00	150.00	0.00%
	DEPARTMENTAL TOTAL	\$ -	\$ 150.00	\$ 150.00	150.00	150.00	0.00%
BOARD OF SELECTMEN							
	Salaries	\$ 40,974.04	\$ 43,813.60	\$ 45,693.12	46,600.98	46,600.98	1.99%
	Wages						
	Expenses	\$ 22,542.81	\$ 25,500.00	\$ 26,770.00	26,770.00	26,770.00	0.00%
	Engineering/Consultant						
	DEPARTMENTAL TOTAL	\$ 63,516.85	\$ 69,313.60	\$ 72,463.12	73,370.98	73,370.98	1.25%
TOWN ADMINISTRATOR							
	Salaries	\$ 94,999.84	\$ 71,250.27	\$ 92,366.00	90,152.70	90,152.70	-2.40%
	Expenses	\$ 370.93	\$ 49.00	\$ -	-	-	0.00%
	Engineering/Consultant	\$ -	\$ -	\$ -	750.00	750.00	0.00%
					27,455.56	27,455.56	0.00%
	DEPARTMENTAL TOTAL	\$ 95,370.77	\$ 71,299.27	\$ 92,366.00	118,358.26	118,358.26	28.14%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
FINANCE COMMITTEE							
	Expenses	\$ 325.23	\$ 325.23	\$ 1,170.00	2,370.00	2,370.00	102.56%
	Reserve Fund	\$ -	\$ -	\$ 50,000.00	50,000.00	50,000.00	0.00%
DEPARTMENTAL TOTAL		\$ 325.23	\$ 325.23	\$ 51,170.00	52,370.00	52,370.00	2.35%
TOWN ACCOUNTANT							
	Salaries	\$ 54,873.27	\$ 56,553.20	\$ 58,929.84	61,188.00	61,188.00	3.83%
	Wages	\$ 37,251.49	\$ 38,076.00	\$ 39,642.19	40,951.29	40,951.29	3.30%
	Expenses	\$ 1,827.10	\$ 1,397.26	\$ 3,000.00	3,000.00	3,000.00	0.00%
DEPARTMENTAL TOTAL		\$ 93,951.86	\$ 96,026.46	\$ 101,572.03	105,139.29	105,139.29	3.51%
BOARD OF ASSESSORS							
	Salaries	\$ 53,523.20	\$ 54,317.41	\$ 56,646.24	58,826.00	58,826.00	3.85%
	Wages	\$ 4,460.40	\$ 5,240.55	\$ 5,351.00	5,441.54	5,441.54	1.69%
	Expenses	\$ 32,553.56	\$ 39,343.65	\$ 33,575.00	33,575.00	33,575.00	0.00%
	Legal Expense						
DEPARTMENTAL TOTAL		\$ 90,537.16	\$ 98,901.61	\$ 95,572.24	97,842.54	97,842.54	2.38%
TAX COLLECTOR							
	Salaries	\$ 55,645.20	\$ 57,553.60	\$ 59,988.24	61,188.00	61,188.00	2.00%
	Wages	\$ 23,363.58	\$ 23,769.86	\$ 24,742.80	25,681.00	25,681.00	3.79%
	Expenses	\$ 13,658.80	\$ 13,373.82	\$ 15,184.00	15,659.00	15,346.00	1.07%
	Tax Taking	\$ 3,402.39	\$ 4,400.00	\$ 3,675.00	3,675.00	3,675.00	0.00%
DEPARTMENTAL TOTAL		\$ 96,069.97	\$ 99,097.28	\$ 103,590.04	106,203.00	105,890.00	2.22%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
TREASURER							
	Salaries	\$ 55,645.20	\$ 56,528.80	\$ 58,929.84	61,188.00	61,188.00	3.83%
	Wages	\$ 34,843.50	\$ 36,009.62	\$ 37,517.44	38,308.54	38,308.54	2.11%
	Expenses	\$ 4,363.84	\$ 4,308.65	\$ 4,500.00	4,400.00	4,400.00	-2.22%
	Tax Title	\$ 1,902.39	\$ 3,477.39	\$ 10,000.00	10,000.00	10,000.00	0.00%
	Bond Cost						
	DEPARTMENTAL TOTAL	\$ 96,754.93	\$ 100,324.46	\$ 110,947.28	113,896.54	113,896.54	2.66%
TOWN COUNSEL							
	Expenses	\$ 22,933.08	\$ 40,894.18	\$ 25,000.00	25,000.00	25,000.00	0.00%
	DEPARTMENTAL TOTAL	\$ 22,933.08	\$ 40,894.18	\$ 25,000.00	25,000.00	25,000.00	0.00%
INFORMATION TECHNOLOGY							
	Computer Technology	\$ 104,690.80	\$ 104,809.01	\$ 150,906.00	152,192.00	152,192.00	0.85%
	Office Machines	\$ 6,274.11	\$ 6,321.18	\$ 7,508.00	10,000.00	10,000.00	33.19%
	DEPARTMENTAL TOTAL	\$ 110,964.91	\$ 111,130.19	\$ 158,414.00	162,192.00	162,192.00	2.38%
TOWN CLERK							
	Salaries	\$ 54,455.04	\$ 56,044.80	\$ 58,424.80	59,847.00	59,847.00	2.43%
	Wages	\$ -	\$ -	\$ -	21,402.00	-	-
	Expenses	\$ 1,196.54	\$ 1,004.17	\$ 3,841.00	3,417.00	3,417.00	-11.04%
	DEPARTMENTAL TOTAL	\$ 55,651.58	\$ 57,048.97	\$ 62,265.80	84,666.00	63,264.00	1.60%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
ELECTIONS & BOARD OF REGISTRARS							
1140	Wages			\$ 9,400.00	7,311.00	7,311.00	-22.22%
1141	Expenses	\$ 8,495.98	\$ 13,658.91	\$ 5,272.00	5,554.00	5,554.00	5.35%
1142	Minor Capital						
DEPARTMENTAL TOTAL		\$ 8,495.98	\$ 13,658.91	\$ 14,672.00	12,865.00	12,865.00	-12.32%
PERSONNEL BOARD							
	Expenses	\$ 200.00	\$ 3,533.33	\$ 200.00	200.00	200.00	0.00%
DEPARTMENTAL TOTAL		\$ 200.00	\$ 3,533.33	\$ 200.00	200.00	200.00	0.00%
INSURANCE & BONDING							
	Insurance & Bonding	\$ 116,337.90	\$ 134,624.41	\$ 150,000.00	150,000.00	150,000.00	0.00%
DEPARTMENTAL TOTAL		\$ 116,337.90	\$ 134,624.41	\$ 150,000.00	150,000.00	150,000.00	0.00%
TOTAL GENERAL GOVERNMENT		\$ 850,910.22	\$ 896,327.90	\$ 1,038,382.51	1,102,253.61	1,080,538.61	4.06%
<u>LAND USE DEPARTMENTS</u>							
CONSERVATION COMMISSION							
	Wages	\$ 13,531.82	\$ 12,925.65	\$ 17,655.83	17,875.61	17,875.61	1.24%
	Expenses	\$ 1,430.51	\$ 842.00	\$ 1,500.00	1,500.00	1,500.00	0.00%
	Engineering & Legal						
DEPARTMENTAL TOTAL		\$ 14,962.33	\$ 13,767.65	\$ 19,155.83	19,375.61	19,375.61	1.15%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
PLANNING BOARD							
	Salaries						
	Wages	\$ 17,325.57	\$ 17,189.00	\$ 18,670.24	28,687.87	19,126.08	2.44%
	Expenses	\$ 704.78	\$ 656.73	\$ 1,000.00	3,450.00	1,000.00	0.00%
	M.R.P.C. Assessment	\$ 1,563.90	\$ 1,696.00	\$ 1,739.00	2,000.00	1,850.00	6.38%
	Legal Budget						
	DEPARTMENTAL TOTAL	\$ 19,594.25	\$ 19,541.73	\$ 21,409.24	34,137.87	21,976.08	2.65%
ZONING BOARD OF APPEALS							
	Wages	\$ 2,775.36	\$ 3,863.51	\$ 4,743.82	4,879.66	4,880.00	2.87%
	Expenses	\$ 481.79	\$ 135.65	\$ 500.00	500.00	500.00	0.00%
	DEPARTMENTAL TOTAL	\$ 3,257.15	\$ 3,999.16	\$ 5,243.82	5,379.66	5,380.00	2.60%
BUILDING INSPECTOR							
	Salaries	\$ 69,395.70	\$ 70,688.64	\$ 74,464.37	74,322.12	74,322.12	-0.19%
	Wages	\$ 25,255.15	\$ 26,047.06	\$ 27,122.47	27,769.94	27,769.94	2.39%
	Expenses	\$ 2,361.25	\$ 2,206.61	\$ 2,500.00	3,000.00	3,000.00	20.00%
	Wiring-Plumbing Expenses	\$ 1,045.10	\$ 929.58	\$ 1,300.00	1,300.00	1,300.00	0.00%
	DEPARTMENTAL TOTAL	\$ 98,057.20	\$ 99,871.89	\$ 105,386.84	106,392.06	106,392.06	0.95%
BOH/TRASH COLLECTION							
	Trash Collection/Recycling	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	50,000.00	50,000.00	0.00%
	DEPARTMENTAL TOTAL	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	50,000.00	50,000.00	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
BOARD OF HEALTH							
	Wages	\$ 18,376.85	\$ 18,724.02	\$ 19,604.41	19,357.04	19,357.04	-1.26%
	Expenses	\$ 1,505.06	\$ 6,621.91	\$ 7,746.00	3,929.00	3,929.00	-49.28%
	Home Care Services	\$ 8,260.00	\$ 5,525.32	\$ 8,260.00	8,260.00	8,260.00	0.00%
	Nashoba Health District	\$ 15,354.00	\$ 12,342.43	\$ 9,609.00	9,609.00	9,609.00	0.00%
	Eng/Consult/Landfill Monitoring	\$ 5,854.00	\$ 9,005.00	\$ 9,630.00	9,630.00	9,630.00	0.00%
DEPARTMENTAL TOTAL		\$ 49,349.91	\$ 52,218.68	\$ 54,849.41	50,785.04	50,785.04	-7.41%
TOTAL LAND USE DEPARTMENTS		\$ 235,221	\$ 239,399	\$ 256,045	266,070.24	253,908.79	-0.83%
<u>PROTECTION OF PERSONS AND PROPERTY</u>							
POLICE DEPARTMENT							
	Salaries	\$ 126,906.40	\$ 130,549.60	\$ 135,971.20	136,705.54	136,705.54	0.54%
	Wages	\$ 572,308.57	\$ 602,193.94	\$ 626,963.00	668,336.34	627,369.79	0.06%
	Expenses	\$ 86,463.68	\$ 91,041.43	\$ 95,993.00	71,303.00	68,803.00	-28.32%
	Lease or Purchase of Cruisers						
DEPARTMENTAL TOTAL		\$ 785,678.65	\$ 823,784.97	\$ 858,927.20	876,344.88	832,878.33	-3.03%
FIRE DEPARTMENT							
	1310 Salaries	\$ 68,841.00	\$ 70,748.40	\$ 73,760.40	73,760.40	73,760.40	0.00%
	1311 Wages	\$ 120,277.29	\$ 123,689.97	\$ 130,866.00	123,138.80	123,138.00	-5.91%
	1312 Expenses	\$ 43,688.00	\$ 44,787.36	\$ 44,125.00	44,125.00	22,550.00	-48.90%
DEPARTMENTAL TOTAL		\$ 232,806.29	\$ 239,225.73	\$ 248,751.40	241,024.20	219,448.40	-11.78%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
DOG OFFICER							
	Salary	\$ 6,981.62	\$ 7,077.20	\$ 7,210.91	-	-	-100.00%
	Expenses						
	DEPARTMENTAL TOTAL	\$ 6,981.62	\$ 7,077.20	\$ 7,210.91	-	-	-100.00%
POLICE & FIRE COMMUNICATIONS							
	Wages	\$ 153,576.31	\$ 153,503.12	\$ 182,528.00	185,180.48	180,017.68	-1.38%
	Expenses	\$ 7,973.56	\$ 8,358.10	\$ 9,217.00	10,617.00	8,925.00	-3.17%
	DEPARTMENTAL TOTAL	\$ 161,549.87	\$ 161,861.22	\$ 191,745.00	195,797.48	188,942.68	-1.46%
	TOTAL PROTECTION OF PERSONS AND PROPERTY	\$ 1,187,016	\$ 1,231,949	\$ 1,306,635	1,313,166.56	1,241,269.41	-5.00%
 REGIONAL SCHOOL DISTRICT BUDGETS							
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL							
	Operating Expenses	\$ 595,814.00	\$ 708,721.00	\$ 715,441.00	733,327.00	733,327.00	2.50%
	DEPARTMENTAL TOTAL	\$ 595,814.00	\$ 708,721.00	\$ 715,441.00	733,327.00	733,327.00	2.50%
AYER-SHIRLEY REGIONAL SCHOOL DISTRICT							
	Operating Expenses	4,709,291.00	4,950,000.00	5,331,343.00	5,912,367.00	5,591,283.00	4.88%
	Debt Service, Excluded						
	Debt Service, Unexcluded						
	Out of District Placement						
	DEPARTMENTAL TOTAL	4,709,291.00	4,950,000.00	5,331,343.00	5,912,367.00	5,591,283.00	4.88%
					FY 2015	FY 2015	

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	DEPARTMENT REQUEST	TOWN ADMIN BUDGET	PERCENT CHANGE
TOTAL SCHOOLS		5,305,105.00	5,658,721.00	6,046,784.00	6,645,694.00	6,324,610.00	4.59%
<u>DEPARTMENT OF PUBLIC WORKS</u>							
HIGHWAY DEPARTMENT							
	Salaries						
	Wages	\$ 174,450.33	\$ 185,977.22	\$ 190,122.25	193,458.76	193,458.76	1.75%
	Expenses	\$ 70,748.39	\$ 42,851.67	\$ 49,033.00	36,816.76	32,907.76	-32.89%
DEPARTMENTAL TOTAL		\$ 245,198.72	\$ 228,828.89	\$ 239,155.25	230,275.52	226,366.52	-5.35%
STREET LIGHTS							
	Expenses	\$ 24,331.71	\$ 22,056.86	\$ 25,000.00	5,303.00	5,303.00	-78.79%
	Performance Contract						
DEPARTMENTAL TOTAL		\$ 24,331.71	\$ 22,056.86	\$ 25,000.00	5,303.00	5,303.00	-78.79%
SNOW AND ICE							
	Wages	\$ 3,447.92	\$ 19,889.68	\$ 3,500.00	3,500.00	3,500.00	0.00%
	Overtime	\$ 11,052.08	\$ 25,424.87	\$ 11,000.00	11,000.00	11,000.00	0.00%
	Expenses	\$ 46,663.50	\$ 98,883.98	\$ 64,500.00	64,500.00	64,500.00	0.00%
DEPARTMENTAL TOTAL		\$ 61,163.50	\$ 144,198.53	\$ 79,000.00	79,000.00	79,000.00	0.00%
PUBLIC BUILDINGS							
	Wages	\$ -	\$ -	\$ -	19,479.00	17,526.99	0.00%
	Expenses	\$ 64,234.65	\$ 68,923.42	\$ 85,929.00	90,219.00	104,019.00	21.05%
	Payment in Lieu of Betterments	\$ -	\$ 92,746.35	\$ 44,656.00	44,656.00	44,656.00	0.00%
	War Memorial Sewer	\$ 2,677.29	\$ 2,981.00	\$ 3,000.00	-	-	-100.00%
DEPARTMENTAL TOTAL		\$ 66,911.94	\$ 164,650.77	\$ 133,585.00	154,354.00	166,201.99	24.42%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
ROAD & GROUNDS MAINTENANCE							
	Expenses	\$ 26,240.00	\$ 24,319.53	\$ 33,000.00	39,000.00	33,000.00	0.00%
	DEPARTMENTAL TOTAL	\$ 26,240.00	\$ 24,319.53	\$ 33,000.00	39,000.00	33,000.00	0.00%
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	ACTUAL	APPROPRIATED	REQUEST	BUDGET	CHANGE
CEMETERIES							
	Wages/Hourly	\$ 7,039.38	\$ 7,188.63	\$ 7,200.00	7,200.00	7,200.00	0.00%
	Expenses	\$ 5,832.34	\$ 5,660.00	\$ 6,300.00	6,300.00	6,300.00	0.00%
	DEPARTMENTAL TOTAL	\$ 12,871.72	\$ 12,848.63	\$ 13,500.00	13,500.00	13,500.00	0.00%
	TOTAL DEPARTMENT OF PUBLIC WORKS	\$ 436,718	\$ 596,903	\$ 523,240	521,432.52	523,371.51	0.03%
<u>LIBRARY AND CITIZEN'S SERVICES</u>							
RECREATION							
	Wages	\$ 4,702.70	\$ 4,753.84	\$ 4,845.20	4,944.00	4,944.00	2.04%
	Expenses	\$ 750.00	\$ 695.87	\$ -	-	-	0.00%
	Basketball Expense	\$ 3,600.00	\$ 3,515.35	\$ -	-	-	0.00%
	Soccer Expense	\$ 2,800.00	\$ 2,800.00	\$ -	-	-	0.00%
	DEPARTMENTAL TOTAL	\$ 11,852.70	\$ 11,765.06	\$ 4,845.20	4,944.00	4,944.00	2.04%
COUNCIL ON AGING							
	Wages	\$ 13,227.04	\$ 24,402.66	\$ 28,881.22	29,458.84	17,872.24	-38.12%
	Expenses	\$ 17,030.00	\$ 17,747.18	\$ 18,530.00	14,604.00	12,054.00	-34.95%
	Meals on Wheels	\$ 990.64	\$ 801.75	\$ -	-	-	0.00%
	DEPARTMENTAL TOTAL	\$ 31,247.68	\$ 42,951.59	\$ 47,411.22	44,062.84	29,926.24	-36.88%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
VETERAN'S SERVICE OFFICER							
	Salary	\$ 6,226.94	\$ 6,296.16	\$ 6,415.38	6,543.69	6,543.69	2.00%
	Expenses	\$ 317.40	\$ 496.28	\$ 550.00	550.00	550.00	0.00%
	Veterans' Benefits	\$ 24,309.64	\$ 64,253.05	\$ 65,500.00	70,740.00	70,740.00	8.00%
DEPARTMENT TOTAL		\$ 30,853.98	\$ 71,045.49	\$ 72,465.38	77,833.69	77,833.69	7.41%
LIBRARY							
	Salary	\$ 41,436.29	\$ 47,921.75	\$ 51,542.24	53,201.41	53,201.40	3.22%
	Wages	\$ 88,109.53	\$ 91,022.20	\$ 96,070.33	98,280.10	98,280.10	2.30%
	Expenses	\$ 61,129.60	\$ 61,126.79	\$ 61,130.00	58,040.00	51,815.00	-15.24%
DEPARTMENTAL TOTAL		\$ 190,675.42	\$ 200,070.74	\$ 208,742.57	209,521.51	203,296.50	-2.61%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
BENJAMIN HILL PARK							
	Wages	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00%
	Expenses and Minor Capital	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00%
DEPARTMENTAL TOTAL		6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00%
COMMEMORATIONS & CELEBRATIONS							
	Expenses	\$ -	\$ 1,000	1,000.00	1,600.00	1,000.00	0.00%
DEPARTMENTAL TOTAL		\$ -	\$ 1,000	1,000.00	1,600.00	1,000.00	0.00%
TOTAL LIBRARY AND CITIZEN SERVICES		\$ 283,502	\$ 332,833	\$ 353,964	343,962.04	323,000.43	-8.75%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
DEBT SERVICE							
	Long Term Debt - Principal Excluded	235,651.00	243,205.00	222,689.00	212,678.00	212,678.00	-4.50%
	Long Term Debt - Principal Non-Excluded	-	-	500.00	500.00	500.00	0.00%
	Long Term Debt - Interest - Excluded	64,704.25	54,541.90	47,180.00	30,319.19	30,319.19	-35.74%
	Long Term Debt - Interest - Non-Excluded	-	-	259.00	233.25	233.25	0.00%
	Short Term Debt - Interest- Non Excluded			945.00	5,967.00	5,967.00	0.00%
	Short Term Debt - Interest- Excluded	123,272.39	108,879.34	87,766.00	35,231.75	35,231.75	0.00%
	School Bld Principal Debt Excluded	197,500.00	197,500.00	197,500.00	197,500.00	197,500.00	0.00%
	School Bld Interest Debt Excluded	119,855.70	111,461.95	101,587.00	91,711.95	91,711.95	0.00%
	Library Principal Debt Excluded	51,151.00	50,151.00	50,151.00	50,151.00	50,151.00	0.00%
	Library Interest Debt Excluded	8,742.52	5,718.87	4,212.00	2,703.77	2,703.77	0.00%
	Performance Contract Debt Costs	2,000.00	2,000.00	4,050.00	3,700.00	3,700.00	0.00%
					48,862.00	48,862.00	
DEPARTMENTAL TOTAL		802,876.86	773,458.06	716,839.00	679,557.91	679,557.91	-5.20%
TOTAL DEBT SERVICE		802,876.86	773,458.06	716,839.00	679,557.91	679,557.91	-5.20%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN MANAGER BUDGET	PERCENT CHANGE
<u>EMPLOYEE BENEFITS</u>							
EMPLOYEE BENEFITS							
GENERAL BENEFITS							
	County Retirement	568,130.00	592,323.00	624,362.00	649,803.00	649,803.00	4.07%
	State Retirement						
	Unemployment Compensation	4,948.52	1,360.00	6,400.00	7,200.00	7,200.00	12.50%
INSURANCE							
	Health Insurance	620,663.87	583,569.10	662,500.00	629,532.00	629,532.00	-4.98%
	Medicare	28,940.23	30,351.22	36,604.00	37,477.58	37,477.58	2.39%
	Actuary	6,000.00	-	6,000.00			0.00%
	Senior Work off Medicare		314.07	218.00	222.36	222.36	0.02
DEPARTMENTAL TOTAL		1,228,682.62	1,207,917.39	1,336,084.00	1,324,234.94	1,324,234.94	-0.89%
TOTAL EMPLOYEE BENEFITS		1,228,682.62	1,207,917.39	1,336,084.00	1,324,234.94	1,324,234.94	-0.89%
Salary Adjustments							
GRAND TOTAL - TOWN BUDGET		\$ 10,330,031	\$ 10,937,509	\$ 11,577,974	12,196,371.82	11,750,491.60	1.49%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
MODERATOR							
	Salaries Expenses	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	0.00%
	DEPARTMENTAL TOTAL	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 150.00	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
BOARD OF SELECTMEN							
	Salaries	\$ 40,974.04	\$ 43,813.60	\$ 45,693.12	\$ 46,600.98	\$ 46,600.98	1.99%
	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Expenses	\$ 22,542.81	\$ 25,500.00	\$ 26,770.00	\$ 26,770.00	\$ 26,770.00	0.00%
	Engineering/Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Minor Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
DEPARTMENTAL TOTAL		\$ 63,516.85	\$ 69,313.60	\$ 72,463.12	\$ 73,370.98	\$ 73,370.98	1.25%

