

June 6, 2011

FY2012

	FY10 Budget	FY10 Expended	FY11 Budget	LEVEL FUND DEPT. REQUEST	LEVEL SERV. DEPT. REQUEST	SELECTMEN REC	*FINCOM REC
FUNCTION SUMMARY							
ALL COSTS	51,364,879	50,657,949	52,115,808	54,103,666	30,315,435	30,090,623	-
GENERAL GOVERNMENT:							
ADMINISTRATION	927,401	736,586	948,251	1,147,743	1,150,714	1,147,743	-
FINANCE	8,254,318	8,102,477	9,019,526	9,371,297	9,399,892	9,394,697	-
PUBLIC SAFETY	5,691,776	5,617,916	5,700,640	5,898,383	6,014,487	5,854,990	-
PUBLIC WORKS	3,230,735	3,349,461	2,964,199	2,964,198	2,975,206	2,964,198	-
GENERAL SERVICES	1,007,229	972,718	1,055,718	922,091	978,559	950,791	-
LAND USE	211,742	178,411	211,742	211,742	230,115	211,742	-
EDUCATION	23,231,524	23,147,868	23,583,251	24,496,751	475,000	475,000	-
DEBT SERVICE	4,238,718	4,142,549	4,007,909	4,030,063	4,030,063	4,030,063	-
ENTERPRISES	4,571,435	4,409,964	4,624,572	5,061,398	5,061,398	5,061,398	-

Above is a summary, by function, of the FY2012 Operating Budgets of all Town Departments. The detail for these budgets is on the following pages.

**FY12 Finance Committee Recommendation will be made at Town Meeting.*

THIS SPACE for NOTES

June 6, 2011

FY2012

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FUNCTION SUMMARY

A D M I N I S T R A T I O N

MODERATOR	50	50	50	50	50	50	-
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1 SALARIES	50	50	50	50	50	50	-
2 EXPENSES	-	-	-	-	-	-	-

The Moderator is an elected position. The responsibilities of the Moderator are the conduct of Town Meetings and the appointment of Finance Committee Members. The moderator may also appoint members to other committees as directed by Town Meeting.

FINANCE COMMITTEE	2,065	1,330	2,065	2,065	2,065	2,065	-
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3 SALARIES	1,265	955	1,265	1,290	1,290	1,290	-
4 EXPENSES	800	375	800	775	775	775	-

The Finance Committee consists of 9 members appointed by the Moderator. The Committee has the responsibility to make recommendations to Town Meeting on all fiscal matters and such other matters as it deems appropriate. The Committee is responsible for administering the Reserve Fund. The Salaries line item is to fund the services of a part-time secretary.

RESERVE FUND	104,562	-	125,000	125,000	125,000	125,000	-
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5 EXPENSES	104,562		125,000	125,000	125,000	125,000	
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This fund is appropriated to provide for extraordinary and unforeseen expenditures. In FY10 the Reserve Fund was budgeted at \$125,000 of which \$20,438 was transferred to various Departments. The additional budgets and expenditures are included under the appropriate departments. In FY11 the budget was \$125,000

GENERAL INSURANCE	313,061	313,061	281,200	300,000	300,000	300,000	-
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6 EXPENSES	313,061	313,061	281,200	300,000	300,000	300,000	*
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* Line 6 Fund \$10,000 from WATER REVENUE

This Appropriation is to pay the premiums for the General Insurance of the Town. It covers such things as general liability, buildings and vehicles.

June 6, 2011

FY2012

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FUNCTION SUMMARY							
TOWN COUNSEL	112,500	112,417	112,500	112,500	112,500	112,500	-
7 EXPENSES	112,500	112,417	112,500	112,500	112,500	112,500	- *
* Line 7 Fund \$8,400 from WATER REVENUE							
This appropriation is to pay for the legal services. Town Counsel provides legal advice to Town Officials and Boards as well as represents the Town during court proceedings. Also included are funds for the services of Labor Counsel.							
SELECTMEN	21,465	21,465	21,016	21,624	21,624	21,624	-
8 SALARIES	21,465	21,465	21,016	21,624	21,624	21,624	-
This Line Item provides for a part-time clerical support for the Board of Selectmen as well as the services of a recording secretary.							
TOWN ADMINISTRATOR	292,295	288,263	261,104	261,104	264,075	261,104	-
9 SALARIES	257,409	253,651	228,659	231,630	231,630	231,630	- *
10 EXPENSES	34,886	34,612	32,445	29,474	32,445	29,474	-
11 CAPITAL	-	-	-	-	-	-	-
* Line 9 Fund \$17,400 from WATER REVENUE							
This budget provides for the compensation of the Town Administrator, Administrative Assistant, occasional additional clerical support, and the Human Resources Administrator. Expenses include the administrative costs of General Government, Town Meeting etc.							
SALARY POOL SUPPLEMENT	81,403	-	145,316	325,400	325,400	325,400	-
Overtime and Longevity			10,000	10,000	10,000	10,000	
Retirement Incentives/Buy-backs							
Compensation Change	81,403		135,316	315,400	315,400	315,400	
12 SALARY POOL SUPPLEMENT	81,403	-	145,316	325,400	325,400	325,400	-

This line item provides for overtime which may be necessary from time to time within the various General Government Departments and Longevity payments to those employees who are eligible. The Compensation Change amount is to fund any salary increases which may be granted to employees. The budgeted amount for FY10 was \$145,316 of which \$63,913 was distributed to various departments where the budget and expenditure is included. The FY11 budget was \$325,400 of which nothing has been distributed to date.

