#### TOWN OF WESTBOROUGH

#### DEPARTMENTAL NUMBERS

PAGE		Sorted by Budget Number	PAGE		Sorted Alphabetically
1	11141	MODERATOR	17	1134X	ACCOUNTANT
7	1122X	SELECTMEN / MANAGER	11	1131X	ADVISORY FINANCE COMMITTEE
11	1131X	ADVISORY FINANCE COMMITTEE	143	1292X	ANIMAL CONTROL
17	1134X	ACCOUNTANT	23	1137X	ASSESSORS
23	1137X	ASSESSORS	89	1173X	BOARD OF APPEALS
29	1138X	TREASURER / COLLECTOR	133	1251X	BUILDING COMMISSIONER
35	1151X	LEGAL	61	11583	CENTRAL PURCHASING
41	1152X	PERSONNEL BOARD	57	11573	COMMUNICATIONS
49	1154X	MIS / GIS DEPARTMENT	77	1171X	CONSERVATION COMMISSION
57	11573	COMMUNICATIONS	181	1541X	COUNCIL ON AGING
61	11583	CENTRAL PURCHASING	235	60200	COUNTRY CLUB
66	1161X	TOWN CLERK	221	16303	CULTURAL COUNCIL
71	1162X	ELECTION & REGISTRATION	231	17103	DEBT-PRINCIPAL & INTEREST
77	1171X	CONSERVATION COMMISSION .	153	1420X	DEPARTMENT OF PUBLIC WORKS
83	1172X	PLANNING BOARD	71	1162X	ELECTION & REGISTRATION
89	1173X	BOARD OF APPEALS	117	1220X	FIRE/AMB DEPARTMENT
95	1185X	TOWN BUILDINGS & GROUNDS	175	1512X	HEALTH DEPARTMENT
101	11933	INSURANCE	225	1650X	HISTORICAL COMMISSION
107	1210X	POLICE DEPARTMENT	139	12543	INSP WEIGHTS & MEASURES
117	1220X	FIRE/AMB DEPARTMENT	101	11933	INSURANCE
133	1251X	BUILDING COMMISSIONER	35	1151X	LEGAL
139	12543	INSP WEIGHTS & MEASURES	49	1154X	MIS / GIS DEPARTMENT
143	1292X	ANIMAL CONTROL	1	11141	MODERATOR
149	12993	REG VOC SCHOOL ASSESSMENT	41	1152X	PERSONNEL BOARD
153	1420X	DEPARTMENT OF PUBLIC WORKS	83	1172X	PLANNING BOARD
161	1423X	SNOW & ICE REMOVAL	107	1210X	POLICE DEPARTMENT
165	14243	STREET LIGHTS	201	1610X	PUBLIC LIBRARY
169	14333	SANITARY LANDFILL	215	16201	RECREATION COMMISSION
175	1512X	HEALTH DEPARTMENT	149	12993	REG VOC SCHOOL ASSESSMENT
181	1541X	COUNCIL ON AGING	169	14333	SANITARY LANDFILL
187	1542X	YOUTH COMMISSION	7	1122X	SELECTMEN / MANAGER
193	1543X	VETERANS SERVICES	249	64305	SEWER DEBT PRINCIPAL/INTEREST
197	15483	TRSTS,SOLDIER MEMORIALS	241	6430X	SEWER OPERATION & MAINTENANCE
201	1610X	PUBLIC LIBRARY	253	6440X	SEWER TREATMENT PLANT
215	16201	RECREATION COMMISSION	161	1423X	SNOW & ICE REMOVAL
221	16303	CULTURAL COUNCIL	165	14243	STREET LIGHTS
225	1650X	HISTORICAL COMMISSION	95	1185X	TOWN BUILDINGS & GROUNDS
231	17103	DEBT-PRINCIPAL & INTEREST	66	1161X	TOWN CLERK
235	60200	COUNTRY CLUB	29	1138X	TREASURER / COLLECTOR
241	6430X	SEWER OPERATION & MAINTENANCE	197	15483	TRSTS, SOLDIER MEMORIALS
249	64305	SEWER DEBT PRINCIPAL/INTEREST	193	1543X	VETERANS SERVICES
253	6440X	SEWER TREATMENT PLANT	269	64505	WATER DEBT PRINCIPAL/INTEREST
261	6450X	WATER OPERATION & MAINTENANCE	261	6450X	WATER OPERATION & MAINTENANCE
269	64505	WATER DEBT PRINCIPAL/INTEREST	187	1542X	YOUTH COMMISSION



# Town of Westborough Fiscal Year 2015

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, 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 he 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 2012-2013

## Goals & Priorities 2014-2015

	Objectives:
	<ul> <li>to maintain the on-time starting record of</li> </ul>
	recent years;
	• to seek continuous improvement in the focus and quality of debate at the meetings,
	always consistent with a full and fair debate;
	<ul> <li>to keep committees fully staffed, filling vacancies just as soon as candidates can be</li> </ul>
	found that will maintain the high quality
	and diversity to which we have become accustomed; and
	<ul> <li>to continue to provide information on</li> </ul>
6.8	procedure for voters, at the meeting via
	handouts or publication in the AFC booklet,
	and the rest of the time via publication on
	the Town web site.

De	na	rtn	nen	t
100	1.00			•

Moderator

	FY2013 Budgeted	101 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	FY2014 Budgeted	AR PARTY AND A REAL PARTY AND A	FY2015 MGR Recommend	A REAL PROPERTY AND A REAL
Salaries / Wages	250	250	250	250	250	0.00%
Expenses	0	0	0	0	0	
<b>Total Expenditures</b>	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	0.00%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time			
Part Time			
FTE		the set of the set of the set of the set of the set	
	L]		L]

Activity Indicators	FY 2013	FY 2014 (Est)	, FY 2015 (Est)

erformance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
	1			

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager Ad	FY2015 Iv Fin Comm
11141	MODERATOR SALARY - ELECT	ED						
5101	SALARY-DEPARTMENT HEAD	250.00	250.00	250.00	0.00	\$250.00	\$250.00 \$_	
11143	MODERATOR EXPENSES							
5299	MISCELLANEOUS EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$_	
	GRAND TOTAL	\$250.00	\$250.00	\$250.00	\$0.00	\$250.00	\$250.00 \$_	

# **FY2015 SALARIES AND WAGES REQUEST**

### DEPT Moderator

DEPT #

ГҮРЕ	NAME; TITLE; DATE IN GRADE	GRADE/	S	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
	Joseph Harrington	Stipend				250.00
				and the second state		
		+				
		- Internet and the second	· · · · · · · · · · · · · · · · · · ·	in the plantage inter		
		+				
	1	TOTAL SA	LARY & V	VAGES		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, J	une 18 H7/5	12.16	35	50.6	21,535.36
	H7/6	12.78	35	1.8	805.14
Total			1	52.4	22,256.00

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5101	Stipend of \$250

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

Department

Board of 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 and Capital Budget and making 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.
- . Town Manager is responsible for the development of the budget, administration, fiscal management and planning.

Coals & Priorities 2014-2015

- 8. Town Manger is responsible for policy development/recommendations and implementation.
- 9. Town Manager is responsible for project management.
- 10. Recruiting for all vacant positions.

Successes & Accomplishments 2012-2013

Successes & Accomplishments 2012-2015	Goals & Priorities 2014-2015
Improve the budget process to make the budget document a more informative tool and improve resident's understanding of town finances.	Continue to work on ways to effectively lower resident's tax bills.
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.
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 follow the fiscal policies adopted in 2011.	Continue to work on the Town Charter to remove ambiguities and improve overall town management.
Continue to work on the Town Charter to remove mbiguities and improve overall town management.	Continue to find new ways to communicate with residents to improve the flow of information on important
Continue to find new ways to communicate with residents to improve the flow of information on important	

# Department

Selectmen/Town Manager

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	302,370	299,155.19	322,957	336,636	336,636	4.2400%
Expenses	45,600	37,903.68	45,600	45,725	45,725	0.2700%
Total Expenditures	\$347,970.00	\$337,058.87	\$368,557.00	\$382,361.00	\$382,361.00	3.7500%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	4	4	4
Part Time	0	0	0
FTE	4	4	4

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Regular Selectmen's Meetings	22	22	22
All Public Hearings	21	21	21
Site Plan Review Public Hearings	9	10	10
Appointments to Boards/Committees	241	225	225
Selectmen Agenda Topics	291	290	290
Capital Program - # of Projects	21	25	25
Town Manager Meetings Scheduled	448	400	400
Applications for Employment Reviewed	119	120	120
Labor Contracts/Amendments Negotiated	4	16	0
# of Liquor Licenses Processed	42	40	40
	-		

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Site Plans Approved less than 90 days	90%	9	9	9
Average Position Vacancy Time	30	33	30	30
General Fund Debt as a % of General Fund Budget	7.0%	6.5%	4.7%	4.1%
Overall Property Tax Increase	2.0%	2.2%	1.3%	2.0%
# of Labor Disputes	1	1	1	1
# of Workers Comp/IOD Claims	Less than 20	43	35	30
Free Cash Balance of General Fund Budget	More than 5%	5.5%	5.1%	5.0%
				(
		Proposition of the second second		

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
11220	SELECTMEN/MANAGER SALA	RY/WAGES -	ELECTED				
5108	BOARD MEMBERS SALARY	2,500.00	2,500.00	2,500.00	625.00	\$2,500.00	\$2,500.00 \$
11221	SELECTMEN/MANAGER SALA	RY/WAGES					
5101	SALARY-DEPARTMENT HEAD	141,864.00	141,864.00	144,134.00	57,984.78	\$147,017.00	\$147,017.00 \$
5102	SALARY-ASST & AGENT	65,961.00	61,503.19	76,813.00	28,078.01	\$83,595.00	\$83,595.00 \$
5103	WAGES-CLERICAL	92,045.00	93,288.00	99,510.00	38,758.50	\$103,524.00	\$103,524.00 \$
	TOTAL	\$299,870.00	\$296,655.19	\$320,457.00	\$124,821.29	\$334,136.00	\$334,136.00 \$
11223	SELECTMEN/MANAGER EXPE	INSES					
5201	ADVERTISING	500.00	292.38	500.00	629.01	\$500.00	\$500.00 \$
5209	TRAVEL IN-STATE	3,500.00	3,061.04	3,500.00	5,132.36	\$3,500.00	\$3,500.00 \$
5210	TRAVEL OUT-OF-STATE	3,200.00	1,861.96	3,200.00	0.00	\$3,200.00	\$3,200.00 \$
5217	DUES AND MEMBERSHIPS	6,000.00	6,184.46	6,000.00	6,116.16	\$6,225.00	\$6,225.00 \$
5218	TRAINING AND EDUCATION	3,700.00	2,388.00	3,700.00	170.00	\$3,700.00	\$3,700.00 \$
5219	PROFESSIONAL SERVICES	500.00	984.05	500.00	120.00	\$500.00	\$500.00 \$
5219D	CONTRACT SERVICE-AUDIT	21,500.00	21,500.00	22,000.00	0.00	\$22,500.00	\$22,500.00 \$
5224	OTHER SUPPLIES	600.00	300.32	600.00	223.44	\$500.00	\$500.00 \$
5227	BOOKS AND PERIODICALS	100.00	0.00	100.00	0.00	\$100.00	\$100.00 \$
5228	PRINTING TOWN REPORT	3,000.00	1,331.47	3,000.00	0.00	\$2,500.00	\$2,500.00 \$
5235A	SICK LEAVE BUY-BACK	3,000.00	0.00	2,500.00	547.42	\$2,500.00	\$2,500.00 \$
	TOTAL	\$45,600.00	\$37,903.68	\$45,600.00	\$12,938.39	\$45,725.00	\$45,725.00 \$
	GRAND TOTAL	\$347,970.00	\$337,058.87	\$368,557.00	\$138,384.68	\$382,361.00	\$382,361.00 \$

# **FY2015 SALARIES AND WAGES REQUEST**

### DEPT

DEPT #

ГҮРЕ	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	James Malloy - Town Manager	Contract				147,016.68
5102	Kristi Williams 11/8	S-21/pers	1,561.30	wk	18.8	29,353.0
		S-21/max	1,624.00	wk	33.4	54,242.0
	Total					83,595.0
5103	Paula Covino - Adm Asst 8/29	H-10/max	24.79	40	52.2	51,762.0
5103	Karen Bain-Morgado-Adm Asst 10/27	H-10/max	24.79	40	52.2	51,762.0
5108 Board Members	Board Members Salaries	\$500 Each A	 Annually X 	5		2,500.0
	1	TOTAL SA	LARY & V	WAGES		336,635.6

### **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 Fiscal Year 2015

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 committees, who shall consider any or all municipal questions for the purpose of making reports or recommendations to the town...".

## Successes & Accomplishments 2012-2013

- 1. Reviewed all Warrant Articles and Budgetary Requests in detail
- Created a new AFC Workbook to track Financials and provide a database for reporting
- 3. Created a new version of the Revenue and Expenditures Report showing full-in costs of Town, School and Enterprise Funds
- Produced Reports and Recommendations for all Annual and Special Town Meetings.
- Produced a revised working paper explaining the significant nonoverride growth of the town's levy limit due to the unique characteristics of personal property new growth.

### Goals & Priorities 2014-2015

<ol> <li>Produce reports and recommendations books for Annual and Special Town Meetings</li> </ol>
<ol> <li>Reach out to all interested parties (pro and con) regarding warrant articles and encourage them to present their views to the Committee</li> </ol>
3. Create a line item School Budget and Actuals Database
4. Review School Budget using the above Database
<ol> <li>Make a recommendation on the funding of the town's OPEB liability.</li> </ol>

# Department

Advisory Finance Committee

	FY2013	FY2013	FY2014	FY2015	FY2015 MGR	% Change
	Budgeted	Expended	Budgeted	Requested	Recommend	FY14 to 15
Salaries / Wages	3,013	2,777.68	3,229	3,027.38	3,027.38	-6.2400%
Expenses	2,035	1,329.25	1,915	2,116.62	2,116.62	10.5300%
<b>Total Expenditures</b>	\$5,048.00	\$4,106.93	\$5,144.00	\$5,144.00	\$5,144.00	0.00%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time			
Part Time	0.07	0.07	0.07
FTE	0.07	0.07	0.07

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
AFC meeting held	22	22	22

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Produce Report and Rec. Books on Schedule	100%	100%	100%	100%
		<u></u>		
	-			
				(

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm	1
11312 FINANCE COMM WAG	GES						
5103 WAGES-CLERICAL	\$3,013.00	\$2,777.68	\$3,229.00	\$380.95	\$3,027.38	\$3,027.38 \$	
11313 FINANCE COMM EXP	ENSES						
5217 DUES AND MEMBERS	SHIPS \$360.00	\$231.00	\$240.00	\$236.00	\$240.00	\$240.00 \$	
5228 PRINTING AND COPY	ING \$1,675.00	\$1,098.25	\$1,675.00	\$423.96	\$1,876.62	\$1,876.62 \$	
TOTAL	\$2,035.00	\$1,329.25	\$1,915.00	\$659.96	\$2,116.62	\$2,116.62 \$	•2
GRAND TOTAL	\$5,048.00	\$4,106.93	\$5,144.00	\$1,040.91	\$5,144.00	\$5,144.00 \$	eć.

# **FY2015 SALARIES AND WAGES REQUEST**

## DEPT Finance Committee

## DEPT # 11312

ГҮРЕ	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5103	Administrative Assistant	H10/Min	18.53	3	6.2	344.60
	Jessica Thomas	H10/2	19.44	3	46	2,682.72
	5	TOTAL SA	LARY & V	VAGES		3,027.38

**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 Lis	sa Carr: General Clerk, June 18	H7/5	12.16	35	50.6	21,535.36
		H7/6	12.78	35	1.8	805.14
То	otal				52.4	22,256.00

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5217	Dues for Assoc. of Town Finance Committees. This item was reduced by \$120 thus
	eliminating the re-imbursement of registration fees for some members to attend
	the Association's Annual Meeting.
5228	Printing of Report and Recommendations for Annual and Special Town Meetings.

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

Department

Accounting

### 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.

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

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

Successes & Accomplishments 2012-2013	Successes	&	Accomp	lishments	2012-2013
---------------------------------------	-----------	---	--------	-----------	-----------

Goals & Priorities 2014-2015

Became a member of the MGFOA (Massachusetts	
Government Finance Officers Association.	Continue to establish Policies & Procedures to document all financial transactions.
all financial transactions.	

# Department

Accounting

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	141,414	134,737.75	135,661	140,892	140,892	3.8600%
Expenses	555	553.7	1,135	1,135	1,135	0.00%
Total Expenditures	\$141,969.00	\$135,291.45	\$136,796.00	\$142,027.00	\$142,027.00	3.8200%

Personnel	F.Y 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	1	1	1
Part Time	0.88	0.88	0.88
FTE	1.88	1.88	1.88

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Accounts Payable Invoices Processed	17,347	17,500	17,500
Accounts Payable Checks Processed	11,431	11,500	11,500
Purchase Orders Processed	4,144	4,100	4,100
Land State a Land Data and Land State and			

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Submission of Balance Sheet to Dept of Revenue	9/30/20XX	9/12/2013	9/15/2014	9/15/2015
Certification of Free Cash / Excess & Deficiency	10/15/20XX	9/19/2013	10/01/2014	10/01/2015
Submission of Schedule A to Dept of Revenue	11/30/20XX			
			7 - 1. 1.	
				(

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager Ad	FY2015 Iv Fin Comm
11341	ACCOUNTANT SALARY/WAGES	l.						
5101	SALARY-DEPARTMENT HEAD	\$85,540.00	\$85,540.00	\$87,227.00	\$35,091.00	\$88,949.00	\$88,949.00 \$_	
5103	WAGES-CLERICAL	\$55,874.00	\$49,197.75	\$48,434.00	\$19,021.05	\$51,943.00	\$51,943.00 \$_	
	TOTAL	\$141,414.00	\$134,737.75	\$135,661.00	\$54,112.05	\$140,892.00	\$140,892.00 \$_	
11343	ACCOUNTANT EXPENSES							
5217	DUES AND MEMBERSHIPS	\$80.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00 \$_	
5218	TRAINING AND EDUCATION	\$375.00	\$405.00	\$895.00	\$65.00	\$895.00	\$895.00 \$_	
5223	OFFICE SUPPLIES	\$100.00	\$8.70	\$100.00	\$16.06	\$100.00	\$100.00 \$_	
	TOTAL	\$555.00	\$553.70	\$1,135.00	\$221.06	\$1,135.00	\$1,135.00 \$_	
	GRAND TOTAL	\$141,969.00	\$135,291.45	\$136,796.00	\$54,333.11	\$142,027.00	\$142,027.00 \$_	

# **FY2015 SALARIES AND WAGES REQUEST**

## DEPT Accounting

## DEPT # 11341/11342

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	Leah Talbot, Town Acct, 4/5	S-22/Max	1,704.00	40	52.2	88,949.00
5103	Linda Smith, Asst T/A, 10/29	S-16/4	27.475	35	17.2	16,540.00
		S-16/5	28.90	35	35	35,403.00
						51,943.00
			and R. Charlestinia and a second second second			
						an a
						C.
		TOTAL SA	LARY & V	VAGES		140,892.00

**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	1			52.4	22,256.00

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5217	Dues & Memberships: Level funded - Massachusetts Municipal Auditors &
	Accountants Association - must be a member to attend annual school - \$80
	Membership in MA Government Finance Officers Assocation - \$60
	Total \$140
5218	Training & Education: costs for attending meetings and conferences - such as
	What's New in Municipal Law (DOR) and annual school MMAAA in Amherst.
	Also, meetings of the MGFOA. These meetings allow me to keep updated on
	changes in MGL's related to finance. Also, changes in accounting policies
	and procedures through GASB & DOR.
5223	Office Supplies: Level funded - supplies such as adding machine tapes, pens, pencils,
	desk calandars, file folders, labels, tape, etc.
0	

This page left intentionally blank.

- '



# **Town of Westborough Fiscal Year 2015**

Department

Assessors

## 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 Massachusetts General Laws Chapter 59.

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

Closely monitor all sale and permit activity within the town.

Closely monitor all current rental 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 to valuation.

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 proper 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 2012-2013	Goals & Priorities 2014-2015
Successfully completed the following tasks in spite of a	Timely submission and approval of Tax Recap Sheet to
major turnover in staff and extended period of time with	insure timely tax billing.
no Assistant Assessor in place:	Continuation of the ongoing cyclical reinspection of all
A Department of Revenue (DOR) mandated full field	properties not inspection within the past 5 years.
review of all commercial and industrial property	Inspect and update properties based upon building
Timely submission of all required documents for	permits completed within the fiscal year.
successful triennial recertification.	Continuation of the ongoing cyclical reinspection of
Inspected approximately 20% of all business personal	approximately 20% of the business personal property
property accounts.	accounts.
Inspected all properties which had been issued a	Maintain accurate accounting of all new growth
building permit prior to 7/1/2013.	valuation in town for tax levy and financial planning
Inspected all properties which sold during 2012 and the	purposes.
first quarter of 2013.	Continue to train Assistant Assessor to expand
Completed a review and reconciliation of Chapter land	responsibilities, knowledge, and experience.
and Charitable Exemption properties and establish new	Establish and institute an annual inspection cycle for
procedures for the receipt of the annual applications.	sales, permits, and cyclicals
Maintained office coverage with minimal closings.	Hire outside consultant for field work assistance.

# Department

Assessors

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	221,605	211,377.44	231,640	239,329	239,329	3.3200%
Expenses	45,099	34,111.71	35,099	35,099	35,099	0.00%
<b>Total Expenditures</b>	\$266,704.00	\$245,489.15	\$266,739.00	\$274,428.00	\$274,428.00	2.8800%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	3	3	3
Part Time	0.25	0.25	0.25
FTE	3.25	3.25	3.25

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Sale Properties Inspected	325	275	275
Building Permit Properties Inspected	850	600	600
Cyclical (DOR Required) Inspections	800	700	700
Abatement Properties Inspected	50	100	100
Motor Vehicle Bills Processed	19,000	19,000	19,000
Motor Vehicle Abatements Processed	850	850	850
Deeds Reviewed and Entered	400	450	450
ATB cases (not counting phone)	8	10	10

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Deeds Reviewed and Entered Timely	100%	400	450	450
Motor Vehicle Abatements Processed Timely	100%	850	850	850
Real Estate Abatements Processed Timely	100%	90	100	100
ATB Cases Successfully Tried	100%	8	10	10

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
11371	ASSESSORS SALARY/WAGES	8						
5101	SALARY-DEPARTMENT HEAD	\$85,540.00	\$85,540.00	\$87,227.00	\$35,091.00	\$88,949.00	\$88,949.00	\$
5102	SALARY-ASST & AGENT	\$121,304.00	\$111,243.31	\$129,347.00	\$51,436.00	\$135,053.00	\$135,053.00	\$
5108	BOARD MEMBERS SALARY	\$2,000.00	\$1,833.33	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$
5103	WAGES-CLERICAL	\$12,761.00	\$12,760.80	\$13,066.00	\$5,256.30	\$13,327.00	\$13,327.00	\$
11373	TOTAL	\$221,605.00	\$211,377.44	\$231,640.00	\$91,783.30	\$239,329.00	\$239,329.00	\$
5209	TRAVEL IN-STATE	\$170.00	\$170.98	\$300.00	\$75.71	\$300.00	\$300.00	\$
5217	DUES AND MEMBERSHIPS	\$529.00	\$529.00	\$529.00	\$405.00	\$529.00	\$529.00	\$
218	TRAINING AND EDUCATION	\$1,700.00	\$1,501.01	\$1,500.00	\$946.00	\$1,500.00	\$1,500.00	\$
5223	OFFICE SUPPLIES	\$1,000.00	\$447.02	\$1,000.00	\$100.00	\$1,000.00	\$1,000.00	\$
5228	FORMS & BILLS	\$350.00	\$337.98	\$420.00	\$120.00	\$420.00	\$420.00	\$
5241	CLOTHING ALLOWANCE	\$350.00	\$346.97	\$350.00	\$89.98	\$350.00	\$350.00	\$
5244	OTHER PROFESSIONAL FEES	\$41,000.00	\$30,778.75	\$31,000.00	\$0.00	\$31,000.00	\$31,000.00	\$
	TOTAL	\$45,099.00	\$34,111.71	\$35,099.00	\$1,736.69	\$35,099.00	\$35,099.00	\$

GRAND TOTAL

\$266,704.00 \$245,489.15 \$266,739.00 \$93,519.99 \$274,428.00 \$274,428.00 \$\_\_\_\_\_

# **FY2015 SALARIES AND WAGES REQUEST**

### DEPT Board of Assessors

DEPT #

ГҮРЕ	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	Linda Swadel, Chief Assessor, 7/19	S22/Max	1,704.00	40	52.2	88,949.0
5102	Jonathan Steinberg, Ass't. Assessor	N16/6	1,185.00	40	17.8	21,093.0
	11/1/2014	N16/7	1,246.00	40	34.4	42,863.0
5102	Karen Keirstead, Asst. Assessor, 2/25	N15/25th	1,362.00	40	52.2	71,097.0
5103	Susan Bush, Admin. Sec., 10/15	N10/Max	25.53	10	52.2	13,327.0
5108	Mark Silverberg, Assessor	N/A	N/A	N/A	yearly	1,000.0
5108	Joseph MacDonough, Assessor	N/A	N/A	N/A	yearly	1,000.0
		TOTAL SA	ALARY &	WAGES		239,329.0

### **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 EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5209	\$300 - In State Travel; funds mileage, parking and toll expenses for travel within the State to meetings
	workshops, ATB, 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	\$1,500 - Training & Education; funds all courses and workshops attended by all Board members
	and staff. Also, both the Chief and Ass't Assessors are required to have a designation (MAA - Mass
	Accredited Assessor) which has continuing education requirements.
5223	\$1,000 - Office Supplies
5228	\$420 - Forms & Bills; funds all required forms - abatement/exemption applications, forms of list, etc.
5241	\$350 - Clothing Allowance; funds contracted clothing allowance for both Assistant Assessors.
5244	\$31,000 - Other Professional Fees; funds appraisal reports and expert testimony in defense of values
	at the ATB as well as the ongoing costs for appraising our locally assessed utilities. Also included is
	\$10,000 to fund the cost of hiring a sub-contracted data collector to inspect approximately 600
	properties per year in accordance with DOR guidelines. The DOR requires the inspection of every
	property in town every 9 years, and combined with the inspection of all sale properties, building permit
	inspections, and the inspection of abatement properties the field work has become more than the
	existing staff can handle.

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

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 W-2s Investment of all Town funds Monthly cash reconciliation with Accountant Quarterly DOR cash reconciliation Weekly accounts payable imely debt payment Tax title management

## Successes & Accomplishments 2012-2013

### Goals & Priorities 2014-2015

Maintain collection rate
Encourage paperless billing
100% monthly receivables reconciliation with Accountant
Work to create a successful senior tax relief program
Errorless payroll processing
100% monthly cash reconciliation with Accountant
Timely debt payment
Refund any available debt to lower payments
Maintain or improve Town's credit rating
Continue to enforce tax title collection

1 [

# Department

Treasurer/Collector

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	223,145	223,141.8	228,907	233,833	233,833	2.1500%
Expenses	39,410	44,301.85	48,535	49,435	49,435	1.8500%
Total Expenditures	\$262,555.00	\$267,443.65	\$277,442.00	\$283,268.00	\$283,268.00	2.1000%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	3	3	3
Part Time	1	1	1
FTE	4	4	4

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Days to deposit tax/utility receipts	2	1	1
Days to month-end 100% reconciliation	A/R - 1 Cash - 9	A/R - 1 Cash - 8	A/R - 1 Cash - 8
Number real estate bills issued x 4 times per year	5641	5755	5855
Number personal property bills issued x 4times/year	585	580	580
Number excise tax bills issued - calendar year	19640	19670	19700
Number water/sewer bills issued annually	20087	20100	20100
Number online collections annually	8034	8400	8500
Dollar value online collections annually	5,054,200.22	5,100,000.00	5,200,000.00
Payroll processing/balanceing with Accountant	100%	100%	100%
W-2s issued (number of employees) calendar year	1014	1025	1030
Tax title accounts collected in full	11	15	15
Training	60 hours	80 hours	80 hours

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Tax, water/sewer collection	100%	99%	99%	99%
Online payments	80%	17.5%	30%	30%
Training - collections, payroll	10 hours	60 hours	80 hours	80 hours
Tax title collection	100%	25%	25%	25%
Payroll processing accuracy	100%	100%	100%	100%
Reconcile cash and receivables to penny	100%	100%	100%	100%

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted amended STM 10/21	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
11381	TREASURER/COLLECTOR SA	LARY/WAGE	S				
5101	SALARY-DEPARTMENT HEAD	\$89,908.00	\$89,908.00	\$91,716.00	\$36,897.00	\$93,543.00	\$93,543.00 \$
5103	WAGES-CLERICAL	\$133,237.00	\$133,233.80	\$137,191.00	\$55,191.15	\$140,290.00	\$140,290.00 \$
	TOTAL	\$223,145.00	\$223,141.80	\$228,907.00	\$92,088.15	\$233,833.00	\$233,833.00 \$
11383	TREASURER/COLLECTOR EX	PENSES					
5209	TRAVEL IN-STATE	\$900.00	\$571.56	\$900.00	\$272.75	\$900.00	\$900.00 \$
5217	DUES AND MEMBERSHIPS	\$335.00	\$210.00	\$335.00	\$305.00	\$335.00	\$335.00 \$
5218	TRAINING AND EDUCATION	\$1,800.00	\$265.00	\$1,400.00	\$115.00	\$1,300.00	\$1,300.00 \$
5223	OFFICE SUPPLIES	\$1,800.00	\$1,012.94	\$1,900.00	\$233.10	\$1,900.00	\$1,900.00 \$
5228	FORMS & BILLS	\$2,300.00	\$7,853.22	\$6,000.00	\$2,906.28	\$7,000.00	\$7,000.00 \$
243A	MISC SERV-TAX TITLE	\$15,000.00	\$9,983.43	\$13,000.00	\$3,845.00	\$13,000.00	\$13,000.00 \$
5243B	MISC SERV-BANK CHARGES	\$17,275.00	\$24,405.70	\$25,000.00	\$7,326.14	\$25,000.00	\$25,000.00 \$
	TOTAL	\$39,410.00	\$44,301.85	\$48,535.00	\$15,003.27	\$49,435.00	\$49,435.00 \$

GRAND TOTAL

\$262,555.00 \$267,443.65 \$277,442.00 \$107,091.42 \$283,268.00 \$283,268.00 \$\_\_\_\_\_

# **FY2015 SALARIES AND WAGES REQUEST**

### DEPT Treasurer/Collector

#### DEPT #

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	Joanne Savignac Treas/Coll 7/1/2014	S23/Max	1,792.00	40	52.2	93,543.00
5103	Janet Crispen Admin. Assistant 7/1/2014	N10/Max	25.53	40	40.4	41,257.00
	4/9/2015	15 year	26.29	40	11.8	12,409.00
5103	Kristin Robinson Admin. Asst. 7/1/2014	N10/Max	25.53	40	52.2	53,307.00
5103	Linda Castellani Admin. Asst. 7/1/2014	N10/MAX	25.53	25	52.2	33,317.00
			-			
		TOTAL SA	LARY & V	VAGES		233,833.00

**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 EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
11381/5101	approved rate increase
11381/5103	union rate increases
11381/5218	cost of meetings decreased by Association

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

Department

Legal

#### Activities, Functions and Responsibilities

Defend the Town in legal actions.

Review all labor issues and determine whether they can be managed in house or through labor counsel.

Provide legal opinions to the Board of Selectmen, Town Manager and other departments, boards and commissions.

Oversee all land transactions of the Town.

Submit all matters that will go before the Legislature.

Coordinate with the Attorney General's Office on all matters.

Provide training on various matters to department heads.

Assist the Asst. Town Manager/HR Director on unemployment claims.

Attend all meetings of Select Board and other boards/commissions/committees as necessary

Member ex officio of Economic Development Committee

### Successes & Accomplishments 2012-2013

#### Goals & Priorities 2014-2015

Successes & Accomplishments 2012-2015	Goals & Priorities 2014-2015
Helped develop the state's first approved medical marijuana zoning bylaw. Advised library regarding construction issues (HVAC/ carpet); assisted in favorable resolution of those issues. Facilitated compliance review and correction regarding seasonal employees. Acquisition of land and easements for Town Hall expansion/renovation. Assisted in significant progress towards acquisition of Westborough State Hospital property (due diligence, draft legislation, negotiation).	Finalize acquisition of state hospital property. Assist in review/re-draft of Town Charter. Review Town Bylaws for recommended changes.

## Department

Legal

	FY2013	FY2013	FY2014	FY2015	FY2015 MGR	% Change
	Budgeted	Expended	Budgeted	Requested	Recommend	FY14 to 15
Salaries / Wages	126,464	126,464	128,987	131,544	131,544	1.9800%
Expenses	47,190	20,968.4	46,622	40,000	41,622	-14.2000%
Total Expenditures	\$173,654.00	\$147,432.40	\$175,609.00	\$171,544.00	\$173,166.00	-2.3100%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	1	1	1
Part Time	0	0	0
FTE	1	1	1
			1

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
# total court cases	5	4	4
# land court cases	2	1	1
# legal opinions issued	93	143	145
# real estate instruments executed	7	5	5
# home rule petitions	2	5	2
# labor issues handled	4	2	2
hrs. training provided to staff	1	3	3

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
# days to render legal opinion	5	2.03	.8	2
# days to record instruments following TM	45	60	45	45
1				
				and the second second second

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
11511	LEGAL SALARY						
5101	SALARY-DEPARTMENT HEAD	126,464.00	126,464.00	128,987.00	51,891.00	131,544.00	131,544.00 \$
11513	LEGAL EXPENSES						
5219A	LEGAL SERVICES	40,000.00	14,416.60	40,000.00	27,627.66	33,378.00	35,000.00 \$
5243	MISCELLANEOUS SERVICES	7,190.00	6,551.80	6,622.00	2,059.20	6,622.00	6,622.00 \$
5720	JUDGEMENTS/SETTLEMENT	0.00	0.00	0.00	2,000.00	0.00	0.00
	TOTAL	\$47,190.00	\$20,968.40	\$46,622.00	\$31,686.86	\$40,000.00	\$41,622.00 \$
	GRAND TOTAL	\$173,654.00	\$147,432.40	\$175,609.00	\$83,577.86	\$171,544.00	\$173,166.00 \$

# **FY2015 SALARIES AND WAGES REQUEST**

### DEPT Legal

DEPT #

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
	G. Franks; Town Counsel	S30/Max	\$2,520	40	52.2	131,544.00
					1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	na di meningka kara kara kara ka
						an a
		_				
and a state of the						
		TOTAL SA		ACES		131,544.00

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 EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
	Outside legal services \$33,378
	BBO \$360
	CSTCA \$160
	West updates \$2652
	Recordings \$2,000
	Social Law Library \$300
	Office supplies, parking, filing fees, etc. 500
	Continuing legal ed \$150
	New library materials \$500
i	

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

Department

## PERSONNEL BOARD

#### Activities, Functions and Responsibilities

The Personnel Board is appointed by the Town Manager and consists of five residents who are not Town Employees and do not serve the Town in any other elective or appointed capacity. Members serve without compensation and are appointed for three year terms with no more than two expiring in any one year.

The principle activities, functions and responsibilities are:

- \* Developing and maintaining a pay classification system and salary schedule. This shall include recommendations for the annual Wage Adjustment to the Wage and Salary Schedule.
- \* Reviewing and approving job descriptions for Town positions as drafted by the Assistant Town Manager/Human Resources Director.
- \* Review, maintain and approve the Educational Benefits and Budget.
- \* Responsible for conducting other studies or reviews related to personnel administration as requested by the Board of Selectmen or Town Manager.
- \* The Town Manager is the Chief Administrative Officer who administers these policies through the Assistant Town Manager/HR Director.

#### Successes & Accomplishments 2012-2013

#### Goals & Priorities 2014-2015

* Redrafted job descriptions for 16 positions.	* Review and Approve changes/updates to the Personnel Policies and Employee Handbook if necessary.
* Approved educational reimbursements for employees.	* Approve fiscally responsible Wage Adjustment for
* Approved request to take courses.	non-union employees.
* Approved FY 2014 wage adjustment for thirty-nine non-union positions.	* Maintain Educational Benefits and Budget.
* Submitted the 2012 Annual Report.	* Present changes to the Classification Plan at Town Meeting if necessary.

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
11522	PERSONNEL BRD WAGES							
5103	WAGES-CLERICAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
11523	PERSONNEL BRD EXPENSES							
5218	TRAINING AND EDUCATION	23,678.00	13,618.80	13,035.00	2,850.00	\$14,120.00	\$14,120.00	\$
5235A	SICK LEAVE BUY-BACK	2,500.00	0.00	8,000.00	5,473.64	\$0.00	\$0.00	\$
5245	OTHER PROFESSIONAL SERV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
5709	CASH GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$
	TOTAL	\$26,178.00	\$13,618.80	\$21,035.00	\$8,323.64	\$14,120.00	\$14,120.00	\$
	GRAND TOTAL	\$26,178.00	\$13,618.80	\$21,035.00	\$8,323.64	\$14,120.00	\$14,120.00	\$

# Department

Personnel Board

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	0	0	0	0	0	
Expenses	26,178	13,618.8	21,035	14,120	14,120	-32.8700%
Total Expenditures	\$26,178.00	\$13,618.80	\$21,035.00	\$14,120.00	\$14,120.00	-32.8700%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	0	0	0
Part Time	0	0	0
FTE	0	0	0

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Number of Meetings	7	8	8
Number of Agenda Topics	29	32	32
Number of Employees Approved to Take Courses	5	8	8
Number of Employees Approved for Reimbursement	5	8	8
)			

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Number of Job Descriptions Drafted	0	0	25	0
Number of Job Descriptions Redrafted	16	16	8	0
Number of Job Descriptions Approved by BOS	118	93	58	0
Regrade Non-union Positions	39	0	39	0
Classification Plan Changes	0	0	18	0
)				

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS					
5218	Employee educational reimbursement:		\$14,120.00			
-	Tota	l:	\$14,120.00			
angkana provinsi mangan di seri						
an a						
ilen Harris (1971) - Harrison			-1			
ari tahan di						
- 12-12-12-12-12-12-12-12-12-12-12-12-12-1			- NIGHT			

### PERSONNEL BOARD <u>FISCAL 2015 EDUCATIONAL AID BUDGET</u> Approved by Personnel Board on: November 19, 2013

		NUMBER of	_	Course	TOTAL
EMPLOYEE:	DEPT .:	<u>CLASSES</u>	Classroom/ Online	Cost	TUITION
Bennett, Christine	Fire	4	online	1,233.00	4,932.00
Bush, Susan	Town Clerk	2	classroom	960.00	1,920.00
Cullen, Patrick	Fire	5	online	1,941.00	9,705.00
Doucet, Stephen	Fire	4	online	1,233.00	4,932.00
Golden, Rick	Fire	4	online	1,233.00	4,932.00
Mickel, Wendy	Town Clerk	2	classroom	960.00	1,920.00
Soukup, Lynne	Library	2	classroom	465.00	930.00
Stockwell, Matt	Fire	4	online/classroom	1,233.00	4,932.00

TOTAL:

\$17,646.00

80%

ALLOWED:

3,945.60 Anna Maria (B.S. Fire Science)

1,536.00 Assumption (B.A.)

7,764.00 Anna Maria (Masters Fire Science)

3,945.60 Anna Maria (B.S. Fire Science)

3,945.60 Anna Maria (B.S. Fire Science)

1,536.00 Assumption (B.A.)

744.00 Worcester State (M.S. Non-Profit Management)

3,945.60 Anna Maria (B.S. Fire Science)

\$14,116.80

## COURS E SCHEDULE 2014 - 2015 Academic Year

		Undergraduate	Graduate	Undergraduate - Online	Graduate - Online
		ondergraduate	Oraddate		Online
Anna Maria College	1 credit	\$375.00	\$590.00	\$411.00	\$647.00
508-849-3300	3 credits	\$1,125.00	\$1,770.00	\$1,233.00	\$1,941.00
Assumption College	1 credit	\$320.00	\$565.00		al di a manana in anali (no jana anayo
508-767-7365 (U) 508-767-7387 (G)	3 credits	\$960.00	\$1,695.00		
Clark University	1 credit	\$250.00	\$525.00		
508-793-7217	4 credits	\$1,000.00	\$2,100.00		
Framingham State	1 credit	\$247.50	\$274.50		
508-626-4550	4 credits	\$990.00	\$1,098.00		
Quinsigamond	1 credit	\$184.00			
508-854-4257	3 credits	\$552.00			
Worcester State	1 credit	\$135.00	\$155.00		
508-929-8000 (U) 508-929-8000 (G)	3 credits	\$405.00	\$465.00		
Reimbursement is base	Contraction of the local division of the loc	the second s	per credit of the	e six colleges.	
Maximum credits allowe	and the local line line	A REAL PROPERTY AND A REAL PROPERTY A REAL PROPERTY AND A REAL PRO			
The maximum for grad	· · · · · · · · · · · · · · · · · · ·	The second branches to a party of the local data of the second seco			
The maximum for und	lergraduate (	3 credits) is 80%	of \$1,125 which	ch equals \$900.00.	

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

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 2012-2013

- Introduced a new online tool & mobile app for residents to report issues. The Commonwealth Connect program is funded through a Community Innovation Challenge Grant so there are no costs for the first three years.
- Implemented a new Economic Development Committee website. It contains more content than the old site and the new look aligns better with the updated Town website.
- Installed and configured a new backup server. The new solution allows a full backup to be restored quickly within the Town's virtualized environment.
- Implemented a production workstation for the Town's Document Management System. This allows the Building Department (and other departments) to batch load scanned documents into the system.

#### Goals & Priorities 2014-2015

- Coordinate technology changes for the move back into the renovated Town Hall.
   Continue to increase server virtualization to reduce physical
- Continue to increase server virtualization to reduce physical servers over the next several years.
- Implement a new helpdesk tracking application to better monitor the new performance measures requirement.
- Explore options for an enterprise wide phone system for municipal buildings.
- Investigate possible GPS equipment upgrades for the DPW and MIS/GIS departments.
- Research available GIS-centric asset management systems for tracking DPW utilities.

