

**TOWN OF WESTBOROUGH
DEPARTMENTAL NUMBERS**

PAGE	Sorted by Budget Number	PAGE	Sorted Alphabetically
1	11141 MODERATOR	15	1134X ACCOUNTANT
5	1122X SELECTMEN / MANAGER	11	1131X ADVISORY FINANCE COMMITTEE
11	1131X ADVISORY FINANCE COMMITTEE	103	1292X ANIMAL CONTROL
15	1134X ACCOUNTANT	19	1137X ASSESSORS
19	1137X ASSESSORS	66	1173X BOARD OF APPEALS
23	1138X TREASURER / COLLECTOR	95	1251X BUILDING COMMISSIONER
27	1151X LEGAL	46	11583 CENTRAL PURCHASING
31	1152X PERSONNEL BOARD	42	11573 COMMUNICATIONS
36	1154X MIS / GIS DEPARTMENT	58	1171X CONSERVATION COMMISSION
42	11573 COMMUNICATIONS	132	1541X COUNCIL ON AGING
46	11583 CENTRAL PURCHASING	172	60200 COUNTRY CLUB
50	1161X TOWN CLERK	160	16303 CULTURAL COUNCIL
54	1162X ELECTION & REGISTRATION	168	17103 DEBT-PRINCIPAL & INTEREST
58	1171X CONSERVATION COMMISSION	110	1420X DEPARTMENT OF PUBLIC WORKS
62	1172X PLANNING BOARD	54	1162X ELECTION & REGISTRATION
66	1173X BOARD OF APPEALS	84	1220X FIRE/AMB DEPARTMENT
70	1185X TOWN BUILDINGS & GROUNDS	128	1512X HEALTH DEPARTMENT
74	11933 INSURANCE	164	1650X HISTORICAL COMMISSION
79	1210X POLICE DEPARTMENT	99	12543 INSP WEIGHTS & MEASURES
84	1220X FIRE/AMB DEPARTMENT	74	11933 INSURANCE
95	1251X BUILDING COMMISSIONER	27	1151X LEGAL
99	12543 INSP WEIGHTS & MEASURES	36	1154X MIS / GIS DEPARTMENT
103	1292X ANIMAL CONTROL	1	11141 MODERATOR
107	12993 REG VOC SCHOOL ASSESSMENT	31	1152X PERSONNEL BOARD
110	1420X DEPARTMENT OF PUBLIC WORKS	62	1172X PLANNING BOARD
116	1423X SNOW & ICE REMOVAL	79	1210X POLICE DEPARTMENT
119	14243 STREET LIGHTS	148	1610X PUBLIC LIBRARY
123	14333 SANITARY LANDFILL	156	16201 RECREATION COMMISSION
128	1512X HEALTH DEPARTMENT	107	12993 REG VOC SCHOOL ASSESSMENT
132	1541X COUNCIL ON AGING	123	14333 SANITARY LANDFILL
136	1542X YOUTH COMMISSION	5	1122X SELECTMEN / MANAGER
140	1543X VETERANS SERVICES	181	64305 SEWER DEBT PRINCIPAL/INTEREST
144	15483 TRSTS,SOLDIER MEMORIALS	176	6430X SEWER OPERATION & MAINTENANCE
148	1610X PUBLIC LIBRARY	185	6440X SEWER TREATMENT PLANT
156	16201 RECREATION COMMISSION	116	1423X SNOW & ICE REMOVAL
160	16303 CULTURAL COUNCIL	119	14243 STREET LIGHTS
164	1650X HISTORICAL COMMISSION	70	1185X TOWN BUILDINGS & GROUNDS
168	17103 DEBT-PRINCIPAL & INTEREST	50	1161X TOWN CLERK
172	60200 COUNTRY CLUB	23	1138X TREASURER / COLLECTOR
176	6430X SEWER OPERATION & MAINTENANCE	144	15483 TRSTS,SOLDIER MEMORIALS
181	64305 SEWER DEBT PRINCIPAL/INTEREST	140	1543X VETERANS SERVICES
185	6440X SEWER TREATMENT PLANT	199	64505 WATER DEBT PRINCIPAL/INTEREST
192	6450X WATER OPERATION & MAINTENANCE	192	6450X WATER OPERATION & MAINTENANCE
199	64505 WATER DEBT PRINCIPAL/INTEREST	136	1542X YOUTH COMMISSION



Town of Westborough

Fiscal Year 2014

Department

Moderator

Activities, Functions and Responsibilities

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

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

Successes & Accomplishments 2011-2012

Presided over town meetings in March and October, 2011, and March, August, and October 2012;

Was able to start all sessions punctually because of the zero quorum proposed by the Moderator and approved by the Town on October 12, 2010 (attendance appeared not to have suffered from the change);

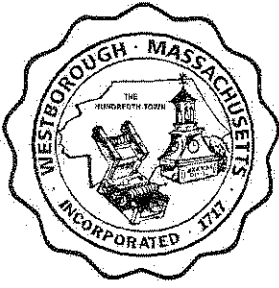
Generally kept committees fully staffed, although an extended search was called for before the final spot on the AFC was filled in 2012;

Determined jointly with the Town Clerk and the Newcomers' Club that the availability of the 30-minute video "Town Meeting 101: A Conversational Introduction" made the convening of annual tutoring sessions for newcomers unnecessary (this was suggested by extremely low attendance in recent years);

Goals & Priorities 2013-2014

It is my objective in FY14:

- to maintain the on-time starting record of recent years;
- to seek continuous improvement in the focus and quality of debate at the meetings, always consistent with a full and fair debate;
- to 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; and
- to continue to provide information on procedure for voters, at the meeting via handouts or publication in the AFC booklet, and the rest of the time via publication on the Town web site.



Town of Westborough Fiscal Year 2014

Department

Moderator (cont.)

Activities, Functions and Responsibilities

Successes & Accomplishments 2011-2012

With the welcome aid of the staff of Westborough TV and the MIS/GIS office, kept the on-line resources found at www.town.westborough.ma.us/Public_Documents/WestboroughMA_TNMeeting up to date and available for anyone seeking information on town meeting's origin, purpose, and procedures, as well as tips for town meeting presenters and information on appointment to committees; and

Conducted post-meeting discussions with the Selectmen, Advisory Finance Committee, the School Board, and members of the public as to where we can improve (feedback generally indicates that debate at the October 2012 meeting was more focused and productive as a result).

Goals & Priorities 2013-2014

Moderator

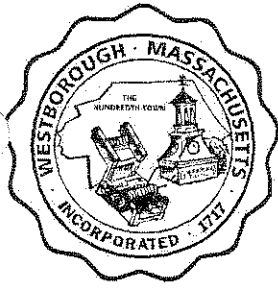
	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	250	250	250	250	250	0.00%
Expenses	0	0	0	0	0	
Total Expenditures	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	0.00%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	0	0	0
Part Time	1	1	1
F T E	1	1	1

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**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 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	\$_____



Town of Westborough

Fiscal Year 2014

Department

Board of Selectmen/Town Manager

Activities, Functions and Responsibilities

The Board of Selectmen by Charter is the Chief Executive Officers of the Town, the Town Manager is the Chief Administrative Officer of the Town and the Assistant Town Manager serves as the Human Resources Director for the Town.

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

1. Establishing the budget, Town Meeting warrant articles and Capital Budget and making recommendations to Town Meeting.
2. Appoints Town Officials and citizens to various local and regional boards, commissions and agencies.
3. Adopts policies and regulations necessary for the proper governing of the Town's affairs.
4. Serves as the permitting agency for site plan review.
5. Represents the Town at official functions.
6. Town Manager is responsible for the daily administration of the Town government.
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.

Successes & Accomplishments 2011-2012

Established Comprehensive Fiscal Policies and followed them through during the budget process the first year.

Continued to move forward on the need to replace the existing Fire Station with a more cost effective plan than the Public Safety Complex.

Resolved the issue regarding the Emergency Medical Dispatch at minimal cost to taxpayers.

Established a more formal goal setting process than prior years, identifying broad goals and specific action items to address of the next year.

Approved two Tax Increment Financing Agreements that brought one new business to Town and encouraged

Goals & Priorities 2013-2014

Improve the budget process to make the budget document a more informative tool and improve resident's understanding of town finances.

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

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 work on the Town Charter to remove ambiguities and improve overall town management.

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



Town of Westborough Fiscal Year 2014

Department

Board of Selectmen/Town Manager (Page 2)

Activities, Functions and Responsibilities

(Cont.)

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 2011-2012

another to expand.

Goals & Priorities 2013-2014

issues.

Complete negotiations on four labor contracts prior to Annual Town Meeting.

Improve safety and risk management programs to reduce exposure.

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

Department

Town Manager / Board of Selectmen

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	299,288	294,023.88	302,370	312,361	312,361	3.3000%
Expenses	46,085	40,626.68	45,600	43,100	43,100	-5.4800%
Total Expenditures	\$345,373.00	\$334,650.56	\$347,970.00	\$355,461.00	\$355,461.00	2.1500%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	4	4	4
Part Time	0	0	0
F T E	4	4	4

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Regular Selectmen Meetings	22	22	22
All Public Hearings	52	50	50
Site Plan Review Public Hearings	14	12	10
Appointments to Boards/Committees	94	95	95
Selectmen Agenda Topics	254	250	250
Capital Program - # of Projects	26	25	25
Town Manager Meetings Scheduled	425	425	425
Applications for Employment Reviewed	38	125	125
# of Participants in Training Programs	n/a	75	100
Labor Contracts Negotiated	0	4	1
# of Liquor Licenses Processed	17	17	17
# of Action Items for Goals Established	0	25	25

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Site Plans Approved < 90 days	100%	50%	75%	90%
Average Position Vacancy Time	45 days	33	52	30
General Fund Debt as a % of General Fund Budget	7.0%	7.7%	6.4%	4.7%
Overall Property Tax Increase	2.0%	1.7%	2.2%	2.0%
# of Labor Disputes	< 2	3	1	1
# of Workers Comp/IOD Claims	<20	27	25	23
% of Action Items for Goals Achieved	100%	n/a	75%	100%
Free Cash Balance of General Fund Budget	>5.0%	5.0%	5.2%	5.0%

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 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	\$136,300.00	\$136,300.00	\$141,864.00	\$57,291.15	\$144,134.00	\$144,134.00	\$ _____
5102	SALARY-ASST & AGENT	\$62,058.00	\$61,957.38	\$65,961.00	\$21,482.19	\$70,591.00	\$70,591.00	\$ _____
5103	WAGES-CLERICAL	\$98,430.00	\$93,266.50	\$92,045.00	\$37,674.00	\$95,136.00	\$95,136.00	\$ _____
	TOTAL	\$296,788.00	\$291,523.88	\$299,870.00	\$116,447.34	\$309,861.00	\$309,861.00	\$ _____
11223	SELECTMEN/MANAGER EXPENSES							
5201	ADVERTISING	\$500.00	\$248.16	\$500.00	\$238.56	\$500.00	\$500.00	\$ _____
5209	TRAVEL IN-STATE	\$3,500.00	\$2,632.29	\$3,500.00	\$483.85	\$3,500.00	\$3,500.00	\$ _____
5210	TRAVEL OUT-OF-STATE	\$3,200.00	\$2,159.98	\$3,200.00	\$1,404.32	\$3,200.00	\$3,200.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$6,285.00	\$5,630.50	\$6,000.00	\$5,874.46	\$6,000.00	\$6,000.00	\$ _____
5218	TRAINING AND EDUCATION	\$3,700.00	\$3,446.11	\$3,700.00	\$1,418.00	\$3,700.00	\$3,700.00	\$ _____
5219	PROFESSIONAL SERVICES	\$1,000.00	\$633.15	\$500.00	\$0.00	\$500.00	\$500.00	\$ _____
5219D	CONTRACT SERVICE-AUDIT	\$21,000.00	\$21,000.00	\$21,500.00	\$0.00	\$22,000.00	\$22,000.00	\$ _____
5224	OTHER SUPPLIES	\$600.00	\$270.96	\$600.00	\$91.81	\$600.00	\$600.00	\$ _____
5227	BOOKS AND PERIODICALS	\$100.00	\$38.00	\$100.00	\$0.00	\$100.00	\$100.00	\$ _____
5228	PRINTING TOWN REPORT	\$3,200.00	\$1,567.53	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$ _____
5235A	SICK LEAVE BUY-BACK	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$ _____
	TOTAL	\$46,085.00	\$40,626.68	\$45,600.00	\$9,511.00	\$43,100.00	\$43,100.00	\$ _____
	GRAND TOTAL	\$345,373.00	\$334,650.56	\$347,970.00	\$126,583.34	\$355,461.00	\$355,461.00	\$ _____

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 online. The Town has a number of senior dept
	heads that have not announced their intention to retire, but once they do, this line item
	will need to be increased, supplemented at an STM or through reserve fund transfer.
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.
11223-5210	Out of State Travel - This covers the Town Manager and Assistant Town Manager's
	annual attendance at the International City Managers Association (ICMA) conference.
	This account covers travel, hotel, meals and rental car/parking as needed.
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 MA Municipal Managers Assn and ICMA and the Asst.
	Town Manager's membership in the MA Municipal Personnel Assn.
	This account has been level funded.
11223-5218	Training and Education - This covers conference registrations for the MA Municipal
	Assn, MA Municipal Managers Assn, MA Municipal Personnel Assn and ICMA.
11223-5219	Professional Services - This account covers the cost of collections on parking tickets.



Town of Westborough Fiscal Year 2014

Department

Advisory Finance Committee

Activities, Functions and Responsibilities

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

“Every town.....shall....by by-law provide for the election or the appointment and duties of appropriation, advisory or finance committees, who shall consider any or all municipal questions for the purpose of making reports or recommendations to the town...”.

Successes & Accomplishments 2011-2012

1. Reviewed all Warrant Articles and Budgetary Requests in detail
2. Produced Reports and Recommendations for all Annual and Special Town Meetings.
3. Produced an analysis showing that between FY1997 and FY2011 the average family tax bill reflected a 120% increase with an average compounded annual increase exceeding 5¼%.
4. Produced a working paper explaining the significant non-override growth of the town's levy limit due to the unique characteristics of personal property new growth.

Goals & Priorities 2013-2014

1. Incorporate use of inter-town comparisons when reviewing large departmental budgets (i.e., over \$1mm annually)
2. Produce reports and recommendations books for Annual and Special Town Meetings
3. Reach out to all interested parties (pro and con) regarding warrant articles and encourage them to present their views to the Committee
4. Rework the tax-recapitulation process to facilitate the creation of a simpler Revenue and Expenditures report.
5. Create a new AFC data Excel workbook to simplify maintenance of historic data and support the creation of various reports that the AFC provides.
6. Make a recommendation on the funding of the town's OPEB liability.
7. Begin the process of identifying, measuring, and tracking expectations for some Town Meeting approved town expendit

Department

Advisory Finance Committee

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	2,933	2,929.63	3,013	3,229	3,229	7.1700%
Expenses	2,100	1,902.29	2,035	1,915	1,915	-5.9000%
Total Expenditures	\$5,033.00	\$4,831.92	\$5,048.00	\$5,144.00	\$5,144.00	1.9000%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time	0.07	0.07	0.07
F T E	0.07	0.07	0.07

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
AFC meetings held	22	22	22
Professional Dev. Meetings/Out of Town Meetings	6	6	3

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Produce Report and Rec. Books on Schedule	100%	100%	100%	100%

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11312 FINANCE COMM WAGES								
5103	WAGES-CLERICAL	\$2,933.00	\$2,929.63	\$3,013.00	\$837.68	\$3,229.00	\$3,229.00	\$_____
11313 FINANCE COMM EXPENSES								
5217	DUES AND MEMBERSHIPS	\$400.00	\$351.00	\$360.00	\$231.00	\$240.00	\$240.00	\$_____
5228	PRINTING AND COPYING	\$1,700.00	\$1,551.29	\$1,675.00	\$426.65	\$1,675.00	\$1,675.00	\$_____
5245	OTHER PROFESSIONAL SER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
	TOTAL	\$2,100.00	\$1,902.29	\$2,035.00	\$657.65	\$1,915.00	\$1,915.00	\$_____
	GRAND TOTAL	\$5,033.00	\$4,831.92	\$5,048.00	\$1,495.33	\$5,144.00	\$5,144.00	\$_____



Town of Westborough

Fiscal Year 2014

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 2011-2012

Created Financial Policies & Procedures Manual. This is an on going process.

Created Anti-Fraud Police and Response Program which was adopted by both Westborough's School Committee (June 13, 2012) and the Board of Selectmen (August 21, 2012).

Goals & Priorities 2013-2014

Become a member of the MGFOA (Massachusetts Government Finance Officers Association).

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

Department

Town Accountant

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	139,884	139,620.11	141,414	135,661	135,661	-4.0700%
Expenses	545	522.94	555	1,135	1,135	104.5000%
Total Expenditures	\$140,429.00	\$140,143.05	\$141,969.00	\$136,796.00	\$136,796.00	-3.6400%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (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 2012	FY 2013 (Est)	FY 2014 (Est)
Accounts Payable Invoices Processed	17610	18000	18000
Accounts Payable Checks Processed	11753	12000	12000
Purchase Orders Processed	3618	3700	3700

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Submission of Balance Sheet to Dept of Revenue	9/30/20XX	9/5/12	9/15/13	9/15/14
Certification of Free Cash / Excess & Deficiency	10/15/20XX	9/9/12	9/25/2013	9/25/2014
Submission of Schedule A to Dept of Revenue	10/31/20XX	8/23/2012	9/1/2013	9/1/2014

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11341	ACCOUNTANT SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$84,617.00	\$84,474.36	\$85,540.00	\$34,545.00	\$87,227.00	\$87,227.00	\$_____
5103	WAGES-CLERICAL	\$55,267.00	\$55,145.75	\$55,874.00	\$21,801.50	\$48,434.00	\$48,434.00	\$_____
	TOTAL	\$139,884.00	\$139,620.11	\$141,414.00	\$56,346.50	\$135,661.00	\$135,661.00	\$_____
11343	ACCOUNTANT EXPENSES							
5217	DUES AND MEMBERSHIPS	\$70.00	\$80.00	\$80.00	\$140.00	\$140.00	\$140.00	\$_____
5218	TRAINING AND EDUCATION	\$375.00	\$365.00	\$375.00	\$110.00	\$895.00	\$895.00	\$_____
5223	OFFICE SUPPLIES	\$100.00	\$77.94	\$100.00	\$8.70	\$100.00	\$100.00	\$_____
	TOTAL	\$545.00	\$522.94	\$555.00	\$258.70	\$1,135.00	\$1,135.00	\$_____
	GRAND TOTAL	\$140,429.00	\$140,143.05	\$141,969.00	\$56,605.20	\$136,796.00	\$136,796.00	\$_____



Town of Westborough Fiscal Year 2014

Department

Assessors

Activities, Functions and Responsibilities

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

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

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

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

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

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

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

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

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

Successes & Accomplishments 2011-2012

Successfully completed the following tasks in spite of a major turnover in staff and extended period of time with no Assistant Assessor in place:

- A Department of Revenue (DOR) mandated full field review of all commercial and industrial property

- Timely submission of all required documents for triennial recertification.

- Inspected approximately 20% of all business personal property accounts.

- Inspected all properties which had been issued a building permit prior to 7/1/2012.

- Inspected all properties which sold during 2011 and the first half of 2012.

- Maintained office coverage with very few closings.

Goals & Priorities 2013-2014

- Timely completion of FY2013 triennial recertification of all property values.

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

- Continuation of the ongoing cyclical reinspection of approximately 600 real properties.

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

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

- Train new Assistant Assessor.

- Hire outside consultant for field work assistance.

Department

Assessor

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	230,513	214,992	221,605	231,640	231,640	4.5300%
Expenses	29,794	19,455.19	45,099	35,099	35,099	-22.1700%
Total Expenditures	\$260,307.00	\$234,447.19	\$266,704.00	\$266,739.00	\$266,739.00	0.0100%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	3	3	3
Part Time	0.25	0.25	0.25
F T E	3.25	3.25	3.25

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Sale Properties Inspected	260	275	275
Building Permit Properties Inspected	600 +/-	900	900
Cyclical (DOR Required) Inspections	0	575	575
Abatement properties inspected	146	150	150
Motor vehicle bills processed	19,000	19,000	19,000
Motor vehicle abatements processed	850	850	850
Deeds reviewed and entered	340	400	450
ATB cases (not counting phone)	5-10	5-10	5-10

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Deeds Reviewed and Entered timely	100%	340	400	450
Motor Vehicle Abatements Processed Timely	100%	850	850	850
Real Estate Abatements Processed Timely	100%	146	150	150
ATB cases successfully tried	100%	5-10	5-10	5-10

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11371	ASSESSORS SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$84,617.00	\$84,474.36	\$85,540.00	\$34,545.00	\$87,227.00	\$87,227.00	\$ _____
5102	SALARY-ASST & AGENT	\$131,336.00	\$116,006.50	\$121,304.00	\$38,238.31	\$129,347.00	\$129,347.00	\$ _____
5108	BOARD MEMBERS SALARY	\$2,000.00	\$2,000.00	\$2,000.00	\$83.33	\$2,000.00	\$2,000.00	\$ _____
5103	WAGES-CLERICAL	\$12,560.00	\$12,511.20	\$12,761.00	\$5,153.40	\$13,066.00	\$13,066.00	\$ _____
	TOTAL	\$230,513.00	\$214,992.06	\$221,605.00	\$78,020.04	\$231,640.00	\$231,640.00	\$ _____
11373	ASSESSORS EXPENSES							
5209	TRAVEL IN-STATE	\$170.00	\$421.24	\$170.00	\$93.00	\$300.00	\$300.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$529.00	\$504.00	\$529.00	\$420.00	\$529.00	\$529.00	\$ _____
5218	TRAINING AND EDUCATION	\$1,700.00	\$1,474.00	\$1,700.00	\$221.00	\$1,700.00	\$1,500.00	\$ _____
5223	OFFICE SUPPLIES	\$1,000.00	\$588.25	\$1,000.00	\$132.24	\$1,000.00	\$1,000.00	\$ _____
5228	FORMS & BILLS	\$350.00	\$538.70	\$350.00	\$120.00	\$220.00	\$420.00	\$ _____
5241	CLOTHING ALLOWANCE	\$150.00	\$274.00	\$350.00	\$0.00	\$350.00	\$350.00	\$ _____
5244	OTHER PROFESSIONAL FEES	\$25,895.00	\$15,655.00	\$41,000.00	\$12,191.25	\$31,000.00	\$31,000.00	\$ _____
	TOTAL	\$29,794.00	\$19,455.19	\$45,099.00	\$13,177.49	\$35,099.00	\$35,099.00	\$ _____
	GRAND TOTAL	\$260,307.00	\$234,447.25	\$266,704.00	\$91,197.53	\$266,739.00	\$266,739.00	\$ _____



Town of Westborough

Fiscal Year 2014

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 2011-2012

99% collection rate of current billing
Outsourced 100% of bill printing
Initiated research for electronic (paperless) billing
Consistent and timely receivable reconciliation (with Accountant)

Errorless payroll processing
Migrated to biweekly pay with mandatory direct deposit
Fully balanced cash and investments with Accountant
No unpaid debt issues
Maintained the Town's Standard & Poor's credit rating
Continued collection of tax title accounts

Goals & Priorities 2013-2014

Maintain collection rate
Encourage paperless billing
100% monthly receivables reconciliation with Accountant

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

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	218,749	218,306.7	223,145	228,907	228,907	2.5800%
Expenses	39,720	39,670.72	39,410	40,535	40,535	2.8500%
Total Expenditures	\$258,469.00	\$257,977.42	\$262,555.00	\$269,442.00	\$269,442.00	2.6200%

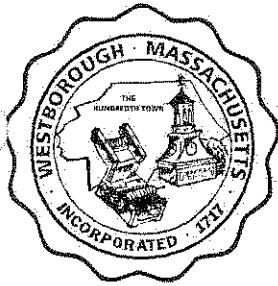
Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	3	3	3
Part Time	0.63	0.63	0.63
F T E	3.63	3.63	3.63

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Days to deposit tax/utility receipts	1	1	1
Days to month-end 100% reconciliation	A/R - 1 Cash - 10	A/R - 1 Cash - 8	A/R - 1 Cash - 7
Number real estate bills issued x 4 times per year	5646	5639	5640
Number personal property bills issued x 4 times/yr	609	584	590
Number excise tax bills issued - calendar year	19380	19400	19500
Number water/sewer bills issued annually	20055	20000	20000
Number online collections annually	7676	8000	8400
Dollar value online collections annually	\$4,265,300	\$4,280,000	\$4,400,000
Payroll processing/balancing with Accountant	100%	100#	100%
W-2s issued (number of employees) calendar year	1218	1020	1050
Tax title accounts collected in full	17	15	15
Training	72 hours	80 hours	80 hours

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Tax, water/sewer collection	100%	99%	99%	99%
Online payments	80%	25%	28%	30%
Training - collections, payroll	100 hours	72 hours	80 hours	80 hours
Tax title collection	100%	25%	25%	25%
Payroll processing accuracy	100%	100%	100%	100%
Reconcile cash and receivables to penny	100%	100%	100%	100%

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11381	TREASURER/COLLECTOR SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$88,897.00	\$88,747.59	\$89,908.00	\$36,309.00	\$91,716.00	\$91,716.00	\$_____
5103	WAGES-CLERICAL	\$129,749.00	\$129,559.11	\$133,237.00	\$53,533.20	\$137,191.00	\$137,191.00	\$_____
	TOTAL	\$218,646.00	\$218,306.70	\$223,145.00	\$89,842.20	\$228,907.00	\$228,907.00	\$_____
11383	TREASURER/COLLECTOR EXPENSES							
5209	TRAVEL IN-STATE	\$900.00	\$518.95	\$900.00	\$417.96	\$900.00	\$900.00	\$_____
5217	DUES AND MEMBERSHIPS	\$425.00	\$335.00	\$335.00	\$180.00	\$335.00	\$335.00	\$_____
5218	TRAINING AND EDUCATION	\$495.00	\$614.63	\$1,800.00	\$190.00	\$1,800.00	\$1,400.00	\$_____
5223	OFFICE SUPPLIES	\$2,200.00	\$1,245.59	\$1,800.00	\$304.76	\$1,500.00	\$1,900.00	\$_____
5228	FORMS & BILLS	\$3,500.00	\$7,589.43	\$2,300.00	\$2,029.08	\$3,000.00	\$3,000.00	\$_____
243A	MISC SERV-TAX TITLE	\$14,000.00	\$10,088.41	\$15,000.00	\$3,034.75	\$13,000.00	\$13,000.00	\$_____
5243B	MISC SERV-BANK CHARGES	\$18,200.00	\$19,278.71	\$17,275.00	\$7,121.15	\$20,000.00	\$20,000.00	\$_____
	TOTAL	\$39,720.00	\$39,670.72	\$39,410.00	\$13,277.70	\$40,535.00	\$40,535.00	\$_____
	GRAND TOTAL	\$258,366.00	\$257,977.42	\$262,555.00	\$103,119.90	\$269,442.00	\$269,442.00	\$_____



Town of Westborough

Fiscal Year 2014

Department

Town Counsel

Activities, Functions and Responsibilities

Defend the Town in legal actions.
 Review all labor issues and determine whether they can be managed in house or through labor counsel.
 Provide legal opinions to the Board of Selectmen, Town Manager and other departments, boards and commissions.
 Oversee all land transactions of the Town.
 Submit all matters that will go before the Legislature.
 Coordinate with the Attorney General's Office on all matters.
 Provide training on various matters to department heads.
 Assist the Asst. Town Manager/HR Director on unemployment claims.
 Attend all meetings of Select Board and other boards/commissions/committees as necessary
 Member ex officio of Economic Development Committee

Successes & Accomplishments 2011-2012

Easement review for senior housing development on E. Main St.
 Facilitated rehabilitation of Arcade Bldg. by helping to resolve real estate issues
 Helped resolve a number of contentious labor issues in-house
 In appeal of Building Commissioner's opinion, prevailed in motion for summary judgment.
 Helped resolve long-standing Boston Hill Pump Station issue on terms favorable to Town
 Worked with Bay State Green Committee to make improvements to the park.

Goals & Priorities 2013-2014

Do training session(s) on at least one topic of municipal law
 More case-law advisory memos to dept heads

Department

Town Counsel

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	125,072	125,072	126,464	128,987	128,987	2.0000%
Expenses	48,700	41,646	45,514	46,622	46,622	2.4300%
Total Expenditures	\$173,772.00	\$166,718.00	\$171,978.00	\$175,609.00	\$175,609.00	2.1100%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	1	1	1
Part Time			
F T E	1	1	1

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
# total court cases	4	5	4
# land court cases	2	2	2
# legal opinions issued	20	20	20
# real estate instruments executed	7	10	8
hrs. training provided to staff	4	2	3
# home rule petitions	2	2	2
# labor issues handled	3	2	2

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
# days to render legal opinion	5	N/A	5	5
# days to record instruments following TM	45	N/A*	45	45
* no instruments authorized by TM this FY				

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11511	LEGAL SALARY							
5101	SALARY-DEPARTMENT HEAD	\$125,072.00	\$124,861.55	\$126,464.00	\$51,072.00	\$128,987.00	\$128,987.00	\$ _____
11513	LEGAL EXPENSES							
5219A	LEGAL SERVICES	\$44,000.00	\$35,433.71	\$40,000.00	\$6,537.20	\$40,000.00	\$40,000.00	\$ _____
5243	MISCELLANEOUS SERVICES	\$4,700.00	\$6,212.68	\$7,190.00	\$1,864.00	\$6,622.00	\$6,622.00	\$ _____
	TOTAL	\$48,700.00	\$41,646.39	\$47,190.00	\$8,401.20	\$46,622.00	\$46,622.00	\$ _____
	GRAND TOTAL	\$173,772.00	\$166,507.94	\$173,654.00	\$59,473.20	\$175,609.00	\$175,609.00	\$ _____



Town of Westborough

Fiscal Year 2014

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 2011-2012

- * Redrafted job descriptions for: Assessor, Building Department, Building & Grounds, Council on Aging, DPW, Fire Department, Board of Health, Library, MIS/GIS, Planning Department, Police Department, Recreation, Board of Selectmen, Town Accountant, Town Clerk, Town Counsel, Youth & Family Services.
- * Approved educational reimbursements for employees.
- * Approved request to take courses.
- * Approved FY 2013 wage adjustment for fifty four non-union employees.

Goals & Priorities 2013-2014

- * Finish all job descriptions for every Town employee, have all job descriptions approved by the Board of Selectmen, and returned to employees.
- * Update Employee Policies in the Employee Handbook.
- * Approve fiscally responsible Wage Adjustment for non-union employees.
- * Maintain Educational Benefits and Budget.