THIS SPACE for NOTES

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FY2012

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FUNCTION SUMMARY

FINANCE

FINANCE DIRECTOR	61,716	61,716	60,865	63,274	63,274	63,274	-
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13 SALARIES	61,716	61,716	60,865	63,274	63,274	63,274	- *
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* Line 13 Fund \$1,300 from WATER REVENUE

The Finance Director is responsible for coordination of the activities between the Accounting, Collector, Treasury, and Assessing Departments. This line item represents the stipend paid to the Accountant for the assumption of these duties as well as compensation for a part-time Assistant Finance Director.

ACCOUNTING	181,118	181,117	182,064	177,901	177,901	177,901	-
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14 SALARIES	138,612	138,612	126,558	122,395	122,395	122,395	- *
15 EXPENSES	42,506	42,505	55,506	55,506	55,506	55,506	- *
16 CAPITAL	-	-	-	-	-	-	-

* Line 14 Fund \$11,000 from WATER REVENUE

* Line 15 Fund \$8,300 from WATER REVENUE

The Accounting Department is staffed with a full-time Town Accountant, who also serves as Finance Director and .8 full-time equivalent staff. This Department is responsible for maintaining the financial records of the Town and the approval of all invoices for payment. The capital request is for office equipment.

ASSESSING	146,890	132,968	169,890	169,890	175,110	169,890	-
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17 SALARIES	130,972	114,453	153,972	159,317	159,317	159,317	-
18 EXPENSES	15,918	18,515	15,918	10,573	15,793	10,573	-
19 CAPITAL	-	-	-	-	-	-	-

The Assessing Department is staffed with a full-time Assessing Manager and 2 full-time clerical staff. In addition, there is a three member part-time Board of Assessors appointed by the Town Administrator. The Assessing Department is responsible for valuing all property within the Town and setting the Tax Rate. The Board also grants abatements and exemptions where warranted.

TREASURY	75,028	75,241	47,869	50,228	50,228	50,228	-
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20 SALARIES	47,504	47,892	47,869	50,228	50,228	50,228	-
21 EXPENSES	27,524	27,349	-	-	-	-	-
22 CAPITAL	-	-	-	-	-	-	-

The Treasurer is the full-time Collector and receives a stipend for the Treasurer's duties. Additional staff consists of 1 full-time clerical person. The responsibilities of this Department include payroll preparation, investment of Town funds, borrowing and administering Employee Benefits.

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FY2012

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FUNCTION SUMMARY

COLLECTION	193,322	188,333	216,901	214,542	222,917	222,942	-
23 SALARIES	160,882	156,091	159,737	164,453	164,453	164,453	- *
24 EXPENSES	32,440	32,242	57,164	50,089	58,464	58,489	- *
25 CAPITAL	-	-	-	-	-	-	-

* Line 23 Fund \$15,000 from WATER REVENUE
 * Line 24 Fund \$600 from WATER REVENUE

The Collection Department consists of 1 full-time Collector, who also serves as Treasurer and 3 full-time clerical staff. The responsibilities of this Department include the collection of all taxes due the Town (real estate, personal property and motor vehicle excise). In addition, this department is responsible for the collection of water bills, ambulance bills and trash bills.

INFORMATION SYSTEMS	177,510	169,390	192,207	192,207	207,207	207,207	-
26 SALARIES	61,597	61,597	61,344	61,344	61,344	61,344	- *
27 EXPENSES	115,913	107,793	115,863	115,863	130,863	130,863	- *
28 CAPITAL	-	-	15,000	15,000	15,000	15,000	-

* Line 26 Fund \$5,000 from WATER REVENUE
 * Line 27 Fund \$10,000 from WATER REVENUE

The MIS Department is responsible for the data processing effort for General Government. The department is staffed with a full-time System Manager. A 20 hour per week technical position is included for FY09.

PENSIONS & BENEFITS	7,418,734	7,293,711	8,149,730	8,503,255	8,503,255	8,503,255	-
County Retirement	2,277,181	2,257,817	2,355,904	2,598,635	2,598,635	2,598,635	-
Workers' Compensation	263,516	223,787	279,327	280,000	280,000	280,000	-
Employment Security	20,000	17,046	20,000	20,000	20,000	20,000	-
Health Insurance	4,405,037	4,367,434	5,021,039	5,129,620	5,129,620	5,129,620	-
Life Insurance	21,000	19,649	21,000	21,000	21,000	21,000	-
Medicare	341,000	359,610	361,460	363,000	363,000	363,000	-
Public Safety Disability	30,000	-	30,000	30,000	30,000	30,000	-
Retired Public Safety Disability	36,000	30,514	36,000	36,000	36,000	36,000	-
Uninsured Medical	25,000	17,854	25,000	25,000	25,000	25,000	-
29 PENSIONS & BENEFITS	7,418,734	7,293,711	8,149,730	8,503,255	8,503,255	8,503,255	- *

* Line 29 Fund \$193,000 from WATER REVENUE
 * Line 29 Fund \$8,160 from PARKS and RECREATION REVENUE
 * Line 29 Fund \$105,000 from HEALTH INSURANCE RECOVERY FUND

This Line Item funds the various pension and employee benefits paid on behalf of current and retired employees.