## Department

MIS/GIS

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	Company of the Party of the Par
Salaries / Wages	154,828	144,937.77	160,123	163,202	163,202	1.9200%
Expenses	218,050	218,076.94	216,950	221,405	221,405	2.0500%
<b>Total Expenditures</b>	\$372,878.00	\$363,014.71	\$377,073.00	\$384,607.00	\$384,607.00	2.0000%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	2	2	2
Part Time	0	0	0
FTE	2	2	2

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Number of active desktops and workstations	117	120	120
Number of active laptops and tablets	63	65	70
Number of active physical servers	17	15	14
Number of active copiers and laser printers	52	50	48
Number of active inkjet and other printers	30	28	26
Number of hits on the town website	859,107	900,000	925,000
Number of hits on the online GIS website	754,451	775,000	800,000
Number of active e-mail accounts	247	250	255
Number of helpdesk requests (estimated)	1,750	1,750	1,750
Number of maps created or updated	51	200	200

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Percentage of active network PC's with Windows 7	100%	42%	100%	100%
Average computer downtime per incident (est.)	< 4 Hrs	8 Hrs	4 Hrs	2 Hrs
Average helpdesk response time per incident (est.)	< 4 Hrs	4 Hrs	2 Hrs	2 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	20 Hrs	10 Hrs	4 Hrs
Internet access percentage uptime (estimated)	> 99.5%	98.5%	99%	99.5%
				10/17-10-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comr	n
11541	MIS / GIS DEPT SALARY/WAG	ES						
5101	DEPARTMENT HEAD	\$85,540.00	\$85,540.00	\$87,227.00	\$35,091.00	\$88,949.00	\$88,949.00 \$	5
5103	WAGES-CLERICAL	\$66,288.00	\$59,232.79	\$69,896.00	\$28,821.98	\$71,253.00	\$71,253.00 \$	_
5105	OVERTIME	\$3,000.00	\$164.98	\$3,000.00	\$1,388.68	\$3,000.00	\$3,000.00 \$	-
	TOTAL	\$154,828.00	\$144,937.77	\$160,123.00	\$65,301.66	\$163,202.00	\$163,202.00 \$	-
11543	MIS / GIS DEPT EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$53,050.00	\$51,472.09	\$48,500.00	\$15,152.64	\$48,550.00	\$48,550.00 \$	_
5209	TRAVEL IN-STATE	\$400.00	\$181.60	\$400.00	\$132.21	\$900.00	\$900.00 \$	_
5217	DUES AND MEMBERSHIPS	\$250.00	\$275.00	\$250.00	\$0.00	\$250.00	\$250.00 \$	_
5218	TRAINING AND EDUCATION	\$3,450.00	\$0.00	\$2,750.00	\$0.00	\$2,550.00	\$2,550.00 \$	
5219	PROFESSIONAL SERVICES	\$10,000.00	\$10,917.50	\$10,000.00	\$1,494.50	\$10,000.00	\$10,000.00 \$	-
5223	OFFICE SUPPLIES	\$2,000.00	\$1,860.83	\$2,700.00	\$1,631.29	\$2,000.00	\$2,000.00 \$	_
5236A	CONTRACT SERV-COMPUTEI	\$22,400.00	\$22,334.14	\$20,500.00	\$19,876.48	\$23,700.00	\$23,700.00 \$	_
5241	CLOTHING ALLOWANCE	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00 \$	
5299A	SOFTWARE MAINTENANCE	\$126,500.00	\$131,035.78	\$131,750.00	\$90,729.18	\$133,355.00	\$133,355.00 \$	_
	TOTAL	\$218,050.00	\$218,076.94	\$216,950.00	\$129,016.30	\$221,405.00	\$221,405.00 \$	-

GRAND TOTAL

\$372,878.00 \$363,014.71 \$377,073.00 \$194,317.96 \$384,607.00 \$384,607.00 \$\_\_\_\_\_

# **FY2015 SALARIES AND WAGES REQUEST**

#### DEPT MIS/GIS

### DEPT # 11541 11542

ГҮРЕ	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	Mark Stockman, MIS/GIS Director	S-22/MAX	1,704.00	40	52.2	88,949.00
	29-Dec					
5103	Gail Silva	N-17/MAX	1,365.00	40	52.2	71,253.00
	5-Mar		and PS for the st	Spirituan in		
5105	Overtime					3,000.00
		TOTAL SA	LARY & V	VAGES		163,202.00

#### **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			1	52.4	22,256.00

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5209	\$500 - increase for mileage reimbursement because of relocation to DPW
5223	(\$700) - decrease for office supplies to align with previous years spending
5236A	\$1,500 - increase for Verizon FiOS to add dedicated Fire Department service
5236A	\$1,400 - new item, Charter internet for the Senior Center
5299A	\$1,500 - increase for Munis (estimated annual increase)
5299A	\$500 - increase for Document Management System (estimated annual increase)
5299A	\$500 - increase for CollectPro (estimated annual increase)
5299A	(\$1,850) - decrease for CJIS hardware support because of new hardware
1000	

#### Town of Westborough MIS Department 2014-2015

Image: State of the second s	Description 13/14 Tot	14/15 Tot
Image: State of the second	computers (desktops & laptops) \$21,500	\$21,550
Contract Services - Computer Mathematical Services - Computer Services - Computer Mathematical Services - Computer Ser	ides (servers, switches, etc.) \$10,000	\$10,000
Image: Construct of the second sec	air & component replacement \$4,000	\$4,000
Travel In-State 11543 5209 misc local travel in-State 11543 5209 misc local travel in-State 11543 5217 misc local travel in-State 11543 5217 misc local travel in-State 11543 5217 misc local travel in-State 11543 5218 misc local travel in-State 11543 5219 misc local travel in-State 11543 5219 misc local travel in-State 11543 5219 misc local travel in-State 11543 5223 misc local travel in-State 11543 5224 misc local travel in-State 11543 529A misc	pt. laser printers \$3,000	\$3,000
Travel In-State 11543 5209 misc local travel and the state 11543 5217 misc local travel and the state 11543 5218 misc local travel and the state 11543 5218 misc local travel and t	nance & cartridges \$8,000	\$8,000
Dues and Memberships       11543       S217         Training and Education       11543       S218         Training and Education       11543       S218         Training and Education       11543       S218         Professional Services       11543       S223         Office Supplies       11543       S223         Office Supplies       11543       S223         Contract Services - Computer       11543       S224         Contract Services - Computer       11543       S241         Contract Services - Computer       11543       S241         Misc. fees - Computer (SOFTWARE)       11543       S294		\$2,000
Dues and Memberships       11543       S217         Dues and Memberships       11543       S217         Training and Education       11543       S218         Training and Education       11543       S218         Professional Services       11543       S219         Professional Services       11543       S223         Office Supplies       11543       S223         Contract Services - Computer       11543       S224         Contract Services - Computer       11543       S241         Contract Services - Computer       11543       S241         Contract Services - Computer (SOFTWARE)       11543       S294         Misc. fees - Computer (SOFTWARE)       11543 <t< td=""><td>\$48,500</td><td>\$48,550</td></t<>	\$48,500	\$48,550
Dues and Memberships 11543 5217  Training and Education 11543 5218  Training and Education 11543 5218  Training and Education 11543 5219  Training and Education 11543 5219  Training and Education 11543 5219  Professional Services 11543 5219  Professional Services 11543 5223 Conventional Convent Conventional Convent Conven		
Training and Education       11543       5218         Training and Education       11543       5218         Professional Services       11543       5219         Office Supplies       11543       5223         Office Supplies       11543       5236A         Contract Services - Computer       11543       5241         Contract Services - Computer (SOFTWARE)       11543       5241         Mis/GIS Department       Symmatice Be       Sophons See         Mis/GIS Department       Symmatice Be       Sophons See         DPW       Misis       Seesor's Office       Seesor's Office         Accountant's Office       Munis       Seesser's Office       Seesser's Office         Building Department       Seesser's Office       Seesser's Office       Seeser's Office         Seeser's Office       Seesser's Office       Se	el for computer and network servicing \$400 \$400	\$900 \$900
Training and Education115435218Training and Education115435218Professional Services115435219Professional Services115435219Office Supplies115435223Contract Services - Computer115435223Contract Services - Computer115435236AContract Services - Computer115435241Contract Services - Computer115435241Contract Services - Computer (SOFTWARE)115435241Misc. fees - Computer (SOFTWARE)115435299AMis/GIS DepartmentSepahos SeccContract Services - Computer (SOFTWARE)115435299AMis/GIS DepartmentSepahos SeccContract Secountant's OfficeSepahos SeccContract Secountant's OfficeSepahos SeccContract Secountant's OfficeSepanos SeconContract Secountant's OfficeSecon SeconContract Second SeconSecon SeconContract Second SeconSecon SeconSecond SeconSecon SeconSecond SeconSecon SeconSecond SeconSecon SeconSecond SeconSecon SeconSecond SeconSecon SeconSecon SeconSecon Secon <tr< td=""><td></td><td></td></tr<>		
Professional Services I1543 5219 Professional Services 11543 5219 Office Supplies 11543 5223 Contract Services - Computer 11543 5236A Contract Services - Computer 11543 5241 Contract Services - Computer 11543 5241 Contract Services - Computer (SOFTWARE) 11543 5241 Misc. fees - Computer (SOFTWARE) 11543 5299A MIS/GIS Department 5 Contract Services - Computer (SOFTWARE) 11543 5241 Contract Services - Computer (SOFTWARE) 11543 5241 Misc. fees - Computer (SOFTWARE) 11543 5299A MIS/GIS Department 5 Contract Services - Contract Servic	RISA \$250 \$250	\$250 \$250
Professional Services 11543 5219 Professional Services 11543 5223 Office Supplies 11543 5223 Conventional Contract Services - Computer 11543 5236A Contract Interview Addition Netw Addition		
Professional Services 11543 5219 professional of profesional of professional o		\$2,100
Office Supplies 11543 5223 Office Supplies 11543 5223 Conventional computer me Contract Services - Computer 11543 5236A Contract Services - Computer 11543 5236A Addition Netw Verizon FiOS Charter Inter Addition Netw Verizon FiOS Charter Inter Addition Netw Verizon FiOS Charter Inter Addition Netw Verizon FiOS Charter Inter Addition Netw Verizon FiOS Charter Inter Nisc. fees - Computer (SOFTWARE) 11543 5241 Per Clerical L Misc. fees - Computer (SOFTWARE) 11543 5299A MIS/GIS Department MIS/GIS Department Symantec Ba Symantec Ba Syma	nars & conferences \$450 \$2,750	\$450 \$2,550
Office Supplies 11543 5223 conventional computer me Contract Services - Computer 11543 5236A Addition Netw Addition Netw Assessor's Office Assessor's Office Addote Acrob Windows Set GoToMyPC I Microsoft Off Addote Acrob Windows Set GoToMyPC I Fire Department Animated Da FirePoint AmbuPro Elv Police Department Iden Kit		
Contract Services - Computer  Contract Services - Computer  Contract Services - Computer  Contract Services - Computer  I1543 5236A  Addition Netw Addition	endor services \$10,000	\$10,000
Contract Services - Computer  Contract Services - Computer  Contract Services - Computer  Contract Services - Computer  I1543 5236A  Addition Netw Addition	\$10,000	\$10,000
Contract Services - Computer (SOFTWARE) Contract Services - Computer Services - Contract Services - Computer Services - Contract - Contract Services - Contract - C	office supplies 64.700	£4.000
Contract Services - Computer  I1543 5236A  Addition Netw Addition Netw Verizon FIOS Charter Inter Virtual Town AGI GIS data Clothing Allowance  I1543 5241  Clothing Allowance I1543 5241  Clothing Allowance I1543 529A  Clothing Allowance I1543 529A  MIS/GIS Department Symantec Ba Sy	office supplies \$1,700 tia (disks, cd's, backup tapes) \$1,000	\$1,000
Addition Netw Addition Netw Verizon FiOS Charter Interr Virtual Town AGI GIS data AGI GIS data Per Clerical L Per Clerical L Misc. fees - Computer (SOFTWARE) MIS/GIS Department MIS/GIS Department Symantec Ba Symantec Ba Sy	\$1,000 \$1,000 \$2,700	\$2,000
Addition Netw Addition Netw Verizor FIOS Charter Intern Virtual Town AGI GIS data Virtual Town AGI GIS data Per Clerical L Misc. fees - Computer (SOFTWARE) MIS/GIS Department MIS/GIS Department Symantec Ba Sophos Sec. ESRI GIS sof DPW Vorkorder S: CAD maint Boston Scan Accountant's Office Munis Assessor's Office AssessPro Building Department All other department All other department CollectPro Fire Department Treasurer/Collector's Department CollectPro Fire Department CollectPro Exp Police Department Collect Pro		
Addition Netw Verizon FiOS Charter Intern Virtual Town AGI GIS data AGI GIS data AGI GIS data AGI GIS data Per Clerical L Per Clerical L Per Clerical L Symantec Ba Sophos Sec. ESRI GIS sof DPW Accountant's Office Accountant's Office Building Department All other department AII other department AII other department AII other department AII other department AII other department CollectPro Fire Department Animated Da Fire Department Animated Da Fire Department Animated Da Fire Point Animated Da Fire Point Animated Da Fire Point AmbuPro EN Police Department	orks internet service and support \$7,000	\$7,000
Verizon FiOS         Clothing Allowance       11543         Clothing Allowance       11543         Misc. fees - Computer (SOFTWARE)       11543         Symantec Be       Symantec Be         Sophos Sec.       ESRI GIS sof         DPW       Workorder St         CAD maint       Boston Scan         Accountant's Office       Munis         Assessor's Office       Assesspro         Building Department       Permitting &         Document M       Document M         All other departments       Microsoft Off         Adobe Acrob       Windows Ser         GoToMyPC 1       misc softwar         Treasurer/Collector's Department       CollectPro         Fire Department       Animated Da         Fire Department       Animated Da         Police Department       AnibuPro EN	orks e-mail archiving \$3,000	\$3,000
Charter Intern         Virtual Town         AGI GIS data         Isc. fees - Computer (SOFTWARE)         Misc. fees - Computer (SOFTWARE)         Symantec Be         Symantec Be         Symantec Be         Symantec Be         Sophos Sect.         ESRI GIS soft         Misconschart         Boston Scan         Accountant's Office         Accountant's Office         Assessor's Office         Assessor's Office         Assessor's Office         Building Department         All other departments         Adobe Acrob         Adobe Acrob         Windows See	(Town Primary & Fire Dept) \$1,500	\$3,000
Clothing Allowance 11543 5241 Clothing Allowance 11543 5241 Misc. fees - Computer (SOFTWARE) 11543 5299A MIS/GIS Department Sophos Sec. ESRI GIS sol DPW Sophos Sec. ESRI GIS sol CAD maint Boston Scan CAD maint Boston Scan Accountant's Office AssessPro Building Department AssessPro Building Department AssessPro Atsessor's Office AssessPro Building Department AssessPro CAD maint CAD maint Building Department AssessPro CAD maint CAD maint COllectPro Fire Department CAD maint CollectPro Fire Department CAD maint CollectPro Fire Department CAD maint CAD maint CA	et (Senior Center) \$0	\$1,400
Clothing Allowance 11543 5241 Clothing Allowance 11543 5241 Clothing Allowance 11543 5241 Misc. fees - Computer (SOFTWARE) 11543 5299A Mis/GIS Department MIS/GIS Department MIS/GIS Department Support Suppor		\$6,300
Clothing Allowance 11543 5241 Per Clerical U Misc. fees - Computer (SOFTWARE) 11543 5299A MIS/GIS Department S MIS/GIS Department S MIS/GIS Department S DPW S Accountant's Office S Accountant's Office S Accountant's Office S Accountant's Office S Accountant's Office S Accountant S Munis S Accountant S Munis S Accountant S Munis S Accountant S Munis S Accountant S CAD maint S Building Department S Accountant S Microsoft Off Adl other department S All other department S CollectPro Fire Department S Accountant S Accountant S Accountant S Accountant S Account		\$3,000
Misc. fees - Computer (SOFTWARE)  Misc. fees - Computer (SOFTWARE)  Mis/GIS Department  MIS/GIS Department  MIS/GIS Department  DPW  C CAD maint Boston Scan CAC maint CAC m	\$20,500	\$23,700
Misc. fees - Computer (SOFTWARE)  Misc. fees - Computer (SOFTWARE)  Mis/GIS Department  MIS/GIS Department  MIS/GIS Department  DPW  C CAD maint Boston Scan CAC maint CAC m		
MIS/GIS Department       Symantec Be         Sophos Sec.       ESRI GIS sof         DPW       Workorder Si         CAD maint       Boston Scan         Accountant's Office       Munis         Assessor's Office       AssessPro         Building Department       Decument Microsoft Office         All other departments       Microsoft Office         All other departments       Microsoft Office         Treasurer/Collector's Department       CollectPro         Fire Department       FirePoint         Fire Department       FirePoint         Animated Da       FirePoint         Police Department       Iden Kit	nion Contract \$100	\$100
MIS/GIS Department       Symantec Be         Sophos Sec.       ESRI GIS soft         DPW       Workorder Site         CAD maint       Boston Scant         Accountant's Office       Munis         Accountant's Office       Munis         Building Department       Permitting &         Building Department       Decument Microsoft Office         All other departments       Microsoft Office         All other departments       GoToMyPC I         Treasurer/Collector's Department       CollectPro         Fire Department       FirePoint         Animated Da       FirePoint         Police Department       Iden Kit	\$100	\$100
Symantec Base         Sophos Sec.         ESRI GIS sol         DPW         Workorder St         CAD maint         Boston Scan         Accountant's Office         Munis         Assessor's Office         Building Department         Building Department         Permitting &         Document M         All other departments         Microsoft Off         Adobe Acrob         Windows Ser         GoToMyPC I         misc software         Treasurer/Collector's Department         Fire Department         Animated Da         FirePoint         AmbuPro EN         Police Department		
Sophos Secu         ESRI GIS sof         DPW         Workorder S:         CAD maint         Boston Scan         Accountant's Office         Munis         Assessor's Office         Building Department         Building Department         All other departments         Microsoft Off         Adobe Acrob         Windows See         GoToMyPC I         misc software         Treasurer/Collector's Department         Fire Department         Animated Da         FirePoint         Animated Da         Police Department		
DPW       ESRI GIS sol         DPW       Workorder Si         CAD maint       Boston Scan         Accountant's Office       Munis         Accountant's Office       Munis         Assessor's Office       AssessPro         Building Department       Document M         All other departments       Microsoft Office         All other departments       Microsoft Office         Treasurer/Collector's Department       CollectPro         Fire Department       FirePoint         Fire Department       FirePoint         Animated Da       FirePoint         Police Department       Iden Kit		\$1.500
DPW Workorder St CAD maint Boston Scan Accountant's Office Munis Assessor's Office AssessPro Building Department Permitting & Document M All other departments Microsoft Off Adobe Acrob Windows Set GoToMyPC I misc software Treasurer/Collector's Department CollectPro Fire Department Animated Da FirePoint AmbuPro EN Police Department Iden Kit		\$3,100
Accountant's Office       CAD maint         Accountant's Office       Munis         Assessor's Office       Munis         Building Department       Permitting &         Building Department       Document Microsoft Office         All other departments       Microsoft Office         All other departments       Microsoft Office         Fire Department       CollectPro         Fire Department       CollectPro         Fire Department       FirePoint         Animated Da       FirePoint         Police Department       Iden Kit	ware maintenance \$7,500	\$7,800
CAD maint       Boston Scan       Accountant's Office       Munis       Assessor's Office       Assessor's Office       Building Department       Building Department       All other departments       Microsoft Office       All other departments       GoToMyPC I       misc software       Fire Department       Fire Department       Animated Da       FirePoint       Animated Da       FirePoint       AmbuPro Elv       Police Department	ftware \$1,500	\$1,500
Accountant's Office       Munis         Accountant's Office       Munis         Assessor's Office       AssessPro         Building Department       Permitting &         Building Department       Document M         All other departments       Microsoft Office         All other departments       Microsoft Office         Treasurer/Collector's Department       CollectPro         Fire Department       FirePoint         Animated Da       FirePoint         Police Department       Iden Kit	\$3,500	\$3,500
Munis       Assessor's Office       Assessor's Office       Building Department       Building Department       Building Department       All other departments       All other departments       Microsoft Off       Adobe Acrob       Windows Ser       GoToMyPC I       misc software       Treasurer/Collector's Department       Fire Department       Fire Department       Animated Da       FirePoint       AmbuPro EN       Police Department	ing Company \$2,100	\$2,100
Munis       Assessor's Office       Assessor's Office       Building Department       Building Department       Building Department       All other departments       Microsoft Off       Adobe Acrob       Windows Ser       GoToMyPC I       misc software       Treasurer/Collector's Department       Fire Department       Fire Department       Animated Da       FirePoint       AmbuPro EN       Police Department		
AssessPro       Building Department       Permitting &       Document M       All other departments       All other departments       Microsoft Off       Adobe Acrob       Windows Ser       GoToMyPC I       misc software       Treasurer/Collector's Department       Fire Department       Fire Department       Prime Department       Prime Department       Animated Da       FirePoint       AmbuPro EN       Police Department       Iden Kit	\$32,000	\$33,500
AssessPro       Building Department       Building Department       Permitting &       Document M       All other departments       All other departments       Microsoft Off       Adobe Acrob       Windows Ser       GoToMyPC I       misc software       Treasurer/Collector's Department       Fire Department       Fire Department       Animated Da       FirePoint       AmbuPro EN       Police Department       Iden Kit		
All other departments All other department All other department All other department Collector's Department Fire Department Animated Da FirePoint AmbuPro EM Police Department Iden Kit	\$11,400	\$11,750
All other departments All other department All other department All other department Collector's Department Fire Department Animated Da FirePoint AmbuPro Elv Police Department Iden Kit		
All other departments Microsoft Off Microsoft Off Adobe Acrob Windows Ser GoToMyPC I misc software Treasurer/Collector's Department CollectPro Fire Department Animated Da Fire Department Animated Da FirePoint AmbuPro EM Police Department Iden Kit	icensing Management System \$18,220 inagement System \$2,860	\$18,425 \$3,360
Microsoft Off       Adobe Acrob       Windows Ser       GoToMyPC I       misc software       Treasurer/Collector's Department       Fire Department       Fire Department       Animated Da       FirePoint       AmbuPro EN       Police Department       Iden Kit	φ2,000	ψ0,000
Adobe Acrob       Windows Ser       GoToMyPC I       misc software       Treasurer/Collector's Department       Fire Department       Fire Department       Animated Da       FirePoint       AmbuPro EN       Police Department       Iden Kit	ce \$3,500	\$3.500
Windows Ser     GoToMyPC I       GoToMyPC I     misc software       Treasurer/Collector's Department     CollectPro       Fire Department     Animated Da       FirePoint     Animated Da       Police Department     Iden Kit		\$1,000
Treasurer/Collector's Department Treasurer/Collector's Department CollectPro Fire Department Animated Da FirePoint Animated Da FirePoint AmbuPro EM Police Department Iden Kit	ver Licenses \$1,000	\$1,000
Treasurer/Collector's Department CollectPro CollectPro Fire Department Animated Da FirePoint Animuted Da Police Department Iden Kit		\$1,250 \$2,000
CollectPro CollectPro Fire Department Animated Da FirePoint AmbuPro EN Police Department Iden Kit	φ2,000	\$2,000
Fire Department Animated Da FirePoint AmbuPro EM Police Department Iden Kit	\$5,500	\$6,000
Police Department Iden Kit	\$5,500	φ0,000
Police Department Iden Kit	a Inc NFIR\$5 \$1,250	\$1,250
Police Department Iden Kit	\$1,100	\$1,100
Iden Kit	S \$12,500	\$12,500
Iden Kit		
	\$540	\$540
Cross Match	annual maint \$1,800	\$1,800
CJIS Hardwa	re support \$2,600	\$750
IMC	14,130	14,130 \$133,355
	\$131,750	\$133,355

## 5 Year Computer Replacement Plan (FY2015)

Type of Computer	Number of Active Computers	Number for 5-Year Replacement	Estimated Replacement Cost	5-Year Cost	Annual Cost
Desktops	104	96	\$750	\$72,000	\$14,400
Workstations	13	7	\$1,250	\$8,750	\$1,750
Laptops	34	24	\$1,000	\$24,000	\$4,800
Tablets	6	6	\$500	\$3,000	\$600
					\$21,550

Type of Computer	Number of Active Computers	Number for 5-Year Replacement	Estimated Replacement Cost	5-Year Cost	Annual Cost
Servers	17	10	\$5,000	\$50,000	\$10,000
					\$10,000

#### **Rugged Laptops**

Type of Computer	Number of Active Computers	Number for 5-Year Replacement	Estimated Replacement Cost	5-Year Cost	Annual Cost
Rugged Laptops	23	13	\$4,500	\$58,500	\$11,700
					\$11,700

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.

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

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	&	Accom	plishments	2012-2013
-----------	---	-------	------------	-----------

#### Goals & Priorities 2014-2015

Acquired the Code Red System and implemented it during FY12/13.	Continue to use the Code Red System for notifications to residents.
Successfully moved the Town Hall phone systems to accommodate town staff being located in 4 temporary locations without a loss of service.	Prepare to move all town staff back into the Town Hall and integrating those offices with a new telephone system.

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2014 Dept Request	FY2014 FY2014 Manager Adv Fin Comr	n
11573	COMMUNICATIONS EXPENSE	S						
5203	REPAIR/MAINT EQUIPMENT	\$12,900.00	\$12,847.44	\$12,900.00	\$5,394.93	\$10,400.00	\$10,400.00 \$	
5205	OTHER EQUIP-CITIZEN CONN	\$0.00	\$0.00	\$8,900.00	\$8,678.50	\$8,900.00	\$8,900.00 \$	_
5215	TELEPHONE	\$23,800.00	\$19,619.41	\$27,200.00	\$9,967.30	\$26,000.00	\$26,000.00 \$	-
	TOTAL	\$36,700.00	\$32,466.85	\$49,000.00	\$24,040.73	\$45,300.00	\$45,300.00 \$	-

## Department

Communications

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	0	0	0	0	0	
Expenses	36,700	32,466.85	49,000	45,300	45,300	-7.5500%
Total Expenditures	\$36,700.00	\$32,466.85	\$49,000.00	\$45,300.00	\$45,300.00	-7.5500%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	0	0	0
Part Time	0	0	0
FTE	0	0	0

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Voice Mail Boxes	125	125	125
Wireless Devices	20	21	22
Telephone Lines			
Analog	45	45	45
Digital on ISDN	56	56	56
Analog on ISDN	21	20	20

Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
	_		a da companya da da companya
	Goal	Goal FY 2013	Goal     FY 2013     FY 2014 (Est)

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
11573-5203	Repair/Maintenance of Equipment - This account covers the cost of telephone
	equipment leases to QNB of \$399 per month and maintenance agreements to National
	Telecom of \$672 per month (this is made up of \$124 for the PBX lines and \$100 for
	Voice Mail for \$224 per month times 3 (TH/FMB, PD, DPW) or \$672 per month.
	672 + 399 = 1,071 per month x 12 months = $12,852$ . The lease with National
	Telecom will be paid off in FY15 saving approximately \$2,500 per year.
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 and the second second second second	and their commitment to never raise prices on their customers.
11573-5215	Telephones - This account covers both the landline phones through Verizon and Cell
	Phones through Verizon Wireless. These are handled through the State Bid. This
	Budget was increased last year to account for phone lines that were previously paid
	through the MIS and COA budgets, it appears this can be reduced, therefore this budge
	is proposed to be decreased by \$\$1,200.



# Town of Westborough Fiscal Year 2015

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 2012-2013

#### Goals & Priorities 2014-2015

To continue competitive purchasing practices to keep supplies and other central purchasing costs to a minimum. For the past 2 years this account has been reduced approximately 10%. For FY15 the budget is level funded.	Begin to review/implement new processes to reduce the amount of copier paper used annually and reduce this cost.

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
11583	CENTRAL PURCHASING EXPE	NSES						
5203	REPAIR/MAINT EQUIPMENT	\$5,125.00	\$963.00	\$2,500.00	\$150.00	\$2,500.00	\$2,500.00	\$
5205A	OFFICE EQUIPMENT	\$11,000.00	\$10,439.42	\$11,000.00	\$4,186.30	\$16,070.00	\$16,070.00	\$
5205B	SANITARY SUPPLIES	\$0.00	\$34.90	\$0.00	\$0.00	\$0.00	\$0.00	\$
5223	OFFICE SUPPLIES	\$7,500.00	\$6,378.36	\$7,500.00	\$3,061.27	\$6,750.00	\$6,750.00	\$
5224B	OTHER SUPPLIES-COMPUTE	\$2,000.00	\$983.77	\$2,000.00	\$411.99	\$1,500.00	\$1,500.00	\$
5225	POSTAGE AND COURIER	\$53,150.00	\$51,009.27	\$50,000.00	\$12,664.18	\$51,000.00	\$51,000.00	\$
5228	PRINTING AND COPYING	\$4,000.00	\$2,091.74	\$3,500.00	\$971.58	\$3,000.00	\$3,000.00	\$
5246	REPAIR/MAINT VEHICLE	\$4,000.00	\$3,080.51	\$4,000.00	\$811.01	\$4,000.00	\$4,000.00	\$
	TOTAL	\$86,775.00	\$74,980.97	\$80,500.00	\$22,256.33	\$84,820.00	\$84,820.00	\$

## Department

Central Purchasing

and the state of the state of the	FY2013	FY2013	FY2014	FY2015	FY2015 MGR	% Change
	Budgeted	Expended	Budgeted	Requested	Recommend	FY14 to 15
Salaries / Wages	0	0	0	0	0	
Expenses	86,775	74,980.97	80,500	84,820	84,820	5.3700%
Total Expenditures	\$86,775.00	\$74,980.97	\$80,500.00	\$84,820.00	\$84,820.00	5.3700%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	0	0	0
Part Time	0	0	0
FTE	0	0	0

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Vehicles Maintained	9	9	9
Copier Machines	9	9	9
Cases of Copier Paper Purchased	125	110	110
US Postal Service Costs	\$26,000	\$25,000	\$24,000
FedEx/UPS/Other Costs	\$375	\$375	\$375
Deputy Collector Costs	\$8,225	\$8,300	\$8,300
Taxes and Utility Bill Printing and Mailing	\$16,410	\$18,000	\$18,000

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
			-	

# 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 is
	proposed to increase by \$5,700 due to the warranties on 7 copiers expiring based on
	current copier usage.
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 be reduced by \$750.
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 was decreased by \$4,000 but is being proposed to increase by \$1,000.
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.

Department

Town Clerk

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	190,487	1,190,486.4	195,352	201,331	201,331	3.0600%
Expenses	4,200	2,833.2	4,200	4,200	4,200	0.00%
<b>Total Expenditures</b>	\$194,687.00	\$1,193,319.60	\$199,552.00	\$205,531.00	\$205,531.00	3.0000%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	2	2	2
Part Time	0.75	0.75	0.75
FTE	2.75	2.75	2.75

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Dog Licenses - Sold	1752	1760	1770
New Vital Records - Births	209	210	220
- Marriages	80	90	100
- Deaths	219	220	230
Notarizing Documents	300	350	400
affle Permits	13	14	15
Underground Storage Renewals	40	40	40
Census Processing -Households	6674	6700	6725
Copying & Certifying Vital Records	1600	1650	1700
ssue Business Certs & Renewals	151	165	175

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Continue to do the Activity Indicators	100%	100%	100%	100%
as we respond to the publics needs				
		-		
A REAL PROPERTY OF THE PARTY OF				
)				



# Town of Westborough Fiscal Year 201

Department

**Town Clerk** 

### Activities, Functions and Responsibilities

Conducts the Annual Census (6,700 households) Prepares Street List Furnishes Jury List to Jury Commissioner Signs all notes for borrowing Register of Vital Statistics - births, marriages and deaths Public Record Officer - Administers Oath of Office for Elected & Appointed Officials Collects Conflict of Interest & Quiz & Acknowledgment for boards, committees & elected officials Issue Underground Storage Permit Renwals Issue Dog Licenses Issues Raffle & Bazaar Permits Issues Business Certificates Collects non-criminal dispositions fines Notary Public Service to the public

#### Successes & Accomplishments 2012-2013

#### Goals & Priorities 2014-2015

	an a	
Completed all of the above.		Will continue to provide and track all the functions listed above.

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
11611	TOWN CLERK SALARY/WAGE	S - ELECTED					
5101	SALARY-DEPARTMENT HEAD	\$85,540.00	\$85,540.00	\$87,227.00	\$35,091.00	\$88,949.00	\$88,949.00 \$
11611	TOWN CLERK SALARY/WAGE	S					
5103	WAGES-CLERICAL	\$104,947.00	\$104,946.40	\$108,125.00	\$43,488.90	\$112,382.00	\$112,382.00 \$
11613	TOWN CLERK EXPENSES		0				
5210	TRAVEL OUT-OF-STATE	\$1,250.00	\$349.47	\$1,250.00	\$329.60	\$1,250.00	\$1,250.00 \$
5217	DUES AND MEMBERSHIPS	\$150.00	\$150.00	\$150.00	\$125.00	\$150.00	\$150.00 \$
5218	TRAINING AND EDUCATION	\$1,000.00	\$829.50	\$1,000.00	\$25.00	\$1,000.00	\$1,000.00 \$
5223	OFFICE SUPPLIES	\$1,000.00	\$1,038.83	\$1,000.00	\$381.92	\$1,000.00	\$1,000.00 \$
5227A	BOOK BINDING	\$300.00	\$256.00	\$300.00	\$0.00	\$300.00	\$300.00 \$
5228	FORMS & BILLS	\$500.00	\$209.40	\$500.00	\$0.00	\$500.00	\$500.00 \$
	TOTAL	\$4,200.00	\$2,833.20	\$4,200.00	\$861.52	\$4,200.00	\$4,200.00 \$

GRAND TOTAL

\$194,687.00 \$193,319.60 \$199,552.00 \$79,441.42 \$205,531.00 \$205,531.00 \$\_\_\_\_\_

# **FY2015 SALARIES AND WAGES REQUEST**

#### DEPT Town Clerk

#### DEPT # 11611

ТҮРЕ	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	Nancy J. Yendriga, T.C., 7/1	S-22/Max	1,704.00	wk	52.2	88,949.00
5103	Wendy L. Mickel, A.T.C., 6/26	N16/20th	1,387.00	wk	52.2	72,402.00
	6/26/201	4				
5103	Susan A. Bush, Admin. Sec., 5/22	N10/Max	25.53	30 hr	52.2	39,980.00
	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~					
		TOTAL SA	LARY & V	WAGES		201,331.00

**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 EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5210	Travel Out-of-State - N.E.A.T.C. conference & NEMCI - Plymouth, NH
5217	Dues & Memberships: MTCA - \$100; NEACTA - \$25; Worcester County City &
5217	Town Clerks' Assoc. \$25
5218	Training & Educ - 3 MTCA conferences; 2 Worc. County meetings
5223	Office Supplies - toner, binders for births, marriages & deaths, misc.
5227A	Book Binding - Vital records books, street lists, etc.
5228	Forms & Bills -
5228	
- Hart	
ali	
- 18	
19	

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

Department

**Elections & Registration** 

### Activities, Functions and Responsibilities

Overseas all aspects of town and state elections - hiring and managing 50 Election Officers Ex-Officio of 3 person Board of Registrars Recorder of Town Meeting Legislation & Appropriations Submits Town & Zoning By-laws for Attorney General approval Registers voters and maintains the State VRIS System Publishes the Zoning By-law

#### Successes & Accomplishments 2012-2013

#### Goals & Priorities 2014-2015

Successfully ran 3 elections: Town Election (3-5-13) Special State Primary (4-30-13) Special State Election (6-25-13)	Will successfully run 3 elections: Town Election (3-4-14) State Primary (9-16-14) State Election (11-4-14)
Recorder of 2 Town Meetings: ATM (3-16-13) STM (10-21-13)	Will record 2 Town Meetings: ATM (3-15-14) STM (10-20-14)
Submit Town & Zoning By-laws to Attorney General	Submit Town & Zoning By-laws to Attorney General
legister voters & maintain VRIS System	Register voters & maintain VRIS System

### Department

Elections & Registration

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	22,495	21,921.25	8,485	18,480	18,480	117.8000%
Expenses	20,100	19,778.06	15,300	20,600	20,600	34.6400%
Total Expenditures	\$42,595.00	\$41,699.31	\$23,785.00	\$39,080.00	\$39,080.00	64.3100%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	0	0	0
Part Time	0	0	0
FTE	0	0	0

Activity Indicators	FY.2013	FY 2014 (Est)	FY 2015 (Est)
Elections - Town, Sp State Prim, Sp State Elec	3	3	3
Town Meetings - Special & Annual	2	2	2
and the second			
	] []	L	L

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Election Worker Training		Yes	Yes	Yes
Article submission to A.G./Legislature		Yes	Yes	Yes
Campaign Finance for Town Election		Yes	Yes	Yes

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
11621	ELECT & REGSTRN SALARY -	ELECTED					
5101	SALARY-DEPARTMENT HEAD	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00 \$
11621	ELECT & REGSTRN SALARY						
5102	SALARY-ASST & AGENT	\$375.00	\$375.00	\$450.00	\$0.00	\$375.00	\$375.00 \$
5103	WAGES-CLERICAL	\$20,120.00	\$19,546.25	\$6,035.00	\$216.00	\$16,105.00	\$16,105.00 \$
	TOTAL	\$20,495.00	\$19,921.25	\$6,485.00	\$216.00	\$16,480.00	\$16,480.00 \$
11623	ELECT & REGSTRN EXPENSE	S					
5219 5222 5223 5228	PROFESSIONAL SERVICES FOOD & FOOD SERV SUPPLIE OFFICE SUPPLIES PRINTING AND COPYING	\$1,000.00 \$2,700.00 \$1,000.00 \$15,400.00	\$1,260.00 \$3,781.34 \$1,225.59 \$13,511.13	\$1,400.00 \$900.00 \$1,000.00 \$12,000.00	\$570.00 \$0.00 \$45.22 \$3,653.31	\$1,600.00 \$2,700.00 \$1,000.00 \$15,300.00	\$1,600.00 \$ \$2,700.00 \$ \$1,000.00 \$ \$15,300.00 \$
	TOTAL	\$20,100.00	\$19,778.06	\$15,300.00	\$4,268.53	\$20,600.00	\$20,600.00 \$
	GRAND TOTAL	\$42,595.00	\$41,699.31	\$23,785.00	\$4,484.53	\$39,080.00	\$39,080.00 \$

# **FY2015 SALARIES AND WAGES REQUEST**

### **DEPT** Elections & Registration

**DEPT** #

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	Nancy J. Yendriga, T.C.		2,000/yr		ļ	2,000/yr
5102	John J. L. Matson, Reg. of Voters		\$125/yr			\$125/yr
5102	A. Gibbs Mitchell		\$125/yr			\$125/yr
5102	Betty J. Salvadore		\$125/yr			\$125/yr
5103	Election & T own Meeting Workers					15,105.00
	Elections - 3 @ \$5035			arrente de la composition de		
	(ATM/STM - \$500 x 2					1,000.00
		TOTAL SA	ALARY & V	VAGES		18,480.00

**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 EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5219	Professional Services - Steve Masciarelli - ATM/STM audio visual - \$1,600
5222	Food & Food Svs 3 elections (3-4-14,9-16-14, 11-4-14) - \$2,700
5223	Office Supplies - \$1,000
5228	Printing & Copying
	Dog Tags - \$400
	Programming Voter Scanners (3 elections) \$1800;\$2000; \$1800
	Ballots - Town Election - \$2200
	Voting Scanner Maintenance agreement \$1,800
	Census - Mail-out forms - \$1,500
	Printing Street Lists - \$2,900
	Printing Zoning By-laws - \$700
	Voting Scanner Supplies - \$200
	Total Estimated Cost of All Items: \$20,600

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

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, sub-division detention basins, other Town-owned drainage systems, and also perform over 240 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 2012-2013

#### Goals & Priorities 2014-2015

- Create stormwater database for 246 sites including a
0
tabulation of how many structures are on each site.
- Create Notice of Intent permit database.
- Inventory all town owned properties for stormwater
related structures.
- Continue to work with DPW Manager on other lands
associated with the Town's drinking water supply for
further protection and management.
- Continue review of conservation lands and management
options.
- Begin monitoring open space subdivisions for violations
associated with town approvals.
- Speak at conferences relative to the watershed and
stormwater initiatives to educate other communities on
our successes.
- Conduct watershed maintenance in accordance with
Article 14 of the Special Town Meeting.

### Department

Conservation

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	18,553	18,552.93	19,890	18,832	18,832	-5.3200%
Expenses	1,850	1,850	1,850	1,850	1,850	0.00%
Total Expenditures	\$20,403.00	\$20,402.93	\$21,740.00	\$20,682.00	\$20,682.00	-4.8700%

12.11 (11)	the substance of the second se		
Full Time			
Part Time	0.5	0.5	0.5
FTE	0.5	0.5	0.5

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Regular Meetings	24	24	24
All posted Commission Public Hearings/Discussions	62	15	60
Appointments & Site Visits/Insepctions most			
often coincide	>300	>300	>300
Inter-Dpt Application Appoitments	>30	>30	>30
Request for Determination of Applicability Permits	2	2 to date/5 est	5
Request for Notice of Intents/ANRAD Permits	19	5 to date/20 est	20
Requests for Certificates of Compliance	23	11 to date 30 est	25
Public Site Walks/Informational Presentations	5	5 est	5 est

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Request for Determination of Applicability Permits				
approved < 21 days by State statute	100%	100%	100%	100%
Request for Notice of Intent./ANDRAD Permits				
approved <21 days by State statute	100%	100%	100%	100%
Request for Certificate of Compliance Permits				
approved , 30 days by State statute	100%	100%	100%	100%
Appeals to DEP	0%	0%	0%	0%
Inspect approximately 246 private sites for				
stormwater complaince	100%	65-70%	65-70%	65-70%
Conservation management plans for lands under				
the care and custody of the Commission	100%	15%	25%	25%

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
11712	CONSERVATION COMM WAG	ES					
5103	WAGES-CLERICAL	\$18,553.00	\$18,552.93	\$19,890.00	\$761.14	\$18,832.00	\$18,832.00 \$
11713	13 CONSERVATION COMM EXPENSE						
5217	DUES AND MEMBERSHIPS	\$750.00	\$475.00	\$750.00	\$600.00	\$750.00	\$750.00 \$
5218	TRAINING AND EDUCATION	\$700.00	\$502.12	\$700.00	\$0.00	\$700.00	\$700.00 \$
5237	MATERIALS & EQUIPMENT	\$400.00	\$872.88	\$400.00	\$0.00	\$400.00	\$400.00 \$
	TOTAL	\$1,850.00	\$1,850.00	\$1,850.00	\$600.00	\$1,850.00	\$1,850.00 \$
)	GRAND TOTAL	\$20,403.00	\$20,402.93	\$21,740.00	\$1,361.14	\$20,682.00	\$20,682.00 \$

# **FY2015 SALARIES AND WAGES REQUEST**

### DEPT Conservation Commission

### DEPT # 11712

ГҮРЕ	NAME; TITLE;DATE IN GRADE	GRADE/	S	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5103	Adm Asst.	H10/min	18.53	19	26	9,153.82
		H10/2	19.44	19	26.2	9,677.23
			$\left  \right $			
			ation in the age of	- and Same		
			$\left  \right $			
						the local day of a local day
						billion indicate providing the
		TOTAL SA	LARV & V	VACES		18,832.00

**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 EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS						
5103	Wages for Administrative Assisant for fiscal 2014 @19 hrs per week - \$18,831.05						
5217	Dues and Memberships - \$750.00						
	Membership Dues to the MA Assoc. of Conservation Officer and its seven Members.						
	Also other professional memberships for the Conservation Officer.						
5218	Training & Education - \$700.00						
5210	Continued training & education as required to maintain knowledge regarding regulatory						
	statute changes and other related environmental fields of study.						
5237	Materials & Equipment - \$400.00						
	Conservation Officer requires necessary tools to perform field inspections and by						
	regulatory publications and subscriptions and lastly miscellaneous office supplies.						
	The Commission also purchases signage for their properties.						
	· · · · · · · · · · · · · · · · · · ·						
1990 - 1997 - 1996 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -							

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

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 2012-2013	Goals & Priorities 2014-2015				
Creation of Zoning Bylaw for Medical Marijuana Treatment and Dispensing Facilities and Marijuana Cultivation. Amendment to Zoning Bylaws by removal of redundant and obsolete regulatory requirements while streamlining the permitting process and improving clarity of regulatory requirements.	Amendment to Zoning Bylaws to improve clarity of regulatory requirements and increase business development. Also, continue the review and removal of redundant and antiquated Zoning Bylaws. Amendment to Zoning Bylaws to improve municipal project permitting (M-1 and M Zoning). Creation of land use and development plan for the reuse of the Westborough State Hospital. Continued efforts with the Economic Development Commission to retain and grow existing business and recruit new commercial development.				

### Department

Planning Board

	FY2013 Budgeted	FY2013 Expended	FY2014 . Budgeted	FY2015 Requested	FY2015 MGR Recommend	CANCER STRATEGICS IN COMPANY AND ADDRESS OF ADDRESS OF
Salaries / Wages	211,090	211,084.06	217,675	221,987	221,987	1.9800%
Expenses	5,302	5,842.02	5,593	6,313	6,313	12.8700%
Total Expenditures	\$216,392.00	\$216,926.08	\$223,268.00	\$228,300.00	\$228,300.00	2.2500%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	3	3	3
Part Time			
FTE	3	3	3

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Regular Meetings	24	24	24
Public Hearings (All)	40	69	50
Subdivisions	2	3	2
Special Permits	9	14	10

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Special Permits granted within 90 days of filing	<90 days	9/47 days	7/43.7 days	9/<90 days
(# reviewed & granted/avg. days in the process)				
Design Review Applications granted within 30 days	<30 days	16/17 days	10/13 days	16/<30 days
(#reviewed & granted/avg. days in process)				
Subdivision Applications granted within 180 days	< 180 days	1/50 days	2/118.5 days	1/180 days
(#reviewed & granted/avg. days in process)				
ANR Applications granted within 21 days of filing	<21 days	9/10 days	8/ 8.75 days	10/<21 days
(# reviewed & granted/avg. days in process)				

## TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

	Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
	11721	PLANNING BOARD SALARY/V	VAGES					
	5101	SALARY-DEPARTMENT HEAD	\$85,540.00	\$85,540.00	\$87,227.00	\$35,091.00	\$88,949.00	\$88,949.00 \$
	5102	SALARY-ASST & AGENT	\$71,656.00	\$71,656.00	\$73,341.00	\$29,505.00	\$74,803.00	\$74,803.00 \$
	5103	WAGES-CLERICAL	\$53,894.00	\$53,888.06	\$57,107.00	\$22,974.00	\$58,235.00	\$58,235.00 \$
		TOTAL	\$211,090.00	\$211,084.06	\$217,675.00	\$87,570.00	\$221,987.00	\$221,987.00 \$
	11723	PLANNING BOARD EXPENSE	S					
	5201	ADVERTISING	\$586.00	\$820.29	\$600.00	\$522.50	\$800.00	\$800.00 \$
	5205	OTHER EQUIPMENT	\$463.00	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00 \$
	5209	TRAVEL IN-STATE	\$613.00	\$120.27	\$400.00	\$127.36	\$400.00	\$400.00 \$
	5210	TRAVEL OUT-OF-STATE	\$1,363.00	\$2,403.68	\$1,300.00	\$0.00	\$1,500.00	\$1,500.00 \$
)	5217	DUES AND MEMBERSHIPS	\$288.00	\$795.40	\$485.00	\$85.00	\$800.00	\$800.00 \$
	5218	TRAINING AND EDUCATION	\$1,386.00	\$1,074.00	\$1,995.00	\$190.00	\$2,000.00	\$2,000.00 \$
	5223	OFFICE SUPPLIES	\$463.00	\$360.38	\$463.00	\$135.66	\$463.00	\$463.00 \$
	5225	POSTAGE AND COURIER	\$40.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00 \$
	5227	BOOKS AND PERIODICALS	\$0.00	\$143.00	\$0.00	\$0.00	\$0.00	\$0.00 \$
	5241	CLOTHNG ALLOWANCE	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00 \$
	5245	OTHER PROFESSIONAL SERV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$
		TOTAL	\$5,302.00	\$5,842.02	\$5,593.00	\$1,160.52	\$6,313.00	\$6,313.00 \$

GRAND TOTAL

\$216,392.00 \$216,926.08 \$223,268.00 \$88,730.52 \$228,300.00 \$228,300.00 \$\_\_\_\_\_

# **FY2015 SALARIES AND WAGES REQUEST**

#### DEPT Planning

#### DEPT #

ГҮРЕ	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	James E. Robbins, Town Planner	S-22 MAX	1,704.00	40	52.2	88,949.00
	Anniversary date 08/02					
5102	Derek Saari, Assistant Planner	N-18 MAX	1,433.00	40	52.2	74,803.00
	Anniversary date 08/24					
5103	Sandy Spinella, Admin. Assistant	N-10 25TH	\$27.89	40	52.2	58,235.00
	Anniversary date 10/3				7	
		TOTAL SA	LARY & W	VAGES		221,987.00

**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 EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5101	Salary: Full-time Planner S22 MAX (1704) Anniversary Date 08/04
5102	Salary: Full-time Asst. Planner/Conservaton N18 MAX (1433) Anniversary Date 08/24
5103	Wages: Full-time Admin. Assnt. N10 25th Year (1,116) Anniversary Date 10/03
5201	Advertisement: Legal ads for Town Meeting Articles; Special Permits & Subd. Regs. Increase reflects projected Town Meeting Articles and cost increases.
5205	Other Equipment: Need flat files and filing cabinets
5209	Travel-In-State: Site visits to ongoing & proposed projects, travel to conferences.
5210	Travel Out-Of-State: Special conferences, annual APA conferences.
5217	Dues & Mbrshp: MAPD, APA, CPTC (Citizen Planners Training Collabertive).
5218	Reflects increase in membership dues. Training & Education: Conferences and workshops.
5223	Office Supplies: Day-to-day office supplies.
5225	Postage & Currier: Printing of Subdivision Regulations, pamphlets.
5227	Books & Periodicals: Update Planning Library
5241	Clothing Allowance: Boots for field work.
5245	Other Prof. Services: Covers cost of engineering, traffic consultants not covered.