**BOARD OF SELECTMEN
122**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>
Telephone							
Postage	\$ 225.00	\$ 225.00	\$ -	0.00%	\$ 225.00	0.00%	
Office Supplies	\$ 1,285.00	\$ 1,285.00	\$ -	0.00%	\$ 1,285.00	0.00%	
Dues & Memberships	\$ 760.00	\$ 760.00	\$ -	0.00%	\$ 760.00	0.00%	
Travel and Conferences							
Equipment Maintenance							
Printing							
Software/Service Maintenance							
Space Rental							
Heating Costs							
Electricity							
Vehicle Costs							
Other: Financial Audit	\$ 23,000.00	\$ 23,000.00	\$ -	0.00%	\$ 23,000.00	0.00%	
Other: Other Audit Services	\$ 500.00	\$ 500.00	\$ -	0.00%	\$ 500.00	0.00%	
Other: Legal Notices	\$ 1,000.00	\$ 1,000.00			\$ 1,000.00		
Other: Town Report							
TOTAL FUNDS REQUESTED	\$ 26,770.00	\$ 26,770.00	\$ -	0.00%	\$ 26,770.00	0.00%	\$ -

Department Board of Selectmen
 Org # 122
 COLA % 2.00%

FISCAL YEAR 2014									FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Salaries																	
Dumont	Kendra	Elected Official	Chairman					\$ 100.00								\$ 100.00	
Swain	David	Elected Official	Vice Chairman					\$ 100.00								\$ 100.00	
Prescott	Robert	Elected Official						\$ 100.00								\$ 100.00	
Rocco	Kathleen	By Law	Executive Assistant		7	6		\$ 45,393.12		40	\$ 46,300.98				\$ 46,300.98	\$ 46,300.98	
TOTAL SALARIES																\$ 45,693.12	\$ 46,600.98
FISCAL YEAR 2014									FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Wages																	
TOTAL WAGES																\$ -	\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
TOWN ADMINISTRATOR							
	Salaries	\$ 94,999.84	\$ 71,250.27	\$ 88,385.00	\$ 90,152.70	\$ 90,152.70	2.00%
	Wages	\$ -	\$ -	\$ -	\$ -	\$ -	
	Expenses	\$ 370.93	\$ 49.00	\$ -	\$ 750.00	\$ 750.00	0.00%
	Contract Negotiations	\$ -	\$ -	\$ -	\$ 27,455.56	\$ 27,455.56	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 95,370.77	\$ 71,299.27	\$ 88,385.00	\$ 118,358.26	\$ 118,358.26	33.91%

**TOWN ADMINISTRATOR
129**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>	<u>COMMENTS</u>
Telephone								
Postage								
Office Supplies								
Dues & Memberships								
Travel and Conferences	\$ 400.00	\$ 400.00	\$ -	0.00%	\$ 400.00	0.00%		
Equipment Maintenance								
Printing								
Software/Service Maintenance								
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Misc	\$ 350.00	\$ 350.00	\$ -	0.00%	\$ 350.00	0.00%		
TOTAL FUNDS REQUESTED	\$ 750.00	\$ 750.00	\$ -	0.00%	\$ 750.00	0.00%	\$ -	

Department Town Administrator
 Org # 129
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Salaries																
Garvin	Patrice	Contract	Town Administrator	14	6	40	\$ 88,385.00			\$ 90,152.70				\$ 90,152.70	\$ 90,152.70	
TOTAL SALARIES							\$ 88,385.00								\$ 90,152.70	

FISCAL YEAR 2014								FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015

TOTAL WAGES \$ - \$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
FINANCE COMMITTEE							
	Expenses	\$ 325.23	\$ 325.23	\$ 1,170.00	\$ 2,370.00	\$ 2,370.00	0.00%
	Reserve Fund	\$ -		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	
<hr/>							
	DEPARTMENTAL TOTAL	\$ 325.23	\$ 325.23	\$ 51,170.00	\$ 52,370.00	\$ 52,370.00	2.35%

**FINANCE COMMITTEE
131**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>
Telephone							
Postage							
Office Supplies							
Dues & Memberships	\$ 170.00	\$ 170.00		100.00%	\$ 170.00	100.00%	
Travel and Conferences	\$ -	\$ 200.00		0.00%	\$ 200.00	0.00%	
Equipment Maintenance							
Printing	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	200.00%	\$ 2,000.00	200.00%	
Software/Service Maintenance							
Space Rental							
Heating Costs							
Electricity							
Vehicle Costs							
Other:							
TOTAL FUNDS REQUESTED	\$ 1,170.00	\$ 2,370.00	\$ 1,000.00	202.56%	\$ 2,370.00	202.56%	\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
TOWN ACCOUNTANT							
	Salaries	\$ 54,873.27	\$ 56,553.20	\$ 58,929.84	\$ 61,188.00	\$ 61,188.00	3.83%
	Wages	\$ 37,251.49	\$ 38,076.00	\$ 39,642.08	\$ 40,951.29	\$ 40,951.29	3.30%
	Expenses	\$ 1,827.10	\$ 1,397.26	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 93,951.86	\$ 96,026.46	\$ 101,571.92	\$ 105,139.30	\$ 105,139.30	3.51%

**TOWN ACCOUNTANT
135**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>
Telephone							
Postage							
Office Supplies	\$ 1,100.00	\$ 1,100.00	\$ -	0.00%	\$ 1,100.00	0.00%	
Dues & Memberships	\$ 80.00	\$ 80.00	\$ -	0.00%	\$ 80.00	0.00%	
Travel and Conferences	\$ 1,820.00	\$ 1,820.00	\$ -	0.00%	\$ 1,820.00	0.00%	
Equipment Maintenance							
Printing							
Software/Service Maintenance							
Space Rental							
Heating Costs							
Electricity							
Vehicle Costs							
Other: Local Software Support							
Other: Annual Audit							
Other: GASB 45 OPEB Audit							
Other:							
TOTAL FUNDS REQUESTED	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%	\$ 3,000.00	0.00%	\$ -

Department Town Accountant
 Org # 135
 COLA % 2.00%

FISCAL YEAR 2014									FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Final Salary	Projected Salary Fiscal 2015	
Salaries																
Colburn	Bobbi Jo	By Law	Town Accountant	9	9	\$1,149.20	40	\$ 58,929.84	\$ 1,172.18		\$ 61,188.00	0.00%		\$ 61,188.00	\$ 61,188.00	
TOTAL SALARIES															\$ 58,929.84	\$ 61,188.00
FISCAL YEAR 2014									FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Final Salary	Projected Salary Fiscal 2015	
Wages																
				5	10	\$20.06	37.5	\$ 22,567.50								
				5	11	\$20.51	37.5	\$ 17,074.58								
Hunt	Nicole	By law	Asst. Town Acct.	5	11	\$20.51	37.5	\$ 39,642.08	\$ 20.92	37.5	\$ 40,951.29	0.0%	\$ 20.92	\$ 40,951.29	\$ 40,951.29	
TOTAL WAGES															\$ 39,642.08	\$ 40,951.29

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
BOARD OF ASSESSORS							
	Salaries	\$ 53,523.20	\$ 54,317.41	\$ 56,946.24	58,826.00	58,826.00	3.30%
	Wages	\$ 4,460.40	\$ 5,240.55	\$ 5,351.00	5,441.54	5,441.54	1.69%
	Expenses	\$ 32,553.56	\$ 39,342.65	\$ 33,575.00	33,575.00	33,575.00	0.00%
	Legal Expense	\$ -	\$ -	\$ -	-	-	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 90,537.16	\$ 98,900.61	\$ 95,872.24	\$ 97,842.54	\$ 97,842.54	2.06%

BOARD OF ASSESSORS

141

<u>LINE ITEM</u>	FY 2014	FY 2015		PERCENT	FY 2015	PERCENT	FY 2015
	<u>APPROPRIATION</u>	DEPARTMENT <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>CHANGE</u>	FINANCE <u>TEAM</u>	<u>CHANGE</u>	FINCOM/BOS <u>APPROVED</u>
Other: Contract Services	\$ 14,935.00	\$ 14,935.00	\$ -	0.00%	\$ 14,935.00	0.00%	
Software/Service Maintenance	\$ 7,065.00	\$ 7,065.00	\$ -	0.00%	\$ 7,065.00	0.00%	
Other: Mapping Services	\$ 3,300.00	\$ 3,300.00	\$ -	0.00%	\$ 3,300.00	0.00%	
Printing Map Projects	\$ 450.00	\$ 500.00	\$ 50.00	11.11%	\$ 500.00	0.00%	
Other: GIS	\$ 3,825.00	\$ 2,400.00	\$ (1,425.00)	-37.25%	\$ 2,400.00	0.00%	
Professional Services	\$ 700.00	\$ 900.00	\$ 200.00	28.57%	\$ 900.00	0.00%	
Travel & Mileage/ Vehicle Costs	\$ 300.00	\$ 1,000.00	\$ 700.00	233.33%	\$ 1,000.00	0.00%	
Education, Training and Conferences	\$ 500.00	\$ 750.00	\$ 250.00	50.00%	\$ 750.00	0.00%	
Postage	\$ 530.00	\$ 725.00	\$ 195.00	36.79%	\$ 725.00	0.00%	
Office Supplies	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	\$ 1,500.00	0.00%	
Dues & Memberships	\$ 370.00	\$ 450.00	\$ 80.00	21.62%	\$ 450.00	0.00%	
Other: Legal Ads/Notices	\$ 100.00	\$ 50.00	\$ (50.00)	-50.00%	\$ 50.00	0.00%	
TOTAL FUNDS REQUESTED	\$ 33,575.00	\$ 33,575.00	\$ -	0.00%	\$ 33,575.00	0.00%	\$ -

Department Board of Assessors
 Org # 141
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary FY 2015	
Salaries																	
Boucher	Rebecca	By-Law	Principal Assessor	9	8		40	\$ 57,378.00			\$ 58,525.56				\$ 58,525.56	\$ 58,526	
Arakelian	Paulette							\$ 100.00							\$ 100.00	\$ 100.00	
Marchetti	Ronald							\$ 100.00							\$ 100.00	\$ 100.00	
Saball	Joseph							\$ 100.00							\$ 100.00	\$ 100.00	
TOTAL SALARIES																\$ 58,826	
FISCAL YEAR 2014								FISCAL YEAR 2015									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Wages																	
Fox	Kristen	By Law	Assessor's Clerk	4	1	\$14.60	7	\$ 5,334.84	\$ 14.89	7	\$ 5,441.54	0.00%	\$ 14.89		\$ 5,441.54	\$ 5,441.54	
TOTAL WAGES																\$ 5,441.54	

Expense Lines- 141

The Assessors are requesting a level funded budget for FY2015. For FY2015, we are requesting to combine all our expense lines to simplify our budget management under the omnibus provision. However, for purposes of budget justification we have broken down our expenses by type and listed them in order of priority in our budget request.

For FY2014-2017, the Assessors further reduced our contract expense with Patriot by reducing the number of hours we needed them for revaluation services per year. Our plan has been to use the reduced revaluation service expense to upgrade our CAMA system and expand our abilities for using our newly created GIS maps and data. Our FY2014 revaluation approval included a recommendation to integrate our GIS and CAMA to facilitate assessment administration with Mass GIS parcel mapping standards. Our budget shows the efficiency created in our contracted services line being reallocated to our GIS expense lines. GIS expenses include a cost for MR Mapper beginning in FY2015 estimated at \$1200 by Jason Stanton and Assesspro Enhancer GIS viewer with 2 annual ESRI licenses at a cost of \$1200. Mr Mapper was free for FY2013 and FY2014 while in its beta development stage. MR Mapper is a general GIS tool for use by all town departments. Our upgrade to the newest version of Assesspro with the enhanced GIS viewer will allow us to better view property data specific to assessing and more efficiently make changes for consistency and uniformity.

Mapping projects include our exempt properties GIS map, updating the zoning map, and other special projects that the town needs. Costs to print these 30x40 maps are based on the MRPC's project fee schedule. This included the Sex Offender annual map printing and our other projects.

Our professional services include costs of our subscriptions to Marshall & Swift for their cost manual and to MLS Pin for detailed sales data.

Travel and mileage costs are based on actual mileage usage of staff to perform fieldwork, attend courses, and update property photographs. FY14 actuals to date for mileage is \$456.76. Spring typically has the greatest amount of fieldwork to be done. We coordinate some inspections with the building inspector to save mileage and facilitate more convenience to the property owners. Use of staff's personal vehicle to do inspections is often more reliable and anonymous.

Expenses for education, training and conferences include courses necessary to maintain the professional designation required of the principal assessor and for the required course 101 of 1 new Assessor. The Board of Assessors is a firm supporter of the need to have an educated and accredited staff.

Postage was adjusted to the actual amount used in FY2013. Most of our mailings are done in the winter and spring.

Office supplies are below their actual for FY2014 though they are level budgeted. In FY2014, both office printers broke and had to be replaced. Unfortunately this makes predicting our ink cartridge use difficult for FY2015. Ink cartridges for the newer printer are more expensive but the printers are new and won't need servicing or replacement. Paper purchasing is coordinated with the BOS to get the best price.

Memberships and Dues increased due to a new fee structure put into place by the MAAO in FY2014.

Legal Ads and Notices were decreased since there are less public notice requirements in an interim year as opposed to a triennial revaluation year.

Please refer any question to our staff.

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
TAX COLLECTOR							
	Salaries	\$ 55,645.20	\$ 57,553.60	\$ 59,988.24	\$ 61,188.00	\$ 61,188.00	2.00%
	Wages	\$ 23,363.58	\$ 23,769.86	\$ 24,742.80	\$ 25,681.00	\$ 25,681.00	3.79%
	Expenses	\$ 13,658.80	\$ 13,373.82	\$ 15,184.00	\$ 15,659.00	\$ 15,346.00	1.07%
	Tax Taking	\$ 3,402.39	\$ 4,400.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 96,069.97	\$ 99,097.28	\$ 103,590.04	\$ 106,203.00	\$ 105,890.00	6.85%

**TAX COLLECTOR
146**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM APPROVED</u>
Postage	\$ 7,150.00	\$ 7,625.00	\$ 475.00	6.64%	\$ 3,200.00	-58.03%	
Office Supplies	\$ 2,134.00	\$ 2,134.00	\$ -	0.00%	\$ 750.00	-64.85%	
Dues & Memberships	\$ 45.00	\$ 45.00	\$ -	0.00%	\$ 45.00	0.00%	
Travel and Conferences	\$ 170.00	\$ 170.00	\$ -	0.00%	\$ 170.00		
Equipment Maintenance							
Printing	\$ 504.00	\$ 504.00	\$ -	0.00%		-100.00%	
Software/Service Maintenance	\$ 4,396.00	\$ 4,396.00	\$ -	0.00%	\$ 4,396.00	0.00%	
Other: Lock Box	\$ 725.00	\$ 725.00	\$ -	0.00%	\$ 725.00	0.00%	
Other: Parking Tickets	\$ 60.00	\$ 60.00	\$ -	0.00%	\$ 60.00	0.00%	
Other: MCC	\$ -	\$ -	\$ -	0.00%	\$ 6,000.00	100.00%	
Other:							
TOTAL FUNDS REQUESTED	\$ 15,184.00	\$ 15,659.00	\$ 475.00	3.13%	\$ 15,346.00	-2.00%	\$ -

Department Tax Collector
 Org # 146
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries																
Haase	Holly	Elected	Collector	9	10		40	\$ 59,988.24			\$ 61,188.00				\$ 61,188.00	\$ 61,188.00
TOTAL SALARIES																
															\$ 61,188.00	
Wages																
				5	11	\$20.51	23	\$ 19,340.93								
				5	12	\$20.97	23	\$ 5,401.87								
Callahan	Antonia	By Law	Asst. Treas/Coll	5	12	\$20.97	23	\$ 24,742.80	\$ 21.39	23	\$ 25,680.11		\$ 21.39		\$ 25,680.11	\$ 25,681
TOTAL WAGES																
															\$ 25,681	

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
TREASURER							
	Salaries	\$ 55,645.20	\$ 56,528.80	\$ 58,929.84	\$ 61,188.00	61,188.00	3.83%
	Wages	\$ 34,843.50	\$ 36,009.62	\$ 37,517.18	\$ 38,308.54	38,308.54	2.11%
	Expenses	\$ 4,363.84	\$ 4,308.65	\$ 4,500.00	\$ 4,400.00	4,400.00	-2.22%
	Tax Title	\$ 1,902.39	\$ 3,477.39	\$ 10,000.00	\$ 10,000.00	10,000.00	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 96,754.93	\$ 100,324.46	\$ 110,947.02	\$ 113,896.54	113,896.54	2.66%

**TREASURER
145**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>
Postage	\$ 2,080.00	\$ 1,655.00	\$ (425.00)	-20.43%	\$ 1,655.00	0.00%	
Office Supplies	\$ 1,075.00	\$ 1,075.00	\$ -	0.00%	\$ 1,075.00	0.00%	
Dues & Memberships	\$ 795.00	\$ 45.00	\$ (750.00)	-94.34%	\$ 45.00	0.00%	
Travel and Conferences	\$ 450.00	\$ 450.00	\$ -	0.00%	\$ 450.00	0.00%	
Equipment Maintenance							
Printing							
Software/Service Maintenance							
Other: Misc	\$ 100.00	\$ 100.00	\$ -	0.00%	\$ 100.00	0.00%	
Other: Veribanc subscription	\$ -	\$ 125.00	\$ 125.00	0.00%	\$ 125.00	0.00%	
Other: BAN issue fees	\$ -	\$ 700.00	\$ 700.00	0.00%	\$ 700.00	0.00%	
Other: Training & Conferences Registration	\$ -	\$ 250.00	\$ 250.00	0.00%	\$ 250.00	0.00%	
TOTAL FUNDS REQUESTED	\$ 4,500.00	\$ 4,400.00	\$ (100.00)	-2.22%	\$ 4,400.00	0.00%	\$ -

Department Treasurer
 Org # 145
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Salaries																	
Johnston	Kevin	By Law	Treasurer	9	9		40	\$ 58,929.84	\$ 1,172.18		\$ 61,188.00				\$ 61,188.00	\$ 61,188.00	
TOTAL SALARIES								\$ 58,929.84								\$ 61,188.00	\$ 61,188.00
FISCAL YEAR 2014								FISCAL YEAR 2015									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Wages																	
				5	7	\$18.77	37.5	\$ 2,111.63									
				5	8	\$19.19	37.5	\$ 35,405.55									
Poitras	Janet	By Law	Asst. Treas	5	8	\$19.19	37.5	\$ 37,517.18	\$ 19.57	37.5	\$ 38,308.54		\$ 19.57		\$ 38,308.54	\$ 38,308.54	
TOTAL WAGES								\$ 37,517.18								\$ 38,308.54	\$ 38,308.54

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
TOWN COUNSEL							
	Expenses	\$ 22,933.08	\$ 40,894.18	\$ 25,000.00	25,000.00	25,000.00	0.00%
	DEPARTMENTAL TOTAL	\$ 22,933.08	\$ 40,894.18	\$ 25,000.00	25,000.00	25,000.00	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
Information Technology							
	Computer Operations	\$ 104,690.80	\$ 104,809.01	\$ 150,906.00	\$ 152,193.00	\$ 152,193.00	0.85%
	Office Machines	\$ 6,274.11	\$ 6,321.18	\$ 7,508.00	\$ 10,000.00	\$ 10,000.00	33.19%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 110,964.91	\$ 111,130.19	\$ 158,414.00	\$ 162,193.00	\$ 162,193.00	2.39%

