

FY 2023 Budget Questions & Answers Finance Committee

Dept. Number, Name + Account	Questioner's Name/Question	Response
210 Police Contracted Services	Greene: Can you please explain the new \$7K request for contracted services?	Chief Chambers: The \$7k request had previously been charged in 524010. Moved to own line. Covers cost of scheduling software unique to police schedules.
210 Police Dept	Greene: Are there any current openings in the Police Dept?	Chief Chambers: Two officers are currently in the Police Academy. Three recruit officers have been given conditional offers of employment and anticipate starting the Police Academy in May.
210 Police Dept	Greene: Have the Hybrid vehicles purchased for FY22 arrived? If not, is there an expected delivery date?	Chief Chambers: The order for the hybrid cruisers was placed in the beginning of July 2021. Expected delivery is end of March. Expected delivery has been pushed back twice already.
210 Police Dept	Greene: Are grants being pursued for the FY23 hybrid police cruisers?	Chief Chambers: Unaware of any grants available at this time. If any are suitable, we will pursue.
210 Police Overtime	FitzPatrick: How is FY22 OT tracking against budget?	Chief Chambers: FY22 OT is tracking under budget by about 10% at this time.
210 Police Gasoline	FitzPatrick: What rate (cost per gallon) was used in calculating the budget and how many miles were used in the budget calc as compared to last years' mileage (i.e. how much did mileage go down with the addition of hybrids)?	Chief Chambers: The cost per gallon calculated was \$3.00 at 34,400 gallons used (3-year average) originally. The request was further reduced by 4k gallons to account for anticipated fuel savings of the 3 hybrid gas cruisers. (1,200-1,500 per vehicle)
210 Police Contracted services	FitzPatrick: What are the new contracted services?	Chief Chambers: The \$7k request had previously been charged in 524010. Moved to own line. Covers cost of scheduling software unique to police schedules.
210 Police Quinn	FitzPatrick: Does all the Quinn bill expense relate to just one person as shown on Pg 67?	Chief Chambers: Yes. Reflects the Quinn Bill for Chief. Only officer with educational incentive not in base.

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210/215 Police & Public Safety Communications Holiday pay	FitzPatrick: why the big jump?	Chief Chambers: The increase is due to the addition of the Juneteenth Holiday. Whitcomb: The Holiday Pay line increased by \$2,593.00 due mainly to the added Juneteenth Holiday, in addition to contractual step increases.
220 Fire Dept	Greene: Could we get an update on the HVAC system at the Boston Rd Fire station? For the past few years there have been issues despite it being new in 2018.	Chief Targ: As you can see by our request for a reserve fund transfer, we had some maintenance issues this year. Water heater replaced last fall covered by warranty but had to pay for labor. We had a circulator gasket let go, and a problem with the radiant heat where we need to get a delivery of antifreeze. There have been garage door issues at all three stations this year also.
220 Fire Dept HVAC	Greene: What was the estimated annual cost of utilities for the Boston Rd Fire station?	<p>Actual FY2021 Natural Gas = \$39,289 Electricity = \$21,632</p> <p>Actual FY2022 through February Billing: Natural Gas = \$22,080 Electricity = \$18,131</p> <p>Original from Architect provide as attachment</p>
220 Fire Dept Natural Gas	Greene: Please explain the 82% increase for natural gas. I assume this line covers all 3 Fire stations. Could we please see a break down per station of the total usage for natural gas and electricity?	<p>Chief Targ: Yes, all three stations, plus some lingering amounts from 51 Main Street that we incurred.</p> <p>We had a malfunctioning meter at the Fletcher Station that badly underreported our natural gas usage for the first few years of operation. As</p>

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		<p>such, our FY22 Budget was significantly understated. A look at the National Grid statements for FY21 and YTD FY22 gives a more accurate picture of our actual usage.</p> <p>See Attachments</p>
220 Fire Dept Custodial supplies	Greene: Why the 40% increase in custodial/cleaning supplies?	Chief Targ: Covid cleaning and increase in costs and delivery.
220 Fire Dept	FitzPatrick: How much is the training room used at the fire station?	Chief Targ: During Covid our Meeting room was closed to the public. We now are getting back to regular meeting bookings. The public health nurses use it for monthly meetings and the PTBC uses it for their meeting. Almost Daily the shift on duty uses it for the classroom part of the daily training, The State Fire Academy just started booking satellite programs again and we have several booked for this calendar year.
241 Building	FitzPatrick: is there a correlation between number of permits issued and fees generated? 2021 had a record number of permits issued but not even in the top 5 for fees generated as per the bar charts on pg. 79.	Fontaine: I am in agreement that a record number of permits were issued last year and we are on the same pace currently. There were many permits issued for smaller projects, not as many big projects such as the Hanover project on Littleton Road.
241 Building	FitzPatrick: Is additional coverage required because time is of the essence? Is this covering the inspectors' vacation/sick or something else?	<p>Fontaine: Additional coverage is needed for the inspectors that are using vacation time, personal time or sick time. If an inspection is called in we have 48 hours to complete inspection.</p> <p>There are a few areas with permitting that the</p>

