

**TOWN OF WESTBOROUGH  
DEPARTMENTAL NUMBERS**

<b>PAGE</b>	<b>Sorted by Budget Number</b>	<b>PAGE</b>	<b>Sorted Alphabetically</b>
1	11141 MODERATOR	17	1134X ACCOUNTANT
6	1122X SELECTMEN / MANAGER	12	1131X ADVISORY FINANCE COMMITTEE
12	1131X ADVISORY FINANCE COMMITTEE	125	1292X ANIMAL CONTROL
17	1134X ACCOUNTANT	22	1137X ASSESSORS
22	1137X ASSESSORS	72	1173X BOARD OF APPEALS
27	1138X TREASURER / COLLECTOR	115	1251X BUILDING COMMISSIONER
32	1151X LEGAL	48	11583 CENTRAL PURCHASING
36	1154X MIS / GIS DEPARTMENT	44	11573 COMMUNICATIONS
44	11573 COMMUNICATIONS	62	1171X CONSERVATION COMMISSION
48	11583 CENTRAL PURCHASING	159	1541X COUNCIL ON AGING
52	1161X TOWN CLERK	208	60200 COUNTRY CLUB
57	1162X ELECTION & REGISTRATION	195	16303 CULTURAL COUNCIL
62	1171X CONSERVATION COMMISSION	204	17103 DEBT-PRINCIPAL & INTEREST
67	1172X PLANNING BOARD	133	1420X DEPARTMENT OF PUBLIC WORKS
72	1173X BOARD OF APPEALS	77	1180X ECONOMIC DEVELOPMENT COMMITTEE
77	1175X ECONOMIC DEVELOPMENT COMMITTEE	144	14243 ELECTRICITY
82	1185X TOWN BUILDINGS & GROUNDS	57	1162X ELECTION & REGISTRATION
89	11933 INSURANCE	103	1220X FIRE/AMB DEPARTMENT
94	1210X POLICE DEPARTMENT	154	1512X HEALTH DEPARTMENT
103	1220X FIRE/AMB DEPARTMENT	199	1650X HISTORICAL COMMISSION
115	1251X BUILDING COMMISSIONER	120	12543 INSP WEIGHTS & MEASURES
120	12543 INSP WEIGHTS & MEASURES	89	11933 INSURANCE
125	1292X ANIMAL CONTROL	32	1151X LEGAL
129	12993 REG VOC SCHOOL ASSESSMENT	36	1154X MIS / GIS DEPARTMENT
133	1420X DEPARTMENT OF PUBLIC WORKS	1	11141 MODERATOR
141	1423X SNOW & ICE REMOVAL	67	1172X PLANNING BOARD
144	14243 ELECTRICITY	94	1210X POLICE DEPARTMENT
149	14333 SANITARY LANDFILL	177	1610X PUBLIC LIBRARY
154	1512X HEALTH DEPARTMENT	191	16201 RECREATION COMMISSION
159	1541X COUNCIL ON AGING	129	12993 REG VOC SCHOOL ASSESSMENT
164	1542X YOUTH COMMISSION	149	14333 SANITARY LANDFILL
169	1543X VETERANS SERVICES	6	1122X SELECTMEN / MANAGER
173	15483 TRSTS,SOLDIER MEMORIALS	220	64305 SEWER DEBT PRINCIPAL/INTEREST
177	1610X PUBLIC LIBRARY	213	6430X SEWER OPERATION & MAINTENANCE
191	16201 RECREATION COMMISSION	224	6440X SEWER TREATMENT PLANT
195	16303 CULTURAL COUNCIL	141	1423X SNOW & ICE REMOVAL
199	1650X HISTORICAL COMMISSION	82	1185X TOWN BUILDINGS & GROUNDS
204	17103 DEBT-PRINCIPAL & INTEREST	52	1161X TOWN CLERK
208	60200 COUNTRY CLUB	27	1138X TREASURER / COLLECTOR
213	6430X SEWER OPERATION & MAINTENANCE	173	15483 TRSTS,SOLDIER MEMORIALS
220	64305 SEWER DEBT PRINCIPAL/INTEREST	169	1543X VETERANS SERVICES
224	6440X SEWER TREATMENT PLANT	239	64505 WATER DEBT PRINCIPAL/INTEREST
232	6450X WATER OPERATION & MAINTENANCE	232	6450X WATER OPERATION & MAINTENANCE
239	64505 WATER DEBT PRINCIPAL/INTEREST	164	1542X YOUTH COMMISSION



# Town of Westborough

## Fiscal Year 2018

### Department

### MODERATOR

#### Activities, Functions and Responsibilities

The Moderator heads the legislative branch of town government. The Moderator's principal activities and responsibilities are:

- To preside and regulate debate at town meetings, deciding all questions of order;
- To nominate a deputy moderator to preside in the event of his absence/disability, or in the event that he chooses to participate in debate, or in the event that he would have a conflict of interest if he were to preside;
- To appoint the Advisory Finance Committee (AFC), 2 members of the Capital Expenditures Planning Committee, 1 member of the Walkup-Robinson Fund Committee, the members of any ad hoc committee created by the town meeting for which the Moderator is named the appointing authority, or for which no appointing authority is named;
- To respond to inquiries concerning town meeting procedure directed to him by colleagues in government, the press, or the public; and
- To educate the voters as to the origin and function of the town meeting, and to provide resources such that they can readily understand the procedure at a Westborough town meeting, and participate meaningfully.

#### Successes & Accomplishments 2015-2016

- Presided over Town meetings in March and October 2016;
- All Town Meeting sessions started on time and maintained a satisfactory pace;
- Generally kept committees fully staffed, although an extended search was necessary due to a number of simultaneous openings on the Advisory Finance Committee;
- Conducted post-Annual Town meeting discussions with all elected Boards and Advisory Finance Committee
- Conducted several open forums to gather community input and implemented suggestions
- Appointed PreK-3 School Building Committee as directed by the March 2016 Annual Town Meeting and worked with them to launch the Committee's work.

#### Goals & Priorities 2017-2018

- Start Town Meeting on time and maintain satisfactory pace
- Seek continuous improvement in the focus and quality of debate at the meetings, always consistent with a full and fair debate;
- Work with Town Clerk to gather data about Town Meeting attendance to look for patterns that may indicate which outreach efforts are most effective;
- Keep committees fully staffed, filling vacancies just as soon as candidates can be found that will maintain the high quality and diversity to which we have become accustomed;
- Continue to provide information on Town Meeting procedures for voters, at the meeting via handouts or publication in the AFC booklet, and the rest of the time via press, web, etc.

# Department

Moderator

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY16 to 17
Salaries / Wages	250	0	250	250	250	0.00%
Expenses	0	0	0	0	0	
Total Expenditures	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00	0.00%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

Activity Indicators	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Number of Town Meeting sessions	5	4	4
(Saturday ATM counts as 2 sessions)			

Performance Measures	Goal	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Start Town Meetings on time	All	All	All	All
Maintain satisfactory pace of the meetings	All	All	All	All

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11141</b>	<b>MODERATOR SALARY - ELECTED</b>							
5101	SALARY-DEPARTMENT HEAD	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$ _____
	TOTAL	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$ _____
<b>11143</b>	<b>MODERATOR EXPENSES</b>							
5299	MISCELLANEOUS EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
	GRAND TOTAL	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$ _____

# FY2018 SALARIES AND WAGES REQUEST

DEPT Moderator

DEPT # 11141

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Moderator Stipend: fixed rate of \$250		\$250.00			250.00
TOTAL SALARY & WAGES						250.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]



# Town of Westborough

## Fiscal Year 2018

### Department

### Selectmen/Town Manager

#### Activities, Functions and Responsibilities

The Board of Selectmen by Charter is the Chief Executive Officers of the Town, the Town Manager is the Chief Administrative Officer of the Town and the Assistant Town Manager serves as the Human Resources Director for the Town. The principal programs, services and activities of this department are:

1. Establishing the budget, Town Meeting warrant articles, Capital Budget and recommendations to Town Meeting.
2. Appoints Town Officials and citizens to various local and regional boards, commissions and agencies.
3. Adopts policies and regulations necessary for the proper governing of the Town's affairs.
4. Serves as the permitting agency for site plan review.
5. Represents the Town at official functions.
6. Town Manager is responsible for the daily administration of the Town government.
7. Town Manager is responsible for the development of the budget, administration, fiscal management and planning.
8. Town Manager is responsible for policy development/recommendations and implementation.
9. Town Manager is responsible for project management.
10. Recruiting for all vacant positions.
11. Ensure proper compensation and classification for all positions in the Town's structure.
12. Advises and counsels department management and staff on employee related matters.
13. Updates and administers the Town's benefit programs.

#### Successes & Accomplishments 2015-2016

Continue to work on ways to effectively lower resident's tax bills.

Fund the General Fund Operating Budget and Capital Projects within Proposition 2 1/2.

Continue to follow the fiscal policies adopted in 2011.

Supported the Charter Review Committee which successfully passed many proposed charter changes at 2016 ATM that will improve overall town management.

Awarded bid for sale of Westborough State Hospital and completed sale of Nathan Fisher House property

#### Goals & Priorities 2017-2018

Continue to work on ways to effectively lower resident's tax bills.

Fund the General Fund Operating Budget and Capital Projects within Proposition 2 1/2.

Continue to follow the fiscal policies adopted in 2011.

Continue to find new ways to communicate with residents to improve the flow of information.

Work with the Town and School building committees to successfully complete projects and develop mechanism to pay for these projects to minimize cost to taxpayers.

Successfully implement Charter changes once approved by state.

## Manager / Board of Selectmen

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY17 to 18
Salaries / Wages	345,249	344,998.48	351,375	357,615	357,615	1.7800%
Expenses	99,480	84,084.65	115,466	94,100	94,100	-18.5000%
Total Expenditures	\$444,729.00	\$429,083.13	\$466,841.00	\$451,715.00	\$451,715.00	-3.2400%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time	4	4	4
Part Time			
F T E	4	4	4

Activity Indicators	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Regular Selectmen's Meetings	24	21	21
All Public Hearings	20	10	12
Site Plan Review Public Hearings	5	3	3
Appointments to Boards/Committees	340	310	290
Selectmen Agenda Topics	269	50	110
Capital Program - # of Projects	12	13	13
Applications for Employment Reviewed	219	80	150
Labor Contracts/Amendments Negotiated	3	14	0
# of Liquor Licenses Processed	43	43	46

[illegible]



**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11220</b>	<b>SELECTMEN/MANAGER SALARY/WAGES - ELECTED</b>							
5108	BOARD MEMBERS SALARY	\$2,500.00	\$2,250.00	\$2,500.00	\$625.00	\$2,500.00	\$2,500.00	\$ _____
<b>11221</b>	<b>SELECTMEN/MANAGER SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$149,958.00	\$149,958.00	\$152,957.00	\$58,933.85	\$156,017.00	\$156,017.00	\$ _____
5102	SALARY-ASST & AGENT	\$86,775.00	\$86,774.80	\$88,218.00	\$33,990.13	\$89,648.00	\$89,648.00	\$ _____
5103	WAGES-CLERICAL	\$106,016.00	\$106,015.68	\$107,700.00	\$41,496.12	\$109,450.00	\$109,450.00	\$ _____
	<b>TOTAL</b>	<b>\$342,749.00</b>	<b>\$342,748.48</b>	<b>\$348,875.00</b>	<b>\$134,420.10</b>	<b>\$355,115.00</b>	<b>\$355,115.00</b>	<b>\$ _____</b>
<b>11223</b>	<b>SELECTMEN/MANAGER EXPENSES</b>							
5201	ADVERTISING	\$750.00	\$2,415.22	\$1,000.00	\$132.00	\$2,000.00	\$2,000.00	\$ _____
5209	TRAVEL IN-STATE	\$3,500.00	\$3,619.51	\$3,500.00	\$385.16	\$3,500.00	\$3,500.00	\$ _____
5210	TRAVEL OUT-OF-STATE	\$3,200.00	\$3,114.01	\$3,200.00	\$3,143.45	\$3,200.00	\$3,200.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$6,350.00	\$6,179.01	\$6,350.00	\$6,308.88	\$6,400.00	\$6,400.00	\$ _____
5218	TRAINING AND EDUCATION	\$3,700.00	\$1,700.00	\$3,700.00	\$1,450.00	\$3,700.00	\$3,700.00	\$ _____
5218A	TRAINING / EDUCATION (PB)	\$23,680.00	\$17,732.40	\$38,416.00	\$11,176.30	\$16,000.00	\$16,000.00	\$ _____
5218C	STAFF DEVELOPMENT	\$20,000.00	\$10,510.32	\$20,000.00	\$9,359.26	\$20,000.00	\$20,000.00	\$ _____
5219	PROFESSIONAL SERVICES	\$500.00	\$666.02	\$500.00	\$48.00	\$700.00	\$700.00	\$ _____
5219D	CONTRACT SERVICE-AUDIT	\$23,000.00	\$23,000.00	\$23,500.00	\$0.00	\$24,000.00	\$24,000.00	\$ _____
5224	OTHER SUPPLIES	\$500.00	\$275.76	\$500.00	\$92.17	\$500.00	\$500.00	\$ _____
5227	BOOKS AND PERIODICALS	\$100.00	\$21.32	\$100.00	\$21.32	\$100.00	\$100.00	\$ _____
5228	PRINTING TOWN REPORT	\$2,000.00	\$1,351.08	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$ _____
5235A	SICK LEAVE BUY-BACK	\$6,000.00	\$6,000.00	\$4,200.00	\$1,030.96	\$3,000.00	\$3,000.00	\$ _____
5235A	SICK LEAVE BUY-BACK (PB)	\$6,200.00	\$7,500.00	\$8,500.00	\$0.00	\$9,000.00	\$9,000.00	\$ _____
	<b>TOTAL</b>	<b>\$99,480.00</b>	<b>\$84,084.65</b>	<b>\$115,466.00</b>	<b>\$33,147.50</b>	<b>\$94,100.00</b>	<b>\$94,100.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$444,729.00</b>	<b>\$429,083.13</b>	<b>\$466,841.00</b>	<b>\$168,192.60</b>	<b>\$451,715.00</b>	<b>\$451,715.00</b>	<b>\$ _____</b>

# FY2018 SALARIES AND WAGES REQUEST

DEPT Board of Selectmen / Town Manager

DEPT # 11221

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	James Malloy - Town Manager	Contract				156,017.00
5102	Kristi Williams 11/8	S-14 Max	1,724.00	wk	52	89,648.00
5103	Paula Covino - Adm Asst 8/29	H-5 Max	26.31	40	52	54,725.00
	Karen Bain-Morgado	H-5 Max	26.31	40	52	54,725.00
				Total:		109,450.00
5108	Board Members	500 Each Annually x 5				2,500.00
TOTAL SALARY & WAGES						357,615.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
11223-5201	Advertising - This line item is used for posting Help Wanted Ads and is recommended to be increased in FY18 to account for several department head level positions where retirements are expected.
11223-5209	In-State Travel - This covers travel expenses for training and other meetings for the Selectmen, Town Manager and Asst. Town Manager. This account covers mileage, parking, meals and hotel rooms. This account is level funded.
11223-5210	Out of State Travel - This covers the Town Manager and Assistant Town Manager's annual attendance at the Intenational City Management Association (ICMA) Conference. This account covers travel, hotel, meals and rental car/parking as needed. This account is level funded.
11223-5217	Dues and Memberships - This pays for the Town's dues in the MA Municipal Assn (MMA) and the Corridor 9 Chamber of Commerce, the Town Manager and Asst. Town Manager's memberships in the MA Municipal Managers Assn and ICMA and the Asst. Town Manager's membership in the MA Municipal Personnel Assn. This account is level funded.
11223-5218	Training and Education - This covers conference registrations for the MA Municipal Assn., MA Municipal Managers Asn, MA Municipal Personnel Assn and ICMA.
11223-5218C	Staff Development - This line item was new in FY16 to provide professional development opportunities for all town staff that is not otherwise provided through their department budgets or through tuition reimbursement

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
11223-5218A	Training and Education (PB) - This is the account used by the former Personnel Board to pay tuition reimbursements. The amount recommended is based upon a survey of employees and college courses planned during FY18. The total estimated tuition expense is \$17,810 of which \$15,168 is reimbursable under collective bargaining agreements.
11223-5219	Professional Services - This account covers the cost of collections on parking tickets. This account has been level funded.
11223-5224	Other Supplies - This account covers other office supplies and supplies for meetings. This account has been level funded.
11223-5227	Books and Periodicals - This account covers books and periodicals. All regular periodicals have been cancelled and the only books would be a one-time expense. This account has been level funded.
11223-5228	Printing Annual Town Report - This account covers the cost of printing the annual town report as required by law. This account is recommended to be reduced to \$1750 based on the past three years actual cost.
11223-5235A	Sick Leave Buy Back - This account covers the cost of paying for retirements from all union and non-union employees. It is broken out into two line items in the detail budget to show the amount that formerly was budgeted in the Personnel Board (previously only the Clerical Union was included in the Selectmen/Town Managers Budget).



# Town of Westborough

## Fiscal Year 2018

### Department

### Advisory Finance Committee

#### Activities, Functions and Responsibilities

Chapter 39, Section 16, of the Massachusetts General Laws states:

"Every town.....shall..... by by-law provide for the election or the appointment and duties of appropriation, Advisory or Finance Committee, who shall consider any or all municipal questions for the purpose of making reports and recommendations to the town"

Article 3, Section 4, of the Town of Westborough By-Laws states:

"To this Committee shall be referred all articles in any warrant for a Town Meeting, and said Committee shall report thereon to the Town Meeting and make such recommendations as it deems best for the interests of the Town and its citizens. This Committee shall also consider all matters relating to the appropriation, borrowing and expenditure of money by the Town, its indebtedness, methods of administration of its various departments, and other municipal affairs. Town Departments shall consult the Finance Committee relative to contracts for professional services and said Committee shall make recommendations thereon to the various Town Departments."

#### Successes & Accomplishments 2015-2016

1. Reviewed all Warrant Articles and Budgetary Request for both Annual and Fall Town meetings.
2. Created Reports and Recommendations Booklet for both Annual and Fall Town Meetings. Published the R&R Book on-line in advance of meetings.
3. Maintained and Updated the AFC Workbook to track and analyze town finances for reporting purposes.
4. Maintained and Updated a School Budget vs. Actuals database to track and analyze School finances for reporting purposes.
5. Maintained, Updated and Published the Revenue and Expenditures Report showing full-in costs of Town, School and Enterprise Funds.

#### Goals & Priorities 2017-2018

1. Produce the Reports and Recommendations Booklet for Annual and Fall Town meetings and publish on-line prior to meetings.
2. Continue to actively engage with all town departments to maintain and improve town services in an efficient and cost effective manner.
3. Continue to actively engage with the School Dept. and School Committee to maintain and improve the School District in an efficient and cost effective manner.
4. Consider and report on various business of the town such as OPEB obligations and funding, Charter Review, Municipal building now and in the future.

## Department

Advisory Finance Committee

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY17 to 18
Salaries / Wages	3,681	3,636.59	3,514	2,744	2,744	-21.9100%
Expenses	1,555	1,552.06	1,950	2,000	2,000	2.5600%
Total Expenditures	\$5,236.00	\$5,188.65	\$5,464.00	\$4,744.00	\$4,744.00	-13.1800%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time			
Part Time	0.07	0.07	0.07
F T E	0.07	0.07	0.07

[illegible][illegible]

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11312 FINANCE COMM WAGES</b>								
5103	WAGES-CLERICAL	\$3,681.00	\$3,636.59	\$3,514.00	\$233.22	\$2,744.00	\$2,744.00	\$2,744.00
<b>11313 FINANCE COMM EXPENSES</b>								
5217	DUES AND MEMBERSHIPS	\$450.00	\$236.00	\$450.00	\$236.00	\$500.00	\$500.00	\$500.00
5228	PRINTING AND COPYING	\$1,105.00	\$1,316.06	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00
	TOTAL	\$1,555.00	\$1,552.06	\$1,950.00	\$236.00	\$2,000.00	\$2,000.00	\$2,000.00
	GRAND TOTAL	\$5,236.00	\$5,188.65	\$5,464.00	\$469.22	\$4,744.00	\$4,744.00	\$4,744.00

# FY2018 SALARIES AND WAGES REQUEST

DEPT Advisory Finance Committee

DEPT # 11312

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5103	Cindy Thorton - Admin Asst.	H2-1	\$16.96	3	14	712.32
	October 10th	H2-2	\$17.82	3	38	2,031.48
TOTAL SALARY & WAGES						2,743.80

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00



**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]



# Town of Westborough

## Fiscal Year 2018

### Department

### Town Accountant

#### Activities, Functions and Responsibilities

Supervises expenditures of all Town funds by examining and approving all vouchers, departmental bills, and payrolls. Draws warrants on the treasury for approval by the Board of Selectmen or Town Manager and payment by the Treasurer. Ensures that all municipal transactions conform to law and to good accounting practices.

Compiles and submits year-end financial statements and indicates the years transactions and financial position of the Town at the close of the year. Maintains financial records and supervising and controlling expenditures of all Town funds. Analyzes and interprets fiscal and accounting data, and to prepare appropriate statements and reports.

Prepares statements and reports of estimated future costs and revenues. Reviews financial statements with management personnel as a member of the Towns "Financial Team".

Supervises and participates in the preparation of various financial statements and reports including the Recapitulation Sheet to determine the tax rate.

Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.

Compiles and maintains accounting of all fixed assets (land, buildings, infrastructure, equipment and machinery) and inventory.

#### Successes & Accomplishments 2015-2016

Process all contracts, purchase order and invoices accurately and in a timely manner.

Monitor all budgets, grants, gifts and revolving funds to ensure proper use within budgetary restraints.

Prepare and submit federal, state and local report timely.

Prepare and submit balance sheet and Schedule A to Department of Revenue accurately and timely in insure certifications.

Establish and keep updated Policies & Procedures to document all financial transactions.

Working with outside auditors to improve internal controls.

#### Goals & Priorities 2017-2018

Continue to process all contracts, purchase order and invoices accurately and in a timely manner.

Continue to monitor all budgets, grants, gifts and revolving funds to ensure proper use within budgetary restraints.

Continue to prepare and submit federal, state and local report timely.

Continue to prepare and submit balance sheet and Schedule A to Department of Revenue accurately and timely in insure certifications.

Continue to establish Policies & Procedures to document all financial transactions.

Continue to work with outside auditors to improve internal controls.

**Department**

Accounting

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>	146,824	146,824	160,550	164,216	164,216	2.2800%
<b>Expenses</b>	1,135	1,135	1,135	1,135	1,135	0.00%
<b>Total Expenditures</b>	\$147,959.00	\$147,959.00	\$161,685.00	\$165,351.00	\$165,351.00	2.2700%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	2	2	2
<b>Part Time</b>	0	0	0
<b>F T E</b>	2	2	2

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Accounts Payable Invoices Processed	17900	18000	18000
Accounts Payable Checks Processed	13392	13500	13500
Purchase Orders Processed	4186	4200	4200

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Submission of Balance Sheet to Dept of Revenue	9/30/20XX	9/9/16	9/15/17	9/15/18
Certification of Free Cash / Excess & Deficiency	10/15/20XX	9/26/16	9/30/17	9/30/18
Submission of Schedule A to Dept of Revenue	11/30/20XX	9/22/16	10/1/17	10/1/18

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11341</b>	<b>ACCOUNTANT SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$91,072.00	\$91,072.00	\$92,551.00	\$35,659.46	\$94,016.00	\$94,016.00	\$_____
5103	WAGES-CLERICAL	\$55,752.00	\$55,752.00	\$67,999.00	\$25,516.64	\$70,200.00	\$70,200.00	\$_____
	TOTAL	\$146,824.00	\$146,824.00	\$160,550.00	\$61,176.10	\$164,216.00	\$164,216.00	\$_____
<b>11343</b>	<b>ACCOUNTANT EXPENSES</b>							
5217	DUES AND MEMBERSHIPS	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$_____
5218	TRAINING AND EDUCATION	\$895.00	\$975.24	\$895.00	\$115.00	\$895.00	\$895.00	\$_____
5223	OFFICE SUPPLIES	\$100.00	\$19.76	\$100.00	\$9.22	\$100.00	\$100.00	\$_____
	TOTAL	\$1,135.00	\$1,135.00	\$1,135.00	\$264.22	\$1,135.00	\$1,135.00	\$_____
	GRAND TOTAL	\$147,959.00	\$147,959.00	\$161,685.00	\$61,440.32	\$165,351.00	\$165,351.00	\$_____

# FY2018 SALARIES AND WAGES REQUEST

DEPT Town Accountant

DEPT # 11341

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Talbot, Leah Town Accountant	S-15 MAX	1,808.00	40	52	94,016.00
5102	Smith, Linda Asst Town Accountant	S-9 MAX	33.75	40	52	70,200.00
TOTAL SALARY & WAGES						164,216.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]



# Town of Westborough

## Fiscal Year 2018

**Department**

**Assessor**

### Activities, Functions and Responsibilities

The Assessors Office is responsible for the generation of the majority of the revenue utilized by the town to meet its budgetary needs. Toward that end we are required to value all property within the town at its fair market value in order to distribute the tax burden equally among all classes of property. This department is the focal point for all matters pertaining to the administration of property tax laws in accordance with M.G.L. Chapter 59.

The principal programs, services and activities of this department are to:

- Closely monitor all sale and permit activity within the town.

- Closely monitor all current rental, vacancy and expense rates pertaining to commercial and industrial property.

- Maintain a thorough knowledge of the valuation methodology for all types of property, real and personal, including market data analysis, replacement cost and the income approach.

- Keep abreast of any changes to the laws relating to property taxation issues.

- Assist residents, other departments and the general public with all questions/issues pertaining to the valuation and taxation of property within the town including motor vehicle excise.

- Review all abatement and exemption applications, confer with property owners and tax representatives, and defend assessments before the Massachusetts Appellate Tax Board.

- Establish and administer all assessment policies within the town in accordance with Massachusetts General Laws and the Department of Revenue guidelines to insure timely certification of values, tax rate setting and tax billing.

### Successes & Accomplishments 2015-2016

Successfully completed the State mandated triennial revaluation. Timely submission and approval of Tax Recap Sheet to insure timely tax billing.

Successful transition from after Linda Swadel's retirement to new Chief Assessor. Hire and fill the vacated position of Assistant Assessor and subsequent vacancy of Data Lister. Begin training the new Assistant Assessor in Personal Property process and inspections, Chapter Land, Exempt Property and other position related responsibilities. Train and educate new Data Lister in our procedures and services to the public.

Inspected 100% of properties which sold during calendar 2015 and the first half of 2016. Conduct full Personal Property confirmation of accounts for January 1.

Inspected approximately 20% of all business personal property accounts. Inspected all properties with building permits issued.

### Goals & Priorities 2017-2018

Timely submission of all required documents for interim valuation adjustment and timely tax rate setting.

Continue training the Assistant Assessor in Personal Property and commercial valuation and inspection.

Initiate an annual inspection program ensuring timely inspection of sales, quarterly inspection of permits, and on-going cyclical reinspection of all properties not inspected within the past 5 years. Continuation of ongoing cyclical reinspection of approximately 20% of business personal property accounts. Maintain accurate accounting of all new growth valuation in town for tax levy and financial planning purposes. With an entirely new staff over the past four years begin work to refine procedural manuals and internal processes to best provide timely service to the public. Aggressively pursue settlement or timely litigation of past years' appeals to limit the Town's liability exposure.

## Department

Assessors

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>	221,931	196,941.97	202,416	213,451	213,451	5.4500%
<b>Expenses</b>	36,468	24,853.77	36,468	37,748	37,748	3.5100%
<b>Total Expenditures</b>	\$258,399.00	\$221,795.74	\$238,884.00	\$251,199.00	\$251,199.00	5.1600%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	3	3	3
<b>Part Time</b>	1	1	1
<b>F T E</b>	4	4	4

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Sale properties inspected	366	325	325
Building permit properties inspected	659	700	700
Cyclical (DOR required) inspections	375	700	700
Abatement property inspections	42	50	50
Motor vehicle excise bills processed	20741	19000	19000
Motor vehicle excise abatement processed	1068	1000	1000
Deeds Reviewed and Entered	509	500	500
ATB cases filed not including phone	20	25	25

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Deeds reviewed and entered timely	100%	509	500	500
Motor Vehicle Abatements timely processed	100%	1068	1000	1000
Real Estate Abatements timely processed	100%	104	75	75
ATB successfully tried/settled/withdrawn	100%	15	25	25



**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11371</b>	<b>ASSESSORS SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$91,072.00	\$92,538.09	\$86,469.00	\$32,361.01	\$92,203.00	\$92,203.00	\$ _____
5102	SALARY-ASST & AGENT	\$88,153.00	\$62,698.44	\$71,400.00	\$25,904.98	\$74,696.00	\$74,696.00	\$ _____
5108	BOARD MEMBERS SALARY	\$2,000.00	\$1,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$ _____
5103	WAGES-CLERICAL	\$40,706.00	\$40,705.44	\$42,547.00	\$16,298.44	\$44,552.00	\$44,552.00	\$ _____
	<b>TOTAL</b>	<b>\$221,931.00</b>	<b>\$196,941.97</b>	<b>\$202,416.00</b>	<b>\$74,564.43</b>	<b>\$213,451.00</b>	<b>\$213,451.00</b>	<b>\$ _____</b>
<b>11373</b>	<b>ASSESSORS EXPENSES</b>							
5209	TRAVEL IN-STATE	\$300.00	\$278.11	\$300.00	\$0.00	\$300.00	\$300.00	\$ _____
5210	TRAVEL OUT-OF-STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$529.00	\$436.50	\$529.00	\$230.00	\$529.00	\$529.00	\$ _____
5218	TRAINING AND EDUCATION	\$2,100.00	\$1,886.58	\$2,100.00	\$399.95	\$2,600.00	\$2,600.00	\$ _____
5219	PROF SERV - CO-STAR	\$10,944.00	\$10,944.00	\$10,944.00	\$4,560.00	\$10,944.00	\$10,944.00	\$ _____
5223	OFFICE SUPPLIES	\$1,000.00	\$873.16	\$1,000.00	\$62.39	\$1,000.00	\$1,000.00	\$ _____
5228	FORMS & BILLS	\$420.00	\$95.42	\$420.00	\$292.38	\$0.00	\$0.00	\$ _____
5241	CLOTHING ALLOWANCE	\$175.00	\$275.00	\$175.00	\$100.00	\$175.00	\$175.00	\$ _____
5244	OTHER PROFESSIONAL FEES	\$21,000.00	\$10,065.00	\$21,000.00	\$10,000.00	\$21,000.00	\$21,000.00	\$ _____
	<b>TOTAL</b>	<b>\$36,468.00</b>	<b>\$24,853.77</b>	<b>\$36,468.00</b>	<b>\$15,644.72</b>	<b>\$37,748.00</b>	<b>\$37,748.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$258,399.00</b>	<b>\$221,795.74</b>	<b>\$238,884.00</b>	<b>\$90,209.15</b>	<b>\$251,199.00</b>	<b>\$251,199.00</b>	<b>\$ _____</b>

# FY2018 SALARIES AND WAGES REQUEST

DEPT Assessor

DEPT # 11371

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Jonathan Steinberg, Chief Assessor	S15/7	1,724.00	40	21.6	37,239.00
	11/30	S15/Max	1,808.00	40	30.4	54,964.00
5102	Jane Ventresca, Assistant Assessor	N16/2	996.00	40	25.6	25,498.00
	12/28	N16/3	1,046.00	40	26.4	27,615.00
5103	Patricia Mespelli, Admin. Ass't, 7/29	N10/3	20.45	40	4	3,272.00
		N10/4	21.50	40	48	41,280.00
5102	Tara Damiano, Lister, 05/11	H4/4	21.69	19	44.8	18,463.00
		H4/5	22.80	19	7.2	3,120.00
5108	Mark Silverberg, Assessor	N/A	N/A	N/A	yearly	1,000.00
5108	Joseph MacDonough, Assessor	N/A	N/A	N/A	yearly	1,000.00
TOTAL SALARY & WAGES						213,451.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5209	\$300 - In State travel: funds mileage, parking and tolls for travel within the State to meetings, workshops, ATB hearings, etc.,...
5217	\$529 - Dues & Memberships: funds dues for Board members and Assistant for State and County Associations, and for Chief Assessor for International, Northeast Regional, and Mass. Chapter of International Associations
5218	\$2,600 - Training & Education; funds all courses and workshops attended by all Board members and staff. Both the Chief and Ass't. Assessors are required to have MAA designation (Mass Accredited Assessor) which requires continuing education credits. This has been increased due to additional education and workshop attendance with newer staff.
5219	\$10,944 - CoStar contract
5223	\$1,000 - Office supplies
5241	\$175 - clothing allowance which is part of NAGE contract for Assistant Assessor.
5244	\$21,000 - Other professional fees; funds appraisal reports and expert testimony in defense of values at ATB as well as the ongoing costs for appraising our locally assessed utilities.
5210	\$1,200 - Travel-Out-Of-State: Professional annual national / regional conferences This is being requested specifically for attending an IAAO and/or NRAAO program which are applicable and intensive for educational purposes given the complexity of property in Westborough.
5228	\$0.00 - Forms & Bills - this is being removed as we are more digital, the few items remaining are more office supply related.



# Town of Westborough

## Fiscal Year 2018

**Department**

**Treasurer/Collector**

### Activities, Functions and Responsibilities

Billing and collection of all bills due to the Town  
Monthly reconciliation of all receivables  
Annual DOR receivable reporting  
Processing all town and school biweekly payroll  
Weekly, monthly, quarterly, and annual payroll reporting  
ACA reporting  
W-2s  
Investment of all Town funds  
Monthly cash reconciliation with Accountant  
Quarterly DOR cash reconciliation  
Weekly accounts payable  
Timely debt payment  
Tax title management

### Successes & Accomplishments 2015-2016

Moved into and outfitted new office space  
99.0% collection rate of current billing  
100% monthly receivables reconciliation with Accountant  
Errorless payroll processing  
100% monthly cash reconciliation with Accountant  
Refunded debt for small savings  
Timely debt payment  
Maintained Town's AAA credit rating  
Continue to enforce tax title collection

### Goals & Priorities 2017-2018

Maintain collection rate  
Encourage paperless billing with new vendor  
100% monthly receivables reconciliation with Accountant  
Errorless payroll processing/learn new payroll system  
100% monthly cash reconciliation with Accountant  
Timely debt payment  
Refund any available debt to lower payments  
Maintain Town's excellent credit rating  
Continue to enforce tax title collection

**Department**

Treasurer/Collector

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>	241,907	241,907	243,284	239,784	239,784	-1.4400%
<b>Expenses</b>	52,435	49,527	31,735	35,000	35,000	10.2900%
<b>Total Expenditures</b>	\$294,342.00	\$291,434.00	\$275,019.00	\$274,784.00	\$274,784.00	-0.0900%

**Personnel****Full Time****Part Time****F T E****FY 2016****FY 2017 (Est)****FY 2018 (Est)**

3
1
4

3
1
4

3
1
4

**Activity Indicators****FY 2016****FY 2017 (Est)****FY 2018 (Est)**

Days to deposit tax/utility receipts
Days to month-end 100% reconciliation
Number of real estate bills issued 4 times/year
Number of personal property bills issued 4times/year
Number of water/sewer bills issued annually
Number of excise tax bills issued - calendar year
Number online collections annually
Dollar value online collections annually
Payroll processing/balancing with accountant
W-2s issued (number of employees) calendar year
Tax title accounts collected in full
Training

2
A/R - 1 Cash - 9
6,439
607
20,791
19,994
11,153
\$9,861,772
100%
1,117
8
98

1
A/R - 2 Cash - 20
6,450
615
20,825
20,330
11,500
\$9,900,000
95%
1,125
6
70

1
A/R - 2 Cash - 15
6,500
625
20,850
20,360
12,000
\$10,000,000
100%
1,135
8
120

**Performance Measures****Goal****FY 2016****FY 2017 (Est)****FY 2018 (Est)**

Tax, water/sewer collections	100%	99%
Online payments	50%	19%
Credit card counter payments	20%	1%
Training - collections, payroll	120 hours	98 hours
Payroll processing accuracy	100%	100%
Reconciliation of cash & receivables to the penny	100%	100%

99%
25%
5%
70 hours
98%
100%

99%
30%
15%
120 hours
100%
100%

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11381</b>	<b>TREASURER/COLLECTOR SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$95,788.00	\$95,788.00	\$97,301.00	\$37,489.70	\$98,852.00	\$98,852.00	\$_____
5103	WAGES-CLERICAL	\$146,119.00	\$146,119.00	\$145,983.00	\$55,948.50	\$140,932.00	\$140,932.00	\$_____
	<b>TOTAL</b>	<b>\$241,907.00</b>	<b>\$241,907.00</b>	<b>\$243,284.00</b>	<b>\$93,438.20</b>	<b>\$239,784.00</b>	<b>\$239,784.00</b>	<b>\$_____</b>
<b>11383</b>	<b>TREASURER/COLLECTOR EXPENSES</b>							
5209	TRAVEL IN-STATE	\$900.00	\$679.04	\$900.00	\$139.32	\$1,000.00	\$1,000.00	\$_____
5217	DUES AND MEMBERSHIPS	\$335.00	\$250.00	\$335.00	\$250.00	\$500.00	\$500.00	\$_____
5218	TRAINING AND EDUCATION	\$1,000.00	\$654.14	\$1,300.00	\$25.00	\$2,000.00	\$2,000.00	\$_____
5223	OFFICE SUPPLIES	\$1,700.00	\$1,094.07	\$1,700.00	\$317.96	\$1,500.00	\$1,500.00	\$_____
5228	FORMS & BILLS	\$10,500.00	\$11,663.91	\$10,500.00	\$2,007.93	\$11,000.00	\$11,000.00	\$_____
5243A	MISC SERV-TAX TITLE	\$13,000.00	\$6,578.90	\$13,000.00	\$964.00	\$15,000.00	\$15,000.00	\$_____
5243B	MISC SERV-BANK CHARGES	\$25,000.00	\$28,606.94	\$4,000.00	\$466.58	\$4,000.00	\$4,000.00	\$_____
	<b>TOTAL</b>	<b>\$52,435.00</b>	<b>\$49,527.00</b>	<b>\$31,735.00</b>	<b>\$4,170.79</b>	<b>\$35,000.00</b>	<b>\$35,000.00</b>	<b>\$_____</b>
	<b>GRAND TOTAL</b>	<b>\$294,342.00</b>	<b>\$291,434.00</b>	<b>\$275,019.00</b>	<b>\$97,608.99</b>	<b>\$274,784.00</b>	<b>\$274,784.00</b>	<b>\$_____</b>

## FY2018 SALARIES AND WAGES REQUEST

**DEPT Treasurer/Collector**

DEPT # 11381

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Joanne Savignac Treas/Coll 7/1/2016	S16/Max	1,901.00		52	98,852.00
5103	Kristin Robinson Admin. Asst. 7/1/2016	N10/15 year	26.82	40	52	55,786.00
5103	Linda Bergstrom Admin. Asst. 7/1/2016	N10/Max	26.04	25	52	33,852.00
5103	Leslie Schofield Asst. Treas/Coll 9/6/2016	N16/Min	943.00		9.4	8,864.00
	9/6/2017	N16/2	996.00		42.6	42,430.00
TOTAL SALARY & WAGES						239,784.00

**INSTRUCTIONS:**

**TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104**

**WEEKS:** Should total "52" weeks for each employee

**OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall**

**EXAMPLE:**

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	<b>Total</b>				<b>52</b>	<b>22,256.00</b>

# TOWN OF WESTBOROUGH

## *EXPENSES LEDGER*

## DEPARTMENTAL BUDGET PROPOSALS

## ACCOUNT COMMENTS WORKSHEET

[illegible]





# Town of Westborough

## Fiscal Year 2018

**Department**

**Legal**

### Activities, Functions and Responsibilities

This budget pays for contracted legal services received by the Town. Legal services performed may include the following as requested: defending the Town in legal actions; reviewing labor issues; providing legal opinions to the Board of Selectmen, Town Manager and other departments, boards and commissions; overseeing all land transactions of the Town; reviewing policies and procedures; reviewing Town Meeting warrants; and providing training.

### Successes & Accomplishments 2015-2016

### Goals & Priorities 2017-2018

Department

Legal

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY17 to 18
Salaries / Wages						
Expenses	106,622	79,348.02	105,000	102,500	102,500	-2.3800%
Total Expenditures	\$106,622.00	\$79,348.02	\$105,000.00	\$102,500.00	\$102,500.00	-2.3800%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time			
Part Time			
F T E			

Activity Indicators	FY 2016	FY 2017 (Est)	FY 2018 (Est)

Performance Measures	Goal	FY 2016	FY 2017 (Est)	FY 2018 (Est)

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11511</b>	<b>LEGAL SALARY</b>							
5101	SALARY-DEPARTMENT HEAD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
<b>11513</b>	<b>LEGAL EXPENSES</b>							
5219A	LEGAL SERVICES	\$100,000.00	\$75,948.30	\$100,000.00	\$19,954.68	\$100,000.00	\$100,000.00	\$_____
5243	MISCELLANEOUS SERVICES	\$6,622.00	\$3,399.72	\$5,000.00	\$1,890.92	\$2,500.00	\$2,500.00	\$_____
5720	JUDGEMENTS/SETTLEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	
	<b>TOTAL</b>	<b>\$106,622.00</b>	<b>\$79,348.02</b>	<b>\$105,000.00</b>	<b>\$21,845.60</b>	<b>\$102,500.00</b>	<b>\$102,500.00</b>	<b>\$_____</b>
	<b>GRAND TOTAL</b>	<b>\$106,622.00</b>	<b>\$79,348.02</b>	<b>\$105,000.00</b>	<b>\$21,845.60</b>	<b>\$102,500.00</b>	<b>\$102,500.00</b>	<b>\$_____</b>

**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]



# Town of Westborough

## Fiscal Year 2018

### Department

MIS/GIS

### Activities, Functions and Responsibilities

The primary activities, functions, and responsibilities of the MIS/GIS Department are:

#### Manage Town-wide Computer Network

- Maintain network infrastructure
- Supervise network security
- Maintain computer hardware & software
- Support printers and other network devices
- Manage system backups and archives

#### Support the use of Information Technology

- Support telecommunication systems
- Manage e-mail and other web communications
- Support applications from vendors
- Develop and support custom applications

#### Support Geographic Information Systems

- Develop and maintain GIS data
- Perform GIS analysis
- Create maps and other cartographic products
- Maintain GIS applications
- Provide technical support & training

### Successes & Accomplishments 2015-2016

- Moved back into the renovated Town Hall. In addition to the logistics associated with our own move, the MIS/GIS Department also assisted other Town Hall departments with their technology. The MIS/GIS Department was also responsible for managing the installation of new systems including Audio/Video upgrades for conference rooms, a new phone system, a new wireless network, and a multitude of other technology improvements and changes.
- Supported the migration to a new Payroll and HR application (which also included a new Employee Self Service website).
- Assisted the DPW with their security camera upgrade.

### Goals & Priorities 2017-2018

- Support the renovation of the Forbes Municipal Building.
- Expand the new phone system to the DPW and Senior Center.
- Research available GIS-centric asset management systems for tracking DPW utilities.
- Implement a new helpdesk tracking application to monitor some of the new performance measures requirement.