**INFORMATION TECHNOLOGY
155 & 159**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>
Telephone	\$ -	\$ -	\$ -	-100.00%	\$ 10,000.00	0.00%	
Postage							
Office Supplies							
Dues & Memberships							
Travel and Conferences							
Equipment Maintenance	\$ 7,000.00	\$ 7,000.00	\$ -	-100.00%	\$ 7,000.00	0.00%	
Printing							
Software/Service Maintenance	\$ 65,588.00	\$ 65,588.00	\$ -	-100.00%	\$ 65,588.00	0.00%	
Internet Expenses	\$ 11,605.00	\$ 11,605.00			\$ 11,605.00		
Space Rental							
Heating Costs							
Electricity							
Vehicle Costs							
Other: Consulting	\$ 68,000.00	\$ 68,000.00	\$ -	0.00%	\$ 68,000.00	0.00%	
TOTAL FUNDS REQUESTED	\$ 152,193.00	\$ 152,193.00	\$ -	0.00%	\$ 152,193.00	0.00%	\$ -

					FY 2015	FY 2015	
		FY 2012	FY 2013	FY 2014	DEPARTMENT	WN ADMINISTRAT	PERCENT
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	ACTUAL	APPROPRIATED	REQUEST	BUDGET	CHANGE
TOWN CLERK							
	Salaries	\$ 54,455.04	\$ 56,044.80	\$ 58,424.80	\$ 59,847.00	\$ 59,847.00	2.43%
	Wages (Office Assistant)				\$ 21,402.00	\$ -	0.00%
	Expenses	\$ 1,196.54	\$ 1,004.17	\$ 3,841.00	\$ 3,417.00	\$ 3,417.00	-11.04%
						.	
	DEPARTMENTAL TOTAL	\$ 55,651.58	\$ 57,048.97	\$ 62,265.80	\$ 84,666.00	\$ 63,264.00	1.60%

TOWN CLERK								
161								
		FY 2015			FY 2015		FY 2015	
	FY 2014	DEPARTMENT		PERCENT	FINANCE	PERCENT	FINCOM/BOS	
LINE ITEM	APPROPRIATION	REQUEST	DIFFERENCE	CHANGE	TEAM	CHANGE	APPROVED	COMMENTS
Telephone								
Postage	\$ 138.00	\$ 146.00	\$ 8.00	5.80%	\$ 146.00	0.00%		Increase in postage cost as of 1/26/2015
Office Supplies	\$ 1,045.00	\$ 795.00	\$ (250.00)	-23.92%	\$ 795.00	0.00%		do not need to purchase archival quality paper and manila folders since most are acid free now \$395 Office Supplies ---\$90 = 3 boxes of paper ---\$125 = toner for printer ---\$30 = toner for office copier ---\$50 = envelopes ---\$100 = Folders, Binders, correction tape, hanging folders, manila folders, highlighters, pens sectional dividers, sticky notes, storage boxes, business cards \$50 Shredding \$50 Security Paper vital records \$300 archival binders and mylar sleeves for vital records, Archival Containers for oldest historic records in vault from University Products, Inc. in Holyoke, MA
Dues & Memberships	\$ 165.00	\$ 165.00	\$ -	0.00%	\$ 165.00	0.00%		\$100 - Mass Town Clerk's Assn \$25 - Middlesex Town Clerk's Assn \$40 - New England Archivists
Travel and Conferences	\$ 1,843.00	\$ 1,611.00	\$ (232.00)	-12.59%	\$ 1,611.00	0.00%		includes training for Asst Town Clerk Town Clerk: \$605 + 380 = 985 Three Mass Town Clerk's Assn Conferences (\$275, \$100, \$150). Two Middlesex Town and City Clerk's Assn 1/2 day training seminars (\$15 + \$15) and one New England Archivists Workshop (\$50) 240 miles 100 miles 230 miles 100 miles ----- 670 miles @ \$.565/mile total \$ 380 Assistant Town Clerk: \$400+226 = \$626 \$400 various conferences 400 miles @ \$.565/mile = \$226
Equipment Maintenance								
Printing								
Software/Service Maintenance	\$ 650.00	\$ 500.00	\$ (150.00)	-23.08%	\$ 500.00			Dog licensing/payment tracking software to be jointly agreed upon by Town Clerk, PD and ACO. Propose source of funding as Dog Revolving Fund. FY14 appropriation not used since software purchase not made.
Space Rental								
Heating Costs								
Electricity								
Vehicle Costs								
Other: Town Clerk Insurance Bond								
Other: Bylaw updates (General Code)								
Other: Vital Statistics								
Other: Binding of Permanent Records		\$ 200.00			\$ 200.00			Binding of Town Reports, Town Meeting Minutes and Warrants (\$50 to \$85 per book depending on size of paper and thickness - price quote from Newton Bindery in Clinton, MA)
TOTAL FUNDS REQUESTED	\$ 3,841.00	\$ 3,417.00	\$ (624.00)	-11.04%	\$ 3,417.00	0.00%	\$ -	

Department Town Clerk
 Org # 161
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Salaries																	
McDougall	Amy	Elected	Town Clerk					\$ 58,424.80			\$ 59,846.20				\$ 59,846.20	\$ 59,846.20	
TOTAL SALARIES								\$ 58,424.80							\$ 59,847.00		

FISCAL YEAR 2014								FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
		By Law	Assistant Town Clerk	5	2				\$ 16.40	25	\$ 21,402.00			\$ 16.40	\$ 21,402.00	\$ 21,402.00

TOTAL WAGES \$ - \$ 21,402.00

<u>Town</u>	<u>Pop.</u>	<u>Assistance in Town Clerk's Office?</u>	<u>Assistant's Hours / wk</u>	<u>Hrly Pay range for position (or rate if no range)</u>	<u>Notes</u>
Ashburnham					
Ayer	7,400	Assistant Town Clerk	40	\$ 19.42	wages negotiated by union. Town Clerk works 18 hrs/wk as clerk and 22 hrs/wk as Tax Collector. Has worked at Ayer Town offices over 20 years
Bolton	5,351	Assistant Town Clerk	30	\$18.90 - 24.83	Just had job classifications redone by DIJ Municipal Management Consultant Services. Assistant is at top of range and gets COLAs only as has been there 10 yrs
Groton	10,800	Assistant Town Clerk	2 @ 20 hpw	\$ 23.00	
Harvard	5,700	n/a	coverage as needed	n/a	Someone from Finance Department is trained to cover only when Town Clerk is out of the office
Lancaster	8,100	Assistant Town Clerk	27	\$14.79 - 19.67	grade 5. Current assistant started at Gr 5, Step 2 and is now at step 6
Lunenburg					
Pepperell					
Sterling	7,800	Assistant Town Clerk	40	\$17.05 - 24.29	grade 5
Stow	6,700	Assistant Town Clerk		\$17.43 - 23.48	
Stow	6,700	Office Clerical Assistant		\$13.43 - 18.07	
Townsend	8,900	Assistant Town Clerk	37.5	\$ 17.73	Started as Office Assistant and is now Assistant Town Clerk.
Shirley	5,800	Clerical Assistance by Sr Work Off Participants	12	\$ 8.00	minimum wage
Shirley	5,800	Registrars of Voters	2 hrs /wk most of yr and 10 hrs w/ Jan-March	\$ 8.00	- Registrars have limited availability. - Marge Marcinkewicz performed 150 hrs of census assistance for \$10.00/hr until retiring in 2012
Shirley	5,800	Assistant Accountant, Asst. Collector, Asst. Treasurer	varies	\$16.14 - 22.07	Grade 5 (2% added to 2014 rates pf \$15.82 + \$21.64)

Assistant Town ClerkPosition Summary:

The purpose of this position is to provide administrative and technical assistance to the Town Clerk. Works under the direction of the Town Clerk and in accordance with all applicable Massachusetts Laws, Town bylaws and regulations. Most work involves contact with the general public and other town departments in person, by e-mail and by telephone discussing routine and semi-complex information. Must be able to work independently and have strong communication and customer service skills. Refers questionable cases to the Town Clerk. Must be able to maintain confidentiality and establish good working relationship with town depts., boards, committees, commissions and state agencies.

Essential Functions and Responsibilities:

1. Assists visitors at counter or callers inquiring about town and state government. Directs visitors and callers to other departments or researches answers as appropriate.
2. Dog Licensing (approximately 800-1000 records): assists with issuing license and enters rabies vaccination information; works with Town Clerk and Animal Control Officer to send reminder notices to dog owners
3. Assists with Vital Records requests (birth, marriage and death records): upon receipt of request for copy, researches to see if record is on file, obtains original record from the vault, prepares certified copy for Town Clerk's review and signature. Records payments in receipt book and in excel spreadsheet. In Town Clerk's absence (and after training completed) will be able to issue copies, register death certificates and issue burial permits.
4. Assists with swearing in of appointed officials and providing policies: Contacts folks appointed by Board of Selectmen to advise of appointment; swears them in and provides state and public policies; maintains signed policy receipts in printed format and in database; maintains Conflict of Interest training certificates in printed format and in database.
5. Prints copies of Open Meeting notices. Maintains printed records in accordance with state record retention guidelines. Posts notices on meeting posting website for regional boards and assists town boards and committees with questions about posting their meetings.
6. Assists Town Clerk with management of temporary records in accordance with state retention and disposition schedules.
7. Assistant Registrar of Voters: assist voters in registering to vote; processes voter registrations, changes and deletions by using the state's Central Voter Registry and Resident Information System; mailing acknowledgement notices and filing voter registrations. Assists in reviewing signatures on nomination papers and petitions; assist with sending out and processing Annual Street Listing Forms; assists absentee voters and maintains records of ballots in state CVR system.
8. Receives meeting minutes turned in by town committees, boards and commissions and records same in database and on meeting posting site.
9. Campaign Finance: assist Town Clerk in sending reminders to officials who have not filed.
10. Business Certificates: assist Town Clerk in sending renewal notices
11. Post community notices in glass case in front foyer

In accordance with MGL Ch. 41, Sec. 19, the Assistant Town Clerk shall, in the absence of the clerk, perform his/her duties and have the powers and be subject to the requirements and penalties applicable to him/her.

Jan 2, 2013

FY2015 Town Clerk Budget - Request for Assistant Town Clerk

I truly believe that the Town Clerk's Office needs a part-time Assistant Town Clerk for 25 hours/wk. Since taking office in 2005, I have done my best to work within the town's tight budgets. Except for last year, I level funded or decreased my budget requests. Last year, I increased my elections budget to accurately match forecasted needs, and I increased my Town Clerk Expenses and added a line item for Assistant's wages to alert people to the growing need.

Previously, I was able to hold off on asking for an Assistant because I had help in the office from Marjorie Marcinkewicz, who, after working her Senior Tax Work Off and Town Census hours would volunteer 20-25 hours a week for the rest of the year. Over the past 6 years, as I automated more of the office, I found that I needed additional assistance from individuals who were familiar with Microsoft Excel, Word and Access, Outlook and internet. I was able to turn to the Senior Work-Off Program for help. Over the past few years, I have been using 4-5 people on a regular basis for an add'l 10+ hrs/wk.

With Marge's departure in the fall of 2012, I took the opportunity to evaluate the operational needs of the Town Clerk's Office. From this evaluation, I determined that the office cannot fulfill its obligations with the loss of those hours or continue to rely so heavily on participants of the Senior Tax Work-Off Program.

The Massachusetts Town Clerk's Association has determined that there are seventy-three chapters and over four hundred and fifty statutes of the Massachusetts General Laws that direct the Town Clerk's duties. As demonstrated above, the volume of work that needs to be done has, for years, consistently exceeded what one person can reasonably accomplish.

Some of the responsibilities that have changed since I began in 2005 are below:

- Significant Increase in number of special town and state elections
- Continually changing voter laws and procedures: (1) Federal Help America Vote Act brought Provisional Ballots and the Automark machine. (2) Updated Overseas and military voter procedures and reporting including faxed and e-mailed ballots. (3) Revamping of all election processes to ensure all laws are followed.
- Changes to procedures for recording and issuing Birth, Marriage and Death Certificates. Increase in forms, online systems now in use, and more requests for copies due to Federal Real ID Act and more frequent audits by insurance companies of the individuals and families they insure.
- Website maintenance of Town Clerk-related information
- Maintain electronic records of dog licenses, owner information and vaccination information and work with Animal Control Officer(s) to send notices to owners of unlicensed dogs.
- Changes in Dog Licensing laws: Proof of spay/neuter required to extend reduced cost to dog owners. Difference in prices requires more complex turnover tracking and time. Approval of Animal Control Officer now required before renewing Kennel Licenses.
- Open Meeting Law changes - training of members and accepting notices of citizen complaints
- Campaign & Political Finance changes - follow up w/ all officials; reports over \$1000 on website.
- Collect & track marijuana violations
- Ethics/Conflict of Interest – distribute yearly summary of law to all employees and volunteers (approx 350 people) and track in database bi-annual training. Ethics Commission liaison.
- Enter records of burials into Cemetery Committee's bound record books. Deposit receipts of payments for burials. This used to be done by the burial agent.
- Federal census liaison

Given the complexity and variety of the duties of the office and the need to be available to the public as the gateway to town government, it is crucial that the office have an additional person who is capable and responsible. Statutorily, an Assistant Town Clerk would be authorized to act in my absence in most areas so that he/she could issue vital record copies, swear in appointed and elected officials, work independently and keep the office open in my absence. Please support my request to add this position so that I can accomplish what legally is required to be done while meeting the needs of the public as well. I will work with the Personnel Board to place the position on the Salary Classification Plan and Wage Grid.

** Dog Licensing Software **

IMAS, LLC

**P.O. Box 5281
Brookfield, CT 06804-5281**

**Software &
Maint.
Quote**

For Billing Inquiries call: **800-775-3107**

<http://www.webtownhall.com/credit...>

Bill To:

Ship To:

**Town of Shirley
Amy McDougal, Town Clerk
7 Kead Way, 1st Floor
Shirley, MA 01464**

**Town of Shirley
Amy McDougal, Town Clerk
7 Kead Way, 1st Floor
Shirley, MA 01464**

P.O. Number	Terms	Rep	Date	Quote#	Maint Effective Date
			12/30/2013	1559	12/30/2013

Quantity	Detailed Description	Cost	Whom	Total
1	TCS™ ALS© Workgroup Base Pricing Animal Licensing System - ALS© 2 Database Users and 1 Inquiry User	1,750.00		1,750.00
0	TCS™ ALS© Additional User Software Subtotal	350.00		0.00 1,750.00
0	TCS™ ALS© Annual Software Maintenance 1st year included free with purchase then after 20% of 1,750.00 = \$ 350.00 Annual maintenance includes all Federal, State and Local statutory changes, unlimited support through our "Enhancement" procedure and an additional 45 minutes of live application software hotline, enhancements and software upgrades when ready for general availability.	<u>350.00</u>	<i>2nd yr.</i>	0.00
	Services Provided	0.00		0.00
0	TCS™ File Conversion "not to exceed" for	<u>500.00</u>	<i>some can be done in house</i>	500.00
	Software Modules provided	0.00		0.00
0	TCS™ ALS© ACO Module ALS© Animal Control Officer Module	<u>500.00</u>	<i>done in house</i>	500.00
	TCS™ ALS© ACO Module Annual Software Maintenance - 1st year included free with purchase then after 20% of 500.00 = \$100.00 Annual Maintenance includes all Federal, State and Local salutory changes, unlimited support through our "Enhancement" procedure and an additional 45 minutes of live application software hotline, enhancements and software upgrades when ready for general availability.	<u>100.00</u>	<i>2nd yr.</i>	0.00
	Optional Services and Modules - Internet Inquiry			0.00

Please select Module, and Training opts. fax to 203-740-1690 and we will provide you with an Update. Fax # 203-740-1690 E-mail accounting@imasllc.org

Total

Signature _____ Page 1 *13*

IMAS, LLC

**P.O. Box 5281
Brookfield, CT 06804-5281**

**Software &
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Bill To:

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**Town of Shirley
Amy McDougal, Town Clerk
7 Kead Way, 1st Floor
Shirley, MA 01464**

**Town of Shirley
Amy McDougal, Town Clerk
7 Kead Way, 1st Floor
Shirley, MA 01464**

P.O. Number	Terms	Rep	Date	Quote#	Maint Effective Date
			12/30/2013	1559	12/30/2013

Quantity	Detailed Description	Cost	Whom	Total
0	TCS™ ALS©-Internet "Fill-In" renewal. Annual Internet Hosting and support application fee This feature allow Anyone to access "Fill-In" DOG license over the Internet complete the form on-line, print at home, attach a check and mail it in to your office	437.50		0.00
0	TCS™ ALS©-Internet Inquiry Annual Internet Hosting and support application fee including Ability to View TCS™ ALS© Inquiry information on-line and with a subscription fee the ability to Print and Download. 25% of the original ALS© software license fee 25 X \$1,750.00 = \$437.50	437.50		0.00
0	TCS™ ALS©-Internet Licensing (from ALS© C/S screen) with a Credit Card Annual Internet Hosting and support application fee including Ability to Validate TCS™ ALS© licensing information on-line and process your payment with a credit card and print a receipt..	75.00		0.00
0	TCS™ ALS© Internet Renewal licensing on-line and process your payment with a credit / debit card and print a receipt. Allow for additional FEE to be collected for postage mailing and handling.	475.00		0.00
0	TCS™ Animal Licensing System-ALS© Internet Inquiry for the Police Department Annual Internet Hosting and support application fee including Ability to View "Full" Animal Information on-line and with a secure username and password allowing print function (no monetary changes enabled).	✓ 475.00		0.00 <i>475.00</i>

Please select Module, and Training opts. fax to 203-740-1690 and we will provide you with an Update. Fax # 203-740-1690 E-mail accounting@imasllc.org

Total

Signature _____ Page 2 **13**

LL Data Designs LLC

5 Bayou Drive
Greenville, RI 02828

401-949-3827

lldatadesigns@gmail.com

www.lldatadesigns.com

**To Town of Shirley
7 Keady Way, 1st floor
Shirley, MA 01464
978-425-2681
Town Clerk-Amy R. McDougall**

Proposal Date: 12/18/2013

Dog License Database and Animal Control Module Proposal

Dog and Kennel License Database

- Resident Information
- Multiple dogs information for each resident
- Search, Name, Dog Tag, Rabies Tag
- Kennel Information
- Dog License
- Invoice with balance owed
- Payment Receipt
- History
- Report, by Name, Breed, and Address
- Renewal Notice

Animal Control Module

- Log Violations and Comments on Dogs
- Revenue Report for Violation Fines
- Search features for Police Department
- Calculation of fines
- Notices to residents

Built in MS Access
Free 6 months Maintenance and Support

	Total Dog License Database	\$1495.00
	Total Animal Control Module	\$795.00
	Total	\$2290.00
	Professional discount 20%	(\$458.00)
	Total for Dogs License Database and Animal Control Module	\$1,832.00

Data Transfer \$25.00 per hours priced separately after mutual agreement by LL Data Designs and Town Clerk.