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PUBLIC SAFETY

POLICE DEPARTMENT	2,962,265	2,894,737	2,969,626	3,167,369	3,261,279	3,167,368	-
30 SALARIES	2,714,870	2,651,743	2,686,931	2,884,674	2,884,674	2,884,673	-
31 EXPENSES	243,195	238,876	275,195	275,195	306,442	275,195	-
32 CAPITAL	4,200	4,118	7,500	7,500	70,163	7,500	-
Operations							
...Salaries	2,687,188	2,646,574	2,659,249	2,856,985	2,856,985	2,856,985	-
...Expenses	235,490	234,054	267,490	267,490	298,737	267,490	-
...Capital	4,200	4,118	7,500	7,500	70,163	7,500	-
	<u>2,926,878</u>	<u>2,884,746</u>	<u>2,934,239</u>	<u>3,131,975</u>	<u>3,225,885</u>	<u>3,131,975</u>	-

The Police Department presently consists of 31 full-time sworn personnel, including the administrative staff of the Chief of Police, two lieutenants and a secretary. The patrol force consists of 19 patrol officers, 6 sergeants and 2 lieutenants. The investigation/prosecution division is staffed with two detectives. The full-time force is supplemented by 10 reserve officers, five constables, 4 matrons, 5 crossing guards, and 2 animal control enforcement officers. The Department performs several major functions including, but not limited to: law enforcement; community policing endeavors such as crime prevention, crime investigation, responding to calls for service, housing prisoners; and administrative functions. In addition, the Department is the enforcement branch for Town Government and works with various Town Agencies in investigating and prosecuting cases on their behalf.

Animal Control							
...Salaries	27,682	5,169	27,682	27,688	27,688	27,688	-
...Expenses	7,705	4,822	7,705	7,705	7,705	7,705	-
	<u>35,387</u>	<u>9,991</u>	<u>35,387</u>	<u>35,393</u>	<u>35,393</u>	<u>35,393</u>	-

The Animal Control Program consists of 1 part-time Dog Officer and 1 part-time assistant. This division is responsible for the investigation of all complaints involving dogs.

FIRE DEPARTMENT	2,282,111	2,280,499	2,286,012	2,286,012	2,305,531	2,286,012	-
33 SALARIES	2,069,126	2,069,124	2,073,027	2,076,766	2,076,766	2,076,766	- *
34 EXPENSES	181,730	178,964	181,730	192,210	195,510	192,210	- *
35 CAPITAL	31,255	32,411	31,255	17,036	33,255	17,036	-

* Line 33 Fund \$220,350 from AMBULANCE RESERVE
 * Line 34 Fund \$44,650 from AMBULANCE RESERVE

Operations							
...Salaries	1,960,921	1,959,997	1,970,722	1,970,961	1,970,961	1,970,961	-
...Expenses	124,580	120,595	124,580	129,060	131,560	129,060	-
...Capital	25,255	18,991	25,255	11,036	25,255	11,036	-
	<u>2,110,756</u>	<u>2,099,583</u>	<u>2,120,557</u>	<u>2,111,057</u>	<u>2,127,776</u>	<u>2,111,057</u>	-

The Fire Department consists of 18 permanent men: Chief, Deputy Chief, 4 Captains and 12 Firefighters. The Operations Division provides inspection services, fire prevention and fire suppression.

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FUNCTION SUMMARY							
Fire Alarm							
...Salaries	-	-	-	-	-	-	-
...Expenses	10,500	8,844	10,500	10,500	10,500	10,500	-
...Capital	6,000	12,262	6,000	6,000	6,000	6,000	-
	<u>16,500</u>	<u>21,106</u>	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>	<u>16,500</u>	<u>-</u>
The Fire Alarm Program is responsible for maintaining the Fire Alarm System throughout the Town as well as the communications system of the Fire Department.							
Emergency Medical Service							
...Salaries	-	-	-	-	-	-	-
...Expenses	44,650	47,401	44,650	50,650	51,150	50,650	-
...Capital	-	-	-	-	-	-	-
	<u>44,650</u>	<u>47,401</u>	<u>44,650</u>	<u>50,650</u>	<u>51,150</u>	<u>50,650</u>	<u>-</u>
The EMS Program is responsible for providing the emergency medical & ambulance services to the residents of the Town. The Department currently has 17 Emergency Medical Technicians. Local EMT's are backed up by Advanced Life Support when necessary.							
Call Force							
...Salaries	40,555	41,015	37,255	40,755	40,755	40,755	-
...Expenses	2,000	2,124	2,000	2,000	2,300	2,000	-
...Capital	-	-	-	-	-	-	-
	<u>42,555</u>	<u>43,139</u>	<u>39,255</u>	<u>42,755</u>	<u>43,055</u>	<u>42,755</u>	<u>-</u>
The Call Department is budgeted for 15 Firefighters who are used to supplement the permanent full-time force on a part-time basis.							
Fire & Police Mechanic							
...Salaries	67,650	68,112	65,050	65,050	65,050	65,050	-
...Expenses	-	-	-	-	-	-	-
...Capital	-	1,158	-	-	2,000	-	-
	<u>67,650</u>	<u>69,270</u>	<u>65,050</u>	<u>65,050</u>	<u>67,050</u>	<u>65,050</u>	<u>-</u>
The Fire/Police mechanic provides maintenance services for the vehicles in these two departments.							
EMERGENCY MANAGEMENT	3,478	3,320	3,478	3,478	3,478	3,478	-
36 SALARIES	1,200	200	-	-	-	-	-
37 EXPENSES	2,278	3,120	3,478	3,478	3,478	3,478	-
38 CAPITAL	-	-	-	-	-	-	-
CODE ENFORCEMENT	219,320	216,682	219,546	219,546	221,325	194,414	-
39 SALARIES	194,170	194,169	195,763	195,763	195,763	170,631	-
40 EXPENSES	25,150	22,513	23,783	23,783	25,562	23,783	-
41 CAPITAL	-	-	-	-	-	-	-
Building Inspection							
...Salaries	133,622	136,204	135,043	135,043	135,043	135,043	-
...Expenses	17,095	15,920	15,900	15,900	16,407	15,900	-
...Capital	-	-	-	-	-	-	-
	<u>150,717</u>	<u>152,124</u>	<u>150,943</u>	<u>150,943</u>	<u>151,450</u>	<u>150,943</u>	<u>-</u>

The Code Enforcement Department is staffed with a full-time Department Head/Building Inspector, one part-time inspector and one full-time clerical staff for all code enforcement activities. This Department is responsible for issuing all building permits and inspection of all new construction as well as enforcing the Architectural Access Board Regulations and several local bylaws including the Zoning Bylaw.