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		<p>Town could make up ground on if we choose to such as:</p> <ol style="list-style-type: none"> 1. Permit fee has not been adjusted since 2013 – No Increase 2. Siding, roofing, or windows, - 3. Basements <p>The areas above if they were reviewed and approved would provide more money to the town, a fee increase which is certainly justifiable.</p>
291 Emergency Management	Greene: Why is there a vehicle assigned to this department? FTE is 0 - FitzPatrick: Please remind me what vehicle is associated with this department. It seems odd to have maintenance and mileage associated with the same vehicle – is mileage really gasoline?	Chief Targ: We have a large utility trailer that we typically replace several containers of the Damprid yearly. We also have an ATV and UTV we perform annual maintenance and repairs on. With Covid, we are just getting back to in-person meetings. Mileage is for co-director if he takes his personal car to meetings
292 Animal Control	FitzPatrick: What is the plan with the old vehicles?	Heideman: The old vehicles are all gone. They were traded in as part of the purchase process for the current truck.
292 Animal Control	FitzPatrick: What building do the utilities support.	Heideman: The electric is for the small Animal Control kennel that is located on Beacon Street. We mainly use this location for storage and for cleaning tools/equipment.
640 Ambulance Ent	Greene: How many years has ALS been provided?	Chief Targ: The ALS program started in 2010 and took several years until we're staffed 24/7 with paramedics.
640 Ambulance Ent Other Metrics	Greene: How much ambulance billing was written off in FY21? There are conflicting statements on page 173 of the budget.	Chief Targ: \$70,965
640 Ambulance Ent	Greene: There are utility, maintenance, vehicle.... expenses in	Chief Targ: Utilities, building maintenance and

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	both the Fire Dept and Ambulance Ent budgets. How is this split determined since I assume the buildings and vehicles are shared between the two entities?	cleaning/custodial supplies are typically split 80% / 20% Fire to Ambulance. The split for gasoline and diesel is approximately 65% / 35%. Vehicle, equipment and communication maintenance and vehicle parts and accessories are based on history.
640 Ambulance Ent Contracted Services	Greene: What is paid for out of the contracted services line item? Why the increase from FY21 Actuals?	Chief Targ: Merrimack Valley Emergency Physicians, Inc. i.e., Dr. Drake Coastal Medical Billing Company (ambulance billing and collections service). Significant reduction in actual billing and collections from Coastal due to Covid-19 pandemic in Fiscal years 20 through 22. We are hoping for a rebound in FY23 with increased billings and collections along with an increase in fees.
640 Ambulance Ent	FitzPatrick: It would be helpful to see trends in the metrics. Perhaps in future fin com books a line chart of billable and total calls could be included.	Chief Targ: See attached
640 Ambulance Ent	FitzPatrick: Could you provide a quick overview at the budget hearing? I know there was discussions before related to the trend of higher deductible plans, but I can't recall where that settled.	Chief Targ: Yes, also attached is the latest Ambulance Billing Policy that was approved by the Select Board.
General	FitzPatrick: Are employees required to take some personal time every year? Is there a limit to amounts carried over?	Chief Targ / Whitcomb: Employees are not required to use it however if they don't use it, they will lose it after June 30. Personal time cannot be carried over.

Westford Fire Department
 FY2022
 Natural Gas Usage

Date	46989-74330		46926-33400		46934-10420		Total Amt
	Nat Grid	Dir Energy	Nat Grid	Dir Energy	Nat Grid	Dir Energy	
July 2021	367.39	-	30.77	23.64	21.23	10.95	453.98
August 2021	329.86	-	31.64	23.70	16.90	5.78	407.88
September 2021	390.88	-	29.04	21.95	19.93	8.03	469.83
October 2021	533.75	-	32.94	27.12	21.67	12.13	627.61
November 2021	1,502.80	-	222.16	218.54	73.78	61.09	2,078.37
December 2021	6,047.67	-	507.15	477.95	193.53	170.08	7,396.38
January 2022	8,122.11	-	675.64	643.93	255.13	232.58	9,929.39
February 2022	4,785.79	-	769.43	738.48	268.46	246.72	6,808.88
March 2022	-	-	-	-	-	-	-
April 2022	-	-	-	-	-	-	-
May 2022	-	-	-	-	-	-	-
June 2022	-	-	-	-	-	-	-
Total	22,080.25		2,298.77	2,175.31	870.63	747.36	28,172.32
							28,172.32