IMAS, LLC

**P.O. Box 5281
Brookfield, CT 06804-5281**

Software & Maint. Quote

For Billing Inquiries call: **800-775-3107**

<http://www.webtownhall.com/credit...>

Bill To:

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**Town of Shirley
Amy McDougal, Town Clerk
7 Kead Way, 1st Floor
Shirley, MA 01464**

P.O. Number	Terms	Rep	Date	Quote#	Maint Effective Date
			12/30/2013	1559	12/30/2013

Quantity	Detailed Description	Cost	Whom	Total
0	TCS™ Animal Licensing System-ALS© Internet Inquiry for the A.C.O. Department Annual Internet Hosting and support application fee including Ability to View "Full" Animal Information on-line and with a secure username and password allowing report function (within your limitations) without any monetary changes enabled.	475.00		0.00
0	TCS™ ALS©-Internet Licensing (from ALS© C/S screen) with a Credit Card Annual Internet Hosting and support application fee including Ability to Validate TCS™ ALS© licensing information on-line and process your payment with a credit card and print a receipt. TCS™ ALS© Workgroup	75.00		0.00
1	1/2 day Internet Installation Services (up to 3.00 hours)	125.00		125.00
2	TCS™ Training 1/2 day Internet (up to 3.00 hours) TCS™ Installation and Training services:	125.00		250.00
				375.00
			<i>File conversion</i> <i>ALO module</i> <i>PD Internet Inquiry</i>	<i>500 -</i> <i>500 -</i> <i>475</i> <hr style="width: 50px; margin-left: 0;"/> <i>+ 1475</i>

Please select Module, and Training opts. fax to 203-740-1690 and we will provide you with an Update. Fax # 203-740-1690 E-mail accounting@imasllc.org

Total + \$2,125.00

Signature _____

\$ 3600.00

3 Year Mandatory Annual Maintenance

Year 1	\$395.00
Year 2	\$395.00
Year 3	\$395.00

Annual Maintenance and Support Agreement

- Unlimited phone support and unlimited remote support
- All upgrades and changes made to Forms and Reports
- Yearly maintenance of database structure
- Includes 3 hours of on-site or remote transitional training for staff changes
- Maintenance payments begins 6 month after database installation (billed separately)

**If Maintenance Agreement is inactive LL Data Designs will only offer support "ON-SITE".
The rate will be \$175.00 per hour at the minimum of 3 hours plus travel time.**

		FY 2012	FY 2013	FY 2014	FY 2015	FY 2015	
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	ACTUAL	APPROPRIATED	DEPARTMENT REQUEST	TOWN ADMIN BUDGET	PERCENT CHANGE
ELECTIONS AND BOARD OF REGISTRARS							
	Wages/Stipends	\$ 8,495.98	\$ 13,658.91	\$ 9,400.00	\$ 7,311.00	\$ 7,311.00	-22.22%
	Expenses	\$ -	\$ -	\$ 5,272.00	\$ 5,554.04	\$ 5,554.00	5.35%
	Minor Capital	\$ -	\$ -	\$ -			0.00%
	DEPARTMENTAL TOTAL	\$ 8,495.98	\$ 13,658.91	\$ 14,672.00	\$ 12,865.04	\$ 12,865.00	-12.32%

ELECTIONS									
162									
			FY 2015			FY 2015		FY 2015	
		FY 2014	DEPARTMENT		PERCENT	FINANCE	PERCENT	FINCOM/BOS	
LINE ITEM		APPROPRIATION	REQUEST	DIFFERENCE	CHANGE	TEAM	CHANGE	APPROVED	COMMENTS
Telephone									
Postage		\$ 2,294.00	\$ 2,484.12	\$ 190.12	8.29%	\$ 2,484.00	0.999953706		increase in postage costs effective 1/26/2014 and more abs ballots for Nov 2014 election
Office Supplies		\$ 684.00	\$ 684.00	\$ -	0.00%	\$ 684.00	100.00%		Same items as in 2013 \$45 = 1 case legal size paper \$60 = 2 cases 8 1/2 x 11 paper \$200 = printer cartridge for state election computer \$94 = automark printer cartridge, golf pencils, red pens, red pencils, binders, pens, folders and other office supplies, 2 boxes of 6x9 envelopes \$285 - envelopes for street listing mailing (\$270 in 2013)
Dues & Memberships									
Travel and Conferences									
Equipment Maintenance-Service Contract									
Printing (Town Election Ballots)		\$ 700.00	\$ 721.00	\$ 21.00	3.00%	\$ 722.00	1.001386963		assumed small increase in pricing
Software/Service Maintenance (Election programming)		\$ 1,364.00	\$ 1,404.92	\$ 40.92	3.00%	\$ 1,404.00	0.999345158		assumed small increase in pricing
Space Rental									
Heating Costs									
Electricity									
Vehicle Costs									
Other: Election Worker Dinners									
Board of Registrars Stipend									
Other: Board of Registrars expenses									
Other: Election Miscellaneous		\$ 230.00	\$ 260.00	\$ 30.00	13.04%	\$ 260.00	100.00%		Re-dating of public notice signs = 210. 4 elections instead of 3 Shredding of used ballots (split cost with Clerk's line \$50)
Other:									
Other: Election Night Help									
TOTAL FUNDS REQUESTED		\$ 5,272.00	\$ 5,554.04	\$ 282.04	5.35%	\$ 5,554.00	100.00%	\$ -	

Department Elections & Board of Registrars
 Org # 162
 COLA % 0.00% Paid Minimum Wage

FISCAL YEAR 2014								FISCAL YEAR 2015											
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015			
Salaries																			
TOTAL SALARIES															\$ -				
FISCAL YEAR 2014								FISCAL YEAR 2015											
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015			
Wages																			
Election Workers								\$	4,472.00	\$	8.00	780			\$	8.00		\$	6,240.00
Board of Registrars Pre/Post Election Work								\$	312.00	\$	8.00	48			\$	8.00		\$	384.00
Board of Registrars Street List and Weekly Work								\$	4,000.00	\$	8.00	100			\$	8.00		\$	800.00
Town Meeting Checkers								\$	448.00	\$	8.00	56			\$	8.00		\$	448.00
State Reimbursement								\$	(280.50)								\$	(561.00)	
TOTAL WAGES								\$	8,951.50							\$	7,311.00		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	FY15 Forecasted Elections Expenses																
2																	
3	ELECTION EXPENSES																
4	Election Dates		<u>May 2015 Annual Town Election</u>	<u>Special Election - override or exclusion</u>	<u>State Primary</u>	<u>State Election</u>											
5	Ballots		360.50	360.50	0.00	0.00											
6	Board of Registrars - certification of nom. papers, voter registration sessions, assistance with absentee ballots, pre- and post- election work (15 hrs for annual town election & state elections, 9 hrs for special town election)		120.00	72.00	120.00	72.00											
7	Election Workers (warden, clerk, 4 checkin/out, 2 ballot clerks, 1 ballot box clerk)		1,592.00	1,288.00	1,592.00	1,768.00											
8	Postage - Abs. ballots 50 local or primary / 100 state or pres	\$ 0.70	35.00	35.00	35.00	70.00											
9	Mailing Automark Chip via Certified, Electronic Receipt Mail		6.00	6.00	6.00	6.00											
10	Automark Programming and Ballots		908.46	496.46	0.00	0.00											
11	Public Notice Signs or date changes to existing signs		30.00	30.00	30.00	30.00											
12	Lunch & Dinner for election workers - discontinued in		0.00	0.00	0.00	0.00											
13	reimbursement from state for extended polling hours		n/a	n/a	(280.50)	(280.50)											
14	Total Costs by election		3,051.96	2,287.96	1,502.50	1,665.50											
15																	
16	Police Officer at polling place (cost included in police department's budget) @ overtime rate of \$37.50 per hour		17 hrs	16 hrs	17 hrs	18 hrs											
17			637.50	600.00	637.50	675.00											
18																	
19	Board of Registrars Wages																
20			Without Asst. Town Clerk			With Asst. Town Clerk											
21		<u>rate</u>	<u>hours</u>	<u>total</u>	<u>hours</u>	<u>total</u>											
22	Help with Annual Street Lis	\$ 8.00	\$ 300.00	\$ 2,400.00	\$ 100.00	\$ 800.00											
23	Help with Voter Registration maintenanc	\$ 8.00	\$ 100.00	\$ 800.00	\$ -	\$ -											
24	Yearly Cost			\$ 3,200.00		\$ 800.00											
25																	

TOWN MEETING EXPENSES				
	<u>Annual Town Meeting (4 nights)</u>	<u>Special Town Meeting (2 nights)</u>	<u>Special Town Meeting (1 night)</u>	<u>Total Yearly Costs</u>
2 checkers @ \$8/hr. for 4 hrs.	\$256.00	\$128.00	\$64.00	\$448.00
Public Notice signs or date changes to signs	\$30.00	\$30.00	\$30.00	\$90.00

VOTER REGISTRATION MAILINGS				
	<u>avg</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
MGL - new and duplicate registrations received		369	410	340
MGL - new residents - requests for registration forms and send forms to new residents listed on street lists but not registered (75/yr.)		75		
MGL - change of party (60/yr)		60		
MGL - change of name (20)		20		
MGL - deleted voter mailings		232	217	221
Yearly Cost by category				258

ANNUAL STREET LISTING MAILINGS				
	<u>avg</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
1st mailing		2,800	2800	2800
Address corrections from 1st mailing		30	30	30
2nd mailing - non respondents		767	669	865
Inactivation mailing - non respondents and voters who have moved		311	256	365
Yearly Cost by category				

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
PERSONNEL BOARD							
	Salary	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Expenses	\$ 200.00	\$ 3,533.33	\$ 200.00	\$ 200.00	\$ 200.00	0.00%
DEPARTMENTAL TOTAL		\$ 200.00	\$ 3,533.33	\$ 200.00	\$ 200.00	\$ 200.00	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
INSURANCE & BONDING							
	Insurance & Bonding	\$ 116,337.90	\$ 134,624.41	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	0.00%
	DEPARTMENTAL TOTAL	\$ 116,337.90	\$ 134,624.41	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	0.00%

INSURANCE & BONDING
945

<u>LINE ITEM</u>	<u>FY 2014</u> <u>APPROPRIATION</u>	<u>FY 2015</u> <u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>FY 2015</u> <u>FINANCE</u> <u>TEAM</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>FY 2015</u> <u>FINCOM/BOS</u> <u>APPROVED</u>
Insurance Premiums	\$ 62,321.00	\$ 62,321.00	\$ -	0.00%	\$ 62,321.00	0.00%	
Deductibles	\$ 13,375.00	\$ 13,375.00	\$ -	0.00%	\$ 13,375.00	0.00%	
Workers Comp	\$ 4,317.00	\$ 4,317.00	\$ -	0.00%	\$ 4,317.00	0.00%	
Premium Bond	\$ 1,300.00	\$ 1,300.00	\$ -	0.00%	\$ 1,300.00	0.00%	
Police & Fire	\$ 68,687.00	\$ 68,687.00	\$ -	0.00%	\$ 68,687.00	0.00%	
TOTAL FUNDS REQUESTED	\$ 150,000.00	\$ 150,000.00	\$ -	0.00%	\$ 150,000.00	0.00%	

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
CONSERVATION COMMISSION							
	Wages	\$ 13,531.82	\$ 12,925.65	\$ 17,655.83	\$ 17,875.61	\$ 17,875.61	1.24%
	Expenses	\$ 1,430.51	\$ 842.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%
	Engineering & Legal	\$ -	\$ -				0.00%
	Minor Capital	\$ -	\$ -				0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 14,962.33	\$ 13,767.65	\$ 19,155.83	\$ 19,375.61	\$ 19,375.61	1.15%

CONSERVATION COMMISSION
171

<u>LINE ITEM</u>	<u>FY 2014</u> <u>APPROPRIATION</u>	<u>FY 2015</u> <u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>FY 2015</u> <u>FINANCE</u> <u>TEAM</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>FY 2015</u> <u>FINCOM/BOS</u> <u>APPROVED</u>
Telephone							
Postage	\$ 56.00	\$ 56.00	\$ -	0.00%	\$ 56.00	0.00%	
Office Supplies	\$ 65.00	\$ 65.00	\$ -	0.00%	\$ 65.00	0.00%	
Dues & Memberships	\$ 306.00	\$ 306.00	\$ -	0.00%	\$ 306.00	0.00%	
Travel and Conferences	\$ 151.00	\$ 151.00	\$ -	0.00%	\$ 151.00	0.00%	
Professional Tech	\$ 230.00	\$ 230.00	\$ -	0.00%	\$ 230.00	0.00%	
Printing							
Software/Service Maintenance							
Space Rental							
Heating Costs							
Electricity							
Vehicle Costs							
Other: Legal Ads	\$ 35.00	\$ 35.00	\$ -	0.00%	\$ 35.00	0.00%	
Other: Advertising							
Other: Misc	\$ 657.00	\$ 657.00	\$ -	0.00%	\$ 657.00	0.00%	
Other:							
TOTAL FUNDS REQUESTED	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	\$ 1,500.00	0.00%	

Department Conservation Commission
 Org # 171
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015		
Salaries																		
TOTAL SALARIES								\$ -									\$ -	
FISCAL YEAR 2014								FISCAL YEAR 2015										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015		
Wages																		
		ByLaw	Conservation Agent	6	1	\$17.67	19	\$ 17,525.11	\$ 18.02	19	\$ 17,875.61		\$ 18.02		\$ 17,875.61	\$ 17,875.61		

TOTAL WAGES \$ 17,525.11 \$ 17,875.61

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
PLANNING BOARD							
	Salaries						
	Wages	\$ 17,325.57	\$ 17,189.00	\$ 18,670.24	\$ 28,687.87	\$ 19,126.08	2.44%
	Expenses	\$ 704.78	\$ 656.73	\$ 1,000.00	\$ 3,450.00	\$ 1,000.00	0.00%
	M.R.P.C. Assessment	\$ 1,563.90	\$ 1,696.00	\$ 1,739.00	\$ 2,000.00	\$ 1,850.00	6.38%
	Legal Budget	\$ -	\$ -				0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 19,594.25	\$ 19,541.73	\$ 21,409.24	\$ 34,137.87	\$ 21,976.08	2.65%

**PLANNING BOARD
175**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>
Telephone							
Postage	\$ 100.00	\$ 350.00	\$ 250.00	250.00%	\$ 150.00	-57.14%	
Office Supplies	\$ 550.00	\$ 1,750.00	\$ 750.00	218.18%	\$ 550.00	-68.57%	
Dues & Memberships	\$ 250.00	\$ 200.00	\$ (50.00)	-20.00%	\$ 200.00	0.00%	
Travel and Conferences	\$ 100.00	\$ 150.00	\$ 50.00	50.00%	\$ 100.00	-33.33%	
Equipment Maintenance							
Printing							
Software/Service Maintenance							
Space Rental							
Heating Costs							
Electricity							
Vehicle Costs							
Other: Advertising		\$ 1,000.00	\$ 1,000.00	100.00%			
Land Use Legal Notices							
Land Use Banners							
Engineering							
Consultant							
Other:							
TOTAL FUNDS REQUESTED	\$ 1,000.00	\$ 3,450.00	\$ 2,000.00	245.00%	\$ 1,000.00	-71.01%	\$ -

Department Planning Board
 Org # 175
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015		
Salaries																		
TOTAL SALARIES								\$ -									\$ -	
FISCAL YEAR 2014								FISCAL YEAR 2015										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015		
Wages																		
				5	4	\$17.56	20	\$ 3,512.00										
				5	5	\$17.96	20	\$ 15,158.24										
MacDonald	Anna J.	ByLaw	Planning Administratc	5	5	\$17.96	20	\$ 18,670.24	\$ 18.32	20	\$ 19,125.24		\$ 18.32		\$ 19,125.24	\$ 19,126.08		
TOTAL WAGES								\$ 18,670.24									\$ 19,126.08	

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
ZONING BOARD OF APPEALS							
	Wages	2,775.36	3,863.51	4,743.80	4,880.00	4,880.00	2.87%
	Expenses	481.79	135.65	500.00	500.00	500.00	0.00%
DEPARTMENTAL TOTAL		3,257.15	3,999.16	5,243.80	5,380.00	5,380.00	2.60%

**ZONING BOARD OF APPEALS
176**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANACE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>
Telephone							
Postage							
Office Supplies	\$ 500.00	\$ 500.00	\$ -	0.00%	\$ 500.00	0.00%	
Dues & Memberships							
Travel and Conferences							
Equipment Maintenance							
Printing							
Software/Service Maintenance							
Space Rental							
Heating Costs							
Electricity							
Vehicle Costs							
Other: Advertising							
Other:							
Other:							
Other:							
TOTAL FUNDS REQUESTED	\$ 500.00	\$ 500.00	\$ -	0.00%	\$ 500.00	0.00%	\$ -

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

FISCAL YEAR 2013								FISCAL YEAR 2014										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014		
Salaries																		
TOTAL SALARIES								\$ -								\$ -		
FISCAL YEAR 2013								FISCAL YEAR 2014										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014		
Wages																		
				4	1	\$14.93	6	\$ 1,702.02										
				4	2	\$15.27	6	\$ 3,041.78										
Hampson	Heather	By Law	ZBA Secretary	4	2	\$15.27	6	\$ 4,743.80	\$ 15.58	6	\$ 4,878.22		\$ 15.58		\$ 4,878.22	\$ 4,880.00		
TOTAL WAGES								\$ 4,743.80								\$ 4,880.00		

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
BUILDING INSPECTOR							
	Salaries	\$ 69,395.70	\$ 70,688.64	\$ 73,278.36	\$ 74,322.12	\$ 74,322.12	1.42%
	Wages	\$ 25,255.15	\$ 26,047.06	\$ 27,122.47	\$ 27,769.94	\$ 27,769.94	2.39%
	Expenses	\$ 861.25	\$ 2,206.61	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	20.00%
	Wiring-Plumbing Expenses	\$ -	\$ 929.58	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 95,512.10	\$ 99,871.89	\$ 104,200.83	\$ 106,392.06	\$ 106,392.06	2.10%

**BUILDING INSPECTOR
241**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>
Telephone							
Postage	\$ 160.00	\$ 160.00	\$ (145.00)	-100.00%	\$ 160.00	0.00%	
Office Supplies	\$ 122.00	\$ 122.00	\$ -	0.00%	\$ 122.00	0.00%	
Dues & Memberships	\$ 80.00	\$ 80.00	\$ -	0.00%	\$ 80.00	0.00%	
Travel and Conferences							
Equipment Maintenance							
Printing							
Software/Service Maintenance							
Space Rental							
Fuel	\$ 388.00	\$ 388.00	\$ -	0.00%	\$ 388.00	0.00%	
Electricity							
Vehicle Costs	\$ 250.00	\$ 250.00	\$ -	0.00%	\$ 250.00	0.00%	
Other: Part Time Insp Consultant	\$ 500.00	\$ 500.00	\$ -	0.00%	\$ 500.00	0.00%	
Other: Sealer of Weights Measures	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	\$ 1,500.00	0.00%	
Other:							
TOTAL FUNDS REQUESTED	\$ 3,000.00	\$ 3,000.00	\$ -	0.00%	\$ 3,000.00	0.00%	

Department Building Inspector
 Org # 241, 243, 245
 COLA % 2.00%

FISCAL YEAR 2014									FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries																
Farrar	Donald	By Law	Building Inspector	8	7		40	\$ 52,158.24			\$ 53,201.40				\$ 53,201.40	\$ 53,202.00
Friedrich	Robert	Stipend	Plumbing					\$ 10,560.06								\$ 10,560.06
Thibault	James	Stipend	Wiring					\$ 10,560.06								\$ 10,560.06
TOTAL SALARIES															\$ 74,322.12	
FISCAL YEAR 2014									FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages																
				5	9	\$19.62	26	\$ 4,591.08								
				5	10	\$20.06	26	\$ 22,531.39								
Hill	Sandra	By Law	Inspect Office Mngr	5	10	\$20.06	26	\$ 27,122.47	\$ 20.46	26	\$ 27,769.94		\$ 20.46		\$ 27,769.94	\$ 27,769.94
TOTAL WAGES															\$ 27,769.94	

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
B.O.H/Trash Collection							
	Trash Collection/Recycling	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	0.00%
DEPARTMENTAL TOTAL		\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	0.00%

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
BOARD OF HEALTH							
	Wages	\$ 18,376.85	\$ 18,724.02	\$ 18,795.02	\$ 19,357.04	\$ 19,357.04	2.99%
	Expenses	\$ 1,505.06	\$ 6,621.61	\$ 7,246.00	\$ 3,929.00	\$ 3,929.00	-45.78%
	Home Care Services	\$ 8,260.00	\$ 5,525.32	\$ 8,260.00	\$ 8,260.00	\$ 8,260.00	0.00%
	Nashoba Health District	\$ 15,354.00	\$ 12,342.43	\$ 9,609.00	\$ 9,609.00	\$ 9,609.00	0.00%
	Eng/Consult/Landfill Monitoring**	\$ 5,854.00	\$ 9,005.00	\$ 9,630.00	\$ 9,630.00	\$ 9,630.00	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 49,349.91	\$ 52,218.38	\$ 53,540.02	\$ 50,785.04	\$ 50,785.04	-5.15%

**BOARD OF HEALTH
511, 512,514**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>
Telephone		\$ 100.00	\$ 100.00			-100.00%	
Postage		\$ 50.00	\$ 50.00		\$ 200.00	300.00%	
Office Supplies		\$ 350.00	\$ 350.00		\$ 300.00	-14.29%	
Dues & Memberships							
Advertising							
Travel/Conferences							
Devens		\$ 3,179.00	\$ 3,179.00		\$ 3,179.00	0.00%	
EL Container		\$ 200.00	\$ 200.00		\$ 200.00	0.00%	
Other: Misc	\$ 7,246.00	<u>\$ 50.00</u>	\$ (7,196.00)		<u>\$ 50.00</u>	0.00%	
TOTAL FUNDS REQUESTED	\$ 7,246.00	\$ 3,929.00	\$ (3,317.00)	-45.78%	\$ 3,929.00	0.00%	\$ -

Department Board of Health
 Org # 510
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015		
Salaries																		
TOTAL SALARIES								\$ -									\$ -	
FISCAL YEAR 2014								FISCAL YEAR 2015										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015		
Wages																		
				5	9	\$19.62	14	\$ 2,472.12										
				5	10	\$20.06	14	\$ 12,132.29										
Hill	Sandra	By Law	BOH Office Manager	5	10	\$20.06	14	\$ 14,604.41	\$ 20.46	14	\$ 14,953.04		\$ 20.46		\$ 14,953.04	\$ 14,955.04		
Joachim	Greg	By Law	Recycling Clerk			\$13.78	6	\$ 4,315.90	\$ 14.06	6	\$ 4,402.21		\$ 14.06		\$ 4,402.21	\$ 4,402.21		
TOTAL WAGES								\$ 18,920.30									\$ 19,357.25	

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
POLICE DEPARTMENT							
	Salaries	126,906.40	130,549.60	135,971.20	136,705.54	136,705.54	0.54%
	Wages	572,308.57	602,193.94	626,962.26	668,336.34	627,369.79	6.60%
	Expenses	86,463.68	91,041.43	92,948.00	93,903.00	68,803.00	1.03%
	Lease or Purchase of Cruisers	-	-	-	-	-	0.00%
	PS Building (Expenses)	-	-	-	-	-	0.00%
	Minor Capital	-	-	-	-	-	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	785,678.65	823,784.97	855,881.46	898,944.88	832,878.33	-2.69%