**Department**

MIS/GIS

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>	180,090	176,830.68	191,965	194,741	194,741	1.4500%
<b>Expenses</b>	224,705	224,367.59	251,420	281,420	281,420	11.9300%
<b>Total Expenditures</b>	\$404,795.00	\$401,198.27	\$443,385.00	\$476,161.00	\$476,161.00	7.3900%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	2	2	2
<b>Part Time</b>	1	1	1
<b>F T E</b>	3	3	3

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Number of active desktops and workstations	134	134	134
Number of active laptops and tablets	84	84	84
Number of active physical servers	17	17	17
Number of active copiers and laser printers	59	59	59
Number of active inkjet and other printers	39	39	39
Number of hits on the town website	1,102,103	1,200,000	1,300,000
Number of hits on the online GIS website	81,500	85,000	90,000
Number of active e-mail accounts	299	315	330
Number of helpdesk requests (estimated)	1,750	1,750	1,750
Number of maps created or updated	171	200	225

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Average computer downtime per incident (est.)	< 4 Hrs	4 Hrs	4 Hrs	4 Hrs
Average helpdesk response time per incident (est.)	< 4 Hrs	4 Hrs	4 Hrs	4 Hrs
Town website percentage uptime (estimated)	> 99.5%	99.5%	99.5%	99.5%
Online GIS website percentage uptime (estimated)	> 99.5%	99.5%	99.5%	99.5%
Town network downtime (estimated)	< 10 Hrs	10 Hrs	10 Hrs	10 Hrs
Internet access percentage uptime (estimated)	> 99.5%	99.5%	99.5%	99.5%

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11541</b>	<b>MIS / GIS DEPT SALARY/WAGES</b>							
5101	DEPARTMENT HEAD	\$91,072.00	\$91,071.21	\$92,551.00	\$35,659.46	\$94,016.00	\$94,016.00	\$_____
5103	WAGES-CLERICAL	\$86,018.00	\$83,207.23	\$96,414.00	\$33,642.77	\$97,725.00	\$97,725.00	\$_____
5105	OVERTIME	\$3,000.00	\$2,552.24	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$_____
	TOTAL	\$180,090.00	\$176,830.68	\$191,965.00	\$69,302.23	\$194,741.00	\$194,741.00	\$_____
<b>11543</b>	<b>MIS / GIS DEPT EXPENSES</b>							
5203	REPAIR/MAINT EQUIPMENT	\$48,700.00	\$58,231.90	\$49,300.00	\$35,110.98	\$52,150.00	\$52,150.00	\$_____
5209	TRAVEL IN-STATE	\$400.00	\$498.80	\$400.00	\$118.26	\$400.00	\$400.00	\$_____
5217	DUES AND MEMBERSHIPS	\$250.00	\$175.00	\$250.00	\$0.00	\$250.00	\$250.00	\$_____
5218	TRAINING AND EDUCATION	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$_____
5219	PROFESSIONAL SERVICES	\$10,000.00	\$11,822.54	\$10,000.00	\$5,650.00	\$10,000.00	\$10,000.00	\$_____
5223	OFFICE SUPPLIES	\$2,000.00	\$3,206.53	\$2,000.00	\$483.15	\$2,000.00	\$2,000.00	\$_____
5236A	CONTRACT SERV-COMPUTEI	\$24,000.00	\$28,501.08	\$24,300.00	\$21,934.04	\$26,950.00	\$26,950.00	\$_____
5241	CLOTHING ALLOWANCE	\$100.00	\$90.00	\$100.00	\$99.95	\$100.00	\$100.00	\$_____
5299A	SOFTWARE MAINTENANCE	\$136,755.00	\$121,841.74	\$162,570.00	\$117,436.71	\$187,070.00	\$187,070.00	\$_____
	TOTAL	\$224,705.00	\$224,367.59	\$251,420.00	\$180,833.09	\$281,420.00	\$281,420.00	\$_____
	GRAND TOTAL	\$404,795.00	\$401,198.27	\$443,385.00	\$250,135.32	\$476,161.00	\$476,161.00	\$_____

# FY2018 SALARIES AND WAGES REQUEST

DEPT MIS/GIS

DEPT # 11541 11542

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Mark Stockman, MIS/GIS Director	S-15/MAX	1,808.00	40	52	94,016.00
	29-Dec					
5103	Gail Silva, Network Technician	N-17/MAX	1,393.00	40	52	72,436.00
	5-Mar					
5103	Pam Kavaleski, GIS Administrator	H-7/3	25.23	19	36.8	17,641.00
	16-Mar	H-7/4	26.48	19	15.2	7,648.00
						25,289.00
5105	Overtime					3,000.00
TOTAL SALARY & WAGES						194,741.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total 52 weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H7/5	12.16	35	50.6	21,535.36
		H7/6	12.78	35	1.8	805.14
	Total				52.4	22,256.00



# TOWN OF WESTBOROUGH

## DEPARTMENTAL BUDGET PROPOSALS

# TOWN OF WESTBOROUGH

[illegible]

**Town of Westborough MIS Department 2017-2018**

Detail of proposed expenditures	Org	Object	Description	2016-2017	2017-2018
<b>Repair/Maintenance Equipment</b>	11543	5203			
			replacement computers (desktops & laptops)	\$23,800	\$24,350
			network upgrades (servers, switches, etc.)	\$10,000	\$12,000
			computer repair & component replacement	\$1,500	\$1,500
			networked, dept. laser printers	\$3,500	\$3,800
			printer maintenance & cartridges	\$8,500	\$8,500
			misc hardware	\$2,000	\$2,000
				\$49,300	\$52,150
<b>Travel In-State</b>	11543	5209			
			misc local travel for computer and network servicing	\$400	\$400
				\$400	\$400
<b>Dues and Memberships</b>	11543	5217			
			MGISA and URISA	\$250	\$250
				\$250	\$250
<b>Training and Education</b>	11543	5218			
			IT and GIS Training Classes	\$2,000	\$2,000
			MIS/GIS seminars & conferences	\$500	\$500
				\$2,500	\$2,500
<b>Professional Services</b>	11543	5219			
			professional vendor services	\$10,000	\$10,000
				\$10,000	\$10,000
<b>Office Supplies</b>	11543	5223			
			conventional office supplies	\$1,000	\$1,000
			computer media (disks, cd's, backup tapes)	\$1,000	\$1,000
				\$2,000	\$2,000
<b>Contract Services - Computer</b>	11543	5236A			
			Addition Networks Internet, email, and web services	\$4,000	\$4,000
			Addition Networks Security Appliance (License & Support)	\$3,000	\$3,000
			Addition Networks e-mail archiving	\$3,000	\$3,000
			Verizon FiOS (Town Primary, Fire Dept, CJIS)	\$3,600	\$5,600
			Charter Internet (Senior Center)	\$1,400	\$0
			Virtual Town Hall web hosting	\$6,300	\$6,300
			AGI GIS data hosting	\$3,000	\$3,000
			Misc contract services (SSL certs, site monitoring, etc.)	\$0	2,050
				\$24,300	\$26,950
<b>Clothing Allowance</b>	11543	5241			
			Per Clerical Union Contract	\$100	\$100
				\$100	\$100

Misc. fees - Computer (SOFTWARE)	11543	5299A			
MIS/GIS Department					
			Backup Software	\$1,700	\$2,000
			Sophos Security Software	\$3,300	\$3,300
			ESRI GIS software maintenance	\$7,800	\$7,800
			Windows Server Licenses	\$1,500	\$1,500
			SQL Server Licenses	\$2,600	\$2,600
			GoToMyPC Licenses	\$1,300	\$1,300
			Extreme Networks (Town Hall Wireless Network)	\$0	\$950
DPW					
			Workorder Software	\$1,500	\$0
			CAD maint	\$3,500	\$3,500
			Boston Scanning Company	\$2,100	\$2,100
Accountant's Office					
			Munis	\$38,300	\$45,720
			Munis OS/DBA	\$7,000	\$7,300
			Munis Disaster Recovery	\$8,500	\$8,500
			Munis Employee Self Service (Hosted)	\$1,100	\$1,300
Assessor's Office					
			AssessPro	\$12,400	\$12,800
Building Department					
			Permitting & Licensing Management System	\$20,300	\$20,300
			Document Management System	\$3,400	\$0
			DocuWare Maintenance & Support	\$0	\$9,000
All departments					
			Microsoft Office	\$4,500	\$4,800
			Adobe Acrobat	\$1,000	\$1,300
			misc software for all depts.	\$2,000	\$2,200
Treasurer/Collector's Department					
			CollectPro	\$6,000	\$6,300
Fire Department					
			Animated Data Inc NFIRS5	\$1,250	\$1,250
			FirePoint	\$1,100	\$1,100
			AmbuPro EMS	\$12,500	\$12,500
Public Safety Communications Center					
			IMC	14,130	20,360
Police Department					
			Iden Kit	\$540	\$540
			Cross Match annual maint	\$2,500	\$2,500
			CJIS hardware support	\$750	\$1,750
			Online Schedule Management System	\$0	\$1,600
			Accident Recon CDR Software	\$0	\$900
				\$162,570	\$187,070
				\$251,420	\$281,420

## 5 Year Computer Replacement Plan (FY2018)

### Computers

Type of Computer	Number of Active Computers	Number for 5-Year Replacement	Estimated Replacement Cost	5-Year Cost	Annual Cost
Desktops	124	110	\$750	\$82,500	\$16,500
Workstations	11	7	\$1,250	\$8,750	\$1,750
Laptops	41	24	\$1,000	\$24,000	\$4,800
Tablets	17	13	\$500	\$6,500	\$1,300
					<b>\$24,350</b>

### Servers

Type of Computer	Number of Active Computers	Number for 5-Year Replacement	Estimated Replacement Cost	5-Year Cost	Annual Cost
Servers	17	12	\$5,000	\$60,000	\$12,000
					<b>\$12,000</b>

### Rugged Laptops

Type of Computer	Number of Active Computers	Number for 5-Year Replacement	Estimated Replacement Cost	5-Year Cost	Annual Cost
Rugged Laptops	26	13	\$4,500	\$58,500	\$11,700
					<b>\$11,700</b>

### Notes:

- The costs do not take into account inflation or additional computer demand. The numbers would be adjusted as needed for each fiscal year.
- The recommendation for rugged laptops is to include the cost with warrant articles when it is time to replace public safety vehicles (9 Police Cars, 3 Ambulances, 1 Command Vehicle). Otherwise, a new budget line item would be needed to cover the annual cost.



# Town of Westborough

## Fiscal Year 2018

### Department

### Communications

#### Activities, Functions and Responsibilities

To provide centralized funding for telephone equipment for all Town Departments (except the Schools, Council on Aging, Fire Department and Library) to ensure the lowest price through consolidating accounts. These services include land line telephones and voicemail for departments, cell phones for selected departments and maintenance on the systems. In FY14, the Town began offering Code Red direct connection to residents to alert residents during storms, water or sewer main breaks, and/or with general notifications.

#### Successes & Accomplishments 2015-2016

Implemented new phone systems for departments located in the new Town Hall, Fire Station, departments located on the second floor of the Forbes Municipal Building and the library during the fall of 2015.

#### Goals & Priorities 2017-2018

To continue to support the new phone system and expand it to other municipal departments including the DPW and Senior Center.

## Communications

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY16 to 17
<b>Salaries / Wages</b>						
<b>Expenses</b>	45,181	44,674.46	46,156	48,013	48,013	4.0200%
<b>Total Expenditures</b>	\$45,181.00	\$44,674.46	\$46,156.00	\$48,013.00	\$48,013.00	4.0200%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

Activity Indicators	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Voice mail boxes	148	165	175
Wireless devices	29	30	31
Phone Services:			
Centrex and POTS (Analog)	49	37	37
ISDN (Analog)	23	25	27
ISDN (Digital)	76	100	100
ISDN (VOIP)	59	60	60

[illegible]

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11573</b>	<b>COMMUNICATIONS EXPENSES</b>							
5203	REPAIR/MAINT EQUIPMENT	\$7,712.00	\$6,496.00	\$7,712.00	\$2,240.00	\$7,719.00	\$7,719.00	\$_____
5205	OTHER EQUIP-CITIZEN CONN	\$8,679.00	\$8,678.50	\$8,679.00	\$8,678.50	\$8,679.00	\$8,679.00	\$_____
5215	TELEPHONE	\$28,790.00	\$29,499.96	\$29,765.00	\$11,292.65	\$31,615.00	\$31,615.00	\$_____
	<b>TOTAL</b>	<b>\$45,181.00</b>	<b>\$44,674.46</b>	<b>\$46,156.00</b>	<b>\$22,211.15</b>	<b>\$48,013.00</b>	<b>\$48,013.00</b>	<b>\$_____</b>

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
11573-5203	Repair/Maintenance of Equipment - This account covers the cost of telephone to National of \$2,688 per month plus the phone maintenance system at the Fire Station (new) of \$2,812 and the telephone system maintenance at the Town Hall, 2nd Floor of Forbes and Library (new) of \$2,219. This line item is essentially level funded (it's increasing by \$7).
11573-5205	Code Red - This provides funding for a dial, email and text messaging for the Code Red system to allow the Town to directly connect with citizens to inform them of meetings, issues or emergencies. The cost is based on the contract with Code Red and their commitment to never raise prices on their customers (level funded).
11573-5215	Telephones - This account covers both the landline phones through Verizon and Cell Phones through Verizon Wireless through the State Bid. This budget will see some changes due to some modifications to wireless plans. For F"Y18, the Assistant Town Manager dropped her town phone and pays for her own cell phone now, smart phones were added for two custodians. There are two new lines for the Town Hall Fire Alarm and Town Hall elevator and two new verizon wireless lines were added for iPads for the 2 Building Inspectors. The net change is an additional \$1,850 per year.





# Town of Westborough

## Fiscal Year 2018

### Department

Central Purchasing

### Activities, Functions and Responsibilities

This account is used to pay various costs associated with all departments in the Town Hall and Forbes Municipal Building. These include:

1. Leasing and service agreements on copiers, postage machines and other office equipment.
2. Purchase of all office supplies used by all departments including copier paper, envelopes, ink cartridges, etc.
3. All postage costs and courier services.
4. All printing for letterhead, envelopes, business cards, etc.
5. The repair and maintenance of all administrative vehicles.

### Successes & Accomplishments 2015-2016

Reduced paper use by 9%

Reduces cost of letter sized envelopes by 20%.

### Goals & Priorities 2017-2018

Continue to review/implement new processes to save money.

To continue competitive purchasing practices to keep supplies and other central purchasing costs to a minimum.

Monitor postage usage and track large mailings.

**Department**

Central Purchasing

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>						
<b>Expenses</b>	84,920	81,313.48	84,920	84,790	84,790	-0.1500%
<b>Total Expenditures</b>	\$84,920.00	\$81,313.48	\$84,920.00	\$84,790.00	\$84,790.00	-0.1500%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	0	0	0
<b>Part Time</b>	0	0	0
<b>F T E</b>	0	0	0

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Vehicles Maintained	10	10	10
Copy Machines	9	9	9
Cases of Paper Purchased	109	110	110
US Postal Services Costs	\$24,100	\$22,000	\$22,500
FedEx/UPS/Other Costs (2016 Census Mailing)	\$2,974	\$3,000	\$3,100
Deputy Collector Costs	\$8,986	\$9,000	\$9,200
Taxes and Utility Bill Printing and Mailing	\$15,516	\$16,000	\$16,500

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11583</b>	<b>CENTRAL PURCHASING EXPENSES</b>							
5203	REPAIR/MAINT EQUIPMENT	\$2,500.00	\$396.00	\$2,500.00	\$48.75	\$2,500.00	\$2,500.00	\$ _____
5205A	OFFICE EQUIPMENT	\$16,420.00	\$15,329.65	\$16,420.00	\$5,015.46	\$13,540.00	\$13,540.00	\$ _____
5223	OFFICE SUPPLIES	\$7,500.00	\$6,379.56	\$7,500.00	\$3,092.42	\$8,250.00	\$8,250.00	\$ _____
5224B	OTHER SUPPLIES-COMPUTE	\$1,500.00	\$550.98	\$1,500.00	\$323.00	\$1,000.00	\$1,000.00	\$ _____
5225	POSTAGE AND COURIER	\$50,000.00	\$52,873.46	\$50,000.00	\$20,610.51	\$53,000.00	\$53,000.00	\$ _____
5228	PRINTING AND COPYING	\$3,000.00	\$2,400.59	\$3,000.00	\$1,178.46	\$2,500.00	\$2,500.00	\$ _____
5246	REPAIR/MAINT VEHICLE	\$4,000.00	\$3,383.24	\$4,000.00	\$1,379.05	\$4,000.00	\$4,000.00	\$ _____
	<b>TOTAL</b>	<b>\$84,920.00</b>	<b>\$81,313.48</b>	<b>\$84,920.00</b>	<b>\$31,647.65</b>	<b>\$84,790.00</b>	<b>\$84,790.00</b>	<b>\$ _____</b>

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
11583-5203	Repair/Maintenance of Equipment - This account pays the cost of service agreements for copiers, postage machines and other office equipment. This account has been reduced by \$3,625 in recent years, but is being proposed to be level funded.
11583-5205A	Office Equipment - This account pays the cost of leasing office equipment and was level funded in FY17. Leases expired in FY17 and were renegotiated and the lease costs were reduced by \$1,380 per year and since they are under warranty for 3 years there is no maintenance cost which reduces this line by an additional \$1,500 per year.
11583-5223	Office Supplies - This account is used to buy various office supplies, paper, envelopes, ink cartridges, etc. for the entire town and is being proposed to increase by \$750 to cover the cost of toner for the copiers.
11583-5224B	Other Supplies - Computer - This account is used to purchase other supplies (i.e. for the postage machine) and is proposed to be reduced by \$500.
11583-5225	Postage and Courier - This account covers postage, FedEx, etc. for the Town. This account is budgeted for a \$3,000 increase to reflect FY16 actual costs.
11583-5228	Printing and Copying - This account pays for printing of letterhead, envelopes, business cards, etc., binding of minute books, etc and is proposed to be reduced by \$500.
11583-5246	Repair/Maintenance of Vehicles - This account is used to pay for the repair of administrative vehicles and is level funded.



# Town of Westborough

## Fiscal Year 2018

### Department

### TOWN CLERK

#### Activities, Functions and Responsibilities

Ex-Officio, Board of Registrars; coordination, certification, of all local, state and federal elections  
Registration of all Voters/maintenance of voting records  
Conducts the Annual Census (6,700 households-18,272 residents)  
Prepares Street List; entering of annual census returns  
Furnishes Jury List to Jury Commissioner  
Sign all notes for borrowing (Town Meeting)/prepares zoning articles from town meeting to Attorney General  
Register of all Vital Statistics - births, deaths and marriages  
Public Records Officer - Maintains minutes of meetings/postings of all public meetings/CoI & OML for all employees, board and committee members  
Administers Oath of Office to Elected & Appointed Officials/Distributes Conflict of Interest & Open Meeting Law  
Issue all Dog Licenses/maintain records/track all offenders; administer late fees and any court action required  
Issue Fuel Storage Permit Renewals/pole locations/Physician Statements  
Issue Raffle Permits  
Issue Business Certificates  
Collect Non-Criminal disposition of fines (Board of Health and Police)  
Notary Public Service

#### Successes & Accomplishments 2015-2016

-On-line payments for TC Office records continued to make purchases easier for residents.  
-Training/implementation On-Line Vital Records thru State system VRIS  
-Working with the Library to better preserve and protect our vital records/town records for historical purposes.

#### Goals & Priorities 2017-2018

-Organize Vital Records/Scan records to computer  
-Streamline on-line payments/accounting  
-Streamline Dog Licensing/fines/court actions  
-Continued Education through MA Town Clerks Assoc For myself and Asst TC  
-Town Clerk Designations  
-Keeping apprised of new technology and innovative ways to process Town Meeting records, vital records and all other Clerk functions.

## TOWN CLERK

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>	206,673	206,566.66	211,945	216,650	216,650	2.2200%
<b>Expenses</b>	9,225	9,151.36	16,861	16,471	16,471	-2.3100%
<b>Total Expenditures</b>	\$215,898.00	\$215,718.02	\$228,806.00	\$233,121.00	\$233,121.00	1.8900%

## Personnel

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time	3	3	3
Part Time	0	0	0
F T E	3	3	3

## Activity Indicators

Activity Indicators	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Vital Records Sold	1501	1601	1601
Vital Records Recorded Birth/Death/Marriage(11/21)	171/159/85	200/200/100	200/200/100
Dog Licenses Sold/Court Actions Taken	1764/1	1815/30	1815/30
Posting of Meetings	572	600	600
Oath of Office	300	300	300
Notarizations Over-the-counter/off site	600/3	700	700
Census data entry	9700	9700	9700
Business Certificates issued	156	160	160
Raffle Permits issued	22	22	22
Certificate of No Appeals/ZBA & Planning Bd filings	17	17	17
Pole Location Collections	5	5	5
Fuel Storage Collections	45	45	45

## Performance Measures

[illegible]

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11611</b>	<b>TOWN CLERK SALARY/WAGES - ELECTED</b>							
5101	SALARY-DEPARTMENT HEAD	\$91,072.00	\$91,071.21	\$92,551.00	\$35,659.46	\$94,016.00	\$94,016.00	\$_____
<b>11611</b>	<b>TOWN CLERK SALARY/WAGES</b>							
5103	WAGES-CLERICAL	\$115,601.00	\$115,495.45	\$119,394.00	\$46,146.59	\$122,634.00	\$122,634.00	\$_____
<b>11613</b>	<b>TOWN CLERK EXPENSES</b>							
5210	TRAVEL OUT-OF-STATE	\$1,250.00	\$1,208.53	\$2,250.00	\$1,903.16	\$2,250.00	\$2,250.00	\$_____
5217	DUES AND MEMBERSHIPS	\$300.00	\$570.00	\$300.00	\$125.00	\$570.00	\$570.00	\$_____
5218	TRAINING AND EDUCATION	\$1,675.00	\$1,279.39	\$1,675.00	\$248.02	\$1,675.00	\$1,675.00	\$_____
5223	OFFICE SUPPLIES	\$0.00	\$911.09	\$1,000.00	\$403.69	\$1,000.00	\$1,000.00	\$_____
5227A	BOOK BINDING	\$0.00	\$143.50	\$4,476.00	\$173.25	\$4,476.00	\$4,476.00	\$_____
5228	PRINTING AND COPYING	\$6,000.00	\$5,038.85	\$7,160.00	\$2,864.02	\$6,500.00	\$6,500.00	\$_____
	<b>TOTAL</b>	<b>\$9,225.00</b>	<b>\$9,151.36</b>	<b>\$16,861.00</b>	<b>\$5,717.14</b>	<b>\$16,471.00</b>	<b>\$16,471.00</b>	<b>\$_____</b>
* \$5,500 moved from Elect & Reg Budget								
	<b>GRAND TOTAL</b>	<b>\$215,898.00</b>	<b>\$215,718.02</b>	<b>\$228,806.00</b>	<b>\$87,523.19</b>	<b>\$233,121.00</b>	<b>\$233,121.00</b>	<b>\$_____</b>

# FY2018 SALARIES AND WAGES REQUEST

DEPT Town Clerk

DEPT # 11611

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Wendy Mickel (6/28)	S15	1,808.00	40	52	94,016.00
5103	Deborah Ledoux (4/7)	N16/7	1,271.00	40	40	50,840.00
		N16/8	1,334.00	40	12	16,008.00
5103	Susan Bush (10/15)	N10(15th)	26.82	40	37	39,694.00
		N10-Max	26.82	40	15	16,092.00
TOTAL SALARY & WAGES						216,650.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00



**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5210	Travel-out-of-state
	Town Clerk Certification/Designation Education-/NEMCI/NEACT
	<b>TOTAL \$2250</b>
5217	Dues & Memberships (TC & Asst TC) - WCTCA/MTCA/NEMCI/NEACT
	<b>TOTAL \$570</b>
5218	Education/Training Town Clerk - WCTCA/MTCA <b>TOTAL \$1675</b>
5223	Office Supplies <b>TOTAL \$1000</b>
5227a	Book Binding - Vital Records <b>* TOTAL \$4476</b>
	*2008 MA Dept Vital Records & Stats has been working on providing on-line records
	to all cities & towns. Until the process is completed (5-10 years) we continue to need to
	bind our records. Currently the binders that were chosen to use rather than bound books
	are not of a very good quality. Hence, we have 23 unbound books that need binding.
	I have a price to bind all of them for \$4476. They are unusual sizes and require a special
	binding to keep the records safe. We will continue to need binding until we are
	completely on line. If not we can continue to purchase same binders (\$1000 budget amt)

5228 Dog Tags \$500/Census \$2300/\$street lists \$3700 **TOTAL \$6500**

**TOTAL \$16,471.00**





# Town of Westborough

## Fiscal Year 2018

### Department

### ELECTIONS

#### Activities, Functions and Responsibilities

- Ex-Officio Board of Registrar of Voters - Execution & certification of all town, state, federal elections with Secretary of Commonwealth.
- Ex-Officio Board of Registrar of Voters - Execution of Early Voting for all State & Federal General elections in accordance with MGL Elections and the Secretary of Commonwealth.
- Town Meeting - Recording of all Warrant Articles, Motions and votes for all Annual & Special Town Meetings. Certification of all Town Meeting votes for borrowing, zoning and general bylaw changes.
- Certification of all votes and submittal to the AG for decisions rendered by the Attorney General and/or Special Acts of Legislation and/or other as required by law.
- Voter Registration & Maintenance for each election; to include registration/changes/deletions Certification of all Elections through the SOC - VRIS system.
- Maintain and distribute Jury List to Secretary of Commonwealth each year
- Campaign Finance Regulation distribution/filings/maintenance, all Town Elected Officials
- Nomination Papers - Recording/Distribution/Certification/Submission all Town Elected Officials

#### Successes & Accomplishments 2015-2016

- 2016 monthly notification to Election Officials; update procedures and keep apprised of new laws relative to election.
- 2016 provided (2) training sessions for Election Officers
- 2016 implemented "Early Voting" procedures/training. Expectations were 20-30% turnout. Actual 37% turnout (4,507).
- 2016 overall turnout for Presidential Election 80%
- 2016 Provided Information on Early Voting to (4) Senior Facilities and (3) Civic Organizations: Sr. Center, The Willows, The Highlands, & W'bro Country Village, The Westborough Rotary Club and the Westborough Woman's Club, Women's Fellowship at the Congregational Church. And, (2) appearances on "Police Report" with Chief Gordon.
- 2016 on-going training of Election Equipment

#### Goals & Priorities 2017-2018

- Inform and Train Election Officials - On going Election law and procedure changes
- Continue Education through MA Town Clerk Assoc & New England Town Clerk Assoc for Elections
- Achieve all Town Clerk Designations
- Finalize logistics for all future elections with WHS. Keep WHS informed of all elections and needs
- Continue to reach out to Voters of all ages; information dissemination

**Department**

ELECTION &amp; REGISTRATION

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>	16,423	14,903.49	24,175	8,700	8,700	-64.0100%
<b>Expenses</b>	56,720	56,720	51,200	51,200	51,200	0.00%
<b>Total Expenditures</b>	\$73,143.00	\$71,623.49	\$75,375.00	\$59,900.00	\$59,900.00	-20.5300%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	3	3	3
<b>Part Time</b>	0	0	0
<b>F T E</b>	3	3	3

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Town Elections	1	1	1
State & Federal Elections (including Primaries)	3	0	2
Town Meetings; Annual & Special Fall	2	2	2
Special Voter Registration	5	2	4
Campaign Finance Remittance	3	3	3
Oath of Office - Appointments/Re-Appointments	350	350	350
Nomination Papers Submittals/Certifications	6/2000	2/500	4/1000
Voter Registration/delete/inactive	2126/701/1501	500/200/2000	1100/400/1500
Early Voting	4507	0	5000
Absentee Ballot Distribution	789	80	500
Voter History Entry	9776	500	6000
Certification of Election Results	4	1	3

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
TM Article Submissions to AG	100%	100%	100%	100%
Campaign Finance Report submissions	100%	100%	100%	100%
Voter Registration/In-Active/Delete	100%	100%	100%	100%
Oath of Office	100%	100%	100%	100%
Nomination Papers - Certification	100%	100%	100%	100%
Special Voter Registrations	100%	100%	100%	100%
Certification of Election Results	100%	100%	100%	100%

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11621</b>	<b>ELECT &amp; REGSTRN SALARY - ELECTED</b>							
5101	SALARY-DEPARTMENT HEAD	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____
<b>11621</b>	<b>ELECT &amp; REGSTRN SALARY</b>							
5102	SALARY-ASST & AGENT	\$375.00	\$375.00	\$600.00	\$0.00	\$600.00	\$600.00	\$_____
5103	WAGES-CLERICAL	\$14,048.00	\$12,528.49	\$21,575.00	\$20,651.75	\$6,100.00	\$6,100.00	\$_____
	<b>TOTAL</b>	<b>\$14,423.00</b>	<b>\$12,903.49</b>	<b>\$22,175.00</b>	<b>\$20,651.75</b>	<b>\$6,700.00</b>	<b>\$6,700.00</b>	<b>\$_____</b>
<b>11623</b>	<b>ELECT &amp; REGSTRN EXPENSES</b>							
5219	PROFESSIONAL SERVICES	\$1,600.00	\$1,400.00	\$6,600.00	\$4,313.92	\$5,200.00	\$5,200.00	\$_____
5222	FOOD & FOOD SERV SUPPLIE	\$1,800.00	\$1,543.76	\$4,000.00	\$1,922.60	\$1,500.00	\$1,500.00	\$_____
5223	OFFICE SUPPLIES	\$1,000.00	\$2,621.19	\$3,000.00	\$3,013.76	\$1,500.00	\$1,500.00	\$_____
5228	PRINTING AND COPYING	\$8,000.00	\$7,466.12	\$3,100.00	\$77.32	\$3,000.00	\$3,000.00	\$_____
5244	PROF SERV - HANDSETS	\$44,320.00	\$43,688.93	\$34,500.00	\$18,781.01	\$40,000.00	\$40,000.00	\$_____
	<b>TOTAL</b>	<b>\$56,720.00</b>	<b>\$56,720.00</b>	<b>\$51,200.00</b>	<b>\$28,108.61</b>	<b>\$51,200.00</b>	<b>\$51,200.00</b>	<b>\$_____</b>
	<b>GRAND TOTAL</b>	<b>\$73,143.00</b>	<b>\$71,623.49</b>	<b>\$75,375.00</b>	<b>\$48,760.36</b>	<b>\$59,900.00</b>	<b>\$59,900.00</b>	<b>\$_____</b>

# FY2018 SALARIES AND WAGES REQUEST

DEPT Elections & Registration

DEPT # 11621

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Wendy L. Mickel, Town Clerk		\$2000/yr			\$2000/yr
5102	June B. Hudnall, ROV		\$200/yr			\$200/yr
5102	A. Gibbs Mitchell, ROV		\$200/yr			\$200/yr
5102	Betty Salvadore, ROV		\$200/yr			\$200/yr
5103	Election Officials for 1 Election (50)					6,100.00
5103	No employee overtime anticipated					
TOTAL SALARY & WAGES						8,700.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

# TOWN OF WESTBOROUGH

## DEPARTMENTAL BUDGET PROPOSALS

## SCENT COMMENTS WORKSHEET

[illegible]



# Town of Westborough

## Fiscal Year 2018

### Department

### Conservation

#### Activities, Functions and Responsibilities

The Commission and Department staff administrate and enforce the Massachusetts Wetlands Protection Act, Massachusetts Stormwater Policy and Stormwater Management Standards, the local non-Zoning Wetlands Protection Bylaws and supporting Wetlands Protection Regulations as well as numerous other state and local regulations.

In addition, Department staff assist in overseeing the maintenance of the dams and the surrounding forested watershed at Sandra Pond Reservoir, assist in surveying watershed lands and other Town properties and the yearly inspection of those blazed boundaries, sub-division detention basins, other Town-owned drainage systems, and also perform over 260 annual inspections for commercial, industrial, and high density residential sites that contain a stormwater collection system to ensure that these systems are being adequately maintained.

The Commission is also developing management plans for parcels of land under their care and custody.

Department staff also assist numerous other inter-departments on a daily basis.

All goals and subsequent review of goals are on the Conservation Commission website.

#### Successes & Accomplishments 2015-2016

- Updated and improved the private stormwater database.
- Continued ensuring stormwater compliance on 260 sites and upon cross-country utility easements.
- Continued working with DPW on a variety of stormwater related issues and aid in complying with DEP's Sanitary Survey recommendations.
- The Commission as a Board continued developing management plans for lands under their custodianship.
- Continued closing out historic Order of Conditions.
- Continued educating the public of many environmental issues from residents to businesses.
- Continued working with other departments.
- Began updating the Open Space and Recreation Plan.
- Completed numerous stormwater and forestry activities within the Sandra Pond Watershed and conducted site walks to educate the community on these initiatives.

#### Goals & Priorities 2017-2018

- Finish updating the Open Space and Recreation Plan
- Begin monitoring deeded subdivision open space parcels for compliance with the Planning Board's Definitive Subdivision approvals.
- Continue with numerous stormwater and forestry activities within the Sandra Pond Watershed as approved by Town Meeting.
- Assist the BPAC in developing the proposed trail network.
- Continue to maintain the stormwater database and conduct site inspections on all 260 sites.
- Begin developing Town-wide subdivision easement database.
- Begin informing landowners of old open Orders of Conditions and assist them in legally closing them out.
- Continue advancing the Admin. Asst. position.

**Department**

Conservation

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>	20,012	19,858.87	99,995	116,369	116,369	16.3700%
<b>Expenses</b>	1,850	1,849.01	1,950	2,600	2,600	33.3300%
<b>Total Expenditures</b>	\$21,862.00	\$21,707.88	\$101,945.00	\$118,969.00	\$118,969.00	16.7000%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>		1	2
<b>Part Time</b>	0.5	0.5	
<b>F T E</b>	0.5	1.5	2

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Regular Meetings	12	5 to Date	12
All Posted Commission Public Hearings/Discussions	39	8 to Date	40
Appointments & Site Visit/ Inspections	>300	>300	>300
Inter-Dept Application Appointments	>30	>30	>30
Request for Determination of Applicability Permits	7	0 to Date	8
Request for Notice of Intent Permits	7	1 to Date	8
Request for Intent/ANRAD Permits	1	1 to Date	3
Request for Certificates of Compliance	47	45 to Date	40
Permit Extensions	4	4 to Date	5
Public site walks/Informational Presentations	2	1 to Date	2

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Request for Determination of Applicability Permits				
Approved <21 days by State Statute	100%	100%	100%	100%
Request for Notice of Intet/ANRAD Permits				
Approved <21 days by State statute	100%	100%	100%	100%
Request for Certificates of Compliance Permits				
Approved <21 days by State statute	100%	100%	100%	100%
Appeals to DEP	0%	0%	0%	0%
Inspected 260 private sites for stormwater				
Maintenance compliance	100%	80%	65%	100%
Conservation management plans for lands under				
the care and custody of the Commission	100%	75%	75%	75%



**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11712</b>	<b>CONSERVATION COMM WAGES</b>							
5102	WAGES - AGENT OR ASST.	\$0.00	\$0.00	\$78,614.00	\$30,289.43	\$78,312.00	\$78,312.00	\$_____
5103	WAGES-CLERICAL	\$20,012.00	\$19,858.87	\$21,381.00	\$8,174.47	\$38,057.00	\$38,057.00	\$_____
	TOTAL	\$20,012.00	\$19,858.87	\$99,995.00	\$38,463.90	\$116,369.00	\$116,369.00	\$_____
<b>11713</b>	<b>CONSERVATION COMM EXPENSE</b>							
5217	DUES AND MEMBERSHIPS	\$750.00	\$817.00	\$850.00	\$663.00	\$1,000.00	\$1,000.00	\$_____
5218	TRAINING AND EDUCATION	\$700.00	\$145.00	\$700.00	\$18.00	\$1,000.00	\$1,000.00	\$_____
5237	MATERIALS & EQUIPMENT	\$400.00	\$887.01	\$400.00	\$290.38	\$600.00	\$600.00	\$_____
	TOTAL	\$1,850.00	\$1,849.01	\$1,950.00	\$971.38	\$2,600.00	\$2,600.00	\$_____
	GRAND TOTAL	\$21,862.00	\$21,707.88	\$101,945.00	\$39,435.28	\$118,969.00	\$118,969.00	\$_____

# FY2018 SALARIES AND WAGES REQUEST

DEPT Conservation Commission

DEPT # 11712

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5102	Derek Saari Conservation Officer	N18 / 15TH	1,506.00	40	52	78,312.00
5103	Sharon Brown Admin. Asst. 3/24	N-10 / 5	22.55	32	38	27,421.00
		N-10 / 6	23.74	32	14	10,636.00
						38,057.00
TOTAL SALARY & WAGES						116,369.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]



# Town of Westborough

## Fiscal Year 2018

### Department

### PLANNING BOARD

#### Activities, Functions and Responsibilities

The Westborough Planning Board carries out its duties and responsibilities under Massachusetts General Law (MGL). In 1936, the State Legislature decided that local governments should have power over the developing character of their communities. This power was formally enacted under the provisions of Massachusetts General Law, Chapter 41, Section 81-A.

The responsibility and authority of local Planning Boards as governed by MGL, Chapter 41, requires that the Board should establish goals and objectives for future growth of their Town. The Planning Board shall make special studies, (Chapter 41, Sections 81-C), and when necessary prepare plans of the resources, possibilities, and needs of the Town concerning issues that the Board believes requires such consideration. These studies could consider any of the elements of the Master Plan, examined in greater detail as an individual study, or could consist of a detailed study of a portion of the community, population growth, housing, economic issues, or other studies that the Planning Board deems appropriate.

The Planning Board reviews and approves applications for subdivisions, special permits, earth moving permits, permits within the Downtown Planning Overlay District (DPOD) and permits within the Senior Living Overlay District (SLO), and the Gateway 2 (G2) Commercial District. The Planning Board oversees the Design Review Board.

#### Successes & Accomplishments 2015-2016

- \* Continued to bring zoning amendments to Town Meeting to improve clarity and incent business development.
- \* Continued efforts toward economic growth in the Downtown by extending the DPOD zoning along East Main Street from the railroad bridge to Water Street to incent the redevelopment of under-utilized commercial properties in the downtown, specifically the Tufts Machine property.
- \* Worked with the School Enrollment Committee to project school age population growth and demand upon the Town's schools.
- \* Continued progress on the State Hospital Reuse Plan: Refined Town Zoning Bylaws for the property's reuse, identified municipal interests and potential parcels for private development to increase revenues to the local tax base and identified best uses for the Town's benefit.

#### Goals & Priorities 2017-2018

- \* Propose amendments to Zoning Bylaws to improve clarity of regulatory requirements and increase business development. Also, continue the review and removal of redundant and ambiguous or antiquated zoning language.
- \* Continue efforts toward creating a land use and development plan and permitting appropriate projects for the reuse of the Westborough State Hospital.
- \* Continue efforts with the Economic Development Commission to retain and grow existing businesses and recruit new commercial development.

## Department

PLANNING BOARD

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY16 to 17</b>
<b>Salaries / Wages</b>	229,276	229,274.42	151,955	142,253	142,253	-6.3800%
<b>Expenses</b>	6,513	6,512	6,713	7,400	7,400	10.2300%
<b>Total Expenditures</b>	\$235,789.00	\$235,786.42	\$158,668.00	\$149,653.00	\$149,653.00	-5.6800%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	3	2	3
<b>Part Time</b>			
<b>F T E</b>	3	2	3

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Regular meetings	24	24	24
Public Hearings	57	50	49
Subdivisions	4	3	5
Special Permits	4	4	4

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Special Permits granted within 90 days of filing	<90 days	4/< 90 days	4/< 90 days	1/21 days
(# reviewed & granted/avg. days in the process)				
Design Review Applications granted within 30 days	< 30 days	10/< 30 days	12/<30 days	14/<12 days
(# reviewed & granted/avg. days in the process)				
Subdivision Application granted within 180 days	< 180 days	1/< 180 days	2/< 113 days	2/< 113 days
(# reviewed & granted/avg. days in the process)				
ANR Applications granted within 21 days of filing	< 21 days	5/< 21 days	4/< 21 days	4/< 21 days
(# reviewed & granted/avg. days in the process)				

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11721</b>	<b>PLANNING BOARD SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$91,072.00	\$91,071.21	\$92,551.00	\$35,659.46	\$94,016.00	\$94,016.00	\$_____
5102	SALARY-ASST & AGENT	\$78,572.00	\$78,572.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5103	WAGES-CLERICAL	\$59,632.00	\$59,631.21	\$59,404.00	\$22,888.03	\$48,237.00	\$48,237.00	\$_____
			*					
	TOTAL	\$229,276.00	\$229,274.42	\$151,955.00	\$58,547.49	\$142,253.00	\$142,253.00	\$_____
<b>11723</b>	<b>PLANNING BOARD EXPENSES</b>							
5201	ADVERTISING	\$1,000.00	\$1,330.00	\$1,100.00	\$767.00	\$1,400.00	\$1,400.00	\$_____
5205	OTHER EQUIPMENT	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$_____
5209	TRAVEL IN-STATE	\$400.00	\$573.92	\$500.00	\$235.56	\$500.00	\$500.00	\$_____
5210	TRAVEL OUT-OF-STATE	\$1,500.00	\$2,464.45	\$1,500.00	\$0.00	\$1,800.00	\$1,800.00	\$_____
5217	DUES AND MEMBERSHIPS	\$800.00	\$515.00	\$800.00	\$85.00	\$850.00	\$850.00	\$_____
5218	TRAINING AND EDUCATION	\$2,000.00	\$1,272.92	\$2,000.00	\$280.00	\$2,100.00	\$2,100.00	\$_____
5223	OFFICE SUPPLIES	\$463.00	\$255.71	\$463.00	\$57.00	\$500.00	\$500.00	\$_____
5241	CLOTHING ALLOWANCE	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$_____
	TOTAL	\$6,513.00	\$6,512.00	\$6,713.00	\$1,424.56	\$7,400.00	\$7,400.00	\$_____
	GRAND TOTAL	\$235,789.00	\$235,786.42	\$158,668.00	\$59,972.05	\$149,653.00	\$149,653.00	\$_____

# FY2018 SALARIES AND WAGES REQUEST

DEPT Planning Board

DEPT # 11721

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	James E. Robbins, Town Planner	S15/MAX	1,808.00	40	52	94,016.00
5103	Destiny Ashworth	N10/5	22.55	40	24	21,648.00
	Administrative Assistant 12/19	N10/6	23.74	40	28	26,589.00
						48,237.00
TOTAL SALARY & WAGES						142,253.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]





# Town of Westborough

## Fiscal Year 2018

**Department**

**Board of Appeals**

### Activities, Functions and Responsibilities

The Board of Appeals was established under the provision of the Massachusetts General Laws, Chapter 40A as amended, Section 12. The Board consists of three (3) members and two (2) alternate members. The Board has the power to hear and decide on Appeals from Persons Aggrieved; Petitions for Variance; Applications for Special Permits; and Applications for Comprehensive Permit developments under M.G.L. c. 40B, Sections 20-23.

### Successes & Accomplishments 2015-2016

FY2016 - Filed 17 decisions

### Goals & Priorities 2017-2018

Review executive minutes  
Modify petitioner application and instructions

## Department

Board of Appeals

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY17 to 18
Salaries / Wages	13,252	13,167.72	13,463	13,681	13,681	1.6200%
Expenses	2,376	2,100	2,376	2,376	2,376	0.00%
Total Expenditures	\$15,628.00	\$15,267.72	\$15,839.00	\$16,057.00	\$16,057.00	1.3800%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time			
Part Time	0.25	0.25	0.25
F T E	0.25	0.25	0.25

Activity Indicators	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Public hearings/meetings sessions	17	15	15
(multiple hearings per session)			

Performance Measures	Goal	FY 2016	FY 2017 (Est)	FY 2018 (Est)

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11732</b>	<b>BOARD OF APPEALS CLERICAL</b>							
5103	WAGES-CLERICAL	\$13,252.00	\$13,167.72	\$13,463.00	\$3,974.24	\$13,681.00	\$13,681.00	\$_____
<b>11733</b>	<b>BOARD OF APPEALS EXPENSE</b>							
5201	ADVERTISING	\$2,376.00	\$2,100.00	\$2,376.00	\$240.00	\$2,376.00	\$2,376.00	\$_____
5217	DUES AND MEMBERSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
	TOTAL	\$2,376.00	\$2,100.00	\$2,376.00	\$240.00	\$2,376.00	\$2,376.00	\$_____
	GRAND TOTAL	\$15,628.00	\$15,267.72	\$15,839.00	\$4,214.24	\$16,057.00	\$16,057.00	\$_____

# FY2018 SALARIES AND WAGES REQUEST

DEPT Board of Appeals

DEPT # 11732

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5103	Joanne Morris; Admin. Asst.; 3/1	H-5 Max	26.31	10	52	13,681.00
TOTAL SALARY & WAGES						13,681.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

# TOWN OF WESTBOROUGH

## *EXPENSES LEDGER*

## DEPARTMENTAL BUDGET PROPOSALS

## ACCOUNT COMMENTS WORKSHEET

[illegible]



# Town of Westborough

## Fiscal Year 2018

**Department**

**EDC**

### **Activities, Functions and Responsibilities**

This department works collaboratively with businesses, brokers, property owners, Town representatives, and other stake holders to retain current and attract new businesses or development to Westborough. It works to promote positive aspects of the Town (festivals, press highlights, and other news) which identify Westborough as an excellent place to live, work, play, and do business. It maintains an inventory of businesses (including contact information, lease information, as well as current and future projects). This department is responsible for reaching out to new and current businesses to develop feedback as to what the Town can do better to help businesses get up and running (including identifying and eliminating hurdles on permits and development). It also conducts outreach with various stakeholders (successful outreach visits have been in-person, but can also be done over the phone) and supports locally-owned businesses. Continue to build relationships with Real Estate and Commercial Brokers to help leverage the connections between tenants and Town employees. Maintain Downtown Beautification Program by continuing to seek sponsorships so to avoid the burden of the cost to be paid by residents.

### **Successes & Accomplishments 2015-2016**

Consistently updated EDC Committee, Town Manager, & Board of Selectmen on current events related to economic development; Contributed to the securing of new companies to Westborough through consistent outreach & strong relationship-building skills, thereby adding jobs to the local economy & helping to reduce the tax burden on Westborough residents; Conducted outreach visits with local business executives to discuss previous, current, & future growth plans; Orchestrated successful launch of Holiday Stroll event; Spearheading the Boroughs+ Initiative, an informal working group which aims to draw attention to the 495/Boroughs area; Continued to strengthen relationship with local agencies and non-profits; Joined Corridor 9 Board of Directors.