Westford Fire Department
 FY2021
 Natural Gas Usage

Date	46989-74330 Boston Road		46926-23521 Main Street		46926-33400 Town Farm Road		46934-10420 Oak Hill Avenue		Total Amt
	Nat Grid	Dir Energy	Nat Grid	Dir Energy	Nat Grid	Dir Energy	Nat Grid	Dir Energy	
July 2020	445.99		12.57		31.61	27.84	17.76	7.63	543.40
August 2020	229.58		12.13		30.31	26.57	17.32	7.63	323.54
September 2020	784.17		13.43		37.23	34.74	19.49	8.84	897.90
October 2020	1,340.06		13.43		45.45	46.72	27.28	19.55	1,492.49
November 2020	2,123.36		13.00		163.97	194.03	79.56	85.70	2,659.62
December 2020	7,063.19		198.57		440.58	515.03	184.11	204.72	8,606.20
January 2021	7,503.29		254.15		643.70	757.59	174.11	194.09	9,526.93
February 2021	9,643.93		370.19		770.91	911.79	245.73	279.30	12,221.85
March 2021	6,217.02		247.96		478.37	528.89	153.98	160.01	7,786.23
April 2021	2,485.52				197.87	206.58	72.99	67.49	3,030.45
May 2021	966.25				111.05	122.35	38.74	32.85	1,271.24
June 2021	487.04				41.60	36.39	24.70	13.81	603.54
Total	39,289.40		1,135.43		2,992.65	3,408.52	1,055.77	1,081.62	48,963.39

43,338 National Grid
 4,490 Direct Energy

Westford Fire Department
 FY2020
 Natural Gas Usage

Date	46989-74330		46926-23521		46926-33400		46934-10420		Total Amt
	Boston Road		Main Street		Town Farm Road		Oak Hill Avenue		
	Nat Grid	Dir Energy	Nat Grid	Dir Energy	Nat Grid	Dir Energy	Nat Grid	Dir Energy	
July 2019	74.09	-	16.71	2.54	37.92	29.78	21.15	8.23	190.42
August 2019	61.09	-	14.55	2.54	31.32	24.09	18.92	7.57	160.08
September 2019	42.57	-	14.98	2.54	33.23	25.96	20.78	8.84	148.90
October 2019	96.07	-	16.39	3.81	44.21	41.15	31.06	25.96	258.65
November 2019	273.13	-	15.46	3.81	214.67	263.02	109.88	125.82	1,005.79
December 2019	240.98	-	159.11	193.36	349.71	444.70	170.13	207.89	1,765.88
January 2020	23.01	-	136.33	159.83	607.10	780.83	214.39	262.84	2,184.33
February 2020	3,141.49	-	12.57	-	451.24	578.63	171.08	209.10	4,564.11
March 2020	11,547.11	-	13.87	-	334.26	422.61	146.04	174.36	12,638.25
April 2020	1,909.76	-	13.00	-	256.33	321.54	107.87	125.70	2,734.20
May 2020	1,023.72	-	12.13	-	139.75	177.51	49.70	51.81	1,454.62
June 2020	345.86	-	14.30	-	38.97	36.01	22.53	11.98	469.65
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	18,778.88	-	439.40	368.43	2,538.71	3,145.83	1,083.53	1,220.10	27,574.88
									27,574.88

22,841 National Grid
 4,734 Direct Energy

Westford Fire Department
 FY2019
 Natural Gas Usage

Date	46989-74330		46926-23521		46926-33400		46934-10420		Total Amt
	Boston Road		Main Street		Town Farm Road		Oak Hill Avenue		
	Nat Grid	Dir Energy	Nat Grid	Dir Energy	Nat Grid	Dir Energy	Nat Grid	Dir Energy	
07/23/18	-	-	16.30	7.57	31.88	31.71	16.67	7.63	111.76
08/21/18	-	-	12.60	5.69	22.51	21.55	14.08	6.35	82.78
09/20/18	-	-	17.43	8.23	30.10	28.50	15.94	7.63	107.83
10/22/18	-	-	28.62	28.50	42.90	50.05	23.79	21.55	195.41
11/19/18	1,407.65	-	118.88	139.32	233.40	286.93	98.34	109.54	2,394.06
12/19/18	2,374.09	-	287.14	317.79	559.00	634.98	182.69	198.14	4,553.83
01/22/19	1,824.28	-	293.55	324.75	606.50	688.78	234.74	255.76	4,228.36
02/20/19	878.31	-	254.43	281.72	557.70	634.98	227.26	250.07	3,084.47
03/22/19	822.32	-	200.96	216.54	462.59	524.16	203.88	222.83	2,653.28
04/19/19	393.52	-	144.08	150.63	215.94	237.42	99.63	101.92	1,343.14
05/23/19	147.65	-	(40.35)	-	66.39	63.97	66.89	64.57	369.12
06/19/19	122.16	-	14.11	-	32.86	26.57	20.52	10.77	226.99
	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-
Total	7,969.98		1,347.75	1,480.74	2,861.77	3,229.60	1,204.43	1,256.76	19,351.03
									19,351.03

