

TOWN OF PALMER
FISCAL YEAR 2017 BUDGET PROPOSAL



PALMER TOWN COUNCIL

JUNE 20, 2016

Budget Presentation

Budget Outline

Line Item Budget

Budget Detail

Five Year Forecast

Capital Improvement Plan

Prepared by:

Charles T. Blanchard, Town Manager

John Kuzmiski, Finance Director

Robert Leroux, Assessor

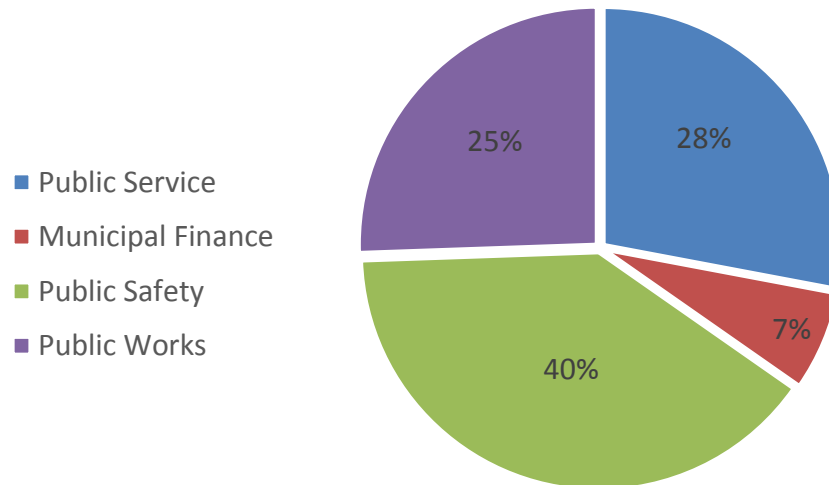
Andrew M. Golas, Executive Assistant

FY17 BUDGET AND CAPITAL PLAN

Charlie Blanchard
Town Manager
June 13, 2016

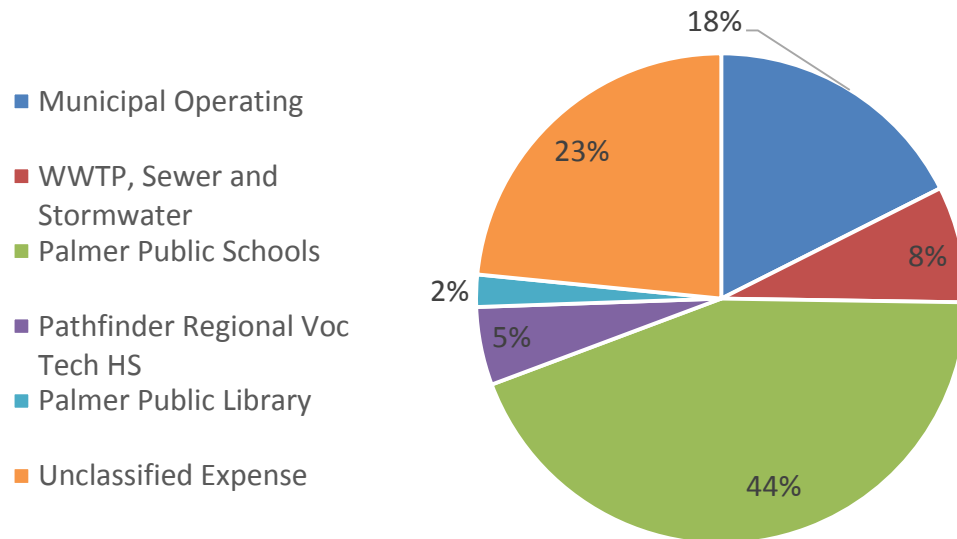
Total Municipal Department Operating Expense

	<u>FY16</u>	<u>FY17</u>	<u>\$ Inc</u>	<u>% Inc</u>
Municipal Operating Expense	\$ 6,074,321	\$ 6,218,907	\$ 144,586	2.4%
Department of Public Service	\$ 1,771,239	\$ 1,738,632	\$ -32,607	-1.9%
Department of Municipal Finance	\$ 402,963	\$ 420,130	\$ 17,140	4.3%
Department of Public Safety	\$ 2,381,793	\$ 2,470,407	\$ 88,614	3.7%
Department of Public Works	\$ 1,518,326	\$ 1,589,765	\$ 64,239	4.7%



Total Budget Increase Summary

	<u>FY16</u>	<u>FY17</u>	<u>\$ Inc</u>	<u>% Inc</u>
Total Budget	\$ 34,435,832	\$ 35,380,753	\$ 944,921	2.7%
Municipal Operating Expense	\$ 6,074,321	\$ 6,218,907	\$ 144,586	2.4%
WWTP, Sewer and Stormwater	\$ 2,644,534	\$ 2,714,949	\$ 70,415	2.7%
Palmer Public Schools	\$ 15,270,651	\$ 15,585,614	\$ 314,963	2.1%
Pathfinder Regional Voc Tech HS	\$ 1,798,031	\$ 1,823,467	\$ 25,436	1.4%
Palmer Public Library	\$ 727,699	\$ 749,530	\$ 21,831	3.0%
Unclassified Expense Total	\$ 7,920,596	\$ 8,288,286	\$ 367,690	4.6%



New Town Spending

Building Dept. Admin. Ass't.	\$ 6,518	25 to 32.5 Hours
COA PT Receptionist	\$ 13,112	Add 19 hr Afternoon Pos.
ACO Regional Facility	\$ 8,100	ACO Ass't funded by IMA
Total	\$ 27,730	

Proposed Capital Plan

DPW Grounds (Cemetery)	\$ 22,100	Backhoe (net after trade & PCF)
Police Department	\$ 13,500	Replace 8 old with 10 new Tasers
DPW Highway Garage	\$ 14,000	2 new doors and heaters
DPW	\$ 32,000	¾ Ton P/U Truck w/plow
Palmer High School	\$ 23,400	20 new cafeteria tables
Total	\$ 105,000	From Capital Improvement Fund
Police Department	\$ 80,000	2 Cruisers in PD Budget
DPW - Street Sweeper	\$ 205,000	DPW Priority #1 from Free Cash
DPW - 16' Mower	\$ 110,000	DPW Priority #2 from Free Cash
OMP Sidewalk Replacmnt	\$ 70,000	Schools Priority #1 from Free Cash
Total	\$ 385,000	From Free Cash

Road Management Plan

	<u>Funding</u>	<u>OCI Level</u>	<u>Backlog</u>	<u>Rec. Funding</u>	<u>OCI Level</u>	<u>Backlog</u>
	\$					
2015	-	65	\$ 32,188,729	\$ -	65	\$ 32,188,729
2016	\$ 480,000	55	\$ 31,708,739	\$ 750,000	55	\$ 31,438,927
2017	\$ 480,000	51	\$ 35,468,417	\$ 850,000	52	\$ 34,819,982
2018	\$ 480,000	48	\$ 40,556,712	\$ 950,000	49	\$ 39,291,793
2019	\$ 480,000	44	\$ 47,782,047	\$ 1,000,000	46	\$ 45,392,446
2020	\$ 480,000	41	\$ 57,004,186	\$ 1,500,000	45	\$ 53,185,488



FISCAL YEAR 2017 BUDGET OUTLINE

PALMER EXPENSES

6/20/16

<u>Acct</u>	<u>Department</u>	<u>Accepted FY13</u>	<u>Accepted FY14</u>	<u>Accepted FY15</u>	<u>Accepted FY16</u>	<u>Requested FY17</u>	<u>TM Proposed FY17</u>	<u>CHG</u>	<u>%</u>
111	Town Council	10,225	11,525	11,525	12,000	10,500	10,500	(1,500)	-12.5%
123	Town Manager	218,724	248,102	256,349	238,164	245,592	245,592	7,428	3.1%
130	Audit				22,000	22,500	22,500	500	2.3%
132	Reserve Fund	25,000	25,000	25,000	35,000	35,000	35,000	0	0.0%
137	Central Purchasing	292,600	292,600	295,000	300,600	282,600	292,600	(8,000)	-2.7%
151	Town Counsel	50,000	50,000	50,000	51,000	100,000	65,000	14,000	27.5%
195	Town Report	4,500	3,000	2,500	2,000	2,000	2,000	0	0.0%
244	Sealer	3,000	3,000	3,000	3,000	3,000	3,000	0	0.0%
630	Recreation	30,000	30,440	28,000	32,000	29,000	29,000	(3,000)	-9.4%
510	Board of Health	65,023	57,343	63,728	72,375	72,520	74,079	1,704	2.4%
155	Computer Maint	61,962	57,237	63,742	69,425	66,000	66,000	(3,425)	-4.9%
161	Town Clerk	77,580	81,400	83,925	85,575	86,105	88,628	3,053	3.6%
162	Elections & Registr	24,707	22,000	25,000	27,500	31,800	30,300	2,800	10.2%
241	Building Inspector	53,473	54,530	53,979	81,195	89,329	89,630	8,435	10.4%
171	Conservation Comm	11,540	11,749	27,500	28,025	46,710	29,750	1,725	6.2%
175	Planning & Economic Dev.	78,638	92,167	101,613	106,270	106,300	107,453	1,183	1.1%
541	COA	113,764	121,026	130,908	149,070	166,452	169,322	20,252	13.6%
523	Valley human Services				2,000	2,000	2,000	0	0.0%
543	Veterans' Agent	240,720	389,271	365,827	360,400	360,980	295,480	(64,920)	-18.0%
692	Memorial Day	2,500	2,500	2,500	3,000	3,000	3,000	0	0.0%
192	Palmer Town Building	63,500	59,190	63,884	65,090	50,382	50,382	(14,708)	-22.6%
193	Memorial Hall	23,840	27,900	28,104	28,310	27,415	27,415	(895)	-3.2%
135	Finance Dir. / Accountant	73,068	88,641	91,151	93,421	94,889	97,055	3,634	3.9%
134	Actuarial	7,000	0	7,000	0	7,000	7,000	7,000	
141	Assessors	115,064	122,729	128,536	132,964	129,691	130,741	(2,223)	-1.7%
146	Collector	137,328	133,428	145,320	95,750	95,410	96,050	300	0.3%
145	Treasurer	22,208	19,564	28,790	87,830	87,145	89,257	1,427	1.6%
210	Police	1,941,086	2,061,026	2,142,365	2,231,916	2,294,483	2,311,301	79,385	3.6%
215	Police Headquarters Exp		21,600	94,037	94,037	94,100	94,100	63	0.1%
220	Forest Warden	2,600	2,600	2,600	3,100	3,100	3,100	0	0.0%
291	Civil Defense	5,000	5,000	5,000	5,500	5,500	5,500	0	0.0%
292	Dog Officer	35,450	33,950	44,593	47,240	49,140	56,407	9,167	19.4%

<u>Account</u>	<u>Department</u>	<u>Accepted FY13</u>	<u>Accepted FY14</u>	<u>Accepted FY15</u>	<u>Accepted FY16</u>	<u>Requested FY17</u>	<u>TM Proposed FY17</u>		
490	DPW	822,478	883,745	974,145	1,082,668	1,127,885	1,139,661	56,993	5.3%
491	DPW Capital Expenses	125,312	42,841	43,000	43,000	45,450	45,450	2,450	5.7%
294	Forestry	20,000	25,000	25,000	25,000	25,000	25,000	0	0.0%
423	Snow & Ice	208,000	210,000	210,000	210,000	210,000	210,000	0	0.0%
424	Street Lighting	100,000	115,000	115,000	117,000	120,000	120,000	3,000	2.6%
425	Railroad Crossing (DPW)	500	500	500	500	0	0	(500)	-100.0%
433	Municipal Solid Waste	17,600	20,600	20,600	20,600	21,000	21,000	400	1.9%
435	Groundwater Monitoring	16,000	16,000	17,200	17,200	17,000	20,010	2,810	16.3%
	State Street Water Treatment						7,200		
310	Public Schools	14,333,887	14,764,540	15,100,085	15,270,651	15,945,261	15,585,614	314,963	2.1%
320	Pathfinder	1,846,084	1,817,648	1,835,518	1,798,031	1,826,940	1,823,467	25,436	1.4%
610	Library	682,837	703,322	719,480	727,699	749,530	749,530	21,831	3.0%
710	Debt Principal	752,973	533,928	793,159	1,027,937	1,030,624	1,030,875	2,938	0.3%
751	Debt Interest	227,133	196,232	541,140	389,844	371,164	362,377	(27,467)	-7.0%
910	County Retirement	1,139,118	1,243,802	1,287,409	1,147,691	1,338,739	1,338,739	191,048	16.6%
913	Unemployment Ins	58,500	30,000	40,000	40,000	40,000	40,000	0	0.0%
914	Group Health Ins	4,164,780	4,248,168	4,457,188	4,651,874	4,832,045	4,832,045	180,171	3.9%
915	Group Life Insurance	12,349	12,966	13,248	13,250	13,250	13,250	0	0.0%
919	Medicare	222,804	232,944	235,000	235,000	235,000	235,000	0	0.0%
945	General Insurance	377,460	395,298	400,000	415,000	436,000	436,000	21,000	5.1%
244	WWTP / Sewers	2,412,311	2,891,376	2,578,223	2,644,534	2,838,899	2,714,949	70,415	2.7%
	TOTAL Budget	31,330,226	32,512,428	33,777,371	34,443,236	35,923,430	35,379,309	936,073	2.7%

Total Town Budget	31,330,226	32,512,428	33,777,371	34,443,236	35,923,430	35,379,309	936,073	2.7%
Cherry Sheet Asses.	439,292	463,998	405,334	551,060	551,060	601,158		
Mosquito Control		0	0	0	0	32,931		
Snow & Ice Deficit	46,029	37,371	0	100,000	100,000	32,150		
Overlay	175,000	213,977	250,000	185,000	185,000	175,000		
Tax Title Expense		60,000	80,000	0	0	0		
Total Off Budget	660,321	775,346	735,334	836,060	836,060	841,239		
Total Expenditures	31,990,547	33,287,774	34,512,705	35,279,296	36,759,490	36,220,548	941,252	2.7%
Total Proj. Revenues	32,448,031	33,200,156	34,723,572	35,431,892	36,411,139	36,356,992		
	457,484	(87,618)	210,867	152,596	(348,351)	136,444		
Capital Stabilization Fund			100,000	100,000		125,000		
Stabilization Fund			100,000	50,000		0		
OPEB Fund			14,000	10,000		10,000		

Budget outline

6/20/2016

	2012	2013	2014	2015	2016	2017
Revenues	Actual	Actual	Actual	Actual	Estimated	Estimated
Prior yr levy limit	14,388,629.00	14,873,215.73	15,375,794.12	15,897,796.00	16,524,997.90	17,087,963.85
Amended New Growth	-					
2.50%	359,715.73	371,830.39	384,394.85	397,444.90	413,124.95	427,199.10
New Growth	124,871.00	130,748.00	137,607.00	229,757.00	149,841.00	180,000.00
Debt Exclusion			8,607.00	584,371.00	611,250.00	600,000.00
Recap actual (variance)						
tax title revenue						
Tax Revenues	14,873,215.73	15,375,794.12	15,906,402.98	17,109,368.90	17,699,213.85	18,295,162.94
Local Receipts	4,384,665.00	4,527,200.00	4,549,750.00	4,759,000.00	4,800,000.00	4,976,455.00
State Receipts	12,446,410.00	12,574,193.00	12,770,815.00	12,974,913.00	13,060,441.00	13,221,929.00
Cherry Sheet Offsets	(30,246.00)	(29,156.00)	(29,651.00)	(32,457.00)	(27,546.00)	(25,549.00)
State (Stab.) School Rev.						
School Choice Revolving				(90,353.00)	(103,206.00)	(111,006.00)
Free Cash				-	-	-
Stabilization						
Total Revenues	31,674,044.73	32,448,031.12	33,197,316.98	34,720,471.90	35,428,902.85	36,356,991.94
Expenses						
Budget	30,471,147.00	31,446,638.00	32,259,683.00	33,768,228.00	34,435,832.00	35,380,753.00
Revision						
Tax Title Amount		30,000.00	60,000.00	80,000.00	-	-
Cherry Sheet Asses.	354,383.00	439,292.00	463,998.00	405,334.00	551,060.00	601,158.00
Snow/Ice Deficit	374,050.00	46,029.00	37,371.00	-	100,000.00	32,150.00
Overlay Allowance	175,000.00	175,000.00	212,663.00	250,000.00	185,000.00	175,000.00
Mosquito Control						32,931.00
						-
Total Expenses	31,374,580.00	32,136,959.00	33,033,715.00	34,503,562.00	35,271,892.00	36,221,992.00
Surplus/Shortfall	299,464.73	311,072.12	163,601.98	216,909.90	157,010.85	134,999.94

Revenues	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Estimated	2017 Estimated
Actual Local Receipts	4,750,747.42	5,246,062.07	4,941,952.93	4,953,493.45	4,800,000.00	4,976,455.00
Less WWTP	(2,546,897.42)	(3,031,386.89)	(2,790,728.74)	(2,747,059.37)	(2,738,935.00)	(2,749,948.00)
Town Local Receipts	2,203,850.00	2,214,675.18	2,151,224.19	2,206,434.08	2,061,065.00	2,226,507.00
Solar PILOT New Growth				\$72,000		\$40,000



