



**FY2016/2017
BOARD OF SELECTMEN
BUDGET**

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TOWN OF UPTON, MASSACHUSETTS

BOARD OF SELECTMEN

Memo to: Board of Selectmen
Finance Committee
From: Blythe C. Robinson, Town Manager *BCR*
Date: February 2, 2016
Re: FY 2016/2017 Budget Transmittal Memo

I am pleased to present my recommendations for the portions of the budget fiscal year that begins on July 1, 2016 which are under the umbrella of the Board of Selectmen.

Goals and objectives for the FY 16/17 budget:

1. Present a budget that maintains the current level of services for residents yet does not rely on a 2.5% tax increase. The FY 15/16 budget necessitated an override of almost \$1.4 million dollars which was supported by taxpayers through an override. As the reality of the cost to homeowners has set in, it is the goal of the boards to maintain services at as low a cost as possible. At this juncture without all budgets submitted it is difficult to say whether this goal can be met.
2. Protect and improve the Town's overall financial condition. In the near term, this is defined as maintaining existing services, withstanding adjustments to the State budget, adjusting to local or regional economic disruptions, and meeting the demands for growth in the Town and potential need for expanded services.
3. Develop a budget that conforms to the Town's financial policies. Such a budget does not rely on one-time revenues or unsustainable practices. This would entail:
 - ❖ Ensure current revenues are sufficient to support the annual budget. Free Cash or stabilization funds are limited to supporting capital needs or non-reoccurring expenditures.
 - ❖ Maintain adequate financial reserves of between 5-10% of the operating budget to handle unexpected natural or economic disruptions or unforeseen expenses. The Town's current reserves are 8.8% and it is anticipated that the FY 17 budget maintains this level. The retained earnings for the water and sewer enterprise funds as a percentage of the annual budget are 30% and 24% respectively. According to our auditors, 25% is considered a target for these utilities.

BOARD OF SELECTMEN
Kenneth E. Picard, Chairman
James A. Brochu
Robert J. Fleming

TOWN MANAGER
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4. Protect the Town's long-term financial position – this is a longer term view than the current budget cycle and focuses on implementing policies with regard to debt, pension obligations, OPEB liabilities and capital investment.

- ❖ Take the opportunity to investigate alternative ways to provide services when the opportunity for change arises. Thoroughly analyze new major budget initiatives that would either expand staffing or services.
- ❖ Continue to increase funding for the Town's OPEB obligation to meet its overall \$4.2 million unfunded liability.
- ❖ Annually review the Town's six year Capital Improvement Program in conjunction with the debt and reserve policies. Develop a strategy to address these long-term infrastructure needs, especially roadway improvements.

As you know, the financial information contained in this submittal is only a portion of the entire Town budget, roughly 30% of the anticipated \$20 million budget. The overall increase in the budgets reported herein is **2.65% for FY 2016/2017**. It is important to note that balancing this is our projection of revenue increases totaling **\$132,912** that when factored in reduce the increase to **0.38%**. Thus the increase in these budgets nets out to **\$5,877,683.37**. The list of warrant articles includes almost all that is in the capital plan and a few items that are not because of their scope or dollar amount. Whether these can be funded or when they can be taken up will certainly be a point of discussion during the process.

Key Budget Factors:

- ❖ **New Growth** – after a number of years of essentially little growth, the outlook for the FY 16/17 budget is brighter. The Board of Assessors estimates that the new growth will be \$17.5 million resulting in new tax dollars of \$325,000, an increase of \$210,000.
- ❖ **State & Local Revenues** – Local revenues are projected to increase by **\$132,912 or 7.98%**, most significantly in the area of building permits. When the FY 15/16 budget was developed it was unclear when the Crosswinds and Rockwood Meadows subdivisions would begin. They are well underway, and will well exceed the budget this year. For FY 16/17 we have included an increase of **\$74,000**. There are modest increases in the accounts for ambulance receipts, Blackstone Valley Nursing, and Town Clerk fees.
- ❖ **State Aid** – The Governor has released his draft budget and it includes an increase in unrestricted government aid of **4.12% or \$21,105** for Upton. The House and Senate have not begun their budget deliberations, but given their collective agreement on the growth rate of state revenues I believe it is reasonable to budget the Governor's figures.
- ❖ **Wage increases** – with two of the union contracts settled the budget includes a 2.0% COLA for all employees. It is also recommended that several non-union employees are recommended for performance increases in pay above the COLA. Mitigating these changes is the fact that there is one less work day in the year.
- ❖ **Health Insurance** – the rate increase from MIIA is anticipated to be 12.8% based upon the Town's poor loss ratio over the past 24 months. Despite this the budget shows only

a modest increase because of a lower number of family contracts and opt outs by two employees. Regardless the Insurance Advisory Committee is meeting in mid-February to consider plan design changes to mitigate this increase. This is an important step to take, as it is assured that given the cost of the Town's health plans today, the Federal Affordable Care Act "Cadillac Tax" will be a significant budget factor when it goes into effect in 2020. If we were to continue on the same course we have been, that tax will exceed \$100,000/year.

- ❖ Debt Service – the proposed debt service budget is almost level funded from FY 15/16. The first significant debt service reduction comes in FY 17/18 when it reduces by about \$225,000.
- ❖ We have received a preliminary budget for MURSD from the Superintendent which would require a \$348,419 or 3.47% increase next year. The overall increase in the budget is 1.59%, however the minimum for Upton is higher due to the number of students in the district increasing from our Town.
- ❖ The Blackstone Valley Tech School budget has not been received yet but may be more favorable for two reasons. First, they have 13 fewer students as of October 1st, and the State is planning to bolster Vo-tech funding by \$75 million state-wide.
- ❖ Implementation of the new EPA MS4 permit will require additional contracted services to sweep streets and clean catch basins more often this year. That combined with transferring NEPDS costs from a warrant article to the operating budget have added \$26,000 to the Highway budget.
- ❖ Warrant Articles & Capital Budget – The list of articles enclosed provides for items not included in the operating budget because they are the subject of separate articles at Town Meeting or are new initiatives, or are items that are recommended in the capital budget for FY 16/17. The Total of these is \$1,996,933, of which \$1,449,156 are proposed from the general fund. The most pressing issue is funding for roads. Our pavement index has dropped from 74 to 66 in the past years, and \$850 thousand is needed each year to bring it back to that level over a 15 year period. With Chapter 90 funds not increasing, this will become a bigger burden on the Town to fund.
- ❖ All vehicle fuel budgets have been reduced based upon falling gas prices this year and the anticipation that they will remain lower through next year.
- ❖ You will find a few minor discrepancies between the excel budget file and the department totals. These include some salary items that need to be included (Historical Commission Clerk, DPW – PFC overtime, fire stipend) that I had trouble adding to the excel file.

Departmental Budgets:

Accountant:

The line items that are the responsibility of the accountant show an overall increase of 5.34% or \$7,595. The salary changes include the COLA for both employees, as well as a recommended performance increase for the Town Accountant. There are also minor increases in the cost of the annual audit, Medicare expenses related to total anticipated payroll, and an increase in unemployment compensation costs more reflective of the current years' experience.

Board of Selectmen

The line items for the Board of Selectmen include Wages, Town Manager Expense, Bonding, Audit, Technology, Selectmen's Expense, Insurance, Medical Testing, Printing and Telephone. The Selectmen's portion of the budget has been increased by 1.46%, with no area being a large contributor to this change:

- ❖ Wages are proposed to increase 2.62% due to a 2.0% COLA for all employees, and a recommended performance increase for the Executive Assistant. I would like to propose adding an internship position managed by my office but available to all departments. Due to budget constraints I have not done so, but I would appreciate consideration of a budget of \$10,000 (\$10/hour position 20 hours per week).
- ❖ The health insurance increase was anticipated based upon our experience and medical trend. The budget covers all existing employees with a 12.8% increase. This increase is driven by two factors. First, the loss ratio for Upton in the last year was 173% due to one unusually large claim, and medical trend which is projected to be 8%. A factor in medical trend is the cost of prescription drugs, which have risen by over 18%. Mitigating this increase is the opt out plan which two employees have taken advantage of, a family plan transitioning to a Medex plan, and two employees who were hired this year with individual plans instead of family plans. The Insurance Advisory Committee meets on February 11th, and I anticipate plan design changes that will reduce this percentage.
- ❖ A reduction in the Town Manager's expense budget as a result of the replacement of the vehicle and lower operating costs.
- ❖ An increase in the Selectmen's budget of \$500 to cover a requested contribution to the 495 Partnership who provides economic development support to the Town.
- ❖ An increase of 1,000 in the cost for the annual audit per contract
- ❖ A minor increase in the IT budget of about \$500. This budget includes \$5,200 to transition from backing up all Town data from the three servers to the "cloud", to the purchase of a separate server off site at Memorial School. We back up off site as part of our disaster recovery procedures. This has become very expensive as the amount of data grows and the one-time equipment purchase installation will eliminate this until the unit requires replacement in about five years. The State has just announced an IT grant program open to Community Compact Communities, and we intend to apply. If successful this can be removed from the budget.

Code Enforcement:

This budget has increased by 4.83% in the area of wages due to an increased number of inspections required for the build out of the Crosswinds and Rockwood Meadows subdivisions. A COLA for all department positions is also included at 2.0%, and there is an increase of 1 hour/week for the Department Coordinator so that we can change the hours of Town Hall to open every day at 8 AM in July. Offsetting these increases is an increase in permit revenue of \$74,000.

Conservation Commission:

The Conservation Commission budget is increasing by \$547 or 1.57% due solely to a COLA of 2% for wages. This may change as we have ended our agreement with Ashland and anticipate partnering with Northbridge for the Conservation Agent position. There are no requests for changes in the expense budget; however the Commission will again be requesting a \$5,000 contribution to the Conservation fund through a warrant article.

Council on Aging:

The budget for the COA is has been increased by 2.87% or \$5,271. I am recommending that the Social Services Coordinator position be returned to 40 hours, an increase of 2.5 hours/week to better respond to the increased needs of the community. There are no changes requested for the expenses portion of the budget.

Emergency Management:

This budget is proposed to be essentially level funded next year to maintain the current level of services with the exception of the COLA budgeted for the Director.

Fire/EMS Department:

As you know, this department is made up of two divisions.

The Fire division's budget is increased by 1.25% for several reasons. The primary driver of this increase is wages, the details of which are:

- An increase of \$7,969 for the coverage of all 11 holidays by the full-time employees. We have struggled in recent years to have sufficient staff available for calls on holidays, thus this change was made when we negotiated the current agreement
- A contractual change to provide stipend for each full-time employee that obtains Fire Instructor I or II certification
- A 2.0% COLA for all positions and our call/volunteer staff.

Two of the expense line items have also been increased – building maintenance to address some minor repairs and utilities to position the budget in line with current year's actual costs. Fuel costs have been reduced due to lower diesel expenses.

The EMS division budget is up \$7,463 or 4.47%. This change is driven primarily by our change to ALS level service. That requires more expensive supplies than BLS, however our revenue derived from providing this level of service is projected to go up by \$5,000. As our billing firm charges a percentage of payments received, that line item is also increased by \$2,000.

Miscellaneous Budget:

This budget has been increased by \$5,100 or 4.10% over last year due primarily to an adjustment in the Medicare line item related to wage adjustments and projected actual costs for unemployment compensation. The line item for Memorial Day expenses has been increased by \$100 to account for actual costs. The line item for the Parking Clerk has been

removed, as this is now performed in house. Not included in this budget yet is a request by the Historical Commission for a recording clerk, which is anticipated to be \$631.

Municipal Buildings:

This budget has increased by 5.67% or \$4,285. The primary reason is the cost of the maintenance contracts that are required for all of the Town Hall systems. As we've worked with the facility manager this year and put these in place, we've realized that an adjustment was needed to fully account for all systems. The other line items in this budget have not changed. A detailed spreadsheet on the individual items in this budget is included.

Personnel Board:

This budget is proposed for level funding with the exception of an adjustment for longevity bonuses anticipated to be paid next year. Given the brevity of their budget, a separate budget document has not been included.

Police Department:

The department's budget has increased 2.20% for next fiscal year for a total of \$ 36,000. Wages are the primary driver of this budget due a settlement of the union contract with a 2.0% COLA for the year. We also recommend that a Sergeant's position be upgraded to a Lieutenant's to allow for a change in the command structure. The increase in salary will be offset by the fact that the incumbent will change to work a 5 and 2 schedule or 16 more days per year, and will not be eligible for overtime. There is a minor change in the wages for Communications Officer as we've replaced a long tenured employee with one at the beginning step in the pay plan. The contract settlement also included increases in longevity payments, and shift differential. Minor shifts in the expense budget are due to lower vehicle fuel costs and an increase in the vehicle purchase to account for equipment that can't be transferred from a Crown Victoria to a Ford Explorer and the replacement of a cruiser laptop computer.

The revenue budget has been increased for next year. The changes include an increase in citation fees from the RMV and the agreement with Hopedale for 911 dispatch services contains a 3.5% increase for FY 17.

Public Works:

As you know, the Public Works Department is now broken down into two divisions:

Highway Division: The Highway Division operating budget shows an increase of 4.24%. The most significant change to this budget is an increase of \$26,000 to pay for services necessary to implement the Federal EPA MS4 storm water permit. The Town will be required to sweep streets and clean catch basins next year twice instead of once. Offsetting this is the elimination of the warrant article that covered the cost for managing the NEPDS permit. Another change is an increase of \$10,000 in the snow/ice budget to reflect actual costs in recent years. The wages budget reflects a 2.0% COLA, yet there is a reduction in overtime wages that has been transferred to the parks budget to account for where it is actually spent. Other increases include a small increase in the forestry budget to enable us to better respond to the need to

remove or prune roadside trees, and a reduction in fuel expenses due to the lower cost of diesel fuel and gasoline at present.

Parks, Cemetery & Forestry: In order to carry out the work of this division we propose a budget that is increased by 7.02%. The changes that make this up include:

- ❖ A transfer of overtime costs from highway to this division as well as 2.0% COLA for employees
- ❖ Inclusion of a \$3,000 budget for the maintenance of Heritage Park
- ❖ An increase of \$2,500 to better address damaged or diseased roadside trees.
- ❖ An increase of \$3,500 to add a treatment of weed control at Pratt Pond.

Town Clerk

The Town Clerk's budget indicates a slight increase of 3.32% due to inclusion of a 2.0% COLA and an increase of \$800 in the expense budget for the office.

Veteran's Agent:

The budget for veteran's agent shows a 2.0% increase to account for an increase in the wages budget due to a recommended performance increase in pay and a modest change to the expenses line item.

Water Enterprise Fund

The Water Enterprise budget has been decreased this year to \$1,059,174.62 or 2.59%, due to lower capital expenditures and a small reduction in operating expenses. We are recommending that a rate increase of 3% on some of the categories of water usage be implemented in order to generate an increase in revenue above the budget that would yield \$27,367. A modest rate increase is recommended as we prepare to take on new debt in 2018 to pay for the replacement of the Hartford Avenue North water line. Our goal is to set aside some funds to enable us to avoid a large increase when that project starts. This budget includes a 2.0% COLA for employees, and maintains our operating budget expenses. This year for the first time, the pension liability for the employees in the division is fully covered. The capital projects this year total \$65,000 and include the upgrades to the North Street Booster Pump Station and Water System Security.

Wastewater Enterprise Fund

The Wastewater Fund budget is proposed to increase by \$36,626.55 or 4.47%. The primary drivers in this increase are an additional \$9,750 in capital outlay (purchase of a gas detection meter and installation of security equipment), clearing of easements, sludge removal costs going up, and employee benefits (health insurance and fully covering pension liability). With regard to revenue, we recommend that a rate increase of 2% for all categories of water usage be implemented in order to generate an increase in revenue above the budget that would yield \$3,911.71. In part this increase is recommended so that the general fund contribution to this fund can be reduced from \$58,934 to \$30,000.

Revenue Budget:

FY2016 revenue is estimated to be \$1,610,902 which is an increase of \$132,912 or 7.89% over last year's revenue. The primary driver is a \$74,000 increase in Building permit and related fees due to two new subdivisions. Other notable increases are state UGGA, ambulance receipts, and police miscellaneous fees. We have also accounted for a full year of revenue from the Town of Blackstone for nursing services.

A revenue option to consider is adoption of the local option meals tax. As you know, the tax is 7.5 cents/\$100 which equates to 75 cents on a \$100 meal. A review of data from the DOR's website indicates that for the most recent 12 month period (October 2014 – September 2015) the Town would have received \$55,351. If you were to consider this, my suggestion would be that the revenue be targeted to a long-term need such as funding OPEB or capital expenditures.

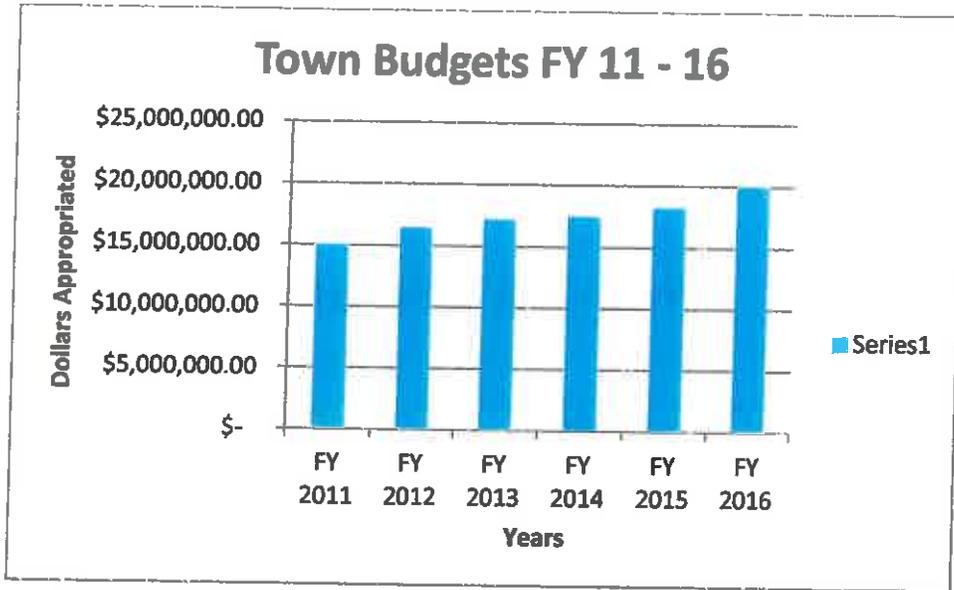
Warrant Articles:

Attached is a list of warrant articles known to date, largely based upon the capital improvement program released this fall. The Total of these is \$1,991,933, of which \$1,444,156 are proposed from the general fund. As the budget picture becomes clearer, more priority can be given to how and when these are addressed (May or November). We might consider funding some from available Free Cash once winter is behind us, but again this can change as we see how the year goes.

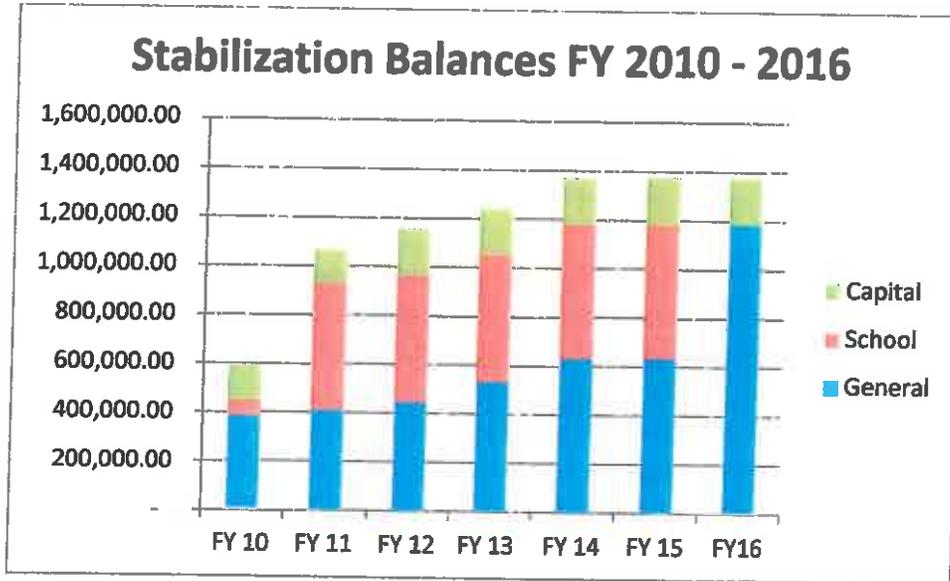
Financial Condition and Outlook:

Although this budget document is not a complete picture of the needs for the upcoming fiscal year, I believe it is important to outline the Town's overall financial condition, and provide some context to our residents about how Upton is fairing relative to a number of factors. I would like to grow this section of the budget because I believe it helps the reader gain a better understanding of the Town's financial position and what makes up the annual budget.