13,384 National Grid
 5,967 Direct energy

FY2022
Electric Usage

National Grid/Nexamp																
Date	Boston Road					Town Farm Road					Oak Hill Avenue					Total Amt
	Nexamp	Nat Grid	Oth Supplier	Xfer Chg/Crdt	Net Cost	Nexamp	Nat Grid	Oth Supplier	Xfer Chg/Crdt	Net Cost	Nexamp	Nat Grid	Oth Supplier	Xfer Chg/Crdt	Net Cost	
July 2021	-	1,536	1,800	(2,174)	1,162	-	448	357	(751)	53	-	188	172	-	360	1,575
July 2021	1,789	-	-	-	1,789	618	-	-	-	618	390	-	-	-	390	2,798
Aug 2021	-	1,583	1,856	(2,124)	1,315	-	495	395	(734)	157	-	195	179	-	374	1,845
Aug 2021	1,464	-	-	-	1,464	506	-	-	-	506	319	-	-	-	319	2,289
Sept 2021	-	1,643	1,990	(2,076)	1,557	-	431	343	(717)	56	-	195	179	-	374	1,988
Sept 2021	1,430	-	-	-	1,430	494	-	-	-	494	312	-	-	-	312	2,237
Oct 2021	-	1,266	1,416	(2,021)	660	-	347	274	(698)	(77)	-	149	134	-	283	866
Oct 2021	1,398	-	-	-	1,398	483	-	-	-	483	305	-	-	-	305	2,186
Nov 2021	-	1,068	1,217	(2,126)	159	-	355	280	(734)	(99)	-	151	136	-	286	347
Nov 2021	1,360	-	-	-	1,360	497	-	-	-	497	297	-	-	-	297	2,154
Dec 2021	-	1,125	1,351	(1,930)	547	-	-	-	-	-	-	189	172	-	361	908
Dec 2021	1,321	-	-	-	1,321	456	-	-	-	456	288	-	-	-	288	2,066
Jan 2022	-	1,296	1,576	(1,034)	1,838	-	564	445	(357)	652	-	199	181	3	383	2,872
Jan 2022	1,033	-	-	-	1,033	357	-	-	-	357	225	-	-	-	225	1,616
Feb 2022	-	1,123	1,291	(1,881)	533	-	606	477	(650)	433	-	166	149	3	318	1,284
Feb 2022	563	-	-	-	563	195	-	-	-	195	123	-	-	-	123	881
March 2022	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
March 2022	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apr 2022	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apr 2022	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May 2022	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May 2022	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June 2022	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
June 2022	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	10,360	10,640	12,498	(15,366)	18,131	3,606	3,246	2,570	(4,642)	4,780	2,260	1,431	1,302	7	5,000	\$ 27,911
					18,131					4,780					5,000	27,911

FY2021
Electric Usage

National Grid/Nexamp

Date	Boston Road					Town Farm Road					Oak Hill Avenue					Total Amt
	Nexamp	Nat Grid	Oth Supplier	Xfer Chg/Crdt	Net Cost	Nexamp	Nat Grid	Oth Supplier	Xfer Chg/Crdt	Net Cost	Nexamp	Nat Grid	Oth Supplier	Xfer Chg/Crdt	Net Cost	
July 2020	-	1,484	1,994	(3,262)	217	-	502	449	(1,127)	(175)	-	225	225	-	450	725
July 2020	2,313	-	-	-	2,313	799	-	-	-	799	505	-	-	-	505	3,617
August 2020	-	1,352	1,827	(2,101)	1,078	-	437	405	(726)	116	-	236	245	-	481	1,881
August 2020	1,490	-	-	-	1,490	515	-	-	-	515	325	-	-	-	325	2,330
September 2020	-	1,179	1,573	(2,769)	(17)	-	383	362	(956)	(212)	-	179	188	-	367	372
September 2020	1,964	-	-	-	1,964	678	-	-	-	678	428	-	-	-	428	3,070
October 2020	-	1,055	1,393	(2,291)	158	-	364	344	(791)	(83)	-	132	136	-	268	581
October 2020	1,626	-	-	-	1,626	562	-	-	-	562	355	-	-	-	355	2,543
November 2020	-	914	1,181	(1,846)	248	-	321	302	(638)	(15)	-	114	116	-	231	724
November 2020	1,264	-	-	-	1,264	437	-	-	-	437	276	-	-	-	276	1,977
December 2020	-	905	1,239	(1,212)	932	-	544	518	(419)	643	-	144	150	-	294	1,869
December 2020	758	-	-	-	758	262	-	-	-	262	165	-	-	-	165	1,185
January 2021	-	1,105	1,535	(1,251)	1,389	-	756	699	(432)	1,022	-	152	152	-	304	2,716
January 2021	795	-	-	-	795	275	-	-	-	275	174	-	-	-	174	1,244
February 2021	-	992	1,334	(1,022)	1,305	-	714	646	(353)	1,007	-	186	191	-	377	2,689
February 2021	650	-	-	-	650	224	-	-	-	224	142	-	-	-	142	1,016
March 2021	-	1,109	1,377	(2,155)	331	-	738	614	(744)	608	-	186	175	-	361	1,300
March 2021	1,338	-	-	-	1,338	462	-	-	-	462	292	-	-	-	292	2,093
April 2021	-	1,007	1,166	(3,851)	(1,678)	-	464	372	(1,330)	(494)	-	140	126	-	267	(1,906)
April 2021	2,305	-	-	-	2,305	796	-	-	-	796	503	-	-	-	503	3,604
May 2021	-	932	1,071	(2,850)	(848)	-	303	246	(985)	(437)	-	135	124	-	259	(1,025)
May 2021	1,788	-	-	-	1,788	618	-	-	-	618	390	-	-	-	390	2,796
June 2021	-	1,422	1,671	(2,658)	436	-	443	358	(918)	(118)	-	199	186	-	386	703
June 2021	1,789	-	-	-	1,789	618	-	-	-	618	390	-	-	-	390	2,798
Total	18,081	13,457	17,361	(27,267)	21,632	6,246	5,969	5,314	(9,420)	8,110	3,945	2,029	2,015	-	7,989	\$ 58,902

