



BOARD OF SELECTMEN
Meeting Minutes
March 4, 2013

Approved: March 18, 2013

PRESENT: Les Fox, Chair; Vincent Amoroso, Clerk; Member; Robert Stemple, Member; Frank Powers, Member; and Raid Suleiman, Member

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Fox called the meeting to order at 7:33 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Fox read the announcements.

APPOINTMENTS

- There were no citizens concerns.

MINUTES

- Member Powers moved to accept the minutes for the Executive Session [Contract Negotiating Team with Police] of February 28, 2013, as written. Seconded by Member Suleiman. **Approved 5-0.**

SELECTMEN REPORTS

- Member Amoroso reported that an analysis, on a revised proposal for the Regional Study Committee, has been done and it will be presented to the RSC, as a whole, on Wednesday. At that time the RSC will determine if they will be recommending the revised proposal at Thursday's Acton-Boxborough Regional School Committee meeting. Those interested in this matter were encouraged to attend these meetings.
- Chair Fox reported that the Negotiating Team met with the Dispatchers' Union today and the Police Union on February 27th.
- Member Powers reiterated that he and Chair Fox met with the Dispatchers' Union this morning.

Member Powers also reported that Fire Chief White has prepared a written response to the concerns raised by Frank Hubley. He referred to Chief White's letter in the agenda packet. The Chief's recommendation is to go with diesel generators to address Boxborough's needs. Member Powers gave an overview of the detailed information provided in this Chief's letter. TA Shaw noted that the RFP for the Design Consultant has not been issued yet nor has a final design been adopted. The Selectmen will issue a coverletter to Mr. Hubley to accompany a copy of Chief White's response.

OLD BUSINESS

- Discussion opened on the FY 2014 Budget. The budget process seems to be going well. The revision submission process and tracking seems to be working. Member Powers advised that there has been a \$4,300 reduction Fire's personal protection equipment line; related to a grant that Chief White has applied for and an article that will be addressed during the Annual/Special Town Meeting discussion.
- Discussion opened on the Annual/Special Town Meeting. Member Powers noted that the circumstances concerning the Fire Department's personal projection equipment make it necessary to re-open the ATM/STM warrant in order to add this as a capital article. Member Powers moved to re-open warrant to add the item, currently identified as Article #14: Capital Equipment Acquisition – Replacement of Air paks on the "Potential STM/ATM Articles – May 2013," Seconded by Member Stemple. **Approved 5-0.** Member Suleiman moved to close the warrant for the Special/Annual Town Meeting to be held

May 13, 2013. Seconded by Member Powers. **Approved 5-0.** It was noted that the Selectmen will need to follow up with their respective liaised departments and boards regarding submission of final article language and recommendations. The warrant is scheduled to be signed on March 18, 2013.

CORRESPONDENCE

- Member Suleiman commended TA Shaw for her re-appointment to the Governor’s Advisory Commission on Local Government. TA Shaw provided information on this organization.

CONCERNS OF THE BOARD

- Member Powers voiced concern about the significant amount of dog waste that currently exists in and right along the trails at Steele Farm. This is a subject that has been brought up numerous times in the past. Signage is posted and a disposal station is located at the trailhead. This problem is caused by irresponsibility of pet owners. There was discussion concerning the dog control bylaw; possible monitoring options and enforcement actions.

EXECUTIVE SESSION

- At 8:05 PM, Member Powers moved to adjourn Move to adjourn to executive session to: 1) discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200A, Dispatch; Massachusetts Coalition of Police, Local 200, Police; Boxborough Professional Firefighters, Local 4601); 2) discuss strategy with respect to litigation; 3) consider the value of real estate; 4) discuss strategy with respect to negotiations with non-union personnel (DPW Director, Fire and Police Chiefs, and Town Administrator) and to adjourn immediately thereafter. Seconded by Member Stemple. Chair Fox stated that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board. **Approved 5-0, by Roll Call Vote: Fox “aye,” Powers “aye,” Suleiman “aye,” Amoroso “aye,” and Stemple “aye.”**

SELECTMEN'S ANNOUNCEMENTS

MARCH 4, 2013

The necessary contact information is available at the end of these announcements.