FISCAL YEAR 2017

LINE ITEM BUDGET

FY 2017 Revenue Projection

Revenue Source	Budget FY 2015	Budget FY 2016	Budget FY 2017	% +/_
Tax Revenue	15,900,820	16,528,098	17,087,964	3.39%
Amended Growth	0	0	0	0.00%
2.5% Increase	397,521	413,202	427,199	3.39%
New Growth	110,000	150,000	180,000	20.00%
Override	0	0	0	0.00%
SubTotal	16,408,341	17,091,300	17,695,163	3.53%
Plus				
Debt Exclusion	584,371	611,250	600,000	
Total Tax Revenue	16,992,712	17,702,550	18,295,163	3.35%
Non-Tax Revenue				
Local Receipts	4,759,000	4,800,000	4,976,455	
Total Local Revenue	4,759,000	4,800,000	4,976,455	3.68%
Plus				
Chapter 70	10,664,455	10,701,980	10,784,150	0.77%
Charter Tuition	3,572	0	0	0.00%
Other				0.00%
Unrestricted G.G.A.	1,784,534	1,848,777	1,928,274	4.30%
Veteran's Benefits	292,900	246,336	242,914	-1.39%
Exemptions (V,B,SS)	36,120	61,727	60,092	-2.65%
Exemptions (eld)	0	0	0	0.00%
State Owned Land	70,522	70,522	69,944	-0.82%
Total State Revenue	12,852,103	12,929,342	13,085,374	1.21%
Plus				
Free Cash	0	0	0	0.00%
Stabilization	0	0	0	0.00%
Total Non-Tax Revenue	17,611,103	17,729,342	18,061,829	1.88%
Total Revenue	34,603,815	35,431,892	36,356,992	2.61%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
DEPARTMENT OF PUBLIC SERVICE							
111	Town Council						
011111.51900	Town Council Stipend	\$9,900.00	\$9,030.00	\$8,400.00	\$8,400.00	\$0.00	0.0%
011112.53002	Misc. Expense	\$1,625.00	\$1,965.63	\$2,100.00	\$2,100.00	\$0.00	0.0%
	Town Council Total	\$11,525.00	\$10,995.63	\$10,500.00	\$10,500.00	\$0.00	0.0%
123	Town Manager						
011212.51101	Department Head Salary	\$126,075.00	\$126,077.32	\$128,600.00	\$131,172.00	\$2,572.00	2.0%
011231.51102	Full Time Salary	\$43,886.00	\$43,883.86	\$46,564.00	\$47,500.00	\$936.00	2.0%
011231.51111	Longevity				\$200.00	\$200.00	
011231.51400	Bonus	\$5,000.00	\$4,650.00	\$6,000.00	\$6,000.00	\$0.00	0.0%
011232.52100	Connect CTY	\$10,508.00	\$10,507.13	\$10,720.00	\$10,720.00	\$0.00	0.0%
011232.52222	Merit Increases	\$25,000.00	\$16,750.00	\$25,000.00	\$25,000.00	\$0.00	0.0%
011232.53333	Copier Rental	\$7,800.00	\$6,707.00	\$7,000.00	\$5,000.00	-\$2,000.00	-28.6%
011232.53005	LPVEC Municipal Medical Exp	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	
011232.54000	Town Manager Expense	\$15,080.00	\$11,921.25	\$15,080.00	\$15,000.00	-\$80.00	-0.5%
011232.57400	Encumbrance	-	\$1,129.58	-	-	-	
	Total Town Manager	\$233,349.00	\$221,626.14	\$238,964.00	\$245,592.00	\$6,628.00	2.8%
130	Audit						
011302.53002	Audit Municipal Account	\$21,500.00	\$21,000.00	\$22,000.00	\$22,500.00	\$500.00	2.3%
	Total Audit	\$21,500.00	\$21,000.00	\$22,000.00	\$22,500.00	\$500.00	2.3%
132	Reserve Fund						
011323.57800	Reserve Fund	\$25,000.00	\$0.00	\$35,000.00	\$35,000.00	\$0.00	0.0%
	Total Reserve Fund	\$25,000.00	\$0.00	\$35,000.00	\$35,000.00	\$0.00	0.0%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
137	Central Purchasing						
011372.52222	Fuel Expense	\$215,000.00	\$171,088.96	\$219,000.00	\$210,000.00	-\$9,000.00	-4.1%
011372.53400	Telephone Expense	\$30,000.00	\$30,696.82	\$30,600.00	\$30,600.00	\$0.00	0.0%
011372.53401	Postage Expense	\$24,000.00	\$23,638.36	\$24,500.00	\$25,000.00	\$500.00	2.0%
011372.54000	General Expense	\$26,000.00	\$25,333.62	\$26,500.00	\$27,000.00	\$500.00	1.9%
	Total Central Purchasing	\$295,000.00	\$250,757.76	\$300,600.00	\$292,600.00	-\$8,000.00	-2.7%
151	Town Counsel						
011511.51100	General Counsel	\$26,000.00	\$29,209.90	\$26,000.00	\$26,000.00	\$0.00	0.0%
011511.53000	Land Use Counsel	\$13,600.00	\$5,134.46	\$14,000.00	\$14,000.00	\$0.00	0.0%
011512.53002	Labor Counsel	\$10,400.00	\$18,910.55	\$11,000.00	\$25,000.00	\$14,000.00	127.3%
	Town Counsel Total	\$50,000.00	\$53,254.91	\$51,000.00	\$65,000.00	\$14,000.00	27.5%
195	Town Reports						
011952.53000	Town Reports	\$2,500.00	\$1,250.00	\$2,000.00	\$2,000.00	\$0.00	0.0%
	Town Reports Total	\$2,500.00	\$1,250.00	\$2,000.00	\$2,000.00	\$0.00	0.0%
244	Sealer						
012441.51104	Sealer Stipend	\$2,750.00	\$2,750.04	\$2,750.00	\$2,750.00	\$0.00	0.0%
012442.52222	Sealer Supply/Expense	\$250.00	\$245.18	\$250.00	\$250.00	\$0.00	0.0%
	Sealer Total	\$3,000.00	\$2,995.22	\$3,000.00	\$3,000.00	\$0.00	0.0%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
630	Recreation						
016301.51101	Recreation Director Salary	\$20,000.00	\$16,025.83	\$22,000.00	\$19,000.00	-\$3,000.00	-13.6%
016302.52222	Recreation Expenses	\$8,000.00	\$6,496.43	\$10,000.00	\$10,000.00	\$0.00	0.0%
	Recreation Total	\$28,000.00	\$22,522.26	\$32,000.00	\$29,000.00	-\$3,000.00	-9.4%
510	Board of Health						
015101.51101	Health Agent Salary	\$45,258.00	\$45,259.05	\$46,170.00	\$47,500.00	\$1,330.00	2.9%
015101.51104	Part Time Salary	\$15,870.00	\$15,858.71	\$16,200.00	\$17,663.00	\$1,463.00	9.0%
015102.52222	Health Supply/Expense	\$1,500.00	\$1,462.23	\$8,085.00	\$6,206.00	-\$1,879.00	-23.2%
015102.53000	Clinics	\$600.00	\$735.00	\$660.00	\$660.00	\$0.00	0.0%
015102.53333	Contract Services	\$500.00	\$335.00	\$550.00	\$550.00	\$0.00	0.0%
012931.51104	Animal Inspector Stipend	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	0.0%
	Board of Health Total	\$65,228.00	\$65,149.99	\$73,165.00	\$74,079.00	\$914.00	1.2%
155	Computer Maintenance						
011552.53333	Consulting	\$14,100.00	\$12,200.00	\$14,700.00	\$16,000.00	\$1,300.00	8.8%
011552.53400	Site Maintenance	\$5,025.00	\$10,525.00	\$8,725.00	\$10,000.00	\$1,275.00	14.6%
011552.57300	Software	\$33,617.00	\$31,340.74	\$34,000.00	\$35,000.00	\$1,000.00	2.9%
011552.5703	MUNIS (Training)			\$5,000.00	\$0.00	-\$5,000.00	-100.0%
011555.58500	Computer Capital Outlay	\$11,000.00	\$12,206.70	\$7,000.00	\$5,000.00	-\$2,000.00	-28.6%
	Computer Maintenance Total	\$63,742.00	\$66,272.44	\$69,425.00	\$66,000.00	-\$3,425.00	-4.9%
161	Town Clerk						
011611.51101	Town Clerk Department Head	\$54,825.00	\$54,824.88	\$55,925.00	\$57,045.00	\$1,120.00	2.0%
011611.51102	Town Clerk Full Time	\$27,400.00	\$21,914.53	\$27,950.00	\$29,533.00	\$1,583.00	5.7%
011611.51111	Longevity	\$350.00	\$350.00	\$350.00	\$550.00	\$200.00	57.1%
011612.54000	Town Clerk Expense	\$1,350.00	\$760.15	\$1,350.00	\$1,500.00	\$150.00	11.1%
	Total Town Clerk	\$83,925.00	\$77,849.56	\$85,575.00	\$88,628.00	\$3,053.00	3.6%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
162	Elections & Registration						
011621.51102	Election Workers	\$12,000.00	\$14,304.94	\$12,600.00	\$14,400.00	\$1,800.00	14.3%
011621.51104	Registrars Stipend	\$2,000.00	\$1,666.70	\$2,000.00	\$2,000.00	\$0.00	0.0%
011622.54000	Election General Supplies	\$11,000.00	\$9,747.50	\$12,900.00	\$13,900.00	\$1,000.00	7.8%
011622.57400	Encumbered Expense	-	\$1,350.00			-	
	Elections & Registrations Total	\$25,000.00	\$27,069.14	\$27,500.00	\$30,300.00	\$2,800.00	10.2%
241	Building Inspector						
012411.51101	Building Inspector Salary	\$53,244.00	\$54,390.40	\$59,160.00	\$60,344.00	\$1,184.00	2.0%
012411.51102	Building Inspector Hourly	\$0.00	\$0.00	\$21,300.00	\$28,552.00	\$7,252.00	34.0%
012412.52222	Building Inspector Supply	\$735.00	\$0.00	\$735.00	\$735.00	\$0.00	0.0%
	Building Inspector Total	\$53,979.00	\$54,390.40	\$81,195.00	\$89,631.00	\$8,436.00	10.4%
171	Conservation Commission						
011711.51101	Conservation Comm Dept Head	\$26,000.00	\$24,830.72	\$26,525.00	\$28,250.00	\$1,725.00	6.5%
011712.54000	Conservation Expense	\$1,500.00	\$1,518.93	\$1,500.00	\$1,500.00	\$0.00	0.0%
	Conservation Comm. Total	\$27,500.00	\$26,349.65	\$28,025.00	\$29,750.00	\$1,725.00	6.2%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
175	Planning/Economic Development						
011751.51101	Planning Department Head	\$62,369.00	\$62,367.63	\$63,620.00	\$64,900.00	\$1,280.00	2.0%
011751.51102	Planning Full Time	\$27,144.00	\$27,138.33	\$27,700.00	\$29,403.00	\$1,703.00	6.1%
011751.51104	Clerk	\$1,200.00	\$1,612.80	\$1,200.00	\$2,200.00	\$1,000.00	83.3%
011751.51105	Planning Board Stipend	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	0.0%
011751.51111	Longevity	\$200.00	\$200.00	\$200.00	\$250.00	\$50.00	25.0%
011752.52222	Planning Dept Expense	\$3,000.00	\$1,700.41	\$3,000.00	\$2,550.00	-\$450.00	-15.0%
011752.54000	Planning Board Expense	\$1,700.00	\$776.90	\$1,700.00	\$2,150.00	\$450.00	26.5%
	Planning/Econ. Dev Total	\$101,613.00	\$99,796.07	\$103,420.00	\$107,453.00	\$4,033.00	3.9%
541	Council on Aging						
015411.51101	COA Dept Head Salaries	\$59,755.00	\$59,763.73	\$62,460.00	\$63,710.00	\$1,250.00	2.0%
015411.51104	COA Part Time Salaries	\$67,893.00	\$67,681.05	\$82,800.00	\$101,802.00	\$19,002.00	22.9%
015411.51111	Longevity	\$800.00	\$975.00	\$1,350.00	\$1,350.00	\$0.00	0.0%
015412.52222	COA Supply/Expense	\$2,460.00	\$2,159.12	\$2,460.00	\$2,460.00	\$0.00	0.0%
	Council on Aging Total	\$130,908.00	\$130,578.90	\$149,070.00	\$169,322.00	\$20,252.00	13.6%
523	Valley Human Services						
015232.53000	Valley Human Services	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0.0%
015232.53001	GSPFD Senior Services	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0.0%
	Valley Human Services Total	\$1,500.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	0.0%
543	Veterans Agent						
015431.51101	Veterans Agent Salary	\$28,327.00	\$28,327.53	\$28,900.00	\$29,480.00	\$580.00	2.0%
015432.52222	Veterans Agent Supply	\$1,500.00	\$542.07	\$1,500.00	\$2,000.00	\$500.00	33.3%
015433.57700	Veterans Benefits	\$336,000.00	\$359,535.27	\$330,000.00	\$264,000.00	-\$66,000.00	-20.0%
	Veterans Agent Total	\$365,827.00	\$388,404.87	\$360,400.00	\$295,480.00	-\$64,920.00	-18.0%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
692	Memorial Day Celebration						
016922.53500	Memorial Day Observation	\$2,500.00	\$2,325.99	\$3,000.00	\$3,000.00	\$0.00	0.0%
	Memorial Day Celebration Total	\$2,500.00	\$2,325.99	\$3,000.00	\$3,000.00	\$0.00	0.0%
192	Palmer Town Building						
011921.51104	Custodian Salary	\$9,884.00	\$9,214.27	\$10,090.00	\$10,382.00	\$292.00	2.9%
011922.52222	Building Supply/Expense	\$39,000.00	\$25,958.13	\$40,000.00	\$30,000.00	-\$10,000.00	-25.0%
011925.58500	Capital Outlay	\$15,000.00	\$9,903.60	\$15,000.00	\$10,000.00	-\$5,000.00	-33.3%
	Palmer Town Building Total	\$63,884.00	\$45,076.00	\$65,090.00	\$50,382.00	-\$14,708.00	-22.6%
193	Memorial Hall						
011931.51104	Custodian Salary	\$10,394.00	\$9,948.43	\$10,600.00	\$9,705.00	-\$895.00	-8.4%
011932.52222	Mem Hall Supply/Expense	\$350.00	\$350.00	\$350.00	\$600.00	\$250.00	71.4%
011932.53333	Mem Hall Contract Services	\$5,560.00	\$5,672.67	\$5,560.00	\$5,560.00	\$0.00	0.0%
011932.54444	Mem Hall Utility	\$9,500.00	\$9,161.30	\$9,500.00	\$9,250.00	-\$250.00	-2.6%
011935.58500	Building Maintenance	\$2,300.00	\$919.95	\$2,300.00	\$2,300.00	\$0.00	0.0%
	Memorial Hall Total	\$28,104.00	\$26,052.35	\$28,310.00	\$27,415.00	-\$895.00	-3.2%
DEPARTMENT OF PUBLIC SERVICE TOTAL		\$1,683,584.00	\$1,595,717.28	\$1,771,239.00	\$1,738,632.00	-\$32,607.00	-1.8%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
DEPARTMENT OF MUNICIPAL FINANCE							
135	Accountant/Finance Director						
011351.51101	Accountant Dept Head Salary	\$51,334.00	\$51,334.00	\$52,371.00	\$54,487.00	\$2,116.00	4.0%
011351.51101	Finance Director	\$10,691.00	\$10,691.00	\$10,904.00	\$11,345.00	\$441.00	4.0%
011351.51102	Accounting Clerk	\$27,687.00	\$23,694.01	\$28,301.00	\$29,743.00	\$1,442.00	5.1%
011351.51111	Longevity	\$200.00	\$250.00	\$250.00	\$250.00	\$0.00	0.0%
011352.54000	Accounting Expense	\$1,230.00	\$513.55	\$1,230.00	\$1,230.00	\$0.00	0.0%
	Total Accountant/Finance Director	\$91,142.00	\$86,482.56	\$93,056.00	\$97,055.00	\$3,999.00	4.3%
134	Actuarial						
011342.53000	Actuarial Contract	\$7,000.00	\$7,000.00	\$0.00	\$7,000.00	\$7,000.00	100.0%
	Total Actuarial	\$7,000.00	\$7,000.00	\$0.00	\$7,000.00	\$7,000.00	100.0%
141	Assessors						
011411.51100	Assessors Board Salary	\$5,100.00	\$1,785.00	\$5,100.00	\$5,100.00	\$0.00	0.0%
011411.51101	Assessors Dept. Head Salary	\$54,101.00	\$54,107.06	\$56,683.00	\$54,623.00	-\$2,060.00	-3.6%
011411.51102	Assessors Full Time Salary	\$27,400.00	\$27,399.09	\$27,950.00	\$30,383.00	\$2,433.00	8.7%
011411.51111	Longevity	\$0.00	\$0.00	\$200.00	\$200.00	\$0.00	0.0%
011412.52222	Assessors Supply/Expense	\$3,900.00	\$2,876.20	\$2,000.00	\$2,000.00	\$0.00	0.0%
011412.53000	Assessors Map Updating	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	0.0%
011412.53001	Assessors Re Val Service	\$29,600.00	\$15,900.00	\$30,000.00	\$30,000.00	\$0.00	0.0%
011412.56401	PVPC Dues	\$1,935.00	\$1,821.00	\$1,935.00	\$1,935.00	\$0.00	0.0%
011412.57100	Assessors Travel	\$2,000.00	\$1,793.70	\$2,000.00	\$2,000.00	\$0.00	0.0%
	Total Assessors	\$128,536.00	\$110,182.05	\$130,368.00	\$130,741.00	\$373.00	0.3%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
146	Collector						
011460.51101	Collector Salary	\$65,500.00	\$31,677.50	\$46,920.00	\$47,860.00	\$940.00	2.0%
011460.51102	Collector Full Time Hourly	\$64,125.00	\$39,282.40	\$28,746.00	\$29,905.00	\$1,159.00	4.0%
011461.51104	Collector Part Time Hourly			\$1,770.00	\$1,770.00	\$0.00	0.0%
011461.51111	Longevity	\$605.00	\$0.00	\$650.00	\$700.00	\$50.00	7.7%
011463.52222	Collector Expense	\$4,290.00	\$8,731.78	\$3,015.00	\$3,015.00	\$0.00	0.0%
011463.53002	Tax Title			\$3,000.00	\$3,000.00	\$0.00	0.0%
011463.53333	MCC/Lockbox	\$10,800.00	\$8,204.95	\$9,800.00	\$9,800.00	\$0.00	0.0%
	Collector Total	\$145,320.00	\$87,896.63	\$93,901.00	\$96,050.00	\$2,149.00	2.3%
145	Treasurer						
011451.51100	Treasurer Department Head			\$40,800.00	\$41,620.00	\$820.00	2.0%
011451.51101	Treasurer Stipend	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	0.0%
011451.51102	Treasurer Part Time Salary	\$14,790.00	\$18,479.36	\$21,338.00	\$22,877.00	\$1,539.00	7.2%
011451	Treasurer Overtime	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00	
011452.52222	Treasurer Expense			\$6,500.00	\$6,500.00	\$0.00	0.0%
011463.53002	Treas Tax Title Expense	\$10,000.00	\$32,343.82	\$12,000.00	\$12,000.00	\$0.00	0.0%
011463.53003	Treas Continuing Disclosure	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	0.0%
011463.53005	Treas Unemployment Tax Mgmt	\$2,500.00	\$2,500.00	\$2,500.00	\$2,760.00	\$260.00	10.4%
	Treasurer Total	\$29,790.00	\$54,823.18	\$85,638.00	\$89,257.00	\$3,619.00	4.2%
						\$0.00	
DEPARTMENT OF MUNICIPAL FINANCE TOTAL		\$401,788.00	\$346,384.42	\$402,963.00	\$420,103.00	\$17,140.00	4.3%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
DEPARTMENT OF PUBLIC SAFETY							
210	Police						
012101.51101	Police Dept Head Salary	\$97,454.00	\$119,147.58	\$97,827.00	\$94,523.00	-\$3,304.00	-3.4%
012101.51102	Police Full Time Salary	\$1,316,499.00	\$1,263,755.64	\$1,376,632.00	\$1,417,170.00	\$40,538.00	2.9%
012101.51103	Police Overtime Salary	\$237,937.00	\$310,213.08	\$254,355.00	\$277,760.00	\$23,405.00	9.2%
012101.51104	Police PT Officer Salary	\$65,866.00	\$49,767.56	\$67,959.00	\$78,000.00	\$10,041.00	14.8%
012101.51111	Longevity	\$7,375.00	\$6,425.00	\$7,725.00	\$7,325.00	-\$400.00	-5.2%
012101.53333	Contract Services	\$229,084.00	\$161,723.74	\$229,318.00	\$226,422.00	-\$2,896.00	-1.3%
012102.54000	Police Expense	\$53,450.00	\$56,816.98	\$54,400.00	\$64,000.00	\$9,600.00	17.6%
012103.53000	Police Contract Services	\$54,900.00	\$72,150.37	\$61,900.00	\$64,000.00	\$2,100.00	3.4%
012104.54444	Utilities	\$300.00	\$240.00	\$300.00	\$600.00	\$300.00	100.0%
012105.58700	Police Capital Outlay	\$79,500.00	\$65,787.00	\$81,500.00	\$81,500.00	\$0.00	0.0%
	Police Total	\$2,142,365.00	\$2,106,026.95	\$2,231,916.00	\$2,311,300.00	\$79,384.00	3.6%
215	Police Station						
012151.51104	Police Sta. Custodian	\$30,000.00	\$8,190.00	\$30,000.00	\$30,000.00	\$0.00	0.0%
012152.52222	Police Sta. Supply/Expense	\$64,037.00	\$60,818.07	\$64,037.00	\$64,100.00	\$63.00	0.1%
012152.57400	Encumbrance		\$9,619.52				
	Police Station Total	\$94,037.00	\$78,627.59	\$94,037.00	\$94,100.00	\$63.00	0.1%
220	Forest Warden						
012201.51104	Forest Warden Stipend	\$2,500.00	\$2,499.96	\$3,000.00	\$3,000.00	\$0.00	0.0%
012202.52222	Forest Warden Supplies	\$100.00	\$0.00	\$100.00	\$100.00	\$0.00	0.0%
	Forest Warden Total	\$2,600.00	\$2,499.96	\$3,100.00	\$3,100.00	\$0.00	0.0%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
291	Civil Defense						
012911.51104	Emergency Management Stipend	\$4,000.00	\$3,999.96	\$4,500.00	\$4,500.00	\$0.00	0.0%
012922.52222	Emergency Management Expense	\$1,000.00	\$215.97	\$1,000.00	\$1,000.00	\$0.00	0.0%
	Civil Defense Total	\$5,000.00	\$4,215.93	\$5,500.00	\$5,500.00	\$0.00	0.0%
292	Dog Officer						
012921.51101	Dog Officer Salary	\$27,500.00	\$35,642.69	\$39,520.00	\$46,710.00	\$7,190.00	18.2%
012922.52222	Dog Officer Supply/Expense	\$5,950.00	\$8,133.38	\$6,220.00	\$9,697.00	\$3,477.00	55.9%
012925.58700	Dog Officer Capital Outlay	\$1,500.00	\$300.00	\$1,500.00	\$0.00	-\$1,500.00	-100.0%
012922.57400	Supply Encumbrance		\$711.34				
012925.58700	Capital Encumbrance		\$257.30				
	Dog Officer Total	\$34,950.00	\$45,044.71	\$47,240.00	\$56,407.00	\$9,167.00	19.4%
DEPARTMENT OF PUBLIC SAFETY TOTAL		\$2,278,952.00	\$2,236,415.14	\$2,381,793.00	\$2,470,407.00	\$88,614.00	3.7%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
DEPARTMENT OF PUBLIC WORKS							
490	Department of Public Works						
014901.51102	Highway Full Time Salary	\$478,824.00	\$508,391.87	\$592,133.00	\$610,320.00	\$18,187.00	3.1%
014901.51112	Cemetery Full Time Salary	\$63,843.00	\$49,722.79	\$50,128.00	\$51,328.00	\$1,200.00	2.4%
New	Cemetery Seasonal On Call				\$10,000.00	\$10,000.00	100.0%
014901.51122	Park Full Time Salary	\$95,765.00	\$86,625.60	\$89,378.00	\$129,613.00	\$40,235.00	45.0%
014901.51124	Seasonal Salary	\$20,000.00	\$19,981.00	\$20,000.00	\$6,000.00	-\$14,000.00	-70.0%
014902.51101	DPW Director Salary	\$72,163.00	\$0.00	\$73,607.00	\$53,244.00	-\$20,363.00	-27.7%
014903.51103	Highway Overtime Salary	\$8,040.00	\$5,106.11	\$8,040.00	\$8,000.00	-\$40.00	-0.5%
014903.51113	Park Overtime Salary	\$3,960.00	\$8,698.10	\$3,960.00	\$7,000.00	\$3,040.00	76.8%
014904.51111	Highway Longevity	\$3,200.00	\$2,000.00	\$2,000.00	\$1,650.00	-\$350.00	-17.5%
014904.54111	Cemetery Longevity	\$320.00	\$350.00	\$350.00	\$350.00	\$0.00	0.0%
014904.56111	Park Longevity	\$480.00	\$650.00	\$650.00	\$650.00	\$0.00	0.0%
014905.53333	Highway Contractual	\$6,950.00	\$8,850.00	\$6,000.00	\$7,800.00	\$1,800.00	30.0%
014905.54333	Cemetery Contractual	\$1,240.00	\$720.00	\$600.00	\$600.00	\$0.00	0.0%
014905.56333	Park Contractual	\$810.00	\$1,440.00	\$1,200.00	\$1,200.00	\$0.00	0.0%
014906.52222	Highway General Expense	\$45,294.00	\$23,334.13	\$49,700.00	\$57,700.00	\$8,000.00	16.1%
014906.52422	Cemetery General Expense	\$1,576.00	\$0.00	\$2,000.00	\$0.00	-\$2,000.00	-100.0%
014906.52622	Park General Expense	\$5,780.00	\$5,712.15	\$6,000.00	\$0.00	-\$6,000.00	-100.0%
014907.54000	Highway Maintenance Expense	\$69,500.00	\$75,637.30	\$74,000.00	\$74,000.00	\$0.00	0.0%
014907.54400	Cemetery Maintenance Expense	\$14,650.00	\$12,715.99	\$16,150.00	\$15,650.00	-\$500.00	-3.1%
014907.54600	Park Maintenance Expense	\$59,750.00	\$58,858.09	\$66,130.00	\$78,000.00	\$11,870.00	17.9%
014908.52444	Highway Utility	\$9,729.00	\$11,466.55	\$10,600.00	\$10,600.00	\$0.00	0.0%
014908.54444	Cemetery Utility	\$1,406.00	\$1,223.85	\$1,400.00	\$1,400.00	\$0.00	0.0%
014908.56444	Park Utility	\$4,865.00	\$5,254.84	\$5,000.00	\$8,500.00	\$3,500.00	70.0%
014909.53333	Cemetery Contract Expense	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	0.0%
014909.57800	Stormwater Management	\$2,500.00	\$0.00	\$2,500.00	\$4,000.00	\$1,500.00	60.0%
014909.57820	Tank Inspection	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$0.00	0.0%
014906.57400	DPW General Exp Encumbrance	-	\$1,575.00				