FY2020
Electric Usage

National Grid/Nexamp

Date	Boston Road					St Main Street			Town Farm Road					Oak Hill Avenue				Total Amt
	Nexamp	Nat Grid	Oth Supplier	Xfer Chg/Crdt	Net Cost	Nat Grid	Oth Supplier	Net Cost	Nexamp	Nat Grid	Oth Supplier	Xfer Chg/Crdt	Net Cost	Nexamp	Nat Grid	Oth Supplier	Net Cost	
July 2019	-	1,246	1,886	(6,554)	(3,422)	129	112	241	-	469	472	(2,264)	(1,323)	-	215	247	462	(4,042)
July 2019	2,516	-	-	-	2,516	-	-	-	869	-	-	-	869	549	-	-	549	3,934
August 2019	-	1,123	1,660	(3,249)	(466)	136	124	260	428	428	431	(1,122)	165	-	184	209	393	352
August 2019	2,233	-	-	-	2,233	-	-	-	771	-	-	-	771	487	-	-	487	3,491
September 2019	-	1,065	1,523	(2,799)	(212)	114	84	198	323	323	322	(967)	1	-	134	149	284	270
September 2019	1,924	-	-	-	1,924	-	-	-	665	-	-	-	665	420	-	-	420	3,009
October 2019	-	934	1,289	(2,416)	(193)	117	90	208	300	300	298	(835)	63	-	82	89	172	250
October 2019	1,660	-	-	-	1,660	-	-	-	574	-	-	-	574	362	-	-	362	2,596
November 2019	-	908	1,318	-	2,227	141	122	264	322	322	314	-	958	-	123	133	256	3,705
November 2019	1,329	-	-	-	1,329	-	-	-	459	-	-	-	459	290	-	-	290	2,078
December 2019	-	886	1,277	(2,042)	121	180	184	364	329	329	317	(705)	268	-	133	143	276	1,028
December 2019	805	-	-	-	805	-	-	-	278	-	-	-	278	176	-	-	176	1,259
January 2020	-	978	1,473	(1,362)	1,089	176	170	346	-	411	393	(2,320)	(1,517)	-	142	152	293	211
January 2020	603	-	-	-	603	-	-	-	208	-	-	-	208	132	-	-	132	943
February 2020	-	897	1,256	(2,448)	(295)	162	151	314	-	483	470	-	953	-	127	133	260	1,232
February 2020	870	-	-	-	870	-	-	-	301	-	-	-	301	190	-	-	190	1,361
March 2020	-	931	1,243	-	2,174	162	141	303	-	552	512	-	1,064	-	186	191	377	3,919
March 2020	1,727	-	-	-	1,727	-	-	-	597	-	-	-	597	377	-	-	377	2,701
April 2020	-	1,002	1,289	(2,907)	(616)	162	136	297	-	-	-	-	-	-	143	142	285	(34)
April 2020	1,730	-	-	-	1,730	-	-	-	597	-	-	-	597	377	-	-	377	2,704
May 2020	-	936	1,089	(2,972)	(947)	139	94	233	-	819	736	(1,027)	528	-	124	120	245	59
May 2020	1,643	-	-	-	1,643	-	-	-	567	-	-	-	567	358	-	-	358	2,568
June 2020	-	1,169	1,448	(5,718)	(3,102)	129	77	205	-	353	314	(1,975)	(1,309)	-	203	203	406	(3,799)
June 2020	2,203	-	-	-	2,203	-	-	-	761	-	-	-	761	481	-	-	481	3,445
Total	19,244	12,076	16,751	(32,467)	15,603	1,747	1,484	3,232	8,349	4,789	4,578	(11,216)	6,500	4,199	1,797	1,911	7,907	\$ 33,241