The chart on the next page shows the Town's operating budget over the last six years.

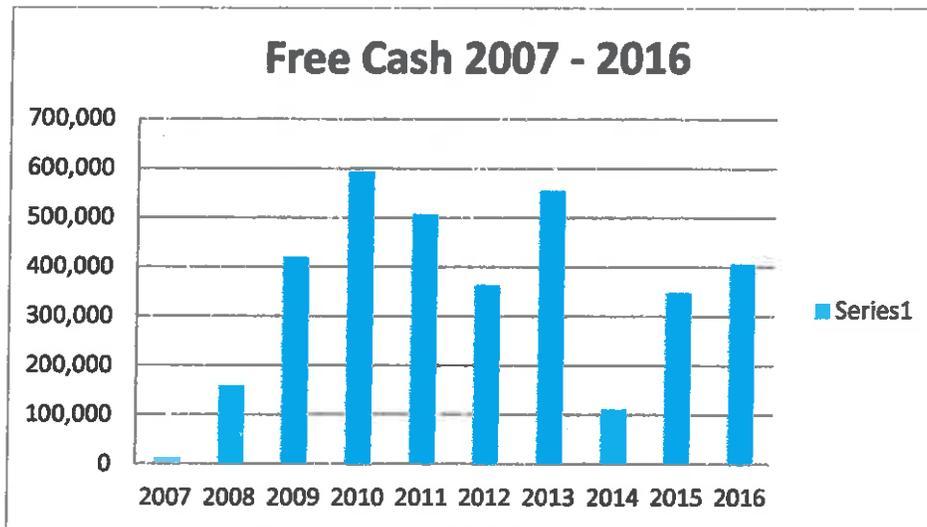


The chart below shows the Town's stabilization fund reserves over the past seven years:



FY 2015 Accomplishments:

1. Clean Audit and Positive Free Cash – once again we had a clean audit no major findings or management letter concerns to address. Free Cash increased by \$ 58,000 to \$407,000. A table showing Free Cash over the past ten years is below.



2. Update of the Pavement Management Plan – using Chapter 90 funds we had a new assessment done of all road miles in Town, and based upon their condition a cost assigned to bring them back up to standard. Unfortunately our rating has dropped six points to 66, and will require \$850K each of the next 15 years to bring it back to a rating of 74.

Personnel Summary

Within the Town portion of the budget (defined as non-school), personnel wages and benefits represents approximately 60% of the operating budget and remains relatively stable. No new positions are recommended in FY 17 and other than three minor changes in hours worked or a position upgrade (Police Department), wage increases is about 2.0%. Although health insurance has been increasing at double digit rates for the past two years, the Town has been able to mitigate that with plan design changes in two past years and one planned this year, and instituting an opt-out plan to encourage employees to obtain health insurance from another source.

Major Upcoming Issues or Projects:

There are four major capital projects included in the capital plan that will if funded impact the budget in the coming years:

- ❖ New Library Construction – this project is indicated to cost \$5 million, though that is not a firm number at this time. A feasibility committee is working to identify sites, develop

a schematic design, and come before Town Meeting this spring to obtain a vote of support for the project as part of the MBLC grant program

- ❖ **Public Works Garage Expansion** – the existing garage was built 20 years ago and although it has served the Town well, it is undersized for the Town’s current needs. The CIP includes \$2 million for the expansion of the existing garage to include more garage bays, to incorporate the office, a locker room/bathroom, and a fuel island to replace an undersized 1,000 gallon diesel tank. A separate project to replace the salt shed with a larger building is also included.
- ❖ **Road repairs** – as stated previously, our roads are deteriorating faster than they can be fixed, and \$9,999,653 is needed in the next six years to attack this deficit.
- ❖ **Hartford Avenue North Water Main** – a project is planned for 2018 to replace the existing water main on this road a year ahead of the State/Federal funded TIP project to renovate this street along with High Street. The project is \$1,320,000 of which \$300K remains on hand from the 3rd well field project in 2013.

I look forward to discussing these budgets with you at the February 16th and March 1st meetings. Please let me know if you have any questions that are not addressed by this package.

Comparison of Selectmen's Budgets FY 15/16 and FY 16/17

Department	FY 15/16 Approved	FY 16/17 Requested	Dollar Change	Percent Change
Accountant	\$ 43,314.00	\$ 44,909.00	\$ 1,595.00	3.68%
Board of Selectmen	1,284,531.00	1,303,294.00	18,763.00	1.46%
Bonding	1,200.00	1,200.00	-	0.00%
Code Enforcement	165,513.60	173,504.25	7,990.65	4.83%
Conservation	34,865.00	35,412.00	547.00	1.57%
Council on Aging	183,848.00	189,119.00	5,271.00	2.87%
Dept of Public Works - Highway	897,842.74	935,869.40	38,026.66	4.24%
Dept of Public Works - PFC	228,306.36	244,324.23	16,017.87	7.02%
Elections & Town Meetings	11,000.00	16,450.00	5,450.00	49.55%
Emergency Management	16,301.27	16,329.49	28.22	0.17%
Emergency Medical Services	171,101.00	178,744.00	7,643.00	4.47%
Fire Department	809,601.00	819,725.00	10,124.00	1.25%
Miscellaneous	124,500.00	129,600.00	5,100.00	4.10%
Municipal Buildings	75,600.00	79,885.00	4,285.00	5.67%
Personnel Board	9,696.00	10,233.00	537.00	5.54%
Police Department	1,633,006.00	1,669,006.00	36,000.00	2.20%
Police - Communications	4,200.00	4,200.00	-	0.00%
Registrars of Voters	3,500.00	3,500.00	-	0.00%
Town Clerk	73,337.00	75,770.00	2,433.00	3.32%
Town Counsel	55,000.00	50,000.00	(5,000.00)	-9.09%
Veterans Services	28,942.00	29,521.00	579.00	2.00%
Totals	\$ 5,855,204.97	\$ 6,010,595.37	\$ 155,390.40	2.65%
Less Additional Revenue		132,912.00		
	\$ 5,855,204.97	\$ 5,877,683.37		0.38%
Enterprise Funds				
Water	\$ 1,124,293.00	\$ 1,095,174.62	\$ (29,118.38)	-2.59%
Sewer	818,968.30	855,594.85	\$ 36,626.55	4.47%



**TOWN OF UPTON FINANCE COMMITTEE
FY '16 - '17 BUDGET RECOMMENDATION
LINE ITEM DETAILS**

**DEPARTMENT ENTER DOLLARS IN COLUMN
"W" YELLOW CELLS and COLUMN "X" WITH
NOTES**

COMMENTS

FY '12 - '13 FY '13 - '14 FY '14 - '15 FY '15 - '16 With Transfers from Nov THM FY '16 - '17 Request

ACCOUNTANT:	FY '12 - '13	FY '13 - '14	FY '14 - '15	FY '15 - '16	With Transfers from Nov THM	FY '16 - '17 Request	Amount will populate based on Wages Tab	Amount will populate based on Wages Tab
1 Wages	30,892	31,451	37,025	37,167	37,539	39,509		
2 Salaries								
3 Other Expense Detail								
4 Miscellaneous	2,000	2,000	2,000	2,000	2,000	2,000		
5 Municipal Accounting Program	3,222	3,222	3,383	3,400	3,400	3,400		
6 ACCOUNTANT TOTAL:	36,114	36,673	42,408	42,567	42,939	44,909		
8 ANIMAL CONTROL:								
9 Wages	29,102	29,612	20,838	18,183	18,365	18,846		
10 Salaries								
11 Other Expense Detail								
12 Kennel Rental	2,000	2,000	2,000	2,000	2,000			
13 Miscellaneous	1,000	1,000	1,000	1,000	1,000			
14 Rabies Vaccine	1,200	1,200	1,500	1,500	1,500			
15 Vehicle Expense	33,302	33,812	26,338	23,883	24,085	18,848		
16 ANIMAL CONTROL TOTAL:								
17 BLACKSTONE VALLEY REGIONAL SCHOOL:								
18 Other Expense Detail								
19 Expansion Debt Service	21,883	21,369	20,837	18,494	18,494			
20 Town Funded Op Exp	714,500	814,660	1,087,870	1,210,136	1,210,136			
21 BLACKSTONE VALLEY REGIONAL SCHOOL TOTL:	736,383	836,029	1,108,707	1,228,630	1,228,630			
22 BOARD OF ASSESSORS:								
23 Wages	44,054	44,996	46,121	46,783	47,251	48,495		
24 Salaries	18,625	18,951	19,425	1,750	1,750	1,750		
25 Other Expense Detail								
26 Interim / In Home Valuation	6,500	-	4,800	4,800	4,800			
27 In Home Inspections	14,800	-	-	-	-			
28 Mapping	3,550	3,550	3,850	3,850	3,850	3,850		
29 Miscellaneous	3,800	3,800	3,900	3,900	3,900	4,000		
30 Software	3,850	4,235	4,447	5,300	5,300	5,430		
31 Software		900	900	-	-	-		
32 Training and Certification		-	-	1,800	1,800	1,800		
33 BOARD OF ASSESSORS TOTAL	85,179	76,432	83,443	68,183	68,651	65,325		
34 BOARD OF HEALTH:								
35 Wages	45,909	46,838	52,783	52,957	53,487	54,919		
36 Salaries	2,523	2,567	1,750	1,750	1,750	1,750		
37 Other Expense Detail								
38 Demolition/buildings	10	10	10	10	10			
39 Miscellaneous	4,500	4,600	4,600	4,000	4,000			
40 Food Inspector	2,472	2,472	2,472	2,472	2,472			
41 BOARD OF HEALTH TOTAL	55,414	56,487	61,815	61,188	61,719	56,669		
42 BOARD OF SELECTION:								
43 Wages	203,106	214,512	226,152	232,850	233,754	240,767		
44 Salaries	1,750	1,750	1,750	1,750	1,750	1,750		
45 Other Expense Detail								
46 Town Manager Expenses	7,650	7,650	7,650	7,650	7,650	7,900		
47 Annual Audit	13,000	14,000	15,000	16,000	16,000	17,000		
48 General Computer Account	35,160	41,060	41,872	51,360	51,360	51,880		
49 General Expenses	2,000	2,000	2,000	2,000	2,000	2,500		
50 Insurance	862,000	799,077	886,212	944,805	944,805	955,757		
51 Medical Testing	2,500	3,000	3,000	3,500	3,500	3,500		
52 Printing	7,000	7,000	9,000	7,000	7,000	7,000		
53 Telephone	16,000	15,500	15,500	15,840	15,840	15,840		



TOWN OF UPTON FINANCE COMMITTEE
 FY '16 - '17 BUDGET RECOMMENDATION
 LINE ITEM DETAILS

DEPARTMENT ENTER DOLLARS IN COLUMN
 "W" YELLOW CELLS and COLUMN "X" WITH
 NOTES

COMMENTS

FY '12 - '13 FY '13 - '14 FY '14 - '15 FY '15 - '16 With Transfers from Nov THM FY '16 - '17 Request

54	BOARD OF SELECTMEN TOTAL:	1,150,166	1,105,549	1,218,136	1,282,755	1,283,659	1,303,264	
55	BONDING TOWN OFFICERS:							
56	Other Expense Detail							
57	Miscellaneous	1,200	1,200	1,200	1,200	1,200	1,200	
58	BONDING TOWN OFFICERS TOTAL:	1,200	1,200	1,200	1,200	1,200	1,200	
59	CABLE ADVISORY							
60	Wages	30	43	49	49	50	52	
61	Salaries							
62	Other Expense Detail							
63	Miscellaneous							
64	CABLE ADVISORY TOTAL:	30	43	49	49	50	52	
65	CAPITAL BUDGET COMMITTEE:							
66	Other Expense Detail							
67	Miscellaneous	1,500	1,500	500	500	500		
68	CAPITAL BUDGET COMMITTEE TOTAL:	1,500	1,500	500	500	500		
69	CEMETERY COMMISSION:							
70	Wages							
71	Salaries	1,317	1,317	1,750	1,750	1,750	1,750	
72	Other Expense Detail							
73	Miscellaneous							
74	CEMETERY COMMISSION TOTAL:	1,317	1,317	1,750	1,750	1,750	1,750	
75	CODE ENFORCEMENT:							
76	Wages	128,600	130,586	135,635	139,306	140,699	150,004	
77	Salaries							
78	Other Expense Detail							
79	Continuing Education	1,500	1,500	1,500	1,500	1,500	1,500	
80	Mileage	7,000	7,000	7,000	7,000	7,000	7,000	
81	Miscellaneous	8,500	8,500	10,500	13,500	13,500	13,500	
82	Office Expense	1,500	1,500	1,500	1,500	1,500	1,500	
83	CODE ENFORCEMENT TOTAL:	147,100	149,086	156,135	162,806	164,199	173,504	
84	CONSERVATION COMMISSION:							
85	Wages	18,736	18,903	19,143	19,173	19,365	19,912	
86	Salaries							
87	Other Expense Detail							
88	Beaver Management	8,000	8,000	8,000	8,000	8,000	8,000	
89	Miscellaneous	4,600	4,600	6,600	7,500	7,500	7,500	
90	CONSERVATION COMMISSION TOTAL:	31,336	31,503	33,743	34,673	34,865	35,412	
91	COUNCIL ON AGING:							
92	Wages	147,395	142,325	136,990	136,546	137,911	144,383	
93	Salaries							
94	Other Expense Detail							
95	Electricity	4,820	4,820	4,500	6,000	6,000	6,000	
96	Equip Maintenance	1,375	1,375	1,375	1,375	1,375	1,375	
97	Gas (heat)	7,850	7,820	7,800	7,800	7,800	7,800	
98	Membership Dues	300	300	300	300	300	300	
99	Miscellaneous	1,500	1,500	7,000	2,000	2,000	2,000	
100	Office Supplies	1,700	1,700	2,000	2,500	2,500	2,500	
101	Programs	4,500	5,000	5,000	5,000	5,000	5,000	
102	Rent	1	1	1	1	1	1	
103	Training	1,500	1,500	1,500	2,500	2,500	2,500	
104	Transportation	8,000	8,000	6,000	6,000	6,000	6,000	
105	Water and Sewer	1,500	1,500	1,500	1,500	1,500	1,500	
106	Computer Software	1,800	1,800	1,800	1,800	1,800	1,800	

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TOWN OF WRENTHAM
ON FINANCE COMMITTEE
FY '16 - '17 BUDGET RECOMMENDATION
LINE ITEM DETAILS

DEPARTMENT ENTER DOLLARS IN COLUMN
"W" YELLOW CELLS and COLUMN "X" WITH
NOTES

	FY '12 - '13	FY '13 - '14	FY '14 - '15	FY '15 - '16	With Transfers from Nov THM	FY '16 - '17 Request	COMMENTS
159 Salaries							
160 Other Expense Detail							Amount will populate based on Wages Tab
161 Miscellaneous	468	3,000	3,000	3,000	3,000	3,000	
162 Reverse 911 Support	6,510	6,510	6,510	6,510	6,510	6,510	
163 EMERGENCY MANAGEMENT TOTAL:	12,328	14,962	16,064	16,168	16,236	16,329	
164 EMERGENCY MEDICAL SERVICES:							
165 Wages	127,212	125,369	85,196	91,821	92,626	95,074	Amount will populate based on Wages Tab
166 Salaries							Amount will populate based on Wages Tab
167 Other Expense Detail							Amount will populate based on Wages Tab
168 Ambulance Supplies	13,191	13,377	16,877	19,877	19,877	29,877	Infectious Disease vaccination program & Add'l ALS supplies
169 Ambulance Maintenance	3,000	3,000	3,000	3,000	3,000	3,000	
170 Clothing Allowance	1,800	1,800	1,800	1,800	1,800	1,800	
171 Licensing & Certification	3,400	3,400	3,400	4,400	4,400	4,400	
172 Miscellaneous Office & Billing	1,000	4,093	4,093	4,093	4,093	4,093	
173 Training	5,000	6,500	6,500	18,500	18,500	12,500	Reduce Training for new paramedics
174 Vehicle Fuel	6,000	7,000	7,000	7,000	7,000	7,000	
175 Paramedic Expense	30,000	40,000	20,000	10,000	10,000	10,000	
176 Ambulance Billing Expense	9,000	9,000	9,000	9,000	9,000	9,000	
177 EMERGENCY MEDICAL SERVICES TOTAL:	199,603	213,639	156,836	169,491	170,296	178,744	
178 FINANCE COMMITTEE:							
179 Salaries							Amount will populate based on Wages Tab
180 Other Expense Detail							Amount will populate based on Wages Tab
181 Miscellaneous	1,000	1,000	1,000	1,000	1,000	1,000	
182 FINANCE COMMITTEE TOTAL:	1,000	1,000	1,000	1,000	1,000	1,000	
183 FIRE DEPARTMENT:							
184 Wages	450,026	485,070	606,845	642,148	657,535	670,250	Amount will populate based on Wages Tab
185 Salaries							Amount will populate based on Wages Tab
186 Other Expense Detail							Amount will populate based on Wages Tab
187 Building Maintenance	10,000	13,000	13,000	18,000	18,000	20,000	
188 Clothing Allowance	4,000	4,000	5,600	5,600	5,600	5,600	
189 Copier / Computer Maintenance	2,200	2,200	2,200	2,200	2,200	2,200	
190 Fire Alarm Maintenance	1,000	1,000	1,000	1,000	1,000	1,000	Contractual increase in rates
191 Forest Fire Expenses	4,000	4,000	4,000	4,000	4,000	4,000	
192 Fuel Expense	9,000	10,280	10,280	10,280	10,280	9,000	Reduce based on lower fuel costs/gallon
193 General Expenses	17,500	17,500	17,500	17,875	17,875	17,875	
194 New Equipment	15,500	15,500	15,500	15,500	15,500	15,500	
195 Radio Maintenance	3,000	3,000	3,000	3,000	3,000	3,000	
196 Training Expense	6,000	6,000	6,000	6,000	6,000	6,000	
197 Utilities Expenses	32,500	32,500	32,500	32,500	32,500	35,000	
198 Vehicle Maintenance	20,000	20,000	25,000	30,000	30,000	30,000	Based on FY 16 utility costs
199 FIRE DEPARTMENT TOTAL:	574,726	614,060	742,425	788,103	803,490	818,725	
200 INTEREST PAID:							
201 Other Expense Detail							
202 Fire Station							
203 Stefan's Property	16,500						
204 Route 140 Water Main							
205 General Obligation Bond 1	118,840	112,638	103,263	90,263	90,263		
206 General Obligation Bond 2	47,266	25,422	20,236	15,050	15,050		
207 General Obligation Bond 3		40,651	39,231	37,782	37,782		
208 General Obligation Bond 4			13,568	12,325	12,325		
209 BAN for Joint Fire Truck							
210 INTEREST PAID TOTAL:	182,606	178,711	176,298	156,420	158,420		
211 HOUSING AUTHORITY							