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
014907.57400	Cemetery Maint. Encumbrance	-	\$156.25				
014908.57400	DPW Utility Encumbrance	-	\$87.04				
	DPW Total	\$974,145.00	\$888,556.66	\$1,085,026.00	\$1,141,105.00	\$56,079.00	5.2%
491	DPW Capital Expenses						
014912.52401	2016 Dump Truck Purchase (5 Yea	\$43,000.00	\$42,841.39	\$43,000.00	\$45,450.00	\$2,450.00	5.7%
014912.58500	CIP DPW Vehicle Expense						
014912.58501	CIP Bleacher Expense						
	DPW Capital Expense Total	\$43,000.00	\$42,841.39	\$43,000.00	\$45,450.00	\$2,450.00	5.7%
294	Forestry						
012942.52222	Forestry Supply/Expense	\$25,000.00	\$21,962.50	\$25,000.00	\$25,000.00	\$0.00	0.0%
012942.97400	Encumbered Expense						
	Forestry Total	\$25,000.00	\$21,962.50	\$25,000.00	\$25,000.00	\$0.00	0.0%
423	Snow & Ice Control						
014231.51103	Snow & Ice Overtime	\$32,000.00	\$94,820.11	\$32,000.00	\$32,000.00	\$0.00	0.0%
014232.52222	Snow & Ice Supply/Expense	\$178,000.00	\$534,667.07	\$178,000.00	\$178,000.00	\$0.00	0.0%
	Snow & Ice Control Total	\$210,000.00	\$629,487.18	\$210,000.00	\$210,000.00	\$0.00	0.0%
424	Street Lighting						
014242.52100	Street Lighting	\$115,000.00	\$125,761.50	\$117,000.00	\$120,000.00	\$3,000.00	2.6%
	Street Lighting Total	\$115,000.00	\$125,761.50	\$117,000.00	\$120,000.00	\$3,000.00	2.6%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
425	Railroad Crossing Maintenance						
014252.53800	Railroad Crossing Maintenance	\$500.00	\$0.00	\$500.00	\$0.00	-\$500.00	-100.0%
	RR Crossing Maintenance Total	\$500.00	\$0.00	\$500.00	\$0.00	-\$500.00	-100.0%
433	Municipal Solid Waste Removal						
014332.53333	Mun Solid Waste Removal	\$20,600.00	\$22,242.97	\$20,600.00	\$21,000.00	\$400.00	1.9%
	Mun Solid Waste Removal Total	\$20,600.00	\$22,242.97	\$20,600.00	\$21,000.00	\$400.00	1.9%
435	Groundwater Monitoring						
014352.53000	Groundwater Monitoring Exp.	\$17,200.00	\$16,890.00	\$17,200.00	\$20,010.00	\$2,810.00	16.3%
	189 State Street Monitoring				\$7,200.00		
	Groundwater Monitoring Total	\$17,200.00	\$16,890.00	\$17,200.00	\$27,210.00	\$2,810.00	58.2%
DEPARTMENT OF PUBLIC WORKS TOTAL		\$1,405,445.00	\$1,747,742.20	\$1,518,326.00	\$1,589,765.00	\$64,239.00	4.7%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
WASTEWATER TREATMENT PLANT OPERATIONAL BUDGET							
2444431	WWTP Salaries						
2444431.51101	Asst. Director (2017)	\$72,640.00	\$72,641.12	\$74,093.00	\$76,990.00	\$2,897.00	3.9%
2444431.51102	Full Time Salary	\$458,707.00	\$412,176.94	\$464,970.00	\$409,346.00	-\$55,624.00	-12.0%
2444431.51103	Overtime	\$60,000.00	\$66,696.39	\$65,000.00	\$65,000.00	\$0.00	0.0%
2444431.51104	DPW Director	\$12,735.00	\$0.00	\$12,990.00	\$35,496.00	\$22,506.00	173.3%
2444431.51111	Longevity	\$2,400.00	\$2,150.00	\$2,500.00	\$2,500.00	\$0.00	0.0%
2444431.53333	Contractual Obligation	\$6,000.00	\$5,400.00	\$6,000.00	\$6,000.00	\$0.00	0.0%
	WWTP Salaries Total	\$612,482.00	\$559,064.45	\$625,553.00	\$595,332.00	-\$30,221.00	-4.8%
2444432	WWTP Expenditures						
2444432.52222	WWTP General Expense	\$218,000.00	\$211,057.79	\$228,000.00	\$228,000.00	\$0.00	0.0%
2444432.53000	Contract Services	\$416,864.00	\$382,434.21	\$420,000.00	\$473,000.00	\$53,000.00	12.6%
2444432.54444	Utilities	\$247,700.00	\$275,132.70	\$252,700.00	\$257,700.00	\$5,000.00	2.0%
2444432.57400	Encumbrance		\$49,369.00				
	WWTP Expenditures Total	\$882,564.00	\$917,993.70	\$900,700.00	\$958,700.00	\$58,000.00	6.4%
2444434	Capital Outlay						
2444434.58700	Capital Outlay	\$276,000.00	\$293,690.93	\$270,000.00	\$127,000.00	-\$143,000.00	-53.0%
2444434.57400	Capital Encumbrance		\$8,070.00				
	Capital Outlay Total	\$276,000.00	\$301,760.93	\$270,000.00	\$127,000.00	-\$143,000.00	-53.0%
2444435	Sewer Maintenance						
2444435.51104	Sewer Maintenance Labor	\$32,096.00	\$14,702.13	\$35,000.00	\$35,000.00	\$0.00	0.0%
2444435.52411	Sewer Maintenance	\$60,000.00	\$49,516.18	\$60,000.00	\$60,000.00	\$0.00	0.0%
2444435.58700	Truck Repair	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	0.0%
	Sewer Maintenance Total	\$102,096.00	\$74,218.31	\$105,000.00	\$105,000.00	\$0.00	0.0%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
2444437	General Fund Allocation						
2444437.51700	GF Admin Allocation	\$92,626.00	\$92,626.00	\$92,626.00	\$96,215.00	\$3,589.00	3.9%
710	Principal						
2447103.59104	WWTP Principal CSO Project	\$109,495.00	\$109,494.70	\$112,391.00	\$115,002.00	\$2,611.00	2.3%
2447103.59106	WWTP Principal UST	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00	\$0.00	0.0%
2447103.59109	WWTP CSO Phase 4 Principal	\$109,095.00	\$109,094.50	\$111,298.00	\$113,798.00	\$2,500.00	2.2%
2447103.59110	WWTP CSO Phase 4 Change	\$3,570.00	\$3,570.00	\$3,648.00	\$3,727.00	\$79.00	2.2%
2447103.59118	WWTP SRF Engineering	\$28,000.00	\$28,000.00	\$25,000.00	\$20,000.00	-\$5,000.00	-20.0%
	WWTP SRF Debt Reserve Fund	\$0.00	\$0.00	\$120,000.00	\$0.00	-\$120,000.00	-100.0%
	WWTP Construction SRF				\$240,688.00		
	Principal Total	\$268,160.00	\$268,159.20	\$390,337.00	\$511,215.00	\$120,878.00	31.0%
751	Interest						
2447513.59354	WWTP CSO Interest	\$20,975.00	\$20,976.00	\$18,628.00	\$16,267.00	-\$2,361.00	-12.7%
2447513.59356	WWTP Bond VIII	\$3,105.00	\$3,105.00	\$2,205.00	\$1,418.00	-\$787.00	-35.7%
2447513.59359	WWTP CSO Phase IV Bond	\$45,846.00	\$45,844.97	\$43,476.00	\$41,060.00	-\$2,416.00	-5.6%
2447513.59360	WWTP CSO Phase IV Change	\$1,782.00	\$1,781.94	\$1,706.00	\$1,628.00	-\$78.00	-4.6%
2447513.59368	WWTP Engineering Sewer	\$19,190.00	\$19,189.86	\$12,675.00	\$12,000.00	-\$675.00	-5.3%
2447513.59369	WWTP Origination Fee SRF	\$31,943.00	\$0.00	\$0.00	\$0.00	\$0.00	100.0%
2447513.59370	WWTP Construction SRF	\$60,000.00	\$0.00	\$0.00	\$31,416.00	\$31,416.00	100.0%
	Interest Total	\$182,841.00	\$90,897.77	\$78,690.00	\$103,789.00	\$25,099.00	31.9%
910	County Retirement						
2449102.51700	WWTP Retirement Assessment	\$97,184.00	\$97,184.00	\$116,471.00	\$148,684.00	\$32,213.00	27.7%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
913	Unemployment Insurance						
2449132.51700	WWTP Unemployment	\$1,050.00	\$0.00	\$1,050.00	\$1,050.00	\$0.00	0.0%
914	Group Health Insurance						
2449142.51700	WWTP Health Insurance	\$115,000.00	\$107,871.04	\$128,366.00	\$135,812.00	\$7,446.00	5.8%
2449142.57400	Encumbrance		\$8,012.62				
915	Group Life Insurance						
2449152.51700	WWTP Group Life	\$318.00	\$252.00	\$318.00	\$318.00	\$0.00	0.0%
919	Medicare						
2449192.51700	WWTP Medicare	\$8,209.00	\$8,694.36	\$8,049.00	\$8,049.00	\$0.00	0.0%
945	General Insurance						
2449453.51700	WWTP General Insurance	\$32,319.00	\$18,168.00	\$20,000.00	\$20,000.00	\$0.00	0.0%
WWTP OPERATIONAL BUDGET TOTAL		\$2,578,223.00	\$2,444,263.76	\$2,644,534.00	\$2,714,949.00	\$70,415.00	2.7%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
<i>PALMER PUBLIC SCHOOLS</i>							
310	Palmer Public Schools						
013101	Administrative Salaries	\$11,317,169.00	\$8,956,972.89	\$11,630,191.00	\$11,863,156.00	\$232,965.00	2.0%
013102	Public School Expense	\$3,782,916.00	\$4,178,105.62	\$3,640,460.00	\$3,722,458.00	\$81,998.00	2.3%
013101.57400	Encumbered Salaries	-	\$1,796,268.42				
013102.57400	Encumbered Expenses	-	\$161,074.13				
<i>PALMER PUBLIC SCHOOLS TOTAL</i>		\$15,100,085.00	\$15,092,421.06	\$15,270,651.00	\$15,585,614.00	\$314,963.00	2.1%
<i>PATHFINDER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL</i>							
320	Pathfinder Reg Tech HS						
013202.53200	Pathfinder Contribution	\$1,835,518.00	\$1,815,304.09	\$1,798,031.00	\$1,823,467.00	\$25,436.00	1.4%
<i>PATHFINDER REG VOC TECH HS TOTAL</i>		\$1,835,518.00	\$1,815,304.09	\$1,798,031.00	\$1,823,467.00	\$25,436.00	1.4%
<i>PALMER PUBLIC LIBRARY</i>							
610	Palmer Public Library						
016100.51100	Palmer Library Salaries	\$402,909.00	\$358,758.86	\$454,385.00	\$476,886.00	\$22,501.00	5.0%
016103.56900	Library Expense	\$316,571.00	\$360,721.14	\$273,314.00	\$272,644.00	-\$670.00	-0.2%
<i>PALMER PUBLIC LIBRARY TOTAL</i>		\$719,480.00	\$719,480.00	\$727,699.00	\$749,530.00	\$21,831.00	3.0%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
UNCLASSIFIED EXPENSES							
710	Principal						
017103.59103	Principal Multi-Purpose	\$45,000.00	\$49,100.00	\$43,000.00	\$41,000.00	-\$2,000.00	-4.7%
017103.59104	Principal Combined Sewer Overflc	\$109,495.00	\$109,494.70	\$112,391.00	\$115,001.00	\$2,610.00	2.3%
017103.59105	Principal Multi-Purpose	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	
017103.59106	Principal New Library	\$157,000.00	\$157,000.00	\$157,000.00	\$157,000.00	\$0.00	0.0%
017103.59109	CSO Phase IV Bond Principal	\$109,095.00	\$109,094.50	\$111,298.00	\$113,547.00	\$2,249.00	2.0%
017103.59110	CSO Phase IV Change Order	\$3,570.00	\$3,570.00	\$3,648.00	\$3,727.00	\$79.00	2.2%
017103.59112	School Roof-Boiler	\$115,000.00	\$115,000.00	\$115,000.00	\$115,000.00	\$0.00	0.0%
017103.59113	October 11 Snowstorm	\$0.00	\$515,000.00	\$85,000.00	\$85,000.00	\$0.00	0.0%
017103.59117	Police Station Bond	\$234,000.00	\$234,000.00	\$375,000.00	\$375,000.00	\$0.00	0.0%
017103.59121	Town Hall Renovations			\$25,600.00	\$25,600.00	\$0.00	0.0%
	Principal Total	\$793,160.00	\$1,312,259.20	\$1,027,937.00	\$1,030,875.00	\$2,938.00	0.3%
751	Interest						
017513.59353	Bond IV Interest	\$16,497.00	\$5,534.62	\$4,774.00	\$3,897.00	-\$877.00	-18.4%
017513.59354	CSO Interest	\$20,975.00	\$20,975.37	\$18,628.00	\$16,265.00	-\$2,363.00	-12.7%
017513.59355	Multi Purpose Bond VI	\$410.00	\$410.00	\$0.00	\$0.00	\$0.00	
017513.59356	Bond VIII Lib/UST Int	\$56,583.00	\$56,582.50	\$48,733.00	\$41,864.00	-\$6,869.00	-14.1%
017513.59359	CSO Phase IV Bond	\$45,845.00	\$45,845.00	\$43,476.00	\$41,059.00	-\$2,417.00	-5.6%
017513.59360	CSO Phase IV Change Order	\$1,782.00	\$1,781.94	\$1,706.00	\$1,627.00	-\$79.00	-4.6%
017513.59362	School Roof-Boilers	\$46,559.00	\$46,559.01	\$29,325.00	\$25,875.00	-\$3,450.00	-11.8%
017513.59363	October 11 Snowstorm	\$2,118.00	\$2,117.50	\$1,352.00	\$1,190.00	-\$162.00	-12.0%
017513.59367	Police Station Interest	\$350,371.00	\$350,371.13	\$236,250.00	\$225,000.00	-\$11,250.00	-4.8%
017513.59371	Town Hall Renovations			\$5,600.00	\$5,600.00	\$0.00	0.0%
	Interest Total	\$541,140.00	\$530,177.07	\$389,844.00	\$362,377.00	-\$27,467.00	-7.0%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
910	County Retirement						
019102.51700	County Retirement Assessment	\$1,287,409.00	\$1,287,409.00	\$1,147,691.00	\$1,338,739.00	\$191,048.00	16.6%
	County Retirement Total	\$1,287,409.00	\$1,287,409.00	\$1,147,691.00	\$1,338,739.00	\$191,048.00	16.6%
913	Unemployment Insurance						
019132.51700	Unemployment Insurance Exp	\$40,000.00	\$42,961.37	\$40,000.00	\$40,000.00	\$0.00	0.0%
	Unemployment Insurance Total	\$40,000.00	\$42,961.37	\$40,000.00	\$40,000.00	\$0.00	0.0%
914	Group Health Insurance						
019142.51700	Group Health Insurance	\$1,353,950.00	\$1,109,248.55	\$1,373,002.00	\$1,432,640.00	\$59,638.00	4.3%
019142.51701	School Health Insurance	\$3,103,238.00	\$2,711,983.00	\$3,278,872.00	\$3,399,405.00	\$120,533.00	3.7%
019142.57400	Encumbrance		\$92,668.11				
	Group Health Insurance Total	\$4,457,188.00	\$3,913,899.66	\$4,651,874.00	\$4,832,045.00	\$180,171.00	3.9%
915	Group Life Insurance						
019152.51700	Group Life Insurance Expense	\$13,247.00	\$10,974.60	\$13,250.00	\$13,250.00	\$0.00	0.0%
	Group Life Insurance Total	\$13,247.00	\$10,974.60	\$13,250.00	\$13,250.00	\$0.00	0.0%
919	Medicare						
019192.51700	Medicare Expense	\$235,000.00	\$206,490.20	\$235,000.00	\$235,000.00	\$0.00	0.0%
	Medicare Total	\$235,000.00	\$206,490.20	\$235,000.00	\$235,000.00	\$0.00	0.0%
945	General Insurance						
019453.51700	General/WC Insurance	\$400,000.00	\$404,486.44	\$415,000.00	\$436,000.00	\$21,000.00	5.1%
	General Insurance Total	\$400,000.00	\$404,486.44	\$415,000.00	\$436,000.00	\$21,000.00	5.1%
UNCLASSIFIED EXPENSE TOTAL		\$7,767,144.00	\$7,708,657.54	\$7,920,596.00	\$8,288,286.00	\$367,690.00	4.6%

