FY 2018 BUDGET QUESTIONS & ANSWERS

HIGHWAY/TREE WARDEN

TREE WARDEN
What are the contracted services? YTD actuals were $23,247.25 as of 12/5/16 vs. reduced FY 18 TMR of $35,000 (vs. $50,000 in FY 18 Req). How comfortable are we that there will not be overspending in this account? What is the impact of the reduction on the departments mission?
Contracted services are anything that has to do with the maintenance of Town trees in the right-of-way, which includes contractors, bucket trucks, police details, tree waste materials, chain saws, etc. We will probably over spend the $35,000 budget. Any funds needed to mitigate hazardous tree situations will be taken out of the Highway Operating budget.

HIGHWAY OPERATING
PERSONNEL
1. Please explain the $19,659 reduction from the FY 18 Req of $698,455 to $653,301? Is this related to the shared Heavy Eqpt. Operator who was not replaced when incumbent retired and there is now a shared resource with the Rec. Dept?
The $19,659 was requested to replace a shared employee with the parks dept who left in January of 2016.

2. Is there any operations impact due to a reduction of about $20,000 on equipment operators (requested vs TMR budget)?
This is a shared position with parks during the winter season we will need to contract out for more snow and ice operators.

3. Please explain the $10,720 reduction from the $30,720 in FY 18 Req to $20,000 in FY 18 TMR.
Budget Reduction was taken by Town Manager

ELECTRICITY
4. Please explain the $4,000 reduction from the $35,000 in FY 18 Req to $31,000 in FY 18 TMR.
Budget Reduction was taken by Town Manager

NATURAL GAS
5. Please explain the $3,400 reduction from the $27,400 in FY Req to $24,000 in FY 18 TMR
Budget Reduction was taken by Town Manager

DIESEL FUEL
6. Please explain the $9,000 increase from the $35,000 in FY 18 Req to $44,000 in FY 18 TMR
Increased by TM to better reflect the actual expenditure in FY 16 of $44,000

RESURFACE MATERIALS
7. Please explain the $29,176 reduction from the $89,176 in FYT 18 Req to $60,000 in FY 18 TMR
Budget Reduction was taken by Town Manager
PERSONNEL
8.  Following the FTE allocation between parks and highway I come up with a 12.1 equipment operators in Highway and 3.5 in parks for a total of 15.6. I believe it was like this last year. Looking at it in total I add 21.3 highway, 0.6 cemetery, and 4.7 parks for a total of 26.6. The narrative on page 105 says 25. Is there a calculation hiccup?

We share 8 employees with parks/cemetery, we pay for 20 weeks and they pay for 32 weeks. These employees are compensated at various rates. Of the 8 employees 5 are HEO’s the other 3 are an Operations Supervisor and two crew leaders. We have a total of 10 FT highway HEO’s, 1 Operations Supervisor, 2 crew leaders, 1 mechanic and 1 Fleet Supervisor (who is out on IOD). The Personnel Summary on the Parks & Ground budget was changed to 2.9 FTE for the HEO’s.

VEHICLE MAINTENANCE
9.  (a.) What type of maintenance is running thru the account? (b)The capital priority shows repairs of $140K for FY11-FY16 on the priority requests but the account has more than that in expense in 1 year. (c) Also, with new equipment replacing some heavily maintained older pieces, would maintenance start declining? (d)Is any maintenance in this account specialized work that the mechanic on staff can’t perform or is it parts?

(a) Any repairs to any highway vehicles, including highway, parks (b) Capital request is for purchasing equipment not for repairing equipment (c) No we expect an increase due to the inability to fund vehicle replacement requests (please see attachment from highway regarding vehicle replacement plan) (d) This account includes parts, contracted repairs, dealer specialized repairs and the need to contract out work that is deferred from only having 1 mechanic.

GARAGE
10.  How old is the highway garage?
The highway garage was occupied in September 2006.

MISC EXPENSES
11.  Could you please provide what type of expenses flow thru (a) drainage maintenance, (b) traffic lines/crosswalk maint., (c) signal maint., (d) brush chipping, and (e) other public works supplies?