### **Goals & Priorities 2017-2018**

Maintain awareness of business needs to create new & innovative programs helping Westborough businesses succeed & grow; Facilitate potential growth of the EDC department, including part-time intern to assist in research, data, or other tasks as needed; Continue to focus on a consistent or reduced vacancy rate; Establish more connections with local businesses, with the intent of doing one to two outreach visits per month; Develop Shop Local Initiative to be a year-round program, including a Spring/Summer event (by partnering w. the Rec. Dept. for the 4<sup>th</sup> of July Block party) & Winter event (Small Business Saturday/Holiday Stroll); Identify and secure funding for a Facade Improvement Program;

**Department**

Economic Development Committee

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>	58,740	58,740	62,797	66,768	66,768	6.3200%
<b>Expenses</b>	5,000	4,109.85	5,250	7,500	7,500	42.8600%
<b>Total Expenditures</b>	\$63,740.00	\$62,849.85	\$68,047.00	\$74,268.00	\$74,268.00	9.1400%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	1	1	1
<b>Part Time</b>	0	0	0
<b>F T E</b>	1	1	1

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Number of EDC meetings	11	10	10
Annual Review celebration	1	1	1
Holiday Stroll business vendors	15	18	20
Number of trade shows	0	1	1
Number of grand opening celebrations	6	6	6
Attend community group & local business events	0	3	3

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Number of businesses visited	12	24	26	26
Meeting with ambassadors	5	8	10	10
Number of Public Events	1	2	2	2
Number of press releases	12	12	12	12

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11751</b>	<b>ECONOMIC DEVELOPMENT WAGES</b>							
5102	SALARY-ASST & AGENT	\$58,740.00	\$58,740.00	\$62,797.00	\$24,195.34	\$66,768.00	\$66,768.00	\$_____
<b>11753</b>	<b>ECONOMIC DEVELOPMENT EXPENSES</b>							
5209	TRAVEL IN-STATE	\$1,000.00	\$443.35	\$750.00	\$32.00	\$750.00	\$750.00	\$_____
5210	TRAVEL OUT-OF-STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$2,250.00	\$2,250.00	\$_____
5217	DUES AND MEMBERSHIPS	\$2,500.00	\$1,789.00	\$2,500.00	\$500.00	\$2,500.00	\$2,500.00	\$_____
5218	TRAINING AND EDUCATION	\$500.00	\$290.00	\$500.00	\$133.00	\$500.00	\$500.00	\$_____
5223	OFFICE SUPPLIES	\$1,000.00	\$1,587.50	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$_____
5228	ADVERTISING/PRINTING SERVICE	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$_____
	<b>TOTAL</b>	<b>\$5,000.00</b>	<b>\$4,109.85</b>	<b>\$5,250.00</b>	<b>\$665.00</b>	<b>\$7,500.00</b>	<b>\$7,500.00</b>	<b>\$_____</b>
	<b>GRAND TOTAL</b>	<b>\$63,740.00</b>	<b>\$62,849.85</b>	<b>\$68,047.00</b>	<b>\$24,860.34</b>	<b>\$74,268.00</b>	<b>\$74,268.00</b>	<b>\$_____</b>



# FY2018 SALARIES AND WAGES REQUEST

DEPT Economic Development

DEPT # 11751

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5102	Francisco Torres (7/1)	S-11/4	1,284.00	wk	52	66,768.00
TOTAL SALARY & WAGES						66,768.00

## INSTRUCTIONS:

**TYPE:** Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

**WEEKS:** Should total "52" weeks for each employee

**OTHER:** Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

# TOWN OF WESTBOROUGH

## DEPARTMENTAL BUDGET PROPOSALS

COCA COLA COMPANIES WORKSHEET

[illegible]



# Town of Westborough Fiscal Year 2018

## Department

## Municipal Buildings & Grounds

### Activities, Functions and Responsibilities

Provide professional services to ensure that Town Buildings and surrounding grounds are maintained to the highest level possible.

Ensure the proper operation of all electrical and mechanical systems in buildings (HVAC, elevators, boilers, pumps, alarms, etc.) and provide timely and cost effective repairs when necessary.

Select professional contractors to provide services and repairs to buildings and related equipment. Monitor same to ensure quality and cost effective solutions are achieved.

Provide professional quality cleaning services at all Municipal Buildings under our control.

Ensure all public safety devices and related equipment are compliant with State and local regulations.

Provide appropriate supervision to staff and contracted services to enable them to perform their duties at the highest level possible.

Provide the necessary tools and material to staff and contractors to support their efforts and success.

Managed expendables supply inventory and distributed to Town Departments as necessary.

Respond to issues from various Departments and provide quick and cost effective solutions.

### Successes & Accomplishments 2015-2016

Instrumental in the roof replacement at the Westborough Country Club.

Provided logistical and technical support to the Town Clerks Office to ensure successful election process was achieved.

### Goals & Priorities 2017-2018

Continue to monitor all mechanical, electrical and environmental systems to ensure the safety and comfort of building occupants is maintained.

Provide the highest level of quality cleaning in all Town Buildings.

Manage energy efficiency in order to further reduce building operating expenses.

# Department

Municipal Buildings & Grounds

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY17 to 18
Salaries / Wages	156,970	153,062.29	159,491	162,568	162,568	1.9300%
Expenses	152,366	146,983.84	145,875	125,079	125,079	-14.2600%
Total Expenditures	\$309,336.00	\$300,046.13	\$305,366.00	\$287,647.00	\$287,647.00	-5.8000%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time	3	3	3
Part Time			
F T E	3	3	3

Activity Indicators	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Ensure building occupants safety and comfort.	Ongoing	Ongoing	Ongoing
Resolve building related issues in a timely manner.	As necessary	As necessary	As necessary
Ensure compliance with State and local regulations.	Ongoing	Ongoing	Ongoing
Provide expendable supplies to Town Departments	Ongoing	Ongoing	Ongoing

Performance Measures	Goal	FY 2016	FY 2017 (Est)	FY 2018 (Est)

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11851</b>	<b>TOWN BUILDINGS SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$61,781.00	\$57,255.89	\$62,797.00	\$22,493.92	\$63,804.00	\$63,804.00	\$_____
5104	WAGES-OPERATIONS	\$92,189.00	\$92,438.35	\$93,694.00	\$35,897.84	\$95,264.00	\$95,264.00	\$_____
5105	OVERTIME	\$3,000.00	\$3,368.05	\$3,000.00	\$1,532.59	\$3,500.00	\$3,500.00	\$_____
	<b>TOTAL</b>	<b>\$156,970.00</b>	<b>\$153,062.29</b>	<b>\$159,491.00</b>	<b>\$59,924.35</b>	<b>\$162,568.00</b>	<b>\$162,568.00</b>	<b>\$_____</b>
<b>11853</b>	<b>TOWN BUILDING EXPENSES</b>							
5202A	RPR/MNT FORBES MUNICIPA	\$33,000.00	\$23,605.71	\$33,000.00	\$2,984.68	\$0.00	\$0.00	\$_____
5202B	RPR/MNT FORBES COMMUNI	\$4,000.00	\$3,418.63	\$4,000.00	\$872.35	\$4,000.00	\$4,000.00	\$_____
5202C	RPR/MNT TOWN HALL	\$28,136.00	\$24,876.02	\$21,000.00	\$16,976.34	\$37,304.00	\$37,304.00	\$_____
5202D	RPR/MNT SENIOR CENTER	\$22,000.00	\$24,333.75	\$22,000.00	\$10,470.17	\$22,000.00	\$22,000.00	\$_____
5202E	BLDG & GRNDS-MISC BLDGS	\$16,000.00	\$17,032.88	\$15,000.00	\$10,358.40	\$15,000.00	\$15,000.00	\$_____
5202H	RPR/MNT HARVEY BUILDING	\$1,500.00	\$101.73	\$1,500.00	\$225.47	\$1,500.00	\$1,500.00	\$_____
5213A	FUEL & GAS-FORBES MUNICI	\$7,500.00	\$12,982.37	\$7,500.00	\$603.07	\$0.00	\$0.00	\$_____
5213B	FUEL & GAS-FORBES COMM	\$3,000.00	\$1,218.85	\$3,000.00	\$57.00	\$3,000.00	\$3,000.00	\$_____
5213C	FUEL & GAS-TOWN HALL	\$10,000.00	\$6,179.78	\$10,000.00	\$332.16	\$10,000.00	\$10,000.00	\$_____
5213D	FUEL & GAS-SR CENTER	\$10,000.00	\$7,196.55	\$10,000.00	\$690.54	\$10,000.00	\$10,000.00	\$_____
5213F	FUEL & OIL-SPURR HOUSE	\$5,800.00	\$1,994.08	\$5,000.00	\$56.14	\$5,000.00	\$5,000.00	\$_____
5237	MATERIALS & EQUIPMENT	\$10,155.00	\$22,712.59	\$12,600.00	\$5,428.24	\$16,000.00	\$16,000.00	\$_____
5241	CLOTHING ALLOWANCE	\$1,275.00	\$1,330.90	\$1,275.00	\$365.19	\$1,275.00	\$1,275.00	\$_____
	<b>TOTAL</b>	<b>\$152,366.00</b>	<b>\$146,983.84</b>	<b>\$145,875.00</b>	<b>\$49,419.75</b>	<b>\$125,079.00</b>	<b>\$125,079.00</b>	<b>\$_____</b>
	<b>GRAND TOTAL</b>	<b>\$309,336.00</b>	<b>\$300,046.13</b>	<b>\$305,366.00</b>	<b>\$109,344.10</b>	<b>\$287,647.00</b>	<b>\$287,647.00</b>	<b>\$_____</b>

# FY2018 SALARIES AND WAGES REQUEST

DEPT Town Buildings & Grounds

DEPT # 11852

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Frank Cornine 9/26	S-7 / Max	1,227.00		52	63,804.00
5104	Dan LaRoche 6/1	N-8 / 25th	25.94	40	52	53,956.00
5104	Wayne Plude 2/10	N-7/ Step 5	19.49	40	32	24,948.00
		N-7/ Step 6	20.45	40	20	16,360.00
5105	Overtime					3,500.00
TOTAL SALARY & WAGES						162,568.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

**TOWN OF WESTBOROUGH**  
***EXPENSES LEDGER***  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5202A	This is used for repairs and maintenance for the Forbes Municipal Building which may include boiler service, roof repairs, replacement/repair of PTAC units, elevator service, various plumbing and electrical repairs.
5202B	This is used for repairs and maintenance for the Forbes Community Building which may include boiler service, roof repairs, various plumbing and electrical repairs as well as any exterior repairs that may be necessary.
5202C	This is used for repairs and maintenance for the Town Hall which includes contracted cleaning services, elevator service and annual inspection, security and fire alarm system monitoring and misc. repairs as necessary.
5202D	This is used for repairs and maintenance for the Senior Center which include HVAC servicing and repair, kitchen appliance repairs, security system monitoring, various plumbing and electrical repairs as necessary
5202E	This is used for repairs and maintenance for Westborough Country Club, Spurr House, annual fire alarm testing and lawn care services for Town Buildings.
5202H	This is used for repairs and maintenance for the Harvey Building which may include roof repairs, various plumbing and electrical repairs as necessary.
5213A	This covers the cost of natural gas to heat the Forbes Municipal Building.
5213B	This covers the cost of natural gas to heat the Forbes Community Building.
5213C	This covers the cost of natural gas to heat the Town Hall.
5213D	This covers the cost of natural gas to heat the Senior Center.
5213F	This covers the cost of fuel oil to heat the Spurr House.
5237	This covers the cost of expendable paper goods and cleaning supplies used by all Town Buildings as well as new equipment/tool purchases or repairs.
5241	This is used for work related clothing and boots for custodial staff.

**Town of Westborough Buildings & Grounds Department FY18**

Detail of proposed expenditures				
	Org	Object	Description	
Repair/Maint Forbes Municipal Bldg (Building will be unoccupied for FY18)	11853	5202A		
				\$0
Repair/Maint Forbes Comm. Bldg	11853	5202B		
			Misc. repairs, electrical, plumbing, painting etc..	\$1,500
			Boiler Service Contract	\$2,500
				\$4,000
Repair/Maint Town Hall	11853	5202C		
			Custodial Cleaning Service	\$18,600
			HVAC Service Contract	\$7,924
			Elevator Service Contract and annual state inspection	\$2,800
			Fire Alarm monitoring service	\$360
			Security System monitoring service	\$420
			Water delivery service	\$1,200
			Misc building expenses	\$6,000
				\$37,304
Repair/Maint Senior Center	11853	5202D		
			HVAC Service Contract	\$3,400
			Grease trap maintenance	\$560
			Water delivery service	\$200
			Misc building expenses	\$17,840
				\$22,000
Repair/Maint - Misc Buildings	11853	5202E		
			Backup generator maintenance contract (2 units)	\$900
			Building pest control service	\$1,200
			Annual fire alarm testing	\$2,550
			Misc. expenses for Country Club, Spurr House, ect..	\$10,350
				\$15,000
Repair/Maint - Harvey Building	11853	5202H		
			Misc. repairs, electrical, plumbing, ect.	\$1,500
				\$1,500
Fuel - Natural Gas Forbes Municipal Bld	11853	5213A		
			Cost of natural gas to heat FMB	\$0
				\$0
Fuel - Natural Gas Forbes Comm Bldg.	11853	5213B		
			Cost of natural gas to heat FCB	\$3,000
				\$3,000
Fuel - Natural Gas Town Hall	11853	5213C		
			Cost of natural gas to heat Town Hall	\$10,000
				\$10,000
Fuel - Natural Gas Senior Center	11853	5213D		
			Cost of natural gas to heat Senior Center	\$10,000
				\$10,000
Fuel - Oil Spurr House	11853	5213F		
			Cost of fuel oil to heat Spurr House	\$5,000
				\$5,000



Materials and Equipment	11853	5237		
			Paper goods, cleaning supplies, tools and equipment	\$16,000
				\$16,000
Clothing Allowance	11853	5241		
			Work related clothing and boots for custodial staff	\$1,275
				\$1,275
			Total Expenses for Town Buildings	\$125,079



# Town of Westborough

## Fiscal Year 2018

### Department

### Insurance

#### Activities, Functions and Responsibilities

The insurance budget covers unemployment, group life, medical, property and casualty, liability, workers compensation, injured on duty insurance and deductibles for town and school employees and property. This budget also pays for the town's insurance consultant and the flexible spending account administration.

The Town currently pays 65% of group life insurance for retirees and active employees and 75% of the medical insurance premiums for both school and town retirees and active employees. The town is self-funded for unemployment.

This account also pays the Medicare tax (1.45%) for employees hired after April 1, 1986 and for bonds for certain employees.

#### Successes & Accomplishments 2015-2016

Continued to fund OPEB liability

Established Wellness Program

Implemented a new Payroll/HR Software system that has a function that allows for self-administered benefits for the Town and School departments.

#### Goals & Priorities 2017-2018

Continue to use additional features in the new HR system.

Negotiate a successor MOA with the Insurance Advisory Committee and unions.

**Department**

Insurance

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>						
<b>Expenses</b>	10,727,000	10,670,907.06	11,539,300	12,355,000	12,355,000	7.0700%
<b>Total Expenditures</b>	10,727,000	10,670,907.06	11,539,300	12,355,000	12,355,000	7.0700%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	0	0	0
<b>Part Time</b>	0	0	0
<b>F T E</b>	0	0	0

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Total Active Employees Covered by Health Insurance	526	535	545
Total Retirees Covered by Health Insurance	467	475	475
Total Number of Unemployment Claims	11	15	15
Opt Out Program Participants	58	60	65
HRA Claims Processed	68	75	100

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
MIIA Rewards Earned	\$40,000	\$43,983	\$40,000	\$40,000
Unemployment Costs	\$100,000	\$50,570	\$75,000	\$75,000
Health Insurance Rate Change for Active Plans	7%	9.99%	10%	10%
Casualty/Property Insurance Rate Change	5%	0	7%	5%
Workers Compensation Rate Change	5%	20%	19%	10%

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>11933</b>	<b>INSURANCE EXPENSES</b>							
5245	OTHER PROFESSIONAL SER	\$25,000.00	\$23,534.15	\$25,000.00	\$2,175.00	\$25,000.00	\$25,000.00	\$_____
5703	UNEMPLOYMENT COMPENSA	\$150,000.00	\$52,460.76	\$150,000.00	\$28,656.39	\$150,000.00	\$150,000.00	\$_____
5704	MEDICARE TAX	\$658,000.00	\$714,322.40	\$705,000.00	\$226,272.72	\$735,000.00	\$735,000.00	\$_____
5705	GROUP INS - LIFE	\$25,000.00	\$22,806.04	\$25,000.00	\$10,511.36	\$25,000.00	\$25,000.00	\$_____
5706	GROUP INS - MEDICAL	\$8,103,000.00	\$8,042,435.80	\$8,832,300.00	\$3,642,376.15	\$9,583,000.00	\$9,583,000.00	\$_____
5707	TRANSFER TO OPEB TRUST	\$1,100,000.00	\$1,100,000.00	\$1,100,000.00	\$550,000.00	\$1,100,000.00	\$1,100,000.00	\$_____
5750	SURETY	\$1,000.00	\$45,653.00	\$1,000.00	\$834.00	\$1,000.00	\$1,000.00	\$_____
5751	FIRE/CASUALTY-WORKERS	\$665,000.00	\$669,694.91	\$701,000.00	\$678,975.12	\$736,000.00	\$736,000.00	\$_____
	<b>TOTAL</b>	<b>\$10,727,000.00</b>	<b>\$10,670,907.06</b>	<b>\$11,539,300.00</b>	<b>\$5,139,800.74</b>	<b>\$12,355,000.00</b>	<b>\$12,355,000.00</b>	<b>\$_____</b>

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
11933-5245	Other Professional Services - This account pays for EBS Foran, the Town's Insurance consultant (est. \$6,400), IOD Claims (est. \$4,000), Benefit Resource Inc. the Town's Flexible Spending Account Administrator (est. \$3,400), various insurance deductibles (est \$11,000)
11933-5703	Unemployment - The Town is self-funded for unemployment insurance. This account fluctuates based on layoffs, reduction in hours and terminations. For FY18 this account is being level funded at \$150,000.
11933-5704	Medicare - This is a percentage of taxable wages (1.45%) for employees hired after 4/1/86. This account is proposed at \$735,000. The increase is based on the past 3 average annual increase applied to the FY16 actual cost.
11933-5705	Group Life Insurance - This account covers the required group life insurance program. This line item is proposed to be level funded in FY18.
11933-5706	This account pays the 75% of health insurance costs the Town contributes to health insurance for employees. The FY18 budget is based on an estimated 8.5% increase in premiums. This account has been reduced over the past several years as the Town has negotiated health insurance plan design changes. The Town is in the process of \ negotiating health insurance plan design changes with the Insurance Advisory Committee and then with the 13 individual unions, however, this will not be concluded until shortly before the Town Meeting. The estimated increase is based on an analysis by the Town's Health Insurance Consultant which in turn is based on an actuarial analysis of the Town's claims history for the past two years.

# TOWN OF WESTBOROUGH

## *EXPENSES LEDGER*

## ACCOUNT COMMENTS WORKSHEET

[illegible]



# Town of Westborough Fiscal Year 2018

**Department**

**Police**

## Activities, Functions and Responsibilities

The Police Department is responsible for providing public safety for approximately 18,500 residents and an additional 18,000 visitors who travel through our community on a daily basis. Approximately 10,000 calls are received by dispatch each year.

## Successes & Accomplishments 2015-2016

Create Public Safety Dispatch

## Goals & Priorities 2017-2018

Establish temporary Police HQ

# Department

Police

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY17 to 18
Salaries / Wages	2,863,803	2,857,020.87	2,872,005	2,846,411	2,846,411	-0.8900%
Expenses	109,260	89,016.14	110,926	120,561	120,561	8.6900%
Total Expenditures	\$2,973,063.00	\$2,946,037.01	\$2,982,931.00	\$2,966,972.00	\$2,966,972.00	-0.5400%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time	35	35	29
Part Time			
F T E	35	35	29

Activity Indicators	FY 2016	FY 2017 (Est)	FY 2018 (Est)
accidents investigated	550	600	600
arrests	200	160	150
citations	4200	4000	4200
total calls	10000	11000	11000
LTC new	48	50	50
LTC renewals	73	73	75
Solicitor permits	39	39	40
Hawker pedlar permits	27	27	27
Bow hunting permits	35	39	40

Performance Measures	Goal	FY 2016	FY 2017 (Est)	FY 2018 (Est)



**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>12101</b>	<b>POLICE SALARIES/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$135,718.00	\$135,718.20	\$138,448.00	\$53,526.52	\$141,743.00	\$141,743.00	\$ _____
5102	SALARY-ASST & AGENT	\$294,512.00	\$294,409.88	\$302,578.00	\$115,268.62	\$308,885.00	\$308,885.00	\$ _____
5103	WAGES-CLERICAL	\$214,380.00	\$209,382.39	\$158,685.00	\$96,075.90	\$70,487.00	\$70,487.00	\$ _____
5104	WAGES-OPERATIONS	\$2,045,743.00	\$1,979,686.70	\$2,078,994.00	\$777,112.09	\$2,143,732.00	\$2,143,732.00	\$ _____
5105	OVERTIME	\$60,000.00	\$129,853.83	\$71,600.00	\$85,569.12	\$71,600.00	\$71,600.00	\$ _____
5106	SHIFT DIFFERENTIAL	\$34,750.00	\$32,685.13	\$43,000.00	\$15,530.14	\$31,264.00	\$31,264.00	\$ _____
5107	COURT TIME	\$20,000.00	\$11,920.86	\$20,000.00	\$4,752.53	\$20,000.00	\$20,000.00	\$ _____
5109	TRAINING	\$20,500.00	\$26,145.58	\$20,500.00	\$14,813.03	\$20,500.00	\$20,500.00	\$ _____
5110	FITNESS STIPENDS	\$23,200.00	\$22,400.00	\$23,200.00	\$0.00	\$23,200.00	\$23,200.00	\$ _____
5111	COMPENSATION TIME	\$15,000.00	\$14,818.30	\$15,000.00	\$9,576.54	\$15,000.00	\$15,000.00	\$ _____
	<b>TOTAL</b>	<b>\$2,863,803.00</b>	<b>\$2,857,020.87</b>	<b>\$2,872,005.00</b>	<b>\$1,172,224.49</b>	<b>\$2,846,411.00</b>	<b>\$2,846,411.00</b>	<b>\$ _____</b>
<b>12103</b>	<b>POLICE EXPENSES</b>							
5203	REPAIR/MAINT EQUIPMENT	\$15,000.00	\$6,682.23	\$15,000.00	\$1,918.97	\$15,000.00	\$15,000.00	\$ _____
5203A	REPAIR/MAINT RADIO	\$17,960.00	\$19,725.54	\$21,076.00	\$9,243.95	\$21,076.00	\$21,076.00	\$ _____
5205A	OFFICE EQUIPMENT	\$1,500.00	\$0.00	\$1,500.00	\$227.34	\$1,500.00	\$1,500.00	\$ _____
5209	TRAVEL IN-STATE	\$1,000.00	\$407.05	\$1,000.00	\$193.77	\$1,000.00	\$1,000.00	\$ _____
5210	TRAVEL OUT-OF-STATE	\$2,000.00	\$1,767.01	\$2,000.00	\$1,102.18	\$2,000.00	\$2,000.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$1,300.00	\$2,015.00	\$1,300.00	\$850.00	\$1,300.00	\$1,300.00	\$ _____
5218	TRAINING AND EDUCATION	\$8,000.00	\$2,934.97	\$8,000.00	\$4,221.00	\$8,000.00	\$8,000.00	\$ _____
5222	FOOD & FOOD SERV SUPPLIES	\$2,500.00	\$2,399.79	\$2,500.00	\$548.35	\$2,500.00	\$2,500.00	\$ _____
5223	OFFICE SUPPLIES	\$4,000.00	\$3,789.98	\$4,000.00	\$2,041.87	\$4,000.00	\$4,000.00	\$ _____
5224E	OTHER SUPPLIES-MATERIAL	\$5,000.00	\$857.13	\$7,500.00	\$524.21	\$5,000.00	\$5,000.00	\$ _____
5227	BOOKS AND PERIODICALS	\$1,000.00	\$772.00	\$1,000.00	\$0.00	\$100.00	\$100.00	\$ _____
5236	CONTRACTUAL SERVICES	\$4,200.00	\$5,420.53	\$4,200.00	\$175.56	\$17,160.00	\$17,160.00	\$ _____
5237A	VEHICLES-SUPPLIES/MATERIAL	\$5,000.00	\$4,561.63	\$5,000.00	\$441.68	\$5,000.00	\$5,000.00	\$ _____
5241	CLOTHING ALLOWANCE	\$40,800.00	\$37,683.28	\$36,850.00	\$17,214.07	\$36,925.00	\$36,925.00	\$ _____
	<b>TOTAL</b>	<b>\$109,260.00</b>	<b>\$89,016.14</b>	<b>\$110,926.00</b>	<b>\$38,702.95</b>	<b>\$120,561.00</b>	<b>\$120,561.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$2,973,063.00</b>	<b>\$2,946,037.01</b>	<b>\$2,982,931.00</b>	<b>\$1,210,927.44</b>	<b>\$2,966,972.00</b>	<b>\$2,966,972.00</b>	<b>\$ _____</b>

**12100 WESTBOROUGH POLICE DEPARTMENT FY18**

<b>Position &amp; Grade</b>	<b>NAME</b>	<b>Date of Hire</b>	<b>Step</b>	<b>Weekly Rate</b>	<b>Weeks</b>	<b>Holiday Pay</b>	<b>Ed-Pay Quinn</b>	<b>Salary or Wages</b>
<b><u>5101 SALARY DEPARTMENT HEAD</u></b>								
Police Chief				CONTRACT				
Gordon, A	7/1/2005	1/0/1900		\$137,018		\$4,725		\$141,743
<b>5101 Salary - Total</b>								<b>\$141,743</b>
<b><u>5102 SALARY - ASSISTANT &amp; AGENTS</u></b>								
S - 14 ADMINISTRATIVE SECRETARY								
BRUCE,N.	11/1/2002	Max		\$1,227.00	52			\$63,804
S - 21 LIEUTENANTS								
FRYER,R.	9/24/2002	25th		\$1,890.94	52	\$4,538	\$19,666	\$122,533
20								<u>\$0</u>
								\$122,533
MINARDI,T	12/2/2009	20th		\$1,818.22	52	\$4,364	\$23,637	\$122,548
25							\$0	<u>\$0</u>
								\$122,548
<b>Quinn Lt. Sub-Total</b>							<b>\$43,303</b>	
<b>5102 Salary-Total</b>								<b>\$308,885</b>
<b><u>5104 WAGES - OPERATIONS</u></b>								
P - 5 SERGEANTS								
REALE, S.	7/11/1989	25th		\$1,524.75	52	\$3,659	\$19,822	\$102,768
25								<u>\$0</u>
								\$102,768
KALAGHER, J.	3/11/1989	25th		\$1,524.75	52	\$3,659	\$19,822	\$102,768
25								<u>\$0</u>
								\$102,768
HALLICE,C	9/24/2002	25th		\$1,524.75	52	\$3,659	\$15,857	\$98,804
20								<u>\$0</u>
								\$98,804
GOODNEY,P	10/26/2004	25th		\$1,524.75	52	\$3,659	\$19,822	\$102,768
25								<u>\$0</u>
								\$102,768
ROSSI,T	7/22/2006	15th		\$1,409.73	52	\$3,383	\$14,661	\$91,351
20								<u>\$0</u>
								\$91,351
McLEOD, G.	5/1/1993	25th		\$1,524.75	52	\$3,659	\$15,857	\$98,804
20								<u>\$0</u>
								\$98,804
<b>Quinn Sgt. Sub-Total</b>							<b>\$105,841</b>	<b>\$597,263</b>

<i>Position &amp; Grade</i>	<i>NAME</i>	<i>Date of Hire</i>	<i>Step</i>	<i>Weekly Rate</i>	<i>Weeks</i>	<i>Holiday Pay</i>	<i>Ed-Pay Quinn</i>	<i>Salary or Wages</i>
---------------------------------	-------------	-------------------------	-------------	--------------------	--------------	------------------------	-------------------------	----------------------------

**5103 - WAGES - CLERICAL**

**P - 2 SECRETARY CLERK DISPATCHER**

CORAPI,N	8/18/2012	MAX	\$970.62	52	\$2,329		\$0	\$52,802
----------	-----------	-----	----------	----	---------	--	-----	----------

CULLEN,P	11/1/2007	Pers	\$353.70	50				\$17,685
----------	-----------	------	----------	----	--	--	--	----------

\$0  
\$0  
\$0

\$0  
\$0  
\$0

\$0  
\$0  
\$0

\$0

<b><u>5104 WAGES - OPERATIONS</u></b>	GRANT	<b>5103-Clerical Total</b>	<b>\$70,487</b>
---------------------------------------	-------	----------------------------	-----------------

**P3 - POLICE OFFICERS**

ANNUNZIATA,D 10	1/13/2004	15th	\$1,219.15	52	\$2,926	\$6,340	\$72,661 \$0 \$72,661
--------------------	-----------	------	------------	----	---------	---------	-----------------------------

ATCHUE,C 20	2/25/2009	MAX	\$1,172.26	52	\$2,813	\$12,192	\$75,962 \$0 \$75,962
----------------	-----------	-----	------------	----	---------	----------	-----------------------------

BAKER, L 25	10/10/2001	15th	\$1,219.15	52	\$2,926 \$0	\$15,849 \$0	\$82,171 \$0 \$82,171
----------------	------------	------	------------	----	----------------	-----------------	-----------------------------

DANIELS,M 25	12/14/2002	15th	\$1,219.15	52.0	\$2,926	\$15,849	\$82,171 \$0 \$82,171
-----------------	------------	------	------------	------	---------	----------	-----------------------------

DAPOLITE, C. 20	10/2/2000	15th	\$1,219.15	52	\$2,926	\$12,679	\$79,001 \$0 \$79,001
--------------------	-----------	------	------------	----	---------	----------	-----------------------------

DELONG,T 20	11/19/2006	MAX	\$1,172.26	52	\$2,813	\$12,192	\$75,962 \$0 \$75,962
----------------	------------	-----	------------	----	---------	----------	-----------------------------

GRASSO,L 20	7/10/2006	MAX	\$1,172.26	52.0	\$2,813	\$12,192	\$75,962 \$0 \$75,962
----------------	-----------	-----	------------	------	---------	----------	-----------------------------

HASSETT, G. 10	5/22/1982	25th	\$1,318.63	52	\$3,165	\$6,857	\$78,590 \$0 \$78,590
-------------------	-----------	------	------------	----	---------	---------	-----------------------------

JOHNSON, J. 20	1/9/1995	20th	\$1,267.91	52	\$3,043	\$13,186	\$82,161 \$0 \$82,161
-------------------	----------	------	------------	----	---------	----------	-----------------------------

<i>Position &amp; Grade</i>	<i>NAME</i>	<i>Date of Hire</i>	<i>Step</i>	<i>Weekly Rate</i>	<i>Weeks</i>	<i>Holiday Pay</i>	<i>Ed-Pay Quinn</i>	<i>Salary or Wages</i>
O'LOUGHLIN, K 0	6/23/2016	3 MAX	\$1,127.93 \$1,172.26	51 1	\$2,707	\$0	\$60,231 \$1,172 \$61,404	
LUCE, C 20	7/12/2007	MAX	\$1,172.26	52	\$2,813	\$12,192	\$75,962 \$0 \$75,962	
MCRAE, G 20	8/23/2005	MAX	\$1,172.26	52	\$2,813	\$12,192	\$75,962 \$0 \$75,962	
PAINE, D 0	7/15/2007	MAX	\$1,172.26	52	\$2,813	\$0	\$63,771 \$0 \$63,771	
PETERS, T. 20	4/15/1989	25TH	\$1,318.63	52	\$3,165	\$13,714	\$85,447 \$0 \$85,447	
HOLT, D F 12.5	5/20/2015	MAX	\$1,172.26	52	\$2,813 \$0	\$7,620 \$0	\$71,391 \$0 \$71,391	
THOMPkins, S. 25	1/1/2000	15TH	\$1,219.15	52	\$2,926	\$15,849	\$82,171 \$0 \$82,171	
TRAINOR, R. 20	7/11/1989	25TH	\$1,318.63	52	\$3,165	\$13,714	\$85,447 \$0 \$85,447	
MASSEY, B 10	2/6/2012	MAX	\$1,172.26	52	\$2,813	\$6,096	\$69,867 \$0 \$69,867	
CROFT, J 10	2/7/2012	MAX	\$1,172.26	52	\$2,813	\$6,096	\$69,867 \$0 \$69,867	
POLSENO, C 5	2/9/2012	MAX	\$1,172.26	52	\$2,813	\$3,048	\$66,819 \$0 \$66,819	

---

Quinn Officer Sub-Total	\$197,853
-------------------------	-----------

Operations Total	\$2,110,012
------------------	-------------

Quinn Grand Total	\$346,997
-------------------	-----------

## 12100 WESTBOROUGH POLICE DEPARTMENT

FY18

5101 Salary-Chief		\$141,743	
5102 Salary-Agents		<u>\$308,885</u>	
Total Salaries			\$450,628
5103 Clerical		<u>\$70,487</u>	\$70,487
5104 Operations		\$2,110,012	
Art XXXV OIC		\$5,000	
Art XIII Det Stipend		\$10,920	
Art XXIII XO Stipend		\$3,500	
Art XXIII SRO Stipend		<u>\$2,600</u>	
Stipends		<u>\$11,700</u>	Firearms super,BT super,Recon super,veh. Maint. Super,SORB super,DRE(2),SAO,Firearms off.,Narcam(20)arms off.,Narcam(29),Fire Invest.,Acc. Recon
Total Operations			\$2,143,732
5105 Overtime/Spec Events		\$71,600	
5106 Art XIII Shift Diff		\$31,264	
5107 Court Time		\$20,000	
5109 Training		\$20,500	
5110 Art XXXVIII Fitness	29	\$23,200	
5111 Art XIII S9 Comp		\$15,000	
Total 5105 thru 5111			<u>\$181,564</u>
Total Salaries & Wages			<u>\$2,846,411</u>
Total Salary/Wages			\$2,846,411
Total Expenses			<u>\$120,561</u>
Total			\$2,966,972
TOTAL BUDGET	FY18		\$2,966,972

## POLICE DEPARTMENT EXPENSES FY 18

### **5203 – Vehicle Maintenance Program**

All expenses related to repair and maintenance (parts and labor) of fleet

Vehicles .....\$15,000

### **5203A – Communications- radio Systems, Purchase, Rental and Maintenance**

Communication System .....\$6,676

All expenses related to the purchase and maintenance of the radio communications system and the video monitoring system and phone lines for the radio system ....

Fay Mtn , Bay State Gas.....\$5,000

Paging System.....\$500

Station cable tv.....\$500

MDT Cellular service (\$50 month x7=\$350x12= ..... \$4,200

Radio Maintenance Agreement (Cybercom) ..... \$4,200

**Total** .....\$21,076

### **5205A – Office Equipment**

Purchase, maintenance and repair of office equipment.....\$1,500

### **5209 – Intrastate Travel – Article XIX, Additional Benefits, Section B**

Cost related to conducting the business of the Town and the Department. To attend meetings, mileage reimbursement for training sessions, tolls etc. for all employees.....\$1,000

### **5210 – Out of State Travel**

To defer the cost incurred to attend meetings and training sessions and other out of state travel expenses .....\$2,000

### **5217 – Dues & Memberships**

The fees and related costs associated with membership in various law enforcement and civic organizations.....\$1,300

### **5218 – Training & Education**

Includes the fees and related expenses associated with mandated and specialized training for all employees.....\$8,000

### **5222 – Food Services**

Contract Art. XIX, Additional Benefits, Section A

Meals for prisoners, meal stipend for employees when attending meetings and

Training sessions.....\$2,500

### **5223 – Office Supplies**

TriPLICATE reporting forms, general office supplies, printer cartridges, stationery.....\$4,000

**5224E – Supplies & Materials**

Materials necessary to conduct investigations, camera film and processing,  
cell blankets (disposable), latex gloves, decontaminates, miscellaneous  
.....\$5,000

**5227 – Books & Periodicals**

Miscellaneous.....\$100  
**Total**.....\$100

**5236 – Contractual Services**

TMDE radar calibrations and maintenance.....\$950  
US Post Office.....\$250  
ASAP Information Systems (State computer vendor)(MIS/GIS pays)0  
Computer Hardware Service Contract,U.Mass. Mem. Tests.... \$3,000  
Taser contract.....\$12,960  
**Total**..... \$17,160

**5237A – Vehicle Supplies & Equipment**

Tires, batteries and parts, audio-visual warning systems (purchase or repair),  
cleaning supplies, traffic control equipment, first aid equipment, fire  
extinguishers, related supplies.....\$5,000

**5241 – Clothing Allowance & Equipment**

Contract Art. XX, Section 2, clothing allowance  
20 sworn officers..... \$20,000  
8 sworn command officers..... \$8,800  
2 clerical workers.....\$800  
1 Chief.....\$1,125  
Shoulder patches, badges, ammunition, weapons, etc.....\$6,200  
**TOTAL**.....\$36,925

**TOTAL**.....\$120,561



# Town of Westborough

## Fiscal Year 2018

### Department

### WESTBOROUGH FIRE DEPARTMENT

#### Activities, Functions and Responsibilities

"The mission of the Westborough Fire Department is to preserve life, property, and environment within the community due to fire, medical emergency, and other hazardous conditions, through public education, code management, and emergency response."

The Westborough Fire Department is a centrally located organization within the community that is staffed twenty-four hours per day. All personnel are cross trained to provide a variety of services inclusive of fire suppression, technical rescue, hazardous materials mitigation, public education, and code enforcement.

Our department consists of 36 career Firefighter/EMT's (Paramedics), 8 call firefighters, and an administrative assistant. The department operates with four work groups consisting of 8 personnel (6 minimum) and the Fire Prevention Bureau which consists of 2 inspectors. There is also a Captain assigned to 4 days per week to support Fire Prevention and overall Operations.

#### Successes & Accomplishments 2015-2016

- 1) Fire Chief completed his first full year
- 2) Firefighter/Paramedic hired
- 3) Promotional exam administered
- 4) New Lieutenants and Captains promoted
- 5) Standard Operating Guidelines created
- 6) Capital purchases made (Engine/Ambulance)
- 7) Public Safety Dispatch Center created
- 8) Deputy Chief position created
- 9) Increased outreach with business community
- 10) 17 organizational transfers made to optimize service
- 11) Training made a priority
- 12) Fiber optic network installed within the community
- 13) Shelter for radio equipment constructed on Fay Mtn
- 14) Station Alerting installed to enable better response times

#### Goals & Priorities 2017-2018

- 1) Integrate the Public Safety Dispatch Center into operations
- 2) Manage Capital Expenditures
- 3) Analyze impact staffing benefit to reduce overtime
- 4) Purchase/replace Rescue 1
- 5) Work on strategic plan
- 6) Enhance relationships with other departments



**Department**

WESTBOROUGH FIRE DEPARTMENT

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>	3,349,618	3,225,469.73	3,765,693	4,054,768	4,054,768	7.6800%
<b>Expenses</b>	311,640	306,098.73	334,008	355,475	355,475	6.4300%
<b>Total Expenditures</b>	\$3,661,258.00	\$3,531,568.46	\$4,099,701.00	\$4,410,243.00	\$4,410,243.00	7.5700%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	36	46	46
<b>Part Time</b>	8	12	12
<b>F T E</b>	44	58	58

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Monthly Training Sessions	12	48	84
Paramedic Training (Dr. Tennyson UMMC)	6	6	6
Dive Team Training	8	11	12
Haz Mat Training	12	8	12
Safety Inspections Conducted	625	700	750
Occupancy Inspections	180	188	200
Permits Issued	1295	300	300
Child Passenger Safety Seat Inspections	300	378	400
Smoke Detector/CO Inspections	320	500	500
Fire Department Vehicle's Maintained	16	16	16
State ABCC Inspections	36	40	40
Public Education For Westborough Schools	30	54	54

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Grievances Received	0	0	0	0
Fire Incidents Successfully Mitigated	100%	850	1200	1300
EMS Incidents Successfully Mitigated	100%	1850	2300	2400
Fire Related Injuries/Fatalities	0	2	4	0
Firefighter Injuries	0	2	4	0
Haz Mat Conditions Mitigated	100%	8	80	80
Public Assistance Calls Answered	100%	75	150	150
Emergency Response Times Six Minutes Or Less	90%	85%	50%	90%
Four Person Crew On Initial Emergency Response	100%	85%	30%	50%
ISO/Rating	3	4/9	4/9	3
Transition From State OEMS to National Registry	100%	100%	100%	Done
Fire Department Vehicle Accidents	0	4	2	0

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>12201</b>	<b>FIRE DEPT SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	138,482.00	108,934.58	120,360.00	45,653.85	\$122,767.00	\$122,767.00	\$ _____
5102	SALARY ASST - DEPUTY	0.00	0.00	0.00	0.00	\$107,256.00	\$107,256.00	\$ _____
5103	WAGES-CLERICAL	55,964.00	55,989.90	56,846.00	21,534.99	\$57,782.00	\$57,782.00	\$ _____
5103D	WAGES-CENTRAL DISPATCH	0.00	0.00	331,383.00	0.00	\$477,610.00	\$477,610.00	\$ _____
5103F	WAGES-CNTL DSP PART-TIM	0.00	0.00	0.00	0.00	\$20,000.00	\$20,000.00	\$ _____
5104	WAGES-OPERATIONS	2,549,642.00	2,502,178.73	2,621,122.00	965,219.98	\$2,596,710.00	\$2,596,710.00	\$ _____
5104B	WAGES-TRAINING DRILLS	46,286.00	46,170.88	53,787.00	23,983.77	\$53,786.00	\$53,786.00	\$ _____
5104C	WAGES-FIRE ALARM MAINT.	12,566.00	10,443.41	6,520.00	613.05	\$6,520.00	\$6,520.00	\$ _____
5104F	WAGES-OPERATION PART-TI	30,799.00	22,065.32	31,676.00	0.00	\$20,000.00	\$20,000.00	\$ _____
5105A	OVERTIME-VACATION	25,133.00	27,991.77	26,079.00	23,612.40	\$26,079.00	\$26,079.00	\$ _____
5105B	OVERTIME-SICK	23,876.00	26,229.47	26,079.00	20,480.82	\$26,079.00	\$26,079.00	\$ _____
5105C	OVERTIME-STILL ALARM	65,973.00	66,138.12	68,456.00	17,209.61	\$68,456.00	\$68,456.00	\$ _____
5105D	OVERTIME-BOX ALARM	50,266.00	49,841.32	52,157.00	9,052.32	\$52,157.00	\$52,157.00	\$ _____
5105E	OVERTIME-OTHER	44,558.00	46,357.86	44,648.00	30,427.83	\$44,647.00	\$44,647.00	\$ _____
5105F	OVERTIME-EMS TRAINING	74,141.00	47,375.15	88,884.00	5,892.91	\$84,883.00	\$84,883.00	\$ _____
5105G	OVERTIME-CENTL DISPATCH	0.00	0.00	0.00	0.00	\$40,000.00	\$40,000.00	\$ _____
5105H	OVERTIME-EMS RECALL	62,832.00	50,503.22	65,196.00	2,068.38	\$58,416.00	\$58,416.00	\$ _____
5106	SHIFT DIFFERENTIAL	0.00	0.00	0.00	0.00	\$17,520.00	\$17,520.00	\$ _____
5110A	WAGES EMS STIPENDS	169,100.00	165,250.00	172,500.00	168,900.00	\$174,100.00	\$174,100.00	\$ _____
	<b>TOTAL WAGES</b>	<b>\$3,349,618.00</b>	<b>\$3,225,469.73</b>	<b>\$3,765,693.00</b>	<b>\$1,334,649.90</b>	<b>\$4,054,768.00</b>	<b>\$4,054,768.00</b>	<b>\$ _____</b>
<b>12203</b>	<b>FIRE DEPT EXPENSES</b>							
5202	GROUNDS & BUILDING MAINT	19,445.00	20,943.16	33,445.00	18,278.35	\$40,700.00	\$40,700.00	\$ _____
5203A	RPR/MNT RADIO	19,300.00	18,684.40	30,100.00	13,386.20	\$27,250.00	\$27,250.00	\$ _____
5203B	RPR/MNT OFFICE EQUIP	4,970.00	3,122.15	4,700.00	937.10	\$5,000.00	\$5,000.00	\$ _____
5203C	RPR/MNT AIR PACKS	6,050.00	6,185.02	9,928.00	1,968.92	\$10,000.00	\$10,000.00	\$ _____
5203D	RPR/MNT VEHICLES	32,159.00	40,116.89	26,830.00	15,464.98	\$24,425.00	\$24,425.00	\$ _____
5205	MEDICAL EQUIPMENT	47,500.00	51,477.81	47,100.00	17,556.74	\$52,600.00	\$52,600.00	\$ _____
5205D	OPER EQUIP-TURNOUT GEAR	17,770.00	15,714.89	22,350.00	1,599.11	\$28,750.00	\$28,750.00	\$ _____
5205E	OPER EQUIP-HOSE	4,250.00	10,588.26	7,500.00	4,215.60	\$9,300.00	\$9,300.00	\$ _____
5209	TRAVEL IN-STATE	500.00	302.97	600.00	130.00	\$1,200.00	\$1,200.00	\$ _____
5210	TRAVEL OUT-OF-STATE	1,200.00	197.68	1,500.00	2,154.82	\$3,000.00	\$3,000.00	\$ _____
5211	ELECTRICITY	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$ _____
5213	FUEL - Gas	30,000.00	15,099.16	30,000.00	1,137.81	\$30,000.00	\$30,000.00	\$ _____
5215	TELEPHONE	4,800.00	5,739.67	0.00	0.00	\$0.00	\$0.00	\$ _____
5217	DUES AND MEMBERSHIPS	2,025.00	3,596.50	3,335.00	3,100.00	\$3,500.00	\$3,500.00	\$ _____
5218	TRAINING AND EDUCATION	3,420.00	1,420.00	1,500.00	1,484.59	\$1,500.00	\$1,500.00	\$ _____
5218B	EMS TRAINING & EDUCATION	9,300.00	8,835.12	8,750.00	1,811.62	\$9,000.00	\$9,000.00	\$ _____
5219	PROFESSIONAL SERVICES	4,800.00	4,818.87	2,750.00	599.21	\$3,000.00	\$3,000.00	\$ _____
5219G	MEDICAL BILLING	31,000.00	30,978.92	34,000.00	16,622.30	\$35,000.00	\$35,000.00	\$ _____
5223	OFFICE SUPPLIES	3,000.00	3,292.32	3,000.00	905.47	\$3,000.00	\$3,000.00	\$ _____
5224C	FIRE PREVENTION	2,000.00	2,872.38	2,000.00	1,450.37	\$2,000.00	\$2,000.00	\$ _____
5224E	TRAINING MATERIALS	800.00	316.95	600.00	57.05	\$500.00	\$500.00	\$ _____
5233B	SFTY EQUIP-FIR ALARM	924.00	1,342.24	620.00	159.30	\$500.00	\$500.00	\$ _____
5233C	SFTY EQUIP-EXT MAINT	500.00	150.00	500.00	0.00	\$800.00	\$800.00	\$ _____
5237B	TOOLS	11,150.00	7,532.52	7,600.00	2,067.32	\$7,000.00	\$7,000.00	\$ _____
5241	CLOTHING ALLOWANCE	32,752.00	35,292.58	36,050.00	18,378.59	\$37,700.00	\$37,700.00	\$ _____
5243	EMS LICENSING	19,325.00	16,627.87	19,250.00	6,536.53	\$19,750.00	\$19,750.00	\$ _____
5247	GAS,OIL,LUBE	2,700.00	850.40	0.00	0.00	\$0.00	\$0.00	\$ _____
	<b>TOTAL</b>	<b>\$311,640.00</b>	<b>\$306,098.73</b>	<b>\$334,008.00</b>	<b>\$130,001.98</b>	<b>\$355,475.00</b>	<b>\$355,475.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$3,661,258.00</b>	<b>\$3,531,568.46</b>	<b>\$4,099,701.00</b>	<b>\$1,464,651.88</b>	<b>\$4,410,243.00</b>	<b>\$4,410,243.00</b>	<b>\$ _____</b>

