

**TOWN OF WESTBOROUGH
DEPARTMENTAL NUMBERS**

PAGE	Sorted by Budget Number	PAGE	Sorted Alphabetically
1	11141 MODERATOR	19	1134X ACCOUNTANT
7	1122X SELECTMEN / MANAGER	13	1131X ADVISORY FINANCE COMMITTEE
13	1131X ADVISORY FINANCE COMMITTEE	149	1292X ANIMAL CONTROL
19	1134X ACCOUNTANT	25	1137X ASSESSORS
25	1137X ASSESSORS	89	1173X BOARD OF APPEALS
31	1138X TREASURER / COLLECTOR	139	1251X BUILDING COMMISSIONER
37	1151X LEGAL	61	11583 CENTRAL PURCHASING
43	1152X PERSONNEL BOARD	57	11573 COMMUNICATIONS
49	1154X MIS / GIS DEPARTMENT	77	1171X CONSERVATION COMMISSION
57	11573 COMMUNICATIONS	187	1541X COUNCIL ON AGING
61	11583 CENTRAL PURCHASING	241	60200 COUNTRY CLUB
65	1161X TOWN CLERK	227	16303 CULTURAL COUNCIL
71	1162X ELECTION & REGISTRATION	237	17103 DEBT-PRINCIPAL & INTEREST
77	1171X CONSERVATION COMMISSION	159	1420X DEPARTMENT OF PUBLIC WORKS
83	1172X PLANNING BOARD	95	1180X ECONOMIC DEVELOPMENT COMMITTEE
89	1173X BOARD OF APPEALS	71	1162X ELECTION & REGISTRATION
95	1180X ECONOMIC DEVELOPMENT COMMITTEE	123	1220X FIRE/AMB DEPARTMENT
101	1185X TOWN BUILDINGS & GROUNDS	181	1512X HEALTH DEPARTMENT
107	11933 INSURANCE	231	1650X HISTORICAL COMMISSION
113	1210X POLICE DEPARTMENT	145	12543 INSP WEIGHTS & MEASURES
123	1220X FIRE/AMB DEPARTMENT	107	11933 INSURANCE
139	1251X BUILDING COMMISSIONER	37	1151X LEGAL
145	12543 INSP WEIGHTS & MEASURES	49	1154X MIS / GIS DEPARTMENT
149	1292X ANIMAL CONTROL	1	11141 MODERATOR
155	12993 REG VOC SCHOOL ASSESSMENT	43	1152X PERSONNEL BOARD
159	1420X DEPARTMENT OF PUBLIC WORKS	83	1172X PLANNING BOARD
167	1423X SNOW & ICE REMOVAL	113	1210X POLICE DEPARTMENT
171	14243 STREET LIGHTS	207	1610X PUBLIC LIBRARY
175	14333 SANITARY LANDFILL	221	16201 RECREATION COMMISSION
181	1512X HEALTH DEPARTMENT	155	12993 REG VOC SCHOOL ASSESSMENT
187	1541X COUNCIL ON AGING	175	14333 SANITARY LANDFILL
193	1542X YOUTH COMMISSION	7	1122X SELECTMEN / MANAGER
199	1543X VETERANS SERVICES	255	64305 SEWER DEBT PRINCIPAL/INTEREST
203	15483 TRSTS,SOLDIER MEMORIALS	247	6430X SEWER OPERATION & MAINTENANCE
207	1610X PUBLIC LIBRARY	259	6440X SEWER TREATMENT PLANT
221	16201 RECREATION COMMISSION	167	1423X SNOW & ICE REMOVAL
227	16303 CULTURAL COUNCIL	171	14243 STREET LIGHTS
231	1650X HISTORICAL COMMISSION	101	1185X TOWN BUILDINGS & GROUNDS
237	17103 DEBT-PRINCIPAL & INTEREST	65	1161X TOWN CLERK
241	60200 COUNTRY CLUB	31	1138X TREASURER / COLLECTOR
247	6430X SEWER OPERATION & MAINTENANCE	203	15483 TRSTS,SOLDIER MEMORIALS
255	64305 SEWER DEBT PRINCIPAL/INTEREST	199	1543X VETERANS SERVICES
259	6440X SEWER TREATMENT PLANT	275	64505 WATER DEBT PRINCIPAL/INTEREST
267	6450X WATER OPERATION & MAINTENANCE	267	6450X WATER OPERATION & MAINTENANCE
275	64505 WATER DEBT PRINCIPAL/INTEREST	193	1542X YOUTH COMMISSION



Town of Westborough

Fiscal Year 2016

Department

Moderator

Activities, Functions and Responsibilities

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

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

Successes & Accomplishments 2013-2014

Presided over town meetings in March and October 2014;

All Town Meeting sessions started on time and efforts were made to maintain a satisfactory pace of the meeting;

Generally kept committees fully staffed, although an extended search was necessary to fill a slot final spot on the AFC;

Conducted post-Annual Town meeting discussions with the Selectmen, Planning Board, School Committee, and Advisory Finance Committee, and members of the public with regard to improvements to the Town Meetings;

Implemented a process to pre-positioning the roving microphones at the October Town Meeting by directing Scouts to the "next" speaker. This change was well received and reduced the time between speakers.

Goals & Priorities 2015-2016

- Maintain efforts to start Town Meeting on time and keep a satisfactory pace of each session
- Seek continuous improvement in the focus and quality of debate at the meetings, always consistent with a full and fair debate;
- Keep committees fully staffed, filling vacancies just as soon as candidates can be found that will maintain the high quality and diversity to which we have become accustomed;
- Continue to provide information on Town Meeting procedures for voters, at the meeting via handouts or publication in the AFC booklet, and the rest of the time via publication on the Town web site.

Department

Moderator

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	250	250	250	250	250	0.00%
Expenses						
Total Expenditures	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	0.00%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time			
F T E			

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11141	MODERATOR SALARY - ELECTED							
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	 \$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Moderator

DEPT # 11141

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
	John Arnold	Stipend				250.00
TOTAL SALARY & WAGES						250.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough

Fiscal Year 2016

Department

Selectmen/Manager

Activities, Functions and Responsibilities

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

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

Successes & Accomplishments 2013-2014

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

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

Continue to follow the fiscal policies adopted in 2011.

Supported the Charter Review Committee to improve the Charter and overall town management.

Evaluated health insurance plan design and OPEB alternatives to reduce cost and liability.

Worked toward acquiring Westborough State Hospital

Goals & Priorities 2015-2016

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

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

Continue to follow the fiscal policies adopted in 2011.

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

Improve safety and risk management programs to reduce exposure.

Acquire Westborough State Hospital property

Department

Selectmen / Manager

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	322,957	322,826.11	336,636	345,249	345,249	2.5600%
Expenses	54,850	53,116.44	45,725	66,600	66,600	45.6500%
Total Expenditures	\$377,807.00	\$375,942.55	\$382,361.00	\$411,849.00	\$411,849.00	7.7100%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	4	4	4
Part Time	0	0	0
F T E	4	4	4

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Regular Selectmen's Meetings	21	21	21
All Public Hearings	20	20	20
Site Plan Review Public Hearings	9	10	10
Appointments to Boards/Committees	243	250	250
Selectmen Agenda Topics	372	375	375
Capital Program - # of Projects	9	13	7
Town Manager Meetings Scheduled			
Applications for Employment Reviewed	371	100	150
Labor Contracts/ Amendments Negotiated	2	2	4
# of Liquor Licenses Processed	41	43	43

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Site Plans Approved less than 90 days	90%	67%	80%	80%
Average Position Vacancy Time	30 days	88 days	45 days	30 days
General Fund Debt as a % of General Fund Budget				
Overall Property Tax Increase	2%			
# of Labor Disputes	0	2	0	0
# of Workers Comp/IOD Claims	Less than 20	35	52	55
Free Cash Balance of General Fund Budget	More than 5%			

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11220	SELECTMEN/MANAGER SALARY/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 SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	144,134.00	144,133.60	147,017.00	58,581.33	\$149,958.00	\$149,958.00	\$_____
5102	SALARY-ASST & AGENT	76,813.00	76,781.21	83,595.00	32,594.80	\$86,775.00	\$86,775.00	\$_____
5103	WAGES-CLERICAL	99,510.00	99,411.30	103,524.00	41,250.56	\$106,016.00	\$106,016.00	\$_____
	TOTAL	\$320,457.00	\$320,326.11	\$334,136.00	\$132,426.69	\$342,749.00	\$342,749.00	\$_____
11223	SELECTMEN/MANAGER EXPENSES							
5201	ADVERTISING	2,200.00	2,421.63	500.00	93.10	\$750.00	\$750.00	\$_____
5209	TRAVEL IN-STATE	3,500.00	7,796.07	3,500.00	824.75	\$3,500.00	\$3,500.00	\$_____
5210	TRAVEL OUT-OF-STATE	3,200.00	687.72	3,200.00	3,870.23	\$3,200.00	\$3,200.00	\$_____
5217	DUES AND MEMBERSHIPS	6,000.00	6,145.16	6,225.00	5,956.30	\$6,350.00	\$6,350.00	\$_____
5218	TRAINING AND EDUCATION	3,700.00	1,648.00	3,700.00	280.53	\$3,700.00	\$3,700.00	\$_____
XXXX	STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	\$20,000.00	\$20,000.00	\$_____
5219	PROFESSIONAL SERVICES	7,000.00	7,055.76	500.00	72.00	\$500.00	\$500.00	\$_____
5219D	CONTRACT SERVICE-AUDIT	22,000.00	22,000.00	22,500.00	0.00	\$23,000.00	\$23,000.00	\$_____
5224	OTHER SUPPLIES	600.00	370.07	500.00	219.93	\$500.00	\$500.00	\$_____
5227	BOOKS AND PERIODICALS	100.00	21.32	100.00	0.00	\$100.00	\$100.00	\$_____
5228	PRINTING TOWN REPORT	3,000.00	1,423.29	2,500.00	0.00	\$2,000.00	\$2,000.00	\$_____
5235A	SICK LEAVE BUY-BACK	3,550.00	3,547.42	2,500.00	2,345.36	\$3,000.00	\$3,000.00	\$_____
	TOTAL	\$54,850.00	\$53,116.44	\$45,725.00	\$13,662.20	\$66,600.00	\$66,600.00	\$_____
	GRAND TOTAL	\$377,807.00	\$375,942.55	\$382,361.00	\$146,713.89	\$411,849.00	\$411,849.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Selectmen / Manager

DEPT # 11221

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	James Malloy - Town Manager	Contract				149,957.01
5102	Kristi Williams 11/8	S-21 Max	1,656.00	wk	52.4	86,775.00
5103	Paula Covino - Adm Asst 8/29	H-10 Max	25.29	40	52.4	53,008.00
	Karen Bain-Morgado	H-10 Max	25.29	40	52.4	53,008.00
5108	Board Members	500 Each Annually x 5				2,500.00
TOTAL SALARY & WAGES						345,248.01

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
11223-5201	Advertising - This is used for posting Help Wanted Ads and was reduced to \$500 in FY12 as positions have been posted more online. The Tonw has a number of senior department heads that have not announced their intention to retire, but as they do, this line item will need to be increased or supplemented through STM or a Reserve Fund Transfer similar to FY14. Based on the FY14 transfer I am recommending increasing this line item by \$250.
11223-5209	In-State Travel - This covers travel expenses for training and other meetings for the Selectmen, Town Manager and Asst. Town Manager. This account covers mileage, parking, meals and hotel rooms. This account is level funded.
11223-5210	Out of State Travel - This covers the Town Manager and Assistant Town Manager's annual attendance at the Intenational City Management Association (ICMA) Conference. This account covers travel, hotel, meals and rental car/parking as needed. This account is level funded.
11223-5217	Dues and Memberships - This pays for the Town's dues in the MA Municipal Assn (MMA) and the Corridor 9 Chamber of Commerce, the Town Manager and Asst. Town Manager's memberships in the MA Municipal Managers Assn and ICMA and the Asst. Town Manager's membership in the MA Municipal Personnel Assn. This account has been increased by \$125 to reflect estimated dues increases.
11223-5218	Training and Education - This covers conference registrations for the MA Municipal Assn., MA Municipal Managers Asn, MA Municipal Personnel Assn and ICMA.
11223-XXXX	Staff Development - This is a NEW line item being proposed to provide professional development opportunities for all town staff that is not otherwise provided through their

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
XXXX (Cont)	department budgets. The Town Manager has developed a policy to provide for staff development to ensure that any development under this line item has a clear benefit to the Town. This line item is proposed as a separate line item from the Training and Education line item so that it may be tracked.
11223-5219	Professional Services - This account covers the cost of collections on parking tickets. This account has been level funded.
11223-5224	Other Supplies - This account covers other office supplies and supplies for meetings. This account has been level funded.
11223-5227	Books and Periodicals - This account covers books and periodicals. All regular periodicals have been cancelled and the only books would be a one-time expense. This account has been level funded.
11223-5228	Printing Annual Town Report - This account covers the cost of printing the annual town report as required by law. This account has been reduced by \$500 to reflect lower printing costs and fewer copies being printed.
11223-5235A	Sick Leave Buy Back - This account covers the cost of paying for retirements from the Clerical Union (all others are paid for from the Personnel Board budget). There is one known retirement at this time in FY16.



Town of Westborough

Fiscal Year 2016

Department

Advisory Finance Committee

Activities, Functions and Responsibilities

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

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

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

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

Successes & Accomplishments 2013-2014

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

Goals & Priorities 2015-2016

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

Department

Advisory Finance Committee

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	3,229	2,475.05	3,028	3,286	3,286	8.5200%
Expenses	1,915	1,109.61	2,117	1,950	1,950	-7.8900%
Total Expenditures	\$5,144.00	\$3,584.66	\$5,145.00	\$5,236.00	\$5,236.00	1.7700%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time	0.07	0.07	0.07
F T E	0.07	0.07	0.07

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
AFC Meeting Held	29	30	30

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Produce Report & Recommendations Booklet	100%	100%	100%	100%

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11312 FINANCE COMM WAGES								
5103	WAGES-CLERICAL	\$3,229.00	\$2,475.05	\$3,028.00	\$981.72	\$3,286.00	\$3,286.00	\$_____
11313 FINANCE COMM EXPENSES								
5217	DUES AND MEMBERSHIPS	\$240.00	\$236.00	\$240.00	\$236.00	\$450.00	\$450.00	\$_____
5228	PRINTING AND COPYING	\$1,675.00	\$873.61	\$1,877.00	\$471.43	\$1,500.00	\$1,500.00	\$_____
	TOTAL	\$1,915.00	\$1,109.61	\$2,117.00	\$707.43	\$1,950.00	\$1,950.00	\$_____
	GRAND TOTAL	\$5,144.00	\$3,584.66	\$5,145.00	\$1,689.15	\$5,236.00	\$5,236.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Advisory Finance Committee

DEPT # 11312

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5103	Aministrative Assistant	H10/3	\$20.84	3	50	3,126.00
	Jessica Thomas - 06/19/2016	H10/4	\$21.91	3	2.4	160.00
TOTAL SALARY & WAGES						3,286.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough

Fiscal Year 2016

Department

Town Accountant

Activities, Functions and Responsibilities

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

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

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

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

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

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

Successes & Accomplishments 2013-2014

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

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

Prepare and submit federal, state and local report timely.

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

Establish Policies & Procedures to document all financial transactions.

Working with outside auditors to improve internal controls.

Goals & Priorities 2015-2016

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

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

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

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

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

Continue to work with outside auditors to improve internal controls.

Department

Town Accountant

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	135,661	135,661	140,892	146,824	146,824	4.2100%
Expenses	1,135	1,133.15	1,135	1,135	1,135	0.00%
Total Expenditures	\$136,796.00	\$136,794.15	\$142,027.00	\$147,959.00	\$147,959.00	4.1800%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	1	1	1
Part Time	0.88	0.88	0.88
F T E	1.88	1.88	1.88

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Accounts Payable Invoices Processed	18,367	18,500	18,500
Accounts Payable Checks Processed	11,348	11,400	11,400
Purchase Orders Processed	4,357	4,400	4,400

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Submission of Balance Sheet to Dept of Revenue	9/30/20XX	9/3/14	9/30/15	9/30/16
Certification of Free Cash / Excess & Deficiency	10/15/20XX	9/12/14	10/15/2015	10/15/2016
Submission of Schedule A to Dept of Revenue	11/30/20XX	11/19/2013	11/30/2014	11/30/2015

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11341	ACCOUNTANT SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$87,227.00	\$87,227.00	\$88,949.00	\$35,443.20	\$91,072.00	\$91,072.00	\$_____
5103	WAGES-CLERICAL	\$48,434.00	\$48,434.00	\$51,943.00	\$20,151.03	\$55,752.00	\$55,752.00	\$_____
	TOTAL	\$135,661.00	\$135,661.00	\$140,892.00	\$55,594.23	\$146,824.00	\$146,824.00	\$_____
11343	ACCOUNTANT EXPENSES							
5217	DUES AND MEMBERSHIPS	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$_____
5218	TRAINING AND EDUCATION	\$895.00	\$947.00	\$895.00	\$50.00	\$895.00	\$895.00	\$_____
5223	OFFICE SUPPLIES	\$100.00	\$46.15	\$100.00	\$29.37	\$100.00	\$100.00	\$_____
	TOTAL	\$1,135.00	\$1,133.15	\$1,135.00	\$219.37	\$1,135.00	\$1,135.00	\$_____
	GRAND TOTAL	\$136,796.00	\$136,794.15	\$142,027.00	\$55,813.60	\$147,959.00	\$147,959.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Accounting

DEPT # 11341

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Talbot, Leah	S-22/Max	1,738.00	40	52.4	91,072.00
5103	Smith, Linda	S-16/5	29.475	35	17.2	17,744.00
	10/29/2015	S-16/6	30.850	35	35.2	38,008.00
						55,752.00
TOTAL SALARY & WAGES						146,824.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough

Fiscal Year 2016

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 M.G.L. Chapter 59.

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

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

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

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

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

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

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

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

Successes & Accomplishments 2013-2014

Changed office structure to consolidate the commercial and industrial real estate inspection/valuation with the personal property inspection/valuation. Created a part time residential field lister position and changed former assistant position to administrative assistant position, resulting in substantial cost savings to the department and better office coverage.

Inspected all properties which sold during calendar 2013 and the first half of 2014.

Inspected approximately 20% of all business personal property accounts.

Inspected all properties with building permits issued.

Inspected approximately 600 properties for DOR required cyclical reinspection.

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

Goals & Priorities 2015-2016

Successful and timely completion of State mandated triennial revaluation.

Timely submission and approval of Tax Recap Sheet to insure timely tax billing.

Continuation of ongoing cyclical reinspection of all properties not inspected within the past 5 years.

Continuation of ongoing cyclical reinspection of approximately 20% of business personal property accounts.

Maintain accurate accounting of all new growth valuation in town for tax levy and financial planning purposes.

Create an office procedural manual for every position within the department to insure smooth transition when personnel changes.

Continue to train Ass't. Assessor to expand knowledge of issues specific to the community.

Department

Assessors

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	231,640	231,634.46	225,922	221,931	221,931	-1.7700%
Expenses	35,099	24,190.07	35,099	36,468	36,468	3.9000%
Total Expenditures	\$266,739.00	\$255,824.53	\$261,021.00	\$258,399.00	\$258,399.00	-1.0000%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	3	3	3
Part Time	1	1	1
F T E	4	4	4

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Sale properties inspected	350	375	375
Building permit properties inspected	650	650	650
Cyclical (DOR required) inspections	720	700	700
Abatement property inspections	50	50	50
Motor vehicle excise bills processed	19,000	19,000	19,000
Motor vehicle excise abatement processed	925	900	900
Deeds Reviewed and Entered	458	500	500
ATB cases filed not including phone	13	10	10

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Deeds reviewed and entered timely	100%	458	500	500
Motor Vehicle Abatements timely processed	100%	925	900	900
Real Estate Abatements timely processed	100%	80	100	100
ATB successfully tried/settled/withdrawn	100%	9	18	18

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted after STM	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11371	ASSESSORS SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$87,227.00	\$87,226.40	\$88,949.00	\$35,443.20	\$91,072.00	\$91,072.00	\$_____
5102	SALARY-ASST & AGENT	\$129,347.00	\$129,342.40	\$96,477.00	\$38,429.20	\$88,153.00	\$88,153.00	\$_____
5108	BOARD MEMBERS SALARY	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____
5103	WAGES-CLERICAL	\$13,066.00	\$13,065.66	\$38,496.00	\$11,071.68	\$40,706.00	\$40,706.00	\$_____
	TOTAL	\$231,640.00	\$231,634.46	\$225,922.00	\$84,944.08	\$221,931.00	\$221,931.00	\$_____
11373	ASSESSORS EXPENSES							
5209	TRAVEL IN-STATE	\$300.00	\$75.71	\$300.00	\$119.17	\$300.00	\$300.00	\$_____
5217	DUES AND MEMBERSHIPS	\$529.00	\$514.00	\$529.00	\$405.00	\$529.00	\$529.00	\$_____
5218	TRAINING AND EDUCATION	\$1,500.00	\$1,505.00	\$1,500.00	\$552.60	\$2,100.00	\$2,100.00	\$_____
5219	PROF SERV - CO-STAR	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,944.00	\$10,944.00	\$_____
5223	OFFICE SUPPLIES	\$1,000.00	\$932.86	\$1,000.00	\$71.86	\$1,000.00	\$1,000.00	\$_____
5228	FORMS & BILLS	\$420.00	\$530.00	\$420.00	\$164.00	\$420.00	\$420.00	\$_____
5241	CLOTHING ALLOWANCE	\$350.00	\$350.00	\$350.00	\$350.00	\$175.00	\$175.00	\$_____
5244	OTHER PROFESSIONAL FEES	\$31,000.00	\$20,282.50	\$21,000.00	\$10,000.00	\$21,000.00	\$21,000.00	\$_____
	TOTAL	\$35,099.00	\$24,190.07	\$35,099.00	\$11,662.63	\$36,468.00	\$36,468.00	\$_____
	GRAND TOTAL	\$266,739.00	\$255,824.53	\$261,021.00	\$96,606.71	\$258,399.00	\$258,399.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Assessors

DEPT # 11373

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Linda Swadel, Chief Assessor, 7/19	S22/Max	1,738.00	40	52.4	91,072.00
5102	Jonathan Steinberg, Ass't. Assessor	N16/7	1,271.00	40	17.6	22,370.00
	11/1	N16/Max	1,334.00	40	34.8	46,424.00
5103	Patricia Mespelli, Admin. Ass't., 7/29	N10/1	18.58	40	4	2,973.00
		N10/2	19.49	40	48.4	37,733.00
5102	Property Lister, 12/1	H10/1	18.9	19	21.8	7,829.00
		H10/2	19.83	19	30.6	11,530.00
5108	Mark Silverberg, Assessor	N/A	N/A	N/A	yearly	1,000.00
5108	Joseph MacDonough, Assessor	N/A	N/A	N/A	yearly	1,000.00
TOTAL SALARY & WAGES						221,931.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough

Fiscal Year 2016

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
Timely debt payment
Tax title management

Successes & Accomplishments 2013-2014

98.5% collection rate of current billing
100% monthly receivables reconciliation with Accountant
Raised funds and assisted three taxpayers through the Senior Tax Relief program (1st year)
Errorless payroll processing
100% monthly cash reconciliation with Accountant
Timely debt payment
Raised Town's credit rating to AAA
Obtained saleable properties from Land Court
Continue to enforce tax title collection

Goals & Priorities 2015-2016

Maintain collection rate
Encourage paperless billing
100% monthly receivables reconciliation with Accountant
Continue to raise funds for 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

Department

Treasurer/Collector

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	228,907	228,904.83	233,833	241,907	241,907	3.4500%
Expenses	48,535	48,531.08	49,435	52,435	52,435	6.0700%
Total Expenditures	\$277,442.00	\$277,435.91	\$283,268.00	\$294,342.00	\$294,342.00	3.9100%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	3	3	3
Part Time	1	1	1
F T E	4	4	4

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (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	5636	6170	6300
Number personal property bills issued x 4times/year	578	570	580
Number water/sewer bills issued annually	20343	20400	20450
Number excise tax bills issued - calendar year	19399	19500	19600
Number online collections annually	8407	8500	8550
Dollar value online collections annually	4,967,061.64	5,000,000.00	5,100,000.00
Payroll processing/balancing with Accountant	100%	100%	100%
W-2s issued (number of employees) calendar year	1359	1370	1385
Tax title accounts collected in full	10	15	15
Training	50 hours	80 hours	80 hours

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Tax, water/sewer collection	100%	98.5%	99%	99%
Online payments	75%	19%	30%	30%
Training - collections, payroll	10 hours	50 hours	80 hours	80 hours
Tax title collection	100%	23%	25%	25%
Payroll processing accuracy	100%	100%	100%	100%
Reconcile cash and receivables to penny	100%	100%	100%	100%

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11381	TREASURER/COLLECTOR SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$91,716.00	\$91,715.40	\$93,543.00	\$37,273.60	\$95,788.00	\$95,788.00	\$_____
5103	WAGES-CLERICAL	\$137,191.00	\$137,189.43	\$140,290.00	\$55,757.52	\$146,119.00	\$146,119.00	\$_____
	TOTAL	\$228,907.00	\$228,904.83	\$233,833.00	\$93,031.12	\$241,907.00	\$241,907.00	\$_____
11383	TREASURER/COLLECTOR EXPENSES							
5209	TRAVEL IN-STATE	\$900.00	\$634.65	\$900.00	\$137.92	\$900.00	\$900.00	\$_____
5217	DUES AND MEMBERSHIPS	\$335.00	\$305.00	\$335.00	\$250.00	\$335.00	\$335.00	\$_____
5218	TRAINING AND EDUCATION	\$1,400.00	\$336.38	\$1,300.00	\$75.00	\$1,000.00	\$1,000.00	\$_____
5223	OFFICE SUPPLIES	\$1,900.00	\$1,272.30	\$1,900.00	\$308.68	\$1,700.00	\$1,700.00	\$_____
5228	FORMS & BILLS	\$6,000.00	\$10,329.66	\$7,000.00	\$3,374.49	\$10,500.00	\$10,500.00	\$_____
5243A	MISC SERV-TAX TITLE	\$13,000.00	\$10,809.02	\$13,000.00	\$3,953.00	\$13,000.00	\$13,000.00	\$_____
5243B	MISC SERV-BANK CHARGES	\$25,000.00	\$24,844.07	\$25,000.00	\$7,818.50	\$25,000.00	\$25,000.00	\$_____
	TOTAL	\$48,535.00	\$48,531.08	\$49,435.00	\$15,917.59	\$52,435.00	\$52,435.00	\$_____
	GRAND TOTAL	\$277,442.00	\$277,435.91	\$283,268.00	\$108,948.71	\$294,342.00	\$294,342.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Treasurer / Collector

DEPT # 11381

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Joanne Savignac Treas/Coll 7/1/2015	S23/Max	1,828.00		52.4	95,788.00
5103	Janet Crispen Admin. Assistant 7/1/2015	N10/15 year	26.82	40	52.4	56,215.00
5103	Kristin Robinson Admin. Assistant 7/1/2015	N10/Max	26.04	40	13.6	14,166.00
	10/5/2015	15 year	26.82	40	38.8	41,625.00
5103	Linda Castellani Admin. Assistant 7/1/2014	N10/MAX	26.04	25	52.4	34,113.00
TOTAL SALARY & WAGES						241,907.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough Fiscal Year 2016

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.
Assist in the development, enforcement, and review of policies and procedures.
Attend all meetings of Select Board and other boards/commissions/committees as necessary

Successes & Accomplishments 2013-2014

With Town Manager and Assistant Town Manager, favorably resolved difficult and potentially expensive labor issue with FF's.
With Town Manager, moved acquisition of state hospital property to near completion (development of easements and land disposition agreement)
Assisted Town Manager in development of a draft/proposed functional Town Charter
Worked with Library regarding failed HVAC work - seeking recovery from responsible parties
Began shared index of town interests in land

Goals & Priorities 2015-2016

Complete state hospital acquisition
Make significant progress on index of town interests in land
Assist in development and implementation of training program for new members of town bodies

Department

LEGAL

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	128,987	128,986.2	131,544	134,668	0	2.3700%
Expenses	76,622	75,503.64	41,622	46,622	106,622	12.0100%
Total Expenditures	\$205,609.00	\$204,489.84	\$173,166.00	\$181,290.00	\$106,622.00	4.6900%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	1	1	0
Part Time			
F T E	1	1	0

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
# total court cases	4	3	4
# land court cases	1	1	1
# legal opinions issued	202	319	300
# real estate instruments executed	9	9	9
# home rule petitions	1	2	2
# labor issues handled	4	4	4
hrs. training provided to staff	2	2	2

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
# days to render legal opinion	5	.54	.37	.5
# days to record instruments following TM	45	7	20	20

TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11511	LEGAL SALARY							
5101	SALARY-DEPARTMENT HEAD	128,987.00	128,986.20	131,544.00	52,416.00	134,668.00	0.00	\$ _____
11513	LEGAL EXPENSES							
5219A	LEGAL SERVICES	70,000.00	68,240.16	35,000.00	9,803.00	40,000.00	100,000.00	\$ _____
5243	MISCELLANEOUS SERVICES	6,622.00	5,263.48	6,622.00	2,018.64	6,622.00	6,622.00	\$ _____
5720	JUDGEMENTS/SETTLEMENTS	0.00	2,000.00	0.00	0.00	0.00	0.00	
	TOTAL	\$76,622.00	\$75,503.64	\$41,622.00	\$11,821.64	\$46,622.00	\$106,622.00	\$ _____
	GRAND TOTAL	\$205,609.00	\$204,489.84	\$173,166.00	\$64,237.64	\$181,290.00	\$106,622.00	\$ _____

FY2016 SALARIES AND WAGES REQUEST

DEPT Legal

DEPT # 11511

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
	Gregory Franks; Town Counsel	S30/Max	2,570.00	40	52.4	134,668.00
		TOTAL SALARY & WAGES				

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH

EXPENSES LEDGER

DEPARTMENTAL BUDGET PROPOSALS

ACCOUNT COMMENTS WORKSHEET

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Town of Westborough

Fiscal Year 2016

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 2013-2014

- * Approved the following job descriptions: 13 Seasonal positions for the Recreation Dept.; Part-time Health Inspector; Economic Development Committee Coordinator; Junior Civil Engineer II
- * Approved staff changes to the Town Clerk and Assessor's Offices.
- * Approved educational reimbursements for employees.
- * Approved requests to take courses.
- * Approved FY 2015 wage adjustment for thirty-nine non-union positions.
- * Submitted the 2013 Annual Report.
- * Approved housekeeping changes to the Classification Plan for approval at Special Town Meeting in October.

Goals & Priorities 2015-2016

- * Review and Approve changes/updates to the Personnel Policies and Employee Handbook if necessary.
- * Approve fiscally responsible Wage Adjustment for non-union employees.
- * Maintain Educational Benefits and Budget.
- * Present changes to the Classification Plan at Town Meeting if necessary.

Department

PERSONNEL BOARD

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	0	0	0	0	0	
Expenses	24,923	24,922.84	17,120	27,380	27,380	59.9300%
Total Expenditures	\$24,923.00	\$24,922.84	\$17,120.00	\$27,380.00	\$27,380.00	59.9300%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	0	0	0
Part Time			
F T E	0	0	0

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Number of Meetings	6	6	6
Number of Agenda Topics	28	30	30
Number of Employees Approved to Take Courses	6	8	6
Number of Employees Approved for Reimbursement	6	8	6
Classification Plan Changes Approved	11	1	3
Number of New Job Descriptions Approved	2	2	0
Number of Revised Job Descriptions Approved	15	0	5
Approve Regrade of Non-union Positions	0	39	0

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted after STM	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 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	14,423.00	14,449.20	14,120.00	810.00	\$23,680.00	\$23,680.00	\$_____
5235A	SICK LEAVE BUY-BACK	10,500.00	10,473.64	3,000.00	3,000.00	\$3,700.00	\$3,700.00	\$_____
	TOTAL	\$24,923.00	\$24,922.84	\$17,120.00	\$3,810.00	\$27,380.00	\$27,380.00	\$_____
	GRAND TOTAL	\$24,923.00	\$24,922.84	\$17,120.00	\$3,810.00	\$27,380.00	\$27,380.00	\$_____

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

[illegible]

FISCAL 2016 EDUCATIONAL AID BUDGET

Approved by Personnel Board on: 12/16/2014

<u>EMPLOYEE:</u>	<u>DEPT.:</u>	<u>NUMBER of</u> <u>CLASSES</u>	<u>Classroom/</u> <u>Online</u>	<u>Course</u> <u>Cost</u>	<u>TOTAL</u> <u>TUITION</u>	<u>80%</u> <u>ALLOWED:</u>	
Bennett, Christine	Fire	2	online	1,200	2,400	1,920	Anna Maria (B.S. Fire Science)
Cullen, Patrick	Fire	4	online	2,100	8,400	6,720	Anna Maria (Masters Fire Science)
Doucet, Stephen	Fire	4	online	1,200	4,800	3,840	Anna Maria (B.S. Fire Science)
Gauthier, Ray	BOH	3	classroom	420	1,260	1,008	Worcester State (Qualify for RS Exam)
Golden, Rick	Fire	2	online	1,200	2,400	1,920	Anna Maria (B.S. Fire Science)
Goodspeed, Dale	Fire	4	classroom	545	2,180	1,744	Quinsagamond
Kirkland, Jennifer	Recreation	4	online	1,020	4,080	3,264	So.NH University (Sports Management)
McNamara, Kayla	Recreation	4	online	1,020	4,080	3,264	So.NH University (Sports Management)
TOTAL:					\$29,600	\$23,680	

**COURSE FEE SCHEDULE
2015 - 2016 Academic Year**

		Undergraduate	Graduate	Undergrad (OL)	Graduate (OL)
Anna Maria College	1 credit	\$416.67	\$616.67	\$400.00	\$700.00
508-849-3300	3 credits	\$1,250.00	\$1,850.00	\$1,200.00	\$2,100.00
Assumption College	1 credit	\$366.67			
508-767-7365 (U)	3 credits	\$1,100.00			
508-767-7387 (G)					
Clark University	1 credit	\$275.00	\$575.00		
508-793-7217	4 credits	\$1,100.00	\$2,300.00		
Framingham State	1 credit	\$260.00	\$287.50		
508-626-4550	4 credits	\$1,040.00	\$1,150.00		
Quinsigamond	1 credit	\$191.67			
508-854-4257	3 credits	\$575.00			
Worcester State	1 credit	\$140.00	\$160.00		
508-929-8000 (U)	3 credits	\$420.00	\$480.00		
508-929-8000 (G)					
Reimbursement is based on the highest cost of tuition per credit of the six colleges.					
Maximum credits allowed per year are 12.					
The maximum for graduate (3 credits) is 80% of \$2,100 which equals \$1,680.00.					
The maximum for undergraduate (3 credits) is 80% of \$1,250 which equals \$1,000.00.					



Town of Westborough

Fiscal Year 2016

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 2013-2014

- Coordinated technology changes for the move out of Town Hall prior to the renovation. All desktop computers and other equipment were relocated to five different buildings. The primary network and phone equipment were moved to the Forbes Municipal Building.
- Implemented the MassGIS Level 3 parcel standard. The state provided most of the funding to integrate the standard with the Town's GIS. Some benefits for Westborough include a high link rate between maps and the Assessor's database, better quality Assessor's maps, and alignment with neighboring community's parcels for regional mapping.
- Coordinated Westborough's first data security audit for Town offices using grant funding. One of the biggest findings was the need for more written policies and procedures.
- Implemented a new patch management and deployment solution for the Town's network. This keeps software on all network computers patched with the latest security updates and other important releases.

Goals & Priorities 2015-2016

- Implement a new helpdesk tracking application to monitor some of 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.
- Create written policies and procedures as recommended by the 2014 data security audit.