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

Department

**Board of Appeals** 

### Activities, Functions and Responsibilities

The Board of Appeals was established under the provision of Section 12, G.L. Chapter 40A, as amended. The Board consists of three (3) members and two (2) alternate members. The Board has the power to hear and decide Appeals from persons aggrieved; petitions for Variance; applications for Special Permit; and applications for 40B developments under Sections 20-23.

#### Successes & Accomplishments 2012-2013

#### Goals & Priorities 2014-2015

The Board hired Ralph R. Willmer, FAICP, of Vanasse Hangen Brustlin, Inc., as its 40B consultant for the Westborough Woods Comprehensive Permit. FY2013 - Filed 23 decisions.	Justin Lundberg represents the Board of Appeals in the committee reviewing the Town's Zoning Bylaws. Review the Board's application and instruction documents to make them clearer and more user-friendly.
June 2013 - Elected David Lamothe as chairman.	
August 2013 - Matthew Chiott appointed to the Board of Appeals as an alternate member.	

## Department

Board of Appeals

	FY2013	FY2013	FY2014	FY2015	FY2015 MGR	% Change
	Budgeted	Expended	Budgeted	Requested	Recommend	FY14 to 15
Salaries / Wages	12,438	11,833.24	12,685	12,940	12,940	2.0100%
Expenses	1,540	1,360.52	1,540	1,540	1,540	0.00%
<b>Total Expenditures</b>	\$13,978.00	\$13,193.76	\$14,225.00	\$14,480.00	\$14,480.00	1.7900%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time			
Part Time	0.25	0.25	0.25
FTE	0.25	0.25	0.25

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Public Hearings (multiple hearings per meeting)	17	18	22
Public Meetings/Executive Sessions	2	4	4

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
		21		

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
11732	BOARD OF APPEALS CLERIC	AL					
5103	WAGES-CLERICAL	\$12,438.00	\$11,833.24	\$12,685.00	\$1,834.65	\$12,940.00	\$12,940.00 \$
11733	BOARD OF APPEALS EXPENS	BE					
5201	ADVERTISING	\$1,540.00	\$1,360.52	\$1,540.00	\$134.96	\$1,540.00	\$1,540.00 \$
5217	DUES AND MEMBERSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$
	TOTAL	\$1,540.00	\$1,360.52	\$1,540.00	\$134.96	\$1,540.00	\$1,540.00 \$
	GRAND TOTAL	\$13,978.00	\$13,193.76	\$14,225.00	\$1,969.61	\$14,480.00	\$14,480.00 \$

# **FY2015 SALARIES AND WAGES REQUEST**

### DEPT Board of Appeals

#### DEPT # 11732

ГҮРЕ	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5103	Joanne Morris; Admin. Asst; 3/1	H-10 / Max	24.79	10	52.2	12,940
	and the second					
		е. -				
		TOTAL SAI	LARY & V	VAGES		12,940

**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	1.8	805.14
	Total				52.4	22,256.00

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS					
5201	Advertising: 22 legal notices @ \$70.00 each = \$1,540.00					
5217	Dues and Membership: \$ 0.0					
-						
- 44°						
	Total: \$1,540.00					

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

### Department

Municipal Buildings & Grounds

### Activities, Functions and Responsibilities

Provide general cleaning and maintenance for various Town buildings and grounds. Supervise internal and external (contracted) custodial personnel. Ensure proper operation of all mechanical (heating and air conditioning) equipment in buildings. Ensure all electrical devices and plumbing fixtures in buildings are operating properly. Research and provide cost effective solutions relating to buildings in general. Select and monitor contractors who provide necessary services and building repairs.

#### Successes & Accomplishments 2012-2013

Goals & Priorities 2014-2015

Installed energy efficient led lighting at the Senior Cente parking lot. Replaced 4 PTAC in the Forbes Municipal Building. Utilized two Senior Tax workers to assist with Town Hal move and cleanup.	systems to maintain energy efficiency to further reduce
--	---

### Department

Municipal Buildings & Grounds

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	151,700	149,794.16	156,521	154,421	154,421	-1.3400%
Expenses	233,485	230,311.41	204,130	208,541	208,541	2.1600%
<b>Total Expenditures</b>	\$385,185.00	\$380,105.57	\$360,651.00	\$362,962.00	\$362,962.00	0.6400%

	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	3	3	3
Part Time			
FTE	3	3	3

FY 2013	FY 2014 (Est)	FY 2015 (Est)
-	-	-
Ongoing	Ongoing	-
As necessary	As necessary	-
72 requests	80 requests	85 requests
WSC lighting		
Ongoing	Ongoing	
	- Ongoing As necessary 72 requests WSC lighting	Ongoing Ongoing As necessary As necessary 72 requests 80 requests WSC lighting

Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
20% in 5 years			
10% in 5 years			
			(
	20% in 5 years	20% in 5 years	20% in 5 years

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
11851	TOWN BUILDINGS SALARY/M	AGES					
5101	SALARY-DEPARTMENT HEAD	\$55,120.00	\$55,120.00	\$56,220.00	\$22,617.00	\$57,368.00	\$57,368.00 \$
5104	WAGES-OPERATIONS	\$93,580.00	\$93,579.20	\$97,301.00	\$36,989.82	\$94,053.00	\$94,053.00 \$
5105	OVERTIME	\$3,000.00	\$1,094.96	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00 \$
	TOTAL	\$151,700.00	\$149,794.16	\$156,521.00	\$59,606.82	\$154,421.00	\$154,421.00 \$
11853	TOWN BUILDING EXPENSES						
5202A	RPR/MNT FORBES MUNICIPA	\$27,000.00	\$29,820.40	\$33,000.00	\$15,611.02	\$33,000.00	\$33,000.00 \$
5202B	RPR/MNT FORBES COMMUNI	\$4,000.00	\$2,988.53	\$4,000.00	\$7,004.13	\$4,000.00	\$4,000.00 \$
5202C	RPR/MNT TOWN HALL	\$31,020.00	\$27,228.74	\$21,000.00	\$9,806.56	\$21,000.00	\$21,000.00 \$
5202D	RPR/MNT SENIOR CENTER	\$14,500.00	\$21,285.10	\$22,000.00	\$13,891.16	\$22,000.00	\$22,000.00 \$
5202E	GRNDS & BLDG-MISC BUILDN	\$12,000.00	\$20,553.34	\$16,000.00	\$11,114.06	\$16,000.00	\$16,000.00 \$
J202H	RPR/MNT HARVEY BUILDING	\$2,000.00	\$446.94	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00 \$
5211A	ELECTRICITY-FORBES MUNIC	\$51,235.00	\$49,957.09	\$36,000.00	\$14,319.71	\$38,611.00	\$38,611.00 \$
5211B	ELECTRICITY-FORBES COMM	\$1,500.00	\$1,441.58	\$1,500.00	\$752.93	\$1,800.00	\$1,800.00 \$
5211C	ELECTRICITY-TOWN HALL	\$14,000.00	\$15,057.06	\$10,000.00	\$3,721.67	\$10,000.00	\$10,000.00 \$
5211D	ELECTRICITY-SR CENTER	\$23,500.00	\$21,094.60	\$16,000.00	\$6,007.37	\$16,000.00	\$16,000.00 \$
5211F	ELECTRICITY-SPURR HOUSE	\$500.00	\$394.12	\$700.00	\$162.92	\$700.00	\$700.00 \$
5213A	FUEL & GAS-FORBES MUNICI	\$5,000.00	\$3,115.85	\$3,700.00	\$211.17	\$3,700.00	\$3,700.00 \$
5213B	FUEL & GAS-FORBES COMML	\$3,500.00	\$1,412.03	\$3,000.00	\$70.55	\$3,000.00	\$3,000.00 \$
5213C	FUEL & GAS-TOWN HALL	\$14,000.00	\$7,760.47	\$10,000.00	\$80.38	\$10,000.00	\$10,000.00 \$
5213D	FUEL & GAS-SR CENTER	\$13,800.00	\$8,887.87	\$10,000.00	\$895.00	\$10,000.00	\$10,000.00 \$
5213F	FUEL & OIL-SPURR HOUSE	\$4,200.00	\$5,750.69	\$4,000.00	\$1,984.20	\$5,800.00	\$5,800.00 \$
5237	MATERIALS & EQUIPMENT	\$10,455.00	\$11,842.00	\$10,455.00	\$4,838.28	\$10,155.00	\$10,155.00 \$
5241	CLOTHING ALLOWANCE	\$1,275.00	\$1,275.00	\$1,275.00	\$484.68	\$1,275.00	\$1,275.00 \$
	TOTAL	\$233,485.00	\$230,311.41	\$204,130.00	\$90,955.79	\$208,541.00	\$208,541.00 \$
	GRAND TOTAL	\$385,185.00	\$380,105.57	\$360,651.00	\$150,562.61	\$362,962.00	\$362,962.00 \$

# **FY2015 SALARIES AND WAGES REQUEST**

#### **DEPT** Town Buildings & Grounds

#### DEPT # 11852

ГҮРЕ	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
	-	STEP	RATE	WK	WKS	
5101	Frank Cornine 9/26	S/13 Max		1099	52.2	57,368.0
5104	Dan LaRoche 6/1	N/8 - 25th	25.43	40	52.2	53,098.0
5104	New Hire 12/16	N/7-5	19.11	40	24.2	18,499.0
		N/7-6	20.05	40	28	22,456.0
5105	Overtime					3,000.0
		TOTAL SA	LADV & W	VACES		154,421.0

**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 EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5202A	This covers repairs and maintenance for the Forbes Municipal Building which may
	include boiler service, roof repairs, replacement or repair of A/C and heating units,
	elevator service, various plumbing and electrical repairs.
5202B	This covers repairs and maintenance for the Forbes Community Building which may
	include boiler service, roof repairs, various plumbing and electrical repairs.
5202C	This covers repairs and maintenance for the Town Hall which may include boiler
	service, roof repairs, replacement or repair of A/C units, various plumbing and electrical
	repairs, contracted cleaning services.
5202D	This covers repairs and maintenance for the Senior Center which may include HVAC
	servicing and repair, kitchen appliance repairs, various plumbing and electrical repairs.
5202E	This covers repairs and maintanence for remaining Town buildings which includes the
	Spurr House, Country Club, Nathan Fisher House, lawn care services and security
	monitoring services for selected town buildings.
5202H	This covers repairs and maintanence for the Harvey Building which may include roof
	repairs, various plumbing and electrical repairs.
5211A	This covers the cost of electricity for the Forbes Municipal Building.
5211B	This covers the cost of electricity for the Forbes Community Building.
5211C	This covers the cost of electricity for the Town Hall.
5211D	This covers the cost of electricity for the Senior Center.
5211F	This covers the cost of electricity for the Spurr House.
5213A	This covers the cost for natural gas to heat the Forbes Municipal Building.
5213B	This covers the cost for natural gas to heat the Forbes Community Building.
5213C	This covers the cost for natural gas to heat the Town Hall.
5213D	This covers the cost for natural gas to heat the Senior Center.
5213F	This covers the cost for fuel oil to heat the Spurr House.
5237	This covers the cost for paper goods, cleaning supplies for all Town Buildings as well
	as any new equipment/tools purchases or repairs.
5241	This is used for the purchasing of work related clothing and boots for custodial staff.

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

Department

Insurance

### Activities, Functions and Responsibilities

The insurance budget covers unemployment, group life, medical, property and casualty, liability, worker's 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 administrator.

The Town currently pays 65% of group life insurance and 75% of medical insurance premiums for both school and town 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 2012-2013

#### Goals & Priorities 2014-2015

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
11933	INSURANCE EXPENSES							
5245	OTHER PROFESSIONAL SERV	\$25,000.00	\$16,173.75	\$25,000.00	\$3,436.40	\$25,000.00	\$25,000.00	ß
5703	UNEMPLOYMENT COMPENS/	\$126,000.00	\$57,039.46	\$150,000.00	\$51,132.71	\$150,000.00	\$150,000.00	β
5704	MEDICARE TAX	\$615,000.00	\$612,912.53	\$615,000.00	\$216,459.37	\$629,000.00	\$629,000.00	6
5705	GROUP INS - LIFE	\$25,200.00	\$23,273.93	\$25,000.00	\$9,792.87	\$25,000.00	\$25,000.00	5
5706	GROUP INS - MEDICAL	\$8,800,000.00	\$8,670,260.78	\$9,000,000.00	\$3,972,610.18	\$8,050,000.00	\$8,050,000.00	5
XXXX	TRANSFER TO OPEB TRUST	\$0.00	\$0.00	\$0.00	\$0.00	\$650,000.00	\$650,000.00	6
5750	SURETY	\$1,000.00	\$775.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	6
5751	FIRE/CASUALTY-WORKERS	\$575,000.00	\$492,017.67	\$550,000.00	\$499,807.76	\$550,000.00	\$550,000.00	Б
	TOTAL	\$10,167,200.00	\$9,872,453.12	\$10,366,000.00	\$4,753,239.29	\$10,080,000.00	\$10,080,000.00	6

.

1

## Department

Insurance

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	0	0	0	0	0	
Expenses	10,167,200	9,872,453.12	10,366,000	10,080,000	10,080,000	-2.7600%
<b>Total Expenditures</b>	10,167,200	\$9,872,453.12	10,366,000	10,080,000	10,080,000	-2.7600%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	0	0	0
Part Time	0	0	0
FTE	0	0	0

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Total Active Employees Covered by Health Insurance	516	520	520
Total Retirees Covered by Health Insurance	404	404	404
Total Number of Unemployment Claimants	15	10	10
Opt Out Program Participants	24	29	34
HRA Claims Processed	126	100	100

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
MIIA Rewards Earned	\$40,000	\$30,868	\$35,000	\$38,000
Unemployment Costs	\$118,000	\$57,039	\$100,000	\$100,000
Health Insurance Rate Increase	5%	4.24%	-0.06%	0%
Casualty/Property Insurance Rate Increase	5%	21%	-1.43%	10%
Workers Compensation Insurance Rate Increase	5%	-4.5%	29.5%	15%
				Sector days
2				
		1		L

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
11933-5245	Other Professional Services - This account pays for EBS Foran, the Town's Insurance
455014	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 FY15 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 \$629,000. The increase is 2.9% based on the three
	year moving average increase applied to the FY12 Actual.
11933-5705	Group Life Insurance - This account covers the required group life insurance program.
	This line item is proposed to be level funded in FY15.
11933-5706	This account pays the 75% of health insurance costs the Town contributes to health
	insurance for employees. While we do not have a FY15 estimate yet, the budget is
	being reduced by \$300,000 to reflect a negotiated change from Medex 3 to Medex 2 and
	and then less \$650,000 from plan design changes. This \$650,000 is proposed to be
	included in a new line item, "Transfer to OPEB Trust" to begin funding the OPEB
	liability.

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
11933-5750	Surety - This account covers the bonds for certain employees that handle cash and need
	to be bonded. The account has been relatively the same for years and is level funded.
11933-5751	Casualty/Workers Comp - This account pays for fire and police accident insurance
	(IOD), lawyer liability insurance, disability insurance, property and casulty insurance,
	workers compensation and actuarial services. The FY15 estimate is based upon the
	actual costs through November (FY14) plus the costs from November through June of
	FY13.
y di se se relation produc	

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

Department

Police

# Activities, Functions and Responsibilities

The mission of the Police Department is to provide safety and security to our residents and guests. The department consists of 1 Chief, 1 Administrative Assistant, 2 Lieutenants, 6 Sergeants, 19 Patrolmen and 6 civilian dispatcher/ secretaries. All employees are E 9-1-1 call takers and all dispatchers are Emergency Medical Dispatch certified. The department continues to work with U. Mass. Medical Dispatch as the town's EMD resource.

#### Successes & Accomplishments 2012-2013

## Goals & Priorities 2014-2015

# Department

Police Dept

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	2,614,700	2,579,774.41	2,720,386	2,788,775	2,788,775	2.5100%
Expenses	106,500	95,016.92	107,300	107,300	107,300	0.00%
Total Expenditures	\$2,721,200.00	\$2,674,791.33	\$2,827,686.00	\$2,896,075.00	\$2,896,075.00	2.4200%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	35	35	35
Part Time			
FTE	35	35	35

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
accidents investigated	533	584	584
arrests	216	281	281
citations	5387	4285	4285
total calls	8926	8113	8113

erformance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
		-		Netcen Lanen Lanen (Common Lancas and Lancas
			· · · ·	

# TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
12101	POLICE SALARIES/WAGES						
5101	SALARY-DEPARTMENT HEAD	\$128,874.00	\$127,919.08	\$131,452.00	\$52,379.13	\$133,022.00	\$133,022.00 \$
5102	SALARY-ASST & AGENT	\$272,363.00	\$270,279.15	\$277,813.00	\$111,207.21	\$285,915.00	\$285,915.00 \$
5103	WAGES-CLERICAL	\$197,149.00	\$175,100.30	\$202,064.00	\$76,600.79	\$209,010.00	\$209,010.00 \$
5104	WAGES-OPERATIONS	\$1,848,514.00	\$1,792,704.66	\$1,938,157.00	\$749,294.44	\$1,987,378.00	\$1,987,378.00 \$
5105	OVERTIME	\$60,000.00	\$111,670.11	\$60,000.00	\$45,999.73	\$60,000.00	\$60,000.00 \$
5106	SHIFF DIFFERENTIAL	\$33,000.00	\$33,819.54	\$33,000.00	\$13,588.88	\$34,750.00	\$34,750.00 \$
5107	COURT TIME	\$20,000.00	\$12,629.70	\$20,000.00	\$6,477.09	\$20,000.00	\$20,000.00 \$
5109	TRAINING	\$20,500.00	\$20,058.64	\$20,500.00	\$15,076.45	\$20,500.00	\$20,500.00 \$
5110	FITNESS STIPENDS	\$21,000.00	\$21,000.00	\$22,400.00	\$0.00	\$23,200.00	\$23,200.00 \$
5111	COMPENSATION TIME	\$13,300.00	\$14,593.23	\$15,000.00	\$8,033.17	\$15,000.00	\$15,000.00 \$
	TOTAL	\$2,614,700.00	\$2,579,774.41	\$2,720,386.00	\$1,078,656.89	\$2,788,775.00	\$2,788,775.00 \$
12103	POLICE EXPENSES						
)							
5203	REPAIR/MAINT EQUIPMENT	\$15,000.00	\$10,433.11	\$15,000.00	\$4,049.19	\$15,000.00	\$15,000.00 \$
5203A	REPAIR/MAINT RADIO	\$17,000.00	\$17,728.12	\$17,000.00	\$9,520.71	\$17,000.00	\$17,000.00 \$
5205A	OFFICE EQUIPMENT	\$1,500.00	\$34.12	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00 \$
5209	TRAVEL IN-STATE	\$1,000.00	\$112.00	\$1,000.00	\$26.20	\$1,000.00	\$1,000.00 \$
5210	TRAVEL OUT-OF-STATE	\$2,000.00	\$2,508.20	\$2,000.00	\$1,538.19	\$2,000.00	\$2,000.00 \$
5217	DUES AND MEMBERSHIPS	\$1,300.00	\$1,755.00	\$1,300.00	\$100.00	\$1,300.00	\$1,300.00 \$
5218	TRAINING AND EDUCATION	\$8,000.00	\$3,720.00	\$8,000.00	\$4,840.00	\$8,000.00	\$8,000.00 \$
5222	FOOD & FOOD SERV SUPPLII	\$2,500.00	\$1,890.56	\$2,500.00	\$356.90	\$2,500.00	\$2,500.00 \$
5223	OFFICE SUPPLIES	\$3,000.00	\$1,952.55	\$3,000.00	\$1,109.06	\$3,000.00	\$3,000.00 \$
5224E	OTHER SUPPLIES-MATERIAL	\$5,000.00	\$1,428.94	\$5,000.00	\$1,893.33	\$5,000.00	\$5,000.00 \$
5227	BOOKS AND PERIODICALS	\$1,000.00	\$205.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00 \$
5236	CONTRACTUAL SERVICES	\$4,200.00	\$5,683.37	\$4,200.00	\$700.00	\$4,200.00	\$4,200.00 \$
5237A	VEHICLES-SUPPLIES/MATRL:	\$5,000.00	\$6,410.20	\$5,000.00	\$2,107.13	\$5,000.00	\$5,000.00 \$
5241	CLOTHING ALLOWANCE	\$40,000.00	\$41,155.75	\$40,800.00	\$21,071.36	\$40,800.00	\$40,800.00 \$
	TOTAL	\$106,500.00	\$95,016.92	\$107,300.00	\$47,312.07	\$107,300.00	\$107,300.00 \$

GRAND TOTAL

\$2,721,200.00 \$2,674,791.33 \$2,827,686.00 \$1,125,968.96 \$2,896,075.00 \$2,896,075.00 \$\_\_\_\_\_

### 12100 WESTBOROUGH POLICE DEPARTMENT FY15

Position & Grade	NAME	Date of Hire	Step	Weekly Rate	Weeks	Holiday Pay	Ed-Pay Quinn	Salary or Wages
Police Ch		ALARY DEPART 5 1/0/1900	MENTI	<b>HEAD</b> CONTRACT \$128,095		\$4,927 5101 Salary - To	otal	\$133,022 <b>\$133,022</b>
	<u>5102 S/</u>	ALARY - ASSIST	ANT &	<u>AGENT</u> S				
S - 14 AD	MINISTRATIVE SEC	CRETARY						
	BRUCE,N.	11/1/2002	Max	\$1,156.00	52.2			\$60,343
© 01 11E	UTENANTS							
5-21 LIL	FRYER,R. 20	9/24/2002	25th	\$1,781.88	52.2	\$4,277	\$18,603	\$115,893 <u>\$0</u>
						1058 N		\$115,893
	MINARDI,T	12/2/2009	15th	\$1,647.45	21.4	\$1,647	\$7,051	\$43,954
	20		20th	\$1,713.35	30.8	\$2,399	\$10,554	<u>\$65,724</u> \$109,678
				Qu	uinn Lt. Sub-To		\$25,654	
						5102 Salary-Tot	al	\$285,915
	<u>5104 W</u>	AGES - OPERAT	<u>IONS</u>					
P - 5 SER	GEANTS							
	REALE, S.	7/11/1989	20th	\$1,381.55	26.8	\$2,210	\$9,256	\$48,492
	25		25th	\$1,436.81	25.4	\$1,149	\$9,124	<u>\$46,768</u> \$95,261
	KALAGHER, J.	3/11/1989	25th	\$1,436.81	52.2	\$3,448 \$	18,750	\$97,200
	25					\$0 \$	1925	\$0 \$97,200
	HALLICE,C	9/24/2002	25th	\$1,436.81	52.2	\$3,448	\$15,000	\$93,450
	20							<u>\$0</u> \$93,450
	GOODNEY,P	10/26/2004	25th	\$1,436.81	52.2	\$3,448	\$18,750	\$97,200
	25							<u>\$0</u> \$97,200
	ROSSI,T	7/22/2006	Max	\$1,277.32	29.4	\$2,299	\$7,511	\$47,363
	20		15th	\$1,328.42	22.8	\$797	\$6,058	<u>\$37,143</u> \$84,506
	McLEOD, G. 20	5/1/1993	20TH	\$1,381.55	52.2	\$3,316	\$14,423	\$89,856 <u>\$0</u>
								\$89,856
				Qu	uinn Sgt. Sub-	Total	\$98,873	\$557,473

tion a grade		Date of Hire VAGES - CLERIO	Step CAL	Weekly Rate	Weeks	Holiday Pay	Ed-Pay Quinn	Salary or Wages
<u>P - 2 SEC</u>	CRETARY CLERK	DISPATCHER						
	SCHMIDT,N	8/18/2012	MAX	\$914.64	52.2			\$47,744
	CULLEN,P	11/1/2007	Pers	\$339.96	50			\$16,998
	ORLANDO,P		Max	\$914.64	52.2			\$47,744
P -1 DISF	PATCHERS							
	SCHLOTTENMIER,	. т	Max 15th	\$870.58 \$905.41	12.4 39.8	\$348 \$1,811		\$11,143 <u>\$37,846</u> \$48,990
	LACERRA,C	10/3/2012	MAX	\$870.58	52.2	\$2,089		\$47,534
	BADGLEY, J	10/8/2012	2 3	\$751.74 \$789.12	14.2 38	\$301 \$1,578 <b>5103-Clerical</b>	GRANT GRANT Total	\$209,010
	5104 W	AGES - OPERAT	TIONS					
<u> P3 - POL</u>	ICE OFFICERS							
$\bigcirc$	ANNUNZIATA,D 10	1/13/2004	MAX	\$1,104.65	52.2	\$2,651	\$5,766	\$66,080 <u>\$0</u> \$66,080
$\bigcirc$	ATCHUE,C 20	2/25/2009	МАХ	\$1,104.65	52.2	\$2,651	\$11,533	\$71,846 <u>\$0</u> \$71,846
	BAKER, L 20	10/10/2001	MAX	\$1,104.65	52.2	\$2,651	\$11,533	\$71,846 <u>\$0</u> \$71,846
	DANIELS,M 20	12/14/2002	Max	\$1,104.65	52.2	\$2,651	\$11,533	\$71,846 <u>\$0</u> \$71,846
	DAPOLITE, C. 20	10/2/2000	MAX 15th	\$1,104.65 \$1,126.31	13.6 38.6	\$442 \$2,253	\$3,005 \$8,695	\$18,470 <u>\$54,423</u> \$72,893
	DELONG,T 20	11/19/2006	MAX	\$1,104.65	52.2	\$2,651	\$11,533	\$71,846 <u>\$0</u> \$71,846
	GRASSO,L 20	7/10/2006	MAX	\$1,104.65	52.2	\$2,651	\$11,533	\$71,846 <u>\$0</u> \$71,846
	HASSETT, G. 10	5/22/1982	25th	\$1,242.58	52.2	\$2,982	\$6,486	\$74,331 <u>\$0</u> \$74,331
0	JOHNSON, J. 20	1/9/1995	15th 20TH	\$1,126.31 \$1,194.79	27.6 25.6	\$1,802 \$956	\$6,217 \$6,117	\$39,105 <u>\$37,660</u> \$76,765

Position & Grade	NAME	Date of Hire	Step	Weekly Rate	Weeks	Holiday Pay	Ed-Pay Quinn	Salary or Wages
	KEAVENEY,J 20	1/1/2003	MAX	\$1,104.65	52.2	\$2,651	\$11,533	\$71,846 <u>\$0</u> \$71,846
	LUCE,C 20	7/12/2007	MAX	\$1,104.65	52.2	\$2,651	\$11,533	\$71,846 <u>\$0</u> \$71,846
	MCRAE,G 10	8/23/2005	MAX	\$1,104.65	52.2	\$2,651	\$5,766	\$66,080 <u>\$0</u> \$66,080
	PAINE,D 0	7/15/2007	MAX	\$1,104.65	52.2	\$2,651	\$0	\$60,314 <u>\$0</u> \$60,314
	PETERS,T. 20	4/15/1989	25TH	\$1,242.58	52.2	\$2,982 \$	12,973	\$80,817 <u>\$0</u> \$80,817
	RIZOLI,J 12.5	7/22/2013	MIN 2	\$974.83 \$1,018.86	3.2 49	\$195 \$2,241	\$390 \$6,241	\$3,704 <u>\$58,406</u> \$62,111
	THOMPKINS, S. 20	1/1/2000	15TH	\$1,148.83	52.2	\$2,757	\$11,994	\$74,720 <u>\$0</u> \$74,720
	TRAINOR, R. 20	7/11/1989	25TH	\$1,242.58	52.2	\$2,982	\$12,973	\$80,817 <u>\$0</u> \$80,817
	MASSEY,B 10	2/6/2012	MAX	\$1,104.65	52.2	\$2,651	\$5,766	\$66,080 <u>\$0</u> \$66,080
	CROFT,J 10	2/7/2012	MAX	\$1,104.65	52.2	\$2,651	\$5,766	\$66,080 <u>\$0</u> \$66,080
	POLSENO,C 5	2/9/2012	MAX	\$1,104.65	52.2	\$2,651	\$2,883	\$63,197 <u>\$0</u> \$63,197
	NTTO THE STORE STORES				Quinn Office	r Sub-Total	\$181,766	

**Operations Total** \$1,970,684

Quinn Grand Total

\$306,292

.2100 WESTBOROUGH POLICE DEPARTMENT

	Total Expenses			\$107,300	
	Total Salary/Wage	s		\$2,788,774	
Total Salaries &	Wages			<u>\$2,788,774</u>	
Total	5105 thru 5111			\$173,450	
5111 Art X	III S9 Comp		\$15,000		
5110 Art X	XXVIII Fitness	29	\$23,200		
5109 Train	ling		\$20,500		
5107 Cour	t Time		\$20,000		
5106 Art X	III Shift Diff		\$34,750		
5105 Over	time/Spec Events		\$60,000		
TOLA	Operations			\$1,987,378	
	XIII SRO Stipend		\$2,358	¢1 007 070	
	XIII XO Stipend		\$2,000		
	(III Det Stipend		\$7,336		
	XXV OIC		\$5,000		
5104 Oper			\$1,970,684		
5103 Cleri			<u>\$209,010</u>	\$209,010	
Tota	r Salaries			\$418,936	
	l Salaries		<u>\$200,910</u>	¢ 44 9 02 6	
5101 Sala 5102 Sala			\$133,022 \$285,915		
E101 Cala	n: Chief		£422.000		

FY15

## POLICE DEPARTMENT EXPENSES FY 15

## 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

Nextel Communication System ......\$5,716 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 ....

	\$3,084
Paging System	
Fax Machine	\$500
Internet and Tips line	GRANT
MDT Cellular service (\$50 month x7=\$350x12=	\$4,200
Radio Maintenance Agreement	\$3,000
Total	\$17,000

#### 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

#### 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\$3	5,0	)(	)(	)
---------------	-----	----	----	---

## 5224E - Supplies & Materials

# 5227 - Books & Periodicals

Gould Publishing	\$500
Cole Publishing	\$400
Miscellaneous	\$100
Total	\$1,000
5236 - Contractual Services	
TMDE radar calibrations and maintenance	\$1,000
US Post Office	\$250
ASAP Information Systems (State computer vendor)(MIS/GIS)	pays)0
Computer Hardware Service Contract, U.Mass. Mem. Tests	\$3,000
Total	\$4,200

#### 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	\$22,000
8 sworn command officers	\$8,800
6 clerical workers	\$2,700
1 Chief	\$1,100
Shoulder patches, badges, ammunition, weapons, etc	\$6,200
TOTAL	\$40,800

TOTAL	\$107,300

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

Department

Fire

# 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 FD is locally situated, staffed, trained and equipped to respond to to all types of emergencies. Your firefighters must be prepared to handle fires, medical emergencies, reduce and other natural and man made incidents to include hazardous materials, biohazards, infectious diseases, explosions and other emergencies that may occur. The fire service is an all hazards response agency.

The department is comprised of 15 firefighter/EMTs, 20 fiirefighter/paramedics, an administrative secretary and 13 call firefighters. FD members work in unison to provide all facets of the fire service: fire supression, rescue, hazardous materials, incident management, fire prevention, code enforcement, emergency medical services, including

vanced Life Support, public education, fire investigation, as well as a substantial amount of non-emergency public service. (car seat installs, senior center programs, safety programs in schools, CPR classes for the public)

Successes & Accomplishments 2012-2013	Goals & Priorities 2014-2015			
Ensured smooth transition of new command staff	Maintain a positive and safe work environment for all employees.			
Maintained a positive work environment for employees Involved command staff/all employees in major decision	Continue with group mgt in decision making. Maintain a high level of training for our EMS and Fire Staff.			
making. Provided superior fire suppression activities (799 calls). Provided superior EMS service (ALS) (1,863 calls).	Continue to meet all HIPPA Regulations (patient's rights) Re-certify 12 Paramedics and 12 EMT's under the mandated change over from Com of Mass Dept. of Public			
Provided the most effective fire/EMS training that budget allowed for.	Health to the National Registry System. Keep 3 fire prevention officers certified and credentialed			
Maintained a safe community due to inspection and strict code enforcement. (115 occupancy inspection 527 fire safety inspections, 1,104 permits issued, 133 plan	by Mass Fire Training Council Work closely with other town departments on projects coming into Westborough			
ews). Provide community outreach programs (265 car seats	Continue with our successful Community Outreach Programs.			
installed/inspected, battery day and lock boxes for elderly residents with Senior Center,	Keep our Dive Team trained to current standards. Continue with our professional relationship with UMASS Medical our affiliate hospital			

# Department

Fire

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	3,156,197	3,216,586.17	3,247,385	3,224,549	3,224,549	-0.7000%
Expenses	308,359	299,092.22	306,079	300,125	300,125	-1.9500%
Total Expenditures	\$3,464,556.00	\$3,515,678.39	\$3,553,464.00	\$3,524,674.00	\$3,524,674.00	-0.8100%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	35	35	35
Part Time	10	13	13
FTE	45	48	48

FY 2013		FY 2015 (Est)
12	12	12
8	8	8
6	6	6
600	625	620
150	175	175
1050	1060	1060
325	325	325
278	300	300
14 units	14 units	14 units
34	34	38
28	28	28
	8 6 600 150 1050 325 278 14 units 34	8       8         6       6         600       625         150       175         1050       1060         325       325         278       300         14 units       14 units         34       34

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Greivances received	0	0	0	0
Fire Incidents successfully mitigated	100%	1,100	1,100	1,100
EMS incidents successfully mitigated	100%	1,985	2,000	2,100
Fire related fatalities (civilian)	0	0	0	0
Firefighter injuries	0	1	0	0
Haz Mat conditions mitigated	100%	35	35	35
Public Assistance calls answered	100%	69	75	75
Emergency response time 6 minutes or less	90%	85%	85%	85%
4 person crew on initial emergency responses	100%	70%	70%	70%
ISO rating	3	4/9	4/9	4/9

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comn
12201	FIRE DEPT SALARY/WAGES						
5101	SALARY-DEPARTMENT HEAD	\$130,157.00	\$130,638.78	\$133,744.00	\$52,410.53	\$133,744.00	\$133,744.00 \$
5103	WAGES-CLERICAL	\$51,110.00	\$51,119.40	\$53,558.00	\$21,135.60	\$54,664.00	\$54,664.00 \$
5104	WAGES-OPERATIONS	\$2,411,388.00	\$2,393,363.49	\$2,484,832.00	\$928,074.15	\$2,446,490.00	\$2,446,490.00 \$
5104B	WAGES-TRAINING DRILLS	\$43,625.00	\$40,211.30	\$44,500.00	\$4,991.21	\$44,500.00	\$44,500.00 \$
5104C	WAGES-FIRE ALARM MAINT.	\$11,844.00	\$13,453.90	\$12,081.00	\$3,890.49	\$12,081.00	\$12,081.00 \$
5104F	WAGES-OPERATION PART-TI	\$30,518.00	\$38,016.43	\$30,518.00	\$1,365.91	\$30,518.00	\$30,518.00 \$
5105A	OVERTIME-VACATION	\$23,688.00	\$28,924.14	\$24,163.00	\$25,315.26	\$24,163.00	\$24,163.00 \$
5105B	OVERTIME-SICK	\$22,504.00	\$33,048.26	\$22,955.00	\$19,635.21	\$22,955.00	\$22,955.00 \$
5105C	OVERTIME-STILL ALARM	\$62,181.00	\$78,433.77	\$63,428.00	\$37,272.67	\$63,428.00	\$63,428.00 \$
5105D	OVERTIME-BOX ALARM	\$47,376.00	\$47,372.76	\$48,326.00	\$14,868.68	\$48,326.00	\$48,326.00 \$
5105E	OVERTIME-OTHER	\$41,998.00	\$90,860.99	\$42,890.00	\$34,681.34	\$42,890.00	\$42,890.00 \$
5105F	OVERTME-EMS TRAINING	\$69,888.00	\$60,369.37	\$71,282.00	\$9,534.02	\$71,282.00	\$71,282.00 \$
5105H	OVERTIME-EMS RECALL	\$59,220.00	\$50,023.58	\$60,408.00	\$4,930.17	\$60,408.00	\$60,408.00 \$
5110A	WAGES EMS STIPENDS	\$150,700.00	\$160,750.00	\$154,700.00	\$163,150.00	\$169,100.00	\$169,100.00 \$
	TOTAL WAGES	\$3,156,197.00	\$3,216,586.17	\$3,247,385.00	\$1,321,255.24	\$3,224,549.00	\$3,224,549.00 \$
12203	FIRE DEPT EXPENSES						
5202	GROUNDS & BUILDING MAIN1	\$18,550.00	\$16,874.07	\$19,050.00	\$4,852.40	\$7,050.00	\$7,050.00 \$
203A	RPR/MNT RADIO	\$18,800.00	\$15,823.63	\$19,300.00	\$5,817.36	\$19,300.00	\$19,300.00 \$
5203B	RPR/MNT OFFICE EQUIP	\$4,970.00	\$2,938.28	\$4,970.00	\$978.44	\$4,970.00	\$4,970.00 \$
5203C	RPR/MNT AIR PACKS	\$6,050.00	\$4,314.27	\$6,050.00	\$4,337.05	\$6,050.00	\$6,050.00 \$
5203D	RPR/MNT VEHICLES	\$37,159.00	\$41,500.98	\$41,140.00	\$14,398.43	\$32,159.00	\$32,159.00 \$
5205	MEDICAL EQUIPMENT	\$47,500.00	\$51,185.02	\$47,500.00	\$22,718.99	\$47,500.00	\$47,500.00 \$
5205D	OPER EQUIP-TURNOUT GEAF	\$14,640.00	\$17,980.37	\$14,640.00	\$10,084.14	\$17,770.00	\$17,770.00 \$
5205E	OPER EQUIP-HOSE	\$4,250.00	\$4,166.94	\$4,250.00	\$370.00	\$4,250.00	\$4,250.00 \$
5209	TRAVEL IN-STATE	\$500.00	\$378.74	\$500.00	\$233.00	\$500.00	\$500.00 \$
5210	TRAVEL OUT-OF-STATE	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00	\$1,200.00 \$
5211	ELECTRICITY	\$17,280.00	\$22,313.23	\$15,000.00	\$5,276.51	\$17,280.00	\$17,280.00 \$
5213	FUEL - Gas	\$16,000.00	\$11,943.06	\$12,000.00	\$150.23	\$15,000.00	\$15,000.00 \$
5215	TELEPHONE	\$1,704.00	\$5,383.70	\$4,800.00	\$2,103.27	\$4,800.00	\$4,800.00 \$
5217	DUES AND MEMBERSHIPS	\$2,025.00	\$2,219.00	\$2,025.00	\$1,470.00	\$2,025.00	\$2,025.00 \$
5218	TRAINING AND EDUCATION	\$3,420.00	\$2,053.19	\$3,420.00	\$115.11	\$3,420.00	\$3,420.00 \$
5218B	EMS TRAINING & EDUCATION	\$9,300.00	\$1,979.96	\$7,500.00	\$745.00	\$9,300.00	\$9,300.00 \$
5219	PROFESSIONAL SERVICES	\$2,900.00	\$2,518.33	\$4,400.00	\$463.81	\$4,400.00	\$4,400.00 \$
5219G	MEDICAL BILLING	\$31,000.00	\$31,059.00	\$28,000.00	\$8,014.31	\$31,000.00	\$31,000.00 \$
5223	OFFICE SUPPLIES	\$3,000.00	\$2,573.19	\$3,000.00	\$1,689.06	\$3,000.00	\$3,000.00 \$
5224C	FIRE PREVENTION	\$2,000.00	\$1,451.74	\$2,000.00	\$1,084.12	\$2,000.00	\$2,000.00 \$
5224E	TRAINING MATERIALS	\$800.00	\$676.09	\$800.00	\$0.00	\$800.00	\$800.00 \$
5233B	SFTY EQUIP-FIR ALARM	\$924.00	\$654.10	\$924.00	\$302.99	\$924.00	\$924.00 \$
5233C	SFTY EQUIP-EXT MAINT	\$500.00	\$759.00	\$500.00	\$313.00	\$500.00	\$500.00 \$
C0070	TOOLS	\$11,150.00	\$8,462.78	\$11,150.00	\$5,174.45	\$11,150.00	\$11,150.00 \$
5237B			\$35,881.37	\$35,300.00	\$13,653.90	\$32,752.00	\$32,752.00 \$
5237B 5241	CLOTHING ALLOWANCE	\$32,752.00	\$00,001.07				
	CLOTHING ALLOWANCE EMS LICENSING	\$32,752.00 \$18,325.00		\$15,000.00	\$5,448.64	\$19,325.00	\$19,325.00 \$
5241			\$12,823.96		\$5,448.64 \$72.00	\$19,325.00 \$1,700.00	\$19,325.00 \$ \$1,700.00 \$

GRAND TOTAL

\$3,464,556.00 \$3,515,678.39 \$3,553,464.00 \$1,431,121.45 \$3,524,674.00 \$3,524,674.00 \$\_\_\_\_\_

# FY15 SALARIES AND WAGES REQUEST

# Department - Fire

# Dept No. 220

TYPE	Name; Title; Date in Grade	Grade/ Step	\$Rate	Hr/Wk	#Wks	Total
5101	Perron, W.N.		2,449.11	1	52.2	127,843.04
	11 holidays @ 489.82		489.82	11	11	5,900.45
		TOTAL	SALARY &	WAGES		133,743.49

## FY 15 SALARIES AND WAGES REQUEST

Dept - I	Fire
----------	------

#### Dept No. 220

TYPE	Name; Title; Date in Grade	Grade/ Step	\$ Rate	Hr/Wk	# Wks	Total
5104	Admin. Secretary (1/25/12)	S12/Mx	26.18	40	52.2	54,663.84
	(					0.00
5104	Rand, Robert (SS /Captain)	F4/25	36.92	42	52.2	80,943.41
	36.92 @ 10 hrs 11 holidays	F4/25	36.92	10	11	4,061.20
5104	Roberts, Brian (Captain)	F4/25	36.92	42	52.2	80,943.41
	36.92 @10 hrs 11 holidays	F4/25	36.92	10	11	4,061.20
5104	Doucet, Steve (Captain)	F4/15	34.13	42	52.2	74,826.61
	34.13 @10 hrs 11 holidays	F4/15	34.13	10	11	3,754.30
5104	Purcell, P. (FF/Paramedic)	F4/15	34.13	42	52.2	74,826.61
	34.13 @ 10 hrs 11 holidays	F4/15	34.13	10	11	3,754.30
5104	Farrar, Keven (Lieutenant)	F3/25	33.56	42	52.2	73,576.94
	33.56 @ 10 hrs 11 holidays	F/3/25	33.56	10	11	3,691.60
5104	Manion, Ed (Lieutenant/Paramedic)	F3/20	32.27	42	52.2	70,748.75
	32.27 @ 10 hrs 11 hollidays	F3/20	32.27	10	11	3,549.70
5104	Lermond, K. (Lieutenant/Paramedic)	F3/Mx	29.83	42	12.8	16,036.61
		F3/15	31.01	42	39.4	51,315.35
	29.83 @ 10 hrs 6 holidays	F3/Mx	29.83	10	6	1,789.80
	31.01@10 hrs 5 holidays	F3/15	31.01	10	5	1,550.50
5104	Ward, K. (Lieutenant/Paramedic)	F3/Mx	29.83	42	52.2	65,399.29
*****	29.83 @ 10 hrs 11 holidays	F3/Mx	29.83	10	11	3,281.30
5104	Thompson, Robert (Firefighter)	F2/25	30.52	42	52.2	66,912.05
5104	30.52 @10 hrs 11 holidays	F2/25	30.52	10	11	3,357.20
5104	Roche, C. (Firefighter)	F2/20	29.34	42	52.2	64,325.02
						0.00
	29.34 @ 10 hrs 11 holidays	F2/20	29.34	10	11	3,227.40 0.00
						0.00