# FY2018 SALARIES AND WAGES REQUEST

DEPT Westborough Fire

DEPT #

220

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Purcell, Patrick	Contract	Salary		52	122,767.00
5102	Ferschke, Jason		Salary	2012	21.4	43,056.80
				2098	30.6	64,198.80
5103	Administrative Secretary	S5/MAX	27.78	40.00	52	57,782.40
5104	Rand, Robert	F4/25	39.18	42	52	85,569.12
	Holiday	39.18	10	11		4,309.80
5104	Roberts, Brian	F4/25	39.18	42	52	85,569.12
	Holiday	39.18	10	11		4,309.80
5104	Doucet, Stephen	F4/15	36.22	42	52	79,104.48
	Holiday	36.22	10	11		3,984.20
5104	Lermond, Keith	F4/15	36.22	42	52	79,104.48
	Holiday	36.22	10	11		3,984.20
5104	Manion, Ed	F3/20	34.24	42	52	74,780.16
	Holiday	34.24	10	11		3,766.40
5104	Ward, Kenneth	F3/15	32.91	42	52	71,875.44
	Holiday	32.91	10	11		3,620.10
5104	Hehir, Daniel	F3/15	32.91	42	52	71,875.44
	Holiday	32.91	10	11		3,620.10
5104	Rossi, Craig	F3/15	32.91	42	52	71,875.44
	Holiday	32.91	10	11		3,620.10
5104	Thompson, Rod	F2/25	32.39	42	52	70,739.76
	Holiday	32.39	10	11		3,562.90
5104	Roche, Carl	F2/25	32.39	42	52	70,739.76
	Holiday	32.39	10.00	11.00		3,562.90
5104	Stockwell, Matthew	F2/20	31.14	42	52	68,009.76
	Holiday	31.14	10	11		3,425.40
5104	Knight, Christopher	F3/20	35.95	40	52	74,776.00
	Holiday	35.95	10	11		3,954.50
5104	Bowman, Peter	F2/20	31.14	42	52	68,009.76

	Holiday	31.14	10	11		3,425.40
5104	Golden, Richard	F2/15	29.94	42	52	65,388.96
	Holiday	29.94	10	11		3,293.40
5104	Carrier, William	F2/15	29.94	42	52	65,388.96
	Holiday	29.94	10	11		3,293.40
5104	Milligan, Kenneth	F3/15	34.55	40	52	71,864.00
	Holiday	34.55	10	11		3,800.50
5104	Jette, Jerry	F2/15	29.94	42	52	65,388.96
	Holiday	29.94	10	11		3,293.40
5104	Winslow, Jonathon	F2/15	29.94	42	52	65,388.96
	Holiday	29.94	10	11		3,293.40
5104	Bennett, Christie	F2/MAX	28.78	42	52	62,855.52
	Holiday	28.78	10	11		3,165.80
5104	Weinwurm, Christopher	F2/MAX	28.78	42	52	62,855.52
	Holiday	28.78	10	11		3,165.80
5104	Cullen, Patrick	F2/15	29.94	42	52	65,388.96
	Holiday	29.94	10	11		3,293.40
5104	Haley, Kevin	F2/MAX	28.78	42	52	62,855.52
	Holiday	28.78	10	11		3,165.80
5104	Dubois, Christopher	F2/MAX	28.78	42	52	62,855.52
	Holiday	28.78	10	11		3,165.80
5104	Grasso, David	F2/MAX	28.78	42	52	62,855.52
	Holiday	28.78	10	11		3,165.80
5104	Goodspeed, Dale	F2/MAX	28.78	42	52	62,855.52
	Holiday	28.78	10	11		3,165.80
5104	Busha, Roger	F2/MAX	28.78	42	52	62,855.52
	Holiday	28.78	10	11		3,165.80
5104	Trainor, Logan	F2/MAX	28.78	42	52	62,855.52
	Holiday	28.78	10	11		3,165.80
5104	O'Connor, William	F2/MAX	28.78	42	52	62,855.52
	Holiday	28.78	10	11		3,165.80
5104	Anderson, Corey	F2/MAX	28.78	42	52	62,855.52
	Holiday	28.78	10	11		3,165.80
5104	Ostrander, Nicholas	F2/MAX	28.78	42	52	62,855.52
	Holiday	28.78	10	11		3,165.80
5104	Boyer, Mark	F2/MAX	28.78	42	52	62,855.52
	Holiday	28.78	10	11		3,165.80

5104	Doucet, Greg	F2/3	27.73	42	29	33,775.14
		F2/MAX	28.78	42	23	27,801.48
	Holiday		27.73	10	8	2,218.40
	Holiday		28.78	10	3	863.40
5104	Talbot, Nicholas	F2/3	27.73	42	29	33,775.14
		F2/MAX	28.78	42	23	27,801.48
	Holiday		27.73	10	8	2,218.40
	Holiday		28.78	10	3	863.40
5104	Sullivan, Barry	F2/3	27.73	42	4	4,658.64
		F2/MAX	28.78	42	48	58,020.48
	Holiday		27.73	10	1	277.30
	Holiday		28.78	10	10	2,878.00
5104	Firefighter/Paramedic	F2/2	26.11	42	52	57,024.24
	Holiday		26.11	11		2,872.10
5103D	Public Safety Dispatcher	P2/15	25.24	40	52	52,499.20
	Holiday		25.24	8	11	2,221.12
5103D	Public Safety Dispatcher	P2/15	25.24	40	52	52,499.20
	Holiday		25.24	8	11	2,221.12
5103D	Public Safety Dispatcher	P2/MAX	24.26	40	52	50,460.80
	Holiday		24.26	8	11	2,134.88
5103D	Public Safety Dispatcher	P2/MAX	24.26	40	52	50,460.80
	Holiday		24.26	8	11	2,134.88
5103D	Public Safety Dispatcher	P2/MAX	24.26	40	52	50,460.80
	Holiday		24.26	8	11	2,134.88
5103D	Public Safety Dispatcher	P2/MAX	24.26	40	52	50,460.80
	Holiday		24.26	8	11	2,134.88
5103D	Public Safety Dispatcher	P2/MAX	24.26	40	52	50,460.80
	Holiday		24.26	8	11	2,134.88
5103D	Public Safety Dispatcher	P2/MAX	24.26	40	52	50,460.80
	Holiday		24.26	8	11	2,134.88
5106	Dispatcher Shift Evening Differential		1.25	16	365	7,300.00
5106	Dispatcher Night Shift Differential		1.75	16	365	10,220.00
5103F	Dispatchers - Part - Time					20,000.00
	Total					3,290,489.66

	<b>STIPENDS</b>					
	<b>Fire Investigator</b>			<b>750</b>	<b>3</b>	<b>2,250.00</b>
	<b>Mechanic</b>			<b>3000</b>	<b>1</b>	<b>3,000.00</b>
	<b>ALS Coordinator</b>			<b>2000</b>	<b>1</b>	<b>2,000.00</b>
	<b>Fitness</b>			<b>1000</b>	<b>36</b>	<b>36,000.00</b>
	<b>EDUCATION</b>					
	<b>Masters</b>			<b>3500</b>	<b>8</b>	<b>28,000.00</b>
	<b>Bachelors</b>			<b>2500</b>	<b>6</b>	<b>15,000.00</b>
	<b>Associates</b>			<b>1500</b>	<b>5</b>	<b>7,500.00</b>
	<b>ELECTRONIC STIPEND</b>			<b>200</b>	<b>33</b>	<b>6,600.00</b>
	<b>SUPER HOLIDAYS</b>					
	<b>Firefighters</b>	<b>28.78</b>	<b>108</b>	<b>2</b>		<b>6,216.48</b>
	<b>Lieutenants</b>	<b>34.24</b>	<b>18</b>	<b>2</b>		<b>1,232.64</b>
	<b>Captains</b>	<b>37.67</b>	<b>18</b>	<b>2</b>		<b>1,356.12</b>
	<b>Total Stipends</b>					<b>109,155.24</b>
	<b>GRAND TOTAL WAGES</b>					<b>3,399,644.90</b>

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS	
12201	Chief	
5101	Salary - Department Head	122,767
12202	Fire Department Wages	
5102	Wages - Deputy Fire Chief	107,256
5103	Wages - Clerical	57,782
5103D	Wages - Centralized Dispatch	477,610
5103F	Wages - Central Dispatch - Part Time	20,000
5104	Wages - Operations	2,596,710
5104B	Wages - Training	53,787
5104C	Wages - Fire Alarm Maintenance/Emergency Responder Radio Coverage	6,520
5104F	Wages - Operations - Call Department	20,000
5105A	Wages - Vacation Coverage (Includes Dispatch)	26,079
5105B	Wages - Sick Coverage (Includes Dispatch)	26,079
5105C	Wages - Still Alarm (Station Coverage During Multiple Calls)	68,456
5105D	Wages - Box Alarm (Major Incident Responses + Unanswered Recalls)	52,157
5105E	Wages - Other (Storms, Court, Fire Investigation Unit, Vehicle Repairs)	44,647
5105F	EMS Training (Core Competencies, ACLS, Con Ed, CPR)	84,883
5105G	Wages - Central Dispatch - Overtime	40,000
5105H	EMS Recall (Station Coverage During Multiple EMS Incidents)	58,416
5106	Wages - Shift Differential	17,520
	<b>TOTAL</b>	<b>3,880,668</b>
5110A	EMS Stipends	
	EMT's - \$2000 x 11	22,000
	Advanced EMT (Old Intermediate Level) x 1	4,200
	Paramedic - \$6300 x 23	144,900
	Paramedic Completion Bonus x 2	3,000
	<b>TOTAL</b>	<b>174,100</b>
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>4,054,768</b>
	<b>FIRE AND EMERGNCY MEDICAL SERVICES EXPENSES</b>	
5202	Building and Grounds	

	Service Agreements	
	Heating System - Water Treatment	950
	Overhead Doors	2,200
	HVAC System	8,600
	Sprinkler System/Kitchen Supression/Extinguishers	1,200
	Generator	900
	Plymovent	1,750
	Building UPS	8,000
	Kitchen Hood System Cleaning	250
	Silt/Oil Seperator Pump (Under Apparatus Apron)	4,100
	<b>TOTAL</b>	<b>27,950</b>
5202	<b>Misc Building &amp; Vehicle Expenses</b>	
	Professional Grounds Agreement	3,000
	Cleaning Supplies	3,200
	Carpet Runner Replacement Program	1,300
	Ice Melt	750
	Support Meeting Room/EOC	4,500
	<b>TOTAL</b>	<b>12,750</b>
5203A	<b>Radio Repair and Maintenance</b>	
	Radio System Repairs	3,500
	Verizon Phone Line Rentals	-
	Radio Recorder Maintenance Agreement (CyberCom - infrastructure)	7,000
	Radio Batteries and Accessory Replacement	3,000
	"I am Responding" System	3,600
	Verizon Wireless	7,250
	Recorder Media (Phone Radio Recorder supplies - disks)	500
	"E-dispatch software"	2,400
	<b>TOTAL</b>	<b>27,250</b>
5203B	<b>Office Equipment</b>	
	Fax/Copier agreement, supplies, and repair	5,000
5203C	<b>Self Contained Breathing Apparatus</b>	
	Air Flow Annual Testing - Packs	2,400
	Mask Fit Testing	1,800
	Air Compressor/Cascade Annual Testing	800
	Hydrostatic Testing - Bottles	2,000
	SCBA and Mask Repair	3,000
	<b>TOTAL</b>	<b>10,000</b>
5203D	<b>Equipment Repair and Maintenance</b>	



	Annual Aerial Inspection	1,600
	Vehicle Repairs	16,000
	Inspection Stickers	525
	Annual Pump Testing for all Engine's	3,000
	Preventative Maintenance for Jaws of Life Equipment	1,500
	Annual Ground Ladder Testing	800
	Annual Calibration and PM for Multi Gas Detectors	1,000
	<b>TOTAL</b>	<b>24,425</b>
5205	<b>Medical Equipment</b>	
	Medical Equipment for 3 EMS units, Fire Apparatus, and Police	26,000
	Oxygen	4,000
	Maintenance Agreement for Cardiac Monitors	1,500
	Maintenance Agreement for Lukas Devices	3,000
	Maintenance Agreement for Stretchers	1,600
	Pharmacueticals and Controlled Substances	16,500
	<b>TOTAL</b>	<b>52,600</b>
5205D	<b>PERSONAL PROTECTIVE EQUIPMENT</b>	
	NFPA Compliant Coats and Pants	20,000
	NFPA Compliant Helmets	1,750
	NFPA Compliant Boots	2,000
	NFPA Compliant Hoods	1,000
	NFPA Compliant Gloves	2,000
	Turnout Gear Repair	2,000
	<b>TOTAL</b>	<b>28,750</b>
5205E	<b>Hose</b>	
	Various Size Hose Replacement	2,500
	Nozzles	2,500
	Annual Hose Testing	4,300
	<b>TOTAL</b>	<b>9,300</b>
5209	<b>In State Travel</b>	<b>1,200</b>
5210	<b>Out of State Travel</b>	<b>3,000</b>
5211	<b>Electricity - moved to Town-wide Electricity Budget</b>	<b>-</b>
5213	<b>Natural Gas</b>	<b>30,000</b>
5217	<b>Professional Dues and Memberships</b>	
	NFPA, MA Chiefs, IAFC, IAAI, FPAM, District 14	3,500

5218	<b>Training and Education</b>	
	Recert Fee's for Car Seat and CPR/ACLS	1,500
5218B	<b>EMS Training and Education</b>	
	Recertification Fee's for Licenses	9,000
5219	<b>Professional Services</b>	
	PAT Testing, Medical Screening (per contract) and initial hire exams	3,000
5219B	<b>Medical Billing</b>	
	COMSTAR billing	35,000
5223	<b>Office Supplies</b>	
	Various needed supplies for electronics and producing reports	3,000
5224C	<b>Fire Prevention and Public Education</b>	
	Public Education Materials	1,000
	NFPA Subscription Service	1,000
	<b>TOTAL</b>	<b>2,000</b>
5224E	<b>Training Materials</b>	
	Training Guides/Books	500
5223B	<b>Fire Alarm Equipment and Supplies</b>	500
5233C	<b>Fire Extinguisher Maintenance</b>	800
5237B	<b>Tools</b>	
	Various Tools for Supression, Technical Rescue, and Maintenance	7,000
5241	<b>Clothing Allowance</b>	
	Firefighters	33,300
	Dispatchers	4,000
	Badges	400
	<b>TOTAL</b>	<b>37,700</b>
5243	<b>Emergency Medical Licensing - Public Health Fees for EMS</b>	
	License 3 EMS Units annually	600
	ALS Licensing Fees	600
	FDA Fee	300
	EMS Recertification Fees	3,000
	Massachusetts Ambulance Run Reporting System	2,000

	CMEMSC Fees	6,000
	US Health & Human Services Fee	250
	Hospital Affiliation Fee	7,000
	<b>TOTAL</b>	<b>19,750</b>
	<b>TOTAL EXPENSES</b>	<b>355,475</b>
	<b>TOTAL SALARIES &amp; EXPENSES</b>	<b>4,410,243</b>



# Town of Westborough

## Fiscal Year 2018

### Department

### BUILDING COMMISSIONER

#### Activities, Functions and Responsibilities

The mission of the Building Department is to protect the lives and safety of the residents, businesses and visitors of the Town of Westborough, preserve the quality of life and contribute to economic development. Through our diligent work, in the plan review and inspection process of new residential and construction, schools, places of assembly, restaurants, group homes, multi-family housing, investigation of safety and zoning concerns, we strive in serving the Town of Westborough to the best of our abilities.

#### RESPONSIBILITIES

Enforcement of State Mandated Requirements  
Plan Review, Issuance of Permits and Performance of Inspections  
Interpretation & Enforcement of Town's Zoning By-Laws  
Emergency / Disaster Assessment Program

The Department is comprised of (3) Building Officials, (1) Inspector of Plumbing & Gas, (1) Inspector of Wiring, (1) Administrative Assistant. 4 Members are under full-time employment and 2 Member part-time contract. The Building Department is a highly-efficient and effective unit in providing all facets of the building inspection services: Building, Electrical, Plumbing & Gas, Mechanical, Fire Protection systems, plan review and inspections, code enforcement and zoning interpretation and enforcement.

#### Successes & Accomplishments 2015-2016

The Building Department issued over 900 building permits and additional sub-trades permits (Electrical, Plumbing & Gas, and Mechanical) associated with over \$109,000,000 in construction. The Department performed over 175 Annual Inspections (Certificate of Inspections), 2 Fire Escape inspections. The Department has strived to reduce the approval time of projects from previous years wait times from **15-30 days** to **2.36 days** on average. The Department also processed and coordinated 8 Site Plan approvals from the Board of Selectmen. The Department went "Live" with the Electronic Permitting System.

During this past Fiscal Year the Department was instrumental in the review, issuance, inspections, approvals and occupancies for several notable projects: Completion of Car Max auto retailer, Hampton Inn Hotel, Parc Westborough 4 - 4 story apartment building featuring affordable housing (40B project) and live-work units and YMCA wellness addition and outdoor pool area, renovation of the Westborough Town Hall. Continued construction of Westborough Village, which is nearing completion, Preservation Acres subdivision, Reservoir Estates subdivision and Zaara Gardens 40B and Park Place 40B, Signature Healthcare and Release Wellness Center

#### Goals & Priorities 2017-2018

Continued implementation of updated Electronic Permitting System including full use of the Ricoh Electronic Management System (EMS), which will provide homeowners, contractors, design professionals, commercial and residential realtors and the general public online access to both archive and current building permits and other construction documents. Provide the Westborough Community - "Customers First" attitude and "Solution Oriented". Increasing staffing to meet the higher demand for high-quality professional inspections and services. Continue to improve services and coordination with Fire Prevention services.

The Department continues to offer be educational & informative to our customers from the first-time homeowner DIY to the seasoned professional developer.

The Department continues to train, certify and accredit the professional staffing beyond the minimum requirements. Improve our community outreach for building safety awareness and to continue to serve on Westborough's Economic Development Committee.

**Department**

BUILDING COMMISSIONER

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY16 to 17</b>
<b>Salaries / Wages</b>	337,068	317,121.55	312,876	321,065	321,065	2.6200%
<b>Expenses</b>	52,995	51,715.61	55,597	56,890	56,490	2.3300%
<b>Total Expenditures</b>	\$390,063.00	\$368,837.16	\$368,473.00	\$377,955.00	\$377,555.00	2.5700%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	4	4	4
<b>Part Time</b>	2	2	2
<b>F T E</b>	6	6	6

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Professional Development & Training (Avg Hrs)	data not available		
Building Plan Review	data not available		
Building Inspections Performed	data not available		
Electrical Inspections Performed	data not available		
Plumbing Inspections Performed	data not available		
Gas Inspections Performed	data not available		
Mechanical Inspections Performed	data not available		
Fire Alarm & Sprinkler Inspections Performed	data not available		
Investigations & Zoning Violations Performed	200	200	200
Annual Inspections Performed			

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Grievances received	0	0	0	0
0-5 Days Permit Issuance	85%	data not available		
6-15 Days Permit Issuance	10%	data not available		
16-30 Days Permit Issuance	5%	data not available		
30+ Days Permit Issuance	0%	data not available		
Structures Damaged	0	15		
Fatalities due to lack of Building Code Enforcement	0	0		
Injuries due to lack of Building Code Enforcement	0	0		
ISO Rating	3	3	3	3

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>12511</b>	<b>BUILDING COMMISSIONER SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$91,072.00	\$91,071.21	\$92,551.00	\$35,659.46	\$94,016.00	\$94,016.00	\$_____
5102	SALARY-ASST & LOCAL INSP	\$189,781.00	\$169,835.62	\$164,324.00	\$63,188.86	\$171,263.00	\$171,263.00	\$_____
5104	WAGES-CLERICAL	\$56,215.00	\$56,214.72	\$56,001.00	\$21,576.69	\$55,786.00	\$55,786.00	\$_____
	TOTAL	\$337,068.00	\$317,121.55	\$312,876.00	\$120,425.01	\$321,065.00	\$321,065.00	\$_____
<b>12513</b>	<b>BUILDING COMMISSIONER EXPENSES</b>							
5209	TRAVEL IN-STATE	\$800.00	\$876.81	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$_____
5217	DUES AND MEMBERSHIPS	\$400.00	\$365.00	\$500.00	\$225.00	\$500.00	\$500.00	\$_____
5218	TRAINING AND EDUCATION	\$4,000.00	\$4,069.94	\$5,000.00	\$2,405.00	\$5,000.00	\$5,000.00	\$_____
5219	PROFESSIONAL SERVICES	\$44,295.00	\$44,294.53	\$45,597.00	\$17,296.45	\$46,490.00	\$46,490.00	\$_____
5223	OFFICE SUPPLIES	\$3,000.00	\$1,709.33	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$_____
5241	CLOTHING ALLOWANCE	\$500.00	\$400.00	\$500.00	\$0.00	\$900.00	\$500.00	\$_____
	TOTAL	\$52,995.00	\$51,715.61	\$55,597.00	\$19,926.45	\$56,890.00	\$56,490.00	\$_____
	GRAND TOTAL	\$390,063.00	\$368,837.16	\$368,473.00	\$140,351.46	\$377,955.00	\$377,555.00	\$_____

# FY2018 SALARIES AND WAGES REQUEST

DEPT Building Commissioner

DEPT # 12511

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Tin Htway	S-15/Max	1,808.00	40	52	94,016.00
5102	Marc Guillemette	N-18/3rd	1,151	40	11	12,661.00
		N-18/4th	1,209	40	41	49,569.00
5102	Robert Cunningham	N-18/20th	1,551	40	52	80,652.00
5102	Tom Reardon	H-7/5th	27.77	19	16	8,442.08
		H-7/6th	29.15	19	36	19,938.60
5104	Pauline Pikiel	N-10/15th	26.82	40	52	55,785.60
TOTAL SALARY & WAGES						321,064.28

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>	
5209	travel in-state	<b>1000</b>
5217	dues	<b>500</b>
	state organizations for inspectors & ICC (BOCA) as required by BOS	
5218	training	<b>5000</b>
	required by state to maintain certification	
5219	professional services	
	assistant wiring inspector	450
	assistant plumbing inspector	450
	contract wiring inspector	45590
	total	<b>46490</b>
5223	office supplies & field equipment	<b>5000</b>
5241	clothing allowance	
	4 inspectors - \$100.00 each	400
	1 Building Commissioner	500
	total	<b>900</b>
		<b>58,890</b>





# Town of Westborough

## Fiscal Year 2018

### Department

### Weights and Measures

#### Activities, Functions and Responsibilities

This department is responsible for ensuring the accuracy of all gasoline pumps, scales used in stores, etc.

#### Successes & Accomplishments 2015-2016

Test all devices required to be sealed  
Timely investigate complaints  
Test samples of pre-weighted merchandise

#### Goals & Priorities 2017-2018

Test all devices required to be sealed  
Timely investigate complaints  
Test samples of pre-weighted merchandise

## Inspector of Weights &amp; Measures

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY17 to 18
Salaries / Wages						
Expenses	2,250	2,149.92	2,250	2,250	2,250	0.00%
Total Expenditures	\$2,250.00	\$2,149.92	\$2,250.00	\$2,250.00	\$2,250.00	0.00%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time			
Part Time			
F T E			

[illegible][illegible]

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>12543</b>	<b>INSP WEIGHT/MEASRS EXPENSES</b>							
5205	OTHER EQUIPMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	<u>          </u>
5219	PROFESSIONAL SERVICES	\$2,150.00	\$2,149.92	\$2,150.00	\$895.80	\$2,150.00	\$2,150.00	<u>          </u>
	<b>TOTAL</b>	<b>\$2,250.00</b>	<b>\$2,149.92</b>	<b>\$2,250.00</b>	<b>\$895.80</b>	<b>\$2,250.00</b>	<b>\$2,250.00</b>	<u>          </u>

**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]



# Town of Westborough

## Fiscal Year 2018

**Department**

**Animal Control**

### Activities, Functions and Responsibilities

Enforce pertinent legal ordinances and laws regarding animals.

Investigate cases of animal abuse and respond to incidents as requested by citizens as well as requests for assistance from the Police, Fire, Building, Health, Public Works or other departments.

Responsible for inspecting licensed animal kennels, veterinarian hospitals and pet groomers.

### Successes & Accomplishments 2015-2016

### Goals & Priorities 2017-2018



**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>12921</b>	<b>ANIMAL CONTROL SALARY</b>							
5101	SALARY-DEPARTMENT HEAD	\$53,344.00	\$53,139.60	\$54,184.00	\$1,459.70	\$20,128.00	\$20,128.00	\$ _____
<b>12923</b>	<b>ANIMAL CONTROL EXPENSES</b>							
5203	REPAIR/MAINT EQUIPMENT	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$ _____
5205	OTHER EQUIPMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$1,000.00	\$1,000.00	\$ _____
5245	PROFESSIONAL SERVICES	\$14,480.00	\$5,502.07	\$14,480.00	\$50.00	\$10,000.00	\$10,000.00	\$ _____
5299B	MISC FEES-KENNEL	\$4,000.00	\$3,662.00	\$4,000.00	\$1,230.00	\$4,000.00	\$4,000.00	\$ _____
								\$ _____
	TOTAL	\$18,830.00	\$9,164.07	\$18,830.00	\$1,280.00	\$15,250.00	\$15,250.00	\$ _____
	GRAND TOTAL	\$72,174.00	\$62,303.67	\$73,014.00	\$2,739.70	\$35,378.00	\$35,378.00	\$ _____

# FY2018 SALARIES AND WAGES REQUEST

DEPT Animal Control

DEPT # 12921

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
	Melinda MacKendrick	H3/S.3	\$19.67	19	14	5,232.22
	Animal Control Officer	H3/S.4	20.63	19	38	14,894.86
TOTAL SALARY & WAGES						20,127.08

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00



**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]



# Town of Westborough Fiscal Year 2018

**Department**

**Assabet Valley Regional Vocational School**

## **Activities, Functions and Responsibilities**

To provide vocational education throughout the member towns of the regional school district.

## **Successes & Accomplishments 2015-2016**

## **Goals & Priorities 2017-2018**

Department

REG VOC SCHOOL ASSESSMENT

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY17 to 18
Salaries / Wages						
Expenses	599,163	574,606	714,043	764,000	764,000	7.0000%
Total Expenditures	\$599,163.00	\$574,606.00	\$714,043.00	\$764,000.00	\$764,000.00	7.0000%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time			
Part Time			
F T E			

Activity Indicators	FY 2016	FY 2017 (Est)	FY 2018 (Est)

Performance Measures	Goal	FY 2016	FY 2017 (Est)	FY 2018 (Est)

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>12993</b>	<b>REG VOC SCHOOL ASSESSMENT</b>							
5650	REGIONAL SCHL ASSESSMEI	\$599,163.00	\$574,606.00	\$714,043.00	\$132,133.25	\$764,000.00	\$764,000.00	\$_____
	TOTAL	\$599,163.00	\$574,606.00	\$714,043.00	\$132,133.25	\$764,000.00	\$764,000.00	\$_____

**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]



# Town of Westborough

## Fiscal Year 2018

### Department

**Department of Public Works - GENERAL**

### Activities, Functions and Responsibilities

The Department of Public Works (DPW) operates under the supervision of the DPW Director and Assistant DPW Director. The primary function of the DPW is to ensure the town receives the highest quality with regard to town utilities and restoration of the town's infrastructure. The following divisions are part of the DPW General Budget: Highway, Cemetery, Tree, Mechanical, Parks and Engineering. The primary responsibilities are as follows:

Maintain town roadways and walkways

Drainage Maintenance

Detention Basin Maintenance

Maintain over 110+ pieces of town owned equipment/vehicles including small equipment as well

Fertilization of all recreation fields and town cemeteries, trash pickup

Cemetery burials/cemetery maintenance

Mowing maintenance to include cemeteries, rotary, library, DPW grounds, Minuteman Park, Veterans Freedom Park, nature trail areas, intersections, traffic islands, fire lanes & pump stations.

Tree maintenance including poison ivy control, gypsy moth control & mosquito control

Snow removal operations and assist other DPW Divisions when needed

Engineering services to include technical review of projects, design infrastructure projects, site inspections, etc.

The above is only a fraction of the countless tasks that are performed by the DPW every year.

### Successes & Accomplishments 2015-2016

Crack Sealed various roads within town  
Line painting of town roads, crosswalks, etc  
Resurface/paving East main Street  
Resurface Milk Street from Fisher Street to beyond the Fire Station  
Installed new downtown lighting  
Installed new sidewalks/granite curbing in the downtown area  
Storm Water Management  
Snow removal 98+ miles of roadway  
Street sweeping  
Cold patch various areas within town  
Catch Basin Cleaning  
Manhole and catch basin repairs  
Repair/replace Town signs and poles  
Pothole repairs

### Goals & Priorities 2017-2018

Priorities 2017-2018: Our highest priority is to ensure the Town of Westborough receives the highest quality with regard to town utilities and restoration of the town's infrastructure.

Line painting of town roads, crosswalks etc

Snow Removal Operations

Stormwater Management

Street sweeping operations

Catch basin cleaning/repairs

Pothole repairs

Complete W. Main Street Sidewalks (west end - high school)

Replace worn manholes

## Department of Public Works - GENERAL

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY17 to 18
Salaries / Wages	1,649,336	1,582,243.16	1,777,924	1,816,269	1,816,269	2.1600%
Expenses	691,826	608,627.5	654,826	659,826	659,826	0.7600%
Total Expenditures	\$2,341,162.00	\$2,190,870.66	\$2,432,750.00	\$2,476,095.00	\$2,476,095.00	1.7800%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time	26	28	28
Part Time	0	0	0
F T E	26	28	28

Activity Indicators	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Fertilization of recreation fields	104+/-	104+/-	104+/-
Maintain town owned equipment	110+	110+	110+
Cemetery burial cremation disinterment refinement	40	varies	varies
Cemeteries/Rotary maintained	21.04 acres	21.04 acres	21.04 acres
Tree Hearings	1	varies	varies
Sewer/Water permits	185	varies	varies
Road Opening permits	16	varies	varies
Curb cut permits/driveway opening permits	36	varies	varies
Drain layers license	10	varies	varies
Gas permits	36	varies	varies
Building permits reviewed	34	varies	varies
Site Plans reviewed	5	varies	varies

[illegible]

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>14201</b>	<b>DEPT PUBLIC WORKS SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$78,978.00	\$78,969.42	\$80,388.00	\$30,777.50	\$81,867.00	\$81,867.00	\$ _____
5102	SALARY-ASST & AGENT	\$110,693.00	\$110,652.05	\$113,339.00	\$43,538.77	\$116,215.00	\$116,215.00	\$ _____
5102A	SALARY ADMINISTRATION	\$25,501.00	\$25,494.69	\$25,901.00	\$9,828.72	\$26,326.00	\$26,326.00	\$ _____
5103	WAGES-CLERICAL	\$68,992.00	\$68,868.67	\$70,417.00	\$26,666.05	\$74,019.00	\$74,019.00	\$ _____
5104	WAGES-OPERATIONS	\$1,172,439.00	\$1,126,420.75	\$1,293,333.00	\$470,420.32	\$1,320,869.00	\$1,320,869.00	\$ _____
5104D	WAGES-TEMP & SEASONAL	\$27,360.00	\$26,011.01	\$29,280.00	\$10,077.38	\$29,280.00	\$29,280.00	\$ _____
5105	OVERTIME-HIGHWAY	\$80,940.00	\$79,037.20	\$82,252.00	\$31,246.83	\$83,313.00	\$83,313.00	\$ _____
5105K	OVERTIME-CEMETERY	\$25,294.00	\$23,843.03	\$22,890.00	\$11,435.03	\$23,256.00	\$23,256.00	\$ _____
5105L	OVERTIME-TREE DEPT	\$20,371.00	\$14,743.32	\$20,731.00	\$10,010.51	\$21,094.00	\$21,094.00	\$ _____
5105N	OVERTIME-MISCELLANEOUS	\$17,706.00	\$13,540.15	\$17,993.00	\$6,353.57	\$18,281.00	\$18,281.00	\$ _____
5105P	OVERTIME-PARKS	\$21,062.00	\$14,662.87	\$21,400.00	\$6,286.60	\$21,749.00	\$21,749.00	\$ _____
	<b>TOTAL</b>	<b>\$1,649,336.00</b>	<b>\$1,582,243.16</b>	<b>\$1,777,924.00</b>	<b>\$656,641.28</b>	<b>\$1,816,269.00</b>	<b>\$1,816,269.00</b>	<b>\$ _____</b>
<b>14203</b>	<b>DEPT PUBLIC WORKS EXPENSE</b>							
5201	ADVERTISING	\$1,500.00	\$1,038.68	\$1,000.00	\$54.00	\$1,000.00	\$1,000.00	\$ _____
5202	RPR/MNT BLDG	\$23,500.00	\$30,622.80	\$25,500.00	\$6,795.74	\$26,000.00	\$26,000.00	\$ _____
5203	RPR/MNT MISC EQUIP/RADIO	\$8,400.00	\$4,762.14	\$6,400.00	\$3,710.44	\$6,000.00	\$6,000.00	\$ _____
5204	RPR/MNT EQUIP / VEHICLES	\$89,422.00	\$74,278.19	\$89,422.00	\$25,791.85	\$84,422.00	\$84,422.00	\$ _____
5205	OPER EQUIP / PURCHASES	\$25,000.00	\$37,984.86	\$25,500.00	\$8,353.15	\$30,500.00	\$30,500.00	\$ _____
5207	EQUIPMENT RENTALS	\$2,640.00	\$2,591.39	\$2,640.00	\$861.00	\$2,640.00	\$2,640.00	\$ _____
5207D	POLICE DUTY	\$4,000.00	\$7,810.57	\$6,500.00	\$2,130.29	\$6,500.00	\$6,500.00	\$ _____
5213	FUEL & OIL / HEATING	\$10,000.00	\$5,320.27	\$10,000.00	\$268.27	\$8,000.00	\$8,000.00	\$ _____
5215	TELEPHONE	\$5,750.00	\$5,781.91	\$5,750.00	\$1,902.40	\$5,750.00	\$5,750.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$1,500.00	\$1,938.00	\$1,500.00	\$1,088.00	\$2,000.00	\$2,000.00	\$ _____
5218	TRAINING AND EDUCATION	\$1,160.00	\$3,355.91	\$1,160.00	\$1,857.00	\$3,160.00	\$3,160.00	\$ _____
5219F	D/A TESTING	\$1,500.00	\$1,854.50	\$1,500.00	\$1,123.00	\$1,500.00	\$1,500.00	\$ _____
5223	OFFICE SUPPLIES	\$6,461.00	\$7,216.10	\$6,461.00	\$1,889.36	\$7,161.00	\$7,161.00	\$ _____
5236	CONT SERV	\$195,530.00	\$175,339.20	\$195,530.00	\$72,855.68	\$199,430.00	\$199,430.00	\$ _____
5237	TOOLS	\$9,834.00	\$6,291.76	\$10,834.00	\$6,020.01	\$10,134.00	\$10,134.00	\$ _____
5241	CLOTHING ALLOWANCE	\$17,250.00	\$16,293.65	\$17,250.00	\$8,409.28	\$17,250.00	\$17,250.00	\$ _____
5243	MISC LICENSES	\$1,700.00	\$1,872.00	\$1,200.00	\$330.00	\$1,900.00	\$1,900.00	\$ _____
5247	GAS,OIL,LUBE	\$180,000.00	\$119,774.01	\$140,000.00	\$47,833.06	\$140,000.00	\$140,000.00	\$ _____
5250	MAINT MTRLS	\$106,179.00	\$104,411.58	\$106,179.00	\$32,696.54	\$106,179.00	\$106,179.00	\$ _____
5298	PETTY CASH	\$500.00	\$89.98	\$500.00	\$0.00	\$300.00	\$300.00	\$ _____
	<b>TOTAL</b>	<b>\$691,826.00</b>	<b>\$608,627.50</b>	<b>\$654,826.00</b>	<b>\$223,969.07</b>	<b>\$659,826.00</b>	<b>\$659,826.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$2,341,162.00</b>	<b>\$2,190,870.66</b>	<b>\$2,432,750.00</b>	<b>\$880,610.35</b>	<b>\$2,476,095.00</b>	<b>\$2,476,095.00</b>	<b>\$ _____</b>



14201	DEPARTMENT OF PUBLIC WORKS SALARY	FY 2018		
5101	SALARY-DEPARTMENT HEAD			
CONTRACT	WALDEN, J.	\$131,687.00	34%	\$44,774.00
S-18 MAX	BALDUF, CARL	\$2,098.00	17.68 WEEKS	\$37,093.00
				=====
5102	ASST. MANAGER			\$81,867.00
S16 Pers Rate	VOUTAS, RICHARD	\$2,109.69	17.68 WEEKS	\$37,300.00
	ENGINEERING STAFF			
S14 MAX	ALLAIN, L	\$1,724.00	17.68 WEEKS	\$30,481.00
S12 MAX	DUFF, ROBERT	\$1,564.00	17.68 WEEKS	\$27,652.00
S9 Step 4	Nguyen, Phung	\$1,166.00	14.96 WEEKS	\$17,444.00
S 9 Step 5	Nguyen, Phung (May 5, 2018)	\$1,227.00	2.72 WEEKS	\$3,338.00
				=====
5102A	SALARY ADMINISTRATION			\$116,215.00
S11 MAX	RIGGIERI, MARIA-ELAINA	\$1,489.00	17.68 WEEKS	\$26,326.00
				=====
				\$26,326.00
				\$26,326.00
SALARY SUBTOTALS				\$224,408.00

## 14202 DEPARTMENT OF PUBLIC WORKS WAGES

## 5103 WAGES- CLERICAL

N10 MAX	UNKNOWN (\$26.04*40)	\$1,041.60	10.4 WEEKS	\$10,833.00
N10 Step 4	Belli, Christina (\$21.50 *25)	\$537.50	0.68 WEEKS	\$366.00
N10 Step 5	Belli, Christina \$22.55 *25 (7-16-17)	\$563.75	17 WEEKS	\$9,584.00
N10 MAX	WA,MICHELLE (\$26.04*40 HRS)	\$1,041.60	26 WEEKS	\$27,082.00
N10 ST 7	WILLARD, PAMELA (\$24.88 *40HRS)	\$995.20	20 WEEKS	\$19,904.00
N10 ST MAX	WILLARD, PAMELA \$26.04 *40 (4/7/18)	\$1,041.60	6 WEEKS	\$6,250.00
				=====
				\$74,019.00
				\$74,019.00

## 5104 WAGES- OPERATIONS

W5MAX 15TH	WHITE, RALPH (\$29.25 * 40 HRS)	\$1,170.00	25 WEEKS	\$29,250.00
W5 MAX 20TH	WHITE, RALPH (\$30.42* 40 HRS 12/22/17)	\$1,216.80	27 WEEKS	\$32,854.00
W4 MAX	BOWMAN, S (\$26.94*40 HRS)	\$1,077.60	17.68 WEEKS	\$19,052.00
W4 MAX	RODRIGUES, MARIO (\$26.94 * 40)	\$1,077.60	52 WEEKS	\$56,036.00
W6MAX 25TH	DONOVAN, T (\$33.48 *40)	\$1,339.20	52 WEEKS	\$69,639.00
W5MAX 20TH	MILLAR, C. (\$30.42*40)	\$1,216.80	52 WEEKS	\$63,274.00
W6 ST-6 MAX	VOUTAS, ANTHONY \$29.81 *40	\$1,192.40	52 WEEKS	\$62,005.00
W4MAX-15TH	SHANNON,M. (\$28.02*40)	\$1,120.80	52 WEEKS	\$58,282.00
W5MAX 25TH	JACKMAN,J. (\$31.61*40)	\$1,264.40	52 WEEKS	\$65,749.00
W6MAX 25TH	JACKMAN,D. (\$33.48*40)	\$1,339.20	26 WEEKS	\$34,820.00
W3 MAX	GREY, WILLIAM (\$25.12*40)	\$1,004.80	52 WEEKS	\$52,250.00
W4 MAX	ARMSTRONG, DAN (\$26.94*40)	\$1,077.60	38.6 WEEKS	\$41,596.00
W4MAX 15TH	ARMSTRONG, DAN \$28.02 3/29/18)	\$1,120.80	13.4 WEEKS	\$15,019.00
W4MAX	NAME UNKNOWN AT THIS TIME \$26.94	\$1,077.60	52 WEEKS	\$56,036.00
W4 MAX	FLANAGAN, MARK, (\$26.94*40)	\$1,077.60	52 WEEKS	\$56,036.00
W3 ST-5	RUTKOWSKI, KYLE (\$22.37*40)	\$894.80	26.8 WEEKS	\$23,981.00
W3 ST-6	RUTKOWSKI, KYLE (\$23.73*40 1-5-18)	\$949.20	25.2 WEEKS	\$23,920.00
W4 MAX	GOODRO, G. (\$26.94*40 )	\$1,077.60	52 WEEKS	\$56,036.00
W4MAX 15TH	BISHOP, E. (\$28.02*40)	\$1,120.80	52 WEEKS	\$58,282.00

W5MAX 25TH	MCDOWELL, S. (\$31.61*40)	\$1,264.40	52 WEEKS	\$65,749.00
W6MAX 25TH	MOYNIHAN, D. (\$33.46*40)	\$1,339.20	52 WEEKS	\$69,639.00
W6MAX 15TH	STOREY, EARL (\$30.98*40)	\$1,239.20	52 WEEKS	\$64,439.00
W3 ST 3	KANE, COREY (\$19.93*40)	\$797.20	32.2 WEEKS	\$25,670.00
W3 ST 4	KANE, COREY (\$21.15*40 2/13/18)	\$846.00	19.8 WEEKS	\$16,751.00
W4MAX 20TH	TEMPLE, MICHAEL (\$29.13 *40)	\$1,165.20	52 WEEKS	\$60,591.00
W5MAX 20TH	DONOVAN, D (\$30.42 *40))	\$1,216.80	52 WEEKS	\$63,274.00
W6MAX 25TH	WINCHELL, S. (\$33.46*40)	\$1,339.20	52 WEEKS	\$69,639.00
Per Union Contract			23 employees	\$11,000.00
23 x \$250 = \$5,750 (drivers license)				
16 x \$200 = \$3,200 (cell phone stipend)				
\$2,050 misc. licenses (\$50.00 add'l lic)				
				<b>\$1,320,869.00</b>
5104D	WAGES-TEMP & SEASONAL			
12 WEEKS DURING THE SUMMER				
4 POSITIONS @ M-7 MAX \$15.25 X 40		\$2,440.00	12 WEEKS	\$29,280.00
5105I	OVERTIME- HIGHWAY			<b>\$29,280.00</b>
(WINCHELL, S.)	50.22 X 5 X 52	\$251.10	52 WEEKS	\$13,058.00
	50.22 X 22X 52 WKS	\$1,104.84	52 WEEKS	\$57,452.00
(MOYNIHAN, D.)	50.22 X 5 X 52	\$246.20	52 WEEKS	\$12,803.00
				<b>\$83,313.00</b>
5105K	OVERTIME- CEMETERY			
(VOUTAS, A)	44.72 X 5 X 52	\$223.60	52 WEEKS	\$11,628.00
	44.72 X 5 X 52	\$223.60	52 WEEKS	\$11,628.00
				<b>\$23,256.00</b>
5105L	OVERTIME- TREE DEPT.			
(DONOVAN, T.)	50.22 X 5 X 52	\$251.10	52 WEEKS	\$13,058.00
	50.22 X 4 X 40	\$200.88	40 WEEKS	\$8,036.00
				<b>\$21,094.00</b>
5105N	OVERTIME- MISCELLANEOUS			
(JACKMAN, D.)	50.22 X 5 X 52	\$251.10	52 WEEKS	\$13,058.00
	50.22 X 4 X 26	\$200.88	26 WEEKS	\$5,223.00
				<b>\$18,281.00</b>
5103P	OVERTIME - PARKS			
(STOREY, E.)	46.47 X 5 X 52	\$232.35	52 WEEKS	\$12,083.00
	46.47 X 4 X 52	\$185.88	52 WEEKS	\$9,666.00
				<b>\$21,749.00</b>
TOTAL Salary/Wages				<b>\$1,816,269.00</b>

14203	<b>DEPARTMENT OF PUBLIC WORKS EXPENSE</b>	
5201	<b>ADVERTISING</b>	
	Bids, legal, employment	\$1,000.00
5202	<b>REPAIR/MAINT BLDG</b>	\$26,000.00
	(Maint Shop & Garage)	
	Furnace Contract & Service	
	Gas Monitoring Contract	
5203	<b>REPAIR/MAINT- MISC. EQUIP/RADIO/TOOLS</b>	\$6,000.00
	Radio & tool replacement, repair	
	misc. vehicles	
5204	<b>REPAIR/MAINT EQUIPMENT/VEHICLES</b>	\$84,422.00
	REC/PARKS - Grounds maint.	\$11,500.00
	MECH SHOP	\$0.00
	HIGHWAY - Vehicles/tires	\$56,650.00
	ROADWAY - Highway tools & repair	\$2,500.00
	CEMETERY - Vehicles & misc supplies	\$10,072.00
	TREES - Vehicles/tires & repair	\$3,700.00
5205	<b>OPER EQUIPMENT/PURCHASE</b>	\$30,500.00
	ENGINEERING	\$0.00
	HIGHWAY - sweeper brooms	\$5,610.00
	CEMETERY - trimmers, backpack blower	\$7,740.00
	TREE - Chain Saw 16&24",saw,blower	\$2,650.00
	OFFICE - software upgrades, fleet maint	\$3,500.00
	MECH SHOP - garage door (replacement program)	\$11,000.00
5207	<b>EQUIPMENT RENTALS</b>	\$2,640.00
	Various roadway rentals	
5207D	<b>POLICE DUTY</b>	\$6,500.00
5213	<b>FUEL AND OIL- HEATING</b>	\$8,000.00
	NSTAR Gas:	
	Maint Shop/Welding	
	Garage/Office (3 budgets)	
5215	<b>TELEPHONE</b>	
	cellphones & beepers	\$5,750.00
5217	<b>DUES AND MEMBERSHIPS</b>	
	A.W.W.A.,HIGHWAY ASSOCIATION,	\$2,000.00
	ENG. DUES	
5218	<b>TRAINING AND EDUCATION</b>	
	ESRI-GIS Training	\$3,160.00
	Hazardous waste training	
	Continued Classes	
5219F	<b>D/A TESTING</b>	\$1,500.00
	Random drug and alcohol testing	

5223	<b>OFFICE SUPPLIES</b>		<b>\$7,181.00</b>
	Office/Engineering	\$3,511.00	
	Books & Periodicals	\$450.00	
	Safety Supplies	\$3,200.00	
5238	<b>CONTRACT SERVICES</b>		
	Ballfield Maint. Contract	\$78,870.00	\$199,430.00
	Detention Basin Maint.	\$25,000.00	
	Fertilization of all fields	\$24,000.00	
	Office - Equip Maint & Repair	\$2,058.00	
	Mechanic Shop - welding	\$1,000.00	
	Tree Removal	\$200.00	
	Electrical - Bldgs & traffic lights	\$7,900.00	
	Building Cleaning	\$4,060.00	
	Highway - Line Painting, Beaver Ct	\$30,700.00	
	Fertilization - Cemeteries & Rotary	\$15,000.00	
	Hazardous Waste Removal	\$5,642.00	
	State Hospital Mowing	\$5,000.00	
5237	<b>TOOLS</b>		<b>\$10,134.00</b>
	HIGHWAY - various tools	\$3,582.00	
	CEMETERY-various tools	\$1,772.00	
	TREE - rakes, shovels, pruners	\$580.00	
	MECHANIC SHOP-various tools	\$4,100.00	
5241	<b>CLOTHING ALLOWANCE</b>		
	Clothing per Union Contract \$800ea		\$17,250.00
5243	<b>MISCELLANEOUS LICENSES</b>		<b>\$1,900.00</b>
	Hydraulic, hoisting, CDL, reg lic.		
	Misc Services - Engineering		
5247	<b>GASOLINE, OIL, LUBE</b>		<b>\$140,000.00</b>
	OILS, MANDATED TESTING, MAINT		
	ON FUEL FACILITY		
	GASOLINE		
5250	<b>MAINTENANCE MATERIALS</b>		<b>\$108,179.00</b>
	Sand, Gravel, Loam	\$7,500.00	
	Hot Top	\$43,165.00	
	Highway - Maint. Materials	\$7,000.00	
	Drainage - Catch basins, frames & various supplies	\$10,448.00	
	Signs - Traffic, street, poles	\$9,306.00	
	Paints - paints & supplies	\$5,000.00	
	Cemetery - stone, seed mulch etc	\$7,685.00	
	Trees - replacement, flags, oil, blades	\$4,575.00	
	Mechanic Shop - nuts, bolts, paints	\$11,500.00	
5295	<b>PETTY CASH</b>		<b>\$300.00</b>
	travel reimburse, parking, fees, postage		

---

ORG SUBTOTALS **\$659,826.00**

---

FY 17/18

SALARY	\$224,408.00
WAGES	\$1,591,861.00
EXPENSES	\$659,826.00
	=====
<b>TOTAL</b>	<b>\$2,476,095.00</b>



# Town of Westborough

## Fiscal Year 2018

### Department

Department of Public Works- SNOW/ICE

### Activities, Functions and Responsibilities

The Department of Public Works (DPW) operates under the supervision of the DPW Director and the Assistant Director who manage and guide all snow/ice removal operations performed within the Town of Westborough.