(a) Anything that has to do with maintaining the town’s drainage system including pipes, structures, contracted services and specialized equipment.  (b) Contracted services for painting center and edge lines. Paint and supplies for crosswalks, stop lines and other in house performed services for pavement marking, town roads and all municipal buildings (not including schools).  (c) Cost for contracted services and inhouse parts to maintain town owned traffic signals at 225/27, Rte 40/Dunstable Rd., Forge Village crossing, and Tyngsboro Rd. at Rte 40.  (d) To pay employees to work the Saturday brush chipping detail held twice during the year.  (e) Anything that is not covered in other expense lines such as tools, brooms, shovels and misc. items.

SNOW & ICE
12.  Is equipment maintenance for plow trucks?
Equipment maintenance is for attachments to trucks that perform S&I duties, plows, frames, spreading equipment and all other maintenance that is not covered under vehicle maintenance.

13.  What is the actual amount on snow and ice (how much on emergency overtime and how much on expenses?) during FY 17, considering we had very little snow.
We spend various amount depending on the year. We will not know how much is spent until the end of the winter season; it would only be a guess at this point.

14. Personal Services (Emergency Overtime): FY16 was obviously an outlier in terms of snow removal. How does the $76k for FY18 (and FY17, FY19 & FY20) compare to historical norms?

Personal Services Actual Expense
FY16 - $208,050.58
FY15 - $403,398.16
FY14 - $303,064.90
FY13 - $235,203.49
FY12 - $189,509.82
FY11 - $289,009.37
FY10 - $173,859.80

15. Sand & Salt: (a) Is the $70k decrease from FY16 to FY18 (and FY17) a product of the extraordinary winter of FY16? (b) Do the prices of salt & sand and/or stockpiling from one year to another affect the budget for FY18 (and FY17)? (c) Also, where we’ve had some icing (even though little snow), have we spent much of the FY17 Sand & Salt budget?

(a) The $70K is actually not a decrease, FY 16 are actual expenditures. This does not reflect the amount of salt used that year. From time to time we are asked to defer purchasing of materials to the next year, for budget purposes. The S&I budget is not allowed to be decreased per state statute. (b) No it does not affect the budget but affects the overall amount of materials purchased. (c) as of January 9, 2017 we have spread approximately 1,700 tons of salt and 50 tons of sand to mitigate snow, freezing rain, ice storms and black ice. To completely cover all of the roads that we plow and parking lots that we maintain it takes on average 95 tons per application. This number can be affected, up or down, if we are only treating main roads, or applying a heavier application as needed or from time to time we do a lighter application (hills, intersections and curves). Please see attached our activity sheet, to date, for snow and ice operations.

STORMWATER
16. Remind me why the big increases in street waste disposal and what are the upgrade services/Nothing is spent yet in FY 17 but weren’t the street sweepers going this fall?

The FY 16 amount does not reflect encumbrances. Upgrade services – is the improvements of the storm water infrastructure. Sweeper sweeps all year long and we wait until we have a minimum tonnage to capture best economy on trucking.
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misc school tot salt
# FY17 YTD BUDGET