- Please excuse the **picture quality** on the Boxborough Government Channel. We are aware of the issues and are working to resolve the problem.

- This **Friday, March 8th**, the Firefighters Ball, will be held at the Boxborough Holiday Inn. This event celebrates the 100th Anniversary **of the Boxborough Firefighters Association**. Tickets are \$50 each. For additional information, please contact Brendan Lyons at 978-727-4681 or by email: blyons22@gmail.com.
Also, the Association will be selling **commemorative t-shirts** throughout the year. Shirts are available at the Boxborough Fire Station between 7 AM and 5 PM, 7 days a week. Shirts cost \$15 (\$17 for Size 2 XL).

- **Save the Date: Boxborough's Annual Town Meeting** will be held on **Monday, May 13th**. More details will be provided in the coming months.

- On Monday, March 18th, the **Board of Selectmen will hold a public hearing**, here in the Grange Meeting Room, Boxborough Town Hall, related to potential bylaw changes –
 - Personnel Plan
 - Finance Committee Bylaw
 - Dog License Bylaw
 - Dog Control BylawAlso on the 18th, the DPW Director will present proposed fees for drop off of bulk items at transfer station. Please join us and provide you input to the Selectmen.

- **The FY 2014 budget process has begun. The current draft budget is available on the Town's website (Home page, under "NEWS")**. You are encouraged to attend Selectmen, Finance Committee, School Committee and Library Trustee meetings at all times, but especially during the budget season. Please check the web calendar for meeting dates. Your input is important.

- **Nomination papers are now available for elected town offices** at the Town Clerk's office, Boxborough Town Hall, 29 Middle Road. The annual Town Election will be held May 20th. Offices that will be on this year's ballot are:

Board of Selectmen

Board of Health

Planning Board

Local and Regional School Committee

Town Clerk

Moderator

and Constable

The last day to file completed papers is Monday, April 1 at 5:00 PM.

- **The annual street listing/census forms have been mailed to residents.** Please contact the Town Clerk, Liz Markiewicz if you have not received your census form or if you have any questions about the census or your voting status.
- **The deadline for 2013 dog license is March 10th.** All dogs in Massachusetts are required to be licensed annually. Dog license applications were sent out with your street census forms. Applications can also be obtained at Town Hall or downloaded from the town website. The cost of a license is \$10 for a spayed or neutered dogs; \$15 otherwise and there is **no fee** for residents over seventy. Applications and proof of rabies vaccination can be mailed in or dropped off to the Town Clerk's office at Town Hall. Late fees will be assessed after March 10th. Please note, as the 10th falls on a Sunday, applications will be accepted Monday, March 11th, without penalty. However, all applications received by mail must be postmarked before March 10th.
- The Nashoba Boards of Health will be sponsoring several **rabies vaccination clinics** in the coming weeks. There will be this Saturday, March 9, from 1pm-3pm at Littleton Animal Hospital, 29 King St., Littleton. For more information on this service or the other clinics being offered, please go to the Town's website under NEWS for more information.
- Come see Boxborough's Treasures at the **Boxborough Museum** at 575 Middle Road from 2:00 pm to 4:00 pm on Sunday, March 10th. Admission is free and all are welcome. Members of the Boxborough Historical Society will be on hand to discuss this and the other exhibits. Contact John Fallon for more information or to arrange for a private tour.
- Boxborough **Historical Society Pot Luck Supper** has been rescheduled to Sunday, March 24, 2013.
- Residents are reminded that a **winter parking ban** is in effect until April 1st. On street parking is not allowed between the hours of 1:00 AM and 6:00 AM and at all times whenever inclement weather is forecasted. Also no overnight or

weekend parking is allowed at any of the Town owned facilities, without permission. Unattended vehicles can obstruct the snow removal operations and may be subject to towing. Please go to the Town's website under NEWS or contact the DPW for more information.

- **Sand is now available** to be picked up by residents at the DPW facility.

- The **Stow Road Concept Development Committee** continues its effort to reach out to residents to hear what you would like to see built at 72 Stow Road. You learn more by going to the Link on the Town's website under "NEWS" for background on the project and to provide your opinion by completing a brief on-line "Suggestion Box" survey.

- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's web page, give them a call or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.

- The **Selectmen want to hear from you** and invite residents to contact them regarding issues of concern. The Board can be contacted via e-mail from the link on the Selectmen's webpage.

- The Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Airport Study Committee (1), ZBA (1 alternate member), Housing Board (1), BITcom (4), Design Review Board (1 at-large member), Energy Committee (1), Public Celebrations & Ceremonies Comm. (1) and the Steele Farm Advisory Committee (2). Also, the Town Moderator is seeking 3 volunteers to serve on the Finance Committee. Please consider participating on a town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- Board of Selectmen, Boxborough School Committee and Acton-Boxborough Regional School Committee **meetings are broadcast on both Comcast's Channel 9 and Verizon's Channel 39.** Residents can also tune-in and view the public meetings playback schedule, to find out when a particular meeting is scheduled for broadcast.
- For questions regarding **the Boxborough Firefighters Association's** 100th Anniversary commemorative t-shirts please contact Lt. Jason Malinowski at jmalinowski@boxboroughfire.com.
- Please contact the Town Clerk, Liz Markiewicz 978-263-1116 x 117 if you have any questions regarding **nomination papers, street census form or licensing your dog.**
- For more information on the **winter parking ban** please go to the Town's website under NEWS or contact the DPW at 978-263-1600.
- Please contact John Fallon, of the Boxborough Historical Society, at 978-264-0069 if you wish to arrange a private tour of the **Boxborough's Historic Town Center** or to volunteer to bring something to the **Historical Society's Annual Pot Luck Supper.**



BOARD OF SELECTMEN

Meeting Agenda

March 4, 2013

Boxborough Town Hall

Grange Meeting Room

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

- a) Citizens concerns

4. MINUTES

- a) Executive session [BoS Contract Negotiating Team re: Police], February 28, 2013

ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) FY 2014 Budget – continued review
- b) Annual/Special Town Meeting

7. NEW BUSINESS

8. CORRESPONDENCE

ACCEPT & POF

- a) Internal Communications
- b) Minutes, Notices & Updates
- c) General Communications - *none*

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. EXECUTIVE SESSION

- a) Strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200A, Dispatch; Massachusetts Coalition of Police, Local 200, Police; Boxborough Professional Firefighters, Local 4601)
- b) Strategy with respect to litigation
- c) Value of real estate
- d) Strategy with respect to negotiations with non-union personnel (DPW Director, Fire and Police Chiefs, and Town Administrator)

**ROLL CALL
VOTE:**

Move to adjourn to executive session to: 1) discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200A, Dispatch; Massachusetts Coalition of Police, Local 200, Police; Boxborough Professional Firefighters, Local 4601); 2) discuss strategy with respect to litigation; 3) consider the value of real estate; 4) discuss strategy with respect to negotiations with non-union personnel (DPW Director, Fire and Police Chiefs, and Town Administrator) and to adjourn immediately thereafter

**ROLL CALL
VOTE:**

Chair shall state: "To conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board."

12. ADJOURN



Randolph T. White
Fire Chief

Boxborough Fire Department

502 Massachusetts Avenue
Boxborough, MA 01719
Business 978-263-7546 Fax 978-263-0038
www.boxboroughfire.com

F. Powers will bring
forward under BOS
Reports

Boxborough Board of Selectmen
29 Middle Rd.
Boxborough, MA 01719

February 28, 2013

I wish to express my thanks to Mr. Hubley for his letter dated January 28, 2013 regarding the appropriate fuel option for our Blanchard school and Hager well generators. Mr. Hubley raises some legitimate questions and I offer this response. In developing this response, I have relied on my 30 years of fire service experience and have also sought the experience and expertise of several other individuals and organizations. Specifically, I have included input from Boxborough Firefighter Eoin Bohnert, a master diesel mechanic with many years experience in diesel, propane and natural gas equipment maintenance and repair; Tom Argento, the town's electrical inspector; Tom Garmon, the town's highway director; MA Department of Environmental Protection; and fire chiefs from various towns in the Commonwealth. The overwhelming conclusion from information provided by these sources is that diesel electric generators are the best choice for Boxborough's needs. Specific responses to questions raised by Mr. Hubley are as follows:

1.) Environmental Risk

I will not refute that diesel fuel poses a potential risk to the environment if there is a spill, however, as referenced in the National Fire Code as well as the Commonwealth of Massachusetts Regulations (CMR's), all tanks are built with double walled construction, most often being used as the base of the generator set itself. This is the case with the diesel generator currently in use at the Boxborough Police Department, (which the Fire Department has had to tie into due to the gross unreliability of our current natural gas generator). These units are filled by delivery companies or by Town employees that are very familiar with the equipment and its limitations; therefore, making spill risk far less likely than the hundreds of drivers who already fill their passenger vehicles everyday at the Gulf station on Rte. 111. I would also add that these sets can be installed with catch basins around the entire generator pad equal to the total amount of stored fuel. MassDEP does permit the use of diesel powered generators and has provided the following specific input regarding Boxborough's situation: "diesel is the most practical and appropriate emergency power source". The pump house is located 700 feet from the well itself and therefore the diesel generator and fuel are not located within the Zone I of the well. The fuel tank is double walled and is equipped with secondary containment.

2-3.) Storage Life

A diesel fuel storage life of 12 months is incorrect. The documented life is really closer to double that, two years, with a very minor fuel maintenance program consisting simply of a stabilizing additive, (which is added by Massachusetts suppliers at regional supply centers) and keeping tanks filled regularly, given that too much dead space inside a tank is the main culprit in the development of water in fuel as well as microbes. This, in combination with cleaner Ultra Low Sulfur Diesel (ULSD) has made incidents of microbial contamination almost non-existent compared to the past. In addition, a 50kw generator, which is close to if not the size needed for most services in Boxborough, uses 5.1 gallons per hour at 100% load, meaning that with a 30-60 minute running test every week as well as actual incidents where use is required, fuel will never last longer than its life. The use of ULSD, required by the EPA in 2010 in all Tier 3 machines, which includes stand-by fixed pad generators, has averted almost all problems listed in the 2005 article written by the BP Corporation and provided by Mr. Hubley. Any issues not addressed are avoided via an aforementioned maintenance plan, and the use of inline water separator filters installed prior to finer, micron filters which prevents any clogging issues.

4.) Cold Starting

Diesel generators that are being considered by this town, as well as the Caterpillar diesel generator in use at the Police Department, are sold with housings which cover the generator assembly and can have compartment heaters added if needed. However, any generators being considered come standard with block heaters, just like their emergency apparatus counterparts, which keep engine cylinders and coolant warm. Block heaters make cold start capabilities just as reliable, if not better than LP generator alternatives. Further, as noted, if any cold start problems are experienced, additional compartment heaters can be added.

5.) Service Life

Mr. Hubley mentions a service life for stand-by LP generators upwards of 2500 hours, and that diesel alternatives generally last longer. He is most certainly correct in that statement. The average life of a 50kW diesel gen set is between 6000 and 8000 hours. With the average installation cost of a comparable diesel generator set being 20 thousand dollars cheaper than its LP counterpart, this is a significant savings for the Town.

6.) Fuel Usage and Access

Boxborough's needs require a generator that can run for days in event of an emergency. The 3:1 ratio of fuel use in LP to diesel is another benefit, in that an equal size and rated LP generator will use three times the fuel of a diesel counterpart, or conversely, run out of fuel three times as fast as a diesel. Filling with LP must be done with special connections and tanks, even if they are a transfer tank (which would have to be purchased, permitted and installed/ kept on a town vehicle) and personnel must be trained on proper filling procedures. Diesel generator sets are installed with filler necks that can be used by transfer tanks already installed on town vehicles. Diesel fuel has been used and stored in Boxborough for a number of years. The Highway Department already has a vehicle outfitted with a diesel transfer tank which would be used to fill generators in need of fuel during a prolonged incident when delivery is unavailable. This is not the case with an LP powered unit. Without the installation of mass LP storage, and an additional vehicle-mounted transfer tank, a prolonged incident, where an LP unit's tank and subsequent reserve were depleted, would leave the unit out of service until a delivery could be made. I am also concerned as to whether any commercial delivery truck of the common size could access the well site during inclement weather.