The primary function and responsibility of the DPW for Snow/Ice removal is as follows:

To ensure that all town roads, including but not limited to sidewalks, town parking lots, municipal building lots including school parking lots are plowed, sanded and salted and safe to travel on.

### Successes & Accomplishments 2015-2016

Plowed, sanded and salted 98+ miles of roadways including municipal parking lots, sidewalks and school parking lots. We also performed thirteen (13) snow removal operations in fiscal year 15-16 clearing over 43.6 inches of snow.

### Goals & Priorities 2017-2018

The priorities and goals of the DPW for fiscal year 2017-2018 is to keep town roadways, sidewalks, municipal lots and school lots clear of snow/ice and safe to travel on.

**Department**

Department of Public Works SNOW/ICE

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY16 to 17</b>
<b>Salaries / Wages</b>	172,396	111,329.56	172,396	172,396	172,396	0.00%
<b>Expenses</b>	381,815	376,960.68	381,815	381,815	440,000	0.00%
<b>Total Expenditures</b>	\$554,211.00	\$488,290.24	\$554,211.00	\$554,211.00	\$612,396.00	0.00%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	30	32	32
<b>Part Time</b>			
<b>F T E</b>	30	32	32

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Plow (varies depending on percipitaiton	98+miles	98+ miles	98+miles
13 Sand/Salt operations (2 & 3 rounds depending on storm). Two (2) downtown snow removal operations	98+ miles	98 + miles	98 + miles
2,388.10 tons of Sand/Salt mix applied throughout snow season.	98+ miles	98+ miles	98+ miles
2,857.32 tons of salt purchased			
1,084.6 tons of sand purchased			

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Sand/Salt treatments (hours after storm)	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs
Plow operations (hours after storm)	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs
Streets Cleared (hours after storm)	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>14232</b>	<b>SNOW &amp; ICE WAGES</b>							
5105M	OVERTIME-SNOW/ICE	\$172,396.00	\$111,329.56	\$172,396.00	\$6,616.38	\$172,396.00	\$172,396.00	\$_____
	<b>TOTAL</b>	<b>\$172,396.00</b>	<b>\$111,329.56</b>	<b>\$172,396.00</b>	<b>\$3,531.50</b>	<b>\$172,396.00</b>	<b>\$172,396.00</b>	<b>\$_____</b>
<b>14233</b>	<b>SNOW REMOVAL EXPENSES</b>							
5203N	RPR/MNT-SNOW VEHICLES	\$34,235.00	\$43,410.51	\$34,235.00	\$4,114.17	\$34,235.00	\$34,235.00	\$_____
5203Y	RPR/MNT SIDEWALK PLOW	\$1,532.00	\$3,703.33	\$1,532.00	\$0.00	\$1,532.00	\$1,532.00	\$_____
5221	S A N D	\$25,205.00	\$21,306.10	\$25,205.00	\$0.00	\$25,205.00	\$25,205.00	\$_____
5221A	S A L T	\$144,726.00	\$197,861.05	\$144,726.00	\$41,412.10	\$144,726.00	\$200,000.00	\$_____
5224G	DE-ICING CHEMICAL	\$3,316.00	\$2,400.00	\$3,316.00	\$0.00	\$3,316.00	\$3,316.00	\$_____
5236	CONTRACTUAL SERVICES	\$83,266.00	\$56,947.11	\$83,266.00	\$1,341.36	\$83,266.00	\$83,266.00	\$_____
5236S	TOWN BLDG & SDWLK CLEAF	\$5,000.00	\$15,475.00	\$5,000.00	\$0.00	\$8,669.00	\$11,580.00	\$_____
5247	GAS, OIL, LUBE	\$55,043.00	\$17,932.91	\$55,043.00	\$0.00	\$55,043.00	\$55,043.00	\$_____
5251	SCHOOLS	\$13,195.00	\$13,148.00	\$13,195.00	\$0.00	\$13,195.00	\$13,195.00	\$_____
5252M	MAINT MTRLS-SNOW/ICE	\$1,136.00	\$3,517.17	\$1,136.00	\$0.00	\$1,136.00	\$1,136.00	\$_____
5254	EMERGENCY REPAIRS	\$1,492.00	\$1,259.50	\$1,492.00	\$0.00	\$1,492.00	\$1,492.00	\$_____
5830	CAPITAL OUTLAY EQUIPMEN	\$13,669.00	\$0.00	\$13,669.00	\$0.00	\$10,000.00	\$10,000.00	\$_____
	<b>TOTAL</b>	<b>\$381,815.00</b>	<b>\$376,960.68</b>	<b>\$381,815.00</b>	<b>\$46,867.63</b>	<b>\$381,815.00</b>	<b>\$440,000.00</b>	<b>\$_____</b>
	<b>GRAND TOTAL</b>	<b>\$554,211.00</b>	<b>\$488,290.24</b>	<b>\$554,211.00</b>	<b>\$50,399.13</b>	<b>\$554,211.00</b>	<b>\$612,396.00</b>	<b>\$_____</b>





# Town of Westborough

## Fiscal Year 2018

**Department**

**Electricity**

### Activities, Functions and Responsibilities

This budget pays the cost of street lighting throughout Town.

### Successes & Accomplishments 2015-2016

Began upgrading downtown street lights to period style lighting using cost efficient lighting fixtures and for the costs associated with the installation and fixtures to be paid by external means at no additional cost to the taxpayers.

Received reduced supply rate through town negotiated contract with an electric supply company.

Obtained a new multi-year contract for the Town's electrical supply.

### Goals & Priorities 2017-2018

To continue upgrading downtown street lights to period style lighting using cost efficient lighting fixtures and for the costs associated with the installation and fixtures to be paid by external means at no additional cost to the taxpayers.

To look at areas of Town that need additional lighting and find cost effective and efficient ways to provide that lighting.

## Electricity

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY17 to 18
Salaries / Wages						
Expenses	220,261	224,126.31	257,450	268,450	257,450	4.2700%
Total Expenditures	\$220,261.00	\$224,126.31	\$257,450.00	\$268,450.00	\$257,450.00	4.2700%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time			
Part Time			
F T E			

[illegible][illegible]

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>14243</b>	<b>Electricity</b>							
5211A	FORBES MUNICIPAL BUILDIN	\$38,611.00	\$36,962.04	\$42,750.00	\$15,893.51	\$42,750.00	\$42,750.00	\$_____
5211B	FORBES COMMUNITY CENTE	\$1,800.00	\$2,298.65	\$3,700.00	\$832.71	\$3,700.00	\$3,700.00	\$_____
5211C	TOWN HALL	\$10,000.00	\$12,998.86	\$20,000.00	\$8,996.31	\$24,000.00	\$20,000.00	\$_____
5211D	SENIOR CENTER	\$16,000.00	\$17,189.96	\$21,500.00	\$7,164.76	\$21,500.00	\$21,500.00	\$_____
5211F	SPURR HOUSE	\$700.00	\$455.79	\$500.00	\$111.86	\$500.00	\$500.00	\$_____
5211G	FIRE STATION	\$30,000.00	\$35,508.63	\$38,500.00	\$16,040.74	\$41,000.00	\$38,500.00	\$_____
5211H	PUBLIC WORKS	\$20,000.00	\$13,396.18	\$16,000.00	\$5,117.16	\$16,000.00	\$16,000.00	\$_____
5211L	LIBRARY	\$21,870.00	\$24,036.20	\$24,500.00	\$10,810.99	\$29,000.00	\$24,500.00	\$_____
5212	STREET LIGHTING	\$81,280.00	\$81,280.00	\$90,000.00	\$27,661.15	\$90,000.00	\$90,000.00	\$_____
	<b>TOTAL</b>	<b>\$220,261.00</b>	<b>\$224,126.31</b>	<b>\$257,450.00</b>	<b>\$92,629.19</b>	<b>\$268,450.00</b>	<b>\$257,450.00</b>	<b>\$_____</b>

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
	During the past year the Town rebid the electric supply contract for all Town Buildings and resigned with TransCanada at a rate of \$0.06899 per KWH
	through 2020, however, the billing has changed as part of this is a demand charge, which has made it difficult to estimate all of the electric accounts. Therefore, each estimate in this budget has been undertaken as explained below Follow years will be much easier to provide solid estimates.
14243-5211A	Forbes Municipal Building Electric - This building estimate was completed using an estimate comparing the first four months of FY17 billings to the first four months of the FY16 billings and applying any increase to the FY16 actual total to develop an estimate for FY18. This account is estimated to level-funded. During the renovation the Town will not be paying an electric bill, the contractor will, I am not recommending zeroing out this account during this period.
14243-5211B	Forbes Community Center Electric - This account was estimated using the same first four months to develop an estimate and this account is level funded.
14243-5211C	Town Hall Electric - Given the changes in the Town Hall and additional area being used, as well as having an elevator, the FY17 budget was a best estimate. It does appear that this line item may be short in FY17. To develop an estimate for FY18 I used the first 5 months of FY17 + the last 7 months (to ensure seasonal variations were included) This budget is estimated to increase \$4,000 to \$24,000 per year.
14243-5211D	Senior Center Electric - This budget is based on the first 4 month comparison and it appears that this account may also be short in FY17. For FY18, the recommendation is to level fund this account.
14243-5211F	Spurr House Electric - This account was estimated using the first 4 months and is

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
	level funded at \$500.
14243-5211G	Fire Station Electric - As a new building, the FY17 budget was an estimate based on square footage. This account appears to be short for FY17 and based upon a 3 month comparison between FY16 & FY17 (this was done because of what appears to be an anomaly in Aug of this year) the estimate for FY18 is \$41,000. This is an increase of \$2,500 per year.
14243-5211H	DPW Electric - This is the electric for the DPW Facility on Oak Street and a 4 month comp was undertaken which resulted in a recommendation to level fund this line item.
14243-5211L	Library Electric - This line item was reviewed using the 4 month comparison between FY16 & FY17 and it appears to be short for FY17. The recommendation for FY18 is to increase this line item to \$29,000 which is a \$5,000 increase.
14243-5212	Street Lighting - A 4 month comparison was undertaken that resulted in this line item being level funded.
	<b>As an alternative to increasing the line items as discussed above, since the Forbes Municipal Building will be under renovation during all of FY18 and the Town will not be paying electric I am level funding all of these accounts (increases total approximately \$16,000 per year so we can have a full year's data with the current rate structure before we look at any necessary increases in FY19.</b>



# Town of Westborough

## Fiscal Year 2018

### Department

### Landfill

#### Activities, Functions and Responsibilities

This is a contracted item:

We have a contract with E.L. Harvey and Sons to run the trash disposal transfer, recycling, and composting areas for town residents on Hopkinton Road. They also deliver the trash to the Wheelabrator plant in Millbury.

We contract with Wheelabrator Millbury to burn the trash.

We contract with a Household Hazardous Materials disposal company to collect those materials once per year.

#### Successes & Accomplishments 2015-2016

Recycled mercury from over 13000 linear feet and 1400 individual fluorescent bulbs (compact & U-tube), 23 household thermometers, 3 lab thermometers, 28 thermostats, & 12.5 lbs of button cell batteries.

With oversight from the DEP, a committee was formed to review and evaluate trash and recycling options outlined in our Draft Materials Management plan. The committee agreed to pursue implementing a town wide curbside collection program for residents.

Ran another successful HHW collection day in October. Over 200 vehicles disposed of HHW at the event.

Applied for and received a DEP mini-grant for \$1250 for Small-Scale Recycling Initiatives.

#### Goals & Priorities 2017-2018

Continue to explore the implementation of a curbside trash and recycling collection program with the Materials Management Committee and DEP.

Look into the possibility of providing free approved sharps disposal containers for residents who recycle their sharps at the Senior Center.

**Department**

Landfill

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY16 to 17</b>
<b>Salaries / Wages</b>	0	0	0	0		
<b>Expenses</b>	702,400	673,866.52	701,400	712,600	712,600	1.6000%
<b>Total Expenditures</b>	\$702,400.00	\$673,866.52	\$701,400.00	\$712,600.00	\$712,600.00	1.6000%

**Personnel****FY 2016****FY 2017 (Est)****FY 2018 (Est)****Full Time****Part Time****F T E**

0	0	0
0	0	0
0	0	0

**Activity Indicators****FY 2016****FY 2017 (Est)****FY 2018 (Est)**

Tons of trash disposed	5485	5600	5600
Fluorescent light bulb pick ups for recycling	2	2	2
Mercury pickup for recycling (5 gallon bucket)	1	1	1
No. of cars served at HHW collection day	220	250	250

**Performance Measures****Goal****FY 2016****FY 2017 (Est)****FY 2018 (Est)**


**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>14333</b>	<b>SANITARY LANDFILL EXPENSE</b>							
5219B	EVENTS HAZ-WASTE DAY	\$14,000.00	\$13,336.43	\$14,000.00	\$13,141.62	\$14,000.00	\$14,000.00	\$ _____
5242	TRASH REMOVAL	\$582,400.00	\$557,433.91	\$582,400.00	\$187,822.96	\$593,600.00	\$593,600.00	\$ _____
5249	RECYCLING	\$106,000.00	\$103,096.18	\$105,000.00	\$34,124.20	\$105,000.00	\$105,000.00	\$ _____
	<b>TOTAL</b>	<b>\$702,400.00</b>	<b>\$673,866.52</b>	<b>\$701,400.00</b>	<b>\$235,088.78</b>	<b>\$712,600.00</b>	<b>\$712,600.00</b>	<b>\$ _____</b>



**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5242	This line item has two components:
	1. Trash removal.
	We pay Harvey's to operate the transfer station and to transport the trash to
	Wheelabrator. We pay Wheelabrator to burn the trash.
	Harvey's fee is \$39/ton. This is a \$1 increase per ton from last year.
	Tonnage is calculated at 5600 tons/yr. This is based on a review of figures from the
	last five years.
	2. We pay Wheelabrator a per ton fee based on the years remaining on our
	current contract. The estimated tipping fee for FY 2018 is \$67 / ton.
	The current rate is \$66 / ton.
	This line item will also be used for demolition/disposal expenses in cases where public
	health and safety requires the Town to take action on public or private property.
5249	Recycling. Harvey operates a yard waste shredding/composting operation for Town
	residents. We also pay for recycling of TV sets and computer monitors, sharps
	collection and disposal, and recycling of fluorescent bulbs.
	These items cannot be put into the regular trash.
	We also pay for recycling in the town office buildings.
5219B	This item funds the annual household hazardous waste disposal day at \$14,000.
	(Same as Last Year)

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
	Calculations:
	The fee for disposal at Wheelabrator will be approximately \$67.00 per ton.
	The current rate is \$66 per ton.
	Harvey's rates will be \$39.00 per ton. The current rate is \$38.00 per ton.
5242	1. Trash removal:
	E.L. Harvey      5600 tons/yr X \$39.00 /ton =      \$ 218,400
	Wheelabrator      5600 tons/yr X \$67.00 /ton =      \$ 375,200
	Subtotal      \$ 593,600
5249	2. Recycling:
	Yard waste processing      \$95,000
	TV, Computer Monitors, Fluorescent Bulbs      \$4,000
	Recycling in Town Buildings      \$3,500
	Sharps Disposal      \$2,500
	Subtotal      \$ 105,000
5219B	3. Event- Haz Waste Collection Day -      \$14,000
	<b>Total      \$ 712,600</b>



# Town of Westborough

## Fiscal Year 2018

### Department

### Board of Health

#### Activities, Functions and Responsibilities

Enforcement of a wide variety of State and local regulations pertaining to Public Health:

Major areas: Food Code, Housing Code, Lead Paint, Septic Systems, Local Mosquito Control, Swimming Pools, Beach Sampling, Communicable Disease Follow Up, Nuisance Complaints, Tanning Facilities, Warehouses, Smoking in Public Places and Sales to Minors, Kennels, Recreational Camps for Children.

Involved in Emergency Preparedness.

Administer Trash and Recycling Programs.

Hold Flu Clinic and Household Hazardous Waste Day.

#### Successes & Accomplishments 2015-2016

- \* Administered Flu Vaccinations to 61 children.
- \* With oversight from the DEP, a committee was formed to review and evaluate trash and recycling options outlined in our Draft Materials Management plan. The committee agreed to pursue implementing a town wide curbside collection program for residents.
- \* Ran a successful HHW collection day in October. Over 200 vehicles disposed of HHW at the event.
- \* Filled in as the "Acting" Animal Inspector from June through September.
- \* Through a grant awarded from the DEP, the BOH assisted with sample collection of drinking water sources for lead and copper in the schools.

#### Goals & Priorities 2017-2018

- \* Continue education and training for BOH Staff.
- \* Evaluate the Board's fee schedule. The fee schedule has not had a comprehensive update in years (did not get to this goal last year)
- \* Continue to explore the implementation of a curbside trash and recycling collection program with the Materials Management Committee.
- \* Continue to update the Town's Emergency Dispensing Site plan, participate in Emergency Planning through the Region 2 Emergency Planning Coalition, and work with the Town's LEPC.
- \* Work to expand the use of the "Vial of Life" medical information forms for Westborough residents.
- \* Work with other Town Depts. to improve road safety.
- \* Work with other Town Depts. to investigate source control of water at Sandra Pond and Lake Chauncy.

**Department**

Board of Health

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY16 to 17</b>
<b>Salaries / Wages</b>	291,485	283,395.84	298,235	303,494	303,494	1.7600%
<b>Expenses</b>	14,300	13,707.82	14,900	17,400	17,400	16.7800%
<b>Total Expenditures</b>	\$305,785.00	\$297,103.66	\$313,135.00	\$320,894.00	\$320,894.00	2.4800%

**Personnel****Full Time****Part Time****F T E****FY 2016****FY 2017 (Est)****FY 2018 (Est)**

4

4

4

1

1

1

5

5

5

**Activity Indicators****FY 2016****FY 2017 (Est)****FY 2018 (Est)**

Foodservice inspections / reinspections / complaints

616

600

600

Pool Inspections / reinspections / complaints

64

50

50

Inspections - Septic / Tanning / Kennels / Camps

38

40

40

Housing and Nuisance Complaints

148

150

150

Communicable Disease Follow Up

45

50

50

Plan Review Foodservice, Septic Systems, Pools

22

16

20

**Performance Measures****Goal****FY 2016****FY 2017 (Est)****FY 2018 (Est)**

Complete Restaurant Plan Review

Within 2 Wks.

90%

90%

90%

Complete Septic System Plan Review

Within 1 Wk.

90%

90%

90%

Facilitate Servesafe Training for Restaurants

60 attendees

32

30

30

Respond to Nuisance Complaints

Within 24 Hrs.

90%

90%

90%

Maintain Staff Professional Certifications

40-50 ceu's / yr.

100%

100%

100%

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>15121</b>	<b>HEALTH DEPT SALARIES/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$91,072.00	\$91,071.21	\$92,551.00	\$35,659.46	\$94,016.00	\$94,016.00	\$_____
5102	SALARY-ASST & AGENT	\$140,781.00	\$132,693.42	\$146,280.00	\$52,669.03	\$150,302.00	\$150,302.00	\$_____
5103	WAGES-CLERICAL	\$59,632.00	\$59,631.21	\$59,404.00	\$22,888.03	\$59,176.00	\$59,176.00	\$_____
	TOTAL	\$291,485.00	\$283,395.84	\$298,235.00	\$111,216.52	\$303,494.00	\$303,494.00	\$_____
<b>15123</b>	<b>HEALTH DEPT EXPENSES</b>							
5217	DUES AND MEMBERSHIPS	\$600.00	\$744.00	\$600.00	\$120.00	\$600.00	\$600.00	\$_____
5218	TRAINING AND EDUCATION	\$600.00	\$720.00	\$900.00	\$315.00	\$2,400	\$2,400	\$_____
5219	PROFESSIONAL SERVICES	\$6,500.00	\$5,936.14	\$6,500.00	\$5,405.62	\$7,500	\$7,500	\$_____
5223	OFFICE SUPPLIES	\$300.00	\$289.29	\$300.00	\$56.77	\$300.00	\$300.00	\$_____
5224	OTHER SUPPLIES	\$800.00	\$512.66	\$800.00	\$360.58	\$800.00	\$800.00	\$_____
5228	FORMS & BILLS	\$500.00	\$1,026.17	\$800.00	\$459.30	\$800.00	\$800.00	\$_____
5245	OTHER PROFESSIONAL SERV	\$5,000.00	\$4,479.56	\$5,000.00	\$1,358.64	\$5,000.00	\$5,000.00	\$_____
	TOTAL	\$14,300.00	\$13,707.82	\$14,900.00	\$8,075.91	\$17,400.00	\$17,400.00	\$_____
	GRAND TOTAL	\$305,785.00	\$297,103.66	\$313,135.00	\$119,292.43	\$320,894.00	\$320,894.00	\$_____

# FY2018 SALARIES AND WAGES REQUEST

DEPT Board of Health

DEPT # 15121

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Steven Baccari, Director	S15 Max	1,808.00	40	52	94,016.00
5102	Ray Gauthier, Sanitarian, Aug 4	N-18-4	1,209.00	40	4.8	5,803.20
		N-18-5	1,271.00	40	47.2	59,991.20
	Total Sanitarian					65,795.00
5102	Theresa Gilchrist, Health Inspector	N-13-25th	1,258	40	52	65,416.00
5103	Kathleen Smith, Administrative Assistant	N-10-25th	28.45	40	52	59,176.00
5102	Bob Moore, Part Time Health Inspector, May 12	H-5-4	22.8	16	45	16,416.00
		H-5-5	23.88	16	7	2,674.56
	Total Part Time Health Inspector					19,091.00
TOTAL SALARY & WAGES						303,494.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

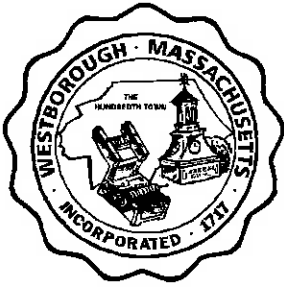
OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5217	Dues and memberships. Pays for staff membership in the MA Health Officer's Association, Ma Environmental Health Association, and for Terry Gilchrist membership in the National Environmental Health Association (required for certification as a Certified Food Safety Professional).
5218	Training and Education. Pays for various workshops and seminars during the year. Some conferences that have been previously paid out of this line item have been paid for by grants from the Region 2 Public Health Preparedness Coalition.
5219	Professional Services. Pays for State Pesticide Applicator's licenses, and the pellets used for mosquito control.
5223	Office supplies. Pays for general office supplies.
5224	Other supplies. Pays for supplies other than normal offices supplies such as pool test kit.
5228	Forms and bills. Pays for the forms and bills we use, mostly food service inspectional forms. We print many of our permits and forms in office.
5245	Other Professional Services. Pays for Nursing services at flu clinics and follow up on TB patients. TB follow up by a trained Nurse is required by State law.



# Town of Westborough Fiscal Year 2018

## Department

## Council on Aging/Senior Center

### Activities, Functions and Responsibilities

The Westborough Council on Aging works to promote social, recreational and educational activities and provide advocacy and assistance to Westborough's Senior Citizens and their families. The Senior Center, located at 4 Rogers Road, is open Monday through Friday, 9:00 a.m. to 4:00 p.m. We provide transportation services for in-town trips and Volunteer transportation for out of town medical appointments. There are a wide variety of services available through the Senior Center designed to provide assistance including daily meals on wheels and lunch served at the Senior Center on Monday, Wednesday and Friday. We can provide short term homemaker assistance, handyman service, SHINE Counselor, a Nurse is available on Wednesdays, durable medical equipment loans, Emergency Evacuation Registry, Alzheimer's Alert, residential emergency lockboxes, Vial of Life and Pet Safe alerts, Senior Citizen ID cards, legal and income tax assistance, fuel assistance, caregiver dinners and the Caring Cafe (opening in January 2017). Our Outreach department works with Seniors in the community to assure they are receiving appropriate care and services, learn about their options and are in a safe living situation. An extensive variety of recreational and educational activities are also available at the Senior Center including Zumba Gold, Chair Yoga, Arthritis Tai Chi, Piano lessons, iPad Group, Scrabble, various card games, Lunch and Learn, Diabetes education classes, evidence based programming, weekly grocery shopping and mall shopping trips, movies and special events. There are also Volunteers who help with many of the programs and services we offer as well as the members of the Westborough Senior Center Supporters (WSCS), who provide tremendous support to the Senior Center.

### Successes & Accomplishments 2015-2016

Charlie's Coffee House  
Caregiver Dinners  
RMV Near Me  
CDP for three staff members  
Vegetable garden at the Senior Center  
Continued success of WSCS  
Caring Cafe  
CarFit program certified two technicians  
Delivery of new 10 passenger mini-bus  
Pet Safe program with Vial of Life  
Program/instructor evaluations  
Increases in mini-bus ridership and program participation  
Space heater exchange program  
New flooring and window replacement

### Goals & Priorities 2017-2018

Continued lockbox/Vial of Life awareness  
Promote outreach to oldest residents  
Increase number of Volunteers  
Expand bus routes to include Southboro Medical  
Continue to support caregivers  
Work with town to plan expansion of the Senior Center



**Department**

Council on Aging/Senior Center

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY16 to 17</b>
<b>Salaries / Wages</b>	292,667	278,555.41	282,859	286,740	286,740	1.3700%
<b>Expenses</b>	54,987	50,456.11	54,987	61,147	61,147	11.2000%
<b>Total Expenditures</b>	\$347,654.00	\$329,011.52	\$337,846.00	\$347,887.00	\$347,887.00	2.9700%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	4	4	4
<b>Part Time</b>	4	4	4
<b>F T E</b>	8	8	8

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Mini-bus trips	9602	9000	9000
Visits to Senior Center (programs)	12622	16875	18000
SHINE Clients	192	200	200
Congregate Lunch	1296	1650	1700
Handyman Visits	241	275	275
Home Delivered Meals	4612	4700	4700

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 10/13/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>15411</b>	<b>COUNCIL ON AGING SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$82,688.00	\$82,687.20	\$83,990.00	\$22,847.80	\$85,332.00	\$85,332.00	\$_____
5103	WAGES-CLERICAL	\$209,979.00	\$195,868.21	\$198,869.00	\$55,050.90	\$201,408.00	\$201,408.00	\$_____
	TOTAL	\$292,667.00	\$278,555.41	\$282,859.00	\$77,898.70	\$286,740.00	\$286,740.00	\$_____
<b>15413</b>	<b>COUNCIL ON AGING EXPENSES</b>							
5203	REPAIR/MAINT EQUIPMENT	\$10,700.00	\$6,979.59	\$10,700.00	\$1,460.04	\$11,700.00	\$11,700.00	\$_____
5209	TRAVEL IN-STATE	\$3,000.00	\$2,930.00	\$3,000.00	\$850.00	\$3,000.00	\$3,000.00	\$_____
5218	TRAINING AND EDUCATION	\$2,000.00	\$2,000.00	\$2,000.00	\$715.00	\$2,000.00	\$2,000.00	\$_____
5219	PROFESSIONAL SERVICES	\$28,827.00	\$28,827.00	\$28,827.00	\$8,346.72	\$31,947.00	\$31,947.00	\$_____
5219B	SPECIAL EVENT/PROGRAM	\$7,200.00	\$6,459.52	\$7,200.00	\$507.09	\$8,600.00	\$8,600.00	\$_____
5223	OFFICE SUPPLIES	\$1,500.00	\$1,500.00	\$1,500.00	\$54.66	\$2,000.00	\$2,000.00	\$_____
5224	OTHER SUPPLIES	\$1,500.00	\$1,500.00	\$1,500.00	\$457.42	\$1,500.00	\$1,500.00	\$_____
5227	BOOKS AND PERIODICALS	\$260.00	\$260.00	\$260.00	\$0.00	\$400.00	\$400.00	\$_____
	TOTAL	\$54,987.00	\$50,456.11	\$54,987.00	\$12,390.93	\$61,147.00	\$61,147.00	\$_____
	GRAND TOTAL	\$347,654.00	\$329,011.52	\$337,846.00	\$90,289.63	\$347,887.00	\$347,887.00	\$_____

# FY2018 SALARIES AND WAGES REQUEST

DEPT Council on Aging

DEPT # 15411

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	A. DeManche Exec. Dir. 7/1/17	S-13 max	1,641.00	40/wk	52	85,332.00
5103	D.Manoloules Office Coord 7/1/17	N-9 max	24.88	35/wk	52	45,282.00
5103	B.Rainville Vol. Coord 7/1/17	N-9 max	24.88	25/wk	10.8	6,718.00
5103	B. Rainville Vol. Coord 9/15/17	N-9 15th	25.62	25/wk	41.2	26,389.00
5103	MD Corcoran Outreach 7/1/17	N-12 max	27.45	35	52	49,959.00
5103	D. Farrar Mini-bus driver 7/1/17	H-2 max	22.8	19	52	22,527.00
5103	B. Huff Mini-bus Driver 7/1/17	H-2 max	22.8	19	52	22,527.00
5103	F. Conner Mini-bus Driver 7/1/17	H-2 6	21.69	19	1	413.00
	F. Conner Mini-bus Driver 7/10/17	H-2 max	22.8	19	51	22,094.00
5103	Spare Driver Time	H-1 1	16.96	138/year		2,341.00
5103	N. Gage Sec. to COA	H-5 max	26.31	10/mo	12 mo	3,158.00
TOTAL SALARY & WAGES						286,740.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

# TOWN OF WESTBOROUGH

## DEPARTMENTAL BUDGET PROPOSALS

## SCIENTIFIC COMMENTARIES

[illegible]



# Town of Westborough

## Fiscal Year 2018

### Department

### Youth and Family Services

#### Activities, Functions and Responsibilities

The Youth Commission is a 9 member board (5 adults and 4 high school students) appointed by the Selectmen to advocate for the needs of youth and families in Westborough. In 1984, the Youth Commission formed Westborough Youth and Family Services (WYFS). The mission of Westborough Youth and Family Services (WYFS) is to provide individual and family counseling for Westborough residents finding it difficult to access services elsewhere, to promote prevention through collaboration with other town and community agencies, and to provide education, programming and information to enhance the lives of Westborough residents. To that end we:

- \* Provide counseling to children, adolescents, adults, couples and families.
- \* Provide a Youth Diversion Program to help youth who break the law or violate school rules.
- \* Offer National Depression Screening Day annually and online mental health screenings.
- \* Offer Red Cross Baby Sitter Training 4 times a year for teens.
- \* Collaborate with Together We Can Family Network to offer parenting classes for families with young children.
- \* Offer Hot Summer Nights Program each summer to provide low cost, fun activities for young teens.
- \* Collaborate with the Rotary Club to offer a Free Holiday Store each December and distribute Thanksgiving food baskets donated by local churches and companies.
- \* Provide information and referrals to residents on a wide range of mental health and social service topics.
- \* Publish a newsletter 5 times a year to educate the community on mental health issues and department programs. Maintain web site as a resource on mental health and community resources.
- \* Coordinate human services in Westborough through the Westborough Human Service Alliance and Westborough CARES

#### Successes & Accomplishments 2015-2016

Hired new Administrative Assistant.  
Worked with Youth Commission Youth Members to develop What's Up Tonight programming and hire coordinator.  
Continued Holiday Store, Depression Screening Day, Baby Sitter Training, Hot Summer Nights, Newsletter and web site.  
Continued collaboration with Schools, Police, Senior Center, Library, Human Service Alliance, Family Network, Westborough CARES, Girl Scouts, YMCA and local providers to provide services to families.  
Worked with Service Level Study Committee to document the services provided by the department.  
Worked with Municipal Building Committee to advocate for space needs in the renovated Forbes Municipal Building.  
Provided Youth Mental Health First Aid Trainings

#### Goals & Priorities 2017-2018

Work with Youth Commission to refine What's Up Tonight programming and funding.  
Continue to provide established programs and collaborate with community providers.  
Maintain and improve our web site and social media outreach as a resource for families on a variety of topics.  
Establish new programming as needed to respond to developing community needs, including Stay Safe Stay Smart, a self defense class for teen girls.

**Department**

Youth and Family Services

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY16 to 17</b>
<b>Salaries / Wages</b>	179,324	162,676.52	176,737	180,524	180,524	2.1400%
<b>Expenses</b>	6,750	6,628.65	6,750	6,750	6,750	0.00%
<b>Total Expenditures</b>	\$186,074.00	\$169,305.17	\$183,487.00	\$187,274.00	\$187,274.00	2.0600%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	1	1	1
<b>Part Time</b>	1.67	1.67	1.67
<b>F T E</b>	2.67	2.67	2.67

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Counseling Hours	1198	1200	1200
Families Receiving Counseling	73	70	70
Youth Diversion Program Cases	3	4	4
Hot Summer Nights Participants	64	100	100
Hot Summer Nights Activities	14	13	13
Holiday Store Children Served	186	175	175
Baby Sitters Trained	33	36	36
Meetings with School Personnel	17	20	20
Local Collaboration Meetings	19	20	20
Regional and Statewide Meetings	17	10	10
Consultation on Crises	6	10	10
Community Outreach	19	10	10

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Hot Summer Nights Satisfaction	4.5	4.7	4.5	4.5
Baby sitter Training Satisfaction	4.5	4.62	4.5	4.5

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>15421</b>	<b>YOUTH COMMISSION SALARY/WAGES</b>							
5102	SALARY-ASST & AGENT	\$82,688.00	\$82,687.21	\$83,990.00	\$32,361.01	\$85,332.00	\$85,332.00	\$ _____
5103	WAGES-CLERICAL	\$96,636.00	\$79,989.31	\$92,747.00	\$32,732.99	\$95,192.00	\$95,192.00	\$ _____
	<b>TOTAL</b>	<b>\$179,324.00</b>	<b>\$162,676.52</b>	<b>\$176,737.00</b>	<b>\$65,094.00</b>	<b>\$180,524.00</b>	<b>\$180,524.00</b>	<b>\$ _____</b>
<b>15423</b>	<b>YOUTH COMMISSION EXPENSES</b>							
5209	TRAVEL IN-STATE	\$750.00	\$1,237.92	\$750.00	\$0.00	\$750.00	\$750.00	\$ _____
5210	TRAVEL OUT-OF-STATE	\$0.00	\$234.86	\$0.00	\$203.79	\$0.00	\$0.00	\$ _____
5218	TRAINING AND EDUCATION	\$900.00	\$709.30	\$900.00	\$0.00	\$900.00	\$900.00	\$ _____
5219	PROFESSIONAL SERVICES	\$1,500.00	\$833.17	\$1,500.00	\$195.00	\$1,500.00	\$1,500.00	\$ _____
5219B	SPECIAL EVENT/PROGRAM	\$3,350.00	\$3,060.17	\$3,350.00	\$1,649.91	\$3,350.00	\$3,350.00	\$ _____
5223	OFFICE SUPPLIES	\$250.00	\$553.23	\$250.00	\$7.92	\$250.00	\$250.00	\$ _____
	<b>TOTAL</b>	<b>\$6,750.00</b>	<b>\$6,628.65</b>	<b>\$6,750.00</b>	<b>\$2,056.62</b>	<b>\$6,750.00</b>	<b>\$6,750.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$186,074.00</b>	<b>\$169,305.17</b>	<b>\$183,487.00</b>	<b>\$67,150.62</b>	<b>\$187,274.00</b>	<b>\$187,274.00</b>	<b>\$ _____</b>

# FY2018 SALARIES AND WAGES REQUEST

DEPT Youth and Family Services

DEPT # 524

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	John Badenhause	S13-Max	1,641.00	40	52	85,332.00
	Director					
	18-Dec					
5102	Betheda Shuman	S9-Max	\$33.75	19	52	33,345.00
	Senior Counselor 25-Mar					
	Eileen Reich	S9-Max	\$33.75	19	52	33,345.00
	Senior Counselor 6-Jun					
	Julia O'Neil-Welch	H3-3	\$19.67	19	19.8	7,400.00
	Administrative Assistant 16-Nov	H3-4	\$20.63	19	32.2	12,622.00
						20,022.00
	Youth Activites Coordinator (HSN)	H2-1	\$16.96	275		4,664.00
	Youth Activites Coordinator (WUT)	H2-1	\$16.96	225		3,816.00
						8,480.00
	Total Wages					95,192.00
TOTAL SALARY & WAGES						180,524.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total 52 weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H7/5	12.16	35	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00



**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**  
Youth Commission

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>	
5208	Travel - In State	\$750.00
	Travel to conferences, state-wide meetings, and in-town travel to clients	
	and meetings	
5218	Training and Education	\$900.00
	Professional Training \$300 per person, two counselors and director	
5219	Professional Services	\$1,500.00
	Clinical supervision for Director: \$1200	
	Translator when meeting with clients: \$300	
5219B	Special Programs	\$3,350.00
	MMA/LOHSC Dues \$75	
	Periodicals \$300	
	Meeting Supplies \$100	
	Informational Pamphlets \$225	
	Counseling Supplies: books, art materials, etc \$150	
	Conferences \$300	
	Hot Summer Nights Expenses \$2200	
5223	Office Supplies	\$250.00
	toner, office supplies	
	Total	\$6,750.00



# Town of Westborough

## Fiscal Year 2018

### Department

### Veterans' Services

#### Activities, Functions and Responsibilities

The Department of Veterans' Services program is established in accordance with Massachusetts General Law, Chapter 115. The purpose of the program is to provide information, advice and assistance regarding benefits to veterans, as well as their spouses and dependents.

On July 1, 2013, the Town of Westborough entered into an agreement with the Towns of Grafton, Northborough, and Shrewsbury to form the Central Massachusetts Veterans' Services District. Oversight of the District is provided by the Secretary of the Commonwealth of Massachusetts Department of Veterans' Services and the District's Veteran's Advisory Board. The locally-appointed Veterans' Agent works with veterans to obtain benefits, including employment, educational opportunities, hospitalization, medical care, burial, emergency housing, disability, pension, and other veterans' benefits.

The approved benefits paid to resident veterans by the Town of Westborough are normally subject to a 75% reimbursement from the Commonwealth's Department of Veterans' Services, and the reimbursement is received as State Aid revenue approximately twelve months after the expenditure. Administrative costs, including salary are not reimbursable.

#### Successes & Accomplishments 2015-2016

1. Nearly doubled the amount of claims submitted to the Department of Veterans' Affairs for medical care, disability, and survivors' pensions. Westborough residents directly received a combined total approaching \$2 million in annual VA compensation benefits, not including indirect savings related to health care.
2. Established a schedule allowing for routine visits to various local retirement communities ensuring that all residents have access to service, regardless of health or transportation challenges.
3. Worked closely with various public and private organizations to ensure that the needs of active duty servicemembers and veterans are met. This includes the hosting of various community events, the distribution of care packages overseas, and various educational events.