					61,847.60
28.21 @ 10 hrs 11 holidays	F2/15	28.21	10	11	3,103.10
Knight, C. (Firefighter/Inspector)	F3/15	32.56	40	52.2	67,985.28
32.56 @ 10 hrs 11 holidays	F3/15	32.56	10	11	3,581.60
Bowman, P. (FF/Intermediate)	F2/15	28.21	42	52.2	61,847.60
28.21 @ 10 hrs 11 holidays	F2/15	28.21	10	11	0.00 3,103.10
Golden, R. (FF/Paramedic)	F2/15	28.21	42	52.2	61,847.60
28.21 @ 10 hrs 11 holidays	F2/15	28.21	10	11	3,103.10
Rossi, C. (FF/Paramedic)	F2/15	28.21	42	52.2	61,847.60
28.21 @ 10 hrs 11 holidays F	F2/15	28.21	10	11	3,103.10
Carrier, W. (FF/Paramedic)	F2/15	28.21	42	52.2	61,847.60
28.21 @ 10 hrs 11 holidays	F2/15	28.21	10	11	3,103.10
Milligan, K. (FF/Inspector)	F3/15	32.56	40	52.2	67,985.28
32.56 @ 10 hrs 11 holidays	F3/15	32.56	10	11	3,581.60
Jette, J. (FFParamedic)	F2/15	28.21	42	52.2	61,847.60
28.21 @ 10 hrs 11 holidays	F2/15	28.21	10	11	3,103.10
Hehir, D. (FF/Paramedic)	F2/Mx	27.12	42	52.2	59,457.89
27.12 @ 10 hrs 11 holidays	F2/Mx	27.12	10	11	2,983.20
	32.56 @ 10 hrs 11 holidays Bowman, P. (FF/Intermediate) 28.21 @ 10 hrs 11 holidays Golden, R. (FF/Paramedic) 28.21 @ 10 hrs 11 holidays Rossi, C. (FF/Paramedic) 28.21 @ 10 hrs 11 holidays Carrier, W. (FF/Paramedic) 28.21 @ 10 hrs 11 holidays Milligan, K. (FF/Inspector) 32.56 @ 10 hrs 11 holidays Jette, J. (FFParamedic) 28.21 @ 10 hrs 11 holidays Hehir, D. (FF/Paramedic)	32.56 @ 10 hrs 11 holidays       F3/15         Bowman, P. (FF/Intermediate)       F2/15         28.21 @ 10 hrs 11 holidays       F2/15         Golden, R. (FF/Paramedic)       F2/15         28.21 @ 10 hrs 11 holidays       F3/15         28.21 @ 10 hrs 11 holidays       F3/15         32.56 @ 10 hrs 11 holidays       F3/15         28.21 @ 10 hrs 11 holidays       F2/15         28.21 @ 10 hrs 11 holidays       F2/15         28.21 @ 10 hrs 11 holidays       F2/15         Hehir, D. (FF/Paramedic)       F2/15	32.56 @ 10 hrs 11 holidays       F3/15       32.56         Bowman, P. (FF/Intermediate)       F2/15       28.21         28.21 @ 10 hrs 11 holidays       F2/15       28.21         Golden, R. (FF/Paramedic)       F2/15       28.21         28.21 @ 10 hrs 11 holidays       F2/15       28.21         Rossi, C. (FF/Paramedic)       F2/15       28.21         28.21 @ 10 hrs 11 holidays       F2/15       28.21         Carrier, W. (FF/Paramedic)       F2/15       28.21         28.21 @ 10 hrs 11 holidays       F2/15       28.21         Carrier, W. (FF/Paramedic)       F2/15       28.21         28.21 @ 10 hrs 11 holidays       F2/15       28.21         Milligan, K. (FF/Inspector)       F3/15       32.56         32.56 @ 10 hrs 11 holidays       F3/15       32.56         Jette, J. (FFParamedic)       F2/15       28.21         28.21 @ 10 hrs 11 holidays       F2/15 <t< td=""><td>32.56 @ 10 hrs 11 holidays       F3/15       32.56       10         Bowman, P. (FF/Intermediate)       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         Golden, R. (FF/Paramedic)       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F3/15       32.56       40         32.56 @ 10 hrs 11 holidays       F3/15       32.56       10         Jette, J. (FFParamedic)       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       &lt;</td><td>32.56 @ 10 hrs 11 holidays       F3/15       32.56       10       11         Bowman, P. (FF/Intermediate)       F2/15       28.21       42       52.2         28.21 @ 10 hrs 11 holidays       F2/15       28.21       10       11         Golden, R. (FF/Paramedic)       F2/15       28.21       42       52.2         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42       52.2         28.21 @ 10 hrs 11 holidays       F2/15       28.21       10       11         Rossi, C. (FF/Paramedic)       F2/15       28.21       10       11         Carrier, W. (FF/Paramedic)       F2/15       28.21       10       11         Milligan, K. (FF/Inspector)       F3/15       32.56       40       52.2         32.56 @ 10 hrs 11 holidays       F3/15       32.56       10       11         Jette, J. (FFParamedic)       F2/15       28.21       42       52.2         28.21 @ 10 hrs 11 holidays       F3/15       32.56       10       11         Jette, J. (FFParamedic)       F2/15       28.21       42       52.2         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42       52.2         28.21 @ 10 hrs 11 holidays       F2/15       <t< td=""></t<></td></t<>	32.56 @ 10 hrs 11 holidays       F3/15       32.56       10         Bowman, P. (FF/Intermediate)       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         Golden, R. (FF/Paramedic)       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F3/15       32.56       40         32.56 @ 10 hrs 11 holidays       F3/15       32.56       10         Jette, J. (FFParamedic)       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42         28.21 @ 10 hrs 11 holidays       F2/15       28.21       <	32.56 @ 10 hrs 11 holidays       F3/15       32.56       10       11         Bowman, P. (FF/Intermediate)       F2/15       28.21       42       52.2         28.21 @ 10 hrs 11 holidays       F2/15       28.21       10       11         Golden, R. (FF/Paramedic)       F2/15       28.21       42       52.2         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42       52.2         28.21 @ 10 hrs 11 holidays       F2/15       28.21       10       11         Rossi, C. (FF/Paramedic)       F2/15       28.21       10       11         Carrier, W. (FF/Paramedic)       F2/15       28.21       10       11         Milligan, K. (FF/Inspector)       F3/15       32.56       40       52.2         32.56 @ 10 hrs 11 holidays       F3/15       32.56       10       11         Jette, J. (FFParamedic)       F2/15       28.21       42       52.2         28.21 @ 10 hrs 11 holidays       F3/15       32.56       10       11         Jette, J. (FFParamedic)       F2/15       28.21       42       52.2         28.21 @ 10 hrs 11 holidays       F2/15       28.21       42       52.2         28.21 @ 10 hrs 11 holidays       F2/15 <t< td=""></t<>

Winslow, J. (FF/Paramedic)	F2/Mx	27.12	42	52.2	59,457.89
27.12 @ 10 hrs 11 holidays	F2/Mx	27.12	10	11	2,983.20
Bennett, C. (FF/Paramedic)	F2/Mx	27.12	42	52.2	59,457.89
27.12 @ 10 hrs 11 holidays	F2/Mx	27.12	10	11	2,983.20
Burgess, T. (FF/Paramedic)	F2/Mx	27.12	42	52.2	59,457.89
27.12 @ 10 hrs 11 holidays	F2/Mx	27.12	10	11	2,983.20
Weinwurm, C. (FF/Paramedic)	F2/MX	27.12	42	52.2	59,457.89
27.12 @ 10 hrs 11 holidays	F2/Mx	27.12	10	11	2,983.20
Cullen, Pat (Firefighter)	F2/Mx	27.12	42	52.2	59,457.89
27 12 @ 10 hrs 11 holidays	F2/Mx	27 12	10	11	2,983.20
Ferschke, Jason (FF/Paramedic)	F2/Mx	27.12	42	52.2	0.00 59,457.89
27.12 @ 10 hrs 11 holidays	F2/Mx	27.12	10	11	2,983.20
Haley, K (FF/Paramedic)	F2/Mx	27.12	42	52.2	59,457.89 0.00
27.12 @ 10 hrs 11 holidays	F2/3	27.12	10	11	2,983.20
Duboic C (Eirofichtor)	E2/My	27.12	42	52.2	59,457.89
	1 2/1917	21.12	-12	02.2	
27.12 @ 10 hrs 11 holidays	F2/Mx	27.12	10	11	2,983.20
O'Connor, Ryan (Firefighter)	F2/MX	27.12	42	52.2	59,457.89
27.12 @10 hrs 11 holidays F2	F2/Mx	27.12	10	11	2,983.20
Grasso, D. (Firefighter)	F2/Mx	27.12	42	52.2	59,457.89
27.12 @ 10 hrs 11 Holidays	F2/Mx		10	11	2,983.20
			- 100		
Goodspeed, Dale (FF/Paramedic)	F2/Mx	27.12	42	52.2	59,457.89
27.12 @10 hrs 11 holidays	F2/MX	27.12	10	11	2,983.20
Busha, Roger (FF/Paramedic)	F2/3 F2/Mx	26.13	42 42	17.8	19,534.79 39,182.98
26.13 @ 10 hrs 9 holidays 27.12 @ 10 hrs 2 holidays	F2/3 F2/Mx	26.13 27.12	10 10	2 9	522.60 2,440.80
Trainor, Logan (Firefighter)	F2/2 F2/3		42	32.8 19.4	33,888.96 21,290.72
24.60 @ 10 hrs 9 holidays	F2/2	24.6	10	9	2,214.00
	27.12 @ 10 hrs 11 holidays Bennett, C. (FF/Paramedic) 27.12 @ 10 hrs 11 holidays Burgess, T. (FF/Paramedic) 27.12 @ 10 hrs 11 holidays Weinwurm, C. (FF/Paramedic) 27.12 @ 10 hrs 11 holidays Cullen, Pat (Firefighter) 27.12 @ 10 hrs 11 holidays Ferschke, Jason (FF/Paramedic) 27.12 @ 10 hrs 11 holidays Haley, K (FF/Paramedic) 27.12 @ 10 hrs 11 holidays Dubois,C (Firefighter) 27.12 @ 10 hrs 11 holidays O'Connor, Ryan (Firefighter) 27.12 @ 10 hrs 11 holidays Grasso, D (Firefighter) 27.12 @ 10 hrs 11 holidays 27.12 @ 10 hrs 11 holidays Goodspeed, Dale (FF/Paramedic) 27.12 @ 10 hrs 11 holidays Busha, Roger (FF/Paramedic) 26.13 @ 10 hrs 9 holidays	27.12 @ 10 hrs 11 holidays       F2/Mx         Bennett, C. (FF/Paramedic)       F2/Mx         27.12 @ 10 hrs 11 holidays       F2/Mx         Burgess, T. (FF/Paramedic)       F2/Mx         27.12 @ 10 hrs 11 holidays       F2/Mx         Weinwurm, C. (FF/Paramedic)       F2/Mx         27.12 @ 10 hrs 11 holidays       F2/Mx         Weinwurm, C. (FF/Paramedic)       F2/Mx         27.12 @ 10 hrs 11 holidays       F2/Mx         Cullen, Pat (Firefighter)       F2/Mx         27.12 @ 10 hrs 11 holidays       F2/M	27.12 @ 10 hrs 11 holidays         F2/Mx         27.12           Bennett, C. (FF/Paramedic)         F2/Mx         27.12           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12           Burgess, T. (FF/Paramedic)         F2/Mx         27.12           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12           Weinwurm, C. (FF/Paramedic)         F2/Mx         27.12           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12           Weinwurm, C. (FF/Paramedic)         F2/Mx         27.12           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12           Cullen, Pat (Firefighter)         F2/Mx         27.12           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12           0'Connor, Ryan (Firefighter)         F2/Mx         27.12           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12           Qr.12 @ 10 hrs 11 holidays         F2/Mx         27.12           0'Connor, Ryan (Firefighter)         F2/Mx	27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         10           Bennett, C. (FF/Paramedic)         F2/Mx         27.12         42           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         42           Burgess, T. (FF/Paramedic)         F2/Mx         27.12         42           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         42           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         42           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         42           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         42           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         42           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         42           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         42           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         42           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         42           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         42           27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         10           Dubois C (Firefighter)         F2/Mx         27.12         42	27.12 @ 10 hrs 11 holidays         F2/Mx         27.12         10         11           Bennett, C. (FF/Paramedic)         F2/Mx         27.12         10         11           Burgess, T. (FF/Paramedic)         F2/Mx         27.12         10         11           Burgess, T. (FF/Paramedic)         F2/Mx         27.12         10         11           Weinwurm, C. (FF/Paramedic)         F2/Mx         27.12         10         11           Weinwurm, C. (FF/Paramedic)         F2/Mx         27.12         10         11           Cullen, Pat (Firefighter)         F2/Mx         27.12         10         11           Cullen, Pat (Firefighter)         F2/Mx         27.12         10         11           Cullen, Pat (Firefighter)         F2/Mx         27.12         10         11           Guilen, Pat (Firefighter)         F2/Mx         27.12         10         11           Haley, K (FF/Paramedic)         F2/Mx         27.12         10         11           Haley, K (FF/Paramedic)         F2/Mx         27.12         10         11           Dubois, C (Firefighter)         F2/Mx         27.12         10         11           Grasso, D (Firefighter)         F2/Mx         27.12         10

5104	Barton, Robbie (Firefighter/Paramedic)	F2/3	26.13	42	35.8	39,289.0
5104	Darton, Robble (Friengitten/Farametic)	F2/Mx	27.12	42	16.4	18,680.2
		1 2/11/	21.12	14	10.4	10,000.2
	26.13 @10 hrs 9 holidays	F2/3	26.13	10	9	2,351.7
	27.12 @10 hrs 2 holidays	F2/Mx	27.12	10	2	542.4
5104	O'Connor, William (Firefighter/Paramedic)	F2/3	26.13	42	37.8	41,483.9
		F2/Mx	27.12	42	14.4	16,402.1
	26.13 @10 hrs 9 holidays	F2/3	26.13	10	9	2,351.7
	27.12 @10 hrs 2 holidays	F2/Mx	27.12	10	2	542.4
5104	Firefighter/Paramedic X	F2/2	24.6	42	26	26,863.2
		F2/3	26.13	42	26.2	28,753.4
	24.60 @ 10 hrs 6 holidays	F2/2	24.6	10	6	1,476.0
	26.13 @10 hrs 5 holidays	F2.3	26.13	10	5	1,306.5
	Super Holidays					
	18 Firefighters 28.21 6 hrs. 2 holidays (15 yrs)		28.21	108	2	6,093.3
	3 Lieutenants 33.56 6 hrs. 2 holidays (25 yrs)		33.56	18	2	1,208.1
	3 Captains 36.92 6 hrs. 2 holidays (25 yrs)		36.92	18	2	1,329.1
	Stipends					
_	Staff Supervisor		6,500	1	1	6,500.0
	Fire Investigator		750	1	2	1,500.0
	Mechanic ALS Coordinator		3,000 2,000	1	1	3,000.0
	Fitness Stipend		2,000		1	2,000.0
	750 x 4 firefighters		750	1	3	2,250.0
	1000 x 32 firefighters		1,000	1	33	33,000.0
	Education	-	.,			0.0
1	Masters (9)		3,500	1	9	31,500.0
	B.S. Degree (3)		2,500	1	3	7,500.0
	Assoc. Degree (8)		1,500	1	8	12,000.0
	30-60 credits 5 firefighters 181		181	1	5	905.0
						0.0
	TOTA	AL SALARY &	WAGES		\$2,50	01,153.35

#### FY15 TOWN OF WESTBOROUGH EXPENSE LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

DBJECT#	COMMENTS ON EXPENSE LINE ITEMS	TOTAL
12202	Fire Department Wages	
5103	Wages - Clerical	
	Administrative Secretary	
		54,66
5104	Wages- Operations	
	This covers the day to day operation of the fire department. This is the regular wages for 35	
	firefighters. Each of the four Capts/Lts and 27 firefighters work 42 hours a week at 52.2 weeks	
	per year. Each Capt/Lt and firefighter is paid for 11 holidays at 10 hours per holiday. Included in	
	the day to day operations are firefighting, emergency medical services, inspections, public education, fire investigations, records and reporting, building maintenance, vehicle maintenance.	
	public service and training.	
	· · · · · · · · · · · · · · · · · · ·	
5104B	Wages - Training	2,446,49
01040	This account covers all aspects of firefighter training. We are planning on 12 hrs. of training per	
	Firefighter at an average of \$50.34 per hour. 35 x 12 hrs. =\$21,143	475
	Command Staff Meetings 6 meetings x4 hrs.x 8 x \$50.34 = \$9,665	
	Worcester Fire Dept. Burn Building Training 34 Firefighters x 8 hrs. x \$50.34 = \$13,692	
	Worcester File Dept. Built Building Training 34 Filengilters x 6 fils. x 650.54 - \$15,692	
		44,50
5104C	Wages - Fire Alarm Maintenance	
	Following is a list of anticipated projects to keep our municipal fire alarm system in operating order.	
	1) Remove wire as needed	
	<ol><li>On going pole transfers as required by Bell Atlantic and MECO projects.</li></ol>	
	3) Emergency storm related and other damage related maintenance.	- 1
	2 firefighters x 8 Hrs./day @ \$ 50.34 x 15 days =	
		40.00
5104F	Wages - Operations -Call Department	12,08
	The call department is a very important supplement to the full time force. They are called in for reported structure fires or alarms from high life hazard occupancies (schools, nursing homes,	
	hospitals etc.) and when multiple-calls are going on. They are also used during major weather related emergencies.	
	6 call firefighters x 80 calls x 2 hrs. @ \$21.71 = \$20,841	
	Call Department Training:	
	12 sessions x 10 people x 2 hrs. X \$21.71 = \$5,210	
	First responder training mandated by state law	
	10 people x 20 hrs. X \$21.71 = \$4,342	
	One call department officer is paid an additional \$125 per year = \$125	30.51
5105A	Wages - Vacation Coverage	50,51
	This is vacation coverage when shifts run short due to vacation time.	
	Our firefighters have accumulated 142 weeks or 552 shifts of vacation time, so there	
	will be times when we have to cover shifts. We estimate that we will have to cover 40 shifts	
	during the year. 40 shifts x 12hrs. X \$50.34 = \$24,163	
5105B	Wages - Sick Coverage	24,16
51000		
	Sick time is only covered when firefighters are out sick, bringing our staffing below 6 people. We estimate this situation will happen on 34 occasions	
	38 shifts x 12 hrs. x \$50.34 = \$22,504	22.05
5105C	Wages - Still Alarm	22,95
	Recalls are used when there are two or more calls going on that leave the station inadequately	
	manned to handle other calls when they occur. Based on our annual statistics, we estimate that	
	we will have 894 occasions when we have multiple calls. We must recall off duty personnel to	
	have adequate staffing to handle pending calls.	
	inter and dente and denter and denter a	

		63,42
5105D	Wages - Box Alarm	
	We have been averaging 120 "all calls" per year. "All Calls" or General Alarms include reported	
	structure fires, alarms from high hazard occupancies such as schools, nursing homes, elderly	
	housing, and hospitals. The on duty shift responds to the emergency and we average 6 off duty	
	firefighters reporting back on a recall. This number of people is hardly sufficient to adequately	
	and safely handle a call.	
	120 "All Calls" x 4 firefighters = 480 x \$50.34 hr. X 2 hrs. = \$48,326	
5105E	Wages - Other	48,32
STUDE	This item is used to pay for shift coverage needed due to major snowstorms and other serious	
	inclement weather, court time, fire investigations and when people are sent to school. This line	
	also includes professional development. It is very important to provide the best training that we	
	can, as our people are our greatest investment.	
	Coverage for 4 summer storms:	
	5 firefighters x 12 hrs. x \$50.34 x 4 storms = \$12,082	
	Coverage for 4 winter storms:	
	5 firefighters x 12 hrs. x \$50.34 x 4 storms = \$12,082 25 hours of court time x \$50.34 = \$1,259	
	Fire Investigations: 2 firefighters x 30 hrs. = 60 hrs x \$50.34 = \$3,020	
	Repairs to vehicles: 80 hrs. x \$50.34 = \$4,027	
	Department schooling: 50 hrs. x \$50.34 = \$2,517	
	Public education program in the public schools, private preschools,	
	churches, nursing homes, civic groups.	
	2 firefighters x 40 hrs. X 50.34= \$3,852 = 00	
	Professional development: 60 hrs. x \$50.34 = \$3,020	
	Coverage for Military Reserve Training: Two of our people serve one weekend in the military	
	reserves and two weeks a year. We cover for 2 weekends during the year for each reservist	
	2 firefighters x 2 days x 12 hrs. x 2 weekends x \$50.34 = \$4,883	
	Holiday Lights 8 firefighters x 10 hrs. x \$50.34 = \$3,852 =00	
	Battery Day for the Elderly 8 firefighters x 4 hrs. x 50.34 = \$1,541= 00	- 544-9249-1
	State Mandated Liquor License Inspections 28 x 2 x \$50.34 = \$2,6951= 00	
FADEE	EMC Training	42,89
5105F	EMS Training This is for the training of staff for Mass. EMT rectification. State OEMS requires a min	
	of 28 hrs. of basic continuing education plus a 30 hr. refresher class every two years or	
	30 hours per year.	
	20 x 30 hrs. X \$50.34= \$30,204	
	Paramedic recertification (in hospital)	
	Neo-natal res. 8 medics x 8 hrs. X \$50.34 = \$3,222	
	Advanced Cardiac Life Support 4 medics x 8 hrs. X \$50.34 = \$1,611	
	Pediatric ALS (PALS) 8 medics x 8 hrs. X \$50.34 = \$3,222	
	ALS refresher 8 medics x 48 hrs. X \$50.34 = \$19,331	
	Continuing ed 8 medics x 28 hrs. X \$50.34 = \$11,276	
	CPR recertification training is 9 hours. We estimate 25% will be done off duty. CPR	
	Certification is good for one year. 36 firefighters x 2.25 hrs. X 50.34 = 000	
	12 hour add on refresher course is an additional requirement of firefighters that are	
	Certified at the Intermediate Level. This training is done off duty at UMass Medical	
	Center. 4 firefighters x 12 hrs. X \$50.34 = \$2,416	71,28
5105H	EMS Recall	11,20
	This is used to pay staff when they are recalled to the station because of multiple	
	Medical emergencies.	
	200 recalls x 3 people x \$50.34 x 2 hrs. = \$59,220	60,40
5110A	EMS Stipends	
***	EMT Stipend 12 firefighters x \$1,900 = \$22,800	
	EMT- Intermediate Stipend 2 firefighters x \$4,200 = \$8,400	
	Paramedic Stipend 22 x \$6,200 = \$136,400	
	Paramedic completion bonus \$1,500 (FF Ryan O'Connor)	100 44
		169,10
		3,090,80

# FY15 TOWN OF WESTBOROUGH EXPENSE LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT	COMMENTS ON EXPENSE LINE ITEMS		
12203	Fire and EMS Expenses		
12200			
5202	Building & Grounds		
	Air conditioning maint.	\$800	
	Overhead door repair & maintenance	\$1,000	
	Miscellaneous building repairs	\$0	
	Plumbing repairs	\$500	
	Paint & sealers	\$0	
	Car & truck cleaner & wax	\$350	
	General cleaning supplies	\$1,000	
	Sprinkler System maintenance	\$0	
	Ballast replacement	\$0	
	Fluorescent bulb replacement	\$100	
	Electrical repairs	\$0	
	Miscellaneous building supplies (ACE,Lowes & Home Depot)	\$1,000	
	Professional air duct cleaning (health issue)	\$0	1
	CAT Generator Maint. Agreement	\$800	· · · · · · · · · · · · · · · · · · ·
	Plymovent Service Agreement	\$1,500	
	Station Sprinkler and Fire Alarm Inspections	\$0	
	Total		7,050
5203A	Radio Repair & Maintenance		
	Radio/Pager repairs	\$800	
	Verizon phone line rental for (3) transmitters	\$4,100	
	Radio Maint. Agreement (CiberCom - infrastructure)	\$6,500	
	Radio Maint, Agreement (Motorola - radios)	\$3,000	
	Pager batteries	\$300	
	Portable radio batteries	\$1,000	
	Pager Rental 30 pagers x \$10 x 12 months	\$3,600	
	Total		19,300
5203B	Office Equipment		
	Fax machine maintenance	\$500	
	Lazer cartridges 6 @ \$100	\$600	
	photocopy service agreement \$210 x 12	\$2,520	
	photocopy ink cartridges 6@ \$225	\$1,350	
	System operations & maintenance (MIS/GIS \$2,500)	\$0	
	EMS Computer System Maintenance aggree (MIS/GIS \$7,500)	\$0	
	Tatal		4.070
	Total		4,970
5203C	Self Contained Breathing Apparatus (SCBA)		
	Air Flow Testing 35 units @\$50	\$1,750	
	Mask Fit Testing 35 units @ \$40	\$1,400	
	Mask & regulator repairs	\$800	
	Air tank hydrotesting 60 tanks x \$25	\$1,500	
}	Annual air compressor maintenance and certification (breathing air)	\$600	
1			6,050
			0,050

5203D E	Equipment Repair & Maintenance		
	Most of our repair work to our equipment, including fire apparatus is performed		1000 01 - 101
	by our mechanics in house. The more involved jobs are sent to the DPW or		1
	o an outside repair facility.		1
	Aerial Ladder maintenance, inspection & certification	\$1,600	
E	Bucket Truck maintenance, inspection & certification	\$800	
r	Mechanics tools & replacement tools	\$600	
	/ehicle repairs	\$7,000	
	nspection stickers 15 vehicles	\$1,630	
	Dil, fuel and air filters	\$400	
	20 Gals of antifreeze	\$100	
	Hydraulic fluid	\$100	
	Viper Blades	\$150	
	Stretcher repairs & maint.	\$1,500	Sector and the sector of the s
	Exhaust replacement	\$1,500	
	Headlights & Batteries	\$1,000	
	Water pumps	\$200	
	Electrical, switches, bulbs, motors	\$375	
	Hoses & belts	\$204	
	Brake Jobs (ambulances)	\$4,000	
	Replacement siren	\$500	
	Light replacement	\$800	
	Corrosion repairs	\$2,500	
	Fire replacement	\$3,400	
	Generator maintenance, electric cords and appliances	\$800	
	Spring rebuilding (Eng. 1 & Eng.2)	\$0	
	Pump maint ( packing, gaskets and "o" rings)	\$3,000	
	amp maint ( packing, gaskets and 'o' migs)	\$5,000	
	Total		32,159
			(
5205 1	Medical Equipment		(
	Medical equip. for our 3 ambulances, fire apparatus and police cruisers. This equipment		
	ncludes oxygen delivery services, masks, canullas suction catheters, disposable ambu		
	Masks, cervical collars, dressings, saline, bandages, intravenous solutions.	\$24,000	
	D2 replacement	\$4,500	
	Pharmaceuticals & controlled substances	\$16,500	
	Certifications and maintenance of defibrillators	\$1,000	
	Replacement defibrillator leads, pads and batteries	\$1,500	
	tepiacement delibilitator leado, pado and batteries	φ1,000	
	Total	· · · · · · · · · · · · · · · · · · ·	47,500
	, otal		41,000
	Protective Clothing		
	This line is for the replacement of protective clothing for both full time and call firefighters.		
	This line is for the replacement of protective clothing for both full time and call firefighters. This equipment will meet NFPA Standards.		
	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400	\$7,000	
	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400         5 helmets with face shields @ \$250	\$1,250	
	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400         5 helmets with face shields @ \$250         7 Pr. Boots @ \$200	\$1,250 \$1,400	
	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400         5 helmets with face shields @ \$250         7 Pr. Boots @ \$200         15 Protective hoods @ \$30	\$1,250 \$1,400 \$450	
	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400         5 helmets with face shields @ \$250         7 Pr. Boots @ \$200         15 Protective hoods @ \$30         4 PASS Devices @ \$180	\$1,250 \$1,400 \$450 \$720	
	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400         5 helmets with face shields @ \$250         7 Pr. Boots @ \$200         15 Protective hoods @ \$30         4 PASS Devices @ \$180         50 replacement batteries for PASS Devices @ \$3ea	\$1,250 \$1,400 \$450 \$720 \$150	
	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400         5 helmets with face shields @ \$250         7 Pr. Boots @ \$200         15 Protective hoods @ \$30         4 PASS Devices @ \$180         50 replacement batteries for PASS Devices @ \$3ea         NFPA compiant firefighting/rescue gloves 48 pair @ \$100 pr.	\$1,250 \$1,400 \$450 \$720 \$150 \$4,800	
	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400         5 helmets with face shields @ \$250         7 Pr. Boots @ \$200         15 Protective hoods @ \$30         4 PASS Devices @ \$180         50 replacement batteries for PASS Devices @ \$3ea         NFPA compiant firefighting/rescue gloves 48 pair @ \$100 pr.         5 Bio/Chemical Hazard level "B" suits \$300	\$1,250 \$1,400 \$450 \$720 \$150 \$4,800 \$0	
	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400         5 helmets with face shields @ \$250         7 Pr. Boots @ \$200         15 Protective hoods @ \$30         4 PASS Devices @ \$180         50 replacement batteries for PASS Devices @ \$3ea         NFPA compiant firefighting/rescue gloves 48 pair @ \$100 pr.	\$1,250 \$1,400 \$450 \$720 \$150 \$4,800	
	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400         5 helmets with face shields @ \$250         7 Pr. Boots @ \$200         15 Protective hoods @ \$30         4 PASS Devices @ \$180         50 replacement batteries for PASS Devices @ \$3ea         NFPA compiant firefighting/rescue gloves 48 pair @ \$100 pr.         5 Bio/Chemical Hazard level "B" suits \$300	\$1,250 \$1,400 \$450 \$720 \$150 \$4,800 \$0	17,77
	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400         5 helmets with face shields @ \$250         7 Pr. Boots @ \$200         15 Protective hoods @ \$30         4 PASS Devices @ \$180         50 replacement batteries for PASS Devices @ \$3ea         NFPA compiant firefighting/rescue gloves 48 pair @ \$100 pr.         5 Bio/Chemical Hazard level "B" suits \$300         Turnout Gear Repair	\$1,250 \$1,400 \$450 \$720 \$150 \$4,800 \$0	17,77(
	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400         5 helmets with face shields @ \$250         7 Pr. Boots @ \$200         15 Protective hoods @ \$30         4 PASS Devices @ \$180         50 replacement batteries for PASS Devices @ \$3ea         NFPA compiant firefighting/rescue gloves 48 pair @ \$100 pr.         5 Bio/Chemical Hazard level "B" suits \$300         Turnout Gear Repair	\$1,250 \$1,400 \$450 \$720 \$150 \$4,800 \$0	17,77(
5205E	This line is for the replacement of protective clothing for both full time and call firefighters. This equipment will meet NFPA Standards. 5 sets of protective clothing (fire retardant coats and pants) @\$1400 5 helmets with face shields @ \$250 7 Pr. Boots @ \$200 15 Protective hoods @ \$30 4 PASS Devices @ \$180 50 replacement batteries for PASS Devices @ \$3ea NFPA compiant firefighting/rescue gloves 48 pair @ \$100 pr. 5 Bio/Chemical Hazard level "B" suits \$300 Turnout Gear Repair Hose Hose replacement	\$1,250 \$1,400 \$450 \$720 \$150 \$4,800 \$0	17,770
5205E	This line is for the replacement of protective clothing for both full time and call firefighters.         This equipment will meet NFPA Standards.         5 sets of protective clothing (fire retardant coats and pants) @\$1400         5 helmets with face shields @ \$250         7 Pr. Boots @ \$200         15 Protective hoods @ \$30         4 PASS Devices @ \$180         50 replacement batteries for PASS Devices @ \$3ea         NFPA compiant firefighting/rescue gloves 48 pair @ \$100 pr.         5 Bio/Chemical Hazard level "B" suits \$300         Turnout Gear Repair         Total	\$1,250 \$1,400 \$450 \$720 \$150 \$4,800 \$0	17,770

	(20) 50 foot lengths of 1 1/8" forestry hose @ \$80 ea.	\$1,600	
	Total		4,
			.,
5209	In State Travel		
5205	This line is for in state travel by department members to attend seminars, workshops,		
	and meetings		
	Total		
5210	Out of State Travel Total		1,
5211	Electricity	¢17.090	
	Our average electric bill is \$1,440 per month x 12 months	\$17,280	
	Total		17,
5213	Fuel - Gas		
	This item is to heat the station.		
	Total		15,
5215	Telephone This item is for the department's cellular phones		
	8 phones x \$14 a month x 12 months	\$1,344	
	Fax line \$30 a month x 12 months	\$360	
	Total		4,
5217	Professional Dues and Membership	<b>6100</b>	
	NFPA Mass Fire Chiefs	\$100 \$250	
	NE Assoc. of Fire Chiefs	\$50	
	Int. Assoc. of Fire Chiefs	\$125	
	Int. Assoc. of Fire Invest.	\$40	
	Mass Fire Prevention	\$50	
	So. Worc. County Radio	\$00	
	Int. Assoc. of Fire Instruc.	\$60	
	Mass. Assoc. of Fire Invest.	\$50	
	Mass. District 14	\$1,300	
	District 14 E911 backup	\$1,000	
	Total		2,
5218	Training & Education Fees for training programs and seminars for department members		
	Mass Juvenile Fire setter Program 2 people x (2 days)		
	Hampshire County DA & Mass State Fire Marshal Education & Training Program		
	2 people x 2 days	\$0	
	Mass Public Education Seminar		
	Mass Fire Chiefs Professional Development Program	\$300	
		4000	
		\$200	
	Northeast All Hazards Conference	\$200	
		\$200 \$0 \$920	

	Total		3,420
5218B	EMS Training & Education	<b>6</b> 4 000	
	Fees for EMT, Intermediate, CPR, Defibrillator, MAST and Epinephrine recert.	\$4,000	(
	Intermediate recertification Paramedic recertification 8 @ \$500	\$700 \$4,000	
	Cardiac Life Support recert.	\$200	
	Pediatric Life Support recert.	\$200	
	Neonatal Life Support	\$200	
		φ200	
	Total		9,300
5040	Destancional Convince		
5219	Professional Services State mandated PAT Testing \$500 (3 new hires)	¢1 500	
	Hepatitis, HIV, Tuberculosis screening & Titre \$1,200	\$1,500 \$1,200	
	Cholesterol Profile and BP Screening. 34 firefighters x \$50 per exam = \$1,700	\$1,200	
		\$1,700	
	Total		4,400
5219G	Medical Billing		
	Payments to COMSTAR for our billing services.		
		\$31,000	
	Total		31,000
5223	Office Supplies		
	This account covers letter head, file folders, printer ink cartridges,		
	staplers, ring binders, fax paper, envelopes etc.		
	Total		3,000
	Total		3,000
5224C	Fire Prevention and Public Education		
	Public fire safety education materials \$1,000	\$1,000	
	NFPA Subscription Service (National Fire Codes) \$1,000	\$1,000	
	Total		2,000
5224D			
5224E	Training Materials	6000	
	IFSTA manuals and training guides \$300 CD-ROM training update \$200	\$300 \$0	
	Firefighter I & II training materials \$200	\$200	
	Misc. VCR tapes, transparencies, projector bulbs \$100	\$200	
	Professional publications \$200	\$200	
	WMD training materials \$400	\$200	
	Bio-Chemical training mat. \$000	\$0	
	NIMS Training \$300	\$0	
	Total		800
5233B	Fire Alarm Equipment & Supplies		
	1" Register Paper 4 @ \$35 ea.	\$140	

	V-21 8 rolls at \$48 ea.	\$384	
	Tools and Test Equipment (radio boxes)	\$400	
	Total		92
233C	Fire Extinguisher Maintenance		
	repair, refill and hydro-test department extinguishers		
	Total		50
237B	Tools		
2370	This is for new, replacement and repairing of department tools.		
	Cut off Blades (Black Diamond)	\$850	
	Replacement bars and chains	\$150	
	Tool replacement (bolt cutters, shovels, pike poles, hydrant wrenches)	\$3,000	
	Stream lights (4) @ \$150 ea.	\$600	
	Blades for sawzalls & skillsaws	\$150	di
	Rescue air bag replacement	\$3,000	
	Hurst Tool (jaws of life) maintenance	\$1,500	
	Batt. Sawzall replacement	\$300	
	Testing and maintenance of gas meters	\$800	
	Ground ladder maintenance (ropes, pulleys, rungs, brackets, locks)	\$800	
	Ground ladder maintenance (ropes, palleys, rungs, brackets, locks)	4000	
	Total		11,15
5241	Clothing Allowance		
	35 people x \$900 = \$31,500	\$31,500	
	Badges 8 x \$44 = \$ 352	\$352	
	Uniform patches \$400	\$400	
	Miscellaneous clothing (fire, haz mat. damage) \$500	\$500	
	Total		32,75
5243	Emergency Medical Licensing		
	Relicensing fees for our medical services from Dept. Of Public Health		
	Relicensing fee 3 @ \$200	\$600	
	Relicensing fee for service	\$200	
	ALS relicensing fee	\$500	
	Food & Drug fee	\$300	
	EMT & Paramedic recert fees 20 @ \$150	\$3,000	
	Mass. Ambulance Run Reporting System (MARRS)	\$2,000	
	Central Mass EMS Corporation fee U.S. Health & Human Services Lab fee	\$5,475	
	U.S. Health & Human Services Lab fee State mandated Hospital Affilliation Agreement	\$250 \$7,000	
	State mandated Hospital Amiliation Agreement	\$7,000	
	lotai		19,32
	Gas and Oil		
5247	15/40 Oil \$330		
5241	SAE40 Oil \$330	\$350	
	Diesel fuel 250 gal @\$4.00	\$350	
		\$1,000	
	Total	÷.,500	
			1,70
			300,12

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

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

Department is comprised of (2) Building Officials, (1) Inspector of Plumbing & Gas, (1) Inspector of Wiring, (1) ninistrative Assistant. 4 Members are under full-time employment and 1 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 plan review and inspections, code enforcement and zoning interpretation and enforcement.

# Successes & Accomplishments 2012-2013

The Building Department issued over 850 building permits and additional subtrades permits (Electrical, Plumbing & Gas, and Mechanical) associated with over \$70,000,000 in construction. The Department performed over 175 Annual Inspections (Certificate of Inspections), 15 Fire Escape inspections. The Department has strived to reduce the approval time of projects from previous years wait times from **15-30 days** to **3.18 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 - expansion and renovation of Cumberland Farms reuse of CSX Transflo -Phase II, Toll Bros. Westborough Village Phase II - 276 Units comprising of

os, Townhouses and SFR, Hawthorn Group Westborough Highlands Rearement - 125 Units Senior Living, new Drake Petroleum - XtraMart Gas Station, Expansion to Buick-GMC dealership, new St. Mary's Credit Union, expansion of Northstar Youth Hockey, reuse of retail space Ann and Hope and Chick-Fil-A.

# Goals & Priorities 2014-2015

Continue the implementation of Electronic Permitting System including full use of the Document Management System (DMS), 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. Continue to provide the Westborough Community - "Customers First" attitude and "Solution Oriented" 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. Better integration with various departments, boards and commissions to more efficient and effective permitting process.

113

# Department

BUILDING

	FY2013	FY2013	FY2014	FY2015	<b>FY2015 MGR</b>	% Change
	Budgeted	Expended	Budgeted	Requested	Recommend	FY14 to 15
Salaries / Wages	279,882	274,365.95	292,471	300,494	300,494	2.7400%
Expenses	41,196	40,715.3	42,803	52,689	52,689	23.1000%
Total Expenditures	\$321,078.00	\$315,081.25	\$335,274.00	\$353,183.00	\$353,183.00	5.3400%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	4	4	4
Part Time	1	1	2
FTE	5	5	6
		Record and a second	

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Professional Development & Training (Avg Hrs)	128	140	140
Building Plan Revew	1128	900	1000
Building Inspections Performed	6301	9056	9400
Electrical Inspections Performed	2467	3396	3500
Plumbing Inspections Performed	862	1164	1000
Gas Inspections Performed	940	832	900
Mechanical Inspections Performed	1124	1132	1200
Investigations & Zoning Violations Performed	200	200	200
Annual Inspections Performed	260	260	260

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Grievances received	0	0	0	0
0-5 Days Permit Issuance	85%	72.63%	77.5%	77.5%
6-15 Days Permit Issuance	10%	19.00%	15%	15%
16-30 Days Permit Issuance	5%	4.00%	5%	5%
30+ Days Permit Issuance	0%	4.37%	2.5%	2.5%
Structures Damaged due to Building Code Enf.	0	0	0	0
Structures Damaged - Legal Non-comforming	0	0	0	4
Fatalities due to Building Code Enforcement	0	0	0	0
Fatalities due to lack of Building Code Enforcement	0	0	0	0
Injuries due to Building Code Enforcement	0	0	0	0
Injuries due to lack of Building Code Enforcement	0	0	0	0
ISO Rating	3	4/4	4/4	4/4

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

,	Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
	12511	BUILDING COMMISSIONER SA	ALARY/WAGE	S					
	5101 5102	SALARY-DEPARTMENT HEAD SALARY-ASST & AGENT	\$78,762.00 \$147,576.00	\$73,871.75 \$147,576.00	\$81,768.00 \$155,592.00	\$31,857.00 \$62,547.54	\$86,806.00 \$158,794.00		\$ \$
	5110B 5103	DEPT HEAD - STIPEND WAGES-CLERICAL	\$2,500.00 \$51,044.00	\$1,875.00 \$51,043.20	\$2,500.00 \$52,611.00	\$0.00 \$21,025.20	\$0.00 \$54,894.00		\$ \$
		TOTAL	\$279,882.00	\$274,365.95	\$292,471.00	\$115,429.74	\$300,494.00	\$300,494.00	\$
	12513	BUILDING COMMISSIONER EX	PENSES						
	5209	TRAVEL IN-STATE	\$0.00	\$0.00	\$600.00	\$660.44	\$800.00	\$800.00	\$
	5217	DUES AND MEMBERSHIPS	\$320.00	\$358.00	\$320.00	\$0.00	\$360.00	\$360.00	\$
	5218	TRAINING AND EDUCATION	\$3,500.00	\$3,403.11	\$3,500.00	\$1,784.87	\$4,000.00	\$4,000.00	\$
)	5219	PROFESSIONAL SERVICES	\$34,476.00	\$34,032.08	\$35,483.00	\$15,870.02	\$44,129.00	\$44,129.00	\$
	5223	OFFICE SUPPLIES	\$2,500.00	\$2,522.11	\$2,500.00	\$1,258.17	\$3,000.00	\$3,000.00	\$
	5241	CLOTHING ALLOWANCE	\$400.00	\$400.00	\$400.00	\$0.00	\$400.00	\$400.00	\$
		TOTAL	\$41,196.00	\$40,715.30	\$42,803.00	\$19,573.50	\$52,689.00	\$52,689.00	\$

**GRAND TOTAL** 

\$321,078.00 \$315,081.25 \$335,274.00 \$135,003.24 \$353,183.00 \$353,183.00 \$\_\_\_\_\_

# **FY2015 SALARIES AND WAGES REQUEST**

# DEPT Building Commissioner

DEPT #

ГҮРЕ	NAME; TITLE;DATE IN GRADE	GRADE/	S	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	Tin Htway	S-22/6	\$1,624.00	40	26.8	43,524.00
	1/4/2015	S-22/Max	\$1,704.00	40	25.4	43,282.00
5110B	Dept Head - Stipend					0.00
						86,806.00
5103	Donald Moquin	N-18/20th	\$1,521.00	40	52.2	79,397.00
5103	Robert Cunningham	N-18/20th	\$1,521.00	40	52.2	79,397.00
5104	Pauline Pikiel	N-10/15th	\$26.29	40	52.2	54,894.00
		TOTAL SA	LARY & W	AGES		300,494.00

**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	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 EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS	
5209	travel in-state	800
5217	dues	360
	state organizations for inspectors & ICC (BOCA) as required by BOS	
5218	training	4000
	required by state to maintain certification	
5219	professional services	
	assistant wiring inspector	450
	assistant plumbing inspector	450
	contract wiring inspector	43229
	total	44129
5223	office supplies & field equipment	3000
5241	clothing allowance	400
	4 inspectors - \$100.00 each	
		52,689
		· · · · · · · · · · · · · · · · · · ·

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

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 2012-2013

Goals & Priorities 2014-2015

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

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
12543	INSP WEIGHT/MEASRS EXPEN	ISES						
5205	OTHER EQUIPMENT	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	\$0.00
5219	PROFESSIONAL SERVICES	\$2,150.00	\$2,149.92	\$2,150.00	\$895.80	\$2,150.00	\$2,150.00	\$0.00
	TOTAL	\$2,250.00	\$2,149.92	\$2,250.00	\$895.80	\$2,250.00	\$2,250.00	\$0.00

# Department

Sealer of Weights and Measures

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages						
Expenses	2,250	2,249.92	2,250	2,250	2,250	0.00%
<b>Total Expenditures</b>	\$2,250.00	\$2,249.92	\$2,250.00	\$2,250.00	\$2,250.00	0.00%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	0	0	0
Part Time	0.2	0.2	0.2
FTE	0.2	0.2	0.2

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Scales Tested and Sealed	105	105	105
Liquid Dispensing Devices Tested and Sealed	90	90	90
Reverse Vending Machines Tested and Sealed	16	16	16
Complaints Investigated and Fines Issued	n/a	2	2
2		Prestore	
		2	

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
And the second second states and the second s				
ar contract of a second state of a contract of the second state of the second state of the second state of the			-	
		and the second standard of Approximation	-	
				300

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
	This money is used to pay the Stipend of the Sealer of Weights & Measures
	and also to cover costs of printing of seals.
11	



# Town of Westborough Fiscal Year 2015

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 2012-2013

Goals & Priorities 2014-2015

1	
1	
1	
1	
-	

## Department

Animal Control

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	50,076	50,076	51,052	52,096	52,096	2.0400%
Expenses	19,295	15,264	19,180	18,830	18,830	-1.8200%
Total Expenditures	\$69,371.00	\$65,340.00	\$70,232.00	\$70,926.00	\$70,926.00	0.9900%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	1	1	1
Part Time	0	0	0
FTE	1	1	1

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Dogs Licensed	1752	1750	1750
Dog Calls	19	20	20
Cat Calls	79	80	80
Wild Animal Calls	68	70	70
Road Kill Calls	165	165	165
Rabies Tests	4	5	5
Violations	27	30	30
Dog License Revenue	\$18,072	\$18,000	\$18,000
Fines	\$2,349	\$2,300	\$2,300

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
and a second strategy of a second				
			-	
energeneter et al and a state of the state of the second data and the second data and the second data and the s				
and the control of the control of the second state of the second s				
en el la magnificación de la confección de la confección de servición de la confección de la confección de la c		_		

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm	
12921	ANIMAL CONTROL SALARY							
5101	SALARY-DEPARTMENT HEAD	\$50,076.00	\$50,076.00	\$51,052.00	\$20,538.00	\$52,096.00	\$52,096.00 \$	
12923	ANIMAL CONTROL EXPENSES	5						
5203	REPAIR/MAINT EQUIPMENT	\$600.00	\$0.00	\$500.00	\$0.00	\$250.00	\$250.00 \$	
5205	OTHER EQUIPMENT	\$200.00	\$0.00	\$200.00	\$0.00	\$100.00	\$100.00 \$	
5245	PROFESSIONAL SERVICES	\$14,480.00	\$11,560.00	\$14,480.00	\$4,200.00	\$14,480.00	\$14,480.00 \$	
5299B	MISC FEES-KENNEL	\$4,015.00	\$3,704.00	\$4,000.00	\$1,262.00	\$4,000.00	\$4,000.00 \$	
	TOTAL	\$19,295.00	\$15,264.00	\$19,180.00	\$5,462.00	\$18,830.00	\$ \$18,830.00 \$	
)	GRAND TOTAL	\$69,371.00	\$65,340.00	\$70,232.00	\$26,000.00	\$70,926.00	\$70,926.00 \$	

# **FY2015 SALARIES AND WAGES REQUEST**

### DEPT Animal Control

#### DEPT # 12921

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	John Keefe	S-11 Max	998.00	40	52.2	52,095.60
						1040
		TOTAL SA	LARY & V	VAGES		52,095.60

**INSTRUCTIONS:** 

- TYPE: Elected and Department Head-5101: Assistants and Agents-5103: Others-5104
- WEEKS: Should total 52.4 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	50.4	21450.24
		H7/6	12.78	35	2	894.6
	Total				52.4	22256

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS					
12923-5203	Repairs/Maint - This account pays the cost of cage repairs, vehicle repairs and any other					
	repairs to equipment. There have been no expenditures from this account for 3 years so					
	it has been reduced by 50%.					
12923-5205	Other Equipment - This account covers miscellaneous expenses such as purchasing					
	"have-a-heart" traps, batteries, tolls, miscellaneous hardware. There have been no					
	expenditures from this account for 3 years so it has been reduced by 50%.					
12923-5245	Professional Services - This covers a contracted Asst. ACO @ \$200 per weekend and					
	\$80 per day (for vacation/sick leave est @ 51 days) which totals \$14,480.					
12923-5299B	Kennel Fees - This covers the cost per dog at the kennel @ $10$ per day + 2 per dog					
	per day.					