Department

MIS/GIS

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	160,123	160,117.49	170,766	180,090	180,090	5.4600%
Expenses	216,950	216,539.27	221,405	224,705	224,705	1.4900%
Total Expenditures	\$377,073.00	\$376,656.76	\$392,171.00	\$404,795.00	\$404,795.00	3.2200%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	2	2	2
Part Time	0	1	1
F T E	2	3	3

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Number of active desktops and workstations	125	125	125
Number of active laptops and tablets	78	78	78
Number of active physical servers	17	17	17
Number of active copiers and laser printers	59	59	59
Number of active inkjet and other printers	27	27	27
Number of hits on the town website	1,491,168	1,500,000	1,500,000
Number of hits on the online GIS website	1,323,585	1,350,000	1,350,000
Number of active e-mail accounts	271	275	275
Number of helpdesk requests (estimated)	1,750	1,750	1,750
Number of maps created or updated	93	150	200

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Percentage of active network PC's with Windows 7	100%	98.6%	100%	100%
Average computer downtime per incident (est.)	< 4 Hrs	4 Hrs	4 Hrs	4 Hrs
Average helpdesk response time per incident (est.)	< 4 Hrs	4 Hrs	4 Hrs	4 Hrs
Town website percentage uptime (estimated)	> 99.5%	99.5%	99.5%	99.5%
Online GIS website percentage uptime (estimated)	> 99.5%	99.5%	99.5%	99.5%
Town network downtime (estimated)	< 10 Hrs	10 Hrs	10 Hrs	10 Hrs
Internet access percentage uptime (estimated)	> 99.5%	99.5%	99.5%	99.5%

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted after STM	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11541	MIS / GIS DEPT SALARY/WAGES							
5101	DEPARTMENT HEAD	\$87,227.00	\$87,226.20	\$88,949.00	\$35,443.20	\$91,072.00	\$91,072.00	\$_____
5103	WAGES-CLERICAL	\$69,896.00	\$69,895.80	\$78,817.00	\$28,392.00	\$86,018.00	\$86,018.00	\$_____
5105	OVERTIME	\$3,000.00	\$2,995.49	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$_____
	TOTAL	\$160,123.00	\$160,117.49	\$170,766.00	\$63,835.20	\$180,090.00	\$180,090.00	\$_____
11543	MIS / GIS DEPT EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$48,500.00	\$52,829.70	\$48,550.00	\$9,148.57	\$48,700.00	\$48,700.00	\$_____
5209	TRAVEL IN-STATE	\$400.00	\$562.92	\$900.00	\$197.68	\$400.00	\$400.00	\$_____
5217	DUES AND MEMBERSHIPS	\$250.00	\$175.00	\$250.00	\$175.00	\$250.00	\$250.00	\$_____
5218	TRAINING AND EDUCATION	\$2,750.00	\$945.00	\$2,550.00	\$199.00	\$2,500.00	\$2,500.00	\$_____
5219	PROFESSIONAL SERVICES	\$10,000.00	\$8,107.25	\$10,000.00	\$1,275.25	\$10,000.00	\$10,000.00	\$_____
5223	OFFICE SUPPLIES	\$2,700.00	\$3,807.26	\$2,000.00	\$719.48	\$2,000.00	\$2,000.00	\$_____
5236A	CONTRACT SERV-COMPUTEI	\$20,500.00	\$24,502.45	\$23,700.00	\$17,942.01	\$24,000.00	\$24,000.00	\$_____
5241	CLOTHING ALLOWANCE	\$100.00	\$79.96	\$100.00	\$0.00	\$100.00	\$100.00	\$_____
5299A	SOFTWARE MAINTENANCE	\$131,750.00	\$125,529.73	\$133,355.00	\$107,624.02	\$136,755.00	\$136,755.00	\$_____
	TOTAL	\$216,950.00	\$216,539.27	\$221,405.00	\$137,281.01	\$224,705.00	\$224,705.00	\$_____
	GRAND TOTAL	\$377,073.00	\$376,656.76	\$392,171.00	\$201,116.21	\$404,795.00	\$404,795.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT MIS/GIS

DEPT # 11541 11542

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Mark Stockman, MIS/GIS Director	S-22/MAX	1,738.00	40	52.4	91,072.00
	29-Dec					
5103	Gail Silva, Network Technician	N-17/MAX	1,393.00	40	52.4	72,994.00
	5-Mar					
5104	GIS Administrator	S-16/MIN	24.25	10	26	6,305.00
		S-16/2	25.45	10	26.4	6,719.00
						13,024.00
5105	Overtime					3,000.00
TOTAL SALARY & WAGES						180,090.00

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

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Town of Westborough MIS Department 2015-2016

Detail of proposed expenditures					
	Org	Object	Description	14/15 Tot	15/16 Tot
Repair/Maintenance Equipment	11543	5203			
			replacement computers (desktops & laptops)	\$21,550	\$23,800
			network upgrades (servers, switches, etc.)	\$10,000	\$10,000
			computer repair & component replacement	\$4,000	\$1,500
			networked, dept. laser printers	\$3,000	\$3,200
			printer maintenance & cartridges	\$8,000	\$8,200
			misc hardware	\$2,000	\$2,000
				\$48,550	\$48,700
Travel In-State	11543	5209			
			misc local travel for computer and network servicing	\$900	\$400
				\$900	\$400
Dues and Memberships	11543	5217			
			MGISA and URISA	\$250	\$250
				\$250	\$250
Training and Education	11543	5218			
			IT and GIS Training Classes	\$2,100	\$2,000
			MIS/GIS seminars & conferences	\$450	\$500
				\$2,550	\$2,500
Professional Services	11543	5219			
			professional vendor services	\$10,000	\$10,000
				\$10,000	\$10,000
Office Supplies	11543	5223			
			conventional office supplies	\$1,000	\$1,000
			computer media (disks, cd's, backup tapes)	\$1,000	\$1,000
				\$2,000	\$2,000
Contract Services - Computer	11543	5236A			
			Addition Networks internet service and support	\$7,000	\$7,000
			Addition Networks e-mail archiving	\$3,000	\$3,000
			Verizon FIOS (Town Primary & Fire Dept)	\$3,000	\$3,300
			Charter Internet (Senior Center)	\$1,400	\$1,400
			Virtual Town Hall web hosting	\$6,300	\$6,300
			AGI GIS data hosting	\$3,000	\$3,000
				\$23,700	\$24,000
Clothing Allowance	11543	5241			
			Per Clerical Union Contract	\$100	\$100
				\$100	\$100
Misc. fees - Computer (SOFTWARE)	11543	5299A			
MIS/GIS Department					
			Symantec Backup Exec	\$1,500	\$1,700
			Sophos Security Software	\$3,100	\$3,300
			ESRI GIS software maintenance	\$7,800	\$7,800
DPW					
			Workorder Software	\$1,500	\$1,500
			CAD maint	\$3,500	\$3,500
			Boston Scanning Company	\$2,100	\$2,100
Accountant's Office					
			Munis	\$33,500	\$35,000
Assessor's Office					
			AssessPro	\$11,750	\$12,000
Building Department					
			Permitting & Licensing Management System	\$18,425	\$18,425
			Document Management System	\$3,360	\$3,360
All other departments					
			Microsoft Office	\$3,500	\$4,500
			Adobe Acrobat	\$1,000	\$1,000
			Windows Server Licenses	\$1,000	\$1,250
			GoToMyPC Licenses	\$1,250	\$1,250
			misc software for all depts.	\$2,000	\$2,000
Treasurer/Collector's Department					
			CollectPro	\$6,000	\$6,000
Fire Department					
			Animated Data Inc NFIRS5	\$1,250	\$1,250
			FirePoint	\$1,100	\$1,100
			AmbuPro EMS	\$12,500	\$12,500
Police Department					
			Iden Kit	\$540	\$540
			Cross Match annual maint	\$1,800	\$1,800
			CJIS Hardware support	\$750	\$750
			IMC	14,130	14,130
				\$133,355	\$136,755
				\$221,405	\$224,705

5 Year Computer Replacement Plan (FY2016)

Computers

Type of Computer	Number of Active Computers	Number for 5-Year Replacement	Estimated Replacement Cost	5-Year Cost	Annual Cost
Desktops	114	107	\$750	\$80,250	\$16,050
Workstations	11	7	\$1,250	\$8,750	\$1,750
Laptops	39	24	\$1,000	\$24,000	\$4,800
Tablets	13	12	\$500	\$6,000	\$1,200
					\$23,800

Servers

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	26	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.

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Town of Westborough

Fiscal Year 2016

Department

Communications

Activities, Functions and Responsibilities

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

Successes & Accomplishments 2013-2014

Looked into new phone systems and successfully selected a new system to be installed in FY15.

Goals & Priorities 2015-2016

Move Town Hall staff into the newly renovated Town Hall with a new telephone system.

Department

Communications

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	0	0	0	0	0	
Expenses	49,000	46,690.91	45,300	45,181	45,181	-0.2600%
Total Expenditures	\$49,000.00	\$46,690.91	\$45,300.00	\$45,181.00	\$45,181.00	-0.2600%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Voice mail boxes			
Wireless devices			
Telephone Lines			
Analog			
Digital on ISDN			
Analog on ISDN			

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11573	COMMUNICATIONS EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$12,900.00	\$13,010.79	\$10,400.00	\$5,350.96	\$7,712.00	\$7,712.00	\$_____
5205	OTHER EQUIP-CITIZEN COMM	\$8,900.00	\$8,678.50	\$8,900.00	\$8,678.50	\$8,679.00	\$8,679.00	\$_____
5215	TELEPHONE	\$27,200.00	\$25,001.62	\$26,000.00	\$9,375.30	\$28,790.00	\$28,790.00	\$_____
	TOTAL	\$49,000.00	\$46,690.91	\$45,300.00	\$23,404.76	\$45,181.00	\$45,181.00	\$_____

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
11573-5203	Repair/Maintenance of Equipment - This account covers the cost of telephone
	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 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 through the State Bid. This budget will see some
	changes this year due to the Fire Station and Town Hall projects. The Fire Dept has
	installed a ISDN PRI (similar to the Town Hall) which adds approximately \$365/mo
	but allows the Town to eliminate 6 of the 10 Centrex lines which reduces the additional



Town of Westborough

Fiscal Year 2016

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 2013-2014

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

Began to review/implement new processes to reduce the amount of copier paper used annually and reduce this cost.

Goals & Priorities 2015-2016

Continue to review/implement new processes to save money.

Purchase new mail machine to reduce costs for maintenance and postage.

Implement e-packets for BOS. Cost savings in paper \$750 per year.

Department

Central Purchasing

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages						
Expenses	80,500	69,726.66	84,820	84,920	84,920	0.1200%
Total Expenditures	\$80,500.00	\$69,726.66	\$84,820.00	\$84,920.00	\$84,920.00	0.1200%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Vehicles Maintained			
Copy Machines	9	9	9
Cases of Copy Paper Purchased	156	130	125
US Postal Service Costs	\$21,000	\$21,500	\$22,000
FedEx/UPS/Other Costs	\$76	\$100	\$100
Deputy Collector Costs			
Taxes and Utility Bill Printing and Mailing	\$21,068	\$18,500	\$18,500

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11583	CENTRAL PURCHASING EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$2,500.00	\$974.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$ _____
5205A	OFFICE EQUIPMENT	\$11,000.00	\$10,444.00	\$16,070.00	\$5,987.62	\$16,420.00	\$16,420.00	\$ _____
5223	OFFICE SUPPLIES	\$7,500.00	\$8,179.11	\$6,750.00	\$1,891.06	\$7,500.00	\$7,500.00	\$ _____
5224B	OTHER SUPPLIES-COMPUTE	\$2,000.00	\$1,256.97	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$ _____
5225	POSTAGE AND COURIER	\$50,000.00	\$44,740.49	\$51,000.00	\$16,144.69	\$50,000.00	\$50,000.00	\$ _____
5228	PRINTING AND COPYING	\$3,500.00	\$2,116.93	\$3,000.00	\$1,261.25	\$3,000.00	\$3,000.00	\$ _____
5246	REPAIR/MAINT VEHICLE	\$4,000.00	\$2,015.16	\$4,000.00	\$1,409.12	\$4,000.00	\$4,000.00	\$ _____
	TOTAL	\$80,500.00	\$69,726.66	\$84,820.00	\$26,693.74	\$84,920.00	\$84,920.00	\$ _____

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
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 \$350 in FY16 due to the warranty on one copier expiring and maintenance cost estimated at \$350.
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 increased by \$750. In FY15 this line item was reduced by \$750 to \$6,750 but the final FY14 expense was \$8,200 therefore it makes sense to restore it to the previous funding level of \$7,500.
11583-5224B	Other Supplies - Computer - This account is used to purchase other supplies (i.e. for the postage machine) and is proposed to be level funded.
11583-5225	Postage and Courier - This account covers postage, FedEx, etc. for the Town. This account was decreased by \$1,000 based on FY14 total expenses.
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 level funded.
11583-5246	Repair/Maintenance of Vehicles - This account is used to pay for the repair of administrative vehicles and is level funded.



Town of Westborough

Fiscal Year 2016

Department

Town Clerk

Activities, Functions and Responsibilities

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

Successes & Accomplishments 2013-2014

Appointed Interim Town Clerk 1-1-14
 Elected as Town Clerk March 2014 and successfully completed all of the above!

New - Excel worksheet to maintain Town Clerk revenues
 Bid & Purchased new voting equipment for Elections
 Hired new Asst. Town Clerk/on-going training
 New Vital Records Electronic Program Completed
 New to website; calendar for Town Clerk activities

Goals & Priorities 2015-2016

- Keep Election Officials apprised of new election laws and procedures
- Prepare for 2016 "Early Voting" election law changes
- Move all polling places to one location - WHS
- On-line payments for Town Clerk's Office records
- New Program for recording of Town Meeting Votes and
 =====Elections
- Continued education for myself and the Asst Town Clerk
- Employee evaluations

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11611	TOWN CLERK SALARY/WAGES - ELECTED							
5101	SALARY-DEPARTMENT HEAD	\$87,227.00	\$86,979.99	\$88,949.00	\$35,443.20	\$91,072.00	\$91,072.00	\$_____
11611	TOWN CLERK SALARY/WAGES							
5103	WAGES-CLERICAL	\$106,125.00	\$87,043.68	\$125,709.00	\$43,642.56	\$115,601.00	\$115,601.00	\$_____
11613	TOWN CLERK EXPENSES							
5210	TRAVEL OUT-OF-STATE	\$1,250.00	\$329.60	\$1,250.00	\$0.00	\$1,250.00	\$1,250.00	\$_____
5217	DUES AND MEMBERSHIPS	\$150.00	\$125.00	\$150.00	\$125.00	\$300.00	\$300.00	\$_____
5218	TRAINING AND EDUCATION	\$1,000.00	\$590.50	\$1,000.00	\$461.24	\$1,675.00	\$1,675.00	\$_____
5223	OFFICE SUPPLIES	\$1,000.00	\$963.54	\$1,000.00	\$63.18	\$0.00	\$0.00	\$_____
5227A	BOOK BINDING	\$300.00	\$204.50	\$300.00	\$0.00	\$0.00	\$0.00	\$_____
5228	PRINTING AND COPYING*	\$500.00	\$749.26	\$500.00	\$105.50	\$6,000.00	\$6,000.00	\$_____
	TOTAL	\$4,200.00	\$2,962.40	\$4,200.00	\$754.92	\$9,225.00	\$9,225.00	\$_____
* \$5,500 moved from Elect & Reg Budget								
	GRAND TOTAL	\$197,552.00	\$176,986.07	\$218,858.00	\$79,840.68	\$215,898.00	\$215,898.00	\$_____

Department

TOWN CLERK

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	193,352	174,023.67	214,658	206,673	206,673	-3.7200%
Expenses	4,200	2,962.4	4,200	9,225	9,225	119.6400%
Total Expenditures	\$197,552.00	\$176,986.07	\$218,858.00	\$215,898.00	\$215,898.00	-1.3500%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	2	3	3
Part Time	0.75	0	0
F T E	2.75	3	3

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Dog Licenses Sold	1748 (11/7/14)	1750	1750
Vital Records-Births/Deaths/Marriages	178/168/78(11/7)	217/213/91	220/215/95
Business Certificates	158 (11/7)	178	180
Census Households	6700	7000	7000
Raffle Permits	11 (11/7)	12	12
Notarizations	320 (11/7)	350	350
Sale of Vital Records -Births/deaths/marriages	1450(11/7)	1500	1500
Posting of Meetings	550(11/7)	550	550
Oath of Office/Swearing-In	300+	325	325
Voter Registrations	850	800	2000
Absentee/Overseas/Early Voting Ballot Processing	500	50	2500

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Complete Dog licensing by April 1st	95%	80%	85%	90%
Complete Census by May 1st	100%	100%	100%	100%
Complete Election Officials Appt's by March 15th	100%		100%	100%
Continue Activity Indicators to the public's needs	100%	100%	100%	100%

FY2016 SALARIES AND WAGES REQUEST

DEPT TOWN CLERK

DEPT # 11611 & 11612

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
933	Wendy L. Mickel,Town Clerk	S-22/MAX	1,738.00	40	52.4	91,072.00
948	Deborah Ledoux,Asst. Town Clerk	N-16/5	1,151.00	40	40.2	46,271.00
948	Deborah Ledoux,Asst TownClerk-4/7	N-16/6	1,209.00	40	12.2	14,750.00
390	Susan Bush,Admin Assistant	N-10/MAX	26.04	40	52.4	54,580.00
TOTAL SALARY & WAGES						206,673.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH

EXPENSES LEDGER

DEPARTMENTAL BUDGET PROPOSALS

ACCOUNT COMMENTS WORKSHEET

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Town of Westborough

Fiscal Year 2016

Department

ELECTIONS & REGISTRATION

Activities, Functions and Responsibilities

Ex-Officio to 3 Board of Registrars members
Oversee all Elections/Appointment Recommendations and Manage 50 Election Officers
Record & Maintain Town Meeting Records
Certify all Town Meeting Legislation & Appropriations
Submit Town & Zoning ByLaws for AG approval
Manages all Voter Registrations/Maintenance through State VRIS computer system
Publish the Zoning By-Law

Successes & Accomplishments 2013-2014

2014-Successfully managed 3 elections:

Town Election (3-4-14)

State Primary (9-9-14)

State Election (11-4-14)

Recorder of 2 Town Meetings:

ATM (3-15-14)

STM (10-20&21-14)

Submit Town & Zoning By-laws to AG from both TM's
(approval from AG received)

Registered Voters & Maintained VRIS System:

770 new voters (to-date 11-17-14)

541 deleted voters (to-date 11-17-14)

642 in-activated voters (to-date 11-17-14)

(each voter is manually entered/deleted/inactivated)

Goals & Priorities 2015-2016

Will successfully manage 1 election:

Annual Town Election (3-3-15)

Will record 2 Town Meetings:

ATM (3-14-15)

STM (10-19-15)

Will submit any town/Zoning Bylaws to AG

Will continue to register/maintain all voters in the state
VRIS system.

Department

Election & Registration

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	8,485	7,499	18,480	15,223	15,223	-17.6200%
Expenses	17,300	14,486.63	20,600	46,900	46,900	127.6700%
Total Expenditures	\$25,785.00	\$21,985.63	\$39,080.00	\$62,123.00	\$62,123.00	58.9600%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Elections-Town/State	3	1	4
Town Meeting-Annual/Special	2	2	2
Voter Registration Maintenance	2000	2000	3000
Campaign Finance-Town Elections/Board Members	29	29	29

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Election Officials Training	100%	YES	YES	YES
TM Article Submissions to AG/Legislature	100%	YES	YES	YES
Campaign Finance for Town Election	100%	YES	YES	YES
Completion Voter Registration/Maintenance	100%	YES	YES	YES

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11621	ELECT & REGSTRN SALARY - ELECTED							
5101	SALARY-DEPARTMENT HEAD	\$2,000.00	\$2,000.00	2,000	0.00	\$2,000.00	\$2,000.00	\$_____
11621	ELECT & REGSTRN SALARY							
5102	SALARY-ASST & AGENT	\$450.00	\$375.00	\$375.00	\$0.00	\$375.00	\$375.00	\$_____
5103	WAGES-CLERICAL	\$6,035.00	\$5,124.00	\$16,105.00	\$10,470.00	\$12,848.00	\$12,848.00	\$_____
	TOTAL	\$6,485.00	\$5,499.00	\$16,480.00	\$10,470.00	\$13,223.00	\$13,223.00	\$_____
11623	ELECT & REGSTRN EXPENSES							
5219	PROFESSIONAL SERVICES	\$1,400.00	\$2,795.20	\$1,600.00	\$1,970.67	\$1,600.00	\$1,600.00	\$_____
5222	FOOD & FOOD SERV SUPPLIE	\$900.00	\$880.32	\$2,700.00	\$1,642.45	\$1,800.00	\$1,800.00	\$_____
5223	OFFICE SUPPLIES	\$1,000.00	\$926.04	\$1,000.00	\$545.16	\$1,000.00	\$1,000.00	\$_____
5228	PRINTING AND COPYING	\$14,000.00	\$9,885.07	\$15,300.00	\$977.72	\$8,000.00	\$8,000.00	\$_____
5244	PROF SERV - HANDSETS	\$0.00	\$0.00	\$0.00	\$0.00	\$34,500.00	\$34,500.00	\$_____
	TOTAL	\$17,300.00	\$14,486.63	\$20,600.00	\$5,136.00	\$46,900.00	\$46,900.00	\$_____
	GRAND TOTAL	\$25,785.00	\$21,985.63	\$39,080.00	\$15,606.00	\$62,123.00	\$62,123.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Elections

DEPT #

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Wendy L. Mickel, Town Clerk		2,000/yr			2,000.00
5102	John J.L. Matson, ROV		125/yr			125.00
5102	A.Gibbs Mitchell, ROV		125/yr			125.00
5102	Betty J. Salvadore		125/yr			125.00
	*has not increased since 1980's (looking for increase \$75 ea = total \$600)					
5103	Election Officials (2@\$5165)					10,330.00
5103	Town Meeting Officials (2@\$500)					1,000.00
5103	"Early Voting-Nov'16 Presidential					1,518.00
	\$138/day-11 days-additional staffing	(best case)				
	\$138/day-5ea/day for 11 days	(worst case)	\$7,590			
TOTAL SALARY & WAGES						15,223.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough

Fiscal Year 2016

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 260 annual inspections for commercial, industrial, and high density residential sites that contain a stormwater collection system to ensure that these systems are being adequately maintained.

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

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

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

Successes & Accomplishments 2013-2014

Finished compiling the private stormwater database which included the following totals on 260 sites: 2252 catchbasins, 136 detention basins, 148 detention basin outfalls, 380 catchbasin outfalls, 29 oil/water separators, 5 holding tanks, 78 water quality structures, 95 drainage swales, 104 curb cut discharges, 46 sites tie directly into the Town's drainage system, 174 sites are subject to the Wetlands Protection Act, and 88 are subject to a Special Permit granted by the Planning Board. Lastly, sites with grease traps have been noted. This data will continue to be updated as sites change or are added. No community in the Commonwealth has such an elaborate stormwater maintenance program. Numerous other achieved goals are presented on the Commission's website and are evaluated twice per/year.

Goals & Priorities 2015-2016

- Continue updating and improving the private stormwater database.
- Continue ensuring stormwater compliance on 260 sites and extend the maintenance upon cross-country utility easements.
- Begin monitoring deeded subdivision open space parcels for compliance with the Planning Board's Definitive Subdivision approvals.
- Continue working with DPW on a variety of stormwater related issues and aid in complying with DEP's Sanitary Survey recommendations.
- The Commission as a Board will continue developing management plans for lands under their custodianship.
- Continue closing out historic Order of Conditions.
- Continue educating the public of many environmental issues from residents to businesses.

Department

Conservation Commission

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	18,690	5,739.72	18,832	20,012	20,012	6.2700%
Expenses	3,050	2,927.07	1,850	1,850	1,850	0.00%
Total Expenditures	\$21,740.00	\$8,666.79	\$20,682.00	\$21,862.00	\$21,862.00	5.7100%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time	0.5	0.5	0.5
F T E	0.5	0.5	0.5

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Regular Meetings	13	24	24
All Posted Commission Public Hearings/Discussions	42	15 to date	40
Appointments & Site Visits/Inspections	>300	>300	>300
Inter-Dept Application Appointments	>30	>30	>30
Request for Determination of Applicability Permits	3	0 to date	3
Request for Notice of Intent/ANRAD Permits	17	4 to date	15
Requests for Certificates of Compliance	36	14 to date	40
Public Site Walks/Informational Presentations	3	5	5

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Request for Determination of Applicability Permits				
approved <21 days by State statute	100%	100%	100%	100%
Request for Notice of Intent/ANRAD Permits				
approved <21 days by State statute	100%	100%	100%	100%
Request for Certificate of Compliance Permits				
approved <21 days by State statute	100%	100%	100%	100%
Appeals to DEP	0%	0%	0%	0%
Inspect 260 private sites for stormwater				
maintenance compliance	100%	80%	80%	80%
Conservation management plans for lands under				
the care and custody of the Commission	100%	50%	75%	75%

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11712	CONSERVATION COMM WAGES							
5103	WAGES-CLERICAL	\$18,690.00	\$5,739.72	\$18,832.00	\$6,374.32	\$20,012.00	\$20,012.00	\$_____
11713	CONSERVATION COMM EXPENSE							
5217	DUES AND MEMBERSHIPS	\$750.00	\$750.00	\$750.00	\$618.00	\$750.00	\$750.00	\$_____
5218	TRAINING AND EDUCATION	\$700.00	\$926.80	\$700.00	\$0.00	\$700.00	\$700.00	\$_____
5237	MATERIALS & EQUIPMENT	\$1,600.00	\$1,250.27	\$400.00	\$77.75	\$400.00	\$400.00	\$_____
	TOTAL	\$3,050.00	\$2,927.07	\$1,850.00	\$695.75	\$1,850.00	\$1,850.00	\$_____
	GRAND TOTAL	\$21,740.00	\$8,666.79	\$20,682.00	\$7,070.07	\$21,862.00	\$21,862.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Conservation Commission

DEPT # 11712

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5103	Brown, Sharon 3/24	H10/2	\$19.83	19	38.4	14,468.00
	Administrative Assistant	H10/3	\$20.84	19	14	5,544.00
TOTAL SALARY & WAGES						20,012.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH EXPENSES LEDGER

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Town of Westborough

Fiscal Year 2016

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 Maser 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 2013-2014

*Continued to bring zoning amendments to Town Meeting to improve clarity and incent business development. Created new definitions and reclassified conflicting zoning designations for split zoned properties.

*Worked with the WRTA and CMRPC to create and implement the Westborough Shuttle serving local commuters and businesses.

*Continued efforts toward economic growth in the Downtown Business District using DPOD zoning to redevelop 25 West Main Street.

*Continued progress on the State Hospital Reuse Plan:
a) Assisted the Planning Charrette conducted by Mullen Associates; b) Convened Urban Land Institute's Technical Assistance Program study to assess & evaluate the site's potential.

Goals & Priorities 2015-2016

Propose amendments to Zoning Bylaws to improve clarity of regulatory requirements and increase business development. Also, continue the review and removal of redundant and antiquated zoning language.

Propose extension of DPOD zoning east of the railroad bridge along East Main Street to incent business development.

Continue efforts toward creating a land use and development plan for the reuse of the Westborough State Hospital.

Continue efforts with the Economic Development Commission to retain and grow existing businesses and recruit new commercial development.

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11721	PLANNING BOARD SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$87,227.00	\$87,226.28	\$88,949.00	\$35,443.20	\$91,072.00	\$91,072.00	\$_____
5102	SALARY-ASST & AGENT	\$73,341.00	\$73,341.00	\$74,803.00	\$29,806.40	\$78,572.00	\$78,572.00	\$_____
5103	WAGES-CLERICAL	\$57,107.00	\$57,106.80	\$58,235.00	\$23,204.48	\$59,632.00	\$59,632.00	\$_____
	TOTAL	\$217,675.00	\$217,674.08	\$221,987.00	\$88,454.08	\$229,276.00	\$229,276.00	\$_____
11723	PLANNING BOARD EXPENSES							
5201	ADVERTISING	\$600.00	\$1,033.50	\$800.00	\$890.50	\$1,000.00	\$1,000.00	\$_____
5205	OTHER EQUIPMENT	\$250.00	\$0.00	\$250.00	\$0.00	\$250.00	\$250.00	\$_____
5209	TRAVEL IN-STATE	\$400.00	\$505.72	\$400.00	\$388.75	\$400.00	\$400.00	\$_____
5210	TRAVEL OUT-OF-STATE	\$1,300.00	\$1,463.80	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$_____
5217	DUES AND MEMBERSHIPS	\$485.00	\$405.00	\$800.00	\$85.00	\$800.00	\$800.00	\$_____
5218	TRAINING AND EDUCATION	\$1,995.00	\$1,180.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____
5223	OFFICE SUPPLIES	\$463.00	\$358.90	\$463.00	\$108.92	\$463.00	\$463.00	\$_____
5225	POSTAGE AND COURIER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5227	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$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	\$5,593.00	\$5,046.92	\$6,313.00	\$1,573.17	\$6,513.00	\$6,513.00	\$_____
	GRAND TOTAL	\$223,268.00	\$222,721.00	\$228,300.00	\$90,027.25	\$235,789.00	\$235,789.00	\$_____

Planning Board

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	217,675	217,674.08	221,987	229,276	229,276	3.2800%
Expenses	5,593	5,046.92	6,313	6,513	6,513	3.1700%
Total Expenditures	\$223,268.00	\$222,721.00	\$228,300.00	\$235,789.00	\$235,789.00	3.2800%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	3	3	3
Part Time			
F T E	3	3	3

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Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Special Permits granted within 90 days of filing (# reviewed & granted/avg. days in the process)	<90 days	7/43.7 days	9/<90 days	4/<90 days
Design Review Applications granted within 30 days (#reviewed & granted/avg. days in process)	< 30 days	10/13 days	16/<30 days	10/30 days
Subdivision Applications granted within 180 days (# reviewed & granted/avg. days in process)	<180 days	2/118.5 days	1/180 days	2/180 days
ANR Applications granted within 21 days of filing (# reviewed & granted/avg. days in process)	< 21 days	8/8.75 days	10/<21 days	4/<21 days

FY2016 SALARIES AND WAGES REQUEST

DEPT Planning Board

DEPT #

[illegible]

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5101	Salary: Full-time Planner S22 MAX (1738) Anniversary Date 08/04
5102	Salary: Full-time Asst. Planner /Conservation N18 (MAX-1462) with increase 15th Year
	(1506) Anniversary Date (8/24)
5103	Wages: Full-time Admin. Assnt. N10 25th Year (1138) Anniversary Date 10/03
5201	Advertisement: Legal ads for Town Meeting Articles; Special Permits & Subd. Regs.
	Increase reflects projected Town Meeting Articles & related cost increases based on actual
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: Professional conferences, annual APA Conference
5217	Dues & Mbrshp: MAPD, APA, CPTC (Citizen Planners Training Collaborative).
	Expect increase in membership dues.
5218	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.

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Town of Westborough

Fiscal Year 2016

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 2013-2014

FY2014 - Filed 8 decisions.

October 2014 - Daniel Meservey appointed as associate member.

Goals & Priorities 2015-2016

Justin Lundberg represents the Board of Appeals in the committee reviewing the Westborough Zoning Bylaws.

Review the Board's application and instruction documents to make them more user-friendly.

Department

Board of Appeals

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	12,685	8,743.14	12,940	13,252	13,252	2.4100%
Expenses	1,540	818.96	1,540	2,376	2,376	54.2900%
Total Expenditures	\$14,225.00	\$9,562.10	\$14,480.00	\$15,628.00	\$15,628.00	7.9300%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time	0.25	0.25	0.25
F T E	0.25	0.25	0.25

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Public Hearings (multiple hearings per meeting)	10	12	12
Public Meetings/Executive Sessions	4	4	4

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11732	BOARD OF APPEALS CLERICAL							
5103	WAGES-CLERICAL	\$12,685.00	\$8,743.14	\$12,940.00	\$3,770.56	\$13,252.00	\$13,252.00	\$_____
11733	BOARD OF APPEALS EXPENSE							
5201	ADVERTISING	\$1,540.00	\$818.96	\$1,540.00	\$770.50	\$2,376.00	\$2,376.00	\$_____
5217	DUES AND MEMBERSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
	TOTAL	\$1,540.00	\$818.96	\$1,540.00	\$770.50	\$2,376.00	\$2,376.00	\$_____
	GRAND TOTAL	\$14,225.00	\$9,562.10	\$14,480.00	\$4,541.06	\$15,628.00	\$15,628.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Board of Appeals

DEPT # 11732

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5103	Joanne Morris; Admin. Asst.; 3/1	H-10 / Max	25.29	10	52.4	13,252.00
TOTAL SALARY & WAGES						13,252.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough

Fiscal Year 2016

Department

Economic Development

Activities, Functions and Responsibilities

This department works collaboratively with businesses, brokers, property owners, Town representatives, and other stake holders to retain current and attract new businesses or development to Westborough. It works to promote positive aspects of the Town (festivals, press highlights, and other news) which identify Westborough as an excellent place to live, work, play, and do business. It maintains an inventory of businesses (including contact information, lease information, as well as current and future projects). This department is responsible for reaching out to new and current businesses to develop feedback as to what the Town can do better to help businesses get up and running (including identifying and eliminating hurdles on permits and development). It also conducts outreach with various stakeholders (successful outreach visits have been in-person, but can also be done over the phone) and supports locally-owned businesses.

Successes & Accomplishments 2013-2014

- established and maintained an EDC Coordinator position who can update the EDC Committee, Town Manager, and Board of Selectmen on current events related to economic development
- conducted 22 outreach visits with local business executives to discuss previous, current, and future growth plans
- establish relationships and partnerships with 9 local agencies and non-profits including 495/Metro West Partnership, MassEcon, Westborough Rotary, Marlborough EDC, Southborough EDC, IEDC, Chamber of Commerce, MOBD, and Mass SBA.
- Publishing of 10 positive Town accomplishments and highlights through press releases
- Members of MassEcon (an online platform helping to promote Westborough as a strong place to do business)

Goals & Priorities 2015-2016

- grow the EDC department, including staff position from part-time to full-time
- establish more connections with local businesses, with the intent of doing one to two outreach visits per month
- develop Shop Local Initiative to be a year-round program, including a Spring event (international food fair) and Winter event (Small Business Saturday)
- identify and secure funding for a Facade Improvement Program
- work with Planning Department to update Westborough Master Plan



Town of Westborough

Fiscal Year 2016

Department

Economic Development

Activities, Functions and Responsibilities

This department works collaboratively with businesses, brokers, property owners, Town representatives, and other stake holders to retain current and attract new businesses or development to Westborough. It works to promote positive aspects of the Town (festivals, press highlights, and other news) which identify Westborough as an excellent place to live, work, play, and do business. It maintains an inventory of businesses (including contact information, lease information, as well as current and future projects). This department is responsible for reaching out to new and current businesses to develop feedback as to what the Town can do better to help businesses get up and running (including identifying and eliminating hurdles on permits and development). It also conducts outreach with various stakeholders (successful outreach visits have been in-person, but can also be done over the phone) and supports locally-owned businesses.

Successes & Accomplishments 2013-2014

- creation of the Shop Westborough Initiative -- helping to support locally-owned businesses -- including the first event of Small Business Saturday
- retention of 2 potential (and significant) company, who may have otherwise relocated to a neighboring town
- creation of social media presence -- including Facebook, Twitter, and LinkedIn -- to help strengthen the outreach program
- established new marketing materials, including a new logo, business cards, digital work, and other stationary
- promoted the Town highlights through the use of the digital billboards

Goals & Priorities 2015-2016

Empty box for Goals & Priorities 2015-2016
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Department

Economic Development

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	0	0	14,227	58,740	58,740	312.8800%
Expenses	0	0	10,773	5,000	5,000	-53.5900%
Total Expenditures	\$0.00	\$0.00	\$25,000.00	\$63,740.00	\$63,740.00	154.9600%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			1
Part Time	1	1	
F T E	1	1	1

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Number of EDC Meetings	Unknown	11	12
Number of Trade Shows Attended	Unknown	0	2
Number of Grand Openings Attended	Unknown	5	6

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Number of Businesses visited	12	Unknown	20	24
Number of Ambassador Meetings	8	8	12	15
Number of Public Events	1	0	1	2
Number of Press Releases Published	12	3	12	12

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
XXXXX ECONOMIC DEVELOPMENT WAGES								
5102	SALARY-ASST & AGENT	\$0.00	\$0.00	\$14,227.00	\$5,927.92	\$58,740.00	\$58,740.00	\$_____
XXXXXX ECONOMIC DEVELOPMENT EXPENSES								
5209	TRAVEL IN-STATE	\$0.00	\$0.00	\$773.00	\$0.00	\$1,000.00	\$1,000.00	\$_____
5217	DUES AND MEMBERSHIPS	\$0.00	\$0.00	\$10,000.00	\$0.00	\$2,500.00	\$2,500.00	\$_____
5218	TRAINING AND EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$_____
5223	OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Economic Development Coordinator

DEPT # XXXXX

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5102	Francisco Torres	S-11	\$1,121	wk	52.4	58,740.00
TOTAL SALARY & WAGES						58,740.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
XXXX-5209	Travel In-State - This would pay for mileage to and from meetings and any conference, meeting or trade show attendance.
XXXX-5217	Dues and Memberships - This would cover the cost of being a member of Mass. Econ which the EDC has come to learn is important to be included in discussions with companies looking to locate in MA. In FY15 the membership was donated by a member of the EDC, but this cannot be counted on every year.
XXXX-5218	Training and Education - This would pay for any workshops, but also for registration for any trade shows.
XXXX-5223	Office Supplies - This would cover any office supplies and/or promotional material.