Town of Palmer Fiscal Year 2017 Budget

ACCOUNT NUMBER	DEPARTMENT	ACCEPTED BUDGET FY15	EXPENSE TOTAL FY15	ACCEPTED BUDGET FY16	PROPOSED FY17	FY17 VARIANCE VS FY16 \$	%
<i>OFFSETS</i>							
019502.58500	Capital Improvement Stabilization	\$100,000.00		\$100,000.00	\$125,000.00	\$25,000.00	25.0%
	Stabilization Fund	\$100,000.00		\$50,000.00	\$0.00	-\$50,000.00	-100.0%
019503.58500	OPEB Contribution	\$14,000.00		\$10,000.00	\$10,000.00	\$0.00	0.0%
	Snow/Ice Deficit	\$0.00		\$100,000.00	\$32,150.00	-\$67,850.00	-67.9%
	Overlay	\$200,000.00		\$185,000.00	\$175,000.00	-\$10,000.00	-5.4%
	Tax Title Expense	\$80,000.00		\$0.00	\$0.00	\$0.00	0.0%
	Mosquito Control	\$0.00		\$0.00	\$32,931.00	\$32,931.00	
	C/S Charges	\$405,334.00		\$551,060.00	\$601,158.00	\$50,098.00	9.1%
OFFSET TOTAL		\$899,334.00		\$996,060.00	\$976,239.00	-\$19,821.00	-2.0%
MUNICIPAL OPERATING		\$5,769,769.00	\$5,926,259.04	\$6,074,321.00	\$6,218,907.00	\$144,586.00	2.4%
WASTEWATER TREATMENT PLANT		\$2,578,223.00	\$2,444,263.76	\$2,644,534.00	\$2,714,949.00	\$70,415.00	2.7%
PALMER PUBLIC SCHOOLS		\$15,100,085.00	\$15,092,421.06	\$15,270,651.00	\$15,585,614.00	\$314,963.00	2.1%
PATHFINDER REGIONAL		\$1,835,518.00	\$1,815,304.09	\$1,798,031.00	\$1,823,467.00	\$25,436.00	1.4%
PALMER PUBLIC LIBRARY		\$719,480.00	\$719,480.00	\$727,699.00	\$749,530.00	\$21,831.00	3.0%
UNCLASSIFIED EXPENSE		\$7,767,144.00	\$7,708,657.54	\$7,920,596.00	\$8,288,286.00	\$367,690.00	4.6%
TOTAL		\$33,770,219.00	\$33,706,385.49	\$34,435,832.00	\$35,380,753.00	\$944,921.00	2.7%

FY 2017 Proposed Budget vs. Revenue

	FY 2016 Accepted	FY 2017 Proposed	Variance from FY16	% +/-
Total Municipal Operating	6,074,321	6,218,907	144,586	2.38%
Total WWTP Operating	2,644,534	2,714,949	70,415	2.66%
Total Unclassified	7,920,596	8,288,286	367,690	4.64%
Total Library Operating	727,699	749,530	21,831	3.00%
Total Pathfinder Expenditures	1,798,031	1,823,467	25,436	1.41%
Total Palmer Public Schools Expenditures	15,270,651	15,585,614	314,963	2.06%
Total Town Budget	34,435,832	35,380,753	944,921	2.74%
Capital Improvement Stabilization	100,000	125,000	25,000	25.00%
Stabilization Fund	50,000	0	-50,000	-100.00%
OPEB Contribution	10,000	10,000	0	0.00%
Cherry Sheet Assessments	551,060	601,158	50,098	9.09%
Mosquito Control	0	32,931		
Snow & Ice	100,000	32,150	-67,850	-67.85%
Tax Title	0	0	5,000	
Overlay	185,000	175,000	-10,000	-5.41%
Total Off Budget Offsets	996,060	976,239	-19,821	-1.99%
Total Expenditures	35,431,892	36,356,992	925,100	2.61%
	FY 2016 Proposed	FY 2017 Proposed	Variance from FY16	% +/-
Total Projected Revenues	35,431,892	36,356,992	925,100	2.61%
Variance	0	0		

FISCAL YEAR 2017 BUDGET

FY 2017 Sewer Rate

	Budget FY 2013	Budget FY 2014	Budget FY 2015	Budget FY 2016	Budget FY 2017
Operations & Maintenance	1,865,325	1,949,893	1,979,885	2,069,567	1,948,291
Capital Debt & Interest	123,050	119,489	21,105	20,205	19,418
CSO Project (50%)	336,529	307,277	290,763	291,147	291,482
SEWR REHAB- SRF-2014			139,133	129,777	304,103
TOWN ALLOCATION	88,927	90,809	92,626	94,461	96,215
SEWER MAINTENANCE	204,585	210,547	147,111	145,740	151,654
ABATEMENT ALLOWANCE	30,000	30,000	30,000	30,000	35,000
TOTAL EXPENSES	2,612,299	2,688,015	2,700,623	2,780,897	2,846,163
Department Revenue(EST)	355,000	440,000	450,000	450,000	450,000
Monson Revenue	255,000	340,000	350,000	350,000	350,000
Septage & Leachate, etc	100,000	100,000	100,000	100,000	100,000
TOTAL TO BE RAISED BY USER FEE	2,257,299	2,248,015	2,250,623	2,330,897	2,396,163
TOTAL EDU'S	5,240	5,240	5,240	5,240	5,240
	\$ 430.78	\$429.01	\$429.51	\$444.83	\$457.28
SEWER USER FEE	\$430.00	\$430.00	\$430.00	\$445.00	\$ 460.00



FISCAL YEAR 2017

BUDGET DETAIL

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Town Council

Dept. #111

Staff and Part Time Wages

<u>Position</u>	<u>Hourly Rate</u>	<u>Hours per Week</u>	<u>Annual Wages</u>
Town Council	\$1,200 x 7		\$ 8,400.00
Total Wages			\$ 8,400.00

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Misc. Expense	\$ 2,100.00	\$ 2,100.00
Total	\$ 2,100.00	\$ 2,100.00

Comments

(Describe any significant changes from FY16 Budget amounts)

*Misc. Expense covers meeting postings and conference expenses

Department Total	\$ 10,500.00
-------------------------	---------------------

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Town Manager

Dept. #123

Staff and Part Time Wages

<u>Position</u>	<u>Name</u>	<u>Hourly Rate</u>	<u>Hours per Week</u>	<u>Annual Wages</u>
Town Manager	Charlie Blanchard			\$ 131,172.00
Executive Assistant	Andrew Golas			\$ 47,500.00
Bonus				\$ 6,000.00
Longevity				\$ 200.00
Total Wages				\$ 184,872.00

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Connect CTY	\$ 10,720.00	\$ 10,720.00
Merit Increases	\$ 25,000.00	\$ 25,000.00
Copier Rental		
Copier	\$ 4,000.00	\$ 3,000.00
Mailer	\$ 3,000.00	\$ 2,000.00
	\$ 7,000.00	\$ 5,000.00
LPVEC Municipal	\$ -	\$ 5,000.00
Town Manager Exp		
Conferences	\$ 2,080.00	\$ 2,000.00
Memberships	\$ 4,000.00	\$ 4,000.00
Drug Testing	\$ 600.00	\$ 600.00
Advertising	\$ 2,000.00	\$ 2,000.00
Contractual	\$ 1,500.00	\$ 1,500.00
Travel	\$ 2,500.00	\$ 2,500.00
Training	\$ 2,400.00	\$ 2,400.00
	\$ 15,080.00	\$ 15,000.00
Total	\$ 57,800.00	\$ 60,720.00

Comments

(Describe any significant changes from FY16 Budget amounts)

LPVEC: Due to the turnover in the SPED Office, it was learned that there were no fee-for-service interim claims being submitted by the School Department for Medicaid reimbursement. In response to the Town's request to reinstate the practice, the School Business Manager together with the new SPED Director, entered into an agreement with the Lower Pioneer Valley Education Collaborative (LPVEC), a professional organization that performs Medicaid reimbursement services for other communities in the area. The fee for this service is 10% of the gross receipts received by the Town, which the Town has agreed to pay. In FY16 the Town has received \$46,452.33 in gross receipts to date.

Contractual: Includes Town Manager Cell Phone and Vehicle Usage as per the current contract

Merit Increases: Budget amount represents a bonus representing roughly 2% of each department manager's salary. Merit increases were last awarded in FY15

Department Total	\$ 245,592.00
-------------------------	----------------------

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for **Central Purchasing**

Dept. #137

Expense Listing

Expense Description	FY16 Amount	FY17 Amount
Fuel Expense	\$ 219,000.00	\$ 210,000.00
Telephone Exp	\$ 30,600.00	\$ 30,600.00
Postage	\$ 24,500.00	\$ 25,000.00
General Expense	\$ 26,500.00	\$ 27,000.00
Total	\$ 300,600.00	\$ 292,600.00

Comments

(Describe any significant changes from FY16 Budget amounts)

*Reduction in Fuel budget reflects reduced cost in overall fuel prices. It is anticipated that fuel costs will trend closer to FY15 rates in which the town expended \$171,089 in fuel costs
*Increase in postage and general expense lines reflect 2% increase in anticipated supply costs

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for **Laws & Claims**

Dept. #151

Expense Listing

Expense Description	FY16 Amount	FY17 Amount
General Council	\$ 26,000.00	\$ 26,000.00
Land Use Council	\$ 14,000.00	\$ 14,000.00
Labor Council	\$ 11,000.00	\$ 25,000.00
Total	\$ 51,000.00	\$ 65,000.00

Comments

(Describe any significant changes from FY16 Budget amounts)

*Increase of \$24,000 in Labor Council due to negotiations with 3 Unions

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Recreation **Department**

Dept. #630

Staff and Part Time Wages

<u>Position</u>	<u>Name</u>	<u>Hourly Rate</u>	<u>Hours per Week</u>	<u>Annual Wages</u>
Recreation Director	Jim Ostrout	\$ 18.73	~19	\$ 19,000.00
				\$ -
Total Wages				\$ 19,000.00

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Recreation Expense	\$ 10,000.00	\$ 10,000.00
Total	\$ 10,000.00	\$ 10,000.00

Comments

(Describe any significant changes from FY16 Budget amounts)

*Recreation Director has higher work load in Summer than Winter. All Camp Councilor funding is paid from Burleigh Park Revolving Fund
 *\$10,000 recreation expense appropriation is used for misc. recreation related expenses including Summer Concert Series, Support for little league teams and supplies for the Burleigh Park Rec. Program

Department Total	\$	29,000.00
-------------------------	-----------	------------------

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Board of Health Department

Dept. #510

Staff and Part Time Wages

<u>Position</u>	<u>Name</u>	<u>Hourly Rate July 1st</u>	<u>Hourly Rate Jan. 1st</u>	<u>Hours per Week</u>	<u>Overtime Hours/Wk</u>	<u>Annual Wages</u>
Health Agent	Josh Mathieu					\$ 47,500.00
Admin Assistant	Susan Hintze	\$16.65	\$18.00	19		\$ 17,663.00
						\$ -
Total Wages						\$ 65,163.00

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Health Supply Expense		
Inspection Equipment	\$ 250.00	\$ 250.00
Shared Nurse	\$ 4,185.00	\$ 4,186.00
Organization Dues	\$ 300.00	\$ 300.00
Sharps Kiosk Pickups	\$ 2,250.00	\$ 370.00
Training / Conference	\$ 550.00	\$ 500.00
Office Supplies	\$ 550.00	\$ 600.00
	\$ 8,085.00	\$ 6,206.00
Clinics	\$ 660.00	\$ 660.00
Contract Services	\$ 550.00	\$ 550.00
Animal Inspector	\$ 1,500.00	\$ 1,500.00
Total	\$ 10,795.00	\$ 8,916.00

Comments

(Describe any significant

changes from FY16 Budget amounts)

*Sharps Kiosk was purchased as part of FY16 Operational Budget
 *Medical Waste Disposal (Sharps) 4 Pickups at 85.00 Per Box and 30.00 for a case of sharps containers
 *Shared Nurse Program allotment if all Towns agree to participate. While we hope that it will be in place, we cannot confirm that it will due to possible changes in the agency. If it is not renewed for FY17, we will try to obtain these similar services from another source.
 *Animal Inspector Stipend moved to Board of Health Line Item from Dog Officer budget

Department Total	\$ 74,079.00
-------------------------	---------------------

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Computer Expense

Dept. #155

Staff and Part Time Wages

<u>Position</u>	<u>Hourly Rate</u>	<u>Hours per Week</u>	<u>Overtime Hours/Wk</u>	<u>Annual Wages</u>
				\$ -
Total Wages				\$ -

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
<u>Consulting</u>		
Remote Monitoring	\$ 3,000.00	\$ 3,000.00
IT Support	\$ 7,150.00	\$ 8,100.00
IT Hosting	\$ 2,400.00	\$ 2,400.00
Data Backup	\$ 2,500.00	\$ 2,500.00
	\$ 15,050.00	\$ 16,000.00
<u>Site Maintenance</u>		
GIS Web Hosting	\$ 3,225.00	\$ 3,500.00
Vision Web Hosting	\$ 2,250.00	\$ 2,750.00
Town Website	\$ 3,250.00	\$ 3,750.00
	\$ 8,725.00	\$ 10,000.00
<u>Software</u>		
Vision	\$ 5,350.00	\$ 5,350.00
Munis	\$ 27,317.00	\$ 27,817.00
Misc. Licenses	\$ 1,333.00	\$ 1,833.00
	\$ 34,000.00	\$ 35,000.00
<u>Capital Outlay</u>		
Comp. Repair/Replace	\$ 7,000.00	\$ 5,000.00
Total	\$ 64,775.00	\$ 66,000.00