## FOR 2017 13

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### FY17 YTD Budget

#### 0100 General Fund

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**Total Highway - P/S**

| 1,415,122 | 26,406 | 1,441,528 | 701,193.88 | .00 | 740,334.12 | 48.6% |

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<td>01421200 524060 Communications Equipment</td>
<td>5,670</td>
<td>0</td>
<td>5,670</td>
<td>5.67</td>
<td>0.00</td>
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<tr>
<td>01421200 524110 Bidg Maint-Hvac</td>
<td>3,500</td>
<td>0</td>
<td>3,500</td>
<td>8,183.06</td>
<td>.00</td>
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<tr>
<td>01421200 524110 Bidg Maint-Elevator</td>
<td>1,100</td>
<td>0</td>
<td>1,100</td>
<td>627.50</td>
<td>.00</td>
<td>472.50</td>
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<tr>
<td>01421200 524112 Bidg Maint-Fire/Alarms</td>
<td>2,500</td>
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<td>2,500</td>
<td>1,100.00</td>
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<td>1,400.00</td>
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<tr>
<td>01421200 525020 Drainage Maintenance</td>
<td>34,000</td>
<td>0</td>
<td>34,000</td>
<td>7,815.85</td>
<td>.00</td>
<td>26,184.15</td>
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<tr>
<td>01421200 525030 Sidewalk Maintenance</td>
<td>10,000</td>
<td>0</td>
<td>10,000</td>
<td>2,218.47</td>
<td>.00</td>
<td>7,781.53</td>
</tr>
<tr>
<td>01421200 525040 TRAFFIC LINES/CROS</td>
<td>34,500</td>
<td>0</td>
<td>34,500</td>
<td>1,393.18</td>
<td>33,106.82</td>
<td>4.0%</td>
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<tr>
<td>01421200 525050 SIGNAL MAINTENANCE</td>
<td>3,500</td>
<td>0</td>
<td>3,500</td>
<td>1,567.42</td>
<td>1,932.58</td>
<td>44.8%</td>
</tr>
<tr>
<td>01421200 525092 TREE/BRUSH DEBRIS</td>
<td>1,270</td>
<td>0</td>
<td>1,270</td>
<td>365.00</td>
<td>900.00</td>
<td>28.7%</td>
</tr>
<tr>
<td>01421200 529090 DAM REPAIR - PROP R</td>
<td>3,500</td>
<td>0</td>
<td>3,500</td>
<td>1,155.00</td>
<td>905.00</td>
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<tr>
<td>01421200 530310 DRUG AND ALCOHOL T</td>
<td>2,650</td>
<td>0</td>
<td>2,650</td>
<td>1,274.08</td>
<td>1,375.92</td>
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</tr>
<tr>
<td>01421200 530500 TRAINING &amp; DEVELOP</td>
<td>2,000</td>
<td>0</td>
<td>2,000</td>
<td>840.00</td>
<td>1,932.58</td>
<td>44.8%</td>
</tr>
<tr>
<td>01421200 534030 CONTRACTED SERVICE</td>
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<td>0</td>
<td>8,000</td>
<td>1,567.42</td>
<td>1,932.58</td>
<td>44.8%</td>
</tr>
<tr>
<td>01421200 541020 DIESEL FUEL</td>
<td>11,000</td>
<td>0</td>
<td>11,000</td>
<td>1,155.00</td>
<td>905.00</td>
<td>26.4%</td>
</tr>
<tr>
<td>01421200 542010 OFFICE SUPPLIES</td>
<td>325</td>
<td>0</td>
<td>325</td>
<td>280.00</td>
<td>45.00</td>
<td>86.2%</td>
</tr>
</tbody>
</table>

TOTAL HIGHWAY - EXP 700,436 0 700,436 218,859.34 46,608.35 37.9%

| 01421412 FY 2012 ART14 3/11 CAP $150K |
| 01421412 580000 ENG RTE 40 WALL/CU | 24,912 | 0 | 24,912 | 10,692.50 | 14,219.53 | 42.9% |

TOTAL FY 2012 ART14 3/11 CAP $150K 24,912 0 24,912 10,692.50 14,219.53 42.9%

| 01421414 FY14 ART#16 3/13 $120K CAPITAL |
| 01421414 580000 1-TON TRUCK $55K | 1,895 | 0 | 1,895 | 1,890.00 | 5.42 | 99.7% |

TOTAL FY14 ART#16 3/13 $120K CAPITAL 1,895 0 1,895 1,890.00 5.42 99.7%

| 01421415 FY15 ART#6 3/15 $659,135 CAPTL |
| 01421415 580000 1- 3/4 TRUCK $45K | 45,000 | 0 | 45,000 | 44,995.00 | 5.00 | 100.0% |
| 01421415 580003 EXCAVATOR $225K | 8,287 | 0 | 8,287 | 8,210.00 | 76.60 | 99.1% |

TOTAL FY15 ART#6 3/15 $659,135 CAPTL 53,287 0 53,287 44,995.00 8,210.00 99.8%

| 01421416 FY16 ART#7 4/16 $196,310 CAP |
| 01421416 580000 PLOW TRUCK 196,310 | 196,310 | 0 | 196,310 | 196,310.00 | 0.00 | 100.0% |
**FY17 YTD BUDGET**