TOWN OF UPTON FINANCE COMMITTEE
 FY '16 - '17 BUDGET RECOMMENDATION
 LINE ITEM DETAILS

DEPARTMENT ENTER DOLLARS IN COLUMN
 "W" YELLOW CELLS and COLUMN "X" WITH
 NOTES

COMMENTS

	FY '12 - '13	FY '13 - '14	FY '14 - '15	FY '15 - '16	With Transfers from Nov THM	FY '16 - '17 Request	Amount will populate based on Wages Tab
212 Salaries				68,157	5,250	2,250	
213 Miscellaneous							
214 HOUSING AUTHORITY							
214 LIBRARY:				68,157	5,250	2,250	
215 Wages	160,982	166,026	176,008	176,875	178,644		Amount will populate based on Wages Tab
216 Salaries				4,750	4,750	4,750	
217 Other Expense Detail							
218 Library Materials	39,430	40,022	41,622	42,122	42,122		
219 Library Network Membership	8,224	8,533	9,024	8,266	8,266		
220 Miscellaneous Budget		9,960	9,960	9,960	9,960		
221 Miscellaneous Credit	(6,751)	(6,837)	(8,363)	(7,824)	(7,824)		
222 LIBRARY TOTAL:	210,846	217,604	228,251	234,149	235,918	4,750	
223 MATURING DEBT:							
224 Other Expense Detail							
225 Admin Fee - Sewer	1,423	1,263	1,048	827	827		
226 Fire Station							
227 Sewer Plant Upgrade	113,464	115,461	116,981	117,087	117,087		
228 Stefan's Property	50,000						
229 Route 140 Water Main							
230 General Obligation Bond 1	310,000	312,500	325,000	340,000	340,000		
231 General Obligation Bond 2	231,000	230,500	230,500	230,500	230,500		
232 General Obligation Bond 3		71,000	72,500	75,000	75,000		
233 General Obligation Bond 4			14,881	15,000	15,000		
234 BAN for Quint Fire Truck						50,000	
235 MATURING DEBT TOTAL:	705,887	730,724	760,910	776,414	776,414	50,000	
236 MENDON-UPTON REGIONAL SCHOOL:							
237 Salaries				1,750	1,750	1,750	Amount will populate based on Wages Tab
238 Other Expense Detail							
239 Town Funded Operating Expenses	8,314,489	8,481,461	8,493,226	9,898,285	9,898,285	10,247,042	
240 Capital Assessment	101,881	118,751	141,620	152,020	152,020	151,663	
241 Nipmuc HS & Miscosco Bond	436,416	444,005	458,182	450,868	450,868	452,413	
242 Memorial School Bond	566,393	544,997	458,341	468,130	468,130	451,852	
243 Miscosco Hill Repairs	14,473	6,811	117,087	88,009	88,009	89,561	
244 MENDON-UPTON REGIONAL SCHOOL TOTAL:	9,433,652	9,596,026	9,668,430	11,060,062	11,060,062	11,394,281	
245 MISCELLANEOUS:							
246 Other Expense Detail							
247 Historical Commission	1,000	1,000	1,000	1,000	1,000	1,000	
248 Memorial Day	2,200	2,200	2,200	2,300	2,300	2,300	
249 Medicare - PR Taxes	62,000	64,000	66,000	68,000	68,000	69,500	
250 Weights and Measures	1,200	1,200	1,200	1,200	1,200	1,200	
251 Parking Ticket Warrant Officer	1,000	1,000	1,000	1,000	1,000		
252 Street Lighting	35,000	36,000	36,000	36,000	36,000	37,000	
253 Unemployment Comp.	20,000	15,000	15,000	15,000	15,000	18,500	
254 MISCELLANEOUS TOTAL:	122,400	120,400	122,400	124,500	124,500	129,600	
255 MODERATOR:							
256 Wages							
257 Salaries	480	480	480	500	500	500	Amount will populate based on Wages Tab
258 Other Expense Detail							
259 Miscellaneous	70	70	70	70	70		
260 MODERATOR TOTAL:	550	550	550	570	570	500	
261 MUNICIPAL BUILDINGS:							
262 Other Expense Detail							
263 Miscellaneous	45,000	25,000	57,900	75,600	75,600	79,895	Budget full costs for Town Hall Maint. Contracts



TOWN OF ... ON FINANCE COMMITTEE
 FY '16 - '17 BUDGET RECOMMENDATION
 LINE ITEM DETAILS

**DEPARTMENT ENTER DOLLARS IN COLUMN
 "W" YELLOW CELLS and COLUMN "X" WITH
 NOTES**

	FY '12 - '13	FY '13 - '14	FY '14 - '15	FY '15 - '16	With Transfers from Nov THM	FY '16 - '17 Request	COMMENTS
264 MUNICIPAL BUILDINGS TOTAL	45,000	26,000	57,900	75,600	75,600	79,885	
265 NURSE - HEALTH SVCS:							
266 Wages	31,075	31,738	32,531	42,453	42,877	33,853	Amount will populate based on Wages Tab
267 Salaries							Amount will populate based on Wages Tab
268 Other Expense Detail							
269 Miscellaneous	1,900	1,900	1,900	1,900	1,900		
270 NURSE - HEALTH SVCS TOTAL	32,975	33,638	34,431	44,353	44,777	33,853	
271 PERSONNEL BOARD:							
272 Wages	1,478	1,504	1,617	1,623	1,640	1,683	
273 Salaries							
274 Other Expense Detail							
275 Longevity Bonus	3,000	3,950	1,950	1,950	1,950	2,500	Amount will populate based on Wages Tab
276 MPA Membership	200	200	200	200	200	200	Amount will populate based on Wages Tab
277 Miscellaneous	450	450	450	450	450	450	
278 Training	400	400	400	400	400	400	Increase based upon employees reaching milestones
278 Merit Bonus Pool	5,000	5,000	5,000	5,000	5,000	5,000	
280 PERSONNEL BOARD TOTAL	10,528	11,504	9,817	9,823	9,646	10,233	
281 PLANNING BOARD:							
282 Wages	16,583	16,936	17,360	17,426	17,600	18,066	
283 Salaries							
284 Other Expense Detail							
285 Advertising/Printing	1,200	1,200	1,200	1,200	1,200	2,750	Amount will populate based on Wages Tab
286 CMRPC	1,350	1,863	1,863	1,863	1,863		Amount will populate based on Wages Tab
287 Membership & Training	320	320	320	320	320		
288 Miscellaneous	250	250	250	250	250		
289 Office Supplies	500	500	500	500	500		
290 Postage	300	300	300	300	300		
291 Professional Services	2,100	2,100	2,100	2,100	2,100		
292 PLANNING BOARD TOTAL:	22,603	23,469	23,893	26,708	26,863	20,816	
293 POLICE DEPARTMENT:							
294 Wages	1,377,649	1,376,397	1,404,244	1,422,407	1,435,961	1,480,328	
295 Salaries							
296 Other Expense Detail							
297 Building Maintenance	15,800	15,800	15,800	15,800	15,800	15,800	Amount will populate based on Wages Tab
298 Computer Maintenance	11,000	14,000	13,000	12,000	12,000	12,678	Amount will populate based on Wages Tab
299 Cruiser	32,000	34,000	34,000	34,000	34,000	40,000	
300 Cruiser Maintenance	11,000	11,000	11,000	9,000	9,000	11,000	Replace Crown Victoria w/ian Explorer + equipment and computer
301 Cruiser Gas	36,000	38,000	38,000	36,000	36,000	30,000	
302 Clothing Allowance	15,500	15,500	15,500	15,500	15,500	15,500	Reduced price of fuel - 12K miles at \$2.50/gallon
303 General Expenses	21,700	21,700	21,700	21,700	21,700	21,700	
304 Training							
305 Utilities	34,000	32,000	4,304	4,500	4,500	6,000	
306 POLICE DEPARTMENT TOTAL:	1,554,649	1,558,397	1,589,548	1,620,907	1,620,461	1,669,006	
307 POLICE DEPT. - COMMUNICATIONS:							
308 Other Expense Detail							
309 Disp Clothing FT	3,400	1,600	1,600	1,600	1,600	1,800	
310 Disp Clothing PT	400	400	400	400	400	400	
311 Radio Maintenance	2,200	2,200	2,200	2,200	2,200	2,200	
312 POLICE DEPT. - COMMUNICATIONS TOTAL	6,000	4,200	4,200	4,200	4,200	4,200	
313 RECREATION:							
314 Wages	17,000	23,688					
315 Salaries							
316 Other Expense Detail							



TOWN OF UPTON FINANCE COMMITTEE
 FY '16 - '17 BUDGET RECOMMENDATION
 LINE ITEM DETAILS

DEPARTMENT ENTER DOLLARS IN COLUMN
 "W" YELLOW CELLS and COLUMN "X" WITH
 NOTES

COMMENTS

	FY '12 - '13	FY '13 - '14	FY '14 - '15	FY '15 - '16	With Transfers from Nov THM	FY '16 - '17 Request	Amount will populate based on Wages Tab	
317	Improvements to Programs & Infrastructure							
318			25,000	25,000	25,000	25,000		
319	8,000	8,000	8,000	8,000	8,000	8,000		
320	25,000	31,888	33,000	34,780	34,780	34,750		
321	REGISTRARS OF VOTERS:							
322								
323	1,036	1,054						
324	Other Expense Detail							
325	4,500	3,500	3,500	3,500	3,500	3,500		
326	5,536	4,554	3,500	3,500	3,500	3,500		
327	TOWN CLERK:							
328	9,648	9,655	67,451	69,438	70,131	71,970		
329	50,690	51,577						
330	Other Expense Detail							
331	2,600	2,750	2,750	3,000	3,000	3,800		
332	62,938	64,162	70,201	72,436	73,131	75,770		
333	TOWN COUNSEL:							
334	Other Expense Detail							
335	40,000	40,000	40,000	40,000	55,000	50,000		
336	40,000	40,000	40,000	40,000	55,000	56,000		
337	TREASURER-COLLECTOR:							
338	41,837	47,506	48,695	49,761	50,279			
339	52,277	53,192	54,822	54,822	56,067			
340	Other Expense Detail							
341	31,700	28,100	29,911	32,912	32,912			
342	10,000	10,000	15,000	15,000	15,000			
343	TAX TITLE AUCTION							
344	135,814	138,798	148,128	152,213	153,258			
345	TRUST FUND:							
346								
347								
348						1,750		
349						1,750		
350	7,385	8,137	7,951	7,982	8,061	8,521		
351	VETERANS SERVICES:							
352	Other Expense Detail							
353	27,000	25,000	20,000	20,000	20,000	20,000		
354	700	800	800	800	800	1,000		
355	35,065	33,937	28,751	28,782	28,861	29,521		
356	WASTE REMOVAL:							
357	Other Expense Detail							
358	215,000	219,500	261,040	269,000	269,000			
359	131,000	110,000	110,000	94,000	94,000			
360	32,000	31,400	32,000	32,000	32,000			
361	2,000	2,000	6,000	6,000	6,000			
362	380,000	362,900	409,040	401,000	401,000			
363								
364	17,291,960	17,588,463	18,346,248	20,111,859	20,111,859	17,690,410	(0)	
365	Total Operating Expenses							
Salaries	128,699	130,669	79,677	141,179	78,817	22,500		
Wages	3,358,371	3,429,183	3,675,775	3,763,002	3,807,964	3,664,498		
Total Salaries & Wages	3,487,070	3,560,062	3,755,452	3,904,181	3,886,181	3,686,998		



TOWN OF UPTON FINANCE COMMITTEE
 FY '16 - '17 BUDGET RECOMMENDATION
 LINE ITEM DETAILS

DEPARTMENT ENTER DOLLARS IN COLUMN
 "W" YELLOW CELLS and COLUMN "X" WITH
 NOTES

	FY '12 - '13	FY '13 - '14	FY '14 - '15	FY '15 - '16	With Transfers from Nov THM	FY '16 - '17 Request	COMMENTS
Other Operating Expenses	13,804,910	14,028,381	14,590,796	16,207,678	16,225,678	14,003,412	
BVT	736,383	836,029	1,108,707	1,228,630	1,228,630	-	
MURSD	9,433,652	9,596,025	9,688,430	11,060,062	11,060,062	11,394,281	
Other Operating Expenses (not including schools)	3,634,875	3,596,327	3,813,659	3,919,986	3,936,986	2,609,131	

With New School Levy
 Less New School Levy

20,111,858
 18,720,000

**Town
Accountant
*Fiscal 2016-2017
Proposed Operating Budget***



**Kenny Costa
Town Accountant**

December 28, 2015

Budget Statement

The FY 2017 recommended budget for the Town Accountant Department reflects an adjustment in department wages to include a performance based increase in pay. The expense accounts include a \$1,000 increase to perform the annual audit and a moderate increase in Medicare to reflect the contracted wage increases planned for this fiscal year. The budget is also increased for unemployment compensation to better align with actual costs to the Town in the current fiscal year.

	<u>FY16</u>	<u>FY17</u>	<u>\$ Change</u>	<u>Percent Change</u>
Wages	37,914.00	39,509.00	1,595.00	4.21%
Town Accountant - Expense	2,000.00	2,000.00	0.00	0.00%
Town Accountant - Municipal Accounting Program	3,400.00	3,400.00	0.00	0.00%
Town Accountant - Audit	16,000.00	17,000.00	1,000.00	6.25%
Total	59,314.00	61,909.00	2,595.00	4.38%
Medicare	68,000.00	69,500.00	1,500.00	2.21%
Unemployment Compensation Fund	15,000.00	18,500.00	3,500.00	23.33%
Total All Accounts	142,314.00	149,909.00	7,595.00	5.34%

Board of Selectmen

Fiscal 2016-2017 Proposed Operating Budget



**Blythe C. Robinson
Town Manager**

January 1, 2016

FY 2016/2017 BUDGET REQUEST - BOARD OF SELECTMEN

Account	Account Name	Detail	Budget	FY 2016 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Year to Date	FY 2017 Requested	Percent Change
	Salaries			1,750.00	875.00	1,750.00	-	1,750.00	0.00%
	Town Manager's Exp.			7,500.84	2,781.79	7,850.00	4,578.06	7,300.00	-4.58%
		Office Supplies & Stamps	2,000.00						
		Vehicle gas & maint.	1,200.00						
		ICMA Conference	2,000.00						
		Dues (ICMA & MMMA)	1,350.00						
		Training Sessions	750.00						
	Annual Audit			14,000.00	15,000.00	16,000.00	-	17,000.00	6.25%
	Technology Expense			41,059.99	16,257.52	51,360.00	24,046.43	51,879.60	1.01%
		Worldband (IT services)	28,360.00						
		Internet Connections	6,129.60						
		Fire Dept Server Warranty	600.00						
		Computers/Software	8,000.00						
		Website Hosting	3,000.00						
		Sonic Wall Renewals	5,790.00						
	Selectmen's Expense			1,553.52	940.00	2,000.00	1,895.76	2,500.00	25.00%
		MMA Dues	700.00						
		Miscellaneous Expense	1,800.00						
	Insurance			797,334.48	554,429.12	944,805.00		955,756.97	1.16%
		Health Insurance	730,239.60						
		Medex 3							
		Property/Casualty	113,867.53						
		Workers Comp	32,133.16						
		Fire 111F - Chubb	20,809.02						
		Police A & S - Chubb	19,260.66						
		Life Insurance	3,000.00						
		FSA Admin Fee	1,947.00						
		STD Plan	25,000.00						
		Deductibles (2 claims)	2,000.00						
		Health Insurance Buyout	7,500.00						
	Medical Testing			1,695.00	848.00	3,500.00		3,500.00	0.00%
	Printing			5,406.60	2,923.07	7,000.00		7,000.00	0.00%
		Town Report	2,000.00						
		Legal Advertisements	1,000.00						
		Employment Ads	3,000.00						
		Copier Maintenance	1,000.00						

Account	Account Name	Detail	Budget	FY 2014 Actual	FY 2015 Actual	FY 2016 Requested	FY 2017 Requested	Percent Change
	Telephone Expense	Verizon - local/long dist.	9,000.00	15,367.15	7,835.10	15,840.00	15,840.00	0.00%
		DSCI - VOIP Town Hall	6,000.00					
		Town Manager Cell	840.00					
TOTAL BLDG - 100 BLDG								
	BONDING		1,200.00	836.00	1,000.00	1,200.00	1,200.00	0.00%
	CABLE ADVIS					43.00	52.00	20.93%
MISCELLANEOUS								
	Historical Commission				310.99	1,000.00	1,000.00	0.00%
	Memorial Day			2,175.00		2,300.00	2,400.00	4.35%
	Medicare PR Taxes			57,914.21	31,904.59	68,000.00	69,500.00	2.21%
	Weights & Measures			1,000.00	1,000.00	1,200.00	1,200.00	0.00%
	Parking Ticket Officer			530.00		1,000.00		-100.00%
	Street Lights			32,171.88	12,829.27	36,000.00	37,000.00	2.78%
	Unemployment Comp.			4,315.68	2,537.32	15,000.00	18,500.00	23.33%
	Expense			25,820.54	16,289.98	75,600.00	79,885.00	5.67%
	Heating Oil & Repair							
	Electricity		28,000.00					
	Natural Gas		21,000.00					
	Alarm Systems		2,400.00					
	Facilities Maintenance		2,165.00					
	Maint. Contracts		14,420.00					
	Copier Lease		4,500.00					
	Water/Sewer		1,200.00					
	Supplies/Equip/Clothing		1,500.00					
	Misc. Repairs		2,500.00					
	Custodial Supplies		2,000.00					
	Bottled Water		200.00					
	Expense			33,730.83	13,091.21	55,000.00	50,000.00	-9.08%
TOTAL ALL ACCOUNTS								
				110,998,518.32	110,998,518.32	110,998,518.32	110,998,518.32	0.00%

SELECTMEN'S OFFICE WAGES

Report Dept	Budget Dept	Position	Employee	FY10 Grade	Pay Rate Ev 10	Avg Wkly Hrs	Weeks	FY 13/10	Rate FY 13/17	Weeks	FY 16/17
BoS	Cable	Cable Access Coordinator	Glenn Fowler	6	\$ 22.20	25	52.4	\$ 29,082.00	\$ 23.32	52.20	30,432.60
BoS	COA	COA Director	Janice Nowicki	7	28.37	40	52.4	59,463.52	28.94	52.20	60,426.72
BoS	BoS	Custodian	Paul Marchand	4	20.12	40	52.4	42,171.52	20.52	52.20	42,845.76
BoS	BoS	Department Coordinator	Sandy Hakala	6	22.86	40	52.4	47,914.56	24.02	52.20	50,153.76
BoS	Acct	Town Accountant	Kenny Costa	9	31.17	20	52.4	32,666.16	32.74	52.20	34,180.56
BoS	BoS	Town Manager	Blythe Robinson	14	64.65	40	52.4	140,000.00	68.39	52.20	142,800.00
BoS & BoH	VetSvc	Veterans Director	Robin Fletcher	6	22.20	7	52.4	8,142.96	23.32	52.20	8,521.13
BoS & BoH	Acntrl	Animal Control Officer	Mike Moran	4	17.7	20	52.4	18,549.60	18.05	52.20	18,844.20
By Dept											
BoS	BoS	Town Manager	Blythe Robinson	14	67.31	40	52	\$ 140,000.00	68.39	52.00	142,800.00
BoS	BoS	Department Coordinator	Sandy Hakala	6	22.86	40	52.4	47,914.56	24.02	52.20	50,153.76
BoS	BoS	Custodian	Paul Marchand	4	20.12	40	52.4	42,171.52	20.52	52.20	42,850.77
BoS	BoS	Municipal Hearing Officer	Vacant	N/A				2,500.00			2,500.00
BOS		Intern	Unknown							10	50
		Custodian Coverage			17.00	120		2,040.00	20.52		2,462.40
								<u>\$ 234,626.08</u>			<u>\$ 240,766.93</u>

INSURANCE									
Type	Category	FY 15/16 Budget	FY 15/16 Actual	FY 16/17 Projected	Comments				
Health Insurance				\$ 730,239.60	12.8% rate increase, fewer contracts				
Health Ins. Buyouts		9,000.00		7,500.00					
FSA Plan Admin Fee		1,800.00		1,947.00					
Short-term Disability		21,000.00		25,000.00	Increase based on COLA changes				
Life Insurance		2,900.00		3,000.00	Minor increase based on rates				
Property Casualty		107,000.00	110,551.00	113,867.53	3% Increase proposed by MIIA				
Workers Comp.		21,000.00	29,211.96	32,133.16	10% Increase based on experience				
Police A & S		18,500.00	18,883.00	19,260.66	2% increase proposed				
Fire A & S		25,000.00	20,401.00	20,809.02	2% increase proposed				
Claim Deductibles		2,000.00	1,000.00	2,000.00					
TOTAL				\$ 955,756.97					