Comments

(Describe any significant changes from FY16 Budget amounts)

*Computers scheduled for replacement include: COA Reception, Park Dept and Building
*Additional IT support needed for computer system maintenance

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Town Clerk

Dept. #161/162

Staff and Part Time Wages

<u>Position</u>	<u>Name</u>	<u>Hourly Rate July 1st</u>	<u>Hourly Rate Jan 1st</u>	<u>Hours per Week</u>	<u>Annual Wages</u>
Town Clerk	Susan Coache				\$ 57,045.00
Administrative Assist.	Joan Majka	\$16.47	\$18.00	~25	\$ 29,533.00
Longevity					\$ 550.00
Total Wages					\$ 87,128.00

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Town Clerk Expense	\$ 1,350.00	\$ 1,500.00
Election Workers	\$ 12,600.00	\$ 14,400.00
Registrars Stipend	\$ 2,000.00	\$ 2,000.00
Election Supplies	\$ 12,900.00	\$ 13,900.00
Total	\$ 28,850.00	\$ 31,800.00

Comments

(Describe any significant changes from FY16 Budget amounts)

* Admin Salary - Additional hours needed for elections and office coverage over 25 hours some weeks
*Town Clerk Expense - Increase due to additional election law training
*Election Workers - Early Voting mandate and increase in minimum wage
*Election General Supplies - Increase in programing of tabulators and increase in maintenance costs

Town Clerk Department Total \$ 88,628.00
Election & Registration Total \$ 30,300.00

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Building Inspector

Dept. #241

Staff and Part Time Wages

<u>Position</u>	<u>Name</u>	<u>Hourly Rate June 1st</u>	<u>Hourly Rate Jan. 1st</u>	<u>Hours per Week</u>	<u>Annual Wages</u>
Building Inspector	Bonnie Weeks				\$ 60,344.00
Administrative Assist	Emily Malcovsky	\$16.65	\$17.00	32.5	\$ 28,552.00
Longevity					\$ -
Total Wages					\$ 88,896.00

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Building Expense	\$ 585.00	\$ 585.00
Wire Expense	\$ 50.00	\$ 50.00
Plumb Expense	\$ 50.00	\$ 50.00
Gas Expense	\$ 50.00	\$ 50.00
Total	\$ 735.00	\$ 735.00

Comments

(Describe any significant changes from FY16 Budget amounts)

<p>*Administrative Assistant Wage - Request to increase hours from 25 hours per week to 32.5 hours per week. * 25 Hour per week Admin Assistant funded at \$21,300 in FY16</p>
--

Department Total	\$ 89,631.00
-------------------------	---------------------

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Conservation

Dept. #171

Staff and Part Time Wages

<u>Position</u>	<u>Name</u>	<u>Hourly Rate</u>	<u>Hours per Week</u>	<u>Annual Wages</u>
Conservation Agent	Angela Panaccione	\$ 21.65	25	\$ 28,250.00
Longevity				\$ -
Total Wages				\$ 28,250.00

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Conservation Expense	\$ 1,500.00	\$ 1,500.00
Total	\$ 1,500.00	\$ 1,500.00

Comments

(Describe any significant changes from FY16 Budget amounts)

*Request from Con Comm is to increase Agent to 40 hours per week (\$44,317), Manager does not propose increase

Department Total	\$ 29,750.00
-------------------------	---------------------

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Planning and Economic Development Department

Dept #175

Staff and Part Time Wages

<u>Position</u>	<u>Name</u>	<u>Hourly Rate July 1st</u>	<u>Hourly Rate Jan 1st</u>	<u>Hours per Week</u>	<u>Annual Wages</u>
Town Planner/Economic Development Director	Linda Leduc				\$ 64,900.00
Administrative Assistant	Nicole Parker	\$16.65	\$18.00	32.5	\$ 29,403.00
Clerk (meeting stipend)	Nicole Parker	\$16.65	\$18.00	2.5	\$ 2,200.00
Longevity					\$ 250.00
Planning Board Stipend					\$ 6,000.00
Total Wages					\$ 102,753.00

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Planning Dept:		
Printing	\$ 700.00	\$ 700.00
Staff Development	\$ 300.00	\$ 300.00
Maps	\$ 200.00	\$ 200.00
GIS	\$ 450.00	\$ -
Engineering	\$ 500.00	\$ 500.00
Travel	\$ 250.00	\$ 250.00
ZBA expenses	\$ 100.00	\$ 100.00
Economic Development:		
Training/Travel	\$ 300.00	\$ 300.00
Membership Dues	\$ 200.00	\$ 200.00
Total	\$ 3,000.00	\$ 2,550.00

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Planning Board:		
Public Notices	\$ 600.00	\$ 750.00
Training	\$ 300.00	\$ 400.00
Publications	\$ 100.00	\$ 100.00
Travel	\$ 400.00	\$ 600.00
Dues	\$ 300.00	\$ 300.00
Total	\$ 1,700.00	\$ 2,150.00
TOTAL	\$ 4,700.00	\$ 4,700.00

Comments

(Describe any significant changes from FY16 Budget amounts)

*There is a change requested to the Clerk Meeting Stipend amount. For the second year in a row the \$1200.00 is approximately half of what is needed. Total meeting hours in FY15 were 112.5 and we are on that pace for FY 16, as well, with total meeting hours to date: 52.5. As a result, I am requesting that that line item be increased from \$1200.00 to \$2,200.00. Additionally, longevity will increase by \$50.00 in FY17. There is no change in operating expenses except a re-arrangement of funds for better management on my end.

Department Total	\$	107,453.00
-------------------------	-----------	-------------------

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Council on Aging

Dept. #541

Staff and Part Time Wages

Position	Name	Hourly Rate	Hours per Week	Annual Wages
COA Director	Erin Pincince			\$ 63,710.00
Receptionist	(New)	\$ 13.22	19	\$ 13,112.00
Outreach Coordinator	Cynthia Jasak	\$ 19.49	18	\$ 18,320.00
PT Receptionist	Linda Lamay	\$ 14.28	19	\$ 14,165.00
FT Van Driver	Sharon Morse	\$ 10.08	37.5	\$ 19,735.00
Activities Coordinator	Sharon Lemieux	\$ 15.81	15	\$ 12,380.00
Meals on Wheels Driver	Deborah North	\$ 13.07	20	\$ 13,650.00
PT Van Driver	Jim Davis	\$ 10.00	10	\$ 5,220.00
PT Van Driver	Tom Maddon	\$ 10.00	10	\$ 5,220.00
				\$ 101,802.00
Longevity				\$ 1,350.00
Total Wages				\$ 166,862.00

Expense Listing

Expense Description	FY16 Amount	FY17 Amount
Comcast	\$ 1,020.00	\$ 1,020.00
Kyocera	\$ 640.00	\$ 640.00
Mileage	\$ 300.00	\$ 300.00
Miscellaneous	\$ 500.00	\$ 500.00
Total	\$ 2,460.00	\$ 2,460.00

Comments

(Describe any significant changes from FY16 Budget amounts)

*The COA is looking to fund an afternoon receptionist for 19 hrs/wk. They are open 8:00 am to 4:00 pm, 40 hours per week. They currently have a morning receptionist for 19 hrs/wk. This person is required to schedule and dispatch vans, take phone calls, schedule breakfast and lunch, schedule all programs, collect money for programs, make phone calls, update my Senior Center, help FOPSC, etc.

Department Total \$ 169,322.00

Budget Worksheet for Memorial Hall

Dept. #193

Staff and Part Time Wages

Position	Name	Hourly Rate	Hours per Week	Annual Wages
PT. Custodian	Arthur Biron	\$ 12.30	16.5 every other week	\$ 5,300.00
PT. Custodian	Richard Picotte	\$ 11.25	15 every other week	\$ 4,405.00
Total Wages				\$ 9,705.00

Expense Listing

Expense Description	FY16 Amount	FY17 Amount
Supplies	\$ 350.00	\$ 600.00
Utilities	\$ 9,500.00	\$ 9,250.00
Bld. Maint.	\$ 2,300.00	\$ 2,300.00
Contract Services	\$ 5,560.00	\$ 5,560.00
Total	\$ 17,710.00	\$ 17,710.00

Comments

(Describe any significant changes from FY16 Budget amounts)

Contract Services: Includes \$1,275 for Elevator Maintenance, \$725 for solid Waste Removal and \$3,560 for Sprinkler System Maintenance

Department Total \$ 27,415.00

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Veterans Agent/Memorial Day

Dept #543/692

Staff and Part Time Wages

Position	Name	Hourly Rate	Hours per Week	Annual Wages
Veterans Agent	Deborah Shilaikis	\$ 20.17	28	\$ 29,480.00
Longevity				\$ -
Total Wages				\$ 29,480.00

Expense Listing

Expense Description	FY16 Amount	FY17 Amount
Veterans Benefits	\$ 330,000.00	\$ 264,000.00
Veterans Day	\$ 1,500.00	\$ 2,000.00
Memorial Day	\$ 3,000.00	\$ 3,000.00
Total	\$ 4,500.00	\$ 5,000.00

Comments

(Describe any significant changes from FY16 Budget amounts)

* Vet Agent Supply - A majority of the supply budget goes toward preparations for Veteran's Day ceremonies.

Veteran's Agent Dept. Total	\$ 295,480.00
Memorial Day Total	\$ 3,000.00

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Palmer Town Hall

Dept. #192

Staff and Part Time Wages

<u>Position</u>	<u>Name</u>	<u>Hourly Rate</u>	<u>Hours per Week</u>	<u>Annual Wages</u>
Custodian	Robert Helliwell	\$ 12.68	16	\$ 10,382.00
Total Wages				\$ 10,382.00

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Building Supply		
Electric	\$ 15,000.00	\$ 10,000.00
Security	\$ 450.00	\$ 450.00
Generator Maintenance	\$ 1,000.00	\$ 1,000.00
Sprinkler	\$ 500.00	\$ 500.00
Fire Extinguisher Insp	\$ 200.00	\$ 200.00
Water	\$ 500.00	\$ 500.00
Internet	\$ 1,200.00	\$ 1,300.00
HVAC	\$ 2,000.00	\$ 2,050.00
Misc Supply	\$ 19,150.00	\$ 14,000.00
	\$ 40,000.00	\$ 30,000.00
Building Repair & Maint.	\$ 15,000.00	\$ 10,000.00
Total	\$ 55,000.00	\$ 40,000.00

Comments

(Describe any significant changes from FY16 Budget amounts)

*Reduction in Maintenance and electricity costs due to not supporting 24/7 police use in building. Electrical costs of the campus are primarily on the Police Station account.
*Reduction in Capital Outlay, renovation plan to tackle proposed large scale projects

Department Total	\$ 50,382.00
-------------------------	---------------------

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Accounting/Finance Director

Dept. #135/134/130
Staff and Wages

Position	Name	Hourly Rate	Hourly Rate	Hours per week	Annual Wages
		July 1st	Jan. 1st		
Accountant	John Kuzmiski				\$ 54,487.00
Finance Director	John Kuzmiski				\$ 11,345.00
Accounting Clerk	Gloria Skowrya	\$16.99	\$18.00	25	\$ 23,037.00
Accounting Support	Sharon Nickerson	\$16.65	\$18.00	7.5	\$ 6,706.00
Longevity					\$ 250.00
					\$ -
Total Wages					\$ 95,825.00

Expense Listing

Expense Description	FY16 Amount	FY17 Amount
Accounting Expenses	\$ 1,230.00	\$ 1,230.00
Actuarial Study	\$ -	\$ 7,000.00
Audit	\$ 22,000.00	\$ 22,500.00
	\$ -	\$ -
Total	\$ 23,230.00	\$ 30,730.00

Accounting/Finance Dir. Total	\$ 97,055.00
Actuarial Study Total	\$ 7,000.00
Audit Total	\$ 22,500.00

Comments

(Describe any significant changes from FY16 Budget amounts)

<p>FY 2017 - The following notes apply to the amounts contained in Column (6) ("Maintain") which would allow the <u>ACCOUNTING</u> Division within the Finance Department to maintain the present level of services.</p> <p>Note 1: There are 52 weeks and 1 day in regular years; and 52 weeks and 2 days in leap years. For the proper budgeting of annual salaries, UMAS (Uniform Massachusetts Accounting System) recommends that "... local governments should budget for 52.0, 52.2 and 52.3 periods over a three year cycle to avoid budgeting on a cash basis that requires a 53rd pay period in certain years." (p.78; Par 5110). Using this method the three (3) year average is 52.17. The Town's past practice has been to use 52.2 every year.</p> <p>Note 2: Department Head Salary - Full-time Finance Director/Town Accountant's (John Kuzmiski) annual salary increases by 2.0% from \$63,275 to \$64,541 in FY17. Weekly Salary in FY17 = \$64,540 / 52.2 Weeks = \$1,236.41. This salary is substantially (\$11K to \$14K) below the average salary for this position in comparable communities (without even considering the additional duties of Finance Director).</p> <p>Note 3: Part-Time Salary - While the "Principal Clerk" (Sharon Nickerson) at (much less than) 10 hrs per week continues to transition to Full-time Accounting Assistant (32.5 hrs per week), "Part-time Accounting Clerk" (Gloria Skowrya) at 20 (or more) hrs per week continues to prepare the weekly AP warrant.</p> <p>Because the current contract for municipal workers (JFCW Local 1469) expires on June 30, 2016 (and one for FY17 has yet to be negotiated), the line item is funded at \$28,868 (\$16.98 x 32.5 x 52.3), the same amount as last year.</p> <p>Note 4: Longevity - Gloria is entitled to receive (per contract) a Longevity Bonus in FY17 (paid in Nov 2016) of \$250 (for > 10 years, but < 15 years of service); Date of Hire: 10/18/2004;</p> <p>Note 5: Expenses - Budget Line Item Total = \$1,230; Comprised of the following: (A) Dues = \$190 WMMAAA @ Est. \$15; MMAAA @ Est. \$100; MGFOA @ Est. \$75); (B) Meetings = \$1,040 WMMAAA (Summer) @ Est. \$25; WMMAAA (Fall) @ Est. \$25; WMMAAA (Winter) @ Est. \$50; WMMAAA (Spring) @ Est. \$40; UMass (Certification Courses) @ Est. \$300; Annual MMAAA @ Est. \$500; DOR Update @ \$100</p> <p>Note 6: Actuarial Study - \$7,000 requested for FY17 In order to be compliance with GASB 45 (Governmental Accounting Standards Board) a new OPEB (Other Post-Employment Benefits) report is required to be prepared by an actuary every two (2) years; The \$7,000 budget request for FY17 will be used for an OPEB study to be prepared as of 7/1/2016 and will be used for the June 30, 2017 & 18 audits. This new study will be prepared by USI Consulting Group - Bob Webb, Actuary (Tel: 860 368-2920) - Same company that prepared the Town's previous OPEB reports.</p> <p>Note 7: Munis Training = \$5,000 (funded in FY16 computer budget) Since an actuarial study is required every two (2) years, thus freeing up funds in the Accounting budget in even numbered years, please continue the past practice of budgeting \$5,000 for Munis Training in the years an actuarial study is not required. In January 2016 Munis on-site training sessions will be held at Town Hall using the Town's data, thus allowing department heads and staff from the Finance, School and Wastewater Departments to work toward achieving maximum utilization of the recently upgraded Munis software applications now running on Version 10.5.</p>
--

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Assessor

Dept. #141
Staff and Wages

Position	Name	Hourly Rate	Hourly Rate	Hours	Annual Wages
		July 1st	Jan. 1st		
Assessors Board Salaries					\$ 5,100.00
Assessors Dept Head	Robert Leroux				\$ 54,623.00
Assessors Full-Time	Denise Bucior	\$16.81	\$19.00	32.50	\$ 30,383.00
					\$ -
Longevity					\$ 200.00
					\$ -
Total Wages					\$ 90,306.00

Expense Listing

Expense Description	FY16 Amount	FY17 Amount
Assessors Supplies/Expenses	\$ 2,000.00	\$ 2,000.00
Assessors Map Updating	\$ 4,500.00	\$ 4,500.00
Assessors Reval Services	\$ 30,000.00	\$ 30,000.00
Pioneer Valley Reg Pl	\$ 1,935.00	\$ 1,935.00
Assessors Travel	\$ 2,000.00	\$ 2,000.00
	\$ -	\$ -
Total	\$ 40,435.00	\$ 40,435.00

Department Total \$ **130,741.00**

Comments

(Describe any significant changes from FY16 Budget amounts)

FY 2017 - The following notes apply to the amounts contained in Column (6) ("Maintain") which would allow the ASSESSOR Division within the Finance Department to maintain the present level of services.

Note 1: Assessors Board Salaries - This is the compensation line used to pay for "Permits & Inspections." There are approximately 240 building permits and around 100 abatements. Sales are inspected at \$15 per inspection for a total of 340 x \$15 = \$5,100.

Note 2: Department Head Salary - Full-time Principal Assessor (Rob Leroux) annual salary increases by 2.0% (COLA) from \$52,500 to **\$53,551** in FY17.
FY16 Job Classification Grade 11: Min 47,691 Max 68,130 Avg 57,911

Note 3: Full-Time Salary - The Assessor's "Assistant" (Denise Bucior) works 32.5 hours per week and is a member of the municipal union. The line item is funded at \$28,509 (\$16.81 x 32.5 x 52.2) = \$28,509.

Note 4: Longevity - Denise is entitled to receive (per contract) a Longevity Bonus in FY17 (paid in Nov 2016) of **\$200** (for > 5 years, but < 10 years of service); Date of Hire: 10/18/2010;

Note 5: Reval Services - includes cyclical inspections which require every property to be inspected every nine (9) years. Total 4,850 parcels / 9 yrs = 540 parcels per yr @ \$25 ea per inspection plus \$3,000 for interim year adjustments = \$16,500 annually. In order to maintain annual level funding, we also need to budget for the much higher cost of the 3 year reval in FY17 (Year 1 (FY15): \$16,500; Year 2 (FY16): \$16,500; Year 3 (FY17): \$57,000) for an average annual expense of **\$30,000** per year.