#### Goals & Priorities 2017-2018

1. Implement a paperless method of completing applications to effectively reduce delays in the processing of applications for those unable to travel to an office location.
2. Introduce quarterly conferences to educate various local organizations on the processes and capabilities of veterans' programs to reduce the amount of misinformation and potential risk of exploitation among our population.
3. Establish a framework for various local organizations to fulfill and/or effectively communicate the needs of local veterans through direct access to the appropriate resource.

**Department**

Veterans' Services

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>						
<b>Expenses</b>	132,734	114,029.57	135,841	137,686	137,686	1.3600%
<b>Total Expenditures</b>	\$132,734.00	\$114,029.57	\$135,841.00	\$137,686.00	\$137,686.00	1.3600%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>			
<b>Part Time</b>			
<b>F T E</b>			

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
MGL c. 115 beneficiaries enrolled	67	71	80
Capable, unemployed off of full benefits < 90 days	50%	100%	75%
Capable, unemployed off of full benefits < 180 days	70%	100%	100%
Average number of monthly contacts	70	160	180
Average application processing time (internal)	60 min	40 min	40 min
Average monthly local outreach presentations	1	2-3	2
Average monthly DVA claims submitted	4	7	8

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Staff certification through MA DVS	100%	100%	100%	100%
Outreach events at special population centers	12	12	28	24
Capable, unemployed beneficiaries rec full benefits	< 10% of pop.	10.0%	4.9%	5.0%
DVA claims/pensions submitted	48	50	86	92
Health Care applications submitted	36	N/A	42	48

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>15431</b>	<b>VETERANS SERVICES SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5102	SALARY-ASST & AGENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ _____</b>
<b>15433</b>	<b>VETERANS SERVICES EXPENSE</b>							
5219B	SPECIAL EVENT/PROGRAM	\$5,250.00	\$3,874.24	\$5,250.00	\$0.00	\$5,250.00	\$5,250.00	\$ _____
5690	CENTRAL MA VETS SRVC DIS	\$19,584.00	\$17,750.08	\$20,991.00	\$4,847.17	\$21,411.00	\$21,411.00	\$ _____
5706	GROUP INSURANCE - MEDICA	\$12,600.00	\$9,140.78	\$12,600.00	\$3,436.42	\$12,600.00	\$12,600.00	\$ _____
5709	CASH GRANTS	\$93,300.00	\$83,264.47	\$95,000.00	\$25,972.54	\$96,425.00	\$96,425.00	\$ _____
5711	NURSING HOME CARE	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$ _____
	<b>TOTAL</b>	<b>\$132,734.00</b>	<b>\$114,029.57</b>	<b>\$135,841.00</b>	<b>\$34,256.13</b>	<b>\$137,686.00</b>	<b>\$137,686.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$132,734.00</b>	<b>\$114,029.57</b>	<b>\$135,841.00</b>	<b>\$34,256.13</b>	<b>\$137,686.00</b>	<b>\$137,686.00</b>	<b>\$ _____</b>

**TOWN OF WESTBOROUGH**  
***EXPENSES LEDGER***  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5217B	Special Events/Programs - This account covers costs for special events, such as
	Memorial Day and provides funds for travel, wreaths, flags, etc. It is proposed to be
	level funded.
5690	Central MA Vet's District - The Town became a member of a four town district in
	FY15, this is a continuation of that intermunicipal agreement. This account covers
	salaries and wages of the Veteran's Director and Assistants as well as travel, dues and
	other supplies. It is being adjusted by 2% as an estimated increase for the district.
5706	Group Insurance - This provides medical insurance as required by law, the Town is
	reimbursed 75% by the State for any costs associated with this benefit. This line item
	is proposed to be level funded.
5709	Cash Grants - This account covers various payments for veterans for benefits under
	the law, the Town is reimbursed 75% by the State for any costs associated with this
	benefit. The Town is estimated an approximately 1.5% increase for FY18 based on
	the past several years.
5711	Nursing Home Care - This account covers any costs associated with nursing home
	care for veterans and is also reimbursed by the State at 75%. This account is proposed
	to be level funded.



# Town of Westborough

## Fiscal Year 2018

### Department

### Trustees of Soldiers Memorials

#### Activities, Functions and Responsibilities

Towns which accept gifts or bequests or appropriate money for the purpose of properly commemorating the services and sacrifices of the soldiers, sailors, marines and airmen who have served the country in war or persons who have rendered military service for the commonwealth in time of war may provide for a board of trustees to have charge and control of the construction of any such memorial, and to have the custody and care thereof after its construction. Other responsibilities are not limited to care and cleaning of all war memorials, ensure engraving of any new names be done at least once a year or as needed, assure flag etiquette standards of respect are followed, and beautification of the grounds around all memorials are kept in good taste.

#### Successes & Accomplishments 2015-2016

Successes are in maintaining all ten war Memorials: Minuteman Memorial, Civil War Memorial, Rotary Circle Memorial to include the painting of the flag pole, World War I, World War II, Korean War and Gulf War Memorial on Terrorism, Captain Michael S. Haskell in front of the Forbes Building and Flag Pole, Vietnam Memorial, Dennis Cole and Vincent B Lee Memorials.

#### Goals & Priorities 2017-2018

To keep maintaining these handsome memorials that honor the hundreds of men and women who served our country and the Town of Westborough. Goal is not to receive any complaints and that all our memorials are in kept in the best best taste.

## Trustees of Soldier Memorials

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY17 to 18
Salaries / Wages						
Expenses	2,800	309.1	2,800	2,800	2,800	0.00%
Total Expenditures	\$2,800.00	\$309.10	\$2,800.00	\$2,800.00	\$2,800.00	0.00%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time			
Part Time			
F T E			

[illegible][illegible]

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>15483</b>	<b>TRSTS,SOLDIER MEM EXPENSE</b>							
5299	MISCELLANEOUS EXPENSE	\$2,800.00	\$309.10	\$2,800.00	\$0.00	\$2,800.00	\$2,800.00	\$_____
	TOTAL	\$2,800.00	\$309.10	\$2,800.00	\$0.00	\$2,800.00	\$2,800.00	\$_____



**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]



# Town of Westborough

## Fiscal Year 2018

### Department

### Library

#### Activities, Functions and Responsibilities

##### **Westborough Public Library Mission Statement**

The Westborough Public Library is dedicated to the promotion of lifelong learning, personal and professional enrichment, and a love of reading. The Board of Trustees and the library staff strive to ensure free, equal, and confidential access to all collections and informational services, to maintain the library building, and to anticipate and prepare for future library service needs in the Westborough community.

##### **Westborough Public Library Vision Statement**

The Westborough Public Library is a comfortable and welcoming place where people of all ages and cultures come together, in person or online, to experience the joy of reading, express their creativity, satisfy their curiosity, and create and share content. The library is the hub of the community, and sustains itself through excellent customer service, careful stewardship of financial and physical resources, and attention to evolving needs of the community.

#### Successes & Accomplishments 2015-2016

- Completion of the Planning and Design grant process for a renovated and expanded library.
- Continuation of successful events, including the Krosslink entrepreneur greenhouse, Screen on the Green, Haunted Library, and summer reading programs for all ages.
- We provided 12,357 wi-fi sessions in FY2016.
- We started loaning wi-fi hotspots to patrons, who can use them on trips, at home, or anywhere in the world they are able to get a cell phone signal.
- The Friends of the Westborough Public Library held bimonthly book sales, and biweekly summer book sales on the front lawn.
- We became the first library in the country to pair with a Rotary Club to offer "Repair Cafe," a day where people can get broken items fixed for free by volunteer repairers.

#### Goals & Priorities 2017-2018

- Apply for a Construction Grant from the Massachusetts Board of Library Commissioners in January 2017.
- Continue to expand and enhance services to Westborough teens.
- Feature monthly special events related to the 300th anniversary of Westborough.
- Implement a mobile app.
- Work on redesigning the library's website.
- Continue to support entrepreneurs through our Krosslink entrepreneur greenhouse.

**Department**

Library

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>	796,677	770,412.43	789,493	797,716	797,716	1.0400%
<b>Expenses</b>	249,882	246,313.27	261,365	270,876	270,876	3.6400%
<b>Total Expenditures</b>	\$1,046,559.00	\$1,016,725.70	\$1,050,858.00	\$1,068,592.00	\$1,068,592.00	1.6900%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	6	6	6
<b>Part Time</b>	7	7	7
<b>F T E</b>	13	13	13

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Items circulated	222,710	229,391	236,273
In-person visits to the library	151,066	158,619	163,378
Number of volunteers	88	88	88
Hours given by volunteers	965	965	965
Number of programs for adults	183	185	185
Attendance at programs for adults	3,660	3,700	3,885
Number of programs for teens	44	65	70
Attendance at programs for teens	591	910	1,050
Number of programs for children & families	136	140	145
Attendance at programs for children & families	2,802	2,940	3,190
Number of registered cardholders	13,149	13,543	13,949

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Maintain full certification with the state	Full	Full	Full	Full
Library visits per capita, per year	Increase	8.3	8.5	8.7
Circulation per capita	Increase	12.2	12.5	12.7

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>16101</b>	<b>LIBRARY SALARIES/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$86,774.00	\$86,774.40	\$92,551.00	\$35,814.64	\$94,016.00	\$94,016.00	\$ _____
5102	SALARY-ASST & AGENT	\$294,588.00	\$271,860.10	\$273,678.00	\$106,246.46	\$276,926.00	\$276,926.00	\$ _____
5104	WAGES-OPERATIONS	\$399,129.00	\$388,590.28	\$406,744.00	\$149,448.40	\$412,306.00	\$412,306.00	\$ _____
5104E	WAGES-OPER PERS-SUNDAYS	\$16,186.00	\$23,187.65	\$16,520.00	\$7,138.92	\$14,468.00	\$14,468.00	\$ _____
	<b>TOTAL</b>	<b>\$796,677.00</b>	<b>\$770,412.43</b>	<b>\$789,493.00</b>	<b>\$298,648.42</b>	<b>\$797,716.00</b>	<b>\$797,716.00</b>	<b>\$ _____</b>
<b>16103</b>	<b>LIBRARY EXPENSES</b>							
5201	ADVERTISING	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00	\$400.00	\$ _____
5202	GRNDS&BLDG MAINT	\$9,300.00	\$13,758.75	\$9,475.00	\$4,718.00	\$13,000.00	\$13,000.00	\$ _____
5202E	GRND&BLDG MNT-HVAC	\$12,000.00	\$10,817.83	\$12,000.00	\$3,985.20	\$12,000.00	\$12,000.00	\$ _____
5203	REPAIR/MAINT EQUIPMENT	\$3,000.00	\$1,464.43	\$3,000.00	\$806.75	\$3,000.00	\$3,000.00	\$ _____
5205A	OFFICE EQUIPMENT	\$5,720.00	\$4,885.07	\$5,720.00	\$536.46	\$5,720.00	\$5,720.00	\$ _____
5209	TRAVEL IN-STATE	\$2,100.00	\$2,538.87	\$3,100.00	\$67.55	\$3,100.00	\$3,100.00	\$ _____
5210	TRAVEL OUT OF STATE	\$1,500.00	\$1,573.71	\$1,800.00	\$0.00	\$1,800.00	\$1,800.00	\$ _____
5213	FUEL AND OIL	\$8,000.00	\$4,851.34	\$8,000.00	\$325.96	\$8,000.00	\$8,000.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$1,025.00	\$2,145.56	\$1,226.00	\$734.00	\$1,226.00	\$1,226.00	\$ _____
5219B	SPECIAL EVENT/PROGRAM	\$2,400.00	\$2,390.28	\$2,400.00	\$2,460.96	\$3,400.00	\$3,400.00	\$ _____
5223	OFFICE SUPPLIES	\$3,800.00	\$5,332.72	\$5,220.00	\$824.38	\$5,500.00	\$5,500.00	\$ _____
5224	OTHER SUPPLIES	\$34,000.00	\$18,037.48	\$34,000.00	\$6,558.26	\$24,000.00	\$24,000.00	\$ _____
5224E	OTHER SUPPLIES-MATERIALS	\$58,085.00	\$54,415.61	\$61,500.00	\$22,683.78	\$60,000.00	\$60,000.00	\$ _____
5224F	BOOK SUPPLIES	\$3,900.00	\$4,492.00	\$4,500.00	\$1,018.96	\$4,500.00	\$4,500.00	\$ _____
5227	BOOKS AND PERIODICALS	\$68,400.00	\$86,681.54	\$70,000.00	\$32,632.66	\$81,500.00	\$81,500.00	\$ _____
5227A	BOOK BINDING	\$1,500.00	\$1,500.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$ _____
5237	MATERIALS & EQUIPMENT	\$1,475.00	\$1,519.93	\$1,475.00	\$562.13	\$1,550.00	\$1,550.00	\$ _____
5237C	HARDWARE/LUMBER	\$450.00	\$425.00	\$450.00	\$425.00	\$450.00	\$450.00	\$ _____
5243C	MISC SERV-COMPUTER	\$32,827.00	\$29,483.15	\$35,099.00	\$31,888.40	\$39,730.00	\$39,730.00	\$ _____
	<b>TOTAL</b>	<b>\$249,882.00</b>	<b>\$246,313.27</b>	<b>\$261,365.00</b>	<b>\$110,228.45</b>	<b>\$270,876.00</b>	<b>\$270,876.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$1,046,559.00</b>	<b>\$1,016,725.70</b>	<b>\$1,050,858.00</b>	<b>\$408,876.87</b>	<b>\$1,068,592.00</b>	<b>\$1,068,592.00</b>	<b>\$ _____</b>

# FY2018 SALARIES AND WAGES REQUEST

DEPT Library

DEPT # 610

TYPE 16102	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Maureen Ambrosino: Library Director, July 1	S-15, Max	1,808.00	40	52	94,016.00
	at Max					
5102	Dorothy Hurley: Children's Librarian, Nov. 16	N-17, 25	1,522.00	40	52	79,144.00
	at 25 years					
	Donna Martel: Adult Services Librarian, March 27	N-18, 25	1597	40	52	83,044.00
	at 25 years					
	Christine Muller, Technical Services Librarian, June 15	N-17, 20	36.95	30	52	57,642.00
	next step 6/15/2022 (25)					
	Jennifer McGrath: Teen Services Librarian, July 1	N-17, 3	1098	40	52	57,096.00
	next step 7/1/2018					
TOTAL SALARY & WAGES (this page)						370,942.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total 52 weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H7/5	12.16	35	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

# FY2018 SALARIES AND WAGES REQUEST

DEPT Library

DEPT #

610

TYPE	NAME; TITLE; DATE IN GRADE	GRADE/STEP	S RATE	HR/ WK	# WKS	TOTAL
16102						
5104	<b>Sarah Cunningham: Library Assistant, Aug. 18</b>	N-9, Max	24.88	20	52	25,875.20
	next step 8/18/2018 (15)					
	Holiday Pay/NAGE Contract: Thanksgiving (11/23/17)		\$24.88	4	1	99.52
	Holiday Pay/NAGE Contract: 2 Fridays (11/10 and 11/24/17)		\$24.88	4	2	199.04
	<b>Nancy Engberg: Library Assistant, Aug. 24</b>	N-9, 15	25.62	21	52.2	28,084.64
	next step 8/24/2020 (20)					
	Holiday Pay/NAGE Contract: 1 Tuesday (7/4/2017)	N-9, 15	25.62	4.25	1	108.89
	Holiday Pay/NAGE Contract: Thanksgiving (11/23/17)	N-9, 15	25.62	4.25	1	108.89
	<b>Beth Johnson: Library Assistant, Sept. 20</b>	N-9, Max	24.88	23	52	29,756.48
	next step 9/20/2018 (15)					
	Holiday Pay/NAGE Contract: 8 Mondays	N-9, Max	24.88	4.75	8	945.44
	Holiday Pay/NAGE Contract: 1 Tuesday (7/4/2017)	N-9, Max	24.88	4.75	1	118.18
	<b>Lynne Soukup: Library Clerk, Oct. 8</b>	N-10, Max	26.04	24	52	32,497.92
	next step 10/8/2021 (15)					
	<b>Leslie MacAfee: Technical Services Assistant, Jan. 30</b>	H-4, Max	25.12	19	52	24,818.56
	at Max					
<b>TOTAL SALARY &amp; WAGES (this page)</b>						<b>142,612.75</b>

# FY2018 SALARIES AND WAGES REQUEST

DEPT      Library

DEPT #          610

TYPE 16102	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5104	Michael Matley: Custodian, Jan. 6	N-8, 25	25.94	40	52	53,955.20
	at 25 years					
	Amy McGinn: Library Assistant, Oct. 26	H-2, Max	22.80	9	52	10,670.40
	at Max					
	Anthony Vaver, Local History Librarian, Aug. 6	H-5, Max	26.31	12	52	16,417.44
	at Max					
	Deb Rich: Library Assistant, Sept. 20	N-9, 20	26.39	21	52	28,817.88
	next step 9/20/2019 (25)					
	Holiday Pay/NAGE Contract: 1 Tuesday (7/4/17)	N-9, 20	26.39	4.25	1	112.16
	Judy Rollinson: Library Assistant, Nov. 11	N-9, 15	25.62	25	15	9,607.50
	next step 11/11/2017(20)	N-9, 20	26.39	25	37	24,410.75
	Holiday Pay/NAGE Contract: 2 Friday (11/10 and 11/24/2017)	N-9, 20	26.39	5	2	263.90
TOTAL SALARY & WAGES (this page)						144,255.23

## FY2018 SALARIES AND WAGES REQUEST

DEPT Library

DEPT # 610

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
16102						
5104	Anne Romaker: Library Assistant, June 10	N-9, Max	24.88	28	52	36,225.28
	next step 9/21/2019 (15)					
	Holiday Pay/NAGE Contract: Thanksgiving	N-9, Max	24.88	5.75	1	143.06
	Holiday Pay/NAGE Contract: 2 Fridays (11/10 and 11/24/2017)	N-9, Max	24.88	5.75	2	286.12
	Miriam Cronin: Circulation Supervisor, Nov. 16	N-15, 6	28.78	40	16.8	19,340.16
	next step 11/16/2017 (7)	N-15,7	30.23	40	35.2	42,563.84
	Library Assistant, DATE	H-2, 2	17.82	12	3	641.52
	next step 7/23/2017	H-2, 3	18.72	12	49	11,007.36
TOTAL SALARY & WAGES (this page)						110,207.34



## FY2018 SALARIES AND WAGES REQUEST

Library

DEPT #

610

<b>NAME; TITLE;DATE IN GR</b>	<b>GRADE/ STEP</b>	<b>\$ RATE</b>	<b>HR/ WK</b>	<b># WKS</b>	<b>TOTAL</b>
<b>Library Pages</b>	M-2, 2	11.25	12	52	7,020.00
					0.00
<b>Vacation Replacement</b>	N-9, Max	24.88	100	1	2,488.00
<b>Meeting Time</b>	N-9, Max	24.88	30	4	2,985.60
<b>Clerical Sick</b>	N-9, Max	24.88	75	1	1,866.00
<b>Staff Training</b>	N-9, Max	24.88	35	1	870.80
<b>TOTAL WAGES (this page)</b>					<b>15,230.40</b>

# FY2018 SALARIES AND WAGES REQUEST

DEPT      Library

DEPT #          610

TYPE 16102	NAME; TITLE; DATE IN GRA	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5104E	Sunday Library - 30 weeks/yr					
5104E	Penny Cole: Sunday Library Assistant, Jan. 16	H-2, Max	22.80	4.25	30	2,907.00
	at Max					
5104E	Carrie Ann Brown: Sunday Library Assistant, Oct. 6	H-2, Max	22.80	4.25	30	2,907.00
	at Max					
	Karen Hutchinson: Sunday Library Assistant, Oct. 7	H-2, Max	22.80	4.25	30	2,907.00
	at Max					
5104E	Jason Cavanaugh: Sunday Supervisor, Oct 31	H-7, 3	25.23	4.25	3	321.68
	next step DATE 10/31/2017	H-7, 4	26.48	4.25	27	3,038.58
5104E	Lynne VanDoren: Sunday Library Assistant, Oct 14	H-2, 3	18.72	4.25	30	2,386.80
	next step: 10/14/2017					
		TOTAL WAGES (this page)				14,468.06
		TOTAL SALARY				370,942.00
		TOTAL WAGES				426,773.78
		TOTAL SALARY & WAGES				797,715.78

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5201	<b>Advertising - \$400 Level Funded</b>
	Covers the cost of printing of flyers, signs, buttons, and outdoor banners/signs to promote library events and services; and legal ads for building-related projects.
5202	<b>Grounds &amp; Building Maintenance - \$13,000 - Increase of \$3,525</b>
	Includes cost of elevator inspection & repair, professional carpet cleaning gutter cleaning, fire alarm inspection, and other repairs. This line is increased based on actual usage in FY2016 caused by unexpected repairs to the aging elevator.
5202E	<b>Grounds &amp; Building Maintenance - HVAC \$12,000 - Level Funded</b>
	This line covers costs for a service contract (approx. \$8,500) plus repairs, inspections and maintenance on the heating/cooling/ventilation system.
5203	<b>Repair &amp; Maintenance - Equipment - \$3,000 - Level Funded</b>
	Includes the cost for servicing, inspecting and repair/replacement of fire extinguishers, smoke detectors, illuminated exit signs and other equipment.
5205A	<b>Office Equipment - \$5,720 - Level Funded</b>
	\$2,400: Replace three Dell workstations for public use (re-use monitors)
	\$2,100: Additional tablets for in-house use. \$1220: Replace staff printers.
5209	<b>Travel In-State - \$3,100 - Level Funded</b>
	This line covers mileage for staff to attend professional development classes.
	It includes \$930 for staff to go to regional meetings & trainings within MA,
	\$800 for staff & director to attend the New England Library Association conference,
	\$900 for staff & director to attend the Massachusetts Library Association conference,
	and \$70 for two trustees' registrations for the Massachusetts Library Trustees Association conference. It also covers mileage for staff who provide local Home Delivery service to homebound/nursing home patients.

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5210	<b>Travel Out of State - \$1,800 - Level Funded</b>
	This line covers travel costs for the library director or other professional staff to attend the American Library Association Annual Conference or Midwinter Meeting, or the biannual Public Library Association Conference.
5213	<b>Fuel &amp; Oil - \$8,000 - Level Funded</b>
	This line is level funded.
5217	<b>Dues &amp; Memberships - \$1,226 - Level Funded</b>
	\$500: Gold Institutional Membership in the Massachusetts Library Association (includes memberships, for the library director and professional librarians.)
	\$209: Membership in the American Library Association and Public Library Association for the library director.
	\$117: Membership in the American Library Association for two additional staff members
	\$200: Membership in the Massachusetts Library Trustee Association for the full board.
	\$200: Membership in the New England Library Association for 3 staff.
5219B	<b>Special Events/Programs - \$3,400 - Increase of \$1,000</b>
	\$800: Programs for children and families, \$800: Programs for teens, \$800: Programs for : Most special events are held during the Summer Reading Program, with year-round programming paid for by the Friends of the Library. This line is increased by \$1,000 for additional events related to Westborough's 300th anniversary in summer/fall 2017.

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5223	<b>Office Supplies - \$5,220 Increase of \$280</b>
	This line is increased based on usage in FY16. Included is paper and
	ink for public printers, paper and ink for staff printers, letterhead, envelopes, and general
	office supply needs. This line is offset by our collection of printing fees from the public.
5224	<b>Other Supplies - \$24,000 Reduced by \$10,000</b>
	This line pays for non-print materials for the library collection, including DVDs, CDs,
	and audiobooks. The line is reduced to reflect usage in FY16 and an increase in streaming
5224E	<b>Other Supplies - Materials - \$60,000 Reduced by \$1,500</b>
	This line is reduced by \$1,500. It's used to purchase ebooks and online content.
	Included are ESL materials, ebooks, and electronic databases including ValueLine,
	Morningstar, A to Z Databases (online directories), Brainfuse online tutoring, Rosetta Sto
	Ancestry Library Edition, Consumer Reports Online, Freading (ebooks) and Freegal Musi
	Includes C/W MARS additional ebook fee of \$3,973.
5224F	<b>Book Supplies - \$4,500 Level Funded</b>
	Includes the cost of supplies needed to process all library materials: book covers, labels,
	barcodes, blank library cards, and materials to preserve Local History items. (Acid-free
	folders, photo sleeves, archival quality boxes.)

Note: The total of the blue highlighted line items (5224, 5224E and 5227) - which are used for purchasing library materials - must equal 15% or more of the total budget in order to maintain our certification & eligibility for State Aid to Public Libraries.

**TOWN OF WESTBOROUGH**  
***EXPENSES LEDGER***  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5227	<b>Books &amp; Periodicals - \$81,500 - Increased by \$11,500</b>
	This line includes all print books for adults, children and teens, and all magazine and newspaper subscriptions. It is increased by \$11,500 - reallocation of funds from other line items, reflecting actual usage in FY16.
5227A	<b>Book Binding - \$2,000 Level Funded</b>
	Preservation and reproduction of books and other materials that are at risk of deterioration for the Local History collection.
5237	<b>Materials &amp; Equipment - \$1,550 - Increase of \$75</b>
	This line includes the costs of cleaning supplies and equipment required for building maintenance. It also includes a \$425 union clothing allowance for the custodian. This line is increased based on usage in FY16.
5237C	<b>Hardware/Lumber - \$450 - Level Funded</b>
	This line includes items necessary for repair work and maintenance of the library building like salt, paint, hardware, light bulbs, or small tools.

**TOWN OF WESTBOROUGH**

## EXPENSES LEDGER

## DEPARTMENTAL BUDGET PROPOSALS

## ACCOUNT COMMENTS WORKSHEET

[illegible]



# Town of Westborough Fiscal Year 2018

## Department

## Recreation

### Activities, Functions and Responsibilities

- \* Create, organize, run and evaluate programs and activities for Westborough residents of all ages
- \* Work closely with outside vendors to offer fun, safe, cost-efficient programs
- \* Explore and plan community events and assist other town groups when necessary
- \* Establish an activity fee structure to ensure all program expenses are covered while keeping customer costs affordable
- \* Recruit and train volunteer work-force to maintain low activity costs
- \* Set policies for use, scheduling and permitting town recreation facilities/parks/fields along with Chauncy Beach
- \* Act as mediator between all town adult and youth sports leagues, schools, outside groups and recreation programs in regards to facility use
- \* Assess town facilities for resident use, help oversee maintenance and renovation of recreation facilities to ensure safety and accessibility
- \* Supplement DPW costs, when available, of repairs, equipment and maintenance necessary for facilities/fields/parks
- \* Explore opportunities to develop new fields/facilities and/or expand current ones

### Successes & Accomplishments 2015-2016

- \* Offered 54 separate youth activities
- \* Offered 17 separate adult activities
- \* Started a free pickleball program in Forbes Gym for active older adults
- \* Purchased a Recreation App for participants
- \* Developed a master plan for the State Hospital
- \* Worked closely with DPW to clear land and rundown buildings at the old State Hospital
- \* Received capital funds to re-build the tennis courts on West St.
- \* Received a grant from US lacrosse to run a youth program to begin in Spring 2017
- \* Increased total number of online accounts to 2851
- \* Increased total number of online members to 7700
- \* Online "email blasts" currently reach 2453 accounts

### Goals & Priorities 2017-2018

- \* Continue working with Rec Commission, youth sports groups, DPW and Gale and Associates to complete and hopefully start work on the Master Plan at the old State Hospital land.
- \* Have professional staff attend conferences/training sessions to keep up with current recreational trends
- \* Continue working with local community groups and collaborate/assist with special events including July 4 Block Party, Turkey Trot, Triathlon, Buddy Walk, and Tree Lighting/Parade/Holiday Stroll
- \* Assist the 300th anniversary committee in planning special events such as the fireworks, pub crawl and signature drink series
- \* Continue to look at new recreational programming ideas for youth and adult



**Department**

Recreation

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY16 to 17</b>
<b>Salaries / Wages</b>	173,473	162,118.01	182,977	174,253	174,253	-4.7700%
<b>Expenses</b>						
<b>Total Expenditures</b>	\$173,473.00	\$162,118.01	\$182,977.00	\$174,253.00	\$174,253.00	-4.7700%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	3	3	3
<b>Part Time</b>			
<b>F T E</b>	3	3	3

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Number of Youth Programs	54	56	59
Number of Adult Programs	16	17	18
Number of Paid Program Registrations (youth&adult)	4062	4185	4310
Number of Special Events	4 (1 cancelled)	5	5
Estimated Number of participants at Free Events	500	2200	2200
Total Number of Online Accounts	2851	3000	3150
Total Number of Online Members	7700	7800	7900
Estimated Number of Volunteers	206	215	215
Estimated Number of Volunteer Service Hours	3359	3400	3400

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
% increase in youth programs	5%	-3.6%	5%	5%
% increase in adult programs	5%	25%	17	18
% increase in registrations	3%	2.2%	3%	3%
% increase in online accounts	5%	17%	5%	5%
Monetary value of volunteer hours	\$36,000	\$33590	\$34,000 (11/hour)	\$34,000
In-service training sessions for beach staff	6	6	6	6

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>16201</b>	<b>RECREATION SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$68,686.00	\$68,685.21	\$73,343.00	\$27,996.60	\$78,178.00	\$78,178.00	\$_____
5104	WAGES-OPERATIONS	\$104,787.00	\$93,432.80	\$109,634.00	\$27,584.95	\$96,075.00	\$96,075.00	\$_____
5104D	WAGES-TEMP & SEASONAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
	TOTAL	\$173,473.00	\$162,118.01	\$182,977.00	\$55,581.55	\$174,253.00	\$174,253.00	\$_____
<b>16203</b>	<b>RECREATION EXPENSES</b>							
5205	OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5209	TRAVEL IN-STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5211	ELECTRICITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5215	TELEPHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5219B	SPECIAL EVENT/PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5223	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5233A	SAFETY SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
	GRAND TOTAL	\$173,473.00	\$162,118.01	\$182,977.00	\$55,581.55	\$174,253.00	\$174,253.00	\$_____

## FY2018 SALARIES AND WAGES REQUEST

DEPT

DEPT #

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Alan Grady, Recreation Director	S13, Step 5	1,489.00		42	62,538.00
	4/22/2017	S13, Step 6	\$1,564.00		10	15,640.00
						78,178.00
5104	Jenn Kirkland, Program Coordinator	N16, Step 3	\$1,046.00		24	25,104.00
	12/16/2017	N16, Step 4	\$1,098.00		28	30,744.00
						55,848.00
5104	Stephen Croft, Admin Assistant	N10, Min	18.58	40	8.6	6,391.52
	8/30/2017	N10, Step 2	19.49	40	43.4	33,834.64
						40,227.00
TOTAL SALARY & WAGES						174,253.00

**INSTRUCTIONS:**

**TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104**

**WEEKS:** Should total "52" weeks for each employee

**OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall**

**EXAMPLE:**

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	<b>Total</b>				52	22,256.00



# Town of Westborough Fiscal Year 2018

## Department

## Cultural Council

### Activities, Functions and Responsibilities

The mission of the Westborough Cultural Council is to support cultural enrichment and foster creative opportunities that provide diversity and are available to all Westborough residents.

The cultural council helps to fund the arts, sciences and humanities in our local community by giving grants to worthy groups which meet the grant guidelines of the MA Cultural Council and our own local guidelines.

### Successes & Accomplishments 2015-2016

The Cultural Council awarded over \$23,000 in grants in 2015. Among the thirty grants awarded were a field trip to the Boston Symphony Orchestra for fourth graders at Mill Pond School; a Skyrise Theater production; Westborough Players Club, Community Band, Community Chorus events and productions; Westborough Community Land Trust Live Animals event; programs at the Library and Historical Society. We generally receive grant requests totaling over \$40,000. This year we held the Seventh Annual Arts in Common festival on September 24th at Bay State Commons. It is a fun community event that helps raise funds to support the arts, sciences and humanities in Westborough. There were over 35 artisans and 20 different performers and groups.

### Goals & Priorities 2017-2018

Our goal is to continue to fund grants to support the arts and culture in Westborough. We will continue to raise funds through such activities as hosting the Eighth Annual Arts in Common arts festival in the fall. Our priority is to raise enough funds to be able to grant \$10,000-\$15,000 each year.

**Department**

Cultural Council

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY16 to 17</b>
<b>Salaries / Wages</b>	0	0	0	0	0	
<b>Expenses</b>	2,000	2,000	2,000	2,000	2,000	0.00%
<b>Total Expenditures</b>	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	0.00%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	0	0	0
<b>Part Time</b>	0	0	0
<b>F T E</b>	0	0	0

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Funded 30 grants	30	30	30
Funded \$22,832	22,832	15,000	15,000
Funded 2 field trips \$2500	2	2	2
Arts in common - Artists	35	35	40
Arts in Common - Performers	25	25	25

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Received 35 grant requests, funded 30 - some grant apps not eligible for funding	30	30	30	30
Funded 2 school field trips (\$2500)	2	2	2	2
vendor Applicatins for AIC - limit due to space limitation, other local events	40	35	35	35
AIC raised \$10,000	11,000	9,000	11,000	12,000

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>16303</b>	<b>Cultural Council</b>							
5299	MISCELLANEOUS EXPENSE	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____
	TOTAL	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____

**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]



# Town of Westborough

## Fiscal Year 2018

### Department

### Historical Commission

#### Activities, Functions and Responsibilities

The Commission, a 6 member Board, appointed by the Selectmen, is a legal body under M.G.L., Chapter 40, paragraph 8D, mandated to protect and preserve historic buildings, structures, properties, cemeteries and archaeological sites and displays in the Town.

With cooperation from the Building Commissioner and Planning Board Planner, the Commission enforces a Sign Bylaw on all historic properties, Historic Districts and Commercial Properties within 2,500 feet from the rotary in the center of town.

The Demolition Bylaw comes under its jurisdiction if any structure was built before 1950. Restrictions apply in both of the aforementioned Bylaws.

The Commission office had it's hours reduced to 9 hours per week. The office hours are Tuesday, Wednesday and Thursday from 10:00a.m. to 1:00p.m.

The office is temporarily located in the Children's area of the town Library. 4 archaeological display cases containing artifacts from several local sites are on display on the main floor of the library and one case is near the Childrens area.

#### Successes & Accomplishments 2015-2016

- Approved 4 signs in the Historic District and approved 7 building demolitions.
- Published articles on town history in local newspaper.
- Have placed commission members on the: Hospital Reuse Committee, Design Review Board and 300th Anniversary committee.
- Supported work on Spurr House Study committee.
- Supported Scout Ricky Caron on his work toward him becoming Eagle Scout.

#### Goals & Priorities 2017-2018

- Continue to work with Building Commissioner, Planning Board and Design Review Board to clarify and increase awareness of sign applications and review processes.
- Increase office hours to 12 hours per week as per request for more hours by the Building Dept. and Planning Dept.
- Work with the Rotary Club committee for the 300th Anniversary events.
- Man a table at Town Meeting to promote Historical Commission.
- Continue to work with Ed Turner to replace pictures in public places in town.
- Help promote sale of the Spurr House.
- Continue to publish historical articles about the town.
- Continue to restore town cemeteries.
- Continue to assist the public with their questions.





**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>16502</b>	<b>HISTORICAL COMM SECRETARY</b>							
5103	WAGES-CLERICAL	\$12,003.00	\$11,757.90	\$12,197.00	\$4,672.80	\$16,524.00	\$12,393.00	\$_____
<b>16503</b>	<b>HISTORICAL COMM EXPENSES</b>							
5217	DUES AND MEMBERSHIPS	\$100.00	\$15.00	\$100.00	\$60.00	\$100.00	\$100.00	\$_____
5219	PROFESSIONAL SERVICES	\$5,000.00	\$4,800.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$_____
5219B	SPECIAL EVENT/PROGRAM	\$125.00	\$35.00	\$200.00	\$300.00	\$200.00	\$200.00	\$_____
5224	OTHER SUPPLIES	\$500.00	\$655.56	\$500.00	\$71.99	\$500.00	\$500.00	\$_____
	TOTAL	\$5,725.00	\$5,505.56	\$5,800.00	\$431.99	\$5,800.00	\$5,800.00	\$_____
	GRAND TOTAL	\$17,728.00	\$17,263.46	\$17,997.00	\$5,104.79	\$22,324.00	\$18,193.00	\$_____

## FY2018 SALARIES AND WAGES REQUEST

DEPT Historical Commission

DEPT # 16503

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5104	Sue Speckman	S-11/max	26.48	12	52	16,524.00
TOTAL SALARY & WAGES						16,524.00

**INSTRUCTIONS:**

**TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104**

**WEEKS:** Should total "52" weeks for each employee

**OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall**

**EXAMPLE:**

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]



# Town of Westborough

## Fiscal Year 2018

### Department

### Debt - General Fund

#### Activities, Functions and Responsibilities

Issue debt as voted by Town meetings and within the Town's recommended annual limits  
Make timely and accurate debt payments  
Refund debt available to lower payments  
Preparation of annual DOR "Statement of Indebtedness" (5 pages of detail on each debt issuance)  
Maintain or improve Town's AAA credit rating

#### Successes & Accomplishments 2015-2016

Maintained Town's bond rating  
Made timely and accurate debt payments  
Refunded available debt to lower interest costs

#### Goals & Priorities 2017-2018

Maintain AAA rating  
Continue to make timely and accurate debt payments  
Research existing debt available for refunding to lower payments  
Schedule new debt as required by Town meeting vote and within projected limits

## Debt - General Fund

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY16 to 17
Salaries / Wages	0	0	0	0	0	
Expenses	9,381,015	9,331,123.49	9,410,811	9,328,954	9,328,954	-0.8700%
Total Expenditures	\$9,381,015.00	\$9,331,123.49	\$9,410,811.00	\$9,328,954.00	\$9,328,954.00	-0.8700%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time			
Part Time			
F T E			

[illegible][illegible]

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>17103</b>	<b>DEBT-PRINCIPAL</b>							
5760AA	MWPAT-WWTP UPGRADE PART 3	\$30,998.00	\$0.00	\$31,671.00	\$0.00	\$14,923.00	\$14,923.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL(FY03)	\$26,000.00	\$26,000.00	\$25,000.00	\$25,000.00	\$20,000.00	\$20,000.00	\$ _____
5760BB	MULTI-PURPOSE 6.935MILL FY14	\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00	\$350,000.00	\$ _____
5760DD	MULTI-PURPOSE 1.98M FY15 RFD	\$0.00	\$0.00	\$124,000.00	\$124,000.00	\$120,000.00	\$120,000.00	\$ _____
5760EE	MULTI-PURPOSE 10.275M FY15	\$0.00	\$0.00	\$320,000.00	\$320,000.00	\$320,000.00	\$320,000.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$77,000.00	\$77,000.00	\$76,000.00	\$0.00	\$74,000.00	\$74,000.00	\$ _____
5760I	WPAT-WSRWTR MNG PLAN (ADD'L)	\$6,530.00	\$6,530.05	\$6,530.00	\$6,530.05	\$6,530.00	\$6,530.00	\$ _____
5760J	MULTI-PURPOSE 34.5M REFNDNG	\$3,248,000.00	\$3,248,000.00	\$3,202,000.00	\$3,202,000.00	\$3,142,000.00	\$3,142,000.00	\$ _____
5760N	WPAT-WASTEWATER MNGMNT PLAN	\$3,290.00	\$3,290.15	\$3,217.00	\$0.00	\$3,130.00	\$3,130.00	\$ _____
5760Q	SCHOOL SHORT TERM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760R	TOWN OTHER SHORT TERM BORROW	\$220,000.00	\$218,996.00	\$40,000.00	\$0.00	\$187,800.00	\$187,800.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$196,945.00	\$196,945.00	\$167,800.00	\$0.00	\$165,200.00	\$165,200.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$64,500.00	\$64,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760U	MULTI-PURPOSE 3.228M (FY08)	\$61,000.00	\$61,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760W	WPAT-WWTP UPGRADE PART 1	\$783,832.00	\$783,832.00	\$799,667.00	\$799,667.00	\$815,822.00	\$815,822.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$618,000.00	\$618,000.00	\$618,000.00	\$618,000.00	\$479,000.00	\$479,000.00	\$ _____
5760Y	WPAT - WWTP UPGRADE PART 2	\$1,414,541.00	\$1,414,541.00	\$1,421,036.00	\$1,421,036.00	\$1,427,637.00	\$1,427,637.00	\$ _____
	<b>TOTAL</b>	<b>\$7,100,636.00</b>	<b>\$7,069,634.20</b>	<b>\$7,184,921.00</b>	<b>\$6,866,233.05</b>	<b>\$7,126,042.00</b>	<b>\$7,126,042.00</b>	<b>\$ _____</b>
<b>17203</b>	<b>DEBT-INTEREST</b>							
5299	CERTIFICATION OF NOTES	\$150,000.00	\$164,855.13	\$150,000.00	\$49,258.92	\$150,000.00	\$150,000.00	\$ _____
5760AA	MWPAT-WWTP UPGRADE PART 3	\$14,393.00	\$718.25	\$13,774.00	\$0.00	\$0.00	\$0.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL(FY03)	\$2,620.00	\$2,620.00	\$2,110.00	\$1,180.00	\$1,660.00	\$1,660.00	\$ _____
5760BB	MULTI-PURPOSE 6.935MILL FY14	\$246,094.00	\$246,093.76	\$230,344.00	\$118,671.88	\$214,594.00	\$214,594.00	\$ _____
5760DD	MULTI-PURPOSE 1.98M FY15 RFD	\$0.00	\$0.00	\$21,770.00	\$11,505.00	\$18,730.00	\$18,730.00	\$ _____
5760EE	MULTI-PURPOSE 10.275M FY15	\$99,700.00	\$110,751.67	\$234,125.00	\$118,662.50	\$226,125.00	\$226,125.00	\$ _____
5760F	ANTICIPATION NOTES	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$5,463.00	\$5,462.50	\$3,360.00	\$0.00	\$1,110.00	\$1,110.00	\$ _____
5760J	MULTI-PURPOSE 34.5M REFNDNG	\$1,059,615.00	\$1,059,615.00	\$946,625.00	\$497,327.50	\$851,465.00	\$851,465.00	\$ _____
5760N	WPAT-WASTEWATER MNGMNT PLAN	\$318.00	\$317.70	\$254.00	\$253.65	\$190.00	\$190.00	\$ _____
5760Q	SCHOOL SHORT TERM BORROWING	\$8,975.00	\$0.00	\$29,375.00	\$0.00	\$107,550.00	\$107,550.00	\$ _____
5760R	TOWN OTHER SHORT TERM BORROW	\$119,369.00	\$116,969.89	\$103,682.00	\$182,584.43	\$187,483.00	\$187,483.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$28,595.00	\$28,595.26	\$21,308.00	\$10,654.15	\$15,100.00	\$15,100.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$8,870.00	\$8,059.34	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760U	MULTI-PURPOSE 3.228M (FY08)	\$24,581.00	\$25,644.79	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760W	WPAT-WWTP UPGRADE PART 1	\$284,822.00	\$284,821.84	\$268,987.00	\$138,491.76	\$252,832.00	\$252,832.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$114,786.00	\$114,786.00	\$92,384.00	\$51,213.00	\$72,762.00	\$72,762.00	\$ _____
5760Y	WPAT - WWTP UPGRADE PART 2	\$92,178.00	\$92,178.16	\$87,792.00	\$45,004.33	\$83,311.00	\$83,311.00	\$ _____
5760Z	INTEREST ON REFUNDS	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$ _____
	<b>TOTAL</b>	<b>\$2,280,379.00</b>	<b>\$2,261,489.29</b>	<b>\$2,225,890.00</b>	<b>\$1,224,807.12</b>	<b>\$2,202,912.00</b>	<b>\$2,202,912.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$9,381,015.00</b>	<b>\$9,331,123.49</b>	<b>\$9,410,811.00</b>	<b>\$8,091,040.17</b>	<b>\$9,328,954.00</b>	<b>\$9,328,954.00</b>	<b>\$ _____</b>