TECHNOLOGY EXPENSE					
<u>Service</u>	<u>Provider</u>	<u>Location</u>	<u>Monthly Cost</u>	<u>Annual Cost</u>	<u>Notes</u>
IT Support	WorldBand	Town-wide	\$ 1,530.00	\$ 18,360.00	
	Off Site Backup Hardware		\$	\$ 5,200.00	
	Extra Hours		400.00	4,800.00	4 hours/month * 12
			Subtotal	28,360.00	
Internet Service	Charter	Town Hall	195.00	2,340.00	
	Charter	Fire Station	95.80	1,149.60	
	Charter	Risteen Building	67.43	809.16	
	Charter	COA	72.57	870.84	
	Charter	DPW	80.00	960.00	
			Subtotal	6,129.60	
Fire Dept. Server Warranty				600.00	
Sonic Walls	Worldband			5,790.00	Replace 6 units
Website Hosting	Virtual Town Hall			3,000.00	
Computers					
Replacements Software	Worldband	Various	1,000.00	7,000.00	Eight Computers
				1,000.00	
				8,000.00	
				\$ 51,879.60	

TOWN BUILDING EXPENSE

Item	Town Hall		Risteen		Total
Electricity	\$ 21,000.00	\$ 7,000.00	\$ 28,000.00		
Natural Gas	15,000.00	6,000.00	21,000.00		
Alarm Systems	2,400.00		2,400.00		
Maintenance Budget Detail					
Elevator Contract	8,000.00				
Fire Alarm/Electrical	1,170.00				
Boiler Maint. Contract	500.00				
HVAC Maint.	2,750.00				
Trane System	750.00				
Sprinkler System Maint.	400.00				
Generator	850.00				
Facility Manager Contract	2,165.00				
Copier Lease	4,500.00		4,500.00		
Water/Sewer	800.00	400.00	1,200.00		
Supplies/Equip/Clothing	1,000.00	500.00	1,500.00		
Misc. Repairs		2,500.00	2,500.00		
Custodial Supplies	1,000.00	1,000.00	2,000.00		
Bottled Water	200.00		200.00		
	\$ 62,485.00	\$ 17,400.00	\$ 79,885.00		
Electricity: current cost 17.56 cents/Kwh					
Natural Gas: current cost \$1.09/cubic foot					
Facilities Maint - contractor to manage all preventative maintenance and emergency services					
Copier Lease: two copiers for Town Hall - three year lease contract					
supplies & paper billed to each department based on usage					

WARRANT ARTICLE LIST - FY 16/17 Budget

1/29/2016

Department	Item	Total Cost	Fine & Appropriate	Free Cash	Water/Sewer	Borrowing	CPC	Other
Selectmen	Worcester County Retirement*	\$ 449,983.00	\$ 409,206.00		\$ 40,777.00			
Fire Department	Replace Rescue Truck	195,000.00	195,000.00					
	Turnout Gear	21,150.00	21,150.00					
	Tile Floor Replacement							
Police	Radio Replacement	-						
	Defibrillator Replacements	25,000.00	25,000.00					
Public Works	Chapter 90 Funding	320,000.00				320,000.00		27,000.00
	Road repairs	530,000.00	530,000.00					
	Dams - Engineering	12,000.00	12,000.00					
	Replace Truck #54	54,500.00	54,500.00					
	Replace Truck #51	42,300.00	42,300.00					
	Highway Roller	30,000.00	30,000.00					
	Street Sign Replacements	20,000.00	20,000.00					
	Fisk Mill Bridge Design	50,000.00	50,000.00					
	Cemetery Mapping	5,000.00					5,000.00	
Water/Sewer	Sewer Capital Outlay	40,000.00			40,000.00			
	Water Capital Outlay	65,000.00			65,000.00			
Other	Finance Committee Reserve	25,000.00	25,000.00					
	Conservation Fund Contribution	5,000.00	5,000.00					
	OPEB Contribution	50,000.00		50,000.00				
	Wastewater Fund Supplement	25,000.00	25,000.00					
	TOTALS	\$ 1,991,933.00	\$ 1,444,156.00	\$ 50,000.00	\$ 145,777.00	\$ 320,000.00	\$ 5,000.00	\$ 27,000.00

Notes:
 * We are waiting for the WCR breakdown so the amounts attributable to the employees in the enterprise funds may change.
 Suggesting that we ask the State for a grant for the defibrillators
 Wastewater fund supplement reduced to \$25,000

Draft Revenue Budget FY 2016/2017

Account Number	Account Name	Revenue Category	FY 15/16 Budget	FY 15/16 YTD	FY 16/17 Requested	Dollar Difference	Percent Change
01-100-4611-1000	State Owned Land	Cherry Sht	\$ 173,994.00	\$ 72,495.00	\$ 175,495.00	\$ 1,501.00	0.86%
01-100-4614-1000	Abatements to Blind Vets	Cherry Sht	20,675.00	14,815.00	20,588.00	(87.00)	-0.42%
01-100-4620-1000	Chapter 70 - School Aid	Cherry Sht	19,248.00	8,020.00	19,248.00	-	0.00%
01-100-4667-1000	Veterans Benefits	Cherry Sht	3,954.00	12,146.00	3,954.00	-	0.00%
01-100-4671-1000	Unrestricted Government Aid	Cherry Sht	490,809.00	197,397.00	511,914.00	21,105.00	4.12%
01-100-4695-1000	Court Fines	F & F	11,000.00	9,535.00	11,000.00	-	0.00%
01-100-4698-1000	Miscellaneous State RMV	Misc State	25,000.00	13,722.72	35,000.00	10,000.00	28.57%
01-100-4810-1000	Misc Revenue Surplus Equipment	Misc.	15,000.00	11,262.50	10,000.00	(5,000.00)	-50.00%
01-100-4840-1000	Miscellaneous Revenue	Misc.		242.25			#DIV/0!
01-100-4900-4200	Transfers In						#DIV/0!
01-122-4410-1000	Alcoholic Beverage Licenses - LR Lic & Perm	L&P	9,000.00	1,300.00	9,000.00	-	0.00%
01-122-4421-1000	Miscellaneous Licenses and Permits	L&P	4,500.00	200.00	4,500.00	-	0.00%
01-141-4320-1000	Fees - Assessors	Fees	650.00	120.00	650.00	-	0.00%
01-145-4110-2014	Personal Property - 2015	Taxes		3,429.16			#DIV/0!
01-145-4120-2014	Real Estate - 2015	Taxes		319,602.49			#DIV/0!
01-145-4142-1000	Tax Liens	Taxes		125,411.02			#DIV/0!
01-145-4150-2014	MV Excise FY 2015	Taxes		154,102.93			#DIV/0!
01-145-4171-1000	Penalties Interest - Property Taxes -LR Interest	P & I	75,000.00	36,410.14	75,000.00	-	0.00%
01-145-4172-1000	Penalties Interest - Excise Taxes -LR Interest	P & I	16,750.00	7,434.69	16,750.00	-	0.00%
01-145-4173-1000	Penalties Interest - Tax Liens - LR Interest	P & I	24,500.00	49,837.43	24,500.00	-	0.00%
01-145-4180-1000	Payments in Lieu of Taxes	Lieu	186.00	-	186.00	-	0.00%
01-145-4320-1000	Treasurer Collector Fees	Fees	8,000.00	3,816.58	8,000.00	-	0.00%
01-145-4320-1100	Tax Title Redemption	Fees	600.00	425.00	600.00	-	0.00%
01-145-4820-1000	Interest on Deposits	Invest Inc.	7,500.00	2,038.78	7,500.00	-	0.00%
01-161-4320-1000	Town Clerk Fees	Fees	16,000.00	5,035.00	17,700.00	1,700.00	9.60%
01-175-4320-1000	Planning Board Filing Fees	Fees	2,000.00	1,700.00	2,000.00	-	0.00%
01-210-4320-1000	Police Department Misc. Fees	Fees	65,000.00	51,446.70	84,293.00	19,293.00	22.88%
01-210-4770-1000	Parking Fines	Fees	1,200.00	205.00	1,000.00	(200.00)	-20.00%
01-220-4320-1000	Fees - Fire Department	Fees	15,300.00	6,937.94	10,000.00	(5,300.00)	-53.00%
01-220-4400-4400	Burning Permit Fees	L&P	4,500.00	-	4,500.00	-	0.00%
01-231-4272-1000	Ambulance Service - LR Other Dept Rev	Oth Dep Rev	245,000.00	106,503.78	250,000.00	5,000.00	2.00%
01-241-4450-1000	Building Permits	L&P	80,000.00	71,925.93	150,000.00	70,000.00	46.67%
01-245-4460-1000	Plumbing Gas Permits	L&P	17,000.00	8,855.00	19,000.00	2,000.00	10.53%
01-245-4470-1000	Electrical Permits	L&P	25,000.00	11,352.24	27,000.00	2,000.00	7.41%
01-422-4320-1000	DPW Fees	Fees	1,200.00	1,000.00	1,500.00	300.00	20.00%
01-491-4271-1000	Cemetery Burials - LR Other Dept Rev	Oth Dep Rev	11,000.00	7,800.00	11,000.00	-	0.00%
01-491-4320-1100	Registering Deeds	Oth Dep Rev	200.00	75.00	200.00	-	0.00%

Account Number	Account Name	FY 15/16 Budget	FY 15/16 YTD	FY 16/17 Requested	Percent Change
01-510-4450-1000	Board of Health Permits	11,000.00	3,395.00	11,000.00	-
01-510-4454-1000	Trash Stickers - Board of Health	190,000.00	89,200.00	190,000.00	0.00%
01-610-4200-4400	Blackstone Valley Nursing Contract	3,000.00	5,612.22	13,600.00	0.00%
	Passports	2,000.00	856.25	2,000.00	77.94%
	TOTALS	\$1,590,766.00	\$1,415,663.75	\$1,728,678.00	7.98%
Water Fund					
60-450-4211-1000	Usage Charges				
	Retained Earnings	\$ 568,473.00	\$ 348,511.63	\$ 580,655.87	
	Water Interest	\$ 50,000.00		\$ 50,000.00	
	Water Liens		1,747.03		
	Connection Fees		3,282.64		
	Water Surcharge Interest		60,369.92	24,000.00	
	Water Surcharge		673.70		
	Water Surcharge Lien	303,035.00	94,454.82	266,438.00	
	Miscellaneous Revenue		1,211.42		
	Other Sources Financing In		6,179.91		
		202,785.00	202,785.00	201,438.00	
		\$1,124,293.00	\$ 719,216.07	\$1,122,531.87	
Wastewater Fund					
61-440-4246-1000	User Charges				
	Retained Earnings	\$ 443,933.00	\$ 219,848.79	\$ 454,193.91	
	Waste Water Interest	\$ 30,000.00		\$ 30,000.00	
	Connection Fees		1,347.71		
	Waste Water Surcharge Interest		112,000.00	48,000.00	
	Waste Water Liens		397.58		
	Waste Water Surcharge	156,474.00	2,125.08		
	Waste Water Surcharge Liens		57,068.37	166,754.00	
	Other Sources Financing In (Gen. Fund 1/2 debt)	126,224.00	749.16		
	General Fund Supplement	58,934.00	185,158.00	126,753.50	
		\$ 815,565.00	\$ 578,694.69	\$ 850,701.41	
	* Revenue is as of November 30, 2015				

WARRANT ARTICLE LIST - FY 16/17 Budget

1/29/2016

Department	Item	Total Cost	Plan & Appropriate	From Cash	Water Sewer	Borrowing	CFC	Other
Selectmen	Worcester County Retirement*	\$ 449,983.00	\$ 409,206.00		\$ 40,777.00			
Fire Department	Replace Rescue Truck	195,000.00	195,000.00					
	Turnout Gear	21,150.00	21,150.00					
	Tile Floor Replacement							
Police	Radio Replacement	25,000.00	25,000.00					
	Defibrillator Replacements	27,000.00						27,000.00
Public Works	Chapter 90 Funding	320,000.00				320,000.00		
	Road repairs	530,000.00	530,000.00					
	Dams - Engineering	12,000.00	12,000.00					
	Replace Truck #54	54,500.00	54,500.00					
	Replace Truck #51	42,300.00	42,300.00					
	Highway Roller	30,000.00	30,000.00					
	Street Sign Replacements	20,000.00	20,000.00					
	Fisk Mill Bridge Design	50,000.00	50,000.00					
	Cemetery Mapping	5,000.00						5,000.00
Water/Sewer	Sewer Capital Outlay	40,000.00			40,000.00			
	Water Capital Outlay	65,000.00			65,000.00			
Other	Finance Committee Reserve	25,000.00	25,000.00					
	Conservation Fund Contribution	5,000.00	5,000.00					
	OPEB Contribution	50,000.00		50,000.00				
	Wastewater Fund Supplement	30,000.00	30,000.00					
	TOTALS	\$ 1,996,933.00	\$ 1,449,156.00	\$ 50,000.00	\$ 145,777.00	\$ 320,000.00	\$ 5,000.00	\$ 27,000.00

Notes:
 * We are waiting for the WCR breakdown so the amounts attributable to the employees in the enterprise funds may change.
 Suggesting that we ask the State for a grant for the defibrillators
 Wastewater fund supplement reduced to \$30,000

Code Enforcement Department

Fiscal 2016-2017 Proposed Operating Budget



**Patrick H. Roche
Inspector of Buildings**

January 1, 2016

Upton Code Enforcement Department - Fiscal 2017 Proposed Operating Budget

Budget Statement

The FY-2016/2017 requested budget for the Code Enforcement Department reflects increases in wages for two reasons. First is an increase in permit compensation of 15% to compensate for the number of electrical and plumbing/gas inspections derived from new construction and renovations. There is also a 2% cost of living adjustment for all employees, and an increase of one hour/week for the schedule of the Department Coordinator. The additional hour will ensure that next fiscal year all offices can open at 8:00 AM each day. There are no changes to other departmental expenses. There is a significant increase in permit revenue anticipated due to new home construction in several subdivisions.

73	CODE ENFORCEMENT DEPT	FY-15 Total	FY-16 Requested	\$Change	%Change
74	Wages	142,013.60	150,004.25	7,990.65	5.63%
75	Salaries	-			
76	Other Expense Detail				
77	Continuing Education	1,500.00	1,500.00	0.00	0.00%
78	Mileage	7,000.00	7,000.00	0.00	0.00%
79	Miscellaneous	13,500.00	13,500.00	0.00	0.00%
80	Office Expenses	1,500.00	1,500.00	0.00	0.00%
Total Departmental Expense		165,513.60	173504.25	7,990.65	4.83%

Wages – Line Item – Account# 01-241-5100-5100

The wages line item consists of Code Enforcement wages, stipends and projected per inspection compensation.

LINE ITEM 74 Wages	FY-16 Total	FY-17 Requested	\$ Change	% Change
Code Enforcement Wages				
Inspector of Buildings	30,280.25	30,885.86	605.61	2.00%
Local Inspector	15,958.51	16,277.68	319.17	2.00%
Plumbing & Gas Inspector	6,383.40	6,511.07	127.67	2.00%
Assistant Plumbing & Gas Inspector	3,191.70	3,255.53	63.83	2.00%
Wiring Inspector	6,383.40	6,511.07	127.67	2.00%
Assistant Wiring Inspector	3,191.70	3,255.53	63.83	2.00%
Department Coordinator	41,320.02	43,185.14	1865.12	4.51%
Department Assistant	4,194.62	4,347.37	152.75	3.64%
Per Inspection Compensation	31,110.00	35,775.00	4,665.00	15.00%
Wages	142,013.60	150,004.25	7,990.65	5.63%

Upton Code Enforcement Department - Fiscal 2017 Proposed Operating Budget

Continuing Education & Training

All inspectors are mandated to receive ongoing training in their in their respective fields in order to maintain their licensure & certification

Continuing Education & Training	
Seminars, Conferences & Certification Courses	1,500.00
Code Enforcement Training	1,500.00

Miscellaneous Expenses # Item 79 – Account # 0100-241-5400-5421

This line item has been level funded. This account is used for general expenses and supplies to support the Code Enforcement Department as outlined below.

Code Enforcement - Miscellaneous Expense	
Wireless Communications & Tablets	
Business Cards	
Dues, Subscriptions, Books & Memberships	
Official Notice Cards	
Hearings Posted in Newspaper	
Electrical Testers, Meters, Replacement Batteries & Other Related Equipment	
Equipment Service & Repair	
Yearly Code Updates	
GeoTMS Monthly Fees	
Monthly Tablet Charges	
Code Enforcement Miscellaneous Expense	15,500.00

Revenue Budget:

Acct No.	Revenue Source	FY-16 Total	FY-17 Estimated	\$Change	%Change
4450	Building Permits	80,000.00	150,000.00	70,000.00	86.00%
4470	Wiring Permits	25,000.00	27,000.00	2,000.00	8.00%
4460	Plumbing & Gas Permits	17,000.00	19,000.00	2,000.00	11.5%
Total Revenues		122,000.00	196,000.00	74,000.00	59.87%

Building Permits - Item #1 - Line Item Account# 0100-241-4450-1000

This revenue was adjusted to reflect anticipated increase in Building permits due to the completion of the Crosswinds and Rockwood Meadows subdivisions.

Revenue Item #1 **\$150,000.00**

Wiring Permits - Item #2 - Account# 0100-241-4470-1000

This revenue was adjusted to reflect the increase in electrical work related to new buildings and renovations of existing properties.

Revenue Item #2 **\$27,000.00**

Plumbing/Gas Permits - Item #3 - Account # 0100-241-4460-1000

This revenue was adjusted to reflect the increased amount of plumbing and gas work related to new buildings and renovations of existing properties.

Revenue Item #3 **\$19,000.00**

Conservation Commission

Fiscal 2016-2017 Proposed Operating Budget



Conservation Commission

January 1, 2016

Conservation Commission - Fiscal 2017 Proposed Operating Budget

	<u>Current (15/16)</u>	<u>Proposed (16/17)</u>
Wages	\$19,556	\$19,912
<u>Details:</u>		
Admin Assistant	\$ 8,375	\$ 8,508
Agent Wages	\$11,181	\$11,404
Expenses	\$ 7,500	\$ 7,500
<u>Details:</u>		
Expense Budget	\$ 1,600	\$ 1,600
Conservation Land Maint.	4,300	4,800
Open Space Committee	500	500
Stewardship Committee	1,000	500
Beaver Management	\$ 8,000	\$ 8,000
Conservation Fund	\$ 2,000	\$ 5,000

Budget Justification:

Wages:

Conservation Commission Administrative Assistant

This person assists the Conservation Commission with administering the Wetlands Protection Act, Upton Storm water By-Law, and protecting natural resource issues in Upton. The budget includes a 2% COLA as is being included for all employees.

Conservation Agent

The agent position is crucial to monitoring project sites and insuring the Town of Upton is in compliance with the Massachusetts Wetland Protection Act, Upton Storm water By-Law and related state/federal laws. The filing fees are not sufficient to support the pay of a competitive wage to a competent professional with the needed experience. Projects such as subdivisions take at least 6 years of monitoring, in which the filing fees which are set by the state are not sufficient. Many of the activities required and performed by the Conservation Commission are not covered by a fee. Building permit sign-offs, certificate of compliance issuance, enforcement orders, and monitoring of projects do not have an associated fee which offsets the cost of an agent but must be done. These fall under the category of an unfunded mandate. Changes in the requirements of the Planning Board for more Large-Lot Frontage Reduction Variances which require wetland and natural resource reports; Code Enforcement Department building permit sign-offs, supporting requests of the Assessor's Office, and subdivision monitoring make the agent position critical. This position has been contracted with Ashland until this year. That relationship

Conservation Commission - Fiscal 2017 Proposed Operating Budget

is ending and we are exploring a new regional agreement with Northbridge. Until that is determined the increase budgeted is the same 2% COLA as all other positions.