Westford Fire Department
 FY2019
 Electric Usage

National Grid/ Nexamp

Date	Boston Road			Main Street				Town Farm Road				Oak Hill Avenue				Total Amt
	Nat Grid	Net Cost		Nat Grid	Oth Supplier	Xfer Chg/Crdt	Net Cost	Nat Grid	Oth Supplier	Xfer Chg/Crdt	Net Cost	Nat Grid	Oth Supplier	Xfer Chg/Crdt	Net Cost	
07/20/18	-	-		455	536	(1,394)	(404)	368	387	(1,014)	(259)	190	221	2	413	(250)
07/26/18	-	-		-	-	-	916	-	-	-	666	-	-	-	500	2,082
08/21/18	299	299		478	552	(1,246)	(216)	1,038	1,154	(906)	1,285	191	223	-	414	1,782
08/26/18	-	-		-	-	-	823	-	-	-	599	-	-	-	449	1,871
09/19/18	2,263	2,263		450	536	(1,107)	(121)	369	390	(805)	(47)	171	199	4	373	2,468
09/26/18	-	-		-	-	-	732	-	-	-	532	-	-	-	399	1,663
10/19/18	2,143	2,143		314	327	(631)	10	257	269	(459)	67	100	114	7	221	2,442
10/23/18	-	-		-	-	-	417	-	-	-	303	-	-	-	227	947
11/15/18	1,600	1,600		252	257	(663)	(153)	293	307	(482)	118	105	121	11	237	1,802
11/30/19	-	-		-	-	-	417	-	-	-	304	-	-	-	228	948
12/17/18	2,492	2,492		275	315	(673)	(84)	374	394	(490)	279	113	130	13	255	2,943
12/11/19	-	-		-	-	-	380	-	-	-	277	-	-	-	207	864
01/17/19	2,845	2,845		264	287	(677)	(126)	999	1,063	(492)	1,569	135	157	-	292	4,579
01/13/19	-	-		-	-	-	389	-	-	-	283	-	-	-	212	884
02/19/19	3,228	3,228		264	284	-	548	328	340	(419)	248	117	134	-	251	4,275
02/28/19	-	-		-	-	-	331	-	-	-	241	-	-	-	181	753
03/20/19	833	833		278	311	-	589	321	329	(576)	74	117	133	-	250	1,746
03/31/19	1,056	1,056		-	-	-	-	-	-	-	330	-	-	-	248	1,634
04/18/19	(812)	(812)		307	215	-	522	287	292	(945)	(367)	98	108	-	205	(451)
05/06/19	1,706	1,706		-	-	-	-	-	-	-	540	-	-	-	405	2,651
05/22/19	(978)	(978)		256	312	-	569	325	327	-	653	110	122	-	232	476
06/03/19	2,010	2,010		-	-	-	-	-	-	-	694	-	-	-	439	3,143
06/19/19	2,103	2,103		127	108	-	235	288	286	-	575	114	125	-	239	3,151
06/28/19	1,988	1,988		-	-	-	-	-	-	-	687	-	-	-	434	3,109
Total	22,775	22,775		3,720	4,039	(6,391)	5,773	5,247	5,537	(6,589)	9,651	1,561	1,786	37	7,312	\$ 45,512



GARCIA • GALUSKA • DESOUSA
Consulting Engineers Inc.

370 Faunce Comer Road, Dartmouth, MA 02747-1217

Westford Fire Station - Budgeting Estimate Summary

Option	System	Annual Elec. Cons. (kWh)	Annual Gas Cons. (MBTU)	Annual Electric Cost	Annual Gas Cost	Combined Utility Cost	Annual Utility \$/s.f.
Design Building	1. Gas-fired heating/DX cooling VAV RTU systems with energy recovery wheels with terminal VAV boxes with hot water reheat coils 2. High efficiency gas-fired condensing boiler plant	211,900	3,373.5	\$36,256	\$41,831	\$78,087	\$3.90

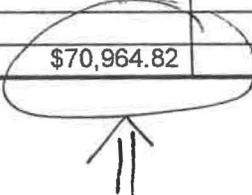
Note 1: Values based on energy model performed for HVAC System Life Cycle Cost Analysis purposes. A 30% safety factor has been applied for budgeting purposes to account for potential variances to the actual operation of the building. Per ASHRAE Standard 90.1-2010:

Neither the proposed building performance nor the baseline building performance are predictions of actual energy consumption or costs for the proposed design after construction. Actual experience will differ from these calculations due to variations such as occupancy, building operation and maintenance, weather, energy use not covered by this procedure, changes in energy rates between design of the building and occupancy, and the precision of the calculation tool.

Note 2: Utility cost data for electricity and natural gas are based on actual utility rate data derived from the existing fire station's bills provided by the owner. The rates are \$0.1711/kWh for Electricity and \$1.24/therm for Natural Gas.

**Westford Fire Department
Coastal Medical Billing Summary
Activity Summary Report**

MONTH	COMMITMENT	CREDITS	ADJUSTMENTS	ABATEMENT	MONTH-END BALANCES	COASTAL BALANCE	DIFFERENCE
July	180,526.57	64,640.82	110,259.69	1,942.75	399,323.24	399,323.24	0.00
August	252,062.89	76,499.35	107,924.68	1,080.71	465,881.39	465,881.39	0.00
September	157,993.85	61,265.80	79,244.31	1,521.80	481,843.33	481,843.33	0.00
October	197,111.87	56,859.53	93,825.38	809.94	527,460.35	527,460.35	0.00
November	187,843.13	58,943.14	94,027.83	990.60	561,341.91	561,341.91	0.00
December	96,429.07	71,733.68	118,697.07	4,165.19	463,175.04	463,175.04	0.00
January	318,485.22	49,704.62	103,808.54	3,686.83	624,460.27	624,460.27	0.00
February	211,178.58	87,380.46	165,240.70	2,373.68	580,644.01	580,644.01	0.00
March	301,457.66	102,242.97	186,559.18	12,259.81	581,039.71	581,039.71	0.00
April	169,454.25	74,978.03	136,119.31	5,607.50	533,789.12	533,789.12	0.00
May	247,531.78	77,362.57	119,084.64	6,312.16	578,561.53	578,561.53	0.00
June	295,877.38	89,250.46	193,737.62	30,213.85	561,236.98	561,236.98	0.00
FY21	\$2,615,952.25	\$870,861.43	\$1,508,528.95	\$70,964.82			