12/07/16	09:45:00 AM	TOWN OF WESTBORO DEBT FY 2018					OPEN SPACE		
PRINCIPAL	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/HIWAY	SCHOOLS	
2013 NEW & REFUNDED 11/13	\$34,804,439	\$3,325,000	\$33,000	\$59,000	\$14,000	\$124,000		\$3,095,000	\$3,325,000
1997/2000 REFUNDED 10/05	\$5,740,000	\$260,000	\$80,400	\$60,000		\$34,800		\$84,800	\$260,000
1998/2009 REFUNDED 10/09	\$2,975,000	\$280,000		\$15,000	\$74,000	\$191,000			\$280,000
2002 REFUNDED 8/12	\$3,985,000	\$400,000		\$126,000		\$254,000	\$20,000		\$400,000
2006	\$1,513,000	\$0		\$0		\$0	\$0	\$0	\$0
2007	\$3,228,000	\$0		\$0	\$0	\$0			\$0
2008	\$1,163,035	\$105,000		\$100,000		\$5,000			\$105,000
2010	\$11,834,909	\$765,000	\$118,000	\$6,000	\$19,000	\$280,000	\$342,000		\$765,000
2014	\$6,935,000	\$350,000			\$65,000		\$285,000		\$350,000
2006/2007 REFUNDED 8/15 (T & U)	\$1,980,000	\$290,000		\$31,500		\$138,500	\$92,000	\$28,000	\$290,000
2015	\$10,275,000	\$520,000		\$160,000	\$170,000	\$40,000	\$150,000		\$520,000
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$0		\$0					\$0
WPAT 96/46 PINECREST/ KAY	\$452,000	\$0		\$0					\$0
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$17,976		\$17,976					\$17,976
WPAT 00/25 ASSABET (17% is STP portion)*	\$588,584	\$18,414	\$3,130	\$15,284					\$18,414
WPAT 00/25A ASSABET (68.3% is STP portion) ref	\$151,291	\$9,581	\$6,530	\$3,051					\$9,581
WPAT 08/22 I/ REFUNDED 8/12	\$345,702	\$16,728		\$16,728					\$16,728
WPAT - WWTP (I)	\$17,616,166	\$815,822							\$815,822
WPAT - WWTP (II)	\$29,358,537	\$1,427,837	\$1,427,837						\$1,427,837
WPAT - 10/08 WELD/FOLLY (REFUNDED)	\$1,338,200	\$81,480		\$48,110		\$15,370			\$81,480
WPAT - WWTP - ADD'L 2013	\$750,000	\$14,923	\$14,923						\$14,923
WPAT - I/ ADD'L 2014	\$98,280	\$4,719		\$4,719					\$4,719
PAYDOWNS									
DPW SWEEPER		\$40,000					\$40,000		\$40,000
CROWNRISE WATER		\$3,000				\$3,000			\$3,000
FLANDERS RD SEWER		\$3,600		\$3,600					\$3,600
FOX LANE SEWER		\$7,200		\$7,200					\$7,200
FIRE STATION DESIGN		\$18,000					\$18,000		\$18,000
TOWN HALL DESIGN		\$122,000			\$122,000				\$122,000
WARREN ST CULVERTS		\$7,800			\$7,800				\$7,800
ROUNDING									
TOTAL PRINCIPAL		\$8,883,860	\$2,499,442	\$672,148	\$471,800	\$1,085,670	\$947,000	\$3,207,800	\$8,883,861

INTEREST	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/HIWAY	SCHOOLS	
BONDS									
2013 NEW & REFUNDED 11/13	\$34,504,439	\$948,594	\$11,013	\$19,435	\$7,178	\$77,894		\$833,275	\$948,594
1997/2000 REFUNDED 10/05	\$5,740,000	\$25,345	\$8,825	\$6,519		\$3,726		\$6,275	\$25,345
1998/2009 REFUNDED 10/09	\$2,975,000	\$9,750		\$585	\$1,110	\$8,055			\$9,750
2002 REFUNDED 8/12	\$3,985,000	\$44,200		\$14,780		\$27,760	\$1,680		\$44,200
2006	\$1,513,000	\$0		\$0		\$0	\$0	\$0	\$0
2007	\$3,228,000	\$0		\$0	\$0	\$0			\$0
2008	\$1,163,035	\$6,481		\$6,163		\$319			\$6,481
2010	\$11,834,909	\$144,605	\$51,599	\$2,535	\$6,843	\$69,309	\$14,320		\$144,605
2014	\$6,935,000	\$214,594		\$2,768	\$38,260	\$31,203	\$176,344		\$214,594
2006/2007 REFUNDED 8/15 (T & U)	\$1,980,000	\$52,700		\$2,768		\$31,203	\$17,790	\$940	\$52,700
2015	\$10,275,000	\$364,688		\$113,438	\$119,625	\$25,125	\$108,500		\$364,688
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$0		\$0					\$0
WPAT 96/46 PINECREST/ KAY	\$452,000	\$0		\$0					\$0
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$0		\$0					\$0
WPAT 00/25 ASSABET (REFUNDED) 17% STP	\$588,584	\$1,115	\$190	\$926					\$1,115
WPAT 00/25A ASSABET (68.3% STP) refunded	\$151,291	\$0	\$0	\$0					\$0
WPAT 08/22 I/ REFUNDED 8/12	\$345,702	\$5,169		\$5,169					\$5,169
WPAT - WWTP (I)	\$17,616,166	\$252,832	\$252,832						\$252,832
WPAT - WWTP (II)	\$29,358,537	\$83,311	\$83,311						\$83,311
WPAT - 10/08 WELD/FOLLY (REFUNDED)	\$1,338,200	\$22,615		\$16,961		\$5,654			\$22,615
WPAT - WWTP - ADD'L 2013	\$750,000	\$0	\$0						\$0
WPAT - I/ ADD'L 2014	\$98,280	\$1,783		\$1,783					\$1,783

PERMANENT INTEREST	\$2,177,761	\$407,768	\$191,061	\$173,005	\$248,844	\$316,614	\$840,490	\$2,177,781
--------------------	-------------	-----------	-----------	-----------	-----------	-----------	-----------	-------------

SHORT TERM @	1.25%								
Actual due 08/17									
WATER - CROWNRISE	\$72,000	\$1,436				\$1,436			\$1,436
SEWER - CROWNRISE	\$198,000	\$3,949		\$3,949					\$3,949
- FLANDERS	\$98,400	\$1,923		\$1,923					\$1,923
TOWN - TOWN HALL RENOVATIONS	\$3,400,000	\$67,811			\$67,811				\$67,811
- FIRE STATION CONSTRUCTION	\$575,000	\$11,468					\$11,468		\$11,468
- WARREN ST DRAINAGE	\$218,000	\$4,308			\$4,308				\$4,308
- TOWN HALL DESIGN	\$229,000	\$4,567			\$4,567				\$4,567
- DPW SWEEPER	\$180,000	\$3,191					\$3,191		\$3,191
- DPW GARAGE ROOF	\$30,000	\$598					\$598		\$598
SCHOOL - GIBBONS SCHOOL	\$1,350,000	\$26,925						\$26,925	\$26,925
INTERNAL BORROW - FY17									
WATER - OTIS STREET WELL REPLACEMENT	\$1,150,500	\$14,381				\$14,381			\$14,381
TOWN - DPW GARAGE ROOF REPAIR	\$300,000	\$3,750					\$3,750		\$3,750
SCHOOL - GIBBONS	\$1,200,000	\$15,000						\$15,000	\$15,000
ATM/STM Articles									
TOWN - TOWN HALL/FORBES DESIGN	\$181,000	\$2,263			\$2,263				\$2,263
- TOWN HALL RENOVATIONS	\$4,063	\$51			\$51				\$51
- FIRE STATION	\$158,000	\$1,975					\$1,975		\$1,975
- FORBES RENOVATIONS	\$7,000,000	\$87,500			\$87,500				\$87,500
SCHOOL - GIBBONS	\$5,000,000	\$62,500						\$62,500	\$62,500
- PRE-K ARCH STUDY	\$250,000	\$3,125						\$3,125	\$3,125
WATER - OTIS ST WELL	\$949,500	\$11,889				\$11,889			\$11,889
subtotal - short term interest		\$328,590	\$0	\$5,872	\$188,500	\$27,686	\$20,983	\$107,550	\$328,591
NOTE CERTIFICATION		\$150,000			\$150,000				\$150,000
TAX ANTICIPATION		\$10,000			\$10,000				\$10,000
ABATE INTEREST		\$10,000			\$10,000				\$10,000
SUBTOTAL INTEREST		\$2,676,371	\$407,768	\$196,932	\$509,505	\$276,530	\$337,596	\$948,040	\$2,676,371
ROUNDING									
		\$2,676,371	\$407,768	\$196,934	\$509,505	\$276,535	\$337,599	\$948,040	\$2,676,381





# Town of Westborough Fiscal Year 2018

Department

Country Club

## Activities, Functions and Responsibilities

Management and Operation of the Westborough Country Club golf course.

## Successes & Accomplishments 2015-2016

n/a

## Goals & Priorities 2017-2018

n/a

## Country Club

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY16 to 17
Salaries / Wages	5,526	5,314.21	4,828	4,925	4,925	2.0100%
Expenses	395,859	395,859	396,659	410,075	410,075	3.3800%
Total Expenditures	\$401,385.00	\$401,173.21	\$401,487.00	\$415,000.00	\$415,000.00	3.3700%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time			
Part Time	1	1	1
F T E	1	1	1

[illegible][illegible]

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>COUNTRY CLUB WAGES</b>							
CC ADMINISTRATIVE STAFF	\$5,526.00	\$5,314.21	\$4,828.00	\$1,950.05	\$4,925.00	\$4,925.00	\$ _____
<b>COUNTRY CLUB EXPENSES</b>							
CC GOLF PROFESSIONAL	\$57,420.00	\$60,411.40	\$58,520.00	\$26,649.80	\$62,569	\$62,569	\$ _____
CC CREDIT CARD SERVICES	\$2,100.00	\$2,583.15	\$2,300.00	\$0.00	\$2,500	\$2,500	\$ _____
CC SUPERINTENDENT CONTRA	\$203,339.00	\$203,338.56	\$203,339.00	\$88,960.62	\$207,406	\$207,406	\$ _____
CC PROFESSIONAL ASSOC	\$1,500.00	\$1,830.00	\$1,500.00	\$0.00	\$1,500	\$1,500	\$ _____
CC TREE REMOVAL (CONT)	\$2,000.00	\$200.00	\$2,000.00	\$0.00	\$2,000	\$2,000	\$ _____
CC UTILITIES - ELECTRIC	\$8,000.00	\$6,893.50	\$7,000.00	\$3,979.46	\$7,000	\$7,000	\$ _____
CC UTILITIES - GAS HEAT	\$2,200.00	\$1,943.37	\$2,200.00	\$163.89	\$2,200	\$2,200	\$ _____
CC UTILITIES - DUMPSTER	\$1,600.00	\$1,742.75	\$1,600.00	\$600.00	\$1,600	\$1,600	\$ _____
CC UTILITIES - WATER	\$700.00	\$579.72	\$700.00	\$337.87	\$700	\$700	\$ _____
CC UTILITIES - PORTBLE TOILE	\$1,000.00	\$1,018.72	\$1,000.00	\$540.00	\$1,000	\$1,000	\$ _____
CC UTILITIES - CABLE	\$3,300.00	\$3,227.95	\$3,300.00	\$1,236.40	\$3,300	\$3,300	\$ _____
CC AERATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0	\$0	\$ _____
CC FERT/CHEM/SEED	\$41,000.00	\$42,281.20	\$42,500.00	\$16,721.35	\$45,600	\$45,600	\$ _____
CC SAND/LOAM/GRAVEL	\$8,500.00	\$9,434.02	\$8,500.00	\$2,598.61	\$8,500	\$8,500	\$ _____
CC PARTS & SUPPLIES	\$31,000.00	\$34,349.07	\$32,000.00	\$3,006.53	\$35,000	\$35,000	\$ _____
CC FUEL	\$9,000.00	\$4,676.10	\$7,000.00	\$2,073.41	\$7,000	\$7,000	\$ _____
CC BLDG & GROUND MAINTEN/	\$4,000.00	\$3,488.99	\$4,000.00	\$2,026.00	\$4,000	\$4,000	\$ _____
CC FLOWERS/SHRUBS/MULCH	\$200.00	\$122.50	\$200.00	\$0.00	\$200	\$200	\$ _____
CC IRRIGATION	\$3,000.00	\$1,738.00	\$3,000.00	\$5,271.10	\$2,000	\$2,000	\$ _____
CC INDIRECT COSTS	\$16,000.00	\$16,000.00	\$16,000.00	\$6,725.00	\$16,000	\$16,000	\$ _____
<b>TOTAL EXPENSES</b>	<b>\$395,859</b>	<b>\$395,859.00</b>	<b>\$396,659</b>	<b>\$160,890.04</b>	<b>\$410,075</b>	<b>\$410,075</b>	<b>\$ _____</b>
<b>GRAND TOTAL (INCL WAGES)</b>	<b>\$401,385</b>	<b>\$401,173.21</b>	<b>\$401,487</b>	<b>\$162,840</b>	<b>\$415,000</b>	<b>\$415,000</b>	<b>\$ _____</b>

## FY2018 SALARIES AND WAGES REQUEST

DEPT COUNTRY CLUB

DEPT # 60200

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5103	THOMAS, JESSICA	H2/MAX	22.80	18/MO	12 MO	4,925.00
TOTAL SALARY & WAGES						4,925.00

**INSTRUCTIONS:**

**TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104**

**WEEKS:** Should total 52.2 weeks for each employee

**OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall**

**EXAMPLE:**

5104	Lisa Carr: General Clerk, June 18	H7/5	12.16	35	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

**TOWN OF WESTBOROUGH**  
*EXPENSES LEDGER*  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**

[illegible]



# Town of Westborough

## Fiscal Year 2018

### Department

### Department of Public Works -SEWER

#### Activities, Functions and Responsibilities

The Department of Public Works (DPW) operates under the supervision of the DPW Director and the Assistant DPW Director.

The primary activities/functions and responsibilities are as follows:

Maintain 100 miles of sewer pipe

Maintain and repair thirty-four (34) sewer pump stations including electrical controls, pumps, valves, mixers, bubbler systems, alarms, station exteriors and wet wells.

Jet and inspect problem sewer areas quarterly

Grease trap inspections

Snow operations

Assist other DPW Divisions as needed.

#### Successes & Accomplishments 2015-2016

Successes & Accomplishments for 2016-2016:

Purchased & installed new sewer grinder @ Baker Way Pump Station

Purchased & installed back up generator at Wachusett Station

Built retaining wall/leveled off the front of Route 9 Sewer Station

Cleaned & inspected various sewer mains

#### Goals & Priorities 2017-2018

Goals for FY 2017-2018: To maintain the sewer collection system by routine maintenance and upgrades to prevent sanitary sewer overflows and the efficient operations of the sewer pump stations.

Clean and inspect sewer mains

Rehab the Otis Street Station, Cumberland Station and Banyan Station

**Department**

Department of Public Works - SEWER

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>	741,253	734,255.7	752,551	763,788	763,788	1.4900%
<b>Expenses</b>	283,680	248,343.06	304,180	304,180	304,180	0.00%
<b>Total Expenditures</b>	\$1,024,933.00	\$982,598.76	\$1,056,731.00	\$1,067,968.00	\$1,067,968.00	1.0600%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	8	8	8
<b>Part Time</b>	0	0	0
<b>F T E</b>	8	8	8

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Inspect sewer stations daily	34	34	34
Station grounds maintenance	30	30	30
Generator Maintenance	30	30	30
Sewer wet well bar racks cleaned daily	2 stations	2 stations	2 stations
Sewer pumps pulled to remove blockage	25	25	25
Sewer wet wells cleaned	6	Varies	Varies
Sewer complaints odor blockages, etc	12	Varies	Varies
Grease Trap Inspections	62	62	62
Sewer manhole inspections	25	25	25
Sewer easement inspections	3	Varies	Varies
Video inspections sewer inflow/infiltration	6	Varies	Varies

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Minimize the number of sewer main blockages	2	2	2	2
Minimize the number of sewer station alarms	34	34	34	34
Minimize the sanitary sewer overflows	2	2	2	2
Operate sewer stations as efficient as possible	34	34	34	34

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>64301</b>	<b>SEWER O &amp; M SALARY/WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$76,644.00	\$76,647.05	\$78,048.00	\$29,872.23	\$79,459.00	\$79,459.00	\$ _____
5102	SALARY-ASST & AGENT	\$142,121.00	\$141,968.13	\$145,370.00	\$53,282.82	\$143,997.00	\$143,997.00	\$ _____
5102A	SALARY ADMINISTRATION	\$24,742.00	\$24,744.86	\$25,156.00	\$9,539.64	\$25,552.00	\$25,552.00	\$ _____
5103	WAGES-CLERICAL	\$51,804.00	\$51,682.30	\$52,670.00	\$19,982.87	\$57,928.00	\$57,928.00	\$ _____
5104	WAGES-OPERATIONS	\$361,840.00	\$357,310.25	\$366,132.00	\$136,398.99	\$372,305.00	\$372,305.00	\$ _____
5105	OVERTIME	\$84,102.00	\$81,903.11	\$85,175.00	\$32,176.73	\$84,547.00	\$84,547.00	\$ _____
	<b>TOTAL</b>	<b>\$741,253.00</b>	<b>\$734,255.70</b>	<b>\$752,551.00</b>	<b>\$281,253.28</b>	<b>\$763,788.00</b>	<b>\$763,788.00</b>	<b>\$ _____</b>
<b>64303</b>	<b>SEWER O &amp; M EXPENSES</b>							
5202	GROUNDS & BUILDING MAINT	\$4,000.00	\$3,756.20	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	\$ _____
5203	REPAIR/MAINT EQUIPMENT	\$5,600.00	\$4,422.67	\$5,600.00	\$578.01	\$5,600.00	\$5,600.00	\$ _____
5203T	REPAIR/MAINT SWR PMP STA	\$40,000.00	\$54,887.48	\$40,000.00	\$15,878.61	\$51,000.00	\$51,000.00	\$ _____
5207D	POLICE DETAIL	\$1,840.00	\$746.68	\$1,840.00	\$0.00	\$1,840.00	\$1,840.00	\$ _____
5211	ELECTRICITY	\$111,000.00	\$118,698.18	\$141,000.00	\$29,259.46	\$130,000.00	\$130,000.00	\$ _____
5213	FUEL AND OIL	\$16,111.00	\$7,095.11	\$14,111.00	\$2,172.05	\$14,111.00	\$14,111.00	\$ _____
5215	TELEPHONE	\$3,888.00	\$4,070.36	\$3,888.00	\$1,264.03	\$4,088.00	\$4,088.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$360.00	\$100.00	\$360.00	\$20.00	\$160.00	\$160.00	\$ _____
5218	TRAINING AND EDUCATION	\$1,660.00	\$1,601.63	\$1,660.00	\$74.25	\$1,660.00	\$1,660.00	\$ _____
5219F	DRUG/ALCOHOL TRAINING	\$100.00	\$174.50	\$100.00	\$156.00	\$200.00	\$200.00	\$ _____
5223	OFFICE SUPPLIES	\$1,400.00	\$853.07	\$1,400.00	\$114.28	\$1,300.00	\$1,300.00	\$ _____
5236	CONTRACT SERVICE	\$57,050.00	\$28,385.10	\$57,050.00	\$12,187.34	\$57,050.00	\$57,050.00	\$ _____
5241	CLOTHING ALLOWANCE	\$4,840.00	\$4,207.37	\$4,840.00	\$1,944.13	\$4,840.00	\$4,840.00	\$ _____
5243	MISCELLANEOUS LICENSES	\$500.00	\$290.00	\$500.00	\$0.00	\$500.00	\$500.00	\$ _____
5247	GAS,OIL,LUBE	\$20,831.00	\$10,715.37	\$17,831.00	\$4,353.22	\$17,831.00	\$17,831.00	\$ _____
5252I	MAINT MATERIALS-SERVICES	\$14,500.00	\$8,339.34	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$ _____
	<b>TOTAL</b>	<b>\$283,680.00</b>	<b>\$248,343.06</b>	<b>\$304,180.00</b>	<b>\$68,001.38</b>	<b>\$304,180.00</b>	<b>\$304,180.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$1,024,933.00</b>	<b>\$982,598.76</b>	<b>\$1,056,731.00</b>	<b>\$349,254.66</b>	<b>\$1,067,968.00</b>	<b>\$1,067,968.00</b>	<b>\$ _____</b>



## DEPT. PUBLIC WORKS - SEWER

FY 2017-2018

**5101 DPW - SALARY**

CONTRACT	WALDEN, J.	\$131,687.00	33%	\$43,457.00
S18 MAX	BALDUF, CARL	\$2,098.00	17.16 WEEKS	\$36,002.00
				<b>\$79,459.00</b>

**5102 ASST MGR./OPERATION MGR**

S16 Pers Rate	VOUTAS, RICHARD	\$2,109.69	17.16 WEEKS	\$36,203.00
S14 -STEP 4	ANTONIOLI, BRIAN	\$1,489.00	17.76 WEEKS	\$26,445.00
S14-STEP 5	ANTONIOLI, BRIAN (5-9-18)	\$1,564.00	3.04 WEEKS	\$4,755.00

**ENGINEERING STAFF**

S14 MAX	ALLAIN, L	\$1,724.00	17.16 WEEKS	\$29,584.00
S12 MAX	DUFF, ROBERT	\$1,564.00	17.16 WEEKS	\$26,839.00
S9-Step4	Phung Nguyen	\$1,166.00	14.52 WEEKS	\$16,931.00
S9 -Step 5	Phung Nguyen (May 5, 2018)	\$1,227.00	2.64 WEEKS	\$3,240.00
				<b>\$143,997.00</b>

**5102A SALARY ADMINISTRATION**

S11 MAX	RIGGIERI, MARIA-ELAINA \$1,273.00	\$1,489.00	17.16 WEEKS	\$25,552.00
				<b>\$25,552.00</b>

**SALARY TOTALS****\$249,008.00****5103 WAGES - CLERICAL**

N10 MAX	UNKNOWN( \$26.04 * 40)	\$1,041.60	20.8 WEEKS	\$21,666.00
N10-Step 4	Belli, Christina \$21.50*25	\$537.50	0.66 WEEKS	\$355.00
N10-Step 5	Belli Christina \$22.55 *25 (7-16-17)	\$563.75	16.5 WEEKS	\$9,302.00
N10 MAX	MA, MICHELLE \$26.04*40	\$1,041.60	13 WEEKS	\$13,541.00
N10ST7	WILLARD, PAMELA \$24.88 *40	\$995.20	10.30 WEEKS	\$10,251.00
N10 ST MAX	WILLARD, PAMELA (\$26.04 4-17-18)	\$1,041.60	2.7 WEEKS	\$2,813.00

**CLERICAL TOTALS****\$57,928.00**

**5104 WAGES - OPERATIONS**

W6 MAX 15TH	VINCEQUERE, TONY (\$30.88)	\$1,239.20	52 WEEKS	\$64,439.00
W3-Step 4	WALTERS, BRENNAN (\$21.15)	\$846.00	13.12 WEEKS	\$11,100.00
W3-STEP 5	WALTERS, BRENNAN (\$22.37*40) 2-16-18	\$894.80	7.68 WEEKS	\$6,873.00
W4MAX 15th	GRAINS, N (\$28.02)	\$1,120.80	46.8 WEEKS	\$52,454.00
W5 MAX	LENNHAN, SCOTT (\$28.14)	\$1,125.60	20.8 WEEKS	\$23,413.00
W6 MAX 25TH	JACKMAN, DANA (\$33.48)	\$1,339.20	13 WEEKS	\$17,410.00
W6 MAX	DANIELE, J (\$29.81)	\$1,192.40	46.8 WEEKS	\$55,805.00
W3-MAX	STEWART, JAMES \$25.12	\$1,004.80	20.8 WEEKS	\$20,900.00
W5 MAX 25TH	WINCHELL, PAUL (\$31.61)	\$1,264.40	20.8 WEEKS	\$26,300.00
W-4 MAX	STEVE BOWMAN (\$26.94)	\$1,077.60	17.16 WEEKS	\$18,492.00
W3 MAX	REMILLARD, THOMAS (\$25.12)	\$1,004.80	46.8 WEEKS	\$47,025.00
W6 15TH	KANE, BRIAN (\$30.98)	\$1,239.20	5.2 WEEKS	\$6,444.00
W6 20TH	KANE, BRIAN (\$32.21 10/1/17)	\$1,288.40	15.6 WEEKS	\$20,100.00
	4 License Stipends - PER CONTRACT	\$1,550.00		\$1,550.00
	4x\$250 = \$1,000 drivers lic			
	\$550.00 misc lic (\$50.00 per lic)			
<b>5105</b>	<b>OVERTIME</b>		<b>OPERATIONS WAGES TOTAL</b>	<b>\$372,306.00</b>

T Vincequere	46.47 X 5 X 52	\$232.35	52 WEEKS	\$12,083.00
(CALL WEEK)	\$40 X 5 DAYS/WEEK	\$200.00	52 WEEKS	\$10,400.00
(HOLIDAY)	\$268 X 12 HOLIDAYS	\$268.00	12 DAYS	\$3,216.00
(WEEKEND)	\$576 X 52 WK(\$40 Fri + \$536 W/E)	\$576.00	52 WEEKS	\$29,952.00
(UNSCH OT)	\$48.32 X 23 HOURS	\$1,111.36	26 WEEKS	\$28,896.00

**TOTAL OVERTIME** \$84,547.00  
**TOTAL SALARY** \$239,822.00  
**TOTAL CLERICAL/OPERATIONSWAGES** \$430,233.00

**TOTAL** **\$763,788.00**

<b>64303</b>	<b>SEWER O &amp; M EXPENSES</b>	
<b>5202</b>	<b>REPAIR/MAINT BLDG - SEWER STATION</b>	<b>\$4,000.00</b>
	Fence repair, bldg materials repair, paint & hardware	
<b>5203</b>	<b>REPAIR/MAINT EQUIPMENT/VEHICLES</b>	<b>\$5,600.00</b>
	Tires, Gen. Maint, State Inspections(3vans, 1 truck)	
<b>5203T</b>	<b>REPAIR/MAINT SEWER STATIONS</b>	<b>\$51,000.00</b>
	Electrical repairs, maint. mtrls & supplies for Sew. Stations	
<b>5207D</b>	<b>POLICE DETAIL</b>	<b>\$1,840.00</b>
<b>5211</b>	<b>ELECTRICITY</b>	<b>\$130,000.00</b>
	Sewer Stations & DPW Facility National Grid	
<b>5213</b>	<b>FUEL OIL/HEATING</b>	<b>\$14,111.00</b>
	Sewer Stations & Office/Garage	
<b>5215</b>	<b>TELEPHONE</b>	<b>\$4,088.00</b>
	,Sewer Div., Engineering (portion), Sewer Alarm	
<b>5217</b>	<b>DUES AND MEMBERSHIP</b>	<b>\$160.00</b>
<b>5218</b>	<b>TRAINING AND EDUCATION</b>	<b>\$1,660.00</b>
	Includes Recert. Of Grade 1 Distribution Operators & license	
<b>5219F</b>	<b>DRUG/ALCOHOL TESTING</b>	<b>\$200.00</b>
<b>5223</b>	<b>SUPPLIES</b>	<b>\$1,300.00</b>
	Office	\$590.00
	Books and Periodicals	\$360.00
	Safety Supplies	\$350.00

5236      **CONTRACT SERVICE**      **\$57,050.00**

Sewer  
Instrument & Meter Calibration  
Office - Sensus Autoread, Kronos software,  
MS4 program materials(NPEDES Permit)  
Two (2) Meter Readers  
Office Building Cleaning

5241      **CLOTHING ALLOWANCE**      **\$4,840.00**

Engineering (split between water & sewer)      4 @\$800.00      \$3,200.00  
(4 @ \$400 & 1 @ \$40)      \$1,640.00

5243      **MISC. SERVICES**      **\$500.00**

License      \$500.00

5247      **GASOLINE, OIL, LUBE**      **\$17,831.00**

52521      **MAINT MTRLS - SEWER**      **\$10,000.00**  
Emergency Repairs

**TOTAL EXPENSE**      **\$304,180.00**

---

<b>SALARY</b>	<b>\$249,008.00</b>
<b>WAGES</b>	<b>\$514,780.00</b>
<b>EXPENSE</b>	<b>\$304,180.00</b>
	<b><u>\$1,067,968.00</u></b>



# Town of Westborough

## Fiscal Year 2018

### Department

Debt - Sewer

### Activities, Functions and Responsibilities

Issue debt as voted by Town meetings and within the Town's recommended annual limits  
Make timely and accurate debt payments  
Refund debt available to lower payments  
Preparation of annual DOR "Statement of Indebtedness" (5 pages of detail on each debt issuance)  
Maintain or improve Town's AAA credit rating

### Successes & Accomplishments 2015-2016

Maintained Town's bond rating  
Made timely and accurate debt payments  
Refunded available debt to lower interest costs

### Goals & Priorities 2017-2018

Maintain AAA rating  
Continue to make timely and accurate debt payments  
Research existing debt available for refunding to lower payments  
Schedule new debt as required by Town meeting vote and within projected limits

## Debt - Sewer

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY16 to 17
Salaries / Wages	0	0	0	0	0	
Expenses	821,700	821,496.33	998,118	869,082	869,082	-12.9300%
Total Expenditures	\$821,700.00	\$821,496.33	\$998,118.00	\$869,082.00	\$869,082.00	-12.9300%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time			
Part Time			
F T E			

[illegible][illegible]

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>64305</b>	<b>SEWER O &amp; M DEBT</b>							
5760A	WPAT-WELD/FOLLY 1.424M S75/W25	\$44,169.00	\$44,169.05	\$45,129.00	\$45,129.07	\$46,110.00	\$46,110.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL(FY03)	\$127,000.00	\$127,000.00	\$129,000.00	\$129,000.00	\$126,000.00	\$126,000.00	\$ _____
5760CC	WPAT-INLOW/INFILT ADD'L 98K	\$3,975.00	\$4,520.00	\$4,618.00	\$0.00	\$4,719.00	\$4,719.00	\$ _____
5760DD	MULTI-PURP 1.980M REFUNDING	\$0.00	\$0.00	\$33,000.00	\$33,000.00	\$31,500.00	\$31,500.00	\$ _____
5760E	WPAT-INFLO/INFILT FY10 .463M	\$16,086.00	\$16,085.75	\$16,404.00	\$16,403.62	\$16,728.00	\$16,728.00	\$ _____
5760EE	MULTI-PURP 10.275M FY16	\$0.00	\$0.00	\$160,000.00	\$160,000.00	\$160,000.00	\$160,000.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$ _____
5760I	WPAT-WSRWTR MNG PLAN (ADD'L)	\$3,031.00	\$3,030.78	\$3,031.00	\$3,030.78	\$3,031.00	\$3,031.00	\$ _____
5760J	MULTI-PURPOSE 34.5M REFNDNG	\$57,000.00	\$57,000.00	\$58,000.00	\$58,000.00	\$59,000.00	\$59,000.00	\$ _____
5760K	WPAT-PINECREST/KAY SEWER	\$20,003.00	\$20,002.78	\$20,456.00	\$0.00	\$0.00	\$0.00	\$ _____
5760L	WPAT-FLANDERS/OLD FLANDER	\$17,243.00	\$17,242.90	\$17,816.00	\$17,815.79	\$17,976.00	\$17,976.00	\$ _____
5760M	WPAT-WALKER/SMITH/FISHER	\$86,269.00	\$86,268.51	\$88,222.00	\$0.00	\$0.00	\$0.00	\$ _____
5760N	WPAT-WASTEWATER MNGMNT PLAN	\$16,064.00	\$16,063.66	\$15,706.00	\$0.00	\$15,284.00	\$15,284.00	\$ _____
5760O	SEWER SHORT TERM BORROWING	\$10,000.00	\$10,000.00	\$5,600.00	\$5,600.00	\$10,800.00	\$10,800.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$62,855.00	\$62,855.00	\$60,900.00	\$0.00	\$60,000.00	\$60,000.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$24,750.00	\$24,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760V	MULTI-PURPOSE 1.163ML (FY09)	\$104,000.00	\$104,000.00	\$104,000.00	\$104,000.00	\$100,000.00	\$100,000.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$ _____
	<b>TOTAL</b>	<b>\$621,445.00</b>	<b>\$621,988.43</b>	<b>\$782,882.00</b>	<b>\$577,979.26</b>	<b>\$672,148.00</b>	<b>\$672,148.00</b>	<b>\$ _____</b>
<b>64306</b>	<b>SEWER O &amp; M INTEREST</b>							
5760A	WPAT-WELD/FOLLY 1.424M S75/W25	\$18,767.00	\$18,766.73	\$17,874.00	\$9,162.52	\$16,961.00	\$16,961.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL(FY03)	\$19,890.00	\$19,890.00	\$17,330.00	\$9,310.00	\$14,780.00	\$14,780.00	\$ _____
5760CC	WPAT-INLOW/INFILT ADD'L 98K	\$1,926.00	\$2,009.28	\$1,875.00	\$937.60	\$1,783.00	\$1,783.00	\$ _____
5760DD	MULTI-PURP 1.980M REFUNDING	\$0.00	\$0.00	\$3,570.00	\$1,950.00	\$2,768.00	\$2,768.00	\$ _____
5760E	WPAT-INFLO/INFILT FY10 .463M	\$5,825.00	\$5,824.98	\$5,500.00	\$2,832.06	\$5,169.00	\$5,169.00	\$ _____
5760EE	MULTI-PURP 10.275M FY16	\$55,400.00	\$55,550.86	\$117,438.00	\$59,518.75	\$113,438.00	\$113,438.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$1,448.00	\$1,447.50	\$1,035.00	\$0.00	\$585.00	\$585.00	\$ _____
5760J	MULTI-PURPOSE 34.5M REFNDNG	\$23,200.00	\$23,200.00	\$21,190.00	\$11,030.00	\$19,435.00	\$19,435.00	\$ _____
5760K	WPAT-PINECREST/KAY SEWER	\$414.00	\$413.68	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760L	WPAT-FLANDERS/OLD FLANDER	\$820.00	\$28.92	\$325.00	\$0.00	\$0.00	\$0.00	\$ _____
5760M	WPAT-WALKER/SMITH/FISHER	\$1,784.00	\$1,784.11	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760N	WPAT-WASTEWATER MNGMNT PLAN	\$1,551.00	\$1,551.13	\$1,238.00	\$1,238.42	\$926.00	\$926.00	\$ _____
5760O	SEWER SHORT TERM BORROWING	\$34,271.00	\$34,271.11	\$5,967.00	\$5,966.67	\$5,872.00	\$5,872.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$11,098.00	\$11,098.34	\$8,773.00	\$4,386.35	\$6,519.00	\$6,519.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$3,445.00	\$3,131.67	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$2,918.00	\$3,042.09	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760V	MULTI-PURPOSE 1.163ML (FY09)	\$14,528.00	\$14,527.50	\$10,368.00	\$6,223.75	\$6,163.00	\$6,163.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$2,970.00	\$2,970.00	\$2,753.00	\$1,425.00	\$2,535.00	\$2,535.00	\$ _____
	<b>TOTAL</b>	<b>\$290,255.00</b>	<b>\$199,507.90</b>	<b>\$215,236.00</b>	<b>\$113,981.12</b>	<b>\$196,934.00</b>	<b>\$196,934.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$821,700.00</b>	<b>\$821,496.33</b>	<b>\$998,118.00</b>	<b>\$691,960.38</b>	<b>\$869,082.00</b>	<b>\$869,082.00</b>	<b>\$ _____</b>

12/07/16 10:03:51 AM TOWN OF WESTBORO DEBT FY 2018		OPEN SPACE							
PRINCIPAL	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HWAY	SCHOOLS	
2013 NEW & REFUNDED 11/13	\$34,504,439	\$3,325,000	\$33,000	\$59,000	\$14,000	\$124,000		\$3,095,000	\$3,325,000
1997/2000 REFUNDED 10/05	\$5,740,000	\$260,000	\$80,400	\$60,000		\$34,800		\$84,800	\$260,000
1998/2009 REFUNDED 10/09	\$2,975,000	\$280,000		\$15,000	\$74,300	\$191,000			\$280,000
2002 REFUNDED 8/12	\$3,985,000	\$400,000		\$126,000		\$254,000	\$20,000		\$400,000
2006	\$1,513,000	\$0		\$0		\$0	\$0	\$0	\$0
2007	\$3,228,000	\$0		\$0	\$0	\$0			\$0
2008	\$1,163,035	\$105,000		\$100,000		\$5,000			\$105,000
2010	\$11,834,909	\$765,000	\$118,000	\$6,000	\$19,000	\$280,000	\$342,000		\$765,000
2014	\$6,935,000	\$350,000		\$65,000			\$285,000		\$350,000
2008/2007 REFUNDED 8/15 (T & U)	\$1,980,000	\$290,000		\$31,500		\$138,500	\$92,000	\$26,000	\$290,000
2015	\$10,275,000	\$620,000		\$160,000	\$170,000	\$40,000	\$150,000		\$620,000
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$0		\$0					\$0
WPAT 96/46 PINECREST/ KAY	\$452,000	\$0		\$0					\$0
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$17,976		\$17,976					\$17,976
WPAT 00/25 ASSABET (17% is STP portion)*	\$588,584	\$18,414	\$3,130	\$15,284					\$18,414
WPAT 00/25A ASSABET (68.3% is STP portion) re	\$151,291	\$8,581	\$6,530	\$3,051					\$9,581
WPAT 08/22 I/ REFUNDED 6/12	\$345,702	\$16,728		\$16,728					\$16,728
WPAT - WWTP (I)	\$17,616,166	\$815,822	\$815,822						\$815,822
WPAT - WWTP (II)	\$29,358,537	\$1,427,637	\$1,427,637						\$1,427,637
WPAT - 10/08 WELD/FOLLY (REFUNDED)	\$1,338,200	\$61,480		\$46,110		\$15,370			\$61,480
WPAT - WWTP - ADD'L 2013	\$750,000	\$14,923	\$14,923						\$14,923
WPAT - I/ ADD'L 2014	\$98,280	\$4,719		\$4,719					\$4,719
PAYDOWNS									
DPW SWEEPER		\$40,000					\$40,000		\$40,000
CROWNRISE WATER		\$3,000				\$3,000			\$3,000
FLANDERS RD SEWER		\$3,600		\$3,600					\$3,600
FOX LANE SEWER		\$7,200		\$7,200					\$7,200
FIRE STATION DESIGN		\$18,000					\$18,000		\$18,000
TOWN HALL DESIGN		\$122,000			\$122,000				\$122,000
WARREN ST CULVERTS		\$7,800		\$7,800					\$7,800
ROUNDING		\$1							
TOTAL PRINCIPAL		\$8,883,860	\$2,499,442	\$872,148	\$471,800	\$1,085,670	\$947,000	\$3,207,800	\$8,883,861

INTEREST	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HWAY	SCHOOLS	
BONDS									
2013 NEW & REFUNDED 11/13	\$34,504,439	\$948,594	\$11,013	\$19,435	\$7,178	\$77,694		\$633,275	\$948,594
1997/2000 REFUNDED 10/05	\$5,740,000	\$25,345	\$8,825	\$6,519		\$3,728		\$6,275	\$25,345
1998/2009 REFUNDED 10/09	\$2,975,000	\$9,750		\$585	\$1,110	\$8,055			\$9,750
2002 REFUNDED 8/12	\$3,985,000	\$44,200		\$14,780		\$27,760	\$1,660		\$44,200
2006	\$1,513,000	\$0		\$0		\$0	\$0	\$0	\$0
2007	\$3,228,000	\$0		\$0	\$0	\$0			\$0
2008	\$1,163,035	\$8,481		\$6,183		\$319			\$8,481
2010	\$11,834,909	\$144,805	\$51,599	\$2,535	\$6,843	\$69,309	\$14,320		\$144,805
2014	\$6,935,000	\$214,594			\$38,250	\$176,344			\$214,594
2008/2007 REFUNDED 8/15 (T & U)	\$1,980,000	\$52,700		\$2,768		\$31,203	\$17,790	\$940	\$52,700
2015	\$10,275,000	\$364,688		\$113,438	\$119,625	\$25,125	\$106,500		\$364,688
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$0		\$0					\$0
WPAT 96/46 PINECREST/ KAY	\$452,000	\$0		\$0					\$0
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$0		\$0					\$0
WPAT 00/25 ASSABET (REFUNDED) 17% STP	\$588,584	\$1,115	\$190	\$926					\$1,115
WPAT 00/25A ASSABET (68.3% STP) refunded	\$151,291	\$0	\$0	\$0					\$0
WPAT 08/22 I/ REFUNDED 6/12	\$345,702	\$5,169		\$5,169					\$5,169
WPAT - WWTP (I)	\$17,616,166	\$252,832	\$252,832						\$252,832
WPAT - WWTP (II)	\$29,358,537	\$83,311	\$83,311						\$83,311
WPAT - 10/08 WELD/FOLLY (REFUNDED)	\$1,338,200	\$22,615		\$16,961		\$5,654			\$22,615
WPAT - WWTP - ADD'L 2013	\$750,000	\$0	\$0						\$0
WPAT - I/ ADD'L 2014	\$98,280	\$1,783		\$1,783					\$1,783
PERMANENT INTEREST		\$2,177,781	\$407,768	\$191,061	\$173,005	\$248,844	\$318,814	\$840,490	\$2,177,781
SHORT TERM @ 1.25%									
Actual due 08/17									
WATER - CROWNRISE	\$72,000	\$1,436				\$1,436			\$1,436
SEWER - CROWNRISE	\$198,000	\$3,949		\$3,949					\$3,949
- FLANDERS	\$96,400	\$1,923		\$1,923					\$1,923
TOWN - TOWN HALL RENOVATIONS	\$3,400,000	\$67,811			\$67,811				\$67,811
- FIRE STATION CONSTRUCTION	\$575,000	\$11,468					\$11,468		\$11,468
- WARREN ST DRAINAGE	\$216,300	\$4,308			\$4,308				\$4,308
- TOWN HALL DESIGN	\$229,000	\$4,567			\$4,567				\$4,567
- DPW SWEEPER	\$160,000	\$3,191					\$3,191		\$3,191
- DPW GARAGE ROOF	\$30,000	\$598					\$598		\$598
SCHOOL - GIBBONS SCHOOL	\$1,350,000	\$26,925						\$26,925	\$26,925
INTERNAL BORROW - FY17									
WATER - OTIS STREET WELL REPLACEMENT	\$1,150,500	\$14,381				\$14,381			\$14,381
TOWN - DPW GARAGE ROOF REPAIR	\$300,000	\$3,750					\$3,750		\$3,750
SCHOOL - GIBBONS	\$1,200,000	\$15,000						\$15,000	\$15,000
ATM/STM Articles									
TOWN - TOWN HALL/FORBES DESIGN	\$181,000	\$2,263			\$2,263				\$2,263
- TOWN HALL RENOVATIONS	\$4,063	\$51			\$51				\$51
- FIRE STATION	\$158,000	\$1,975					\$1,975		\$1,975
- FORBES RENOVATIONS	\$7,000,000	\$87,500			\$87,500				\$87,500
SCHOOL - GIBBONS	\$5,000,000	\$62,500						\$62,500	\$62,500
- PRE-K ARCH STUDY	\$250,000	\$3,125						\$3,125	\$3,125
WATER - OTIS ST WELL	\$849,500	\$11,869				\$11,869			\$11,869
subtotal - short term interest		\$328,580	\$0	\$5,872	\$168,500	\$27,886	\$20,983	\$107,550	\$328,581
NOTE CERTIFICATION		\$150,000			\$150,000				
TAX ANTICIPATION		\$10,000			\$10,000				
ABATE INTEREST		\$10,000			\$10,000				
SUBTOTAL INTEREST		\$2,676,371	\$407,768	\$196,932	\$509,505	\$276,530	\$337,598	\$948,040	\$2,676,371
ROUNDING		\$2							
		\$2,676,371	\$407,768	\$196,934	\$509,505	\$276,535	\$337,599	\$948,040	\$2,676,381





# Town of Westborough

## Fiscal Year 2018

### Department

### Westborough Treatment Plant Board

#### Activities, Functions and Responsibilities

Per the intermunicipal agreement between the Towns of Westborough and Shrewsbury, the Westborough Treatment Plant Board is responsible for managing and operating the wastewater treatment plant located on property owned by the Town of Westborough. The Board consists of 6 members, three appointed by the Westborough Board of Selectmen and 3 appointed by the Shrewsbury Board of Selectmen.

The Westborough/Shrewsbury Wastewater Treatment Plant treats and disposes of sanitary and other wastes lawfully discharged into sewers tributary thereto, including septage generated within the two towns. The treatment plant has the capacity to treat effectively and efficiently the wastes generated by the two towns in a manner that meets all requirements of federal and state law.

The Westborough/Shrewsbury Wastewater Treatment Plant also treats and disposes of wastewater and septage generated within the Town of Hopkinton, with limits as stated in the intermunicipal agreement between the Westborough Treatment Plant Board and the Town of Hopkinton Board of Selectmen.

The Westborough Treatment Plant Board administers and enforces a POTW Pretreatment Program in accordance with federal and state laws.

#### Successes & Accomplishments 2015-2016

The Westborough Treatment Plant Board complied with its NPDES discharge permit for the discharge of effluent water into the Assabet River within the budget approved at Town Meeting. The plant achieved over 99% efficiency in the removal of BOD and TSS, and treated phosphorus to below 0.1 mg/l during the summer season. The operations firm (Veolia) had no OSHA recordable accidents and no lost time due to accidents. The following activities were performed on behalf of the Board: installed fresh air intake and a split cooling system in the Headworks MCC room to negate atmospheric corrosion, integrated the sodium hypochlorite back-up disinfection control into SCADA, upgraded Return Pump control in SCADA.

#### Goals & Priorities 2017-2018

The Westborough Treatment Plant Board's main goal and priority is to treat the wastewater so that its discharge into the Assabet River complies with the NPDES permit, and that the treatment is accomplished within the Board's budget.

The NPDES discharge permit has expired, and the Westborough Treatment Plant Board is waiting for the new draft to the permit to be distributed. The Board's concern is that the new limits may be more stringent than those within the expired permit, causing the Board's budget to increase significantly. The current limits, and the upgrade required to comply with the current limits, have caused the Board's budget to increase significantly over the last couple years.

The Westborough Treatment Plant Board has undertaken a project to install a photovoltaic array on vacant land at the plant site, expecting it to be operational in 2016.