Note 6: Travel - current mileage rate \$0.575

Annual MMAAA @ Est. \$500;
DOR Update @ \$100

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Collector

Dept. #146
Staff and Wages

		Hourly Rate	Hourly Rate		
Position	Name	July 1st	Jan. 1st	Hours	Annual Wages
Collector Department Head	Carolyn Baldyga				\$ 47,860.00
Collector Full-Time Salaries	Laurie Cole	\$17.25	\$18.00	32.50	\$ 29,905.00
Collector - Additional Hours	Laurie Cole	\$17.25	\$18.00		\$ 1,770.00
Longevity					\$ 700.00
Total Wages					\$ 80,235.00

Expense Listing

Expense Description	FY16 Expense	FY17 Expense
Collector Expense		
MCTA	\$ 50.00	\$ 50.00
Training	\$ 425.00	\$ 425.00
Insurance Premiums	\$ 610.00	\$ 610.00
Misc. Expense	\$ 1,930.00	\$ 1,930.00
	\$ 3,015.00	\$ 3,015.00
Tax Title Exp	\$ 3,000.00	\$ 3,000.00
MCC / Lockbox Exp	\$ 9,800.00	\$ 9,800.00
	\$ -	\$ -
Total	\$ 15,815.00	\$ 15,815.00

Department Total \$ 96,050.00

Comments

(Describe any significant changes from FY16 Budget amounts)

*FY 2017 - The following notes apply to the amounts contained in Column (6) ("Maintain") which would allow the **COLLECTOR** Division within the Finance Department to maintain the present level of services.*

Note 1: Collector Department Head - Treasurer/Collector position was split for FY16. Full-Time Collector (Carolyn Baldyga) annual salary increases by 2.0% to \$47,860

Note 2: Collector Full-Time Salaries - Weekly Salary in FY17 = 29,265

Note 3: Collector - Additional Hours - to allow for additional hours paid at regular (not overtime) rate for Laurie Cole when needed during busy tax collection period. Approx 2 hours per week

Note 4: Longevity - Carolyn is entitled to receive a longevity bonus in FY16 (paid in Nov 2015) of **\$350** (for > 20 years of service) Date of Hire: 10/27/81; Laurie **\$300** (>15 <20 years of service) Date of Hire: 9/3/96

Note 5: Collector Expense - Budget line total of \$3,015.00 comprised of the following:

MA Collector/Treasurer's Assoc. (MCTA)	\$50.00
Training (Umass)	\$425.00
Insurance Premiums (bond Collector & Asst. Collector)	\$610.00
*Misc. Collector Expense	\$ 1,930.00

*Includes "Envelope Stuffer Machine" maintenance

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Treasurer

**Dept. #145
Staff and Wages**

Position	Name	Hourly Rate	Hourly Rate	Hours	Annual Wages
		July 1st	Jan. 1st		
Treasurer Department Head	Linda St. Onge				\$ 41,620.00
Treasurer Part-Time Salaries	Sharon Nickerson	\$16.65	\$18.00	25.00	\$ 22,877.00
Treasurer Stipend					\$ 1,000.00
Treasurer Overtime					\$ 1,000.00
				-	\$ -
Total Wages					\$ 66,497.00

Expense Listing

Expense Description	FY16 Expense	FY17 Expense
Treasurer Supplies/Expenses	\$ 6,500.00	\$ 6,500.00
Treasurer Tax Title Expenses	\$ 12,000.00	\$ 12,000.00
Treasurer Financial Advisor	\$ 1,500.00	\$ 1,500.00
Treasurer Unemployment Tax	\$ 2,500.00	\$ 2,760.00
Total	\$ 22,500.00	\$ 22,760.00

Department Total \$ **89,257.00**

Comments

(Describe any significant changes from FY16 Budget amounts)

*FY 2017 - The following notes apply to the amounts contained in Column (6) ("Maintain") which would allow the **TREASURER** Division within the Finance Department to maintain the present level of services.*

Note 1: Treasurer Department Head - Treasurer/Collector position was split for FY16. Starting salary when hired \$40,000. - FY17 Salary \$40,800 x 2%

Note 2: Treasurer Part-Time Salaries - Payroll Clerk - FY16 Rate \$16.32 per hour - FY17 \$16.32 x 2% COLA x 25 hrs x 52.2 weeks

Note 3: Treasurer Stipend - Department Head Stipend for Treasurer's Certification

Note 4: Treasurer Supplies/Expenses - W2, 1099 \$500; Veribank \$125; Surety Bond \$450; Checking account fees \$500; Training and Travel (UMass) \$1,000

W2, 1099	\$ 500.00
Veribank	125.00
Affordable Care Act (ACA)	225.00
Surety Bond	450.00
Checking account fees	500.00
Training and Travel (UMass)	1,000.00
Dues (MCTA, HC, MCTA)	500.00
*Consulting Services	3,200.00
	\$ 6,500.00

*MUNIS (Software Applications) for four half days @ \$650 / ½ Day - \$2,600
Consultants' Travel Expenses (Lodging, Meals, Tolls, etc.) - \$600 ===== \$3,200

Note 5: Treasurer Tax Title Expenses - Tax Title; Attorney Fees; Court Fees; Registry of Deeds Fees, etc.

Note 6: Treasurer Financial Advisor - Continuing Disclosure

Note 7: Treasurer Unemployment Tax - Unemployment Tax Management Service (UTMC) \$2,760 (Paid Quarterly)

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Police Department

Staff and Part Time Wages

<u>Position</u>	<u>Annual Wages</u>
Police Chief	\$ 94,523.00
Police Full Time	
Lieutenant	\$ 81,238.00
Sergeant	\$ 253,347.00
Patrolman	\$ 804,060.00
Physical Fitness	\$ 11,442.00
Dispatcher (-25000)	\$ 267,084.00
	\$ 1,417,171.00
Part Time Employees	
	\$ 78,000.00
Overtime	
	\$ 277,760.00
Contract Services	
Education	\$ 139,072.00
Shift Differential	\$ 22,350.00
Holiday	\$ 65,000.00
	\$ 226,422.00
Longevity	\$ 7,325.00
Total Wages	\$ 2,101,201.00

Comments

(Describe any significant changes from FY16 Budget amounts)

Current Staffing Includes:
 Interim Chief - 1
 Acting Lieutenant - 1
 Sergeant - 3
 Acting Sergeant - 1
 Patrolman - 14 (includes School Resource Officer, Court Officer, Detective, K9 Officer)
 Vacancy - 1
 Dispatch Supervisor/Admin Assistant - 1
 Dispatcher, Full Time - 6
 Dispatcher, Part Time - 3
 Cell Monitors, Part Time - 4 (5 were recently appointed)
 Firearms Clerk, Part Time - 1

Expense Listing

<u>Expense Description</u>	<u>Amount FY16</u>	<u>Amount FY17</u>
Police Training	\$ 10,000.00	\$ 15,000.00
Chief's Expenses	\$ 250.00	\$ 250.00
Radio Repair	\$ 3,300.00	\$ 3,300.00
E911 Equipment	\$ 1,500.00	\$ 1,500.00
Medical Expenses	\$ 2,500.00	\$ 5,600.00
Office Supplies	\$ 5,000.00	\$ 5,000.00
Film / Photo / ID	\$ 700.00	\$ 700.00
Lockup Expense	\$ 3,200.00	\$ 3,200.00
Ammunition	\$ 2,000.00	\$ 3,500.00
Travel	\$ 700.00	\$ 700.00
Dues	\$ 1,300.00	\$ 1,300.00
Uniform	\$ 23,950.00	\$ 23,950.00
Total	\$ 54,400.00	\$ 64,000.00

Town of Palmer
FY17 Budget Worksheet

Comments

(Describe any significant changes from FY16 Budget amounts)

Police Training: 1 full time officer to attend MPTC Academy (tuition & Ammunition).
Medical Expenses: 4 Part Time Officers: Cost of Physical, Psychological, Drug Screen, and initial hire Physical Agility Test (HRD).
Ammunition: Increase due to MPTC recommendations for firearm qualifications to held semiannually.

Budget Worksheet for Police Department

Contract Services

	<u>Amount FY16</u>	<u>Amount FY17</u>
Maintenance Agmts.	\$ 14,300.00	\$ 14,300.00
Cruiser Maintenance	\$ 27,000.00	\$ 28,000.00
WMLEC	\$ 600.00	\$ 700.00
Computer Software	\$ 20,000.00	\$ 21,000.00
Total	\$ 61,900.00	\$ 64,000.00

Comments

(Describe any significant changes from FY16 Budget amounts)

Cruiser Maintenance: Increase in cost to maintain fleet, which includes ACO vehicle.
WMLEC: Increase in yearly fee.
Computer Software: Increase in yearly fees by TriTech.

Utilities

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Electrical	\$ 300.00	\$ 600.00
Total	\$ 300.00	\$ 600.00

Comments

(Describe any significant changes from FY16 Budget amounts)

Increase in **Electrical** costs for Breckenridge St. & Peterson St. towers.

Capital Outlay

<u>Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Computers	\$ 3,500.00	\$ 3,500.00
New Cruisers	\$ 78,000.00	\$ 78,000.00
Total	\$ 81,500.00	\$ 81,500.00

Total Budget - Police **2,311,301.00**

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Palmer Police Station - Facility Expense

Dept. #192

Expense Listing

Expense Description	FY16 Amount	FY17 Amount
Custodial		
Custodial Services	\$ 21,000.00	\$ 21,000.00
Custodial Supplies	\$ 9,000.00	\$ 9,000.00
	\$ 30,000.00	\$ 30,000.00
Supply/Expense		
Lavatory Supplies	\$ 2,400.00	\$ 2,400.00
Elevator Maintenance	\$ 2,520.00	\$ 2,520.00
HVAC Controls	\$ 1,720.00	\$ 1,750.00
HVAC Maintenance	\$ 4,867.00	\$ 4,900.00
Sprinkler System	\$ 2,530.00	\$ 2,530.00
Electricity	\$ 50,000.00	\$ 50,000.00
	\$ 64,037.00	\$ 64,100.00
Total	\$ 94,037.00	\$ 94,100.00

Comments

(Describe any significant changes from FY16 Budget amounts)

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Regional Animal Control Officer

Staff and Part Time Wages

<u>Position</u>	<u>FY16 Wages</u>	<u>FY17 Wages</u>
ACO	\$ 39,520.00	\$ 40,310.00
ACO Assistant	\$ 4,300.00	\$ 6,400.00
Total Wages	\$ 43,820.00	\$ 46,710.00

Comments

(Describe any significant changes from FY16 Budget amounts)

--

Expense Listing

<u>Expense Description</u>	<u>Amount FY16</u>	<u>Amount FY17</u>
Training	\$ 1,200.00	\$ 1,200.00
Uniform	\$ 1,020.00	\$ 747.00
Kennel Utilities	\$ 3,000.00	\$ 3,200.00
Medical Expenses	\$ -	\$ 2,500.00
Animal Expenses	\$ 1,000.00	\$ 2,050.00
Total	\$ 6,220.00	\$ 9,697.00

Comments

(Describe any significant changes from FY16 Budget amounts)

<p>Training: Job related courses for ACO and Assistant. Uniform: To be purchased and replaced as needed. Medical Exp: Veterinary costs if required.</p>
--

Capital Expense

<u>Expense Description</u>	<u>Amount FY16</u>	<u>Amount FY17</u>
Computer	\$ 1,500.00	\$ -
Total	\$ 1,500.00	\$ -

Total ACO Budget	\$ 56,407.00
-------------------------	---------------------

2017 BUDGET WORKSHEET

Town of Palmer

Dept of Public Works

Highway-Parks-Cemetery

FY17 Budget Worksheet Budget FY 2015	Budget FY 2016	Budget FY 2017	Change from FY 2016
--	-------------------	-------------------	---------------------------

Salaries

DPW Director Salary(60%)	72,163	73,607	53,244	-27.7%
Hourly	638,432	731,832	791,261	8.1%
Overtime	12,000	12,000	15,000	25.0%
Part time-Seasonal	20,000	20,000	16,000	-20.0%
Contractual	9,000	7,800	9,600	23.1%
Longevity	4,000	3,000	2,650	-11.7%
Total Salaries	755,595	848,239	887,755	4.7%

General Expenses

Travel	300	300	300	0.0%
Dues	50	50	50	0.0%
Communications	2,500	2,000	2,500	25.0%
Computer/Software	1,000	1,000	1,500	50.0%
Medical Supplies	300	250	350	40.0%
Bldg. Maintenance	3,500	3,100	7,000	125.8%
Vehicle Maintenance	42,000	40,000	42,000	5.0%
Equipment Rental	3,000	3,000	4,000	33.3%
Forestry	25,000	25,000	25,000	0.0%
Snow & Ice Control	210,000	210,000	210,000	0.0%
Street lighting	115,000	117,000	120,000	2.6%
RR Crossing Maint.	500	500	0	-100.0%
Municipal Solid Waste Removal	20,600	20,600	21,000	1.9%
Ground Water Monitoring	17,200	17,200	20,010	16.3%
Private Well Monitoring			7,200	
Total Expenses	440,950	440,000	460,910	4.8%

HIGHWAY EXPENSES

Street Signs	6,000	7,000	7,000	0.0%
Lubricants	2,000	2,000	2,000	0.0%
Surface Treatment	30,000	30,000	30,000	0.0%
Sidewalk Repair	7,000	9,000	9,000	0.0%
Traffic Light Repair	2,500	3,000	3,000	0.0%
Line Painting	22,000	23,000	23,000	0.0%
Total Highway Expenses	69,500	74,000	74,000	0.0%

PARK EXPENSES

Supplies-Repair	20,000	21,000	21,000	0.0%
Grounds Maintenance-Fertilize athletic fields	4,000	5,000	15,000	200.0%
Pee Wee Park	4,000	4,000	0	-100.0%
Lavolette Field	2,000	3,000	3,000	0.0%
Burleigh Park	6,000	6,000	10,000	66.7%
Chase Memorial	1,500	1,500	1,500	0.0%
School Grounds	9,000	10,000	10,000	0.0%
Bondsville Park	500	1,000	1,500	50.0%
Depot Village Park	1,000	1,500	1,500	0.0%
Thorndike Park	750	1,800	1,500	-16.7%
3Rivers Common	1,000	1,330	1,000	-24.8%
Legion Field-Eager	10,000	10,000	12,000	20.0%

PARK GENERAL EXPENSE

		6,000	0	-100.0%
Total Parks	59,750	72,130	78,000	8.1%

Dept of Public Works

Town of Palmer

Change

Highway-Parks-Cemetery

Budget
FY 2015

Budget
FY 2016

Budget
FY 2017

from FY
2016

CEMETERY EXPENSES

Supplies	3,000	4,000	4,000	0.0%
Lawn Care	3,000	3,000	3,000	0.0%
Equipment Repair	2,400	2,400	2,400	0.0%
Alarm System	250	250	250	0.0%
Tree Maintenance	2,000	2,000	2,000	0.0%
Fence Repair	4,000	4,500	4,000	-11.1%

CEMETERY GENERAL EXPENSE

		2,000	0	-100.0%
--	--	-------	---	---------

Total Capital Outlay

14,650	18,150	15,650	-13.8%
---------------	---------------	---------------	---------------

Contract Services

Cemetery-Grounds Maintenance Contract	2,500	2,500	2,500	0.0%
Total Services	2,500	2,500	2,500	0.0%

UTILITIES(Hwy,Parks,Cem)

Utilities	16,000	17,000	20,500	20.6%
Total Utilities	16,000	17,000	20,500	0.0%

CAPITAL OUTLAY

Highway-Truck	43,000	43,000	45,450	5.7%
Total Capital Outlay	43,000	43,000	45,450	5.7%

OTHER CHARGES

Stormwater	2,500	2,500	4,000	60.0%
UST Inspections	1,000	1,000	1,000	0.0%
Total Other Charges	3,500	3,500	5,000	42.9%

DEPARTMENT TOTALS

1,389,445	1,518,519	1,589,765	4.7%
2015	2016	2017	

HIGHWAY DIVISION

	TOTAL	WKLY	Salary Total	Clothing	Longevity	Total
JUSTIN BENOIT(40)	20.2062	808.25	42,190.55	600		42,790.55
MARK CASSAVANT(40)	20.2062	808.25	42,190.55	600		42,790.55
RAY CORRIVEAU(40)	21.0834	685.21	35,767.99	600		36,367.99
BRETT CROWTHER(40)	19.5534	782.14	40,827.50	600		41,427.50
PAUL EURKUS(40)	23.2050	928.20	48,452.04	600	350	49,402.04
RON GRISWOLD(40)	19.5534	782.14	40,827.50	600		41,427.50
MICHAEL HERMANSON(40)	20.5428	821.71	42,893.37	600		43,493.37
RICH JOSEPHSON(40)	22.2564	890.26	46,471.36	600		47,071.36
JEFFREY PARDO(40)	20.4306	817.22	42,659.09	600	250	43,509.09
LYNN PARDO(32.5)	16.6464	665.86	34,757.68		350	35,107.68
JOSEPH ROLLINS(40)	19.2168	768.67	36,184.62	600		36,784.62
JOSEPH SAWICKI(40)	23.2050	928.20	48,452.04	600	350	49,402.04
WILLIAM WELLS(40)	19.5534	782.14	40,827.50	600		41,427.50
RUDOLPH PISARCZYK(Sal)	30.2874	1211.49	63,240.03	600	350	64,190.03
Gerald Skowronek(30%)		510.00	26,622.00			26,622.00
HIGHWAY TOTALS		12,189.73	632,363.81	7800	1,650	641,813.81

CEMETERY DIVISION

MICHAEL SKOWRONEK(40)	24.5820	983.28	51,327.22	600	350	52,277.22
Oct- 32 hrs. max/wk@\$12/hr.)			10,000.00			10,000.00
Gerald Skowronek(15%)		255.00	13,311			13,311
CEMETERY TOTAL		1,238.28	74,638.22	600	350	75,588.22

PARKS DIVISION

DAVID HANDZEL(40)	24.5820	983.28	51,327.22	600	350	52,277.22
JOSEPH COMEAU(40)	19.2474	769.90	40,188.57	600	300	41,088.57
NEW EMPLOYEE(40)	15.8508	634.03	33,096.47			33,096.47
Seasonal (15 weeks-May- Sept.40hrs/wk@\$10./hr.)			6,000.00			6,000.00
Gerald Skowronek(15%)		255.00	13,311.00			13,311.00
PARKS TOTAL		2,642.21	143,923.26	1,200	650	145,773.26
HGY-PARKS-CEM TOTALS		15,815.22	850,925.28	9,600	2,650	863,175.28