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FUNCTION SUMMARY

Plumbing & Gas Inspection

...Salaries	24,960	23,896	25,132	25,132	25,132	-	-
...Expenses	3,744	2,743	3,572	3,572	4,175	3,572	-
	<u>28,704</u>	<u>26,639</u>	<u>28,704</u>	<u>28,704</u>	<u>29,307</u>	<u>3,572</u>	<u>-</u>

This program is staffed with a part-time inspector who is responsible for inspecting all new and repaired gas and plumbing installations.

Weights & Measures

...Salaries	9,274	8,974	9,274	9,274	9,274	9,274	-
...Expenses	774	1,126	774	774	935	774	-
	<u>10,048</u>	<u>10,100</u>	<u>10,048</u>	<u>10,048</u>	<u>10,209</u>	<u>10,048</u>	<u>-</u>

This program is staffed with a part-time Sealer of Weights and Measures. He is responsible for inspecting all scales and pumps used in connection with the sales of products.

Electrical Inspection

...Salaries	26,314	25,095	26,314	26,314	26,314	26,314	-
...Expenses	3,537	2,724	3,537	3,537	4,045	3,537	-
...Capital	-	-	-	-	-	-	-
	<u>29,851</u>	<u>27,819</u>	<u>29,851</u>	<u>29,851</u>	<u>30,359</u>	<u>29,851</u>	<u>-</u>

This program is staffed with a part-time inspector and a part-time assistant who is responsible for the inspection of all new and changed electrical services.

HEALTH	224,603	222,677	221,978	221,978	222,874	203,718	-
42 SALARIES	139,169	139,169	132,999	132,999	132,999	114,739	-
43 EXPENSES	85,434	83,507	88,979	88,979	89,875	88,979	-
44 CAPITAL	-	-	-	-	-	-	-

Administration

...Salaries	139,169	139,169	132,999	132,999	132,999	114,739	-
...Expenses	13,350	12,538	13,350	13,350	13,350	13,350	-
...Capital	-	-	-	-	-	-	-
	<u>152,519</u>	<u>151,708</u>	<u>146,349</u>	<u>146,349</u>	<u>146,349</u>	<u>128,089</u>	<u>-</u>

The Board of Health is responsible for the stewardship of the Public Health of the Town. The Board consists of 3 members appointed by the Town Administrator. The Department is staffed with a full-time Health Agent and a full-time Administrative Assistant.

Environmental Health

...Salaries	-	-	-	-	-	-	-
...Expenses	59,884	60,126	63,429	63,429	64,325	63,429	-
	<u>59,884</u>	<u>60,126</u>	<u>63,429</u>	<u>63,429</u>	<u>64,325</u>	<u>63,429</u>	<u>-</u>

This program provides for the enforcement of Environmental and Sanitary Codes, Local Regulations and Mosquito Control Programs.

Community Health

...Salaries	-	-	-	-	-	-	-
...Expenses	12,200	10,843	12,200	12,200	12,200	12,200	-
...Misc Capital	-	-	-	-	-	-	-
	<u>12,200</u>	<u>10,843</u>	<u>12,200</u>	<u>12,200</u>	<u>12,200</u>	<u>12,200</u>	<u>-</u>

This program provides for Communicable Disease Surveillance and follow-up, Immunization Clinics and Non-Communicable Disease Screenings performed by the Visiting Nurse Association.

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FUNCTION SUMMARY

PUBLIC WORKS

OPERATIONS	2,208,513	2,327,415	2,013,999	2,013,998	2,022,956	2,013,998	-
45 SALARIES	967,160	1,055,024	954,090	963,347	963,047	963,347	- *
46 EXPENSES	1,241,353	1,272,391	1,059,909	1,050,651	1,059,909	1,050,651	- *
47 CAPITAL	-	-	-	-	-	-	-
	* Line 45 Fund \$69,000 from WATER REVENUE * Line 46 Fund \$24,000 from WATER REVENUE * Line 46 Fund \$20,000 from CEMETERY FUNDS * Line 46 Fund \$20,000 from PERPETUAL CARE						
Administration							
...Salaries	114,010	99,099	91,117	94,229	94,229	94,229	-
...Expenses	6,925	15,475	6,925	6,925	6,925	6,925	-
	<u>120,935</u>	<u>114,574</u>	<u>98,042</u>	<u>101,154</u>	<u>101,154</u>	<u>101,154</u>	-
The Administration element of the Public Works Division is staffed with a Director and 2 full-time clerical staff of which a portion of their salaries are budgeted in the Water Enterprise. This division is responsible for overseeing and managing the entire Public Works Function.							
Engineering							
...Salaries	43,032	43,497	43,865	43,865	43,865	43,865	-
...Expenses	1,550	1,505	1,550	1,550	1,550	1,550	-
	<u>44,582</u>	<u>45,002</u>	<u>45,415</u>	<u>45,415</u>	<u>45,415</u>	<u>45,415</u>	-
Engineering is staffed with 1 full-time Engineer who provides technical support to the Public Works Division and other Town Departments. One half of his salary is budgeted in the Water Enterprise.							
Road & Street							
...Salaries	496,168	456,777	511,851	511,215	511,215	511,215	-
...Expenses	188,034	192,196	161,322	154,912	161,322	154,912	-
...Capital	-	-	-	-	-	-	-
	<u>684,202</u>	<u>648,973</u>	<u>673,173</u>	<u>666,127</u>	<u>672,537</u>	<u>666,127</u>	-
The Road and Street Division is staffed with 8.5 full-time employees. They perform the construction and seasonal maintenance functions required of the 89.22 miles of Town roadways.							
Snow & Ice							
...Salaries	-	93,836	-	-	-	-	-
...Expenses	368,131	399,492	175,000	175,000	175,000	175,000	-
	<u>368,131</u>	<u>493,328</u>	<u>175,000</u>	<u>175,000</u>	<u>175,000</u>	<u>175,000</u>	-

Snow and Ice reflects the costs of Winter Operations for materials and hired equipment.