**Department**

Westborough Treatment Plant Board

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY16 to 17</b>
<b>Salaries / Wages</b>	15,396	15,396	15,528	15,792	15,792	1.7000%
<b>Expenses</b>	4,076,840	3,648,942.37	4,192,490	4,134,590	4,134,590	-1.3800%
<b>Total Expenditures</b>	\$4,092,236.00	\$3,664,338.37	\$4,208,018.00	\$4,150,382.00	\$4,150,382.00	-1.3700%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>			
<b>Part Time</b>	1	1	1
<b>F T E</b>	1	1	1

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Regular Meetings	11	11	12
Plant Tours	6	6	6

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Permit Exceedances	0	0	0	0

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>64601</b>	<b>SEWER TREATMENT PLANT SALARIES</b>							
5101	SALARY-DEPARTMENT HEAD	\$1,800.00	\$1,800.00	\$1,800.00	\$900.00	\$1,800.00	\$1,800.00	\$_____
5102	SALARY-ASST & AGENT	\$13,596.00	\$13,596.00	\$13,728.00	\$5,720.00	\$13,992.00	\$13,992.00	\$_____
	TOTAL	\$15,396.00	\$15,396.00	\$15,528.00	\$6,620.00	\$15,792.00	\$15,792.00	\$_____
<b>64603</b>	<b>SEWER TREATMENT PLANT EXPENSES</b>							
5201	ADVERTISING	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$_____
5211	ELECTRICITY	\$563,000.00	\$508,104.77	\$701,150.00	\$175,634.36	\$628,750.00	\$628,750.00	\$_____
5219	PROFESSIONAL SERVICES	\$1,000.00	\$145.53	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$_____
5219A	LEGAL SERVICES	\$8,000.00	\$11,338.00	\$8,000.00	\$1,794.50	\$8,000.00	\$8,000.00	\$_____
5236	CONTRACTUAL SERVICES	\$3,453,200.00	\$3,083,795.65	\$3,430,700.00	\$1,471,805.16	\$3,445,200.00	\$3,445,200.00	\$_____
5752	PLANT INSURANCE	\$51,140.00	\$45,558.42	\$51,140.00	\$49,409.24	\$51,140.00	\$51,140.00	\$_____
	TOTAL	\$4,076,840.00	\$3,648,942.37	\$4,192,490.00	\$1,698,643.26	\$4,134,590.00	\$4,134,590.00	\$_____
	GRAND TOTAL	\$4,092,236.00	\$3,664,338.37	\$4,208,018.00	\$1,705,263.26	\$4,150,382.00	\$4,150,382.00	\$_____

# FY2018 SALARIES AND WAGES REQUEST

Approved 11/9/2016

DEPT Westborough Treatment Plant Board

DEPT # 64601

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Board Members (6)					1,800.00
2102	Engineer / Administrator					13,992.00
TOTAL SALARY & WAGES						15,792.00

## INSTRUCTIONS:

TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104

WEEKS: Should total "52" weeks for each employee

OTHER: Separate lines for special payment provisions (holiday, overtime, shift differential, incentives, etc.):OK to lump for department overall

## EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H2/5	21.69	35	50.6	38,412.99
		H2/6	22.8	35	1.4	1,117.20
	Total				52	22,256.00

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**  
**Westborough Treatment Plant Board**  
**Approved 11/9/2016**

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS					
	<b>Summary</b> FY 18, similar to last couple years, has been a difficult year to budget because of the variability of the CPI and PPI over the last couple of years, low flows, and the impacts of the recently completed upgrade construction project and stringent discharge limits on the budget. The flows (12 month running average) have decreased, going from the lowest realized over the last 10 years to the lowest over the last 14 years, giving a false sense of security relative to the decreased costs. Because of the low flows, it is difficult to estimate the impact of the upgrade on the budget. The budget is fronted by the Town of Westborough in accordance with the intermunicipal agreement. The town is reimbursed twice per fiscal year by the Towns of Shrewsbury and Hopkinton. The budget allocation is based upon the flow allocation of treated wastewater. Last year the flow allocation was 36.7% Westborough, with the remaining 63.30% split as follows: 58.34% Shrewsbury and 4.96% Hopkinton. The new NPDES permit is long overdue. At this time, the Board does not know what new limits will be in the new permit. The Board expects a winter limit of phosphorus of 0.2 mg/l or less. It is likely that we will get new limits on some metals. The decision of whether it is in the Board's, and the Towns', best interests to appeal or to accept the new limits will be determined once the Board knows what the limits are and has a chance to thoroughly review them. There are many reasons to appeal a limit, not just the monetarily obvious reasons. As mentioned under legal, the budget for legal will need to be increased if the Board receives and appeals the new permit. If the Board receives but does not appeal the new permit, and if we have new winter limits, the costs will increase. The Board wanted the budget to have a precautionary mention of potential impact of a lower phosphorus limit. A quick analysis was made a few years ago, to be revised more accurately once the new limits are known. The potential impact at that time was estimated to be \$100,000. per year. The following is a list of the changes from last year.					
5211	Electricity	Decrease	(72,400.00)	from	701,150.00	to 628,750.00
5236	Contract Services	Increase	14,500.00	from	3,430,700.00	to 3,445,200.00
	Net increase		(57,900.00)			
5201	<b>Advertisement</b>					<b>500.00</b>
	The WTPB occasionally needs to advertise items under the IPP Program. Last year the Board did not spend money on this line item, but spent money on misc other expenses.					
5211	<b>Electricity-</b> <b>Effect of the recently completed upgrade project on electrical usage.</b> The construction project has added items which increase the usage. The estimated impact of the construction was prepared a few years ago based upon input from the OPM, Design Engineer, and Veolia and appears overestimated. It is likely that the installation of energy efficient motors, variable frequency drives (VFD's), and the SCADA system have, for the most part, offset some of the impact. Further, the 12 month running average flows over the last year have been as low as they have been in since 2002, so the demand is down. The flows are cyclical in nature, effected by socioeconomic factors, but also appear to be mainly due to the amount of I/I in the sewer systems. As the flows return to normal, the electrical demand is expected to increase. A solar array was installed as part of the upgrade project. The amount of energy generated by the array is dependent upon the season and the weather. The array has historically (to date) generated about 600 KWhr/day. <b>Effect of the proposed solar project on electrical costs.</b> The solar project is expected to generate a minimum of 940,800 KWhr for Year 1, and an average of 1,176,000 Kwh Year 1, using net metering. The second year the values will be 936,096 and 1,170,120 respectively. The system is not operational at the time of budget preparation. Once it is operational, the Board anticipates modifying the budget to incorporate the anticipated savings from the system. <b>Electrical Rate</b> The rate (\$0.0689) for supply began in June 2016, and expires in May 2020. The Board is also paying to TransCanada, the electrical supplier, a capacity charge. The delivery unit price (\$0.048) is expected to increase. A new value of \$0.05 is being used.					
	Electrical rate for supply,					0.06890
	Electrical rate for distribution					0.05000
	Estimated electrical rate (dollars per KWhr)					0.11890

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**  
**Westborough Treatment Plant Board**  
**Approved 11/9/2016**

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS			
	<b>Proposed electrical usage</b>			
	As noted above, the Board has been trying to decrease its estimated useage every year to achieve a closer value. To compound the dilemna of estimating useage, the flows are currently very low, and have been for a couple years. To add further quandary, the solar project is expected to be done in the fall, after the peak solar generation period of summer.			
	FY 14 Actual Meter Usage	4,338,701		
	FY 15 Actual Meter Usage	4,624,919		
	FY16 Actual Metered Usage	4,558,039		
	FY 17 Budget	5,080,750	0.13800	701,150.00
	FY 18 budget			
	Actual use value for budget	4,625,000		
	Add 10% low flows	462,500		
		5,087,500		
	Use FY 17 estimate for quantity	5,080,750	0.11890	604,101.18
	Capactiry Charge Ave first 2 months of FY 17	12	2,051	24,612.00
	<b>Proposed electrical budget</b>			628,713.18
	Electricity change:			<b>628,750.00</b>
	FY 17	628,750.00		
	FY 16	701,150.00		
	Decrease =	(72,400.00)		
5219	<b>Professional Services</b>			<b>1,000.00</b>
	The Board uses a consultant to advise it on applications for Industrial Discharge Connections within the three tributary towns.			
	<b>Professional Services</b>	Fy 18	1,000.00	
		FY 17	1,000.00	
			0.00	
5219A	<b>Legal Services</b>			<b>8,000.00</b>
	This current FY (same as last few years) we expect to receive the draft NPDES permit. The draft permit is long overdue. It is our understanding that EPA is working on it, we have been told several times it is imminent. But to date have not been requested to meet with EPA prior to the draft, nor received the draft . We are also scheduled to receive the final permit about 6 months after the draft. We do not know what the Phosphorus and/or other treatment requirements will be. If onerous (not in the best interests of the Towns' users), the Board may appeal. The last time the Board appealed, the Board's expenditures under legal budget were about \$53,500 (included lawyers' technical consultants' fees). In keeping with the past recommendation by the Fin Com Liaisons, the Board proposes that the budget not reflect the costs associated with an appeal, and request additional funds from the Fin Com if an appeal occurs and if the funds are necessary.			
	We are currently expending monies on legal fees for the solar project.			
	Year	Expended	Budget	Proposed
	FY 18			8,000.00
	FY 17		8,000.00	
	FY 16	12,216.50		
	FY 15	8,843.00		
	FY 14	752.93		
	FY 13	1,162.10		
	FY 12	8,689.04		
	Comparison to last year	FY 18	8,000.00	
		FY 17	8,000.00	
			0.00	
5236	<b>Contractural Services</b>			

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**  
**Westborough Treatment Plant Board**  
**Approved 11/9/2016**

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS		
	<b>Basic Contract:</b> We will be in the first year of the second and last option period in our contract with Veolia.		
	<b>Previous Changes to the Contract:</b> To address the significant changes in chemical use as a result of the added treatment units and limits, resulting from the recent upgrade project and the NPDES requirements respectively, and in an effort to establish an accurate baseline, compensation for chemicals was removed from the base annual fee. Compensation for chemicals is on a time and materials basis until a baseline can be established, and then will be incorporated back into the annual base fee. The compensation for sludge disposal was left in the contract, but was provided an upper limit of \$601,500. This past year this limit was exceeded by \$145,633.61. The compensation for natural gas was left in the contract, but was provided an upper limit of \$35,000. This past year this limit was exceeded by \$12,784.61.		
	<b>Adjustment to the Annual Base Fee</b> The compensation for Veolia under the base contract is increased or decreased annually . The adjustment is based on the changes in the Consumer Price Index (CPI) and the Producers Price Index (PPI) over the past year. The adjustment is calculated by adding together 8% of the change in the PPI and 92% of the change in the CPI. The average increase over the last 14 years is 2.7%. An increase of 3% in the annual base fee was budgeted this past year. The contract had an actual increase of 0.58%. The average value of 3.0% is proposed for FY16 budget.		
	FY 17 contract value =		2,694,154.51
	FY 18 contract value estimated =	Multiply FY17 by 1.03.	2,774,979.15
	<b>Estimated Basic Contract Value =</b>		<b>2,774,979.15</b>
	<b>Additional Services:</b> As mentioned above, compensation for chemicals was temporarily removed from the contract. The use of chemicals over the past three years is shown below. The average of these three years is proposed as a baseline. This line item is difficult to forecast not only because of the flow issue but also because the cost of chemicals can increase or decrease significantly, as reflected by the variability in the PPI over the last several years. The flows were about 15% lower than normal during this period, It is proposed to add 15% to the chemical costs to address potential normal flows.		
		Chemicals FY16 =	330,006.32
		Chemicals FY15 =	323,970.44
		Chemicals FY14 =	396,006.35
		3 year average =	349,994.37
		15% Cont =	52,499.16
		Total =	402,493.53
	Adjustment to Natural Gas limit, estimate =		10,000.00
	SCADA (supervisory control and data acquisition) is the control system that monitors and controls the wastewater operations. It needs to be maintained by personnel specialized in SCADA systems. Veolia to date has hired the services of a SCADA consultant, versus adding an employee specialized as a SCADA programmer.		
		SCADA Consultant	50,000.00
	Reimbursement to Veolia for the additional costs of sludge disposal above a baseline of \$601,500 were addressed in Amendment 1 to their agreement. An adjustment of 15% is being added to address the low flow issue.		
		Additional sludge costs FY16 =	145,633.61
		Additional sludge costs FY15 =	139,706.84
		Additional sludge costs FY14 =	135,238.32
		3 year average additional Sludge Costs =	140,192.92
		15% Cont =	21,028.94
		Total =	161,221.86
	<b>Estimated Additional Services=</b>		<b>623,715.39</b>
			<b>623,715.39</b>
	<b>Septage:</b>		

**TOWN OF WESTBOROUGH**  
**EXPENSES LEDGER**  
**DEPARTMENTAL BUDGET PROPOSALS**  
**ACCOUNT COMMENTS WORKSHEET**  
**Westborough Treatment Plant Board**  
**Approved 11/9/2016**

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS			
	Veolia, by contract, receives 30% of receipts (30% of \$50/1000gal, or \$15/1000 gal) for septage.			
		Volume	Veolia's \$/1000	Veolia's \$
	Actual FY 13 vol =	2,523,000	15.00	37,845.00
	Actual FY 14 vol =	2,531,500	15.00	37,972.50
	Actual FY 15 vol =	3,216,350	15.00	48,245.25
	Actual FY 16 vol =	3,049,848	15.00	45,747.72
	Budget FY 17 vol =	3,000,000	15.00	45,000.00
	The volume of septage has been increasing, and last year was significantly higher than previous years. Therefore, it is proposed to increase the proposed budget for this item.			
	Proposed FY 18 vol =	3,100,000	15.00	46,500.00
			Total	3,445,194.53
			say	3,445,200.00
	Increase over last year	FY 18	3,445,200.00	
		FY 17	3,430,700.00	
		Increase	14,500.00	

**5752 Plant Insurance**

The value paid is the net of the principal less credits and early payment. The last 5 years (since the upgraded project was completed having an impact on insured value) the values has fluctuated widely from 43,978.75 in FY 13 to FY 17's value of 51,089.

FY 17 Budget =	51,140.00	
Expended FY 17	51,089.00	
Expended FY 16	45,567.42	
Proposed FY 18 Budget =	51,140.00	51,140.00





# Town of Westborough

## Fiscal Year 2018

### Department

### Department of Public Works WATER

#### Activities, Functions and Responsibilities

The Department of Public Works (DPW) operates under the supervision of the DPW Director and the Assistant DPW Director. The primary functions and responsibilities of the DPW Water Division is as follows:

Oversee Veolia Water Operations

Repair watermain breaks

Watermain flushing

Exercise gate valves

Daily Digsafe markouts

Maintain 900+/- fire hydrants

Water Quality Sampling

Annual Drinking Water Quality Reports

Annual Statistical Report

Oversee Cross Connection Program

Water meter change outs, residential/commercial-water meter/sewer final readings

Water system leak detection/watermain cleaning

Assist in snow removal

Assist other divisions as needed

#### Successes & Accomplishments 2015-2016

Installed watermain on Granger Rd looping Granger to Zaara Gardens main

Replaced AC watermain on Bickford lane

Rehab. Otis St. Well

Installed HPDE 8" raw water transmission pipe from Indian Meadow to Fisher St. WPF.

Painted 200 hydrants

Installed/replaced 160 water meters

Replaced seven obsolete fire hydrants

#### Goals & Priorities 2017-2018

Our goals and priorities for FY 2017-2018 is to maintain the water distribution system to assure quality drinking water and fire protection for our customers and to satisfy DEP Regulations. Also, to maintain communications with Veolia Water to discuss and to address any issues with the treatment process or operations related to the treatment process of water sources and pump stations. Work towards replacing water mains where multiple water breaks have occurred and to continue our maintenance programs such as gate valve exercising, hydrant flushing and water meter change outs. Reduce unaccounted water.

Ice pig Maynard & Fisher Street, replace 10 hydrants, paint hydrants, start gate valve exercise program

**Department**

Department of Public Works - Water

	<b>FY2016 Budgeted</b>	<b>FY2016 Expended</b>	<b>FY2017 Budgeted</b>	<b>FY2018 Requested</b>	<b>FY2018 MGR Recommend</b>	<b>% Change FY17 to 18</b>
<b>Salaries / Wages</b>	584,932	571,736.52	595,775	603,234	603,234	1.2500%
<b>Expenses</b>	1,825,970	1,761,781.1	1,875,380	1,919,473	1,919,473	2.3500%
<b>Total Expenditures</b>	\$2,410,902.00	\$2,333,517.62	\$2,471,155.00	\$2,522,707.00	\$2,522,707.00	2.0900%

<b>Personnel</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
<b>Full Time</b>	8	8	8
<b>Part Time</b>	0	0	0
<b>F T E</b>	8	8	8

<b>Activity Indicators</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Notice of Non-Compliance Received	1	0	0
Fire hydrants painted	200	200	200
Miles of leak detection performed	100	100	100
Fire hydrants repaired/replaced	7	varies	varies
Hydrant flushing/hydrant exercising & pigging	DROUGHT	varies	varies
Hydrants winterized	900	900	900
Water meter change outs/or new	183	varies	varies
Water meter, radio read installed	85	varies	varies
Water meter testing	7	varies	varies
Water quality samples/bacteria samples	20 month	varies	varies
Dig Safe markouts	1150	varies	varies
Gate valve exercising	150	varies	varies

<b>Performance Measures</b>	<b>Goal</b>	<b>FY 2016</b>	<b>FY 2017 (Est)</b>	<b>FY 2018 (Est)</b>
Oversee Veolia Water Operations Notice of Non-compliance.	zero notices	zero notices	zero notices	zero notices
Annual Statistical report	submit on time	submit on time	submit on time	submit on time
Cross Connection Program	in compliance	in compliance	in compliance	in compliance
Annual Drinking Water Quality Report	submit on time	submit on time	submit on time	submit on time
Perform the best management practices for the operation of a public drinking water supply				
Work to improve: hydrant exercising/replacement, gate valve location/exercising, water service tie cards				

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>64501</b>	<b>WATER O &amp; M SALARIES &amp; WAGES</b>							
5101	SALARY-DEPARTMENT HEAD	\$76,644.00	\$76,647.05	\$78,048.00	\$29,872.23	\$79,459.00	\$79,459.00	\$ _____
5102	SALARY-ASST & AGENT	\$159,476.00	\$159,253.41	\$163,013.00	\$58,795.14	\$159,596.00	\$159,596.00	\$ _____
5102A	SALARY ADMINISTRATION	\$24,742.00	\$24,744.86	\$25,156.00	\$9,539.64	\$25,552.00	\$25,552.00	\$ _____
5103	WAGES-CLERICAL	\$51,804.00	\$51,682.30	\$52,670.00	\$19,982.87	\$57,928.00	\$57,928.00	\$ _____
5104	WAGES-OPERATIONS	\$222,682.00	\$215,877.07	\$224,261.00	\$81,651.93	\$228,150.00	\$228,150.00	\$ _____
5104D	WAGES-TEMP & SEASONAL	\$6,840.00	\$4,903.00	\$7,320.00	\$2,650.00	\$7,320.00	\$7,320.00	\$ _____
5105	OVERTIME	\$42,744.00	\$38,628.83	\$45,307.00	\$15,677.96	\$45,229.00	\$45,229.00	\$ _____
	<b>TOTAL</b>	<b>\$584,932.00</b>	<b>\$571,736.52</b>	<b>\$595,775.00</b>	<b>\$218,169.77</b>	<b>\$603,234.00</b>	<b>\$603,234.00</b>	<b>\$ _____</b>
<b>64503</b>	<b>WATER O &amp; M EXPENSES</b>							
5202	GROUNDS & BUILDING MAINT	\$2,000.00	\$3,756.20	\$4,500.00	\$0.00	\$4,500.00	\$4,500.00	\$ _____
5203	REPAIR/MAINT EQUIP/VEHICLE	\$11,700.00	\$12,323.82	\$11,700.00	\$3,662.15	\$11,700.00	\$11,700.00	\$ _____
5204	REPAIR/MAINT EQUIP/TOOLS	\$2,000.00	\$8,195.72	\$1,500.00	\$13.41	\$5,000.00	\$5,000.00	\$ _____
5207D	POLICE DUTY	\$6,000.00	\$3,173.39	\$6,000.00	\$4,112.55	\$6,000.00	\$6,000.00	\$ _____
5211	ELECTRICITY	\$324,176.00	\$287,289.97	\$365,000.00	\$114,362.61	\$353,100.00	\$353,100.00	\$ _____
5213	FUEL OIL / HEATING	\$4,000.00	\$1,902.14	\$4,000.00	\$73.91	\$3,000.00	\$3,000.00	\$ _____
5215	TELEPHONE	\$3,500.00	\$3,527.15	\$3,500.00	\$1,307.36	\$3,500.00	\$3,500.00	\$ _____
5217	DUES & MEMBERSHIPS	\$1,000.00	\$767.00	\$1,000.00	\$735.00	\$1,500.00	\$1,500.00	\$ _____
5218	TRAINING AND EDUCATION	\$1,000.00	\$3,020.28	\$1,000.00	\$3,204.25	\$3,000.00	\$3,000.00	\$ _____
5219F	D/A TESTING	\$400.00	\$803.50	\$400.00	\$260.50	\$800.00	\$800.00	\$ _____
5223	SUPPLIES	\$24,862.00	\$47,068.04	\$24,862.00	\$10,314.77	\$28,862.00	\$28,862.00	\$ _____
5236	CONTRACTUAL SERVICES	\$1,365,141.00	\$1,311,928.71	\$1,373,727.00	\$430,638.61	\$1,417,820.00	\$1,417,820.00	\$ _____
5237	TOOLS	\$2,500.00	\$4,432.04	\$2,500.00	\$199.50	\$2,500.00	\$2,500.00	\$ _____
5241	CLOTHING ALLOWANCE	\$6,440.00	\$6,346.54	\$6,440.00	\$1,889.25	\$6,440.00	\$6,440.00	\$ _____
5243	MISCELLANEOUS SERVICES	\$1,000.00	\$1,475.48	\$1,000.00	\$520.00	\$1,500.00	\$1,500.00	\$ _____
5247	GAS, OIL, LUBE	\$18,087.00	\$14,367.57	\$18,087.00	\$5,938.42	\$18,087.00	\$18,087.00	\$ _____
5252	MAINTENANCE MATERIALS	\$43,164.00	\$39,125.07	\$43,164.00	\$19,402.49	\$43,164.00	\$43,164.00	\$ _____
5254	REPAIRS/EXTRA	\$9,000.00	\$12,278.48	\$7,000.00	\$0.00	\$9,000.00	\$9,000.00	\$ _____
	<b>TOTAL</b>	<b>\$1,825,970.00</b>	<b>\$1,761,781.10</b>	<b>\$1,875,380.00</b>	<b>\$596,634.78</b>	<b>\$1,919,473.00</b>	<b>\$1,919,473.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$2,410,902.00</b>	<b>\$2,333,517.62</b>	<b>\$2,471,155.00</b>	<b>\$814,804.55</b>	<b>\$2,522,707.00</b>	<b>\$2,522,707.00</b>	<b>\$ _____</b>

**WATER FY 18**

**5101 SALARY-DEPARTMENT HEAD**

CONTRACT	WALDEN, J.	\$131,687.00	33%	\$43,457.00
S18 MAX	BALDUF, CARL	\$2,098.00	17.16 WEEKS	\$36,002.00

**5102 OPERATIONS MANAGERS**

S14 STEP 4	ANTONIOLI, BRIAN	\$1,489.00	26.64 WEEKS	\$39,667.00
S-14 STEP 5	ANTONIOLI, BRIAN (5-9-18)	\$1,564.00	4.56 WEEKS	\$7,132.00
S16 Per Rate	VOUTAS, RICHARD	\$2,109.69	17.16 WEEKS	\$36,203.00
				<b>\$83,002.00</b>
<i>ENGINEERING STAFF</i>				
S14 MAX	ALLAIN, L	\$1,724.00	17.16 WEEKS	\$29,584.00
S12 MAX	DUFF, ROBERT	\$1,564.00	17.16 WEEKS	\$26,839.00
S9 Step 4	PHUNG, NGUYEN	\$1,166.00	14.52 WEEKS	\$16,931.00
S9 Step 5	PHUNG, NGUYEN (May 5, 2018)	\$1,227.00	2.64 WEEKS	\$3,240.00
				<b>\$76,594.00</b>

**5102A SALARY ADMINISTRATION**

S11 MAX	RIGGIERI, MARIA-ELAINA	\$1,489.00	17.16 WEEKS	\$25,552.00
				<b>\$25,552.00</b>

**SALARY TOTALS**

**\$264,607.00**

64502 WATER O & M WAGES

**5103 WAGES-CLERICAL**

N10 MAX	UNKNOWN \$26.04 *40	\$1,041.60	20.80 WEEKS	\$21,666.00
N10 Step 4	BELLI, CHRISTINA \$21.50 *25	\$537.50	0.66 WEEKS	\$355.00
N10 Step 5	BELLI, CHRISTINA \$22.55 *25( 7-16-17)	\$563.75	16.50 WEEKS	\$9,302.00
N10 MAX	MA, MICHELLE. \$26.04 *40 HRS	\$1,041.60	13.00 WEEKS	\$13,541.00
N10 ST-7	WILLARD, PAMELA \$24.88 *40	\$995.20	10.30 WEEKS	\$10,251.00
N10 ST MAX	WILLARD, PAMELA \$26.04 *40 (4/7/18)	\$1,041.60	2.70 WEEKS	\$2,813.00
				<b>\$57,928.00</b>

**5104 WAGES-OPERATIONS**

W3-ST- 4	WALTERS, BRENNAN \$21.15	\$846.00	19.68 WEEKS	\$16,650.00
W3-ST-5	WALTERS, BRENNAN (\$22.37 *40) 2-16-18	\$894.80	11.52 WEEKS	\$10,309.00
W-3 MAX	STEWART, JAMES \$25.12	\$1,004.80	31.20 WEEKS	\$31,350.00
W6-MAX	DANIELE, JOHN (\$29.81)	\$1,192.40	5.20 WEEKS	\$6,201.00
W6 15TH	KANE, BRIAN (\$30.98)	\$1,239.20	7.80 WEEKS	\$9,666.00
W6- 20TH	KANE, BRIAN (\$32.21 10-1-17)	\$1,288.40	23.40 WEEKS	\$30,149.00
W6 MAX 25	JACKMAN, DANA (\$33.48)	\$1,339.20	13.00 WEEKS	\$17,410.00
W4 MAX 15	NOAH GRAINS (\$28.02)	\$1,120.80	5.20 WEEKS	\$5,829.00
W5MAX 25th	WINCHELL, P. (\$31.61)	\$1,264.40	31.20 WEEKS	\$39,450.00
W4 MAX	BOWMAN, STEVE (\$26.94)	\$1,077.60	17.16 WEEKS	\$18,492.00
W5 MAX	LENIHAN, SCOTT (\$28.14)	\$1,125.60	31.20 WEEKS	\$35,119.00
W3 MAX	REMILLARD, TOM (\$25.12)	\$1,004.80	5.20 WEEKS	\$5,225.00
	5 license stipends -PER CONTRACT	\$2,300.00		\$2,300.00
	5 x \$250 = \$1250.00 (drivers license)			
	\$1,050 misc license (\$50 each)			<b>\$228,150.00</b>
<b>5104D</b>	<b>SEASONAL WAGES</b>			
	1 POSITION M-7 ST 2 15.25 X 40	610.00	12 WEEKS	<b>\$7,320.00</b>

**5105 OVERTIME**

KANE, B.	\$48.32 X 5hr X 52 wks	\$241.60	52.00 WEEKS	\$12,564.00
(UNSCH.O.T.)	\$48.32 X 26hr X 26 wks	\$1,256.32	26.00 WEEKS	\$32,665.00
				<b>\$45,229.00</b>

**WAGES CLERICAL/OPERATIONS TOTAL \$338,627.00**

**TOTAL WAGES \$ 603,234.00**

64503	<b>WATER O &amp; M EXPENSES</b>		
5202	REPAIR/MAINT BUILDING		\$4,500.00
5203	REPAIR/MAINT EQUIPMENT/VEHICLES		\$11,700.00
5204	REPAIR/MAINT EQUIPMENT/TOOLS		\$5,000.00
5207D	POLICE DUTY-WATER		\$6,000.00
5211	ELECTRICITY		\$353,100.00
	For:		
	Water treatment plants and DPW facilities		
5213	FUEL OIL/HEATING		\$3,000.00
	(Split between 3 budgets for DPW Bldg & Garage)		
5215	TELEPHONE		\$3,500.00
5217	DUES & MEMBERSHIPS		\$1,500.00
5218	TRAINING AND EDUCATION		\$3,000.00
5219F	DRUG/ALCOHOL TESTING		\$800.00
5223	SUPPLIES		\$28,862.00
	OFFICE	\$700.00	
	CHEMICAL/LAB	\$533.00	
	PIPE FITTING SUPPLIES	7,281.00	
	calibration kits, test gauge calibration		
	METERS PARTS/SUPPLIES	\$19,748.00	
	meters & mxu's		
	SAFETY SUPPLIES	\$600.00	

5236	<b>CONTRACTUAL SERVICES</b>			<b>\$1,417,819.63</b>
	<b>CONTRACT SERVICE</b>		<b>\$50,125.00</b>	
	Backflow testing, dig safe contract, X-connection surveying			
	<b>PROFESSIONAL SERVICES</b>		<b>\$31,000.00</b>	
	DEP water assess, tank clean, leak detect, groundwater, well monitoring, inspection serv			
	<b>OFFICE</b>		<b>\$2,655.00</b>	
	software support kronos, Sensus, MS4 program materials			
	<b>METER READERS</b>		<b>\$17,340.00</b>	
	split between water & sewer			
	<b>BUILDING CLEANING</b>		<b>\$3,941.00</b>	
	split between 3 budgets			
	<b>CONTRACT OPERATION - VEOLIA</b>		<b>\$1,309,258.63</b>	
	(3.5% CPI adj.) \$1,264,984.18 *3.5% =\$44,274.45			
	<b>Dam Inspections (Mandatory every 5 yrs FY 2019)</b>	\$	-	
	Cutting of invasive growth in Water Shed Area	\$	3,500.00	
5237	<b>TOOLS</b>			<b>\$2,500.00</b>
	misc. tools			
5241	<b>CLOTHING ALLOWANCE</b>			<b>\$6,440.00</b>
	(Engineering split between water and sewer)	\$	1,640.00	
	6 Employees @800 each	\$	4,800.00	
5243	<b>MISCELLANEOUS SERVICES</b>			<b>\$1,500.00</b>
	OPERATORS LICENSES, BACKHOE, HOIST, ETC.			
5247	<b>GASOLINE, OIL, LUBE</b>			<b>\$18,087.00</b>
5252	<b>MAINTENANCE MATERIALS</b>			<b>\$43,164.00</b>
	<b>GRAVEL &amp; STONE, FLOW FILL, RIP RAP</b>		<b>\$8,500.00</b>	
	<b>SERVICES</b>		<b>\$14,598.00</b>	
	saddles, orle boxes, risers, valves			
	<b>HYDRANTS</b>		<b>\$20,066.00</b>	
	hydrants, valves, gate valves			
5254	<b>REPAIRS/EXTRA</b>			<b>\$9,000.00</b>
	water main break repairs			
<b>WATER O &amp; M EXPENSES TOTAL</b>				<b>\$1,919,472.63</b>
<b>FY 17-18</b>				
<b>SALARY/WAGES</b>				<b>\$603,234.00</b>
<b>EXPENSES</b>				<b>\$1,919,472.63</b>
<b>TOTAL</b>				<b>\$2,522,706.63</b>



# Town of Westborough Fiscal Year 2018

## Department

Debt - Water

### Activities, Functions and Responsibilities

Issue debt as voted by Town meetings and within the Town's recommended annual limits  
Make timely and accurate debt payments  
Refund debt available to lower payments  
Preparation of annual DOR "Statement of Indebtedness" (5 pages of detail on each debt issuance)  
Maintain or improve Town's AAA credit rating

### Successes & Accomplishments 2015-2016

Maintained Town's bond rating  
Made timely and accurate debt payments  
Refunded available debt to lower interest costs

### Goals & Priorities 2017-2018

Maintain AAA rating  
Continue to make timely and accurate debt payments  
Research existing debt available for refunding to lower payments  
Schedule new debt as required by Town meeting vote and within projected limits



## Debt - Water

	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2018 Requested	FY2018 MGR Recommend	% Change FY16 to 17
Salaries / Wages	0	0	0	0	0	
Expenses	1,484,295	1,484,285.82	1,432,461	1,362,205	1,362,205	-4.9000%
Total Expenditures	\$1,484,295.00	\$1,484,285.82	\$1,432,461.00	\$1,362,205.00	\$1,362,205.00	-4.9000%

Personnel	FY 2016	FY 2017 (Est)	FY 2018 (Est)
Full Time			
Part Time			
F T E			

[illegible][illegible]

**TOWN OF WESTBOROUGH  
FY2017-2018 BUDGET WORKSHEETS**

Account	Description	FY2016 Budgeted	FY2016 Expended	FY2017 Budgeted	FY2017 Expended 11/30/2016	FY2018 Dept Request	FY2018 Manager	FY2018 Adv Fin Comm
<b>64505</b>	<b>WATER O &amp; M DEBT</b>							
5760A	WPAT-WELD/FOLLY 1.424M S75/W25	\$14,723.00	\$14,723.01	\$15,043.00	\$15,043.02	\$15,370.00	\$15,370.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL(FY03)	\$237,000.00	\$237,000.00	\$256,000.00	\$256,000.00	\$254,000.00	\$254,000.00	\$ _____
5760DD	MULTI-PURP 1.980M REFUNDING	\$0.00	\$0.00	\$143,000.00	\$143,000.00	\$138,500.00	\$138,500.00	\$ _____
5760EE	MULTI-PURP 10.275M FY16	\$0.00	\$0.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$243,000.00	\$243,000.00	\$219,000.00	\$0.00	\$191,000.00	\$191,000.00	\$ _____
5760J	MULTI-PURPOSE 34.5M REFUNDING	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$124,000.00	\$124,000.00	\$ _____
5760P	WATER SHORT TERM BORROWING	\$10,000.00	\$10,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$100,200.00	\$100,200.00	\$36,300.00	\$0.00	\$34,800.00	\$34,800.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$35,750.00	\$35,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$111,000.00	\$111,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760V	MULTI-PURPOSE 1.163ML (FY09)	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$5,000.00	\$5,000.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$281,000.00	\$281,000.00	\$281,000.00	\$281,000.00	\$280,000.00	\$280,000.00	\$ _____
	<b>TOTAL</b>	<b>\$1,163,673.00</b>	<b>\$1,163,673.01</b>	<b>\$1,124,343.00</b>	<b>\$869,043.02</b>	<b>\$1,085,670.00</b>	<b>\$1,085,670.00</b>	<b>\$ _____</b>
<b>64506</b>	<b>WATER O &amp; M INTEREST</b>							
5760A	WPAT-WELD/FOLLY 1.424M S75/W25	\$6,256.00	\$6,255.57	\$5,958.00	\$3,054.17	\$5,654.00	\$5,654.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL(FY03)	\$37,790.00	\$37,790.00	\$32,860.00	\$17,710.00	\$27,760.00	\$27,760.00	\$ _____
5760DD	MULTI-PURP 1.980M REFUNDING	\$0.00	\$0.00	\$34,710.00	\$18,070.00	\$31,203.00	\$31,203.00	\$ _____
5760EE	MULTI-PURP 10.275M FY16	\$13,900.00	\$12,378.33	\$26,125.00	\$13,262.50	\$25,125.00	\$25,125.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$20,528.00	\$20,527.50	\$14,205.00	\$0.00	\$8,055.00	\$8,055.00	\$ _____
5760J	MULTI-PURPOSE 34.5M REFUNDING	\$85,804.00	\$85,803.76	\$81,429.00	\$41,651.87	\$77,694.00	\$77,694.00	\$ _____
5760P	WATER SHORT TERM BORROWING	\$7,822.00	\$7,822.22	\$27,742.00	\$1,491.67	\$27,690.00	\$27,690.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$8,776.00	\$8,776.40	\$5,069.00	\$2,534.50	\$3,726.00	\$3,726.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$4,985.00	\$4,524.17	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$44,314.00	\$46,288.36	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760V	MULTI-PURPOSE 1.163ML (FY09)	\$785.00	\$785.00	\$545.00	\$332.50	\$319.00	\$319.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$89,662.00	\$89,661.50	\$79,475.00	\$42,020.75	\$69,309.00	\$69,309.00	\$ _____
	<b>TOTAL</b>	<b>\$320,622.00</b>	<b>\$320,612.81</b>	<b>\$308,118.00</b>	<b>\$140,127.96</b>	<b>\$276,535.00</b>	<b>\$276,535.00</b>	<b>\$ _____</b>
	<b>GRAND TOTAL</b>	<b>\$1,484,295.00</b>	<b>\$1,484,285.82</b>	<b>\$1,432,461.00</b>	<b>\$1,009,170.98</b>	<b>\$1,362,205.00</b>	<b>\$1,362,205.00</b>	<b>\$ _____</b>

12/07/16 10:03:51 AM TOWN OF WESTBORO DEBT FY 2018									
PRINCIPAL	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	OPEN SPACE FIRE/HWY	SCHOOLS	
2013 NEW & REFUNDED 11/13	\$34,504,439	\$3,325,000	\$33,000	\$59,000	\$14,000	\$124,000		\$3,095,000	\$3,325,000
1997/2000 REFUNDED 10/05	\$5,740,000	\$260,000	\$80,400	\$60,000		\$34,800		\$84,800	\$260,000
1998/2009 REFUNDED 10/09	\$2,975,000	\$280,000		\$15,000	\$74,000	\$191,000			\$280,000
2002 REFUNDED 8/12	\$3,985,000	\$400,000		\$126,000		\$254,000	\$20,000		\$400,000
2006	\$1,513,000	\$0		\$0		\$0	\$0	\$0	\$0
2007	\$3,228,000	\$0		\$0	\$0	\$0			\$0
2008	\$1,163,035	\$105,000		\$100,000		\$5,000			\$105,000
2010	\$11,834,909	\$765,000	\$118,000	\$6,000	\$19,000	\$280,000	\$342,000		\$765,000
2014	\$6,935,000	\$350,000		\$65,000		\$285,000	\$285,000		\$350,000
2006/2007 REFUNDED 8/15 (T & U)	\$1,980,000	\$280,000		\$31,500		\$138,500	\$92,000	\$28,000	\$280,000
2015	\$10,275,000	\$520,000		\$180,000	\$170,000	\$40,000	\$150,000		\$520,000
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$0		\$0					\$0
WPAT 96/46 PINECREST/ KAY	\$452,000	\$0		\$0					\$0
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$17,976		\$17,976					\$17,976
WPAT 00/25 ASSABET (17% is STP portion)*	\$588,584	\$18,414	\$3,130	\$15,284					\$18,414
WPAT 00/25A ASSABET (68.3% is STP portion) re	\$151,291	\$9,561	\$6,532	\$3,029					\$9,561
WPAT 08/22 I/I REFUNDED 8/12	\$345,702	\$16,728		\$16,728					\$16,728
WPAT - WWTP (I)	\$17,616,166	\$815,822	\$815,822						\$815,822
WPAT - WWTP (II)	\$29,358,537	\$1,427,637	\$1,427,637						\$1,427,637
WPAT - 10/08 WELD/FOLLY (REFUNDED)	\$1,338,200	\$61,480		\$46,110		\$15,370			\$61,480
WPAT - WWTP - ADD'L 2013	\$750,000	\$14,923	\$14,923						\$14,923
WPAT - I/I ADD'L 2014	\$98,280	\$4,719		\$4,719					\$4,719
PAYDOWNS									
DPW SWEEPER		\$40,000					\$40,000		\$40,000
CROWNRISE WATER		\$3,000				\$3,000			\$3,000
FLANDERS RD SEWER		\$3,600		\$3,600					\$3,600
FOX LANE SEWER		\$7,200		\$7,200					\$7,200
FIRE STATION DESIGN		\$18,000					\$18,000		\$18,000
TOWN HALL DESIGN		\$122,000			\$122,000				\$122,000
WARREN ST CULVERTS		\$7,800			\$7,800				\$7,800
ROUNDING \$1									
TOTAL PRINCIPAL		\$8,883,860	\$2,499,442	\$672,148	\$471,800	\$1,085,670	\$947,000	\$3,207,800	\$8,883,861

INTEREST	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/HWY	SCHOOLS	
BONDS									
2013 NEW & REFUNDED 11/13	\$34,504,439	\$948,594	\$11,013	\$19,435	\$7,178	\$77,894		\$833,275	\$948,594
1997/2000 REFUNDED 10/05	\$5,740,000	\$25,345	\$8,825	\$6,519		\$3,728		\$6,275	\$25,345
1998/2009 REFUNDED 10/09	\$2,975,000	\$9,750		\$585	\$1,110	\$8,055			\$9,750
2002 REFUNDED 8/12	\$3,985,000	\$44,200		\$14,780		\$27,760	\$1,660		\$44,200
2006	\$1,513,000	\$0		\$0		\$0	\$0	\$0	\$0
2007	\$3,228,000	\$0		\$0	\$0	\$0			\$0
2008	\$1,163,035	\$6,481		\$6,163		\$319			\$6,481
2010	\$11,834,909	\$144,605	\$51,599	\$2,535	\$6,843	\$69,309	\$14,320		\$144,605
2014	\$6,935,000	\$214,594			\$38,250	\$176,344			\$214,594
2006/2007 REFUNDED 8/15 (T & U)	\$1,980,000	\$52,700		\$2,788		\$31,203	\$17,790	\$940	\$52,700
2015	\$10,275,000	\$364,688		\$113,438	\$119,625	\$25,125	\$106,500		\$364,688
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$0		\$0					\$0
WPAT 96/46 PINECREST/ KAY	\$452,000	\$0		\$0					\$0
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$0		\$0					\$0
WPAT 00/25 ASSABET (REFUNDED) 17% STP	\$588,584	\$1,115	\$190	\$926					\$1,115
WPAT 00/25A ASSABET (68.3% STP) refunded	\$151,291	\$0	\$0	\$0					\$0
WPAT 08/22 I/I REFUNDED 8/12	\$345,702	\$5,169		\$5,169					\$5,169
WPAT - WWTP (I)	\$17,616,166	\$252,832	\$252,832						\$252,832
WPAT - WWTP (II)	\$29,358,537	\$83,311	\$83,311						\$83,311
WPAT - 10/08 WELD/FOLLY (REFUNDED)	\$1,338,200	\$22,615		\$16,961		\$5,654			\$22,615
WPAT - WWTP - ADD'L 2013	\$750,000	\$0	\$0						\$0
WPAT - I/I ADD'L 2014	\$98,280	\$1,783		\$1,783					\$1,783
PERMANENT INTEREST		\$2,177,781	\$407,768	\$191,081	\$173,005	\$248,844	\$316,614	\$840,490	\$2,177,781

SHORT TERM @ 1.25%									
Actual due 08/17									
WATER - CROWNRISE	\$72,000	\$1,436				\$1,436			\$1,436
SEWER - CROWNRISE	\$196,000	\$3,949		\$3,949					\$3,949
- FLANDERS	\$96,400	\$1,823		\$1,823					\$1,823
TOWN - TOWN HALL RENOVATIONS	\$3,400,000	\$67,811			\$67,811				\$67,811
- FIRE STATION CONSTRUCTION	\$575,000	\$11,468					\$11,468		\$11,468
- WARREN ST DRAINAGE	\$216,000	\$4,308			\$4,308				\$4,308
- TOWN HALL DESIGN	\$229,000	\$4,567			\$4,567				\$4,567
- DPW SWEEPER	\$160,000	\$3,191					\$3,191		\$3,191
- DPW GARAGE ROOF	\$30,000	\$598					\$598		\$598
SCHOOL - GIBBONS SCHOOL	\$1,350,000	\$26,925						\$26,925	\$26,925
INTERNAL BORROW - FY17									
WATER - OTIS STREET WELL REPLACEMENT	\$1,180,500	\$14,381				\$14,381			\$14,381
TOWN - DPW GARAGE ROOF REPAIR	\$300,000	\$3,750					\$3,750		\$3,750
SCHOOL - GIBBONS	\$1,200,000	\$15,000						\$15,000	\$15,000
ATM/STM Articles									
TOWN - TOWN HALL/FORBES DESIGN	\$181,000	\$2,263			\$2,263				\$2,263
- TOWN HALL RENOVATIONS	\$4,063	\$51			\$51				\$51
- FIRE STATION	\$158,000	\$1,975					\$1,975		\$1,975
- FORBES RENOVATIONS	\$7,000,000	\$87,500			\$87,500				\$87,500
SCHOOL - GIBBONS	\$5,000,000	\$62,500						\$62,500	\$62,500
- PRE-KARCH STUDY	\$250,000	\$3,125						\$3,125	\$3,125
WATER - OTIS ST WELL	\$949,500	\$11,869				\$11,869			\$11,869
subtotal - short term interest		\$328,580	\$0	\$5,872	\$188,500	\$27,688	\$20,983	\$107,550	\$328,581
NOTE CERTIFICATION		\$150,000			\$150,000				
TAX ANTICIPATION		\$10,000			\$10,000				
ABATE INTEREST		\$10,000			\$10,000				
SUBTOTAL INTEREST		\$2,676,371	\$407,768	\$198,932	\$509,505	\$276,530	\$337,596	\$948,040	\$2,676,371
ROUNDING \$2									
		\$2,676,371	\$407,768	\$198,934	\$509,505	\$276,535	\$337,599	\$948,040	\$2,676,381