Department

Personnel Board

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	3,691	188.56	0	0	0	
Expenses	23,800	13,943.07	26,178	13,035	13,035	-50.2100%
Total Expenditures	\$27,491.00	\$14,131.63	\$26,178.00	\$13,035.00	\$13,035.00	-50.2100%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time	1	1	0
F T E	1	1	0

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Number of Meetings	12	8	8
Number of Agenda Topics	48	32	32
Number of Employees Approved to Take Courses	11	6	8
Number of Employees Approved for Reimbursement	11	6	8

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Number of Job Descriptions Redrafted	118	102	16	0
Number of Job Descriptions Approved by BOS	118	0	118	0

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11522	PERSONNEL BRD WAGES							
5103	WAGES-CLERICAL	\$3,691.00	\$188.56	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
11523	PERSONNEL BRD EXPENSES							
5218	TRAINING AND EDUCATION	\$20,000.00	\$12,712.80	\$23,678.00	\$5,340.00	\$13,035.00	\$13,035.00	\$_____
5235A	SICK LEAVE BUY-BACK	\$2,500.00	\$1,230.27	\$2,500.00	\$0.00	\$0.00	\$0.00	\$_____
5245	OTHER PROFESSIONAL SERV	\$1,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5709	CASH GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
	TOTAL	\$23,800.00	\$13,943.07	\$26,178.00	\$5,340.00	\$13,035.00	\$13,035.00	\$_____
	GRAND TOTAL	\$27,491.00	\$14,131.63	\$26,178.00	\$5,340.00	\$13,035.00	\$13,035.00	\$_____

FISCAL 2014 EDUCATIONAL AID BUDGET

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Town of Westborough

Fiscal Year 2014

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 2011-2012

- Implemented a new design for the Town's website. The new site improves search and navigation, and also provides a better overall web experience.
- Introduced a new online GIS application. Besides providing new features and functionality, it also costs less money to maintain compared to the previous application.
- Implemented the first virtualized server. Three additional servers have been virtualized on this same machine. Consolidating multiple physical servers saves space, electricity, and cooling costs.
- Established a new printer supply and service program for MIS/GIS laser printers saving approximately 10-40% on toner cartridges. The program was introduced to other town departments - many have chosen to participate.
- Renewed the Town's copier lease saving money for the Central Purchasing budget. The new copiers are configured for network printing which will save additional money from other departmental budgets.
- Consolidated several departmental wireless accounts into one account saving money for the Communications budget and associated departmental accounts.

Goals & Priorities 2013-2014

- Migrate computer operating systems to Windows 7 before Windows XP extended support ends on 8/4/2014.
- Integrate the MassGIS level III parcel standard into the Town's GIS.
- Continue to increase server virtualization to reduce physical servers over the next several years.
- Implement a new helpdesk tracking application to better monitor the new performance measures requirement.
- Work with the Buildings & Grounds department to find a better way to cool the upstairs Town Hall server room and the 2nd floor Forbes Building switch closet.
- Explore options for an enterprise wide phone system for municipal buildings.
- Investigate possible GPS equipment upgrades for the DPW and MIS/GIS departments.
- Research available GIS-centric asset management systems for tracking DPW utilities.

Department

MIS/GIS

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	146,886	146,640.44	154,828	160,123	160,123	3.4200%
Expenses	185,580	181,663.23	218,050	216,950	216,950	-0.5000%
Total Expenditures	\$332,466.00	\$328,303.67	\$372,878.00	\$377,073.00	\$377,073.00	1.1300%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	2	2	2
Part Time	0	0	0
F T E	2	2	2

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Number of active desktops and workstations	120	120	120
Number of active laptops and tablets	70	70	70
Number of active physical servers	19	17	14
Number of active copiers and laser printers	52	50	48
Number of active inkjet and other printers	30	28	26
Number of hits on the town website	924,031	950,000	1,000,000
Number of hits on the online GIS website	626,339	650,000	750,000
Number of active e-mail accounts	242	245	250
Number of helpdesk requests (estimated)	1,750	1,750	1,750
Number of maps created or updated	205	205	205

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Percentage of active network PC's with Windows 7	100%	20%	45%	70%
Average computer downtime per incident (est.)	< 4 Hrs	2 Hrs	2 Hrs	2 Hrs
Average helpdesk response time per incident (est.)	< 4 Hrs	2 Hrs	2 Hrs	2 Hrs
Town website percentage uptime (estimated)	> 99.5%	99.5%	99.5%	99.5%
Online GIS website percentage uptime (estimated)	> 99.5%	99.5%	99.5%	99.5%
Town network downtime (estimated)	< 10 Hrs	4 Hrs	4 Hrs	4 Hrs
Internet access percentage uptime (estimated)	> 99.5%	99.5%	99.5%	99.5%

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11541	MIS / GIS DEPT SALARY/WAGES							
5101	DEPARTMENT HEAD	\$84,617.00	\$84,474.36	\$85,540.00	\$34,545.00	\$87,227.00	\$87,227.00	\$ _____
5103	WAGES-CLERICAL	\$62,269.00	\$62,166.08	\$66,288.00	\$26,397.00	\$69,896.00	\$69,896.00	\$ _____
5105	OVERTIME	\$0.00	\$0.00	\$3,000.00	\$164.98	\$3,000.00	\$3,000.00	\$ _____
	TOTAL	\$146,886.00	\$146,640.44	\$154,828.00	\$61,106.98	\$160,123.00	\$160,123.00	\$ _____
11543	MIS / GIS DEPT EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$41,900.00	\$47,095.88	\$53,050.00	\$34,100.44	\$48,500.00	\$48,500.00	\$ _____
5209	TRAVEL IN-STATE	\$400.00	\$400.16	\$400.00	\$64.38	\$400.00	\$400.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$250.00	\$250.00	\$250.00	\$175.00	\$250.00	\$250.00	\$ _____
5218	TRAINING AND EDUCATION	\$4,450.00	\$262.45	\$3,450.00	\$0.00	\$3,450.00	\$2,750.00	\$ _____
5219	PROFESSIONAL SERVICES	\$10,000.00	\$8,899.26	\$10,000.00	\$277.50	\$10,000.00	\$10,000.00	\$ _____
5223	OFFICE SUPPLIES	\$2,000.00	\$2,590.83	\$2,000.00	\$848.17	\$2,000.00	\$2,700.00	\$ _____
5236A	CONTRACT SERV-COMPUTEI	\$22,450.00	\$23,482.62	\$22,400.00	\$13,263.89	\$20,500.00	\$20,500.00	\$ _____
5241	CLOTHING ALLOWANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	\$ _____
5299A	SOFTWARE MAINTENANCE	\$104,130.00	\$98,682.03	\$126,500.00	\$106,276.33	\$131,750.00	\$131,750.00	\$ _____
	TOTAL	\$185,580.00	\$181,663.23	\$218,050.00	\$155,005.71	\$216,950.00	\$216,950.00	\$ _____
	GRAND TOTAL	\$332,466.00	\$328,303.67	\$372,878.00	\$216,112.69	\$377,073.00	\$377,073.00	\$ _____

Town of Westborough MIS Department 2013-2014

Detail of proposed expenditures						
	Org	Object	Description	12/13 Tot	13/14 Tot	
Repair/Maintenance Equipment	11543	5203				
			replacement computers (desktops & laptops)	\$24,050	\$21,500	
			network upgrades (servers, switches, etc.)	\$10,000	\$10,000	
			computer repair & component replacement	\$4,000	\$4,000	
			networked, dept. laser printers	\$3,000	\$3,000	
			printer maintenance & cartridges	\$10,000	\$8,000	
			misc hardware	\$2,000	\$2,000	
				\$53,050	\$48,500	
Travel In-State	11543	5209				
			misc local travel for computer and network servicing	\$400	\$400	
				\$400	\$400	
Dues and Memberships	11543	5217				
			MGISA and URISA	\$250	\$250	
				\$250	\$250	
Training and Education	11543	5218				
			IT and GIS Training Classes	\$3,000	\$2,300	
			MIS/GIS seminars & conferences	\$450	\$450	
				\$3,450	\$2,750	
Professional Services	11543	5219				
			professional vendor services	\$10,000	\$10,000	
				\$10,000	\$10,000	
Office Supplies	11543	5223				
			conventional office supplies	\$1,000	\$1,700	
			computer media (disks, cd's, backup tapes)	\$1,000	\$1,000	
				\$2,000	\$2,700	
Contract Services - Computer	11543	5236A				
			MecNet internet service and support	\$7,000	\$7,000	
			MecNet e-mail archiving	\$3,000	\$3,000	
			Verizon FiOS	\$1,500	\$1,500	
			Virtual Town Hall web hosting	\$6,000	\$6,000	
			AGI GIS data hosting	\$3,000	\$3,000	
			Verizon Wireless	\$1,900	\$0	
				\$22,400	\$20,500	
Clothing Allowance	11543	5241				
			Per Clerical Union Contract	\$0	\$100	
				\$0	\$100	
Misc. fees - Computer (SOFTWARE)	11543	5299A				
MIS/GIS Department						
			Symantec Backup Exec	\$0	\$1,400	
			Sophos Security Software	\$3,000	\$3,100	
			ESRI GIS software maintenance	\$7,500	\$7,500	
DPW						
			Workorder Software	\$1,500	\$1,500	
			CAD maint	\$3,500	\$3,500	
			Boston Scanning Company	\$2,100	\$2,100	
Accountant's Office						
			Munis	\$29,250	\$32,000	
Assessor's Office						
			AssessPro	\$11,000	\$11,400	
Building Department						
			Permitting & Licensing Management System	\$16,750	\$18,220	
			Document Management System	\$5,170	\$2,860	
All other departments						
			Microsoft Office	\$3,500	\$3,500	
			Adobe Acrobat	\$1,000	\$1,000	
			Windows Server Licenses	\$1,000	\$1,000	
			GoToMyPC Licenses	\$1,250	\$1,250	
			misc software for all depts.	\$2,000	\$2,000	
Treasurer/Collector's Department						
			CollectPro	\$5,500	\$5,500	
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	\$2,600	\$2,600	
			IMC	12,690	14,130	
				\$126,500	\$131,750	
				\$218,050	\$216,950	

5 Year Computer Replacement Plan (FY2014)

Computers

Type of Computer	Number of Active Computers	Number for 5-Year Replacement	Estimated Replacement Cost	5-Year Cost	Annual Cost
Desktops	107	95	\$750	\$71,250	\$14,250
Workstations	13	7	\$1,250	\$8,750	\$1,750
Laptops	39	25	\$1,000	\$25,000	\$5,000
Tablets	5	5	\$500	\$2,500	\$500
					\$21,500

Servers

Type of Computer	Number of Active Computers	Number for 5-Year Replacement	Estimated Replacement Cost	5-Year Cost	Annual Cost
Servers	19	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.



Town of Westborough Fiscal Year 2014

Department

Communications

Activities, Functions and Responsibilities

To provide centralized funding for telephone equipment for all Town Departments (except the School, 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.

Additionally, in FY14 there is a proposal to include a direct connection to residents similar to the system used in the School Department. This is proposed due to Reverse 911 not being available after June 30, 2013 and demand for improved communications with residents during storms and for general notification.

Successes & Accomplishments 2011-2012

Improved communications with Voicemail improvements at a lower cost. The cost for this department has been reduced from \$41,500 to \$33,700 over a five year period.

Consolidating phone lines and cell phones under single plans to reduce overall cost.

Goals & Priorities 2013-2014

To continue to seek better options for services that would increase the level of service to the community at the same or lower price.

To acquire and implement a direct connection system for residents to inform residents of important meetings, hearings, water and sewer line breaks, emergency notifications and other issues that residents would need to be informed or reminded.

Department

Communications

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	0	0	0	0	0	
Expenses	33,700	31,434.66	36,700	53,565	53,565	45.9500%
Total Expenditures	\$33,700.00	\$31,434.66	\$36,700.00	\$53,565.00	\$53,565.00	45.9500%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Voice Mail Boxes	125	125	125
Wireless Devices	20	21	22
Telephone Lines			
Analog Phone Lines	45	45	45
Digital Phones on ISDN	56	56	56
Analog Devices on ISDN	21	20	20

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11573	COMMUNICATIONS EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$8,700.00	\$12,587.44	\$12,900.00	\$5,751.72	\$12,900.00	\$12,900.00	\$_____
5205	OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5215	TELEPHONE	\$25,000.00	\$18,847.22	\$23,800.00	\$7,111.16	\$27,200.00	\$27,200.00	\$_____
XXXX	CITIZEN CONNECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$13,465.00	\$13,465.00	
	TOTAL	\$33,700.00	\$31,434.66	\$36,700.00	\$12,862.88	\$53,565.00	\$53,565.00	\$_____

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. This line item has been level funded.
11573-5215	Telephones - This account covers both the landline phones through Verizon and Cell Phones through Verizon Wireless. These are handled through the State Bid. The FY13 amount of \$23,800 is being increased by \$1,200 to cover phones that were previously included in the MIS Budget and \$2,200 for phones previously included in the Council on Aging budget. Those budgets have been reduced correspondingly by \$3,400. Otherwise this line item has been level funded.
11573-XXXX	Citizen Connection - This would provide funding for a dial, email and text messaging system to allow the Town to directly connect with citizens to inform them of meetings, issues or emergencies. Discussions about this came about during Hurricane Sandy and the concern that Reverse 911 will no longer be available after June 30, 2013. This is the same type of system used by the School Department to notify parents and will provide the opportunity for the Town to improve services by providing a direct connection to all residents. The first year cost of this service is based on the quote from Blackboard Connect.



Town of Westborough Fiscal Year 2014

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 2011-2012

Continued to consolidate purchasing and reducing costs through competitive purchasing. Costs reduced in FY12 over FY11 by approximately \$6,000. This trend was continued in FY13 when the budget was reduced another \$2,500 for an overall decrease FY11 - FY12 of 8.9%.

Goals & Priorities 2013-2014

To continue competitive purchasing and the use of technology to reduce overall administrative costs. The proposed budget for FY14 is reduced further to \$80,500 for a total decrease FY11 - FY14 of \$14,754 for a reduction of 15.5% over the past 3 years.

Department

Central Purchasing

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages						
Expenses	89,100	74,917.03	86,775	80,500	80,500	-7.2300%
Total Expenditures	\$89,100.00	\$74,917.03	\$86,775.00	\$80,500.00	\$80,500.00	-7.2300%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Vehicles Maintained	9	9	6
Copier Machines	9	9	9
Cases of Copier Paper Purchased	125	110	110
US Postal Service Costs	\$21,500	\$21,000	\$20,500
Fed Ex/UPS/Other	\$140	\$140	\$140
Deputy Collector Costs	\$8,300	\$8,300	\$8,300
Taxes and Utility Bill Printing and Mailing	\$18,000	\$18,000	\$18,000

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11583	CENTRAL PURCHASING EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$6,100.00	\$1,628.00	\$5,125.00	\$0.00	\$2,500.00	\$2,500.00	\$_____
5205A	OFFICE EQUIPMENT	\$11,000.00	\$9,753.29	\$11,000.00	\$4,186.30	\$11,000.00	\$11,000.00	\$_____
5205B	SANITARY SUPPLIES	\$0.00	\$79.80	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5223	OFFICE SUPPLIES	\$7,500.00	\$7,546.79	\$7,500.00	\$2,348.23	\$7,500.00	\$7,500.00	\$_____
5224B	OTHER SUPPLIES-COMPUTEI	\$2,500.00	\$537.00	\$2,000.00	\$351.03	\$2,000.00	\$2,000.00	\$_____
5225	POSTAGE AND COURIER	\$54,000.00	\$48,735.51	\$53,150.00	\$12,235.63	\$50,000.00	\$50,000.00	\$_____
5228	PRINTING AND COPYING	\$4,000.00	\$2,878.95	\$4,000.00	\$0.00	\$3,500.00	\$3,500.00	\$_____
5246	REPAIR/MAINT VEHICLE	\$4,000.00	\$3,757.69	\$4,000.00	\$1,401.21	\$4,000.00	\$4,000.00	\$_____
	TOTAL	\$89,100.00	\$74,917.03	\$86,775.00	\$20,522.40	\$80,500.00	\$80,500.00	\$_____

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 was reduced by approximately \$1,000 in FY13 and is proposed to be reduced by another \$2,625 in FY14.
11583-5205A	Office Equipment - This account pays the cost of leasing office equipment and is proposed to be level funded.
11583-5223	Office Supplies - This account is used to buy various office supplies, paper, envelopes, ink cartridges, etc. for the entire town and is level funded.
11583-5224B	Other Supplies - Computer - This account is used to purchase other supplies (i.e. for the postage machine) and is level funded.
11583-5225	Postage and Courier - This account covers postage, FedEx, etc. for the Town. This account was decreased by \$850 in FY13 and another \$3,150 in FY14.
11583-5228	Printing and Copying - This account pays for printing of letterhead, envelopes, business cards, etc., binding of minute books, etc and is 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 2014

Department

Town Clerk

Activities, Functions and Responsibilities

Conducts the Annual Census (7900 households)
Prepares Street List
Furnishes Jury List to Jury Commissioner
Signs all notes for borrowing
Register of Vital Statistics - births, marriages and deaths
Public Records Officer - Administers Oath of Office for Elected & Appointed
Collects Conflict of Interest Quiz & Acknowledgement for Employees, Boards & Committees
Issues Underground Storage Permit Renewals
Issues Dog Licenses
Issues Raffle & Bazaar Permits
Provides Public Service to the public

Successes & Accomplishments 2011-2012

Completed all of the above

Goals & Priorities 2013-2014

Will continue to provide and tract all of the functions listed above

Department

Town Clerk

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	187,598	187,308.97	190,487	195,352	195,352	2.5500%
Expenses	4,250	1,786.19	4,200	4,200	4,200	0.00%
Total Expenditures	\$191,848.00	\$189,095.16	\$194,687.00	\$199,552.00	\$199,552.00	2.5000%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	2	2	2
Part Time	0.75	0.75	0.75
F T E	2.75	2.75	2.75

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Dog Licenses Sold	1761	1800	18100
New Vital Records - Births	236	250	275
" - Marriages	66	70	75
" - Deaths	203	215	225
Notarizing Documents	300	350	375
Raffle Permits	19	20	21
Underground Storage Permits	40	41	42
Census Processing - Households	7900	8000	8100
Copying & certifying vital records for public	1584	1600	1700
Issue Business Certificates & Renewals	169	179	189

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Continue to do the Activity Indicators as we respond to the public's needs	100%	100%	100%	100%

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11611	TOWN CLERK SALARY/WAGES - ELECTED							
5101	SALARY-DEPARTMENT HEAD	\$84,617.00	\$84,474.36	\$85,540.00	\$34,545.00	\$87,227.00	\$87,227.00	\$ _____
11611	TOWN CLERK SALARY/WAGES							
5103	WAGES-CLERICAL	\$102,981.00	\$102,834.61	\$104,947.00	\$42,382.20	\$108,125.00	\$108,125.00	\$ _____
11613	TOWN CLERK EXPENSES							
5210	TRAVEL OUT-OF-STATE	\$1,250.00	\$298.90	\$1,250.00	\$349.47	\$1,250.00	\$1,250.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$200.00	\$150.00	\$150.00	\$125.00	\$150.00	\$150.00	\$ _____
5218	TRAINING AND EDUCATION	\$1,000.00	\$681.15	\$1,000.00	\$326.00	\$1,000.00	\$1,000.00	\$ _____
5223	OFFICE SUPPLIES	\$1,000.00	\$656.14	\$1,000.00	\$60.20	\$1,000.00	\$1,000.00	\$ _____
227A	BOOK BINDING	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$300.00	\$ _____
5228	FORMS & BILLS	\$500.00	\$0.00	\$500.00	\$209.40	\$500.00	\$500.00	\$ _____
	TOTAL	\$4,250.00	\$1,786.19	\$4,200.00	\$1,070.07	\$4,200.00	\$4,200.00	\$ _____
	GRAND TOTAL	\$191,848.00	\$189,095.16	\$194,687.00	\$77,997.27	\$199,552.00	\$199,552.00	\$ _____



Town of Westborough

Fiscal Year 2014

Department

Election & Registration

Activities, Functions and Responsibilities

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

Successes & Accomplishments 2011-2012

Successfully ran 5 elections:
Presidential Primary (3-6-12)
Town Election (3-6-12)
Town Debt Exclusion Election (5-15-12)
State Primary Election (9-6-12)
State (Presidential) Election (11-6-12)

Recorder of 4 Town Meetings:
ATM (3-17-12)
STM (3-17-12)
STM (8-7-12)
STM (10-15-12)

Register Voters and maintain VRIS System

Goals & Priorities 2013-2014

Will successfully run 1 election:
Town Election (3-5-13)
(with the possibility of 1 or more elections depending on Senator Kerry's potential cabinet appointment)

Will record 2 Town Meetings:
ATM (3-16-13)
STM (10-21-13)

Register voters and maintain VRIS System

Elections & Registration

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	13,375	12,042.25	16,775	8,485	8,485	-49.4200%
Expenses	17,800	17,696.36	20,100	15,300	15,300	-23.8800%
Total Expenditures	\$31,175.00	\$29,738.61	\$36,875.00	\$23,785.00	\$23,785.00	-35.5000%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

[illegible][illegible]

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11621	ELECT & REGSTRN SALARY - ELECTED							
5101	SALARY-DEPARTMENT HEAD	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____
11621	ELECT & REGSTRN SALARY							
5102	SALARY-ASST & AGENT	\$375.00	\$375.00	\$375.00	\$0.00	\$450.00	\$450.00	\$_____
5103	WAGES-CLERICAL	\$11,000.00	\$9,667.25	\$14,400.00	\$6,066.00	\$6,035.00	\$6,035.00	\$_____
	TOTAL	\$11,375.00	\$10,042.25	\$14,775.00	\$6,066.00	\$6,485.00	\$6,485.00	\$_____
11623	ELECT & REGSTRN EXPENSES							
5219	PROFESSIONAL SERVICES	\$1,000.00	\$930.00	\$1,000.00	\$690.00	\$1,400.00	\$1,400.00	\$_____
5222	FOOD & FOOD SERV SUPPLIE	\$1,800.00	\$1,606.77	\$2,700.00	\$1,237.19	\$900.00	\$900.00	\$_____
5223	OFFICE SUPPLIES	\$1,000.00	\$634.73	\$1,000.00	\$178.48	\$1,000.00	\$1,000.00	\$_____
5228	PRINTING AND COPYING	\$14,000.00	\$14,524.86	\$15,400.00	\$3,831.10	\$12,000.00	\$12,000.00	\$_____
	TOTAL	\$17,800.00	\$17,696.36	\$20,100.00	\$5,936.77	\$15,300.00	\$15,300.00	\$_____
	GRAND TOTAL	\$31,175.00	\$29,738.61	\$36,875.00	\$12,002.77	\$23,785.00	\$23,785.00	\$_____



Town of Westborough Fiscal Year 2014

Department

Conservation Commission

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 Bylaw and supporting Wetlands Protection Regulations as well as numerous other state and local regulations.

In addition, Department staff assist overseeing the maintenance of the dams and the surrounding forested watershed at Sandra Pond Reservoir, sub-division stormwater detention basins, other Town-owned drainage systems, and also perform over 200 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.

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

Successes & Accomplishments 2011-2012

- Through the permit issued to the Commonwealth of Massachusetts for their permit associated with the repairs of the George Nichols Dam, the Commission was able to have the Commonwealth pay for a new box culvert on Arch Street.
- Performed the Town's first timber harvest around Watershed Lands supporting Sandra Pond Reservoir. The project was utilized by the State Forestry Division as a model for the Commonwealth. This work has also received very high achievements from other State Agencies in October of 2012.
- The State approved 2 additional 10-year Forest Management Plans for the remaining Watershed Lands round Sandra Pond Reservoir.
- Re-organized all Conservation files.
- Continued town wide stormwater inspections.
- Continued focusing on reducing flooding on town roads

Goals & Priorities 2013-2014

- Perform the Town's second timber harvest around Watershed Lands supporting Sandra Pond Reservoir.
- Create Stormwater database.
- Create Permit database.
- Calculate cumulative private stormwater structures.
- Continue to work with DPW Manager on other lands associated with the Town's drinking water supply for further protection and management.
- Continue to work with DPW to reduce flooding on Town roads.
- Apply for Massachusetts Foresters License.
- Continue review of Conservation Lands and management options.
- Present draft finance recommendations to Fincom for management of Conservation Lands.
- Inventory all Town owned facilities for Stormwater.

Department

Conservation Commission

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	17,476	17,142.98	18,553	19,890	19,890	7.2100%
Expenses	1,185	1,184.18	1,850	1,850	1,850	0.00%
Total Expenditures	\$18,661.00	\$18,327.16	\$20,403.00	\$21,740.00	\$21,740.00	6.5500%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time	0.5	0.5	0.5
F T E	0.5	0.5	0.5

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Regular Meeting	24	24	24
All Public Hearings	21	25	26
Appointments & Site Visits/Inspections most often coincide	300	300	300
Inter-Dpt/Pre-Application Appointments	30	30	30
Request for Determination of Applicability Permits	4	4	4
Request for Notice of Intent/ANRAD Permits	11	8 to date/15 est	15
Request for Certificate of Compliance Permits	65	5 to date/20 est	20

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Request for Determination of Applicability Permits approved < 21 days by State statute	100%	100%	100%	100%
Request for Notice of Intent/ANDRAD Permits approved < 21 days by State statute	100%	100%	100%	100%
Request for Certificate of Compliance Permits approved < 30 days by State statute	100%	100%	100%	100%
Inspect approximately 220 private sites for Stormwater compliance	100%	80%	65-70%	100%
Appeals to DEP	0%	0%	0%	0%

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11712	CONSERVATION COMM WAGES							
5103	WAGES-CLERICAL	\$17,476.00	\$17,142.98	\$18,553.00	\$7,485.24	\$19,890.00	\$19,890.00	\$_____
11713	CONSERVATION COMM EXPENSE							
5217	DUES AND MEMBERSHIPS	\$485.00	\$505.00	\$750.00	\$400.00	\$750.00	\$750.00	\$_____
5218	TRAINING AND EDUCATION	\$500.00	\$430.95	\$700.00	\$0.00	\$700.00	\$700.00	\$_____
5219B	SPECIAL EVENT/PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5237	MATERIALS & EQUIPMENT	\$200.00	\$248.23	\$400.00	\$0.00	\$400.00	\$400.00	\$_____
	TOTAL	\$1,185.00	\$1,184.18	\$1,850.00	\$400.00	\$1,850.00	\$1,850.00	\$_____
	GRAND TOTAL	\$18,661.00	\$18,327.16	\$20,403.00	\$7,885.24	\$21,740.00	\$21,740.00	\$_____

$$\left(\begin{array}{c} \vdots \\ \vdots \\ \vdots \end{array} \right)$$



Town of Westborough

Fiscal Year 2014

Department

Planning Board

Activities, Functions and Responsibilities

The Westborough Planning Board carries out its duties and responsibilities under Massachusetts General Laws (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, require that the Board should establish goals and objectives for future growth of their Town. The Planning Board shall make special studies, (Chapter 41, Sections 81-C), and when necessary prepare plans of the resources, possibilities, and needs of the Town concerning issues that the Board believes requires such consideration. These studies could consider any of the elements of the master plan, examined in greater detail as an individual study, or could consist of a detailed study of: a portion of the community, population growth, housing, economic issues, or other studies that the Planning Board deems appropriate.

The Planning Board reviews and approves applications for subdivisions, special permits, permits within the Down 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 Downtown Review Board.

Successes & Accomplishments 2011-2012

Creation of Zoning Bylaw for Senior Living Overlay District (SLO)

Construction of the Transit Orient Village (T-OV) begins.

Construction of the Westborough Retirement Residence begins (SLO)

Expansion of area in the Downtown Planning Overlay District (DPOD)

Creation of Zoning Bylaw for Large Scale Ground-Mounted Solar Photovoltaic Installations

Goals & Priorities 2013-2014

Creation of Zoning Bylaw for Medical Marijuana

Creation on Zoning Bylaw for specific residential solar installations

Department

Planning Board

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	206,881	206,532.26	211,090	217,675	217,675	3.1200%
Expenses	5,302	5,300.02	5,302	5,756	5,593	8.5600%
Total Expenditures	\$212,183.00	\$211,832.28	\$216,392.00	\$223,431.00	\$223,268.00	3.2500%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	3	3	3
Part Time			
F T E	3	3	3

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Regular Meetings	24	24	24
Public Hearings (All)	30	40	40
Subdivisions	0	2	1
Special Permits	8	9	9

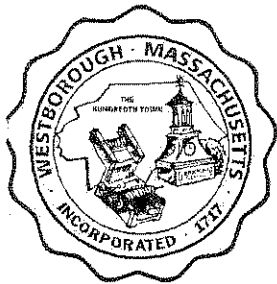
Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Special Permits granted within 90 days of filing (# reviewed and granted/avg. days in the process)	<90 days	8/50 days	9/47 days	9/<90 days
Design Review Applications granted within 30 days (# reviewed and granted/avg. days in process)	< 30 days	12/35 days	16/17 days	18/<30 days
Subdivision Application granted within 180 days (# reviewed and granted/avg. days in process)	< 180 days	no applications	1/50 days	1<180 days
ANR Applications granted within 21 days of filing (# reviewed and granted/avg. days in process)	< 21 days	10/7 days	9/10 days	9<21 days

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11721	PLANNING BOARD SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$84,617.00	\$84,474.36	\$85,540.00	\$34,545.00	\$87,227.00	\$87,227.00	\$ _____
5102	SALARY-ASST & AGENT	\$70,523.00	\$70,403.99	\$71,656.00	\$28,938.00	\$73,341.00	\$73,341.00	\$ _____
5103	WAGES-CLERICAL	\$51,741.00	\$51,653.91	\$53,894.00	\$21,598.46	\$57,107.00	\$57,107.00	\$ _____
	TOTAL	\$206,881.00	\$206,532.26	\$211,090.00	\$85,081.46	\$217,675.00	\$217,675.00	\$ _____
11723	PLANNING BOARD EXPENSES							
5201	ADVERTISING	\$586.00	\$480.70	\$586.00	\$316.75	\$700.00	\$600.00	\$ _____
5205	OTHER EQUIPMENT	\$463.00	\$0.00	\$463.00	\$0.00	\$463.00	\$250.00	\$ _____
5209	TRAVEL IN-STATE	\$613.00	\$281.63	\$613.00	\$0.00	\$613.00	\$400.00	\$ _____
5210	TRAVEL OUT-OF-STATE	\$1,363.00	\$460.20	\$1,363.00	\$0.00	\$1,363.00	\$1,300.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$288.00	\$385.00	\$288.00	\$75.00	\$485.00	\$485.00	\$ _____
5218	TRAINING AND EDUCATION	\$1,386.00	\$2,744.64	\$1,386.00	\$0.00	\$1,386.00	\$1,995.00	\$ _____
5223	OFFICE SUPPLIES	\$463.00	\$561.85	\$463.00	\$0.00	\$463.00	\$463.00	\$ _____
5225	POSTAGE AND COURIER	\$40.00	\$0.00	\$40.00	\$25.00	\$40.00	\$0.00	\$ _____
5227	BOOKS AND PERIODICALS	\$0.00	\$286.00	\$0.00	\$143.00	\$143.00	\$0.00	\$ _____
5241	CLOTHNG ALLOWANCE	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$ _____
5245	OTHER PROFESSIONAL SERV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
	TOTAL	\$5,302.00	\$5,300.02	\$5,302.00	\$659.75	\$5,756.00	\$5,593.00	\$ _____
	GRAND TOTAL	\$212,183.00	\$211,832.28	\$216,392.00	\$85,741.21	\$223,431.00	\$223,268.00	\$ _____

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 (\$1645) Aniv. Date 08/04
5102	Salary: Full-time Asst. Planner/Conservation N18 MAX (\$1378) Anniv. Date 08/24
5103	Wages: Full-time Admin. Assnt. N10 25th year (\$1041) Anniversary Date 10/03
5201	Advertisement: Legal ads for Town Meeting Articles; Special Permits & Subd. Regs.
	Increase reflects projected Town Meeting Articles and cost increases.
5205	Other Equipment: Need flat files and filing cabinets
5209	Travel-In-State: Site visits to ongoing & proposed projects, travel to conferences.
5210	Travel Out-Of-State: Special conferences, annual APA conferences.
5217	Dues & Mbrshp: MAPD, APA, CPTC (Citizen Planners Training Collabertive).
	Reflects 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.



