

**OFFICE OF THE
TOWN MANAGER**



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Town of Shrewsbury
MASSACHUSETTS 01545-5398

April 22, 2011

To: Board of Selectmen
Finance Committee

From: Daniel J. Morgado

Re: Revised Budget Recommendations

Enclosed are updated budget recommendations for a number of the municipal departments. These revisions are the result of additional review by myself and the involved departments.

The changes shown on the attached are as follows:

Department	Change	Explanation
Town Manager	(\$8,422)	Revised Salaries 02 & 03 to reflect office re-organization. New staffing configuration shown on the Employee Roster page. Revised Expenses to reflect lower costs associated with the Asst to the Town Manager position.
Board of Assessors	\$18,000	Added \$18,000 to Separate Appropriation 09 to fund new appraisal software package. Additional payment will be required in FY 2013.
Board of Appeals	\$0	Moved \$5,000 from Expenses to Salaries 02 to fund overtime for clerical and planner support. This expense is covered by fees.
Public Buildings	\$24,089	Added \$24,089 to Professional Services to reflect actual bids for contractual cleaning.
Police Department	(\$10,000)	Reduced Overtime (Extra Duty) in Salaries 03 by \$10,000.
Engineer	(\$16,182)	Revised Salaries 03 by reducing tax levy cost by \$16,182 by using additional fees. Planner and Conservation Officer base salaries combined now 75% fee based.
Sewer Department	(\$730,970)	Added \$125,000 to Expenses to fund Bioxide program for odor control. Reduced Westborough WWTP assessment to reflect reduced debt projection for FY 2012 based on most recent estimate of 4/13/2011. Note this is subject to change should SRF issue tranche #2 prior to 6/30/2011. Estimate of the additional cost should this note be issued is 60.2% of \$1,384,983 or \$833,760.

Board of Health	(\$35,000)	Revised Professional Services to reflect City of Worcester contract at \$32,500. Reduced other expenses to reflect actual expenditures. This budget is very much in flux.
Council on Aging	(\$7,473)	Reduced Salaries 03 by \$7,473 to reflect less MOW expenses due to use of volunteers.
Veterans Benefits	\$912	Added \$912 to Expenses to reflect regional assessment.
Library Department	(\$47,225)	Reduced Salaries 02 & 03 along with Expenses and New Equipment totaling \$47,225. This budget will require waivers but Library Director is confident they will be issued. She advises that grant eligibility is not imperiled by this action.
Parks & Recreation	(\$19,380)	Reduced Salaries 03 to reflect elimination of (1) full time permanent W-5 position through attrition. Added (1) seasonal to Salaries 03, \$10,000 for contractual expenses and \$10,000 for High School field maintenance since work that will be shifted primarily to contractual services.
Operating Support	(\$216,500)	Reduced Health Insurance by (\$225,000), Medicare by (\$35,000) & General Insurance by (\$15,000). Increased Gasoline & Oil by (\$58,500)
	(\$1,048,151)	

I am still reviewing the Debt Service budget as I am in discussions with First Southwest Company relative to the issuance of permanent financing on the various bond issues that have been authorized and not issued. I remain concerned that interest rates may begin to increase in 2011 and 2012 making the delay of the issuance of permanent debt more costly. Any debt issued prior to June 30, 2011 would have a FY 2012 cost so associated.

Also under review is the Unemployment Compensation budget currently at \$250,000. This amount will have to be revisited should layoffs in Fiscal Year 2012 require additional funding.

Please advise with any questions.