**FOR 2017 13**

<table>
<thead>
<tr>
<th>Art#</th>
<th>Description</th>
<th>Original APROP</th>
<th>TRANSFS/ADJSTMTS</th>
<th>REVISED BUDGET</th>
<th>YTD EXPENDED</th>
<th>ENCUMBRANCES</th>
<th>AVAILABLE BUDGET</th>
<th>PCT USED</th>
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</thead>
<tbody>
<tr>
<td>01421454 4/16 $196,310 CAP</td>
<td>TOTAL FY16 ART#7 4/16 $196,310 CAP</td>
<td>196,310</td>
<td>0</td>
<td>196,310</td>
<td>.00</td>
<td>196,310.00</td>
<td>.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>01421454 580004 MAIN ST DESIGN 225</td>
<td>01421454 580005 ROAD MAINT $290K</td>
<td>132,001</td>
<td>0</td>
<td>132,001</td>
<td>37,477.74</td>
<td>.00</td>
<td>94,523.15</td>
<td>28.4%</td>
</tr>
<tr>
<td>01421454 3/14 $710K CAPITAL</td>
<td>TOTAL FY14 ART#9 3/14 $710K CAPITAL</td>
<td>145,165</td>
<td>0</td>
<td>145,165</td>
<td>50,641.73</td>
<td>.00</td>
<td>94,523.15</td>
<td>34.9%</td>
</tr>
<tr>
<td>01421455 3/14 $33K CLARE CIR</td>
<td>TOTAL FY15 ART#9 3/15 $33K CLARE CIR</td>
<td>27,725</td>
<td>0</td>
<td>27,725</td>
<td>13,018.14</td>
<td>.00</td>
<td>14,706.86</td>
<td>47.0%</td>
</tr>
<tr>
<td>01421800 OTHER CHARGES AND</td>
<td>TOTAL HIGHWAY DEPT - ENCUMBRANCES</td>
<td>133,775</td>
<td>0</td>
<td>133,775</td>
<td>128,905.80</td>
<td>4,790.00</td>
<td>78.79</td>
<td>99.9%</td>
</tr>
<tr>
<td>01423100 EMERGENCY OVERTIME</td>
<td>TOTAL SNOW &amp; ICE - P/S</td>
<td>76,000</td>
<td>0</td>
<td>76,000</td>
<td>104,645.13</td>
<td>.00</td>
<td>-28,645.13</td>
<td>137.7%*</td>
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<tr>
<td>01423200 SNOW &amp; ICE - EXP</td>
<td>TOTAL SNOW &amp; ICE - P/S</td>
<td>76,000</td>
<td>0</td>
<td>76,000</td>
<td>104,645.13</td>
<td>.00</td>
<td>-28,645.13</td>
<td>137.7%</td>
</tr>
</tbody>
</table>

*Note: PCT USED includes 137.7%*
## FY17 YTD BUDGET REPORT

### FOR 2017 13

<table>
<thead>
<tr>
<th>Description</th>
<th>Original APROP</th>
<th>TRANSRS/ADJSTMTS</th>
<th>REVISED BUDGET</th>
<th>YTD EXPENDED</th>
<th>ENCUMBRANCES</th>
<th>AVAILABLE BUDGET</th>
<th>PCT USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>01423200 554020  SAND AND SALT</td>
<td>173,025</td>
<td>0</td>
<td>173,025</td>
<td>.00</td>
<td>173,025.00</td>
<td>.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>TOTAL SNOW &amp; ICE - EXP</td>
<td>324,000</td>
<td>0</td>
<td>324,000</td>
<td>7,225.73</td>
<td>202,576.00</td>
<td>114,198.27</td>
<td>64.8%</td>
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### 01424200 STREET LIGHTING