Town of Westborough

Fiscal Year 2014

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 2011-2012

FY2011 - Filed 13 decisions.

FY2012 - Filed 26 decisions.

02/06/2012 - Created summary sheet for ZBA Application Procedure/Timelines.

10/04/2012 - Held interviews with candidates for two vacant associate member positions. Board's recommendations sent to Board of Selectmen.

Goals & Priorities 2013-2014

Search for a 40B consultant.

Review ZBA application and instruction documents.

Board of Appeals

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	12,117.2	11,8B8.71	12,438	12,685	12,685	1.9900%
Expenses	1,726.8	1,726.8	1,540	1,540	1,540	0.00%
Total Expenditures	\$13,844.00	\$13,615.51	\$13,978.00	\$14,225.00	\$14,225.00	1.7700%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time	0.25	0.25	0.25
F T E	0.25	0.25	0.25

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**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11732	BOARD OF APPEALS CLERICAL							
5103	WAGES-CLERICAL	\$12,117.20	\$11,888.71	\$12,438.00	\$4,217.10	\$12,685.00	\$12,685.00	\$ _____
11733	BOARD OF APPEALS EXPENSE							
5201	ADVERTISING	\$1,726.80	\$1,726.80	\$1,540.00	\$738.74	\$1,540.00	\$1,540.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
	TOTAL	\$1,726.80	\$1,726.80	\$1,540.00	\$738.74	\$1,540.00	\$1,540.00	\$ _____
	GRAND TOTAL	\$13,844.00	\$13,615.51	\$13,978.00	\$4,955.84	\$14,225.00	\$14,225.00	\$ _____



Town of Westborough Fiscal Year 2014

Department

Town Buildings & Grounds

Activities, Functions and Responsibilities

- Provide general cleaning and maintenance for various Town buildings and grounds.
- Supervise internal and external (contracted) custodial personnel.
- Ensure proper operation of all mechanical (heating and air conditioning) equipment in buildings.
- Select contractors who provide necessary services and building repairs.
- Ensure building inspections are conducted on a regular basis to maintain safe environment for occupants.

Successes & Accomplishments 2011-2012

- Converted heating system at Forbes Community Building from oil to natural gas to reduce energy costs.
- Installed energy efficient split AC system in Town Hall server room to provide proper environment to protect equipment.

Goals & Priorities 2013-2014

- To continue implementing energy efficient equipment for further reduction in operating expenses for Town buildings.
- To implement a electronic building inspection documentation process through the use of a tablet.

Department

Town Buildings & grounds

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	158,167	154,614.87	151,700	156,521	156,521	3.1800%
Expenses	241,073	234,433.57	233,485	233,485	204,130	0.00%
Total Expenditures	\$399,240.00	\$389,048.44	\$385,185.00	\$390,006.00	\$360,651.00	1.2500%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	3	3	3
Part Time			
F T E	3	3	3

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Manage 99,972 sq./ft. of building space.			
Clean and maintain 70,693 sq./ft. of building space.			
Address building issues submitted by Departments			
Fulfill Department supply requests.	58 requests	65 requests	75 requests
Install energy efficient equipment in buildings.			

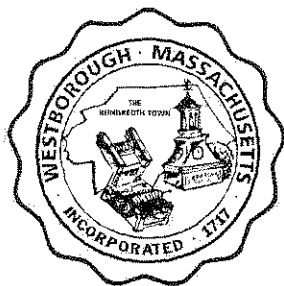
Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Reduce buildings energy consumption.	20% in 5 years	-	5%	10%

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11851	TOWN BUILDINGS SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$54,497.00	\$54,405.45	\$55,120.00	\$22,260.00	\$56,220.00	\$56,220.00	\$ _____
5104	WAGES-OPERATIONS	\$100,670.00	\$98,215.87	\$93,580.00	\$37,791.60	\$97,301.00	\$97,301.00	\$ _____
5105	OVERTIME	\$3,000.00	\$1,993.55	\$3,000.00	\$860.63	\$3,000.00	\$3,000.00	\$ _____
	TOTAL	\$158,167.00	\$154,614.87	\$151,700.00	\$60,912.23	\$156,521.00	\$156,521.00	\$ _____
11853	TOWN BUILDING EXPENSES							
5202A	RPR/MNT FORBES MUNICIPA	\$33,700.00	\$33,709.03	\$27,000.00	\$34,639.46	\$27,000.00	\$33,000.00	\$ _____
5202B	RPR/MNT FORBES COMMUNI	\$4,000.00	\$3,367.46	\$4,000.00	\$708.14	\$4,000.00	\$4,000.00	\$ _____
5202C	RPR/MNT TOWN HALL	\$29,783.00	\$30,532.83	\$31,020.00	\$10,937.68	\$31,000.00	\$21,000.00	\$ _____
5202D	RPR/MNT SENIOR CENTER	\$14,500.00	\$18,500.25	\$14,500.00	\$6,793.01	\$14,500.00	\$22,000.00	\$ _____
5202E	GRNDS & BLDG-MISC BUILDN	\$10,000.00	\$14,937.07	\$12,000.00	\$7,772.64	\$12,000.00	\$16,000.00	\$ _____
5202H	RPR/MNT HARVEY BUILDING	\$2,000.00	\$640.00	\$2,000.00	\$446.94	\$2,000.00	\$1,500.00	\$ _____
5211A	ELECTRICITY-FORBES MUNK	\$44,235.00	\$50,441.45	\$51,235.00	\$24,897.95	\$51,305.00	\$36,000.00	\$ _____
5211B	ELECTRICITY-FORBES COMM	\$1,500.00	\$1,463.44	\$1,500.00	\$517.82	\$1,950.00	\$1,500.00	\$ _____
5211C	ELECTRICITY-TOWN HALL	\$12,000.00	\$15,255.78	\$14,000.00	\$6,163.17	\$14,000.00	\$10,000.00	\$ _____
5211D	ELECTRICITY-SR CENTER	\$17,500.00	\$24,444.22	\$23,500.00	\$9,432.43	\$23,500.00	\$16,000.00	\$ _____
5211F	ELECTRICITY-SPURR HOUSE	\$300.00	\$403.80	\$500.00	\$155.51	\$750.00	\$700.00	\$ _____
5213A	FUEL & GAS-FORBES MUNICI	\$15,000.00	\$3,056.10	\$5,000.00	\$198.03	\$5,200.00	\$3,700.00	\$ _____
5213B	FUEL & GAS-FORBES COMM	\$5,000.00	\$2,556.29	\$3,500.00	\$83.74	\$3,500.00	\$3,000.00	\$ _____
5213C	FUEL & GAS-TOWN HALL	\$19,500.00	\$7,240.63	\$14,000.00	\$227.34	\$13,250.00	\$10,000.00	\$ _____
5213D	FUEL & GAS-SR CENTER	\$17,300.00	\$8,742.10	\$13,800.00	\$476.23	\$13,800.00	\$10,000.00	\$ _____
5213F	FUEL & OIL-SPURR HOUSE	\$2,700.00	\$3,408.61	\$4,200.00	\$217.94	\$4,000.00	\$4,000.00	\$ _____
5237	MATERIALS & EQUIPMENT	\$10,455.00	\$14,026.12	\$10,455.00	\$3,683.49	\$10,455.00	\$10,455.00	\$ _____
5241	CLOTHING ALLOWANCE	\$1,600.00	\$1,708.39	\$1,275.00	\$411.76	\$1,275.00	\$1,275.00	\$ _____
	TOTAL	\$241,073.00	\$234,433.57	\$233,485.00	\$107,763.28	\$233,485.00	\$204,130.00	\$ _____
	GRAND TOTAL	\$399,240.00	\$389,048.44	\$385,185.00	\$168,675.51	\$390,006.00	\$360,651.00	\$ _____

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 and chair lift service.
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.



Town of Westborough Fiscal Year 2014

Department

Insurance

Activities, Functions and Responsibilities

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

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

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

Successes & Accomplishments 2011-2012

In 2010 the Town negotiated with unions to increase office co-payments incrementally over 3 years. In FY11 the office visit co-pay increased from \$5 to \$10; to \$15 in FY12 and to \$20 in FY13.

The Town earned \$ for FY11 and \$ in FY12 from the MIIA Rewards program. In FY12 the Town switched insurance carriers to save money. The change of firefighter insurance carrier from VFIS to MIIA and saved \$10,000; the change of Life Insurance carriers from Fort Dearborn to Boston Mutual saved the Town 4,243.20 per year and employees \$2,284.80 per year (3 year rate guarantee); the change of Long Term Disability Insurance carriers from UNUM to Boston Mutual saved employees \$42,453.18 per year (3 year rate guarantee). The Town also increased its insurance offering by increasing the voluntary life maximum and now offering permanent life and now offering permanent life and cancer insurance.

Goals & Priorities 2013-2014

Over the next couple years the Town will focus on working with employees to decrease the Town's Other Post Employment Benefits liability. The Town will also work with its health insurance consultant to negotiate reasonable rates with health insurance providers.

Department

Insurance

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	0	0	0	0	0	
Expenses	10,205,100	9,411,760.64	10,191,200	10,791,000	10,766,000	5.8900%
Total Expenditures	10,205,100	\$9,411,760.64	10,191,200	10,791,000	10,766,000	5.8900%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time			
F T E			

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Total Active Employees Covered by Health Insurance	516	512	522
Total Retirees Covered by Health Insurance	384	404	409
Total Number of Unemployment Claimants	24	21	21
Opt Out Program Participants	17	20	23

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
MIIA Rewards Earned	\$40,000	\$39,592	\$42,000	45,000
Unemployment Costs	\$118,000	\$123,486.63	\$118,000	\$120,000
Insurance Rate Increases	10%	10%	4%	10%

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
11933	INSURANCE EXPENSES						182497.2	
5245	OTHER PROFESSIONAL SERV	\$28,000.00	\$15,293.16	\$25,000.00	\$5,697.72	\$25,000.00	\$25,000.00	\$ _____
5703	UNEMPLOYMENT COMPENSA	\$150,000.00	\$130,911.15	\$150,000.00	\$30,608.89	\$150,000.00	\$150,000.00	\$ _____
5704	MEDICARE TAX	\$615,000.00	\$595,965.72	\$615,000.00	\$209,984.11	\$615,000.00	\$615,000.00	\$ _____
5705	GROUP INS - LIFE	\$20,000.00	\$23,813.40	\$25,200.00	\$9,946.25	\$25,000.00	\$25,000.00	\$ _____
5706	GROUP INS - MEDICAL	\$8,735,100.00	\$8,191,731.24	\$8,800,000.00	\$3,672,255.04	\$9,400,000.00	\$9,400,000.00	\$ _____
5707	HEALTH CARE REIMB ACCT	\$50,000.00	\$8,937.24	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5750	SURETY	\$2,000.00	\$200.00	\$1,000.00	\$525.00	\$1,000.00	\$1,000.00	\$ _____
5751	FIRE/CASUALTY-WORKERS	\$605,000.00	\$444,908.73	\$575,000.00	\$466,593.96	\$575,000.00	\$550,000.00	\$ _____
	TOTAL	\$10,205,100.00	\$9,411,760.64	\$10,191,200.00	\$4,395,610.97	\$10,791,000.00	\$10,766,000.00	\$ _____

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 Cook & Co, 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 FY14 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 being level funded at \$615,000.
11933-5705	Group Life Insurance - This account covers the required group life insurance program. The estimated is approximately \$25,200 in FY14.
11933-5706	This account pays the 75% of health insurance costs the Town contributes to health insurance for employees. While we do not have a FY14 estimate yet, the budget includes a 10% increase and the assumption that 10 more people will sign up for the most expensive plan bringing estimated FY14 cost to \$9,679,283.53. This figure was rounded to \$9,700,000. This will be further refined as appropriate as new information is available.
11933-5707	Health Care Reimbursement Account - The HRA was part of the negotiations to make health insurance plan design changes in FY11. The Town voted at the 2012 ATM to remove this from the operating budget and set up a separate account to meet the obligation to union.

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Town of Westborough Fiscal Year 2014

Department

Police

Activities, Functions and Responsibilities

The mission of the Police Department is to provide safety and security to our residents and guests. The department consists of 1 Chief, 1 Admin. Assistant, 2 Lieutenants, 6 Sergeants, 19 Patrolmen and 6 civilian dispatcher/secretaries. In addition to their appointed duties, all employees are certified as E9-1-1 call takers.

Successes & Accomplishments 2011-2012

- Implemented required EMD protocols with U Mass EMD
- Updated IMC dispatch software
- Updated cruiser fleet and equipment
- Worked with Schools to implement ALICE system
- Continued with DA Roundtable meetings
- Increased participation with CEMLEC accident recon.
- Decrease in major crimes
- Focus on traffic enforcement to reduce accidents
- Continue with department monthly show "Police Report"
- Implement additional social media, Facebook and Twitter
- Worked with Board of Health on emergency radio system

Goals & Priorities 2013-2014

- Continue advanced training for employees
- Continue implementation of ALICE system
- Implement other emergency community alert systems
- Continue monthly TV show "Police Report"
- Work with Planning Board regarding major projects
- Decrease major crimes
- Continue DA Roundtable meetings
- Work to ensure a safe environment for all employees

Department

POLICE

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	2,619,768	2,534,866.12	2,614,700	2,714,733	2,714,733	3.8300%
Expenses	104,584	95,303.7	106,500	107,300	107,300	0.7500%
Total Expenditures	\$2,724,352.00	\$2,630,169.82	\$2,721,200.00	\$2,822,033.00	\$2,822,033.00	3.7100%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	35	35	35
Part Time			
F T E	35	35	35

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Accidents	586	500	
Crimes reported	1776	1604	
Total calls	10061	8595	
Incident reports generated	1315	1213	
Arrests	248	211	

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Reduce accidents				
Reduce crimes				
Reduce arrests				

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
12101	POLICE SALARIES/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$127,742.00	\$127,108.94	\$128,874.00	\$52,026.79	\$131,452.00	\$131,452.00	\$ _____
5102	SALARY-ASST & AGENT	\$268,537.00	\$262,542.75	\$272,363.00	\$109,141.25	\$277,813.00	\$277,813.00	\$ _____
5103	WAGES-CLERICAL	\$193,752.00	\$172,199.80	\$197,149.00	\$78,296.59	\$202,064.00	\$202,064.00	\$ _____
5104	WAGES-OPERATIONS	\$1,878,112.00	\$1,735,775.96	\$1,848,514.00	\$730,850.67	\$1,932,504.00	\$1,932,504.00	\$ _____
5105	OVERTIME	\$52,575.00	\$148,177.99	\$60,000.00	\$49,480.95	\$60,000.00	\$60,000.00	\$ _____
5106	SHIFF DIFFERENTIAL	\$33,000.00	\$34,421.38	\$33,000.00	\$13,639.38	\$33,000.00	\$33,000.00	\$ _____
5107	COURT TIME	\$12,000.00	\$10,671.43	\$20,000.00	\$4,319.24	\$20,000.00	\$20,000.00	\$ _____
5109	TRAINING	\$20,500.00	\$9,667.87	\$20,500.00	\$6,007.46	\$20,500.00	\$20,500.00	\$ _____
5110	FITNESS STIPENDS	\$20,250.00	\$21,000.00	\$21,000.00	\$0.00	\$22,400.00	\$22,400.00	\$ _____
5111	COMPENSATION TIME	\$13,300.00	\$13,300.00	\$13,300.00	\$5,643.12	\$15,000.00	\$15,000.00	\$ _____
	TOTAL	\$2,619,768.00	\$2,534,866.12	\$2,614,700.00	\$1,049,405.45	\$2,714,733.00	\$2,714,733.00	\$ _____
12103	POLICE EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$15,000.00	\$9,462.96	\$15,000.00	\$5,395.33	\$15,000.00	\$15,000.00	\$ _____
5203A	REPAIR/MAINT RADIO	\$16,284.00	\$18,777.05	\$17,000.00	\$9,281.16	\$17,000.00	\$17,000.00	\$ _____
5205A	OFFICE EQUIPMENT	\$1,500.00	\$0.00	\$1,500.00	\$16.12	\$1,500.00	\$1,500.00	\$ _____
5209	TRAVEL IN-STATE	\$1,000.00	\$267.15	\$1,000.00	\$48.00	\$1,000.00	\$1,000.00	\$ _____
5210	TRAVEL OUT-OF-STATE	\$2,000.00	\$0.00	\$2,000.00	\$2,508.20	\$2,000.00	\$2,000.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$1,300.00	\$1,015.00	\$1,300.00	\$600.00	\$1,300.00	\$1,300.00	\$ _____
5218	TRAINING AND EDUCATION	\$8,000.00	\$5,485.11	\$8,000.00	\$2,295.00	\$8,000.00	\$8,000.00	\$ _____
5222	FOOD & FOOD SERV SUPPLI	\$2,500.00	\$1,430.68	\$2,500.00	\$381.02	\$2,500.00	\$2,500.00	\$ _____
5223	OFFICE SUPPLIES	\$3,000.00	\$3,762.65	\$3,000.00	\$914.89	\$3,000.00	\$3,000.00	\$ _____
5224E	OTHER SUPPLIES-MATERIAL	\$5,000.00	\$5,509.18	\$5,000.00	\$518.85	\$5,000.00	\$5,000.00	\$ _____
5227	BOOKS AND PERIODICALS	\$1,000.00	\$139.50	\$1,000.00	\$155.00	\$1,000.00	\$1,000.00	\$ _____
5236	CONTRACTUAL SERVICES	\$4,200.00	\$5,153.50	\$4,200.00	\$1,066.00	\$4,200.00	\$4,200.00	\$ _____
5237A	VEHICLES-SUPPLIES/MATRL	\$5,000.00	\$5,172.03	\$5,000.00	\$2,603.31	\$5,000.00	\$5,000.00	\$ _____
5241	CLOTHING ALLOWANCE	\$38,800.00	\$39,128.89	\$40,000.00	\$22,005.35	\$40,800.00	\$40,800.00	\$ _____
	TOTAL	\$104,584.00	\$95,303.70	\$106,500.00	\$47,788.23	\$107,300.00	\$107,300.00	\$ _____
	GRAND TOTAL	\$2,724,352.00	\$2,630,169.82	\$2,721,200.00	\$1,097,193.68	\$2,822,033.00	\$2,822,033.00	\$ _____

POLICE DEPARTMENT EXPENSES FY 14

5203 – Vehicle Maintenance Program

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

Vehicles\$15,000

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

Nextel Communication System\$5,716

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

.....\$3,084

Paging System.....\$500

Fax Machine.....\$500

Internet and Tips line.....GRANT

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

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

Total\$17,000

5205A – Office Equipment

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

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

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

5210 – Out of State Travel

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.....\$3,000

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.....\$1,000

US Post Office.....\$250

ASAP Information Systems (State computer vendor)(MIS/GIS pays)0

Computer Hardware Service Contract,U.Mass. Mem. Tests..... \$3,000

Total..... \$4,200

5237A – Vehicle Supplies & Equipment

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

5241 – Clothing Allowance & Equipment

Contract Art. XX, Section 2, clothing allowance

20 sworn officers..... \$22,000

8 sworn command officers..... \$8,800

6 clerical workers.....\$2,700

1 Chief.....\$1,100

Shoulder patches, badges, ammunition, weapons, etc.....\$6,200

TOTAL.....\$40,800

TOTAL.....\$107,300

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Town of Westborough

Fiscal Year 2014

Department

Fire

Activities, Functions and Responsibilities

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

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

The department is comprised of 17 firefighter/EMTs, 18 firefighter/paramedics, an administrative secretary and 13 call firefighters. FD members work in unison to provide all facets of the fire service: fire suppression, rescue, hazardous materials, incident management, fire prevention, code enforcement, emergency medical services, including Advanced Life Support, public education, fire investigation, as well as a substantial amount of non-emergency public service.

Successes & Accomplishments 2011-2012

Maintained a positive work environment for employees
Involved command staff/all employees in major decision making.
Provided superior fire suppression activities (1,001 calls).
Provide superior EMS service (ALS) (1,900 calls).
Provided the most effective fire/EMS training that allowed for.
Maintained a very safe community due to inspection and strict code enforcement. (115 occupancy inspection 582 fire safety inspections, 1,140 permits issued, 121 plan reviews).
Provide community outreach programs (300 car seats installed/inspected, battery day and lock boxes for elderly residents with Senior Center, SEE ATTACHED SHEET

Goals & Priorities 2013-2014

Maintain a positive and safe work environment for all employees.
Continue with group mgt in decision making.
Maintain a high level of training for our EMS and Fire Staff.
Continue to meet all HIPPA Regulations (patient's rights)
Re-certify 12 Paramedics and 12 EMT's
Keep 3 fire prevention officers certified and credentialed by Mass Fire Training Council
Work closely with other town departments on projects coming into Westborough
Continue with our successful Community Outreach Programs.
Keep our Dive Team trained to current standards.
SEE ATTACHED SHEET

Department

Fire

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	3,119,445	3,110,048.76	3,156,197	3,247,385	3,247,385	2.8900%
Expenses	307,514	297,267.86	308,359	310,859	306,079	0.8100%
Total Expenditures	\$3,426,959.00	\$3,407,316.62	\$3,464,556.00	\$3,558,244.00	\$3,553,464.00	2.7000%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	35	35	35
Part Time	10	13	13
F T E	45	48	48

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Monthly training sessions	12	12	12
Dive Team Training	6	8	8
Paramedic Training (Dr. Tennyson/UMMC)	4	6	6
Safety inspections conducted	582	600	625
Occupancy Inspections	115	150	175
Permits issued	1040	1050	1060
Children's car seat inspections/installations	300	325	350
Smoke detector/CO detector inspections	212	225	250
Maintained all vehicles	14 units	14 units	14 units
conducted liquor license inspections	32	34	34
Public education visits to Schools	28	28	28

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Grievances received	0	0	0	0
Fire incidents successfully mitigated	100%	1,100	1200	1300
EMS incidents successfully mitigated	100%	1,986	2,000	2,000
Fire related fatalities (civilian)	0	0	0	0
Firefighter injuries	0	2	0	0
Haz Mat. conditions mitigated	100%	34	0	0
Public assistance calls answered	100%	75	80	80
Emergency response time 6 minutes or less	90%	85%	85%	85%
4 person crew on initial emergency responses	100%	70%	70%	70%
ISO Rating	3	4/9	4/9	4/9

Successes & Accomplishments 2011-2012	Goals & Priorities 2013-2014
<p>Complied with the new Mass. Medical Waste Law in conjunction with Health Dept.</p> <p>Working with the Police Chief, Medical Director Dr. Tennyson, assisted by Town Mgr and BOS met the standards of the new Mass EMD regulation</p> <p>Adhered to all aspects of the federal HIPPA Law</p>	<p>Continue our professional relationship with UMASS Medical, our affiliate hospital..</p>

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
12201	FIRE DEPT SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$128,217.00	\$128,915.30	\$130,157.00	\$51,580.63	\$133,744.00	\$133,744.00	\$
5103	WAGES-CLERICAL	\$48,340.00	\$48,176.20	\$51,110.00	\$19,837.80	\$53,558.00	\$53,558.00	\$
5104	WAGES-OPERATIONS	\$2,398,510.00	\$2,325,869.73	\$2,411,388.00	\$943,253.86	\$2,484,832.00	\$2,484,832.00	\$
5104B	WAGES-TRAINING DRILLS	\$42,982.00	\$45,224.96	\$43,625.00	\$4,276.22	\$44,500.00	\$44,500.00	\$
5104C	WAGES-FIRE ALARM MAINT.	\$11,670.00	\$12,669.12	\$11,844.00	\$3,416.16	\$12,081.00	\$12,081.00	\$
5104F	WAGES-OPERATION PART-TI	\$25,330.00	\$27,256.87	\$30,518.00	\$0.00	\$30,518.00	\$30,518.00	\$
5105A	OVERTIME-VACATION	\$23,339.00	\$30,503.36	\$23,688.00	\$23,736.87	\$24,163.00	\$24,163.00	\$
5105B	OVERTIME-SICK	\$22,172.00	\$29,003.94	\$22,504.00	\$23,456.85	\$22,955.00	\$22,955.00	\$
5105C	OVERTIME-STILL ALARM	\$61,264.00	\$72,319.53	\$62,181.00	\$44,638.79	\$63,428.00	\$63,428.00	\$
5105D	OVERTIME-BOX ALARM	\$46,677.00	\$48,543.07	\$47,376.00	\$14,918.11	\$48,326.00	\$48,326.00	\$
5105E	OVERTIME-OTHER	\$41,199.00	\$62,617.74	\$41,998.00	\$66,869.89	\$42,890.00	\$42,890.00	\$
5105F	OVERTIME-EMS TRAINING	\$69,045.00	\$70,205.80	\$69,888.00	\$22,483.64	\$71,282.00	\$71,282.00	\$
5105H	OVERTIME-EMS RECALL	\$50,000.00	\$52,993.14	\$59,220.00	\$7,121.55	\$60,408.00	\$60,408.00	\$
5110A	WAGES EMS STIPENDS	\$150,700.00	\$155,750.00	\$150,700.00	\$160,750.00	\$154,700.00	\$154,700.00	\$
	TOTAL WAGES	\$3,119,445.00	\$3,110,048.76	\$3,156,197.00	\$1,386,340.37	\$3,247,385.00	\$3,247,385.00	\$
12203	FIRE DEPT EXPENSES							
5202	GROUNDS & BUILDING MAINT	\$18,550.00	\$18,995.72	\$18,550.00	\$8,529.59	\$19,050.00	\$19,050.00	\$
5203A	RPR/MNT RADIO	\$18,800.00	\$18,156.33	\$18,800.00	\$8,375.92	\$19,300.00	\$19,300.00	\$
5203B	RPR/MNT OFFICE EQUIP	\$4,970.00	\$3,000.36	\$4,970.00	\$979.19	\$4,970.00	\$4,970.00	\$
5203C	RPR/MNT AIR PACKS	\$6,050.00	\$6,168.01	\$6,050.00	\$0.00	\$6,050.00	\$6,050.00	\$
5203D	RPR/MNT VEHICLES	\$37,159.00	\$43,792.41	\$37,159.00	\$10,411.23	\$37,159.00	\$41,140.00	\$
5205	MEDICAL EQUIPMENT	\$47,500.00	\$52,463.64	\$47,500.00	\$22,531.59	\$47,500.00	\$47,500.00	\$
5205D	OPER EQUIP-TURNOUT GEAR	\$14,640.00	\$18,059.50	\$14,640.00	\$9,842.35	\$14,640.00	\$14,640.00	\$
5205E	OPER EQUIP-HOSE	\$4,250.00	\$4,631.16	\$4,250.00	\$0.00	\$4,250.00	\$4,250.00	\$
5209	TRAVEL IN-STATE	\$500.00	\$535.48	\$500.00	\$228.74	\$500.00	\$500.00	\$
5210	TRAVEL OUT-OF-STATE	\$1,200.00	\$1,382.28	\$1,200.00	\$0.00	\$1,200.00	\$1,200.00	\$
5211	ELECTRICITY	\$17,280.00	\$22,862.34	\$17,280.00	\$9,535.70	\$17,280.00	\$15,000.00	\$
5213	FUEL - Gas	\$16,000.00	\$7,048.28	\$16,000.00	\$243.49	\$16,000.00	\$12,000.00	\$
5215	TELEPHONE	\$1,704.00	\$4,718.16	\$1,704.00	\$2,370.31	\$1,704.00	\$4,800.00	\$
5217	DUES AND MEMBERSHIPS	\$2,025.00	\$2,344.00	\$2,025.00	\$1,345.00	\$2,025.00	\$2,025.00	\$
5218	TRAINING AND EDUCATION	\$3,420.00	\$2,211.43	\$3,420.00	\$539.52	\$3,420.00	\$3,420.00	\$
5218B	EMS TRAINING & EDUCATION	\$9,300.00	\$3,082.40	\$9,300.00	\$1,333.45	\$9,300.00	\$7,500.00	\$
5219	PROFESSIONAL SERVICES	\$2,900.00	\$4,505.06	\$2,900.00	\$126.00	\$4,400.00	\$4,400.00	\$
5219G	MEDICAL BILLING	\$31,000.00	\$21,978.50	\$31,000.00	\$7,061.50	\$31,000.00	\$28,000.00	\$
5223	OFFICE SUPPLIES	\$3,000.00	\$3,210.40	\$3,000.00	\$782.66	\$3,000.00	\$3,000.00	\$
5224C	FIRE PREVENTION	\$2,000.00	\$1,778.40	\$2,000.00	\$108.24	\$2,000.00	\$2,000.00	\$
5224E	TRAINING MATERIALS	\$800.00	\$0.00	\$800.00	\$110.45	\$800.00	\$800.00	\$
5233B	SFTY EQUIP-FIR ALARM	\$924.00	\$1,135.16	\$924.00	\$0.00	\$924.00	\$924.00	\$
5233C	SFTY EQUIP-EXT MAINT	\$500.00	\$388.27	\$500.00	\$124.00	\$500.00	\$500.00	\$
5237B	TOOLS	\$11,150.00	\$10,051.17	\$11,150.00	\$3,695.29	\$11,150.00	\$11,150.00	\$
5241	CLOTHING ALLOWANCE	\$32,752.00	\$35,302.05	\$32,752.00	\$8,811.54	\$32,752.00	\$35,300.00	\$
5243	EMS LICENSING	\$17,850.00	\$8,882.00	\$18,325.00	\$11,369.96	\$18,325.00	\$15,000.00	\$
5247	GAS,OIL,LUBE	\$1,290.00	\$585.35	\$1,660.00	\$167.00	\$1,660.00	\$1,660.00	\$
	TOTAL	\$307,514.00	\$297,267.86	\$308,359.00	\$108,622.72	\$310,859.00	\$306,079.00	\$
	GRAND TOTAL	\$3,426,959.00	\$3,407,316.62	\$3,464,556.00	\$1,494,963.09	\$3,558,244.00	\$3,553,464.00	\$