Town of Westborough

Fiscal Year 2016

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 and maintenance personnel.
Ensure proper operation of all mechanical equipment in buildings (HVAC, elevators and lifts, etc.).
Ensure all electrical devices, security systems and plumbing fixtures in buildings are operating properly.
Select and monitor contractors who provide any necessary services and repairs to buildings or equipment.
Research and provide cost effective solutions relating to buildings and equipment on an ongoing basis.

Successes & Accomplishments 2013-2014

Orchestrated the removal and relocation of all archived files from Town Hall to Forbes Municipal Building.
Coordinated the removal of all excess material determined excess or scrap in the Town Hall.
Replaced 4 PTAC (Packaged Terminal AC) units and 1 specialized heating and cooling unit in the Forbes Municipal Building.

Goals & Priorities 2015-2016

Continue to monitor all mechanical, electrical and environmental systems to ensure comfort and safety of building occupants.
Continue to maintain energy efficiency to further reduce building operating expenses.
Strive to maintain the highest level of quality cleaning in all buildings.

Department

Municipal Buildings & Grounds

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	156,521	138,311.95	154,421	153,930	153,930	-0.3200%
Expenses	204,130	201,755.16	201,161	201,161	201,161	0.00%
Total Expenditures	\$360,651.00	\$340,067.11	\$355,582.00	\$355,091.00	\$355,091.00	-0.1400%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	3	3	3
Part Time			
F T E	3	3	3

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Manage 94,865 sq./ft. of building space.	-	-	-
Clean and maintain 74,718 sq./ft. of building space.	Ongoing	Ongoing	-
Resolve building related issues in a timely manner.	As necessary	As necessary	-
Ensure building occupants environmental safety.	Ongoing	Ongoing	-
Install energy efficient ground lighting	-	Senior Center	-

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Reduce building energy consumption.	20% in 5 years			
Reduce cost and usage of consumable materials.	10% in 5 years			

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11851	TOWN BUILDINGS SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$56,220.00	\$56,219.40	\$57,368.00	\$18,540.78	\$58,741.00	\$58,741.00	\$ _____
5104	WAGES-OPERATIONS	\$97,301.00	\$81,167.82	\$94,053.00	\$34,885.76	\$92,189.00	\$92,189.00	\$ _____
5105	OVERTIME	\$3,000.00	\$924.73	\$3,000.00	\$1,287.01	\$3,000.00	\$3,000.00	\$ _____
	TOTAL	\$156,521.00	\$138,311.95	\$154,421.00	\$54,713.55	\$153,930.00	\$153,930.00	\$ _____
11853	TOWN BUILDING EXPENSES							
5202A	RPR/MNT FORBES MUNICIPA	\$33,000.00	\$33,207.98	\$33,000.00	\$6,462.60	\$33,000.00	\$33,000.00	\$ _____
5202B	RPR/MNT FORBES COMMUNI	\$4,000.00	\$9,312.35	\$4,000.00	\$67.75	\$4,000.00	\$4,000.00	\$ _____
5202C	RPR/MNT TOWN HALL	\$21,000.00	\$18,001.37	\$21,000.00	\$247.63	\$21,000.00	\$21,000.00	\$ _____
5202D	RPR/MNT SENIOR CENTER	\$22,000.00	\$27,898.04	\$22,000.00	\$2,084.87	\$22,000.00	\$22,000.00	\$ _____
5202E	GRNDS & BLDG-MISC BUILDN	\$16,000.00	\$20,974.51	\$16,000.00	\$9,804.51	\$16,000.00	\$16,000.00	\$ _____
5202H	RPR/MNT HARVEY BUILDING	\$1,500.00	\$0.00	\$1,500.00	\$399.94	\$1,500.00	\$1,500.00	\$ _____
5211A	ELECTRICITY-FORBES MUNIK	\$36,000.00	\$34,357.55	\$33,609.00	\$14,086.76	\$33,609.00	\$33,609.00	\$ _____
5211B	ELECTRICITY-FORBES COMM	\$1,500.00	\$2,169.17	\$1,800.00	\$1,053.63	\$1,800.00	\$1,800.00	\$ _____
5211C	ELECTRICITY-TOWN HALL	\$10,000.00	\$5,329.98	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$ _____
5211D	ELECTRICITY-SR CENTER	\$16,000.00	\$13,458.16	\$13,622.00	\$5,361.93	\$13,622.00	\$13,622.00	\$ _____
5211F	ELECTRICITY-SPURR HOUSE	\$700.00	\$405.74	\$700.00	\$125.40	\$700.00	\$700.00	\$ _____
5213A	FUEL & GAS-FORBES MUNICI	\$3,700.00	\$3,598.36	\$3,700.00	\$861.96	\$3,700.00	\$3,700.00	\$ _____
5213B	FUEL & GAS-FORBES COMM	\$3,000.00	\$1,809.59	\$3,000.00	\$71.04	\$3,000.00	\$3,000.00	\$ _____
5213C	FUEL & GAS-TOWN HALL	\$10,000.00	\$519.12	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$ _____
5213D	FUEL & GAS-SR CENTER	\$10,000.00	\$10,663.71	\$10,000.00	\$1,229.44	\$10,000.00	\$10,000.00	\$ _____
5213F	FUEL & OIL-SPURR HOUSE	\$4,000.00	\$7,518.31	\$5,800.00	\$64.53	\$5,800.00	\$5,800.00	\$ _____
5237	MATERIALS & EQUIPMENT	\$10,455.00	\$11,269.47	\$10,155.00	\$9,416.77	\$10,155.00	\$10,155.00	\$ _____
5241	CLOTHING ALLOWANCE	\$1,275.00	\$1,261.75	\$1,275.00	\$137.25	\$1,275.00	\$1,275.00	\$ _____
	TOTAL	\$204,130.00	\$201,755.16	\$201,161.00	\$51,476.01	\$201,161.00	\$201,161.00	\$ _____
	GRAND TOTAL	\$360,651.00	\$340,067.11	\$355,582.00	\$106,189.56	\$355,091.00	\$355,091.00	\$ _____

FY2016 SALARIES AND WAGES REQUEST

DEPT Town Buildings & Grounds

DEPT # 11852

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Frank Cornine 9/26	S/13 Max	1,121.00		52.4	58,741.00
5104	Dan LaRoche 6/1	N/8 25th	25.94	40	52.4	54,371.00
5104	Wayne Plude 2/10	N/7 Step 3	17.70	40	32	22,656.00
		N/7 Step 4	18.58	40	20.4	15,162.00
5105	Overtime					3,000.00
TOTAL SALARY & WAGES						153,930.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
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 maintenance 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 maintenance 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.

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Town of Westborough Fiscal Year 2016

Department

Insurance

Activities, Functions and Responsibilities

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

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

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

Successes & Accomplishments 2013-2014

Completed an OPEB actuarial study

Negotiated health insurance plan design changes that moved all active employees to Tufts Health Plan medical insurance plans

Negotiated health insurance plan design changes that moved all retirees to Tufts Health Plan and Fallon Community Health Plan medical insurance plans
Held follow up information sessions for retirees who had questions about new plan
Moved retirees open enrollment to align with Medicare Open Enrollment (January 1 - December 31)

Established account and began funding an OPEB liability

Goals & Priorities 2015-2016

Establish Wellness Program

Look into the feasibility of adding a software program that allows employees to self-administer their benefits

Continue to fund OPEB liability

Department

Insurance

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages						
Expenses	10,330,412.16	9,870,454.09	10,080,000	10,349,000	10,349,000	2.6700%
Total Expenditures	10,330,412.16	\$9,870,454.09	10,080,000	10,349,000	10,349,000	2.6700%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Total Active Employees Covered by Health Insurance	507	494	500
Total Retirees Covered by Health Insurance	425	445	450
Total Number of Unemployment Claimants	15	20	20
Opt Out Program Participants	24	50	55
HRA Claims processed	114	125	125

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
MIIA Rewards Earned	\$40,000	\$32,573	\$35,000	\$38,000
Unemployment Costs	\$100,000	\$82,565	\$90,000	\$100,000
Health Insurance Rate Change	5%	-.06%	-14.45%	6%
Casualty/Property Insurance Rate Change	5%	3.4%	.09%	10%
Workers Compensation Insurance Rate Change	5%	3.1%	28.4%	15%

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
11933	INSURANCE EXPENSES							
5245	OTHER PROFESSIONAL SER\	\$25,000.00	\$10,034.95	\$25,000.00	\$3,622.40	\$25,000.00	\$25,000.00	\$_____
5703	UNEMPLOYMENT COMPENS\	\$114,412.16	\$82,564.59	\$150,000.00	\$44,947.52	\$150,000.00	\$150,000.00	\$_____
5704	MEDICARE TAX	\$615,000.00	\$638,466.40	\$629,000.00	\$225,780.68	\$658,000.00	\$658,000.00	\$_____
5705	GROUP INS - LIFE	\$25,000.00	\$23,064.68	\$25,000.00	\$11,084.26	\$25,000.00	\$25,000.00	\$_____
5706	GROUP INS - MEDICAL	\$9,000,000.00	\$8,567,166.27	\$7,600,000.00	\$2,939,848.52	\$7,815,000.00	\$7,815,000.00	\$_____
5707	TRANSFER TO OPEB TRUST	\$0.00	\$0.00	\$1,100,000.00	\$0.00	\$1,100,000.00	\$1,100,000.00	\$_____
5750	SURETY	\$1,000.00	\$1,247.00	\$1,000.00	\$617.00	\$1,000.00	\$1,000.00	\$_____
5751	FIRE/CASUALTY-WORKERS	\$550,000.00	\$547,910.20	\$550,000.00	\$568,160.53	\$575,000.00	\$575,000.00	\$_____
	TOTAL	\$10,330,412.16	\$9,870,454.09	\$10,080,000.00	\$3,794,060.91	\$10,349,000.00	\$10,349,000.00	\$_____

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
11933-5245	Other Professional Services - This account pays for EBS Foran, the Town's Insurance consultant (est. \$6,400), IOD Claims (est. \$4,000), Benefit Resource Inc. the Town's Flexible Spending Account Administrator (est. \$3,400), various insurance deductibles (est \$11,000)
11933-5703	Unemployment - The Town is self-funded for unemployment insurance. This account fluctuates based on layoffs, reduction in hours and terminations. For FY16 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 \$655,000. The increase is 3.0% based on the five year average increase applied to the FY14 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. The FY16 budget is based on an estimated 6% increase in premiums. This account has been reduced over the past several years as the Town has negotiated health insurance plan design changes. The last change, negotiated during FY14, the Town agreed to not make further changes to the health insurance plans for three years. This number may change as we progress through the budget process and obtain better estimates.

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough

Fiscal Year 2016

Department

Police Department

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 2013-2014

Advanced training for all command staff and detectives
 Worked with schools to ensure safety of all students and staff
 Decreased major crimes through stronger visibility and better public education
 Worked with detectives to reduce white collar crime and identity theft
 Worked with other major departments and boards in town to deal with commercial and residential growth
 Worked with Transflo to implement a video monitoring system for rail yard safety
 Worked with town to implement the low bridge warning system for E. Main St.

Goals & Priorities 2015-2016

Work with MBC on renovating current station
 Work with schools on ALICE training
 Continue with "Police Report" local cable show
 Upgrade usage of social media
 Upgrade departments computer technology
 Upgrade department equipment
 Continue working with Senior Center regards to Senior Citizen issues

Department

Police Department

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	2,720,386	2,689,050.42	2,788,775	2,863,803	2,863,803	2.6900%
Expenses	107,300	94,790.74	107,300	109,260	109,260	1.8300%
Total Expenditures	\$2,827,686.00	\$2,783,841.16	\$2,896,075.00	\$2,973,063.00	\$2,973,063.00	2.6600%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	35	35	35
Part Time			
F T E	35	35	35

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
accidents investigated	638	550	550
arrests	287	200	200
citations	4701	4200	4200
total calls	8690	10000	10000
LTC new		48	48
LTC renewals		73	73
Solicitor permits		39	39
Hawker Peddler permits	17	27	27

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
12101	POLICE SALARIES/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$131,452.00	\$130,947.82	\$133,022.00	\$52,932.04	\$135,718.00	\$135,718.00	\$ _____
5102	SALARY-ASST & AGENT	\$277,813.00	\$277,301.99	\$285,915.00	\$112,054.93	\$294,512.00	\$294,512.00	\$ _____
5103	WAGES-CLERICAL	\$202,064.00	\$171,429.73	\$209,010.00	\$71,218.33	\$214,380.00	\$214,380.00	\$ _____
5104	WAGES-OPERATIONS	\$1,938,157.00	\$1,894,498.37	\$1,987,378.00	\$767,315.27	\$2,045,743.00	\$2,045,743.00	\$ _____
5105	OVERTIME	\$60,000.00	\$96,347.33	\$60,000.00	\$61,385.16	\$60,000.00	\$60,000.00	\$ _____
5106	SHIFF DIFFERENTIAL	\$33,000.00	\$34,289.01	\$34,750.00	\$13,081.65	\$34,750.00	\$34,750.00	\$ _____
5107	COURT TIME	\$20,000.00	\$13,038.26	\$20,000.00	\$2,297.91	\$20,000.00	\$20,000.00	\$ _____
5109	TRAINING	\$20,500.00	\$33,555.47	\$20,500.00	\$5,775.72	\$20,500.00	\$20,500.00	\$ _____
5110	FITNESS STIPENDS	\$22,400.00	\$23,200.00	\$23,200.00	\$0.00	\$23,200.00	\$23,200.00	\$ _____
5111	COMPENSATION TIME	\$15,000.00	\$14,442.44	\$15,000.00	\$9,425.49	\$15,000.00	\$15,000.00	\$ _____
	TOTAL	\$2,720,386.00	\$2,689,050.42	\$2,788,775.00	\$1,095,486.50	\$2,863,803.00	\$2,863,803.00	\$ _____
12103	POLICE EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$15,000.00	\$9,183.57	\$15,000.00	\$3,760.02	\$15,000.00	\$15,000.00	\$ _____
5203A	REPAIR/MAINT RADIO	\$17,000.00	\$17,834.81	\$17,000.00	\$8,500.83	\$17,960.00	\$17,960.00	\$ _____
5205A	OFFICE EQUIPMENT	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$ _____
5209	TRAVEL IN-STATE	\$1,000.00	\$1,290.53	\$1,000.00	\$151.84	\$1,000.00	\$1,000.00	\$ _____
5210	TRAVEL OUT-OF-STATE	\$2,000.00	\$2,640.24	\$2,000.00	\$1,177.98	\$2,000.00	\$2,000.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$1,300.00	\$1,431.70	\$1,300.00	\$893.54	\$1,300.00	\$1,300.00	\$ _____
5218	TRAINING AND EDUCATION	\$8,000.00	\$9,615.00	\$8,000.00	\$879.00	\$8,000.00	\$8,000.00	\$ _____
5222	FOOD & FOOD SERV SUPPLI	\$2,500.00	\$2,141.27	\$2,500.00	\$519.35	\$2,500.00	\$2,500.00	\$ _____
5223	OFFICE SUPPLIES	\$3,000.00	\$2,721.70	\$3,000.00	\$1,778.42	\$4,000.00	\$4,000.00	\$ _____
5224E	OTHER SUPPLIES-MATERIAL	\$5,000.00	\$2,023.57	\$5,000.00	\$268.09	\$5,000.00	\$5,000.00	\$ _____
5227	BOOKS AND PERIODICALS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$ _____
5236	CONTRACTUAL SERVICES	\$4,200.00	\$4,180.86	\$4,200.00	\$1,638.58	\$4,200.00	\$4,200.00	\$ _____
5237A	VEHICLES-SUPPLIES/MATRL	\$5,000.00	\$5,077.91	\$5,000.00	\$250.56	\$5,000.00	\$5,000.00	\$ _____
5241	CLOTHING ALLOWANCE	\$40,800.00	\$36,649.58	\$40,800.00	\$16,782.64	\$40,800.00	\$40,800.00	\$ _____
	TOTAL	\$107,300.00	\$94,790.74	\$107,300.00	\$36,600.85	\$109,260.00	\$109,260.00	\$ _____
	GRAND TOTAL	\$2,827,686.00	\$2,783,841.16	\$2,896,075.00	\$1,132,087.35	\$2,973,063.00	\$2,973,063.00	\$ _____

12100 WESTBOROUGH POLICE DEPARTMENT FY16

Position & Grade	NAME	Date of Hire	Step	Weekly Rate	Weeks	Holiday Pay	Ed-Pay Quinn	Salary or Wages
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5101 SALARY DEPARTMENT HEAD

Police Chief				CONTRACT				
	Gordon, A	7/1/2005	1/0/1900	\$131,697		\$4,021		\$135,718
						5101 Salary - Total		\$135,718

5102 SALARY - ASSISTANT & AGENTS

S - 14 ADMINISTRATIVE SECRETARY								
	BRUCE,N.	11/1/2002	Max	\$1,179.00	52.4			\$61,780
S - 21 LIEUTENANTS								
	FRYER,R.	9/24/2002	25th	\$1,817.52	52.4	\$4,362	\$19,048	\$118,648
	20							<u>\$0</u>
								\$118,648
	MINARDI,T	12/2/2009	20th	\$1,747.62	52.4	\$4,194	\$18,315	\$114,085
	20						\$0	<u>\$0</u>
								\$114,085
						Quinn Lt. Sub-Total	\$37,363	
						5102 Salary-Total		\$294,512

5104 WAGES - OPERATIONS

P - 5 SERGEANTS

REALE, S.	7/11/1989	25th	\$1,465.55	52.4	\$3,517	\$19,199	\$99,511
25							<u>\$0</u>
							\$99,511
KALAGHER, J.	3/11/1989	25th	\$1,465.55	52.4	\$3,517	\$19,199	\$99,511
25							\$0
							\$99,511
HALLICE,C	9/24/2002	25th	\$1,465.55	52.4	\$3,517	\$15,359	\$95,671
20							<u>\$0</u>
							\$95,671
GOODNEY,P	10/26/2004	25th	\$1,465.55	52.4	\$3,517	\$19,199	\$99,511
25							<u>\$0</u>
							\$99,511
ROSSI,T	7/22/2006	15th	\$1,354.99	52.4	\$3,252	\$14,200	\$88,454
20							<u>\$0</u>
							\$88,454
McLEOD, G.	5/1/1993	20TH	\$1,409.17	52.4	\$3,382	\$14,768	\$91,991
20							<u>\$0</u>
							\$91,991
					Quinn Sgt. Sub-Total	\$101,923	\$574,648

<i>Position & Grade</i>	<i>NAME</i>	<i>Date of Hire</i>	<i>Step</i>	<i>Weekly Rate</i>	<i>Weeks</i>	<i>Holiday Pay</i>	<i>Ed-Pay Quinn</i>	<i>Salary or Wages</i>
<u>5103 - WAGES - CLERICAL</u>								
<u>P - 2 SECRETARY CLERK DISPATCHER</u>								
CORAPI,N	8/18/2012							\$0
		MAX		\$932.93	52.4			\$48,886
CULLEN,P	11/1/2007	Pers		\$346.76	50			\$17,338
ORLANDO,P		Max		\$932.93	52.4			\$48,886
								\$0
<u>P -1 DISPATCHERS</u>								\$48,886
SCHLOTTENMIER, T	9/25/2014	15th		\$923.53	52.4	\$2,216		\$50,609
								\$0
								\$50,609
LACERRA,C	10/3/2012	MAX		\$887.99	52.4	\$2,131		\$48,662
								\$0
BADGLEY,J	10/8/2012	3		\$804.90	52.4	\$1,932 GRANT		\$48,662
			GRANT					
						5103-Clerical Total		\$214,380
<u>5104 WAGES - OPERATIONS</u>								
<u>P3 - POLICE OFFICERS</u>								
ANNUNZIATA,D 10	1/13/2004	MAX		\$1,126.74	52.4	\$2,704	\$5,904	\$67,649
								\$0
								\$67,649
ATCHUE,C 20	2/25/2009	MAX		\$1,126.74	52.4	\$2,704	\$11,808	\$73,554
								\$0
								\$73,554
BAKER, L 20	10/10/2001	MAX		\$1,126.74	15.1	\$2,253	\$3,403	\$22,670
	10/11/2015	15th		\$1,171.81	37.3	\$469	\$8,742	\$52,919
								\$75,589
DANIELS,M 20	12/14/2002	Max		\$1,126.74	52.4	\$2,704	\$11,808	\$73,554
								\$0
								\$73,554
DAPOLITE, C. 20	10/2/2000	15th		\$1,171.81	52.4	\$2,812	\$12,281	\$76,496
	10/2/2014							\$0
								\$76,496
DELONG,T 20		MAX		\$1,126.74	52.4	\$2,704	\$11,808	\$73,554
	11/19/2006							\$0
								\$73,554
GRASSO,L 20	7/10/2006	MAX		\$1,126.74	52.4	\$2,704	\$11,808	\$73,554
								\$0
								\$73,554
HASSETT, G. 10	5/22/1982	25th		\$1,267.43	52.4	\$3,042	\$6,641	\$76,096
								\$0
								\$76,096

JOHNSON, J. 20	1/9/1995	20TH		\$1,218.68	52.4		\$2,925	\$12,772	\$79,555 \$0 \$79,555
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<i>Position & Grade</i>	<i>NAME</i>	<i>Date of Hire</i>	<i>Step</i>	<i>Weekly Rate</i>	<i>Weeks</i>		<i>Holiday Pay</i>	<i>Ed-Pay Quinn</i>	<i>Salary or Wages</i>
KEAVENEY, J 20	1/1/2003	MAX		\$1,126.74	52.4		\$2,704	\$11,808	\$73,554 \$0 \$73,554
LUCE, C 20	7/12/2007	MAX		\$1,126.74	52.4		\$2,704	\$11,808	\$73,554 \$0 \$73,554
MCRAE, G 10	8/23/2005	MAX		\$1,126.74	52.4		\$2,704	\$5,904	\$67,649 \$0 \$67,649
PAINE, D 0	7/15/2007	MAX		\$1,126.74	52.4		\$2,704	\$0	\$61,745 \$0 \$61,745
PETERS, T. 20	4/15/1989	25TH		\$1,267.43	52.4		\$3,042	\$13,283	\$82,738 \$0 \$82,738
RIZOLI, J 12.5	7/22/2013	2 3		\$1,039.24 \$1,084.13	3.4	49	\$208 \$2,385	\$442 \$6,640	\$4,183 \$62,148 \$66,331
THOMPkins, S. 20	1/1/2000	15TH		\$1,171.81	52.4		\$2,812	\$12,281	\$76,496 \$0 \$76,496
TRAINOR, R. 20	7/11/1989	25TH		\$1,267.43	52.4		\$3,042	\$13,283	\$82,738 \$0 \$82,738
MASSEY, B 10	2/6/2012	MAX		\$1,126.74	52.4		\$2,704	\$5,904	\$67,649 \$0 \$67,649
CROFT, J 10	2/7/2012	MAX		\$1,126.74	52.4		\$2,704	\$5,904	\$67,649 \$0 \$67,649
POLSENO, C 5	2/9/2012	MAX		\$1,126.74	52.4		\$2,704	\$2,952	\$64,697 \$0 \$64,697

Quinn Officer Sub-Total	\$187,184
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Operations Total	\$2,029,049
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Quinn Grand Total	\$326,470
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12100 WESTBOROUGH POLICE DEPARTMENT

FY16

5101 Salary-Chief		\$135,718	
5102 Salary-Agents		<u>\$294,512</u>	
Total Salaries			\$430,230
5103 Clerical		<u>\$214,380</u>	\$214,380
5104 Operations		\$2,029,049	
Art XXXV OIC		\$5,000	
Art XIII Det Stipend		\$7,336	
Atr XXIII XO Stipend		\$2,000	
Art XXIII SRO Stipend		<u>\$2,358</u>	
Total Operations			\$2,045,743
5105 Overtime/Spec Events		\$60,000	
5106 Art XIII Shift Diff		\$34,750	
5107 Court Time		\$20,000	
5109 Training		\$20,500	
5110 Art XXXVIII Fitness	29	\$23,200	
5111 Art XIII S9 Comp		<u>\$15,000</u>	
Total 5105 thru 5111			<u>\$173,450</u>
Total Salaries & Wages			<u>\$2,863,803</u>
Total Salary/Wages			\$2,863,803
Total Expenses			<u>\$109,260</u>
Total			\$2,973,063
TOTAL BUDGET	FY16		\$2,973,063

POLICE DEPARTMENT EXPENSES FY2016

5203 – Vehicle Maintenance Program

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

Vehicles\$15,000

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

Communication System\$6,676

All expenses related to the purchase and maintenance of the radio communications system and the video monitoring system and phone lines for the radio system...\$3,084

Paging System.....\$500

Fax Machine.....\$500

Internet and Tips line.....GRANT

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

Radio Maintenance Agreement..... \$3,000

Total\$17,900

5205A – Office Equipment

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

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

Cost related to conducting the business of the Town and the Department. To attend meetings, mileage reimbursement for training sessions, tolls etc. for

all employees.....\$1,000

5210 – Out of State Travel

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

5217 – Dues & Memberships

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

5218 – Training & Education

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

5222 – Food Services

Contract Art. XIX, Additional Benefits, Section A

Meals for prisoners, meal stipend for employees when attending meetings and Training sessions.....\$2,500

5223 – Office Supplies

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

5224E – Supplies & Materials

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

5227 – Books & Periodicals

Gould Publishing.....\$500
Cole Publishing.....\$400
Miscellaneous.....\$100
Total.....\$1,000

5236 – Contractual Services

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

GRAND TOTAL.....\$109,260

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Town of Westborough

Fiscal Year 2016

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 in new state of the art facility. We are staffed, trained and equipped to respond to all types of emergencies. Your firefighters must be prepared to handle fire, medical emergencies, reduce all 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 13 firefighter/EMTs, 22 firefighter/paramedics, an administrative secretary and 15 call firefighters. FD members work in unison to provide all facets of the fire service: fire suppression, rescue, emergency medical services, hazardous materials, incident management, fire prevention, code enforcement, public education, fire investigations as well as a substantial amount of non-emergency public service. (car seat installs, senior center programs, school programs and CPR for the public.)

Successes & Accomplishments 2013-2014

Ensured a smooth transition into our new facility
 Maintained a positive work environment for employees
 Involved command staff as well as all employees in major decision making.
 Provided superior EMS service (ALS) (1,846 calls)
 Provided superior fire suppression activities (828 calls)
 80% complete in transition from Comm of Mass OEMS to the National Registry System.
 Trained one more Firefighter as a member of the State Hazardous Materials Team
 Trained one more Firefighter as a Paramedic
 Implemented a more in depth training program in a more cost effective way.
 Implemented an Infection Disease Protocol for infectious diseases (Ebola)
 Worked closely with other Town departments on projects coming to Westborough. (Building, Planning, DPW and Health)

Goals & Priorities 2015-2016

Maintain a safe and positive work environment for all employees
 Continue with group management decision making through out all levels of the department
 Maintain a high level of training for our EMS and fire staff (as the budget and financial situation allows)
 Continue to meet all HIPPA Regulations
 Continue to address infectious disease control procedures
 Continue with our successful Community Outreach Programs (Senior Center, Car Seat Installs, School Programs)
 Continue with our professional relationship with UMASS Medical our affiliate hospital
 Keep our fire prevention staff certified and credentialed
 Work closely with other Town departments on projects coming to Westborough

Department

Fire

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	3,247,385	3,226,923.43	3,281,787	3,349,618	3,349,618	2.0700%
Expenses	306,079	305,294.3	297,665	307,640	307,640	3.3500%
Total Expenditures	\$3,553,464.00	\$3,532,217.73	\$3,579,452.00	\$3,657,258.00	\$3,657,258.00	2.1700%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	35	35	35
Part Time	10	10	10
F T E	45	45	45

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Monthly Training Sessions	12	12	12
Paramedic Training (Dr. Tennyson UMMC)	6	6	6
Dive Team Training`	8	8	8
Haz Mat Training	12	12	12
Safety Inspections Conducted	625	625	625
Occupancy Inspections	183	180	180
Permits issued	1295	1295	1295
Children Cars seat installations	275	300	300
Smoke detector /CO Detector Inspections	295	320	330
Fire Dept. Vehicle Maintenance	16	16	16
State ABC Inspections	36	36	38
Public Education at Public Schools	30	30	30

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Greviences received	0	1	0	0
Fire incidents successfully mitigated	100%	828	850	850
EMS incidents successfully mitiagated	100%	1,846	1,850	1,850
Fire related injuries/fatalities	0	0	0	0
Firefighter injuries	0	5	0	0
Haz Mat conditions mitigated	100%	5	7	8
Public assistance calls answered	100%	72	75	75
Emergency response time 6 minutes or less	90%	85%	85%	85%
4 person crew on initial emergency response	100%	70%	70%	70%
ISO rating	3	4/9	4/9	4/9
Transition from State OEMS to National Registry	100%	80%	90%	100%
Fire department vehicle accidents	0	4	0	0

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted after STM	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
12201	FIRE DEPT SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$133,744.00	\$132,740.69	\$136,419.00	\$52,959.31	\$138,482.00	\$138,482.00	\$ _____
5103	WAGES-CLERICAL	\$53,558.00	\$53,557.20	\$54,664.00	\$21,358.80	\$55,964.00	\$55,964.00	\$ _____
5104	WAGES-OPERATIONS	\$2,484,832.00	\$2,435,242.30	\$2,493,277.00	\$864,597.60	\$2,549,642.00	\$2,549,642.00	\$ _____
5104B	WAGES-TRAINING DRILLS	\$44,500.00	\$46,842.42	\$45,394.00	\$11,305.19	\$46,286.00	\$46,286.00	\$ _____
5104C	WAGES-FIRE ALARM MAINT.	\$12,081.00	\$12,914.60	\$12,324.00	\$2,675.08	\$12,566.00	\$12,566.00	\$ _____
5104F	WAGES-OPERATION PART-TI	\$30,518.00	\$31,486.70	\$30,518.00	\$7,101.88	\$30,799.00	\$30,799.00	\$ _____
5105A	OVERTIME-VACATION	\$24,163.00	\$27,407.27	\$24,648.00	\$27,688.04	\$25,133.00	\$25,133.00	\$ _____
5105B	OVERTIME-SICK	\$22,955.00	\$26,105.98	\$23,415.00	\$12,527.15	\$23,876.00	\$23,876.00	\$ _____
5105C	OVERTIME-STILL ALARM	\$63,428.00	\$66,553.40	\$64,701.00	\$30,615.89	\$65,973.00	\$65,973.00	\$ _____
5105D	OVERTIME-BOX ALARM	\$48,326.00	\$50,986.29	\$49,296.00	\$7,324.61	\$50,266.00	\$50,266.00	\$ _____
5105E	OVERTIME-OTHER	\$42,890.00	\$45,609.93	\$43,699.00	\$78,799.56	\$44,558.00	\$44,558.00	\$ _____
5105F	OVERTIME-EMS TRAINING	\$71,282.00	\$73,233.32	\$72,712.00	\$11,120.40	\$74,141.00	\$74,141.00	\$ _____
5105H	OVERTIME-EMS RECALL	\$60,408.00	\$61,093.33	\$61,620.00	\$5,168.21	\$62,832.00	\$62,832.00	\$ _____
5110A	WAGES EMS STIPENDS	\$154,700.00	\$163,150.00	\$169,100.00	\$163,250.00	\$169,100.00	\$169,100.00	\$ _____
	TOTAL WAGES	\$3,247,385.00	\$3,226,923.43	\$3,281,787.00	\$1,296,491.72	\$3,349,618.00	\$3,349,618.00	\$ _____
12203	FIRE DEPT EXPENSES							
5202	GROUNDS & BUILDING MAINT	\$19,050.00	\$16,718.96	\$7,050.00	\$5,336.28	\$19,445.00	\$19,445.00	\$ _____
5203A	RPR/MNT RADIO	\$19,300.00	\$19,451.06	\$19,300.00	\$11,216.69	\$19,300.00	\$19,300.00	\$ _____
5203B	RPR/MNT OFFICE EQUIP	\$4,970.00	\$2,935.32	\$4,970.00	\$978.44	\$4,970.00	\$4,970.00	\$ _____
5203C	RPR/MNT AIR PACKS	\$6,050.00	\$6,116.67	\$6,050.00	\$5,670.46	\$6,050.00	\$6,050.00	\$ _____
5203D	RPR/MNT VEHICLES	\$41,140.00	\$41,452.37	\$32,159.00	\$23,236.99	\$32,159.00	\$32,159.00	\$ _____
5205	MEDICAL EQUIPMENT	\$47,500.00	\$52,066.97	\$47,500.00	\$18,094.30	\$47,500.00	\$47,500.00	\$ _____
5205D	OPER EQUIP-TURNOUT GEAR	\$14,640.00	\$13,803.08	\$17,770.00	\$18,974.22	\$17,770.00	\$17,770.00	\$ _____
5205E	OPER EQUIP-HOSE	\$4,250.00	\$5,132.29	\$4,250.00	\$0.00	\$4,250.00	\$4,250.00	\$ _____
5209	TRAVEL IN-STATE	\$500.00	\$797.84	\$500.00	\$110.00	\$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	\$15,000.00	\$15,338.92	\$14,820.00	\$5,245.61	\$14,000.00	\$14,000.00	\$ _____
5213	FUEL - Gas	\$12,000.00	\$9,513.74	\$15,000.00	\$721.07	\$12,000.00	\$12,000.00	\$ _____
5215	TELEPHONE	\$4,800.00	\$5,669.11	\$4,800.00	\$2,251.46	\$4,800.00	\$4,800.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$2,025.00	\$2,049.00	\$2,025.00	\$2,995.00	\$2,025.00	\$2,025.00	\$ _____
5218	TRAINING AND EDUCATION	\$3,420.00	\$1,057.69	\$3,420.00	\$439.84	\$3,420.00	\$3,420.00	\$ _____
5218B	EMS TRAINING & EDUCATION	\$7,500.00	\$4,598.49	\$9,300.00	\$1,304.85	\$9,300.00	\$9,300.00	\$ _____
5219	PROFESSIONAL SERVICES	\$4,400.00	\$4,515.87	\$4,400.00	\$543.92	\$4,800.00	\$4,800.00	\$ _____
5219G	MEDICAL BILLING	\$28,000.00	\$26,734.34	\$31,000.00	\$6,502.42	\$31,000.00	\$31,000.00	\$ _____
5223	OFFICE SUPPLIES	\$3,000.00	\$2,628.93	\$3,000.00	\$473.91	\$3,000.00	\$3,000.00	\$ _____
5224C	FIRE PREVENTION	\$2,000.00	\$2,332.09	\$2,000.00	\$1,271.78	\$2,000.00	\$2,000.00	\$ _____
5224E	TRAINING MATERIALS	\$800.00	\$336.08	\$800.00	\$0.00	\$800.00	\$800.00	\$ _____
5233B	SFTY EQUIP-FIR ALARM	\$924.00	\$2,842.75	\$924.00	\$0.00	\$924.00	\$924.00	\$ _____
5233C	SFTY EQUIP-EXT MAINT	\$500.00	\$449.00	\$500.00	\$0.00	\$500.00	\$500.00	\$ _____
5237B	TOOLS	\$11,150.00	\$15,965.04	\$11,150.00	\$4,380.96	\$11,150.00	\$11,150.00	\$ _____
5241	CLOTHING ALLOWANCE	\$35,300.00	\$36,472.29	\$32,752.00	\$5,926.15	\$32,752.00	\$32,752.00	\$ _____
5243	EMS LICENSING	\$15,000.00	\$15,945.64	\$19,325.00	\$6,096.20	\$19,325.00	\$19,325.00	\$ _____
5247	GAS,OIL,LUBE	\$1,660.00	\$370.76	\$1,700.00	\$0.00	\$2,700.00	\$2,700.00	\$ _____
	TOTAL	\$306,079.00	\$305,294.30	\$297,665.00	\$121,770.55	\$307,640.00	\$307,640.00	\$ _____
	GRAND TOTAL	\$3,553,464.00	\$3,532,217.73	\$3,579,452.00	\$1,418,262.27	\$3,657,258.00	\$3,657,258.00	\$ _____

FY16 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.	contractual			52	133,008.00
	holidays					5,474.00
			TOTAL SALARY & WAGES			138,482.00