Town of Palmer
FY17 Budget Worksheet

2017						
Dept of Public Works						
		Budget FY 2014	Budget FY 2015	Budget FY 2016	Budget FY 2017	Change from FY 2016
WWTP & Sewers						
Salaries						
Salary -Asst. Director		84,331	85,375	74,093	76,990	3.9%
Hourly (9)		403,024	413,692	419,230	362,692	-13.5%
Overtime		48,000	60,000	65,000	65,000	0.0%
Longevity		2,200	2,400	2,500	2,500	0.0%
Contractual		5,400	6,000	6,000	6,000	0.0%
DPW Director(40%)				12,990	35,496	173.3%
Total Salaries		542,955	567,467	579,813	548,678	-5.4%
General Expenses						
Medical Supplies		1,500	1,500	1,500	2,000	33.3%
Chemicals		175,000	175,000	185,000	185,000	0.0%
Lab/NPDES Testing		35,000	35,000	35,000	35,000	0.0%
Training		5,000	5,000	5,000	5,000	0.0%
GIS		1,500	1,500	1,500	1,000	-33.3%
Abatement - allowance						
Total Expenses		218,000	218,000	228,000	228,000	0.0%
Contract Services						
Maintenance		100,000	118,864	120,000	110,000	-8.3%
Pump Stations		30,000	30,000	35,000	30,000	-14.3%
RR Leases/Easements		8,000	8,000	8,000	8,000	0.0%
Sludge Disposal		230,000	220,000	217,000	285,000	31.3%
Nitrogen Study & Equipment			40,000	40,000	40,000	0.0%
Total Contract Serv.		368,000	416,864	420,000	473,000	12.6%
Utilities expense						
Electricity		180,000	175,000	180,000	185,000	2.8%
Water		1,000	1,000	1,000	1,000	0.0%
Phone/Computer		6,700	6,700	6,700	6,700	0.0%
Fuel		70,000	65,000	65,000	65,000	0.0%
Total Utilities Exp.		257,700	247,700	252,700	257,700	2.0%
Capital Outlay						
MP Equipment(scum grinder)		0			17,000	
Replacement Generator @ PS#1		0		150,000		
New Pumps, Motors, valves etc-PS#2		175,000				
New Truck to replace 1995		30,000				
New Plant Water Pump		15,000				
Snowblower for Kubota		8,000				
Replace 7 garage doors		60,000				
Replacement Generator@ PS# 4 & PS# 5		0			90,000	
New Equipment, etc			230,000	120,000		
New Truck to replace 1999			32,000			
new pump station equipment(level control)			14,000		20,000	
Total Capital Outlay		288,000	276,000	270,000	127,000	-53.0%
Sewer Maintenance						
Truck Repair		10,000	10,000	10,000	10,000	0.0%
Equipment Lease		31,729	0	0	0	
Sewer Maintenance		70,000	60,000	60,000	60,000	0.0%
Outside Contracting		35,000	32,096	35,000	35,000	0.0%
Vactor Driver (1)		41,618	45,015	45,740	46,654	2.0%
Grinder Pumps		22,200				
Total Sewer Main.		210,547	147,111	150,740	151,654	0.6%
Sub-Total		1,885,202	1,873,142	1,901,253	1,786,032	-6.1%

Town of Palmer
FY17 Budget Worksheet

General Insurance			32,319	32,319	20,000	20,000		0.0%
Health Care Insurance			139,692	115,000	128,366	135,812		5.8%
Retirement Expenses			93,810	97,184	116,471	148,684		27.7%
Medicare Insurance			8,049	8,049	8,049	8,049		0.0%
Group Life Insurance			318	252	318	318		0.0%
Unemployment Insurance			1,050	1,050	1,050	1,050		0.0%
Operation-Maint Total			2,160,440	2,126,996	2,175,507	2,099,945		-3.5%
Capital Debt & Interest			119,489	21,105	20,205	19,418		-3.9%
Belt Press								
	Principle		53,000					
	Interest		20,831					
USTs								
	Principle		18,000	18,000	18,000	18,000		0.0%
	Interest		3,915	3,105	2,205	1,418		-35.7%
Roofs								
	Principle		19,000					
	Interest		4,743					
CSO Project (50%)			307,277	296,072	291,147	291,482		0.1%
CSO Design								
	Principle		16,000					
	Interest		3,827					
CSO Construction								
	Principle		106,946	109,495	112,391	115,002		2.3%
	Interest & Admin Fee		21,108	20,976	18,628	16,267		-12.7%
CSO Ineligible								
	Principle							
	Interest							
CSO PHASE 4								
Construction 50%								
	Principle		106,934	109,095	111,298	113,798		2.2%
	Interest		43,738	42,647	40,442	38,195		-5.6%
	Admin Fees 50%		3,361	3,199	3,034	2,865		-5.6%
CSO PHASE 4								
Design 50%								
	Principle		3,620	3,693				
	Interest		1,621	1,548				
Origin & Admin Fees 50%			122	116				
PHASE 3B- 2014								
	Principle			3,520	3,648	3,727		2.2%
	Interest			1,658	1,587	1,514		-4.6%
	Admin Fees 50%			125	119	114		-4.2%
SEWER REHAB-CY 2014-2015-SRF FUNDED				139,132	157,675	304,104		92.9%
Design								
	Principle			28,000	25,000	20,000		-20.0%
	Interest			19,190	12,675	12,000		-5.3%
Origination & Admin Fees								
Construction								
	Principle					240,688		
	Interest					110,409		113,714
Origination & Admin Fees				91,942		41,007		41,652
Debt Reserve Fund					120,000	-120,000		
DEPARTMENT TOTALS			2,587,206	2,583,305	2,644,534	2,714,949		2.7%

WWTP FY 2017 SALARY

52.2 WEEKS

WWTP/Sewer Dept

	TOTAL	WKLY	Salary Total	Clothing	Longevity	Total
Mike Brawn-40hrs.	20.5252	821.01	42,856.65	600	300	43,756.65
Kenny Brodeur-40hrs.	20.3752	815.01	42,543.45	600		43,143.45
Joe Ferry-32.5hrs	16.6464	541.01	28,240.62	0	200	28,440.62
Kevin Jusko-40hrs.	24.5849	983.40	51,333.30	600	300	52,233.30
Dennis Moynahan-40hrs	21.2077	848.31	44,281.67	600	300	45,181.67
Ralph Zebrowski-40hrs.	23.1489	925.96	48,334.90	600	0	48,934.90
Jeff Turner-40hrs.	26.6869	1,067.47	55,722.18	600	300	56,622.18
Scott Williams-40hrs.	23.6489	945.96	49,378.90	600	250	50,228.90
Gerry Skowronek(40%)	17.0000	680.00	35,496.07	600	350	36,446.07
Ken Lord-Salary	36.8724	1474.90	76,989.55	600	300	77,889.55
						-
Sewer Department						
Jim Sears-40hrs.	22.3438	893.75	46,653.88	600	200	47,453.88
Total WWTP Salary		9,996.77	521,831.17	6,000	2,500	530,331.17

Town of Palmer
FY17 Budget Worksheet

Palmer Public Library

	FY16 BUDGET	FY17 BUDGET	CHANGE FROM 2016	
			\$ AMT	%
Salaries				
Director	\$59,547.00	\$65,000.00	\$5,453.00	9.16%
Assistant Director	\$53,155.00	\$0.00	-\$53,155.00	-100.00%
**Staff	\$341,683.00	\$411,885.15	\$70,202.15	20.55%
Total Salaries	\$454,385.00	\$476,885.15	\$22,500.15	4.95%
****Library Collection	\$106,494.00	\$122,941.85	\$16,447.85	15.44%
Operations				
Electricity	\$35,450.00	\$39,658.00	\$4,208.00	11.87%
Heating Oil	\$17,000.00	\$6,496.00	-\$10,504.00	-61.79%
Water	\$1,620.00	\$1,720.00	\$100.00	6.17%
Telecommunications	\$1,000.00	\$1,100.00	\$100.00	10.00%
Postage & Postage Meter	\$1,500.00	\$2,000.00	\$500.00	33.33%
Furniture & Equipment	\$0.00	\$1,000.00	\$1,000.00	
Photocopier Lease & Supplies	\$3,500.00	\$2,864.00	-\$636.00	-18.17%
Building & Equip. Maint. & Supplies	\$18,100.00	\$19,900.00	\$1,800.00	9.94%
Automation & Technology	\$22,000.00	\$22,000.00	\$0.00	0.00%
Equipment Maintenance Contracts	\$15,500.00	\$15,565.00	\$65.00	0.42%
Training, Travel & Conferences	\$1,000.00	\$1,000.00	\$0.00	0.00%
Outsourced Cleaning Services	\$25,000.00	\$25,000.00	\$0.00	0.00%
Contracted Services				
Legal	\$10,000.00	\$5,000.00	-\$5,000.00	-50.00%
Accounting	\$3,150.00	\$3,400.00	\$250.00	7.94%
Collection & Office Supplies	\$12,000.00	\$3,000.00	-\$9,000.00	-75.00%
Total Operating	\$727,699.00	\$749,530.00	\$21,831.00	3.00%

**Staff salaries line includes \$10,335.60 for a 12 hour per week Circulation Assistant @ 16.50 per hour.

**** Library Collection amount is for full compliance with the Materials Expenditure Requirement: 16% of the total municipal appropriation.

FY17 MAR is \$812,953.00

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Reserve Fund

Dept. #132

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Reserve Fund	\$ 35,000.00	\$ 40,000.00
Total	\$ 35,000.00	\$ 40,000.00

Comments

(Describe any significant changes from FY16 Budget amounts)

Budget Worksheet for Town Reports

Dept. #195

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Town Report	\$ 2,000.00	\$ 2,000.00
Total	\$ 2,000.00	\$ 2,000.00

Comments

(Describe any significant changes from FY16 Budget amounts)

Budget Worksheet for Sealer

Dept. #244

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Stipend	\$ 2,750.00	\$ 2,750.00
Expense	\$ 250.00	\$ 250.00
Total	\$ 2,750.00	\$ 2,750.00

Comments

(Describe any significant changes from FY16 Budget amounts)

Town of Palmer
FY17 Budget Worksheet

Budget Worksheet for Valley Human Services

Dept. #523

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
VHS Expense	\$ 2,000.00	\$ 2,000.00
Total	\$ 2,000.00	\$ 2,000.00

Comments

(Describe any significant changes from FY16 Budget amounts)

Budget Worksheet for Forest Warden

Dept. #220

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Stipend	\$ 3,000.00	\$ 3,000.00
Supply	\$ 100.00	\$ 100.00
Total	\$ 3,100.00	\$ 3,100.00

Comments

(Describe any significant changes from FY16 Budget amounts)

Budget Worksheet for Emergency Management

Dept. #291

Expense Listing

<u>Expense Description</u>	<u>FY16 Amount</u>	<u>FY17 Amount</u>
Stipend	\$ 4,500.00	\$ 4,500.00
Supply	\$ 1,000.00	\$ 1,000.00
Total	\$ 5,500.00	\$ 5,500.00

Comments

(Describe any significant changes from FY16 Budget amounts)



FISCAL YEAR 2017 FIVE-YEAR BUDGET FORECAST

Five Year Budget Projection

The Five Year Budget Projection is meant to be a planning tool. It is based on historic trends in revenues and expenses projected forward with the best information currently available. As a tool, it needs to be reviewed and adjusted on a regular basis as the economic situation and the Town's priorities change.

Revenues

- Local Receipts are projected based actual receipts reported annually consistent with the results of the last five years.
- State Aid has been adjusted each year to show an annual increase in Unrestricted General Government Aid of 4.5% to reflect the Governor's commitment to increase this by the same percentage as the growth in State revenues.
- Chapter 70 figures are based on historic trends and do not reflect any significant change in the formula since there is no indication that the Legislature is moving forward with any of the suggestions made by the Chapter 70 Review Committee.

Expenses

- Departmental budgets have been adjusted based on prior growth trends with anticipated changes or growth such as retirements or additional staffing due to increased workloads.

The overall projection shows that with our current conservative approach we should be on a path to increase the contribution to our Capital Improvement Fund and be able to start to add to our Stabilization fund.

While the projection includes the anticipated debt service for the Town Hall renovations, it does not increase the investment in our Road Program as recommended by the PVPC Pavement Study, nor does it fund the OMP carpet replacement.

Budget outline

3/8/2016

	2016	2017	2018	2019	2020	2021	2022	
Revenues	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	
Prior yr levy limit	16,524,998	17,087,964	17,695,163	18,290,380	18,902,770	19,532,796	20,180,935	
Amended New Growth								
2.50%	413,125	427,199	442,379	457,259	472,569	488,320	504,523	
New Growth	149,841	180,000	152,838	155,130	157,457	159,819	162,216	
Debt Exclusion	611,250	600,000	588,750	577,500	566,250	555,000	555,000	
Recap actual (variance)								
tax title revenue								
Tax Revenues	17,699,214	18,295,163	18,879,130	19,480,270	20,099,046	20,735,935	21,402,675	
Local Receipts	4,800,000	4,976,455	5,055,600	5,170,800	5,295,100	5,344,200	5,398,400	
State Receipts	13,060,441	13,174,881	13,385,679	13,599,850	13,817,448	14,038,527	14,263,143	4.5% UGGA Inc.
Cherry Sheet Offsets	(27,546)	(27,069)	(27,610)	(28,163)	(28,726)	(29,300)	(29,886)	
State (Stab.) School Rev.								
School Choice Revolving	(103,206)	(111,006)	(112,671)	(114,361)	(116,077)	(117,818)	(119,585)	
Free Cash	-	-						
Stabilization								
Total Revenues	35,428,903	36,308,424	37,180,127	38,108,396	39,066,791	39,971,544	40,914,747	
Expenses								
Budget	34,435,832	35,369,743	36,227,823	37,106,303	38,049,236	38,868,660	39,781,346	
Revision								
Tax Title Amount	-	5,000	10,000	15,000	15,000	20,000	20,000	
Cherry Sheet Asses.	551,060	623,681	630,541	637,477	644,490	651,579	658,746	
Snow/Ice Deficit	100,000	-						
Overlay Allowance	185,000	175,000	175,000	175,000	175,000	175,000	175,000	
Total Expenses	35,271,892	36,173,424	37,043,364	37,933,780	38,883,726	39,715,239	40,635,092	
Capital Imp / Stabil / OPEB	157,011	135,000	136,763	174,615	183,066	256,305	279,655	

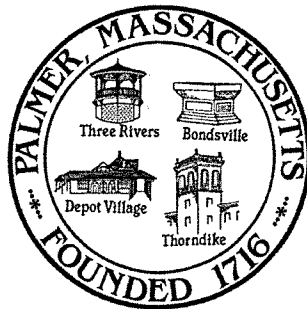
	2016	2017	2018	2019	2020	2021	2022
Revenues	Estimated	Estimated					
Actual Local Receipts	4,800,000	4,976,455	5,055,600	5,170,800	5,295,100	5,344,200	5,398,400
Less WWTP	(2,738,935)	(2,749,948)	(2,912,710)	(2,988,441)	(3,066,140)	(3,075,860)	(3,107,652)
Town Local Receipts	2,061,065	2,226,507	2,142,890	2,182,359	2,228,960	2,268,340	2,290,748
Solar PILOT New Growth		\$40,000					

PALMER EXPENSES

<u>Acct</u>	<u>Department</u>	<u>Accepted</u> <u>FY16</u>	<u>Proposed</u> <u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
111	Town Council	12,000	10,500	10,658	10,817	10,980	11,144	11,311
123	Town Manager	238,164	245,592	249,521	253,514	227,824	231,697	235,635
130	Audit	22,000	22,500	22,500	22,500	30,000	30,000	30,000
132	Reserve Fund	25,000	40,000	25,000	25,000	25,000	25,000	25,000
137	Central Purchasing	300,600	282,600	291,078	299,810	308,805	318,069	327,611
151	Town Counsel	51,000	75,000	55,000	55,000	58,000	58,000	58,000
195	Town Report	2,000	2,000	2,000	2,000	2,000	2,000	2,000
244	Sealer	3,000	3,000	3,000	3,000	3,000	3,000	3,000
630	Recreation	32,000	29,000	29,870	30,766	31,689	32,640	33,619
510	Board of Health	72,375	72,520	73,789	75,080	76,394	77,731	79,092
155	Computer Maint	69,425	66,000	67,155	68,330	69,526	70,743	71,981
161	Town Clerk	85,575	87,605	89,138	90,698	92,285	93,900	95,543
162	Elections & Registr	27,500	30,300	30,830	31,370	31,919	32,477	33,046
241	Building Inspector	81,195	89,329	90,892	92,483	94,101	95,748	97,424
171	Conservation Comm	28,025	29,750	30,271	30,800	31,339	31,888	32,446
175	Planning & Economic Dev.	106,270	106,300	108,160	110,053	111,979	113,939	115,933
541	COA	149,070	166,552	169,467	172,432	175,450	178,520	181,644
523	Valley human Services	2,000	2,000	2,000	2,300	2,300	2,300	2,500
543	Veterans' Agent	360,400	360,980	350,980	340,980	330,980	320,980	310,980
692	Memorial Day	3,000	3,000	3,000	3,000	3,000	3,000	3,000
192	Palmer Town Building	65,090	50,382	50,000	50,000	50,000	50,000	50,000
193	Memorial Hall	28,310	27,415	27,799	28,188	28,583	28,983	29,389
135	Finance Dir. / Accountant	93,421	94,889	96,597	101,800	103,327	104,877	106,450
134	Actuarial	0	7,000	0	0	7,000	0	0
141	Assessors	132,964	127,795	130,095	132,437	134,821	137,248	139,718
146	Collector	95,750	95,410	97,127	112,127	113,809	115,516	117,249
145	Treasurer	87,830	87,104	88,672	90,268	106,622	108,541	110,495
210	Police	2,231,916	2,294,483	2,335,784	2,377,828	2,470,629	2,532,394	2,595,704
215	Police Headquarters Exp	94,037	94,100	95,417	96,753	98,108	99,481	100,874
220	Forest Warden	3,100	3,100	3,100	3,500	3,500	3,800	4,000
291	Civil Defense	5,500	5,500	6,000	6,000	6,000	6,500	6,500
292	Dog Officer	47,240	56,407	57,027	57,655	58,289	58,930	59,578

<u>Account</u>	<u>Department</u>	Accepted	TM Proposed					
		<u>FY16</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
490	DPW	1,082,668	1,127,885	1,150,443	1,216,151	1,283,041	1,311,268	1,340,116
491	DPW Capital Expenses	43,000	45,450	45,450	45,450	55,000	55,000	55,000
294	Forestry	25,000	25,000	25,000	25,000	25,000	25,800	25,800
423	Snow & Ice	210,000	225,000	225,000	225,000	225,000	225,000	225,000
424	Street Lighting	117,000	120,000	120,000	120,000	125,000	125,000	125,000
425	Railroad Crossing (DPW)	500	0	0	0	0	0	0
433	Municipal Solid Waste	20,600	21,000	21,420	21,848	22,285	22,731	23,186
435	Groundwater Monitoring	17,200	20,010	20,410	20,818	21,235	21,659	22,093
	State Street Water Treatment		7,200	7,344	7,491	7,641	7,794	7,949
310	Public Schools	15,270,651	15,530,380	15,840,988	16,157,807	16,480,963	16,810,583	17,146,794
320	Pathfinder	1,798,031	1,826,940	1,863,479	1,900,748	1,938,763	1,977,539	2,017,089
610	Library	727,699	749,530	764,521	779,811	795,407	811,315	827,542
710	Debt Principal	1,027,937	1,030,875	1,031,261	1,041,344	1,039,722	985,285	992,859
751	Debt Interest	389,844	362,377	337,115	313,106	289,303	260,330	232,137
910	County Retirement	1,147,691	1,338,739	1,358,820	1,392,791	1,427,610	1,463,301	1,499,883
913	Unemployment Ins	40,000	40,000	45,000	45,000	45,000	48,000	48,000
914	Group Health Ins	4,651,874	4,832,045	5,073,647	5,327,330	5,593,696	5,873,381	6,167,050
915	Group Life Insurance	13,250	13,250	14,000	14,000	15,000	15,000	15,000
919	Medicare	235,000	235,000	238,055	241,150	244,285	247,460	250,677
945	General Insurance	415,000	436,000	441,232	446,527	451,885	457,308	462,795
244	WWTP / Sewers	2,644,534	2,714,949	2,912,710	2,988,441	3,066,140	3,145,860	3,227,652
	TOTAL Budget	34,433,236	35,369,743	36,227,822	37,106,304	38,049,236	38,868,660	39,781,346