**FY14 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	
		53,558
5104	Wages- Operations	
	This covers the day to day operation of the fire department. This is the regular wages for 35 firefighters. Each of the four Capts/Lts and 27 firefighters work 42 hours a week at 52.2 weeks per year. Each Capt/Lt and firefighter is paid for 11 holidays at 10 hours per holiday. Included in the day to day operations are firefighting, emergency medical services, inspections, public education, fire investigations, records and reporting, building maintenance, vehicle maintenance, public service and training.	
		2,484,832
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 \$50.34 per hour. $35 \times 12 \text{ hrs.} = \$21,143$	
	Command Staff Meetings 6 meetings $\times 4 \text{ hrs.} \times 8 \times \$50.34 = \$9,665$	
	Worcester Fire Dept. Burn Building Training 34 Firefighters $\times 8 \text{ hrs.} \times \$50.34 = \$13,692$	
		44,500
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 $\times 8 \text{ Hrs./day} @ \$ 50.34 \times 15 \text{ days} =$	
		12,081
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 $\times 80 \text{ calls} \times 2 \text{ hrs.} @ \$21.71 = \$20,841$	
	Call Department Training:	
	12 sessions $\times 10 \text{ people} \times 2 \text{ hrs.} \times \$21.71 = \$5,210$	
	First responder training mandated by state law	
	10 people $\times 20 \text{ hrs.} \times \$21.71 = \$4,342$	
	One call department officer is paid an additional \$125 per year = \$125	
		30,518
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. $40 \text{ shifts} \times 12 \text{ hrs.} \times \$50.34 = \$24,163$	
		24,163
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	
	$38 \text{ shifts} \times 12 \text{ hrs.} \times \$50.34 = \$22,504$	
		22,955
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 \$50.34 = \$63,428	
		63,428
5105D	Wages - Box Alarm	
	We have been averaging 120 "all calls" per year. "All Calls" or General Alarms include reported structure fires, alarms from high hazard occupancies such as schools, nursing homes, elderly housing, and hospitals. The on duty shift responds to the emergency and we average 6 off duty firefighters reporting back on a recall. This number of people is hardly sufficient to adequately and safely handle a call.	
	120 "All Calls" x 4 firefighters = 480 x \$50.34 hr. X 2 hrs. = \$48,326	
		48,326
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 \$50.34 x 4 storms = \$12,082	
	Coverage for 4 winter storms:	
	5 firefighters x 12 hrs. x \$50.34 x 4 storms = \$12,082	
	25 hours of court time x \$50.34 = \$1,259	
	Fire Investigations: 2 firefighters x 30 hrs. = 60 hrs x \$50.34 = \$3,020	
	Repairs to vehicles: 80 hrs. x \$50.34 = \$4,027	
	Department schooling: 50 hrs. x \$50.34 = \$2,517	
	Public education program in the public schools, private preschools, churches, nursing homes, civic groups.	
	2 firefighters x 40 hrs. X 50.34= \$3,852 = 00	
	Professional development: 60 hrs. x \$50.34 = \$3,020	
	Coverage for Military Reserve Training: Two of our people serve one weekend in the military reserves and two weeks a year. We cover for 2 weekends during the year for each reservist	
	2 firefighters x 2 days x 12 hrs. x 2 weekends x \$50.34 = \$4,883	
	Holiday Lights 8 firefighters x 10 hrs. x \$50.34 = \$3,852 = 00	
	Battery Day for the Elderly 8 firefighters x 4 hrs. x 50.34 = \$1,541= 00	
	State Mandated Liquor License Inspections 28 x 2 x \$50.34 = \$2,6951= 00	
		42,890
5105F	EMS Training	
	This is for the training of staff for Mass. EMT rectification. State OEMS requires a min of 28 hrs. of basic continuing education plus a 30 hr. refresher class every two years or 30 hours per year.	
	20 x 30 hrs. X \$50.34= \$30,204	
	Paramedic recertification (in hospital)	
	Neo-natal res. 8 medics x 8 hrs. X \$50.34 = \$3,222	
	Advanced Cardiac Life Support 4 medics x 8 hrs. X \$50.34 = \$1,611	
	Pediatric ALS (PALS) 8 medics x 8 hrs. X \$50.34 = \$3,222	
	ALS refresher 8 medics x 48 hrs. X \$50.34 = \$19,331	
	Continuing ed 8 medics x 28 hrs. X \$50.34 = \$11,276	
	CPR recertification training is 9 hours. We estimate 25% will be done off duty. CPR Certification is good for one year. 36 firefighters x 2.25 hrs. X 50.34 = 000	
	12 hour add on refresher course is an additional requirement of firefighters that are Certified at the Intermediate Level. This training is done off duty at UMass Medical Center. 4 firefighters x 12 hrs. X \$50.34 = \$2,416	
		71,282
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 \$50.34 x 2 hrs. = \$59,220	
		60,408
5110A	EMS Stipends	
	EMT Stipend 15 firefighters x \$1,900 = \$28,500	
	EMT- Intermediate Stipend 2 firefighters x \$4,200 = \$8,400	
	Paramedic Stipend 18 x \$6,200 = \$117,800	
		154,700
	TOTAL FIRE DEPT. WAGES	3,113,007

**FY14 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		
	Air conditioning maint.	\$800	
	Overhead door repair & maintenance	\$2,500	
	Miscellaneous building repairs	\$3,500	
	Plumbing repairs	\$1,500	
	Paint & sealers	\$500	
	Car & truck cleaner & wax	\$350	
	General cleaning supplies	\$1,000	
	Sprinkler System maintenance	\$600	
	Ballast replacement	\$200	
	Fluorescent bulb replacement	\$200	
	Electrical repairs	\$600	
	Miscellaneous building supplies (Lowes & Home Depot)	\$3,500	
	Professional aire duct cleaning (health issue)	\$1,000	
	CAT Generator Maint. Agreement	\$800	
	Plymovent Service Agreement	\$1,500	
	Station Sprinkler and Fire Alarm Inspections	\$500	
	Total		19,050
5203A	Radio Repair & Maintenance		
	Radio/Pager repairs	\$800	
	Verizon phone line rental for (3) transmitters	\$4,100	
	Radio Maint. Agreement (CiberCom - infrastructure)	\$6,500	
	Radio Maint. Agreement (Motorola - radios)	\$3,000	
	Pager batteries	\$300	
	Portable radio batteries	\$1,000	
	Pager Rental 30 pagers x \$10 x 12 months	\$3,600	
	Total		19,300
5203B	Office Equipment		
	Fax machine maintenance	\$500	
	Lazer cartridges 6 @ \$100	\$600	
	photocopy service agreement \$210 x 12	\$2,520	
	photocopy ink cartridges 6@ \$225	\$1,350	
	System operations & maintenance (MIS/GIS \$2,500)	\$0	
	EMS Computer System Maintenance 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	
	Corrosion repairs	\$2,500	
	Tire replacement	\$3,400	
	Generator maintenance, electric cords and appliances	\$800	
	Spring rebuilding (Eng. 1 & Eng.2)	\$5,000	
	Pump maint (packing, gaskets and "o" rings)	\$3,000	
	Total		37,159
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 @ \$200	\$1,000	
	7 Pr. Boots @ \$200	\$1,400	
	15 Protective hoods @ \$30	\$450	
	4 PASS Devices @ \$180	\$720	
	50 replacement batteries for PASS Devices @ \$3ea	\$150	
	48 pair gloves @ \$40 pr.	\$1,920	
	5 Bio/Chemical Hazard level "B" suits \$300	\$0	
	Turnout Gear Repair	\$2,000	
	Total		14,640
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 x 12 months	\$17,280	
	Total		17,280
5213	Fuel - Gas		
	This item is to heat the station.		
	Total		16,000
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		1,704
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 Instruc.	\$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 \$50 per exam = \$1,700	\$1,700	
	Total		4,400
5219G	Medical Billing		
	Payments to COMSTAR for our billing services. We are billed 16.50 for each bill. 1880 x \$16.50 (31,020)	\$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		3,00
5224C	Fire Prevention and Public Education		
	Public fire safety education materials \$1,000	\$1,000	
	NFPA Subscription Service (National Fire Codes) \$1,000	\$1,000	
	Total		2,000
5224D	Photo Supplies		
	10 Rolls of film @ \$5.00 each = \$00		
	10 rolls developed @ \$10.00 each = \$00		
	Total		0
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		18,325
	Gas and Oil		
5247	15/40 Oil \$330		
	SAE40 Oil \$330	\$330	
	Diesel fuel 250 gal @\$4.00	\$330	
	Total	\$1,000	
			1,660
	Total Fire Dept. Expenses		310,859

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Town of Westborough

Fiscal Year 2014

Department

BUILDING

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 (2) Building Officials, (1) Inspector of Plumbing & Gas, (1) Inspector of Wiring, (1) Administrative Assistant. 4 Members are under full-time employment and 1 Member part-time contract. The Building Department is 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 2011-2012

The Building Department issued 841 building permits and additional sub-trades permits (Electrical, Plumbing & Gas, and Mechanical) associated with over \$53,000,000 in construction. The Department performed over 175 Annual Inspections (Certificate of Inspections), 15 Fire Escape inspections. The Department has strived to reduce the approval time of projects from previous years wait times from **15-30 days** to **4.18 days** on average. The Department also processed and coordinated 6 Site Plan approvals from the Board of Selectmen.

During this past Fiscal Year the Department was instrumental in the review, issuance, inspections, approvals and occupancies for several notable projects - reuse of CSX Transflo, new Toll Bros. Westborough Village - 276 Units comprising of Condos, Townhouses and SFR, Hawthorn Group Westborough Retirement - 125 Units Senior Living, new Drake Petroleum - XtraMart Gas Station, Renovations to Buick-GMC dealership, new St. Mary's Credit Union, 3 new Photovoltaic Ground-array projects, expansion of Northstar Youth Hockey, reuse of retail space Ocean State Job Lots and Burlington Coat Factory and Herb Chambers Hyundai Automobile Dealership.

Goals & Priorities 2013-2014

Complete 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 archived and current building permits and other construction documents. Provide the Westborough Community - "Customers First" attitude and "Solution Oriented"

The Department continues to offer to be educational & informative to our customer-base 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

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	276,202	266,286	279,882	292,471	292,471	4.5000%
Expenses	35,943	35,614.43	41,196	43,303	42,803	5.1100%
Total Expenditures	\$312,145.00	\$301,900.43	\$321,078.00	\$335,774.00	\$335,274.00	4.5800%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	4	4	4
Part Time	1	1	1
F T E	5	5	5

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Professional Development & Training (Avg Hrs)	113.24	120	140
Building Plan Review	1050	1315	1415
Building Inspections Performed	5052	6500	7000
Electrical Inspections Performed	1832	2357	2733
Plumbing Inspections Performed	880	1132	1219
Gas Inspections Performed	875	1125	1211
Sheet Metal (Mech) Inspections Performed	110	141	151
Investigations & Zoning Violations Performed	200	250	270
Annual Inspections Performed	220	280	300

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Grievances received	0	0	0	0
0-5 Days Permit Issuance	85%	73.86%	77.5%	77.5%
6-15 Days Permit Issuance	10%	17.83%	15%	15%
16-30 Days Permit Issuance	5%	3.68%	5%	5%
30+ Days Permit Issuance	0%	5.35%	2.5%	2.5%
Structures Damaged due to Building Code Enf.	0	0	0	0
Structures Damaged prior to Building Code Enf.	0	3	3	4
Fatalities due to Building Code Enforcement	0	0	0	0
Fatalities due to lack of Building Code Enforcement	0	1	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
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
12511	BUILDING COMMISSIONER SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$76,786.00	\$68,136.16	\$78,762.00	\$28,413.00	\$81,768.00	\$81,768.00	\$_____
5102	SALARY-ASST & AGENT	\$144,178.00	\$143,934.27	\$147,576.00	\$59,598.00	\$155,592.00	\$155,592.00	\$_____
5103	WAGES-CLERICAL	\$50,238.00	\$50,153.07	\$51,044.00	\$20,613.60	\$52,611.00	\$52,611.00	\$_____
5110B	DEPT HEAD - STIPEND	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$_____
5110C	ASST & AGENT - STIPEND	\$2,500.00	\$1,562.50	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
	TOTAL	\$276,202.00	\$266,286.00	\$279,882.00	\$108,624.60	\$292,471.00	\$292,471.00	\$_____
12513	BUILDING COMMISSIONER EXPENSES							
5209	TRAVEL IN-STATE	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$600.00	\$_____
5217	DUES AND MEMBERSHIPS	\$320.00	\$429.04	\$320.00	\$233.00	\$320.00	\$320.00	\$_____
5218	TRAINING AND EDUCATION	\$775.00	\$949.00	\$3,500.00	\$3,296.61	\$3,500.00	\$3,500.00	\$_____
5219	PROFESSIONAL SERVICES	\$33,498.00	\$33,271.32	\$34,476.00	\$10,553.34	\$35,483.00	\$35,483.00	\$_____
5223	OFFICE SUPPLIES	\$950.00	\$573.21	\$2,500.00	\$2,087.90	\$3,000.00	\$2,500.00	\$_____
5241	CLOTHING ALLOWANCE	\$400.00	\$391.86	\$400.00	\$0.00	\$400.00	\$400.00	\$_____
	TOTAL	\$35,943.00	\$35,614.43	\$41,196.00	\$16,170.85	\$43,303.00	\$42,803.00	\$_____
	GRAND TOTAL	\$312,145.00	\$301,900.43	\$321,078.00	\$124,795.45	\$335,774.00	\$335,274.00	\$_____

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS	
5209	travel in-state	600
5217	dues	320
	state organizations for inspectors & ICC (BOCA) as required by BOS	
5218	training	3500
	required by state to maintain certification	
5219	professional services	
	assistant wiring inspector	450
	assistant plumbing inspector	450
	contract wiring inspector	34583
	total	35483
5223	office supplies & field equipment	3000
5241	clothing allowance	400
	4 inspectors - \$100.00 each	
		43,303



Town of Westborough Fiscal Year 2014

Department

Weights and Measures

Activities, Functions and Responsibilities

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

Successes & Accomplishments 2011-2012

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

Goals & Priorities 2013-2014

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

Department

Sealer of Weights & Measures

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages						
Expenses	2,250	2,249.92	2,250	2,250	2,250	0.00%
Total Expenditures	\$2,250.00	\$2,249.92	\$2,250.00	\$2,250.00	\$2,250.00	0.00%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	0	0	0
Part Time	1	1	1
F T E	1	1	1

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Scales Tested and Sealed	102	103	103
Liquid Dispensing Devices Tested and Sealed	90	90	100
Reverse Vending Machines Tested and Sealed	16	16	16
Complaints Investigated and Fines Issued	2	0	0

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
12543	INSP WEIGHT/MEASRS EXPENSES							
5205	OTHER EQUIPMENT	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00	\$100.00	\$100.00
5219	PROFESSIONAL SERVICES	\$2,150.00	\$2,149.92	\$2,150.00	\$895.80	\$2,150.00	\$2,150.00	\$2,150.00
	TOTAL	\$2,250.00	\$2,249.92	\$2,250.00	\$895.80	\$2,250.00	\$2,250.00	\$2,250.00



Town of Westborough Fiscal Year 2014

Department

Animal Control Officer

Activities, Functions and Responsibilities

Enforce pertinent legal ordinances and laws governing 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 2011-2012

Goals & Priorities 2013-2014

Department

Animal Control

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	49,538	49,537.8	50,076	51,052	51,052	1.9500%
Expenses	22,173	19,108.35	19,295	19,180	19,180	-0.6000%
Total Expenditures	\$71,711.00	\$68,646.15	\$69,371.00	\$70,232.00	\$70,232.00	1.2400%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	1	1	1
Part Time	0	0	0
F T E	1	1	1

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Dogs Licensed	1763	1770	1775
Dog Calls	77	80	80
Cat Calls	32	30	30
Wild Animal Calls	127	130	130
Road Kill Calls	151	150	150
Rabies Tests	4	5	5
Violations	81	80	80
Dog License Revenue	\$17,522	\$17,500	\$17,500
Fines	\$3,316	\$3,000	\$3,000

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
12921	ANIMAL CONTROL SALARY							
5101	SALARY-DEPARTMENT HEAD	\$49,538.00	\$49,537.80	\$50,076.00	\$20,223.00	\$51,052.00	\$51,052.00	\$ _____
12923	ANIMAL CONTROL EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$600.00	\$0.00	\$600.00	\$0.00	\$500.00	\$500.00	\$ _____
5205	OTHER EQUIPMENT	\$200.00	\$60.35	\$200.00	\$0.00	\$200.00	\$200.00	\$ _____
5208	RENTAL/STORAGE	\$5,400.00	\$5,132.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5218	TRAINING AND EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5245	PROFESSIONAL SERVICES	\$14,000.00	\$13,880.00	\$14,480.00	\$4,420.00	\$14,480.00	\$14,480.00	\$ _____
5248	DEAD ANIMALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5299B	MISC FEES-KENNEL	\$1,973.00	\$36.00	\$4,015.00	\$1,234.00	\$4,000.00	\$4,000.00	\$ _____
								\$ _____
	TOTAL	\$22,173.00	\$19,108.35	\$19,295.00	\$5,654.00	\$19,180.00	\$19,180.00	\$ _____
	GRAND TOTAL	\$71,711.00	\$68,646.15	\$69,371.00	\$25,877.00	\$70,232.00	\$70,232.00	\$ _____

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
12923-5203	Repairs/Maint - This account pays the cost of cage repairs, vehicle repairs and any other repairs to equipment.
12923-5205	Other Equipment - This account covers miscellaneous expenses such as purchasing "have-a-heart" traps, batteries, tolls, miscellaneous hardware.
12923-5205	Rental/Storage - This account covered part of the cost of kennel rentals with Northborough @ \$450 per month. Northborough has closed their kennel and the Town has made alternative arrangements within town at \$10 per day + \$2 per day per dog. The cost of this has been moved to Account 5299B below and this account has been zeroed out.
12923-5218	Training - This account has not been used in years and has been zeroed out.
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.
12923-5248	Dead Animal Removal - This account used to cover the cost of having an individual remove dead animals, this is now done through the DPW so the account has been zeroed out.
12923-5299B	Kennel Fees - This covers the cost per dog at the kennel @ \$10 per day + \$2 per dog per day.



Town of Westborough Fiscal Year 2014

Department

Assabet Valley Regional Vocational School

Activities, Functions and Responsibilities

Successes & Accomplishments 2011-2012

Goals & Priorities 2013-2014

Assabet Valley Regional Vocational School

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages						
Expenses	632,037	632,037	686,163	701,000	701,000	2.1600%
Total Expenditures	\$632,037.00	\$632,037.00	\$686,163.00	\$701,000.00	\$701,000.00	2.1600%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time			
F T E			

[illegible][illegible]

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
12993	REG VOC SCHOOL ASSESSMENT							
5650	REGIONAL SCHL ASSESSMENT	\$632,037.00	\$632,037.00	\$686,163.00	\$343,081.50	\$701,000.00	\$701,000.00	\$_____
	TOTAL	\$632,037.00	\$632,037.00	\$686,163.00	\$343,081.50	\$701,000.00	\$701,000.00	\$_____

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Town of Westborough

Fiscal Year 2014

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 for this General budget is as follows:

Maintain town roads and walkways

Drainage Maintenance

Maintain detention basins

Maintain approximately 110 pieces of town owned equipment/vehicles including small equipment

Fertilization of all recreation fields and town cemeteries

Cemetery burials-Cemetery Maintenance

Lawn mowing maintenance to include cemeteries, rotary, library, DPW grounds, Nathan Fisher House, Minuteman Park, nature trail area, intersections, traffic islands, fire lanes pumping stations

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

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

These responsibilities are only a fraction of the countless tasks that the DPW performs every year.

Successes & Accomplishments 2011-2012

Successes and Accomplishments for 2011-2012:

Sidewalk/Granite Curb Replacement on Water Street

Cold Plan/pave W. Main Street (rt30-town line)

Install granite curb, excavate & resurface Milk St (Fisher to Maynard Street on-going)

Resurfacing Beach, Willow, Summer St Ext & Cottage St

Installation of guardrails on Bowman/Arch St.

Crack seal various roads

Chip seal Fisher St/Smith Valve Pkwy

Goals & Priorities 2013-2014

DPW Goals for 2013-2014:

Complete the Milk St. project

Resurface town roads to include Bridle Ln., Water St., Holmes St., Mayberry Dr., and Hopkinton Rd (pending Gas Co - 600'install)

DPW Priorities for 2013-2014:

To ensure the town receives the highest quality with regard to town utilities and restoration of the towns infrastructure.

Department of Public Works GENERAL

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	1,477,329	1,444,911.22	1,513,198	1,549,209	1,549,209	2.3800%
Expenses	668,758	636,436.61	682,268	682,268	697,956	0.00%
Total Expenditures	\$2,146,087.00	\$2,081,347.83	\$2,195,466.00	\$2,231,477.00	\$2,247,165.00	1.6400%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	26	26	26
Part Time	0	0	0
F T E	26	26	26

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Fertilization of recreation fields	66 acres	66 acres	66 acres
Maintain town owned equipment	110 pieces	110 pieces	110 pieces
Cemetery Burials	26	varies	varies
Cemeteries/Rotary maintained	21.04 acres	21.04 acres	21.04 acres
Tree Hearings	3	varies	varies
Stormwater Permits	13	varies	varies
Road opening Permits	35	varies	varies
Curb cut permits	4	varies	varies
Drainlayers license	11	varies	varies
Gas permits	30	varies	varies
Building Permits Reviewed	27	varies	varies
Site Plans Reviewed	6	varies	varies

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**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
14201	DEPT PUBLIC WORKS SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAC	\$70,116.00	\$70,130.16	\$71,234.00	\$28,479.09	\$72,649.00	\$72,649.00	\$ _____
5102	SALARY-ASST & AGENT	\$99,850.00	\$97,999.00	\$102,088.00	\$39,248.38	\$105,219.00	\$105,219.00	\$ _____
5102A	SALARY ADMINISTRATION	\$18,866.00	\$18,872.98	\$20,033.00	\$7,809.46	\$21,425.00	\$21,425.00	\$ _____
5103	WAGES-CLERICAL	\$67,062.00	\$63,023.54	\$61,623.00	\$24,279.20	\$64,800.00	\$64,800.00	\$ _____
5104	WAGES-OPERATIONS	\$1,048,286.00	\$1,024,777.36	\$1,082,699.00	\$420,484.80	\$1,104,591.00	\$1,104,591.00	\$ _____
5104D	WAGES-TEMP & SEASONAL	\$27,360.00	\$22,266.72	\$27,360.00	\$12,485.06	\$27,360.00	\$27,360.00	\$ _____
5105I	OVERTIME-HIGHWAY	\$74,517.00	\$83,041.74	\$75,712.00	\$38,540.55	\$77,508.00	\$77,508.00	\$ _____
5105K	OVERTIME-CEMETERY	\$22,394.00	\$22,149.91	\$22,756.00	\$8,130.65	\$24,222.00	\$24,222.00	\$ _____
5105L	OVERTIME-TREE DEPT	\$18,061.00	\$15,904.10	\$18,380.00	\$5,208.37	\$18,795.00	\$18,795.00	\$ _____
5105N	OVERTIME-MISCELLANEOUS	\$16,301.00	\$12,874.69	\$16,563.00	\$5,639.24	\$16,956.00	\$16,956.00	\$ _____
5105P	OVERTIME-PARKS	\$14,514.00	\$13,871.02	\$14,750.00	\$5,335.46	\$15,684.00	\$15,684.00	\$ _____
	TOTAL	\$1,477,329.00	\$1,444,911.22	\$1,513,198.00	\$595,640.26	\$1,549,209.00	\$1,549,209.00	\$ _____
14203	DEPT PUBLIC WORKS EXPENSE							
5201	ADVERTISING	\$2,000.00	\$1,489.68	\$2,000.00	\$632.21	\$2,000.00	\$2,000.00	\$ _____
5202	RPR/MNT BLDG	\$18,395.00	\$12,572.67	\$18,395.00	\$6,846.44	\$18,395.00	\$13,000.00	\$ _____
5203	RPR/MNT MISC EQUIP/RADIO	\$8,400.00	\$8,785.70	\$8,400.00	\$3,168.71	\$8,400.00	\$8,400.00	\$ _____
5204	RPR/MNT EQUIP / VEHICLES	\$97,022.00	\$88,869.84	\$97,022.00	\$56,959.05	\$97,022.00	\$97,022.00	\$ _____
5205	OPER EQUIP / PURCHASES	\$21,390.00	\$21,041.67	\$21,390.00	\$453.70	\$21,390.00	\$25,000.00	\$ _____
5207	EQUIPMENT RENTALS	\$2,000.00	\$1,274.00	\$2,000.00	\$861.00	\$2,000.00	\$2,000.00	\$ _____
5207D	POLICE DUTY	\$5,000.00	\$7,972.25	\$5,000.00	\$3,660.35	\$5,000.00	\$8,000.00	\$ _____
5211	ELECTRICITY	\$26,602.00	\$16,472.06	\$26,602.00	\$5,737.02	\$26,602.00	\$20,000.00	\$ _____
5213	FUEL & OIL / HEATING	\$15,742.00	\$5,211.68	\$15,742.00	\$216.82	\$15,742.00	\$10,000.00	\$ _____
5215	TELEPHONE	\$6,467.00	\$4,147.81	\$6,467.00	\$1,502.31	\$6,467.00	\$5,750.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$1,500.00	\$1,791.49	\$1,500.00	\$168.00	\$1,500.00	\$1,800.00	\$ _____
5218	TRAINING AND EDUCATION	\$2,160.00	\$0.00	\$2,160.00	\$0.00	\$1,160.00	\$1,160.00	\$ _____
5219F	D/A TESTING	\$1,500.00	\$1,796.30	\$1,500.00	\$836.30	\$1,500.00	\$1,800.00	\$ _____
5223	OFFICE SUPPLIES	\$6,461.00	\$8,103.80	\$6,461.00	\$1,468.09	\$6,461.00	\$6,461.00	\$ _____
5236	CONT SERV	\$161,400.00	\$155,367.91	\$174,910.00	\$57,694.29	\$174,910.00	\$182,000.00	\$ _____
5237	TOOLS	\$9,834.00	\$9,931.29	\$9,834.00	\$6,129.92	\$9,834.00	\$9,834.00	\$ _____
5241	CLOTHING ALLOWANCE	\$16,290.00	\$17,229.63	\$16,800.00	\$7,659.67	\$16,800.00	\$17,250.00	\$ _____
5243	MISC LICENSES	\$1,700.00	\$1,277.00	\$1,700.00	\$450.00	\$1,700.00	\$1,700.00	\$ _____
5247	GAS,OIL,LUBE	\$157,606.00	\$185,203.75	\$157,606.00	\$52,469.12	\$158,606.00	\$180,000.00	\$ _____
5250	MAINT MTRLS	\$106,689.00	\$87,532.23	\$106,179.00	\$33,356.10	\$106,179.00	\$106,179.00	\$ _____
5298	PETTY CASH	\$600.00	\$366.85	\$600.00	\$0.00	\$600.00	\$600.00	\$ _____
	TOTAL	\$668,758.00	\$636,436.61	\$682,268.00	\$240,269.10	\$682,268.00	\$697,956.00	\$ _____
	GRAND TOTAL	\$2,146,087.00	\$2,081,347.83	\$2,195,466.00	\$835,909.36	\$2,231,477.00	\$2,247,165.00	\$ _____

DEPARTMENT OF PUBLIC WORKS EXPENSE

5201	ADVERTISING		
	Bids, legal, employment		\$2,000.00
5202	REPAIR/MAINT BLDG		\$18,395.00
	(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		\$97,022.00
	REC/PARKS - Grounds maint.	\$11,500.00	
	MECH SHOP	\$0.00	
	HIGHWAY - Vehicles/tires	\$67,250.00	
	ROADWAY - Highway tools & repair	\$2,500.00	
	CEMETERY - Vehicles & misc supplies	\$11,072.00	
	TREES - Vehicles/tires & repair	\$4,700.00	
5205	OPER EQUIPMENT/PURCHASE		\$21,390.00
	ENGINEERING	\$0.00	
	HIGHWAY - sweeper brooms	\$5,000.00	
	CEMETERY - trimmers, backpack blower	\$6,740.00	
	TREE - Chain Saw 16&24".saw,blower	\$1,650.00	
	OFFICE - software upgrades, fleet maint	\$2,500.00	
	MECH SHOP - tire balancer	\$5,500.00	
5207	EQUIPMENT RENTALS		\$2,000.00
	Various roadway rentals		
5207D	POLICE DUTY		\$5,000.00
5211	ELECTRICITY		\$26,602.00
	National Grid:		
	Garage/Office (3 budgets)	\$19,342	
	Maint Shop/Welding	\$4,000	
	Cemetery	\$3,260	
5213	FUEL AND OIL- HEATING		\$15,742.00
	NSTAR Gas:		
	Maint Shop/Welding	\$4,032.00	
	Garage/Office (3 budgets)	\$11,710.00	
5215	TELEPHONE		
	cellphones & beepers		\$6,467.00
5217	DUES AND MEMBERSHIPS		
	A.W.V.A.,HIGHWAY ASSOCIATION,		\$1,500.00
	ENG. DUES		
5218	TRAINING AND EDUCATION		
	ESRI-GIS Training		\$1,160.00
	Hazardous waste training		
5219F	D/A TESTING		\$1,500.00
	Random drug and alcohol testing		

5225	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		\$174,910.00
	Ballfield Maint. Contract	\$58,250.00	
	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	\$3,600.00	

5241	CLOTHING ALLOWANCE		
	21 Clothing per Union Contract \$800ea	\$16,800.00	\$16,800.00

5243	MISCELLANEOUS LICENSES		\$1,700.00
	Hydraulic, hoisting, CDL, reg lic.	\$700.00	
	Misc Services - Engineering	\$1,000.00	

5247	GASOLINE, OIL, LUBE		\$158,606.00
	OILS, MANDATED TESTING, MAINT ON FUEL FACILITY	\$8,200.00	
	GASOLINE	\$150,406.00	

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		\$600.00
	travel reimburse, parking, fees, postage		

ORG SUBTOTALS	\$682,268.00
---------------	--------------

	FY 12/13	FY 13/14
SALARY	\$193,355.00	\$199,293.00
WAGES	\$1,319,843.00	\$1,349,916.00
EXPENSES	\$682,268.00	\$682,268.00
TOTAL	\$2,195,466.00	\$2,231,477.00



TOWN OF WESTBOROUGH MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS
John M. Walden, Manager

131 OAK STREET
WESTBOROUGH, MA 01581-3317
TEL. (508) 366-3070
FAX 366-3074

November 5, 2012

TO: James Malloy
Town Manager

FM: John M. Walden
DPW Manager

RE: Department of Public Works
Budgetary Planning Statement
Fiscal Year 2014 Budgets

It is the Department of Public Works goal to provide service to the towns residents in a timely, cost effective manner.