7.) **Emissions**

The use of ULSD as mentioned earlier, as well as manufacturer changes in engine construction have greatly reduced emissions created by diesels. ULSD fuel requirements put into effect for non-road generators in 2010 reduce sulfur emission (main source of NOx +CO in exhaust) from 3,000 ppm to 15 ppm. This combined with changes by many manufacturers have cut diesel emissions in half in recent years.

8.) **Explosion/Fire Risk**

Mr. Hubley states that "the generator for the Municipal Well is in an isolated area that is a significant distance from where people congregate". I presume the intent of this statement is to imply that an LP leak at the Municipal Well would be remote and essentially harmless. My fire service career, specifically being charged with the readiness to respond to an LP incident, has ingrained the following facts in me. 1.) LP has a boiling point of -44 degrees F and expands in gaseous form at 270:1. 2.) LP has a Lower Explosive Limit (LEL) of 2.2% . What does all this mean? When a 100 gallon tank begins to leak, all material is in a gaseous form as soon as it is released, expanding at 270:1, making a full 100 gallon tank 27,000 gallons once in the air. A 2.2% concentration of propane anywhere in the air then puts that gas within a range where it will ignite violently if introduced to any ignition point (such as a running generator, etc.) The 2012 ed. of the Emergency Response Guide (ERG), a guide book for first responders issued by the U.S.D.O.T., lists LP, ID #1075, as extremely flammable, advising an initial evacuation of a ½ mile in the event of any kind of evacuation, increasing to 1 mile if the tank (over 50 gallons) is involved. The Library, Blanchard School, Police and Fire Departments are all well within this perimeter. This is not forsaking that the exact same situation could occur in a hypothetical Blanchard School LP gen. set.

In contrast, diesel is undeniably the least reactive of any fuel currently used in generator systems. It has a boiling point higher than water, which makes LEL and expansion ratios a non issue confining the incident to location of the spilled liquid, which installed security basins should be able to contain.

Conclusion While both systems undoubtedly have their strong and weak points, it is my opinion, based on the factors identified above, that the reliability, length of service life, and independent operability make diesel generators the clear choice for Boxborough's needs.

Regards,



Randolph T. White
Fire Chief

TAC
#

617 Old Harvard Road
Boxborough Massachusetts 01719-1870
January 28th, 2013

Board of Selectmen, Town of Boxborough

Re: Stand-by Generator for Municipal Well and Blanchard School 2012 ATM Article 13

I offer my opinion regarding the purchase and installation of fixed mounted generators for the Municipal Well and the Blanchard School location. I have read Fire Chief Randy White's opinion dated August 15th, 2012 in which he concludes that diesel powered generators would be the equipment that he would recommend for the above locations. I believe Chief White's experience is with diesel powered equipment in the Fire Service, which, by State Regulation, is stored inside heated garages. I also presume his experience with gas powered generators is primarily with lightweight portable generators. My personal experience with diesel equipment in the U.S. Air Force and while working in support of the communications systems for Massachusetts and Connecticut State Police suggests that diesel powered generators have some significant problems that are not experienced with LP powered generators:

- 1) Diesel and Gasoline fuels can cause significant pollution of soil and groundwater. There is an existing instance of groundwater pollution in Boxborough that was caused by a small spill of liquid fuel more than twenty years ago. The groundwater over a wide area remains contaminated. Do we want to have a similar problem at the Town well and Blanchard School ?
- 2) Diesel fuel has a known storage life of about 12 months. Other agencies (Department of Defense) that have Diesel powered equipment in storage have standard procedures for "exchanging" the stored fuel for fresh fuel every 12 months. This process of draining and replacing the stored fuel greatly increases the possibility that the Diesel fuel can result in a spill and ground water contamination.
- 3) Stored Diesel Fuel has a tendency to collect water in the sump of the storage tank. Diesel Fuel also has a tendency to develop Fungal Contamination and wax crystals at freezing temperatures. If careful maintenance procedures are not followed, the contaminants in stored Diesel Fuel can result in blocked fuel lines and filters, which can cause an a Diesel Generator to not start and run when it is most needed.
- 4) For a specific Generator electrical capacity, Diesel Generators are significantly harder to start in freezing temperatures than units that uses gaseous fuel in an ignition engine.
- 5) It is true that Diesel engines of a specific size generally last longer than a gaseous engine of the same power rating, however gaseous powered generators are able to provide service for more than 50 years when used in Stand-by Service. Gaseous powered units use modified truck engines. Most Stand-by Generators are exercised for 30-60 minutes per week by an internal function of the associated Transfer Switch. On average, this would result in