FY 16 SALARIES AND WAGES REQUEST

Dept - Fire

Dept No. 220

TYPE	Name; Title; Date in Grade	Grade/ Step	\$ Rate	Hr/Wk	# Wks	Total
5104	Admin. Secretary	S12/Mx	26.7	40	52.4	55,963.20
5104	Rand, Robert (Executive Officer) /Captain)	F4/25	38.41	42	52.4	84,532.73
	38.41 @ 10 hrs 11 holidays	F4/25	38.41	10	11	4,225.10
5104	Roberts, Brian (Captain)	F4/25	38.41	42	52.4	84,532.73
	38.41 @10 hrs 11 holidays	F4/25	38.41	10	11	4,225.10
5104	Doucet, Steve (Captain)	F4/15	35.51	42	52.4	78,150.41
	35.51 @10 hrs 11 holidays	F4/15	35.51	10	11	3,906.10
5104	Purcell, P. (Captain)	F4/15	35.51	42	52.4	78,150.41
	35.51 @ 10 hrs 11 holidays	F4/15	35.51	10	11	3,906.10
5104	Manion, Ed (Lieutenant/Paramedic)	F3/20	33.57	42	52.4	73,880.86
	33.57 @ 10 hrs 11 holidays	F3/20	33.57	10	11	3,692.70
5104	Lermond, K. (Lieutenant/Paramedic)	F3/15	32.27	42	52.4	71,019.82
	32.27 @10 hrs 11 holidays	F3/15	32.27	10	11	3,549.70
5104	Ward, K. (Lieutenant/Paramedic)	F3/Mx	31.04	42	52.4	68,312.83
	31.05 @ 10 hrs 11 holidays	F3/Mx	31.04	10	11	3,414.40
5104	Lieutenant X	F3/Mx	31.04	42	52.4	68,312.83
	31.04 @10 hrs 11 holidays	F3/Mx	31.04	10	11	3,414.40
5104	Thompson, Robert (Firefighter)	F2/25	31.76	42	52.4	69,897.41
	31.76 @10 hrs 11 holidays	F2/25	31.76	10	11	3,493.60
5104	Roche, C. (Firefighter)	F2/20	30.53	42	52.4	67,190.42
	30.53 @ 10 hrs 11 holidays	F2/20	30.53	10	11	3,358.30

5104	Stockwell, M. (Firefighter)	F2/15	29.35	42	3.6	4,437.72
		F2/20	30.53	42	48.8	62,574.29
	29.35 @ 10 hrs 2 holidays	F2/15	29.35	10	2	587.00
	30.53 @ 10 hrs 11 holidays	F2/20	30.53	10	9	2,747.70
5104	Knight, C. (Firefighter/Inspector)	F3/15	33.88	40	13.2	17,888.64
		F3/20	35.25	40	39.2	55,272.00
	33.88 @ 10 hrs 2 holidays	F3/15	33.88	10	2	677.60
	35.25 @ 10 hrs 9 holidays	F3/20	35.25	10	9	3,172.50
5104	Bowman, P. (FF/Intermediate)	F2/15	29.35	42	52.4	64,593.48
						0.00
	29.35 @ 10 hrs 11 holidays	F2/15	29.35	10	11	3,228.50
5104	Golden, R. (FF/Paramedic)	F2/15	29.35	42	52.4	64,593.48
	29.35 @ 10 hrs 11 holidays	F2/15	29.35	10	11	3,228.50
5104	Rossi, C. (FF/Paramedic)	F2/15	29.35	42	52.4	64,593.48
	29.35 @ 10 hrs 11 holidays	F2/15	29.35	10	11	3,228.50
5104	Carrier, W. (FF/Paramedic)	F2/15	29.35	42	52.4	64,593.48
	29.35 @ 10 hrs 11 holidays	F2/15	29.35	10	11	3,228.50
5104	Milligan, K. (FF/Inspector)	F3/15	33.88	40	52.4	71,012.48
	33.88 @ 10 hrs 11 holidays	F3/15	33.88	10	11	3,726.80
5104	Jette, J. (FF/Paramedic)	F2/15	29.35	42	52.4	64,593.48
	29.35 @ 10 hrs 11 holidays	F2/15	29.35	10	11	3,228.50
5104	Hehir, D. (FF/Paramedic)	F2/Mx	28.22	42	52.4	62,106.58
	28.22 @ 10 hrs 11 holidays	F2/Mx	28.22	10	11	3,104.20

5104	Winslow, J. (FF/Paramedic)	F2/Mx	28.22	42	52.4	62,106.58
	28.22 @ 10 hrs 11 holidays	F2/Mx	28.22	10	11	3,104.20
5104	Bennett, C. (FF/Paramedic)	F2/Mx	28.22	42	52.4	62,106.58
	28.22 @ 10 hrs 11 holidays	F2/Mx	28.22	10	11	3,104.20
5104	Weinwurm, C. (FF/Paramedic)	F2/MX	28.22	42	52.4	62,106.58
	28.22 @ 10 hrs 11 holidays	F2/Mx	28.22	10	11	3,104.20
5104	Cullen, Pat (Firefighter)	F2/Mx	28.22	42	50.6	59,973.14
		F2/15	29.35	42	1.8	2,218.86
	28.22 @ 10 hrs 11 holidays	F2/Mx	28.22	10	11	3,104.20
5104	Ferschke, Jason (FF/Paramedic)	F2/Mx	28.22	42	52.4	62,106.58
	28.22 @ 10 hrs 11 holidays	F2/Mx	28.22	10	11	3,104.20
5104	Haley, K (FF/Paramedic)	F2/Mx	28.22	42	52.4	62,106.58
	28.22 @ 10 hrs 11 holidays	F2/3	28.22	10	11	3,104.20
5104	Dubois, C (Firefighter)	F2/Mx	28.22	42	52.4	62,106.58
	28.22 @ 10 hrs 11 holidays	F2/Mx	28.22	10	11	3,104.20
5104	O'Connor, Ryan (Firefighter)	F2/Mx	28.22	42	52.4	62,106.58
	28.22 @ 10 hrs 11 holidays	F2 F2/Mx	28.22	10	11	3,104.20
5104	Grasso, D (Firefighter)	F2/Mx	28.22	42	52.4	62,106.58
	28.22 @ 10 hrs 11 Holidays	F2/Mx	28.22	10	11	3,104.20
5104	Goodspeed, Dale (FF/Paramedic)	F2/Mx	28.22	42	52.4	62,106.58
	28.22 @ 10 hrs 11 holidays	F2/MX	28.22	10	11	3,104.20
5104	Busha, Roger (FF/Paramedic)	F2/Mx	28.22	42	52.4	62,106.58
	28.22 @ 10 hrs 11 holidays	F2/Mx	28.22	10	11	3,104.20
5104	Trainor, Logan (Firefighter)	F2/3	27.19	42	33.6	38,370.53
		F2/Mx	28.22	42	18.8	22,282.51
	27.19 @ 10 hrs 9 holidays	F2/3	27.19	10	9	2,447.10
	28.22 @ 10 hrs 2 holidays	F2/Mx	28.22	10	2	564.40
5104	O'Connor, William (Firefighter/Paramedic)	F2/Mx	28.22	42	52.4	62,106.58
	28.22 @ 10 hrs 11 holidays	F2/Mx	28.22	10	11	3,104.20
5104	Anderson, Corey (Firefighter/Paramedic)	F2/Mx	28.22	42	52.4	62,106.58

	28.22 @ 10 hrs 11 holidays	F2/Mx	28.22	10	11	3,104.20
5104	Ostrander, Nick (Firefighter.EMT)	F2/2	25.6	42	50.6	54,405.12
		F2/3	27.19	42	1.8	2,055.56
	25.60 @ 10 hrs 10 holidays	F2/2	25.6	10	11	2,816.00
5104	Mark Boyer (Firefighter/EMT)	F2/2	25.6	42	51.6	55,480.32
		F2/3	27.19	42	0.8	913.58
	25.60 @10 hrs 11 holidays	F2/2	25.6	10	11	2,816.00
	Super Holidays					
	18 Firefighters 29.35 6 hrs. 2 holidays (15 yrs)		29.35	108	2	6,339.60
	3 Lieutenants 34.91 6 hrs. 2 holidays (25 yrs)		34.91	18	2	1,256.76
	3 Captains 38.41 6 hrs. 2 holidays (25 yrs)		38.41	18	2	1,382.76
	Stipends					
	Executive Officer		6,500	1	1	6,500.00
	Fire Investigator		750	1	2	1,500.00
	Mechanic		3,000	1	1	3,000.00
	ALS Coordinator		2,000	1	1	2,000.00
	Fitness Stipend					
	750 x 5 firefighters		750	1	5	3,750.00
	1000 x 31 firefighters		1,000	1	31	31,000.00
	Education					0.00
	Masters (9)		3,500	1	9	31,500.00
	B.S. Degree (4)		2,500	1	4	10,000.00
	Assoc. Degree (7)		1,500	1	7	10,500.00
	30-60 credits 5 firefighters 181		181	1	5	905.00
						0.00
	TOTAL SALARY & WAGES					\$2,605,604.41

**FY16 TOWN OF WESTBOROUGH
EXPENSE LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET**

OBJECT#	COMMENTS ON EXPENSE LINE ITEMS	TOTAL
12202	Fire Department Wages	
5103	Wages - Clerical	
	Administrative Secretary	
		55,964
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 52.4 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.	
		2,549,642
5104B	Wages - Training	
	This account covers all aspects of firefighter training. We are planning on 12 hrs. of training per Firefighter at an average of \$52.36 per hour. 35 x 12 hrs. = \$21,991	
	Command Staff Meetings 6 meetings x 4 hrs. x 8 x \$52.36 = \$10,053	
	Worcester Fire Dept. Burn Building Training 34 Firefighters x 8 hrs. x \$52.36 = \$14,242	
		46,286
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	
	2) On going pole transfers as required by Bell Atlantic and MECO projects.	
	3) Emergency storm related and other damage related maintenance.	
	2 firefighters x 8 Hrs./day @ \$ 52.36 x 15 days = \$12,324	
		12,566
5104F	Wages - Operations -Call Department	
	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. @ \$21.91 = \$21,034	
	Call Department Training:	
	12 sessions x 10 people x 2 hrs. X \$21.91 = \$5,258	
	First responder training mandated by state law	
	10 people x 20 hrs. X \$21.91 = \$4,382	
	One call department officer is paid an additional \$125 per year = \$125	
		30,799
5105A	Wages - Vacation Coverage	
	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 \$52.36 = \$25,133	
		25,133
5105B	Wages - Sick Coverage	
	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 \$52.36 = \$23,876	
		23,876
5105C	Wages - Still Alarm	
	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.	
	210 recalls x 3 firefighters x 2 hrs. = 1,260 hrs.	

	1260 hrs. X \$52.36 = \$65,974	
		65,973
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 \$52.36 hr. X 2 hrs. = \$50,266	
		50,266
5105E	Wages - Other	
	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 \$52.36 x 4 storms = \$12,566	
	Coverage for 4 winter storms:	
	5 firefighters x 12 hrs. x \$52.36 x 4 storms = \$12,566	
	25 hours of court time x \$52.36 = \$1,309	
	Fire Investigations: 2 firefighters x 30 hrs. = 60 hrs x \$52.36 = \$3,142	
	Repairs to vehicles: 80 hrs. x \$52.36 = \$4,189	
	Department schooling: 50 hrs. x \$52.36 = \$2,618	
	Public education program in the public schools, private preschools, churches, nursing homes, civic groups.	
	2 firefighters x 40 hrs. X 52.36= \$3,852 = 00	
	Professional development: 60 hrs. x \$52.36 = \$3,142	
	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 \$52.36 = \$5,026	
	Battery Day for the Elderly 8 firefighters x 4 hrs. x 52.36 = \$1,541= 00	
	State Mandated Liquor License Inspections 28 x 2 x \$52.36 = \$2,6951= 00	
		44,558
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 \$52.36 = \$31,416	
	Paramedic recertification (in hospital)	
	Neo-natal res. 8 medics x 8 hrs. X \$52.36 = \$3,351	
	Advanced Cardiac Life Support 4 medics x 8 hrs. X \$52.36 = \$1,675	
	Pediatric ALS (PALS) 8 medics x 8 hrs. X \$52.36 = \$3,351	
	ALS refresher 8 medics x 48 hrs. X \$52.36 = \$20,106	
	Continuing ed 8 medics x 28 hrs. X \$52.36 = \$11,729	
	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 52.36 = 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 \$52.36 = \$2,513	
		74,141
5105H	EMS Recall	
	This is used to pay staff when they are recalled to the station because of multiple Medical emergencies.	
	200 recalls x 3 people x \$52.36 x 2 hrs. = \$62,832	
		62,832
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	
		169,100
	TOTAL FIRE DEPT. WAGES	3,211,136

**FY16 TOWN OF WESTBOROUGH
EXPENSE LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET**

OBJECT	COMMENTS ON EXPENSE LINE ITEMS		
12203	Fire and EMS Expenses		
5202	Building & Grounds		
	HVAC maintenance agreement	\$4,000	
	Overhead door maintenance agreement	\$500	
	Plumbing repairs	\$0	
	Paint & sealers	\$0	
	Car & truck cleaner & wax	\$350	
	General cleaning supplies	\$1,500	
	Sprinkler system/Ansul system maintenance agreement	\$0	
	Ballast replacement	\$0	
	Miscellaneous building supplies (ACE, owes & Home Depot)	\$1,000	
	Generator maint. agreement	\$800	
	Plymovent maintenance agreement	\$1,500	
	Station Sprinkler, Ansul and Extinguisher maintenance fee (Code Requirement)	\$500	
	Professional grounds agreement (mowing trimming, fertilizing) Town's Bid	\$3,000	
	Sanistride Mats (infectious disease control) 2 @ \$250	\$250	
	8 Gallons of Sanitizer \$40 gal	\$320	
	Sanistride Mats (1 @ \$200 x 12 months) (particulate carcinogen removal)	\$2,400	
	Building UPS maintenance agreement	\$1,500	
	Carpet runner replacement program \$100 per month	\$1,200	
	Ice Melt pallet 45 bags \$625	\$625	
	Total		19,445
5203A	Radio Repair & Maintenance		
	Radio 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	
	"I am Responding System"	\$3,600	
	Total		19,300
5203B	Office Equipment		
	Fax machine maintenance	\$500	
	Laser 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 agree (MIS/GIS \$7,500)	\$0	
	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	

			6,050
5203D	Equipment Repair & Maintenance		
	Most of our repair work to our equipment, including fire apparatus is performed by our mechanics in house. The more involved jobs are sent to the DPW or to an outside repair facility.		
	Aerial Ladder maintenance, inspection & certification	\$1,600	
	Bucket Truck maintenance, inspection & certification	\$800	
	Mechanics tools & replacement tools	\$600	
	Vehicle repairs	\$7,000	
	Inspection stickers 15 vehicles	\$1,630	
	Oil, fuel and air filters	\$400	
	20 Gals of antifreeze	\$100	
	Hydraulic fluid	\$100	
	Wiper Blades	\$150	
	Stretcher repairs & maint.	\$1,500	
	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	
	Tire replacement	\$3,400	
	Generator maintenance, electric cords and appliances	\$800	
	Pump maint (packing, gaskets and "o" rings)	\$3,000	
	Total		32,159
5205	Medical Equipment		
	Medical equip. for our 3 ambulances, fire apparatus and police cruisers. This equipment Includes oxygen delivery services, masks, canullas suction catheters, disposable ambu		
	Masks, cervical collars, dressings, saline, bandages, intravenous solutions.	\$24,000	
	O2 replacement	\$4,500	
	Pharmaceuticals & controlled substances	\$16,500	
	Certifications and maintenance of defibrillators	\$1,000	
	Replacement defibrillator leads, pads and batteries	\$1,500	
	Total		47,500
5205D	Protective Clothing		
	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	
	5 helmets with face shields @ \$250	\$1,250	
	7 Pr. Boots @ \$200	\$1,400	
	15 Protective hoods @ \$30	\$450	
	4 PASS Devices @ \$180	\$720	
	50 replacement batteries for PASS Devices @ \$3ea	\$150	
	NFPA compliant firefighting/rescue gloves 48 pair @ \$100 pr.	\$4,800	
	5 Bio/Chemical Hazard level "B" suits \$300	\$0	
	Turnout Gear Repair	\$2,000	
	Total		17,770
5205E	Hose		
	Hose replacement		

	(2) 100' lengths 4" supply hose @\$550 ea.	\$1,100	
	2 Akron 2 1/2" nozzles @\$775 ea.	\$1,550	
	(20) 50 foot lengths of 1 1/8" forestry hose @ \$80 ea.	\$1,600	
	Total		4,250
5209	In State Travel		
	This line is for in state travel by department members to attend seminars, workshops, and meetings		
	Total		500
5210	Out of State Travel		
	Total		1,200
5211	Electricity		
	Our average electric bill is \$1,440 per month	\$14,000	
	Total		14,000
5213	Fuel - Gas		
	This item is to heat the station. \$1,000 per month		
	Total		12,000
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		4,800
5217	Professional Dues and Membership		
	NFPA	\$100	
	Mass Fire Chiefs	\$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		
	Int. Assoc. of Fire Instruct.	\$60	
	Mass. Assoc. of Fire Invest.	\$50	
	Mass. District 14	\$1,300	
	District 14 E911 backup		
	Total		2,025
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	
	Northeast All Hazards Conference	\$200	
	Mass Municipal Assoc. Labor Relations Seminar	\$0	
	CPR Instructor recert. fees \$230 x 4	\$920	

	Worcester Fire Burn Building Use Charge 2 days @ \$1,000	\$2,000	
	Total		3,420
5218B	EMS Training & Education		
	Fees for EMT, Intermediate, CPR, Defibrillator, MAST and Epinephrine recert.	\$4,000	
	Intermediate recertification	\$700	
	Paramedic recertification 8 @ \$500	\$4,000	
	Cardiac Life Support recert.	\$200	
	Pediatric Life Support recert.	\$200	
	Neonatal Life Support	\$200	
	Total		9,300
5219	Professional Services		
	State mandated PAT Testing \$500 (3 new hires)	\$1,500	
	Hepatitis, HIV, Tuberculosis screening & Titre \$1,200	\$1,200	
	Cholesterol Profile and BP Screening. 34 firefighters x \$60 per exam = \$2,100	\$2,100	
	Total		4,800
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
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
5224E	Training Materials		
	IFSTA manuals and training guides \$300	\$300	
	CD-ROM training update \$200	\$0	
	Firefighter I & II training materials \$200	\$200	
	Misc. VCR tapes, transparencies, projector bulbs \$100	\$100	
	Professional publications \$200	\$200	
	WMD training materials \$400	\$0	
	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	924
5233C	Fire Extinguisher Maintenance		
	repair, refill and hydro-test department extinguishers		
		Total	500
5237B	Tools		
	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	
	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	
		Total	11,150
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	32,752
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	\$5,475	
	U.S. Health & Human Services Lab fee	\$250	
	State mandated Hospital Affiliation Agreement	\$7,000	
		Total	19,325
	Gas and Oil		
5247	15/40 Oil \$350		
	SAE40 Oil \$350	\$350	
	Diesel fuel 500 gal @\$4.00	\$350	
		\$2,000	
		Total	2,700
	Total Fire Dept. Expenses		307,640

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Town of Westborough

Fiscal Year 2016

Department

BUILDING COMMISSIONER

Activities, Functions and Responsibilities

The mission of the Building Department is to protect the lives and safety of the residents, businesses and visitors of the Town of Westborough, preserve the quality of life and contribute to economic development.

Through our diligent work, in the plan review and inspection process of new residential and construction, schools, places of assembly, restaurants, group homes, multi-family housing, investigation of safety and zoning concerns, we strive in serving the Town of Westborough to the best of our abilities.

RESPONSIBILITIES

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

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

Successes & Accomplishments 2013-2014

The Building Department issued over 900 building permits and additional sub-trades permits (Electrical, Plumbing & Gas, and Mechanical) associated with over \$120,000,000 in construction. The Department performed over 175 Annual Inspections (Certificate of Inspections), 2 Fire Escape inspections. The Department has strived to reduce the approval time of projects from previous years wait times from **15-30 days** to **3.02 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 - Phase II, Pall Life Sciences, MicroChem Corp., Toll Bros. Westborough Village Phase II - 276 Units comprising of Condos, Park Place, 55 and over Senior Living, Chick-Fil-A Restaurant, Taco Bell Restaurant, Genzyme Corporate Offices relocation, Bose Corp. renovation. New Westborough Fire Station and renovation of the Westborough Town Hall.

Goals & Priorities 2015-2016

Continued 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. Provide the Westborough Community - "Customers First" attitude and "Solution Oriented". Increasing staffing to meet the higher demand for high-quality professional inspections and services.

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

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

Department

Building Commissioner

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	292,471	289,271.36	300,494	343,365	337,068	14.2700%
Expenses	42,803	41,666.87	52,689	52,995	52,995	0.5800%
Total Expenditures	\$335,274.00	\$330,938.23	\$353,183.00	\$396,360.00	\$390,063.00	12.2300%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	4	4	4
Part Time	1	1	2
F T E	5	5	6

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Professional Development & Training (Avg Hrs)	140	140	200
Building Plan Review	900	1000	1100
Building Inspections Performed	9056	9400	10340
Electrical Inspections Performed	3396	3500	4200
Plumbing Inspections Performed	1164	1000	1100
Gas Inspections Performed	832	900	990
Mechanical Inspections Performed	1132	1200	1320
Investigations & Zoning Violations Performed	200	200	200
Annual Inspections Performed	260	260	260

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Grievances received	0	0	0	0
0-5 Days Permit Issuance	85%	74.5%	77.5%	77.5%
6-15 Days Permit Issuance	10%	21.00%	15%	15%
16-30 Days Permit Issuance	5%	3.6%	5%	5%
30+ Days Permit Issuance	0%	0.9%	2.5%	2.5%
Structures Damaged due to Building Code Enf.	0	0	0	0
Structures Damaged - Legal Non-comforming	0	0	0	0
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
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
12511	BUILDING COMMISSIONER SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$81,768.00	\$81,077.40	\$86,806.00	\$33,779.20	\$91,072.00	\$91,072.00	\$ _____
5102	SALARY-ASST & AGENT	\$155,592.00	\$155,585.94	\$158,794.00	\$63,273.60	\$196,078.00	\$189,781.00	\$ _____
5110B	DEPT HEAD - STIPEND	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5103	WAGES-CLERICAL	\$52,611.00	\$52,608.02	\$54,894.00	\$21,873.28	\$56,215.00	\$56,215.00	\$ _____
	TOTAL	\$292,471.00	\$289,271.36	\$300,494.00	\$118,926.08	\$343,365.00	\$337,068.00	\$ _____
12513	BUILDING COMMISSIONER EXPENSES							
5209	TRAVEL IN-STATE	\$600.00	\$660.44	\$800.00	\$256.08	\$800.00	\$800.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$320.00	\$290.00	\$360.00	\$0.00	\$400.00	\$400.00	\$ _____
5218	TRAINING AND EDUCATION	\$3,500.00	\$2,800.02	\$4,000.00	\$2,268.15	\$4,000.00	\$4,000.00	\$ _____
5219	PROFESSIONAL SERVICES	\$35,483.00	\$35,419.76	\$44,129.00	\$17,225.31	\$44,295.00	\$44,295.00	\$ _____
5223	OFFICE SUPPLIES	\$2,500.00	\$2,096.65	\$3,000.00	\$191.73	\$3,000.00	\$3,000.00	\$ _____
5241	CLOTHING ALLOWANCE	\$400.00	\$400.00	\$400.00	\$0.00	\$500.00	\$500.00	\$ _____
	TOTAL	\$42,803.00	\$41,666.87	\$52,689.00	\$19,941.27	\$52,995.00	\$52,995.00	\$ _____
	GRAND TOTAL	\$335,274.00	\$330,938.23	\$353,183.00	\$138,867.35	\$396,360.00	\$390,063.00	\$ _____

FY2016 SALARIES AND WAGES REQUEST

DEPT Building Commissioner

DEPT # 12511

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Tin Htway	S-22/Max	1,738	40	52.4	91,072.00
5110B	Dept Head - Stipend					0.00
						91,072.00
5103	Donald Moquin	N-18/20th	1551	40	11.2	17,372.00
		N-18/25th	1597	40	41.2	65,797.00
						83,169.00
5103	Robert Cunningham	N-18/20th	1551	40	52.4	81,273.00
5103	Part-time Local Inspector	S-14/4th	1018	19	52.4	25,339.00
5104	Pauline Pikiel	N-10/15th	26.82	40	52.4	56,215.00
TOTAL SALARY & WAGES						337,068.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>	
5209	travel in-state	800
5217	dues	400
	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	43395
	total	44295
5223	office supplies & field equipment	3000
5241	clothing allowance	500
	5 inspectors - \$100.00 each	
		52,995

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Town of Westborough

Fiscal Year 2016

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 2013-2014

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

Goals & Priorities 2015-2016

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

Department

Sealer of Weights & Measures

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages						
Expenses	2,250	2,149.92	2,250	2,250	2,250	0.00%
Total Expenditures	\$2,250.00	\$2,149.92	\$2,250.00	\$2,250.00	\$2,250.00	0.00%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time			
F T E			

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
12543	INSP WEIGHT/MEASRS EXPENSES							
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

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough Fiscal Year 2016

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 2013-2014

Goals & Priorities 2015-2016

Department

Animal Control

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	51,052	51,051.6	52,096	53,344	53,344	2.4000%
Expenses	19,180	18,275.94	18,830	18,830	18,830	0.00%
Total Expenditures	\$70,232.00	\$69,327.54	\$70,926.00	\$72,174.00	\$72,174.00	1.7600%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time			
F T E			

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Dogs Licensed			
Dog Calls			
Cat Calls			
Wild Animal Calls			
Road Kill Calls			
Rabies Tests			
Violations			
Dog License Revenue			
Fines			

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
12921	ANIMAL CONTROL SALARY							
5101	SALARY-DEPARTMENT HEAD	\$51,052.00	\$51,051.60	\$52,096.00	\$20,758.40	\$53,344.00	\$53,344.00	\$_____
12923	ANIMAL CONTROL EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$500.00	\$0.00	\$250.00	\$186.78	\$250.00	\$250.00	\$_____
5205	OTHER EQUIPMENT	\$200.00	\$95.94	\$100.00	\$100.00	\$100.00	\$100.00	\$_____
5245	PROFESSIONAL SERVICES	\$14,480.00	\$14,480.00	\$14,480.00	\$3,920.00	\$14,480.00	\$14,480.00	\$_____
5299B	MISC FEES-KENNEL	\$4,000.00	\$3,700.00	\$4,000.00	\$1,248.00	\$4,000.00	\$4,000.00	\$_____
								\$_____
	TOTAL	\$19,180.00	\$18,275.94	\$18,830.00	\$5,454.78	\$18,830.00	\$18,830.00	\$_____
	GRAND TOTAL	\$70,232.00	\$69,327.54	\$70,926.00	\$26,213.18	\$72,174.00	\$72,174.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Animal Control

DEPT # 12921

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	John Keefe	S-11 Max	\$1,018	wk	52.4	53,344.00
TOTAL SALARY & WAGES						53,344.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
12923-5203	Repairs/Maint - This account pays the cost of cage repairs, vehicle repairs and any other repairs to equipment. This account is level funded.
12923-5205	Other Equipment - This account covers miscellaneous expenses such as purchasing "have-a-heart" traps, batteries, tolls, miscellaneous hardware. This account is level funded.
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.

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Town of Westborough Fiscal Year 2016

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 2013-2014

Goals & Priorities 2015-2016

Department

Reg Vocational School Assessment

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages						
Expenses	631,426	630,418	657,183	660,000	660,000	0.4300%
Total Expenditures	\$631,426.00	\$630,418.00	\$657,183.00	\$660,000.00	\$660,000.00	0.4300%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time			
F T E			

[illegible][illegible]

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
12993	REG VOC SCHOOL ASSESSMENT							
5650	REGIONAL SCHL ASSESSMENT	\$631,426.00	\$630,418.00	\$657,183.00	161,526.50	\$660,000.00	\$660,000.00	\$_____
	TOTAL	\$631,426.00	\$630,418.00	\$657,183.00	\$161,526.50	\$660,000.00	\$660,000.00	\$_____

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Town of Westborough

Fiscal Year 2016

Department

Department of Public Works - GENERAL

Activities, Functions and Responsibilities

The DPW operates under the supervision of the DPW Director and the 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 over 110 pieces of town owned equipment/vehicles including small equipment

Fertilization 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, nature trail areas, intersections, traffic islands, fire lanes, pumping stations and Veterans Freedom Park

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

Snow removal operations and assist other DPW Divisions when needed

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

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

Successes & Accomplishments 2013-2014

Line Painting throughout the Town
Crack Seal Various Roads
Chip Seal Various Roads
Resurfacing of Mill Road
Resurfacing of Adams St
Resurfacing of Bridle Lane/Oak Street
Ruggles Street Drainage Culvert
Resurfacing of Park Street
Excavate/replace 3400' of sidewalk on W. Main St

Goals & Priorities 2015-2016

Priorities for 2015-2016: Our highest priority is to ensure that the town of Westborough receives the highest quality with regard to town utilities and restoration of the town's infrastructure.

Goals for 2015-2016:

Chip seal various roads

Crack seal various roads

Line painting of town roads, crosswalks, etc

Resurface, curbing/paving: Hopkinton Road, Heath Street
Whitney Street and West Street

Resurface Milk Street from Fisher to beyond the new Fire Station

Department of Public Works - GENERAL

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	1,551,567	1,513,707.84	1,604,142	1,648,070	1,648,070	2.7400%
Expenses	697,956	653,569.03	697,956	711,826	711,826	1.9900%
Total Expenditures	\$2,249,523.00	\$2,167,276.87	\$2,302,098.00	\$2,359,896.00	\$2,359,896.00	2.5100%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	26	26	26
Part Time	0	0	0
F T E	26	26	26

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Fertilization of recreation fields	66+acres	104+/-acres	104+/-acres
Maintain town owned equipment	110+	110+	110+
Cemetery:burial,cremation,disinterment,refinement	44	varies	varies
Cemeteries/Rotary maintained	21.04 acres	21.04 acres	21.04 acres
Tree Hearings	3	varies	varies
Sewer/Water Permits	161	varies	varies
Road opening permits	26	varies	varies
Curb cut permits	18	varies	varies
Drainlayers license	20	varies	varies
Gas permits	33	varies	varies
Building permits reviewed	40	varies	varies
Site plans reviewed	10	varies	varies

[illegible]

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted after STM	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
14201	DEPT PUBLIC WORKS SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$72,649.00	\$72,663.44	\$75,481.00	\$29,810.52	\$78,978.00	\$78,978.00	\$ _____
5102	SALARY-ASST & AGENT	\$107,577.00	\$98,992.79	\$111,552.00	\$41,921.19	\$109,427.00	\$109,427.00	\$ _____
5102A	SALARY ADMINISTRATION	\$21,425.00	\$21,828.81	\$23,398.00	\$9,280.37	\$25,501.00	\$25,501.00	\$ _____
5103	WAGES-CLERICAL	\$64,800.00	\$62,555.82	\$67,640.00	\$25,287.78	\$68,992.00	\$68,992.00	\$ _____
5104	WAGES-OPERATIONS	\$1,104,591.00	\$1,104,015.86	\$1,137,154.00	\$445,645.42	\$1,172,439.00	\$1,172,439.00	\$ _____
5104D	WAGES-TEMP & SEASONAL	\$27,360.00	\$22,985.56	\$27,360.00	\$14,622.35	\$27,360.00	\$27,360.00	\$ _____
5105I	OVERTIME-HIGHWAY	\$77,508.00	\$68,453.47	\$79,062.00	\$29,976.49	\$80,940.00	\$80,940.00	\$ _____
5105K	OVERTIME-CEMETERY	\$24,222.00	\$20,317.98	\$24,708.00	\$7,449.03	\$25,294.00	\$25,294.00	\$ _____
5105L	OVERTIME-TREE DEPT	\$18,795.00	\$13,599.39	\$19,927.00	\$5,207.85	\$20,371.00	\$20,371.00	\$ _____
5105N	OVERTIME-MISCELLANEOUS	\$16,956.00	\$13,090.52	\$17,296.00	\$5,030.85	\$17,706.00	\$17,706.00	\$ _____
5105P	OVERTIME-PARKS	\$15,684.00	\$15,204.20	\$20,564.00	\$5,558.80	\$21,062.00	\$21,062.00	\$ _____
	TOTAL	\$1,551,567.00	\$1,513,707.84	\$1,604,142.00	\$619,790.65	\$1,648,070.00	\$1,648,070.00	\$ _____
14203	DEPT PUBLIC WORKS EXPENSE							
5201	ADVERTISING	\$2,000.00	\$1,281.24	\$1,500.00	\$218.50	\$1,500.00	\$1,500.00	\$ _____
5202	RPR/MNT BLDG	\$13,000.00	\$28,301.20	\$13,500.00	\$6,598.03	\$23,500.00	\$23,500.00	\$ _____
5203	RPR/MNT MISC EQUIP/RADIO	\$8,400.00	\$9,519.57	\$8,400.00	\$3,844.50	\$8,400.00	\$8,400.00	\$ _____
5204	RPR/MNT EQUIP / VEHICLES	\$97,022.00	\$67,291.85	\$97,022.00	\$32,565.44	\$89,422.00	\$89,422.00	\$ _____
5205	OPER EQUIP / PURCHASES	\$25,000.00	\$52,923.91	\$25,000.00	\$644.98	\$25,000.00	\$25,000.00	\$ _____
5207	EQUIPMENT RENTALS	\$2,000.00	\$2,555.00	\$2,640.00	\$861.00	\$2,640.00	\$2,640.00	\$ _____
5207D	POLICE DUTY	\$6,000.00	\$3,347.89	\$6,000.00	\$6,293.32	\$4,000.00	\$4,000.00	\$ _____
5211	ELECTRICITY	\$20,000.00	\$13,476.44	\$20,000.00	\$4,422.46	\$20,000.00	\$20,000.00	\$ _____
5213	FUEL & OIL / HEATING	\$10,000.00	\$8,019.18	\$10,000.00	\$249.38	\$10,000.00	\$10,000.00	\$ _____
5215	TELEPHONE	\$5,750.00	\$5,064.38	\$5,750.00	\$1,544.02	\$5,750.00	\$5,750.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$1,800.00	\$1,050.00	\$1,500.00	\$1,256.00	\$1,500.00	\$1,500.00	\$ _____
5218	TRAINING AND EDUCATION	\$1,160.00	\$1,338.00	\$1,160.00	\$158.00	\$1,160.00	\$1,160.00	\$ _____
5219F	D/A TESTING	\$1,800.00	\$1,308.47	\$1,800.00	\$808.47	\$1,500.00	\$1,500.00	\$ _____
5223	OFFICE SUPPLIES	\$6,461.00	\$6,779.68	\$6,461.00	\$1,956.42	\$6,461.00	\$6,461.00	\$ _____
5236	CONT SERV	\$182,000.00	\$151,069.41	\$181,660.00	\$97,983.16	\$195,530.00	\$195,530.00	\$ _____
5237	TOOLS	\$9,834.00	\$8,307.29	\$9,834.00	\$1,801.17	\$9,834.00	\$9,834.00	\$ _____
5241	CLOTHING ALLOWANCE	\$17,250.00	\$17,140.59	\$17,250.00	\$8,061.46	\$17,250.00	\$17,250.00	\$ _____
5243	MISC LICENSES	\$1,700.00	\$2,467.00	\$1,700.00	\$215.00	\$1,700.00	\$1,700.00	\$ _____
5247	GAS,OIL,LUBE	\$180,000.00	\$172,397.20	\$180,000.00	\$59,384.67	\$180,000.00	\$180,000.00	\$ _____
5250	MAINT MTRLS	\$106,179.00	\$99,581.54	\$106,179.00	\$47,582.58	\$106,179.00	\$106,179.00	\$ _____
5298	PETTY CASH	\$600.00	\$349.19	\$600.00	\$0.00	\$500.00	\$500.00	\$ _____
	TOTAL	\$697,956.00	\$653,569.03	\$697,956.00	\$276,448.56	\$711,826.00	\$711,826.00	\$ _____
	GRAND TOTAL	\$2,249,523.00	\$2,167,276.87	\$2,302,098.00	\$896,239.21	\$2,359,896.00	\$2,359,896.00	\$ _____

14201 DEPARTMENT OF PUBLIC WORKS SALARY**FY 2016****5101** SALARY-DEPARTMENT HEAD

CONTRACT	WALDEN,J.	\$126,573.00	34%	\$43,035.00
S25 MAX	BALDUF, CARL	\$2,017.00	17.82 WEEKS	\$35,943.00

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\$78,978.00

5102 ASST. MANAGER

S23 Pers Rate	VOUTAS, RICHARD	\$2,027.76	17.82 WEEKS	\$36,135.00
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S21 MAX	ENGINEERING STAFF ALLAIN, L	\$1,656.00	17.82 WEEKS	\$29,510.00
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S18 MAX	DUFF, ROBERT	\$1,431.00	17.82 WEEKS	\$25,501.00
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S16 Step 2	Nguyen, Phung	\$1,018.00	15.03 WEEKS	\$15,301.00
S 16 Step 3	Nguyen, Phung (May 5, 2016)	\$1,068.00	2.79 WEEKS	\$2,980.00