**POLICE DEPARTMENT
211**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>	<u>PERCENT CHANGE</u>
Telephone							
Postage	\$ 368.00	\$ 392.00	\$ 24.00	6.52%	\$ 392.00		6.52%
Office Supplies	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%	\$ 2,000.00		0.00%
Dues & Memberships	\$ 4,000.00	\$ 1,676.00	\$ (2,324.00)	-58.10%	\$ 1,676.00		-58.10%
Travel/Conferences	\$ 200.00	\$ 100.00	\$ (100.00)	-50.00%	\$ 100.00		-50.00%
Equipment Maintenance							
Printing/Printed Forms							
Vehicle Maintenance	\$ 9,300.00	\$ 8,000.00	\$ (1,300.00)	-13.98%	\$ 8,000.00		-13.98%
Cruiser Maintenance/Parts	\$ 34,800.00	\$ 7,200.00	\$ (27,600.00)	-79.31%	\$ 7,200.00		-79.31%
Fuel		\$ 26,600.00	\$ 26,000.00		\$ 25,000.00		
Heating/Electrical Costs	\$ 19,000.00	\$ 17,500.00	\$ (1,500.00)	-7.89%	\$ (1,500.00)		-107.89%
Water/Sewer Usage	\$ 1,320.00	\$ 1,460.00	\$ 140.00	10.61%	\$ 1,460.00		10.61%
Software/Service Maintenance	\$ 1,200.00	\$ 1,275.00	\$ 75.00	6.25%	\$ 1,275.00		6.25%
Investigation Fund							
Prisoner Meals							
Computer Supplies/Fees							
Uniforms	\$ 16,805.00	\$ 18,000.00	\$ 1,195.00	7.11%	\$ 15,500.00		-7.77%
Boat/ATV							
Training	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%	\$ 2,500.00		0.00%
MDT Cellular Service							
Cleaning	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%	\$ -		-100.00%
Communication	\$ 5,000.00	\$ 5,200.00	\$ 200.00	4.00%	\$ 5,200.00		4.00%
Public Safety Supplies							
TOTAL FUNDS REQUESTED	\$ 98,493.00	\$ 93,903.00	\$ (5,190.00)	-4.66%	\$ 68,803.00	\$ -	-30.14%

Department Police
 Org # 211
 COLA % 0.00%

FISCAL YEAR 2014									FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed COLA Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries																
Massak	Greg	Contract	Police Chief				40	\$ 86,443.20			\$ 86,443.20				\$ 86,443.20	\$ 86,443.20
		By Law	Police Lieutenant				40	\$ -			\$ -				\$ -	\$ -
Whiting	Ann	By Law	Chief Assistant	6	13		40	\$ 49,276.80			\$ 49,276.80	2.0%			\$ 50,262.34	\$ 50,262.34
TOTAL SALARIES								\$ 135,720.00								\$ 136,705.54
Wages																
Souther	Brian	By Law	Custodian	2	1	\$12.06	10	\$ 1,206.00	\$ 12.33	10	\$ 6,436.26				\$ -	\$ -
				2	1	\$12.33	10	\$ 5,203.26								
				2	1	\$12.33	10	\$ 6,409.26								
				15c	10	\$30.00	40	\$ 4,320.00								
				15c	11	\$30.66	40	\$ 5,603.04								
Violette	Peter	SPU	Sergeant	15c	11	\$30.66	40	\$ 63,923.04	\$ 30.66	40	\$ 64,018.08		\$ 30.66		\$ 64,018.08	\$ 64,018.08
				14a	6	\$27.08	40	\$ 48,744.00								
				14a	7	\$27.69	40	\$ 7,974.72								
Cromwell	Alfreda	SPU	Sergeant	14a	7	\$27.69	40	\$ 56,718.72	\$ 28.05	40	\$ 58,568.40		\$ 28.05		\$ 58,568.40	\$ 58,568.40
Santiago	Sammy	SPU	Sergeant	14a	6	\$26.49	40	\$ 55,311.12	\$ 27.08	40	\$ 56,543.04		\$ 27.08		\$ 56,543.04	\$ 56,543.04
				2b	10	\$26.43	40	\$ 25,161.36								
				2b	11	\$27.02	40	\$ 30,694.72								
Moody Jr.	Everett	SPU	Patrolman	2b	11	\$27.02	40	\$ 55,856.08	\$ 27.02	40	\$ 56,417.76		\$ 27.02		\$ 56,417.76	\$ 56,417.76
Laprade	Craig	SPU	Patrolman	2d	13	\$27.86	40	\$ 58,171.68	\$ 27.86	40	\$ 58,171.68		\$ 27.86		\$ 58,171.68	\$ 58,171.68
				2a	10	\$26.31	40	\$ 14,733.60								
				2a	11	\$27.02	40	\$ 41,286.56								
Gushlaw	Greg	SPU	Patrolman	2a	11	\$27.02	40	\$ 56,020.16	\$ 27.02	40	\$ 56,417.76		\$ 27.02		\$ 56,417.76	\$ 56,417.76
				4	1	\$22.01	40	\$ 29,933.60								
				4	2	\$23.18	40	\$ 16,875.04								
Bruin	Brandon	SPU	Patrolman	4	2	\$23.18	40	\$ 46,808.64	\$ 23.18	40	\$ 48,399.84		\$ 23.18		\$ 48,399.84	\$ 48,399.84
				2	1	\$19.26	40	\$ 25,269.12								
				2	2	\$20.46	40	\$ 15,876.96								
Strniste	Jason	SPU	Patrolman	2	2	\$20.46	40	\$ 41,146.08	\$ 20.46	40	\$ 42,720.48		\$ 20.46		\$ 42,720.48	\$ 42,720.48
			New Hire Patrolman						\$ 19.62	40					\$ 40,966.56	\$ 40,966.56
Stipends																
Shift Differential																
Holiday Pay																
Shift Coverage Leaves																
Shift Coverage Extraordinary																
OT																
Health Insurance Buyback																
FLSA Adjustments																
Reserve Officers																
TOTAL WAGES								\$ 440,364.78							\$ -	\$ 668,336.34

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
FIRE DEPARTMENT							
	Salaries	\$ 68,841.00	\$ 70,748.40	\$ 73,760.40	\$ 73,760.40	\$ 73,760.40	0.00%
	Wages	\$ 120,277.29	\$ 123,689.97	\$ 130,866.00	\$ 121,338.80	\$ 123,138.80	-5.90%
	Expenses	\$ 43,688.00	\$ 44,787.36	\$ 44,125.00	\$ 44,125.00	\$ 22,550.00	-48.90%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 232,806.29	\$ 239,225.73	\$ 248,751.40	\$ 239,224.20	\$ 219,449.20	-11.78%

**Fire Department
221**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>
Telephone						
Postage	\$ 200.00	\$ 200.00			\$ -	-100.00%
Office Supplies	\$ 400.00	\$ 400.00	\$ -	0.00%	\$ 400.00	0.00%
Dues & Memberships	\$ 800.00	\$ 800.00	\$ -	0.00%	\$ 1,300.00	62.50%
Travel/Conferences						
Equipment Maintenance						
Cleaning Custodial	\$ 1,300.00	\$ 1,300.00	\$ -	0.00%	\$ -	-100.00%
Software/Service Maintenance			\$ -			
Energy	\$ 20,497.00	\$ 20,497.00	\$ -	0.00%	\$ -	-100.00%
Performance Contract						
Communications	\$ 5,278.00	\$ 5,278.00	\$ -	0.00%	\$ 2,000.00	-62.11%
Fuel Costs	\$ 7,600.00	\$ 7,600.00	\$ -	0.00%	\$ 9,000.00	18.42%
Water/Sewer Usage	\$ 400.00	\$ 400.00	\$ -	0.00%	\$ 600.00	50.00%
Repair & Maintenance of Vehicles	\$ 3,400.00	\$ 3,400.00	\$ -	0.00%	\$ 5,000.00	47.06%
Medical Supplies						
Uniforms & Gear	\$ 2,250.00	\$ 2,250.00			\$ 2,250.00	0.00%
Books & Periodicals						
Parts/Equipment						
Building Maintenance						
Misc Other Supplies	\$ <u>2,000.00</u>	\$ <u>2,000.00</u>	\$ -	0.00%	\$ <u>2,000.00</u>	0.00%
TOTAL FUNDS REQUESTED	\$ 44,125.00	\$ 44,125.00	\$ -	0.00%	\$ 22,550.00	-48.90%

Department Fire Department
 Org # 221
 COLA % 0.00%

FISCAL YEAR 2014								FISCAL YEAR 2015									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Salaries																	
Levesque	Dennis	Contract	Fire Chief	11	10		40	\$ 73,760.40			\$ 73,760.40				\$ 73,760.40	\$ 73,760.40	
TOTAL SALARIES																	\$ 73,760.40
FISCAL YEAR 2014								FISCAL YEAR 2015									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Wages																	
Cooley	Troy	FFU	Firefighter/EMT			\$23.85	40	\$ 49,798.80	\$ 23.85	40	\$ 49,798.80		\$ 23.85		\$ 49,798.80	\$ 49,798.80	
Roberts	Cody	FFU	Firefighter/EMT			\$17.50	40	\$ 36,540.00	\$ 17.50	40	\$ 36,540.00		\$ 17.50		\$ 36,540.00	\$ 36,540.00	
Call Firefighters															\$ 30,000.00	\$ 30,000.00	
Over Time															\$ 5,000.00	\$ 5,000.00	
EMT Stipend															\$ 1,800.00	\$ 1,800.00	
TOTAL WAGES																\$ 123,138.80	

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
DOG OFFICER							
	Salary Expenses	6,981.62	7,077.20	7,210.91	-	-	-100.00%
DEPARTMENTAL TOTAL		6,981.62	7,077.20	7,210.91	-	-	-100.00%

Department Dog Officer
 Org # 292
 COLA % 0.00%

FISCAL YEAR 2014								FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries																
Hamel	Earl	Stipend	Animal Control					\$ 7,210.91			\$ 7,210.91				\$ 7,210.91	\$ -
TOTAL SALARIES								\$ 7,210.91							\$ -	
Wages																

TOTAL WAGES

\$ -

\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
POLICE & FIRE COMMUNICATIONS							
	Wages	\$ 153,576.31	\$ 153,503.12	\$ 182,669.44	\$ 180,017.68	\$ 180,017.68	-1.45%
	Expenses	\$ 7,973.56	\$ 8,358.10	\$ 9,217.00	\$ 10,617.00	\$ 8,925.00	-3.17%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 161,549.87	\$ 161,861.22	\$ 191,886.44	\$ 190,634.68	\$ 188,942.68	-1.53%

**COMMUNICATIONS
251**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>
Telephone							
Postage							
Office Supplies	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	\$ 1,200.00	-20.00%	
Dues & Memberships							
Travel and Conferences	\$ 1,902.00	\$ 1,892.00	\$ (10.00)	-0.53%	\$ 500.00	-73.71%	
Equipment Maintenance							
Printing							
LEEPs License	\$ -	\$ 1,400.00	\$ 1,400.00	0.00%	\$ 1,400.00	0.00%	
Space Rental							
Heating Costs							
Communications	\$ 4,015.00	\$ 4,025.00	\$ 10.00	0.25%	\$ 4,025.00	0.25%	
Vehicle Costs							
Other: Equipment Repairs/Purchase							
Other: Uniforms	\$ 1,800.00	\$ 1,800.00	\$ -	0.00%	\$ 1,800.00	0.00%	
Other: Radio Loops							
Other:							
TOTAL FUNDS REQUESTED	\$ 9,217.00	\$ 10,617.00	\$ 1,400.00	15.19%	\$ 8,925.00	-3.17%	\$ -

Department Communications
 Org # 251
 COLA % 0.00%

FISCAL YEAR 2014									FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries																
TOTAL SALARIES																\$ -

FISCAL YEAR 2014									FISCAL YEAR 2015							
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages																
				4b	5	\$20.21	40	\$ 14,551.20								
				4b	6	\$20.63	40	\$ 28,221.84								
Hawthorne	Katie	Comm. Union	Comm. Officer	4b	6	\$20.63	40	\$ 42,773.04	\$ 20.63	40	\$ 43,075.44		\$ 20.63		\$ 43,075.44	\$ 43,075.44
				2	1	\$14.61	40	\$ 3,973.92								
				2	2	\$14.93	40	\$ 27,112.88								
Wilmont	Robert	Comm. Union	Comm. Officer	2	2	\$14.93	40	\$ 31,086.80	\$ 14.93	40	\$ 31,173.84		\$ 14.93		\$ 31,173.84	\$ 31,173.84
Shea	Christohpher	Comm. Union	Comm. Officer	2	1	\$14.61	40	\$ 30,505.68	\$ 14.27	40	\$ 29,795.76		\$ 14.27		\$ 29,795.76	\$ 29,795.76
New Dispatcher		Comm. Union	Comm. Officer	2	1	\$15.97	40	\$ 31,223.76	\$ 14.27	40	\$ 29,795.76		\$ 14.27		\$ 29,795.76	\$ 29,795.76
OT								\$ 29,437.72							\$ 47,080.16	\$ 29,437.72
Other								\$ 16,739.16								\$ 16,739.16
TOTAL WAGES																\$ 181,766.16
																\$ -
																\$ 180,017.68

Hrs	Dispatcher	Hire Date	G	S	Rate	# Weeks		G	S	Anniv. Rate	# Weeks		FY 15 No steps	
40	K.Hawthorne	11/4/2002	3b	7	20.63	18	\$	14,853.60	3b	8	20.63	34.2	\$ 28,221.84	\$43,075.44
40	Dispatcher	2/1/2014	2	1	14.27	31	\$	17,694.80	2	2	14.27	21.2	\$ 12,100.96	\$29,795.76
40	C. Shea	10/22/2013	2	1	14.27	16	\$	9,132.80	2	2	14.27	36.2	\$ 20,662.96	\$29,795.76
40	R. Wilmont	8/15/2011	2	3	14.93	6	\$	3,583.20	2	4	14.93	46.2	\$ 27,590.64	\$31,173.84
							\$	45,264.40					\$88,576.40	\$133,840.80
		Holidays	hrs		Rate			Holiday pay	hrs	Anniv	Hol.Pay	Total		Comp hrs.
	K Hawthorne	11	36		20.63		\$	742.68	112	20.63	2310.56	\$ 3,053.24		48
	Dispatcher	11	108		14.27		\$	1,541.16	36	14.27	513.72	\$ 2,054.88		24
	C. Shea	11	32		14.27		\$	456.64	72	14.27	1027.44	\$ 1,484.08		40
	R Wilmont	11	12		14.93		\$	179.16	112	14.93	1672.16	\$ 1,851.32		24
												\$ 8,443.52		136
					Hrs	Avg OT		Total						Hrs. Used
52.2 weeks	Total Salaries				52.2			\$133,840.80						
11 Holidays	Total Pd Holid				11			\$ 8,443.52						
	Total Comp "				136	20.8		\$ 2,828.80						
	Vacation hrs				400	20.8		\$ 8,320.00						
	Personal hrs				96	20.8		\$ 1,996.80						
	Meal Break				64	20.8		\$ 1,331.20						
	Sick				128	20.8		\$ 2,662.40	4 days ea					
	Trainer				150	2		\$ 320.00						
	Trainee				150	8.3		\$ 1,328.00						
	Supervisor				2088			\$ -						
	PT training				64	15.01		\$ 960.64	2 days ea x 4					
	Training				128	20.8		\$ 2,662.40	4 days ea					
	Open shift				418	19.5		\$ 8,151.00	half ot - half pt					
	Call Back				48	30.94		\$ 1,485.12						
52.2 weeks	Shift Diff.				\$85.00			\$ 4,437.00						
	EMT				1	\$500		\$ 500.00						
	Education				1	\$750		\$ 750.00						
								\$ 180,017.68	Balance					

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
NASHOBA VALLEY REGIONAL TECHNICAL HIGH SCHOOL							
	Operating Expenses	595,814.00	708,721.00	715,441.00	733,327.03	733,327.03	2.50%
DEPARTMENTAL TOTAL		595,814.00	708,721.00	715,441.00	733,327.03	733,327.03	2.50%
AYER-SHIRLEY REGIONAL SCHOOL DISTRICT							
	Operating Expenses	4,709,291.00	4,950,000.00	5,331,343.00	5,912,367.00	5,591,283.29	4.88%
DEPARTMENTAL TOTAL		4,709,291.00	4,950,000.00	5,331,343.00	5,912,367.00	5,591,283.29	4.88%
TOTAL SCHOOLS		5,305,105.00	5,658,721.00	6,046,784.00	6,645,694.03	6,324,610.32	4.59%

					FY 2015	FY 2015	
		FY 2012	FY 2013	FY 2014	DEPARTMENT	TOWN ADMIN	PERCENT
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	ACTUAL	APPROPRIATED	REQUEST	BUDGET	CHANGE
HIGHWAY							
	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
	Wages	\$ 174,450.33	\$ 185,977.22	\$ 190,122.25	\$ 193,458.76	\$ 193,458.76	1.75%
	Expenses	\$ 70,748.39	\$ 42,851.67	\$ 49,033.00	\$ 36,816.76	\$ 32,907.76	-32.89%
	DEPARTMENTAL TOTAL	\$ 245,198.72	\$ 228,828.89	\$ 239,155.25	\$ 230,275.52	\$ 226,366.52	-5.35%

Highway								
422								
			FY 2015			FY 2015		FY 2015
		FY 2014	DEPARTMENT		PERCENT	FINANCE	PERCENT	FINCOM/BOS
LINE ITEM		APPROPRIATION	REQUEST	DIFFERENCE	CHANGE	TEAM	CHANGE	APPROVED
Telephone								
Postage	5345	\$ 50.00	\$ 50.00	\$ -	0.00%	\$ 75.00	50.00%	
Office Supplies	5420	\$ 200.00	\$ 200.00	\$ -	0.00%	\$ 366.00	83.00%	
Dues & Memberships	5730	\$ 500.00	\$ 300.00	\$ (200.00)	-40.00%	\$ 300.00	0.00%	
Vehicle Inspections	5241	\$ 1,099.00	\$ 800.00	\$ (299.00)	-27.21%	\$ 800.00	0.00%	
Communications	5340	\$ 1,300.00	\$ 2,846.76	\$ 1,546.76	118.98%	\$ 2,846.76	0.00%	
Energy	5210	\$ 15,000.00	\$ -	\$ (15,000.00)	-100.00%	\$ -	0.00%	
Performance Contract		\$ (1,366.00)						
Water/Sewer Usage	5231	\$ 1,100.00	\$ 1,100.00	\$ -	0.00%	\$ 1,100.00	0.00%	
Vehicle Maintenance	5240	\$ 3,500.00	\$ 4,000.00	\$ 500.00	14.29%	\$ 5,000.00	25.00%	
Repairs & Maintenance Supplies	5430	\$ 2,000.00	\$ 2,500.00	\$ 500.00	25.00%	\$ 2,500.00	0.00%	
Vehicle Supplies (Diesel)	5480	\$ 12,000.00	\$ 12,000.00	\$ -	0.00%	\$ 12,000.00	0.00%	
Rentals/Leases	5270	\$ 1,900.00	\$ 3,520.00	\$ 1,620.00	85.26%	\$ 3,520.00	0.00%	
Cleaning	5450	\$ 300.00	\$ 250.00	\$ (50.00)	-16.67%	\$ -	-100.00%	
Other Purchased Services	5380	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	\$ 1,000.00	0.00%	
Public Work Supplies	5530	\$ 4,250.00	\$ 4,250.00	\$ -	0.00%	\$ 3,400.00	-20.00%	
Other: Misc Services	5399	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%	\$ -	-100.00%	
Other: Misc Supplies	5400	\$ 3,700.00	\$ 1,500.00	\$ (2,200.00)	-59.46%	\$ -	-100.00%	
TOTAL FUNDS REQUESTED		\$ 49,033.00	\$ 36,816.76	\$ (13,582.24)	-24.91%	\$ 32,907.76	-10.62%	\$ -

Department	Highway																		
Org #	422																		
COLA %	2.00%																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16				
FISCAL YEAR 2014								FISCAL YEAR 2015											
		Bargaining		Pay				Annual Salary			Proposed Increase	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary			
Last Name	First Name	Unit	Position	Grade	Step	Rate	Hours	1-Jul-13	Rate	Hours	1-Jul-14	Increase	Rate	Pay	Salary	Fiscal 2015			
Salaries																			
TOTAL SALARIES								\$	-									\$	-
1	2	3	4	5	6	7	8	9	10	11	12	13	15	15	16				
FISCAL YEAR 2014								FISCAL YEAR 2015											
		Bargaining		Pay				Annual Salary			Proposed Increase	Proposed COLA Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary			
Last Name	First Name	Unit	Position	Grade	Step	Rate	Hours	1-Jul-13	Rate	Hours	1-Jul-14	Increase	Rate	Pay	Salary	Fiscal 2015			
Wages																			
				5	1	\$16.42	30	\$ 24,630.00											
				5	2	\$16.79	30	\$ 1,108.14											
Callahan	Pam	By Law	DPW Assistant	5	2	\$16.79	30	\$ 25,738.14	\$ 17.13	30	\$ 26,819.00		\$ 17.13		\$ 26,819.00	\$ 26,819.00			
				2	11	\$15.40	1.93	\$ 1,040.27											
				2	12	\$15.75	1.93	\$ 522.84											
Lantaine	Shirley	By Law	DPW Custodian	2	12	\$15.75	1.93	\$ 1,563.11											
.....Union																			
Farrar	Paul	DPW	Foreman	6e	13	\$27.93	40	\$ 58,317.84	\$ 27.93	40	\$ 58,317.84		\$ 27.93		\$ 58,317.84	\$ 58,317.84			
	Mike	DPW	Truck Driver/Laborer	4b	13	\$25.21	40	\$ 52,638.48	\$ 25.21	40	\$ 52,638.48		\$ 25.21		\$ 52,638.48	\$ 52,638.48			
				4b	9	\$23.61	40	\$ 15,960.36											
				4b	10	\$24.13	40	\$ 34,100.52											
Flynn	Arthur	DPW	Truck Driver/Laborer	4b	10	\$24.13	40	\$ 50,060.88	\$ 24.13	40	\$ 50,383.44		\$ 24.13		\$ 50,383.44	\$ 50,383.44			
Summer Help																			
Non Snow and Ice Overtime																\$	-		
Additional Salary Appropriated																\$	3,000.00		
Other Pay																\$	2,000.00		
																\$	300.00		
TOTAL WAGES								\$	193,618.44								\$	193,458.76	