We do have situations where a problem cannot be solved without Capital Expenditures. In this instance, the residents become upset because the situation must wait on a list.

In every function we attempt to be creative in an attempt to save money. When at all possible we attempt to privatize work tasks when practical. There are tasks that must be done with DPW personnel in order to be responsive in a timely manner.

There are many unfunded mandates from both State and Federal agencies that cause budgetary increases, Phase II Storm water Management is one example.

Attached are the budgets for fiscal year 2014 for the DPW.

John M. Walden



Town of Westborough

Fiscal Year 2014

Department

Department of Public Works -SNOW/ICE

Activities, Functions and Responsibilities

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

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

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

Successes & Accomplishments 2011-2012

Successes & Accomplishments for 2011-2012:

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

Goals & Priorities 2013-2014

Goals & Priorities for 2013-2014:

To keep the Town roadways, sidewalks, municipal lots and school lots clear of snow and ice.

Department

Department of Public Works Snow/Ice

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	142,396	95,931.5	142,396	142,396	142,396	0.00%
Expenses	306,815	258,843.42	306,815	306,815	311,815	0.00%
Total Expenditures	\$449,211.00	\$354,774.92	\$449,211.00	\$449,211.00	\$454,211.00	0.00%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	30	30	30
Part Time	0	0	0
F T E	30	30	30

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Plow (Varies depending on precipitation)	96+/- miles	96+/- miles	96+/- miles
21 Sand/Salt Operations (mixed, varies per storm)	96+/- miles	96+/-miles	96+/- miles
156 tons of material used per round			

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Sand/Salt treatment (hours after storm cessation)	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs
Salt treatment (hours after storm cessation)	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs
Plow roads (hours after storm cessation)	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs
Streets Cleared (hours after storm cessation)	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs	within 4-6 hrs

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
14232	SNOW & ICE WAGES							
5105M	OVERTIME-SNOW/ICE	\$132,396.00	\$95,931.62	\$132,396.00	\$14,031.26	\$132,396.00	\$142,396.00	\$_____
5105O	OVERTIME-SIDEWALK PLOW	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$_____
	TOTAL	\$142,396.00	\$95,931.62	\$142,396.00	\$14,031.26	\$142,396.00	\$142,396.00	\$_____
14233	SNOW REMOVAL EXPENSES							
5203N	RPR/MNT-SNOW VEHICLES	\$28,235.00	\$39,642.48	\$29,235.00	\$13,063.35	\$29,235.00	\$29,235.00	\$_____
5203Y	RPR/MNT SIDEWALK PLOW	\$1,532.00	\$109.95	\$1,532.00	\$0.00	\$1,532.00	\$1,532.00	\$_____
5221	S A N D	\$23,205.00	\$8,558.90	\$25,205.00	\$0.00	\$25,205.00	\$25,205.00	\$_____
5221A	S A L T	\$110,726.00	\$66,326.46	\$114,726.00	\$0.00	\$114,726.00	\$114,726.00	\$_____
5224G	DE-ICING CHEMICAL	\$3,316.00	\$0.00	\$3,316.00	\$0.00	\$3,316.00	\$3,316.00	\$_____
5236	CONTRACTUAL SERVICES	\$45,935.00	\$55,718.47	\$48,266.00	\$647.50	\$48,266.00	\$48,266.00	\$_____
5236S	TOWN BLDG & SDWLK CLEAR	\$0.00	\$3,985.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$_____
5247	GAS, OIL, LUBE	\$55,043.00	\$55,153.60	\$55,043.00	\$0.00	\$55,043.00	\$55,043.00	\$_____
5251	SCHOOLS	\$13,195.00	\$5,657.50	\$13,195.00	\$0.00	\$13,195.00	\$13,195.00	\$_____
5252M	MAINT MTRLS-SNOW/ICE	\$1,136.00	\$691.06	\$1,136.00	\$654.43	\$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	\$23,000.00	\$23,000.00	\$13,669.00	\$6,960.00	\$13,669.00	\$13,669.00	\$_____
	TOTAL	\$306,815.00	\$258,843.42	\$306,815.00	\$21,325.28	\$306,815.00	\$311,815.00	\$_____
	GRAND TOTAL	\$449,211.00	\$354,775.04	\$449,211.00	\$35,356.54	\$449,211.00	\$454,211.00	\$_____

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Town of Westborough Fiscal Year 2014

Department

Street Lights

Activities, Functions and Responsibilities

This budget pays the cost of street lights on various town streets.

Successes & Accomplishments 2011-2012

Goals & Priorities 2013-2014

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 taxpayers.

Street Lights

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	0	0	0	0	0	-100.0000%
Expenses	90,000	87,067	86,000	77,000	75,000	-10.4700%
Total Expenditures	\$90,000.00	\$87,067.00	\$86,000.00	\$77,000.00	\$75,000.00	-10.4700%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

[illegible][illegible]

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
14243	STREET LIGHTS EXPENSES							
5212	STREET LIGHTING	\$90,000.00	\$87,067.00	\$86,000.00	\$28,770.87	\$77,000.00	\$75,000.00	\$ _____
	TOTAL	\$90,000.00	\$87,067.00	\$86,000.00	\$28,770.87	\$77,000.00	\$75,000.00	\$ _____



Town of Westborough

Fiscal Year 2014

Department

Landfill

Activities, Functions and Responsibilities

This is largely a contracted item:

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

A contract with Wheelabrator Millbury to burn the trash.

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

Successes & Accomplishments 2011-2012

Ran a successful HHW collection day in September.
Approx. 400 residents came through to dispose of HHW.

Goals & Priorities 2013-2014

Review Solid Waste Management options.

Department

Landfill

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages						
Expenses	757,812	734,662.3	771,606	780,596	744,500	1.1700%
Total Expenditures	\$757,812.00	\$734,662.30	\$771,606.00	\$780,596.00	\$744,500.00	1.1700%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	0	0	0
Part Time	0	0	0
F T E	0	0	0

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
tons of trash disposed at wheelabrator	5701	5800	5800
no. times fl light bulb pickup	2	2	2
no of families at HHW collection days	400	400	400

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
14333	SANITARY LANDFILL EXPENSE							
5219B	EVENTS HAZ-WASTE DAY	\$14,000.00	\$13,696.59	\$14,000.00	\$14,262.77	\$14,000.00	\$14,000.00	\$ _____
5242	TRASH REMOVAL	\$630,112.00	\$618,040.74	\$647,106.00	\$216,150.03	\$656,096.00	\$620,000.00	\$ _____
5249	RECYCLING	\$113,700.00	\$102,924.97	\$110,500.00	\$33,818.81	\$110,500.00	\$110,500.00	\$ _____
	TOTAL	\$757,812.00	\$734,662.30	\$771,606.00	\$264,231.61	\$780,596.00	\$744,500.00	\$ _____

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 truck the trash to Wheelabrator.
	We pay Wheelabrator to burn the trash.
	Harvey's fee is \$38.00/ton. This is the same rate as last year
	I based tonnage at 5800 tons/yr instead of 6000 tons/year after a review of figures from
	the last five years.
	2. We pay Wheelabrator a per ton fee based on a 20-year contract. The fee will be
	approx. \$75.12 The current rate is \$74.01
	This line item will also be used for demolition/disposal expenses in cases where public
	health/public safety requires the Town to take action on public or private property.
5249	Recycling. Harvey operates a yard waste shredding/composting operation for the
	Town residents. We also pay for recycling of TV sets and computer monitors. These
	items cannot be put into the regular trash.
	We also pay for recycling in the town office buildings.
	Included is the annual household haz waste day at \$14,000. Same as last year.

11/7/2012

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Town of Westborough Fiscal Year 2014

Department

Board of Health

Activities, Functions and Responsibilities

Enforcement of a wide variety of State and local regulations pertaining to Public Health:
Major areas: Food Code, Housing Code, Lead Paint, septic systems, local mosquito control, swimming pools, beach sampling, communicable disease follow up.
Emergency Preparedness.
Administers Trash and Recycling programs.
Holds Flu Clinics and Household Hazardous Waste Day

Successes & Accomplishments 2011-2012

Procured AM radio broadcast station for Emergency and municipal notifications through a Regional Grant.
Developed and printed 3000 Emergency Preparedness booklets through a Regional Grant.
Instituted and sharps collection program with the Fire Dept.
Increased collection of mercury and fluorescent light bulbs.
Computerized Dump sticker sales and the ability to purchase stickers online.
Able to utilize two senior workers.
Successful Haz Waste Day, included Styrofoam collection this year.

Goals & Priorities 2013-2014

Work on Sheltering Plan in cases of Emergencies.
Continuing Education and training for BOH Staff.
Communicate better with residents through office web page, better use of AM radio.
Continue to develop on line permitting system.
Explore contracted Health Inspector for Food Service Inspections.
Continue to update Emergency Dispensing Site plans
Increase larvaciding of catch basins.

Department

Board of Health

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	265,040	264,594.37	270,359	280,498	280,498	3.7500%
Expenses	12,800	10,712	12,800	13,200	13,200	3.1300%
Total Expenditures	\$277,840.00	\$275,306.37	\$283,159.00	\$293,698.00	\$293,698.00	3.7200%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	4	4	4
Part Time	0	0	0
F T E	4	4	4

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Routine inspections	900 (est)	900 (est)	900 (est)
Complaint inspections	200 (est)	200 (est)	200 (est)

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Number of Restaurant inspections with current staff	322	322	322	322
Number of Inspections with current staff with and with contracted inspector	600	600	600	600
Complete Septic system plan review within 5 days	3	3	3	3

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
15121	HEALTH DEPT SALARIES/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$84,617.00	\$84,474.59	\$85,540.00	\$34,545.00	\$87,227.00	\$87,227.00	\$ _____
5102	SALARY-ASST & AGENT	\$128,682.00	\$128,465.87	\$131,716.00	\$53,193.00	\$136,765.00	\$136,765.00	\$ _____
5103	WAGES-CLERICAL	\$51,741.00	\$51,653.91	\$53,103.00	\$21,445.20	\$56,506.00	\$56,506.00	\$ _____
	TOTAL	\$265,040.00	\$264,594.37	\$270,359.00	\$109,183.20	\$280,498.00	\$280,498.00	\$ _____
15123	HEALTH DEPT EXPENSES							
5217	DUES AND MEMBERSHIPS	\$300.00	\$125.00	\$300.00	\$75.00	\$300.00	\$300.00	\$ _____
5218	TRAINING AND EDUCATION	\$300.00	\$336.00	\$300.00	\$96.00	\$300.00	\$300.00	\$ _____
5219	PROFESSIONAL SERVICES	\$5,500.00	\$6,055.24	\$5,500.00	\$5,797.10	\$6,500.00	\$6,500.00	\$ _____
5223	OFFICE SUPPLIES	\$300.00	\$220.50	\$300.00	\$24.32	\$300.00	\$300.00	\$ _____
5224	OTHER SUPPLIES	\$300.00	\$388.32	\$300.00	\$59.98	\$300.00	\$300.00	\$ _____
5228	FORMS & BILLS	\$800.00	\$0.00	\$800.00	\$0.00	\$500.00	\$500.00	\$ _____
5245	OTHER PROFESSIONAL SER	\$5,300.00	\$3,587.04	\$5,300.00	\$990.62	\$5,000.00	\$5,000.00	\$ _____
	TOTAL	\$12,800.00	\$10,712.10	\$12,800.00	\$7,043.02	\$13,200.00	\$13,200.00	\$ _____
	GRAND TOTAL	\$277,840.00	\$275,306.47	\$283,159.00	\$116,226.22	\$293,698.00	\$293,698.00	\$ _____



Town of Westborough

Fiscal Year 2014

Department

Council on Aging/Senior Center

Activities, Functions and Responsibilities

The Westborough Council on Aging works to promote social, recreational and educational activities and provide advocacy and assistance to Westborough's Senior Citizens and their families. The Senior Center is open Monday through Friday, 9:00 a.m. to 4:00 p.m. We provide transportation services for in-town trips and Volunteer transportation for out-of-town medical appointments. There are a wide variety of services available through the Senior Center designed to provide assistance including daily meals on wheels and lunch at the Senior Center on Monday, Wednesday and Friday, short term homemaker assistance, handyman, SHINE, a Registered Nurse is available on Wednesdays, durable medical equipment, Emergency Evacuation Registry, Alzheimer's Alert, Senior Citizen ID cards, legal assistance and fuel assistance. Our Outreach Department works with Seniors in the community to assure they are receiving the proper care, know their options and are safe in their living situation. Almost 100 Volunteers assist us with many of the programs and services available through the Senior Center. A variety of activities and programs are available at the Senior Center including aerobics, zumba gold, tai chi, men's fitness, chair yoga, tap dancing, piano lessons, Photography Club, iPad Club, scrabble, pinochle, bingo, bridge, Lunch and Learn and special events such as the annual Veteran's Luncheon, Holiday Party, St. Patrick's Party and Red, White and Blue BBQ.

Successes & Accomplishments 2011-2012

Increased hours for Outreach Case Manager
Obtained Title III grant for outreach to elder gentlemen
Overwhelming response to our annual Fall Open House
Most of our programs have a waiting list!
New paint for interior of Senior Center
Several new classes at the Senior Center
Men's Breakfast Club
Staff Nurse and Dietitian designed and implemented a six-week teaching course for elder diabetics
Summer Tuesday night programs very successful

Goals & Priorities 2013-2014

Outreach to Asian elders
Fund and implement "My Senior Center" program
Update access to Senior Center information on-line
Expand outreach to Caregivers and provide support group
New stove for Senior Center kitchen
New efficient HVAC unit for greater capacity
Screen in rear patio area for better usage
Gutter guards for exterior to diminish build-up of debris
Increase inter-generational programs

Department

Council on Aging/Senior Center

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	221,399	221,349.82	250,604	254,867	254,867	1.7000%
Expenses	32,124	32,088	38,424	45,452	40,160	18.2900%
Total Expenditures	\$253,523.00	\$253,437.82	\$289,028.00	\$300,319.00	\$295,027.00	3.9100%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	3	3	4
Part Time	2.11	2.11	4
F T E	5.11	5.11	8

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Mini-bus trips	6270	6825	
Nurse office visits	798	900	
Nurse home visits	160	250	
Handyman visits	196	200	
Fuel Assistance applications taken	32	40	
Home delivered meals			
Outreach contacts	1170	1500	
Visits to the Senior Center	9954	10,000	
SHINE clients	146	150	

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
15411	COUNCIL ON AGING SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$73,080.00	\$73,080.00	\$73,892.00	\$29,841.00	\$75,377.00	\$75,377.00	\$_____
5103	WAGES-CLERICAL	\$148,319.00	\$148,269.82	\$176,712.00	\$68,325.70	\$179,490.00	\$179,490.00	\$_____
	TOTAL	\$221,399.00	\$221,349.82	\$250,604.00	\$98,166.70	\$254,867.00	\$254,867.00	\$_____
15413	COUNCIL ON AGING EXPENSES							
5203	REPAIR/MAINT EQUIPMENT	\$9,700.00	\$9,686.44	\$9,000.00	\$3,440.85	\$10,700.00	\$10,700.00	\$_____
5209	TRAVEL IN-STATE	\$3,000.00	\$2,996.66	\$3,000.00	\$1,029.91	\$3,000.00	\$3,000.00	\$_____
5218	TRAINING AND EDUCATION	\$1,300.00	\$1,296.21	\$1,300.00	\$1,300.00	\$2,000.00	\$2,000.00	\$_____
5219	PROFESSIONAL SERVICES	\$9,464.00	\$9,499.36	\$15,464.00	\$6,218.08	\$19,592.00	\$14,500.00	\$_____
5219B	SPECIAL EVENT/PROGRAM	\$6,200.00	\$6,150.03	\$7,200.00	\$1,118.98	\$7,200.00	\$7,200.00	\$_____
5223	OFFICE SUPPLIES	\$1,000.00	\$999.36	\$1,000.00	\$212.04	\$1,200.00	\$1,000.00	\$_____
5224	OTHER SUPPLIES	\$1,200.00	\$1,200.00	\$1,200.00	\$1,001.16	\$1,500.00	\$1,500.00	\$_____
5227	BOOKS AND PERIODICALS	\$260.00	\$260.00	\$260.00	\$22.00	\$260.00	\$260.00	\$_____
	TOTAL	\$32,124.00	\$32,088.06	\$38,424.00	\$14,343.02	\$45,452.00	\$40,160.00	\$_____
	GRAND TOTAL	\$253,523.00	\$253,437.88	\$289,028.00	\$112,509.72	\$300,319.00	\$295,027.00	\$_____



Town of Westborough

Fiscal Year 2014

Department

Youth and Family Services

Activities, Functions and Responsibilities

The Youth Commission is a 5 member board appointed by the Selectmen to advocate for the needs of youth and families in Westborough. The Youth Commission also appoints 4 high school students as Youth Members. 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.
- * 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

Successes & Accomplishments 2011-2012

Funded Hot Summer Nights with donations for two years (2010, 2011) to help limit town budget.

Started every other month newsletter (in 2011) to promote department's programs and educate community on mental health concerns.

Started cleat and sneaker donation program for families with limited finances (Fall, 2012). Donated 30 pairs of shoes to 12 families (2012).

Produced Hot Summer Nights brochure in-house for \$700 savings (2012).

Produced WYFS Brochure in-house for about \$375 savings (2012).

Initiated Westborough CARES, a group of philanthropic organizations, each of who help to address the financial and tangible needs of Westborough families (2012).

Goals & Priorities 2013-2014

Develop client satisfaction survey.

Work with Westborough philanthropic groups to coordinate financial assistance to families in need (Westborough CARES - Charitable giving, Advocacy, Referrals, and Educational Services).

Explore feasibility of on-line registration for Hot Summer Nights and Baby Sitter Training programs.

Improve Cleat and Sneaker Donation program. Work with local youth sports teams to make cleats available at beginning of fall and spring seasons.

Establish new programming as needed to respond to developing community needs.

Continue ongoing programming: Holiday Store, Depression Screening Day, Baby Sitter Training, Hot Summer Nights.

Continue ongoing collaborations: Schools, Police, Human Service Alliance, TWC Family Network.

Explore ways to expand contribution of Youth Members to the Youth Commission.

Youth and Family Services

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	153,475	149,636	161,728	166,178	166,178	2.7500%
Expenses	4,134	2,458	6,750	6,750	6,750	0.00%
Total Expenditures	\$157,609.00	\$152,094.00	\$168,478.00	\$172,928.00	\$172,928.00	2.6400%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	1	1	1
Part Time	1.58	1.58	1.58
F T E	2.58	2.58	2.58

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Counseling Hours	1177.5	1100	1100
Families Receiving Counseling	65	70	70
Youth Diversion Program Cases	3	6	6
Hot Summer Nights Participants	85	108	110
Hot Summer Nights Activities	17	15	15
Holiday Store Children Served	112	140	140
Baby Sitters Trained	48	50	48
Meetings with School Personnel	22	20	20
Local Collaboration Meetings	16	10	10
Regional and Statewide Meetings	14	10	10
Consultation on Crises	15	15	15
Community Outreach	29	20	20

[illegible]

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
15421	YOUTH COMMISSION SALARY/WAGES							
5102	SALARY-ASST & AGENT	\$76,787.00	\$76,622.60	\$77,636.00	\$31,353.00	\$79,188.00	\$79,188.00	\$ _____
5103	WAGES-CLERICAL	\$76,688.00	\$73,012.95	\$84,092.00	\$33,685.96	\$86,990.00	\$86,990.00	\$ _____
	TOTAL	\$153,475.00	\$149,635.55	\$161,728.00	\$65,038.96	\$166,178.00	\$166,178.00	\$ _____
15423	YOUTH COMMISSION EXPENSES							
5209	TRAVEL IN-STATE	\$750.00	\$649.76	\$750.00	\$0.00	\$750.00	\$750.00	\$ _____
5218	TRAINING AND EDUCATION	\$0.00	\$0.00	\$450.00	\$0.00	\$900.00	\$900.00	\$ _____
5219	PROFESSIONAL SERVICES	\$1,500.00	\$720.00	\$1,500.00	\$180.00	\$1,500.00	\$1,500.00	\$ _____
5219B	SPECIAL EVENT/PROGRAM	\$1,634.00	\$902.40	\$3,800.00	\$1,838.51	\$3,350.00	\$3,350.00	\$ _____
5223	OFFICE SUPPLIES	\$250.00	\$186.19	\$250.00	\$28.43	\$250.00	\$250.00	\$ _____
	TOTAL	\$4,134.00	\$2,458.35	\$6,750.00	\$2,046.94	\$6,750.00	\$6,750.00	\$ _____
	GRAND TOTAL	\$157,609.00	\$152,093.90	\$168,478.00	\$67,085.90	\$172,928.00	\$172,928.00	\$ _____

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

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



Town of Westborough

Fiscal Year 2014

Department

Veterans Services

Activities, Functions and Responsibilities

The Veteran Service Officers (VSO) / Veterans Agents are the first point of contact to access State Chapter 115 Benefits. The VSO is responsible for interviewing and taking applications, to determine eligibility, and administer veterans benefits. State benefits such as Annuity, bonuses, assist families with application for cemeteries such as VA in bourne, State cemeteries in Agawam, Winchendon and Westborough's Pine Grove burial agent. Chapter 115 provides a needs based on means tested program of financial and medical assistance for indigent veterans and their dependents. Qualifying veterans and their dependents receive necessary financial assistance for food, shelter, clothing, housing supplies, and medical care. Education Benefits, assist veterans in obtaining employment, Housing Services, Motor Vehicle Benefits, Referrals to Outreach Centers and SAVE program suicide prevention, Property Tax there are a number of exemptions available to certain disabled veterans and their survivors, assistance with the Soldier's Homes in Chelsea and Holyoke, Women Veterans Network. Assist Veterans in making application to the Veterans Affair for such things as compensation and pension, aid and attendance, along with health care and many other VA programs and benefits.

Successes & Accomplishments 2011-2012

Goals & Priorities 2013-2014

Department

Veterans Services

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	16,837	16,836.96	20,075	20,396	20,396	1.6000%
Expenses	73,154	70,641.4	57,781	92,670	92,670	60.3800%
Total Expenditures	\$89,991.00	\$87,478.36	\$77,856.00	\$113,066.00	\$113,066.00	45.2200%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time	2	2	2
F T E	2	2	2

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
VAB Meetings	7	7	7
DVS Training	1	1	1
# of veterans the Department meets with annually	64	70	78
# of veterans receiving benefits	15	17	20

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Days from application to subittal	100	5	4	4
Satisfaction rating from clients	100%	99%	99%	100%

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
15431	VETERANS SERVICES SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$15,837.00	\$15,837.00	\$16,075.00	\$6,697.90	\$16,332.00	\$16,332.00	\$_____
5102	SALARY-ASST & AGENT	\$1,000.00	\$999.96	\$4,000.00	\$1,666.65	\$4,064.00	\$4,064.00	\$_____
	TOTAL	\$16,837.00	\$16,836.96	\$20,075.00	\$8,364.55	\$20,396.00	\$20,396.00	\$_____
15433	VETERANS SERVICES EXPENSE							
5209	TRAVEL IN-STATE	\$400.00	\$355.69	\$400.00	\$0.00	\$400.00	\$400.00	\$_____
5217	DUES AND MEMBERSHIPS	\$140.00	\$92.00	\$140.00	\$115.00	\$140.00	\$140.00	\$_____
5219B	SPECIAL EVENT/PROGRAM	\$4,465.00	\$4,059.90	\$5,000.00	\$917.99	\$5,000.00	\$5,000.00	\$_____
5224	OTHER SUPPLIES	\$385.00	\$138.94	\$400.00	\$146.45	\$400.00	\$400.00	\$_____
5706	GROUP INSURANCE - MEDIC/	\$11,434.00	\$11,128.96	\$12,005.00	\$5,148.70	\$12,600.00	\$12,600.00	\$_____
5709	CASH GRANTS	\$54,130.00	\$54,865.91	\$37,836.00	\$24,722.47	\$72,130.00	\$72,130.00	\$_____
5711	NURSING HOME CARE	\$2,200.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____
	TOTAL	\$73,154.00	\$70,641.40	\$57,781.00	\$31,050.61	\$92,670.00	\$92,670.00	\$_____
	GRAND TOTAL	\$89,991.00	\$87,478.36	\$77,856.00	\$39,415.16	\$113,066.00	\$113,066.00	\$_____



Town of Westborough Fiscal Year 2014

Department

Trustees of Soldiers Memorials

Activities, Functions and Responsibilities

Section 105. 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 2011-2012

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 2013-2014

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 Soldiers Memorial

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages						
Expenses	2,800	1,109.7	2,800	2,800	2,800	0.00%
Total Expenditures	\$2,800.00	\$1,109.70	\$2,800.00	\$2,800.00	\$2,800.00	0.00%

Personnel	FY 2012		FY 2013 (Est)		FY 2014 (Est)
Full Time					
Part Time					
F T E					

[illegible][illegible]

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 8/31/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
15483	TRSTS,SOLDIER MEM EXPENSE							
5299	MISCELLANEOUS EXPENSE	\$2,800.00	\$1,109.70	\$2,800.00	\$0.00	\$2,800.00	\$2,800.00	\$ _____
	TOTAL	\$2,800.00	\$1,109.70	\$2,800.00	\$0.00	\$2,800.00	\$2,800.00	\$ _____



Town of Westborough

Fiscal Year 2014

Department

Library

Activities, Functions and Responsibilities

The Westborough Public Library is dedicated to the promotion of life-long 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's building, and to anticipate and prepare for future library service needs in the Westborough community.

The province and purpose of the Westborough Public Library shall be:

To provide for every person the education available and obtainable through reading and the use of the library's non-print collection;

To assemble, to preserve and to administer, in organized collections, books and related educational and recreational material that meet human wants, needs and tastes; that develop capacities of mind and body; that give practical aid to "students" in every field; and that equalize opportunities and enrich life for all;

To serve everyone, regardless of age, sex, race or religion, as an integral part of the community and to function in response to and in anticipation of the whole range of community needs;

To support educational, civic and cultural activities of groups and organizations;

To provide opportunity for recreation through the use of literature, music, films, art and non-print forms. The library will serve all residents of the community. Any registered borrower in good standing from any community within the Commonwealth may use all library services in accordance with Standard 6 of the Massachusetts Board of Library Commissioners' Standards for Direct State Aid.

Successes & Accomplishments 2011-2012

The library, in collaboration with Westborough Youth & Family Services, Westborough Public School Libraries, Westborough TV, and community members, held Westborough's first townwide reading project, Westborough Reads Together.

Library staff and trustees worked with a library space consultant and an architect to determine the best use of space in the building and to begin planning services and programs for a more up-to-date 21st century library.

The library's heating and air conditioning system was replaced in fall 2012.

A group of community members redesigned the landscaping outside the building.

The library's website was upgraded and several new online services were added. The Friends of the Library purchased many new museum passes for loan to residents.

Goals & Priorities 2013-2014

- Gather input from the community to create a 5-year Long Range Plan, a Technology Plan, and a Youth Services Long Range Plan.
- Continue the process of updating the library to make it a "21st century" library. Investigate self-checkout options.
- Maintain accreditation with the Massachusetts Board of Library Commissioners.
- Encourage staff to attend professional development workshops and conferences to learn about new technology in libraries. Plan and present "technology sandbox" programs to demonstrate use of new devices with library downloadable materials.
- Collaborate with school librarians to present Open House programs, teacher in-service programs, and collaborative public programs.