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\$109,427.00

5102A SALARY ADMINISTRATION

S18 MAX	RIGGIERI, MARIA-ELAINA	\$1,431.00	17.82 WEEKS	\$25,501.00
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=====

\$25,501.00

\$25,501.00

SALARY SUBTOTALS

\$213,906.00

14202 DEPARTMENT OF PUBLIC WORKS WAGES

5103 WAGES- CLERICAL

N10 MAX 20th	LAPTEWICZ, J (27.62*30)	\$828.60	10.48 WEEKS	\$8,684.00
N10 Step 2	Belli, Christina (\$19.49 *25)	\$487.25	0.75 WEEKS	\$366.00
N10 Step 3	Belli, Christina (\$20.45 7-16-15)	\$511.25	17.07 WEEKS	\$8,728.00
N10 MAX	MA,MICHELLE (\$26.04*40 HRS)	\$1,041.60	26.2 WEEKS	\$27,290.00
N10 ST 5	WILLARD, PAMELA (\$22.55 *40HRS)	\$902.00	20.1 WEEKS	\$18,131.00
N10 ST 6	WILLARD, PAMELA (\$23.74 4/7/16)	\$949.60	6.1 WEEKS	\$5,793.00
				=====
				\$68,992.00
				\$68,992.00

5104 WAGES- OPERATIONS

W5MAX 15TH	ROCK,ROBERT (\$28.12*40)	\$1,124.80	51.2 WEEKS	\$57,590.00
W5 MAX 20TH	ROCK, ROBERT (\$29.24 6-23-16)	\$1,169.60	1.2 WEEKS	\$1,404.00
W4 MAX	BOWMAN, S (\$25.89*40 HRS)	\$1,035.60	17.82 WEEKS	\$18,455.00
W4 MAX	RODRIGUES, MARIO (\$25.89 * 40)	\$1,035.60	52.4 WEEKS	\$54,266.00
W6MAX 25TH	DONOVAN, T (\$32.18 *40)	\$1,287.20	52.4 WEEKS	\$67,450.00
W4MAX 15TH	MILLAR, C. (\$26.93*40)	\$1,077.20	52.4 WEEKS	\$56,446.00
W6MAX 25TH	GALE,D (\$32.18*40)	\$1,287.20	52.4 WEEKS	\$67,450.00
W4MAX-15TH	SHANNON,M. (\$26.93*40)	\$1,077.20	52.4 WEEKS	\$56,446.00
W5MAX 25TH	JACKMAN,J. (\$30.38*40)	\$1,215.20	52.4 WEEKS	\$63,677.00
W6MAX 25TH	JACKMAN,D. (\$32.18*40)	\$1,287.20	26.2 WEEKS	\$33,725.00
W3 MAX	GREY, WILLIAM (\$24.15*40)	\$966.00	52.4 WEEKS	\$50,619.00
W4 MAX	ARMSTRONG, DAN (\$25.89*40)	\$1,035.60	52.4 WEEKS	\$54,266.00
W4MAX 15TH	WHITE, R.(\$26.93*40)	\$1,077.20	52.4 WEEKS	\$56,446.00
W3ST3	UNFUNDED		0 WEEKS	\$0.00
W3ST4	UNFUNDED		0 WEEKS	\$0.00
W3 Step 6	GOODRO, G. (\$22.80*40)	\$912.00	32.6 WEEKS	\$29,732.00
W3 MAX	GOODRO, G. (\$24.15*40 2-14-16)	\$966.00	19.8 WEEKS	\$19,127.00
W4MAX 15TH	BISHOP, E. (\$26.93*40)	\$1,077.20	52.4 WEEKS	\$56,446.00

W5MAX 25TH	MCDOWELL,S. (\$30.38*40)	\$1,215.20	52.4 WEEKS	\$63,677.00
W6MAX 25TH	MOYNIHAN,D.(\$32.18*40)	\$1,287.20	52.4 WEEKS	\$67,450.00
W6MAX 15TH	STOREY, EARL (\$29.77*40)	\$ 1,190.80	52.4 WEEKS	\$ 62,398.00
W3 ST 5	JOHNSON, B (\$21.50*40)	\$860.00	48 WEEKS	\$41,280.00
W3 ST 6	JOHNSON, B (\$22.80*40 6/1/16)	\$912.00	4.4 WEEKS	\$4,013.00
W4MAX 15TH	TEMPLE, M (\$26.93*40)	\$1,077.20	52.4 WEEKS	\$56,446.00
W5 MAX 15TH	DONOVAN, D. (\$28.12*40)	\$1,124.80	8 WEEKS	\$8,999.00
W5MAX 20TH	DONOVAN, D (29.24 8/26/15)	\$1,169.60	44.4 WEEKS	\$51,931.00
W6MAX 25TH	WINCHELL,S.(\$32.18*40)	\$1,287.20	52.4 WEEKS	\$67,450.00
	21 license stipends (contractual)	\$250.00	21 employees	\$5,250.00
				=====
				\$1,172,439.00
5104D	WAGES-TEMP & SEASONAL			
12 WEEKS DURING THE SUMMER				
4 POSITIONS @ M-7 STEP 2 14.25 X 40				
		\$2,280.00	12 WEEKS	\$27,360.00
				=====
5105I	OVERTIME- HIGHWAY			
				\$27,360.00
(WINCHELL,S.)	48.27 X 5 X 52.4	\$241.35	52.4 WEEKS	\$12,647.00
	48.27 X 22X 52.4 WKS	\$1,061.94	52.4 WEEKS	\$55,646.00
(MOYNIHAN, D.)	48.27 X 5 X 52.4	\$241.35	52.4 WEEKS	\$12,647.00
				=====
				\$80,940.00
5105K	OVERTIME- CEMETERY			
(DON GALE)	48.27 X 5 X 52.4	\$241.35	52.4 WEEKS	\$12,647.00
	48.27 X5 X 52.4	\$241.35	52.4 WEEKS	\$12,647.00
				=====
				\$25,294.00
5105L	OVERTIME- TREE DEPT.			
(DONOVAN, T.)	48.27 X 5 X 52.4	\$241.35	52.4 WEEKS	\$12,647.00
	48.27 X 4 X 40	\$193.08	40 WEEKS	\$7,724.00
				=====
				\$20,371.00
5105N	OVERTIME- MISCELLANEOUS			
DANA J.	48.27 X 5 X52.4	\$241.35	52.4 WEEKS	\$12,647.00
	48.27 X 4 X 26.2	\$193.08	26.2 WEEKS	\$5,059.00
				=====
				\$17,706.00
5105P	OVERTIME - PARKS			
EARL	44.66 X 5 X 52.4	\$223.30	52.4 WEEKS	\$11,701.00
	44.66 X 4 X 52.4	\$178.64	52.4 WEEKS	\$9,361.00
				=====
				\$21,062.00
TOTAL Salary/Wages				\$1,648,070.00

14203

DEPARTMENT OF PUBLIC WORKS EXPENSE

5201	ADVERTISING		
	Bids, legal, employment		\$1,500.00
5202	REPAIR/MAINT BLDG		\$23,500.00
	(Maint Shop & Garage)		
	Furnace Contract & Service		
	Gas Monitoring Contract		
5203	REPAIR/MAINT- MISC. EQUIP/RADIO/TOOLS		\$8,400.00
	Radio & tool replacement, repair		
	misc. vehicles		
5204	REPAIR/MAINT EQUIPMENT/VEHICLES		\$89,422.00
	REC/PARKS - Grounds maint.	\$11,500.00	
	MECH SHOP	\$0.00	
	HIGHWAY - Vehicles/tires	\$59,650.00	
	ROADWAY - Highway tools & repair	\$2,500.00	
	CEMETERY - Vehicles & misc supplies	\$11,072.00	
	TREES - Vehicles/tires & repair	\$4,700.00	
5205	OPER EQUIPMENT/PURCHASE		\$25,000.00
	ENGINEERING	\$0.00	
	HIGHWAY - sweeper brooms	\$5,610.00	
	CEMETERY - trimmers, backpack blower	\$7,740.00	
	TREE - Chain Saw 16&24", saw, blower	\$2,650.00	
	OFFICE - software upgrades, fleet maint	\$3,500.00	
	MECH SHOP - garage door (replacement program)	\$5,500.00	
5207	EQUIPMENT RENTALS		\$2,640.00
	Various roadway rentals		
5207D	POLICE DUTY		\$4,000.00
5211	ELECTRICITY		\$20,000.00
	National Grid:		
	Garage/Office (3 budgets)		
	Maint Shop/Welding		
	Cemetery		
5213	FUEL AND OIL- HEATING		\$10,000.00
	NSTAR Gas:		
	Maint Shop/Welding		
	Garage/Office (3 budgets)		
5215	TELEPHONE		\$5,750.00
	cellphones & beepers		
5217	DUES AND MEMBERSHIPS		\$1,500.00
	A.W.W.A., HIGHWAY ASSOCIATION,		
	ENG. DUES		
5218	TRAINING AND EDUCATION		\$1,160.00
	ESRI-GIS Training		
	Hazardous waste training		
5219F	D/A TESTING		\$1,500.00
	Random drug and alcohol testing		

5223	OFFICE SUPPLIES		\$6,461.00
	Office/Engineering	\$3,511.00	
	Furniture	\$0.00	
	Other Supplies	\$0.00	
	Books & Periodicals	\$450.00	
	Safety Supplies	\$2,500.00	
5236	CONTRACT SERVICES		
	Ballfield Maint. Contract	\$78,870.00	\$195,530.00
	Detention Basin Maint.	\$20,000.00	
	Fertilization of all fields	\$24,000.00	
	Office - Equip Maint & Repair	\$2,058.00	
	Mechanic Shop - welding	\$1,000.00	
	Tree Removal	\$200.00	
	Electrical - Bldgs & traffic lights	\$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 - Engineering		
5247	GASOLINE, OIL, LUBE		\$180,000.00
	OILS, MANDATED TESTING, MAINT		
	ON FUEL FACILITY		
	GASOLINE		
5250	MAINTENANCE MATERIALS		\$106,179.00
	Sand, Gravel, Loam	\$7,500.00	
	Hot Top	\$43,165.00	
	Highway - Maint. Materials	\$7,000.00	
	Drainage - Catch basins, frames & various supplies	\$10,448.00	
	Signs - Traffic, street, poles	\$9,306.00	
	Paints - paints & supplies	\$5,000.00	
	Cemetery - stone, seed mulch etc	\$7,685.00	
	Trees - replacement, flags, oil, blades	\$4,575.00	
	Mechanic Shop - nuts, bolts, paints	\$11,500.00	
5298	PETTY CASH		\$500.00
	travel reimburse, parking,fees,postage		
ORG SUBTOTALS		\$711,826.00	

FY 15/16

SALARY	\$213,906.00
WAGES	\$1,434,164.00
EXPENSES	\$711,826.00
=====	
TOTAL	\$2,359,896.00



Town of Westborough

Fiscal Year 2016

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 who manage and guide all snow and ice removal operations performed within the Town of Westborough.

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 buildings lots including school parking lots, are plowed, sanded, salted and safe to travel on.

Successes & Accomplishments 2013-2014

Plowed, sanded and salted 96+/- miles of roadways including municipal parking lots, sidewalks and school parking lots.

Goals & Priorities 2015-2016

As always, the priorities and goals of the DPW for fiscal year 2015-2016 is to keep the Town roadways, sidewalks, municipal lots and school lots clear of snow and ice and to make them all safe to travel on.

Department

Department of Public Works Snow/Ice

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	142,396	215,872.43	172,396	172,396	172,396	0.00%
Expenses	311,815	462,050.75	381,815	381,815	381,815	0.00%
Total Expenditures	\$454,211.00	\$677,923.18	\$554,211.00	\$554,211.00	\$554,211.00	0.00%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	30	30	30
Part Time	0	0	0
F T E	30	30	30

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Plow (varies, depending on precipitation)	96+/-	98+	98+
30 Sand/Salt operations (mixed, varies per storm)	96+/-	98+	98+
118 tons of material used per 30 rounds			

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Sand/Salt treatments (hours after storm cessation)	within 4-6 hours	within 4-6 hours	within 4-6 hours	within 4-6 hours
Plow operations (hours after storm cessation)	within 4-6 hours	within 4-6 hours	within 4-6 hours	within 4-6 hours
Streets cleared (hours after storm cessation)	within 4-6 hours	within 4-6 hours	within 4-6 hours	within 4-6 hours

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
14232	SNOW & ICE WAGES							
5105M	OVERTIME-SNOW/ICE	\$142,396.00	\$215,872.43	\$172,396.00	\$5,417.46	\$172,396.00	\$172,396.00	\$_____
	TOTAL	\$142,396.00	\$215,872.43	\$172,396.00	\$5,417.46	\$172,396.00	\$172,396.00	\$_____
14233	SNOW REMOVAL EXPENSES							
5203N	RPR/MNT-SNOW VEHICLES	\$29,235.00	\$43,196.53	\$34,235.00	\$9,242.33	\$34,235.00	\$34,235.00	\$_____
5203Y	RPR/MNT SIDEWALK PLOW	\$1,532.00	\$6,609.65	\$1,532.00	\$0.00	\$1,532.00	\$1,532.00	\$_____
5221	S A N D	\$25,205.00	\$29,685.18	\$25,205.00	\$4,878.71	\$25,205.00	\$25,205.00	\$_____
5221A	S A L T	\$114,726.00	\$153,348.44	\$144,726.00	\$88,772.67	\$144,726.00	\$144,726.00	\$_____
5224G	DE-ICING CHEMICAL	\$3,316.00	\$4,160.00	\$3,316.00	\$0.00	\$3,316.00	\$3,316.00	\$_____
5236	CONTRACTUAL SERVICES	\$48,266.00	\$97,589.75	\$83,266.00	\$680.31	\$83,266.00	\$83,266.00	\$_____
5236S	TOWN BLDG & SDWLK CLEAR	\$5,000.00	\$12,342.50	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$_____
5247	GAS, OIL, LUBE	\$55,043.00	\$81,973.00	\$55,043.00	\$0.00	\$55,043.00	\$55,043.00	\$_____
5251	SCHOOLS	\$13,195.00	\$22,473.00	\$13,195.00	\$0.00	\$13,195.00	\$13,195.00	\$_____
5252M	MAINT MTRLS-SNOW/ICE	\$1,136.00	\$3,771.70	\$1,136.00	\$0.00	\$1,136.00	\$1,136.00	\$_____
5254	EMERGENCY REPAIRS	\$1,492.00	\$0.00	\$1,492.00	\$0.00	\$1,492.00	\$1,492.00	\$_____
5830	CAPITAL OUTLAY EQUIPMEN	\$13,669.00	\$6,901.00	\$13,669.00	\$9,990.00	\$13,669.00	\$13,669.00	\$_____
	TOTAL	\$311,815.00	\$462,050.75	\$381,815.00	\$113,564.02	\$381,815.00	\$381,815.00	\$_____
	GRAND TOTAL	\$454,211.00	\$677,923.18	\$554,211.00	\$118,981.48	\$554,211.00	\$554,211.00	\$_____

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Town of Westborough

Fiscal Year 2016

Department

Street Lights

Activities, Functions and Responsibilities

This budget pays the cost of street lighting throughout Town.

Successes & Accomplishments 2013-2014

Continue to see lower costs due to contract with Transcanada that has through lower electric supply rates.

Goals & Priorities 2015-2016

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.

Street Lights

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages						
Expenses	75,000	74,682.85	75,470	78,000	78,000	3.3500%
Total Expenditures	\$75,000.00	\$74,682.85	\$75,470.00	\$78,000.00	\$78,000.00	3.3500%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

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**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
14243	STREET LIGHTS EXPENSES							
5212	STREET LIGHTING	\$75,000.00	\$74,682.85	\$75,470.00	\$25,369.26	\$78,000.00	\$78,000.00	\$_____
	TOTAL	\$75,000.00	\$74,682.85	\$75,470.00	\$25,369.26	\$78,000.00	\$78,000.00	\$_____

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough Fiscal Year 2016

Department

Landfill

Activities, Functions and Responsibilities

This is a contracted item:

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

We contract with Wheelabrator Millbury to burn the trash.

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

Successes & Accomplishments 2013-2014

Ran a successful HHW collection day in September. Approximately 350 residents attended to dispose of HHW.

Applied and received a technical grant from Mass. DEP that provides 60 hours of hands on assistance to assess our trash and recycling program and look for ways to improve.

Goals & Priorities 2015-2016

Work closely with DEP Municipal Assistance Coordinator through recently obtained grant to evaluate and review recycling and solid waste management options.

Department

Landfill

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	0	0	0	0	0	
Expenses	774,500	690,186.46	762,564	764,952	702,400	0.3100%
Total Expenditures	\$774,500.00	\$690,186.46	\$762,564.00	\$764,952.00	\$702,400.00	0.3100%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Tons of Trash Disposed	5114	5600	5600
Fluorescent light bulb pick ups for recycling	2	2	2
No. of families at HHW collection day	425	350	400

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
14333	SANITARY LANDFILL EXPENSE							
5219B	EVENTS HAZ-WASTE DAY	\$14,000.00	\$12,130.97	\$14,000.00	\$14,174.45	\$14,000.00	\$14,000.00	\$_____
5242	TRASH REMOVAL	\$650,000.00	\$576,147.48	\$638,064.00	\$231,611.69	\$644,952.00	\$582,400.00	\$_____
5249	RECYCLING	\$110,500.00	\$101,908.01	\$110,500.00	\$25,444.67	\$106,000.00	\$106,000.00	\$_____
	TOTAL	\$774,500.00	\$690,186.46	\$762,564.00	\$271,230.81	\$764,952.00	\$702,400.00	\$_____

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
	Calculations:
	I estimate a rate of \$77.17 per ton from Wheelabrator.
	The current rate is \$75.66 per ton. (2% Increase)
	Harvey's rates will stay the same as last year. (\$38.00 per ton)
5242	1. Trash removal:
	E.L. Harvey 5600 tons/yr X \$38.00/ ton = \$ 212,800
	Wheelabrator 5600 tons/yr X \$77.17/ton = \$ 432,152
	Subtotal \$ 644,952
5249	2. Recycling:
	Yard waste processing \$95,000
	TV and Computer monitors \$5,000
	(Decreased from \$8,000 in past years because the number of CRT
	monitors to be recycled has decreased)
	Recycling in Town Buildings \$3,500
	Sharps Disposal \$2,500
	Subtotal \$ 106,000
5219B	3. Event- Haz Waste Collection Day - \$14,000
	Total \$ 764,952

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5242	This line item has two components:
	1. Trash removal.
	We pay Harvey's to operate the transfer station and to transport the trash to
	Wheelabrator. We pay Wheelabrator to burn the trash.
	Harvey's fee is \$38.00. This is the same from last year.
	Tonnage is calculated at 5600 tons/yr. This is based on a review of figures from the
	last five years.
	2. We pay Wheelabrator a per ton fee based on a 20 year contract. The fee will be
	approximately \$77.17/ton. The current rate is \$75.66/ton.
	This line item will also be used for demolition/disposal expenses in cases where public
	health and safety requires the Town to take action on public or private property.
5249	Recycling. Harvey operates a yard waste shredding/composting operation for Town
	residents. We also pay for recycling of TV sets and computer monitors, and
	sharps collection and disposal. These items cannot be put into the regular trash.
	We also pay for recycling in the town office buildings.
5219B	This item funds the annual household hazardous waste disposal day at \$14,000.
	(Same as Last Year)

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Town of Westborough

Fiscal Year 2016

Department

Board of Health

Activities, Functions and Responsibilities

Enforcement of a wide variety of State and local regulations pertaining to Public Health:
Major areas: Food Code, Housing Code, Lead Paint, Septic Systems, Local Mosquito Control, Swimming Pools, Beach Sampling, Communicable Disease Follow Up, Nuisance Complaints, Tanning Facilities, Warehouses.
Involved in Emergency Preparedness.
Administer Trash and Recycling Programs.
Hold Flu Clinic and Household Hazardous Waste Day

Successes & Accomplishments 2013-2014

Ran a successful HHW collection day in September.
Approximately 350 residents attended to to dispose of HHW.

Applied and received a technical grant from Mass. DEP that provides 60 hours of hands on assistance to assess our trash and recycling program and look for ways to improve.

Able to utilize two senior workers.

Goals & Priorities 2015-2016

Continue education and training for BOH Staff.
Work closely with DEP Municipal Assistance Coordinator through recently obtained grant to evaluate and review recycling and solid waste management options.
Continue to participate in development of online permitting system.
Continue to update Town's Emergency Dispensing Site plan and work with LEPC and Town Officials to developing an Emergency Sheltering Plan.
Continue to work with the Trailer Park on RT9 to connect to the municipal sewer system.

Department

Board of Health

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	291,022	265,532.1	302,635	291,485	291,485	-3.6800%
Expenses	13,200	12,600.37	13,700	14,300	14,300	4.3800%
Total Expenditures	\$304,222.00	\$278,132.47	\$316,335.00	\$305,785.00	\$305,785.00	-3.3400%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	4	4	4
Part Time	0	1	1
F T E	4	5	5

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Foodservice inspections/ reinspections / complaints	450	600	750
Pool inspections / reinspections / complaints	50	50	65
Non Foodservice inspections / reinspections	20	20	25
Housing and Nuisance Complaints	200	200	200
Communicable Disease Follow Up	50	50	50
Plan Review Foodservice and Septic Systems	18	25	25

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Complete Restaurant Plan Review	Within 2 Wks.	85%	90%	90%
Complete Septic System Plan Review	Within 1 Wk.	90%	90%	90%
Facilitate Servesafe Training for Restaurants	90 attendees	50 attendees	60 attendees	60 attendees
Respond to Nuisance Complaints	Within 24 Hrs.	90%	90%	90%
Maintain Staff Professional Certifications	40-50 ceu's / yr.	100%	100%	100%

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
15121	HEALTH DEPT SALARIES/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$87,227.00	\$81,356.81	\$88,949.00	\$35,443.20	\$91,072.00	\$91,072.00	\$_____
5102	SALARY-ASST & AGENT	\$147,289.00	\$127,676.49	\$155,451.00	\$45,682.56	\$140,781.00	\$140,781.00	\$_____
5103	WAGES-CLERICAL	\$56,506.00	\$56,498.80	\$58,235.00	\$23,204.48	\$59,632.00	\$59,632.00	\$_____
	TOTAL	\$291,022.00	\$265,532.10	\$302,635.00	\$104,330.24	\$291,485.00	\$291,485.00	\$_____
15123	HEALTH DEPT EXPENSES							
5217	DUES AND MEMBERSHIPS	\$300.00	\$609.00	\$300.00	\$264.00	\$600.00	\$600.00	\$_____
5218	TRAINING AND EDUCATION	\$300.00	\$340.00	\$300.00	\$315.00	\$600.00	\$600.00	\$_____
5219	PROFESSIONAL SERVICES	\$6,500.00	\$5,901.42	\$6,500.00	\$4,939.20	\$6,500.00	\$6,500.00	\$_____
5223	OFFICE SUPPLIES	\$300.00	\$253.06	\$300.00	\$179.61	\$300.00	\$300.00	\$_____
5224	OTHER SUPPLIES	\$300.00	\$371.17	\$800.00	\$159.99	\$800.00	\$800.00	\$_____
5228	FORMS & BILLS	\$500.00	\$481.65	\$500.00	\$352.00	\$500.00	\$500.00	\$_____
5245	OTHER PROFESSIONAL SERV	\$5,000.00	\$4,644.07	\$5,000.00	\$2,033.37	\$5,000.00	\$5,000.00	\$_____
	TOTAL	\$13,200.00	\$12,600.37	\$13,700.00	\$8,243.17	\$14,300.00	\$14,300.00	\$_____
	GRAND TOTAL	\$304,222.00	\$278,132.47	\$316,335.00	\$112,573.41	\$305,785.00	\$305,785.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Board of Health

DEPT #

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Steven Baccari, Director	S22-Max	1,738.00	40	52.4	91,072.00
5102	Ray Gauthier, Sanitarian, Aug 4	N-18-2	1,098.00	40	4.8	5,270.40
		N-18-3	1,151.00	40	47.6	54,787.60
	Total Sanitarian					60,058.00
5102	Theresa Gilchrist, Health Inspector	N13-20th	1,221.00	40	52.4	63,981.00
5102	Bob Moore, Part Time Health	H-10-2	19.83/hr.	16	45.2	14,341.06
	Inspector, May 12	H-10-3	20.84/hr.	16	7.2	2,400.77
	Total Part Time Health Inspector					16,742.00
5103	Kathleen Smith, Administrative	N-10-25th	28.45/hr.	40	52.4	59,632.00
	Assistant					
TOTAL SALARY & WAGES						291,485.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough

Fiscal Year 2016

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, at 4 Rogers Road, is open Monday through Friday, 9:00 a.m. to 4:00 p.m. We provide transportation services for in-town trips and Volunteer transportation for out of town medical appointments. There are a wide variety of services available through the Senior Center designed to provide assistance including daily meals on wheels and lunch served at the Senior Center on Monday, Wednesday and Friday, short term homemaker assistance, handyman, SHINE Counselor, a Nurse is available on Tuesday and Wednesday, durable medical equipment loans, 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 appropriate care and services, know what their options are and are safe in their living situation. We now include outreach to Chinese elders who meet weekly for ESL classes and a monthly social gathering. An extensive variety of recreational and educational activities are also available at the Senior Center including Zumba Gold, Lite Aerobics, Arthritis Tai Chi, Chair Yoga, Piano Lessons, Photography Club, iPad Club, Scrabble, Pinochle, Bingo, Bridge, Cribbage, Lunch and Learn, Diabetes Support Group, Low Vision Group, weekly grocery shopping and mall shopping trips, movies and special events. There are also approximately 100 Volunteers who help us with many of the programs and services we offer as well as the members of the Westborough Senior Center Supporters (WSCS), who provide tremendous support for the Senior Center.

Successes & Accomplishments 2013-2014

Successful Care Options Fair in June
Expanded Summer Programs
Enhanced Outreach Program
Worked with several student groups
Expanded Christmas/Holiday Presence
Expanded safety programs with Fire Department
Chinese Outreach program/ESL classes
Additional support from WSCS
Added additional piano lessons/ Singing group
All Staff completed CPR/First Aid/AED training

Goals & Priorities 2015-2016

Add additional Wellness programs
Expand transportation services
More cultural awareness
Better on-line presence/Facebook page
Increase number of Volunteers
Increase congregate meal site numbers
My Senior Center data collection program
More community outreach programs

Department

Council on Aging/Senior Center

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	257,179.56	256,276.15	274,626	288,684	288,684	5.1200%
Expenses	45,452	41,637.46	54,088	54,987	54,987	1.6600%
Total Expenditures	\$302,631.56	\$297,913.61	\$328,714.00	\$343,671.00	\$343,671.00	4.5500%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	4	4	4
Part Time	4	4	5
F T E	8	8	9

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Mini-bus trips	7580	7600	
Nurse visits (home/office)	1170	1200	
Visits to Senior Center	11,214	13,372	
Home delivered meals		3900	
Congregate meals		2100	
SHINE clients	190	208	
Fuel Assistance applications	29	35	
Handyman visits	123	140	

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted after STM	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
15411	COUNCIL ON AGING SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$75,377.00	\$75,376.80	\$76,891.00	\$30,638.40	\$78,705.00	\$78,705.00	\$ _____
5103	WAGES-CLERICAL	\$181,802.56	\$180,899.35	\$197,735.00	\$73,749.67	\$209,979.00	\$209,979.00	\$ _____
	TOTAL	\$257,179.56	\$256,276.15	\$274,626.00	\$104,388.07	\$288,684.00	\$288,684.00	\$ _____
15413	COUNCIL ON AGING EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$10,700.00	\$6,821.28	\$10,700.00	\$2,190.04	\$10,700.00	\$10,700.00	\$ _____
5209	TRAVEL IN-STATE	\$3,000.00	\$3,000.00	\$3,000.00	\$383.43	\$3,000.00	\$3,000.00	\$ _____
5218	TRAINING AND EDUCATION	\$2,000.00	\$2,000.00	\$2,000.00	\$1,550.12	\$2,000.00	\$2,000.00	\$ _____
5219	PROFESSIONAL SERVICES	\$19,592.00	\$19,604.74	\$28,228.00	\$11,260.72	\$28,827.00	\$28,827.00	\$ _____
5219B	SPECIAL EVENT/PROGRAM	\$7,200.00	\$7,242.87	\$7,200.00	\$2,198.17	\$7,200.00	\$7,200.00	\$ _____
5223	OFFICE SUPPLIES	\$1,200.00	\$1,200.00	\$1,200.00	\$714.54	\$1,500.00	\$1,500.00	\$ _____
5224	OTHER SUPPLIES	\$1,500.00	\$1,508.57	\$1,500.00	\$842.73	\$1,500.00	\$1,500.00	\$ _____
5227	BOOKS AND PERIODICALS	\$260.00	\$260.00	\$260.00	\$23.00	\$260.00	\$260.00	\$ _____
	TOTAL	\$45,452.00	\$41,637.46	\$54,088.00	\$19,162.75	\$54,987.00	\$54,987.00	\$ _____
	GRAND TOTAL	\$302,631.56	\$297,913.61	\$328,714.00	\$123,550.82	\$343,671.00	\$343,671.00	\$ _____

FY2016 SALARIES AND WAGES REQUEST

DEPT Council on Aging

DEPT # 15411

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	A. DeManche Exec. Dir. 7/1/15	S-19 / Max	1,502.00	40/wk	52.4	78,705.00
5103	D. Manoloules Office Mgr. 7/1/15	N-9 / 7	23.74	35hr/wk	38.6	32,073.00
	3/26/2016	N-9 / Max	24.88	35 hr/wk	13.8	12,018.00
5103	B. Rainville Vol. Coord. 7/1/15	N-9 / Max	24.88	25 hr/wk	52.4	32,593.00
5103	MD. Corcoran Outreach 7/1/15	N-12 / Max	27.45	35 hr/wk	52.4	50,344.00
5103	D. Farrar Driver 7/1/15	H-7 / Max	21.91	19 hr/wk	52.4	21,814.00
5103	B. Huff Driver 7/1/15	H-7 / Max	21.91	19 hr/wk	52.4	21,814.00
5103	F. Conner Driver 7/1/15	H-7 / 4	18.90	19 hr/wk	1.6	575.00
	7/10/2015	H-7 / 5	19.83	19 hr/wk	50.8	19,140.00
5103	Driver #4 7/1/15	H-7 / 1	16.30	19 hr/wk	30.6	9,477.00
	2/1/2016	H-7 / 2	17.13	19 hr/wk	21.8	7,096.00
5103	N. Gage Sec. to COA 7/1/15	H-10 / max	25.29	10 hr/mo	12 mo.	3,035.00
TOTAL SALARY & WAGES						288,684.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough Fiscal Year 2016

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 2013-2014

Integrated Youth Members into the Youth Commission.
Worked with Youth Commission to establish budget and job description for new teen activity program to be called What's Up Tonight.
Continued Holiday Store, Depression Screening Day, Baby Sitter Training, Hot Summer Nights, You Go Girl, and Newsletter.
Continued collaboration with Schools, Police, Library, Human Service Alliance, TWC Family Network, Westborough CARES to provide services to families in need.
Recruited Clinical Intern for FY 15 as shared clinical resource with Westborough High School.

Goals & Priorities 2015-2016

Work with Youth Commission and local teens to refine What's Up Tonight programming and funding.
Continue to provide established programs.
Maintain and improve our website and social media outreach as a resource for families on a variety of topics
Establish new programming as needed to respond to developing community needs.

Youth and Family Services

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	166,178	162,762.5	172,517	179,324	175,469	3.9500%
Expenses	6,750	6,473.98	6,750	6,750	6,750	0.00%
Total Expenditures	\$172,928.00	\$169,236.48	\$179,267.00	\$186,074.00	\$182,219.00	3.8000%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	1	1	1
Part Time	1.56	1.62	1.67
F T E	2.56	2.62	2.67

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Counseling Hours	1194.25	1340	1100
Families Receiving Counseling	74	70	70
Youth Diversion Program Cases	4	4	4
Hot Summer Nights Participants	104	100	100
Hot Summer Nights Activities	12	12	12
Holiday Store Children Served	150	140	140
Baby Sitters Trained	45	36	48
Meetings with School Personnel	28	20	20
Local Collaboration Meetings	22	10	10
Regional and Statewide Meetings	13	10	10
Consultation on Crises	26	15	15
Community Outreach	26	20	20

[illegible]

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
15421	YOUTH COMMISSION SALARY/WAGES							
5102	SALARY-ASST & AGENT	\$79,188.00	\$79,187.40	\$80,754.00	\$32,177.60	\$82,688.00	\$82,688.00	\$ _____
5103	WAGES-CLERICAL	\$86,990.00	\$83,575.10	\$91,763.00	\$35,880.07	\$96,636.00	\$92,781.00	\$ _____
	TOTAL	\$166,178.00	\$162,762.50	\$172,517.00	\$68,057.67	\$179,324.00	\$175,469.00	\$ _____
15423	YOUTH COMMISSION EXPENSES							
5209	TRAVEL IN-STATE	\$750.00	\$870.56	\$750.00	\$0.00	\$750.00	\$750.00	\$ _____
5210	TRAVEL OUT-OF-STATE	\$0.00	\$127.08	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5218	TRAINING AND EDUCATION	\$900.00	\$710.00	\$900.00	\$774.99	\$900.00	\$900.00	\$ _____
5219	PROFESSIONAL SERVICES	\$1,500.00	\$1,194.00	\$1,500.00	\$242.50	\$1,500.00	\$1,500.00	\$ _____
5219B	SPECIAL EVENT/PROGRAM	\$3,350.00	\$3,392.98	\$3,350.00	\$1,727.93	\$3,350.00	\$3,350.00	\$ _____
5223	OFFICE SUPPLIES	\$250.00	\$179.36	\$250.00	\$96.53	\$250.00	\$250.00	\$ _____
	TOTAL	\$6,750.00	\$6,473.98	\$6,750.00	\$2,841.95	\$6,750.00	\$6,750.00	\$ _____
	GRAND TOTAL	\$172,928.00	\$169,236.48	\$179,267.00	\$70,899.62	\$186,074.00	\$182,219.00	\$ _____

FY2016 SALARIES AND WAGES REQUEST

DEPT

DEPT #

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	John Badenhausen	S20-Max	1,578.00	40	52.4	82,688.00
	Director					
	18-Dec					
5102	Betheda Shuman	S16-Max	\$32.45	19	52.4	32,308.00
	Senior Counselor 25-Mar					
	Eileen Reich	S16-Max	\$32.45	19	52.4	32,308.00
	Senior Counselor 6-Jun					
	Catherine Cairns	H10-5	\$22.95	19	15.6	6,803.00
	Administrative Assistant 18-Oct	H10-6	\$24.14	19	36.8	16,879.00
						23,682.00
	Youth Activites Coordinator (HSN)	H7-1	\$16.30	275		4,483.00
	Youth Activites Coordinator (WUT)	H7-2	\$17.13	225		3,855.00
						8,338.00
	Total Wages					96,636.00
TOTAL SALARY & WAGES						179,324.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

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

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

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Town of Westborough

Fiscal Year 2016

Department

Veterans Services

Activities, Functions and Responsibilities

Veterans' Services is administered through a cooperative agreement between the towns of Grafton, Northborough, Shrewsbury, and Westborough. The four towns comprise the Central Massachusetts Veterans' District and is established in accordance with Massachusetts General Law, Chapter 115. The purpose of the Veterans' Services District is to provide information, advice, and assistance regarding Veterans' benefits and services to eligible veterans and dependents. Additionally, the Veterans' Services Office is responsible for administering public assistance benefits under MGL Chapter 115 for all qualified residents within the four towns.

The District is served by a full-time Veterans' Services Director and two part-time Veterans' Services Officers. The staff has regular office hours in each of the four towns, and Veterans seeking services are free to meet with any of the District's Officers in any location. Westborough office hours are held at the Town Hall. Office hours and contact information are available at www.centralmassvets.org or by calling (774) 551-5782. Veterans and their family members seeking information regarding benefits are strongly encouraged to speak with a Veterans' Services Officer.

Approved public assistance benefits paid to Westborough residents under Massachusetts General Law, Chapter 115, are subject to a 75% reimbursement from the Commonwealth's Department of Veterans' Services. Administrative costs, including salary, are not reimbursable.