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
STREET LIGHTS							
	Expenses	\$ 24,331.71	\$ 22,056.86	\$ 25,000.00	\$ 5,303.00	\$ 5,303.00	-78.79%
	Performance Contract			\$ (19,697.00)			
	DEPARTMENTAL TOTAL	\$ 24,331.71	\$ 22,056.86	\$ 5,303.00	\$ 5,303.00	\$ 5,303.00	0.00%

	A	B	C	D	E	F	G	I	J
1									
2									
3									
4	LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE	
5									
6		SNOW AND ICE							
7									
8		Wages Hourly	\$ 3,447.92	\$ 19,889.68	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	0.00%	
9		Overtime	\$ 11,052.08	\$ 25,424.87	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	0.00%	
10		Expenses	\$ 46,663.50	\$ 98,883.98	\$ 64,500.00	\$ 66,500.00	\$ 64,500.00	0.00%	
11									
12									
13		DEPARTMENTAL TOTAL	\$ 61,163.50	\$ 144,198.53	\$ 79,000.00	\$ 81,000.00	\$ 79,000.00	0.00%	

	A	B	C	D	E	F	G	H	I
1	SNOW AND ICE								
2	422								
3									
4									
5									
6	LINE ITEM	FY 2014	FY 2015	FY 2015	PERCENT	FY 2015	PERCENT	FY 2015	FY 2015
7		APPROPRIATION	DEPARTMENT	REQUEST	DIFFERENCE	CHANGE	TEAM	CHANGE	FINCOM/BOS
8	Equipment Maintenance	\$ 3,000.00	\$ 4,000.00	\$ 1,000.00	33.33%	\$ 3,000.00	-25.00%		
9	Rentals/Leases (Contract Plows)	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%	\$ 2,000.00	0.00%		
10	Heating Costs	\$ 8,000.00	\$ (8,000.00)	\$ -	-100.00%	\$ 8,000.00	0.00%		
11	Vehicle Costs (includes diesel)	\$ 5,000.00	\$ 5,000.00	\$ -	0.00%	\$ 5,000.00	0.00%		
12	Salt	\$ 46,500.00	\$ 55,500.00	\$ 9,000.00	19.35%	\$ 46,500.00	-16.22%		
13	Sand								
14									
15	TOTAL FUNDS REQUESTED	\$ 64,500.00	\$ 66,500.00	\$ 2,000.00	3.10%	\$ 64,500.00	-3.01%	\$	-
16									
17									
18									

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
PUBLIC BUILDING							
	Wages	\$ -	\$ -	\$ -	19,479.32	17,526.99	0.00%
	Expenses	\$ 64,234.65	\$ 68,923.42	\$ 85,929.00	90,219.00	104,019.00	21.05%
	Sewer In Leui Payment	\$ -	\$ 92,746.35	\$ 44,656.00	44,656.00	44,656.00	0.00%
	War Memorial Sewer User	\$ 2,677.29	\$ 2,981.00	\$ 3,000.00			0.00%
	DEPARTMENTAL TOTAL	\$ 66,911.94	\$ 164,650.77	\$ 133,585.00	154,354.32	166,201.99	24.42%

**PUBLIC BUILDING
192**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>
Phone		\$ 10,479.00			\$ -		
Water/Sewer		\$ 2,151.00			\$ 2,151.00		
Food		\$ 709.00			\$ 710.00		
Contracts							
Town Hall	\$ 85,929.00	\$ 5,000.00	\$ (80,929.00)	-94.18%	\$ 5,000.00	0.00%	
Police Station	\$ -	\$ 5,000.00			\$ 5,000.00	0.00%	
Fire Station		\$ 5,000.00			\$ 5,000.00	0.00%	
Senior Center		\$ 5,000.00			\$ 5,000.00	0.00%	
DPW Bldg		\$ 5,000.00			\$ 5,000.00	0.00%	
War Memorial Lease/Sewer		\$ 2,500.00			\$ 5,300.00	112.00%	
Energy/Utilities		\$ 42,919.00			\$ 42,919.00	0.00%	
Maintenance		\$ 19,800.00	\$ 19,800.00	-100.00%	\$ 19,800.00	0.00%	
Measurement & Verification		\$ 8,000.00			\$ 8,000.00	0.00%	
Custodial Supplies		\$ 6,600.00			\$ 3,000.00	-54.55%	
Performance Contract	\$ (6,749.00)	\$ (48,862.00)	\$ (42,113.00)	623.99%			
TOTAL FUNDS REQUESTED	\$ 79,180.00	\$ 90,219.00	\$ (103,242.00)	13.94%	\$ 104,019.00	15.30%	\$ -

Department Public Buildings
 Org # 192
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015		
Salaries																		
TOTAL SALARIES								#REF!							\$ -			
FISCAL YEAR 2014								FISCAL YEAR 2015										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015		
Wages																		
				2	1	\$12.06	10	\$ 1,206.00										
				2	1	\$12.33	10	\$ 5,203.26										
Souther	Brian	By Law	Custodian	2	1	\$12.33	10	\$ 6,409.26	\$ 12.58	15	\$ 9,847.48		\$ 12.58		\$ 9,847.48	\$ 9,847.48		
Lantainge	Shirley	By Law	DPW Custod	2	12	\$15.75		\$ -	\$ 16.07	1.5	\$ 1,258.28		\$ 16.07		\$ 1,258.28	\$ 1,258.28		
New Custodian				2	1	\$12.06	15	\$ 3,111.48	\$ 12.30	10	\$ 6,421.23		\$ 12.30		\$ 6,421.23	\$ 6,421.23		
TOTAL WAGES								\$ 9,520.74							\$ 17,526.99			

Town of Shirley
Treasurer's Office
Performance Contracting - STM August 5, 2014
Worksheet of Budget Changes to Support Performance Contracting Debt Obligations
(Based on Performance Contracting Cash Flow Worksheet)

Annualized - FY15

FY15 General Fund Operating Budget Changes - Performance Contracting

<u>Department</u>	<u>Budget Line</u>	<u>Name</u>	<u>FY15 * Budget Appropriation</u>	<u>Performance Contracting Budget Change</u>	<u>FY15 Dept Budget with Perf Contract Reductions</u>	<u>FY15 Amount taken from Budget</u>	<u>Note:</u>
Town Offices	192	Public Buildings - Expenses	\$85,929	(\$6,749)	\$79,180		= FY15 revised dept budget reduced by re-allocation to general fund debt service
Hazen Memorial Library	611	Library - Expenses	\$61,130	(\$5,060)	\$56,070		= FY15 revised dept budget reduced by re-allocation to general fund debt service
Police Department	211	Police Department - Expenses	\$95,993	(\$3,045)	\$92,948	\$19,000	= FY15 revised dept budget reduced by re-allocation to general fund debt service
Fire Department	221	Fire Department - Expenses	\$44,125	(\$5,713)	\$38,412	\$20,497	= FY15 revised dept budget reduced by re-allocation to general fund debt service
DPW	422	Department of Public Works - Expenses	\$50,399	(\$1,366)	\$49,033	\$15,000	= FY15 revised dept budget reduced by re-allocation to general fund debt service
War Memorial Building **			\$0	(\$3,556)	\$0		= FY15 new revenue from War Memorial Lease appropriated to general fund debt service
Senior Center	541	Council on Aging - Expenses	\$18,530	(\$3,676)	\$14,854	\$10,000	= FY15 revised dept budget reduced by re-allocation to general fund debt service
Street Lights	424	Street Lights - Expenses	\$25,000	<u>(\$19,697)</u>	\$5,303		= FY15 revised dept budget reduced by re-allocation to general fund debt service
				(\$48,862)			
General Fund Debt Service	711	Long Term Principal & Interest	\$759	\$48,862	\$49,621		= FY14 increase funded from department budget reductions & new revenue

* FY15 Budget appropriation amount is straight-lined from FY14

** Needs appropriation in FY15

filename: g:\excel\treas\energy committee\energy reduction plan\FY14 Budget re-allocations for performance contracting for STM Aug 5 2013

		FY 2012	FY 2013	FY 2014	FY 2015	FY 2015	
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	ACTUAL	APPROPRIATED	DEPARTMENT REQUEST	TOWN ADMIN BUDGET	PERCENT CHANGE
ROAD & GROUNDS MAINTENANCE							
	Expenses	\$ 26,240.02	\$ 24,319.53	\$ 33,000.00	\$ 39,000.00	\$ 33,000.00	0.00%
	DEPARTMENTAL TOTAL	\$ 26,240.02	\$ 24,319.53	\$ 33,000.00	\$ 39,000.00	\$ 33,000.00	0.00%

Road and Grounds Maintenance								
426								
			FY 2015			FY 2015		FY 2015
		FY 2014	DEPARTMENT		PERCENT	FINANCE	PERCENT	FINCOM/BOS
LINE ITEM		APPROPRIATION	REQUEST	DIFFERENCE	CHANGE	TEAM	CHANGE	APPROVED
Professional & Technical		\$ 7,000.00	\$ 7,000.00	\$ -	0.00%	\$ 8,600.00	22.86%	
Police Details			\$ 1,000.00	\$ 1,000.00		\$ 1,000.00		
Equip Repair & Maint		\$ 10,000.00	\$ 12,500.00	\$ 2,500.00	25.00%	\$ 15,500.00	24.00%	
Vehicle Supplies		\$ 10,000.00	\$ 12,500.00	\$ 2,500.00	25.00%	\$ 4,900.00	-60.80%	
Public Work Supplies		\$ 6,000.00	\$ 6,000.00	\$ -	0.00%	\$ 3,000.00	-50.00%	
TOTAL FUNDS REQUESTED		\$ 33,000.00	\$ 39,000.00	\$ 6,000.00	18.18%	\$ 33,000.00	-15.38%	\$ -

					FY 2015	FY 2015	
		FY 2012	FY 2013	FY 2014	DEPARTMENT	TOWN ADMIN	PERCENT
LINE	DEPARTMENT/DESCRIPTION	ACTUAL	ACTUAL	APPROPRIATED	REQUEST	BUDGET	CHANGE
CEMETERIES							
	Wages/Hourly	7,039.38	7,200.00	7,200.00	7,200.00	7,200.00	0.00%
	Expenses	5,832.34	6,300.00	6,300.00	6,300.00	6,300.00	0.00%
	DEPARTMENTAL TOTAL	12,871.72	13,500.00	13,500.00	13,500.00	13,500.00	0.00%

Department Cemeteries
 Org # 421
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015		
Salaries																		
TOTAL SALARIES								\$	-							\$	-	
FISCAL YEAR 2014								FISCAL YEAR 2015										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015		
Wages																		
Farrah	Lee	Seasonal	Grounds					\$ 7,200.00								\$ 7,200.00		
TOTAL WAGES								\$	7,200.00							\$	7,200.00	

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
RECREATION							
	Wages	\$ 4,702.70	\$ 4,753.84	\$ 4,845.20	\$ 4,944.00	\$ 4,944.00	2.04%
	Expenses	\$ 750.00	\$ 695.87	\$ -			0.00%
	Basketball Expense	\$ 3,600.00	\$ 3,515.35	\$ -			0.00%
	Soccer Expense	\$ 2,800.00	\$ 2,800.00	\$ -			0.00%
	DEPARTMENTAL TOTAL	\$ 11,852.70	\$ 11,765.06	\$ 4,845.20	\$ 4,944.00	\$ 4,944.00	2.04%

Department Recreation
 Org # 630
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015		
Salaries																		
TOTAL SALARIES								\$ -								\$ -		
FISCAL YEAR 2014								FISCAL YEAR 2015										
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015		
Wages																		
Coke	Lonna	By Law	Recreation Sect			\$13.26	7	\$ 4,845.20	\$ 13.53	7	\$ 4,942.11		\$ 13.53		\$ 4,942.11	\$ 4,944.00		
TOTAL WAGES								\$ 4,845.20								\$ 4,944.00		

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
COUNCIL ON AGING							
	Wages	\$ 13,227.04	\$ 24,402.66	\$ 28,881.22	\$ 29,458.84	\$ 17,872.24	-38.12%
	Expenses	\$ 17,030.00	\$ 17,647.18	\$ 14,854.00	\$ 14,604.00	\$ 12,054.00	-18.85%
	Building Operations						
	Meals on Wheels	\$ 990.64	\$ 801.75	\$ -		\$ -	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 31,247.68	\$ 42,851.59	\$ 43,735.22	\$ 44,062.84	\$ 29,926.24	-31.57%

COUNCIL ON AGING
541

<u>LINE ITEM</u>	<u>FY 2014</u> <u>APPROPRIATION</u>	<u>FY 2015</u> <u>DEPARTMENT</u> <u>REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT</u> <u>CHANGE</u>	<u>FY 2015</u> <u>FINANCE</u> <u>TEAM</u>	<u>PERCENT</u> <u>CHANGE</u>
Energy	\$ 10,000.00	\$ 5,750.00	\$ (4,250.00)	-42.50%	\$ -	-100.00%
Performance Contract	\$ (3,676.00)					
Maintenance/Inspection	\$ 800.00	\$ -	\$ (800.00)	-100.00%	\$ -	-100.00%
Maintenance Supplies	\$ 1,800.00	\$ 1,400.00	\$ (400.00)	-22.22%	\$ -	-100.00%
Dues/Membership	\$ 400.00	\$ 400.00	\$ -	0.00%	\$ 400.00	0.00%
Advertising						
Printing/Copying						
Telephone/Cable	\$ 2,430.00	\$ 2,700.00	\$ 270.00	11.11%	\$ 2,700.00	11.11%
Postage	\$ 750.00	\$ 500.00	\$ (250.00)	-33.33%	\$ 500.00	-33.33%
Water/Sewer	\$ 450.00	\$ 500.00	\$ 50.00	11.11%	\$ 500.00	11.11%
Programs/Lectures						
Contracted Services/Outreach Coord	\$ -	\$ -	\$ -	0.00%	\$ 5,300.00	0.00%
Office Supplies	\$ 1,200.00	\$ 1,654.00	\$ 454.00	37.83%	\$ 1,654.00	37.83%
Books/Periodicals						
Mileage	\$ 200.00		\$ (200.00)	-100.00%		-100.00%
Meal on Wheels		\$ 1,700.00			\$ 1,000.00	
Building Supplies						
Travel/Conferences						
Misc Supplies						
Misc Services	\$ 500.00		\$ (500.00)	-100.00%		-100.00%
TOTAL FUNDS REQUESTED	\$ 14,854.00	\$ 14,604.00	\$ (250.00)	-1.68%	\$ 12,054.00	-18.85%

Department Council On Aging
 Org # 541
 COLA % 2.00%

FISCAL YEAR 2014									FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Salaries																	
TOTAL SALARIES																\$ -	
FISCAL YEAR 2014									FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Wages																	
		By Law	Director	6	6	\$19.76	28	\$ 28,881.22	\$ 18.02	19	\$ 17,872.24		\$ 18.02		\$ 17,872.24	\$ 17,872.24	
TOTAL WAGES																\$ 28,881.22	\$ 17,872.24

Justification of the Town assuming a portion of the Outreach workers salary.

I do not believe that the COA has a problem justifying the role of the outreach worker in town. It is clear from all indications that she is both valued by the seniors and vital to many of their lives.

From a quantitative point of view, since July of 2012 (~18 months) she has performed about 1200 “service acts” and supported just over 200 unduplicated seniors. This means that she has had direct contact with about 20% of the senior population and performed acts that supported them receiving services, housing or medical needs.

The overall impact of the position has been extremely positive and she has been well received by the senior community and by the COA. She does make a REAL difference in the lives of Shirley seniors.

The open question is “where does her pay come from”?

3 years ago, the Friends of the Shirley Seniors raised funds to pay for the position. They agreed to pay for the role for 5 years. FY 14 is the 4th year and FY15 will be the last. The plan we are proposing is to phase in the cost of the position to the town over a 5 year period. In FY 14 the town paid \$0, in FY 15 we are proposing the town pay \$5300, about 42% of the total pay with the Friends donation being 50% of what they would have normally donated. This will allow us to spread the grant over 2 years instead of just one. The balance of the pay would be covered by the use of the Formula grant. Using the formula grant will minimize what else we can do with those funds but this is an important component of what we offer seniors, so we will do it. In FY 16 the town’s share would rise to about 47% with the Friends and the formula grants paying for the balance. In FY 17 the town’s share rises to ~75% with the balance paid by formula grant. Finally in FY18 the town would pick up the full cost. This is a fair and fiscally prudent way to ensure that this vital service to the seniors continues into the future.

The only logistical question is that since this is a contract worker, do you want the cost on the salary line or the expenses?

John

COA Outreach Salary analysis						
	FY 14	FY 15	FY 16	FY 17	FY18	
Base Salary (16 hrs) (2.5% increase/yr)	\$ 12,240	\$ 12,485	\$ 12,797	\$ 13,117	\$ 13,445	
Friends	\$ 9,400	\$ 4,700	\$ 4,700	\$ -		
Formula Grant*	\$ 2,840	\$ 2,485	\$ 2,097	\$ 3,117	\$ -	
Taxes	\$ -	\$ 5,300	\$ 6,000	\$ 10,000	\$ 13,445	
* assumes level or increased funding from state \$15.38/hr						

12/12/2013

Sheet1 outreach salary

Town	<u>Southampton</u>	<u>Harvard</u>	<u>Hampden</u>	<u>Rutland</u>	<u>Groveland</u>
Total Population	6,054	5,700	5,139	8,546	7,300
Elder Population	1,450	1,389	1,347	1,134	1,377
Number of Employees	3	4	5	2	
Senior Center Days/Hours of Operation	M-Th, 8:30 a.m. - 3:00 p.m.	M-F, 9:00 a.m. - 4:00 p.m. (Dir. - M-F, 8 a.m. - 4 p.m.)	M-F, 9:00 a.m. - 3:00 p.m.	M-F, 9:00 a.m. - 1:00 p.m.	
Town Funded Expense Budget without Wages	\$1,664.00	\$1,975.00	\$31,925.00	\$4,416.00	\$6,461.00
Director					
Hours per Week	13	40	30	21	37
Hourly Rate	\$18.36	\$26.50	\$26.15	\$22.51	\$25.11
Yearly Pay	\$12,411.36	\$55,120.00	\$40,794.00	\$24,580.92	\$48,312
Funding Source	Town	Town	Town	19 Town/2 Formula	
How many years in position?	13				10
Assistant Director			Administrative Clerk		
Hours per Week	13		20		
Hourly Rate	\$13.77		\$14.88		
Yearly Pay	\$9,308.52		\$15,475.20		
Funding Source	Town		Town		
Outreach Coordinator *					
Hours per Week		19	37.5	18	4
Hourly Rate		\$22.70	\$16.00	\$16.45	\$14.57
Yearly Pay		\$22,427.60	\$31,200.00	\$15,397.20	3,031
Funding Source		17.5 Town/1.5 Formula	Title III B/Grant/Transporation	14 Town/4 Formula	
Program Coordinator			Activities Coordinator		
Hours per Week		7	15		30
Hourly Rate		\$14.57	\$12.00		\$19.68
Yearly Pay		\$5,303.48	\$9,360.00		\$30,706
Funding Source		Formula	Formula		
Receptionist/Van Dispatcher					
Hours per Week		14			
Hourly Rate		\$13.63			
Yearly Pay		\$9,922.64			
Funding Source		MART			

12/17/2013

base data coa compare-southampton

Tcwn	<u>Hopedale</u>	<u>Townsend</u>	<u>Rowley</u>	<u>Wellfleet</u>	<u>Dighton</u>
Total Population	5,911	10,000	5,900	2,876	7,640
Elder Population	1,120	1,900	1,097	1,038	1,558
Number of Employees	3	9	4	9	11
Senior Center Days/Hours of Operation	M-Th, 9 a.m. - 3 p.m. F, 9 a.m. - 12 :30 p.m.	M-Th, 9 a.m. - 3 p.m. F, 9 a.m. - 2 p.m.		M-f, 8:00 a.m. -4:00 p.m.	M-F, 8:00 a.m. - 3:00 p.m.
Town Funded Expense Budget without Wages	\$5,483.00	\$6,620.00		\$25,000.00	
Director					
Hours per Week	30	35	35	35	35
Hourly Rate	\$19.73	\$19.80		\$30.19	
Yearly Pay	\$30,776.00	\$36,036.00		\$55,157.00	
Funding Source	Town	Town		Town	Town
How many years in position?	16	31		6	34
Assistant Director	Staff Assistant				Administrative Assistant
Hours per Week	19				35
Hourly Rate	\$12.60				
Yearly Pay	\$12,448.80				
Funding Source	Town				Town
Outreach Coordinator					
Hours per Week	17		10	35	
Hourly Rate	\$14.28			\$24.69	
Yearly Pay	\$12,623.52			\$45,109.00	
Funding Source	Town/Formula		7 Town/3 Formula	Town	
Program Coordinator					
Hours per Week		25			
Hourly Rate		\$15.12			
Yearly Pay		\$19,656.00			
Funding Source		Town			
Receptionist/Van Dispatcher				Front Desk/Admin.	
Hours per Week				35	
Hourly Rate				\$16.87	
Yearly Pay				\$30,821.00	
Funding Source				Town	