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FY2012

	FY10 Budget	FY10 Expended	FY11 Budget	LEVEL FUND DEPT. REQUEST	LEVEL SERV. DEPT. REQUEST	SELECTMEN REC	*FINCOM REC
FUNCTION SUMMARY							
Street Lighting							
...Expenses	102,124	96,641	102,124	102,124	102,124	102,124	-
This budget item provides for the amount paid to RMLD to illuminate 1,237 street lights.							
Trees							
...Expenses	19,000	19,415	19,000	19,000	19,000	19,000	-
Tree Expenses consist of the yearly contractual costs to maintain and remove trees.							
Machinery Maintenance							
...Salaries	134,782	158,648	123,993	126,539	126,539	126,539	-
...Expenses	155,600	171,818	155,600	155,600	155,600	155,600	-
...Capital	-	-	-	-	-	-	-
	<u>290,382</u>	<u>330,466</u>	<u>279,593</u>	<u>282,139</u>	<u>282,139</u>	<u>282,139</u>	<u>-</u>
The Machinery Maintenance program is staffed by 3 full-time mechanics. Their responsibility is to maintain 48 pieces of highway and construction equipment.							
Cemetery, Parks and Grounds							
...Salaries	117,535	133,480	119,199	123,134	123,134	123,134	-
...Expenses	16,300	6,872	16,300	16,300	16,300	16,300	-
...Capital	-	-	-	-	-	-	-
	<u>133,835</u>	<u>140,352</u>	<u>135,499</u>	<u>139,434</u>	<u>139,434</u>	<u>139,434</u>	<u>-</u>
This program employs 2.5 full-time employees and reflects maintenance in parks and grounds, and the Town's three cemeteries. The Town is currently expanding Riverside Cemetery.							
Town Buildings							
...Salaries	61,633	69,687	64,065	64,365	64,065	64,365	-
...Expenses	383,689	368,977	422,088	419,240	422,088	419,240	-
...Capital	-	-	-	-	-	-	-
	<u>445,322</u>	<u>438,664</u>	<u>486,153</u>	<u>483,605</u>	<u>486,153</u>	<u>483,605</u>	<u>-</u>
Town Buildings employs 1 full-time facilities maintenance manager/superintendent. This budget includes the costs for cleaning, maintaining, repairing and operating all public buildings except schools.							
SOLID WASTE MANAGEMENT	1,022,222	1,022,046	950,200	950,200	952,250	950,200	-
48 SALARIES	10,032	8,891	16,000	16,000	16,000	16,000	-
49 EXPENSES	1,012,190	1,013,155	934,200	934,200	936,250	934,200	- *

The Solid Waste Management program employs 1 part-time person to coordinate contractual field services.

June 6, 2011

FY2012

	FY10 Budget	FY10 Expended	FY11 Budget	LEVEL FUND DEPT. REQUEST	LEVEL SERV. DEPT. REQUEST	SELECTMEN REC	*FINCOM REC
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FUNCTION SUMMARY

GENERAL SERVICES

TOWN CLERK	184,945	184,293	202,438	191,537	192,112	191,537	-
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50 SALARIES	160,028	160,027	169,004	162,604	162,604	162,604	-
51 EXPENSES	24,917	24,266	33,434	28,933	29,508	28,933	- *
52 CAPITAL	-	-	-	-	-	-	-

Clerk							
...Salaries	148,618	148,808	145,135	144,799	144,799	144,799	-
...Expenses	10,301	10,356	10,911	10,741	10,741	10,741	-
...Capital	-	-	-	-	-	-	-
	<u>158,919</u>	<u>159,164</u>	<u>156,046</u>	<u>155,540</u>	<u>155,540</u>	<u>155,540</u>	-

The Town Clerk's office is staffed by a full-time Town Clerk and 2 full-time clerical staff. This Office is responsible for maintaining all vital statistics of the Town, including births, marriages, deaths, and records of all boards and committees. This office also maintains the minutes of Town Meetings and is responsible for conducting the annual census.

Elections							
...Salaries	11,410	11,219	23,869	17,805	17,805	17,805	-
...Expenses	14,616	13,910	22,523	18,192	18,767	18,192	-
...Capital	-	-	-	-	-	-	-
	<u>26,026</u>	<u>25,129</u>	<u>46,392</u>	<u>35,997</u>	<u>36,572</u>	<u>35,997</u>	-

The Elections program is responsible for conducting all elections and Town Meetings. This program is also responsible for maintaining lists of registered voters within the Town.

ELDER SERVICES	127,214	125,263	129,837	129,837	132,516	129,837	-
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53 SALARIES	109,577	109,577	111,478	113,234	114,131	113,234	-
54 EXPENSES	17,637	15,686	18,359	16,603	18,385	16,603	-

Elder Services is staffed with a full-time Director, a full-time van driver, and a full-time clerk. This department provides a variety of services to the elderly including a hot lunch program, " Meals on Wheels", home care, clinics and transportation.

VETERANS' SERVICES	138,226	115,458	120,891	113,043	160,060	135,543	-
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55 SALARIES	46,826	37,119	42,701	34,853	34,853	34,853	-
56 EXPENSES	91,400	78,339	78,190	78,190	125,207	100,690	-
57 CAPITAL	-	-	-	-	-	-	-

The Veterans' Department is staffed with a part-time Veterans' Agent supported by a part-time administrative assistant. The services provided include state public assistance, VA benefits, referral services and fuel assistance.