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

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 2012-2013

Goals & Priorities 2014-2015

2	

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
12993	REG VOC SCHOOL ASSESSM	IENT						
5650	REGIONAL SCHL ASSESSMEI	\$686,163.00	\$686,163.00	\$631,426.00	\$157,604.50	\$658,000.00	\$658,000.00	\$
	TOTAL	\$686,163.00	\$686,163.00	\$631,426.00	\$157,604.50	\$658,000.00	\$658,000.00	\$

## Department

Assabet Valley Regional Vocational School

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	0	0	0	0	0	
Expenses	686,163	686,163	631,426	658,000	658,000	4.2100%
<b>Total Expenditures</b>	\$686,163.00	\$686,163.00	\$631,426.00	\$658,000.00	\$658,000.00	4.2100%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time			
Part Time			
FTE			

Activity Indicators		FY 2013	FY 2014 (Est)	FY 2015 (Est)
-				
Sauth Arrowski Alle Donald Stand Standard Standard	THE REAL PROPERTY OF THE PROPERTY OF THE PROPERTY OF			
and the state of the				
1				
	and a second state of the			
L		L]		

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
		We contract a state of the second state.		3 estimate a second second second
)				
/				

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
12993	REG VOC SCHOOL ASSESSM	ENT						
5650	REGIONAL SCHL ASSESSME	\$686,163.00	\$686,163.00	\$631,426.00	\$157,604.50	\$658,000.00	\$658,000.00	\$
	TOTAL	\$686,163.00	\$686,163.00	\$631,426.00	\$157,604.50	\$658,000.00	\$658,000.00	\$



# Town of Westborough Fiscal Year 2015

Department

**Department of Public Works -GENERAL** 

## Activities, Functions and Responsibilities

The DPW operates under the supervision of the DPW Director and Assistant DPW Manager. 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 approximately 110 pieces of town owned equipment/vehicles including small equipmentFertilization of all recreation fields and town cemeteries

Cemetery burials/cemetery maintenance

Mowing maintenance to include cemeteries, rotary, library, DPW grounds, Nathan Fisher House, Minuteman Park

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

Snow removal operations and assist other Divisions when needed

Engineering services to include technical review of projects, design infrastructure projects and site inspections. The above is only a fraction of the countless tasks performed by the DPW every year.

#### Successes & Accomplishments 2012-2013 Goals & Priorities 2014-2015 Milk Street project completed (granite curb, new Goals & Priorites: sidewalks & resurfacing) To resurface Hopkinton Road (Gas Co. install complete) Resurfaced Senior Center parking lot Resurface West Street (to include granite curb and new Resurfaced Bridle Lane, Davis Street, Water Street, sidewalks) Holmes Street, Mayberry Drive and Summer Street Resurface Heath Street Extension Crack Seal Various Roads within town Also our highest priorities are to ensure that the town Shim/Chipseal Gary Circle, Kings Grant Road, Juniper

Resurfaced Bridle Lane, Davis Street, Water Street, Holmes Street, Mayberry Drive and Summer Street Extension Crack Seal Various Roads within town Shim/Chipseal Gary Circle, Kings Grant Road, Juniper Circle, West End Ave, O'Neil Drive, Harvey Lane & Jennings Road. Repair/Install Drainage Swale at the Ruggles Street Tank Road (also replaced 700' of electrical wire to tank) F n water/sewer project-Crownridge, Fox Lane

## Department

Department of Public Works-GENERAL

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	
Salaries / Wages	1,513,198	1,472,049.3	1,551,567	1,602,767	1,602,767	3.3000%
Expenses	682,268	632,911.69	697,956	697,956	697,956	0.00%
Total Expenditures	\$2,195,466.00	\$2,104,960.99	\$2,249,523.00	\$2,300,723.00	\$2,300,723.00	2.2800%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	26	26	26
Part Time	0	0	0
FTE	26	26	26

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Fertilization of recreation fields	66 acres	66 acres	66 acres
Maintain town owned equipment	110 pieces	110 pieces	110 pieces
Cemetery Burials	17	varies	varies
Cemeteries/Rotary maintained	21.04 acres	21.04 acres	varies/new cem
Tree Hearings	0	varies	varies
Stormwater Permits	17	varies	varies
Road opening permits	40	varies	varies
Curb cut permits	7	varies	varies
Drainlayers license	35	varies	varies
Gas permits	45	varies	varies
Building permits reviewed	50	varies	varies
Site plans reviewed	12	varies	varies

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
To ensure the Town receives the highest quality				
with regard to the Towns utilities and the towns				
infrastructure.				

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
14201	DEPT PUBLIC WORKS SALAR	Y/WAGES						
5101	SALARY-DEPARTMENT HEAD	\$71,234.00	\$71,234.28	\$72,649.00	\$28,939.18	\$74,106.00	\$74,106.00	\$
5102	SALARY-ASST & AGENT	\$102,088.00	\$100,500.70	\$107,577.00	\$42,251.27	\$111,552.00	\$111,552.00	\$
5102A	SALARY ADMINISTRATION	\$20,033.00	\$20,031.43	\$21,425.00	\$8,306.74	\$23,398.00	\$23,398.00	\$
5103	WAGES-CLERICAL	\$61,623.00	\$61,621.03	\$64,800.00	\$25,464.45	\$67,640.00	\$67,640.00	\$
5104	WAGES-OPERATIONS	\$1,082,699.00	\$1,062,309.16	\$1,104,591.00	\$437,872.45	\$1,137,154.00	\$1,137,154.00	\$
5104D	WAGES-TEMP & SEASONAL	\$27,360.00	\$21,030.28	\$27,360.00	\$11,208.72	\$27,360.00	\$27,360.00	\$
51051	OVERTIME-HIGHWAY	\$75,712.00	\$77,184.33	\$77,508.00	\$30,525.41	\$79,062.00	\$79,062.00	\$
5105K	OVERTIME-CEMETERY	\$22,756.00	\$22,146.24	\$24,222.00	\$6,773.44	\$24,708.00	\$24,708.00	\$
5105L	OVERTIME-TREE DEPT	\$18,380.00	\$13,145.38	\$18,795.00	\$5,573.51	\$19,927.00	\$19,927.00	\$
5105N	OVERTIME-MISCELLANEOUS	\$16,563.00	\$11,624.15	\$16,956.00	\$5,056.69	\$17,296.00	\$17,296.00	\$
5105P	OVERTIME-PARKS	\$14,750.00	\$11,222.32	\$15,684.00	\$7,448.17	\$20,564.00	\$20,564.00	\$
	TOTAL	\$1,513,198.00	\$1,472,049.30	\$1,551,567.00	\$609,420.03	\$1,602,767.00	\$1,602,767.00	\$
14203	DEPT PUBLIC WORKS EXPEN	SE						
					CO.C.O.O.(	C1 500 00		
J201	ADVERTISING	\$2,000.00	\$1,058.30	\$2,000.00	\$253.34	\$1,500.00		\$
5202		\$18,395.00	\$24,591.11	\$13,000.00	\$8,551.26	\$13,500.00		\$
5203	RPR/MNT MISC EQUIP/RADIO	\$8,400.00	\$6,709.23	\$8,400.00	\$5,540.99	\$8,400.00		\$
5204	RPR/MNT EQUIP / VEHICLES	\$97,022.00	\$93,211.79	\$97,022.00	\$31,214.54	\$97,022.00		\$
5205	OPER EQUIP / PURCHASES	\$21,390.00	\$41,742.98	\$25,000.00	\$1,019.57	\$25,000.00		\$
5207	EQUIPMENT RENTALS	\$2,000.00	\$2,555.00	\$2,000.00	\$861.00	\$2,640.00		\$
5207D	POLICE DUTY	\$5,000.00	\$5,669.07	\$6,000.00	\$1,249.87	\$6,000.00		\$
5211		\$26,602.00	\$18,671.43	\$20,000.00	\$4,464.82	\$20,000.00		\$
5213	FUEL & OIL / HEATING	\$15,742.00	\$7,203.35	\$10,000.00	\$197.97	\$10,000.00		\$
5215	TELEPHONE	\$6,467.00	\$4,760.28	\$5,750.00	\$1,712.46	\$5,750.00		\$
5217	DUES AND MEMBERSHIPS	\$1,500.00	\$1,038.00	\$1,800.00	\$231.00	\$1,500.00	\$1,500.00	
5218	TRAINING AND EDUCATION	\$2,160.00	\$1,785.85	\$1,160.00	\$388.00	\$1,160.00		\$
5219F	D/A TESTING	\$1,500.00	\$1,484.30	\$1,800.00	\$779.47	\$1,800.00		\$
5223	OFFICE SUPPLIES	\$6,461.00	\$7,282.52	\$6,461.00	\$1,900.36	\$6,461.00		\$
5236	CONT SERV	\$174,910.00	\$144,019.04	\$182,000.00	\$82,603.45	\$181,660.00		\$
5237	TOOLS	\$9,834.00	\$11,418.47	\$9,834.00	\$3,827.02	\$9,834.00	\$9,834.00	\$
5241	CLOTHING ALLOWANCE	\$16,800.00	\$17,355.22	\$17,250.00	\$8,514.89	\$17,250.00	\$17,250.00	\$
5243	MISC LICENSES	\$1,700.00	\$1,155.00	\$1,700.00	\$497.00	\$1,700.00	\$1,700.00	\$
5247	GAS,OIL,LUBE	\$157,606.00	\$163,255.10	\$180,000.00	\$63,012.17	\$180,000.00	\$180,000.00	\$
5250	MAINT MTRLS	\$106,179.00	\$77,534.77	\$106,179.00	\$65,000.66	\$106,179.00	\$106,179.00	\$
5298	PETTY CASH	\$600.00	\$410.88	\$600.00	\$155.84	\$600.00	\$600.00	\$
$\mathcal{O}$	TOTAL	\$682,268.00	\$632,911.69	\$697,956.00	\$281,975.68	\$697,956.00	\$697,956.00	\$
	GRAND TOTAL	\$2,195,466.00	\$2,104,960.99	\$2,249,523.00	\$891,395.71	\$2,300,723.00	\$2,300,723.00	\$

155

#### Page 1

14201	DEPARTMENT OF PUBLIC WORKS SALA	RY 🏢	FY 2015	
5101	SALARY-DEPARTMENT HEAD			
CONTRACT	WALDEN,J.	\$114,803.05	34%	\$39,034.00
S25 MAX	BALDUF, CARL	\$1,977.00	17.74 WEEKS	\$35,072.00
5102	ASST. MANAGER			\$74,106.00
S23 Pers Rate	VOUTAS, RICHARD	\$1,988.00	17.74 WEEKS	\$35,268.00
S21 MAX	ENGINEERING STAFF ALLAIN, L	\$1,624.00	17.74 WEEKS	\$28,810.00
S18 MAX	DUFF, ROBERT	\$1,403.00	17.74 WEEKS	\$24,890.00
S16 MAX	PAPADOPOULOS, CHRISTINE	\$1,273.00	17.74 WEEKS	\$22,584.00
5102A	SALARY ADMINISTRATION			\$111,552.00
S18 Stp 5 S18 MAX	RIGGIERI, MARIA-ELAINA (\$1,273.00) RIGGIERI, MARIA-ELAINA (\$1,403.00 2-23-15)	\$1,273.00 \$1,403.00	11.48 WEEKS 6,26	\$14,615.00 \$8,783.00 \$23,398.00 <b>\$23,398.00</b>
			SALARY SUBTOTALS	\$209,056.00

#### 14202 DEPARTMENT OF PUBLIC WORKS WAGES

5103 WAGES- CLERICAL

N10 MAX 20th	LAPTEWICZ, J (27.08*30)	\$812.40	10.44 WEEKS	\$8,482.00
N10ST5	LEDOUX, D.(\$22.11*40 HRS)	\$884.40	20.9 WEEKS	\$18,484.00
N10 ST6	LEDOUX, D (\$23.28*40 HRS 4-20-15)	\$931.20	5.2 WEEKS	\$4,843.00
N10 MAX	MA,MICHELLE (\$25.53*40 HRS)	\$1,021.20	26.1 WEEKS	\$26,654.00
N10 ST 3	WILLARD, PAMELA (\$20.05*25HRS)	\$501.25	6.72 WEEKS	\$3,369.00
N10 ST 4	WILLARD, PAMELA (\$21.08 11-15-15)	\$527.00	11.02 WEEKS	\$5,808.00
				\$67,640.00

\$67,640.00

5104	WAGES- OPERATIONS			
W5MAX 15TH	ROCK,ROBERT (\$27.57*40)	\$1,102.80	52.2 WEEKS	\$57,567.00
W4 MAX	BOWMAN, S (\$25.38*40 HRS)	\$1,015.20	17.74 WEEKS	\$18,010.00
W4 MAX	RODRIGUES, MARIO (\$25.38 * 40)	\$1,015.20	52.2 WEEKS	\$52,994.00
W6MAX 20TH W6MAX 25TH	DONOVAN,T. (\$30.35*40) DONOVAN, T (\$31.55 *40) 11/1/14	\$1,214.00 \$1,262.00	17.8 WEEKS 34.4 WEEKS	\$21,610.00 \$43,413.00
W4MAX 15TH	MILLAR, C. (\$26.40*40)	\$1,056.00	52.2 WEEKS	\$55,124.00
W6MAX 25TH	GALE,D (\$31.55*40)	\$1,262.00	52.2 WEEKS	\$65,877.00
W4MAX-15TH	SHANNON.M. (\$26.40*40)	\$1,056.00	52.2 WEEKS	\$55,124.00
W5MAX 25TH	JACKMAN,J. (\$29.79*40)	\$1,191.60	52.2 WEEKS	\$62,202.00
W6MAX 25TH	JACKMAN,D. (\$31.55*40)	\$1,262.00	26.1 WEEKS	\$32,939.00
W3 MAX	GREY, WILLIAM (\$23.67*40)	\$946.80	52.2 WEEKS	\$49,423.00
W4 MAX	ARMSTRONG, DAN (\$25.38*40)	\$1,015.20	52.2 WEEKS	\$52,994.00
W4MAX 15TH	WHITE, R.(\$26.40*40)	\$1,056.00	52.2 WEEKS	\$55,124.00
W3ST3	UNFUNDED		0 WEEKS	\$0.00
W3ST4	UNFUNDED		0 WEEKS	\$0.00
W3 ST5 W3 St 6	GOODRO, G. (\$21.07*40) GOODRO, G. (\$22.35*40 2-14-15)	\$842.80 \$894.00	32.8 WEEKS 19.4 WEEKS	\$27,644.00 \$17,344.00
W4MAX 15TH	BISHOP, E. (\$26.40*40)	\$1,056.00	52.2 WEEKS	\$55,124.00

#### \$1,191.60 52.2 WEEKS \$62,202.00 W5MAX 25TH MCDOWELL,S. (\$29.79\*40) W6MAX 25TH MOYNIHAN,D.(\$31.55\*40) \$1,262.00 52.2 WEEKS \$65,877.00 STOREY, EARL (\$29.18\*40) 1,167.20 52.2 WEEKS 60,928.00 W6MAX 15TH \$ \$ JOHNSON, B (\$19.93\*40) JOHNSON, B (\$21.07\*40 6/1/15) \$797.20 \$38,107.00 W3 ST 4 47.8 WEEKS W3 ST 5 \$842.80 4.4 WEEKS \$3,709.00 W4MAX 15TH TEMPLE, M (\$26.40\*40) \$1,056.00 52.2 WEEKS \$55,124.00 W5 MAX 15TH DONOVAN, D. (\$27.57\*40) \$1,102.80 52.2 WEEKS \$57,567.00 W6MAX 25TH WNCHELL,S.(\$31.55\*40) \$1,262.00 52.2 WEEKS \$65,877.00 \$5,250.00 21 license slipends (contractual) \$250.00 21 employees -----

\$1,137,154.00

5104D WAGES-TEMP & SEASONAL

		NUL DOCTOR	TOTAL Salary/Wages	\$1,602,767.00
				\$20,564.00
EARL	43.77.52 X 5 X 52.2 43.77 X 4 X 52.2	\$218.85 \$175.08	52.2 WEEKS 52.2 WEEKS	\$11,424.00 \$9,140.00
5105P	OVERTIME - PARKS			
				\$17,296.00
	47.33 X 4 X 26.1	\$189.32	26.1 WEEKS	\$4,942.00
DANA J.	47.33 X 5 X52.2	\$236.65	52.2 WEEKS	\$12,354.00
5105N	OVERTIME- MISCELLANEOUS			\$19,927.00
			NEERO	
(DONOVAN, T.)	47.33 X 5 X 52.2 47.33 X 4 X 40	\$236.65 \$189.32	52.2 WEEKS 40 WEEKS	\$12,354.00 \$7,573.00
5105L	OVERTIME- TREE DEPT.			
				\$24,708.00
(DON GALE)	47.33 X 5 X 52.2 47.33 X5 X 52.2	\$236.65 \$236.65	52.2 WEEKS 52.2 WEEKS	\$12,354.00 \$12,354.00
5105K		2000.05		
				\$79,062.00
(MOYNIHAN, D.)		\$236.65	52.2 WEEKS	\$12,354.00
WINCHELL,S.)	47.33 X 5 X 52.2 47.33 X 22X 52.2 WKS	\$236.65 \$1,041.26	52.2 WEEKS 52.2 WEEKS	\$12,354.00 \$54,354.00
51051	OVERTIME- HIGHWAY			\$27,360.00
POSITIONS@	M-7 STEP 2 14.25 X 40	\$2,280.00	12 WEEKS	\$27,360.00

Page 3

#### Page 4

14203	DEPARTMENT OF PUBLIC WORKS EXPENSE

5201	ADVERTISING Bids, legal, employment	\$1,500.00	
5202	REPAIR/MAINT BLDG (Maint Shop & Garage) Furnace Contract & Service Gas Monitoring Contract		\$13,500.00
5203	REPAIR/MAINT- MISC. EQUIP/RADIO/TOC	DLS	\$8,400.00
	Radio & tool replacement, repair misc. vehicles		
5204	REPAIR/MAINT EQUIPMENT/VEHICLES		\$97,022.00
	REC/PARKS - Grounds maint.	\$11,500.00	
	MECH SHOP	\$0.00	
	HIGHWAY - Vehicles/tires	\$67,250.00	
	ROADWAY - Highway tools & repair	\$2,500.00	
	CEMETERY - Vehicles & misc supplies	\$11,072.00	
	TREES - Vehicles/lires & repair	\$4,700.00	

5205	OPER EQUIPMENT/PURCHASE		\$25,000.00
	ENGINEERING	\$0.00	
	HIGHWAY - sweeper brooms	\$5,610.00	
	CEMETERY - trimmers, backpack blowe	\$7,740.00	
	TREE - Chain Saw 16&24",saw,blower	\$2,650.00	
	OFFICE - software upgrades, fleet main	\$3,500.00	
	MECH SHOP - garage door (replacement program)	\$5,500.00	
5207	EQUIPMENT RENTALS Various roadway rentals		\$2,640.00
5207D	POLICE DUTY		\$6,000.00
5211	ELECTRICITY		
	National Grid: Garage/Office (3 budgets) Maint Shop/Welding Cemetery		\$20,000.00
5213	FUEL AND OIL- HEATING NSTAR Gas: Maint Shop/Welding Garage/Office (3 budgets)		\$10,000.00
5215	TELEPHONE cellphones & beepers		\$5,750.00
5217	DUES AND MEMBERSHIPS A.W.W.A.,HIGHWAY ASSOCIATION, ENG. DUES		\$1,500.00
	e serve andera en 2000		
5218	TRAINING AND EDUCATION ESRI-GIS Training Hazardous waste training		\$1,160.00
50405	D/A TESTING		\$1,800.00
5219F	Random drug and alcohol testing		41,000.00

#### Page 5

5223	OFFICE SUPPLIES		\$6,461.00	
A PROPERTY AND A PROPERTY	Office/Engineering	\$3,511.00	40,401.00	
	Furniture			
	Other Supplies	\$0.00		
	Books & Periodicals			
	Safety Supplies	\$2,500.00		
5236	CONTRACT SERVICES Ballfield Maint. Contract	\$65,000,00	\$191 660 00	
	Detention Basin Maint.	\$65,000.00 \$20,000.00	\$181,660.00	
	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	\$9,000.00		
	Building Cleaning	\$4,060.00		
	Highway - Line Painting, Beaver Ctl	\$30,700.00		
	Fertilization - Cemeteries & Rotary	\$15,000.00		
	Hazardous Waste Removal	\$10,642.00		
5237	TOOLS		\$9,834.00	
	HIGHWAY - various tools	\$3,582.00		
	CEMETERY-various tools	\$1,772.00		
	TREE - rakes, shovels, pruners	\$680.00		
	MECHANIC SHOP-various tools	\$3,800.00		
5241	CLOTHING ALLOWANCE			
	Clothing per Union Contract \$800ea		\$17,250.00	
5243	MISCELLANEOUS LICENSES		\$1,700.00	
	Hydraulic, hoisting, CDL, reg lic.			
	Misc Services - Engineeering			
5247.	GASOLINE, OIL, LUBE		\$180,000.00	
	OILS, MANDATED TESTING, MAINT			
	ON FUEL FACILITY GASOLINE			
5350	MAINTENANCE MATERIALO		\$105 170 00	
5250		\$7,500.00	\$106,179.00	
	Sand, Gravel, Loam Hot Top	\$43,165.00		
	Highway - Maint. Materials	\$7,000.00		
	Drainage - Catch basins, frames &	\$10,448.00		
	various supplies	÷.0,440.00		
	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		
5298	PETTY CASH		\$600.00	
	travel reimburse, parking,fees,postage			
	***************************************			 
		ORG SUBTOTALS	\$697,956.00	

SALARY WAGES EXPENSES TOTAL

FY 14/15

....



# Town of Westborough Fiscal Year 2015

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 DPW Assistant Manager whom manage and guide all snow and ice removal operations performed within the Town.

The primary function and responsibility of the DPW for Snow and 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, salted and safe to travel on.

### Successes & Accomplishments 2012-2013

Goals & Priorities 2014-2015

Plowed, sanded and salted 96+/- miles of roadways including municipal parking lots, sidewalks and school parking lots.	The priorities and goals of the DPW for fiscal year 2014-2015 is to keep the town roadways, sidewalks, municipal lots and school lots clear of snow and ice and to make them safe to travel on
--	--

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
14232	SNOW & ICE WAGES							
5105M	OVERTIME-SNOW/ICE	\$132,396.00	\$203,713.75	\$142,396.00	\$5,737.72	\$142,396.00		) \$
51050	OVERTIME-SIDEWALK PLOW	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	) \$
	TOTAL	\$142,396.00	\$203,713.75	\$142,396.00	\$5,737.72	\$142,396.00	\$142,396.00	\$
14233	SNOW REMOVAL EXPENSES							
5203N	RPR/MNT-SNOW VEHICLES	\$29,235.00	\$68,929.67	\$29,235.00	\$10,157.62	\$29,235.00	\$29,235.00	) \$
5203Y	RPR/MNT SIDEWALK PLOW	\$1,532.00	\$1,969.97	\$1,532.00	\$0.00	\$1,532.00	\$1,532.00	\$
5221	SAND	\$25,205.00	\$29,351.81	\$25,205.00	\$0.00	\$25,205.00	\$25,205.00	) \$
5221A	SALT	\$114,726.00	\$126,417.45	\$114,726.00	\$25,515.77	\$114,726.00	\$114,726.00	) \$
5224G	DE-ICING CHEMICAL	\$3,316.00	\$2,300.00	\$3,316.00	\$0.00	\$3,316.00	\$3,316.00	\$
5236	CONTRACTUAL SERVICES	\$48,266.00	\$73,507.25	\$48,266.00	\$647.50	\$48,266.00	\$48,266.00	\$(
5236S	TOWN BLDG & SDWLK CLEAF	\$0.00	\$12,100.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$
5247	GAS, OIL, LUBE	\$55,043.00	\$119,875.80	\$55,043.00	\$0.00	\$55,043.00	\$55,043.00	\$
5251	SCHOOLS	\$13,195.00	\$18,371.50	\$13,195.00	\$0.00	\$13,195.00	\$13,195.00	\$
5252M	MAINT MTRLS-SNOW/ICE	\$1,136.00	\$1,831.48	\$1,136.00	\$116.23	\$1,136.00	\$1,136.00	) \$
5254	EMERGENCY REPAIRS	\$1,492.00	\$710.95	\$1,492.00	\$0.00	\$1,492.00	\$1,492.00	\$
5830	CAPITAL OUTLAY EQUIPMEN	\$13,669.00	\$23,835.00	\$13,669.00	\$0.00	\$13,669.00	\$13,669.00	\$
	TOTAL	\$306,815.00	\$479,200.88	\$311,815.00	\$36,437.12	\$311,815.00	\$311,815.00	\$

GRAND TOTAL \$449,211.00 \$682,914.63 \$454,211.00 \$42,174.84 \$454,211.00 \$454,211.00 \$\_\_\_\_\_

162

## Department

Department of Public Works Snow/Ice

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	142,396	203,713.75	142,396	142,396	142,396	0.00%
Expenses	306,815	479,200.88	311,815	311,815	311,815	0.00%
Total Expenditures	\$449,211.00	\$682,914.63	\$454,211.00	\$454,211.00	\$454,211.00	0.00%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	30	30	30
Part Time	0	0	0
FTE	30	30	30

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Plow (varies, depending on precipitation)	96+/- miles	96+/-miles	96+/-miles
38 Sand/Salt operations (mixed, varies per storm)	96+/-miles	96+/-miles	96+/-miles
156 tons of material used per 38 rounds			
			L

Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
within 4-6 hrs	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs
within 4-6 hrs	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs
within 4-6 hrs	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs
			11 TANK DOM - 1 TANK DOM - 1
	within 4-6 hrs within 4-6 hrs	within 4-6 hrswithin 4-6 hrswithin 4-6 hrswithin 4-6 hrs	within 4-6 hrswithin 4-6 hrswithin 4-6 hrswithin 4-6 hrswithin 4-6 hrswithin 4-6 hrs

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

Department

Street Lights

## Activities, Functions and Responsibilities

This budget pays the cost of street lighting throughout Town.

### Successes & Accomplishments 2012-2013

Goals & Priorities 2014-2015

Reduced costs by approximately \$11,000 through lower electric supply rates.	To upgrade 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.
--	--

## Department

Street Lighting

	FY2013 Budgeted	FY2013 Expended			FY2015 MGR Recommend	
Salaries / Wages						
Expenses	86,000	90,490.37	75,000	78,750	78,750	5.0000%
Total Expenditures	\$86,000.00	\$90,490.37	\$75,000.00	\$78,750.00	\$78,750.00	5.0000%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	0	0	0
Part Time	0	0	0
FTE	0	0	0

FY 2013	FY 2014 (Est)	FY 2015 (Est)
	FY 2013	FY 2013     FY 2014 (Est)

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
n/a				
				(

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm	
14243	STREET LIGHTS EXPENSES							
5212	STREET LIGHTING	\$86,000.00	\$90,490.37	\$75,000.00	\$24,256.79	\$78,750.00	\$78,750.00 \$	
	TOTAL	\$86,000.00	\$90,490.37	\$75,000.00	\$24,256.79	\$78,750.00	\$78,750.00 \$	

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
14243-5212	Street Lights - This account covers the cost of paying for street lights throughout
	Town. The budget is based on the final cost in FY13 reduced to account for lower
	supply costs in the first 4 months of FY14 applied to the full fiscal year + 5% to
	account for any National Grid increases.



# Town of Westborough Fiscal Year 2015

Department

Landfill

Activities, Functions and Responsibilities

This is largely a contracted item:

A contract with E.L. Harvey and Sons to run the trash disposal transfer, recycling, and composting areas for town residents on Hopkinton Rd, and to deliver the trash to the Wheelabrator plant in Millbury.

A contract with Wheelabrator Millbury to burn the trash.

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

### Successes & Accomplishments 2012-2013

Goals & Priorities 2014-2015

Department	Der	partm	ent
------------	-----	-------	-----

Landfill

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	the second se
Salaries / Wages	0	0	0	0	0	
Expenses	771,606	716,170.17	774,500	762,564	762,564	-1.5400%
<b>Total Expenditures</b>	\$771,606.00	\$716,170.17	\$774,500.00	\$762,564.00	\$762,564.00	-1.5400%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	0	0	0
Part Time	0	0	0
FTE	0	0	0

FY 2013	FY 2014 (Est)	FY 2015 (Est)
5392	5600	5600
2	2	2
400	425	450
	5392 2	5392         5600           2         2

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
				1
			and the second state of the second	277 J. M. HOMM. LINE IN MARKING AND INC. 227-23
				(
				11/13/2013

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
14333	SANITARY LANDFILL EXPEN	SE						
5219B	EVENTS HAZ-WASTE DAY	\$14,000.00	\$14,262.77	\$14,000.00	\$12,130.97	\$14,000.00	\$14,000.00	\$
5242	TRASH REMOVAL	\$647,106.00	\$601,656.10	\$650,000.00	\$211,612.44	\$638,064.00	\$638,064.00	\$
5249	RECYCLING	\$110,500.00	\$100,251.30	\$110,500.00	\$33,574.13	\$110,500.00	\$110,500.00	\$

TOTAL

\$771,606.00 \$716,170.17 \$774,500.00 \$257,317.54 \$762,564.00 \$762,564.00 \$\_\_\_\_\_

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS									
	Calculations:									
	I estimate a rate of \$75.94 per ton.	The current rate is \$74.81 per to	n. (1.5% increase)							
	Harvey's rates will stay the same.	Harvey's rates will stay the same.								
	1. Trash removal:									
	E.L. Harvey	5600 tons/yr X \$38.00/ ton =	\$212800							
	Wheelabrator	5600 tons/yr X \$75.94/ton =	425264							
		subtotal	638064							
	2. Recycling:		(odd) blodes ar arcane en Chip							
	Yard waste processi	95,000								
	TV and Computer n	8,000								
	Recycling in Town	Offices	7,500							
		subtotal	110,500							
	3. Event- Haz Waste Collection Da	ıy -	14,000							
	Total		762564							
			100 M							
			11/13/20							

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5242	This line item has two components:
1.17.2. 200	1. Trash removal.
	We pay Harvey's to operate the transfer station and to truck the trash to Wheelabrator.
	We pay Wheelabrator to burn the trash.
	Harvey's fee is \$38.00/ton. This is the same rate as last year
	I based tonnage at 5600 tons/yr instead of 5800 tons/year after a review of figures from
	the last five years.
	2. We pay Wheelabrator a per ton fee based on a 20-year contract. The fee will be
	approx. \$75.94. The current rate is \$74.81.
	This line item will also be used for demolition/disposal expenses in cases where public
	health/public safety requires the Town to take action on public or private property.
5249	Recycling. Harvey operates a yard waste shredding/composting operation for the
	Town residents. We also pay for recycling of TV sets and computer monitors. These
	items cannot be put into the regular trash.
	We also pay for recycling in the town office buildings.
	Included is the annual household haz waste day at \$14,000. Same as last year.
	11/13/20

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

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. Emergency Preparedness. Administers Trash and Recycling programs. Holds Flu Clinics and Household Hazardous Waste Day

### Successes & Accomplishments 2012-2013

### Goals & Priorities 2014-2015

Increased collection of mercury and fluorescent light bulbs. Computerized Dump sticker sales and the ability to purchase stickers online. Able to utilize one senior worker. Successful Haz Waste Day, included Styrofoam collection again this year.	Continuing Education and training for BOH Staff. Communicate better with residents through office web page, better use of AM radio. Continue to develop on line permitting system. Continue to update Emergency Dispensing Site plans Increase larvaciding of catch basins. Work to have the Trailer Park on Rt 9 connect to municipal sewer and upgrade their water system.
---	---

## Department

Board of Health

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	270,359	270,358.4	280,498	302,635	302,635	7.8900%
Expenses	12,800	12,715.9	13,200	13,700	13,700	3.7900%
<b>Total Expenditures</b>	\$283,159.00	\$283,074.30	\$293,698.00	\$316,335.00	\$316,335.00	7.7100%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	4	4	4
Part Time	0	1	1
FTE	4	5	5

900 (est) 200 (est)	FY 2014 (Est)           900 (est)           200 (est)	1300 (est) 200 (est)
200 (est)	200 (est)	200 (est)

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Number of Restaurant Inspections	800	325	500	800
Complete Septic system plan review within 5 days.	5 days	3 days	3 days	3 days
	and a supplicity of the second se			

	Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager A	FY2015 dv Fin Comm
	15121	HEALTH DEPT SALARIES/WA	GES						
	5101 5102 5103	SALARY-DEPARTMENT HEAD SALARY-ASST & AGENT WAGES-CLERICAL	\$85,540.00 \$131,716.00 \$53,103.00	\$85,540.00 \$131,716.00 \$53,102.40	\$87,227.00 \$136,765.00 \$56,506.00	\$35,091.00 \$55,020.00 \$22,366.00	\$88,949.00 \$155,451.00 \$58,235.00	\$88,949.00 \$155,451.00 \$58,235.00	
		TOTAL	\$270,359.00	\$270,358.40	\$280,498.00	\$112,477.00	\$302,635.00	\$302,635.00	
	15123	HEALTH DEPT EXPENSES							
	5217	DUES AND MEMBERSHIPS	\$300.00	\$225.00	\$300.00	\$264.00	\$300.00	\$300.00 \$	3
	5218	TRAINING AND EDUCATION	\$300.00	\$901.00	\$300.00	\$250.00	\$300.00	\$300.00 \$	3
	5219	PROFESSIONAL SERVICES	\$5,500.00	\$5,797.10	\$6,500.00	\$5,152.86	\$6,500.00	\$6,500.00 \$	5
	5223	OFFICE SUPPLIES	\$300.00	\$107.38	\$300.00	\$69.07	\$300.00	\$300.00 \$	5
)	5224	OTHER SUPPLIES	\$300.00	\$448.52	\$300.00	\$351.18	\$800.00	\$800.00 \$	j
	5228	FORMS & BILLS	\$800.00	\$176.52	\$500.00	\$236.75	\$500.00	\$500.00 \$	3
	5245	OTHER PROFESSIONAL SERV	\$5,300.00	\$5,060.38	\$5,000.00	\$821.07	\$5,000.00	\$5,000.00 \$	
		TOTAL	\$12,800.00	\$12,715.90	\$13,200.00	\$7,144.93	\$13,700.00	\$13,700.00 \$	)

GRAND TOTAL

\$283,159.00 \$283,074.30 \$293,698.00 \$119,621.93 \$316,335.00 \$316,335.00 \$\_\_\_\_\_

# **FY2015 SALARIES AND WAGES REQUEST**

### DEPT Board of Health

#### DEPT #

ГҮРЕ	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	Paul McNulty, Director, July1	S22-Max	1,704.00	40	52.2	88,949.00
5103	Steven Baccari, Sanitarian, 5-Mar 07	N18-15th	1,476.00	40	52.2	77,048.00
5103	Theresa Gilchrist, Health Inspector	N13-20th	1,197.00	40	52.2	62,484.00
	1-Jul-06					
5103	Kathleen Smith, Administrative	N10-25th	27.89/hr	40	52.2	58,235.00
	Assistant, 1 July 2006					
	Total Kathleen Smith					
5103	Part Time Health Inspector	H-10-1	18.53/hr	16	21.8	6,463.27
		H-10-2	19.44/hr	16	30.4	9,455.62
	Total Part time Health Inspector					15,919.00
		TOTAL SA	ALARY & V	VAGES		302,635.00

**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 L	isa Carr: General Clerk, June 18	H7/5	12.16	35	50.6	21,535.36
		H7/6	12.78	35	1.8	805.14
T	otal				52.4	22,256.00

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5201	Advertising. Notice in a newspaper is required when the Board adopts new regulations.
5217	Dues and memberships. Pays for staff membership in the MA Health Officer's
	Association, Ma Environmental Health Association, and for Terry Gilchrist membership
Louis constants	in the National Environmental Health Association (required for certification as a
	Certified Food Safety Proffessional).
5218	Training and Education. Pays for various workshops and seminars during the year.
Ti - 14 20	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	Professonal 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
	Increased by \$500 due to the addition of a part time Health Inspector. Mileage, etc.
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 T
	patients. TB follow up by a trained Nurse is required by State law.
<u></u>	
nd - Constant	
	11/13/201

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

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 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 at the Senior Center on Monday, Wednesday and Friday, short term homemaker assistance, handyman, SHINE, a Registered Nurse is available on Wednesdays, durable medical equipment, Emergency Evacuation Registry, Alzheimer's Alert, Senior Citizen ID cards, legal assistance and fuel assistance. Our Outreach Department works with Seniors in the community to assure they are receiving the proper care, know their options and are safe in their living situation. Almost 100 Volunteers assist us with many of the programs and services available through the Senior Center. A variety of activities and programs are available at the Senior Center including aerobics, zumba gold, tai chi, men's itness, chair yoga, tap dancing, piano lessons, Photography Club, iPad Club, scrabble, pinochle, bingo, bridge, Lunch and Learn and special events such as the annual Veteran's Luncheon, Holiday Party, St. Patrick's Party and Red, White and Blue BBQ.

#### Successes & Accomplishments 2012-2013

#### Goals & Priorities 2014-2015

Asian Outreach Program with monthly events New Westborough Senior Center Supporters group was formed Volunteers from Armstrong School started several programs WHS Student Council and National Honor Society sponsored events Parking lot expansion completed	More music and choral opportunities Better on-line presence, facebook page Increase number of Volunteers Monthly diabetes support group Postage machine More community outreach events Increased education and training My Senior Center program Increase congregate meal site numbers
---	--

## Department

Council on Aging

	FY2013	FY2013 Expended	FY2014	a we then the third and post of the	FY2015 MGR Recommend	% Change FY14 to 15
	Budgeted	Expended	Budgeted	Requested	Recommend	F 1 14 to 15
Salaries / Wages	250,604	243,453.84	254,867	278,671	262,822	9.3400%
Expenses	38,424	38,424	45,452	54,088	45,452	19.0000%
Total Expenditures	\$289,028.00	\$281,877.84	\$300,319.00	\$332,759.00	\$308,274.00	10.8000%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	4	4	4
Part Time	4	4	5
FTE	8	8	9

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Mini-bus trips	7320	7400	7500
Handyman Visits	171	175	180
SHINE clients	119	130	140
Visits to the Senior Center	10,140	13,475	14,000
Fuel Assistance applications	36	40	40
Nurse Office Visits	707	700	700
Nurse Home Visits	194	150	200
Home Delivered Meals	3798	3900	3900
Congregate Lunches	1670	1700	2000

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
				Rest of the Concentration of the Concentration
				****

#### FY2014-2015 BUDGET WORKSHEETS

	Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request		2015 1 Comm
	15411	COUNCIL ON AGING SALARY	/WAGES						
	5101 5103	SALARY-DEPARTMENT HEAD WAGES-CLERICAL	\$73,892.00 \$176,712.00	\$73,892.00 \$169,561.84	\$75,377.00 \$179,490.00	\$30,324.00 \$73,788.86	\$76,891.00 \$201,780.00	\$76,891.00 \$ \$185,931.00 \$	
		TOTAL	\$250,604.00	\$243,453.84	\$254,867.00	\$104,112.86	\$278,671.00	\$262,822.00 \$	
	15413	COUNCIL ON AGING EXPENS	ES						
	5203	REPAIR/MAINT EQUIPMENT	\$9,000.00	\$9,000.00	\$10,700,00	\$1,472.28	\$10,700.00	\$10,700.00 \$	
	5203	TRAVEL IN-STATE	\$3,000.00	\$3,000.00	\$10,700.00 \$3,000.00	\$960.00	\$10,700.00	\$3,000.00 \$	
	5218	TRAINING AND EDUCATION	\$1,300.00	\$1,300.00	\$2,000.00	\$455.00	\$2,000.00	\$2,000.00 \$	
	5219	PROFESSIONAL SERVICES	\$15,464.00	\$15,282.88	\$19,592.00	\$8,890.96	\$28,228.00	\$21,892.00 \$	
	5219B	SPECIAL EVENT/PROGRAM	\$7,200.00	\$7,200.00	\$7,200.00	\$1,342.87	\$7,200.00	\$7,200.00 \$	
)	5223	OFFICE SUPPLIES	\$1,000.00	\$1,000.00	\$1,200.00	\$440.47	\$1,200.00	\$1,200.00 \$	
1	5224	OTHER SUPPLIES	\$1,200.00	\$1,321.12	\$1,500.00	\$1,114.85	\$1,500.00	\$1,500.00 \$	
	5227	BOOKS AND PERIODICALS	\$260.00	\$320.00	\$260.00	\$23.00	\$260.00	\$260.00 \$	
		TOTAL	\$38,424.00	\$38,424.00	\$45,452.00	\$14,699.43	\$54,088.00	\$47,752.00 \$	
		GRAND TOTAL	\$289 028 00	\$281 877 84	\$300 319 00	\$118 812 20	\$332 759 00	\$310 574 00 \$	

GRAND TOTAL \$289,028.00 \$281,877.84 \$300,319.00 \$118,812.29 \$332,759.00 \$310,574.00 \$\_\_\_\_\_

### DEPT Council on Aging

#### DEPT #

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	A. DeManche Exec Director 7/1/14	S-19 Max	1,473.00	40/wk	52.2	76,891.00
5103	D. Manoloules Office Coord. 7/1/14	N-9 6	22.11	35/wk	38.4	29,716.00
	3/26/15	N-9 7	23.28	35/wk	13.8	11,245.00
5103	B. Rainville Vol. Coord. 7/1/14	N-9 Max	24.39	25/wk	52.2	31,829.00
5103	MD. Corocran Outreach 7/1/14	N-12 Max	26.93	35/wk	52.2	49,202.00
5103	D. Farrar Driver 7/1/14	H-7 Max	21.48	19/wk	52.2	21,304.00
5103	B. Huff Driver 7/1/14	H-7 Max	21.48	19/wk	52.2	21,304.00
5103	F. Conner Driver 7/1/14	H-7 3	17.64	19/wk	1.4	470.00
	7/10/2014	H-7 4	18.53	19/wk	50.8	17,886.00
5103	N. Gage Sec. to COA 7/1/14	H-10 Max	24.79	10/mo	12 mo	2,975.00
5103	Driver 4	H-7 1	15.98	19/wk	52.2	15,849.00
		TOTAL SA	LARY & V	WAGES		278,671.00

### **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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS					
5203	R&M Equipment Mini-bus maintenance, tires, oil changes, Copy machine supplies,					
	Copy machine maintenance, Some small repairs to Sr. Ctr.					
	Sanitation supplies for kitchen, cell phone bills					
5209	In-state travel Staff mileage, subsidize bus trips for Seniors					
5218	Training/Education Conferences and training for Staff and COA					
5219	Prof. Services Homemaker Contracted services 14hrs/wk @\$14.00/hrx52 wk \$10,192					
	Elder Outreach Program \$16.25x10 hours/wkx10 months \$6500.					
	Handyman services \$5200 Asian Outreach 6hr/wkx\$22/hrx12 months \$6336					
5219B	Special Events Veterans Lunch, Holiday Party, some educational programs,					
	Red, White and Blue BBQ, Entertainment, Instructors					
5223	Office Supplies					
5224	Other Supplies coffee, paper supplies for meals,					
5227	Books/Periodicals daily subscription to T&G, professional activity magazine					

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

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.
- \* Coordinate human services in Westborough through the Westborough Human Service Alliance and Westborough CARES

## Successes & Accomplishments 2012-2013

### Goals & Priorities 2014-2015

<ul> <li>Youth Commission expanded to include Youth Members as full voting members.</li> <li>Explored on-line registration but not feasible for low numbers of registrants.</li> <li>Sneaker/Cleat program moved to St. Luke's due to Town Hall renovation.</li> <li>Westborough CARES established and offering financial and other assistance to residents in need.</li> <li>Continued Holiday Store, Depression Screening Day, Baby Sitter Training, Hot Summer Nights, You Go Girl, newsletter</li> <li>Established on-line screening tools for mental health concerns.</li> <li>Jontinued collaboration with Schools, Police, Human Service Alliance, TWC Family Network.</li> <li>Maintain and improve our website as a resource for families on a variety of topics.</li> </ul>	<ul> <li>Work with local teens and Youth Commission Youth Members to establish an activity program for high school age students which is planned primarily by teens.</li> <li>Continue to assist in the development of Westborough CARES as a collaborative philanthropic organization.</li> <li>Continue to provide established programs.</li> <li>Establish new programming as needed to respond to developing community needs.</li> </ul>
---	--

## Department

Youth and Family Services

an an Adhar an Ann an Anna an Anna an Anna an Anna an Anna an	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	161,728	161,162.87	166,178	172,517	172,517	3.8100%
Expenses	6,750	5,396.06	6,750	6,750	6,750	0.00%
<b>Total Expenditures</b>	\$168,478.00	\$166,558.93	\$172,928.00	\$179,267.00	\$179,267.00	3.6700%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	1	1	1
Part Time	1.58	1.62	1.62
FTE	2.58	2.62	2.62

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Counseling Hours	1282.25	1100	1100
Families Receiving Counseling	73	70	70
Youth Diversion Program Cases	4	6	6
Hot Summer Nights Participants	108	110	110
Hot Summer Nights Activities	15	12	12
Holiday Store Children Served	158	140	140
Baby Sitters Trained	50	48	48
Meetings with School Personnel	29	20	20
Local Collaboration Meetings	18	10	10
Regional and Statewide Meetings	18	10	10
Consultation on Crises	17	15	15
Community Outreach	33	20	20

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Hot Summer Nights Satisfaction (out of 5.0)	4.5	4.6	4.5	4.5
Baby Sitter Training Satisfaction (out of 5.0)	4.5	4.51	4.5	4.5
aus and an			-	
	_			
			]	

# TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
15421	YOUTH COMMISSION SALAR	Y/WAGES						
5102	SALARY-ASST & AGENT	\$77,636.00	\$77,636.00	\$79,188.00	\$31,857.00	\$80,754.00	\$80,754.00	\$
5103	WAGES-CLERICAL	\$84,092.00	\$83,526.87	\$86,990.00	\$33,484.53	\$91,763.00	\$91,763.00	\$
	TOTAL	\$161,728.00	\$161,162.87	\$166,178.00	\$65,341.53	\$172,517.00	\$172,517.00	\$
15423	YOUTH COMMISSION EXPEN	SES						
5209	TRAVEL IN-STATE	\$750.00	\$786.34	\$750.00	\$11.16	\$750.00	\$750.00	\$
5210	TRAVEL OUT-OF-STATE	\$0.00	\$0.00	\$0.00	\$127.08	\$0.00	\$0.00	\$
5218	TRAINING AND EDUCATION	\$450.00	\$449.99	\$900.00	\$300.00	\$900.00	\$900.00	\$
5219	PROFESSIONAL SERVICES	\$1,500.00	\$780.00	\$1,500.00	\$439.00	\$1,500.00	\$1,500.00	\$
5219B	SPECIAL EVENT/PROGRAM	\$3,800.00	\$3,266.76	\$3,350.00	\$2,412.60	\$3,350.00	\$3,350.00	\$
5223	OFFICE SUPPLIES	\$250.00	\$112.97	\$250.00	\$71.76	\$250.00	\$250.00	\$
	TOTAL	\$6,750.00	\$5,396.06	\$6,750.00	\$3,361.60	\$6,750.00	\$6,750.00	\$

-

GRAND TOTAL \$168,478.00 \$166,558.93 \$172,928.00 \$68,703.13 \$179,267.00 \$179,267.00 \$\_\_\_\_\_

DEPT Youth and Family Services

DEPT # 524

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	John Badenhausen	S20-Max	\$1,547	40.00	52.2	\$80,754.00
	Director					
	18-De	c				
5102	Betheda Shuman	S16-Max	\$31.83	19.00	52.2	\$31,568.99
	Senior Counselor 25-Ma	ır I				
	Eileen Reich	S16-Max	\$31.83	19.00	52.2	\$31,568.99
	Senior Counselor 6-Ju	n T				
	Catherine Cairns	H10-4	\$21.48	19.00	15.8	\$6,448.30
	Administrative Assistant 18-0	dH10-5	\$22.50	19.00	36.4	\$15,561.00
						\$22,009.30
	Youth Activites Coordinator	H7-2	\$16.79	275.00		\$4,617.25
		H7-1	\$15.98	125.00		\$1,997.50
						\$6,614.75
	Total Wages					\$91,763.00
		TOTAL SA	LARY & V	VAGES		\$172,517.00

#### **INSTRUCTIONS:**

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

WEEKS: Should total 52.2 weeks for each employee

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

#### EXAMPLE:

5104	Lisa Carr: General Clerk, June 18	H7/5	12.16	35	50.4	21450.24
		H7/6	12.78	35	1.8	805.14
	Total				52.2	22256

Youth Commission

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS	
5208	Travel - In State	\$750.00
	Travel to conferences, state-wide meetings, and in-town travel to clients	
	and meetings	
5218	Training and Education	\$900.0
•	Professional Training \$300 per person, two counselors and director	
5219	Professional Services	\$1,500.0
	Clincial supervision for Director: \$1200	
	Translator when meeting with clients: \$300	
5219B	Special Programs	\$3,350.0
	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	\$250.0
	toner, office supplies	
	Total	\$6,750.0

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

Department

Central Mass Veterans Services District

### Activities, Functions and Responsibilities

To provide Veterans Benefits under MGL Chapter 115 and CMR 108 For The Towns of Shrewsbury, Northborough, Grafton and Westborough. The primary mission of the Veterans' Services Department is to assist veterans, veteran's spouses, and the dependents with receiving the benefits due to them, and to provide food and housing, medical, and employment assistance as necessary, as well as offering guidance with VA or Social Security claims.