12/12/2013

base data coa compare southhampton

Town	<u>Westminster</u>	<u>Hadley</u>	<u>Rockport</u>	<u>Upton</u>
Total Population	7,765	5,198	7,400	
Elder Population	1,732	1,407	2,200	1161
Number of Employees		7		4
Senior Center Days/Hours of Operation	M-f, 8:00 a.m. -4:00 p.m.	M-F, 9:00 a.m. - 4:00 p.m.		M-F / 9-3
Town Funded Expense Budget without Wages	\$36,735.00	\$5,850.00		\$36,406.00
Director				
Hours per Week	35	35	35	40
Hourly Rate	\$18.91	\$28.02	\$22.53	\$27.52
Yearly Pay	\$34,416.20	\$51,465.00	\$41,000	\$57,232.24
Funding Source	MART	Town	Town	Town
How many years in position?		23		5
Assistant Director		OFFICE MANAGEMENT ASSISTANT		
Hours per Week	19	Approx. 5 + additional as needed		
Hourly Rate	\$13.19	\$16.02		
Yearly Pay	\$13,031.72	Approximately \$4500.		
Funding Source				
Outreach Coordinator				Social Services Coord.
Hours per Week		14		40
Hourly Rate		\$17.60		\$20.39
Yearly Pay		Town=\$6948., EOEA=\$4053., HVES= \$1550.		\$42,411.20
Funding Source		Town/Formula/Title IIIB Grant		Town
Program Coordinator			Program Specialist	Department Specialist
Hours per Week			10	20
Hourly Rate			\$20.00	\$18.36
Yearly Pay			\$10,400.00	\$19,571.76
Funding Source			Formula	Town
Receptionist/Van Dispatcher				
Hours per Week				
Hourly Rate				
Yearly Pay				
Funding Source				

12/12/2013

base data coa compare southhampton

Town		
Total Population	85429	6571
Elder Population	19910	1422
Number of Employees	61	6
Senior Center Days/Hours of Operation		
Town Funded Expense Budget without Wages	162535	14775.9
Director		
Hours per Week	456	32.6
Hourly Rate	285.33	23.78
Yearly Pay	487300.72	40608.39
Funding Source		
How many years in position?		
Assistant Director		
Hours per Week		
Hourly Rate		
Yearly Pay		
Funding Source		
Outreach Coordinator <i>J</i>		
Hours per Week	194.5	21.6
Hourly Rate	146.68	18.3
Yearly Pay		
Funding Source		
Program Coordinator		
Hours per Week		
Hourly Rate		
Yearly Pay		
Funding Source		
Receptionist/Van Dispatcher		
Hours per Week		
Hourly Rate		
Yearly Pay		
Funding Source		

12/12/2013


Services provided between 07/02/2012 and 12/12/2013
Filters:

Age:>=30

Site(s):All

Interaction	Duplicated	Unduplicated
Case Management/Advocacy	21	13
Client Finding	3	3
Client/Family Support	10	9
Correspondence	38	20
Correspondence Follow Up	3	3
Correspondence-Client Related	45	24
General Information Services	3	3
Health Fair	7	6
Home Consult - Client Related	1	1
Home Consultation	105	55
Home Consultation - Follow Up	5	4
Medical Equipment Delivery	5	5
Medical Equipment Pick-up	2	2
Office Consultation	348	111
Office Consultation Follow-up	45	28
Office Consult-Client Related	41	18
Phone Consult -Client Related	191	51
Phone Consultation	209	91
Phone Consultation - Follow-up	64	31

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
VETERANS							
	Salary	6,226.94	6,296.16	6,415.38	6,543.69	6,543.69	2.00%
	Expenses	317.40	496.00	550.00	550.00	550.00	0.00%
	Benefits	24,309.64	64,253.05	65,500.00	70,740.00	70,740.00	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	30,853.98	71,045.21	72,465.38	77,833.69	77,833.69	7.41%

**Veterans
543**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</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: Travel Conference	\$ 550.00	\$ 550.00	\$ -	0.00%		-100.00%	
Other:							
Other:							
TOTAL FUNDS REQUESTED	\$ 550.00	\$ 550.00	\$ -	0.00%	\$ -	-100.00%	\$ -

Department Veterans
 Org # 543
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015	
Salaries																	
Detillion	Mike	Stipend	Veterans Agent					\$ 6,415.38			\$ 6,543.69				\$ 6,543.69	\$ 6,543.69	
TOTAL SALARIES								\$ 6,415.38							\$ 6,543.69		
Wages																	

TOTAL WAGES

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
LIBRARY							
	Salary	\$ 41,436.29	\$ 47,921.75	\$ 51,542.24	\$ 53,201.40	\$ 53,201.40	3.22%
	Wages	\$ 88,109.53	\$ 91,022.20	\$ 96,070.33	\$ 98,280.10	\$ 98,280.10	2.30%
	Expenses	\$ 61,129.60	\$ 61,126.79	\$ 61,130.00	\$ 58,040.00	\$ 51,815.00	-15.24%
<hr/>							
	DEPARTMENTAL TOTAL	\$ 190,675.42	\$ 200,070.74	\$ 208,742.57	\$ 209,521.50	\$ 203,296.50	-2.61%

**LIBRARY
611**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOMB/BOS APPROVED</u>
Book Processing	\$ 400.00	\$ 600.00	\$ 200.00	50.00%	\$ 600.00	0.00%	
Telephone	\$ 700.00	\$ 700.00	\$ -	0.00%	\$ 700.00	0.00%	
Postage	\$ 229.60	\$ 275.00	\$ 45.40	19.77%	\$ 275.00	0.00%	
Office Supplies	\$ 600.00	\$ 800.00	\$ 200.00	33.33%	\$ 800.00	0.00%	
Dues and Meetings							
Energy	\$ 15,000.00	\$ 15,000.00	\$ -	0.00%	\$ 15,000.00	0.00%	
Performance Contract	\$ (5,060.00)	\$ (5,060.00)	\$ -	0.00%	\$ (5,060.00)	0.00%	
Furniture and Equipment							
Grounds Maintenance							
Heating							
Insurance							
Maintenance Agreements - Bldg							
Maintenance Supplies	\$ 500.00	\$ 200.00	\$ (300.00)	-60.00%	\$ 200.00	0.00%	
Maintenance and Repairs	\$ 2,500.00	\$ 2,500.00	\$ -	0.00%	\$ 2,500.00	0.00%	
Postage and Delivery							
Printing and Copying							
Programs and Lectures							
Staff Development							
CustodialSupplies	\$ 800.00	\$ 800.00	\$ -	0.00%	\$ 800.00	0.00%	
Online Services	\$ 1,000.00	\$ 1,000.00	\$ -	0.00%	\$ 1,000.00	0.00%	
Travel							
Water and Sewer							
Other:	\$ 38,400.00	\$ 41,225.00	\$ 2,825.00	7.36%	\$ 35,000.00	-15.10%	
TOTAL FUNDS REQUESTED	\$ 55,069.60	\$ 58,040.00	\$ 2,970.40	5.39%	\$ 51,815.00	-10.73%	\$ -

Department Library
 Org # 610
 COLA % 2.00%

FISCAL YEAR 2014								FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Salaries																
Roy	Debra	Contract	Library Director	8	8		40	\$ 52,158.24			\$ 53,201.40				\$ 53,201.40	\$ 53,201.40
TOTAL SALARIES								\$ 52,158.24							\$ 53,201.40	

FISCAL YEAR 2014								FISCAL YEAR 2015								
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-13	Rate	Hours	Proposed Increase 1-Jul-14	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2015
Wages																
Library Page						\$8.00	12.5	\$ 5,200.00	\$ 8.00	12.5	\$ 5,200.00				\$ 5,200.00	\$ 5,200.00
Farrar	Kathleen	By Law	Childrens Librarian	6	3	\$18.48	33	\$ 31,833.65	\$ 18.85	33	\$ 32,470.32			\$ 18.85	\$ 32,470.32	\$ 32,470.32
Cusick	Susan	By Law	Asst. Librarian	5	5	\$17.56	33	\$ 30,248.86	\$ 17.91	33	\$ 30,853.83			\$ 17.91	\$ 30,853.83	\$ 30,853.83
				2	4	\$13.18	1.5	\$ 296.55								
				2	5	\$13.48	1.5	\$ 752.18								
McNeal	Christopher	By Law	Library Aide	2	6	\$13.48	1.5	\$ 1,048.73	\$ 13.75	1.5	\$ 1,076.59			\$ 13.75	\$ 1,076.59	\$ 1,076.59
				2	3	\$12.89	16	\$ 3,093.60								
				2	4	\$13.18	16	\$ 7,844.74								
Landers	Carol	By Law	Library Aide	2	5	\$13.18	16	\$ 10,938.34	\$ 13.44	16	\$ 11,228.09			\$ 13.44	\$ 11,228.09	\$ 11,228.09
				2	1	\$12.33	16	\$ 9,272.16								
				2	2	\$12.61	16	\$ 1,049.15								
Banks	Steven	By Law	Library Aide	2	3	\$12.61	16	\$ 10,321.31	\$ 12.86	16	\$ 10,742.51			\$ 12.86	\$ 10,742.51	\$ 10,742.51
				2	11	\$15.40	8	\$ 4,312.00								
				2	12	\$15.75	8	\$ 655.20								
Lantainge	Shirley	By Law	Custodian II	2	13	\$15.75	8	\$ 4,967.20	\$ 16.07	8	\$ 6,708.74			\$ 16.07	\$ 6,708.74	\$ 6,708.74
TOTAL WAGES								\$ 94,558.09							\$ 98,280.10	

Hazen Memorial Library Account Totals FY14

July 1, 2013 - June 30, 2014

thru 1/8/14

Account	Total	Line Item Budget	Appropriation	State Aid	Trustees	Total Expense
Appropriation (1000000)	\$46,130.00					
Books		\$28,332.55	\$17,178.30	\$166.42		\$17,344.72
Audios & Music		\$3,100.00	\$2,930.94			\$2,930.94
Video		\$5,500.00	\$2,869.73	\$237.30		\$3,107.03
Print Serial Subscriptions		\$3,000.00	\$2,942.62			\$2,942.62
Non-Print Materials			\$332.55			\$332.55
Repair and Maintenance		\$2,500.00	\$571.88	\$340.00	\$1,006.75	\$1,918.63
Repair/Maint Supplies		\$500.00	\$27.95		\$676.25	\$704.20
Prof. & Tech Services						\$0.00
Misc. Services						\$0.00
Phone		\$700.00				\$0.00
Office Supplies		\$600.00	\$180.78	\$232.49	\$500.00	\$913.27
Custodial Supplies		\$800.00	\$290.37			\$290.37
Online Cost		\$1,000.00	\$1,000.00	\$6,625.00		\$7,625.00
Postage		\$229.60	\$134.17			\$134.17
Book Processing		\$400.00	\$532.16			\$532.16
Miscellaneous					\$715.55	\$715.55
Other Supplies					\$239.77	\$239.77
In-State Travel				\$151.19		\$151.19
Friends Gift Services						\$0.00
Friends Gift Supplies						\$0.00
Reserve Fund Transfer						\$0.00
Subtotal:	\$46,130.00	\$46,662.15	\$28,991.45	\$7,752.40	\$3,138.32	\$39,882.17
Utilities (1000006115213)	\$15,000.00					
Electricity			\$3,443.82	\$664.82		\$4,108.64
Gas			\$723.94	\$19.12		\$743.06
Water			\$377.60	\$120.00		\$497.60
Sewer			\$163.60	\$163.60		\$327.20
Reserve Fund Transfer						
Utilities Subtotal:	\$15,000.00		\$4,708.96	\$967.54	\$0.00	\$5,676.50
Salary, Appointed	\$51,542.24		\$26,384.40	\$0.00	\$0.00	\$26,384.40
Wages, Hourly	\$96,070.33		\$49,896.47	\$0.00	\$0.00	\$49,896.47
Totals:	\$208,742.57		\$109,981.28	\$8,719.94	\$3,138.32	\$121,839.54

Budget Item	FY09 MAR Budget (with Override)	FY10 MAR Budget (with Override)	FY11 Approved MAR Budget	FY12 Budget 2.5% raises (absorbed by library)	FY13 Approved Budget (dir 40 hrs on 10/1/12)	FY14 Approved Budget	FY15 Proposed Budget
Salary, Appointed	40,568.00	40,414.00	40,414.00	41,436.36	47,921.75	51,542.24	53,197.89
Wages, Hourly	78,562.00	81,200.00	85,500.00	88,219.04	91,153.59	96,070.33	101,676.17
Wages	119,130.00	121,614.00	125,914.00	129,655.40	139,075.34	147,612.57	154,874.06
Utilities	18,000.00	18,000.00	17,000.00	17,000.00	16,000.00	15,000.00	9,940.00
Expenses							
Repairs/Maint.	3,500.00	3,100.00	3,100.00	2,600.00	2,900.00	2,500.00	1,500.00
Repair/Maint Supplies	1,000.00	1,800.00	1,000.00	700.00	1,000.00	500.00	200.00
Prof & Tech							
Phone	700.00	700.00	700.00	700.00	700.00	700.00	700.00
Postage	698.00	473.00	538.00	279.60	129.60	229.60	275.00
Misc Services							
Office Equipment							
Office Supplies	1,000.00	1,850.00	1,100.00	1,000.00	500.00	600.00	800.00
Custodial Supp.	800.00	800.00	1,000.00	900.00	650.00	800.00	800.00
Books							
Print Serial Subs.							
Audio							
Video							
Other	34,850.00	35,600.00	36,500.00	36,400.00	37,850.00	38,400.00	41,225.00
Mileage							
Online Cost	2,000.00	2,000.00	1,750.00	1,100.00	1,000.00	2,000.00	1,000.00
Book Processing	800.00	875.00	500.00	450.00	400.00	400.00	600.00
Miscellaneous							
Other Supplies							
Performance Contract							5,060.00
Expenses	63,348.00	65,198.00	63,188.00	61,129.60	61,129.60	61,129.60	62,100.00
Total	182,478.00	186,812.00	189,102.00	190,785.00	200,204.94	208,742.17	216,974.06
	147,628.00	151,212.00	152,602.00	154,385.00	162,354.94	170,342.17	175,749.06
Lib. Mat'ls budgeted:	34,850.00	35,600.00	36,500.00	36,400.00	37,850.00	38,400.00	41,225.00
19% Target:	34,628.79	35,469.48	35,795.53	36,213.77	38,083.26	39,956.81	41,225.09

MAR: \$ 182,478 \$ 186,812 \$ 189,102 \$ 190,785 \$ 193,625 \$ 198,199 \$ 204,909

FY14 MAR:	189,102 + 190,785 + 200,205 = 580,092 / 3 = 193,364 * 2.5% = 198,199
FY15 MAR:	190,785 + 200,205 + 208,743 = 599,733 / 3 = 199,911 * 2.5% = 204,909

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
BENJAMIN HILL PARK							
	Wages	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00%
	Expenses	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00%
DEPARTMENTAL TOTAL		6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	0.00%

**BENJAMIN HILL PARK
650**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINCOM/BOS APPROVED</u>
Telephone							
Postage							
Office Supplies							
Dues & Memberships							
Travel/Conferences							
Equipment Maintenance							
Printing/Printed Forms							
Software/Service Maintenance							
Space Rental							
Energy							
Water/Sewer	\$ 1,500.00	\$ 1,500.00	\$ -	0.00%	\$ 1,500.00	0.00%	
Misc	\$ 200.00	\$ 200.00	\$ -	0.00%	\$ 200.00	0.00%	
Other: Waste Removal	\$ 300.00	\$ 300.00	\$ -	0.00%	\$ 300.00	0.00%	
Other:							
Other:							
TOTAL FUNDS REQUESTED	\$ 2,000.00	\$ 2,000.00	\$ -	0.00%	\$ 2,000.00	0.00%	\$ -

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
COMMEMORATIONS & CELEBRATIONS							
	Expenses	\$ -	\$ -	1,000.00	1,600.00	1,000.00	0.00%
		\$ -	\$ -	-	-	-	0.00%
<hr/>							
	DEPARTMENTAL TOTAL	\$ -	\$ -	1,000.00	1,600.00	1,000.00	0.00%

**COMMEMORATIONS AND CELEBRATIONS
692**

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>FY 2015 FINCOM/BOS 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:	\$ 1,000.00	\$ 1,600.00	\$ 600.00	60.00%	\$ 1,000.00		-37.50%
Other:							
Other:							
TOTAL FUNDS REQUESTED	\$ 1,000.00	\$ 1,600.00	\$ 600.00	60.00%	\$ 1,000.00	\$ -	-37.50%

WMM 207 8/14/13



George J. Morin Post 183, Inc.
American Legion
Post Office Box 475
Shirley, MA 01464

Invoice for Reimbursement

01 August 2013

TO: Town of Shirley
Keady Way
Shirley, MA 01464



FROM: George J. Morin Post 183, Inc.
Post Office Box 475
Shirley, MA 01464

FOR: Memorial Day 2013

Memorial Day Expenses Incurred: see enclosed receipts.

Total: \$1279.96

\$1,000.00 Total Appropriation FY13

*Bobbie J. Collier
8/1/13*

*500.00 10000-692-5380-3
500.00 10000-692-5580-3*

IHM



IMMACULATE HEART OF MARY SCHOOL

INVOICE

June 6, 2013

To: George J. Morin Post 183 American Legion
POB 475
Shirley, MA 01464

Invoice for Marching Band Services on 26 May 2013
For Shirley Memorial Day Ceremonies

Marching Band Services:

- 47 piece Band
- Buglers
- Percussion section
- Band Leaders
- Transportation

Fee: \$500.00

Br. Peter Mary

Br. Peter Mary, M.I.C.M.
Director

Pinard Florist & Gift Shoppe (978)

772-3883

120 Central Ave
AYER, MA 01432

\$ _____
AMOUNT REMITTED

INVOICE

paid in Full

SOLD TO:
SHIRLEY AMERICAN LEGION
S

DELIVERED TO:

FILED

P:NA
ACCT. NO:
PAYMENT:
CLERK: kassie pinard
COPY NO: 1
PRINTED: 5/20/2013 11:09AM

ORDER NO: 106802/1
ORDER DATE: 5/20/2013 11:09AM
ORDERED BY: *[Signature]*

DELIVERY DATE: Fri, 05/24/2013
DELIVERY TIME:

PRODUCT	QUANTITY	PRICE/UT	DISCOUNT	EXTENDED
plant - GERANIUM	5	4.00		20.00
SUB-TOTAL				0.00
Sales Tax				0.00
TOTAL				<i>20.00</i>

CARD/OCCASION
Other

ORDER NOTES

CREDIT CARD INFORMATION

ORDER NO:
106802/1 of 1

DELIVERY DATE: Fri, 05/24/2013

DELIVERY ZONE:
Pick Up

Fri, 05/24/2013
RECEIVED BY _____

Pinard Florist & Gift Shoppe (978) 772-3883
FY 2015 Proposed Operating Budget

COPY NO:1

teleflora

Flowers Say It Best
210 W. Main St. (970) 772-6922
Ayer, MA 01432



**S
E
N
D
E
R**

Date: _____ Time: _____ am / pm
 Customer: American Legion
 Address: _____
 City: Shirley State/Prov: _____ Zip: _____
 Home Ph: 978-277-8177 Work Ph: ~~978-277-8177~~

CIRCLE ONE: CASH CHECK HOUSE ACCT

CARD NUMBER/HOUSE ACCOUNT NUMBER/CHECK NUMBER: ~~XXXXXXXXXXXX~~ EXP. DATE: ~~XXXX/XX/XX~~ AUTHORIZATION: _____
 WALK IN: _____ PHONE IN: _____ WIRE IN: _____ WIRE OUT: _____ WIRE SERVICE: _____ FLORIST NUMBER: _____ FLORIST NAME: _____
 FLORIST CITY: _____ FLORIST PHONE: _____ PERSON SPOKEN TO: _____

O R D E R	DESCRIPTION	CHARGES	
	<u>Memorial Day wreath</u>	<u>23.00</u>	
	Memorial Day Arrangement		
	<u>red white blue</u>		
	Total	<u>23.00</u>	

**C
A
R
D**

SYMPATHY BIRTHDAY ANNIVERSARY BABY B G GET WELL CONGRATULATIONS HOLIDAY OTHER

Paul

**D
E
L
I
V
E
R
Y**

Deliver to: _____
 Address: _____
 City: _____ State/Prov: _____ Zip/Code: _____
 Home Ph: _____ Work Ph: _____
 Special Instructions: _____

DELIVERY DATE: Sat TIME: _____ AM/PM

151188

Form No. VDO158

Flowers Say It Best!