June 6, 2011

FY2012

	FY10 Budget	FY10 Expended	FY11 Budget	LEVEL FUND DEPT. REQUEST	LEVEL SERV. DEPT. REQUEST	SELECTMEN REC	*FINCOM REC
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FUNCTION SUMMARY

LIBRARY	442,242	433,101	445,175	445,175	451,372	451,375	-
58 SALARIES	333,974	329,735	334,960	338,628	338,628	338,628	-
59 EXPENSES	108,268	103,366	110,215	106,547	112,744	112,747	-
60 CAPITAL	-	-	-	-	-	-	-

The Library budget includes funding for a full-time Director and Assistant Director, 2 full-time professional librarians and 7 part-time staff. The Library is currently open 45 hours per week.

RECREATION	114,603	114,603	110,100	-	-	-	-
61 SALARIES	114,603	114,603	110,100	-	-	-	-
62 EXPENSES	-	-	-	-	-	-	-
63 CAPITAL	-	-	-	-	-	-	-

Please see lines 107 through 109 for FY12 Parks and Recreation Budget

YOUTH SERVICES	-	-	47,277	42,499	42,499	42,499	-
64 SALARIES	-	-	47,277	42,499	42,499	42,499	-
65 EXPENSES	-	-	-	-	-	-	-

The Youth Services Department is staffed by a full-time Youth Services Director.

LAND USE

CONSERVATION COMM	26,885	24,578	26,885	26,885	26,885	26,885	-
66 SALARIES	23,915	22,925	23,915	23,915	23,915	23,915	-
67 EXPENSES	2,970	1,653	2,970	2,970	2,970	2,970	-
68 CAPITAL	-	-	-	-	-	-	-

The Conservation Commission (ConCom) consists of 5 appointed members and 2 alternates. The Commission has jurisdiction over all activities which take place in Wetlands. These activities are highly regulated by the State. The ConCom holds public hearings to determine the appropriateness of the activity and sets conditions under which they can occur. The budget continues to provide part-time clerical support and a part-time Conservation Agent retained on a contractual basis. Much of the ConCom's activities are funded from fees.

* Line 66 Fund \$10,000 from CONSERVATION FEES

PLANNING COMMISSION	161,703	131,673	161,703	161,703	179,430	161,703	-
69 SALARIES	149,593	123,892	149,593	149,593	149,820	149,593	-
70 EXPENSES	12,110	7,781	12,110	12,110	29,610	12,110	-
71 CAPITAL	-	-	-	-	-	-	-

The Community Planning Commission (CPC) consists of 5 elected members. The CPC has jurisdiction of all planning activities within the Town. It approves all sub-divisions. The Commission is supported by a full-time administrator, a full-time secretary and a part-time GIS Coordinator/Planner. It has responsibility for reviewing and updating the Town's Master Plan.

BOARD of APPEALS	23,154	22,160	23,154	23,154	23,800	23,154	-
72 SALARIES	18,729	18,372	19,194	19,840	19,840	19,840	-
73 EXPENSES	4,425	3,788	3,960	3,314	3,960	3,314	-

The Board of Appeals (ZBA) consists of 3 appointed members and 3 alternates. The ZBA has the responsibility of granting variances and special permits from the Zoning By-Law and hearing appeals of the Building Inspector.

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FY2012

FY10
Budget

FY10
Expended

FY11
Budget

LEVEL FUND
DEPT. REQUEST

LEVEL SERV.
DEPT. REQUEST

SELECTMEN
REC

*FINCOM
REC

FUNCTION SUMMARY

June 6, 2011

FY2012

	FY10 Budget	FY10 Expended	FY11 Budget	LEVEL FUND DEPT. REQUEST	LEVEL SERV. DEPT. REQUEST	SELECTMEN REC	*FINCOM REC
FUNCTION SUMMARY							
E D U C A T I O N							
PUBLIC SCHOOLS	22,802,875	22,719,219	23,143,886	24,021,751	-	-	-
SALARIES	17,651,669	17,567,664	18,648,608	19,912,289	-	-	-
74 TEACHERS	13,288,577	13,229,649	13,961,780	14,772,296			
75 ADMINISTRATION	2,059,553	2,052,312	2,173,043	2,180,468			
76 OFFICE STAFF							
77 PARAPROFESSIONALS/TUTORS	572,318	562,537	631,292	1,016,861			
78 CUSTODIAL	1,025,895	1,027,742	1,102,866	1,100,652			
79 ATHLETICS	177,053	175,625	158,597	208,221			
80 HEALTH SERVICES	318,401	317,917	325,624	335,088			
81 TRANSPORTATION SPED	85,500	82,791	106,105	109,402			
82 THERAPEUTIC SERVICES							
83 COMPUTER/AV TECHNICIANS	124,372	119,091	189,301	189,301			
84 SALARY POOL SUPPLEMENT							
EXPENSES	5,151,206	5,151,555	4,495,278	4,109,462	-	-	-
85 DISTRICT LEADERSHIP & ADMINISTRATION	140,124	145,285	195,962	186,075			
86 INSTRUCTION	1,068,745	1,041,931	970,024	800,269			
87 STUDENT SERVICES	568,946	596,937	484,400	405,840			
88 OPERATION & MAINTENANCE OF PLANT	996,500	993,528	1,171,109	1,160,350			
89 FIXED CHARGES	39,450	34,011	60,200	105,775			
90 EQUIPMENT	60,000	60,873	26,346	15,000			
91 SPECIAL ED TUITION	2,277,441	2,278,990	1,577,066	1,410,702			
92 HIGH SCHOOL ACCREDITATION			10,171	25,451			
93 SPECIAL ED TRANSPORTATION							
94 SMALL CAPITAL							
95 REGIONAL VOTECH	428,649	428,649	439,365	475,000	475,000	475,000	