<table>
<thead>
<tr>
<th>Description</th>
<th>Original APROP</th>
<th>TRANSRS/ADJSTMTS</th>
<th>REVISED BUDGET</th>
<th>YTD EXPENDED</th>
<th>ENCUMBRANCES</th>
<th>AVAILABLE BUDGET</th>
<th>PCT USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>01424200 521010  ELECTRICITY</td>
<td>109,500</td>
<td>0</td>
<td>109,500</td>
<td>41,891.95</td>
<td>5,512.83</td>
<td>62,095.22</td>
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<tr>
<td>01424200 525015  STREET LIGHT MAINT</td>
<td>5,000</td>
<td>0</td>
<td>5,000</td>
<td>11,543.69</td>
<td>.00</td>
<td>-6,543.69</td>
<td>230.9%*</td>
</tr>
<tr>
<td>TOTAL STREET LIGHTING</td>
<td>114,500</td>
<td>0</td>
<td>114,500</td>
<td>53,435.64</td>
<td>5,512.83</td>
<td>55,551.53</td>
<td>51.5%</td>
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### 01424800 STREET LIGHTING-ENCUMBRANCES

<table>
<thead>
<tr>
<th>Description</th>
<th>Original APROP</th>
<th>TRANSRS/ADJSTMTS</th>
<th>REVISED BUDGET</th>
<th>YTD EXPENDED</th>
<th>ENCUMBRANCES</th>
<th>AVAILABLE BUDGET</th>
<th>PCT USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>01424800 570000  OTHER CHARGES AND</td>
<td>1,436</td>
<td>0</td>
<td>1,436</td>
<td>1,435.04</td>
<td>.00</td>
<td>.77</td>
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</tr>
<tr>
<td>TOTAL STREET LIGHTING-ENCUMBRANCES</td>
<td>1,436</td>
<td>0</td>
<td>1,436</td>
<td>1,435.04</td>
<td>.00</td>
<td>.77</td>
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### 01427200 STORMWATER MANAGEMENT EXP

<table>
<thead>
<tr>
<th>Description</th>
<th>Original APROP</th>
<th>TRANSRS/ADJSTMTS</th>
<th>REVISED BUDGET</th>
<th>YTD EXPENDED</th>
<th>ENCUMBRANCES</th>
<th>AVAILABLE BUDGET</th>
<th>PCT USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>01427200 529060  STREET WASTE DISPO</td>
<td>30,000</td>
<td>0</td>
<td>30,000</td>
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<td>.0%</td>
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<tr>
<td>01427200 529080  TESTING/WATER QUAL</td>
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<tr>
<td>01427200 530700  ENGINEERING SERVIC</td>
<td>5,000</td>
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<td>5,000</td>
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<td>.00</td>
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<tr>
<td>01427200 530920  SYSTEM UPGRADE SER</td>
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<tr>
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<td>.00</td>
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### 01427800 STORMWATER MGT - ENCUMBRANCES

<table>
<thead>
<tr>
<th>Description</th>
<th>Original APROP</th>
<th>TRANSRS/ADJSTMTS</th>
<th>REVISED BUDGET</th>
<th>YTD EXPENDED</th>
<th>ENCUMBRANCES</th>
<th>AVAILABLE BUDGET</th>
<th>PCT USED</th>
</tr>
</thead>
<tbody>
<tr>
<td>01427800 570000  OTHER CHARGES AND</td>
<td>23,340</td>
<td>0</td>
<td>23,340</td>
<td>3,723.95</td>
<td>19,616.05</td>
<td>.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>TOTAL STORMWATER MGT - ENCUMBRANCES</td>
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<td>0</td>
<td>23,340</td>
<td>3,723.95</td>
<td>19,616.05</td>
<td>.00</td>
<td>100.0%</td>
</tr>
<tr>
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<td>26,406</td>
<td>3,312,308</td>
<td>1,340,661.88</td>
<td>483,623.23</td>
<td>1,488,023.22</td>
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</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>3,285,902</td>
<td>26,406</td>
<td>3,312,308</td>
<td>1,340,661.88</td>
<td>483,623.23</td>
<td>1,488,023.22</td>
<td>55.1%</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>3,285,902</td>
<td>26,406</td>
<td>3,312,308</td>
<td>1,340,661.88</td>
<td>483,623.23</td>
<td>1,488,023.22</td>
<td>55.1%</td>
</tr>
</tbody>
</table>

** END OF REPORT - Generated by Dan O'Donnell **