Successes & Accomplishments 2013-2014

- Hiring and training of a new Director of Veterans' Services
- Implementation of an on-line document and instructional resource center
- Implementation of social media as a communication tool with the community at large
- Expansion of availability via multiple contact methods, including website, email, phone, office visits, and social media
- Standardization of office hours throughout the District
- Participation in Commonwealth Veterans' Service Officer training program
- Increase in exposure through multiple media resources, including cable access, community newspaper, senior centers, and Veterans' organizations

Goals & Priorities 2015-2016

- Achieve 100% certification through the Department of Veterans' Services upcoming VSO Certification Exam
- Coordinate with and establish consistent Veterans' services availability at special population centers, including transitional shelters, senior centers, and Veterans' organizations
- Establish regular best practices meetings with municipal social service organizations to ensure cooperative understanding of available benefits to local residents
- Reduce application processing time through the development of simplified application guides and resources
- Create a series of short, informational on-line videos addressing the top 10 benefits and inquiries received through the Veterans' Services office

Department

Veterans Services

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	20,396	0	0	0	0	
Expenses	106,170	125,491.62	130,976	132,734	132,734	1.3400%
Total Expenditures	\$126,566.00	\$125,491.62	\$130,976.00	\$132,734.00	\$132,734.00	1.3400%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time			
F T E			

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
MGL c. 115 beneficiaries enrolled	41	43	50
Capable, unemployed off of full benefits < 90 days	not available	22.2%	50%
Capable, unemployed off of full benefits < 180 days	not available	33%	70%
Average number of monthly contacts	not available	32	70
Average application processing time (internal)	not available	60-90 minutes	< 60 minutes
Average monthly local outreach presentations	not available	< 1	1
Average monthly DVA disability claims submitted	not available	< 1	2
Average monthly DVA pensions submitted	not available	< 1	2

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Staff certification through MA DVS	100%	NA	NA	100%
Outreach events at special population centers	12	unavailable	3	12
Capable, unemployed beneficiaries rec full benefits	< 10% of pop.	unavailable	19.6%	10%
DVA claims/pensions submitted	48	unavailable	< 10	48
Simplified application workbooks for beneficiaries	10	0	2	10
On-line benefit instructional video	10	0	0	10

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
15431	VETERANS SERVICES SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$16,332.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5102	SALARY-ASST & AGENT	\$4,064.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
	TOTAL	\$20,396.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
15433	VETERANS SERVICES EXPENSE							
5209	TRAVEL IN-STATE	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5217	DUES AND MEMBERSHIPS	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5219B	SPECIAL EVENT/PROGRAM	\$5,000.00	\$4,526.76	\$5,250.00	\$473.80	\$5,250.00	\$5,250.00	\$_____
5224	OTHER SUPPLIES	\$400.00	\$1,880.82	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5690	CNTRL MA VETS SRVC DIST	\$0.00	\$17,366.66	\$19,200.00	\$7,322.54	\$19,584.00	\$19,584.00	\$_____
5706	GROUP INSURANCE - MEDIC	\$12,600.00	\$8,819.04	\$12,600.00	\$3,858.80	\$12,600.00	\$12,600.00	\$_____
5709	CASH GRANTS	\$85,630.00	\$92,898.34	\$91,926.00	\$38,038.59	\$93,300.00	\$93,300.00	\$_____
5711	NURSING HOME CARE	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____
	TOTAL	\$106,170.00	\$125,491.62	\$130,976.00	\$49,693.73	\$132,734.00	\$132,734.00	\$_____
	GRAND TOTAL	\$126,566.00	\$125,491.62	\$130,976.00	\$49,693.73	\$132,734.00	\$132,734.00	\$_____

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5217B	Special Events/Programs - This account covers costs for special events, such as
	Memorial Day and provides funds for travel, wreaths, flags, etc. It is proposed to be
	level funded.
5690	Central MA Vet's District - The Town became a member of a four town district in
	FY15, this is a continuation of that intermunicipal agreement. This account covers
	salaries and wages of the Veteran's Director and Assistants as well as travel, dues and
	other supplies. It is being adjusted by 2% as an estimated increase for the district.
5706	Group Insurance - This provides medical insurance as required by law, the Town is
	reimbursed 75% by the State for any costs associated with this benefit. This line item
	is proposed to be level funded.
5709	Cash Grants - This account covers various payments for veterans for benefits under
	the law, the Town is reimbursed 75% by the State for any costs associated with this
	benefit. The Town is estimated an approximately 1.5% increase for FY16 based on
	the past several years.
5711	Nursing Home Care - This account covers any costs associated with nursing home
	care for veterans and is also reimbursed by the State at 75%. This account is proposed
	to be level funded.



Town of Westborough Fiscal Year 2016

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 2013-2014

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

Goals & Priorities 2015-2016

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

Trustees of Soldier Memorials

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages						
Expenses	2,800	0	2,800	2,800	2,800	0.00%
Total Expenditures	\$2,800.00	\$0.00	\$2,800.00	\$2,800.00	\$2,800.00	0.00%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time			
F T E			

[illegible][illegible]

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
15483	TRSTS,SOLDIER MEM EXPENSE							
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	\$_____

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

[illegible]



Town of Westborough

Fiscal Year 2016

Department

Library

Activities, Functions and Responsibilities

Westborough Public Library Mission Statement

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

Westborough Public Library Vision Statement

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

Successes & Accomplishments 2013-2014

- We ran a very successful grant-funded program, "Next Chapter," to introduce seniors to technology.
- We established a partnership with Krosslink.org to support and encourage entrepreneurship in the community.
- We held another very successful Screen on the Green series of summer outdoor movies at Bay State Green.
- Circulation of library materials increased 5% to 227,000 at a time when other libraries' numbers are declining.
- Attendance at adult events more than doubled in FY14, and children's event attendance increased by almost 30%.
- We received a \$48,000 grant from the Massachusetts Board of Library Commissioners to undertake a Planning and Design project to determine the town's future library needs and how our space can accommodate those needs.

Goals & Priorities 2015-2016

- Complete the renovation of public restrooms and the installation of new windows.
- Complete the Planning & Design process, for which the library received a state grant. Apply for a library construction grant, if a grant round opens in 2015/2016.
- Promote the library's online services through monthly targeted campaigns.
- Continue to support entrepreneurs through monthly meetups for sharing ideas/expertise.
- Partner with another organization(s) to offer English classes for non-English speaking residents.
- Continue to encourage use of the Media Maker Space and increase awareness of it in the community.
- Explore the addition of a Young Adult Librarian position.
- Continue our successful partnerships with Westborough Public Schools.

Department

Library

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	712,436	709,379.67	736,137	796,677	796,677	8.2200%
Expenses	244,569	244,565	251,691	268,882	268,882	6.8300%
Total Expenditures	\$957,005.00	\$953,944.67	\$987,828.00	\$1,065,559.00	\$1,065,559.00	7.8700%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	4	4	5
Part Time	8	8	8
F T E	12	12	13

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Items circulated	227,001	233,811	240,825
In-person visits to the library	137,048	141,160	146,805
Number of volunteers (not Friends)	41	45	50
Hours given by volunteers (not Friends)	3,585	4,000	4,300
Number of programs for adults	191	85	90
Attendance at programs for adults	2,872	1,530	1,755
Number of programs for teens	6	6	30
Attendance at programs for teens	107	107	450
Number of programs for children & families	163	163	170
Attendance at programs for children & families	2,216	2,216	2,300
Number of registered cardholders	14,020	14,450	14,740

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Maintain full certification with the state	Full compliance	Full	Full	Full
Library visits per capita, per year	10	7.5	8	8.5
Circulation per capita	Increase	12.4	13	13.5
Percentage of circulation using self checkout	15	0	10	15

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Account	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
16101	LIBRARY SALARIES/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$74,177.00	\$75,376.80	\$80,753.00	\$32,177.60	\$86,774.00	\$86,774.00	\$ _____
5102	SALARY-ASST & AGENT	\$246,996.00	\$247,103.01	\$253,614.00	\$101,168.08	\$294,588.00	\$294,588.00	\$ _____
5104	WAGES-OPERATIONS	\$376,896.00	\$364,208.85	\$386,433.00	\$145,672.06	\$399,129.00	\$399,129.00	\$ _____
5104E	WAGES-OPER PERS-SUNDAYS	\$14,367.00	\$22,691.01	\$15,337.00	\$6,644.71	\$16,186.00	\$16,186.00	\$ _____
	TOTAL	\$712,436.00	\$709,379.67	\$736,137.00	\$285,662.45	\$796,677.00	\$796,677.00	\$ _____
16103	LIBRARY EXPENSES							
5201	ADVERTISING	\$400.00	\$495.13	\$400.00	\$0.00	\$400.00	\$400.00	\$ _____
5202	GRNDS&BLDG MAINT	\$9,300.00	\$4,999.31	\$9,300.00	\$5,129.40	\$9,300.00	\$9,300.00	\$ _____
5202E	GRND&BLDG MNT-HVAC	\$8,000.00	\$16,370.13	\$5,000.00	\$9,028.53	\$12,000.00	\$12,000.00	\$ _____
5203	REPAIR/MAINT EQUIPMENT	\$3,000.00	\$2,352.40	\$3,000.00	\$95.70	\$3,000.00	\$3,000.00	\$ _____
5205A	OFFICE EQUIPMENT	\$5,720.00	\$2,843.04	\$5,720.00	\$550.21	\$5,720.00	\$5,720.00	\$ _____
5209	TRAVEL IN-STATE	\$1,800.00	\$1,737.54	\$1,800.00	\$369.28	\$2,100.00	\$2,100.00	\$ _____
5210	TRAVEL OUT OF STATE	\$1,500.00	\$1,878.27	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$ _____
5211	ELECTRICITY	\$20,000.00	\$20,478.62	\$19,000.00	\$7,388.07	\$19,000.00	\$19,000.00	\$ _____
5213	FUEL AND OIL	\$8,000.00	\$6,456.54	\$8,000.00	\$260.71	\$8,000.00	\$8,000.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$1,000.00	\$1,259.00	\$1,000.00	\$1,405.00	\$1,025.00	\$1,025.00	\$ _____
5219B	SPECIAL EVENT/PROGRAM	\$2,400.00	\$2,120.04	\$2,400.00	\$1,084.00	\$2,400.00	\$2,400.00	\$ _____
5223	OFFICE SUPPLIES	\$3,600.00	\$3,779.26	\$3,850.00	\$1,554.70	\$3,800.00	\$3,800.00	\$ _____
5224	OTHER SUPPLIES	\$31,000.00	\$18,742.62	\$31,000.00	\$9,539.54	\$34,000.00	\$34,000.00	\$ _____
5224E	OTHER SUPPLIES-MATERIALS	\$46,231.00	\$49,584.83	\$51,085.00	\$30,492.39	\$58,085.00	\$58,085.00	\$ _____
5224F	BOOK SUPPLIES	\$3,900.00	\$3,263.49	\$3,900.00	\$2,457.58	\$3,900.00	\$3,900.00	\$ _____
5227	BOOKS AND PERIODICALS	\$67,400.00	\$76,301.90	\$67,400.00	\$33,729.48	\$68,400.00	\$68,400.00	\$ _____
5227A	BOOK BINDING	\$1,100.00	\$954.21	\$1,100.00	\$1,178.73	\$1,500.00	\$1,500.00	\$ _____
5237	MATERIALS & EQUIPMENT	\$1,475.00	\$1,754.63	\$1,475.00	\$697.48	\$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	\$28,293.00	\$28,769.04	\$34,311.00	\$28,927.45	\$32,827.00	\$32,827.00	\$ _____
	TOTAL	\$244,569.00	\$244,565.00	\$251,691.00	\$134,313.25	\$268,882.00	\$268,882.00	\$ _____
	GRAND TOTAL	\$957,005.00	\$953,944.67	\$987,828.00	\$419,975.70	\$1,065,559.00	\$1,065,559.00	\$ _____

FY2016 SALARIES AND WAGES REQUEST

DEPT Library

DEPT # 610

TYPE 16102	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Maureen Ambrosino: Library Director, July 1	S-22, 6	1,656	40	52.4	86,774.40
	next step 7/1/2016 (Max)					
5102	Dorothy Hurley: Children's Librarian, Nov. 16	N-17, 25	1,522	40	52.4	79,752.80
	at 25 years					
5102	Donna Martel: Adult Services Librarian, March 27	N-18, 25	1,597	40	52.4	83,682.80
	at 25 years					
5102	Christine Muller: Tech. Services Librarian, June 15	N-17, 15	35.88	30	52.4	56,403.36
	next step 6/15/2017 (20)					
5102	Nancy Odell: Reference Librarian, Sept. 26	N-17, 25	\$38.05	10	52.4	19,938.20
	at 25 years					
5102	Young Adult Librarian (new)	N-18, 1	1,046	40	52.4	54,810.40
TOTAL SALARY (this page)						381,361.96

FY2016 SALARIES AND WAGES REQUEST

DEPT Library

DEPT # 610

TYPE	NAME; TITLE;DATE IN	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
16102						
5104	Sarah Cunningham: Library Assistant, Aug. 18	N-9, Max	24.88	20	52.2	25,974.72
	next step 8/18/2018 (15)					
	Holiday Pay/NAGE Contract: Veterans Day	N-9, Max	24.88	4	1	99.52
	Holiday Pay/NAGE Contract: July 4	N-9, Max	24.88	4	1	99.52
	Contract: Thanksgiving Day	N-9, Max	24.88	4	1	99.52
	Holiday Pay/NAGE Contract: New Year's Day	N-9, Max	24.88	4	1	99.52
5104	Nancy Engberg: Library Assistant, Aug. 24	N-9, Max	24.88	21	7	3,657.36
	next step 8/24/2015 (15)	N-9, 15	25.62	21	45.2	24,318.50
	Holiday Pay/NAGE Contract: Thanksgiving	N-9, Max	25.62	4.25	1	108.89
5104	Beth Johnson: Library Assistant, Sept. 20	N-9, Max	24.88	23	52.4	29,985.38
	next step 9/20/2018(15)					
	Holiday Pay/NAGE Contract: 6 Mondays	N-9, Max	24.88	4.75	6	709.08
5104	Lynne Soukup: Library Clerk, Oct. 8	N-10, 6	23.74	24	14.4	8,204.54
	next step 10/8/2015(7)	N-10, 7	24.88	24	37.8	22,571.14
	Holiday Pay/NAGE Contract: Veterans Day	N-10, 7	24.88	5	1	124.40
5104	Leslie MacAfee: Tech. Services Assistant, Jan. 30	H-9, Max	24.14	19	52.4	24,033.78
TOTAL WAGES this page						140,085.87

FY2016 SALARIES AND WAGES REQUEST

DEPT Library

DEPT # 610

TYPE	NAME; TITLE; DATE IN C	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
16102						
5104	Judi Masters: Library- Assistant, Sept. 12	H-8, Max	22.95	0	52.4	0.00
5104	Michael Matley: Custodian, Jan. 6	N-8, 25	25.94	40	52.4	54,370.24
	at 25 years					
5104	Amy McGinn: Library Assistant, Oct. 26	H-8, 6	21.91	9	17	3,352.23
	next step 10/26/2015 (Max)	H-8, Max	22.95	9	35.2	7,270.56
5104	Nancy Odell: Local History Librarian, Sept. 26	N-15, 25	34.73	12	52.4	21,838.22
	at 25 years					
5104	Deb Rich: Library Assistant, Sept. 20	N-9, 20	26.39	21	52.4	29,039.56
	next step 9/20/2019 (25)					0.00
	Holiday Pay/NAGE Contract: 6 Monday Holidays	N-9, 20	26.39	4.25	6	672.95
TOTAL WAGES this page						116,543.76

Position eliminated

FY2016 SALARIES AND WAGES REQUEST

DEPT Library

DEPT #

610

[illegible]

FY2016 SALARIES AND WAGES REQUEST

DEPT Library

DEPT # 610

TYPE	NAME; TITLE; DATE IN G	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5104	Library Pages	M-2, 2	9.50	12	26.4	3,009.60
			10.50	12	26	3,276.00
5104	Vacation Replacement	N-9, Max	25.62	100		2,562.00
5104	Meeting Time	N-9, Max	25.62	30	4	3,074.40
5104	Clerical Sick	N-9, Max	25.62	75		1,921.50
5104	Staff Training	N-9, Max	25.62	35		896.70
TOTAL WAGES (this page)						14,740.20

FY2016 SALARIES AND WAGES REQUEST

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, 5	20.84	4	10	834.00
	next step 1/22/2016 (6)	H-8, 6	21.91	4	26	2,279.00
5104E	Carrie Ann Brown: Sunday Library Assistant, Oct. 6	H-8, Max	22.95	4	36	3,305.00
	next step 10/6/2015 (Max)					
	Karen Hutchinson: Sunday Library Assistant, Oct. 7	H-8, 6	21.91	4	36	3,156.00
	next step 10/7/2015 (6)					
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	H-8, 6	21.91	4	36	3,156.00
	next step 9/30/2015 (6)					
		TOTAL WAGES (this page)				16,186.00
		TOTAL SALARY				381,361.96
		TOTAL WAGES				415,314.62
		TOTAL SALARY & WAGES				796,676.58

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
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 \$12,000 - Increase
	Increase by \$3,000. This line covers costs for a service contract (\$8,500) plus 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)
	\$2,100: Tablets for in-house use in Children's Room. \$1220: Improved signage
5209	Travel In-State - \$2,100 Increase
	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. This line is increased by \$300 to allow staff to attend a national conference that's being held in Boston in January 2016 (American Library Association Midwinter Meeting)

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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 - \$19,000 Level Funded
	This line is level funded.
5213	Fuel & Oil - \$8,000 - Level Funded
	This line is level funded.
5217	Dues & Memberships - \$1,025 Increased
	This line is increased by \$25 due to increases in ALA membership fees.
	\$560: Three memberships in the Massachusetts Library Association or the New England Library Association for the library director and professional librarians.
	\$265: 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.

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5223	Office Supplies - \$3,800
	This line is increased by \$200 based on actual usage in FY14. Included is paper and ink for public printers, paper and ink for staff printers, letterhead, envelopes, and general office supply needs. This line is offset by our collection of printing fees from the public.
5224	Other Supplies - \$34,000 Increased
	This line pays for non-print materials for the library collection, including DVDs, CDs, and audiobooks. Increased by \$3,000 to meet patron demand for audiobooks.
5224E	Other Supplies - Materials - \$58,085 Increased
	This line is increased by \$7,000 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 \$1,850.)
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 budget in order to maintain our certification & eligibility for State Aid to Public Libraries.

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5227	Books & Periodicals - \$68,400 - Increased
	This line includes all print books for adults, children and teens, and all magazine and newspaper subscriptions. It is increased by \$1000 to purchase additional teen materials.
5227A	Book Binding - \$1,500 Increase
	Preservation and reproduction of books and other materials that are at risk of deterioration for the Local History collection. Increased by \$400 to cover costs of materials like acid-free folders, boxes & archival supplies due to depleted supply.
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.

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough

Fiscal Year 2016

Department

Recreation

Activities, Functions and Responsibilities

- Create, organize, run and evaluate programs for all of Westborough residents
- Explore and plan community events (assist other town groups when necessary)
- Establish an activity fee structure to ensure all program expenses are covered while keeping customer costs affordable
- Recruit and train volunteer workforce to maintain low activity costs
- Set policies for use, scheduling and permitting town recreation facilities/parks/fields
- Act as mediator between all town adult and youth sports leagues, schools and recreation programs in regards to facility/park/field 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/fields/parks
- Explore opportunities to develop new fields/facilities and/or expand current ones

Successes & Accomplishments 2013-2014

- Increased # of programs to 309
- Increased use of social media for advertising
- Worked with Lowes as part of their community day to put 100 yards of wood chips in the Rogers playground
- Created new Kids Beach Night at Lake Chauncy bringing 68 parents and kids to the beach
- Created new Mini Mitts Tee ball for ages 3.5-5 with 3 classes and 38 participants
- Purchased a recreation van with revolving monies to help transport equipment to and from summer activities
- Increased online accounts to 1,888 households
- Started utilizing "email blasts" once a week as an additional marketing too. These reach 1,688 email accounts

Goals & Priorities 2015-2016

- Create at least 1 new community event such as a fun run, sleigh parade and/or Easter egg drop
- Create sponsor letter and opportunities for local Westborough businesses to support Westborough Rec
- Offer coed softball league and/or tournament involving local Westborough businesses
- Attend conference/training events to keep up with current recreation trends
- Continue to partner with Library, Senior Center, Youth and Family Planning, Civic Club, Social Club, School system and other community groups to help advertise, create and/or run activities and events
- Monitor parks and fields and systematically replace or upgrade amenities/equipment
- Work closely with schools and look at offering afterschool programs and/or half day field trips

Department

RECREATION

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	204,584	189,216.3	161,411	173,473	173,473	7.4700%
Expenses						
Total Expenditures	\$204,584.00	\$189,216.30	\$161,411.00	\$173,473.00	\$173,473.00	7.4700%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	3	3	3
Part Time			
F T E	3	3	3

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Number of Programs	309	315	320
Number of New Programs	15	20	20
Number of Program Registrations	3628	3800	4000
Number of Special Events	4	5	5
Total Added Online Accounts	337	200	200
Number of Volunteers	239	200	200
Total Volunteer Service Hours	4279	4000	4000

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
% of classes meeting minimum enrollment	80%	86%	80%	80%
% increase in online accounts	5%	around 20%	5%	5%
Monetary value of volunteer hours (\$8.00)	maintain	\$34,232	36,000 (\$9/hour)	36,000 (\$9/hour)
In service training sessions for beach staff	7	5	7	7
Receipt retention (versus refund of money)	95%	97%	95%	95%

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted after STM	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
16201	RECREATION SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$79,188.00	\$78,607.80	\$63,805.00	\$25,168.00	\$68,686.00	\$68,686.00	\$_____
5104	WAGES-OPERATIONS	\$125,396.00	\$110,608.50	\$97,606.00	\$38,301.12	\$104,787.00	\$104,787.00	\$_____
5104D	WAGES-TEMP & SEASONAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
	TOTAL	\$204,584.00	\$189,216.30	\$161,411.00	\$63,469.12	\$173,473.00	\$173,473.00	\$_____
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	\$_____
	TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
	GRAND TOTAL	\$204,584.00	\$189,216.30	\$161,411.00	\$63,469.12	\$173,473.00	\$173,473.00	\$_____

FY2016 SALARIES AND WAGES REQUEST

DEPT Recreation Commission

DEPT # 16201

[illegible]

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough Fiscal Year 2016

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 2013-2014

The Cultural Council awarded over \$21,000 in grants in 2014. Among the thirty grants awarded were a field trip to the Boston Symphony Orchestra for fourth graders at Mill Pond School; a Skyrise Theater production; Westborough Players Club, Community Band, Community Chorus events and productions; Westborough Community Land Trust Live Animals event; programs at the Library and Historical Society. We generally receive grant requests totalling over \$25,000. This year we held the Sixth Annual Arts in Common festival on September 27th at Bay State Commons. It is a fun community event that helps raise funds to support the arts, sciences and humanities in Westborough. There were over 45 artisans and 25 different performers and groups.

Goals & Priorities 2015-2016

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

Department

Cultural Council

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	0	0	0	0	0	
Expenses	2,000	2,000	2,000	2,000	2,000	0.00%
Total Expenditures	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	0.00%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Funded 27 Grants	27	30	30
Funded \$21,100	21,100	25,000	25,000
Funded 4 Field Trips (\$4,750)	4	5	6
Arts in Common; 45 vendors	45	50	50
Arts in Common; 25 performers	25	25	25

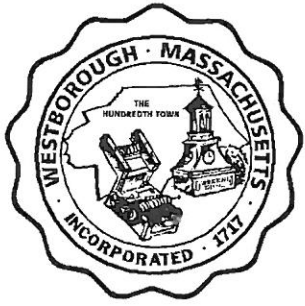
Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Received 33 grant requests; funded 27* - some grant apps are not eligible.	27	30	30	30
Funded 4 school field trips this year (\$4,750)	4	4	5	6
Received 50 vendor applications; accepted 45*- limit due to space limitations	50	50	50	50
Arts in Common raised over \$10,000	\$11,000	\$11,000	\$12,000	\$12,000

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
16303	Cultural Council							
5299	MISCELLANEOUS EXPENSE	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____
	TOTAL	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough

Fiscal Year 2016

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 archaeological sites and displays 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 in the center of town.

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

The Commission office had it's hours reduced to 9 hours per week. The new schedule is Tuesday, Wednesday and Friday from 10a.m. to 1p.m.

The office has temporarily moved to the Children's area of the Town Library. 4 archaeological display cases are located on the main floor of the library and one case is near the ramp to the Children's area.

Successes & Accomplishments 2013-2014

We hosted a program of archaeological and local history for Eagle Cub Scouts.

We approved 16 signs in the Historic District and approved one building demolition.

We contracted with Marking Burials company to have gravestones restored and repaired in Memorial Cemetery.

Drafted and publicly posted detailed agendas and minutes to the town website.

Due to much smaller office space in the library our activities have been greatly curtailed.

Goals & Priorities 2015-2016

Continue to work with the Building Commissioner to clarify and increase awareness of sign application and review process

Continue to restore town cemeteries.

Implement a collection policy and acquisition documentation.

Continue to help the public with their questions.

Department

Historical Commission

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	19,145	17,457.3	11,677	12,003	3,034	2.7900%
Expenses	5,725	5,199.05	5,725	5,725	5,725	0.00%
Total Expenditures	\$24,870.00	\$22,656.35	\$17,402.00	\$17,728.00	\$8,759.00	1.8700%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time	0.38	0.38	0.38
F T E	0.38	0.38	0.38

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Regular meetings	11	12	12
Sign request reviews	16	as presented	as presented
Demolition requests	1	as requested	as requested
Research requests	10+	as requested	as requested

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Gravestones repaired	15	>15	>15	>15

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
16502	HISTORICAL COMM SECRETARY							
5103	WAGES-CLERICAL	\$19,145.00	\$17,457.30	\$11,677.00	\$4,366.25	\$12,003.00	\$3,034.00	\$ _____
16503	HISTORICAL COMM EXPENSES							
5217	DUES AND MEMBERSHIPS	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	\$ _____
5219	PROFESSIONAL SERVICES	\$5,000.00	\$4,999.00	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$ _____
5219B	SPECIAL EVENT/PROGRAM	\$125.00	\$0.00	\$125.00	\$0.00	\$125.00	\$125.00	\$ _____
5224	OTHER SUPPLIES	\$500.00	\$200.05	\$500.00	\$190.97	\$500.00	\$500.00	\$ _____
5245	OTHER PROFESSIONAL SER\	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
	TOTAL	\$5,725.00	\$5,199.05	\$5,725.00	\$190.97	\$5,725.00	\$5,725.00	\$ _____
	GRAND TOTAL	\$24,870.00	\$22,656.35	\$17,402.00	\$4,557.22	\$17,728.00	\$8,759.00	\$ _____

FY2016 SALARIES AND WAGES REQUEST

DEPT Historical Commission

DEPT #

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5104	Sue Speckman	S-11/max	25.45	9	52.4	12,003.00
TOTAL SALARY & WAGES						11,677.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough Fiscal Year 2016

Department

Treasurer - Debt - GF/Water/Sewer

Activities, Functions and Responsibilities

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

Successes & Accomplishments 2013-2014

Oversaw increase in Town's bond rating
Made timely and accurate debt payments
Refunded available debt to lower interest costs
Began staggered debt issuance for Fire and Town Hall renovations

Goals & Priorities 2015-2016

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

Treasurer - General Fund Debt

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages						
Expenses	9,920,888	9,558,428.88	8,986,375	9,281,315	9,281,315	3.2800%
Total Expenditures	\$9,920,888.00	\$9,558,428.88	\$8,986,375.00	\$9,281,315.00	\$9,281,315.00	3.2800%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time			
F T E			

[illegible][illegible]

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
17103	DEBT-PRINCIPAL							
5760AA	MWPAT - WWTP UPGRADE ADD'L	\$0.00	\$0.00	\$30,338.00	\$0.00	\$30,998.00	\$30,998.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL FY03	\$27,000.00	\$27,000.00	\$26,000.00	\$26,000.00	\$26,000.00	\$26,000.00	\$ _____
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$36,000.00	\$36,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760D	DEBT EXCL - HS & MILL POND69.2	\$3,460,000.00	\$3,460,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$85,000.00	\$85,000.00	\$82,000.00	\$82,000.00	\$77,000.00	\$77,000.00	\$ _____
5760I	WPAT-WSTWTR MNG PLN (68.3% STP)	\$6,530.00	\$6,530.00	\$6,530.00	\$6,530.05	\$6,530.00	\$6,530.00	\$ _____
5760J	MULTI-PURPOSE 34.504 MILL (13)	\$0.00	\$0.00	\$3,276,000.00	\$3,276,000.00	\$3,248,000.00	\$3,248,000.00	\$ _____
5760N	WPAT-WSTWTR MNG PLN(17% STP)	\$2,758.00	\$2,758.33	\$3,365.00	\$0.00	\$3,290.00	\$3,290.00	\$ _____
5760Q	SCHOOL SHORT TERM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760R	TOWN SHORT TERM BORROWING	\$29,000.00	\$29,000.00	\$271,000.00	\$50,000.00	\$220,000.00	\$220,000.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$210,535.00	\$210,535.00	\$207,235.00	\$0.00	\$196,945.00	\$196,945.00	\$ _____
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	\$753,097.00	\$753,097.00	\$768,311.00	\$768,311.00	\$783,832.00	\$783,832.00	\$ _____
5760X	MULTI-PURPOSE 11.834ML (FY11)	\$1,157,000.00	\$1,157,000.00	\$624,000.00	\$624,000.00	\$618,000.00	\$618,000.00	\$ _____
5760Y	MWPAT - WWTP - UPGRADE PART 2	\$1,401,859.00	\$1,401,859.00	\$1,408,149.00	\$1,408,149.00	\$1,414,541.00	\$1,414,541.00	\$ _____
5760BB	MULTI-PURPOSE 6.935MILL FY14	\$0.00	\$0.00	\$0.00	\$0.00	\$350,000.00	\$350,000.00	\$ _____
	TOTAL	\$7,294,279.00	\$7,294,279.33	\$6,828,428.00	\$6,366,490.05	\$7,100,636.00	\$7,100,636.00	\$ _____
17203	DEBT-INTEREST							
5299	CERTIFICATION OF NOTES	\$153,720.00	\$95,523.76	\$150,000.00	\$122,637.32	\$150,000.00	\$150,000.00	\$ _____
5760AA	MWPAT - WWTP UPGRADE ADD'L			\$26,875.00	\$0.00	\$14,393.00	\$14,393.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL FY03	\$3,670.00	\$3,670.00	\$3,140.00	\$1,700.00	\$2,620.00	\$2,620.00	\$ _____
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$9,750.00	\$9,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760D	DEBT EXCL - MILL POND SCHOOL	\$867,163.00	\$867,162.50	\$0.00	\$0.00	\$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	\$9,120.00	\$9,120.00	\$7,348.00	\$4,135.00	\$5,463.00	\$5,463.00	\$ _____
5760J	MULTI-PURPOSE 34.504 MILL (13)	\$889,967.00	\$889,966.69	\$1,173,715.00	\$611,427.50	\$1,059,615.00	\$1,059,615.00	\$ _____
5760N	WPAT-WSTWTR MNG PLN(17% STP)	\$437.00	\$436.52	\$382.00	\$381.75	\$318.00	\$318.00	\$ _____
5760Q	SCHOOL SHORT TERM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	\$8,975.00	\$8,975.00	\$ _____
5760R	TOWN OTHER SHORT TERM BORR	\$6,469.00	\$6,469.48	\$171,629.00	\$26,717.67	\$119,369.00	\$119,369.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$44,053.00	\$44,052.76	\$36,263.00	\$18,131.48	\$28,595.00	\$28,595.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$14,030.00	\$14,030.00	\$11,450.00	\$6,370.00	\$8,870.00	\$8,870.00	\$ _____
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$29,233.00	\$29,232.49	\$26,945.00	\$14,044.37	\$24,581.00	\$24,581.00	\$ _____
5760W	MWPAT - WWTP - UPGRADE PART 1	\$315,558.00	\$30,288.80	\$300,343.00	\$154,013.19	\$284,822.00	\$284,822.00	\$ _____
5760X	MULTI-PURPOSE 11.834ML (FY11)	\$162,766.00	\$162,766.00	\$133,386.00	\$69,813.00	\$114,786.00	\$114,786.00	\$ _____
5760Y	MWPAT - WWTP - UPGRADE PART 2	\$100,673.00	\$100,672.55	\$96,471.00	\$49,297.18	\$92,178.00	\$92,178.00	\$ _____
5760Z	INTEREST ON REFUNDS	\$10,000.00	\$1,008.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$ _____
5760BB	MULTI-PURPOSE 6.935MILL FY14	\$0.00	\$0.00	\$0.00	\$0.00	\$246,094.00	\$246,094.00	\$ _____
	TOTAL	\$2,626,609.00	\$2,264,149.55	\$2,157,947.00	\$1,078,668.46	\$2,180,679.00	\$2,180,679.00	\$ _____
	GRAND TOTAL	\$9,920,888.00	\$9,558,428.88	\$8,986,375.00	\$7,445,158.51	\$9,281,315.00	\$9,281,315.00	\$ _____

12/02/14		04:34:01 PM		TOWN OF WESTBORO DEBT FY 2016				OPEN SPACE			
PRINCIPAL		AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS		
2013 NEW & REFUNDED 11/13		\$34,504,439	\$3,430,000	\$34,000	\$57,000	\$14,000	\$125,000				
1997/2000 REFUNDED 10/05		\$5,740,000	\$360,000	\$82,785	\$62,855		\$100,200		\$3,200,000	\$3,430,000	
1998/2009 REFUNDED 10/09		\$2,975,000	\$335,000		\$15,000	\$77,000	\$243,000		\$114,160		
2002 REFUNDED 8/12		\$3,985,000	\$390,000		\$127,000		\$237,000	\$26,000		\$335,000	
2006		\$1,513,000	\$125,000		\$24,750		\$35,750	\$35,500		\$390,000	
2007		\$3,228,000	\$180,000		\$8,000	\$61,000	\$111,000		\$29,000	\$125,000	
2008		\$1,163,035	\$110,000		\$104,000		\$6,000			\$180,000	
2010		\$11,834,909	\$905,000	\$118,000	\$6,000	\$19,000	\$281,000	\$481,000		\$110,000	
2014		\$6,935,000	\$350,000			\$65,000		\$285,000		\$905,000	
WPAT 95/12 FISHER/ MILL		\$1,794,368	\$86,269		\$86,269					\$350,000	
WPAT 96/46 PINECREST/ KAY		\$452,000	\$20,003		\$20,003					\$86,269	
WPAT 98/28 FLANDERS (REFUNDED)		\$387,700	\$17,243		\$17,243					\$20,003	
WPAT 00/25 ASSABET (17% is STP portion)*		\$588,584	\$19,354	\$3,290	\$16,064					\$17,243	
WPAT 00/25A ASSABET (68.3% is STP portion) re		\$151,291	\$9,561	\$6,530	\$3,031					\$19,354	
WPAT 08/22 I/I REFUNDED 6/12		\$345,702	\$16,086		\$16,086					\$9,561	
WPAT - WWTP (I)		\$17,616,166	\$783,832	\$783,832						\$16,086	
WPAT - WWTP (II)		\$29,358,537	\$1,414,541	\$1,414,541						\$783,832	
WPAT - 10/08 WELD/FOLLY (REFUNDED)		\$133,820	\$58,892							\$1,414,541	
WPAT - WWTP - ADD'L 2013		\$750,000	\$30,998	\$30,998			\$14,723			\$58,892	
WPAT - I/I ADD'L 2014		\$98,280	\$3,975		\$3,975					\$30,998	
PAYDOWNS										\$3,975	
STATE HOSPITAL PROPERTY		\$2,200,000	\$220,000			\$220,000					
CROWNRIIDGE WATER			\$10,000				\$10,000			\$220,000	
BELKNAP/CROWNRIIDGE/FOX LANE SEWER			\$10,000		\$10,000					\$10,000	
TOTAL PRINCIPAL			\$8,885,753	\$2,473,976	\$621,443	\$456,000	\$1,163,673	\$827,500	\$3,343,160	\$8,885,753	
\$2.00 WPAT ROUNDING											
INTEREST		AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS		
BONDS											
2013 NEW & REFUNDED 11/13		\$34,504,439	\$1,168,619	\$13,178	\$23,200	\$8,088	\$85,804		\$1,038,350	\$1,168,619	
1997/2000 REFUNDED 10/05		\$5,740,000	\$48,470	\$14,910	\$11,098		\$8,776		\$13,685	\$48,470	
1998/2009 REFUNDED 10/09		\$2,975,000	\$27,438		\$1,448	\$5,463	\$20,528			\$27,438	
2002 REFUNDED 8/12		\$3,985,000	\$60,300		\$19,890		\$37,790	\$2,620		\$60,300	
2006		\$1,513,000	\$17,300		\$3,445		\$4,985	\$4,930	\$3,940	\$17,300	
2007		\$3,228,000	\$71,813		\$2,918	\$24,581	\$44,314			\$71,813	
2008		\$1,163,035	\$15,313		\$14,528		\$785			\$15,313	
2010		\$11,834,909	\$207,418	\$60,154	\$2,970	\$8,220	\$89,662	\$46,413		\$207,418	
2014		\$6,935,000	\$246,094			\$44,100		\$201,994		\$246,094	
WPAT 95/12 FISHER/ MILL		\$1,794,368	\$1,784		\$1,784					\$1,784	
WPAT 96/46 PINECREST/ KAY		\$452,000	\$414		\$414					\$414	
WPAT 98/28 FLANDERS (REFUNDED)		\$387,700	\$820		\$820					\$820	
WPAT 00/25 ASSABET (REFUNDED) 17% STP		\$588,584	\$1,869	\$318	\$1,551					\$1,869	
WPAT 00/25A ASSABET (68.3% STP) refunded		\$151,291	\$0	\$0	\$0					\$0	
WPAT 08/22 I/I REFUNDED 6/12		\$345,702	\$5,825		\$5,825					\$0	
WPAT - WWTP (I)		\$17,616,166	\$284,822	\$284,822						\$5,825	
WPAT - WWTP (II)		\$29,358,537	\$92,178	\$92,178						\$284,822	
WPAT - 10/08 WELD/FOLLY (REFUNDED)		\$1,338,200	\$25,022		\$18,767		\$6,256			\$92,178	
WPAT - WWTP - ADD'L 2013		\$750,000	\$14,393	\$14,393						\$25,022	
WPAT - I/I ADD'L 2014		\$98,280	\$1,926		\$1,926					\$14,393	
PERMANENT INTEREST			\$2,291,816	\$479,952	\$110,583	\$90,451	\$298,898	\$255,956	\$1,055,975	\$2,291,816	
SHORT TERM @ 1.25%											
Actual due 08/15											
WATER - CROWNRIIDGE		\$800,000	\$7,822				\$7,822			\$7,822	
SEWER - CROWNRIIDGE		\$2,205,000	\$21,560		\$21,560					\$21,560	
- FLANDERS		\$800,000	\$7,822		\$7,822					\$7,822	
- FOX LANE		\$500,000	\$4,889		\$4,889					\$4,889	
TOWN - TOWN HALL RENOVATIONS		\$6,400,000	\$62,578			\$62,578				\$62,578	
- FIRE STATION CONSTRUCTION		\$3,500,000	\$34,222					\$34,222		\$34,222	
- WARREN ST DRAINAGE		\$581,000	\$5,681			\$5,681				\$5,681	
ATM/STM Articles											
TOWN - TOWN HALL/FORBES DESIGN		\$539,000	\$6,738			\$6,738				\$6,738	
- TOWN HALL RENOVATIONS		\$4,063	\$51			\$51				\$51	
- FIRE STATION		\$808,000	\$10,100					\$10,100		\$10,100	
SCHOOL - GIBBONS		\$718,000	\$8,975						\$8,975	\$8,975	
subtotal - short term interest			\$170,438	\$0	\$34,271	\$75,047	\$7,822	\$44,322	\$8,975	\$170,437	
TAX ANTICIPATION			\$10,000			\$10,000					
ABATE. INTEREST			\$10,000			\$10,000					
SUBTOTAL INTEREST			\$2,482,253	\$479,952	\$144,854	\$185,498	\$306,721	\$300,278	\$1,064,950	\$2,482,253	
			\$3	\$1	\$1	\$1	\$1				
			\$2,482,256	\$479,953	\$144,855	\$185,498	\$306,722	\$300,278	\$1,064,950	\$2,482,256	ROUNDING



Town of Westborough Fiscal Year 2016

Department

Country Club

Activities, Functions and Responsibilities

Responsible for operation and maintenance of Westborough Country Club golf course through the oversight of 2 contracts: one for the course itself (Golf Course Superintendent); the other for the golf shop (Golf Course Management). Both contracts expire 31 December 2017.