June 6, 2011

FY2012

	FY10 Budget	FY10 Expended	FY11 Budget	LEVEL FUND DEPT. REQUEST	LEVEL SERV. DEPT. REQUEST	SELECTMEN REC	*FINCOM REC
FUNCTION SUMMARY							
D E B T S E R V I C E							
School Debt							
Wheelchair Van	5,430	5,430	5,243	5,078	5,078	5,078	-
Middle & High Schematics	-	-	-	-	-	-	-
Modulars 3	124,613	124,613	121,238	117,963	117,963	117,963	-
School Rack Truck	5,921	5,921	5,734	5,569	5,569	5,569	-
High School Hot Water System	5,921	5,921	5,734	5,569	5,569	5,569	-
NRHS Renovation	-	-	-	-	-	-	-
Batchelder Plans	20,619	20,619	20,056	19,561	19,561	19,561	-
NRMS Gym	-	-	-	-	-	-	-
Batchelder Renovations	922,096	922,096	934,059	955,659	955,659	955,659	-
NRMS Roof	-	-	-	-	-	-	-
Middle Boiler/Little Soffit	22,384	22,384	21,821	21,326	21,326	21,326	-
Batch Septic	21,060	21,060	-	-	-	-	-
Haverhill Street Land	10,530	10,530	-	-	-	-	-
School Copy Machine	5,100	5,100	-	-	-	-	-
NRHS Track	-	-	-	-	-	-	-
Modular Classrooms	48,360	48,360	46,988	20,970	20,970	20,970	-
Hood & High Modulars	112,696	112,696	109,519	106,466	106,466	106,466	-
Hood School Renovation	384,530	384,530	377,180	369,218	369,218	369,218	-
Student Van	5,100	5,100	-	-	-	-	-
Modular Classrooms 10/06	100,819	100,819	100,469	97,706	97,706	97,706	-
School Security 10/07	34,625	34,625	33,500	32,525	32,525	32,525	-
School Security 10/08	-	-	-	52,500	52,500	52,500	-
Little School Asbestos Abatement	-	-	-	11,250	11,250	11,250	-
School Roof Repairs 10/09	-	-	-	18,463	18,463	18,463	-
Police Station Renovations	711,390	711,390	693,710	676,480	676,480	676,480	-
Ladder Truck	-	-	-	-	-	-	-
Cemetery Upgrade	25,500	25,500	-	-	-	-	-
Roads 10/04	40,958	40,958	39,645	38,490	38,490	38,490	-
Replace Culverts	13,136	13,136	12,761	7,509	7,509	7,509	-
Smith Property	274,544	274,544	267,981	262,206	262,206	262,206	-
Title V	10,872	10,872	10,872	10,872	10,872	10,872	-
Little School Renovation	268,648	268,648	259,750	71,261	71,261	71,261	-
04 Dump Truck - 35,000 GVW	12,553	12,553	12,178	11,848	11,848	11,848	-
Holder Tractor	10,305	10,305	5,078	-	-	-	-
Technology 10/07	28,100	28,100	22,250	16,675	16,675	16,675	-
Stormwater	23,859	23,859	23,862	23,865	23,865	23,865	-
Fire Pumper - E4	24,867	24,867	24,258	23,627	23,627	23,627	-
DPW 1 Ton Truck	5,590	5,590	5,403	5,238	5,238	5,238	-
Roads 01	58,010	58,010	56,333	15,240	15,240	15,240	-
Fire Station Floor	35,063	35,063	33,653	32,213	32,213	32,213	-
Damon Tavern	40,906	40,906	39,261	37,581	37,581	37,581	-
DPW Small Dump Truck	11,021	11,021	5,734	5,569	5,569	5,569	-
Eisenhaure Park	220,570	220,570	213,731	209,669	209,669	209,669	-
Loader 10/05	14,050	14,050	13,650	13,250	13,250	13,250	-
Dump Truck 10/05	18,700	18,700	18,100	17,500	17,500	17,500	-
Cruisers 10/05	11,000	11,000	5,700	5,500	5,500	5,500	-
Fire Pumper 10/05	42,481	42,481	36,331	35,331	35,331	35,331	-
Dump Truck 04/06	14,738	14,738	14,313	13,913	13,913	13,913	-
Cemetery Upgrade 10/06	16,538	16,538	15,900	15,300	15,300	15,300	-
Road Program 04/06	71,263	71,263	63,600	61,200	61,200	61,200	-
Police Technology/Remodel 04/07	48,194	48,194	42,019	41,019	41,019	41,019	-
Road Program 10/07	72,175	72,175	69,738	62,700	62,700	62,700	-
Park St. Bridge	14,143	14,143	8,406	8,244	8,244	8,244	-
DPW Lift	16,575	16,575	16,013	15,525	15,525	15,525	-
Town Hall Roof	59,513	59,513	58,200	57,063	57,063	57,063	-
Town Hall Generator	6,325	6,325	6,138	5,975	5,975	5,975	-
Senior Center Van 10/08	-	-	-	19,690	19,690	19,690	-