WRITTEN-OFF

TOWN OF WESTFORD AMBULANCE BILLING POLICY

The policy of the Westford Fire Department and the Town of Westford is to collect all receivables generated by the Westford Fire Department ambulance for non-Westford residents with the exception of cases where payment would create severe financial hardship. It is with this intent that the following ambulance billing collection policy is established.

BILL COLLECTION PROCESS:

1. The Town of Westford shall contract with a private medical billing company for billing services. The standard method of pursuing collections begins with a medical run report generated by the Westford Fire Department ambulance attendants related to a patient's treatment. The billing company will review pertinent patient care information and initiate ambulance billing by requesting payment from a patient's health insurance carrier. In the event that there is no available health insurance information, and the patient is not a resident of Westford, the billing company will issue an invoice to the patient in an attempt to obtain any further pertinent information and signature(s). Without health insurance information, the patient is solely responsible for the ambulance bill.
2. Since the Fire Department provides emergency medical care, as necessary, as a municipal service to benefit Town residents, if a Westford resident does not have health insurance, and the incident is not related to a motor vehicle crash where supplemental insurance or litigation may result in coverage, workers compensation case, or the insurance company only covers a portion of the amount billed, the remaining balance will be written off.
3. The Town will seek payment from a Westford resident if either of the following two scenarios occur:
 - a. The patient is reimbursed directly from his or her health insurance company for the cost of the services provided by the Westford Fire Department. In this scenario, the Town of Westford will seek full reimbursement from the patient in the same manner as if the patient were a non-resident.
 - b. The patient's health insurance plan has a health insurance deductible that needs to be met prior to the health insurance company covering the cost of the services provided by the Westford Fire Department to the Westford resident. In such case, the patient must pay the health insurance deductible to facilitate payment to the Westford Fire Department under the health insurance plan.

4. If there is no response to the first bill for payments outstanding after 30 days, the billing company will issue a second bill with the heading "Account Past Due." Additionally, the billing company will telephone the patient inquire as to the outstanding balance.
5. If there is no response to the second bill for payments outstanding after 60 days, the billing company will prepare a third bill with the heading "Account 60 Days Past Due." This bill will be on Fire Department letterhead signed by the Fire Chief.
6. If there is no response to the third bill for payments outstanding after 90 days, a fourth bill will be sent informing the patient that his or her account is "Seriously Past Due" and could be forwarded for collection.
7. For non-Westford Residents, after 135 days the contracted medical billing company stops billing for outstanding invoices. After 145 days the bill is sent out to a collection agency. At that point, the collection agency will work directly with the Town of Westford to recover outstanding amounts owed by non-residents.
8. When a non-resident account is six or more months overdue, determined to be inactive by the collection agency or abatement has been requested, the Fire Chief and Town Accountant shall review the account to determine whether a financial hardship abatement, or additional collection procedures, are warranted. If additional collection procedures are recommended (i.e. court action), such recommendation will be forwarded to the Town Manager and Board of Selectmen for approval.
9. In cases of financial hardship, ambulance bills may be abated by the Fire Chief in his sole discretion. To qualify for abatement, the following must apply:
 - a. If the patient has private health or accident insurance, medical assistance, Medicare, SSI or general assistance, he or she must apply for reimbursement under such programs prior to abatement consideration.
 - b. If the patient has been approved for free care by a recognized health care facility, a copy of said approval shall be included with the abatement request submitted to the Fire Chief.
 - c. If there is no insurance or governmental assistance available and the patient is the only responsible party for his or her medical care costs, the patient must complete a signed and dated abatement request to the Westford Fire Chief for consideration. Sufficient documentation, such as a notice of health insurance cancellation or paperwork showing that the patient is uninsured should, if available, be submitted with the request for abatement.