Department

Library

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	660,164	656,166	673,842	712,436	712,436	5.7300%
Expenses	247,461	245,741	255,875	253,369	244,569	-0.9800%
Total Expenditures	\$907,625.00	\$901,907.00	\$929,717.00	\$965,805.00	\$957,005.00	3.8800%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	4	4	4
Part Time	8	8	8
F T E	12	12	12

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Items circulated	206,013	208,073	214,315
In-person visits to library	140,816	142,000	147,000
Computer use in the library (not wi-fi)	35,152	37,000	41,000
Number of registered cardholders	13,556	14,400	15,000
Number of volunteers (not including Friends)	21	25	25
Hours given by volunteers (not incl. Friends)	576	600	675
Number of adult programs held	54	40	50
Adult program attendance	864	640	950
Number of teen programs held	31	15	30
Teen program attendance	460	270	450
Number of children's programs held	126	100	125
Children's program attendance	2,148	1,700	2,300

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Maintain full certification with state	100%	100%	100%	100%
Net lender - provide more loans than received	110%	77%	75%	80%
Library visits per capita	10	7.7	8	9
Circulation per capita	increase	11.3	11.4	11.7
Collection turnover rate	5	4.5	4.6	5
Percentage of circulation using self-check		0	0	15

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
16101	LIBRARY SALARIES/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$66,399.00	\$66,398.40	\$70,357.00	\$28,413.00	\$74,177.00	\$74,177.00	\$_____
5102	SALARY-ASST & AGENT	\$227,979.00	\$228,152.50	\$235,396.00	\$94,992.59	\$246,996.00	\$246,996.00	\$_____
5104	WAGES-OPERATIONS	\$352,466.00	\$341,738.95	\$354,257.00	\$136,465.23	\$376,896.00	\$376,896.00	\$_____
5104E	WAGES-OPER PERS-SUNDAYS	\$13,320.00	\$19,876.38	\$13,832.00	\$4,344.86	\$14,367.00	\$14,367.00	\$_____
	TOTAL	\$660,164.00	\$656,166.23	\$673,842.00	\$264,215.68	\$712,436.00	\$712,436.00	\$_____
16103	LIBRARY EXPENSES							
5201	ADVERTISING	\$200.00	\$237.50	\$400.00	\$0.00	\$400.00	\$400.00	\$_____
5202	GRNDS&BLDG MAINT	\$9,300.00	\$6,901.81	\$9,300.00	\$5,391.48	\$9,300.00	\$9,300.00	\$_____
5202E	GRND&BLDG MNT-HVAC	\$14,000.00	\$7,718.25	\$8,000.00	\$1,445.00	\$8,000.00	\$8,000.00	\$_____
5203	REPAIR/MAINT EQUIPMENT	\$2,800.00	\$2,558.71	\$3,000.00	\$598.66	\$3,000.00	\$3,000.00	\$_____
5205A	OFFICE EQUIPMENT	\$3,600.00	\$4,679.93	\$3,600.00	\$461.85	\$5,720.00	\$5,720.00	\$_____
5209	TRAVEL IN-STATE	\$1,170.00	\$1,740.43	\$1,320.00	\$1,100.72	\$1,800.00	\$1,800.00	\$_____
5210	TRAVEL OUT OF STATE	\$1,500.00	\$964.97	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	\$_____
5211	ELECTRICITY	\$20,715.00	\$28,473.46	\$25,900.00	\$14,710.59	\$25,900.00	\$20,000.00	\$_____
5213	FUEL AND OIL	\$14,700.00	\$7,139.64	\$10,900.00	\$133.40	\$10,900.00	\$8,000.00	\$_____
5215	TELEPHONE	\$0.00	\$3,424.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5217	DUES AND MEMBERSHIPS	\$880.00	\$918.00	\$900.00	\$706.00	\$1,000.00	\$1,000.00	\$_____
5219B	SPECIAL EVENT/PROGRAM	\$1,800.00	\$1,800.00	\$2,400.00	\$1,518.16	\$2,400.00	\$2,400.00	\$_____
5223	OFFICE SUPPLIES	\$2,300.00	\$3,010.73	\$3,600.00	\$1,567.51	\$3,600.00	\$3,600.00	\$_____
5224	OTHER SUPPLIES	\$21,875.00	\$26,892.88	\$26,000.00	\$9,369.04	\$31,000.00	\$31,000.00	\$_____
5224E	OTHER SUPPLIES-MATERIALS	\$21,748.00	\$35,139.38	\$26,231.00	\$19,858.20	\$46,231.00	\$46,231.00	\$_____
5224F	BOOK SUPPLIES	\$3,800.00	\$3,902.82	\$3,800.00	\$1,332.76	\$3,900.00	\$3,900.00	\$_____
5227	BOOKS AND PERIODICALS	\$93,400.00	\$77,269.82	\$93,400.00	\$28,330.13	\$67,400.00	\$67,400.00	\$_____
5227A	BOOK BINDING	\$1,000.00	\$1,103.00	\$1,000.00	\$192.77	\$1,100.00	\$1,100.00	\$_____
5237	MATERIALS & EQUIPMENT	\$1,375.00	\$1,023.64	\$1,475.00	\$537.23	\$1,475.00	\$1,475.00	\$_____
5237C	HARDWARE/LUMBER	\$550.00	\$353.69	\$450.00	\$425.00	\$450.00	\$450.00	\$_____
5243C	MISC SERV-COMPUTER	\$30,748.00	\$30,487.88	\$32,699.00	\$26,983.00	\$28,293.00	\$28,293.00	\$_____
	TOTAL	\$247,461.00	\$245,740.54	\$255,875.00	\$114,661.50	\$253,369.00	\$244,569.00	\$_____
	GRAND TOTAL	\$907,625.00	\$901,906.77	\$929,717.00	\$378,877.18	\$965,805.00	\$957,005.00	\$_____

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 Fund
	Covers the cost of one insert about library services into tax bills.
5202	Grounds & Building Maintenance - \$9,300 - Level Fund
	Includes cost of elevator inspection & repair, professional carpet cleaning
	gutter cleaning, fire alarm inspection, and other repairs.
5202E	Grounds & Building Maintenance - HVAC \$8,000 - Level Fund
	Level fund at \$8,000 due to unknown costs for repairs, inspections, and
	maintenance on the new heating/cooling/ventilation system.
5203	Repair & Maintenance - Equipment - \$3,000 - Level Fund
	This line is level funded for FY14 to reflect actual expenditures. Includes the cost
	for servicing, inspecting and repair/replacement of fire extinguishers, smoke
	detectors, the library's snowblower and other equipment.
5205A	Office Equipment - \$5,720
	\$920: 4 slatwall shelving end panels and hardware/display parts for the Children's Room
	\$2,400: Replace three Dell workstations (re-use monitors)
	\$2,400: Self-checkout unit for main floor.
5209	Travel In-State - \$1,800
	Adding \$500 to allow staff to attend more professional development classes,
	and to reflect actual expenditures. This line includes \$930 for staff 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.

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5210	Travel Out of State - \$1,500 - Level Funded
	This is level funded from FY13. 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 - \$25,900 Level Funded
	This line is level funded, for expected costs with the new HVAC system.
5213	Fuel & Oil - \$10,900 - Level Funded
	This line is level funded from FY13, for expected costs with the new HVAC system.
5217	Dues & Memberships - \$1,000
	This line is increased by \$100 due to increases & addition of an ALA division.
	\$525: Four memberships in the Massachusetts Library Association or the New England Library Association for the library director and professional staff.
	\$180: Membership in the American Library Association, Public Library Association and Young Adult Library Services Association for the library director.
	\$200: Membership in the Massachusetts Library Trustee Association for the full board.
5219B	Special Events/Programs - \$2,400 - Level Funded
	\$800: Programs for children and families
	\$800: Programs for teens
	\$800: Programs for adults
	Most special events are held during the Summer Reading Program, with year-round programming paid for by the Friends of the Library.

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

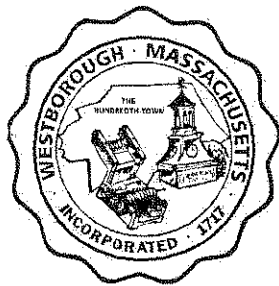
<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5223	Office Supplies - \$3,600 - Level Funded
	This line is level funded based on actual usage in FY12. Included is paper and
	ink for public printers, paper and ink for staff printers, letterhead, envelopes, and general
	office supply needs. This line is offset by our collection of printing fees from the public.
5224	Other Supplies - \$31,000
	This line pays for non-print materials for the library collection, including DVDs, CDs,
	and audiobooks. We are increasing this line by \$5,000 to purchase more of our high-
	demand materials. Audiobooks and DVDs are two of the highest circulating collections
	in the library.
5224E	Other Supplies - Materials - \$46,231
	This line is increased by \$20,000 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 \$1,887.)
5224F	Book Supplies - \$3,900
	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.) This line is increased by \$100 to reflect
	actual usage in FY12.

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

<u>OBJECT#</u>	<u>COMMENTS OF EXPENSE LINE ITEMS</u>
5227	Books & Periodicals - \$67,400 - Decreased
	We are decreasing this line in order to spend additional funds on online content, and
	because of a decrease in the amount of print materials we will buy. This line includes all
	print books for adults, children and teens, and all magazine and newspaper subscriptions.
	This amount is a decrease of about \$10,000 from our actual usage in FY2012.
5227A	Book Binding - \$1,100
	Preservation and reproduction of books and other materials that are at risk of
	deterioration for the Local History collection. This line is increased by \$100 due to
	higher costs for materials and labor and to reflect actual usage in FY12.
5237	Materials & Equipment - \$1,475 - Level Funded
	This line is level funded to reflect actual expenditures in FY12. Included are the costs
	of cleaning supplies and equipment required for building maintenance. Includes \$425
	union clothing allowance for the custodian.
5237C	Hardware/Lumber - \$450 - Level Funded
	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

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Town of Westborough

Fiscal Year 2014

Department

RECREATION

Activities, Functions and Responsibilities

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

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

Successes & Accomplishments 2011-2012

- Improved customer service with the implementation of new online registration system
- Implementation of social media policy, creation of blog and Facebook
- Established new business partnerships to offer additional programming
- Addition of 21 new programs for adults, children (FY12)
- Updated safety and maintenance program for fields and facilities
- Reorganized interior storage at Town Hall
- Successful implementation of public notification procedures for EEE
- Funded improvements, repairs and updates to numerous facilities and fields, at no cost to tax payer, utilizing Gift and Revolving accounts, adult and youth league donations, and Eagle Scout Projects.
- Funded upgrade to electrical system and lighting fixtures at Haskell facility

Goals & Priorities 2013-2014

- Evaluate existing program fee structure, adjust as needed in order to continue offering quality programming at affordable prices
- Enhance the current department mission statement to better service the current population
- Develop a participant survey regarding recreation programs satisfaction
- Augment employee training program to further develop a professional and skilled workforce
- Improve our communication and notification processes, increase social media presence, increase overall public awareness of leisure activities, programs and recreation facilities.
- Implement a counselor in training program for middle school students
- Continue to provide financial support for Westborough families through scholarships and free programs
- Increase program participation through expansion of current programs and development of new activities, classes, and events
- Maintain 10% or less participant dropout rate
- Sponsor or participate in four community wide special events.
- Maintain close working relationship with DPW, School, Health, and Planning Departments
- Collaborate with school department to maximize use of all school and recreation facilities
- Continue systematic replacement and upgrade of park amenities, including picnic tables, benches, fencing and playground equipment

Department

RECREATION

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	193,663	193,335.3	198,048	204,584	204,584	3.3000%
Expenses						
Total Expenditures	\$193,663.00	\$193,335.30	\$198,048.00	\$204,584.00	\$204,584.00	3.3000%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	3	3	3
Part Time	0	0	0
F T E	3	3	3

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Number of Programs	304	305	305
Number of New Programs	21	15	15
Number or Program registrations	4045	4095	4145
Number of Special Events	4	4	4
Online members	0	2958	3105
Number of Volunteers	217	200	200
Total Volunteer Service Hours	4312	4000	4000

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
% of Recreation classes meeting minimum enrollment	80%	87%	85%	85%
% increase in online member accounts	inc 5%	0	2958	3105
Monetary value of volunteer hours (based on \$8.00)	maintain	\$34,496	\$34,000	\$34,000
Summer Employee CPR and First Aid Certifications	100%	55%	100%	100%
In service training sessions for Beach staff (9 weeks)	7	6	7	7
Receipt retention (versus refund of money)	95%	93%	95%	95%

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
16201	RECREATION SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$76,787.00	\$76,657.49	\$77,636.00	\$31,353.00	\$79,188.00	\$79,188.00	\$_____
5104	WAGES-OPERATIONS	\$116,876.00	\$116,677.81	\$120,412.00	\$48,627.60	\$125,396.00	\$125,396.00	\$_____
5104D	WAGES-TEMP & SEASONAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
	TOTAL	\$193,663.00	\$193,335.30	\$198,048.00	\$79,980.60	\$204,584.00	\$204,584.00	\$_____
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	\$193,663.00	\$193,335.30	\$198,048.00	\$79,980.60	\$204,584.00	\$204,584.00	\$_____



Town of Westborough Fiscal Year 2014

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 2011-2012

The Cultural Council awarded \$8100 in grants in 2012. Among the thirteen grants awarded were a mural at Mill Pond School; a Cultural Fair at Hastings School; Westborough Players Club, Community Band, Community Chorus events and productions; Westborough Community Land Trust Snake event; programs at the Library and Historical Society. We generally receive grant requests totalling over \$25,000. This year we held the Third Annual Arts in Common festival on September 29th 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 50 artisans and 25 different performers and groups.

Goals & Priorities 2013-2014

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 Fourth Annual Arts in Common arts festival in the fall. Our priority is to raise enough funds to be able to grant \$8000-\$10,000 each year.

Department

Cultural Council

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages						
Expenses	2,000	1,314	2,000	2,000	2,000	0.00%
Total Expenditures	\$2,000.00	\$1,314.00	\$2,000.00	\$2,000.00	\$2,000.00	0.00%

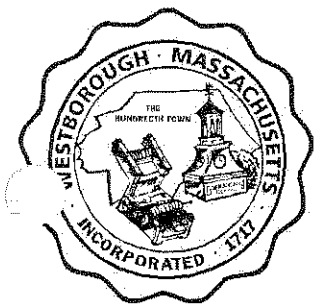
Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time			
F T E			

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Funded 13 grants	13	15	18
Funded \$8100	\$8100	\$8400	\$8700
Arts in Common; 50 vendors	50	55	55
Arts in Common; 25 performers	25	25	25

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Received 16 grants requests; funded 13* - some grant apps are not eligible.	15	13	15	20
Received 60 vendor applications; accepted 50*- limit due to space limitations	50	50	55	55
Arts in Common raised over \$9000	6000	9000	9000	9000

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
16303	Cultural Council							
5299	MISCELLANEOUS EXPENSE	\$2,000.00	\$1,325.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____
	TOTAL	\$2,000.00	\$1,325.00	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____



Town of Westborough

Fiscal Year 2014

Department

Historical Commission

Activities, Functions and Responsibilities

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

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

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

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

Successes & Accomplishments 2011-2012

In July, we participated in a walk-through (with the Planning Board, MHC and DCAM), of the Westborough State Hospital property to help determine areas that could be available for town use.

We cosponsored with Historical Society, a Civil War reenactment day on September 24, 2011.

We approved 8 signs in Historic District and approved 5 building demolitions.

Contracted with Gravestone Services of New England to have 25 gravestones restored.

Drafted and publicly posted more detailed agendas and minutes to the town web site.

Goals & Priorities 2013-2014

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

Organize commission-held records of the town (maps, photos, information of town history, people, genealogy, places and events) making them easily accessible for research and public viewing.

Continue to restore town cemeteries.

Implement a collection policy and acquisition documentation.

Work to put the sign bylaw application process online.

Department

Historical Commission

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	18,581	15,442	18,783	19,145	19,145	1.9300%
Expenses	5,725	6,238	5,725	5,725	5,725	0.00%
Total Expenditures	\$24,306.00	\$21,680.00	\$24,508.00	\$24,870.00	\$24,870.00	1.4800%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time	0.38	0.38	0.38
F T E	0.38	0.38	0.38

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Regular meetings	12	12	12
Sign Requests reviewed	8	as presented	as presented
Demolition Requests reviewed	5	as requested	as requested
Research requests	50+	as requested	as requested

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Gravestones restored	varied	25	>15	>15

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
16502	HISTORICAL COMM SECRETARY							
5103	WAGES-CLERICAL	\$17,506.00	\$15,441.72	\$18,783.00	\$7,150.29	\$19,145.00	\$19,145.00	\$ _____
16503	HISTORICAL COMM EXPENSES							
5217	DUES AND MEMBERSHIPS	\$100.00	\$0.00	\$100.00	\$0.00	\$100.00	\$100.00	\$ _____
5219	PROFESSIONAL SERVICES	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$5,000.00	\$5,000.00	\$ _____
5219B	SPECIAL EVENT/PROGRAM	\$125.00	\$73.29	\$125.00	\$0.00	\$125.00	\$125.00	\$ _____
5224	OTHER SUPPLIES	\$500.00	\$489.46	\$500.00	\$40.36	\$500.00	\$500.00	\$ _____
5245	OTHER PROFESSIONAL SERV	\$5,075.00	\$5,675.00	\$4,000.00	\$0.00	\$0.00	\$0.00	\$ _____
	TOTAL	\$6,800.00	\$6,237.75	\$5,725.00	\$40.36	\$5,725.00	\$5,725.00	\$ _____
	GRAND TOTAL	\$24,306.00	\$21,679.47	\$24,508.00	\$7,190.65	\$24,870.00	\$24,870.00	\$ _____



Town of Westborough Fiscal Year 2014

Department

Treasurer/Debt - General Fund

Activities, Functions and Responsibilities

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

Successes & Accomplishments 2011-2012

Made timely and accurate debt payments
Researched potential refundings
Worked closely with MA Water Pollution Abatement
Trust on timing of WWTP borrowing

Goals & Priorities 2013-2014

Continue to make timely and accurate debt payments
Refund existing debt to lower payments
Schedule new debt as required by Town meeting vote

Department

Treasurer/Debt - General Fund

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages						
Expenses	10,449,258	9,994,797.05	10,158,346	10,190,888	10,190,888	0.3200%
Total Expenditures	10,449,258	\$9,994,797.05	10,158,346	10,190,888	10,190,888	0.3200%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time			
F T E			

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Timely debt payments	100%	100%	100%
Accurate debt payments	100%	100%	100%
Credit rating	AA+	AA+	AA+
Refunding debt issuance as available (number)	0	2	1
Refunding savings - potential	0	\$1,000,000	\$6,500,000

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Timely debt payments	100%	100%	100%	100%
Accurate debt payments	100%	100%	100%	100%
Credit rating	AA+	AA+	AA+	AA+
Refunded debt	when available	0	2	1

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
17103	DEBT-PRINCIPAL							
5760A	MULTI-PURPOSE 5.915 MILLION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL FY03	\$190,000.00	\$190,000.00	\$165,000.00	\$57,588.00	\$27,000.00	\$27,000.00	\$ _____
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$73,000.00	\$73,000.00	\$73,000.00	\$73,000.00	\$36,000.00	\$36,000.00	\$ _____
5760D	DEBT EXCL - HS & MILL POND69.2	\$3,460,000.00	\$3,460,000.00	\$3,460,000.00	\$3,460,000.00	\$3,460,000.00	\$3,460,000.00	\$ _____
5760E	WPAT-INFLO/INFILT FY10 .463M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$89,000.00	\$89,000.00	\$89,000.00	\$89,000.00	\$85,000.00	\$85,000.00	\$ _____
5760I	WPAT-WSTWTR MNG PLN (68.3% STP)	\$6,530.00	\$6,529.88	\$6,530.00	\$6,530.00	\$6,530.00	\$6,530.00	\$ _____
5760J	SCHL RENO 8.59MILL REFUND(03)	\$825,000.00	\$825,000.00	\$815,000.00	\$861,400.00	\$0.00	\$0.00	\$ _____
5760N	WPAT-WSTWTR MNG PLN(17% STP)	\$2,920.00	\$2,919.98	\$2,821.00	\$0.00	\$2,758.00	\$2,758.00	\$ _____
5760Q	SCHOOL SHORT TERM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760R	TOWN SHORT TERM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$215,035.00	\$215,035.00	\$211,035.00	\$0.00	\$210,535.00	\$210,535.00	\$ _____
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)	\$63,000.00	\$63,000.00	\$61,000.00	\$61,000.00	\$61,000.00	\$61,000.00	\$ _____
5760W	MWPAT - WWTP - UPGRADE PART 1	\$723,566.00	\$723,566.00	\$738,184.00	\$738,184.00	\$753,097.00	\$753,097.00	\$ _____
5760X	MULTI-PURPOSE 11.834ML (FY11)	\$1,168,377.00	\$1,168,377.00	\$1,157,000.00	\$1,157,000.00	\$1,157,000.00	\$1,157,000.00	\$ _____
5760Y	MWPAT - WWTP - UPGRADE PART 2	\$0.00	\$0.00	\$0.00	\$0.00	\$1,187,582.00	\$1,187,582.00	\$ _____
	TOTAL	\$6,880,928.00	\$6,880,927.86	\$6,843,070.00	\$6,568,202.00	\$7,051,002.00	\$7,051,002.00	\$ _____
17203	DEBT-INTEREST							
5299	CERTIFICATION OF NOTES	\$320,000.00	\$97,267.83	\$301,582.00	\$80,981.64	\$150,000.00	\$150,000.00	\$ _____
5760A	MULTI-PURPOSE 5.915 MILLION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL FY03	\$68,851.00	\$68,850.00	\$61,750.00	\$45,325.00	\$3,670.00	\$3,670.00	\$ _____
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$23,789.00	\$23,788.75	\$20,960.00	\$11,210.00	\$18,780.00	\$18,780.00	\$ _____
5760D	DEBT EXCL - MILL POND SCHOOL	\$1,993,825.00	\$1,993,825.00	\$1,820,825.00	\$953,662.50	\$1,647,825.00	\$1,647,825.00	\$ _____
5760E	WPAT-INFLO/INFILT FY10 .463M	\$0.00	\$0.00	\$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	\$12,640.00	\$12,640.00	\$10,860.00	\$5,875.00	\$9,120.00	\$9,120.00	\$ _____
5760I	WPAT-WSTWTR MNG PLN (68.3% STP)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760J	SCHL RENO 8.59MILL REFUND (03)	\$125,800.00	\$125,800.00	\$92,800.00	\$46,400.00	\$0.00	\$0.00	\$ _____
5760N	WPAT-WSTWTR MNG PLN(17% STP)	\$547.00	\$546.90	\$492.00	\$492.00	\$437.00	\$437.00	\$ _____
5760Q	SCHOOL SHORT TERM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760R	TOWN OTHER SHORT TERM BORR	\$225.00	\$42.12	\$720.00	\$179.50	\$149,119.00	\$149,119.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$59,818.00	\$59,817.34	\$51,861.00	\$25,930.52	\$44,053.00	\$44,053.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$19,190.00	\$19,190.00	\$16,610.00	\$8,950.00	\$14,030.00	\$14,030.00	\$ _____
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$33,885.00	\$33,884.38	\$31,520.00	\$18,331.87	\$29,233.00	\$29,233.00	\$ _____
5760W	MWPAT - WWTP - UPGRADE PART 1	\$345,088.00	\$345,087.66	\$330,471.00	\$168,926.00	\$315,558.00	\$315,558.00	\$ _____
5760X	MULTI-PURPOSE 11.834ML (FY11)	\$243,870.00	\$243,869.77	\$209,046.00	\$116,093.00	\$162,766.00	\$162,766.00	\$ _____
5760Y	MWPAT - WWTP - UPGRADE PART 2	\$300,802.00	\$99,259.44	\$345,779.00	\$0.00	\$575,295.00	\$575,295.00	\$ _____
5760Z	INTEREST ON REFUNDS	\$10,000.00	\$0.00	\$10,000.00	\$36,907.71	\$10,000.00	\$10,000.00	\$ _____
	TOTAL	\$3,568,330.00	\$3,113,869.19	\$3,315,276.00	\$1,517,264.74	\$3,139,886.00	\$3,139,886.00	\$ _____
	GRAND TOTAL	\$10,449,258.00	\$9,994,797.05	\$10,158,346.00	\$8,085,466.74	\$10,190,888.00	\$10,190,888.00	\$ _____

12/19/12	10:33:46 AM	TOWN OF WESTBORO DEBT FY 2014					OPEN SPACE		
PRINCIPAL	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/HIWAY	SCHOOLS	
1993 REFUNDED 4/04	\$2,560,000	\$210,000				\$210,000			\$210,000
1995 REFUNDED 11/02 PAID 8/12	\$8,590,000	\$0						\$0	\$0
1997/2000 REFUNDED 10/05	\$5,740,000	\$615,000	\$90,785	\$65,165		\$339,300		\$119,750	\$615,000
1998/2009 REFUNDED 10/09	\$2,975,000	\$365,000		\$20,000	\$85,000	\$260,000			\$365,000
2002 REFUNDED 8/12	\$3,985,000	\$385,000		\$128,000		\$230,000	\$27,000		\$385,000
2003	\$69,200,000	\$3,460,000						\$3,460,000	\$3,460,000
2005	\$2,665,000	\$110,000	\$36,000	\$62,000		\$12,000		\$0	\$110,000
2006	\$1,513,000	\$125,000		\$24,750	\$35,500	\$35,750		\$29,000	\$125,000
2007	\$3,228,000	\$180,000		\$8,000	\$61,000	\$111,000			\$180,000
2008	\$1,163,035	\$120,000		\$104,000		\$16,000			\$120,000
2010	\$11,834,909	\$1,450,000	\$122,000	\$6,000	\$550,000	\$287,000	\$485,000		\$1,450,000
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$82,549		\$82,549					\$82,549
WPAT 96/46 PINECREST/ KAY	\$452,000	\$19,141		\$19,141					\$19,141
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$15,871		\$15,871					\$15,871
WPAT 00/25 ASSABET (17% is STP portion)*	\$588,584	\$16,223	\$2,758	\$13,465					\$16,223
WPAT 00/25A ASSABET (68.3% is STP portion) re	\$151,291	\$9,561	\$6,530	\$3,031					\$9,561
WPAT 08/22 I/I REFUNDED 6/12	\$463,000	\$15,774		\$15,468					\$15,468
WPAT - WWTP (I)	\$17,816,166	\$753,097	\$753,097						\$753,097
WPAT - WWTP (II)	\$29,358,537	\$1,187,582	\$1,187,582						\$1,187,582
WPAT - 10/08 WELD/FOLLY	\$1,424,000	\$57,602		\$43,202		\$14,401			\$57,602

REQUIRED PAYDOWNS
none

TOTAL PRINCIPAL		\$9,177,400	\$2,198,752	\$610,642	\$731,500	\$1,515,451	\$512,000	\$3,608,750	\$9,177,094
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INTEREST	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/HIWAY	SCHOOLS	
BONDS									
1993 REFUNDED 4/04	\$2,560,000	\$3,150				\$3,150			\$3,150
1995 REFUNDED 11/02 PAID 8/12	\$8,590,000	\$0						\$0	\$0
1997/2000 REFUNDED 10/05	\$5,740,000	\$93,610	\$21,566	\$15,869		\$33,689		\$22,487	\$93,610
1998/2009 REFUNDED 10/09	\$2,975,000	\$43,150		\$2,173	\$9,120	\$31,858			\$43,150
2002 REFUNDED 8/12	\$3,985,000	\$75,850		\$24,940		\$47,240	\$3,670		\$75,850
2003	\$69,200,000	\$1,647,825						\$1,647,825	\$1,647,825
2005	\$2,665,000	\$56,380	\$18,780	\$32,716		\$4,884			\$56,380
2006	\$1,513,000	\$27,300		\$5,425	\$7,770	\$7,845		\$6,260	\$27,300
2007	\$3,228,000	\$85,538		\$3,528	\$29,233	\$52,778			\$85,538
2008	\$1,163,035	\$23,888		\$22,458		\$1,430			\$23,888
2010	\$11,834,909	\$272,818	\$67,374	\$3,330	\$19,980	\$106,722	\$75,413		\$272,818
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$5,180		\$5,180					\$5,180
WPAT 96/46 PINECREST/ KAY	\$452,000	\$1,201		\$1,201					\$1,201
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$1,978		\$1,978					\$1,978
WPAT 00/25 ASSABET (REFUNDED) 17% STP	\$588,584	\$2,569	\$437	\$2,132					\$2,569
WPAT 00/25A ASSABET (68.3% STP) refunded	\$151,291	\$0	\$0	\$0					\$0
WPAT 08/22 I/I REFUNDED 6/12	\$463,000	\$6,301		\$6,456					\$6,301
WPAT - WWTP (I)	\$17,816,166	\$315,557	\$315,557						\$315,557
WPAT - WWTP (II)	\$29,358,537	\$575,295	\$575,295						\$575,295
WPAT - 10/08 WELD/FOLLY	\$1,424,000	\$27,904		\$20,928		\$6,976			\$27,904

PERMANENT INTEREST		\$3,265,493	\$999,008	\$148,313	\$66,103	\$296,570	\$79,083	\$1,676,572	\$3,265,648
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SHORT TERM @

1.25%

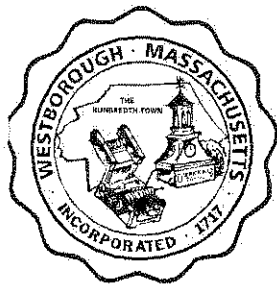
Actual due 08/13

WATER - SOUTH STREET	\$1,632,539	\$20,350				\$20,350			\$20,350
- WELD/WHITNEY	\$720,000	\$8,975				\$8,975			\$8,975
SEWER - CROWNRISE	\$20,000	\$249		\$249					\$249
TOWN - CULVERTS SOUTH ST	\$19,000	\$237			\$237				\$237
- TOWN BUILDING DESIGN	\$500,000	\$6,233			\$6,233				\$6,233
ATM/STM Articles									
TOWN - TOWN HALL/FORBES DESIGN	\$1,404,000	\$17,550			\$17,550				\$17,550
- FIRE STATION	\$10,008,000	\$125,100					\$125,100		\$125,100
SEWER - CROWNRISE	\$800,000	\$10,000		\$10,000					\$10,000

subtotal - short term interest

		\$188,694	\$0	\$10,249	\$24,019	\$29,325	\$125,100	\$0	\$188,693
TAX ANTICIPATION		\$10,000			\$10,000				\$10,000
ABATE. INTEREST		\$10,000			\$10,000				\$10,000
SUBTOTAL INTEREST		\$3,474,187	\$999,008	\$158,562	\$110,122	\$325,895	\$204,183	\$1,676,572	\$3,474,342

rounding
\$3,474,187 \$999,008 \$158,562 \$110,122 \$325,895 \$204,183 \$1,676,572 \$3,474,342



Town of Westborough

Fiscal Year 2014

Department

Country Club Operating Committee

Activities, Functions and Responsibilities

The Westborough Country Club Operating Committee, appointed by the Board of Selectmen, is the administering body of the daily operation of the Westborough Country Club.

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

- * Establishing the budget, Town Meeting Warrant Articles, Capital Expenditures and Master Plan.
- * Sets membership dues and greens fees.
- * Develops and manages the Superintendent and Golf Professional contracts.
- * Manages the maintenance of the buildings: Pro Shop and the Maintenance Garage.
- * Oversees the Golf Professional who is responsible for the Pro Shop operation, scheduling tournaments and managing daily tee times.
- * Oversees the Superintendent who is responsible for the daily upkeep of the course, managing the equipment inventory and maintenance.

Successes & Accomplishments 2011-2012

- * First hole: Expanded the back of the green.
- * Second hole: enlarged green, installed new bunker and berms marking out of bounds territory.
- * Third hole: removed trees; preliminary work on cart path relocation; rebuilt bunkers, expanded green.
- * Fifth hole: built new forward tee box.
- * Sixth hole: tree work
- * Lowered the cut of the rough around the greens and fairways.

Goals & Priorities 2013-2014

- * Retain and increase Membership.
- * Retain and increase Greens Fee play through continuing special offers.
- * Improve league play.
- * Replace cart path on seventh hole.
- * Develop a working relationship with the restaurant for tournaments and daily "play and dine."
- * Purchase triplex mower.
- * Improve drainage system on eighth hole.
- * Ensure that revenues meet/exceed expenses.