The department is staffed by three people and maintains office hours daily from 8:30 AM to 3:45 PM in each town on a rotating basis. Appointments can be made outside normal office hours, if necessary, and visitations will be made to those unable to reach an office location.

### Successes & Accomplishments 2012-2013

### Goals & Priorities 2014-2015

Hiring and training a cross-functional staff. Introducing and familiarizing the team to four unique communities. Town by town system comprehension and integration. Client and community introductions. Exposure to community senior, social, military, and special needs groups. Maintain high quality personal service. Expand outreach and emphasise availability. Focus on professional service and create peerless communication standards.	Aggressive participation in state and county VSO Associations. Goal: 75% attendance at MVSOA and WCVSAA Enroll in available VSO and VA training or review programs. Goal: each VSO to attend two training session Set a schedule of outreach activities in each community and expand involvement in town events. Goal: 25% improvement. Review, interview, and standardize all clients throughout four communities. GOAL: 100% Evaluate cost savings opportunities through centralized purchasing and expenses for four offices. Implement new District Website - standardize and "market" the importance and value of the consolidation of services.

## Department

Veterans Services

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	and the second se
Salaries / Wages	20,075	20,075	20,396	0	0	-100.0000%
Expenses	81,781	81,723.47	92,670	130,976	130,976	41.3400%
Total Expenditures	\$101,856.00	\$101,798.47	\$113,066.00	\$130,976.00	\$130,976.00	15.8400%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	16,075	10,500	
Part Time	4,000	4,496.73	
FTE	20,075	14,996.73	

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
	5		
			~

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
		+		
n de la companye de l				

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm	ł
15431	VETERANS SERVICES SALAF	RY/WAGES						
5101	SALARY-DEPARTMENT HEAD	\$16,075.00	\$16,075.00	\$16,332.00	\$0.00	\$0.00	\$0.00 \$	·
5102	SALARY-ASST & AGENT	\$4,000.00	\$4,000.00	\$4,064.00	\$0.00	\$0.00	\$0.00 \$	-
	TOTAL	\$20,075.00	\$20,075.00	\$20,396.00	\$0.00	\$0.00	\$0.00 \$	
15433	VETERANS SERVICES EXPEN	ISE						
5209	TRAVEL IN-STATE	\$400.00	\$289.00	\$400.00	\$0.00	\$0.00	\$0.00 \$	
5217	DUES AND MEMBERSHIPS	\$140.00	\$115.00	\$140.00	\$0.00	\$0.00	\$0.00 \$	
5219B	SPECIAL EVENT/PROGRAM	\$5,000.00	\$3,608.95	\$5,000.00	\$1,023.00	\$5,250.00	\$5,250.00 \$	
5224	OTHER SUPPLIES	\$400.00	\$1,037.30	\$400.00	\$156.61	\$0.00	\$0.00 \$	
5690	CNTRL MA VETS SRVC DIST	\$0.00	\$0.00	\$0.00	\$8,583.12	\$19,200.00	\$19,200.00 \$	
5706	GROUP INSURANCE - MEDIC	\$12,005.00	\$11,217.92	\$12,600.00	\$4,388.28	\$12,600.00	\$12,600.00 \$	
5709	CASH GRANTS	\$61,836.00	\$65,455.30	\$72,130.00	\$37,978.39	\$91,926.00	\$91,926.00 \$	
5711	NURSING HOME CARE	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00 \$	
	TOTAL	\$81,781.00	\$81,723.47	\$92,670.00	\$52,129.40	\$130,976.00	\$130,976.00 \$	
	GRAND TOTAL	\$101,856.00	\$101,798.47	\$113,066.00	\$52,129.40	\$130,976.00	\$130,976.00 \$	ŝ

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5101	George A. Perry III salary - district %
5102	Kenneth Ferrera and Michael Perna salary - district %
5209	Travel in-state - district %
5217	Dues and membership - district %
5217B	Special Events/Programs: 5% increase requested (for food, wreathes, transport, etc.)
5224	Other supplies - district %
5706	Group Insurance-Medical: Exploring cost saving options - no increase.
5709	Cash Grants: Medicare and social security looks like a 1 1/2% increase.
	We are forecasting a \$90,568 spend for FY 2014 due to new clients.
	Would like to get ahead of this number instead of seeking mid-year relief.
	Requesting \$91,926.00 which includes a 1 1/2% increase over FY 2014 forecast.
5711	Nursing Home Care: No change



# Town of Westborough Fiscal Year 2015

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 2012-2013

### Goals & Priorities 2014-2015

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.

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.

De	par	tme	ent
~ ~			

Soldiers Memorials

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages						
Expenses	2,800	0	2,800	2,800	2,800	0.00%
<b>Total Expenditures</b>	\$2,800.00	\$0.00	\$2,800.00	\$2,800.00	\$2,800.00	0.00%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	0	0	0
Part Time	0	0	0
FTE	0	0	0

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
n/a			

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
/a				
and the second	_			

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
15483	TRSTS, SOLDIER MEM EXPENS	Ε						
5299	MISCELLANEOUS EXPENSE	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$2,800.00	\$2,800.00	\$
	TOTAL	\$2,800.00	\$0.00	\$2,800.00	\$0.00	\$2,800.00	\$2,800.00	\$

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5299	Budget is used for:
	- Cleaning monuments
	- Engrave monuments once per year
	- Purchase flags
	- Plant flowers around monuments
10 - 1 - 1 - 1	



# Town of Westborough Fiscal Year 2015

Department

Library

### Activities, Functions and Responsibilities

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 ttention to evolving needs of the community.

Goals & Priorities 2014-2015

### Successes & Accomplishments 2012-2013

-- Creation of a new Strategic Plan, to cover FY15-19. -- We will increase the amount of multicultural Friends of the WPL held their first, very successful, programming we offer, and purchase materials in Library Mini Golf fundraiser, transforming the library languages other than English. We will explore into a mini golf course for a day. partnerships to offer English classes for speakers of other -- We were awarded "Best Community Reading languages. Program" and "Best in Show" by the Massachusetts Library Association for Westborough Reads Together. -- We will continue working to improve the interior of -- We organized the town's first outdoor summer movie the building with carpeting, paint, and lighting. nights at Bay State Green - all funding for the project was donated by organizations and businesses in town. -- We will apply for a construction grant from the -- Our HVAC replacement project was completed in Massachusetts Board of Library Commissioners if a new January 2013, and new carpeting was installed on the grant round is announced in FY15. main level in September. - We began holding monthly art shows in our meeting -- We will maintain membership in an automated oom, highlighting the work of Westborough artists. network that meets the needs of residents and allows easy --With Westborough TV, we created our new Media access to items held in other libraries. Maker Space on the top floor of the library.

## Department

Library

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	673,842	671,341.48	712,436	736,137	736,137	3.3300%
Expenses	255,875	255,287.97	244,569	252,691	252,691	3.3200%
Total Expenditures	\$929,717.00	\$926,629.45	\$957,005.00	\$988,828.00	\$988,828.00	3.3300%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	4	4	4
Part Time	8	8	8
FTE	12	12	12

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Items circulated	216,659	223,159	229854
In-person visits to the library	136,991	143,000	148,000
Number of volunteers (not Friends)	43	50	55
Hours given by volunteers (not Friends)	3,260	3,500	3,800
Number of programs for adults	69	72	72
Attendance at programs for adults	916	1,080	1,296
Number of programs for teens	10	25	45
Attendance at programs for teens	148	450	900
Number of programs for children & families	126	136	136
Attendance at programs for children & families	2,394	2,600	2,700
Number of registered cardholders	14,524	14,650	14,800

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Maintain full certification with the state	100%	100%	100%	100%
Library visits per capita	10	7.5	8	9
Circulation per capita	increase	11.9	12	12.2
Percentage of circulation using self-check	10	0	10	15

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
16101	LIBRARY SALARIES/WAGES						
5101	SALARY-DEPARTMENT HEAD	\$70,357.00	\$70,356.00	\$74,177.00	\$30,324.00	\$80,753.00	\$80,753.00 \$
5102	SALARY-ASST & AGENT	\$235,396.00	\$235,321.84	\$246,996.00	\$99,041.60	\$253,614.00	\$253,614.00 \$
5104	WAGES-OPERATIONS	\$354,257.00	\$350,959.84	\$376,896.00	\$141,916.10	\$386,433.00	\$386,433.00 \$
5104E	WAGES-OPER PERS-SUNDAYS	\$13,832.00	\$14,703.80	\$14,367.00	\$5,695.64	\$15,337.00	\$15,337.00 \$
	TOTAL	\$673,842.00	\$671,341.48	\$712,436.00	\$276,977.34	\$736,137.00	\$736,137.00 \$
16103	LIBRARY EXPENSES						
5201	ADVERTISING	\$400.00	\$464.08	\$400.00	\$0.00	\$400.00	\$400.00 \$
5202	GRNDS&BLDG MAINT	\$9,300.00	\$9,220.92	\$9,300.00	\$2,867.44	\$9,300.00	\$9,300.00 \$
5202E	GRND&BLDG MNT-HVAC	\$8,000.00	\$6,445.00	\$8,000.00	\$254.02	\$5,000.00	\$5,000.00 \$
5203	REPAIR/MAINT EQUIPMENT	\$3,000.00	\$2,701.09	\$3,000.00	\$1,441.70	\$3,000.00	\$3,000.00 \$
5205A	OFFICE EQUIPMENT	\$3,600.00	\$3,094.50	\$5,720.00	\$0.00	\$5,720.00	\$5,720.00 \$
5209	TRAVEL IN-STATE	\$1,320.00	\$2,062.64	\$1,800.00	\$700.59	\$1,800.00	\$1,800.00 \$
5210	TRAVEL OUT OF STATE	\$1,500.00	\$1,502.34	\$1,500.00	\$344.71	\$1,500.00	\$1,500.00 \$
211	ELECTRICITY	\$25,900.00	\$30,880.54	\$20,000.00	\$9,483.05	\$20,000.00	\$20,000.00 \$
5213	FUEL AND OIL	\$10,900.00	\$6,091.04	\$8,000.00	\$324.68	\$8,000.00	\$8,000.00 \$
5217	DUES AND MEMBERSHIPS	\$900.00	\$816.00	\$1,000.00	\$614.00	\$1,000.00	\$1,000.00 \$
5219B	SPECIAL EVENT/PROGRAM	\$2,400.00	\$1,863.16	\$2,400.00	\$1,689.07	\$2,400.00	\$2,400.00 \$
5223	OFFICE SUPPLIES	\$3,600.00	\$3,914.39	\$3,600.00	\$1,561.68	\$3,850.00	\$3,850.00 \$
5224	OTHER SUPPLIES	\$26,000.00	\$25,840.75	\$31,000.00	\$10,006.17	\$31,000.00	\$31,000.00 \$
5224E	OTHER SUPPLIES-MATERIALS	\$26,231.00	\$44,368.88	\$46,231.00	\$32,467.56	\$51,085.00	\$51,085.00 \$
5224F	BOOK SUPPLIES	\$3,800.00	\$3,406.06	\$3,900.00	\$1,330.84	\$3,900.00	\$3,900.00 \$
5227	BOOKS AND PERIODICALS	\$93,400.00	\$75,315.62	\$67,400.00	\$29,328.18	\$67,400.00	\$67,400.00 \$
5227A	BOOK BINDING	\$1,000.00	\$192.77	\$1,100.00	\$0.00	\$1,100.00	\$1,100.00 \$
5237	MATERIALS & EQUIPMENT	\$1,475.00	\$1,556.87	\$1,475.00	\$1,386.72	\$1,475.00	\$1,475.00 \$
5237C	HARDWARE/LUMBER	\$450.00	\$425.00	\$450.00	\$425.00	\$450.00	\$450.00 \$
5243C	MISC SERV-COMPUTER	\$32,699.00	\$35,126.32	\$28,293.00	\$29,906.00	\$34,311.00	\$34,311.00 \$
	TOTAL	\$255,875.00	\$255,287.97	\$244,569.00	\$124,131.41	\$252,691.00	\$252,691.00 \$
	GRAND TOTAL	\$929,717.00	\$926,629.45	\$957,005.00	\$401,108.75	\$988,828.00	\$988,828.00 \$

DEPT	Library		DEPT #	610		
ГҮРЕ 16102	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Maureen Ambrosino: Library Director, July 1	S-22, 5	1,547	40	52.2	80,753.40
5101	next step 7/1/2015 (6)		1,547	40	52.2	80,755.40
5102	Dorothy Hurley: Children's Librarian, Nov. 16	N-17, 25	1,492	40	52.2	77,882.40
	at 25 years					
5102	Donna Martel: Adult Services Librarian, March 27 at 25 years	N-18, 25	1,566	40	52.2	81,745.20
5102	Christine Muller: Tech. Services Librarian, June 15 next step 6/15/2017 (20)	N-17, 15	35.15	30	52.2	55,044.90
	Nancy Odell: Reference Librarian, Sept. 26	N-17, 25	\$37.30	20	52.2	38,941.20
	at 25 years					
		TOTAL SA	LARY (this	page)		334,367.10

#### **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
11/17/2010					

DEPT Library

610

TYPE 16102	NAME; TITLE;DATE IN	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5104	Sarah Cunningham: Library Assistant, Aug. 18 next step 8/18/2018 (15)	N-9, Max	24.39	20	52.2	25,463.1
	Holiday Pay/NAGE Contract: July 4	N-9, Max	24.39	4	1	97.5
	Contract: Thanksgiving Day	N-9, Max	24.39	4	1	97.5
	Holiday Pay/NAGE Contract: Christmas Day	N-9, Max	24.39	4	1	97.5
	Holiday Pay/NAGE Contract: New Year's Day	N-9, Max	24.39	4	1	97.5
5104	Nancy Engberg: Library Assistant, Aug. 24	N-9, Max	24.39	21	52.2	26,736.3
	next step 8/24/2015 (15) Holiday Pay/NAGE Contract: Veterans Day	N-9, Max	24.39	4.25	1	103.6
	Holiday Pay/NAGE Contract: Thanksgiving	N-9, Max	24.39	4.25	1	103.6
	Holiday Pay/NAGE Contract: Christmas Day	N-9, Max	24.39	4.25	1	103.6
	Holiday Pay/NAGE Contract: New Year's Day	N-9, Max	24.39	4.25	1	103.6
5104	Beth Johnson: Library Assistant, Sept. 20 next step 9/20/2018(15)	N-9, Max	24.39	23	52.2	29,282.6
	Holiday Pay/NAGE Contract: 6 Mondays	N-9, Max	24.39	4.75	6	695.1
5104	Lynne Soukup: Library Clerk, Oct. 8 next step 10/8/2014(6)	N-10, 5	22.11	24	14.4	7,641.2
	Leslie MacAfee: Tech.	19-10, 0	23.28	24	37.8	21,119.6
5104	Services Assistant, Jan.	H-9, Max	23.67	19	52.2	23,475.9
		TOTAL W	AGES this pa	age		135,218.8

DEPT L	ibrary
--------	--------

### DEPT #

610

ГҮРЕ	NAME; TITLE;DATE IN G	GRADE/	\$	HR/	#	TOTAL
16102		STEP	RATE	WK	WKS	
	Judi Masters: Library			Î		
5104	Assistant, Sept. 12	H-8, Max	22.50	3	52.2	3,523.50
	Michael Matley:					
	Custodian, Jan. 6	N-8, 25	25.43	40	52.2	53,097.84
	at 25 years					
	Amy McGinn: Library					
5104	Assistant, Oct. 26	H-8, 5	20.43	9	17	3,125.79
	next step 10/26/2014 (6)	H-8, 6	21.48	9	35.2	6,804.86
	Nancy Odell: Local History					
5104	Librarian, Sept. 26	N-15, 25	34.05	12	52.2	21,328.92
	at 25 years					
	Deb Rich: Library					i i su se
5104	Assistant, Sept. 20	N-9, 15	25.12	21	21	11,077.92
	next step 9/20/2019 (25)	N-9, 20	25.88	21	31.2	16,956.58
	Holiday Pay/NAGE Contract: 6 Monday Holidays	N 0 20	25.88	4	6	621.12
	Contract: O Wonday Hondays	IN-9, 20	23.00	4	0	021.12
		TOTAL W	AGES this p	age		116,536.53

DEPT Library

DEPT #

610

TYPE	NAME; TITLE;DATE IN C	GRADE/	\$	HR/	#	TOTAL
16102		STEP	RATE	WK	WKS	
	Judy Rollinson: Library					
5104	Assistant, Nov. 11	N-9, 15	25.12	25	52.2	32,781.6
	next step 11/11/2017 (20)					
	Holiday Pay/NAGE					
	Contract: July 4		25.12	5	1	125.6
	Anne Romaker: Library					
5104	Assistant, June 10	N-9, Max	24.39	28	52.2	35,648.4
and the standard states of the states	next step 9/21/2019 (15)	and the second				
	Holiday Pay/NAGE					
	Contract: July 4		24.39	6	1	146.3
	Contract: Day after		21.55		-	110.5
	Thanksgiving		24.39	6	1	146.3
	Holiday Pay/NAGE		21.57		1	140.5
2	Contract: New Years Day		24.39	6	1	146.3
			24.57	0	1	140.5
	Circulation Supervisor,					
5104	Nov. 16	N-15,3	\$24.40	30	20	14,640.0
5104	next step 11/16/2015 (5)		\$25.63	30	32.2	24,758.5
	Holiday Pay/NAGE	19-13,4	\$25.05	30	32.2	24,738.3
	Contract: July 4	N-15, 3	\$24.40	(	1	146.4
	Contract: 5 Monday	IN-15, 5	\$24.40	6	1	140.4
	Holidays	NT 16 4	£25 (2)		-	7(0.0
		N-15, 4	\$25.63	6	5	768.9
	Contract: Day After Thanksgiving		<b>#25 (2)</b>			1.50.5
	Thanksgiving		\$25.63	6	1	153.7
	Ten McCreeth Til					
	Jen McGrath: Library		10.00			10.004-
5104	Assistant, May 10	H-8, 3	18.53	12	45	10,006.2
	next step 5/10/14 (4)	H-8, 4	\$19.44	12	7.2	1,679.6
)		TOTAL W	AGES this p	age		121,148.1

DEPT	Library		DEPT #	610		
TYPE	NAME; TITLE;DATE IN G		\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5104	Library Pages	M-2, Max	8.75	12	52.2	5,481.00
5104	Vacation Replacement	N-9, Max	24.39	100		2,439.00
5104	Meeting Time	N-9, Max	24.39	30	4	2,926.80
5104	Clerical Sick	N-9, Max	24.39	75		1,829.25
5104	Staff Training	N-9, Max	24.39	35		853.65
		TOTAL W	AGES (this p	age)		13,529.70

DEPT	Library		DEPT #	610		
TYPE 16102	NAME; TITLE;DATE IN G	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5104E	Sunday Library - 36 weeks/yr					
5104E	Penny Cole: Sunday Library Assistant, Jan. 16	H-8, 4	19.44	4	10	778.00
	next step 1/22/2015 (5)		20.43	4	26	2,125.00
5104E	Carrie Ann Brown: Sunday Library Assistant, Oct. 6 next step 10/6/2014 (6)	H-8, 6	21.48	4	36	3,094.00
)	Karen Hutchinson: Sunday Library Assistant, Oct. 7 next step 10/7/2014 (5)	H-8, 5	20.43	4	36	2,942.00
5104E	Sharon Martin: Sunday Supervisor, Sept. 30	M-8, Max	24.00	4	36	3,456.00
5104E	Melissa Strocio: Sunday Library Assistant, Sept. 30 next step 9/30/2014 (5)	H-8, 5	20.43	4	36	2,942.00
		TOTAL V	VAGES (this I	page)		15,337.00
		TOTAL S		334,367.10		
		TOTAL V TOTAL S	VAGES ALARY & W	AGES		401,770.19 736,137.29

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS					
5201	Advertising - \$400 Level Funded					
	Covers the cost of printing of flyers, signs, buttons, and outdoor banners/signs to					
	promote library events and services.					
5202	Grounds & Building Maintenance - \$9,300 - Level Funded					
	Includes cost of elevator inspection & repair, professional carpet cleaning					
	gutter cleaning, fire alarm inspection, and other repairs.					
5202E	Grounds & Building Maintenance - HVAC \$5,000 - Decrease					
	Decrease by \$3,000. This line covers costs for repairs, inspections, and					
	maintenance on the heating/cooling/ventilation system.					
5203	Repair & Maintenance - Equipment - \$3,000 - Level Funded					
	Includes the cost for servicing, inspecting and repair/replacement of fire extinguishers,					
	smoke detectors, illuminated exit signs and other equipment.					
5205A	Office Equipment - \$5,720 - Level Funded					
	\$2,400: Replace three Dell workstations (re-use monitors)					
	\$2,400: Self-checkout unit for Children's Room.					
	\$920: Chromebooks or tablets for in-house use by patrons					
5209	Travel In-State - \$1,800 Level Funded					
	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 Massachusetts Library Association or New					
	England Library Association conference, and \$70 for two trustees' registrations for					
	the Massachusetts Library Trustees Association conference.					

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5210	Travel Out of State - \$1,500 - Level Funded
	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.
5211	Electricity - \$20,000 Level Funded
	This line is level funded.
5213	Fuel & Oil - \$8,000 - Level Funded
	This line is level funded.
5217	Dues & Memberships - \$1,000 Level Funded
	This line is level funded since membership fees aren't expected to increase at this time.
	\$525: Four memeberships in the Massachusetts Library Association or the New Englar
	Library Association for the library director and professional librarians.
	\$180: Membership in the American Library Association, Public Library Association
	and Young Adult Library Services Association for the library director.
	\$200: Membership in the Massachusetts Library Trustee Association for the full board
5219B	Special Events/Programs - \$2,400 - Level Funded
	\$800: Programs for children and families
	\$800: Programs for teens
	\$800: Programs for adults
	Most special events are held during the Summer Reading Program, with year-round
	programming paid for by the Friends of the Library.

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5223	Office Supplies - \$3,850 - Increased
5225	This line is increased by \$250 based on actual usage in FY13. Included is paper and
	ink for public printers, paper and ink for staff printers, letterhead, envelopes, and genera
	office supply needs. This line is offset by our collection of printing fees from the public
5224	Other Supplies - \$31,000 Level Funded
	This line pays for non-print materials for the library collection, including DVDs, CDs,
	and audiobooks, which are two of the highest circulating collections in the library.
5224E	Other Supplies - Materials - \$51,085 Increased
	This line is increased by \$4,854 to purchase additional ebooks and online content.
	Included are ESL materials, ebooks, and electronic databases including ValueLine,
	Morningstar, A to Z Databases (online directories), Tutor.com, Mango Languages,
	Ancestry Library Edition, LearningExpress (test prep), Freading (ebooks) and Zinio
	(electronic magazines). Includes C/W MARS additional ebook fee of \$2,010.)
5224F	Book Supplies - \$3,900 Level Funded
	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 budge in order to maintain our certification & eligibility for State Aid to Public Libraries.

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5227	Books & Periodicals - \$67,400 - Level Funded
	This line includes all print books for adults, children and teens, and all magazine and
	newspaper subscriptions.
5227A	Book Binding - \$1,100 Level Funded
	Preservation and reproduction of books and other materials that are at risk of
	deterioration for the Local History collection.
5237	Materials & Equipment - \$1,475 - Level Funded
	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.
5237C	Hardware/Lumber - \$450 - Level Funded
	This line includes items necessary for repair work and maintenance of the library
	building like salt, paint, hardware, light bulbs, or small tools.

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5243C	Misc. Serv/Computer - \$34,311 Increased
	\$28,711: C/W MARS assessment for membership, cataloging/circulation system, online
	catalog, digital catalog, Internet for public & staff, and staff email.
	\$2,525: Software licensing fees - makerspace & public computer time/print management
	\$1,015: C/W MARS ongoing support fees
	\$400: Antivirus annual update
	\$60: annual website domain registration (westboroughlib.org)
	\$325: Wowbrary subscription (email alerts to patrons about new items)
	\$400: Tix Keeper (museum pass reservation system)
	\$875: Room reservation system for makerspace (subscription)
	This line is increased by \$6,018 due to an increase in our C/W MARS assessment, the
	addition of software in the makerspace, and the addition of room reservation software
	to allow patrons to schedule time in the makerspace.



Department

## RECREATION

#### Activities, Functions and Responsibilities

The Westborough Recreation Department is dedicated to enriching the lives of residents by offering affordable, innovative programming for all age groups as well as providing safe, clean and accessible facilities.

- Create, organize, promote and evaluate programs for all populations

- Explore and plan community events
- Establish program fee structure to ensure all program expenses are covered keeping customer costs affordable
- Recruit and coordinate volunteer workforce to maintain low program costs
- Interview, hire, train, and support Westborough teens and adults offering a safe summer work environment
- Set policies for use, scheduling, and permitting town recreation facilities
- Act as mediator between all town adult and youth sports leagues, schools, and recreation programs in regards to facility use
- Assess town facilities for resident use, oversee maintenance and renovation of recreation facilities to ensure safety and accessibility
- Supplement DPW cost of repairs, equipment, and maintenance necessary for facilities
- Explore opportunities to develop new fields/facilities and/or expand current ones

### Successes & Accomplishments 2012-2013

#### Goals & Priorities 2014-2015

<ul> <li>Continued to improve our communication and notification processes by increasing our social media presence, including the use of Facebook.</li> <li>Established new business partnerships to offer additional programming</li> <li>Added 25 new programs for adults, children (FY13)</li> <li>Expanded and reorganized our summer swim program resulting in an 18% increase in enrollments and more residents enjoying the facility.</li> <li>Continued to utilize the service of over 200 volunteers for a total of 4277 service hours.</li> <li>Online accounts increased by 71%.</li> <li>Individual online members exceeded expectations by 33%.</li> <li>Percentage of programs meeting minimum enrollments at 87%, exceeds goal of 80%.</li> <li>Established a scholarship fund to assist families with program fees. Accept numerous donations including Forbes Kirkside Foundation, and all adult softball leagues.</li> <li>Funded improvements, repairs and updates to numerous facilities and fields, at no cost to tax payer, utilizing Gift and Revolving accounts, and Eagle Scout Projects. Improvements were made to Hyder Park, Bowman 'nstalled recycling containers at all ball fields in an effort to become 'more 'een.'</li> </ul>	<ul> <li>Evaluate existing program fee structure, adjust as needed in order to continue offering quality programming at affordable prices</li> <li>Enhance the current department mission statement to better service the current population</li> <li>Develop a participant survey regarding recreation programs satisfaction</li> <li>Augment employee training program to further develop a professional and skilled workforce</li> <li>Improve our communication and notification processes, increase social media presence, increase overall public awareness of leisure activities, programs and recreation facilities.</li> <li>Continue to provide financial support for Westborough families through scholarships and free programs</li> <li>Increase program participation through expansion of current programs and development of new activities, classes, and events</li> <li>Maintain 10% or less participant dropout rate</li> <li>Sponsor or participate in four community wide special events.</li> <li>Maintain close working relationship with DPW, School, Health, and Planning Departments</li> <li>Collaborate with school department to maximize use of all school and recreation facilities</li> <li>Continue systematic replacement and upgrade of park amenities, including picnic tables, benches, fencing and playground equipment</li> </ul>
--	--

## Department

RECREATION

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	198,048	198,047.2	204,584	196,311	196,311	-4.0400%
Expenses						
<b>Total Expenditures</b>	\$198,048.00	\$198,047.20	\$204,584.00	\$196,311.00	\$196,311.00	-4.0400%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	3	3	3
Part Time			
FTE	3	3	3

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Number of Programs	290	300	300
Number of New Programs	25	15	15
Number of Program Registrations	3655	4000	4000
Number of Special Events	4	4	4
Total Added Online Accounts	672	80	80
Number of Volunteers	236	200	200
Total Volunteer Service Hours	4277	4000	4000
		L	

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
% of classes meeting minimum enrollment	80%	87%	85%	85%
% increase in online accounts	5%	71%	5%	5%
Monetary value of volunteer hours (\$8.00/hr)	maintain	\$34,216	\$34,000	\$34,000
In service training sessions for beach staff	7	7	7	7
Receipt retention (versus refund of money)	95%	98%	95%	95%

# TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comn	n
16201	RECREATION SALARY/WAGE	S						
5101	SALARY-DEPARTMENT HEAD	\$77,636.00	\$77,636.00	\$79,188.00	\$31,857.00	\$80,754.00	\$80,754.00 \$	_
5104	WAGES-OPERATIONS	\$120,412.00	\$120,411.20	\$125,396.00	\$48,162.21	\$115,557.00	\$115,557.00 \$	_
5104D	WAGES-TEMP & SEASONAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$	_
	TOTAL	\$198,048.00	\$198,047.20	\$204,584.00	\$80,019.21	\$196,311.00	\$196,311.00 \$	-
16203	RECREATION EXPENSES							
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 \$	-25
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$	•

GRAND TOTAL

\$198,048.00 \$198,047.20 \$204,584.00 \$80,019.21 \$196,311.00 \$196,311.00 \$\_\_\_\_\_

# **FY2015 SALARIES AND WAGES REQUEST**

### DEPT RECREATION

#### DEPT # 16201

ГҮРЕ	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	Frank DeSiata, Recreation Director	S20 max	1,547.00		52.2	80,754.0
5014	Karen DeSiata, Program Coordinator	N16 25th	1,429.00		52.2	74,594.0
5104	Admin Assistant	N10/2	\$19.11	40	24	18,346.0
	12/16/2013	N10/3	20.05	40	28.2	22,617.0
						40,963.0
				- Small and sale of the		
		TOTAL SA	LARY & WA	GES		196,311.0

**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 EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
	We no longer have an expense budget.
w.	
4	

This page left intentionally blank.



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 2012-2013

The Cultural Council awarded \$12,600 in grants in 2013. Among the twenty one grants awarded were Africa Day at Mill Pond School; Skyrise Theater's production of The Wizard of Oz; Westborough Players Club, Community Band, Community Chorus events and productions; Our goal is to continue to fund grants to support the arts Westborough Community Land Trust Owls event; and culture in Westborough. We will continue to raise programs at the Library and Historical Society. We funds through such activities as hosting the Sixth Annual generally receive grant requests totalling over \$25,000. Arts in Common arts festival in the fall. Our priority is to This year we held the Fifth Annual Arts in Common raise enough funds to be able to grant \$10,000-\$15,000 festival on September 28th at Bay State Commons. It is a each year. fun community event that helps raise funds to support the arts, sciences and humanities in Westborough. There ere over 45 artisans and 25 different performers and groups.

Goals & Priorities 2014-2015

## Department

Cultural Council

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	A COMPANY OF THE REAL PROPERTY
Salaries / Wages	0	0	0	0	0	
Expenses	2,000	1,500	2,000	2,000	2,000	0.00%
Total Expenditures	\$2,000.00	\$1,500.00	\$2,000.00	\$2,000.00	\$2,000.00	0.00%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	0	0	0
Part Time	0	0	0
FTE	0	0	0

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Funded 27 Grants	27	30	30
Funded \$21,100	\$21,100	\$23,000	\$25,000
Funded 4 Field Trips (\$4,750)	4	6	8
Arts in Common; 45 vendors	45	55	55
Arts in Common; 25 performers	25	25	25

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Received 33 grant requests; funded 27* - some	25	21	27	30
grant apps are not eligible.				
Funded 4 school field trips this year (\$4,750)	4	0	4	б
Received 50 vendor applications; accepted 45*-	50	45	50	50
limit due to space limitations				
Arts in Common raised over \$10,000	9,000	10,000	11,000	12,000
				(
	I	1		

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Co	
16303	Cultural Council							
5299	MISCELLANEOUS EXPENSE	\$2,000.00	\$1,500.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00 \$	
	TOTAL	\$2,000.00	\$1,500.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00 \$	

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

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
16303	The Westborough Cultural Council helps to fund the arts and sciences in West-
	borough by giving support to worthy groups which meet the guidelines of
e a 1944 - 1945 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 1946 - 19	the Massachusetts Cultural Council and our own local guidelines as listed
	on both the MCC and Westborough web sites. These guidelines are very basic
	and include such things as being open to the public, held by non profit groups or
etter en	be themselves non profit, be held in Westborough and have a venue and date
	included on the application.
	· · · · · · · · · · · · · · · · · · ·
ne state	
· · · · · · · · · · · · · · · · · · ·	



Department

**Historical Commission** 

### Activities, Functions and Responsibilities

The Commission, a seven 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 archaeology sites in the Town.

With cooperation from the Building Commissioner, the Commission enforces a Sign Bylaw on all historic properties, Historic Districts and Commercial Properties within 2,500 feet from the rotary.

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

ddition, the Commission is a repository for artifacts, which are displayed and stored in the Commission office, and are available for research and public viewing.

Successes & Accomplishments 2012-2013	Goals & Priorities 2014-2015
We had an Open House which coincided with the biannual library book sale. We also hosted a program of archaeological and local history for Eagle Cub Scouts We approved 7 signs in the Historic District and approved 2 building demolitions. Contracted with Marking Burials to have 7 gravestones reactored and repaired. Drafted and publicly posted detailed agendasand minutes to the town website.	Continue to work with the Building Commissioner to clarify and increase awareness of sign application and review process. Organize commission-held records of the town (maps, photos, information of town history, people, genealogy, places and events) making them easily accessible for research and public viewing. Continue to restore town cemeteries. Implement a collection policy and acquisition documentation. Work to put the sign bylaw application process online.
	25

## Department

Historical Commission

$= - \frac{1}{2} \sum_{i=1}^{n-1} \frac{1}{2} \sum_{i=1}^$	FY2013	FY2013	FY2014	FY2015	<b>FY2015 MGR</b>	% Change
	Budgeted	Expended	Budgeted	Requested	Recommend	FY14 to 15
Salaries / Wages	18,783	17,406.27	19,145	19,461	19,461	1.6500%
Expenses	5,725	240.93	5,725	5,725	5,725	0.00%
<b>Total Expenditures</b>	\$24,508.00	\$17,647.20	\$24,870.00	\$25,186.00	\$25,186.00	1.2700%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time			
Part Time	0.38	0.38	0.38
FTE	0.38	0.38	0.38

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Regular meetings	12	12	12
Sign requests reviewed	7	as presented	as presented
Demolition requests	2	as requested	as requested
Research requests	20+	as requested	as requested

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Gravestones repaired and restored	15	7	>15	>15

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
16502	HISTORICAL COMM SECRETA	RY					
5103	WAGES-CLERICAL	\$18,783.00	\$17,406.27	\$19,145.00	\$6,821.55	\$19,461.00	\$2,974.80 \$
16503	HISTORICAL COMM EXPENSE	S					
5217	DUES AND MEMBERSHIPS	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00 \$
5219	PROFESSIONAL SERVICES	\$1,000.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00 \$
5219B	SPECIAL EVENT/PROGRAM	\$125.00	\$78.07	\$125.00	\$0.00	\$125.00	\$125.00 \$
5224	OTHER SUPPLIES	\$500.00	\$162.86	\$500.00	\$0.00	\$500.00	\$500.00 \$
5245	OTHER PROFESSIONAL SERV	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$
)	TOTAL	\$5,725.00	\$240.93	\$5,725.00	\$0.00	\$5,725.00	\$5,725.00 \$
	GRAND TOTAL	\$24,508.00	\$17,647.20	\$24,870.00	\$6,821.55	\$25,186.00	\$8,699.80 \$

# **FY2015 SALARIES AND WAGES REQUEST**

### **DEPT** Historical Commission

DEPT #

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5104	Sue Speckman 7/1/06	S-11/max	24.950	15	52	19,461.00
	Executive Secretary					
			$\left  \right $			
- water and						
			$\left\{ \dots \right\}$			
		TOTAL SA	LARY & V	VAGES		19,461.00

**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 EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5217	periodical: Historic New England
5219	professional services: we contract annually with Marking Burials for gravestone
5010D	repair and restoration
5219B	special events/programs:we had an open house which coincided with the biannual librar booksale and will participate in other events when possible
5224	office supplies, name plates for members
5245	this item will be combined with Object #5219
1	

This page left intentionally blank.