**Budget Summary
Fiscal Year 2012**

	Page #	Fiscal Year 2011 Budget (May ATM)	Fiscal Year 2011 Budget (Current Revised)	Fiscal Year 2012 Request	Town Manager Fiscal Year 2012 Initial Recommendation	Town Manager Fiscal Year 2012 Revised Recommendation	Change
PERSONNEL BOARD	1	\$3,600	\$4,358	\$3,600	\$3,600	\$3,600	\$0
SELECTMEN	3	\$20,250	\$20,250	\$20,250	\$20,250	\$20,250	\$0
TOWN MANAGER	6	\$318,935	\$327,641	\$319,075	\$322,630	\$314,208	(\$8,422)
FINANCE COMMITTEE	11	\$281,455	\$234,067	\$281,455	\$281,455	\$281,455	\$0
ACCOUNTANT	13	\$193,020	\$193,020	\$194,119	\$197,372	\$197,372	\$0
ASSESSORS	18	\$200,348	\$204,277	\$200,324	\$199,897	\$217,897	\$18,000
TREASURER-COLLECTOR	24	\$345,700	\$345,700	\$342,750	\$348,258	\$348,258	\$0
TOWN COUNSEL	34	\$56,400	\$56,400	\$56,400	\$56,400	\$56,400	\$0
MIS	36	\$447,260	\$516,537	\$0	\$0	\$0	\$0
TOWN CLERK	38	\$115,257	\$115,757	\$119,830	\$122,047	\$122,047	\$0
ELECTION AND REGISTRATION	42	\$116,049	\$119,549	\$96,726	\$97,109	\$97,109	\$0
CONSERVATION COMMISSION	45	\$6,550	\$25,743	\$6,550	\$6,550	\$6,550	\$0
PLANNING BOARD	47	\$2,900	\$2,900	\$2,750	\$2,750	\$2,750	\$0
BOARD OF APPEALS	49	\$680	\$5,680	\$6,080	\$6,080	\$6,080	\$0
PUBLIC BUILDINGS	51	\$3,274,717	\$3,535,211	\$3,544,526	\$3,278,907	\$3,302,996	\$24,089
POLICE DEPARTMENT	69	\$3,989,384	\$4,018,685	\$4,368,541	\$3,957,518	\$3,947,518	(\$10,000)
FIRE DEPARTMENT	87	\$2,794,873	\$2,795,509	\$2,896,008	\$2,652,377	\$2,652,377	\$0
BUILDING INSPECTOR	105	\$197,270	\$216,250	\$227,590	\$232,176	\$232,176	\$0
WEIGHTS & MEASURES	110	\$3,000	\$3,000	\$3,200	\$3,200	\$3,200	\$0
EMERGENCY MANAGEMENT	112	\$2,244	\$2,244	\$2,244	\$2,244	\$2,244	\$0
FORESTRY	114	\$77,515	\$78,631	\$77,700	\$77,700	\$77,700	\$0
PENSIONS	116	\$2,680,129	\$2,690,637	\$3,201,907	\$3,201,907	\$3,201,907	\$0
TOWN ENGINEER	117	\$430,524	\$459,655	\$456,439	\$438,481	\$422,299	(\$16,182)
HIGHWAYS	124	\$1,661,878	\$1,670,606	\$2,048,883	\$1,828,785	\$1,828,785	\$0
STREET LIGHTING	134	\$164,598	\$164,598	\$166,895	\$166,895	\$166,895	\$0
SEWER	137	\$3,925,235	\$4,017,062	\$5,810,140	\$5,323,836	\$4,592,866	(\$730,970)
WATER	147	\$2,022,480	\$2,252,227	\$2,798,146	\$1,791,289	\$1,791,289	\$0
CEMETERIES	154	\$102,503	\$102,503	\$102,596	\$103,622	\$103,622	\$0
HEALTH	159	\$242,162	\$233,534	\$205,609	\$207,391	\$172,391	(\$35,000)
COUNCIL ON AGING	164	\$229,388	\$233,332	\$243,479	\$234,775	\$227,302	(\$7,473)
VETERAN'S SERVICES	170	\$98,948	\$98,948	\$98,948	\$99,205	\$100,117	\$912
COMMISSION ON DISABILITIES	172	\$500	\$500	\$500	\$500	\$500	\$0
LIBRARY	173	\$1,121,783	\$1,170,217	\$1,180,805	\$1,210,122	\$1,162,897	(\$47,225)
PARKS AND RECREATION	182	\$426,497	\$429,963	\$423,935	\$400,334	\$380,954	(\$19,380)
SCHOOLS	-	\$47,139,676	\$47,139,676	\$48,545,211	\$46,396,351	\$46,396,351	\$0
INTEREST AND MATURING DEBT	192	\$7,909,324	\$7,909,324	\$8,173,542	\$8,173,542	\$8,173,542	\$0
Employee Assistance Program	199	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$0
Group Health and Life Insurance	199	\$7,150,000	\$7,155,000	\$7,900,000	\$7,900,000	\$7,675,000	(\$225,000)
Medicare	199	\$720,000	\$720,000	\$745,000	\$745,000	\$710,000	(\$35,000)
Unemployment Compensation Insurance	199	\$250,000	\$258,000	\$250,000	\$250,000	\$250,000	\$0
Radio Maintenance	199	\$10,421	\$10,421	\$10,421	\$10,421	\$10,421	\$0