Department

COUNTRY CLUB OPERATING COMMITTEE

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	7,382	5,904	7,463	6,343	6,343	-15.0100%
Expenses	445,424	406,409	413,900	388,560	385,560	-6.1200%
Total Expenditures	\$452,806.00	\$412,313.00	\$421,363.00	\$394,903.00	\$391,903.00	-6.2800%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time	0.13	0.13	0.13
F T E	0.13	0.13	0.13

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Regular Meetings	12	11	12
Agenda Topics	120	110	120
Number of Capital Projects	1	1	1
Number of Member Units	272	280	290
Number of Rounds Played	29,241	29,533	29,828
Contracts Negotiated	0	1	0

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Budget: Revenues versus Expenses	100%/95%	392,402/412,313	422,000/421,363	403,500/394,804
Membership Units Achieved	350	272	280	290
Increase in Greens Fee Play	5%	134,035	142,000	149,000
Increase in # of Rounds Played	1%	29,241	29,533	29,828
Expenses Incurred for Negligence	\$500	\$0	\$0	\$0
Days Closed for Non-weather Events	0	0	0	0

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
60200	COUNTRY CLUB WAGES							
5103	CC ADMINISTRATIVE STAFF	\$7,382.00	\$5,904.29	\$7,463.00	\$2,511.60	\$6,343.00	\$6,343.00	\$_____
60200	COUNTRY CLUB EXPENSES							
5700A	CC GOLF PROFESSIONAL	\$49,000.00	\$47,403.50	\$49,000.00	\$19,593.80	\$49,500.00	\$49,500.00	\$_____
5700B	CC CREDIT CARD SERVICES	\$2,000.00	\$1,664.88	\$1,800.00	\$0.00	\$1,800.00	\$1,800.00	\$_____
5700C	CC SUPERINTENDENT CONTRA	\$226,000.00	\$226,000.00	\$230,000.00	\$100,625.00	\$201,880.00	\$201,880.00	\$_____
5700D	CC PROFESSIONAL ASSOC	\$2,100.00	\$1,837.50	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____
5700E	CC TREE REMOVAL (CONT)	\$5,400.00	\$5,400.00	\$5,400.00	\$2,800.00	\$2,000.00	\$2,000.00	\$_____
5700F	CC UTILITIES - ELECTRIC	\$8,700.00	\$9,166.98	\$8,700.00	\$3,520.93	\$10,000.00	\$7,000.00	\$_____
5700G	CC UTILITIES - GAS HEAT	\$3,000.00	\$1,496.81	\$2,800.00	\$162.70	\$2,500.00	\$2,500.00	\$_____
5700H	CC UTILITIES - TELEPHONE	\$1,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5700I	CC UTILITIES - DUMPSTER	\$2,100.00	\$1,419.58	\$2,000.00	\$510.49	\$1,600.00	\$1,600.00	\$_____
5700J	CC UTILITIES - WATER	\$700.00	\$553.80	\$700.00	\$347.78	\$700.00	\$700.00	\$_____
5700K	CC UTILITIES - PORTBLE TOILET	\$1,000.00	\$785.58	\$1,000.00	\$490.00	\$1,000.00	\$1,000.00	\$_____
5700L	CC UTILITIES - CABLE	\$2,400.00	\$2,857.32	\$3,000.00	\$1,456.56	\$3,000.00	\$3,000.00	\$_____
5700N	CC AERATION	\$5,000.00	\$0.00	\$4,000.00	\$0.00	\$2,000.00	\$2,000.00	\$_____
5700M	CC FERT/CHEM/SEED	\$40,000.00	\$29,277.23	\$38,000.00	\$18,619.22	\$40,000.00	\$40,000.00	\$_____
5700O	CC SAND/LOAM/GRAVEL	\$8,000.00	\$5,014.99	\$7,000.00	\$3,929.78	\$8,000.00	\$8,000.00	\$_____
5700P	CC ARCHITECH/MASTER PLAN*	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5700Q	CC PARTS & SUPPLIES	\$28,000.00	\$24,326.87	\$28,000.00	\$13,972.61	\$30,000.00	\$30,000.00	\$_____
5700R	CC FUEL	\$10,000.00	\$8,543.58	\$9,000.00	\$3,421.95	\$10,000.00	\$10,000.00	\$_____
5700S	CC BLDG & GROUND MAINTENA	\$5,000.00	\$3,155.78	\$4,000.00	\$0.00	\$4,000.00	\$4,000.00	\$_____
5700T	CC FLOWERS/SHRUBS/MULCH	\$1,500.00	\$322.00	\$1,000.00	\$0.00	\$500.00	\$500.00	\$_____
5700U	CC SUASCO PUMP FEES	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5700V	CC WASTE WATER REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5700W	CC IRRIGATION	\$3,600.00	\$4,720.22	\$2,000.00	\$3,164.92	\$3,000.00	\$3,000.00	\$_____
5700X	CC CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
5700Y	CC INDIRECT COSTS	\$13,700.00	\$13,700.00	\$14,500.00	\$6,030.00	\$15,080.00	\$15,080.00	\$_____
5700Z	CC EQUIPMENT LEASES	\$19,524.00	\$18,762.24	\$0.00	\$0.00	\$0.00	\$0.00	\$_____
TOTAL		\$445,424.00	\$406,408.86	\$413,900.00	\$178,645.74	\$388,560.00	\$385,560.00	\$_____
GRAND TOTAL		\$452,806.00	\$412,313.15	\$421,363.00	\$181,157.34	\$394,903.00	\$391,903.00	\$_____



Town of Westborough Fiscal Year 2014

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 responsibilities of the DPW Sewer Division are as follows:

Maintain 100 miles of sewer pipes.

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

Jet and inspect problem sewer areas quarterly.

Grease trap inspections.

Sewer easement and manhole inspections.

Snow operations

Assist other divisions within the DPW as needed.

Successes & Accomplishments 2011-2012

Successes & Accomplishments for 2011-2012:

Installed a new 100 kw generator for the Dennybrook Sewer Station.

Installed a new influent sewage grinder at the Dennybrook Sewer Station.

Improved access to the Fisher St. sewer easement.

Goals & Priorities 2013-2014

DPW Sewer Goal for 2013-2014:

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.

DPW Sewer Priorities for 2013-2014:

Install by-pass pumping arrangements at Dennybrook and Maynard Street pump stations.

Install 3rd high flow pump at Maynard Street Station.

Install influent grinders at Bakerway Pump Station, West Main & Maynard Street Stations.

Install new generator at the Walker Street Station.

Clean and inspect a determined amount of sewer main each year.

Complete the Crownridge-Fox Lane Sewer Project.

Department

Department of Public Works SEWER

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	655,049	649,533.41	680,025	701,410	701,410	3.1400%
Expenses	318,771	268,162.52	318,771	318,771	282,680	0.00%
Total Expenditures	\$973,820.00	\$917,695.93	\$998,796.00	\$1,020,181.00	\$984,090.00	2.1400%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	8	8	8
Part Time	0	0	0
F T E	8	8	8

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Inspect sewer stations daily	33	33	33
Station grounds maintenance	30	30	30
Generator Maintenance	30	30	30
Sewer wet well bar racks cleaned daily	2 stations	2 stations	2 stations
Sewer rag basket cleaned twice per week	1 station	1 station	1 station
Sewer pumps pulled to remove blockages	25	25	25
Sewer wet wells cleaned	12	12	12
Sewer complaints, odors, blockages, etc	15	15	15
Grease trap inspections	50	50	50
Sewer manhole inspections	25	25	25
Sewer easement inspections	5	5	5
Video inspect sewers for inflow/infiltration	4,000 ft	4,000 ft	4,000 ft

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Minimize the # of sewer main blockages	5	5	5	5
Minimize the # of sewer station alarms	30	30	30	30
Minimize the sanitary sewer overflows	2	2	2	2
Operate sewer stations as efficient as possible				

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
64301	SEWER O & M SALARY/WAGES							
5101	SALARY-DEPARTMENT HEAD	\$68,076.00	\$68,067.23	\$69,139.00	\$27,640.66	\$70,535.00	\$70,535.00	\$ _____
5102	SALARY-ASST & AGENT	\$129,219.00	\$127,356.92	\$131,679.00	\$51,004.88	\$135,435.00	\$135,435.00	\$ _____
5102A	SALARY ADMINISTRATION	\$18,295.00	\$18,317.91	\$19,443.00	\$7,579.77	\$20,808.00	\$20,808.00	\$ _____
5103	WAGES-CLERICAL	\$48,733.00	\$46,275.81	\$43,634.00	\$18,255.86	\$48,901.00	\$48,901.00	\$ _____
5104	WAGES-OPERATIONS	\$313,671.00	\$314,075.51	\$336,531.00	\$128,887.31	\$342,974.00	\$342,974.00	\$ _____
5105	OVERTIME	\$77,055.00	\$75,440.03	\$79,599.00	\$29,902.01	\$82,757.00	\$82,757.00	\$ _____
	TOTAL	\$655,049.00	\$649,533.41	\$680,025.00	\$263,270.49	\$701,410.00	\$701,410.00	\$ _____
64303	SEWER O & M EXPENSES							
5202	GROUNDS & BUILDING MAINT	\$5,500.00	\$1,763.23	\$4,500.00	\$724.63	\$4,500.00	\$4,500.00	\$ _____
5203	REPAIR/MAINT EQUIPMENT	\$5,600.00	\$4,831.01	\$5,600.00	\$2,187.12	\$5,600.00	\$5,600.00	\$ _____
5203T	REPAIR/MAINT SWR PMP STA	\$41,431.00	\$36,054.99	\$40,000.00	\$10,510.56	\$40,000.00	\$40,000.00	\$ _____
5207D	POLICE DETAIL	\$1,440.00	\$1,436.46	\$1,720.00	\$245.51	\$1,760.00	\$1,760.00	\$ _____
5211	ELECTRICITY	\$156,131.00	\$135,895.07	\$146,131.00	\$33,177.13	\$146,091.00	\$110,000.00	\$ _____
5213	FUEL AND OIL	\$16,111.00	\$14,699.19	\$16,111.00	\$1,583.34	\$16,111.00	\$16,111.00	\$ _____
5215	TELEPHONE	\$3,888.00	\$3,784.04	\$3,888.00	\$1,256.69	\$3,888.00	\$3,888.00	\$ _____
5217	DUES AND MEMBERSHIPS	\$690.00	\$262.00	\$400.00	\$107.50	\$400.00	\$400.00	\$ _____
5218	TRAINING AND EDUCATION	\$2,000.00	\$797.08	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$ _____
5219F	DRUG/ALCOHOL TRAINING	\$100.00	\$110.90	\$100.00	\$97.40	\$100.00	\$100.00	\$ _____
5223	OFFICE SUPPLIES	\$1,310.00	\$1,765.17	\$1,400.00	\$131.14	\$1,400.00	\$1,400.00	\$ _____
5236	CONTRACT SERVICE	\$61,610.00	\$43,003.57	\$56,650.00	\$17,913.32	\$56,650.00	\$56,650.00	\$ _____
5241	CLOTHING ALLOWANCE	\$4,840.00	\$4,132.63	\$4,840.00	\$938.99	\$4,840.00	\$4,840.00	\$ _____
5243	MISCELLANEOUS LICENSES	\$535.00	\$535.00	\$100.00	\$0.00	\$100.00	\$100.00	\$ _____
5247	GAS,OIL,LUBE	\$13,085.00	\$16,053.37	\$20,831.00	\$14,590.40	\$20,831.00	\$20,831.00	\$ _____
5252I	MAINT MATERIALS-SERVICES	\$4,500.00	\$3,038.81	\$14,500.00	\$0.00	\$14,500.00	\$14,500.00	\$ _____
	TOTAL	\$318,771.00	\$268,162.52	\$318,771.00	\$83,463.73	\$318,771.00	\$282,680.00	\$ _____
	GRAND TOTAL	\$973,820.00	\$917,695.93	\$998,796.00	\$346,734.22	\$1,020,181.00	\$984,090.00	\$ _____

64303	SEWER O & M EXPENSES		
5202	REPAIR/MAINT BLDG - SEWER STATION		\$4,500.00
	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
	Emerg & electrical repairs, maint. mtrls & supplies for Sew. Stations		
5207D	POLICE DETAIL	\$44.00	\$1,760.00
5211	ELECTRICITY		\$146,091.00
	Sewer Stations(Nat'l Grid)	\$136,420.00	
	Office/Garage 25%(Nat'l Grid)	\$9,671.00	
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	\$2,040.00	
	Engineering	\$1,056.00	
	Sewer Alarm Stations	\$792.00	
5217	DUES AND MEMBERSHIP		\$400.00
5218	TRAINING AND EDUCATION		\$2,000.00
	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		\$56,650.00
	Sewer	\$30,004.80	
	Instrument & Meter Calibration	\$3,000.00	
	Office - Sensus Autoread, Kronos software,	\$2,705.00	
	MS4 program materials(NPEDES Permit)		
	2 Meter Readers @\$8,500ea	\$17,000.00	
	Building Cleaning (\$11,940 x 33%)	\$3,940.20	
	(total cleaning \$11,940.00 split between 3 budgets)		
5241	CLOTHING ALLOWANCE		\$4,840.00
	4 @\$800.00	\$3,200.00	
	Engineering (split between water & sewer)		
	(4 @ \$400 & 1 @ \$40)	\$1,640.00	
5243	MISC. SERVICES		\$100.00
	License	\$100.00	
5247	GASOLINE, OIL, LUBE		\$20,831.00
	Oil & Lube	\$525.00	
	Gas	\$20,306.00	
5252l	MAINT MTRLS - SEWER		\$14,500.00
	Manhole frames & covers		
	Manole overflow protection		
	Emergency Repairs		
	TOTAL EXPENSE		\$318,771.00

SALARY	\$226,778.00
WAGES	\$474,632.00
EXPENSE	\$318,771.00
	<u>\$1,020,181.00</u>

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Town of Westborough

Fiscal Year 2014

Department

Treasurer/Debt - Sewer

Activities, Functions and Responsibilities

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

Successes & Accomplishments 2011-2012

Made timely and accurate debt payments
Researched potential refundings
Worked closely with MA Water Pollution Abatement
Trust on timing of WWTP borrowing

Goals & Priorities 2013-2014

Continue to make timely and accurate debt payments
Refund existing debt to lower payments
Schedule new debt as required by Town meeting vote

Department

Treasurer/Debt - Sewer Only

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages						
Expenses	804,727	800,192.47	745,983	769,208	769,208	3.1100%
Total Expenditures	\$804,727.00	\$800,192.47	\$745,983.00	\$769,208.00	\$769,208.00	3.1100%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time			
F T E			

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Timely debt payments	100%	100%	100%
Accurate debt payments	100%	100%	100%
Credit rating	AA+	AA+	AA+
Refunding debt issuance as available (number)	0	2	1
Refunding savings - potential	0	\$1,000,000	\$6,500,000

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Timely debt payments	100%	100%	100%	100%
Accurate debt payments	100%	100%	100%	100%
Credit rating	AA+	AA+	AA+	AA+
Refunded debt	when available	0	2	1

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
64305	SEWER O & M DEBT							
5760A	WPAT-WELD/FOLLY 1.424M FY12 60%	\$0.00	\$0.00	\$0.00	\$0.00	\$43,202.00	\$43,202.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL FY03	\$105,000.00	\$105,000.00	\$110,000.00	\$110,000.00	\$128,000.00	\$128,000.00	\$ _____
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$63,000.00	\$63,000.00	\$62,000.00	\$62,000.00	\$62,000.00	\$62,000.00	\$ _____
5760E	WPAT-INFLO/INFILT FY10 .463M	\$19,017.00	\$19,017.00	\$19,402.00	\$15,168.81	\$15,468.00	\$15,468.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$21,000.00	\$21,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$ _____
5760I	WPAT-WASTEWATER MGT PL	\$3,031.00	\$3,030.95	\$3,031.00	\$3,030.83	\$3,031.00	\$3,031.00	\$ _____
5760K	WPAT-PINECREST/KAY SEWER	\$18,367.00	\$18,366.36	\$18,753.00	\$0.00	\$19,141.00	\$19,141.00	\$ _____
5760L	WPAT-FLANDERS/OLD FLANDERS	\$14,603.00	\$14,602.77	\$11,200.00	\$11,200.00	\$15,872.00	\$15,872.00	\$ _____
5760M	WPAT-WALKER/SMITH/FISHER	\$79,209.00	\$79,208.46	\$80,875.00	\$0.00	\$82,550.00	\$82,550.00	\$ _____
5760N	WPAT-WASTEWATER MNGMNT PLAN	\$14,256.00	\$14,255.98	\$13,769.00	\$0.00	\$13,465.00	\$13,465.00	\$ _____
5760O	SEWER SHORT TERM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$66,065.00	\$66,065.00	\$65,165.00	\$0.00	\$65,165.00	\$65,165.00	\$ _____
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)	\$56,556.00	\$56,556.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$ _____
	TOTAL	\$596,854.00	\$596,852.52	\$546,945.00	\$364,149.64	\$610,644.00	\$610,644.00	\$ _____
64306	SEWER O & M INTEREST							
5760A	WPAT-WELD/FOLLY 1.424M FY12 60%	\$0.00	\$0.00	\$12,579.00	\$0.00	\$20,928.00	\$20,928.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL FY03	\$68,750.00	\$68,750.00	\$64,450.00	\$46,625.00	\$24,940.00	\$24,940.00	\$ _____
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$37,618.00	\$37,617.25	\$35,196.00	\$18,218.00	\$32,716.00	\$32,716.00	\$ _____
5760E	WPAT-INFLO/INFILT FY10 .463M	\$9,070.00	\$9,069.83	\$8,686.00	\$4,226.88	\$6,456.00	\$6,456.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$2,983.00	\$2,982.50	\$2,573.00	\$1,366.25	\$2,173.00	\$2,173.00	\$ _____
5760I	WPAT-WASTEWATER MGT PL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760K	WPAT-PINECREST/KAY SEWER	\$1,915.00	\$1,915.10	\$1,564.00	\$1,563.32	\$1,201.00	\$1,201.00	\$ _____
5760L	WPAT-FLANDERS/OLD FLANDERS	\$2,462.00	\$2,461.13	\$6,396.00	\$3,887.19	\$1,978.00	\$1,978.00	\$ _____
5760M	WPAT-WALKER/SMITH/FISHER	\$8,260.00	\$8,259.42	\$6,743.00	\$6,742.27	\$5,181.00	\$5,181.00	\$ _____
5760N	WPAT-WASTEWATER MNGMNT PLAN	\$2,668.00	\$2,667.49	\$2,400.00	\$2,399.45	\$2,132.00	\$2,132.00	\$ _____
5760O	SEWER SHORT TERM BORROWING	\$7,500.00	\$2,972.41	\$0.00	\$0.00	\$10,249.00	\$10,249.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$20,725.00	\$20,724.26	\$18,280.00	\$9,139.93	\$15,869.00	\$15,869.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$7,405.00	\$7,405.00	\$6,415.00	\$3,455.00	\$5,425.00	\$5,425.00	\$ _____
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$4,133.00	\$4,132.50	\$3,828.00	\$1,988.75	\$3,528.00	\$3,528.00	\$ _____
5760V	MULTI-PURPOSE 1.163ML (FY09)	\$30,128.00	\$30,127.50	\$26,358.00	\$14,153.75	\$22,458.00	\$22,458.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$4,256.00	\$4,255.56	\$3,570.00	\$1,845.00	\$3,330.00	\$3,330.00	\$ _____
	TOTAL	\$207,873.00	\$203,339.95	\$199,038.00	\$115,630.79	\$158,564.00	\$158,564.00	\$ _____
	GRAND TOTAL	\$804,727.00	\$800,192.47	\$745,983.00	\$479,780.43	\$769,208.00	\$769,208.00	\$ _____

12/19/12	10:34:02 AM	TOWN OF WESTBORO DEBT FY 2014					OPEN SPACE		
PRINCIPAL	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS	
1993 REFUNDED 4/04	\$2,560,000	\$210,000				\$210,000			\$210,000
1995 REFUNDED 11/02 PAID 8/12	\$8,590,000	\$0							\$0
1997/2000 REFUNDED 10/05	\$5,740,000	\$615,000	\$90,785	\$65,165		\$339,300		\$119,750	\$615,000
1998/2009 REFUNDED 10/09	\$2,975,000	\$365,000		\$20,000	\$85,000	\$260,000			\$365,000
2002 REFUNDED 8/12	\$3,985,000	\$385,000		\$128,000		\$230,000	\$27,000		\$385,000
2003	\$69,200,000	\$3,460,000						\$3,460,000	\$3,460,000
2005	\$2,665,000	\$119,000	\$36,000	\$82,000		\$12,000		\$0	\$119,000
2006	\$1,513,000	\$125,000		\$24,750	\$35,500	\$35,750		\$29,000	\$125,000
2007	\$3,228,000	\$180,000		\$8,000	\$61,000	\$111,000			\$180,000
2008	\$1,163,035	\$120,000		\$104,000		\$16,000			\$120,000
2010	\$11,834,909	\$1,450,000	\$122,000	\$6,000	\$550,000	\$287,000	\$485,000		\$1,450,000
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$82,549		\$82,549					\$82,549
WPAT 96/46 PINECREST/ KAY	\$452,000	\$19,141		\$19,141					\$19,141
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$15,871		\$15,871					\$15,871
WPAT 00/25 ASSABET (17% is STP portion)*	\$588,584	\$18,223	\$2,758	\$13,465					\$18,223
WPAT 00/25A ASSABET (68.3% is STP portion) re	\$151,291	\$9,561	\$6,530	\$3,031					\$9,561
WPAT 08/22 I/I REFUNDED 6/12	\$463,000	\$15,774		\$15,468					\$15,468
WPAT - WWTP (I)	\$17,616,166	\$753,097	\$753,097						\$753,097
WPAT - WWTP (II)	\$29,358,537	\$1,187,582	\$1,187,582						\$1,187,582
WPAT - 10/08 WELD/FOLLY	\$1,424,000	\$57,602		\$43,202		\$14,401			\$57,602

REQUIRED PAYDOWNS
none

TOTAL PRINCIPAL		\$9,177,400	\$2,198,752	\$610,642	\$731,500	\$1,515,451	\$512,000	\$3,608,750	\$9,177,094
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INTEREST	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS	
BONDS									
1993 REFUNDED 4/04	\$2,560,000	\$3,150				\$3,150			\$3,150
1995 REFUNDED 11/02 PAID 8/12	\$8,590,000	\$0						\$0	\$0
1997/2000 REFUNDED 10/05	\$5,740,000	\$93,610	\$21,566	\$15,869		\$33,689		\$22,487	\$93,610
1998/2009 REFUNDED 10/09	\$2,975,000	\$43,150		\$2,173	\$9,120	\$31,858			\$43,150
2002 REFUNDED 8/12	\$3,985,000	\$75,850		\$24,940		\$47,240	\$3,670		\$75,850
2003	\$69,200,000	\$1,647,825						\$1,647,825	\$1,647,825
2005	\$2,665,000	\$56,380	\$18,780	\$32,716		\$4,884			\$56,380
2006	\$1,513,000	\$27,300		\$5,425	\$7,770	\$7,845		\$6,250	\$27,300
2007	\$3,228,000	\$85,538		\$3,528	\$29,233	\$52,778			\$85,538
2008	\$1,163,035	\$23,888		\$22,458		\$1,430			\$23,888
2010	\$11,834,909	\$272,818	\$87,374	\$3,330	\$19,980	\$106,722	\$75,413		\$272,818
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$5,180		\$5,180					\$5,180
WPAT 96/46 PINECREST/ KAY	\$452,000	\$1,201		\$1,201					\$1,201
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$1,978		\$1,978					\$1,978
WPAT 00/25 ASSABET (REFUNDED) 17% STP	\$588,584	\$2,569	\$437	\$2,132					\$2,569
WPAT 00/25A ASSABET (68.3% STP) refunded	\$151,291	\$0	\$0	\$0					\$0
WPAT 08/22 I/I REFUNDED 6/12	\$463,000	\$6,301		\$6,456					\$6,301
WPAT - WWTP (I)	\$17,616,166	\$315,557	\$315,557						\$315,557
WPAT - WWTP (II)	\$29,358,537	\$575,295	\$575,295						\$575,295
WPAT - 10/08 WELD/FOLLY	\$1,424,000	\$27,904		\$20,928		\$6,976			\$27,904

PERMANENT INTEREST		\$3,265,493	\$999,008	\$148,313	\$66,103	\$296,570	\$79,063	\$1,676,572	\$3,265,648
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SHORT TERM @

1.25%

Actual due 08/13

WATER - SOUTH STREET	\$1,632,539	\$20,350				\$20,350			\$20,350
- WELD/WHITNEY	\$720,000	\$8,975				\$8,975			\$8,975
SEWER - CROWNRISE	\$20,000	\$249		\$249					\$249
TOWN - CULVERTS SOUTH ST	\$19,000	\$237			\$237				\$237
- TOWN BUILDING DESIGN	\$500,000	\$6,233			\$6,233				\$6,233
ATM/STM Articles									
TOWN - TOWN HALL/FORBES DESIGN	\$1,404,000	\$17,550			\$17,550				\$17,550
- FIRE STATION	\$10,008,000	\$125,100					\$125,100		\$125,100
SEWER - CROWNRISE	\$800,000	\$10,000		\$10,000					\$10,000

subtotal - short term interest

TAX ANTICIPATION		\$188,694	\$0	\$10,249	\$24,019	\$29,325	\$125,100	\$0	\$188,693
ABATE. INTEREST		\$10,000			\$10,000				\$10,000
SUBTOTAL INTEREST		\$3,474,187	\$999,008	\$158,562	\$110,122	\$325,895	\$204,183	\$1,676,572	\$3,474,342

\$3,474,187 \$999,008 \$158,562 \$110,122 \$325,895 \$204,183 \$1,676,572 \$3,474,342



Town of Westborough Fiscal Year 2014

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 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 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 2011-2012

The Westborough Treatment Plant Board completed a \$52,500,000 upgrade to the treatment plant in 2012. The primary purpose of the upgrade was to add treatment units to treat the waste for the removal of phosphorus to comply with the NPDES discharge permit. While the design flow was not increased (requirement of state and federal regulatory agencies), many of the components of the plant which were 25 years old and at the end of their useful life were replaced and upgraded, with energy efficient motors where applicable. A solar array was also installed as part of the project which is anticipated to generate about 5% of the plant's electrical power needs.

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.

Goals & Priorities 2013-2014

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

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

Westborough Treatment Plant Board

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	15,000	13,900	15,000	15,132	15,132	0.8800%
Expenses	4,105,200	3,557,235.41	4,271,250	4,079,940	4,079,940	-4.4800%
Total Expenditures	\$4,120,200.00	\$3,571,135.41	\$4,286,250.00	\$4,095,072.00	\$4,095,072.00	-4.4600%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time	1	1	1
F T E	1	1	1

[illegible][illegible]

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS
12/12/2012**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
64601	SEWER TREATMENT PLANT SALARIES							
5101	SALARY-DEPARTMENT HEAD	\$1,800.00	\$1,800.00	\$1,800.00	\$900.00	\$1,800.00	\$1,800.00	\$_____
5102	SALARY-ASST & AGENT	\$13,200.00	\$12,100.00	\$13,200.00	\$5,500.00	\$13,332.00	\$13,332.00	\$_____
	TOTAL	\$15,000.00	\$13,900.00	\$15,000.00	\$6,400.00	\$15,132.00	\$15,132.00	\$_____
64603	SEWER TREATMENT PLANT EXPENSES							
5201	ADVERTISING	\$500.00	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$_____
5211	ELECTRICITY	\$983,000.00	\$741,463.41	\$1,036,750.00	\$239,692.69	\$805,000.00	\$805,000.00	\$_____
5219	PROFESSIONAL SERVICES	\$1,000.00	\$708.59	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$_____
5219A	LEGAL SERVICES	\$35,000.00	\$8,689.04	\$25,000.00	\$808.50	\$15,000.00	\$15,000.00	\$_____
5236	CONTRACTUAL SERVICES	\$3,055,700.00	\$2,767,069.72	\$3,178,000.00	\$1,398,404.09	\$3,207,300.00	\$3,207,300.00	\$_____
5752	PLANT INSURANCE	\$30,000.00	\$39,304.65	\$30,000.00	\$43,978.75	\$51,140.00	\$51,140.00	\$_____
	TOTAL	\$4,105,200.00	\$3,557,235.41	\$4,271,250.00	\$1,682,884.03	\$4,079,940.00	\$4,079,940.00	\$_____
	GRAND TOTAL	\$4,120,200.00	\$3,571,135.41	\$4,286,250.00	\$1,689,284.03	\$4,095,072.00	\$4,095,072.00	\$_____

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET
Westborough Treatment Plant Board
FY 14 dated 12/12/12

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS						
	Summary FY 14, similar to FY12 and FY13, has been a difficult year to budget because of the variability of the CPI and PPI over the last couple of years, and the impact of the recently completed upgrade construction project will have on the budget. Also, flows (12 month running average) are the lowest in over four years, giving a false sense of security relative to the decreased costs. It is expected to take a full year or longer to get a good idea of the impact of the new operations on the budget and to establish a baseline. 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 34.48% Westborough, with the remaining 65.52% split as follows: 60.8% Shrewsbury and 4.72% Hopkinton. The Board may submit a revised budget prior to Town Meeting to revise the value estimated for the plant insurance budget. MIAA is expected to have a better estimate of the plant insurance principal and any associated credits. The following is list of the changes from last year.						
5211	Electricity	decrease	(231,750.00)	from	1,036,750.00	to	805,000.00
5219	Legal services	decrease	(10,000.00)	from	25,000.00	to	15,000.00
5236	Contract Services	increased	29,300.00	from	3,178,000.00	to	3,207,300.00
5752	Plant Insurance	increased	21,140.00	from	30,000.00	to	51,140.00
	Net increase		(191,310.00)				
5201	Advertisement						500.00
	The WTPB occasionally needs to advertise items under the IPP Program.						
5211	Electricity-						
	FY13 Budget without Upgrade Project*		4,150,000				
	FY13 Budget estimated due to Upgrade*		2,409,000				
	FY 13 savings from Photovoltaic Array		(237,500)				
	FY 13 Budget		6,321,500	0.164	1,036,750.00		
	Effect of the recently completed upgrade project on electrical usage.						
	* The construction project has added items which increase the usage. The units have not all been operational for a full year, which is the minimum time needed to create a baseline. A solar array was installed as part of the project. The value of 237,500 KWhr (about 660 KWhr/day) was estimated for energy production during design and used in last year's budget. The reports for the energy generation of the solar array have not provided consistent data, and will require further data to prepare a consistent baseline. This estimated value is being used for budgeting purposes until a more accurate baseline can be established (keeping in mind that solar energy generation is very dependent upon cloud cover as well as time of year). The motors being installed are energy efficient, and rebates of about \$140,000 have been received and placed in the General Fund. The Board has received \$29,778 (first quarter) in funds from selling Renewable Energy Credits (REC) for the solar energy generated. However, the income from the REC will go into General Fund, so it will not have a direct impact on the Board's budget, only on the estimated receipts.						
	Electrical Rate						
	The electrical supply portion of the unit price has been 0.124 since the selectmen's office entered into a five year contract with the supplier. We are in the last year of the 5 year contract, the contract expiring on December 31, 2013. The new rate for supply will take effect January 1, 2014, effecting the rate for the second half of the fiscal year. The new rate is 0.0654 cents per KWhr. The delivery unit price has been approximately 0.04 cents per KWhr.						