June 6, 2011

FY2012

	FY10 Budget	FY10 Expended	FY11 Budget	LEVEL FUND DEPT. REQUEST	LEVEL SERV. DEPT. REQUEST	SELECTMEN REC	*FINCOM REC
FUNCTION SUMMARY							
Cemetery Upgrade 10/08	-	-	-	21,000	21,000	21,000	-
Municipal Vehicles 10/08	-	-	-	18,780	18,780	18,780	-
DPW Dump Truck 10/08	-	-	-	48,260	48,260	48,260	-
DPW Pick-up Truck 10/08	-	-	-	19,590	19,590	19,590	-
Road Program 10/08	-	-	-	89,150	89,150	89,150	-
Flint Library Repairs 04/09	-	-	-	7,391	7,391	7,391	-
Police Communications Equip. 10/09	-	-	-	7,166	7,166	7,166	-
DPW Truck 10/09	-	-	-	15,094	15,094	15,094	-
Building on the Common Improve. 10/09	-	-	-	31,525	31,525	31,525	-
Light Fixtures-Municipal Bldgs 10/09	-	-	-	6,081	6,081	6,081	-
DPW Garage Improvements 10/09	-	-	-	5,650	5,650	5,650	-
Cemetery Upgrade 10/09	-	-	-	21,250	21,250	21,250	-
Road Program 10/09	-	-	-	42,950	42,950	42,950	-
Fire Department Vehicle 10/09	-	-	-	10,800	10,800	10,800	-
Short Term Interest & Admin. Fee	187,327	91,158	131,800	25,000	25,000	25,000	-
96 DEBT SERVICE	4,238,718	4,142,549	4,007,909	4,030,063	4,030,063	4,030,063	-

* Line 96 Fund \$43,916 from RESERVE for DEBT EXCLUSION

* Line 96 Fund \$15,872 from RESERVE for SEPTIC LOANS

* Line 96 Fund \$167,200 from CELL TOWER REVENUE

* Line 96 Fund \$901,701 from CAPITAL PROJECTS STABILIZATION FUND

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FY2012

	FY10 Budget	FY10 Expended	FY11 Budget	LEVEL FUND DEPT. REQUEST	LEVEL SERV. DEPT. REQUEST	SELECTMEN REC	*FINCOM REC
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FUNCTION SUMMARY

ENTERPRISE FUNDS

WATER DEPARTMENT	2,815,724	2,804,028	2,920,738	2,990,958	2,990,958	2,990,958	-
97 SALARIES	692,700	686,680	689,899	710,596	710,596	710,596	- *
98 EXPENSES	1,656,515	1,647,616	1,779,015	1,811,355	1,811,355	1,811,355	- *
99 CAPITAL	-	3,223	-	-	-	-	-
100 DEBT	466,509	466,509	451,824	469,007	469,007	469,007	- *

* Line 97 Fund \$710,596 from WATER REVENUE
 * Line 98 Fund \$1,811,355 from WATER REVENUE
 * Line 100 Fund \$469,007 from WATER REVENUE

The Water Department employs 1 superintendent, 1 technician and 5 full-time operators and mechanics. It's administrative element accounts for 1/2 of the salaries of the Public Works Director, Town Engineer and DPW clerical support staff.

HILLVIEW COUNTRY CLUB	1,755,711	1,605,936	1,703,834	1,579,650	1,579,650	1,579,650	-
101 SALARIES	25,000	24,160	25,000	25,000	25,000	25,000	- *
102 EXPENSES	878,500	828,745	899,000	901,000	901,000	901,000	- *
103 IN LIEU of TAX PAYMENT	115,000	112,112	115,000	115,000	115,000	115,000	- *
104 L.U.C. EXPENSES	-	-	-	-	-	-	-
105 CAPITAL	160,000	152,876	100,000	50,000	50,000	50,000	- *
106 DEBT	577,211	488,043	564,834	488,650	488,650	488,650	- *

*Line 101 Fund \$25,000 from HILLVIEW REVENUE
 *Line 102 Fund \$901,000 from HILLVIEW REVENUE
 *Line 103 Fund \$115,000 from HILLVIEW REVENUE
 *Line 105 Fund \$50,000 from HILLVIEW REVENUE
 *Line 106 Fund \$488,650 from HILLVIEW REVENUE

PARKS AND RECREATION ENTERPRISE	-	-	-	490,790	490,790	490,790	-
107 SALARIES	-	-	-	243,751	243,751	243,751	- *
108 EXPENSES	-	-	-	247,039	247,039	247,039	- *
109 CAPITAL	-	-	-	-	-	-	-

*Line 107 Fund \$110,700 from RAISE and APPROPRIATE
 *Line 107 Fund \$133,051 from PARKS & RECREATION REVENUE
 *Line 107 Fund \$247,039 from PARKS & RECREATION REVENUE

The Recreation Department is staffed by a full-time Recreation Administrator, a full-time Parks Director, a part-time administrative assistant, a full-time DPW employee and seasonal employees. The General Fund will subsidize the enterprise and pay for the salaries of the Parks and Recreation Department Head and the Parks Director. The enterprise account is responsible for the salary of the Recreation Director, Program Coordinator, Recreation Secretary and the costs of all seasonal employees and all other types of expenses. The enterprise account funds are derived from user fees, recreation programs, functions, and corporate rentals. Seasonal employees are hired to assist in grounds maintenance, as recreation program councilors, and as food service employees.

SUMMARY

GENERAL GOVERNMENT	19,323,202	18,957,568	19,900,076	20,515,454	20,748,973	20,524,161	-
EDUCATION	23,231,524	23,147,868	23,583,251	24,496,751	475,000	475,000	-
DEBT SERVICE	4,238,718	4,142,549	4,007,909	4,030,063	4,030,063	4,030,063	-

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FY2012

	FY10 Budget	FY10 Expended	FY11 Budget	LEVEL FUND DEPT. REQUEST	LEVEL SERV. DEPT. REQUEST	SELECTMEN REC	*FINCOM REC
FUNCTION SUMMARY							
ENTERPRISES	4,571,435	4,409,964	4,624,572	5,061,398	5,061,398	5,061,398	-
TOTAL BUDGET	51,364,879	50,657,949	52,115,808	54,103,666	30,315,435	30,090,623	-