Expenses:

Expense Budget

This budget is level funded and pays for mailing of legal documents, legal ads, and supplies required to maintain documents required by the Wetlands Protection Act. MACC memberships, Upton Wetland Bylaw, and Upton Storm Water Bylaw.

Conservation Land Maintenance Fund

Funds to be used to assist in maintenance of town conservation land, Stefan's Property and other parcels managed by the Land Stewardship Committee. Expenses may include, but are not limited to, constructing foot bridges, signage, clean up activities, disposal fees of materials from clean up activities, repairing ruts, installation of water bars on trails with erosion problems, mowing of fields to maintain meadow ecosystem, snow plowing, trail markers, necessary filings and advertising for projects, and enhancement and expansion of community gardens.

Open Space Committee

Funds will be used to assist in informing residents of Upton about town conservation land and related educational programming. Attending relevant workshops, office supplies, copying costs, postage, creation and distribution of informational fliers, advertisements for activities and public meetings, necessary filings, and materials needed to produce trail guides.

Stewardship Committee

Funds will also be used to assist in informing residents of Upton about town conservation land. Attending relevant workshops, office supplies, copying costs, trail markers, postage, creation and distribution of informational fliers, advertisements for activities and public meetings, necessary filings, materials needed for stewardship activities and projects.

Conservation Fund

Funds to be used to assist in acquisition and management of town conservation land (not covered under CPA) as authorized by the Conservation Commission Act. The current balance in the fund is approximately \$7,800 and is below historic levels.

Beaver Management

Employ various management techniques to manage Upton increasing beaver population targeting environmentally sensitive areas; well fields, preventing flooding or damage to town roads. This line item is level funded.

Council on Aging

Fiscal 2016-2017 Proposed Operating Budget



**Janice Read Nowicki
Director**

January 22, 2016

Budget Statement

Research shows that older adults who participate in senior center programs can learn to manage and delay the onset of chronic disease and experience measurable improvements in their physical, social, spiritual, emotional, mental and economic well-being. We provide services to address these issues in the following areas:

- Health, Fitness and Wellness
- Information, Referral and Assistance
- Meals and Nutrition
- Transportation Services
- Social and Recreational Activities
- Education and Arts Programs
- Intergenerational Programs

The role of the Center is evolving as we seek to meet the increasing needs of all of the residents of Upton. According to the Federal 2010 Census the total population for Upton is 7,542. The senior count, residents age 60 and over is 1,202. The number is expected to continue growing through the year 2050. As previously stated we provide services for all residents of our community, regardless of age.

Budget increases are in fact minimal considering the services that we provide.

- The wage line reflects an increase in hours for the Social Services Coordinator from 37.5 hours to 40 hours/week.
- The other increase is the anticipated increase in the cost of cleaning services.

We receive a Formula Grant from the State in the amount of 10,818. This amount is based on the number of seniors in town. These funds supplement our budget and are used for transportation, utilities, office supplies, exercise programs, the MCOA conference, and our volunteer recognition.

In addition we received a State Walking Grant in the amount of \$600. We seek to find as many sources of funding as possible so that we can provide the best programs for our residents. During the past year we have increased our services and we do our best to be proactive as opposed to reactive, exploring different programs and activities that may be of interest.

Wages – Line Item COA – Account# 0100-541-5100-5100

The wage line reflects increasing current Social Services Coordinator's schedule from 37.5 to 40 hours as well as a 2.0% COLA for all employees.

An increase in the Social Service Coordinator's schedule is needed simply due to the demand and severity of the issues facing residents. This need is supported by the number of residents who have been seen. For example, some of the specific

Upton Council On Aging - Fiscal 2016/2017 Proposed Operating Budget

statistics for residents being helped between September, 2014 and December 2015 include the following:

General Information 339	SHINE (Insurance) 87	SMOC (Heat) 87
SNAP (Food Stamps) 119	Home Visits 42	Phone Help 295

More important than just the numbers are the individual stories. Many referrals were made for home services for elderly who are no longer able to care for themselves but wish to remain in their homes. Assistance has been provided to residents who present with housing issues (evictions, fire). We had a young mother who came in with her new born child and had no heat. These are just a few of the stories that we address weekly.

Transportation services have significantly increased during the past year. The current staffing meets the current need but I anticipate that this will change as the numbers continue to grow. Budget for 17 is for two drivers at 14 hours each. We are fortunate to have a volunteer driver as well.

Council On Aging	FY-16 Total	FY-17 Requested	\$Change	%Change
Wages	139,288	144,383	5,095	3.66%
Other Expense Detail				
Electricity	6,000	6,000	0	0.00%
Equipment Maintenance	1,375	1,375	0	0.00%
Heat (Gas)	7,800	7,800	0	0.00%
Membership Dues	300	300	0	0.00%
Office/Building Supplies	2,500	2,500	0	0.00%
Programming	6,000	6,000	0	0.00%
Rent	1	1	0	0.00%
Training	2,500	2,500	0	0.00%
Transportation (gas, maintenance, cell phone, upkeep)	6,000	6,000	0	0.00%
Water and Sewer	1,500	1,500	0	0.00%
Miscellaneous	2,000	2,000	0	0.00%
Computer Software Annual Maintenance	1,800	1,800	0	0.00%
Cleaning Service	5,824	6,000	176	3.02%
Telephones (Meal site)	960	960	0	0.00%
Total Departmental Expense	183,848	189,119	5,271	2.87%

Upton Council On Aging - Fiscal 2016/2017 Proposed Operating Budget

LINE ITEM 263 Wages	FY-16 Total	FY-17 Requested	\$ Change	% Change
Council On Aging Wages				
Director	59,463.52	60,421.29	957.77	1.61%
Social Services Coordinator	42,090.30	45,619.46	3,529.16	8.38%
Department Specialist	18,279.22	18,573.64	294.42	1.61%
Van Driver 1 (8 Hours)	5,558.59	0.00	(5,558.59)	(100.00%)
Van Driver 2 (10 Hours)	6,948.24	9,884.22	2,935.98	42.26%
Van Driver 3 (10 Hours)	6,948.24	9,884.22	2,935.98	42.26%
Proposed Wages	139,288.11	144,382.83	5,094.72	3.66%

Operating Budget – Line Item 107 – Account# 0100-541-5400-5421

01-541-5400-5421 – Operating Budget	
Electricity	6,000
Equipment Maintenance	1,375
Heat (Gas)	7,800
Membership Dues	300
Miscellaneous	2,000
Office/Building Supplies	2,500
Programming	6,000
Rent	1
Training	2,500
Transportation (gas, maintenance, cell phone, upkeep)	6,000
Water and Sewer	1,500
Computer Software Annual Maintenance	1,800
Cleaning Service	6,000
Telephones (Meal Site)	960
Operating Budget	44,736

Department of Public Works Highway Division

Fiscal Year 2017 Proposed Operating Budget



**Vincent J. Roy
Director of Public Works**

**John J. Johnson, Jr.
Highway Supervisor**

December 31, 2015

Upton DPW Highway Division - Fiscal 2017 Proposed Operating Budget

Budget Statement

The FY17 recommended budget for the DPW Highway Division reflects an increase of 4.24%. The additional funds are needed to meet anticipated labor obligations and anticipated increased expenses.

DPW Highway Division	FY '16 Total	FY '17 Requested	\$ Change	% Change
Salaries	\$422,662.24	\$422,251.40	(\$410.84)	(0.10%)
Other Expense Detail				
Animal Disposal	41,200.00	1,200.00	0.00	0.00%
DPW General Expense	25,008.00	26,008.00	1,000.00	4.00%
DPW Contracted Services	44,000.00	45,100.00	1,100.00	2.50%
DPW General Highway Materials	22,500.00	22,500.00	0.00	0.00%
DPW Oil & Paving	31,000.00	31,000.00	0.00	0.00%
DPW Snow Removal	210,000.00	220,000.00	10,000.00	4.76%
DPW Building Utilities	27,260.00	27,910.00	650.00	2.38%
DPW Building Maint	8,500.00	8,500.00	0.00	0.00%
DPW Radio Maintenance	1,250.00	1,250.00	0.00	0.00%
DPW Training	1,800.00	2,450.00	650.00	36.11%
DPW Clothing Allowance	4,200.00	4,200.00	0.00	0.00%
DPW Professional Services	15,000.00	15,000.00	0.00	0.00%
Vehicle Fuel	27,462.50	25,500.00	(1,962.50)	(7.15%)
Vehicle Maintenance/Repair	32,000.00	33,000.00	1,000.00	3.13%
Storm Water Maintenance	24,000.00	50,000.00	26,000.00	108.33%
Total DPW Highway Division	\$897,842.74	\$935,869.40	\$38,026.66	4.24%

Upton DPW Highway Division - Fiscal 2017 Proposed Operating Budget

Wages – Account # 0100-421-5100-5100

The Wages line for FY17 accommodates anticipated labor rate changes. This line consists of DPW Highway Division wages, overtime, and related labor expenses. The reduction in DPW overtime is a reallocation of overtime worked in the Parks and Cemetery Divisions.

	FY '16 Total	FY '17 Requested	\$ Change	% Change
Wages				
Director of Public Works (50%)	\$51,397.40	\$52,225.26	\$827.86	1.61%
Highway Supervisor	75,040.99	76,249.67	1,208.68	1.61%
Department Specialist (50%)	24,041.67	24,428.91	387.24	1.61%
Clerical Fill in (50%)	1,845.00	2,203.02	358.02	19.40%
Equipment Operator	46,285.97	47,031.49	745.52	1.61%
Equipment Operator	46,285.97	47,031.49	745.52	1.61%
Equipment Operator	46,285.97	47,031.49	745.52	1.61%
Equipment Operator	46,285.97	47,031.49	745.52	1.61%
Mechanic / Equip Operator	60,203.83	61,173.52	969.69	1.61%
DPW OT	16,913.00	9,649.92	(7,263.08)	(42.94%)
On Call Stipend	5,683.67	5,775.41	91.74	1.61%
Working Foreman Differential	1,672.80	1,699.73	26.93	1.61%
DPW Longevity	720.00	720.00	0.00	0.00%
Total Wages	\$422,662.24	\$422,251.40	(\$410.84)	(0.10%)

Animal Disposal – Account # 0100-299-5200-5241

The Animal Disposal line has been level funded for FY17. This line item covers routine transportation and disposal of animal carcasses.

Animal Disposal	
Animal Disposal	\$1,200.00
Total Animal Disposal	\$1,200.00

Upton DPW Highway Division - Fiscal 2017 Proposed Operating Budget

DPW General Expense – Account # 0100-422-5400-5421

The DPW General Expense line has been increased by \$1,000 to budget sufficiently for general expenses.

DPW General Expense	
Advertising	\$600.00
Supplies	6,500.00
Postage	250.00
Licenses and dues	1,250.00
Safety	2,250.00
Software support	1,000.00
Trailer Rental	7,368.00
Office Equipment	4,990.00
Misc	1,800.00
Total DPW General Expense	\$26,008.00

DPW Contracted Services – Account # 0100-422-5200-5242

The DPW Contracted Services line has been level funded for FY17. This line covers recurring costs associated with roadside mowing, road surface marking/painting, and maintenance for traffic signalization equipment maintenance; it also provides for contractor response to one non-snow related storm including tree removal, roadside debris clearing and stump removal.

DPW Contracted Services	
Roadside Mowing	\$17,600.00
Line Painting	14,000.00
Traffic Lights	2,500.00
Storm Response	10,000.00
Misc	1,000.00
Total DPW Contracted Services	\$45,100.00

DPW General Highway Materials – Account # 0100-422-5400-5530

The DPW General Highway Materials line has been level funded for FY17. This line item covers recurring purchases of supplies including gravel, drainage structures, pipe, etc.

DPW General Highway Materials	
DPW General Highway Materials	\$22,500.00
Total DPW General Highway Materials	\$22,500.00

Upton DPW Highway Division - Fiscal 2017 Proposed Operating Budget

DPW Oil & Paving – Account # 0100-422-5400-5531

The DPW Oil & Paving line has been level funded for FY17. This line item covers recurring highway maintenance expenditures for paving repairs and associated work.

DPW Oil & Paving	
DPW Oil & Paving	\$31,000.00
Total DPW Oil & Paving	\$31,000.00

DPW Snow Removal – Account # 0100-423-5400-5535

The DPW Snow Removal line has been increased by \$10,000 for FY17 given the trend towards more severe winter weather and thus costs. This line item covers purchases of salt, sand, chemicals, plow blades, repairs, winter fuel, the hiring of private contractors and overtime costs associated with snow removal.

DPW Snow Removal	
DPW Snow Removal	\$220,000.00
Total DPW Snow Removal	\$220,000.00

DPW Building Utilities – Account # 0100-422-5200-5210

The DPW Building Utilities line has been increased by 2.4% to cover electrical cost based on prior year kwh usage. The communication line was reduced by \$1,500 from the previous year based on the current plan with AT & T. All other utilities remain level funded for FY17.

DPW Building Utilities	
Electric	\$15,650.00
Heating Fuel	8,200.00
Communications	3,200.00
Water	600.00
Misc	260.00
Total DPW Building Utilities	\$27,910.00

DPW Building Maint – Account # 0100-422-5200-5241

The DPW Building Maintenance line has been level funded for FY17 and covers the routine maintenance of the DPW facility and surrounding grounds.

DPW Building Maintenance	
DPW Building Maintenance	\$8,500.00
Total DPW Building Maintenance	\$8,500.00

DPW Radio Maintenance – Account # 01-422-5200-5240

The DPW Radio Maintenance line has been level funded for FY17. This line covers the routine maintenance of the DPW communication system.

Upton DPW Highway Division - Fiscal 2017 Proposed Operating Budget

DPW Radio Maintenance	
DPW Radio Maintenance	\$1,250.00
Total DPW Radio Maintenance	\$1,250.00

DPW Training – Account # 0100-422-5200-5313

The DPW Training line has been increased by \$650.00 for FY17 for anticipated training cost. This line provides for employee skill development and required license maintenance.

DPW Training	
DPW Training	\$2,450.00
Total DPW Training	\$2,450.00

DPW Clothing Allowance – Account # 0100-422-5400-5581

The DPW Clothing Allowance line has been level funded for FY17. This line provides for contractually negotiated clothing allowance obligations.

DPW Clothing Allowance	
DPW Clothing Allowance	\$4,200.00
Total DPW Clothing Allowance	\$4,200.00

DPW Professional Services – Account # 0100-421-5200-5200

The DPW Professional Services line has been level funded for FY17. The line provides for survey work, digital mapping, planning and engineering services related to the Town's roads, dams, drainage structures, public parking, curbing/sidewalks, signs, and guardrails as required.

DPW Professional Services	
DPW Professional Services	\$15,000.00
Total DPW Professional Services	\$15,000.00

Vehicle Fuel – Account # 0100-422-5400-5481

The Vehicle Fuel line has been reduced by 7.1% from the previous fiscal year funding. The reduction is due to the decrease in fuel prices and actual consumption of fuel. This line provides for non-snow related unleaded and diesel fuel utilized by the DPW Highway Division.

Vehicle Fuel	
Vehicle Fuel	\$25,500.00
Total Vehicle Fuel	\$25,500.00

Upton DPW Highway Division - Fiscal 2017 Proposed Operating Budget

Vehicle Maintenance/Repair – Account # 0100-422-5400-5482

The Vehicle Maintenance/Repair line has been increased by 3% for FY17. The increase is due to past history of expenditures on vehicle repair work. This line item provides for routine maintenance and repairs of all DPW Highway Division rolling stock.

Vehicle Maintenance/Repair	
Vehicle Maintenance/Repair	\$33,000.00
Total Vehicle Maintenance/Repair	\$33,000.00

Stormwater Maintenance – Account # 0100-450-5400-5534

The Storm Water Maintenance line reflects a requested 108% increase for FY17 for the new regulatory requirements associated with the Town's MS4 permit. This line item provides for routine maintenance of the Town's drainage system and is a federal mandate imposed by the Environmental Protection Agency (EPA). The Town will be required to sweep streets and clean catch basins more frequently. The costs for outfall testing and membership in the regional storm water coalition have been transferred here instead of a separate warrant article because they have become a routine annual expense.

Stormwater Maintenance	
Detention Basins	\$4,000.00
Street Sweeping	15,000.00
Catch Basin Cleaning	18,000.00
Disposal	4,000.00
Outfall Testing	5,000.00
CMRSWC Fee	4,000.00
Total Stormwater Maintenance	\$50,000.00

Revenue Budget – Account # 0100-422-4320-1000

The DPW Revenue line has been level funded for FY17. This line is for anticipated fees for permits issued for street openings and new driveways.

Revenue Source	
DPW Highway Division Fees	\$1,500.00
Total DPW Highway Revenue	\$1,500.00

Department of Public Works Parks, Forestry & Cemeteries Division

Fiscal Year 2017 Proposed Operating Budget



**Vincent J. Roy
Director of Public Works**

**John J. Johnson, Jr.
Highway Supervisor**

December 31, 2015

Upton DPW PFC Division - Fiscal 2017 Proposed Operating Budget

Budget Statement

The FY17 recommended budget for the DPW Parks, Forestry & Cemeteries (PFC) Division has been increased by 7.02% to accommodate the following: anticipated labor and clothing allowance increases; anticipated increases in Health Insurance costs, and Medicare cost increases. Two new lines have also been added to reflect actual expenses in electricity and improvements to Heritage Park. Electricity cost had been previously expensed under the Highway Division.

DPW PFC Division	FY '16 Total	FY '17 Requested	\$ Change	% Change
Salaries	\$138,406.36	\$143,571.58	\$5,165.22	3.73%
Other Expense Detail:				
Cemetery Maintenance	\$20,000.00	20,120.65	120.65	0.60%
Forestry Expense	22,500.00	25,000.00	2,500.00	11.11%
Parks General Expense	1,400.00	3,320.00	1,920.00	137.14%
Parks Radio Maintenance	250.00	250.00	0.00	0.00%
Parks Training	400.00	400.00	0.00	0.00%
Parks Clothing Allowance	1,400.00	1,400.00	0.00	0.00%
Parks - Heritage Park	0.00	3,000.00	3,000.00	100.00%
Parks Lawn Maintenance	32,500.00	32,500.00	0.00	0.00%
Pest Control	1,500.00	1,500.00	0.00	0.00%
Vehicle Fuel	2,450.00	2,262.00	(188.00)	(7.67%)
Vehicle Maintenance/Repair	1,000.00	1,000.00	0.00	0.00%
Weed Control	6,500.00	10,000.00	3,500.00	53.85%
Total DPW PFC Division	\$228,306.36	\$244,324.23	\$16,017.87	7.02%

DPW PFC Wages – Account # 0100-294-5100-5100

The Wages line reflects anticipated labor cost increases. This line consists of DPW Parks, Forestry & Cemeteries Division wages, overtime, and related labor expenses. A new has been added to include overtime for Saturday burials (estimated at 15/year) and opening the entrance gate on weekends and holidays. The seasonal Parks line has been reduced to reflect the actual seasonal employment cost.

	FY '16 Total	FY '17 Requested	\$ Change	% Change
Wages				
Parks Laborer w/ Pesticide License	\$51,630.77	\$52,462.38	\$831.61	1.61%
Parks Laborer	40,043.24	40,688.21	644.97	1.61%
Summer Park Employees	16,120.00	16,120.00	0.00	0.00%
Seasonal Parks	16,383.60	11,000.00	(5,383.60)	(32.86%)
Parks OT	3,788.75	7,915.95	4,127.20	108.93%
Cemetery OT		4,776.96	4,776.96	100.00%
Working Foreman Differential	10,440.00	10,608.08	168.08	1.61%
Total Wages	\$138,406.36	\$143,571.58	\$5,165.22	3.73%

Cemetery Maintenance – Account # 0100-491-5200-5241

The Cemetery Maintenance line has been increased by 0.6% for FY17 which includes a new line for electric utility billing. This utility has been broken out of the Highway Division for accounting purposes. This line provides for aeration, fertilization, pest control, grass, trees/shrubbery road/path maintenance, and other related costs associated with maintaining both the active and historic cemeteries.