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

Westborough Treatment Plant Board

FY 14 dated 12/12/12

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS			
	Electrical rate for supply			
	Current rate (dollars per KWhr)	0.124		0.095
	Estimated new rate (\$/KWhr)	0.065		
	Average rate for year (\$/KWhr)	0.095		
	Electrical rate for distribution			
	Estimated electrical rate (dollars per KWhr)			0.040
				0.135
	Proposed electrical usage			
	As with FY'12 and FY'13, the electrical usage for FY'14 was prepared based upon input from the OPM, Design Engineer, and Veolia. However, the new SCADA system appears to be efficiently coordinating the motor operations throughout the plant, thereby resulting in lower usage than estimated. The budgetted usage has been decreased by 365,000 KWhr (1,000 KWhr/day) to address this. 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. Therefore, the estimated electrical usage is being decreased to approach a baseline, but not to recent usage values.			
	Electrical usage FY 13 budget	6,321,500		
	Reduction	(365,000)		
	Electrical usage FY 14 budget	5,956,500		
	Proposed electrical budget			
	Electrical usage FY 14 budget	5,956,500		
	Average rate for year (\$/KWhr)	0.135		
	Proposed electrical budget	802,340.55	805,000.00	805,000.00
	Electricity decrease			
	FY 14	805,000.00		
	FY 13	1,036,750.00		
	Decrease	(231,750.00)		
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 14	1,000.00		
	FY 13	1,000.00		
		0.00		
5219A	Legal Services			15,000.00
	This current FY 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 Board use the average of the past three years for this item, and request additional funds from the Fin Com if an appeal occurs and if the funds are necessary.			
	Year	Expended	3 yr ave Proposed	
	FY 14			15,000.00
	FY 13 to date	808.50		
	FY 12	8,689.04	13,153.63	
	FY 11	8,282.64		
	FY 10	22,489.22		

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET
Westborough Treatment Plant Board
FY 14 dated 12/12/12

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS
	Decrease from last year FY 14 15,000.00 FY 13 25,000.00 Decrease (10,000.00)
5236	Contractual Services Basic Contract: We will be in the second year of the first option period in our contract with Veolia. Changes to the Contract: Veolia, for the past 20 years, as Veolia or its previous firm's names, has continuously operated the plant with less employees than industry standard. There are official rating tables (software published by NEIWPCC) that are typically used to indicate plant staffing levels. Veolia has been able to operate at reduced levels with approval of the DEP because of the stellar plant performance. This reduced staffing level has saved the three towns significant money over the past 20 years. This year Veolia increased its staff by one employee as a result of the added treatment units constructed under the upgrade project, To address the significant changes in chemical use as a result of the added treatment units and limits, resulting from the recent upgrade project and the NPDES requirements respectively, and in an effort to establish an accurate baseline, compensation for chemicals was removed from the base annual fee. Compensation for chemicals is on a time and materials basis until a baseline can be established, and then will be incorporated back into the annual base fee. Adjustment to the Annual Base Fee The compensation for Veolia under the base contract is increased or decreased annually . The adjustment is based on the changes in the Consumer Price Index (CPI) and the Producers Price Index (PPI) over the past year. The 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 9 years is 2.98%. An increase of 4.2% in the annual base fee was budgeted this past year. The contract had an actual decrease of -0.23%. The previous year the increase was 5.62%, a value of 4.0% was budgeted. The four previous years' increases were 2.05% FY11, -4.98% FY 10, 8.34 FY 09, and 1.25% FY 08. This lack of consistency makes projecting this next year difficult. Typically, after a significant high or low year the value rebounds. A value of 4.1% is proposed to anticipate this rebound. The contract value increases annually based upon the July annual increase for CPI (92%) and PPI (8%). FY 13 contract value = 2,609,640.79 FY 14 contract value estimated = Multiply FY13 by 1.041. 2,716,636.06 <div style="text-align: right;">Basic Contract Value = 2,716,636.06</div> Additional Services: As mentioned above, compensation for chemicals was temporarily removed from the contract. A full year of operations at the plant, addressing the limits that were effective in January 2012, has not occurred. The use of chemicals on an annual basis is projected to be \$403,156.65. This addresses a higher flow rate (based upon running 12 month average) as was being experienced as recently as February, 2012. <div style="text-align: right;">Chemicals 403,156.65</div> 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. <div style="text-align: right;">SCADA Consultant 50,000.00</div> <div style="text-align: right;">Estimated Additional Services= 453,156.65 453,156.65</div> Septage: Veolia, by contract, receives 30% of receipts (30% of \$50/1000gal, or \$15/1000 gal) for septage.

TOWN OF WESTBOROUGH
EXPENSES LEDGER
DEPARTMENTAL BUDGET PROPOSALS
ACCOUNT COMMENTS WORKSHEET

Westborough Treatment Plant Board

FY 14 dated 12/12/12

OBJECT#	COMMENTS OF EXPENSE LINE ITEMS			
		Volume	Veolia's \$/1000	Veolia's \$
	Actual FY 09 vol =	2,034,550	15.00	30,518.25
	Actual FY 10 vol =	2,196,700	15.00	32,950.50
	Actual FY 11 vol =	2,286,000	15.00	34,290.00
	Actual FY 12 vol =	2,390,300	15.00	35,854.50
	Budget FY 13 vol =	2,250,000	15.00	33,750.00
	Projected FY 13 vol	2,531,000	15.00	37,965.00
	The volume of septage has been increaseing over the past 4 years, so the budgetted volume is being increased.			
	Proposed FY 14 vol =	2,500,000	15.00	37,500.00
				37,500.00
			Total say	3,207,292.71
	Increase over last year	FY 14	3,207,300.00	3,207,300.00
		FY 13	3,178,000.00	
		Increase	29,300.00	
5752	Plant Insurance			
	FY12 spent	29,304.65		
	FY 13 spent	43,978.75	Added treatment units.	
	The value paid is the net of the principal less credits and early payment. The principal for FY 13 was \$51,140, less credits of \$7,161.25 for participation and early payment. The MIIA representative indicates that the increase in principal, as well as any credits which may be given, is decided in January. For purposes of this budget, it is assumed any credits will offset any price increase.			
	Proposed value for FY 14	51,140.00		51,140.00
	Increase over this year	FY 14	51,140.00	
		FY 13	30,000.00	
		Increase	21,140.00	

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Town of Westborough Fiscal Year 2014

Department

Department of Public Works WATER

Activities, Functions and Responsibilities

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

The primary responsibilities of the DPW Water Division are as follows:

Oversee Veolia Water Operations

Repair watermain breaks

Repair multiple water service leaks

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 system leak detection.

Assist other divisions when needed

Successes & Accomplishments 2011-2012

Installed new generator at the Fay Mountain Water Tank site to support communications for Police, Fire and Veolia Water in the event of a power outage.

Painted the exterior of the Ruggles Street Water Tank

Goals & Priorities 2013-2014

GOAL 2013-2014:

To maintain the water distribution system to assure a quality drinking water and fire protection for our customers and to satisfy DEP Regulations.

PRIORITIES 2013-2014:

Maintain communications with Veolia Water to discuss and address any issues with the treatment process or operations related to the treatment process of water sources and pump stations

Address the discolored water quality complaints

Work towards replacing water mains where multiple water main breaks have occurred.

Continue our maintenance programs such as gate valve exercising, hydrant flushing and water meter change outs.

Department

Department of Public Works - WATER

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages	512,948	505,058.79	534,234	551,772	551,772	3.2800%
Expenses	1,839,716	177,101,276	1,881,895	1,901,270	1,774,596	1.0300%
Total Expenditures	\$2,352,664.00	177,606,334.79	\$2,416,129.00	\$2,453,042.00	\$2,326,368.00	1.5300%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time	8	8	8
Part Time	0	0	0
F T E	8	8	8

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Notice of Non-Compliance Received	0	0	0
Fire hydrants painted	168	168	168
Miles of leak detection performed	50	50	50
Fire hydrants repaired	6	6	6
Hydrant flushing/hydrant exercising	60 hydrants	100 hydrants	100 hydrants
Fire hydrants winterized	850	850	850
Water meter change outs/or new	87	varies	varies
Water meter, radio read installs	75	75	75
Water meter testing	14 commercial	20 commercial	20 commercial
Water quality samples/bacteria samples	240	varies	varies
Dig Safe markout	1317	varies	varies
Gate valve exercising	90	90	90

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Oversee Veolia Water Operations Notices of Non-Compliance	0- Notices	0-Notices	0-Notices	0-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 Best Management Practices for the operation of a public drinking water supply				
working to improve: hydrant exercising/replacement				
gate valve location/exercising, water serv tie cards				

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
64501	WATER O & M SALARIES & WAGES							
5101	SALARY-DEPARTMENT HEAD	\$68,076.00	\$68,067.23	\$69,139.00	\$27,640.66	\$70,535.00	\$70,535.00	\$ _____
5102	SALARY-ASST & AGENT	\$145,339.00	\$143,476.28	\$147,976.00	\$57,460.92	\$152,056.00	\$152,056.00	\$ _____
5102A	SALARY ADMINISTRATION	\$18,295.00	\$18,317.91	\$19,443.00	\$7,579.77	\$20,808.00	\$20,808.00	\$ _____
5103	WAGES-CLERICAL	\$48,733.00	\$46,275.81	\$43,634.00	\$18,255.86	\$48,901.00	\$48,901.00	\$ _____
5104	WAGES-OPERATIONS	\$186,392.00	\$186,897.88	\$207,632.00	\$81,595.17	\$212,121.00	\$212,121.00	\$ _____
5104D	WAGES-TEMP & SEASONAL	\$6,840.00	\$6,472.29	\$6,840.00	\$3,091.62	\$6,840.00	\$6,840.00	\$ _____
5105	OVERTIME	\$39,273.00	\$35,551.39	\$39,570.00	\$15,812.98	\$40,511.00	\$40,511.00	\$ _____
	TOTAL	\$512,948.00	\$505,058.79	\$534,234.00	\$211,436.98	\$551,772.00	\$551,772.00	\$ _____
64503	WATER O & M EXPENSES							
5202	GROUNDS & BUILDING MAINT	\$2,700.00	\$1,244.45	\$2,700.00	\$724.63	\$2,700.00	\$2,700.00	\$ _____
5203	REPAIR/MAINT EQUIP/VEHICLE	\$11,000.00	\$11,672.12	\$11,000.00	\$3,867.57	\$11,000.00	\$11,000.00	\$ _____
5204	REPAIR/MAINT EQUIP/TOOLS	\$800.00	\$719.89	\$800.00	\$0.00	\$800.00	\$800.00	\$ _____
5205	OPER EQUIP / PURCHASES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5207D	POLICE DUTY	\$4,000.00	\$5,605.67	\$4,000.00	\$3,738.43	\$4,000.00	\$4,000.00	\$ _____
5211	ELECTRICITY	\$386,674.00	\$400,974.59	\$386,674.00	\$129,801.89	\$386,674.00	\$280,000.00	\$ _____
5213	FUEL OIL / HEATING	\$5,855.00	\$1,723.13	\$5,855.00	\$69.25	\$5,855.00	\$5,855.00	\$ _____
5215	TELEPHONE	\$4,248.00	\$2,987.80	\$4,248.00	\$943.29	\$4,248.00	\$4,248.00	\$ _____
5217	DUES & MEMBERSHIPS	\$1,000.00	\$675.00	\$1,000.00	\$618.50	\$1,000.00	\$1,000.00	\$ _____
5218	TRAINING AND EDUCATION	\$2,500.00	\$377.07	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$ _____
5219F	D/A TESTING	\$400.00	\$384.30	\$400.00	\$246.30	\$400.00	\$400.00	\$ _____
5223	SUPPLIES	\$24,114.00	\$25,343.73	\$24,114.00	\$14,308.34	\$24,114.00	\$24,114.00	\$ _____
5236	CONTRACTUAL SERVICES	\$1,317,034.00	\$1,261,410.08	\$1,359,213.00	\$512,583.23	\$1,378,588.00	\$1,378,588.00	\$ _____
5237	TOOLS	\$2,500.00	\$1,199.98	\$2,500.00	\$1,321.85	\$2,500.00	\$2,500.00	\$ _____
5241	CLOTHING ALLOWANCE	\$5,640.00	\$6,366.94	\$5,640.00	\$2,863.29	\$5,640.00	\$5,640.00	\$ _____
5243	MISCELLANEOUS SERVICES	\$1,000.00	\$964.00	\$1,000.00	\$1,029.93	\$1,000.00	\$1,000.00	\$ _____
5247	GAS, OIL, LUBE	\$18,087.00	\$21,055.37	\$18,087.00	\$14,590.41	\$18,087.00	\$18,087.00	\$ _____
5252	MAINTENANCE MATERIALS	\$38,164.00	\$28,308.64	\$38,164.00	\$16,141.56	\$38,164.00	\$38,164.00	\$ _____
5254	REPAIRS/EXTRA	\$14,000.00	\$0.00	\$14,000.00	\$4,900.00	\$14,000.00	\$14,000.00	\$ _____
	TOTAL	\$1,839,716.00	\$1,771,012.76	\$1,881,895.00	\$707,748.47	\$1,901,270.00	\$1,794,596.00	\$ _____
	GRAND TOTAL	\$2,352,664.00	\$2,276,071.55	\$2,416,129.00	\$919,185.45	\$2,453,042.00	\$2,346,368.00	\$ _____

64503

WATER O & M EXPENSES

5202	REPAIR/MAINT BUILDING		\$2,700.00
5203	REPAIR/MAINT EQUIPMENT/VEHICLES		\$11,000.00
5204	REPAIR/MAINT EQUIPMENT/TOOLS		\$800.00
5205	OPERATING EQUIPMENT/PURCHASE ENGINEERING WATER		\$0.00
5207D	POLICE DUTY-WATER		\$4,000.00
5211	ELECTRICITY		\$386,674.00
	WATER TREATMENT PLANTS	\$377,003.00	
	OFFICE/GARAGE	\$9,671.00	
5213	FUEL OIL/HEATING Split 3 budgets DPW Bldg & Garage		\$5,855.00
5215	TELEPHONE		\$4,248.00
5217	DUES & MEMBERSHIPS		\$1,000.00
5218	TRAINING AND EDUCATION		\$2,500.00
5219F	DRUG/ALCOHOL TESTING		\$400.00
5223	SUPPLIES		\$24,114.00
	OFFICE	\$700.00	
	CHEMICAL/LAB	\$533.00	
	PIPE FITTING SUPPLIES calibration kits, test gauge calibration	7,281.00	
	METERS PARTS/SUPPLIES meters & mixu's	\$15,000.00	
	SAFETY SUPPLIES	\$600.00	

5236	CONTRACTUAL SERVICES			\$1,378,588.00
	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		\$17,000.00	
	split between water & sewer			
	BUILDING CLEANING		\$3,941.00	
	split between 3 budgets			
	CONTRACT OPERATION - VEOLIA		\$1,290,367.00	
	3.5% CPI adj. \$1,246,731.00*3.5%=\$43,635			
	DAM INSPECTIONS (Mandatory)	\$	5,000.00	
	Cutting of Invasive growth in Water Shed Area	\$	3,500.00	
5237	TOOLS			\$2,500.00
	misc. tools			
5241	CLOTHING ALLOWANCE			\$5,640.00
	(Engineering) 4 empl @ \$400 + 1@ \$40	\$	1,640.00	
	5 Employees @800 each	\$	4,000.00	
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			\$38,164.00
	GRAVEL & STONE, FLOW FILL,RIP RAP		\$8,500.00	
	SERVICES		\$12,098.00	
	saddles, erie boxes, risers, valves			
	HYDRANTS		\$17,566.00	
	hydrants, valves, gate valves			
5254	REPAIRS/EXTRA			\$14,000.00
	water main break repairs			
WATER O & M EXPENSES TOTAL				\$1,901,270.00
				FY 13-14
SALARY/WAGES				\$551,772.00
EXPENSES				\$1,901,270.00
TOTAL				\$2,453,042.00



TOWN OF WESTBOROUGH MASSACHUSETTS

Conservation Commission

Town Hall, West Main St.
Westborough, MA 01581

MEMO

TO: John Walden, DPW Director
FROM: Derek Saari, Assistant Town Planner/ Conservation Officer
DATE: November 1, 2012
RE: FY 14 Budget Additional Information
CC:

In accordance with your request, I am providing supplemental data in support of two FY 14 budget requests both relating to Sandra Pond Reservoir maintenance. The first request pertains to the mandatory dam inspections and the second request pertains to the maintenance of invasive species that are spreading over a vast portion of watershed lands.

Dam Inspection

Both the Upper & Lower Reservoir Dams shall be inspected every 5-years by a qualified professional engineer recognized by the Mass. Office of Dam Safety to perform such inspections. These are mandatory inspections in accordance with MGL Chapter 253, Sections 44-50 and 302 CMR 10.07. The Town's last inspection occurred in October of 2008. Pare Engineering Corporation has performed all the work associated with the two Dams and is highly qualified to continue providing this mandatory service. The next inspection will be due in 2018 or FY19.

Invasive Species Maintenance

In coordination with DPW, I recently received two (2) 10-Year Forest Management Plan approvals by the State DCR Forestry Office for all the remaining watershed lands that are tributary to the Reservoir. In addition, I also received two (2) Forest Cutting Plan approvals from the State and the Town intends on conducting additional forest management activities upon the watershed lands this late fall into the winter of 2013. As part of this management activity, is the mowing of approximately 10 acres of highly invasive species. On October 10, 2012, Mr. John Scanlon from the Division of Fisheries and Wildlife reviewed all the watershed lands with specific attention to this invasive

acreage. Mr. Scanlon agrees that the Town must manage this area as soon as possible. Proceeds from the anticipated timber harvest should pay for the initial 10 acre mowing of the invasive species. It should be noted that the initial mowing could be at least double or triple the amount referenced below.

Upon the first mowing, annual mowing must commence to continue starving the invasive species of necessary nutrients. The annual cost of this is approximately \$3,400.00 per year. This cost may go down over time as new native species begin to colonize this 10 acre infected area but for the near foreseeable future, annual mowing must commence. I will continue to be working with Mr. Scanlon and his staff as the project proceeds.

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Town of Westborough Fiscal Year 2014

Department

Treasurer/Debt - Water

Activities, Functions and Responsibilities

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

Successes & Accomplishments 2011-2012

Made timely and accurate debt payments
Researched potential refundings
Worked closely with MA Water Pollution Abatement
Trust on timing of WWTP borrowing

Goals & Priorities 2013-2014

Continue to make timely and accurate debt payments
Refund existing debt to lower payments
Schedule new debt as required by Town meeting vote

Department

Treasurer/Debt - Water Only

	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2014 Requested	FY2014 MGR Recommend	% Change FY13 to 14
Salaries / Wages						
Expenses	2,066,566	2,059,517.82	1,962,820	1,841,347	1,841,347	-6.1900%
Total Expenditures	\$2,066,566.00	\$2,059,517.82	\$1,962,820.00	\$1,841,347.00	\$1,841,347.00	-6.1900%

Personnel	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Full Time			
Part Time			
F T E			

Activity Indicators	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Timely debt payments	100%	100%	100%
Accurate debt payments	100%	100%	100%
Credit rating	AA+	AA+	AA+
Refunding debt issuance as available (number)	0	2	1
Refunding savings - potential	0	\$1,000,000	\$6,500,000

Performance Measures	Goal	FY 2012	FY 2013 (Est)	FY 2014 (Est)
Timely debt payments	100%	100%	100%	100%
Accurate debt payments	100%	100%	100%	100%
Credit rating	AA+	AA+	AA+	AA+
Refunded debt	when available	0	2	1

**TOWN OF WESTBOROUGH
FY2013-2014 BUDGET WORKSHEETS**

Account	Description	FY2012 Budgeted	FY2012 Expended	FY2013 Budgeted	FY2013 Expended 11/30/2012	FY2014 Dept Request	FY2014 Manager	FY2014 Adv Fin Comm
64505	WATER O & M DEBT							
5760A	WPAT-WELD/FOLLY 1.424M FY12 60%	\$0.00	\$0.00	\$0.00	\$0.00	\$14,400.00	\$14,400.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL FY03	\$195,000.00	\$195,000.00	\$200,000.00	\$200,000.00	\$230,000.00	\$230,000.00	\$ _____
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$49,000.00	\$49,000.00	\$25,000.00	\$25,000.00	\$12,000.00	\$12,000.00	\$ _____
5760E	WPAT-INFLO/INFILT FY10 .463M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760G	MULTI-PURPOSE 7.8 MILL	\$245,000.00	\$245,000.00	\$240,000.00	\$240,000.00	\$210,000.00	\$210,000.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$275,000.00	\$275,000.00	\$266,000.00	\$266,000.00	\$260,000.00	\$260,000.00	\$ _____
5760P	WATER SHORT TERM BORROWING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$348,900.00	\$348,900.00	\$343,800.00	\$0.00	\$339,300.00	\$339,300.00	\$ _____
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)	\$114,000.00	\$114,000.00	\$111,000.00	\$111,000.00	\$111,000.00	\$111,000.00	\$ _____
5760V	MULTI-PURPOSE 1.163ML (FY09)	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00	\$16,000.00	\$16,000.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$294,976.00	\$294,976.00	\$287,000.00	\$287,000.00	\$287,000.00	\$287,000.00	\$ _____
	TOTAL	\$1,578,626.00	\$1,578,626.00	\$1,529,550.00	\$1,185,750.00	\$1,515,450.00	\$1,515,450.00	\$ _____
64506	WATER O & M INTEREST							
5760A	WPAT-WELD/FOLLY 1.424M FY12 60%	\$0.00	\$0.00	\$4,193.00	\$0.00	\$6,976.00	\$6,976.00	\$ _____
5760B	MULTI-PURPOSE 10.019MILL FY03	\$129,400.00	\$129,400.00	\$121,500.00	\$85,563.00	\$47,240.00	\$47,240.00	\$ _____
5760C	MULTI-PURPOSE 2.665 MILL FY06	\$7,043.00	\$7,042.75	\$5,624.00	\$3,062.00	\$4,884.00	\$4,884.00	\$ _____
5760E	WPAT-INFLO/INFILT FY10 .463M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ _____
5760G	MULTI-PURPOSE 7.8 MILL	\$16,205.00	\$16,205.00	\$9,660.00	\$6,510.00	\$3,150.00	\$3,150.00	\$ _____
5760H	MULTI-PURPOSE 7.245 MILL	\$42,528.00	\$42,527.50	\$37,118.00	\$19,888.75	\$31,858.00	\$31,858.00	\$ _____
5760P	WATER SHORT TERM BORROWING	\$31,733.00	\$24,686.92	\$22,225.00	\$22,224.96	\$29,325.00	\$29,325.00	\$ _____
5760S	MULTI-PURPOSE 5.74M 97/00 RFND	\$59,319.00	\$59,318.40	\$46,409.00	\$23,204.55	\$33,689.00	\$33,689.00	\$ _____
5760T	MULTI-PURPOSE 1.513 MILL FY07	\$10,705.00	\$10,705.00	\$9,275.00	\$4,995.00	\$7,845.00	\$7,845.00	\$ _____
5760U	MULTI-PURPOSE 3.228ML (FY08)	\$61,230.00	\$61,229.99	\$56,940.00	\$29,510.61	\$52,778.00	\$52,778.00	\$ _____
5760V	MULTI-PURPOSE 1.163ML (FY09)	\$2,885.00	\$2,885.00	\$2,124.00	\$1,258.75	\$1,430.00	\$1,430.00	\$ _____
5760X	MULTI-PURPOSE 11.834M (FY11)	\$126,892.00	\$126,891.26	\$118,202.00	\$61,970.75	\$106,722.00	\$106,722.00	\$ _____
	TOTAL	\$487,940.00	\$480,891.82	\$433,270.00	\$258,208.37	\$325,897.00	\$325,897.00	\$ _____
	GRAND TOTAL	\$2,066,566.00	\$2,059,517.82	\$1,962,820.00	\$1,443,958.37	\$1,841,347.00	\$1,841,347.00	\$ _____

	12/19/12	10:34:14 AM	TOWN OF WESTBORO DEBT FY 2014					OPEN SPACE		
PRINCIPAL	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS		
1993 REFUNDED 4/04	\$2,560,000	\$210,000				\$210,000			\$210,000	
1995 REFUNDED 11/02 PAID 8/12	\$8,590,000	\$0						\$0	\$0	
1997/2000 REFUNDED 10/05	\$5,740,000	\$615,000	\$80,785	\$65,165		\$339,300		\$119,750	\$615,000	
1998/2009 REFUNDED 10/09	\$2,975,000	\$365,000		\$20,000	\$85,000	\$260,000			\$365,000	
2002 REFUNDED 8/12	\$3,985,000	\$385,000		\$128,000		\$230,000	\$27,000		\$385,000	
2003	\$69,200,000	\$3,460,000						\$3,460,000	\$3,460,000	
2005	\$2,665,000	\$110,000	\$36,000	\$62,000		\$12,000		\$0	\$110,000	
2006	\$1,513,000	\$125,000		\$24,750	\$35,500	\$35,750		\$29,000	\$125,000	
2007	\$3,228,000	\$180,000		\$8,000	\$61,000	\$111,000			\$180,000	
2008	\$1,163,035	\$120,000		\$104,000		\$16,000			\$120,000	
2010	\$11,834,909	\$1,450,000	\$122,000	\$6,000	\$550,000	\$287,000	\$485,000		\$1,450,000	
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$82,549		\$82,549					\$82,549	
WPAT 96/46 PINECREST/ KAY	\$452,000	\$19,141		\$19,141					\$19,141	
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$15,871		\$15,871					\$15,871	
WPAT 00/25 ASSABET (17% is STP portion)*	\$588,584	\$16,223	\$2,758	\$13,465					\$16,223	
WPAT 00/25A ASSABET (68.3% is STP portion) re	\$151,291	\$9,561	\$6,530	\$3,031					\$9,561	
WPAT 08/22 I/I REFUNDED 6/12	\$463,000	\$15,774		\$15,468					\$15,468	
WPAT - WWTP (I)	\$17,616,166	\$753,097	\$753,097						\$753,097	
WPAT - WWTP (II)	\$29,358,537	\$1,187,582	\$1,187,582						\$1,187,582	
WPAT - 10/08 WELD/FOLLY	\$1,424,000	\$57,602		\$43,202		\$14,401			\$57,602	

REQUIRED PAYDOWNS
none

TOTAL PRINCIPAL		\$9,177,400	\$2,198,752	\$610,642	\$731,500	\$1,515,451	\$512,000	\$3,608,750	\$9,177,094	
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INTEREST	AUTHORIZED	TOTAL	STP	SEWERS	TOWN	WATER	FIRE/ HIWAY	SCHOOLS		
BONDS										
1993 REFUNDED 4/04	\$2,560,000	\$3,150				\$3,150			\$3,150	
1995 REFUNDED 11/02 PAID 8/12	\$8,590,000	\$0						\$0	\$0	
1997/2000 REFUNDED 10/05	\$5,740,000	\$93,610	\$21,566	\$15,869		\$33,689		\$22,487	\$93,610	
1998/2009 REFUNDED 10/09	\$2,975,000	\$43,150		\$2,173	\$9,120	\$31,858			\$43,150	
2002 REFUNDED 8/12	\$3,985,000	\$75,850		\$24,940		\$47,240	\$3,670		\$75,850	
2003	\$69,200,000	\$1,647,825						\$1,647,825	\$1,647,825	
2005	\$2,665,000	\$56,380	\$18,780	\$32,718		\$4,884			\$56,380	
2006	\$1,513,000	\$27,300		\$5,425	\$7,770	\$7,845		\$6,260	\$27,300	
2007	\$3,228,000	\$85,538		\$3,528	\$29,233	\$52,778			\$85,538	
2008	\$1,163,035	\$23,888		\$22,458		\$1,430			\$23,888	
2010	\$11,834,909	\$272,818	\$67,374	\$3,330	\$19,980	\$106,722	\$75,413		\$272,818	
WPAT 95/12 FISHER/ MILL	\$1,794,368	\$5,180		\$5,180					\$5,180	
WPAT 96/46 PINECREST/ KAY	\$452,000	\$1,201		\$1,201					\$1,201	
WPAT 98/28 FLANDERS (REFUNDED)	\$387,700	\$1,978		\$1,978					\$1,978	
WPAT 00/25 ASSABET (REFUNDED) 17% STP	\$588,584	\$2,569	\$437	\$2,132					\$2,569	
WPAT 00/25A ASSABET (68.3% STP) refunded	\$151,291	\$0	\$0	\$0					\$0	
WPAT 08/22 I/I REFUNDED 6/12	\$463,000	\$6,301		\$6,456					\$6,301	
WPAT - WWTP (I)	\$17,616,166	\$315,557	\$315,557						\$315,557	
WPAT - WWTP (II)	\$29,358,537	\$575,295	\$575,295						\$575,295	
WPAT - 10/08 WELD/FOLLY	\$1,424,000	\$27,904		\$20,928		\$6,976			\$27,904	

PERMANENT INTEREST		\$3,265,493	\$999,008	\$148,313	\$66,103	\$296,570	\$79,083	\$1,676,572	\$3,265,648	
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SHORT TERM @

1.25%

Actual due 08/13

WATER - SOUTH STREET	\$1,632,539	\$20,350				\$20,350			\$20,350	
- WELD/WHITNEY	\$720,000	\$8,975				\$8,975			\$8,975	
SEWER - CROWNRISE	\$20,000	\$249		\$249					\$249	
TOWN - CULVERTS SOUTH ST	\$19,000	\$237			\$237				\$237	
- TOWN BUILDING DESIGN	\$500,000	\$6,233			\$6,233				\$6,233	

ATM/STM Articles

TOWN - TOWN HALL/FORBES DESIGN	\$1,404,000	\$17,550			\$17,550				\$17,550	
- FIRE STATION	\$10,008,000	\$125,100					\$125,100		\$125,100	
SEWER - CROWNRISE	\$800,000	\$10,000		\$10,000					\$10,000	

subtotal - short term interest

TAX ANTICIPATION		\$188,694	\$0	\$10,249	\$24,019	\$29,325	\$125,100	\$0	\$188,693	
ABATE. INTEREST		\$10,000			\$10,000				\$10,000	

SUBTOTAL INTEREST		\$3,474,187	\$999,008	\$158,562	\$110,122	\$325,895	\$204,183	\$1,676,572	\$3,474,342	
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\$3,474,187 \$999,008 \$158,562 \$110,122 \$325,895 \$204,183 \$1,676,572 \$3,474,342 rounding