Successes & Accomplishments 2013-2014

We have improved the course through installing drainage where the course was once wet, making the course more playable after adverse weather.

Goals & Priorities 2015-2016

We will continue to improve playing conditions by adding additional drainage, and replacing, removing and/or repairing cart paths where necessary.

Country Club

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	6,343	4,731.95	5,081	5,526	5,526	8.7600%
Expenses	385,560	382,082.09	388,226	395,859	395,859	1.9700%
Total Expenditures	\$391,903.00	\$386,814.04	\$393,307.00	\$401,385.00	\$401,385.00	2.0500%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time	0.5	0.5	0.5
F T E	0.5	0.5	0.5

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**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
60200	COUNTRY CLUB WAGES							
5103	CC ADMINISTRATIVE STAFF	\$6,343.00	\$4,731.95	\$5,081.00	\$1,530.90	\$5,526.00	\$5,526.00	\$ _____
60200	COUNTRY CLUB EXPENSES							
5700A	CC GOLF PROFESSIONAL	\$49,500.00	\$51,265.60	\$49,500.00	\$20,708.20	\$57,420.00	\$57,420.00	\$ _____
5700B	CC CREDIT CARD SERVICES	\$1,800.00	\$2,129.95	\$2,000.00	\$0.00	\$2,100.00	\$2,100.00	\$ _____
5700C	CC SUPERINTENDENT CONTRA	\$201,880.00	\$199,332.00	\$201,326.00	\$89,687.50	\$203,339.00	\$203,339.00	\$ _____
5700D	CC PROFESSIONAL ASSOC	\$2,000.00	\$1,340.00	\$2,000.00	\$365.00	\$1,500.00	\$1,500.00	\$ _____
5700E	CC TREE REMOVAL (CONT)	\$2,000.00	\$0.00	\$2,000.00	\$1,250.00	\$2,000.00	\$2,000.00	\$ _____
5700F	CC UTILITIES - ELECTRIC	\$7,000.00	\$6,821.12	\$10,000.00	\$3,336.23	\$8,000.00	\$8,000.00	\$ _____
5700G	CC UTILITIES - GAS HEAT	\$2,500.00	\$1,827.04	\$2,500.00	\$140.23	\$2,200.00	\$2,200.00	\$ _____
5700I	CC UTILITIES - DUMPSTER	\$1,600.00	\$2,270.32	\$1,600.00	\$145.10	\$1,600.00	\$1,600.00	\$ _____
5700J	CC UTILITIES - WATER	\$700.00	\$649.78	\$700.00	\$354.02	\$700.00	\$700.00	\$ _____
5700K	CC UTILITIES - PORTBLE TOILET	\$1,000.00	\$900.00	\$1,000.00	\$417.60	\$1,000.00	\$1,000.00	\$ _____
5700L	CC UTILITIES - CABLE	\$3,000.00	\$2,973.00	\$3,600.00	\$1,190.74	\$3,300.00	\$3,300.00	\$ _____
5700M	CC AERATION	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5700N	CC FERT/CHEM/SEED	\$40,000.00	\$40,529.72	\$41,000.00	\$16,853.71	\$41,000.00	\$41,000.00	\$ _____
5700O	CC SAND/LOAM/GRAVEL	\$8,000.00	\$8,011.64	\$8,000.00	\$2,402.38	\$8,500.00	\$8,500.00	\$ _____
5700Q	CC PARTS & SUPPLIES	\$30,000.00	\$31,153.62	\$30,000.00	\$11,423.89	\$31,000.00	\$31,000.00	\$ _____
5700R	CC FUEL	\$10,000.00	\$7,147.87	\$10,000.00	\$3,540.79	\$9,000.00	\$9,000.00	\$ _____
5700S	CC BLDG & GROUND MAINTENA	\$4,000.00	\$5,415.18	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	\$ _____
5700T	CC FLOWERS/SHRUBS/MULCH	\$500.00	\$0.00	\$500.00	\$0.00	\$200.00	\$200.00	\$ _____
5700W	CC IRRIGATION	\$3,000.00	\$5,235.25	\$3,000.00	\$750.00	\$3,000.00	\$3,000.00	\$ _____
5700Y	CC INDIRECT COSTS	\$15,080.00	\$15,080.00	\$15,500.00	\$6,470.00	\$16,000.00	\$16,000.00	\$ _____
TOTAL		\$385,560.00	\$382,082.09	\$388,226.00	\$159,035.39	\$395,859.00	\$395,859.00	\$ _____
GRAND TOTAL		\$391,903.00	\$386,814.04	\$393,307.00	\$160,566.29	\$401,385.00	\$401,385.00	\$ _____

FY2016 SALARIES AND WAGES REQUEST

DEPT COUNTRY CLUB

DEPT # 60200

TYPE	NAME; TITLE; DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5103	THOMAS, JESSICA, ADMIN ASST, JUNE 19	H-10, S3	20.84	22HR/ MO	50	5,262.00
	" " "	H-10, S4	21.91		2.4	264.00
TOTAL SALARY & WAGES						5,526.00

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	50.6	21,535.36
		H7/6	12.78	35	1.6	715.68
	Total				52.2	22,256.00

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

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Town of Westborough Fiscal Year 2016

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-four 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.

Snow operations

Assist other DPW Divisions as needed.

Successes & Accomplishments 2013-2014

Cleared various sewer easements
Control sewer odor at Cumberland Station (Town of Hopkinton's responsibility) (in process/Hopkinton)
Replace Fay Acres fence-(in process)
Install new generator at Walker St Station
Cleaned Sewer Mains: E. Main St., Bakerway, Colonial Dr., Lyman St. (partial)
Cleaned various sewer wet wells
Installed new fence at Old Flanders Sewer Station

Goals & Priorities 2015-2016

Goals for FY 2015-2016: As always, 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 2015-2016:

Denny Brook by pass pumping install

Grinder for W. Main sewer station

Purchase dewatering container for wet well cleaning disposal.

Department

Department of Public Works SEWER

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	703,698	694,720.62	730,513	740,025	740,025	1.3000%
Expenses	282,680	257,419.17	283,680	283,680	283,680	0.00%
Total Expenditures	\$986,378.00	\$952,139.79	\$1,014,193.00	\$1,023,705.00	\$1,023,705.00	0.9400%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	8	8	8
Part Time	0	0	0
F T E	8	8	8

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Inspect sewer stations daily	33	34	34
Station grounds maintenance	30	30	30
Generator Maintenance	30	30	30
Sewer wet well bar racks cleaned daily	2 stations	2 stations	2 stations
Sewer rag basket cleaned twice per week	1 station	1 station	1 station
Sewer pumps pulled to remove blockage	25	25	25
Sewer wet wells cleaned	15	15	15
Sewer complaints odor blockages, etc	6	6	6
Grease trap inspections	62	62	62
Sewer manhole inspections	25	25	25
Sewer easements inspections	5	5	5
Video inspections sewer for inflow/infiltration	1,200 ft	1,200 ft	1,200 ft

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Minimize the number of sewer main blockages	5	5	5	5
Minimize the number of sewer station alarms	30	30	30	30
Minimize the sanitary sewer overflows	2	2	2	2
Operate sewer stations as efficient as possible	34	33	34	34

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted after STM	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
64301	SEWER O & M SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$70,535.00	\$70,525.86	\$73,285.00	\$28,933.36	\$76,644.00	\$76,644.00	\$ _____
5102	SALARY-ASST & AGENT	\$137,723.00	\$129,322.51	\$142,254.00	\$53,940.05	\$140,893.00	\$140,893.00	\$ _____
5102A	SALARY ADMINISTRATION	\$20,808.00	\$21,186.80	\$22,725.00	\$9,007.42	\$24,742.00	\$24,742.00	\$ _____
5103	WAGES-CLERICAL	\$48,901.00	\$46,823.84	\$50,867.00	\$19,007.01	\$51,804.00	\$51,804.00	\$ _____
5104	WAGES-OPERATIONS	\$342,974.00	\$343,970.73	\$356,891.00	\$139,048.35	\$361,840.00	\$361,840.00	\$ _____
5105	OVERTIME	\$82,757.00	\$82,890.88	\$84,491.00	\$29,252.10	\$84,102.00	\$84,102.00	\$ _____
	TOTAL	\$703,698.00	\$694,720.62	\$730,513.00	\$279,188.29	\$740,025.00	\$740,025.00	\$ _____
64303	SEWER O & M EXPENSES							
5202	GROUNDS & BUILDING MAINT	\$4,500.00	\$4,793.73	\$4,000.00	\$1,064.75	\$4,000.00	\$4,000.00	\$ _____
5203	REPAIR/MAINT EQUIPMENT	\$5,600.00	\$6,601.00	\$5,600.00	\$4,184.85	\$5,600.00	\$5,600.00	\$ _____
5203T	REPAIR/MAINT SWR PMP STA	\$40,000.00	\$38,321.01	\$40,000.00	\$10,967.58	\$40,000.00	\$40,000.00	\$ _____
5207D	POLICE DETAIL	\$1,760.00	\$533.10	\$1,800.00	\$365.22	\$1,840.00	\$1,840.00	\$ _____
5211	ELECTRICITY	\$110,000.00	\$108,543.69	\$111,000.00	\$25,738.18	\$111,000.00	\$111,000.00	\$ _____
5213	FUEL AND OIL	\$16,111.00	\$10,615.17	\$16,111.00	\$4,159.43	\$16,111.00	\$16,111.00	\$ _____
5215	TELEPHONE	\$3,888.00	\$3,797.40	\$3,888.00	\$1,246.96	\$3,888.00	\$3,888.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$400.00	\$171.00	\$400.00	\$0.00	\$360.00	\$360.00	\$ _____
5218	TRAINING AND EDUCATION	\$2,000.00	\$178.56	\$2,000.00	\$0.00	\$1,660.00	\$1,660.00	\$ _____
5219F	DRUG/ALCOHOL TRAINING	\$100.00	\$92.06	\$100.00	\$92.06	\$100.00	\$100.00	\$ _____
5223	OFFICE SUPPLIES	\$1,400.00	\$1,198.63	\$1,400.00	\$419.39	\$1,400.00	\$1,400.00	\$ _____
5236	CONTRACT SERVICE	\$56,650.00	\$49,889.29	\$56,710.00	\$8,680.53	\$57,050.00	\$57,050.00	\$ _____
5241	CLOTHING ALLOWANCE	\$4,840.00	\$4,093.88	\$4,840.00	\$1,236.53	\$4,840.00	\$4,840.00	\$ _____
5243	MISCELLANEOUS LICENSES	\$100.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$ _____
5247	GAS,OIL,LUBE	\$20,831.00	\$20,699.03	\$20,831.00	\$4,177.53	\$20,831.00	\$20,831.00	\$ _____
5252I	MAINT MATERIALS-SERVICES	\$14,500.00	\$7,891.62	\$14,500.00	\$126.00	\$14,500.00	\$14,500.00	\$ _____
	TOTAL	\$282,680.00	\$257,419.17	\$283,680.00	\$62,459.01	\$283,680.00	\$283,680.00	\$ _____
	GRAND TOTAL	\$986,378.00	\$952,139.79	\$1,014,193.00	\$341,647.30	\$1,023,705.00	\$1,023,705.00	\$ _____

DEPT. PUBLIC WORKS - SEWER

FY 2015-2016

6101 DPW - SALARY				
CONTRACT	WALDEN, J.	\$126,573.00	33%	\$41,770.00
S25 MAX	BALDUF, CARL	\$2,017.00	17.29 WEEKS	\$34,874.00
				\$76,644.00
6102 ASST MGR. / OPERATION MGR.				
S23 Pers Rate	VOUTAS, RICHARD	\$2,027.76	17.29 WEEKS	\$35,060.00
S21 MAX	COTE, DENNIS	\$1,656.00	20.96 WEEKS	\$34,710.00
S21 MAX	ENGINEERING STAFF ALLAIN, L	\$1,656.00	17.29 WEEKS	\$28,633.00
S18 MAX	DUFF, ROBERT	\$1,431.00	17.29 WEEKS	\$24,742.00
S16-Step2	Phung Nguyen	\$1,018.00	14.59 WEEKS	\$14,853.00
S16-Step 3	Phung Nguyen (May 5, 2016)	\$1,068.00	2.71 WEEKS	\$2,895.00
				\$140,893.00
6102A SALARY ADMINISTRATION				
S18 MAX	RIGGIERI, MARIA-ELAINA \$1,273.00	\$1,431.00	17.29 WEEKS	\$24,742.00
				\$24,742.00

SALARY TOTALS

\$242,279.00

6103 WAGES - CLERICAL

N10 MAX 20TH	LAPTEWICZ, J \$27.62 * 30	\$828.60	20.96 WEEKS	\$17,368.00
N10-Step 2	Belli, Christina \$19.49*25	\$487.25	0.73 WEEKS	\$356.00
N10-Step 3	Belli Christina \$20.45 *25 (7-16-15)	\$511.25	16.57 WEEKS	\$8,472.00
N10 MAX	MA, MICHELLE \$26.04*40	\$1,041.60	13.1 WEEKS	\$13,645.00
N10ST5	WILLARD, PAMELA \$22.55	\$902.00	10.05 WEEKS	\$9,066.00
N10 ST 6	WILLARD, PAMELA \$23.74 (4/7/16)	\$949.60	3.05 WEEKS	\$2,897.00

CLERICAL TOTALS

\$51,804.00

5104 WAGES - OPERATIONS

W6 MAX 15TH	VINCEQUERE, TONY (\$29.77)	\$1,190.80	52.4 WEEKS	\$62,398.00
W3-MAX	VOUTAS ANTHONY (\$24.15)	\$966.00	20.96 WEEKS	\$20,248.00
W4 MAX	GRAINS, N (\$25.89)	\$1,035.60	1.26 WEEKS	\$1,305.00
W4MAX 15th	GRAINS, N (\$26.93) 7-9-15	\$1,077.20	45.9 WEEKS	\$49,444.00
W5 Step 6	LENIHAN, SCOTT (\$25.89)	\$1,035.60	6.56 WEEKS	\$6,794.00
W5 MAX	LENIHAN, SCOT (\$27.05 10-23-15)	\$1,082.00	14.4 WEEKS	\$15,581.00
W6 MAX 25TH	JACKMAN, DANA (\$32.18)	\$1,287.20	13.1 WEEKS	\$16,863.00
W6 MAX	DANIELE, J (\$28.66)	\$1,146.40	47.16 WEEKS	\$54,065.00
W3 MAX	UNKNOWN (\$24.15)	\$966.00	20.96 WEEKS	\$20,248.00
W5 MAX 25TH	WINCHELL, PAUL (\$30.38)	\$1,215.20	20.96 WEEKS	\$25,471.00
W-4 MAX	STEVE BOWMAN (\$25.89)	\$1,035.60	17.29 WEEKS	\$17,906.00
W3 MAX	REMILLARD, THOMAS (\$24.15)	\$966.00	47.16 WEEKS	\$45,557.00
W6 15TH	KANE, BRIAN (\$29.77)	\$1,190.80	20.96 WEEKS	\$24,960.00
	License Stipends - 4 men	\$250.00	4	\$1,000.00

5105 OVERTIME**OPERATIONS WAGES TOTAL****\$361,840.00**

T Vincequere	44.66 X 5 X 52.4	\$223.30	52.4 WEEKS	\$11,701.00
(CALL WEEK)	\$40 X 5 DAYS/WEEK	\$200.00	52.4 WEEKS	\$10,480.00
(HOLIDAY)	\$268 X 12 HOLIDAYS	\$268.00	12 DAYS	\$3,216.00
(WEEKEND)	\$576 X 52.4 WK(\$40 Fri + \$536 W/E)	\$576.00	52.4 WEEKS	\$30,183.00
(UNSCH OT)	\$47.33 X 23 HOURS	\$1,088.59	26.2 WEEKS	\$28,522.00

TOTAL OVERTIME**\$84,102.00****TOTAL SALARY****\$239,822.00****TOTAL CLERICAL/OPERATIONSWAGES****\$413,644.00****TOTAL****\$740,025.00**

64303	SEWER O & M EXPENSES		
5202	REPAIR/MAINT BLDG - SEWER STATION		\$4,000.00
	Fence repair, bldg materials repair, paint & hardware		
5203	REPAIR/MAINT EQUIPMENT/VEHICLES		\$5,600.00
	Tires, Gen. Maint, State Inspections(3vans, 1 truck)		
5203T	REPAIR/MAINT SEWER STATIONS		\$40,000.00
	Electrical repairs, maint. mtrls & supplies for Sew. Stations		
5207D	POLICE DETAIL	\$46.00 hr	\$1,840.00
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)	\$10,256.00	
	Office Bldg/Garage(Nstar Gas)	\$5,855.00	
5215	TELEPHONE		\$3,888.00
	Sewer Division	\$2,040.00	
	Engineering (portion)	\$1,056.00	
	Sewer Alarm Stations	\$792.00	
5217	DUES AND MEMBERSHIP		\$360.00
5218	TRAINING AND EDUCATION		\$1,660.00
	Includes Recert. Of Grade 1 Distribution Operators & license		
5219F	DRUG/ALCOHOL TESTING		\$100.00
5223	SUPPLIES		\$1,400.00
	Office	\$690.00	
	Books and Periodicals	\$360.00	
	Safety Supplies	\$350.00	

5236	CONTRACT SERVICE		\$57,050.00
	Sewer	\$30,004.80	
	Instrument & Meter Calibration	\$3,060.00	
	Office - Sensus Autoread, Kronos software, MS4 program materials(NPEDES Permit)	\$2,705.00	
	2 Meter Readers @\$8,670.00ea	\$17,340.00	
	Building Cleaning (\$11,940 x 33%) (total cleaning \$11,940.00 split between 3 budgets)	\$3,940.20	
5241	CLOTHING ALLOWANCE		\$4,840.00
	4 @\$800.00	\$3,200.00	
	Engineering (split between water & sewer) (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	
5252I	MAINT MTRLS - SEWER		\$14,500.00
	Manhole frames & covers		
	Manole overflow protection		
	Emergency Repairs		
	TOTAL EXPENSE		\$283,680.00
<hr/>			
	SALARY	\$242,279.00	
	WAGES	\$497,746.00	
	EXPENSE	\$283,680.00	
		\$1,023,705.00	

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Town of Westborough Fiscal Year 2016

Department

Treasurer - Debt -

Sewer

Activities, Functions and Responsibilities

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

Successes & Accomplishments 2013-2014

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

Goals & Priorities 2015-2016

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

Department

Treasurer - Sewer Debt

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages						
Expenses	762,708	762,529.57	766,845	766,300	766,300	-0.0700%
Total Expenditures	\$762,708.00	\$762,529.57	\$766,845.00	\$766,300.00	\$766,300.00	-0.0700%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time			
F T E			

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**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
64305	SEWER O & M DEBT							
5760A	WPAT-WELD/FOLLY 1.424M FY12 60%	\$43,202.00	\$43,202.00	\$44,141.00	\$43,229.59	\$44,169.00	\$44,169.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL FY03	\$128,000.00	\$128,000.00	\$125,000.00	\$125,000.00	\$127,000.00	\$127,000.00	\$ _____
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$62,000.00	\$62,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760E	WPAT-INFLO/INFILT FY10 .463M	\$15,468.00	\$15,467.80	\$15,774.00	\$15,773.80	\$16,086.00	\$16,086.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$ _____
5760I	WPAT-WASTEWATER MGT PL	\$3,031.00	\$3,030.83	\$3,031.00	\$3,030.78	\$3,031.00	\$3,031.00	\$ _____
5760J	MULTI-PURPOSE 34.504 MILL FY13	\$0.00	\$0.00	\$57,000.00	\$57,000.00	\$57,000.00	\$57,000.00	\$ _____
5760K	WPAT-PINECREST/KAY SEWER	\$19,141.00	\$19,140.54	\$19,569.00	\$0.00	\$20,003.00	\$20,003.00	\$ _____
5760L	WPAT-FLANDERS/OLD FLANDERS	\$15,872.00	\$15,871.46	\$16,712.00	\$16,712.26	\$17,243.00	\$17,243.00	\$ _____
5760M	WPAT-WALKER/SMITH/FISHER	\$82,550.00	\$82,549.23	\$84,398.00	\$0.00	\$86,269.00	\$86,269.00	\$ _____
5760N	WPAT-WASTEWATER MNGMNT PLAN	\$13,465.00	\$13,465.00	\$16,428.00	\$0.00	\$16,064.00	\$16,064.00	\$ _____
5760O	SEWER SHORT TERM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$65,165.00	\$65,165.00	\$63,765.00	\$0.00	\$62,855.00	\$62,855.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$24,750.00	\$24,750.00	\$24,750.00	\$24,750.00	\$24,750.00	\$24,750.00	\$ _____
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$ _____
5760V	MULTI-PURPOSE 1.163ML (FY09)	\$104,000.00	\$104,000.00	\$104,000.00	\$104,000.00	\$104,000.00	\$104,000.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$ _____
no #	WPAT - INFLO/INFILT ADD'L 98K	\$0.00	\$0.00	\$0.00	\$0.00	\$3,975.00	\$3,975.00	\$ _____
	TOTAL	\$610,644.00	\$610,641.86	\$603,568.00	\$418,496.43	\$621,445.00	\$621,445.00	\$ _____
64306	SEWER O & M INTEREST							
5760A	WPAT-WELD/FOLLY 1.424M FY12 60%	\$20,928.00	\$20,927.99	\$20,055.00	\$10,195.12	\$18,767.00	\$18,767.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL FY03	\$24,940.00	\$24,940.00	\$22,410.00	\$11,830.00	\$19,890.00	\$19,890.00	\$ _____
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$16,978.00	\$16,978.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760E	WPAT-INFLO/INFILT FY10 .463M	\$6,456.00	\$6,456.00	\$6,144.00	\$3,150.66	\$5,825.00	\$5,825.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$2,173.00	\$2,172.50	\$1,804.00	\$986.25	\$1,448.00	\$1,448.00	\$ _____
5760J	MULTI-PURPOSE 34.504 MILL FY13	\$18,959.00	\$18,958.61	\$25,195.00	\$13,025.00	\$23,200.00	\$23,200.00	\$ _____
5760K	WPAT-PINECREST/KAY SEWER	\$1,201.00	\$1,201.17	\$815.00	\$815.03	\$414.00	\$414.00	\$ _____
5760L	WPAT-FLANDERS/OLD FLANDERS	\$1,978.00	\$1,977.97	\$1,415.00	\$0.00	\$820.00	\$820.00	\$ _____
5760M	WPAT-WALKER/SMITH/FISHER	\$5,181.00	\$5,180.42	\$3,515.00	\$3,515.05	\$1,784.00	\$1,784.00	\$ _____
5760N	WPAT-WASTEWATER MNGMNT PLAN	\$2,132.00	\$2,132.00	\$1,864.00	\$1,863.83	\$1,551.00	\$1,551.00	\$ _____
5760O	SEWER SHORT TERM BORROWING	\$528.00	\$354.31	\$37,231.00	\$30,293.06	\$34,271.00	\$34,271.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$15,869.00	\$15,868.74	\$13,458.00	\$6,728.82	\$11,098.00	\$11,098.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$5,425.00	\$5,425.00	\$4,435.00	\$2,465.00	\$3,445.00	\$3,445.00	\$ _____
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$3,528.00	\$3,527.50	\$3,228.00	\$1,688.75	\$2,918.00	\$2,918.00	\$ _____
5760V	MULTI-PURPOSE 1.163ML (FY09)	\$22,458.00	\$22,457.50	\$18,558.00	\$10,253.75	\$14,528.00	\$14,528.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$3,330.00	\$3,330.00	\$3,150.00	\$1,605.00	\$2,970.00	\$2,970.00	\$ _____
no #	WPAT - INFLO/INFILT ADD'L 98K	\$0.00	\$0.00	\$0.00	\$0.00	\$1,926.00	\$1,926.00	\$ _____
	TOTAL	\$152,064.00	\$151,887.71	\$163,277.00	\$98,415.32	\$144,855.00	\$144,855.00	\$ _____
	GRAND TOTAL	\$762,708.00	\$762,529.57	\$766,845.00	\$516,911.75	\$766,300.00	\$766,300.00	\$ _____

12/02/14 04:58:20 PM		TOWN OF WESTBORO DEBT FY 2016					OPEN SPACE		
PRINCIPAL	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS	
2013 NEW & REFUNDED 11/13	\$34,504,439	\$3,430,000	\$34,000	\$57,000	\$14,000	\$125,000		\$3,200,000	\$3,430,000
1997/2000 REFUNDED 10/05	\$5,740,000	\$360,000	\$82,785	\$62,855		\$100,200		\$114,160	\$360,000
1998/2009 REFUNDED 10/09	\$2,975,000	\$335,000		\$15,000	\$77,000	\$243,000			\$335,000
2002 REFUNDED 8/12	\$3,985,000	\$390,000		\$127,000		\$237,000	\$26,000		\$390,000
2006	\$1,513,000	\$125,000		\$24,750		\$35,750	\$35,500	\$29,000	\$125,000
2007	\$3,228,000	\$180,000		\$8,000	\$61,000	\$111,000			\$180,000
2008	\$1,163,035	\$110,000		\$104,000		\$6,000			\$110,000
2010	\$11,834,909	\$905,000	\$118,000	\$6,000	\$19,000	\$281,000	\$481,000		\$905,000
2014	\$6,935,000	\$350,000			\$65,000		\$285,000		\$350,000
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$86,269		\$86,269					\$86,269
WPAT 96/46 PINECREST/ KAY	\$452,000	\$20,003		\$20,003					\$20,003
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$17,243		\$17,243					\$17,243
WPAT 00/25 ASSABET (17% is STP portion)*	\$588,584	\$19,354	\$3,290	\$16,064					\$19,354
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	\$345,702	\$16,086		\$16,086					\$16,086
WPAT - WWTP (I)	\$17,616,166	\$783,832	\$783,832						\$783,832
WPAT - WWTP (II)	\$29,358,537	\$1,414,541	\$1,414,541						\$1,414,541
WPAT - 10/08 WELD/FOLLY (REFUNDED)	\$133,820	\$58,892			\$44,169	\$14,723			\$58,892
WPAT - WWTP - ADD'L 2013	\$750,000	\$30,998	\$30,998						\$30,998
WPAT - I/I ADD'L 2014	\$98,280	\$3,975		\$3,975					\$3,975
PAYDOWNS									
STATE HOSPITAL PROPERTY	\$2,200,000	\$220,000			\$220,000				\$220,000
CROWNRISE WATER		\$10,000				\$10,000			\$10,000
BELKNAP/CROWNRISE/FOX LANE SEWER		\$10,000		\$10,000					\$10,000
TOTAL PRINCIPAL		\$8,885,753	\$2,473,976	\$621,443	\$456,000	\$1,163,673	\$827,500	\$3,343,160	\$8,885,753
\$2.00 WPAT ROUNDING									
INTEREST	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS	
BONDS									
2013 NEW & REFUNDED 11/13	\$34,504,439	\$1,168,619	\$13,178	\$23,200	\$8,088	\$85,804		\$1,038,350	\$1,168,619
1997/2000 REFUNDED 10/05	\$5,740,000	\$48,470	\$14,910	\$11,098		\$8,776		\$13,685	\$48,470
1998/2009 REFUNDED 10/09	\$2,975,000	\$27,438		\$1,448	\$5,463	\$20,528			\$27,438
2002 REFUNDED 8/12	\$3,985,000	\$60,300		\$19,890		\$37,790	\$2,620		\$60,300
2006	\$1,513,000	\$17,300		\$3,445		\$4,985	\$4,930	\$3,940	\$17,300
2007	\$3,228,000	\$71,813		\$2,918	\$24,581	\$44,314			\$71,813
2008	\$1,163,035	\$15,313		\$14,528		\$785			\$15,313
2010	\$11,834,909	\$207,418	\$60,154	\$2,970	\$8,220	\$89,662	\$46,413		\$207,418
2014	\$6,935,000	\$246,094			\$44,100		\$201,994		\$246,094
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$1,784		\$1,784					\$1,784
WPAT 96/46 PINECREST/ KAY	\$452,000	\$414		\$414					\$414
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$820		\$820					\$820
WPAT 00/25 ASSABET (REFUNDED) 17% STP	\$588,584	\$1,869	\$318	\$1,551					\$1,869
WPAT 00/25A ASSABET (68.3% STP) refunded	\$151,291	\$0	\$0	\$0					\$0
WPAT 08/22 I/I REFUNDED 6/12	\$345,702	\$5,825		\$5,825					\$5,825
WPAT - WWTP (I)	\$17,616,166	\$284,822	\$284,822						\$284,822
WPAT - WWTP (II)	\$29,358,537	\$92,178	\$92,178						\$92,178
WPAT - 10/08 WELD/FOLLY (REFUNDED)	\$1,338,200	\$25,022		\$18,767		\$6,256			\$25,022
WPAT - WWTP - ADD'L 2013	\$750,000	\$14,393	\$14,393						\$14,393
WPAT - I/I ADD'L 2014	\$98,280	\$1,926		\$1,926					\$1,926
PERMANENT INTEREST		\$2,291,816	\$479,952	\$110,583	\$90,451	\$298,898	\$255,956	\$1,055,975	\$2,291,816
SHORT TERM @ 1.25%									
Actual due 08/15									
WATER - CROWNRISE	\$800,000	\$7,822				\$7,822			\$7,822
SEWER - CROWNRISE	\$2,205,000	\$21,560		\$21,560					\$21,560
- FLANDERS	\$800,000	\$7,822		\$7,822					\$7,822
- FOX LANE	\$500,000	\$4,889		\$4,889					\$4,889
TOWN - TOWN HALL RENOVATIONS	\$6,400,000	\$62,578			\$62,578				\$62,578
- FIRE STATION CONSTRUCTION	\$3,500,000	\$34,222					\$34,222		\$34,222
- WARREN ST DRAINAGE	\$581,000	\$5,681			\$5,681				\$5,681
ATM/STM Articles									
TOWN - TOWN HALL/FORBES DESIGN	\$539,000	\$6,738			\$6,738				\$6,738
- TOWN HALL RENOVATIONS	\$4,063	\$51			\$51				\$51
- FIRE STATION	\$808,000	\$10,100					\$10,100		\$10,100
SCHOOL - GIBBONS	\$718,000	\$8,975						\$8,975	\$8,975
subtotal - short term interest		\$170,438	\$0	\$34,271	\$75,047	\$7,822	\$44,322	\$8,975	\$170,437
TAX ANTICIPATION		\$10,000			\$10,000				\$10,000
ABATE. INTEREST		\$10,000			\$10,000				\$10,000
SUBTOTAL INTEREST		\$2,482,253	\$479,952	\$144,854	\$185,498	\$306,721	\$300,278	\$1,064,950	\$2,482,253
\$3 \$1 \$1 \$1 \$1									
		\$2,482,256	\$479,953	\$144,855	\$185,498	\$306,722	\$300,278	\$1,064,950	\$2,482,256
ROUNDING									



Town of Westborough

Fiscal Year 2016

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 2013-2014

The Westborough Treatment Plant Board complied with its NPDES discharge permit for the discharge of effluent water into the Assabet River within the budget approved at Town Meeting. The plant achieved over 99% efficiency in the removal of BOD and TSS, and treated phosphorus to below 0.1 mg/l during the summer season. The operations firm (Veolia) had no OSHA recordable accidents and no lost time due to accidents.

The following activities were performed on behalf of the Board: installation of high efficiency boilers, installation of cooling and ventilation for headworks electrical control room, rebuilt and upgraded effluent filters, rehabbed and upgraded scum removal system, upgraded chemical safety system, replaced headworks building wall panels, and upgraded sludge chem. feed system. The Board obtained the occupancy permit for the recently completed project which was on time and under budget.