Department

Treasurer - Debt - General Fund

### Activities, Functions and Responsibilities

Issue debt as voted by Town meetings 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 AA+ credit rating

#### Successes & Accomplishments 2012-2013

#### Goals & Priorities 2014-2015

Made timely and accurate debt payments Successfully refunded HS and Mill Pond debt to lower interest rate by 2% Refunded school debt and negotiated full payment of remaining subsidy from SBA Worked closely with MA Water Pollution Abatement Trust on refunding 0% interest portion of WWTP borrowing	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
---	---

# Department

Debt - General Fund

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages						
Expenses	10,158,346	10,040,924.49	9,920,888	8,986,375	8,986,375	-9.4200%
<b>Total Expenditures</b>	10,158,346	10,040,924.49	\$9,920,888.00	\$8,986,375.00	\$8,986,375.00	-9.4200%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time			
Part Time	a hónnaith a faith thán na marain an sao a cat		
FTE			

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
				-
	+			
	1			

## TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
17103	DEBT-PRINCIPAL						
5760B	MULTI-PURPOSE 10.019MILL FY03	\$165,000.00	\$57,588.00	\$27,000.00	\$27,000.00	\$26,000.00	\$26,000.00 \$
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$73,000.00	\$73,000.00	\$36,000.00	\$36,000.00	\$0.00	\$0.00 \$
5760D	DEBT EXCL - HS & MILL POND69.2	\$3,460,000.00	\$3,460,000.00	\$3,460,000.00	\$3,460,000.00	\$0.00	\$0.00 \$
5760H	MULTI-PURPOSE 7.245 MILL	\$89,000.00	\$89,000.00	\$85,000.00	\$85,000.00	\$82,000.00	\$82,000.00 \$
57601	WPAT-WSTWTR MNG PLN (68.3% STP)	\$6,530.00	\$6,530.00	\$6,530.00	\$6,530.00	\$6,530.00	\$6,530.00 \$
5760J	MULTI-PURPOSE 34.504 MILL (13)	\$815,000.00	\$861,400.00	\$0.00	\$0.00	\$3,276,000.00	\$3,276,000.00 \$
5760N	WPAT-WSTWTR MNG PLN(17% STP)	\$2,821.00	\$2,821.00	\$2,758.00	\$0.00	\$3,365.00	\$3,365.00 \$
5760Q	SCHOOL SHORT TERM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$
5760R	TOWN SHORT TERM BORROWING	\$0.00	\$0.00	\$29,000.00	\$29,000.00	\$271,000.00	\$271,000.00 \$
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$211,035.00	\$211,035.00	\$210,535.00	\$0.00	\$207,235.00	\$207,235.00 \$
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$64,500.00	\$64,500.00	\$64,500.00	\$64,500.00	\$64,500.00	\$64,500.00 \$
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$61,000.00	\$61,000.00	\$61,000.00	\$61,000.00	\$61,000.00	\$61,000.00 \$
5760W	MWPAT - WWTP - UPGRADE PART 1	\$738,184.00	\$738,184.00	\$753,097.00	\$753,097.00	\$768,311.00	\$768,311.00 \$
5760X	MULTI-PURPOSE 11.834ML (FY11)	\$1,157,000.00	\$1,157,000.00	\$1,157,000.00	\$1,157,000.00	\$624,000.00	\$624,000.00 \$
5760Y	MWPAT - WWTP - UPGRADE PART 2	\$0.00	\$0.00	\$1,401,859.00	\$1,401,859.00	\$1,408,149.00	\$1,408,149.00 \$
	MWPAT - WWTP UPGRADE ADD'L	\$0.00	\$0.00	\$0.00	\$0.00	\$30,338.00	\$30,338.00 \$
C	TOTAL	\$6,843,070.00	\$6,782,058.00	\$7,294,279.00	\$7,080,986.00	\$6,828,428.00	\$6,828,428.00 \$
17203	DEBT-INTEREST						
5299	CERTIFICATION OF NOTES	\$301,582.00	\$288,775.26	\$153,720.00	\$59,570.62	\$150,000.00	\$150,000.00 \$
5760B	MULTI-PURPOSE 10.019MILL FY03	\$61,750.00	\$48,181.50	\$3,670.00	\$1,970.00	\$3,140.00	\$3,140.00 \$
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$20,960.00	\$20,960.00	\$9,750.00	\$9,750.00	\$0.00	\$0.00 \$
5760D	DEBT EXCL - MILL POND SCHOOL	\$1,820,825.00	\$1,820,825.00	\$867,163.00	\$867,162.50	\$0.00	\$0.00 \$
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	\$10,860.00	\$10,860.00	\$9,120.00	\$4,985.00	\$7,348.00	\$7,348.00 \$
5760J	MULTI-PURPOSE 34.504 MILL (13)	\$92,800.00	\$46,400.00	\$889,967.00	\$0.00	\$1,173,715.00	\$1,173,715.00 \$
5760N	WPAT-WSTWTR MNG PLN(17% STP)	\$492.00	\$492.00	\$437.00	\$436.52	\$382.00	\$382.00 \$
5760Q	SCHOOL SHORT TERM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$
5760R	TOWN OTHER SHORT TERM BORR	\$720.00	\$179.50	\$6,469.00	\$6,469.48	\$171,629.00	\$171,629.00 \$
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$51,861.00	\$51,861.04	\$44,053.00	\$22,026.38	\$36,263.00	\$36,263.00 \$
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$16,610.00	\$16,610.00	\$14,030.00	\$7,660.00	\$11,450.00	\$11,450.00 \$
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$31,520.00	\$31,520.00	\$29,233.00	\$15,188.12	\$26,945.00	\$26,945.00 \$
5760W	MWPAT - WWTP - UPGRADE PART 1	\$330,471.00	\$330,470.16	\$315,558.00	\$161,544.16	\$300,343.00	\$300,343.00 \$
5760X	MULTI-PURPOSE 11.834ML (FY11)	\$209,046.00	\$209,046.00	\$162,766.00	\$92,953.00	\$133,386.00	\$133,386.00 \$
5760Y	MWPAT - WWTP - UPGRADE PART 2	\$345,779.00	\$345,778.32	\$100,673.00	\$51,375.37	\$96,471.00	\$96,471.00 \$
5760Z	INTEREST ON REFUNDS	\$10,000.00	\$36,907.71	\$10,000.00	\$1,008.00	\$10,000.00	\$10,000.00 \$
	MWPAT - WWTP UPGRADE ADD'L	\$0.00	\$0.00	\$0.00	\$0.00	\$26,875.00	\$26,875.00 \$
	TOTAL	\$3,315,276.00	\$3,258,866.49	\$2,626,609.00	\$1,302,099.15	\$2,157,947.00	\$2,157,947.00 \$

GRAND TOTAL

\$10,158,346.00 \$10,040,924.49 \$9,920,888.00 \$8,383,085.15 \$8,986,375.00 \$8,986,375.00 \$\_\_\_\_

12/20/42	08-02-22 444	TOWNOEWERTE		2015			OPEN SPACE		
PRINCIPAL 12/20/13	AUTHORIZED	TOWN OF WESTE TOTAL	STP	SEWERS	TOWN	WATER	OPEN SPACE FIRE/ HIWAY	SCHOOLS	
1993 REFUNDED 4/04	\$2,560,000	\$0 \$3,459,439	\$24 000	FE7 000	617 000	\$0		B0 005 000	\$0
2013 NEW & REFUNDED 11/13 1997/2000 REFUNDED 10/05	\$34,504,439 \$5,740,000	\$605,000	\$34,000 \$89,085	\$57,000 \$63,765	\$17,000	\$126,439 \$334,000		\$3,225,000 \$118,150	\$3,459,439 \$605,000
1998/2009 REFUNDED 10/09	\$2,975,000	\$350,000	405,005	\$15,000	\$82,000	\$253,000		\$110,100	\$350 ~~~
2002 REFUNDED 8/12	\$3,985,000	\$390,000		\$125,000	\$02,000	\$239,000	\$26,000		\$39
2003	\$69,200,000	\$0						\$0	
2005	\$2,665,000	\$0	\$0	\$0		\$0			\$0
2006	\$1,513,000	\$125,000		\$24,750	\$35,500	\$35,750		\$29,000	\$125,000
2007	\$3,228,000	\$180,000		\$8,000	\$61,000	\$111,000			\$180,000
2008	\$1,163,035	\$110,000	¢424.000	\$104,000		\$6,000	C ( C ( C C C		\$110,000
2010 WPAT 95/12 FISHER/ MILL	\$11,834,909 \$1,794,368	\$915,000 \$84,398	\$121,000	\$6,000 \$84,398	\$19,000	\$285,000	\$484,000		\$915,000
WPAT 95/12 FISHER/ MILL WPAT 96/46 PINECREST/ KAY	\$452,000	\$19,569		\$19,569					\$84,398 \$19,569
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$16,712		\$16,712					\$16,712
WPAT 00/25 ASSABET (17% is STP portion)*	\$588,584	\$19,792	\$3,365	\$16,428					\$19,792
WPAT 00/25A ASSABET (68.3% is STP portion) re		\$9,561	\$6,530	\$3,031					\$9,561
WPAT 08/22 I/I REFUNDED 6/12	\$463,000	\$15,774		\$15,774					\$15,774
WPAT - WWTP (I)	\$17,616,166	\$768,311	\$768,311						\$768,311
WPAT - WWTP (II)	\$29,358,537	\$1,408,149	\$1,408,149						\$1,408,149
WPAT - 10/08 WELD/FOLLY	\$1,424,000	\$58,854		\$44,141		\$14,714			\$58,854
WPAT - WWTP - ADD'L 2013	\$750,000	\$30,338	\$30,338						\$30,338
PAYDOWNS									
STATE HOSPITAL PROPERTY	\$2,200,000	\$220,000			\$220,000				\$220,000
TOWN HALL DESIGN (BAN)	\$255,000	\$51,000			\$51,000				\$51,000
TOTAL PRINCIPAL	1	\$8.836.897	\$2,460,778	\$603,567	\$485,500	\$1,404,903	\$510.000	\$3,372,150	\$8,836,897
		+0,000,000			•	• 1, 10 1,000	4010,000	••,••,2,100 ]	40,000,001
INTEREST	AUTHORIZED	TOTAL	ero	CEMEDO	TOWAL	WATER	FIDE (LINA)AV	5011001.5	
BONDS	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS	
1993 REFUNDED 4/04	\$2,560,000	\$0				\$0			\$0
2013 NEW & REFUNDED 11/13	\$34,504,439	\$1,289,110	\$14,368	\$25,195	\$8,623	\$90,200		\$1,150,725	\$1,289,110
1997/2000 REFUNDED 10/05	\$5,740,000	\$70,855	\$18,207	\$13,458		\$21,134		\$18,056	\$70,855
1998/2009 REFUNDED 10/09	\$2,975,000	\$35,563		\$1,804	\$7,348	\$26,411			\$35,563
2002 REFUNDED 8/12	\$3,985,000	\$68,100		\$22,410		\$42,550	\$3,140		\$68,100
2003	\$69,200,000	\$0	04045					\$0	\$0
2005	\$2,665,000	\$0	\$0	\$0	\$0	\$0			\$0
2006	\$1,513,000	\$22,300		\$4,435	\$6,350	\$6,415		\$5,100	\$22,300
2007 2008	\$3,228,000	\$78,788 \$19,575		\$3,228	\$26,945	\$48,615			\$78,788
2008	\$1,163,035 \$11,834,909	\$234,668	\$63,724	\$18,558 \$3,150	\$8,790	\$1,018 \$98,132	\$60,873		\$19,575 \$234,668
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$3,515	000,124	\$3,515	\$0,730	\$30,132	\$00,875		\$3,515
WPAT 96/46 PINECREST/ KAY	\$452,000	\$815		\$815					¢0,010
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$1,415		\$1,415					\$
WPAT 00/25 ASSABET (REFUNDED) 17% STP	\$588,584	\$2,246	\$382	\$1,864					S.
WPAT 00/25A ASSABET (68.3% STP) refunded	\$151,291	\$0	\$0	\$0					\$0
WPAT 08/22 I/I REFUNDED 6/12	\$463,000	\$6,144		\$6,144					\$6,144
WPAT - WWTP (I)	\$17,616,166	\$300,343	\$300,343						\$300,343
WPAT - WWTP (II)	\$29,358,537	\$96,471	\$96,471						\$96,471
WPAT - 10/08 WELD/FOLLY	\$1,424,000	\$26,739	£00 075	\$20,055		\$6,685			\$26,739
WPAT - WWTP - ADD'L 2013	\$750,000	\$26,875	\$26,875						\$26,875
PERMANENT INTEREST	[	\$2,283,520	\$520,369	\$126,043	\$58,055	\$341,160	\$64,013	\$1,173,881	\$2,283,520
SHORT TERM @									
1.25%									
Actual due 08/14	E470 000								
WATER - CROWNRIDGE SEWER - CROWNRIDGE	\$470,000	\$5,859 \$19,446		\$10 //6		\$5,859			\$5,859
- FLANDERS	\$1,560,000 \$800,000	\$9,972		\$19,446 \$9,972					\$19,446
TOWN - TOWN HALL RENOVATIONS	\$1,450,000	\$18,075		49,912	\$18,075				\$18,075
- TOWN BUILDING DESIGN	\$255,000	\$3,179			\$3,179				\$3,179
ATM/STM Articles	PC 40 000	60.440			E0 440				60.440
TOWN - TOWN HALL/FORBES DESIGN	\$649,000	\$8,113			\$8,113				\$8,113
- TOWN HALL RENOVATIONS - FIRE STATION	\$5,000,000 \$5,800,000	\$62,500 \$72,500			\$62,500		\$72,500		\$62,500 \$72,500
- WARREN ST DRAINAGE (JACKSTRAW)	\$581,000	\$7,263					\$72,500		\$72,500
SEWER - CROWNRIDGE	\$625,000	\$7,813		\$7,813			Ψ1,203		\$7,813
WATER - CROWNRIDGE	\$320,000	\$4,000		<b>\$7,013</b>		\$4,000			\$4,000
			122					04004	
subtotal - short term interest		\$218,718	\$0	\$37,231	\$91,866	\$9,859	\$79,763	\$0	\$218,719
TAX ANTICIPATION		\$10,000			\$10,000				
ABATE. INTEREST SUBTOTAL INTEREST	Г	\$10,000 \$2,522,238	\$520,369	\$163,274	\$10,000	\$351,019	\$143,775	\$1,173,881	\$2,522,238
ees enne mileneel	L	42,022,200	4020,000	\$130,214	¥100,021	4001,019	\$140,110	\$1,173,001	<i>\$2,322,230</i>
		\$2,522,238	\$520,369	\$163,274	\$169,921	\$351,019	\$143,775	\$1,173,881	\$2,522,238
		+						Q1,110,001	42,022,200



Department

**Country Club Operating Committee** 

### Activities, Functions and Responsibilities

Responsible for the operation and maintenance of the Westborough Country Club golf course, including attracting memberships and daily paying players.

### Successes & Accomplishments 2012-2013

r

#### Goals & Priorities 2014-2015

Completed the cart path replacement on hole #7.	Secure a contract for a golf professional (present contract expires 09-2014). Continue course improvements.
---	---

ור

## Department

Country Club Operating Committee

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	7,463	6,219.2	6,343	5,081	5,081	-19.9000%
Expenses	413,900	384,886.19	385,560	388,226	388,226	0.6900%
Total Expenditures	\$421,363.00	\$391,105.39	\$391,903.00	\$393,307.00	\$393,307.00	0.3600%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	0	0	0
Part Time	0.5	0.5	0.5
FTE	0.5	0.5	0.5

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)

Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
	Goal	Goal FY 2013	Goal       FY 2013       FY 2014 (Est)

# TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
60200	COUNTRY CLUB WAGES						
5103	CC ADMINISTRATIVE STAFF	7,463.00	6,219.20	6,343	2,065.50	\$5,081	\$5,081 \$
60200	COUNTRY CLUB EXPENSES						
5700A	CC GOLF PROFESSIONAL	49,000.00	48,847.10	49,500	20,903.20	\$49,500 (1)	\$49,500 \$
5700B	CC CREDIT CARD SERVICES	1,800.00	1,854.82	1,800	0.00		\$2,000 \$
5700C	CC SUPERINTENDENT CONTRA	230,000.00	213,000.00	201,880	87,207.75	\$201,326	\$201,326 \$
5700D	CC PROFESSIONAL ASSOC	2,000.00	2,097.50	2,000	0.00	\$2,000	\$2,000 \$
5700E	CC TREE REMOVAL (CONT)	5,400.00	2,800.00	2,000	0.00	\$2,000	\$2,000 \$
5700F	CC UTILITIES - ELECTRIC	8,700.00	7,774.69	7,000	3,350.39	\$10,000	\$10,000 \$
5700G	CC UTILITIES - GAS HEAT	2,800.00	1,449.78	2,500	170.84	\$2,500	\$2,500 \$
57001	CC UTILITIES - DUMPSTER	2,000.00	1,877.30	1,600	695.97	\$1,600	\$1,600 \$
5700J	CC UTILITIES - WATER	700.00	608.92	700	371.19	\$700	\$700 \$
700K	CC UTILITIES - PORTBLE TOILE	1,000.00	914.80	1,000	540.00	\$1,000	\$1,000 \$
5700L	CC UTILITIES - CABLE	3,000.00	3,358.10	3,000	1,099.49		\$3,600 \$
5700N	CC AERATION	4,000.00	0.00	2,000	0.00	\$0 <sup>(2)</sup>	\$O \$
5700M	CC FERT/CHEM/SEED	38,000.00	39,236.16	40,000	11,581.43	\$41,000	\$41,000 \$
57000	CC SAND/LOAM/GRAVEL	7,000.00	6,257.83	8,000	4,013.44	\$8,000	\$8,000 \$
5700Q	CC PARTS & SUPPLIES	28,000.00	27,177.91	30,000	8,910.15	\$30,000	\$30,000 \$
5700R	CC FUEL	9,000.00	7,821.73	10,000	3,160.51	\$10,000	\$10,000 \$
5700S	CC BLDG & GROUND MAINTENA	4,000.00	1,945.00	4,000	0.00	\$4,000	\$4,000 \$
5700T	CC FLOWERS/SHRUBS/MULCH	1,000.00	136.00	500	0.00	\$500	\$500 \$
5700W	CC IRRIGATION	2,000.00	3,228.55	3,000	3,275.58	\$3,000	\$3,000 \$
5700Y	CC INDIRECT COSTS	14,500.00	14,500.00	15,080	6,288.00	\$15,500	\$15,500 \$
	TOTAL	\$413,900.00	\$384,886.19	\$385,560	\$151,567.94	\$388,226	\$388,226 \$
	GRAND TOTAL	\$421,363.00	\$391,105.39	\$391,903	\$153,633.44	\$393,307	\$393,307 \$
	(1) Contract expires 31 Dec 14						

(1) Contract expires 31 Dec 14(2) Now done in house

# **FY2015 SALARIES AND WAGES REQUEST**

### DEPT Country Club Operations

DEPT #

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
	Thomas, Jessica, Admin Asst, 6.13.13	H-10,S2	19.44	5	50.8	4937.76
		H-10,S3	20.43	5	1.4	143.01
						1
					52.2	
		TOTAL SA	LARY & W	VAGES		5,080.77

**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 EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5700C	Superintendent Contract decrease of 12.2% due to new five year contract beginning
	January 1, 2013 and ending December 31, 2017.
· · · · · · · · · · · · · · · · · · ·	

This page left intentionally blank.



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 Manager.

The primary activities, functions and responsibilities are as follows:

Maintain 100 miles of sewer pipes.

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

Jet and inspect problem sewer areas quarterly.

Grease trap inspections

Sewer easement and manhole inspections

Snow operations

Г

Assist other divisions with the DPW as needed.

### Successes & Accomplishments 2012-2013

### Goals & Priorities 2014-2015

	Replaced fence at Old Flanders Station. Cleaned various sewer wet wells. Replaced 1200 feet of deteriorated concrete sewer pipe on Flanders Road.	Goals for FY 2014-2015: 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. Priorities for FY 2014-2015: By pass pump (pig launch) for Denny Brook Station Grinder for W.Main Station Control sewer odor at Cumberland Sation (Hopkinton's responsibility) Replace Fay Acres fence Install new generator at Walker St station
--	--	--

ר ר

## Department

Department of Public Works SEWER

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages	680,025	666,091.94	703,698	729,178	729,178	3.6200%
Expenses	318,771	334,207.73	282,680	283,680	283,680	0.3500%
Total Expenditures	\$998,796.00	\$1,000,299.67	\$986,378.00	\$1,012,858.00	\$1,012,858.00	2.6800%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	8	8	8
Part Time	0	0	0
FTE	8	8	8

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Inspect sewer stations daily	33	33	33
Station grounds maintenance	30	30	30
Generator Maintenance	30	30	30
Sewer wet well bar racks cleaned daily	2 stations	2 stations	2 station
Sewer rag basket cleaned twice per week	1 station	1 station	station
Sewer pumps pulled to remove blockages	25	25	25
Sewer wet wells cleaned	15	15	15
Sewer complaints, odors blockages, etc	6	6	6
Grease trap inspections	62	62	62
Sewer manhole inspections	25	25	25
Sewer easements inspections	5	5	5
Video inspection sewer for inflow/infiltration	1,200ft	1,200ft	1,200 ft

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Minimize the number of sewer main blockages	5	5	5	5
Minimize the # of sewer station alarms	30	30	30	30
Minimize the sanitary sewer overflows	2	2	2	2
Operate sewer stations as efficient as possible	33	33	33	34

#### TOWN OF WESTBOROUGH FY2014-2015 BUDGET WORKSHEETS

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
64301	SEWER 0 & M SALARY/WAGES						
5101	SALARY-DEPARTMENT HEAD	69,139.00	69,137.12	70,535.00	28,087.86	\$71,950.00	\$71,950.00 \$
5102	SALARY-ASST & AGENT	131,679.00	130,135.34	137,723.00	54,126.99	\$142,254.00	\$142,254.00 \$
5102A	SALARY ADMINISTRATION	19,443.00	19,442.28	20,808.00	8,062.43	\$22,725.00	\$22,725.00 \$
5103	WAGES-CLERICAL	43,634.00	46,390.70	48,901.00	19,233.17	\$50,867.00	\$50,867.00 \$
5104	WAGES-OPERATIONS	336,531.00	328,306.70	342,974.00	136,212.43	\$356,891.00	\$356,891.00 \$
5105	OVERTIME	79,599.00	72,679.80	82,757.00	34,951.06	\$84,491.00	\$84,491.00 \$
	TOTAL	\$680,025.00	\$666,091.94	\$703,698.00	\$280,673.94	\$729,178.00	\$729,178.00 \$
64303	SEWER O & M EXPENSES						
5202	GROUNDS & BUILDING MAIN	4,500.00	3,528.50	4,500.00	1,743.10	\$4,000.00	\$4,000.00 \$
5203	REPAIR/MAINT EQUIPMENT	5,600.00	21,394.39	5,600.00	3,806.56	\$5,600.00	\$5,600.00 \$
5203T	REPAIR/MAINT SWR PMP STA	40,000.00	35,428.65	40,000.00	17,855.98	\$40,000.00	\$40,000.00 \$
5207D	POLICE DETAIL	1,720.00	424.06	1,760.00	0.00	\$1,800.00	\$1,800.00 \$
5211	ELECTRICITY	146,131.00	133,071.76	110,000.00	29,697.95	\$111,000.00	\$111,000.00 \$
5213	FUEL AND OIL	16,111.00	8,687.17	16,111.00	2,427.30	\$16,111.00	\$16,111.00 \$
5215	TELEPHONE	3,888.00	3,775.63	3,888.00	1,258.70	\$3,888.00	\$3,888.00 \$
5217	DUES AND MEMBERSHIPS	400.00	209.50	400.00	85.00	\$400.00	\$400.00 \$
218	TRAINING AND EDUCATION	2,000.00	630.28	2,000.00	13.56	\$2,000.00	\$2,000.00 \$
5219F	DRUG/ALCOHOL TRAINING	100.00	100.00	100.00	92.06	\$100.00	\$100.00 \$
5223	OFFICE SUPPLIES	1,400.00	1,018.36	1,400.00	475.93	\$1,400.00	\$1,400.00 \$
5236	CONTRACT SERVICE	56,650.00	97,875.65	56,650.00	12,957.98	\$56,710.00	\$56,710.00 \$
5241	CLOTHING ALLOWANCE	4,840.00	4,598.79	4,840.00	1,514.93	\$4,840.00	\$4,840.00 \$
5243	MISCELLANEOUS LICENSES	100.00	705.55	100.00	0.00	\$500.00	\$500.00 \$
5247	GAS,OIL,LUBE	20,831.00	20,831.00	20,831.00	6,825.72	\$20,831.00	\$20,831.00 \$
52521	MAINT MATERIALS-SERVICES	14,500.00	1,928.44	14,500.00	631.09	\$14,500.00	\$14,500.00 \$
	TOTAL	\$318,771.00	\$334,207.73	\$282,680.00	\$79,385.86	\$283,680.00	\$283,680.00 \$
	GRAND TOTAL	\$998,796.00	\$1,000,299.67	\$986,378.00	\$360,059.80	\$1,012,858.00	\$1,012,858.00 \$

243

DEPT PUBL	C WORKS - SEWER	FY 2014-2015		
CONTRACT	WALDEN, J.	\$114,803.05	33%	\$37,886.00
S25 MAX	BALDUF, CARL	\$1,977.00	17.23 WEEKS	\$34,064.00
				\$71,950.00
S23 Pers Rate	VOUTAS, RICHARD	\$1,988.00	17.23 WEEKS	\$34,254.00
S21 MAX	COTE, DENNIS	\$1,624.00	20.88 WEEKS	\$33,910.00
				\$68,164.00
S21 MAX	ENGINEERING STAFF ALLAIN, L	\$1,624.00	17.23 WEEKS	\$27,982.00
S18 MAX	DUFF, ROBERT	\$1,403.00	17.23 WEEKS	\$24,174.00
S16 MAX	PAPADOPOULOS, CHRISTINE	\$1,273.00	17.23 WEEKS	\$21,934.00
TIN	SALARY ADDINISTRATION			\$74,090.00
S18 ST5 S18 MAX	RIGGIERI, MARIA-ELAINA \$1,273.00 RIGGIERI, MARIA-ELAINA	\$1,273.00 \$1,403.00	11.15 WEEKS 6.08 WEEKS	\$14,194.00 \$8,531.00
	(\$1,403.00 - 2-23-2015)	\$1,100.00		\$22,725.00
				·,·
		SALA	RY TOTALS	\$236,929.00
Star.	WAGES CONSOLENDED IN THE			
N10 MAX 20TH	H LAPTEWICZ, J \$27.08 * 30	\$812.40	20.88 WEEKS	\$16,963.00
N10 STEP5	LEDOUX, DEB \$22.11 *40 hrs	\$884.40	10.45 WEEKS	\$9,242.00
N10 STEP 6	LEDOUX, DEB \$23.28*40 (4/20/15)	\$931.20	2.6 WEEKS	\$2,422.00
N10 MAX	MA, MICHELLE \$25.53*40	\$1,021,20	13.05 WEEKS	\$13,327.00
140070		<b>\$501.05</b>		<b>M2 07 ( 00</b>
N10ST3 N10 ST 4	WILLARD, PAMELA \$20.05*25 WILLARD, PAMELA \$21.08*25 (11-15-14)	\$501.25 \$527.00	6.53 WEEKS 10.7 WEEKS	\$3,274.00 \$5,639.00
		CLEF	ICAL TOTALS	\$50,867.00

Page 1

E16Ward and	MAGES OPERATIONS			
W6 MAX 25TH	CHIN, J. (\$31.55)	\$1,262.00	52.2 WEEKS	\$65,877.00
W3-MAX	VOUTAS ANTHONY (\$23.67)	\$946.80	20.88 WEEKS	\$19,770.00
W4 MAX	GRAINS, N (\$25.38)	\$1,015.20	46.98 WEEKS	\$47,695.00
W3 MAX	LENIHAN, SCOTT (\$23.67)	\$946.80	20.88 WEEKS	\$19,770.00
W6 MAX 25TH	JACKMAN, DANA (\$31.55)	\$1,262.00	13.05 WEEKS	\$16,470.00
W6 MAX	DANIELE, J (\$28.10)	\$1,124.00	46.98 WEEKS	\$52,806.00
W6 MAX W6MAX 15th	VINCEQUERE, T (\$28.10) VINCEQUERE, T (\$29.18) 4-30-15	\$1,124.00 \$1,167.20	17.36 WEEKS 3.52 WEEKS	\$19,513.00 \$4,109.00
W5 MAX 25TH	WINCHELL, PAUL (\$29.79)	\$1,191.60	20.88 WEEKS	\$24,881.00
W-4 MAX	STEVE BOWMAN (\$25.38)	\$1,015.20	17.23 WEEKS	\$17,492.00
W3 MAX	REMILLARD, THOMAS (\$23.67)	\$946.80	46.98 WEEKS	\$44,481.00
W5 15TH	KANE, BRIAN (\$27.57)	\$1,102.80	20.88 WEEKS	\$23,027.00
	License Stipends - 4 men	\$250.00	4	\$1,000.00
6105	OVERTIME.	2	OPERATIONS WAGES TOTAL	\$356,891.00
JIM CHIN (CALL WEEK) (HOLIDAY) (WEEKEND) (UNSCH OT	47.33 X 5 X 52.2 \$40 X 5 DAYS/WEEK \$268 X 12 HOLIDAYS \$576 X 52 WK(\$40 Fri + \$536 W/E) \$47.33 X 23 HOURS	\$236.65 \$200.00 \$268.00 \$576.00 \$1,088.59	52.2 WEEKS 52.2 WEEKS 12 DAYS 52.2 WEEKS 26.1 WEEKS	\$12,354.00 \$10,440.00 \$3,216.00 \$30,068.00 \$28,413.00
		T	OTAL OVERTIME OTAL SALARY OTAL CLERICAL/OPERATIONSWAGES	\$84,491.00 \$236,929.00 \$407,758.00
		٦	OTAL	\$729,178.00

64303	SEWER O & M EXPENSES			
5202	REPAIR/MAINT BLDG - SEWER STATION Fence repair, bldg materials repair, paint & hardware		\$4,000.00	
5203	REPAIR/MAINT EQUIPMENT/VEHICLES		\$5,600.00	
	Tires, Gen. Maint, State Inspections(3vans, 1 truck)			
5203T	REPAIR/MAINT SEWER STATIONS Emerg & electrical repairs, maint. mtrls & supplies for Sew. Stations		\$40,000.00	
5207D	POLICE DETAIL	\$45.00	\$1,800.00	
5211	ELECTRICITY		\$111,000.00	
	Sewer Stations & DPW Facility (National Grid-Trans Canada)	\$111,000.00		
5213	FUEL OIL/HEATING		\$16,111.00	
	Sewer Stations(Nstar Gas) Office Bldg/Garage(Nstar Gas)	\$10,256.00 \$5,855.00		
5215	TELEPHONE		\$3,888.00	
	Sewer Division Engineering (portion) Sewer Alarm Stations	\$2,040.00 \$1,056.00 \$792.00		
5217	DUES AND MEMBERSHIP		\$400.00	
5218	TRAINING AND EDUCATION Includes Recert. Of Grade 1 Distribution Operators & license		\$2,000.00	
5219F	DRUG/ALCOHOL TESTING		\$100.00	
5223	SUPPLIES		\$1,400.00	
	Office Books and Periodicals Safety Supplies	\$690.00 \$360.00 \$350.00		

5236	CONTRACT SERVICE		\$56,710.00
	Sewer	\$30,004.80	
	Instrument & Meter Calibration	\$3,060.00	
	Office - Sensus Autoread, Kronos software,	\$2,705.00	
	MS4 program materials(NPEDES Permit)		
	2 Meter Readers @\$8,500ea	\$17,000.00	
	Building Cleaning (\$11,940 x 33%)	\$3,940.20	
	(total cleaning \$11,940.00 split between 3 budgets)		
5241	CLOTHING ALLOWANCE		\$4,840.00
	4 @\$800.00	\$3,200.00	
	Engineering (split between water & sewer) (4 @ \$400 & 1 @ \$40)	£1 C10 00	
	(4 @ \$400 & 1 @ \$40)	\$1,640.00	
5243	MISC. SERVICES		\$500.00
	License	\$500.00	
5247	GASOLINE, OIL, LUBE		\$20,831.00
	Oil & Lube	\$525.00	
	Gas	\$20,306.00	
52521	MAINT MTRLS - SEWER		\$14,500.00
	Manhole frames & covers		
	Manole overflow protection		
	Emergency Repairs	TOTAL EXPENSE	\$283,680.00
		SALARY	\$236,929.00
		WAGES	\$236,929.00
		EXPENSE	\$283,680.00
			\$1,012,858.00
			* 110 Tall 000.00

This page left intentionally blank.



Department

Treasurer - Debt - Sewer

#### Activities, Functions and Responsibilities

Issue debt as voted by Town meetings 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 AA+ credit rating

#### Successes & Accomplishments 2012-2013

#### Goals & Priorities 2014-2015

Made timely and accurate debt payments Successfully refunded HS and Mill Pond debt to lower interest rate by 2% Refunded school debt and negotiated full payment of remaining subsidy from SBA Worked closely with MA Water Pollution Abatement Trust on refunding 0% interest portion of WWTP borrowing	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
---	---

Dei	partment	
DU	Jaitmont	

Debt - Sewer

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages						
Expenses	782,026	741,774.42	762,708	766,845	766,845	0.5400%
<b>Total Expenditures</b>	\$782,026.00	\$741,774.42	\$762,708.00	\$766,845.00	\$766,845.00	0.5400%

Personnel	FY 2013	FY 2014 (Est)	1. 1. 1. 1.	FY 2015 (Est)
Full Time				
Part Time				
FTE				

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
		and the second	

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
				(

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
64305	SEWER 0 & M DEBT						
5760A	WPAT-WELD/FOLLY 1.424M FY12 60%	35,094.00	0.00	43,202.00	43,202.00	\$44,141.00	\$0.00 \$
5760B	MULTI-PURPOSE 10.019MILL FY03	110,000.00	110,000.00	128,000.00	128,000.00	\$125,000.00	\$0.00 \$
5760C	MULTI-PURPOSE 2.665 MILL FY06	62,000.00	62,000.00	62,000.00	62,000.00	\$0.00	\$0.00 \$
5760E	WPAT-INFLO/INFILT FY10 .463M	19,402.00	15,168.81	15,468.00	15,467.80	\$15,774.00	\$0.00 \$
5760H	MULTI-PURPOSE 7.245 MILL	20,000.00	20,000.00	20,000.00	20,000.00	\$15,000.00	\$0.00 \$
57601	WPAT-WASTEWATER MGT PL	3,031.00	3,030.83	3,031.00	3,030.83	\$3,031.00	\$0.00 \$
5760J	MULTI-PURPOSE 34.504 MILL FY13	0.00	0.00	0.00	0.00	\$57,000.00	\$0.00 \$
5760K	WPAT-PINECREST/KAY SEWER	18,753.00	18,752.49	19,141.00	0.00	\$19,569.00	\$0.00 \$
5760L	WPAT-FLANDERS/OLD FLANDERS	11,200.00	11,200.00	15,872.00	15,871.46	\$16,712.00	\$0.00 \$
5760M	WPAT-WALKER/SMITH/FISHER	80,875.00	80,874.71	82,550.00	0.00	\$84,398.00	\$0.00 \$
5760N	WPAT-WASTEWATER MNGMNT PLAN	13,769.00	13,767.83	13,465.00	0.00	\$16,428.00	\$0.00 \$
57600	SEWER SHORT TERM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	65,165.00	65,165.00	65,165.00	0.00	\$63,765.00	\$0.00 \$
5760T	MULTI-PURPOSE 1.513 MILL FY07	24,750.00	24,750.00	24,750.00	24,750.00	\$24,750.00	\$0.00 \$
5760U	MULTI-PURPOSE 3.228ML (FY08)	8,000.00	8,000.00	8,000.00	8,000.00	\$8,000.00	\$0.00 \$
5760V	MULTI-PURPOSE 1.163ML (FY09)	104,000.00	104,000.00	104,000.00	104,000.00	\$104,000.00	\$0.00 \$
5760X	MULTI-PURPOSE 11.834M (FY11)	6,000.00	6,000.00	6,000.00	6,000.00	\$6,000.00	\$0.00 \$
	TOTAL	\$582,039.00	\$542,709.67	\$610,644.00	\$430,322.09	\$603,568.00	\$0.00 \$
64306	SEWER O & M INTEREST						
5760A	WPAT-WELD/FOLLY 1.424M FY12 60%	13,528.00	12,578.67	20,928.00	10,680.00	\$20,055.00	\$0.00 \$
5760B	MULTI-PURPOSE 10.019MILL FY03	64,450.00	65,634.50	24,940.00	13,110.00	\$22,410.00	\$0.00 \$
5760C	MULTI-PURPOSE 2.665 MILL FY06	35,196.00	35,196.00	16,978.00	16,978.00	\$0.00	\$0.00 \$
5760E	WPAT-INFLO/INFILT FY10 .463M	8,686.00	7,532.21	6,456.00	3,305.34	\$6,144.00	\$0.00 \$
5760H	MULTI-PURPOSE 7.245 MILL	2,573.00	2,572.50	2,173.00	1,186.25	\$1,804.00	\$0.00 \$
5760J	MULTI-PURPOSE 34.504 MILL FY13	0.00	0.00	18,959.00	0.00	\$25,195.00	\$0.00 \$
5760K	WPAT-PINECREST/KAY SEWER	1,564.00	1,563.32	1,201.00	1,201.17	\$815.00	\$0.00 \$
5760L	WPAT-FLANDERS/OLD FLANDERS	6,396.00	6,395.99	1,978.00	0.00	\$1,415.00	\$0.00 \$
5760M	WPAT-WALKER/SMITH/FISHER	6,743.00	6,742.27	5,181.00	5,180.42	\$3,515.00	\$0.00 \$
5760N	WPAT-WASTEWATER MNGMNT PLAN	2,400.00	2,399.45	2,132.00	2,132.00	\$1,864.00	\$0.00 \$
57600	SEWER SHORT TERM BORROWING	0.00	0.00	528.00	354.31	\$37,231.00	\$0.00 \$
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	18,280.00	18,279.86	15,869.00	7,934.37	\$13,458.00	\$0.00 \$
5760T	MULTI-PURPOSE 1.513 MILL FY07	6,415.00	6,415.00	5,425.00	2,960.00	\$4,435.00	\$0.00 \$
5760U	MULTI-PURPOSE 3.228ML (FY08)	3,828.00	3,827.48	3,528.00	1,838.75	\$3,228.00	\$0.00 \$
5760V	MULTI-PURPOSE 1.163ML (FY09)	26,358.00	26,357.50	22,458.00	12,203.75	\$18,558.00	\$0.00 \$
5760X	MULTI-PURPOSE 11.834M (FY11)	3,570.00	3,570.00	3,330.00	1,725.00	\$3,150.00	\$0.00 \$
	TOTAL	\$199,987.00	\$199,064.75	\$152,064.00	\$80,789.36	\$163,277.00	\$0.00 \$
	GRAND TOTAL	\$782,026.00	\$741,774.42	\$762,708.00	\$511,111.45	\$766,845.00	\$0.00 \$

12/20/13		TOWN OF WESTE			TOWN	MATER	OPEN SPACE	BOULOOL D	
PRINCIPAL	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS	
1993 REFUNDED 4/04	\$2,560,000	\$0				\$0			\$0
2013 NEW & REFUNDED 11/13	\$34,504,439	\$3,459,439	\$34,000	\$57,000	\$17,000	\$126,439		\$3,225,000	\$3,459,439
1997/2000 REFUNDED 10/05	\$5,740,000	\$605,000	\$89,085	\$63,765		\$334,000		\$118,150	\$605,000
1998/2009 REFUNDED 10/09	\$2,975,000	\$350,000		\$15,000	\$82,000	\$253,000	77750 Lastra		\$350,000
2002 REFUNDED 8/12	\$3,985,000	\$390,000		\$125,000		\$239,000	\$26,000		\$390
2003	\$69,200,000	\$0	*0	60				\$0	
2005	\$2,665,000	\$0	\$0	\$0	FOF 500	\$0		600.000	E4 95 000
2006 2007	\$1,513,000 \$3,228,000	\$125,000 \$180,000		\$24,750 \$8,000	\$35,500	\$35,750		\$29,000	\$125,000 \$180,000
2008	\$1,163,035	\$110,000		\$104,000	\$61,000	\$111,000 \$6,000			\$110,000
2008	\$11,834,909	\$915,000	\$121,000	\$6,000	\$19,000	\$285,000	\$484,000		\$915,000
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$84,398	ψ121,000	\$84,398	φ13,000	9200,000	φ <del>+</del> 0+,000		\$84,398
WPAT 96/46 PINECREST/ KAY	\$452,000	\$19,569		\$19,569					\$19,569
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$16,712		\$16,712					\$16,712
WPAT 00/25 ASSABET (17% is STP portion)*	\$588,584	\$19,792	\$3,365	\$16,428					\$19,792
WPAT 00/25A ASSABET (68.3% is STP portion) re	\$151,291	\$9,561	\$6,530	\$3,031					\$9,561
WPAT 08/22 I/I REFUNDED 6/12	\$463,000	\$15,774		\$15,774					\$15,774
WPAT - WWTP (I)	\$17,616,166	\$768,311	\$768,311						\$768,311
WPAT - WWTP (II)	\$29,358,537	\$1,408,149	\$1,408,149			10000000000			\$1,408,149
WPAT - 10/08 WELD/FOLLY	\$1,424,000	\$58,854		\$44,141		\$14,714			\$58,854
WPAT - WWTP - ADD'L 2013	\$750,000	\$30,338	\$30,338						\$30,338
PAYDOWNS									
STATE HOSPITAL PROPERTY	\$2,200,000	\$220,000			\$220,000				\$220,000
TOWN HALL DESIGN (BAN)	\$255,000	\$51,000			\$51,000				\$51,000
TOTAL PRINCIPAL		\$8,836,897	\$2,460,778	\$603,567	\$485,500	\$1,404,903	\$510,000	\$3,372,150	\$8,836,897
INTEREST	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS	
BONDS									
1993 REFUNDED 4/04	\$2,560,000	\$0				\$0			\$0
2013 NEW & REFUNDED 11/13	\$34,504,439	\$1,289,110	\$14,368	\$25,195	\$8,623	\$90,200		\$1,150,725	\$1,289,110
1997/2000 REFUNDED 10/05	\$5,740,000	\$70,855 \$35,563	\$18,207	\$13,458	67 949	\$21,134		\$18,056	\$70,855
1998/2009 REFUNDED 10/09 2002 REFUNDED 8/12	\$2,975,000 \$3,985,000	\$68,100		\$1,804 \$22,410	\$7,348	\$26,411 \$42,550	\$3,140		\$35,563 \$68,100
2003	\$69,200,000	\$00,100		\$22,410		\$42,000	\$5,140	\$0	\$00,100
2005	\$2,665,000	\$0	\$0	\$0	\$0	\$0		φυ	\$0
2006	\$1,513,000	\$22,300	<b>v</b> o	\$4,435	\$6,350	\$6,415		\$5,100	\$22,300
2007	\$3,228,000	\$78,788		\$3,228	\$26,945	\$48,615			\$78,788
2008	\$1,163,035	\$19,575		\$18,558		\$1,018			\$19,575
2010	\$11,834,909	\$234,668	\$63,724	\$3,150	\$8,790	\$98,132	\$60,873		\$234,668
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$3,515		\$3,515					\$3,515
WPAT 96/46 PINECREST/ KAY	\$452,000	\$815		\$815					\$815
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$1,415		\$1,415					\$
WPAT 00/25 ASSABET (REFUNDED) 17% STP	\$588,584	\$2,246	\$382	\$1,864					\$
WPAT 00/25A ASSABET (68.3% STP) refunded	\$151,291	\$0	\$0	\$0					
WPAT 08/22 I/I REFUNDED 6/12	\$463,000	\$6,144		\$6,144					\$6,144
WPAT - WWTP (I)	\$17,616,166	\$300,343	\$300,343						\$300,343
WPAT - WWTP (II) WPAT - 10/08 WELD/FOLLY	\$29,358,537 \$1,424,000	\$96,471 \$26,739	\$96,471	\$20.055		CC 605			\$96,471
WPAT - WWTP - ADD'L 2013	\$750,000	\$26,875	\$26,875	\$20,055		\$6,685			\$26,739 \$26,875
WPAT - WWTP - ADD L 2013	\$150,000	\$20,015	\$20,075						\$20,675
PERMANENT INTEREST	[	\$2,283,520	\$520,369	\$126,043	\$58,055	\$341,160	\$64,013	\$1,173,881	\$2,283,520
SHORT TERM @									
1.25%									
Actual due 08/14	6470 000	<b>85 050</b>				65 0FC			
WATER - CROWNRIDGE	\$470,000	\$5,859		610 446		\$5,859			\$5,859
SEWER - CROWNRIDGE	\$1,560,000	\$19,446		\$19,446					\$19,446
- FLANDERS TOWN - TOWN HALL RENOVATIONS	\$800,000 \$1,450,000	\$9,972 \$18,075		\$9,972	\$18,075				\$18,075
- TOWN BUILDING DESIGN	\$255,000	\$3,179			\$3,179				\$3,179
TOTAL DOLDATO DEGIGIT	4200,000	40,110			<b>40,110</b>				φ <b>0</b> ,175
ATM/STM Articles									
TOWN - TOWN HALL/FORBES DESIGN	\$649,000	\$8,113			\$8,113				\$8,113
- TOWN HALL RENOVATIONS	\$5,000,000	\$62,500			\$62,500				\$62,500
- FIRE STATION	\$5,800,000	\$72,500					\$72,500		\$72,500
- WARREN ST DRAINAGE (JACKSTRAW)	\$581,000	\$7,263					\$7,263		\$7,263
SEWER - CROWNRIDGE	\$625,000	\$7,813		\$7,813					\$7,813
	\$320,000	\$4,000				\$4,000			\$4,000
WATER - CROWNRIDGE									
		\$218 718	\$0	\$37 231	\$91 866	SO 850	\$70 763	50	\$218 710
sublotal - short term interest		\$218,718 \$10,000	\$0	\$37,231	\$91,866 \$10,000	\$9,859	\$79,763	\$0	\$218,719
sublotal - short term interest TAX ANTICIPATION		\$218,718 \$10,000 \$10,000	\$0	\$37,231	\$10,000	\$9,859	\$79,763	\$0	\$218,719
subtotal - short term interest TAX ANTICIPATION ABATE. INTEREST		\$10,000 \$10,000			\$10,000 \$10,000				
Subtotal - short term interest TAX ANTICIPATION ABATE. INTEREST SUBTOTAL INTEREST		\$10,000	\$0 \$520,369	\$37,231 <b>\$163,274</b>	\$10,000	\$9,859 <b>\$351,019</b>	\$79,763 <b>\$143,775</b>	\$0 \$1,173,881	\$218,719 \$2,522,238



# Town of Westborough Fiscal Year 2015

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 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 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 2012-2013

The Westborough Treatment Plant Board completed a \$52,500,000 upgrade to the treatment plant in 2012, with the exception of the Sludge Gravity Thickening Tanks. The work on the Gravity Thickening Tanks was completed in 2013. The final payments relative to the project are expected to yield a final value in excess of \$500,000 under budget.

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 t Town Meeting.

## Goals & Priorities 2014-2015

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 those limits, have caused the Board's budget to increase significantly over the last couple years.