Cemetery Maintenance	
Cemetery Maintenance	20,000.00
Electric	120.00
Total Cemetery Maintenance	\$20,120.00

DPW Parks General Expense – Account # 0100-294-5400-5422

The Parks General Expense line has been increased by \$1,920 for FY17 which includes a new line for electric utility billing. This utility has been transferred out of the Highway Division for accounting purposes. This Parks General Expense line provides for supplies, employee licenses and dues, safety equipment, and other minor miscellaneous items.

DPW Parks General Expense	
Supplies	500.00
Electric	1,920.00
Licenses and dues	450.00
Safety	250.00
Misc	200.00
Total DPW Parks General Expense	\$3,320.00

DPW Parks Radio Maintenance – Account # 0100-294-5200-5240

The Parks Radio Maintenance line has been level funded for FY17. This line covers the routine maintenance of the DPW Parks, Forestry & Cemeteries Division communication system.

DPW Parks Radio Maintenance	
DPW Parks Radio Maintenance	250.00
Total DPW Parks Radio Maintenance	\$250.00

DPW Parks Training – Account # 0100-294-5200-5313

The Parks Training line has been level funded for FY17. This line provides for employee skill development and required license maintenance.

DPW Parks Training	
DPW Parks Training	400.00
Total DPW Parks Training	\$400.00

Upton DPW PFC Division - Fiscal 2017 Proposed Operating Budget

DPW Parks Clothing Allowance – Account # 0100-294-5400-5581

The Parks Clothing Allowance line has been level funded for FY17. This line provides for contractually negotiated clothing allowance obligations for employees.

DPW Parks Clothing Allowance	
DPW Parks Clothing Allowance	1,400.00
Total DPW Parks Clothing Allowance	\$1,400.00

DPW Parks – Heritage Park – New Account

A new line item is included to budget for Heritage Park. It is recommended that an entrance gate be installed so the park can be closed at night at a cost of about \$1,000, and a budget for the purchase of planting materials or other minor items needed for maintenance (\$2,000.00).

DPW Parks – Heritage Park	
	3,000.00
Total DPW Heritage Park	\$3,000.00

Forestry Expense – Account # 0100-294-5200-5311

The Forestry Expense line reflects a requested 11% increase to accommodate additional tree work needed throughout Town. This line provides for maintenance of trees within the Town's right-of-way and removal of dead or hazardous trees.

Forestry Expense	
Forestry Expense	25,000.00
Total Forestry Expense	\$25,000.00

Parks Lawn Maintenance – Account # 0100-650-5200-5242

The Parks Lawn Maintenance line has been level funded for FY17. This line is for the care and maintenance of the Town's various recreational fields and facilities.

Parks Lawn Maintenance	
Parks Lawn Maintenance	32,500.00
Total Parks Lawn Maintenance	\$32,500.00

Pest Control – Account # 0100-294-5200-5312

The Pest Control line has been level funded for FY17. This line is for the treatment of pests within the Town's right-of-way.

Pest Control	
Pest Control	1,500.00
Total Pest Control	1,500.00

Upton DPW PFC Division - Fiscal 2017 Proposed Operating Budget

DPW PFC Vehicle Fuel – Account # 0100-294-5400-5481

The Vehicle Fuel line reflects a requested 7.7% decrease from the previous fiscal year. The decrease is due to a reduction in fuel cost. This line provides for unleaded and diesel fuel utilized by the DPW Parks, Forestry & Cemeteries Division.

DPW PFC Vehicle Fuel	
DPW PFC Vehicle Fuel	2,262.00
Total DPW PFC Vehicle Fuel	\$2,262.00

DPW PFC Vehicle Maint. – Account # 0100-294-5400-5482

The Vehicle Maintenance/Repair line has been level funded for FY17. This line item provides for routine maintenance and repairs of all DPW Parks, Forestry & Cemeteries Division rolling stock.

DPW PFC Vehicle Maintenance/Repair	
DPW PFC Vehicle Maintenance/Repair	1,000.00
Total DPW PFC Vehicle Maintenance/Repair	\$1,000.00

Aquatic Weed Control – Account # 0100-171-5200-5301

The Weed Control line has been increased from the FY16 budget to provide additional treatment a Pratt Pond. This line is managed by the Aquatic Weed Control Committee.

Aquatic Weed Control	
Aquatic Weed Control	10,000.00
Total Aquatic Weed Control	\$10,000.00

Emergency Management Department

Fiscal 2016-2017 Proposed Operating Budget



**Brian Kemp
Emergency Management Director**

January 1, 2016

Upton Emergency Management - Fiscal 2016/2017 Proposed Operating Budget

Budget Statement

The FY2017 budget requested by the Emergency Management Director reflects a level services budget. The only change is a COLA as included for all employees.

137	Emergency Management Dept.	FY-16	FY-17 Requested	\$Change	%Change
138	Wages	6,791.27	6,819.49	28.22	0.42%
139	Salaries			0	0.00%
140	Other Misc Expense Detail	500.00	500.00	0	0.00%
141	Miscellaneous	2,500.00	2,500.00	0	0.00%
142	Code Red Notification System	6,510.00	6,510.00	0	0.00%
143	Total Department Expense	16,301.27	16,329.49	28.22	0.17%

Emergency Management Wages – Line Item 138– Account # 0100-291-5100-5100

The wages line item consists of wages for the Emergency Management Director for FY2017.

LINE ITEM 138 Wages	FY-16 Total	FY-17 Requested	\$ Change	% Change
Emergency Management Wages				
Director	6,791.27	6,819.49	28.22	0.42%
Wages				

Emergency Management Misc Expense – Line Item 140 – Account # 0100-291-5400-5535

This line item covers membership dues for the Blackstone Valley Regional Emergency Planning Committee. Upton is required to have a Local Emergency Planning Committee and has entered into agreement with the towns of Grafton, Northbridge, Sutton and Millbury to form the BVREPC.

LINE ITEM 140 - Expense	FY-16 Total	FY-17 Requested	\$ Change	% Change
Emergency Management Misc Expense				
BVREPC Dues	500.00	500.00	0.00	0.00%
Total				

Fire - EMS Department
Fiscal 2016 - 2017
Proposed Operating Budget



Upton Fire – EMS Department
Aaron Goodale, Fire–EMS Chief

January 1, 2016

Upton Fire EMS Department - Fiscal 2016/2017 Proposed Operating Budget

Fire Budget Statement

The FY- 17 proposed budget for the Fire Department includes contractual and non-contractual wage increases for staff members as well as contractual operational expense increases. This budget proposal reflects a 52.2 week fiscal year. The proposed budget includes an overall 1.25% increase for the Fire Department in FY-17.

183	FIRE DEPARTMENT	FY-16 Total	FY:17 Requested	\$ Change	% Change
184	Wages	660,646.77	670,250.01	9,603.24	1.45%
185	Salaries	0	0		0%
186	Other Expense Detail	0	0		0%
187	Building Maintenance	18,000	20,000	2,000	11.11%
188	Clothing Allowance	5,600	5,900	300	5%
189	Copier / Computer Maintenance	2,200	2,200	0	0%
190	Fire Alarm Maintenance	1,000	1,000	0	0%
191	Forest Fire Expenses	4,000	4,000	0	0%
192	Fuel Expense	10,280	9,000	(1,280)	(12.45%)
193	Fire Department General Expense	17,875	17,875	0	0%
194	New Equipment	15,500	15,500	0	0%
195	Radio Maintenance	3,000	3,000	0	0%
196	Training Expense	6,000	6,000	0	0%
197	Utilities Expense	32,500	35,000	2,500	7.69%
198	Vehicle Maintenance	30,000	30,000	0	0%
199	Total Fire Department Expense	\$809,601	\$819,725	\$10,124.24	1.25%

Upton Fire EMS Department - Fiscal 2016/2017 Proposed Operating Budget

Wages – Line Item 180 Fire– Account # 0100-220-5100-5100

LINE ITEM 180 WAGES	FY - 16 Total	FY- 17 Requested	\$ Change	% Change
Assistant Fire Chief	12,515.25	12,515.25	0	0%
Deputy Chief	0.00	0.00	0	0%
EMT Financial Assistant	52,651.52	52,450.56	(200.96)	(0.38%)
Fire Alarm Tech License	600	600	0	0%
Fire Captain	5,100	5,100	0	0%
Fire Captain	0	0	0	0%
Fire Chief	104,860	106,957	2,097	1.65%
Certified Lead Fire Inspector	400	400	0	0%
Certified Fire Instructor I & II	0	1,000	0	100%
Fire Lieutenant	4,100	4,100	0	0%
Fire Lieutenant	4,100	4,100	0	0%
Fire Lieutenant	4,100	4,100	0	0%
Fire Lieutenant	4,100	4,100	0	0%
Fire Officer I & II	900	0	-900	(100%)
Firefighter # 1	2,100	2,100	0	0%
Firefighter # 2	2,100	2,100	0	0%
Firefighter # 3	2,100	2,100	0	0%
Firefighter # 4	2,100	2,100	0	0%
Firefighter # 5	2,100	2,100	0	0%
Firefighter # 6	2,100	2,100	0	0%
Firefighter # 7	2,100	2,100	0	0%
Firefighter # 8	2,100	2,100	0	0%
Firefighter # 9	2,100	2,100	0	0%
Firefighter # 10	2,100	2,100	0	0%
Firefighter # 11	2,100	2,100	0	0%
Firefighter # 12	2,100	2,100	0	0%
Firefighter # 13	2,100	2,100	0	0%
Firefighter # 14	2,100	2,100	0	0%
Firefighter # 15	2,100	2,100	0	0%
Firefighter # 16	2,100	2,100	0	0%
Firefighter # 17	2,100	2,100	0	0%
Firefighter # 18	2,100	2,100	0	0%
Firefighter # 19	2,100	2,100	0	0%
Firefighter # 20	2,100	2,100	0	0%
Firefighter # 21	2,100	2,100	0	0%

Upton Fire EMS Department - Fiscal 2016/2017 Proposed Operating Budget

Firefighter / EMT - Career	58,579	59,751	1,172	2%
Firefighter / EMT - Career	58,579	59,751	1,172	2%
Firefighter / EMT - Career	58,579	59,751	1,172	2%
Firefighter / Paramedic	57,430	58,579	1,149	2%
Firefighter / Paramedic	57,430	58,579	1,149	2%
Career Paramedic	6,000	6,000	0	0%
Career EMT	0	1,950	1,950	100%
Holidays x 11	16,314	24,283	7,969	49%
Hourly Compensation	71,400	72,828	1,428	2%
Safe Coordinator	300	500	200	67%
Longevity x 3 employees	800	1,100	300	38%
Fire Overtime	36,399	26,010	-10,389	-29%
Fire Insp. Level I- Credentialing x 4 employees	1,310	1,645	335	26%
Proposed Wages FY - 17	\$ 660,646.77	\$670,250.01	\$9,603.24	1.45%

Fire Longevity

This line item includes contractual longevity payments to employees with ten or more years of service.

Firefighter Longevity	\$1,100
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Fire Department Wages and Overtime:

The Fire Wages line item consists of wages, stipends, overtime, and incentive program expenses.

The Department provides on call Company coverage each night utilizing four rotating on call Companies primarily from 9:00PM to 6:00AM. The majority of our staff are on-call firefighters and EMT's who respond to emergency calls from their home, work, etc. Due to the nature of operating a fire department with on call staff, it is not possible to calculate with any degree of certainty the cost of operating the Department. This is in part due to fact that we do not know how many calls we will respond to during the year or how many staff members will respond to each incident. A 2% cost of living increase has been added to wages for contractual and non-contractual employees for FY-17.

The contract provides a stipend for Fire Officer I and II that is paid one time for members who achieve this level of certification. We do not have any members who will receive this certification this year so funding is not requested for FY-17.

Upton Fire EMS Department - Fiscal 2016/2017 Proposed Operating Budget

Our career staff have a contractual cost of living increase of 2 % for FY-17.

Our three contractual career Firefighter / EMT's receive a \$650 annual stipend for their EMT Certification that was not funded in the past.

The SAFE coordinator contractual annual stipend is \$500 previously budgeted at \$300.

Our contractual career staff will be working 365 days per year now in accordance with their contract. The increase in Holiday Pay reflects this staffing change.

A 2% cost of living increase has been added to the Hourly Compensation line approved for FY-16 and FY-17 Fire Wages.

We have two contractual members who are eligible for Longevity pay. The Longevity line reflects a negotiated contractual increase.

We have a contractual agreement with the career staff for Fire Inspector Credentialing to Level 1. The agreement calls for .15 cent increase per hour for each employee who achieves credentialing to Level 1. We have four staff members who have achieved this certification level. This proposed increase is \$355

The Deputy Chief's and a Fire Captain's position remains unfunded in FY-17.

Fire Department Operational Expenses:

Fire Department Operational Expenses have been level funded with the exception of a contractual increase in the Clothing Allowance Line.

Building Maintenance - Line # 183 – Account# 0100-220-5200-5241

The proposed Building Maintenance line item has been increase for FY-17. Our building is aging and continues to need maintenance particularly in the area of HVAC.

Fire - EMS Building Maintenance	20,000
Custodial Supplies	
Fire Suppression	
HVAC Service	
Electrical Maintenance	
Elevator Maintenance and licensing	
Interior Maintenance	
Service Contracts and Maintenance	
Exterior Maintenance	
Generator Fuel & Service	
Fire - EMS Building Maintenance	20,000

Upton Fire EMS Department - Fiscal 2016/2017 Proposed Operating Budget

FD Clothing Allowance – Line Item 184 – Account# 0100-220-5400-5581

Clothing expense has been increased due to a contractual increase of \$50 per member X 6 members.

FD Clothing Allowance Expense **\$5,900**

Copier / Computer Maintenance - Line Item 185 - Account# 0100-220-5200-5244

Copier / Computer Maintenance have been level funded for FY-17. We are currently in the third year of a three year lease.

Fire – EMS Copier and Computer Maintenance

Copier lease agreement and maintenance

Computer maintenance

Fire – EMS Copier / Computer Maintenance **2,200**

Fire Alarm Maintenance - Line Item 186 - Account# 0100-220-5200-5242

Fire Alarm Maintenance expense has been level funded. This money is used to maintain the Town's municipal master box fire alarm system.

Fire Alarm Maintenance **1,000**

Forest Fire Expenses - Line # 187 - Account# 0100-294-5400-5221

Forest Fire Expense has been level funded. This money is used to maintain the Department's forest firefighting equipment.

Forest Fire Expenses **4,000**

FD Fuel Expense– Line Item 188 – Account# 0100-220-5400-481

The FD Fuel Expense budget has reduced for FY-17 to reflect lower prices/gallon for diesel fuel and gasoline.

Fire Department Vehicle Gas and Diesel Fuel **10,285**

Upton Fire EMS Department - Fiscal 2016/2017 Proposed Operating Budget

General Expenses Line Item 189 – Account#0100-220-5400-5421

The Fire General Expense line item has been level funded for FY-17.

Fire - General Expense	
Fire Chiefs Association of Mass	
Office Supplies	
Scott Air Pack Maintenance	
Protective Equipment and Gear Maintenance	
Air Gas Supplies	
Gas Meter Maintenance	
District 7 Membership	
Verizon Expenses	
Fire Equipment Repair	
Poland Springs	
Postage	
Misc. Supplies & Operating Costs	
Fire General Expense	17,875

New Equipment - Line Item 190 - Account# 0100-220-5800-58522

New Equipment Expense has been level funded. This money is used to purchase or replace Department equipment or supplies.

Fire Equipment	15,500
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Radio Repair / Maintenance – Line Item 191 – Account# 0100-220-5200-5240

The Radio Maintenance Line Item has been level funded for FY-17. This line item is used for repair of department portable, mobile, and console radio systems.

Fire – Radio Maintenance	3,000
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Fire Training Expense - Line # 192 - Account# 0100-220-5200-5313

Fire Training Expense has been level funded for FY-17. This money is used to fund the Department's training programs which includes onsite and offsite training for firefighters.

Fire Training Expense	6,000
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Utilities – Line Item 193- Account# 0100-220-5200-2510

The Fire – EMS Utilities line item has been level funded for FY-17. This line item is used for Fire - EMS Utilities including; electric, natural gas, and water expenses.

Fire - EMS – Utilities - Total **32,500**

Fire Vehicle Maintenance Expense - Line Item 194 - Account# 0100-220-5400-5482

The proposed Fire Vehicle Maintenance Expense has been level funded for FY-17.

Fire Vehicle Maintenance Expense **30,000**

Grants:

Whenever possible we apply for grants to offset the cost associated with operating the Department and protecting our firefighters. We recently received a \$182,000 grant to replace our aging and unreliable self-contained breathing apparatus (SCBA) with new SCBA. This grant was filed with the Assistance to Firefighters Grant program or AFG. This competitive program, managed by FEMA awards over \$250,000,000 in grant funds nationally on an annual basis. We are grateful to have received the grant this past year. We will apply for grants again this year for apparatus and emergency medical equipment.

Revenue Budget:

Acct No.	Revenue Source	FY-16 Total	FY-17 Estimated	\$Change	%Change
01- 220-4320-	Permits & Inspections	8,000	8,000	0	0.00%
01-220-4400-	Burning Permits	4,500	4,500	0	0.00%

Revenue Item #1 - Account# 0100-220-4320-1000

This revenue is proposed to be level funded for FY-17. Much of our revenue comes from the inspection of smoke and carbon monoxide detectors in single family dwellings. Other permits and inspections that generate revenue are above ground storage tanks, propane storage, trench permits, oil burners, and blasting permits.

Revenue Item #1 **10,000**

Burning Permits #2 Account# 0100-220-4400-4400

The Department charges a fee of \$10 for open air burning permits. The open air burning program is important to the residents of Town, but it is a costly program to administer. On busy weekend days in the Spring, we have up to 100 active permits. This year we will again be issuing permits on-line using the Town's GEO-TMS permitting system.

Revenue Item #2 4,500

EMS Budget Statement

The FY17 budget for Emergency Medical services in conjunction with the Fire Department budget reflects our need to insure basic fire and EMS staffing during our busiest periods while at the same time providing EMS care at the Advanced Life Support (ALS) level.

Our staff remains dedicated and committed to our combination model of career and call staff. Career Staff are now on duty Monday through Friday from 7 AM to 9 PM with a minimum staffing of two. Career Staff are also on duty Saturday and Sunday from 7 AM to 9PM augmented by Call Staff. The on call Fire - EMS Companies who rotate in the overnight time frame assume primary EMS response at 9 PM each night.

While the addition of the Firefighter/Paramedics and the restructuring of shifts for the existing Career Staff resolved much of the previous staffing issues during the day and weeknights, we continue to experience difficulty staffing the Call Firefighter/EMT shifts on Saturdays and Sundays. We made adjustments in the call staff compensation plan, but continue to find these shifts unfilled. When the shifts are open it falls upon the Fire Chief, the EMS Captain, the EMS Lieutenant or a member of the career staff to work beyond scheduled days and over 40 hours to insure that "no call goes unanswered" in Upton. Our plan includes the hiring of additional on call and per diem EMT's and Paramedics geared at improving our weekend staffing. Fire and Emergency Medical Services are core requirements for the safety and well-being of our community.

The FY17 budget provides the following for the citizens of Upton:

- Insure basic Fire and EMS/ALS staffing from 7:00AM until 9:00PM seven (7) days a week.
- Provide Fire and EMS/ALS coverage from 9:00PM to 6:00AM seven (7) days a week.
- Provide consistent Career Staffing Monday through Friday when our on call/volunteer staff are likely not available.
- Provide basic staffing of two ambulances or an ambulance and a fire engine.
- Provide for recall staffing of ALS level services.
- Provide administrative coverage in the station five days a week including Friday which is our busiest for administrative services.
- Provide an additional per-diem firefighter/EMT shift on Sunday for our Call Staff.
- Insure basic staffing throughout all shifts including Fridays, Saturdays and Sundays.
- Provide weekday staffing that allows us to meet the recommended two in / two out fire ground standard. This national standard requires us to have two firefighters

Upton Fire EMS Department - Fiscal 2016/2017 Proposed Operating Budget

available to back up two other firefighters whenever we are entering a structure fire building to search for occupants or extinguish a fire.