Account	Accepted	TM Proposed					
	FY16	FY17	FY18	FY19	FY20	FY21	FY22
Total Town Budget	34,433,236	35,369,743	36,227,822	37,106,304	38,049,236	38,868,660	39,781,346
Cherry Sheet Asses.	551,060	623,681	630,541	637,477	644,490	651,579	658,746
Mosquito Control	0	0	0	0	0	0	0
Snow & Ice Deficit	100,000	0	0	0	0	0	0
Overlay	185,000	175,000	175,000	175,000	175,000	175,000	175,000
Tax Title Expense	0	5,000	10,000	15,000	15,000	20,000	20,000
Total Off Budget	836,060	803,681	815,541	827,477	834,490	846,579	853,746
Total Expenditures	35,269,296	36,173,424	37,043,363	37,933,781	38,883,726	39,715,239	40,635,092
Total Proj. Revenues	35,431,892	36,308,424	37,180,127	38,108,396	39,066,791	39,971,544	40,914,747
	162,596	135,000	136,764	174,615	183,065	256,305	279,655
Capital Stabilization Fund	100,000	125,000	130,000	125,000	125,000	175,000	200,000
Stabilization Fund	50,000	0	0	0	50,000	70,000	70,000
OPEB Fund	10,000	10,000	6,764	10,000	8,065	11,305	9,655



TOWN OF PALMER

CAPITAL IMPROVEMENT PROGRAM

FIVE (5) YEAR PLAN

FY 2017 – FY 2021

FEBRUARY 26, 2016

*TOWN OF PALMER
CAPITAL IMPROVEMENT PROGRAM
FIVE (5) YEAR PLAN*

*FY 2017 – FY 2021
FEBRUARY 26, 2016*

TABLE OF CONTENTS

Introduction

“The Process”.....Letter dated February 26, 2016..... Page 1

Capital Improvement Program

FY 2017 Recommendation Summary..... Page 2

Why Capital Planning? Page 2

Prioritization of Capital Needs..... Page 2

Sources of Funds..... Page 4

The Recommended Capital Plan..... Page 4

Equipment..... Page 5

Vehicles..... Page 5

Buildings..... Page 5

Key Capital Planning Issues Going Forward..... Page 6

Concluding Remarks..... Page 6

Appendix A: FY 2017 Recommendations..... Page 7

Appendix B: FY 2017 Worksheet (Five (5) Year Plan)..... Pages 8-9



Town of Palmer

*Bondsville, Depot Village, Thorndike & Three Rivers
"The Town of Seven Railroads"*

John P. Kuzmiski, MBA
Chairman, Capital Improvement Program Committee

Palmer Town Building
4417 Main Street
Palmer, MA 01069
Tel: (413) 283-2602

February 26, 2016

Charles T. Blanchard
Town Manager
4417 Main Street
Palmer, MA 01069

Dear Mr. Blanchard;

I am pleased to report that the Capital Improvement Program Committee met a total of six (6) times in recent months to continue the on-going process of identifying and prioritizing the capital needs of the Town of Palmer. In October 2015 all department/division heads were notified and reminded of the application process to be followed for submitting their capital project requests to the Committee. Public Works (Highway Division), Public Works (Cemetery Division), Wastewater, School Department and Town Clerk all participated. Subsequent meetings were held with each department, during which presentations were made and additional information was gathered.

Any and all projects were considered by the Committee, which used a predetermined rating system to rank each project. Each project was eligible to receive a maximum score of fifty-five (55) points. These points were awarded based on the following six (6) categories: (a) Priority Classification; (b) Priority Ranking; (c) Expected Useful Life; (d) Effect on Operating and Maintenance Costs; (e) Effect on Town Revenue; and (f) Availability of State/Federal grants. The most points were awarded for projects that: (a) provided for public health and safety; (b) were legally required; (c) were the department head's highest priority; (d) had a useful life of twenty (20) or more years; (e) reduced operating costs; (f) increased Town revenue; and/or (g) were eligible for grant assistance.

Please pay special attention to the Appendix section(s). Appendix A contains the Committee's specific recommendations for FY 2017. Appendix B contains the Capital Improvement Program Municipal Project Summary Sheet, that lists all of the projects that were submitted, their total cost and their average rank.

Thank you for the opportunity to submit our Committee's final recommendation(s).

Respectfully submitted,

John P. Kuzmiski, Chairman

*TOWN OF PALMER
CAPITAL IMPROVEMENT PROGRAM
FIVE (5) YEAR PLAN
FY 2017 – FY 2021
FEBRUARY 26, 2016*

FY 2017 Recommendation Summary The Capital Improvement Planning Committee (CIPC) believes that in a normal budget year the contribution to the Capital Improvement Stabilization Fund from the General Fund should be no less than \$200,000. A list of the Committee's recommendations for FY 2017 totals a not to exceed cost of \$105,000 and can be found in Appendix A. Additional amounts coming from several other sources (i.e. FY16 "Free Cash", FY17 General Fund operating budget and WWTP Surplus) in order to fund a Street Sweeper (\$205K), 16' Mower (\$110K), two (2) Police Cars, and WWTP improvements, are also recommended.

Why Capital Planning? The Town of Palmer's six (6) member Capital Improvement Planning Committee, comprised of the Town Manager, Police Chief, Public Works Director, Community Development Director, School Business Manager, and Director of Municipal Finance, submits an annual recommendation to the Town Council on the capital needs of the Town. It was organized in 2012, a time when the state was meeting its own fiscal challenges by cutting aid to cities and towns. The Town of Palmer has reached its levy limit under Proposition 2½ and does not have the option to raise whatever taxes are necessary to meet expenditure demands, so the Town must be both frugal and creative in balancing operating budgets. In some departments capital needs have been so neglected for such a long time that certain equipment no longer works and building maintenance and repairs are long overdue. It is the goal of the Capital Improvement Planning Committee (CIPC) to maintain an inventory of present equipment, develop a five (5) year plan for a regular replacement, and maintain Town buildings so that they remain free from as many health and safety problems as possible.

Prioritization of Capital Needs. The CIPC accepts applications and reviews requests for capital plan funding that meet several criteria. The Town's policy, as stated in the annual audit report, has been to define a capital improvement as a tangible asset or project with an estimated useful life of at least

three (3) years and a cost of \$15,000 or more. In certain instances the CIPC will act on smaller requests. Among the items properly classified as capital improvements are:

- New public buildings, or additions to existing buildings, including land acquisition costs and equipment needed to furnish the new building or addition for the first time;
- Major alterations, renovations, or improvements to existing buildings that extend the useful life of the existing buildings by ten (10) years;
- Land acquisition and /or improvement, unrelated to a public building, but necessary for conservation or park and recreation purposes;
- Major equipment acquisition, replacement or refurbishment, including but not limited to vehicles, furnishings, and information technology systems' hardware and software;
- New construction or major improvements to the Town's physical infrastructure, including streets, sidewalks, storm water drains and the sanitary sewer system. Infrastructure improvements must extend the useful life of the infrastructure by at least ten (10) years to be appropriately classified as a capital improvement;
- A feasibility study, engineering design services, or consultant services which are ancillary to a future capital improvement project.

Successful capital planning facilitates postponing some capital expenditures in favor of others as part of the planning process. The CIPC has adopted the following guidelines for prioritizing capital projects, with examples listed in parentheses. The guidelines themselves are not necessarily listed in priority order:

- Imminent threat to health and safety of citizens, employees or property (police cruisers and radios);
- Maintenance and improvement of capital assets (major repairs of buildings, replacement of vehicles and equipment, park and play area renovations);

- Requirement of state or federal law (asbestos cleanup program mandated by federal law in 1986, removal of gas tanks, etc);
- Improvement of the infrastructure (streets and sidewalks, water and sewer programs);
- Improvement/maintenance of productivity (equipment replacement, computer hardware / software);
- Improvement of an overburdened situation (Police Station, Town Hall renovations, cemetery expansion program);
- Newly identified need (recreation fields);
- Priority assigned by Department (Very High, High, Medium, Low); and
- Consistency with and in furtherance of long-term planning objectives of the Town (Master Plan, Climate Action Plan, Historic Preservation Plan, etc.).

Sources of Funds for the projects recommended in the Five Year Capital Plan will come from the same sources as before: property taxes and other special purpose funds of the Town (i.e. Capital Improvement Stabilization Fund, “Sewer Surplus”), grant funds from the federal and state governments, and from unexpended balances from previously authorized capital projects. This plan for FY 2017 assumes a commitment of **\$105,000** from the Capital Improvement Stabilization Fund. Appendix B contains a list of all capital project/equipment requests, including those deferred to future years.

The Recommended Capital Plan

The total capital budget in any fiscal year is composed of direct cash expenditures for capital items, debt service (interest and principal) on all prior loans, lease purchase agreements and/or bonded expenditures, and the debt service on any new authorized and issued financing agreements, if any. The plan is organized into three categories of projects: major equipment (vehicles, technology, etc.), building needs, and facilities needs (road maintenance, parks, open space, etc.). The Capital Improvement Program Committee generally considers only those projects receiving an average rank of 25.0 and above.

Equipment. The CIP Committee highly recommends a total of **\$13,500** coming from the Capital Improvement Stabilization fund in FY 2017 for the purpose of replacing eight (8) old (and soon to become obsolete) tasers now being used by the Police Department with ten (10) of the new X26P model. Equipment for the Wastewater Treatment Plant (i.e. Generator Pump Station #5) should be acquired as needed, since funds for this purpose should be available upon passage of the FY 2017 Wastewater Budget.

Vehicles. A total of **\$54,100** from the Capital Improvement Stabilization fund in FY 2017 is also highly recommended for the purchase of: (1) a new \$44,400 backhoe for the Cemetery Division. The net cost is actually **\$22,100** after a trade allowance of \$12,300 and a proposed \$10,000 transfer from the Cemetery Perpetual Care Trust Fund; and (2) a new ¾ Ton Pick Up Truck with plow for Public Works at a cost of **\$32,000**. Other items proposed by the Committee at this time, with “free cash” as the recommended funding source, include a 16’ mower (\$110K), and street sweeper (\$205K).

The CIPC also recommends the on-going replacement of police cruisers. The fleet now totals 12 vehicles, including 9 marked units. Replacement of 2 vehicles per year has been the practice for approximately the past twenty (20) years. Funding for this purpose (\$80,000) historically has been a Police Budget line item in the General Fund operating budget.

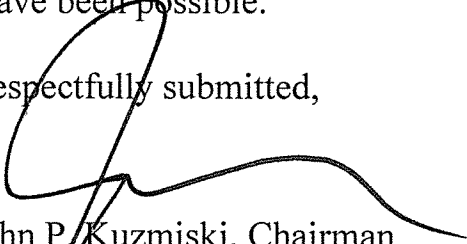
Buildings. The CIPC also recommends that a total of **\$34,000** from the Capital Improvement Stabilization Fund be used for: (1) two (2) new garage doors at a cost of **\$14,000** for the Highway garage; and (2) ten (10) new cafeteria tables at a cost of **\$20,000** for Palmer High School.

It is also the Committee’s final recommendation that the residual amount of **\$3,400** be applied first to the above projects if needed, with any remaining balance used for additional cafeteria tables.

Key Capital Planning Issues Going Forward. The Five (5) Year Capital Plan identifies many other capital improvement projects worthy of consideration. They are listed on the accompanying worksheet that can be found in Appendix B.

Finally, in recognition of those department/division heads, who prepared and submitted CIP applications; and especially to the members of the Capital Improvement Program Committee, who carefully considered and evaluated each request, a sincere “thank you.” For without their individual and collective participation, this document would not have been possible.

Respectfully submitted,



John P. Kuzmiski, Chairman
Capital Improvement Program Committee

APPENDIX A

*CAPITAL IMPROVEMENT PROGRAM
RECOMMENDATIONS FY 2017*

**TOWN OF PALMER
CAPITAL IMPROVEMENT PROGRAM
RECOMMENDATIONS
FY 2017**

EXHIBIT A

Capital Improvement Stabilization Account Transaction Activity		+	-	Available Balance
06/30/15	Ending Balance			\$ 191,324.18
7/1/2015	Transfer In from General Fund	\$ 100,000.00		291,324.18
	Interest Income to date in FY 2016	1,216.69		292,540.87
	Transfer Out - Res 2016-01 Smoke Detectors/Fire Control Panel (School Dept)		\$ 67,750.00	224,790.87
	Transfer Out - Res 2016-02 Telephone System, Cutter Head & Maint Cart		55,077.00	169,713.87

Project Description		+	-	Available Balance
Town				169,713.87
1	Garage Doors (N=2) @ Highway		\$ 14,000.00	\$ 155,713.87
2	Backhoe (Cemetery) @ \$44,400 - \$12,300 (Trade) - \$10,000 (Transfer In)		22,100.00	133,613.87
3	3/4 Ton Pick Up Truck w Plow (Public Works)		32,000.00	101,613.87
4	XP26 Tasers (Police) - Replace 8 old w 10 new		13,500.00	88,113.87
			<u>\$ 81,600.00</u>	
School				
5	Cafeteria Tables @ PHS (N=10)		20,000.00	68,113.87
6	Residual Amount (if any) to School Dept for additional Cafeteria Tables		3,400.00	64,713.87
			<u>\$ 23,400.00</u>	
Total			\$ 105,000.00	

APPENDIX B

*CAPITAL IMPROVEMENT PROGRAM
FIVE (5) YEAR PLAN
FY 2017 – FY 2021*

**FORM F
TOWN of PALMER
CAPITAL IMPROVEMENT PROGRAM
MUNICIPAL PROJECT SUMMARY**

Department	Project Description	Project No.	Rank	Total Estimated Expenditure	Recommended Funding Source	FIVE (5) YEAR CAPITAL IMPROVEMENT PROGRAM PLAN				
						FY17	FY18	FY19	FY20	FY21
Cemetery	Backhoe (\$44,400 - Trade \$12,300 - Transfer \$10,000)	17-05	31.67	22,100	CI Stabilization	22,100				
Cemetery	2001 Truck (w Dump Body) Replacement	17-06	23.83	56,594	To Be Determined			56,594		
Cemetery	Oak Knoll Cemetery Fence Repair	17-07	22.17	125,000	To Be Determined					
Council on Aging	Replace Windows at Memorial Hall	14-05	26.75	68,300	To Be Determined				68,300	
Council on Aging	Point Exterior Brick	17-01	24.33	12,870	To Be Determined		12,870			
Council on Aging	Update 2004 Feasibility Study for New Senior Center	17-02	21.17	15,000	To Be Determined				15,000	
Police	X26P Tasers (Replace 8 old w 10 new)	17-24	28.67	13,500	CI Stabilization	13,500				
Police	Two (2) New Police Cruisers	17-21	24.50	80,000	General Fund Budget	80,000	80,000	80,000	80,000	80,000
Public Works	2 Garage Doors @ Highway	17-25	34.17	14,000	CI Stabilization	14,000				
Public Works	Replace Street Sweeper (Priority #1 - FY17)	14-22	33.67	205,000	Free Cash	205,000				
Public Works	16' Mower (Priority #3 - FY17)	14-19	32.83	110,000	Free Cash	110,000				
Public Works	Replace 3/4 Ton Pick Up Truck w Plow (Priority #2)	14-20	29.50	32,000	CI Stabilization	32,000				
Public Works	New Bleachers at Legion Field (Priority #8)	17-04	29.00	100,000	To Be Determined					
Public Works	Replace Dump Truck #13 (Priority #6)	14-21	23.17	190,000	Lease / Note					190,000
Public Works	Replace Dump Truck #17 (Priority #5)	14-25	22.50	190,000	Lease / Note			190,000		
Public Works	Replace Dump Truck #10 (Priority #7)	17-03	22.00	190,000	Lease / Note					
Public Works	Replace Backhoe (Priority #4 - FY17)	14-24	14.33	140,000	To Be Determined		140,000			
Town Clerk	Storage System iaw MGL - Town Clerk (FY17)	17-23	4.83	15,000	To Be Determined					
SUB-TOTAL MUNICIPAL						476,600	232,870	326,594	163,300	270,000
School	OMP Sidewalk; (FY17 \$80,000; FY18 \$20,000)	16-11	32.00	100,000	Free Cash	80,000	20,000			
School	Cafeteria Table (PHS) N=91 (FY19) (\$2,000 x 20 tables)	17-15	28.00	40,000	CI Stabilization	23,400				
School	Cafeteria Table (OMP) N=91 (FY19) (\$2,000 x 24 tables)	17-13	27.50	48,000	To Be Determined					
School	Cafeteria Table (CMS) N=80 (FY19) (\$2,000 x 15 tables)	17-14	25.83	30,000	To Be Determined					
School	CIP Maintenance List (PHS)	17-12	17.17	2,845,500	To Be Determined					
School	PHS WI-Fi Access Points	17-18	14.67	30,000	To Be Determined		30,000			
School	CIP Maintenance List (OMP)	17-19	13.83	2,495,500	To Be Determined					
School	OMP WI-Fi Access Points	17-16	13.17	36,000	To Be Determined		36,000			
School	CMS WI-Fi Access Points	17-17	13.00	22,000	To Be Determined			22,000		
School	CIP Maintenance List (CMS)	17-20	12.83	1,478,100	To Be Determined					
SUB-TOTAL SCHOOL						103,400	86,000	22,000	-	-
Wastewater	Scum In-Line Grinder	17-09	33.67	16,000	Wastewater Surplus	16,000				
Wastewater	Generator Pump Station #5 (FY17)	17-08	31.67	120,000	Wastewater Budget	120,000				
Wastewater	Thomdike Street Syphon Replacement	17-10	31.50	3,000,000	Bond				3,000,000	
Wastewater	Upper Thickener Room Roof Trusses (Lead Paint Removal)	17-11	27.50	500,000	Wastewater Surplus			500,000		
SUB-TOTAL WASTEWATER						136,000	-	500,000	3,000,000	-
TOTAL PROJECTS						716,000	318,870	848,594	3,163,300	270,000