## Department

Westborough Treatment Plant Board

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	AND AND ADDRESS OF A DECK
Salaries / Wages	15,000	15,000	15,132	15,264	15,264	0.8700%
Expenses	4,271,250	3,832,479.34	4,079,940	3,941,040	3,941,040	-3.4000%
<b>Total Expenditures</b>	\$4,286,250.00	\$3,847,479.34	\$4,095,072.00	\$3,956,304.00	\$3,956,304.00	-3.3900%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time			
Part Time	1	1	1
FTE	1	1	1

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Regular Meetings	12	12	12
Plant Tours	10	6	6

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Permit limit exceedances	0	0	0	0
	_		· · · · · · · · · · · · · · · · · · ·	
				(
				(

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Comm
64601	SEWER TREATMENT PLANT SALARIES						
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	13,200.00	13,200.00	13,332.00	5,555.00	\$13,464.00	\$13,464.00 \$
	TOTAL	\$15,000.00	\$15,000.00	\$15,132.00	\$6,455.00	\$15,264.00	\$15,264.00 \$
64603	SEWER TREATMENT PLANT	EXPENSES					
5201	ADVERTISING	500.00	0.00	500.00	0.00	\$500.00	\$500.00 \$
5211	ELECTRICITY	1,036,750.00	746,329.73	805,000.00	148,040.00	\$585,000.00	\$585,000.00 \$
5219	PROFESSIONAL SERVICES	1,000.00	0.00	1,000.00	880.00	\$1,000.00	\$1,000.00 \$
5219A	LEGAL SERVICES	25,000.00	1,162.10	15,000.00	752.93	\$10,000.00	\$10,000.00 \$
5236	CONTRACTUAL SERVICES	3,178,000.00	3,041,008.76	3,207,300.00	1,451,007.64	\$3,293,400.00	\$3,293,400.00 \$
5752	PLANT INSURANCE	30,000.00	43,978.75	51,140.00	49,254.41	\$51,140.00	\$51,140.00 \$
)	TOTAL	\$4,271,250.00	\$3,832,479.34	\$4,079,940.00	\$1,649,934.98	\$3,941,040.00	\$3,941,040.00 \$

GRAND TOTAL

\$4,286,250.00 \$3,847,479.34 \$4,095,072.00 \$1,656,389.98 \$3,956,304.00 \$3,956,304.00 \$\_\_\_\_

# **FY2015 SALARIES AND WAGES REQUEST**

## DEPT Wastewater Treatment Plant

**DEPT # 64601** 

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/	\$	HR/	#	TOTAL
		STEP	RATE	WK	WKS	
5101	Board Members (6)					1,800.0
5102	Engineer / Administrator					13,464.0
				801 (C = 1 )		
		TOTAL SA	LARY & V	VAGES		15,264.0

**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 EXPENSES LEDGER

## DEPARTMENTAL BUDGET PROPOSALS

ACCOUNT COMMENTS WORKSHEET

Westborough Treatment Plant Board

## FY 15

Г	OBJECT#	COMMENTS OF I	EXPENSE LINF	EITEMS						
L		Summary		and the second second						
			last couple ve	ars has been a	difficult year to l	oudget because of	the variability of th	e CPI and PPI over		
		the last couple of years, and the impacts of the recently completed upgrade construction project and stringent discharge limits on the budget. Also, flows (12 month running average) were at the lowest realized over the last 10 years, giving a								
		limits on the budget. Also, flows (12 month running average) were at the lowest realized over the last 10 years, giving a								
		false sense of security relative to the decreased costs. The flows are increasing and appear to be returning to their								
		overall average, and as the flows increase the costs to treat them will increase.								
		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								
								and the state of the		
							% westborough,	with the remaining		
		64.37% split as fo					u uhat navu limita	will be in the new		
		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. The decision of whether it is in the Board								
		and the Towns', best interests to appeal or to accept the new limits will be determined once the Board knows what i limits are and has a chance to thoroughly review them. There are many reasons to appeal a limit, not just								
								eased if the Board		
								and if we have new		
							summer of the set in the set of the set	of potential impact		
								the new limits are		
		known. The pote					re accurately once	the new limits are		
		The following is a				,000. per year.				
	5211	Electricity	decrease	(220,000.00)	from	805,000.00	to	585,000.00		
( )	5219	Legal services	decrease	(5,000.00)	from	15,000.00	to	10,000.00		
$\smile$	5236	Contract Services		86,100.00	from	3,207,300.00	to	3,293,400.00		
		Net increase		(138,900.00)		0,201,000.00	10	0,200,100.00		
2	HHHHH							HIIIIIIIIIIIIIIIIIIII		
1	5201	Advertisement					uuuuunun	500.00		
		The WTPB occas	ionally needs	to advertise item	is under the IPP	Program.	L			
1	illillilli							HIIIIIIIIIIIIIIIII		
	5211	Electricity-								
		FY13 Budget with	nout Upgrade F	Project*	4,150,000					
		FY13 Budget esti	mated due to l	Jpgrade*	2,409,000					
		FY 13 savings fro	m Photovoltai	c Array	(237,500)					
		FY 13 Budget			6,321,500	0.164	1,036,750.00			
		Effect of the rec	ently complet	ed upgrade pro	ject on electrica	al usage.				
		* The constructio	n project has	added items wh	nich increase the	useage. The estin	mated impact of th	e construction was		
								It is likely that the		
		installation of en	ergy efficient r	motors, variable	e frequency drive	es (VFD's), and the	e SCADA system	have, for the most		
		part, offset some	of the impact.	Further, the 12	2 month running	average flows at o	ne point this past y	ear were as low as		
		Feb in a second second second second filling and	and see a state of the second s			And a second		the amount of I/I in		
						demand will increas				
								was estimated for		
								ed by the array is		
								535 KWhr/day, or		
				ted value of 237	7,500 KWhr/day	has been lowered	in keeping with the	e historical data for		
		electricity generat	ted to date.							
		Electrical Rate								
				13, is 0.0654 c	ents per KWhr.	The delivery unit	price is expected to	o be approximately		
6		0.0418 cents per								
L .		Electrical rate for	and the second				0.0654			
$\sim$		Electrical rate for					0.0418			
		Estimated electric	cal rate (dollars	s per KVVhr)			0.1072			

## **TOWN OF WESTBOROUGH**

## EXPENSES LEDGER DEPARTMENTAL BUDGET PROPOSALS ACCOUNT COMMENTS WORKSHEET

Westborough Treatment Plant Board

## FY 15

	COMMENTS OF EXPENSE	LINE ITEMS						
	Proposed electrical usag							
	Last year the estimated us							
	being reduced by an additi							
	suppressed. It is expected that the electrical use will increase as the flows return to higher							
	estimated electrical usage				ent usage values.			
		al usage FY 14 budge	et	6,321,500				
	and the second se	eduction		(365,000)				
		eduction		(547,500)				
		ray adjustment, 237,5		42,225				
		al usage FY 15 budge	et	5,451,225				
	Proposed electrical budg			5 454 005				
		al usage FY 14 budge		5,451,225				
		rate for year (\$/KWh		0.1072				
		ed electrical budget		584,371.32	585,000.00	585,000.00		
	Electricity decrease	FY 15	585,000.00					
		FY 14	805,000.00					
		Decrease	(220,000.00)					
IIIIII	200000000000000000000000000000000000000	11111111111111111111111111111111111111			<u>111</u> 11111111111111111			
5219	Professional Services					1,000.00		
	The Board uses a consulta	ant to advise it on ap	oplications for Indu	istrial Discharge C	Connections within t	he three tributary		
	towns.							
	Professional Services	FY 15	1,000.00					
		FY 14	1,000.00					
		FY 14	1,000.00 0.00					
		FY 14						
219A	Legal Services	FY 14				10,000.00		
1111111 5219A			0.00	e draft permit is k				
5219A	This current FY we expect	to receive the draft N	0.00			ur understanding		
219A	This current FY we expect that EPA is working on it.	to receive the draft M But to date have not	0.00 NPDES permit. The heard the status of t	f when the draft w	ill be issued. We ar	ur understanding e also scheduled		
1111111 219A	This current FY we expect that EPA is working on it. to receive the final permit a	to receive the draft M But to date have not about 6 months after	0.00 NPDES permit. The heard the status of the draft. We do	f when the draft w not know what the	ill be issued. We ar e Phosphorus and/o	ur understanding e also scheduled r other treatment		
5219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one	to receive the draft M But to date have not about 6 months after erous (not in the best	0.00 NPDES permit. The heard the status of the draft. We do t interests of the T	f when the draft w not know what the owns' users), the E	ill be issued. We ar e Phosphorus and/o Board may appeal.	ur understanding e also scheduled r other treatmen The last time the		
219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Boa	to receive the draft M But to date have not about 6 months after erous (not in the best ard's expenditures	0.00 NPDES permit. The heard the status of the draft. We do t interests of the T under legal budg	f when the draft w not know what the owns' users), the B jet were about 5	ill be issued. We ar e Phosphorus and/o Board may appeal. 53,500 (included la	ur understanding e also scheduled r other treatmen The last time the wyers' technica		
219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Boa consultants' fees). In kee	to receive the draft M But to date have not about 6 months after erous (not in the best ard's expenditures ping with the past re	0.00 NPDES permit. The heard the status of the draft. We do t interests of the T under legal budg ecommendation b	f when the draft w not know what the owns' users), the B let were about 5 y the Fin Com Lia	ill be issued. We an e Phosphorus and/o Board may appeal. i3,500 (included la aisons, the Board p	ur understanding re also scheduled r other treatment The last time the wyers' technica proposes that the		
219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Bo consultants' fees). In kee budget be reduced to 10,0	to receive the draft M But to date have not about 6 months after erous (not in the best ard's expenditures ping with the past re	0.00 NPDES permit. The heard the status of the draft. We do t interests of the T under legal budg ecommendation b	f when the draft w not know what the owns' users), the B let were about 5 y the Fin Com Lia	ill be issued. We an e Phosphorus and/o Board may appeal. i3,500 (included la aisons, the Board p	ur understanding re also scheduled r other treatmen The last time the wyers' technica proposes that the		
219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Boa consultants' fees). In kee budget be reduced to 10,0 necessary.	to receive the draft N But to date have not about 6 months after erous (not in the best ard's expenditures ping with the past re 00, and request add	0.00 NPDES permit. The heard the status of the draft. We do t interests of the T under legal budg ecommendation b litional funds from	f when the draft w not know what the owns' users), the B jet were about 5 y the Fin Com Lia the Fin Com if ar	ill be issued. We an e Phosphorus and/o Board may appeal. i3,500 (included la aisons, the Board p	ur understanding re also scheduled r other treatmen The last time the wyers' technica proposes that the		
219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Boi consultants' fees). In kee budget be reduced to 10,0 necessary.	to receive the draft N But to date have not about 6 months after erous (not in the best ard's expenditures ping with the past re 00, and request add ear Expended	0.00 NPDES permit. The heard the status of the draft. We do t interests of the T under legal budg ecommendation b	f when the draft w not know what the owns' users), the B jet were about 5 y the Fin Com Lia the Fin Com if ar Proposed	ill be issued. We an e Phosphorus and/o Board may appeal. i3,500 (included la aisons, the Board p	ur understanding re also scheduled r other treatmen The last time the wyers' technica proposes that the		
()))))) (219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Boi consultants' fees). In kee budget be reduced to 10,0 necessary. Y FY	to receive the draft M But to date have not about 6 months after erous (not in the best ard's expenditures ping with the past re 100, and request add ear Expended 15	0.00 NPDES permit. The heard the status of the draft. We do t interests of the T under legal budg ecommendation b litional funds from	f when the draft w not know what the owns' users), the B jet were about 5 y the Fin Com Lia the Fin Com if ar	ill be issued. We an e Phosphorus and/o Board may appeal. i3,500 (included la aisons, the Board p	ur understanding re also scheduled r other treatment The last time the wyers' technica proposes that the		
219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Boa consultants' fees). In kee budget be reduced to 10,0 necessary. Y FY Budget FY	to receive the draft M But to date have not about 6 months after erous (not in the best ard's expenditures ping with the past re 00, and request add ear Expended 15 14 15,000.00	0.00 NPDES permit. The heard the status of the draft. We do t interests of the T under legal budg ecommendation b litional funds from 3 yr ave	f when the draft w not know what the owns' users), the B jet were about 5 y the Fin Com Lia the Fin Com if ar Proposed	ill be issued. We an e Phosphorus and/o Board may appeal. i3,500 (included la aisons, the Board p	ur understanding re also scheduled r other treatmen The last time the wyers' technica proposes that the		
219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Boa consultants' fees). In kee budget be reduced to 10,0 necessary. Y FY Budget FY FY	to receive the draft M But to date have not about 6 months after erous (not in the best ard's expenditures ping with the past re 00, and request add ear Expended 15 14 15,000.00 13 1,162.10	0.00 NPDES permit. The heard the status of the draft. We do t interests of the T under legal budg ecommendation b litional funds from	f when the draft w not know what the owns' users), the B jet were about 5 y the Fin Com Lia the Fin Com if ar Proposed	ill be issued. We an e Phosphorus and/o Board may appeal. i3,500 (included la aisons, the Board p	ur understanding re also scheduled r other treatmen The last time the wyers' technica proposes that the		
219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Boa consultants' fees). In kee budget be reduced to 10,0 necessary. Y FY Budget FY FY	to receive the draft M But to date have not about 6 months after erous (not in the best ard's expenditures ping with the past re 00, and request add ear Expended 15 14 15,000.00 13 1,162.10 12 8,689.04	0.00 NPDES permit. The heard the status of the draft. We do t interests of the T under legal budg ecommendation b litional funds from 3 yr ave	f when the draft w not know what the owns' users), the B jet were about 5 y the Fin Com Lia the Fin Com if ar Proposed	ill be issued. We an e Phosphorus and/o Board may appeal. i3,500 (included la aisons, the Board p	ur understanding re also scheduled r other treatmen The last time the wyers' technica proposes that the		
111111 5219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Bos consultants' fees). In kee budget be reduced to 10,0 necessary. Y FY Budget FY FY FY	to receive the draft M But to date have not about 6 months after erous (not in the best ard's expenditures ping with the past re 00, and request add ear Expended 15 14 15,000.00 13 1,162.10 12 8,689.04 11 8,282.64	0.00 NPDES permit. The heard the status of the draft. We do t interests of the Tr under legal budg ecommendation by litional funds from 3 yr ave 6,044.59	f when the draft w not know what the owns' users), the B jet were about 5 y the Fin Com Lia the Fin Com if ar Proposed	ill be issued. We an e Phosphorus and/o Board may appeal. i3,500 (included la aisons, the Board p	ur understanding re also scheduled r other treatment The last time the wyers' technica proposes that the		
1111111 j219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Boa consultants' fees). In kee budget be reduced to 10,0 necessary. Y FY Budget FY FY	to receive the draft N But to date have not about 6 months after erous (not in the best ard's expenditures ping with the past re 00, and request add ear Expended 15 14 15,000.00 13 1,162.10 12 8,689.04 11 8,282.64 FY 15	0.00 NPDES permit. The heard the status of the draft. We do t interests of the Tr under legal budg ecommendation b litional funds from 3 yr ave 6,044.59 10,000.00	f when the draft w not know what the owns' users), the B jet were about 5 y the Fin Com Lia the Fin Com if ar Proposed	ill be issued. We an e Phosphorus and/o Board may appeal. i3,500 (included la aisons, the Board p	ur understanding re also scheduled r other treatment The last time the wyers' technica proposes that the		
5219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Bos consultants' fees). In kee budget be reduced to 10,0 necessary. Y FY Budget FY FY FY	to receive the draft N But to date have not about 6 months after erous (not in the best ard's expenditures ping with the past re 00, and request add ear Expended 15 14 15,000.00 13 1,162.10 12 8,689.04 11 8,282.64 FY 15 FY 14	0.00 NPDES permit. The heard the status of the draft. We do t interests of the Tr under legal budg ecommendation b litional funds from 3 yr ave 6,044.59 10,000.00 15,000.00	f when the draft w not know what the owns' users), the B jet were about 5 y the Fin Com Lia the Fin Com if ar Proposed	ill be issued. We an e Phosphorus and/o Board may appeal. i3,500 (included la aisons, the Board p	ur understanding re also scheduled r other treatment The last time the wyers' technical proposes that the		
5219A	This current FY we expect that EPA is working on it. to receive the final permit a requirements will be. If one Board appealed, the Bos consultants' fees). In kee budget be reduced to 10,0 necessary. Y FY Budget FY FY FY	to receive the draft N But to date have not about 6 months after erous (not in the best ard's expenditures ping with the past re 00, and request add ear Expended 15 14 15,000.00 13 1,162.10 12 8,689.04 11 8,282.64 FY 15	0.00 NPDES permit. The heard the status of the draft. We do t interests of the Tr under legal budg ecommendation b litional funds from 3 yr ave 6,044.59 10,000.00	f when the draft w not know what the owns' users), the B jet were about 5 y the Fin Com Lia the Fin Com if ar Proposed	ill be issued. We an e Phosphorus and/o Board may appeal. i3,500 (included la aisons, the Board p	ur understanding re also scheduled r other treatment The last time the wyers' technical proposes that the		

## TOWN OF WESTBOROUGH

## EXPENSES LEDGER

## DEPARTMENTAL BUDGET PROPOSALS

## ACCOUNT COMMENTS WORKSHEET

Westborough Treatment Plant Board

## FY 15

[	OBJECT#	COMMENTS OF EXPENSE LINE ITEMS								
	5236	Contractural Services								
		Basic Contract:	t with Maalia							
		We will be in the third year of the first option period in our contract with Veolia. Changes to the Contract:								
		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.								
		Adjustment to the Annual Base Fee								
		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 ajjustment 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 11 years is 3.39%.								
		An increase of 4.1% in the annual base fee was budgeted this past year. The contract had an actual increase of 1.88%. The previous year the decrease was -0.23%. The four previous years' increases were 5.62% FY12, 2.05% FY11, -4.98% FY 10, and 8.34 FY 09. This lack of consistency makes projecting this next year difficult. Typically, after a significant high or low year the value rebounds. The average value of 3.4% is proposed for FY15 budget. The contract value increases annually based upon the July annual increase for CPI (92%) and PPI (8%).								
		FY 14 contract value =		2,658,907.97						
		FY 15 contract value estimated = Multiply FY14 by 1		2,749,310.84	0 740 040 04					
		Additional Services:	d Basic Contract Va	ilue =	2,749,310.84					
		Auditional Services.								
		As mentioned above, compensation for chemicals was tempora during the 12 month period October 2012 through September lower than normal during this period, It is proposed to add 10% t Chemicals over 12	2013 was about \$41 o the chemical costs	5,000. The flows	were about 10%					
			Total =	456,500.00						
			l in SCADA systems SCADA programmer ADA Consultant	. Veolia will hire t 50,000.00						
		Estimated Addition	onal Services=	506,500.00	506,500.00					
				£						
				<ul> <li>21</li> </ul>						

## **TOWN OF WESTBOROUGH**

EXPENSES LEDGER

## DEPARTMENTAL BUDGET PROPOSALS

## ACCOUNT COMMENTS WORKSHEET

## Westborough Treatment Plant Board

## FY 15

OBJECT#	COMMENTS OF EXPENSE	LINE ITEMS				
	Septage:		- Andrew - Contraction - Contr		ayan e ya kasarda ana. A	
	Veolia, by contract, receive	es 30% of receipts	(30% of \$50/1000gal, o	r \$15/1000 gal)	for septage.	
			Volume Vec	olia's \$/1000	Veolia's \$	
	Actual F	Y 10 vol =	2,196,700	15.00	32,950.50	
	Actual F	Y 11 vol =	2,286,000	15.00	34,290.00	
	Actual F	Y 12 vol =	2,390,300	15.00	35,854.50	
	Actual F	Y 13 vol =	2,523,000	15.00	37,845.00	
	Budget	FY 14 vol =	2,500,000	15.00	37,500.00	
	The volume of septage has	been increasing	over the past 4 years, but	ut the first three i	months of this	
	year do not reflect continua year's value.	tion of this trend.	Therefor, it is proposed	to keep the esti	mate at this	
	Propose	ed FY 15 vol =	2,500,000	15.00	37,500.00	37,500.00
				Tot	al	3,293,310.84
				say		3,293,400.00
	Increase over last year	FY 15	3,293,400.00			
		FY 14	3,207,300.00			
Sop 10/28		Increase	86,100.00			
	Plant Insurance					

The value paid is the net of the principal less credits and early payment. The value is determined by MIIA before the start of the fiscal year.

FY 14 Budget =	51,140.00
Expended FY 14	49,254.41
Proposed FY 15 Budget =	51,140.00

51,140.00



# Town of Westborough Fiscal Year 2015

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	
	Manger.	
	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 town fire hydrants	
	Water Quality Sampling	
	Annual Drinking Water Quality Reports	
	Annual Statistical Report	
	Dversee Cross Connection Program	
1	Water meter change outs, residential and commercial	
	Water system leak detection	
	Assist other divisions when needed	

Goals & Priorities 2014-2015

Our goals and priorities for 2014-2015 is to maintain the

## Successes & Accomplishments 2012-2013

water distribution system to assure quality drinking water and fire protection for our customers and to satisfy DEP Cleaned approximately 22,000 feet of water main in Regulations. Also to maintain communications with Veolia Water to discuss and to address any issues with Arch/Hyder area. Chemically cleaned Fay Mountain Tank and installed the treatment process or operations related to the PAX Tank Mixer. treatment process of water sources and pump stations. Cleaned/Inspected Rt.9 water tank. To address the discolored water quality complaints. Made improvements to the Ruggles Tank access road. Work towards replacing water mains where multiple watermain breaks have occured and to continue our maintenance programs such as gate valve exercising, hydrant flushing and water meter change outs. Reduce unaccounted for water. Connect 2nd feed line to Fay Mnt Tank (engineering/ planning) Improve CL2 residual in Fay Mnt (mixing system blends water but CL2 is still low)

Department

Department of Public Works-WATER

	FY2013	FY2013	FY2014	FY2015	<b>FY2015 MGR</b>	% Change
	Budgeted	Expended	Budgeted	Requested	Recommend	FY14 to 15
Salaries / Wages	534,234	523,604.85	554,060	571,265	571,265	3.1100%
Expenses	1,881,895	1,835,523.3	1,794,596	1,828,307	1,828,307	1.8800%
<b>Total Expenditures</b>	\$2,416,129.00	\$2,359,128.15	\$2,348,656.00	\$2,399,572.00	\$2,399,572.00	2.1700%

Personnel	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Full Time	8	8	8
Part Time	0	0	0
FTE	8	8	8

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Notice of Non-Compliance Received	2	2	2
Fire hydrants painted	200	200	200
Miles of leak detection performed	100	100	100
Fire hydrants repaired	6	6	6
Hydrant flushing/hydrant exercising	100	100	100
Fire hydrants winterized	850	850	850
Water meter change outs/or new	63	varies	varies
Water meter, radio read installs	64	64	64
Water meter testing	9 commercial	varies	varies
Water quality samples/bacteria samples	38-month	varies	varies
Dig Safe markouts	1129	varies	varies
Gate valve exercising	90	90	90

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
Oversee Veolia Water Operations Notice of Non-	Zero Notices	Zero Notices	Zero Notices	Zero Notices
compliance		247		
Annual Statistical Report	submit on time	submitted on ties	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	submitted on tim	submit on time	submit on time
Perform Best Management practices for the				
operation of a public drinking water supply				
working to improve: hydrant exercising/replacement	3			
gate valve location/exercising, water service tie				
cards.				

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 FY2015 Manager Adv Fin Con	nm
64501	WATER 0 & M SALARIES & WA	GES						
5101	SALARY-DEPARTMENT HEAD	69,139.00	69,137.12	70,535.00	28,087.86	\$71,950.00	\$71,950.00 \$	
5102	SALARY-ASST & AGENT	147,976.00	146,432.14	154,344.00	60,686.03	\$159,208.00	\$159,208.00 \$	
5102A	SALARY ADMINISTRATION	19,443.00	19,442.28	20,808.00	8,062.43	\$22,725.00	\$22,725.00 \$	
5103	WAGES-CLERICAL	43,634.00	46,390.70	48,901.00	19,233.17	\$50,867.00	\$50,867.00 \$	
5104	WAGES-OPERATIONS	207,632.00	204,963.74	212,121.00	84,318.05	\$217,924.00	\$217,924.00 \$	
5104D	WAGES-TEMP & SEASONAL	6,840.00	5,656.62	6,840.00	3,626.63	\$6,840.00	\$6,840.00 \$	
5105	OVERTIME	39,570.00	31,582.25	40,511.00	15,434.15	\$41,751.00	\$41,751.00 \$	11117
	TOTAL	\$534,234.00	\$523,604.85	\$554,060.00	\$219,448.32	\$571,265.00	\$571,265.00 \$	
64503	WATER O & M EXPENSES							
5202	GROUNDS & BUILDING MAIN	2,700.00	1,880.18	2,700.00	754.10	\$2,000.00	\$2,000.00 \$	
5203	REPAIR/MAINT EQUIP/VEHICL	11,000.00	12,866.78	11,000.00	6,104.15	\$11,700.00	\$11,700.00 \$	
5204	REPAIR/MAINT EQUIP/TOOLS	800.00	4,567.50	800.00	992.91	\$2,655.00	\$2,655.00 \$	
5207D	POLICE DUTY	4,000.00	6,796.14	4,000.00	2,544.37	\$4,000.00	\$4,000.00 \$	
5211	ELECTRICITY	386,674.00	429,917.30	280,000.00	105,505.16	\$280,000.00	\$280,000.00 \$	
5213	FUEL OIL / HEATING	5,855.00	2,593.52	5,855.00	54.25	\$4,000.00	\$4,000.00 \$	
5215	TELEPHONE	4,248.00	2,826.17	4,248.00	1,199.15	\$3,500.00	\$3,500.00 \$	
5217	DUES & MEMBERSHIPS	1,000.00	1,010.50	1,000.00	596.00	\$1,000.00	\$1,000.00 \$	
218	TRAINING AND EDUCATION	2,500.00	1,941.46	2,500.00	263.56	\$2,500.00	\$2,500.00 \$	
5219F	D/A TESTING	400.00	346.70	400.00	189.47	\$400.00	\$400.00 \$	
5223	SUPPLIES	24,114.00	26,169.37	24,114.00	6,699.20	\$24,862.00	\$24,862.00 \$	
5236	CONTRACTUAL SERVICES	1,359,213.00	1,263,428.08	1,378,588.00	622,352.15	\$1,412,299.00	\$1,412,299.00 \$	
5237	TOOLS	2,500.00	2,852.72	2,500.00	454.60	\$2,500.00	\$2,500.00 \$	
5241	CLOTHING ALLOWANCE	5,640.00	6,379.89	5,640.00	2,753.47	\$5,640.00	\$5,640.00 \$	
5243	MISCELLANEOUS SERVICES	1,000.00	1,324.93	1,000.00	293.00	\$1,000.00	\$1,000.00 \$	
5247	GAS, OIL, LUBE	18,087.00	18,087.00	18,087.00	6,825.72	\$18,087.00	\$18,087.00 \$	
5252	MAINTENANCE MATERIALS	38,164.00	43,585.06	38,164.00	8,669.61	\$43,164.00	\$43,164.00 \$	
5254	REPAIRS/EXTRA	14,000.00	8,950.00	14,000.00	0.00	\$9,000.00	\$9,000.00 \$	_
	TOTAL	\$1,881,895.00	\$1,835,523.30	\$1,794,596.00	\$766,250.87	\$1,828,307.00	\$1,828,307.00 \$	

GRAND TOTAL

\$2,416,129.00 \$2,359,128.15 \$2,348,656.00 \$985,699.19 \$2,399,572.00 \$2,399,572.00 \$\_\_\_\_\_

WATER FY 15

5101	SALARY-DEPARTMENT HEAD				
CONTRACT	WALDEN,J.	\$114,803.05	33%		\$37,886.00
S25 MAX	BALDUF, CARL	\$1,977.00	17.23	WEEKS	\$34,064.00
5102	OPERATIONS MANAGERS				\$71,950.00
S21MAX	COTE, DENNIS	\$1,624.00	31.32	WEEKS	\$50,864.00
S23 Per Rat	e VOUTAS, RICHARD	\$1,988.00	17.23	WEEKS	\$34,254.00
S21 MAX	ENGINEERING STAFF ALLAIN, L	\$1,624.00	17.23	WEEKS	<b>\$85,118.00</b> \$27,982.00
S18 MAX	DUFF, ROBERT	\$1,403.00	17.23	WEEKS	\$24,174.00
S16 MAX	PAPADOPOULOS, CHRISTINA	\$1,273.00	17.23	WEEKS	\$21,934.00
5102A	SALARY ADMINISTRATION				\$74,090.00
S18 ST5 S18MAX	RIGGIERI, MARIA-ELAINA (\$1,273.00) RIGGIERI, MARIA-ELAINA (\$1,403.00 - 2/23/15)	\$1,273.00 \$1,403.00		WEEKS WEEKS	\$14,194.00 \$8,531.00
					\$22,725.00
			SALARY TOTALS	 5	\$253,883.00
					¥200,000.

#### 64502 WATER O & M WAGES

#### 5103 WAGES-CLERICAL

					TOTAL WAGES	\$ 571,265.00
			WAGES CLERICA	L/OPERATION	S TOTAL	\$317,382.00
						\$41,751.00
	\$43.77 X 5hr X 52.2 wks \$44.69 X 26hr X 26.10 wks	\$218.85 \$1,161.94		WEEKS WEEKS		\$11,424.00 \$30,327.00
5105	OVERTIME					
5104D	SEASONAL WAGES 1 POSITION M-7 ST 2 14.25 X 40	570.00			12 WEEKS	\$6,840.00
	5 license stipends (contractual)	\$250.00	5.00	employees		\$1,250.00 ==================================
W3 MAX	REMILLARD, TOM (\$23.67)	\$946.80	5.22	WEEKS		\$4,943.00
W3 MAX	LENIHAN, SCOTT (\$23.67)	\$946.80	31.32	WEEKS		\$29,654.00
W4 MAX	BOWMAN, STEVE (\$25.38)	\$1,015.20	17.23	WEEKS		\$17,492.00
W5MAX 25th	WINCHELL, P. (\$29.79)	\$1,191.60	31.32	WEEKS		\$37,321.00
W4 MAX	NOAH GRAINS (\$25.38)	\$1,015.20	5.22	WEEKS		\$5,300.00
W6 MAX 25	JACKMAN, DANA (\$31.55)	\$1,262.00	13.05	WEEKS		\$16,470.00
W5 15TH	KANE, BRIAN (\$27.57)	\$1,102.80	31.32	WEEKS		\$34,540.00
W6-MAX	DANIELE, JOHN (\$28.10)	\$1,124.00	5.22	WEEKS		\$5,868.00
W3-MAX	VOUTAS, ANTHONY (\$23.67)	\$946.80	31.32	WEEKS		\$29,654.00
W6MAX W6MAX 15th	VINCEQUERE, A. (\$28.10) VINCEQUERE, A (\$29.18) 4-30-15	\$1,124.00 \$1,167.20		WEEKS WEEKS		\$29,269.00 \$6,163.00
5104	WAGES-OPERATIONS					
N10 31 4	SEC. WILLARD, PAWIELA \$21.00 23 THTOTS	\$527.00	10.10	WEEKS		\$50,867.00
N10 ST3 N10 ST 4	SEC: WILLARD, PAMELA \$20.05*25 SEC: WILLARD, PAMELA \$21.08*25 11/15/15	\$501.25 \$527.00		WEEKS WEEKS		\$3,274.00 \$5,639.00
N10 MAX	BOOKKEEPER; MA, M. \$25.53 *40 HRS	\$1,021.20	13.05	WEEKS		\$13,327.00
N10 Step5 N10 Step 6	EXECSEC:Ledoux,D \$22.11 *40 HRS. EXECSEC: Ledoux, D \$23.28*40. 4/20/15	\$884.40 \$931.20		WEEKS WEEKS		\$9,242.00 \$2,422.00
N10MAX 20th	CLERK: LAPTEWICZ, J. \$27.08 *30hrs	\$812.40	20.88	WEEKS		\$16,963.00

#### 64503 WATER O & M EXPENSES

5202	REPAIR/MAINT BUILDING		\$2,000.00
5203	REPAIR/MAINT EQUIPMENT/VEHICLES		\$11,700.00
5204	REPAIR/MAINT EQUIPMENT/TOOLS		\$2,655.00
5207D 5211	POLICE DUTY-WATER		\$4,000.00 \$280,000.00
	For: Water treatment plants and DPW facilities		
5213	FUEL OIL/HEATING (Split between 3 budgets for DPW Bidg & Garage)		\$4,000.00
5215	TELEPHONE		\$3,500.00
5217	DUES & MEMBERSHIPS		\$1,000.00
5218	TRAINING AND EDUCATION		\$2,500.00
5219F	DRUG/ALCOHOL TESTING		\$400.00
5223	SUPPLIES OFFICE	\$700.00	\$24,862.00
	CHEMICAL/LAB	\$533.00	
	PIPE FITTING SUPPLIES calibration kits, test gauge calibration	7,281.00	
	METERS PARTS/SUPPLIES meters & mxu's	\$15,748.00	
	SAFETY SUPPLIES	\$600.00	

5236	CONTRACTUAL SERVICES CONTRACT SERVICE Backflow testing, dig safe contract, X-connection surveying		\$25,125.00	\$1,412,299.00	
	PROFESSIONAL SERVICES DEP water assess, tank clean, leak detect, groundwater, well monitoring, inspection serv		\$31,000.00		
	OFFICE software support kronos, Sensus, MS4 program materials		\$2,655.00		
	METER READERS split between water & sewer		\$17,000.00		
	BUILDING CLEANING split between 3 budgets		\$3,941.00		
	CONTRACT OPERATION - VEOLIA 3.5% CPI adj. \$1,290,367.00*3%=\$38,711.00		\$1,329,078.00		
	Dam Inspections (Mandatory every 5 yrs 2018)	\$	-		
	Cutting of invasive growth in Water Shed Area	\$	3,500.00		
5237	TOOLS misc. tools			\$2,500.00	
5241		\$ \$	1,640.00 4,000.00	\$5,640.00	
5243	MISCELLANEOUS SERVICES OPERATORS LICENSES, BACKHOE, HOIST, ETC.			\$1,000.00	
5247	GASOLINE, OIL, LUBE MOTOR OILS, HYDRAULIC OILS		\$1,500.00	\$18,087.00	
	GASOLINE		\$16,587.00		
5252	MAINTENANCE MATERIALS			\$43,164.00	
	GRAVEL & STONE, FLOW FILL, RIP RAP		\$8,500.00		
	SERVICES saddles, erie boxes, risers, valves		\$14,598.00		
	HYDRANTS hydrants, valves, gate valves		\$20,066.00		
5254	REPAIRS/EXTRA water main break repairs			\$9,000.00	

	WATER O & M E	XPENSES TOTAL		\$1,828,307.00
 			FY 14-15	
		SALARY/WAGES	\$571,265.00	
		EXPENSES	\$1,828,307.00	
		TOTAL	\$2,399,572.00	

This page left intentionally blank.



# Town of Westborough Fiscal Year 2015

Department

Treasurer - Debt - Water

## Activities, Functions and Responsibilities

Issue debt as voted by Town meetings 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 AA+ credit rating

### Successes & Accomplishments 2012-2013

#### Goals & Priorities 2014-2015

Department	Der	oar	tm	en	t
------------	-----	-----	----	----	---

Debt - Water

	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2015 Requested	FY2015 MGR Recommend	% Change FY14 to 15
Salaries / Wages						
Expenses	1,991,042	1,962,818.2	1,954,347	1,755,922	1,755,922	-10.1500%
<b>Total Expenditures</b>	\$1,991,042.00	\$1,962,818.20	\$1,954,347.00	\$1,755,922.00	\$1,755,922.00	-10.1500%

Personnel	FY 2013	ang lang tang tang tang tang tang tang tang t	FY 2014 (Est)	FY 2015 (Est)
Full Time		2 - 2 - 1 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -		
Part Time			Card and the state of the second s	
FTE				
,		1 1		

Activity Indicators	FY 2013	FY 2014 (Est)	FY 2015 (Est)
			(

Performance Measures	Goal	FY 2013	FY 2014 (Est)	FY 2015 (Est)
			and the second second second second second second second	

Account	Description	FY2013 Budgeted	FY2013 Expended	FY2014 Budgeted	FY2014 Expended 11/30/2013	FY2015 Dept Request	FY2015 Manager	FY2015 Adv Fin Comm
64505	WATER 0 & M DEBT							
5760A	WPAT-WELD/FOLLY 1.424M FY12 60%	23,396.00	0.00	14,400.00	14,400.00	14,714.00	14,714.00	\$
5760B	MULTI-PURPOSE 10.019MILL FY03	200,000.00	200,000.00	230,000.00	230,000.00	239,000.00	239,000.00	\$
5760C	MULTI-PURPOSE 2.665 MILL FY06	25,000.00	25,000.00	12,000.00	12,000.00	0.00	0.00	\$
5760G	MULTI-PURPOSE 7.8 MILL	240,000.00	240,000.00	210,000.00	210,000.00	0.00	0.00	\$
5760H	MULTI-PURPOSE 7.245 MILL	266,000.00	266,000.00	260,000.00	260,000.00	253,000.00	253,000.00	\$
5760J	MULTI-PURPOSE 34,504 MILL FY13	0.00	0.00	0.00	0.00	126,439.00	126,439.00	\$
5760P	WATER SHORT TERM BORROWING	0.00	0.00	48,100.00	48,100.00	0.00	0.00	\$
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	343,800.00	343,800.00	339,300.00	0.00	334,000.00	334,000.00	\$
5760T	MULTI-PURPOSE 1.513 MILL FY07	35,750.00	35,750.00	35,750.00	35,750.00	35,750.00	35,750.00	\$
5760U	MULTI-PURPOSE 3.228ML (FY08)	111,000.00	111,000.00	111,000.00	111,000.00	111,000.00	111,000.00	\$
5760V	MULTI-PURPOSE 1.163ML (FY09)	21,000.00	21,000.00	16,000.00	16,000.00	6,000.00	6,000.00	\$
5760X	'MULTI-PURPOSE 11.834M (FY11)	287,000.00	287,000.00	287,000.00	287,000.00	285,000.00	285,000.00	\$
0.1500		\$1,552,946.00	\$1,529,550.00	\$1,563,550.00	\$1,224,250.00	\$1,404,903.00	\$1,404,903.00	\$
64506	WATER 0 & M INTEREST							
5760A	WPAT-WELD/FOLLY 1.424M FY12 60%	9,019.00	4,192.89	6,976.00	3,560.00	6,685.00	6,685.00	\$
5760B	MULTI-PURPOSE 10.019MILL FY03	121,500.00	121,499.50	47,240.00	24,770.00	42,550.00		\$
5760C	MULTI-PURPOSE 2.665 MILL FY06	5,624.00	5,624.00	2,562.00	2,562.00	0.00	0.00	\$
5760G	MULTI-PURPOSE 7.8 MILL	9,660.00	9,660.00	3,150.00	3,150.00	0.00		\$
760H	MULTI-PURPOSE 7.245 MILL	37,118.00	37,117.50	31,858.00	17,228.75	26,411.00		\$
.760J	MULTI-PURPOSE 34.504 MILL FY13	0.00	0.00	67,026.00	0.00	90,200.00	90,200.00	\$
5760P	WATER SHORT TERM BORROWING	22,225.00	22,224.96	29,521.00	29,335.55	9,859.00	9,859.00	\$
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	46,409.00	46,409.10	33,689.00	16,844.25	21,134.00	21,134.00	\$
5760T	MULTI-PURPOSE 1.513 MILL FY07	9,275.00	9,275.00	7,845.00	4,280.00	6,415.00	6,415.00	\$
5760U	MULTI-PURPOSE 3.228ML (FY08)	56,940.00	56,940.00	52,778.00	27,429.38	48,615.00	48,615.00	\$
5760V	MULTI-PURPOSE 1.163ML (FY09)	2,124.00	2,123.75	1,430.00	865.00	1,018.00	1,018.00	\$
5760X	'MULTI-PURPOSE 11.834M (FY11)	118,202.00	118,201.50	106,722.00	56,230.75	98,132.00	98,132.00	\$
	TOTAL	\$438,096.00	\$433,268.20	\$390,797.00	\$186,255.68	\$351,019.00	\$351,019.00	\$
	GRAND TOTAL	\$1 001 042 00	\$1 062 818 20	\$1 054 347 00	\$1 410 505 68	\$1 755 022 00	¢1 755 022 00	¢

GRAND TOTAL

\$1,991,042.00 \$1,962,818.20 \$1,954,347.00 \$1,410,505.68 \$1,755,922.00 \$1,755,922.00 \$\_\_\_\_

12/20/13	08:06:47 AM	TOWN OF WESTE		V 2015			OPEN SPACE		***
PRINCIPAL	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	OPEN SPACE FIRE/ HIWAY	SCHOOLS	
									. R.W. E. W. M. C.
1993 REFUNDED 4/04	\$2,560,000	\$0				\$0			\$0
2013 NEW & REFUNDED 11/13	\$34,504,439	\$3,459,439	\$34,000	\$57,000	\$17,000	\$126,439		\$3,225,000	\$3,459,439
1997/2000 REFUNDED 10/05	\$5,740,000	\$605,000	\$89,085	\$63,765		\$334,000		\$118,150	\$605,000
1998/2009 REFUNDED 10/09	\$2,975,000	\$350,000		\$15,000	\$82,000	\$253,000			\$350,000
2002 REFUNDED 8/12	\$3,985,000	\$390,000		\$125,000		\$239,000	\$26,000		\$390
2003	\$69,200,000	\$0						\$0	(
2005	\$2,665,000	\$0	\$0	\$0		\$0			
2006	\$1,513,000	\$125,000		\$24,750	\$35,500	\$35,750		\$29,000	\$125,000
2007	\$3,228,000	\$180,000		\$8,000	\$61,000	\$111,000			\$180,000
2008	\$1,163,035	\$110,000	100000000	\$104,000		\$6,000			\$110,000
2010	\$11,834,909	\$915,000	\$121,000	\$6,000	\$19,000	\$285,000	\$484,000		\$915,000
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$84,398		\$84,398					\$84,398
WPAT 96/46 PINECREST/ KAY	\$452,000	\$19,569		\$19,569					\$19,569
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$16,712		\$16,712					\$16,712
WPAT 00/25 ASSABET (17% is STP portion)*	\$588,584	\$19,792	\$3,365	\$16,428					\$19,792
WPAT 00/25A ASSABET (68.3% is STP portion) re		\$9,561	\$6,530	\$3,031					\$9,561
WPAT 08/22 I/I REFUNDED 6/12	\$463,000	\$15,774		\$15,774					\$15,774
WPAT - WWTP (I)	\$17,616,166	\$768,311	\$768,311						\$768,311
WPAT - WWTP (II)	\$29,358,537	\$1,408,149	\$1,408,149						\$1,408,149
WPAT - 10/08 WELD/FOLLY	\$1,424,000	\$58,854		\$44,141		\$14,714			\$58,854
WPAT - WWTP - ADD'L 2013	\$750,000	\$30,338	\$30,338						\$30,338
PAYDOWNS									
STATE HOSPITAL PROPERTY	\$2,200,000	\$220,000			\$220,000				\$220.000
TOWN HALL DESIGN (BAN)	\$2,200,000 \$255,000	\$220,000 \$51,000			\$220,000 \$51,000				\$220,000 \$51,000
	\$200,000	401,000			<b>\$</b> 01,000				\$51,000
TOTAL PRINCIPAL		\$8,836,897	\$2,460,778	\$603,567	\$485,500	\$1,404,903	\$510,000	\$3,372,150	\$8,836,897
									27.11.169 (2013) (27 27.169 (27 2
INTEREST	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS	
BONDS				02112110				GONOGLO	
1993 REFUNDED 4/04	\$2,560,000	\$0				\$0			\$0
2013 NEW & REFUNDED 11/13	\$34,504,439	\$1,289,110	\$14,368	\$25,195	\$8,623	\$90,200		\$1,150,725	\$1,289,110
1997/2000 REFUNDED 10/05	\$5,740,000	\$70,855	\$18,207	\$13,458		\$21,134		\$18,056	\$70,855
1998/2009 REFUNDED 10/09	\$2,975,000	\$35,563		\$1,804	\$7,348	\$26,411			\$35,563
2002 REFUNDED 8/12	\$3,985,000	\$68,100		\$22,410		\$42,550	\$3,140		\$68,100
2003	\$69,200,000	\$0						\$0	\$0
2005	\$2,665,000	\$0	\$0	\$0	\$0	\$0			\$0
2006	\$1,513,000	\$22,300		\$4,435	\$6,350	\$6,415		\$5,100	\$22,300
2007	\$3,228,000	\$78,788		\$3,228	\$26,945	\$48,615			\$78,788
2008	\$1,163,035	\$19,575		\$18,558		\$1,018			\$19,575
2010	\$11,834,909	\$234,668	\$63,724	\$3,150	\$8,790	\$98,132	\$60,873		\$234,668
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$3,515		\$3,515					\$3,515
WPAT 96/46 PINECREST/ KAY	\$452,000	\$815		\$815					\$815
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$1,415		\$1,415					\$1
WPAT 00/25 ASSABET (REFUNDED) 17% STP	\$588,584	\$2,246	\$382	\$1,864					\$
WPAT 00/25A ASSABET (68.3% STP) refunded	\$151,291	\$0	\$0	\$0					
WPAT 08/22 I/I REFUNDED 6/12	\$463,000	\$6,144		\$6,144					\$6,144
WPAT - WWTP (I)	\$17,616,166	\$300,343	\$300,343						\$300,343
WPAT - WWTP (II)	\$29,358,537	\$96,471	\$96,471						\$96,471
WPAT - 10/08 WELD/FOLLY	\$1,424,000	\$26,739		\$20,055		\$6,685			\$26,739
WPAT - WWTP - ADD'L 2013	\$750,000	\$26,875	\$26,875						\$26,875
DEDMANENT INTEDEOT	ſ	<u></u>							
PERMANENT INTEREST	l	\$2,283,520	\$520,369	\$126,043	\$58,055	\$341,160	\$64,013	\$1,173,881	\$2,283,520
SHORT TERM @ 1.25%									
Actual due 08/14									
WATER - CROWNRIDGE	\$470,000	\$5,859				CE DEC			EF DEC
SEWER - CROWNRIDGE	\$470,000 \$1,560,000			\$10 AAC		\$5,859			\$5,859
- FLANDERS	\$1,560,000	\$19,446 \$9,972		\$19,446 \$9,972					\$19,446
TOWN - TOWN HALL RENOVATIONS	\$1,450,000	\$9,972 \$18,075		49,912	¢10.075				\$40 07F
- TOWN HALL RENOVATIONS	\$1,450,000 \$255,000	\$18,075 \$3,179			\$18,075				\$18,075
- TOWN BUILDING DEGIGN	\$200,000	\$3,179			\$3,179				\$3,179
ATM/STM Articles									
TOWN - TOWN HALL/FORBES DESIGN	\$649,000	\$8,113			\$8,113				\$8,113
- TOWN HALL RENOVATIONS	\$5,000,000	\$62,500			\$62,500				\$62,500
- FIRE STATION	\$5,800,000	\$72,500			402,000		\$72,500		\$72,500
- WARREN ST DRAINAGE (JACKSTRAW)	\$581,000	\$7,263					\$7,263		\$7,263
SEWER - CROWNRIDGE	\$625,000	\$7,813		\$7,813			ψ1,200		\$7,813
WATER - CROWNRIDGE	\$320,000	\$4,000		φ <i>1</i> ,010		\$4,000			\$4,000
the second se		and the second se				- 1,000			+ 1,000
subtotal - short term interest		\$218,718	\$0	\$37,231	\$91,866	\$9,859	\$79,763	\$0	\$218,719
		\$218,718 \$10,000	\$0	\$37,231	\$91,866 \$10,000	\$9,859	\$79,763	\$0	\$218,719
TAX ANTICIPATION			\$0	\$37,231		\$9,859	\$79,763	\$0	\$218,719
subtotal - short term interest TAX ANTICIPATION ABATE, INTEREST SUBTOTAL INTEREST	]	\$10,000	\$0 \$520,369	\$37,231 \$163,274	\$10,000	\$9,859 \$351,019	\$79,763	\$0	\$218,719 \$2,522,238
TAX ANTICIPATION ABATE. INTEREST	[	\$10,000 \$10,000			\$10,000 \$10,000				