FY 2022

Net Ambulance Revenue

Year-to-Date (through December 2021)

Type	Commit	# Calls	Avg	Adj	Net Commit	Credit	Abatement	Coastal Billing	Net Revenue
ALS	1,122,398.58	539	2,082.37	596,055.95	526,342.63	348,459.10	-	13,938.36	334,520.74
BLS	492,772.16	287	1,716.98	279,392.88	213,379.28	153,510.15	-	6,140.41	147,369.74
Acton	-	-	N/A	-	-	-	-	-	-
Groton	-	-	N/A	-	-	-	-	-	-
Littleton	-	-	N/A	-	-	-	-	-	-
Lowell	-	-	N/A	-	-	-	-	-	-
Pro EMS	-	-	N/A	-	-	-	-	-	-
Abatement	-	-	N/A	(22,285.33)	22,285.33	1,919.24	22,285.33	76.77	1,842.47
Other	-	-	N/A	17,417.63	(17,417.63)	5,385.04	-	215.40	5,169.64
Town Rec'd	-	-	N/A	-	-	-	-	-	-
TOTAL	1,615,170.74	826	1,955.41	870,581.13	744,589.61	509,273.53	22,285.33	20,370.94	488,902.59

**FY 2021
Net Ambulance Revenue
Year-to-Date**

Type	Commit	# Calls	Avg	Adj	Net Commit	Credit	Abatement	Coastal Billing	Net Revenue
ALS	1,699,200.28	824	2,062.14	972,316.16	726,884.12	522,477.00	-	20,899.08	501,577.92
BLS	915,096.30	543	1,685.26	535,617.96	379,478.34	303,952.07	-	12,158.08	291,793.99
Acton	-	-	N/A	-	-	-	-	-	-
Groton	1,375.00	-	N/A	-	1,375.00	1,375.00	-	55.00	1,320.00
Littleton	275.00	-	N/A	-	275.00	825.00	-	33.00	792.00
Lowell	-	-	N/A	1,832.84	(1,832.84)	885.27	-	35.41	849.86
Pro EMS	-	-	N/A	-	-	-	-	-	-
Abatement	-	-	N/A	(70,739.82)	70,739.82	-	70,964.82	-	-
Other	5.67	-	N/A	69,501.81	(69,496.14)	41,288.57	-	1,651.54	39,637.03
Town Rec'd	-	-	N/A	-	-	58.52	-	2.34	56.18
TOTAL	2,615,952.25	1,367	1,913.64	1,508,528.95	1,107,423.30	870,861.43	70,964.82	34,834.46	836,026.97

**FY 2020
Net Ambulance Revenue
Year-to-Date**

Type	Commit	# Calls	Avg	Adj	Net Commit	Credit	Abatement	Coastal Billing	Net Revenue
ALS	1,634,591.97	820	1,993.40	1,075,909.94	558,682.03	601,810.29	-	24,072.41	577,737.88
BLS	899,570.60	565	1,592.16	558,153.34	341,417.26	343,679.24	-	13,747.17	329,932.07
Acton	-	-	N/A	-	-	-	-	-	-
Groton	5,775.00	-	N/A	275.00	5,500.00	4,925.00	-	197.00	4,728.00
Littleton	1,100.00	-	N/A	-	1,100.00	550.00	-	22.00	528.00
Lowell	4,287.33	-	N/A	5,933.97	(1,646.64)	4,201.77	-	168.07	4,033.70
Pro EMS	-	-	N/A	-	-	-	-	-	-
Abatement	-	-	N/A	(220,476.40)	220,476.40	-	222,200.40	-	-
Other	(13,721.34)	-	N/A	36,118.66	(49,840.00)	17,945.94	-	717.84	17,228.10
Town Rec'd	-	-	N/A	-	-	-	-	-	-
TOTAL	2,531,603.56	1,385	1,827.87	1,455,914.51	1,075,689.05	973,112.24	222,200.40	38,924.49	934,187.75

FY 2019

Net Ambulance Revenue

Type	Commit	# Calls	Avg	Adj	Net Commit	Credit	Abatement	Direct Pays	Pro EMS	Coastal Billing	Refunds	Net Revenue
ALS	1,825,101.80	918	1,988.13	1,057,934.59	767,167.21	647,501.13	66,834.43	-	-	25,900.05	-	621,601.08
BLS	850,806.20	555	1,532.98	471,760.91	379,045.29	305,650.95	20,433.26	-	-	12,226.04	-	293,424.91
Ayer	275.00	-	N/A	1,455.69	(1,180.69)	839.11	-	-	-	33.56	-	805.55
Groton	6,600.00	-	N/A	-	6,600.00	9,580.99	-	-	-	383.24	-	9,197.75
Littleton	10,019.80	-	N/A	-	10,019.80	5,775.00	-	-	-	231.00	-	5,544.00
Lowell	2,403.00	-	N/A	5,022.37	(2,619.37)	914.23	-	-	-	36.57	-	877.66
Pro EMS	-	-	N/A	-	-	-	-	-	-	-	-	-
Other_01	-	-	N/A	(137,792.51)	137,792.51	-	147,805.62	-	-	-	-	-
Other_02	(1,094.57)	-	N/A	1,963.19	(3,057.76)	1,256.21	-	-	-	50.25	-	1,205.96
Town Rec'd	-	-	N/A	-	-	-	-	-	-	-	-	-
	<u>2,694,111.23</u>	<u>1,473</u>	<u>3,521.11</u>	<u>1,400,344.24</u>	<u>1,293,766.99</u>	<u>971,517.62</u>	<u>235,073.31</u>	<u>-</u>	<u>-</u>	<u>38,860.70</u>	<u>-</u>	<u>932,656.92</u>