Please note the following changes in the EMS Budget:

A 2% cost of living increase from FY-16 and FY-17 has been added to EMS Wages.

The Department has implemented an Infectious Disease and vaccination program due to a Standard Operating Procedure that was negotiated as part of the Career contract. The policy requires vaccinations and preventative testing on an annual basis. This will result in additional costs for these services. Due to unforeseen circumstances, the Department has not been able to use money earmarked for paramedic training this past year. We are proposing to use \$6000 of the \$12,000 for Infectious Disease prevention and retain \$6000 in the Line item to be used for Paramedic or EMT training.

With the exception of the cost of living increases, Ambulance Service Supplies and Ambulance Billing Expense, the EMS Budget is level funded for FY2017. -

164	EMS Services	FY-16 Total	FY-17 Requested	\$ Change	%Change
165	Wages	93,431	95,074	1,643	2%
166	Salaries	0	0	0	0%
168	Ambulance Supplies	19,877	29,877	10,000	50%
169	Ambulance Maintenance	3,000	3,000	0	0%
170	Clothing Allowance	1,800	1,800	0	0%
171	Licensing and Certification	4,400	4,400	0	0%
172	Office & Reporting (includes Image Trend)	4,093	4,093	0	0%
173	Training	18,500	12,500	-6,000	-32%
174	Fuel	7,000	7,000	0	0%
175	Paramedic Expense	10,000	10,000	0	0%
176	Ambulance Billing Expense	9,000	11,000	2,000	22%
177	Total EMS Expense	\$171,101	\$178,744	\$7,643	4.47%

Upton Fire EMS Department - Fiscal 2016/2017 Proposed Operating Budget

EMS Wages – Line Item 162– Account# 0100-232-5100-5100

The EMS wage line item consists of wages and stipends for daytime, weekend, evening and night time compensation. The following changes are proposed:

EMS WAGES/ SALARY- Line Item 162	FY-16	FY-17	\$ Change	% Change
EMS Captain	6,658	6,658	0	0%
EMS Lieutenant	4,148	4,148	0	0%
ALS Coordinator	500	500	0	0%
EMT and Paramedic Training	22,144	22,587	443	2%
Hourly EMS Compensation	29,841	30,438	597	2%
EMS Company Compensation	21,429	21,858	429	2%
Sunday/Holiday On Call Compensation	8,711	8,885	174	2%
Total EMS Wages	93,431	95,074	1,643	1.75%

Ambulance Service Supplies- Account # 0100-232-5400-5421

This line item covers routine expenses, supplies and service contracts related to EMS including the Image Trend Fire EMS reports system. Ambulance Service Supplies has been increased \$6,000 to cover the cost of an Infectious Disease and vaccination program agreed upon in the new Union contract. The \$6,000 has been subtracted from EMS Training. We have also proposed increasing the Supplies line item by \$4,000, or \$1,000 a quarter to pay for increased costs of ALS related supplies.

Ambulance Service Supplies	
EMS/ALS Supplies and Equipment	29,877
ALS and BLS Medications	
Oxygen	0
Verizon Service Contract	0
EMS Radio Repair	0
Ferno Stretcher Maintenance Contract and Repairs	0
Defibrillator maintenance contract for Fire & EMS Department	0
Ambulance Equipment	0
Ambulance Maintenance Line 169	3,000
Miscellaneous Office and Billing Line 172	4,093
Training Line 173	12,500
Fuel line 174	7,000
Infectious Disease Prevention and Vaccinations	
Total Ambulance Service Supplies	56,470

Upton Fire EMS Department - Fiscal 2016/2017 Proposed Operating Budget

Ambulance Clothing Allowance– Line Item 167 – Account# 0100-232-5400-5581

The EMS Clothing Allowance line has been level funded for FY17.

EMS Clothing Allowance	1,800
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Amb Service Licensing & Certification- Line Item 168 - Account# 0100-232-5400-5422

The Ambulance Service Licensing and Certification Line Item request has been Level Funded for FY17. As an Advanced Life Support Service, we are now inspected every year as opposed to every other year.

Ambulance Service Licensing & Certification	4,400
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Paramedic Expense – Line Item 172 - Account# 0100-232-5800-5810

\$10,000 is used for paramedic intercepts when Upton's paramedics are not available.

Paramedic Expense	FY 16	10,000
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Ambulance Billing Expense – Line Item 173 - Account# 0100-232-5800-5820

Ambulance Billing Expense has been increased by \$2,000 in FY-17. The increase is due to additional billing expense due to our change from BLS to ALS.

Ambulance Billing	11,000
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Revenue Budget:

Revenue Item #1 - Account# 0100-231-4272-1000

Ambulance receipts are anticipated to fully achieve their potential in FY-17 as this will be the first full year of receipts with Upton Fire-EMS operating as an ALS service. The budget has been increased by \$5,000 to reflect current experience.

Revenue Item #1	250,000
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Police & Communications
Fiscal 2017
Proposed Operating Budget



Michael J. Bradley, Jr.
Chief of Police

January 5, 2016
(Revised 1.15.16)



Police Department

Town of Upton, Massachusetts



Chief Michael J. Bradley, Jr.
30 School Street
Upton, MA 01568
508-529-3200

January 5, 2016

Blythe C. Robinson, Town Manager
Upton Board of Selectmen
1 Main Street
Upton, MA 01568

Re: FY17 Police & Communications Budget

Dear Blythe:

I have attached the proposed FY-2017 Police & Communications budget for your review. You will note that the total budget request has increased by \$74,333 from the FY-2016 budget. As you are aware, the Police and Communications collective bargaining agreement is currently under negotiation, therefore wage increases have been estimated at 2% for FY16 and 2% for FY17. I have once again proposed to change the command structure of the Police Department by adding a Lieutenant position and decreasing the number of Sergeants from three to two. The Lieutenant's position would be a management position outside of the collective bargaining unit. This position will assist with the management of the Police Department and will create a clearer chain of command. The addition of a Lieutenant's position will also allow for a career path for future officers that aspire to be police executives. The base rate of pay for the Lieutenant's position included in the budget calls for a 10% increase over the Sergeant's base rate.

The Police Overtime line item has been decreased by \$40,206 from FY16 funding levels. This decrease reflects the addition of one full time patrol officer, putting our staffing level back to 13 full time police officers. This additional coverage will allow the department to schedule time off on additional shifts without incurring overtime costs. Without the addition of a new officer, the police overtime line item will increase by approximately four percent over the FY16 line item amount

Anticipated grant funding from the State 911 Department has offset the cost of Communications overtime as well as decreased the Communications Training line item. I have included these numbers in my proposed budget

The revenue budget forecast remains unchanged and includes funding for the School Resource Officer Program and the Regional Dispatch agreement. I have also included a warrant article or replacement of seven (7) Automatic Debrillators that are no longer supported by our vendor and for replacement of Police Department Radios listed in the Capital Budget.

Respectfully,



Chief Michael J. Bradley, Jr.

Upton Police & Communications - Fiscal 2017 Proposed Operating Budget

Budget Statement

The FY-2017 recommended budget for the Police and Communication Department includes a 2% contractual increase for FY17 Anticipated grant funds and revenue for regional dispatch with the Town of Hopedale has been included in the budget.

262 POLICE DEPARTMENT	FY-16	FY-17	\$Change	%Change
263 Wages	1,448,506	1,480,328	31,822	2.20%
264 Salaries				
265 Other Expense Detail				
266 Building Maintenance	15,800	15,800	0	0.00%
267 Computer Maintenance	12,000	12,678	678	5.65%
268 Cruiser	34,000	40,000	6,000	17.65%
269 Cruiser Maintenance	11,000	11,000	0	0.00%
270 Cruiser Gas	34,000	30,000	-4,000	-11.76%
271 Clothing Allowance	15,500	15,500	0	0.00%
272 General Expenses	21,700	21,700	0	0.00%
Police Training Fees	4,500	6,000	1,500	33.33%
273 Utilities	36,000	36,000	0	0.00%
274 Total Departmental Expense	1,633,006	1,669,006	36,000	2.20%
275				
276 Other Expense Detail				
277 Disp Clothing FT	1,600	1,600	0	0.00%
278 Disp Clothing PT	400	400	0	0.00%
279 Radio Maintenance	2,200	2,200	0	0.00%
280 Total Departmental Expense	4,200	4,200	0	0.00%

Upton Police & Communications - Fiscal 2017 Proposed Operating Budget

Wages – Line Item 263 – Account# 0100-210-5100

The Wages line item consists of police and communications wages, police overtime, communications overtime, training, and educational incentive program payments. Contractual wage increases estimated at 2% are included in this budget. This budget proposes a change in the command structure of the Police Department from a Chief and three Sergeants to a Chief, Lieutenant, and two Sergeants.

LINE ITEM 263 Wages	FY-16	FY-17 Requested	\$ Change	% Change
Police & Communications Wages				
Chief	129,168	131,752	2,584	2.00%
Lieutenant	79,878	89,623	9,745	12.20%
Sergeant #1	87,866	89,623	1,757	2.00%
Sergeant #2	87,866	89,623	1,757	2.00%
Patrol Officer #1 (SRO)	68,890	70,268	1,378	2.00%
Patrol Officer #2	65,609	66,921	1,312	2.00%
Patrol Officer #3	65,609	66,921	1,312	2.00%
Patrol Officer #4	72,170	73,614	1,444	2.00%
Patrol Officer #5	73,811	75,287	1,476	2.00%
Patrol Officer #6	65,609	66,921	1,312	2.00%
Patrol Officer #7	72,170	73,614	1,444	2.00%
Patrol Officer #8	68,890	70,268	1,378	2.00%
Police Clerk	48,047	49,006	959	2.00%
Police Overtime	174,693	177,238	2,545	1.46%
Police Educational Incentive Program	46,000	50,000	4,000	8.70%
Police Training	18,626	19,272	646	3.47%
Police & Communications Longevity	8,300	8,350	50	0.60%
Communication Salary #1	49,037	51,518	2,481	5.06%
Communication Salary #2	49,089	50,070	981	2.00%
Communication Salary #3	49,089	45,369	-3,720	-7.58%
Communication Salary #4	49,089	50,070	981	2.00%
Communication PT & OT Wages	0	0	0	0.00%
Communication EIP	14,000	10,000	-4,000	-28.57%
Communication Training	5,000	5,000	0	0.00%
Wages	1,448,506	1,480,328	31,822	2.20%

- Proposed base rate for a Lieutenant position.

Upton Police & Communications - Fiscal 2017 Proposed Operating Budget

Police Overtime

Police overtime includes coverage for contractual vacation, holiday, personal and sick time. Additional pay for officer-in-charge, shift differential, investigations, emergencies, court, and special events requiring additional man power are included in this line item.

Police Overtime	
Vacation/Holiday Coverage	120,450
275 Days at \$438.00 per shift	
Sick Time Coverage	19,710
45 Days at \$438.00 per shift	
OIC Pay (No supervisor on duty)	2,460
205 Shifts at \$12 per shift	
Shift Differential	19,604
2nd Shift(19 shifts per week at \$11.00 per shift) \$10,868.00	
3rd Shift(14 shifts per week at \$12.00 per shift) \$8,736.00	
Investigations & Emergencies	3,504
8 shifts at \$438.00 per shift	
Court	4,380
10 shifts at \$438.00 per shift	
Special Events (Fireworks, Parades)	4,380
Regional Dispatch Stipend	2,000
Detective Stipend	750
Police Overtime	177,238

Police Training (Wages)

All full time officers are mandated to receive annual training in CPR, First Responder, Firearms, legal updates, use of force certifications as well as other seminars and conferences that benefit the operation of the department. The training line item has been increased to reflect new pay rates.

Police Training (wages)	
Mandatory In-service training	9,636
11 Officers (2 days per officer)	
22 shifts at \$438 per shift	
Certification Training (BT,OC.ECD)	2,409
Critical incident training	2,409
Firearms Training	4,818
Police Training (wages)	19,272

Police Educational Incentive Program

This line item includes contractual payments to full time police employees for participation in the Educational Incentive Program. The EIP has been increased by \$4,000 in the Police line item and reduced in the Communications line item to reflect current payments

Police Educational Incentive Program	50,000
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Upton Police & Communications - Fiscal 2017 Proposed Operating Budget

Police & Communications Longevity

This line item includes contractual longevity payments to employees with ten or more years of service. This line item has been increased as one employee will be moving to a new level of compensation for longevity.

Police & Communications Longevity	8,350
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Communications Overtime

Communications overtime includes coverage for contractual vacation, holiday, personal and sick time. Additional pay for shift differential, part-time shift coverage and coverage during critical events are also included in this line item. Our regional dispatch support grant for FY-17 has been estimated at \$54,376. This grant is a reimbursable salary grant that has been calculated into the Communications Overtime Line Item.

Communications Overtime Breakdown

Vacation/Holiday Coverage	31,050
Part Time Shifts	7,540
52 shifts at \$145 per shift	
Sick Time Coverage	6,750
25 Days at \$270 per shift	
Shift Differential	7,644
2nd Shift(7shifts per week at \$10.00 per shift) \$3,640.00	
3rd Shift(7 shifts per week at \$11.00 per shift) \$4,004.00	
Additional Coverage for Regional Dispatch (5 events @ 8 hours OT Rate)	1,392
911 Regional Dispatch Support Grant – Reimbursable Grant	(54,376)
Communications Overtime	0

Communications Educational Incentive Program

This line item includes contractual payments to full time Communications employees for participation in the Educational Incentive Program. This line item has been reduced to reflect current payment levels

Communications Educational Incentive Program	10,000
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Communications Training

Communications training includes mandated training in first responder, CPR and suicide prevention for all full-time and part-time employees. This line item has been reduced as State 911 has authorized the use of the 911 training grant for our monthly training sessions.

Communications Training Breakdown

Mandatory Monthly Training	10,000
Communications Training (New Hires)	5,000
911 Training Grant – Reimbursable Grant	(10,000)
Communications Training	5,000

Upton Police & Communications - Fiscal 2017 Proposed Operating Budget

Building Maintenance - Line Item 266 – Account# 0100-210-5241

Building Maintenance has been level funded for FY-2017. This line item covers routine maintenance and service contracts for the Police and Communications Facility.

Police - Building Maintenance	
Custodial Supplies	1,200
Fire Suppression Testing and Maintenance	1,100
HVAC Service	2,000
Electrical Maintenance	800
Elevator Maintenance and Inspection	1,500
Surveillance and Security Equipment	1,500
Contract Maintenance	2,000
General Maintenance (Parking Lot, Interior, Exterior)	4,900
Generator Fuel & Service	800
Police Building Maintenance	15,800

Computer Maintenance - Line Item 267 Account# 0100-215-5241

Computer Maintenance Line Item is used for vendor support fees. This line item has been increased by \$678 due to an increase in Records & Dispatch Software Fees.

Police - Computer Maintenance	
Police Records & Dispatch Software Support Fee	9,678
CHSB Support Fee	1,500
Software and Miscellaneous	1,500
Police - Computer Maintenance	12,678

Police Cruiser – Line Item 268 – Account# 0100-210-5810

Police Cruiser Line Item has is for funding for a fully marked replacement cruiser for FY-2017. This line item has been increased by \$6,000 to reflect current equipment costs and the purchase of a new mobile data terminal.

Police – Cruiser	40,000
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Police Cruiser Maintenance # Item 269 – Account# 0100-210-5482

Police Cruiser Maintenance has been level funded for FY-2017. This line item is used for purchasing replacement parts, exterior maintenance, and contract labor for the vehicle fleet. Contract labor costs are for repairs that can not be performed by the town mechanic.

Police - Cruiser Maintenance	
Vehicle Tires	2,500
Cruiser Exterior Maintenance & Repair	1,000
Contract Labor (Tires, Diagnostics, etc.)	2,500
Repair Parts & Supplies	5,000
Police – Cruiser Maintenance	11,000

Upton Police & Communications - Fiscal 2017 Proposed Operating Budget

Police Cruiser Gas – Line Item 270 – Account# 0100-210-5481

Police Cruiser Gas line item has been reduced based on current price forecasts.

Police – Cruiser Gas **30,000**

Police Clothing Expense – Line Item 271 – Account# 0100-210-5581

Police clothing expense has been level funded.

Police – Clothing Expense **15,500**

Police General Expenses Line Item 272 – Account#0100-210-5421

The Police General Expense line item has been level funded for FY-2017. This account is used for general fees and supplies to support the Police and Communications Departments.

Police - General Expense	
Central MA Law Enforcement Council Fee	600
MA Chiefs of Police Assoc. Fee	575
Central MA COP Fee	75
NECOP Fee	60
NESPIN Fee	50
IACOP Fee	150
MA Police Accreditation Fee	1,050
Misc. Certification Fees	200
State Bid group fee	100
Office Supplies	3,200
Ammunition & Range Supplies	3,000
Copier Lease	1,800
Postage	600
Inmate Meals	500
Criminal Law Updates	500
Motor Vehicle Law Updates	500
Radar Certification & Maintenance	550
Belmont springs	200
Testing fees (PAT & Psych)	1,000
Defib Maintenance contract	1,300
Intoxilizer service fees	500
Video Supplies and Maintenance	2,000
Photo Supplies and Equipment	400
Police Equipment (OC, restraint systems, etc.)	800
Department Forms & Citations	600
Misc. Supplies & Operating costs	1,390
Police General Expense	21,700

Upton Police & Communications - Fiscal 2017 Proposed Operating Budget

Police Training Fees – Account # 0100-210-5200-5313

Fees and expenses for training conferences, instructor certification courses and seminars. This line item has been increased by \$1,500.00 for additional training opportunities

Police Training (fees)	
Seminars, Conferences, & Instructor Certification Courses	6,000
Police Training (fees)	6,000

Police Utilities – Line Item 273- Account# 0100-210-2510

Police Utilities line item has been level funded based on current pricing. This line item is used for Police utilities including; electric, natural gas, and communication expenses.

Police – Utilities - Total	36,000
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Dispatcher Clothing FT - Line Item 277- Account# 0100-215-5581

Dispatcher clothing expense has been level funded.

Dispatcher – Clothing Expense FT	1,600
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Dispatcher Clothing PT - Line Item 278- Account# 0100-215-5582

PT Dispatcher clothing expense has been level funded. This line item is used to purchase uniforms for part time Communications Officers.

Dispatcher – Clothing Expense PT	400
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Radio Maintenance – Line Item 279 – Account# 0100-210-5240

Radio Maintenance Line Item has been level funded for FY-2017. This line item is used for repair of department portable and console radio systems.

Police – Radio Maintenance	2,200
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Upton Police & Communications - Fiscal 2017 Proposed Operating Budget

Revenue Budget

Account No.	Revenue Source	FY-16	FY-17	\$Change	Change
01-100-4698-100	Misc State RMV (Citations)	35,000	35,000	0	0
01-210-4320-1000	Police Department Misc. Fees	81,800	84,293	2,493	3.0%
Total Revenue		116,800	119,293	2,493	2.1%

Misc State RMV – Account# 01-100-4698-1000

This revenue estimate is being based on current FY-16 receipts.

Misc. State RMV	35,000
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Police Department Misc. Fees

This revenue line item includes the following; public records requests, firearms licensing fees, detail administration fees, School Resource Officer Fee, and a regional dispatch fee (Hopedale).

Public Record Requests	600
Firearms Licensing Fees	5,000
Detail Administration Fees	8,200
School Resource Officer Fees	50,000
Regional Dispatch Fee (Hopedale)	20,493
Police Department Misc. Fees	84,293

Warrant Articles:

Lifepak 1000 Defibrillators \$15,000.00 – Replacement of seven (7) Lifepak 500 Defibrillators that are no longer supported by our vendor. The defibrillators will be replaced with the new model - Lifepack 1000, including carrying case, battery and pads for use. A LP1000 training unit will also be purchased for annual recertification of all Police Officers.

Police Department Radio Replacement \$25,000.00 – Replacement of eighteen (18) portable radios and 7 mobile radios. Existing radios have been in service for over twenty years and need frequent repair.