115 ERDMAN WAY
LEOMINSTER, MA
(978) 840-0900



71 ACK BOULEVARD
LEOMINSTER, MA 01453
1-978-840-4884
DIRECTOR: MARK SCAMMAN
Store: 16

Club:58 Reg:13 Trans:1391
Cashier:295618 05/26/13 09:27am

133 Elena Baron

05/25/13

15:04:22

*** MEMBERSHIP ID. 05881023951 ***
*** MEMBERSHIP EXPIRES ON 01/15 ***

CASH CREDIT DBIT ONLY
2022300000 ENTERTAINER 79.98 N
2 @ 39.99
2034030000 WF SAND RING 55.98 A
2 @ 27.99
4800103907 MAYO 2/22Z 13.98 N
2 @ 6.99
1090000136 GRL FOIL/BAG 7.98 T
2 @ 3.99
2075840000 WF KSR.ROLL 19.74 N
6 @ 3.29
510900135682 SCANNED COUP 1.00-T
510900135682 SCANNED COUP 1.00-T
**** SUBTOTAL 175.66
MA 6.25% Tax ~~0.57~~
Mass. 6.25% Tax 3.50
**** TOTAL 179.53

Bakery
1/2 DOZEN DONUTS 4.19 F
SUBTOTAL 33.52

*****8080
AUTH 025881

[Handwritten scribble]

Visa 179.53
CHANGE 0.00
TOTAL NUMBER OF ITEMS SOLD = 14

By being a BJ's MEMBER
I JUST SAVED: \$28.65
Coupons & Instant Rebates: \$2.00
MEMBER Savings: \$26.65

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
DEBT SERVICE							
	Long Term Debt - Principal Excluded	\$ 235,651.00	\$ 243,205.00	\$ 222,689.00	212,678.00	\$ 212,678.00	-4.50%
	Long Term Debt - Principal Non-Excluded	\$ -	\$ -	\$ 500.00	500.00	\$ 500.00	0.00%
	Long Term Debt - Interest - Excluded	\$ 64,704.25	\$ 54,541.90	\$ 47,180.00	30,319.19	\$ 30,319.19	-35.74%
	Long Term Debt - Interest - Non-Excluded	\$ -	\$ -	\$ 259.00	233.25	\$ 233.25	0.00%
	Short Term Debt - Interest - Not Excluded	\$ -	\$ -	\$ 945.00	5,967.00	\$ 5,967.00	0.00%
	Short Term Debt - Interest - Excluded	\$ 123,272.39	\$ 108,879.34	\$ 87,766.00	35,231.75	\$ 35,231.75	0.00%
	School Bld Principal Debt Excluded	\$ 197,500.00	\$ 197,500.00	\$ 197,500.00	197,500.00	\$ 197,500.00	0.00%
	School Bld Interest Debt Excluded	\$ 119,855.70	\$ 111,461.95	\$ 101,587.00	91,711.95	\$ 91,711.95	0.00%
	Library Principal Debt Excluded	\$ 51,151.00	\$ 50,151.00	\$ 50,151.00	50,151.00	\$ 50,151.00	0.00%
	Library Interest Debt Excluded	\$ 8,742.52	\$ 5,718.87	\$ 4,212.00	2,703.77	\$ 2,703.77	0.00%
	Debt Issue Cost	\$ 2,000.00	\$ 2,000.00	\$ 4,050.00	3,700.00	\$ 3,700.00	
	Performance Contracting				48,862.00	\$ 48,862.00	
	DEPARTMENTAL TOTAL	\$ 802,876.86	\$ 773,458.06	\$ 716,839.00	679,557.91	\$ 679,557.91	-5.20%

Debt Issue Cost = \$ 2,000 Continuing Disclosure
\$ 1,000 State House Note Issue
\$ 350 BAN Issue
\$ 350 BAN Issue
\$ 3,700 Total debt issue costs

Performance Contracting = \$ 48,862 Total performance contracting budget savings - all departments

Town of Shirley

Performance Contracting BAN & State House Note Financing Analysis

BAN Financing for 6 Years

		<u>BAN Amount</u>	Estimated Interest Rate	Estimated Interest Amount	Performance Contracting <u>Budget Savings</u>	
1	Jan-14	\$ 570,873.00	1.00%	\$ 5,708.73	\$ 48,861.00	\$ 43,152.27
2	Jan-15	\$ 527,720.73	1.25%	\$ 6,596.51	\$ 48,861.00	\$ 42,264.49
3	Jan-16	\$ 485,456.24	1.35%	\$ 6,553.66	\$ 48,861.00	\$ 42,307.34
4	Jan-17	\$ 443,148.90	1.45%	\$ 6,425.66	\$ 48,861.00	\$ 42,435.34
5	Jan-18	\$ 400,713.56	1.55%	\$ 6,211.06	\$ 48,861.00	\$ 42,649.94
6	Jan-19	\$ 358,063.62	1.65%	\$ 5,908.05	\$ 48,861.00	\$ 42,952.95
		\$ 315,110.67		\$ 37,403.67		

State House Note Declining Debt Financing for 9 Years

	FISCAL YEAR	PRINCIPAL OUTSTANDING	PRINCIPAL PAYMENTS	INTEREST 4.50%	ANNUAL DEBT SERVICE
	2019	\$315,000	\$ 0	\$ 0	\$ 0
7	2020	280,000	35,000	14,175	49,175
8	2021	245,000	35,000	12,600	47,600
9	2022	210,000	35,000	11,025	46,025
10	2023	175,000	35,000	9,450	44,450
11	2024	140,000	35,000	7,875	42,875
12	2025	105,000	35,000	6,300	41,300
13	2026	70,000	35,000	4,725	39,725
14	2027	35,000	35,000	3,150	38,150
15	2028	0	35,000	1,575	36,575
16	2029	0	0	0	0
		<u>\$315,000</u>		<u>\$70,875</u>	<u>\$385,875</u>

Estimated BAN Interest Costs \$ 37,403.67
 Estimated SHN Interest Costs \$ 70,875.00
 Estimated Total Interest Cost \$ 108,278.67

Level Debt Total Cost Estimate \$ 740,820.00
 Less: Performance Contracting Principal \$ 570,873.00
 Estimated Level Debt Interest Cost \$ 169,947.00

Estimated (savings)/cost BAN & SHN \$ (61,668.33)
 versus Level Debt Model

Town of Shirley
Energy Committee
Energy Reduction Plan - Cash flow

Capital cost	\$683,854
Green Community Grant Funds	(\$100,000)
Utility Rebates	(\$12,981)
Net Project Financing	\$570,873
Interest Rate	3.50%

Energy Committee Performance Contracting Responsibility

Town of Shirley Preventive Maintenance Responsibility



Performance Contracting Project								Preventive Maintenance Program			
Project Funding Sources				Project Expenses				Maintenance Funding		Maintenance Exp	
Year	Re-allocated Gen Fund Utility Savings	Re-allocated Gen Fund Repair Expense	Total Funding	Debt Service	Measurement & Verification	Total Annual Program Costs	Project Cash Flow	GF Maintenance Budget Re-Allocation	Estimated Maintenance Cost for 7 Buildings	Maintenance Cash Flow	Total Cash Flow
0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1	\$48,861	\$4,000	\$52,861	(\$49,388)	(\$8,000)	(\$57,388)	(\$4,527)	\$7,500	(\$19,800)	(\$12,300)	(\$16,827)
2	\$50,327	\$4,120	\$54,447	(\$49,388)	(\$8,240)	(\$57,628)	(\$3,181)	\$7,500	(\$20,394)	(\$12,894)	(\$16,075)
3	\$51,837	\$4,244	\$56,080	(\$49,388)	(\$8,487)	(\$57,875)	(\$1,795)	\$7,500	(\$21,006)	(\$13,506)	(\$15,301)
4	\$53,392	\$4,371	\$57,763	(\$49,388)	(\$8,742)	(\$58,130)	(\$367)	\$7,500	(\$21,636)	(\$14,136)	(\$14,503)
5	\$54,993	\$4,502	\$59,496	(\$49,388)	(\$9,004)	(\$58,392)	\$1,103	\$7,500	(\$22,285)	(\$14,785)	(\$13,682)
6	\$56,643	\$4,637	\$61,280	(\$49,388)	(\$9,274)	(\$58,662)	\$2,618	\$7,500	(\$22,954)	(\$15,454)	(\$12,835)
7	\$58,343	\$4,776	\$63,119	(\$49,388)	(\$9,552)	(\$58,940)	\$4,178	\$7,500	(\$23,642)	(\$16,142)	(\$11,964)
8	\$60,093	\$4,919	\$65,012	(\$49,388)	(\$9,839)	(\$59,227)	\$5,785	\$7,500	(\$24,352)	(\$16,852)	(\$11,066)
9	\$61,896	\$5,067	\$66,963	(\$49,388)	(\$10,134)	(\$59,522)	\$7,441	\$7,500	(\$25,082)	(\$17,582)	(\$10,141)
10	\$63,753	\$5,219	\$68,972	(\$49,388)	(\$10,438)	(\$59,826)	\$9,145	\$7,500	(\$25,835)	(\$18,335)	(\$9,189)
11	\$65,665	\$5,376	\$71,041	(\$49,388)	(\$10,751)	(\$60,139)	\$10,901	\$7,500	(\$26,610)	(\$19,110)	(\$8,208)
12	\$67,635	\$5,537	\$73,172	(\$49,388)	(\$11,074)	(\$60,462)	\$12,710	\$7,500	(\$27,408)	(\$19,908)	(\$7,198)
13	\$69,664	\$5,703	\$75,367	(\$49,388)	(\$11,406)	(\$60,794)	\$14,573	\$7,500	(\$28,230)	(\$20,730)	(\$6,157)
14	\$71,754	\$5,874	\$77,628	(\$49,388)	(\$11,748)	(\$61,136)	\$16,492	\$7,500	(\$29,077)	(\$21,577)	(\$5,085)
15	\$73,907	\$6,050	\$79,957	(\$49,388)	(\$12,101)	(\$61,489)	\$18,468	\$7,500	(\$29,949)	(\$22,449)	(\$3,981)
Totals	\$908,762	\$74,396	\$983,157	(\$740,820)	(\$148,791)	(\$889,611)	\$93,546	\$112,500	(\$368,258)	(\$255,758)	(\$162,213)

3% annual ^

3% annual ^

3% annual ^

Level fund

3% annual ^

Budget does not include all bldgs

Maintenance program for all bldgs in project

Change in yr 1 price from ABM 6/26/13

LINE	DEPARTMENT/DESCRIPTION	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2014 APPROPRIATED	FY 2015 DEPARTMENT REQUEST	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
EMPLOYEE BENEFITS							
	GENERAL BENEFITS						
	County Retirement	568,130.00	592,323.00	624,362.00	\$ 649,803.00	\$ 649,803.00	4.07%
	State Retirement	-	-	-			0.00%
	Unemployment Compensation	4,948.52	6,400.00	6,400.00	\$ 7,200.00	\$ 7,200.00	12.50%
							0.00%
	INSURANCE						0.00%
	Health Insurance	620,663.87	653,195.00	662,500.00	\$ 715,500.00	\$ 629,532.00	-4.98%
	Medicare	28,940.23	30,351.22	36,604.00	\$ 37,477.58	\$ 37,477.58	2.39%
	Actuary	6,000.00	-	6,000.00	\$ -		0.00%
	Senior Work Off Medicare		\$ 314.07	\$ 218.00	\$ 222.36	\$ 222.36	
	DEPARTMENTAL TOTAL	\$ 1,228,682.62	\$ 1,282,583.29	\$ 1,336,084.00	\$ 1,410,202.94	\$ 1,324,234.94	-0.89%

FY 2014 ENTERPRISE FUND BUDGETS

LINE	DEPARTMENT/DESCRIPTION	FY 2013 ACTUALS	FY 2014 DEPARTMENT APPROPRIATED	FY 2015 TOWN ADMIN BUDGET	PERCENT CHANGE
AMBULANCE DEPARTMENT					
	AMB Salaries	13,197.60	13,396.00	13,716.18	2.39%
	AMB Wages	38,192.59	39,273.00	39,273.00	0.00%
	ABM EMT Stipends	1,800.00	1,800.00	-	-100.00%
	AMB Health Insurance	32,651.88	36,967.00	39,924.36	8.00%
	ABM Medicare	660.64	788.00	803.76	2.00%
	ABM Expenses	26,607.47	24,700.00	24,707.00	0.03%
	AMB Reserve Fund	4,313.00	5,000.00	5,000.00	0.00%
	ABM Indirect Costs	49,967.00	39,967.00	39,967.00	
DEPARTMENTAL TOTAL		167,390.18	161,891.00	163,391.30	0.93%
SEWER DEPARTMENT					
	Sewer Wages	28,984.20	32,115.00	20,293.42	-36.81%
	Sewer Expense/Health	16,325.88	18,484.00	-	-100.00%
	Sewer Medicare	350.98	582.00	593.64	2.00%
	Sewer Contract Services	298,026.98	449,617.00	458,617.00	2.00%
	General Operations/User Expenses	74,889.02	86,700.00	86,700.00	0.00%
	Sewer Reserve Fund	29,691.00	30,000.00	30,000.00	0.00%
	Sewer Capital Assessments & Debt Service	859,990.52	892,110.00	890,500.21	-0.18%
	Sewer Indirect Costs	40,429.00	40,429.00	40,429.00	0.00%
DEPARTMENTAL TOTAL		1,348,687.58	1,550,037.00	1,527,133.27	-1.48%
SOLID WASTE					
	SW Expenses	195,514.05	224,464.00	229,953.28	2.45%
	SW Reserve Fund	-	-	-	
200 DEPARTMENTAL TOTAL		195,514.05	224,464.00	229,953.28	2.45%
TOTAL ENTERPRISE FUNDS		1,711,591.81	1,936,392.00	1,920,477.85	-0.82%

AMBULANCE ENTERPRISE FUND

<u>LINE ITEM</u>	<u>FY 2014 APPROPRIATION</u>	<u>FY 2015 DEPARTMENT REQUEST</u>	<u>DIFFERENCE</u>	<u>PERCENT CHANGE</u>	<u>FY 2015 FINANCE TEAM</u>	<u>PERCENT CHANGE</u>	<u>FY 2014 FINCOM/BOS APPROVED</u>	<u>COMMENTS</u>
Propane Heat								
Electricity								
Building Maintenance								
Equipment Maintenance								
Vehicle Maintenance	\$ 8,026.00	\$ 6,100.00	\$ (1,926.00)	-24.00%	\$ 6,100.00	0.00%		
Maintenance Agreements								
Rental LeasE	\$ 2,806.00	\$ 2,806.00	\$ -	0.00%	\$ 2,806.00	0.00%		
Professional Tech	\$ 2,563.00	\$ 2,565.00	\$ 2.00	0.08%	\$ 2,565.00	0.00%		
Communications	\$ 413.00	\$ 413.00	\$ -	0.00%	\$ 413.00	0.00%		
Cable								
Engineering								
Legal								
Custodial Supplies	\$ 232.00	\$ 200.00	\$ (32.00)	-13.79%	\$ 200.00	0.00%		
Advertising								
Printing/Copying								
Insurance								
Telephone								
Postage	\$ 143.00	\$ 200.00	\$ 57.00	39.86%	\$ 200.00	0.00%		
Contracted Services								
Office Supplies/Equipment	\$ 1,659.00	\$ 1,659.00	\$ -	0.00%	\$ 1,659.00	0.00%		
Vehicle Supplies/Fuel	\$ 2,738.00	\$ 2,738.00	\$ -	0.00%	\$ 2,738.00	0.00%		
Medical/Surgical Supplies	\$ 6,600.00	\$ 6,600.00	\$ -	0.00%	\$ 6,600.00	0.00%		
Instate Travel	\$ 118.00	\$ 118.00	\$ -	0.00%	\$ 118.00	0.00%		
Uniforms								
Misc	\$ 580.00	\$ 580.00	\$ -	0.00%	\$ 580.00	0.00%		
New Vehicle								
Dues/Meetings/Trainings	\$ 728.00	\$ 728.00	\$ -	0.00%	\$ 728.00	0.00%		
TOTAL FUNDS REQUESTED	\$ 26,606.00	\$ 24,707.00	\$ (1,899.00)	-7.14%	\$ 24,707.00	0.00%	\$ -	

Department Ambulance Department Enterprise Fund
 Org # _____
 COLA % 2.00%

FISCAL YEAR 2013								FISCAL YEAR 2014									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014	
Salaries																	
Detillion	Mike	Stipend	Ambulance Director				30	\$ 13,447.24			\$ 13,716.18				\$ 13,716.18	\$ 13,716.18	
TOTAL SALARIES																	\$ 13,716.18
FISCAL YEAR 2013								FISCAL YEAR 2014									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Step Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014	
Wages																	
Gibbons	Lisa	By Law	Billing Clerk			\$13.86	29	\$ 20,981.27	\$ 14.14	29	\$ 21,400.89		\$ 14.14		\$ 21,400.89	\$ 21,400.89	
	On Call							\$ 17,872.11							\$ 17,872.11	\$ 17,872.11	
TOTAL WAGES																\$ 39,273.00	

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

FISCAL YEAR 2013								FISCAL YEAR 2014									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014	
Salaries																	
TOTAL SALARIES								\$ -									\$ -
FISCAL YEAR 2013								FISCAL YEAR 2014									
Last Name	First Name	Bargaining Unit	Position	Pay Grade	Step	Rate	Hours	Annual Salary 1-Jul-12	Rate	Hours	Proposed Increase 1-Jul-13	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2014	
Wages																	
Coke	Lonna	By Law	Sewer Assisstant	5	10	\$20.06	30	\$ 31,413.96	\$ 20.46	19	\$ 20,293.42		\$ 20.46		\$ 20,293.42	\$ 20,293.42	
TOTAL WAGES								\$ 31,413.96									\$ 20,293.42

SHIRLEY FY2015 - FY2019 CAPITAL IMPROVEMENT PLAN								
ITEM	Funding	FY2015	FY2016	FY2017	FY2018	FY2019	5-year Total	Annual Average
DPW								
International Plow/Sander 7400 35,000 lb (1994)	Debt- paid from Cap Stab	\$156,744					\$156,744	
International Plow/Sander 7400 35,000 lb (1999)			\$156,744				\$156,744	
International Plow/Sander 200 ser 2564 (2001)				\$155,000			\$155,000	
GMC Sierra 1-Ton Pick-up w/Plow (2002)				\$70,000			\$70,000	
Ford F350 Pick-up w/Plow (2008)					\$60,000		\$60,000	
Elgin Street Sweeper (Ch 90) (1995)						\$120,000	\$120,000	
John Deere 710 Backhoe Loader (1999)					\$150,000		\$150,000	
355D Mower (Cemetery) (2005)						\$13,000	\$13,000	
355D Mower (Upgrade to ZTRAC) (2001)				\$15,500			\$15,500	
Heavy Duty Lift (for Truck Repairs)				\$42,000			\$42,000	
DPW Sub-total		\$156,744	\$156,744	\$282,500	\$210,000	\$133,000	\$938,988	\$187,798
Town Buildings/Facilities/Services								
Wilde Road Soccer Fields Irrigation System- Recreation			\$35,000				\$35,000	
Master Plan- Planning Board	Free Cash	\$50,000					\$50,000	
Senior Center Parking Lot				\$30,000			\$30,000	
Replace Carpeting - Town Offices				\$30,000			\$30,000	
Paint Exteriors - Town Offices, Police, Library			\$10,000				\$10,000	
Replace Roof - Police Station						\$34,750	\$34,750	
Town Buildings/Facilities Sub-total		\$50,000	\$45,000	\$60,000	\$0	\$34,750	\$189,750	\$37,950
Police								
Radio Infrastructure Replacement (Dispatch Console)	Debt- paid from Cap Stab	\$25,000	\$25,000	\$25,000	\$25,000		\$100,000	
Chief's Car #25 (2007)					\$29,500		\$29,500	
Cruiser #24 (2011)					\$37,500		\$37,500	
Cruiser #22 (2013)						\$38,000	\$38,000	
Cruiser #23 (2014)							\$0	
Cruiser #21 (2009)				\$37,000			\$37,000	
Cruiser #26 (2006) to be replaced w/ SUV	Available Funds	\$38,305					\$38,305	
Cruiser #29 (2008) Animal Control Vehicle							\$0	
Police Sub-total		\$63,305	\$25,000	\$62,000	\$92,000	\$38,000	\$280,305	\$56,061
Fire								
Command Car (FY13 MCI grant used)							\$0	
Protective Gear (FY15 trying for \$67K Homeland Sec Grant 95/5 match)			\$15,000				\$15,000	
Air packs (FY13 received grant)							\$0	
Hose Replacement	Debt- paid from Cap Stab	\$11,500					\$11,500	
Refurbish Tanker				\$183,000			\$183,000	
Service/Brush Truck 1 Ton Pick-up			\$40,000				\$40,000	
Fire Sub-total		\$11,500	\$55,000	\$183,000	\$0	\$0	\$249,500	\$49,900
Information Technology Annual Portion of 5 YearPlan								
IT- Town Wide Virtual Servers	Debt- paid from Cap Stab	\$42,838	\$48,088	\$25,000			\$115,925	
IT- Town Phone System (2014)							\$0	
IT Library- Circulation Thermal Printers & Barcode Scanners (2014)				\$1,352			\$1,352	
IT Library- PC's and Laser Printers (2014)				\$7,490			\$7,490	
IT Police- Desktop Computers	Debt- paid from Cap Stab	\$9,500					\$9,500	
IT Police- Servers	Debt- paid from Cap Stab	\$6,500	\$6,500				\$13,000	
IT Police- Laptops	Debt- paid from Cap Stab	\$10,000					\$10,000	
Information Technology Sub-total		\$68,838	\$54,588	\$33,842	\$0	\$0	\$157,267	\$31,453
Ambulance								
Ambulance: E450 Ford Class I	Debt paid by Ent Fund		\$160,000				\$160,000	
Ambulance Sub-total		\$0	\$160,000	\$0	\$0	\$0	\$160,000	\$32,000
Sewer District								
Grinder Control Panel Emergency Power Upgrade	Ent User fees							
Sewer District Sub-total		\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL		\$350,387	\$496,332	\$621,342	\$302,000	\$205,750	\$1,975,810	\$395,162
Total Requiring Debt Funding		\$262,082						
Total Requiring Cash Funding		\$88,305						