**Budget Summary
Fiscal Year 2012**

Page #	Fiscal Year 2011 Budget (May ATM)	Fiscal Year 2011 Budget (Current Revised)	Fiscal Year 2012 Request	Town Manager Fiscal Year 2012 Initial Recommendation	Town Manager Fiscal Year 2012 Revised Recommendation	Change
	Ambulance Services 199	\$79,960	\$79,960	\$79,960	\$79,960	\$0
	Gasoline and Oil 199	\$400,000	\$400,000	\$400,000	\$458,500	\$58,500
	Printing/Postage/Stationary 199	\$118,347	\$118,347	\$100,000	\$100,000	\$0
	Memorial Day 199	\$3,205	\$3,205	\$3,205	\$3,205	\$0
	General Insurance 199	\$610,000	\$610,000	\$640,000	\$625,000	(\$15,000)
	Bills of Prior Year 199	\$0	\$0	\$0	\$0	\$0
	MIS Support 199	\$0	\$0	\$500,000	\$500,000	\$0
	Telephone System 199	\$5,000	\$5,000	\$5,000	\$5,000	\$0
	UNCLASSIFIED	\$9,350,933	\$9,363,933	\$10,637,586	\$10,421,086	(\$216,500)
		\$89,953,965	\$90,758,124	\$96,864,339	\$92,083,141	(\$1,048,151)
						\$0
	General Government	\$17,142,121	\$17,601,198	\$18,395,393	\$17,256,216	(\$100,681)
	Water & Sewer	\$5,947,715	\$6,269,289	\$8,608,286	\$7,115,125	(\$730,970)
	Education	\$47,139,676	\$47,139,676	\$48,545,211	\$46,396,351	\$0
	Fixed Costs	\$19,724,453	\$19,747,961	\$21,315,449	\$21,098,949	(\$216,500)
		\$89,953,965	\$90,758,124	\$96,864,339	\$92,083,141	(\$1,048,151)
						\$0
	Budget Less Education	\$42,814,289	\$43,618,448	\$48,319,128	\$45,686,790	(\$1,048,151)
						\$0

	Fiscal Year 2011 Budget (May ATM)	Fiscal Year 2011 Budget (Current Revised)	Fiscal Year 2012 Request	Town Manager Fiscal Year 2012 Initial Recommendation	Town Manager Fiscal Year 2012 Revised Recommendation	Change
General Government	\$5,383,121	\$5,707,090	\$5,194,435	\$4,943,305	\$4,976,972	\$33,667
Public Safety	\$7,064,286	\$7,114,319	\$7,575,283	\$6,925,215	\$6,915,215	(\$10,000)
Retirement	\$2,680,129	\$2,690,637	\$3,201,907	\$3,201,907	\$3,201,907	\$0
Public Works	\$8,307,218	\$8,666,651	\$11,383,099	\$9,652,908	\$8,905,756	(\$747,152)
Human Services	\$570,998	\$566,314	\$548,536	\$541,871	\$500,310	(\$41,561)
Culture and Recreation	\$1,548,280	\$1,600,180	\$1,604,740	\$1,610,456	\$1,543,851	(\$66,605)
Education	\$47,139,676	\$47,139,676	\$48,545,211	\$46,396,351	\$46,396,351	\$0
Debt and Interest	\$7,909,324	\$7,909,324	\$8,173,542	\$8,173,542	\$8,173,542	\$0
Unclassified	\$9,350,933	\$9,363,933	\$10,637,586	\$10,637,586	\$10,421,086	(\$216,500)
						\$0
Total	\$89,953,965	\$90,758,124	\$96,864,339	\$92,083,141	\$91,034,990	(\$1,048,151)