Town Clerk Department (Elections & Board of Registrars)

Fiscal 2016-2017 Proposed Operating Budget



**Kelly A. McElreath
Town Clerk**

December 30, 2015

Upton Town Clerk Department - Fiscal 2016/2017 Proposed Operating Budget

Budget Statement

The FY-2017 recommended budget for Elections and Town Meetings reflects an increase of \$5,450. The majority of this increase is due to having three elections in this fiscal year. The Presidential Election will have increased expenses due to changes made to State Law where we are required to conduct early voting. The Town Clerk's department budget has increased 3.32% due to a COLA increase for employees and a modest adjustment for miscellaneous expenses.

288	TOWN CLERK DEPARTMENT	FY-16 Total	FY-17 Requested	\$Change	%Change
289	Wages	70,337	71,970	1,633	2.32%
290	Salaries				
291	Other Expense Detail				
292	Miscellaneous	3,000	3,800	800	26.67%
Details:	<i>Membership expenses</i>		350		
	<i>Conferences</i>		1200		
	<i>Postage</i>		225		
	<i>Supplies</i>		775		
	<i>Dog Licenses</i>		450		
	<i>Procurement Training</i>		500		
293	Total Departmental Expense	73,337	75,770	2,433	3.32%
282	REGISTRARS OF VOTERS				
283	Wages	0.00	0.00		
284	Miscellaneous	3,500	3,500	0	0%
Details:	<i>Census Mailing</i>	900	900		
	<i>Postage for Census Mailing</i>	1,250	1,250		
	<i>Street List printing</i>	900	900		
	<i>Miscellaneous/supplies</i>	450	450		
	Total Departmental Expense	3,500	3,500		0.00%
131	ELECTIONS AND TOWN MEETINGS				
132	Miscellaneous	11,000	16,450	5,450	49.55%
	<i>(3 Elections: 2016 State Primary, 2016 Presidential, 2017 Annual)</i>				
Details	<i>Programming of voting machines</i>	5,000	7,500	2,500	
	<i>Workers for Elections/Town Meeting</i>	3,300	4,500	1,200	
	<i>Police Details</i>	1,300	1,800	600	
	<i>Postage for Absentee</i>	400	650	250	
	<i>Miscellaneous/supplies</i>	1,000	2,000	1,000	
280	Total Departmental Expense	11,000	16,450	5,450	49.55%

Upton Town Clerk Department - Fiscal 2016/2017 Proposed Operating Budget

Revenue Budget:

Due to efforts by the Animal Control Officer and the Town Clerk's office, we identified dogs that have not been licensed. We have reached out to these owners and the response has been receptive to get the dogs registered. Thus, I have increased the Town Clerk fees by \$1,700 in anticipation of this additional revenue. The other fees have been stable of the last couple of years and should remain the same.

Acct No.	Revenue Source	FY-17 Estimated	\$Change	%Change
01-161-4320-1000	Town Clerk Fees	17,700		
	<i>Dog Licenses</i>	12,500		
	<i>Vitals (Birth, Death Marriage) Records</i>	2,000		
	<i>Marriage Intentions</i>	300		
	<i>Street Listings</i>	500		
	<i>ZBA Fees</i>	1,200		
	<i>Business Certificates (DBAs)</i>	1,200		
	<i>Storage Flammable liquids/Misc</i>	800		
	Total Revenues	\$17,700		0.00%

**Department of Public Works
Water/Wastewater Division
Water Enterprise Fund**

***Fiscal Year 2017
Proposed Operating Budget***



**Vincent J. Roy
Director of Public Works**

**Scott Hennessey
Water/Wastewater Supervisor**

December 31, 2015

Upton Water Enterprise Fund - Fiscal 2017 Proposed Operating Budget

Budget Statement

The FY17 recommended budget for the Water Enterprise Fund has been decreased by 3.06% to accommodate the following: contractually negotiated labor and clothing allowance increases; anticipated increases in Health Insurance costs, Medicare cost increases, and for capital outlay.

Water Enterprise Fund	FY '16 Total	FY '17 Requested	\$ Change	% Change
Wages	233,212.38	237,193.82	3,981.44	1.71%
Expenses	\$338,820.00	\$340,104.00	\$1,284.00	0.38%
Capital Outlay	100,250.00	65,000.00	(35,250.00)	(35.16%)
Debt	405,570.00	402,876.80	(2,693.20)	(0.66%)
Extra / Unforeseen	50,000.00	50,000.00	0.00	0.00%
Total Water Enterprise Fund	\$1,124,293.00	\$1,095,174.62	(\$29,118.38)	(2.59%)

Wages – Account # 60-450-5100-5100

The Wages line has been increased 1.7% to accommodate contractually negotiated labor rate changes and employee license upgrades. The line includes Water Enterprise Fund wages, scheduled and unscheduled overtime. The FY17 line also includes an additional request for one summer employee to be split financially by both the water and sewer enterprise funds.

	FY '16 Total	FY '17 Requested	\$ Change	% Change
Water Enterprise Fund Wages				
Director of Public Works (30%)	30,838.44	31,335.15	496.71	1.61%
Water/Wastewater Supervisor (50%)	37,895.70	38,506.08	610.38	1.61%
Department Specialist (30%)	14,425.00	14,657.34	232.34	1.61%
Clerical Fill-In (30%)	1,107.00	1,321.92	214.92	19.41%
Water / WW Operator 4M,T1,D1/2 (50%)	30,845.59	31,342.41	496.82	1.61%
Water / WW Operator Full Qual BF (50%)	30,845.59	31,342.41	496.82	1.61%
Water / WW Operator 5C,T1,D2 BF (50%)	27,433.90	27,875.77	441.87	1.61%
Water / WW Operator 4M,T1,D1 (50%)	27,433.90	27,875.77	441.87	1.61%
Scheduled OT	12,423.00	16,428.98	4,005.98	32.25%
Unscheduled OT	14,493.50	10,885.73	(3,607.77)	(24.89%)
On Call Stipend	2,765.88	2,887.70	121.82	4.40%
License Upgrades	1,634.88	1,634.88	0.00	0.00%
Working Foreman Differential	820.00	849.68	29.68	3.62%
Longevity	250.00	250.00	0.00	0.00%
Total Water Fund Wages	\$233,212.38	\$237,193.82	\$3,981.44	1.71%

Upton Water Enterprise Fund - Fiscal 2017 Proposed Operating Budget

General Expense – Account # 60-450-5400-5421

The Water Enterprise Fund General Expense line has been increased to accommodate contractually negotiated clothing allowance increases, anticipated increases in employee Health Insurance costs, and Medicare cost increases. Additionally, some subaccount lines have been rebalanced with no net increase to provide additional funding for employee training and to provide for the additional postage required with quarterly billing. The miscellaneous line has been funded to include moving expense for relocating the newly hired Director of Public Works into Town.

Water Enterprise Fund General Expense	
Advertising	500.00
Supplies	2,500.00
Postage	1,380.00
Licenses and Dues	500.00
Safety	500.00
Clothing Allowance	1,750.00
Training	3,320.00
Electric	74,640.00
Communications/Mobile Phones	1,900.00
Fuel – Heat	2,000.00
Tel / Alarms	1,000.00
Billing	3,000.00
Professional Services	14,000.00
Engineering/ GIS	10,000.00
Vehicle Fuel	5,400.00
Vehicle Maintenance	1,800.00
Building / Grounds Maintenance	1,000.00
System Maintenance	30,000.00
Instrument Maintenance	6,000.00
Tools / Equipment Replacement	10,000.00
Equipment Services	6,000.00
Meters	10,000.00
Police Details	4,000.00
Leak Detection	4,000.00
Paving	5,500.00
Laboratory	6,000.00
Chemicals	50,000.00
DEP Fees	1,200.00
Internet/Firewall/IT Services	1,600.00
Health Insurance	56,195.49
Medicare – PR Taxes	3,429.86
WCRS Pension Contribution	20,388.50
Misc	600.00
Total Water Fund General Expense	\$340,104.00

Upton Water Enterprise Fund - Fiscal 2017 Proposed Operating Budget

Capital Outlay

The FY17 Capital Outlay is for the design of water main replacement project on Farm Street, water system security upgrade and rehabilitates North Street Pump Station.

Water Enterprise Fund Capital Outlay	
Capital Outlay	\$65,000.00
Total Water Fund Capital Outlay	\$65,000.00

Revenue Budget

In FY17, DPW is requesting a 3% progressive rate increase to accommodate labor and expense cost increases. The water surcharge request has also been decreased slightly to match the FY17 debt service requirements. The tax levy includes the General Fund's obligation for half of the Water Enterprise Fund's debt service. The overall rate increase will bring in \$1,760.73 less than FY 16, but is estimated to exceed the FY 17 budget by \$27,357.65.

Water Enterprise Fund Revenue	FY '16 Total	FY '17 Requested	\$ Change	% Change
Water Enterprise Receipts				
User Charges	568,473.00	580,655.87	12,182.87	2.14%
Water Connection Fees		24,000.00	24,000.00	100.00%
Water Surcharge	303,035.00	266,438.00	(36,597.00)	(12.08%)
Retained Earnings	50,000.00	50,000.00	0.00	0.00%
Tax Levy	202,785.00	201,438.40	(1,346.60)	(0.66%)
Free Cash	0.00	0.00	0.00	N/A
Total Water Fund Revenue	\$1,124,293.00	\$1,122,532.27	(\$1,760.73)	(0.16%)

**Department of Public Works
Water/Wastewater Division
Wastewater Enterprise Fund**

***Fiscal Year 2017
Proposed Operating Budget***



**Vincent J. Roy
Director of Public Works**

**Scott Hennessey
Water/Wastewater Supervisor**

December 31, 2015

Upton Wastewater Enterprise Fund - Fiscal 2017 Proposed Operating Budget

Budget Statement

The FY17 recommended budget for the Wastewater Enterprise Fund has been increased by 4.47% to accommodate the following: anticipated labor and clothing allowance increases; anticipated increases in Health Insurance costs, and Medicare cost increases. Additionally, DPW is requesting that \$30,000 from Retained Earnings be dedicated to an Extra/Unforeseen reserve account to accommodate unanticipated emergency repairs.

Wastewater Enterprise Fund	FY '16 Total	FY '17 Requested	\$ Change	% Change
Wages	210,405.30	214,413.67	4,008.37	1.91%
Expenses	295,864.23	317,674.18	21,809.18	7.37%
Capital Outlay	30,250.00	40,000.00	9,750.00	32.23%
Debt	252,448.00	253,507.00	1,059.00	0.42%
Extra / Unforeseen	30,000.00	30,000.00	0.00	0.00%
Total Wastewater Enterprise Fund	\$818,968.30	\$855,594.85	\$36,626.55	4.47%

Wages – Account # 61-440-5100-5100

The Wages line has been increased to accommodate contractually negotiated labor rate changes and employee license upgrades. This line includes Wastewater Enterprise Fund wages, scheduled and unscheduled overtime. The FY17 line also includes an additional request for one summer employee to be split financially by both the water and sewer enterprise funds.

	FY '16 Total	FY '17 Requested	\$ Change	% Change
Wastewater Enterprise Fund Wages				
Director of Public Works (20%)	20,558.96	20,890.10	331.14	1.61%
Water/Wastewater Supervisor (50%)	37,895.70	38,506.08	610.38	1.61%
Department Specialist (20%)	9,616.67	9,771.56	154.89	1.61%
Clerical Fill in (20%)	738.00	881.28	143.28	19.41%
Water / WW Operator (50%)	30,845.59	31,342.41	496.82	1.61%
Water / WW Operator (50%)	30,845.59	31,342.41	496.82	1.61%
Water / WW Operator (50%)	27,433.90	27,875.77	441.87	1.61%
Water / WW Operator (50%)	27,433.90	27,875.77	441.87	1.61%
Scheduled OT	13,354.73	16,428.98	3,074.25	23.02%
Unscheduled OT	6,211.50	3,877.05	(2,334.45)	(37.58%)
On Call Stipend	2,765.88	2,887.70	121.82	4.40%
Working Foreman Differential	820.00	849.68	29.68	3.62%
Longevity	250.00	250.00	0.00	0.00%
License Upgrades	1,634.88	1,634.88	0.00	0.00%
Total Wastewater Fund Wages	\$210,405.30	\$214,413.67	\$4,008.37	1.91%

Upton Wastewater Enterprise Fund - Fiscal 2017 Proposed Operating Budget

General Expense – Account # 61-440-5400-5421

The Wastewater Enterprise Fund General Expense line has been increased to accommodate contractually negotiated clothing allowance increases, anticipated increases in employee Health Insurance costs, Medicare cost increases and Pension contributions.

Wastewater Enterprise Fund General Expense	
Advertising	200.00
Supplies	2,300.00
Postage	1,380.00
Licenses and dues	600.00
Safety	500.00
Clothing allowance	1,750.00
Training	3,420.00
Electric	60,600.00
Communications/ cell phones	1,900.00
Fuel – Heat	14,000.00
Tel / Alarms	1,500.00
Billing	2,000.00
Easement Clearing	3,000.00
Professional services	5,000.00
Engineering/ GIS	0
Vehicle fuel	3,575.00
Vehicle Maintenance	1,800.00
Building / Grounds Maintenance	2,500.00
Instrument Maintenance	2,000.00
Tools / Equipment replacement	24,000.00
Equipment services	3,800.00
Synagro Sludge Removal	25,000.00
Laboratory	34,000.00
Chemicals	42,000.00
Internet/Firewall/IT Services	1,600.00
Health Insurance	55,369.10
Medicare - PR Taxes	3,091.58
WRRS Pension Contribution	20,388.50
Miscellaneous	400.00
Total Wastewater Fund General Expense	\$317,674.18

Upton Wastewater Enterprise Fund - Fiscal 2017 Proposed Operating Budget

Revenue Budget

In FY17, DPW is requesting a progressive 2.0% rate increase to accommodate labor and expense cost increases and to reduce the financial burden on the General Fund's for expenses not covered by user charges by almost half. The wastewater surcharge request has also been increased slightly to match the FY17 debt service requirements. The tax levy includes the General Fund's obligation for half of the Wastewater Enterprise Fund's debt service plus \$30,000 for expenses not covered by user charges. The use of \$30,000 of Wastewater Enterprise Fund Retained Earnings is proposed to fund the Extra/Unforeseen emergency reserve balance. It is estimated that a 2.0% increase in the rates will bring in \$3,911.71 above the proposed budget.

Wastewater Enterprise Fund Revenue	FY '16 Total	FY '17 Requested	\$ Change	% Change
Wastewater Enterprise Receipts:				
User Charges	443,933.00	457,999.01	10,260.91	2.31%
Sewer Connection Fees		48,000.00		
Wastewater Surcharge	156,474.00	166,754.00	10,280.00	6.57%
Retained Earnings	30,000.00	30,000.00	0.00	0.00%
Tax Levy	126,224.00	126,753.50	529.50	0.42%
Add'l Tax Levy	58,934.00	30,000.00	(28,934.00)	(49.10%)
Free Cash	\$0.00	0.00	0.00	N/A
Total Wastewater Fund Revenue	\$815,565.00	\$859,506.51	\$43,941.51	5.39%

	Options 1		Options 2		Options 3		Options 4		Recommended Options 5	
	FY16 Proposed	FY16 / Actual	FY17 Proposed	FY17 Proposed	FY17 Proposed	FY17 Proposed	FY17 Proposed	FY17 Proposed	FY17 Proposed	FY17 Proposed
Water Expenses										
Water Revenue	\$1,124,293.00	\$1,124,293.00	\$1,095,174.62	\$1,095,174.62	\$1,095,174.62	\$1,095,174.62	\$1,095,174.62	\$1,095,174.62	\$1,095,174.62	\$1,095,174.62
User Charges	\$568,473.00	\$571,380.42	\$571,380.42	\$571,380.42	\$582,662.53	\$582,662.53	\$580,012.27	\$580,012.27	\$580,655.87	\$580,655.87
Water Connection Fees	\$303,095.00	\$252,910.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00
Water Surcharge	\$50,000.00	\$266,438.00	\$266,438.00	\$266,438.00	\$266,438.00	\$266,438.00	\$266,438.00	\$266,438.00	\$266,438.00	\$266,438.00
Retained Earnings	\$202,785.00	\$202,785.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
Tax Levy	\$0.00	\$0.00	\$201,438.40	\$201,438.40	\$201,438.40	\$201,438.40	\$201,438.40	\$201,438.40	\$201,438.40	\$201,438.40
Free Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water - Revenue	\$1,124,293.00	\$1,137,075.42	\$1,137,075.42	\$1,118,897.87	\$1,124,536.93	\$1,124,536.93	\$1,121,886.67	\$1,121,886.67	\$1,122,532.27	\$1,122,532.27
Override Excess Revenue to (from)	\$0.00	\$12,782.42	\$12,782.25	\$23,723.25	\$29,364.31	\$29,364.31	\$26,714.05	\$26,714.05	\$27,357.65	\$27,357.65
Sewer Expenses										
Sewer Revenue	\$815,565.00	\$815,565.00	\$855,594.80	\$855,594.80	\$855,594.80	\$855,594.80	\$855,594.80	\$855,594.80	\$855,594.80	\$855,594.80
User Charges	\$443,953.00	\$449,018.64	\$449,018.64	\$453,508.82	\$457,989.01	\$459,582.22	\$459,582.22	\$459,582.22	\$454,193.91	\$454,193.91
Water Connection Fees	\$156,474.00	\$120,000.00	\$48,000.00	\$48,000.00	\$48,000.00	\$48,000.00	\$48,000.00	\$48,000.00	\$48,000.00	\$48,000.00
Water Surcharge	\$50,000.00	\$141,348.32	\$166,754.00	\$166,754.00	\$166,754.00	\$166,754.00	\$166,754.00	\$166,754.00	\$166,754.00	\$166,754.00
Retained Earnings	\$58,894.00	\$58,934.00	\$58,934.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00
Additional Tax Levy	\$126,224.00	\$126,224.00	\$126,753.50	\$126,753.50	\$126,753.50	\$126,753.50	\$126,753.50	\$126,753.50	\$126,753.50	\$126,753.50
Tax Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Free Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sewer - Revenue	\$815,565.00	\$825,524.96	\$850,526.14	\$855,016.32	\$859,506.51	\$859,506.51	\$855,089.72	\$855,089.72	\$855,701.41	\$855,701.41
Override Excess Revenue to (from)	\$0.00	\$109,959.96	(\$5,068.66)	(\$578.48)	(\$505.08)	(\$505.08)	(\$505.08)	(\$505.08)	(\$505.08)	(\$505.08)
				this option includes a 1% rate hike including the customer service charge	2% rate hike including the customer service charge	3% rate hike in steps 2 & 4 only. No change to the CSC or steps 1 & 2	3% rate hike in steps 2 & 4 only. No change to the CSC or steps 1 & 2	3% rate hike in steps 2 & 4 only. No change to the CSC or steps 1 & 2	3% rate hike in steps 2, 3 & 4	3% rate hike in steps 2, 3 & 4

	Options 6		Options 7	
	FY16 Proposed	FY16 / Actual	FY17 Proposed	FY17 Proposed
Water Expenses				
Water Revenue	\$1,124,293.00	\$1,124,293.00	\$1,095,174.62	\$1,095,174.62
User Charges	\$568,473.00	\$571,380.42	\$571,380.42	\$582,662.53
Water Connection Fees	\$303,095.00	\$252,910.00	\$24,000.00	\$24,000.00
Water Surcharge	\$50,000.00	\$266,438.00	\$266,438.00	\$266,438.00
Retained Earnings	\$202,785.00	\$202,785.00	\$50,000.00	\$50,000.00
Additional Tax Levy	\$0.00	\$0.00	\$201,438.40	\$201,438.40
Tax Levy	\$0.00	\$0.00	\$0.00	\$0.00
Free Cash	\$0.00	\$0.00	\$0.00	\$0.00
Sewer - Revenue	\$815,565.00	\$825,524.96	\$850,526.14	\$855,016.32
Override Excess Revenue to (from)	\$0.00	\$109,959.96	(\$5,068.66)	(\$578.48)
				10% rate hike including the customer service charge