Goals & Priorities 2015-2016

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

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

Department

Westborough Treatment Plant Board

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	15,132	15,132	15,264	15,396	15,396	0.8600%
Expenses	4,079,940	3,610,128.38	3,941,040	4,076,840	4,076,840	3.4500%
Total Expenditures	\$4,095,072.00	\$3,625,260.38	\$3,956,304.00	\$4,092,236.00	\$4,092,236.00	3.4400%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time	1	1	1
F T E	1	1	1

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Regular Meetings	12	11	12
Plants Tours	4	6	6

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Permit limit exceedances	0	0	0	0

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 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	\$13,332.00	\$13,332.00	\$13,464.00	\$5,610.00	\$13,596.00	\$13,596.00	\$ _____
	TOTAL	\$15,132.00	\$15,132.00	\$15,264.00	\$6,510.00	\$15,396.00	\$15,396.00	\$ _____
64603	SEWER TREATMENT PLANT EXPENSES							
5201	ADVERTISING	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$ _____
5211	ELECTRICITY	\$805,000.00	\$461,692.33	\$585,000.00	\$156,248.68	\$563,000.00	\$563,000.00	\$ _____
5219	PROFESSIONAL SERVICES	\$1,000.00	\$1,413.15	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$ _____
5219A	LEGAL SERVICES	\$15,000.00	\$752.93	\$10,000.00	\$0.00	\$8,000.00	\$8,000.00	\$ _____
5236	CONTRACTUAL SERVICES	\$3,207,300.00	\$3,097,015.56	\$3,293,400.00	\$1,438,287.57	\$3,453,200.00	\$3,453,200.00	\$ _____
5752	PLANT INSURANCE	\$51,140.00	\$49,254.41	\$51,140.00	\$49,995.69	\$51,140.00	\$51,140.00	\$ _____
	TOTAL	\$4,079,940.00	\$3,610,128.38	\$3,941,040.00	\$1,644,531.94	\$4,076,840.00	\$4,076,840.00	\$ _____
	GRAND TOTAL	\$4,095,072.00	\$3,625,260.38	\$3,956,304.00	\$1,651,041.94	\$4,092,236.00	\$4,092,236.00	\$ _____

FY2016 SALARIES AND WAGES REQUEST

DEPT Wastewater Treatment Plant

DEPT # 64601

TYPE	NAME; TITLE;DATE IN GRADE	GRADE/ STEP	\$ RATE	HR/ WK	# WKS	TOTAL
5101	Board Members (6)					1,800.00
5102	Engineer / Administrator					13,596.00
TOTAL SALARY & WAGES						15,396.00

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
Westborough Treatment Plant Board
FY 16

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS						
	Summary F/Y 16, similar to last couple years, has been a difficult year to budget because of the variability of the CPI and PPI over the last couple of years, 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 false sense of security relative to the decreased costs. The budget is fronted by the Town of Westborough in accordance with the intermunicipal agreement. The town is reimbursed twice per fiscal year by the Towns of Shrewsbury and Hopkinton. The budget allocation is based upon the flow allocation of treated wastewater. Last year the flow allocation was 36.02% Westborough, with the remaining 63.98% split as follows: 59.65% Shrewsbury and 4.33% Hopkinton. The new NPDES permit is long overdue. At this time, the Board does not know what new limits will be in the new permit. The Board expects a winter limit of phosphorus of 0.2 mg/l or less. It is likely that we will get new limits on some metals. The decision of whether it is in the Board's, and the Towns', best interests to appeal or to accept the new limits will be determined once the Board knows what the limits are and has a chance to thoroughly review them. There are many reasons to appeal a limit, not just the monetarily obvious reasons. As mentioned under legal, the budget for legal will need to be increased if the Board receives and appeals the new permit. If the Board receives but does not appeal the new permit, and if we have new winter limits, the costs will increase. The Board wanted the budget to have a precautionary mention of potential impact of a lower phosphorus limit. A quick analysis was made last year, to be revised more accurately once the new limits are known. The potential impact at that time was estimated to be \$100,000. per year. The following is a list of the changes from last year.						
5211	Electricity	decrease	(22,000.00)	from	585,000.00	to	563,000.00
5219	Legal services	decrease	(2,000.00)	from	10,000.00	to	8,000.00
5236	Contract Services	increase	159,800.00	from	3,293,400.00	to	3,453,200.00
	Net increase		135,800.00				
5201	Advertisement						500.00
The WTPB occasionally needs to advertise items under the IPP Program. Last year the Board did not spend money on this line item, but spent over 1,000 on misc copying and other expenses.							
5211	Electricity- Effect of the recently completed upgrade project on electrical usage. * The construction project has added items which increase the usage. The estimated impact of the construction was prepared based upon input from the OPM, Design Engineer, and Veolia and appears overestimated. It is likely that the installation of energy efficient motors, variable frequency drives (VFD's), and the SCADA system have, for the most part, offset some of the impact. Further, the 12 month running average flows occasionally over the past couple years has been as low as they have been in ten years, so the demand is down. The flows are cyclical in nature, mainly due to the amount of I/I in the sewer systems. As the flows return to normal, the electrical demand is expected to increase. A solar array was installed as part of the project. The amount of energy generated by the array is dependent upon the season and the weather. The array has historically (to date) generated about 550 KWhr/day, or \$200,750 annually.						
	Electrical Rate The new rate, effective August 2014 until May 2016, is 0.06615 cents per KWhr. The delivery unit price is expected to be approximately 0.0446 cents per KWhr.						
	Electrical rate for supply,					0.06615	
	Electrical rate for distribution					0.04460	
	Estimated electrical rate (dollars per KWhr)					0.11075	

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET
Westborough Treatment Plant Board
FY 16

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS			
	Proposed electrical usage			
	The Board reduced its estimated useage by 365,000 KWhr (1,000 KWhr/day) for FY 14 and again by 547,500 KWhr (1,500 KWhr/day) for FY 15. The low flows are causing the electrical usage to be suppressed. It is expected that the electrical use will increase as the flows return to higher values. Therefor, the estimated electrical usage is being decreased another 365,000 KWhr (1,000 KWhr/day) to approach a baseline, but not to recent usage values. It should be noted that these values are not relative to below because of adjustments to the estimated solar generation.			
	FY14 Budgeted Metered Usage	5,956,500		
	FY14 Actual Metered Usage	4,338,701		
	FY 15 Budgeted Meter Usage	5,451,225		
	FY 15 Budget	5,451,225	0.10720	585,000.00
	Adjustment to estimate	(365,000)		
	Adjustment to estimated solar array generatio	(5,475)	(Actually, an increase in generation.)	
	FY 16 Budgeted Meter Usage	5,080,750		
	Proposed electrical budget	5,080,750	0.11075	562,693.06
	Electricity decrease	FY 16	563,000.00	563,000.00
		FY 15	585,000.00	
		Decrease	(22,000.00)	
5219	Professional Services			1,000.00
	The Board uses a consultant to advise it on applications for Industrial Discharge Connections within the three tributary towns.			
	Professional Services	FY 15	1,000.00	
		FY 14	1,000.00	
			0.00	
5219A	Legal Services			8,000.00
	This current FY (same as last few years) we expect to receive the draft NPDES permit. The draft permit is long overdue. It is our understanding that EPA is working on it. But to date have not heard the status of when the draft will be issued. We are also scheduled to receive the final permit about 6 months after the draft. We do not know what the Phosphorus and/or other treatment requirements will be. If onerous (not in the best interests of the Towns' users), the Board may appeal. The last time the Board appealed, the Board's expenditures under legal budget were about 53,500 (included lawyers' technical consultants' fees). In keeping with the past recommendation by the Fin Com Liaisons, the Board proposes that the budget not reflect the costs associated with an appeal, and request additional funds from the Fin Com if an appeal occurs and if the funds are necessary.			
	Year	Expended	Proposed	
	FY 16		8,000.00	
	FY 15	0.00	10,000.00	
	FY 14	752.93		
	FY 13	1,162.10		
	FY 12	8,689.04		
	FY 11	8,282.64		
	Decrease from last year	FY 16	10,000.00	
		FY 15	8,000.00	
		Decrease	2,000.00	

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET
Westborough Treatment Plant Board
FY 16

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
5236	<p>Contractual Services</p> <p>Basic Contract: We will be in the fourth year of the first option period in our contract with Veolia.</p> <p>Previous 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.</p> <p>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 adjustment is calculated by adding together 8% of the change in the PPI and 92% of the change in the CPI. The average increase over the last 12 years is 3.15%. An increase of 3.4% in the annual base fee was budgeted this past year. The contract had an actual increase of 1.38%. The average value of 3.15% is proposed for FY16 budget. The contract value increases annually based upon the July annual increase for CPI (92%) and PPI (8%). FY 15 contract value = 2,695,600.78 FY 16 contract value estimated = Multiply FY15 by 1.0315. 2,780,512.20 Estimated Basic Contract Value = 2,780,512.20</p> <p>Additional Services: As mentioned above, compensation for chemicals was temporarily removed from the contract. The use of chemicals during the FY 14 was about \$396,006.35. The flows were about 10% lower than normal during this period, It is proposed to add 10% to the chemical costs to address potential normal flows. This line item is difficult to forecast not only because of the flow issue but also because the cost of chemicals can increase or decrease significantly, as reflected by the variability in the PPI over the last several years. Chemicals FY14 = 396,006.35 10% Cont = 39,600.64 Total = 435,606.99</p> <p>SCADA (supervisory control and data acquisition) is the control system that monitors and controls the wastewater operations. It needs to be maintained by personnel specialized in SCADA systems. Veolia will hire the services of a SCADA consultant, versus adding an employee specialized as a SCADA programmer. SCADA Consultant 50,000.00</p> <p>Amendment 1 to their agreement. Last year Veolia incurred an additional cost of \$135,238.32, primarily due to the recent discharge limits for phosphorus. An adjustment of 10% is being added to address the low flow issue. Additional Sludge Costs = 135,238.32 10% Cont = 13,523.83 Total = 148,762.15 Estimated Additional Services= 634,369.14 634,369.14</p>

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET
Westborough Treatment Plant Board
FY 16

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS			
Sop 10/28	Septage:			
	Veolia, by contract, receives 30% of receipts (30% of \$50/1000gal, or \$15/1000 gal) for septage.			
		Volume	Veolia's \$/1000	Veolia's \$
	Actual FY 12 vol =	2,390,300	15.00	35,854.50
	Actual FY 13 vol =	2,523,000	15.00	37,845.00
	Actual FY 14 vol =	2,531,500	15.00	37,972.50
	Budget FY 15 vol =	2,500,000	15.00	37,500.00
	The volume of septage has been increasing. Therefore, it is proposed to increase the proposed budget for this item.			
	Proposed FY 16 vol =	2,550,000	15.00	38,250.00
				38,250.00
5752				Total
				say
				3,453,131.34
				3,453,200.00
5752	Increase over last year	FY 16	3,453,200.00	
		FY 15	3,293,400.00	
		Increase	159,800.00	
5752	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. The MIIA representative has suggested 6% be added to the costs, with a 4% reduction if paid promptly, which the Board has always done, especially if a credit is involved.			
	FY 15 Budget =		51,140.00	
	Expended FY 15		49,995.69	
	Multiply FY 15 by 1.02 (6% less 4%)		50,995.60	
	Proposed FY 15 Budget =		51,140.00	51,140.00



Town of Westborough Fiscal Year 2016

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 Manager.

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

Oversee Cross connection program

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

Water system leak detection

Assist in snow removal

Assist other divisions when needed

Successes & Accomplishments 2013-2014

Inspected & cleaned Ruggles St 2.mg water tank
Performed leak detection on 100% of Town owned watermain.

Worked with Veolia to set up temporary CL2 injection at Fay Mnt Water Tank to improve CL2 residual

Performed lead & coper sampling per DEP

Worked with Veolia & DPW Engineering to replace 350 HP finish water pump at the Fisher St Treatment Plant.

Goals & Priorities 2015-2016

Our goals and priorities for 2015-2016 is to maintain the water distribution system to assure quality drinking water and fire protection for our customers and to satisfy DEP Regulations. Also to maintain communications with Veolia Water to discuss and to address any issues with the treatment process or operations related to the treatment process of water sources and pump stations. To address the discolored water quality complaints. Work towards replacing water mains where multiple watermain breaks have ocured and to continue our maintenance programs such as gate valve exercising, hydrant flushing and water meter change outs. Reduce unaccounted water. Clean 4550ft of watermain by "Ice Pigging"
Replace 300 ft of 12" raw watermain at Sandra Pond
Install new Mag Meter for Raw Water at Sandra Pond

Department

Department of Public Works - WATER

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages	554,060	535,500.55	572,600	583,704	583,704	1.9400%
Expenses	1,794,596	1,729,655.89	1,798,131	1,795,794	1,795,794	-0.1300%
Total Expenditures	\$2,348,656.00	\$2,265,156.44	\$2,370,731.00	\$2,379,498.00	\$2,379,498.00	0.3700%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time	8	8	8
Part Time	0	0	0
F T E	8	8	8

Activity Indicators	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Notice of Non-Compliance Received	zero	zero	zero
Fire Hydrants painted	200	200	200
Miles of leak detection performed	100	100	100
Fire hydrants repaired	6	varies	varies
Hydrant flushing/hydrant exercising & pigging	25	varies	varies
Hydrants winterized	900	900	900
Water meter change outs/or new	70	varies	varies
Water meter, radio read installs	150	varies	varies
Water meter testing	13	varies	varies
Water quality samples/bacteria samples	20/month	varies	varies
Dig Safe markouts	1063	varies	varies
Gate valve exercising	60	varies	varies

Performance Measures	Goal	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Oversee Veolia Water Operations Notice of Non-compliance	zero notices	zero notices	zero notices	zero notices
Annual Statistical Report	submit on time	submit on time	submit on time	submit on time
Cross Connection Program	in compliance	in compliance	in compliance	in compliance
Annual Drinking Water Quality Report	submit on time	submit on time	submit on time	submit on time
Perform the best management practices for the operation of a public drinking water supply working to improve: hydrant exercising/replacement gate valve location/exercising, water service tie cards				

**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted after STM	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
64501	WATER O & M SALARIES & WAGES							
5101	SALARY-DEPARTMENT HEAD	\$70,535.00	\$70,525.86	\$73,285.00	\$28,933.36	\$76,644.00	\$76,644.00	\$ _____
5102	SALARY-ASST & AGENT	\$154,344.00	\$145,942.99	\$159,208.00	\$60,565.97	\$158,248.00	\$158,248.00	\$ _____
5102A	SALARY ADMINISTRATION	\$20,808.00	\$21,186.80	\$22,725.00	\$9,007.42	\$24,742.00	\$24,742.00	\$ _____
5103	WAGES-CLERICAL	\$48,901.00	\$46,823.84	\$50,867.00	\$19,007.01	\$51,804.00	\$51,804.00	\$ _____
5104	WAGES-OPERATIONS	\$212,121.00	\$210,419.53	\$217,924.00	\$79,771.27	\$222,682.00	\$222,682.00	\$ _____
5104D	WAGES-TEMP & SEASONAL	\$6,840.00	\$6,700.63	\$6,840.00	\$2,968.00	\$6,840.00	\$6,840.00	\$ _____
5105	OVERTIME	\$40,511.00	\$33,900.90	\$41,751.00	\$13,578.96	\$42,744.00	\$42,744.00	\$ _____
	TOTAL	\$554,060.00	\$535,500.55	\$572,600.00	\$213,831.99	\$583,704.00	\$583,704.00	\$ _____
64503	WATER O & M EXPENSES							
5202	GROUNDS & BUILDING MAINT	\$2,700.00	\$1,978.73	\$2,000.00	\$821.97	\$2,000.00	\$2,000.00	\$ _____
5203	REPAIR/MAINT EQUIP/VEHICLE	\$11,000.00	\$9,512.18	\$11,700.00	\$5,236.31	\$11,700.00	\$11,700.00	\$ _____
5204	REPAIR/MAINT EQUIP/TOOLS	\$800.00	\$1,467.16	\$2,655.00	\$184.75	\$2,000.00	\$2,000.00	\$ _____
5207D	POLICE DUTY	\$4,000.00	\$9,686.46	\$4,000.00	\$6,343.09	\$6,000.00	\$6,000.00	\$ _____
5211	ELECTRICITY	\$280,000.00	\$293,918.29	\$249,824.00	\$100,977.32	\$294,000.00	\$294,000.00	\$ _____
5213	FUEL OIL / HEATING	\$5,855.00	\$3,047.57	\$4,000.00	\$72.99	\$4,000.00	\$4,000.00	\$ _____
5215	TELEPHONE	\$4,248.00	\$2,948.65	\$3,500.00	\$881.29	\$3,500.00	\$3,500.00	\$ _____
5217	DUES & MEMBERSHIPS	\$1,000.00	\$972.00	\$1,000.00	\$413.00	\$1,000.00	\$1,000.00	\$ _____
5218	TRAINING AND EDUCATION	\$2,500.00	\$558.56	\$2,500.00	\$0.00	\$1,000.00	\$1,000.00	\$ _____
5219F	D/A TESTING	\$400.00	\$240.97	\$400.00	\$240.97	\$400.00	\$400.00	\$ _____
5223	SUPPLIES	\$24,114.00	\$27,576.13	\$24,862.00	\$8,014.30	\$24,862.00	\$24,862.00	\$ _____
5236	CONTRACTUAL SERVICES	\$1,378,588.00	\$1,299,865.95	\$1,412,299.00	\$633,725.91	\$1,365,141.00	\$1,365,141.00	\$ _____
5237	TOOLS	\$2,500.00	\$3,258.60	\$2,500.00	\$205.40	\$2,500.00	\$2,500.00	\$ _____
5241	CLOTHING ALLOWANCE	\$5,640.00	\$6,326.26	\$5,640.00	\$1,902.24	\$6,440.00	\$6,440.00	\$ _____
5243	MISCELLANEOUS SERVICES	\$1,000.00	\$996.00	\$1,000.00	\$251.00	\$1,000.00	\$1,000.00	\$ _____
5247	GAS, OIL, LUBE	\$18,087.00	\$25,084.74	\$18,087.00	\$4,177.53	\$18,087.00	\$18,087.00	\$ _____
5252	MAINTENANCE MATERIALS	\$38,164.00	\$42,217.64	\$43,164.00	\$14,136.28	\$43,164.00	\$43,164.00	\$ _____
5254	REPAIRS/EXTRA	\$14,000.00	\$0.00	\$9,000.00	\$1,051.62	\$9,000.00	\$9,000.00	\$ _____
	TOTAL	\$1,794,596.00	\$1,729,655.89	\$1,798,131.00	\$778,635.97	\$1,795,794.00	\$1,795,794.00	\$ _____
	GRAND TOTAL	\$2,348,656.00	\$2,265,156.44	\$2,370,731.00	\$992,467.96	\$2,379,498.00	\$2,379,498.00	\$ _____

WATER FY 16**5101 SALARY-DEPARTMENT HEAD**

CONTRACT	WALDEN, J.	\$126,573.00	33%	\$41,770.00
S25 MAX	BALDUF, CARL	\$2,017.00	17.29 WEEKS	\$34,874.00

5102 OPERATIONS MANAGERS

S21MAX	COTE, DENNIS	\$1,656.00	31.44 WEEKS	\$52,065.00
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S23 Per Rate	VOUTAS, RICHARD	\$2,027.76	17.29 WEEKS	\$35,060.00
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ENGINEERING STAFF

S21 MAX	ALLAIN, L	\$1,656.00	17.29 WEEKS	\$28,633.00
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S18 MAX	DUFF, ROBERT	\$1,431.00	17.29 WEEKS	\$24,742.00
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S16 Step 2	PHUNG, NGUYEN	\$1,018.00	14.59 WEEKS	\$14,853.00
S16 Step 3	PHUNG, NGUYEN (May 5, 2016)	\$1,068.00	2.71 WEEKS	\$2,895.00

5102A SALARY ADMINISTRATION

S18MAX	RIGGIERI, MARIA-ELAINA	\$1,431.00	17.29 WEEKS	\$24,742.00
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SALARY TOTALS**\$259,634.00**

64502 WATER O & M WAGES

5103 WAGES-CLERICAL

N10MAX 20th CLERK: LAPTEWICZ, J. \$27.62 *30hrs	\$828.60	20.96 WEEKS	\$17,368.00
N10 Step 2 BELLI, CHRISTINA \$19.49 *25	\$487.25	0.73 WEEKS	\$356.00
N10 Step 3 BELLI, CHRISTINA \$20.45 *25(7-16-15)	\$511.25	16.57 WEEKS	\$8,472.00
N10 MAX BOOKKEEPER; MA, M. \$26.04 *40 HRS	\$1,041.60	13.10 WEEKS	\$13,645.00
N10 ST5 SEC: WILLARD, PAMELA \$22.55*40	\$902.00	10.05 WEEKS	\$9,066.00
N10 ST 6 SEC: WILLARD, PAMELA \$23.74*40 (4/7/16)	\$949.60	3.05 WEEKS	\$2,897.00
			\$51,804.00

5104 WAGES-OPERATIONS

W3MAX UNKNOWN (\$24.15)	\$966.00	31.44 WEEKS	\$30,372.00
W3-MAX VOUTAS, ANTHONY (\$24.15)	\$966.00	31.44 WEEKS	\$30,372.00
W6-MAX DANIELE, JOHN (\$28.66)	\$1,146.40	5.24 WEEKS	\$6,008.00
W6 15TH KANE, BRIAN (\$29.77)	\$1,190.80	31.44 WEEKS	\$37,439.00
W6 MAX 25 JACKMAN, DANA (\$32.18)	\$1,287.20	13.10 WEEKS	\$16,863.00
W4 MAX NOAH GRAINS (\$25.89)	\$1,035.60	0.12 WEEKS	\$125.00
W4 MAX 15 NOAH GRAINS (\$26.93 (7-9-15)	\$1,077.20	5.12 WEEKS	\$5,516.00
W5MAX 25th WINCHELL, P. (\$30.38)	\$1,215.20	31.44 WEEKS	\$38,206.00
W4 MAX BOWMAN, STEVE (\$25.89)	\$1,035.60	17.29 WEEKS	\$17,906.00
W5 step 6 LENIHAN, SCOTT (\$25.89)	\$1,035.60	9.84 WEEKS	\$10,191.00
W5 Max LENIHAN, SCOTT (\$27.05 10/23/15)	\$1,082.00	21.60 WEEKS	\$23,372.00
W3 MAX REMILLARD, TOM (\$24.15)	\$966.00	5.24 WEEKS	\$5,062.00
5 license stipends (contractual)	\$250.00	5.00 employees	\$1,250.00
			\$222,682.00

5104D SEASONAL WAGES

1 POSITION M-7 ST 2 14.25 X 40	570.00	12 WEEKS	\$6,840.00
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5105 OVERTIME

KANE, B. \$44.66 X 5hr X 52.4 wks	\$223.30	52.40 WEEKS	\$11,701.00
(UNSCH.O.T \$45.57 X 26hr X 26.2 wks	\$1,184.82	26.20 WEEKS	\$31,043.00
			\$42,744.00
WAGES CLERICAL/OPERATIONS TOTAL			\$324,070.00
TOTAL WAGES			\$ 583,704.00

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		\$2,000.00
5207D	POLICE DUTY-WATER		\$6,000.00
5211	ELECTRICITY		\$294,000.00
	For:		
	Water treatment plants and DPW facilities		
5213	FUEL OIL/HEATING		\$4,000.00
	(Split between 3 budgets for DPW Bldg & Garage)		
5215	TELEPHONE		\$3,500.00
5217	DUES & MEMBERSHIPS		\$1,000.00
5218	TRAINING AND EDUCATION		\$1,000.00
5219F	DRUG/ALCOHOL TESTING		\$400.00
5223	SUPPLIES		\$24,862.00
	OFFICE	\$700.00	
	CHEMICAL/LAB	\$533.00	
	PIPE FITTING SUPPLIES	7,281.00	
	calibration kits, test gauge calibration		
	METERS PARTS/SUPPLIES	\$15,748.00	
	meters & mxu's		
	SAFETY SUPPLIES	\$600.00	

5236	CONTRACTUAL SERVICES			\$1,365,141.00
	CONTRACT SERVICE	\$25,125.00		
	Backflow testing, dig safe contract, X-connection surveying			
	PROFESSIONAL SERVICES	\$31,000.00		
	DEP water assess, tank clean, leak detect, groundwater, well monitoring, inspection serv			
	OFFICE	\$2,655.00		
	software support kronos, Sensus, MS4 program materials			
	METER READERS	\$17,340.00		
	split between water & sewer			
	BUILDING CLEANING	\$3,941.00		
	split between 3 budgets			
	CONTRACT OPERATION - VEOLIA	\$1,281,580.00		
	(3.5% CPI adj.) \$1,238,240.00 *3.5% =\$43,340.00			
	Dam Inspections (Mandatory every 5 yrs 2018)	\$	-	
	Cutting of invasive growth in Water Shed Area	\$	3,500.00	
5237	TOOLS			\$2,500.00
	misc. tools			
5241	CLOTHING ALLOWANCE			\$6,440.00
	(Engineering) 4 empl @ \$400 + 1 @ \$40	\$	1,640.00	
	6 Employees @800 each	\$	4,800.00	
5243	MISCELLANEOUS SERVICES			\$1,000.00
	OPERATORS LICENSES,BACKHOE,HOIST,ETC.			
5247	GASOLINE, OIL, LUBE			\$18,087.00
	MOTOR OILS, HYDRAULIC OILS	\$1,500.00		
	GASOLINE	\$16,587.00		
5252	MAINTENANCE MATERIALS			\$43,164.00
	GRAVEL & STONE, FLOW FILL,RIP RAP	\$8,500.00		
	SERVICES	\$14,598.00		
	saddles, erie boxes, risers, valves			
	HYDRANTS	\$20,066.00		
	hydrants, valves, gate valves			
5254	REPAIRS/EXTRA			\$9,000.00
	water main break repairs			
WATER O & M EXPENSES TOTAL				\$1,795,794.00
				FY 15-16
				SALARY/WAGES
				EXPENSES
				\$583,704.00
				\$1,795,794.00
TOTAL				\$2,379,498.00

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Town of Westborough Fiscal Year 2016

Department

Treasurer - Debt - Water

Activities, Functions and Responsibilities

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

Successes & Accomplishments 2013-2014

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

Goals & Priorities 2015-2016

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

Department

Treasurer - Water Debt

	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2016 Requested	FY2016 MGR Recommend	% Change FY15 to 16
Salaries / Wages						
Expenses	1,954,347	1,954,159.63	1,755,922	1,470,395	1,470,395	-16.2600%
Total Expenditures	\$1,954,347.00	\$1,954,159.63	\$1,755,922.00	\$1,470,395.00	\$1,470,395.00	-16.2600%

Personnel	FY 2014	FY 2015 (Est)	FY 2016 (Est)
Full Time			
Part Time			
F T E			

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**TOWN OF WESTBOROUGH
FY2015-2016 BUDGET WORKSHEETS**

Account	Description	FY2014 Budgeted	FY2014 Expended	FY2015 Budgeted	FY2015 Expended 11/30/2014	FY2016 Dept Request	FY2016 Manager	FY2016 Adv Fin Comm
64505	WATER O & M DEBT							
5760A	WPAT-WELD/FOLLY 1.424M FY12 60%	\$14,400.00	\$14,400.00	\$14,714.00	\$14,409.86	\$14,723.00	\$14,723.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL FY03	\$230,000.00	\$230,000.00	\$239,000.00	\$239,000.00	\$237,000.00	\$237,000.00	\$ _____
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760G	MULTI-PURPOSE 7.8 MILL	\$210,000.00	\$210,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$260,000.00	\$260,000.00	\$253,000.00	\$253,000.00	\$243,000.00	\$243,000.00	\$ _____
5760J	MULTI-PURPOSE 34.504 MILL FY13	\$0.00	\$0.00	\$126,439.00	\$126,439.00	\$125,000.00	\$125,000.00	\$ _____
5760P	WATER SHORT TERM BORROWING	\$48,100.00	\$48,100.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$339,300.00	\$339,300.00	\$334,000.00	\$0.00	\$100,200.00	\$100,200.00	\$ _____
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)	\$16,000.00	\$16,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$287,000.00	\$287,000.00	\$285,000.00	\$285,000.00	\$281,000.00	\$281,000.00	\$ _____
	TOTAL	\$1,563,550.00	\$1,563,550.00	\$1,404,903.00	\$1,070,598.86	\$1,163,673.00	\$1,163,673.00	\$ _____
64506	WATER O & M INTEREST							
5760A	WPAT-WELD/FOLLY 1.424M FY12 60%	\$6,976.00	\$6,975.99	\$6,685.00	\$3,398.37	\$6,256.00	\$6,256.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL FY03	\$47,240.00	\$47,240.00	\$42,550.00	\$22,470.00	\$37,790.00	\$37,790.00	\$ _____
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$2,562.00	\$2,562.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760G	MULTI-PURPOSE 7.8 MILL	\$3,150.00	\$3,150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$31,858.00	\$31,857.50	\$26,411.00	\$14,628.75	\$20,528.00	\$20,528.00	\$ _____
5760J	MULTI-PURPOSE 34.504 MILL FY13	\$67,026.00	\$67,026.08	\$90,200.00	\$46,048.47	\$85,804.00	\$85,804.00	\$ _____
5760P	WATER SHORT TERM BORROWING	\$29,521.00	\$29,335.55	\$9,859.00	\$6,147.43	\$7,822.00	\$7,822.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$33,689.00	\$33,688.50	\$21,134.00	\$10,567.20	\$8,776.00	\$8,776.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$7,845.00	\$7,845.00	\$6,415.00	\$3,565.00	\$4,985.00	\$4,985.00	\$ _____
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$52,778.00	\$52,777.51	\$48,615.00	\$25,348.13	\$44,314.00	\$44,314.00	\$ _____
5760V	MULTI-PURPOSE 1.163ML (FY09)	\$1,430.00	\$1,430.00	\$1,018.00	\$565.00	\$785.00	\$785.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$106,722.00	\$106,721.50	\$98,132.00	\$50,490.75	\$89,662.00	\$89,662.00	\$ _____
	TOTAL	\$390,797.00	\$390,609.63	\$351,019.00	\$183,229.10	\$306,722.00	\$306,722.00	\$ _____
	GRAND TOTAL	\$1,954,347.00	\$1,954,159.63	\$1,755,922.00	\$1,253,827.96	\$1,470,395.00	\$1,470,395.00	\$ _____

12/02/14		04:50:56 PM		TOWN OF WESTBORO DEBT FY 2016				OPEN SPACE			
PRINCIPAL		AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS		
2013 NEW & REFUNDED 11/13		\$34,504,439	\$3,430,000	\$34,000	\$57,000	\$14,000	\$125,000				
1997/2000 REFUNDED 10/05		\$5,740,000	\$360,000	\$82,785	\$62,855		\$100,200		\$3,200,000	\$3,430,000	
1998/2009 REFUNDED 10/09		\$2,975,000	\$335,000		\$15,000	\$77,000	\$243,000		\$114,160	\$360,000	
2002 REFUNDED 8/12		\$3,985,000	\$390,000		\$127,000		\$237,000	\$26,000		\$335,000	
2006		\$1,513,000	\$125,000		\$24,750		\$35,750			\$390,000	
2007		\$3,228,000	\$180,000		\$8,000	\$61,000	\$111,000	\$35,500	\$29,000	\$125,000	
2008		\$1,163,035	\$110,000		\$104,000		\$6,000			\$180,000	
2010		\$11,834,909	\$905,000	\$118,000	\$6,000	\$19,000	\$281,000	\$481,000		\$110,000	
2014		\$6,935,000	\$350,000			\$65,000		\$285,000		\$905,000	
WPAT 95/12 FISHER/ MILL		\$1,794,368	\$86,269		\$86,269					\$350,000	
WPAT 96/46 PINECREST/ KAY		\$452,000	\$20,003		\$20,003					\$86,269	
WPAT 98/28 FLANDERS (REFUNDED)		\$387,700	\$17,243		\$17,243					\$20,003	
WPAT 00/25 ASSABET (17% is STP portion)*		\$588,584	\$19,354	\$3,290	\$16,064					\$17,243	
WPAT 00/25A ASSABET (68.3% is STP portion) re		\$151,291	\$9,561	\$6,530	\$3,031					\$19,354	
WPAT 08/22 I/I REFUNDED 6/12		\$345,702	\$16,086		\$16,086					\$9,561	
WPAT - WWTP (I)		\$17,616,166	\$783,832	\$783,832						\$16,086	
WPAT - WWTP (II)		\$29,358,537	\$1,414,541	\$1,414,541						\$783,832	
WPAT - 10/08 WELD/FOLLY (REFUNDED)		\$133,820	\$58,892							\$1,414,541	
WPAT - WWTP - ADD'L 2013		\$750,000	\$30,998	\$30,998	\$44,169		\$14,723			\$58,892	
WPAT - I/I ADD'L 2014		\$98,280	\$3,975		\$3,975					\$30,998	
										\$3,975	
PAYDOWNS											
STATE HOSPITAL PROPERTY		\$2,200,000	\$220,000			\$220,000					
CROWNRISE WATER			\$10,000							\$220,000	
BELKNAP/CROWNRISE/FOX LANE SEWER			\$10,000		\$10,000		\$10,000			\$10,000	
										\$10,000	
TOTAL PRINCIPAL			\$8,885,753	\$2,473,976	\$621,443	\$456,000	\$1,163,673	\$827,500	\$3,343,160	\$8,885,753	
					\$2.00						
											WPAT ROUNDING
INTEREST		AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS		
BONDS											
2013 NEW & REFUNDED 11/13		\$34,504,439	\$1,168,619	\$13,178	\$23,200	\$8,088	\$85,804		\$1,038,350	\$1,168,619	
1997/2000 REFUNDED 10/05		\$5,740,000	\$48,470	\$14,910	\$11,098		\$8,776		\$13,685	\$48,470	
1998/2009 REFUNDED 10/09		\$2,975,000	\$27,438		\$1,448	\$5,463	\$20,528			\$27,438	
2002 REFUNDED 8/12		\$3,985,000	\$60,300		\$19,890		\$37,790	\$2,620		\$60,300	
2006		\$1,513,000	\$17,300		\$3,445		\$4,985	\$4,930	\$3,940	\$17,300	
2007		\$3,228,000	\$71,813		\$2,918	\$24,581	\$44,314			\$71,813	
2008		\$1,163,035	\$15,313		\$14,528		\$785			\$15,313	
2010		\$11,834,909	\$207,418	\$60,154	\$2,970	\$8,220	\$89,662	\$46,413		\$207,418	
2014		\$6,935,000	\$246,094			\$44,100		\$201,994		\$246,094	
WPAT 95/12 FISHER/ MILL		\$1,794,368	\$1,784		\$1,784					\$1,784	
WPAT 96/46 PINECREST/ KAY		\$452,000	\$414		\$414					\$414	
WPAT 98/28 FLANDERS (REFUNDED)		\$387,700	\$820		\$820					\$820	
WPAT 00/25 ASSABET (REFUNDED) 17% STP		\$588,584	\$1,869	\$318	\$1,551					\$1,869	
WPAT 00/25A ASSABET (68.3% STP) refunded		\$151,291	\$0	\$0	\$0					\$0	
WPAT 08/22 I/I REFUNDED 6/12		\$345,702	\$5,825		\$5,825					\$0	
WPAT - WWTP (I)		\$17,616,166	\$284,822	\$284,822						\$5,825	
WPAT - WWTP (II)		\$29,358,537	\$92,178	\$92,178						\$284,822	
WPAT - 10/08 WELD/FOLLY (REFUNDED)		\$1,338,200	\$25,022		\$18,767		\$6,256			\$92,178	
WPAT - WWTP - ADD'L 2013		\$750,000	\$14,393	\$14,393						\$25,022	
WPAT - I/I ADD'L 2014		\$98,280	\$1,926		\$1,926					\$14,393	
										\$1,926	
PERMANENT INTEREST			\$2,291,816	\$479,952	\$110,583	\$90,451	\$298,898	\$255,956	\$1,055,975	\$2,291,816	
SHORT TERM @											
1.25%											
Actual due 08/15											
WATER - CROWNRISE		\$800,000	\$7,822				\$7,822			\$7,822	
SEWER - CROWNRISE		\$2,205,000	\$21,560		\$21,560					\$21,560	
- FLANDERS		\$800,000	\$7,822		\$7,822					\$7,822	
- FOX LANE		\$500,000	\$4,889		\$4,889					\$4,889	
TOWN - TOWN HALL RENOVATIONS		\$6,400,000	\$62,578			\$62,578				\$62,578	
- FIRE STATION CONSTRUCTION		\$3,500,000	\$34,222					\$34,222		\$34,222	
- WARREN ST DRAINAGE		\$581,000	\$5,681			\$5,681				\$5,681	
ATM/STM Articles											
TOWN - TOWN HALL/FORBES DESIGN		\$539,000	\$6,738			\$6,738				\$6,738	
- TOWN HALL RENOVATIONS		\$4,063	\$51			\$51				\$51	
- FIRE STATION		\$808,000	\$10,100					\$10,100		\$10,100	
SCHOOL - GIBBONS		\$718,000	\$8,975						\$8,975	\$8,975	
subtotal - short term interest			\$170,438	\$0	\$34,271	\$75,047	\$7,822	\$44,322	\$8,975	\$170,437	
TAX ANTICIPATION			\$10,000			\$10,000					
ABATE. INTEREST			\$10,000			\$10,000					
SUBTOTAL INTEREST			\$2,482,253	\$479,952	\$144,854	\$185,498	\$306,721	\$300,278	\$1,064,950	\$2,482,253	
			\$3	\$1	\$1	\$1	\$1				
			\$2,482,256	\$479,953	\$144,855	\$185,498	\$306,722	\$300,278	\$1,064,950	\$2,482,256	ROUNDING