approximately 60 Hours of accumulated run time per year. A gaseous fueled generator can easily provide 2500 hours of effective service before being in need of replacement

Natural Gas and LP Gas powered generators DO NOT have any of the fuel contamination problems associated with Diesel fueled engines – the gas remains useful without any need for periodic attention. Although there is a potential risk of a safety problem if the fuel line from the Natural Gas street pipe or LP Storage tank were to become broken, Massachusetts State Code requires that all installations be performed in accordance with the rigorous regulations published by the National Fire Protection Association. These regulations require that the connections to the gaseous source be protected. It should also be noted that the generator for the Municipal Well is in an isolated area that is a significant distance from where people congregate.

LP Stand-by Generators are normally installed with significantly large fuel storage tanks that they can operate for seven days without need for being refueled. LP generators can be fueled by 100 gallon tanks that can be transported in a pick-up truck. LP Gas Distributors have been able to refuel the fixed tanks of Stand-by LP Generators at remote communications sites during inclement weather without any significant delay.

The installation of generators in outdoor housings will require the installation of concrete mounting pads in accordance with Massachusetts Building Code, the National Electrical Code and NFPA Standard 110. The installation of a generator for the Municipal Well is rather straight forward, as the electrical load is easy to calculate and there is space on the property to mount the generator. The installation at the Blanchard School is significantly more complicated, as the calculation of the electrical load for the generator has not been carefully established. The installation of Transfer Switches and related wiring is significantly more complicated, as the Blanchard School has been expanded several times. Finally, a location for the Generator ground mounting pad needs to be established at the Blanchard School.

It is important that the Town of Boxborough provide detailed specifications for the Stand-by Generator equipment. Some Vendors can provide a lightweight product that operates at 3600 RPM, while other might respond with more robust product that operates at 1800 RPM. It is also important to specify the terms of product and installation warranty. Again, some Vendors provide a basic, one year warranty based upon week day service while other Vendors can provide multi-year service on a 24 Hour, 365 Day basis. It is important to specify that the Vendor be responsible for the overall performance of the complete generator installation, including the related Transfer Switch, external electrical connections and connection to fuel sources.

Frank Hubley

Attachments:

bp Fuel News - Common Diesel Fuel Problems
Caterpillar Engine Division "Diesel Fuel Systems"
Fuel Technologies International - "Is My Stored Diesel Fuel Ready for an Emergency"



Common Diesel Fuel Problems Number 1

This is the first in a series of guides designed to help in resolving fuel problems.

DIESEL ENGINES - LACK OF POWER AND HARD STARTING

These are signs that not enough fuel is getting through to the engine to provide the required power from combustion. This indicates a partial blockage of the fuel system. The most likely place for a blockage is at the main fuel filter, situated on the fuel line between the fuel tank and the engine. The fuel filter is a bowl containing a disposable cartridge made of corrugated paper designed to remove dirt particles greater than 10 micron in diameter. Some filters will also remove water which is collected in a trap and must be drained at regular intervals.

The quickest way to resolve the problem is to get a sample of the fuel from the fuel tank before the filter in a clean glass jar and look at it in a good light. If the fuel is clear and bright then changing the fuel filter should fix the problem. If the fuel is hazy or has particles floating in it, it will block filters and it should be replaced before the filter is changed.

NOTE Clear and bright means that the fuel contains no visible water drops or particulates and is free of haze or cloudiness. The filter bowl itself often contains water drops and dirt, this is normal and would not usually cause filter blockage unless there was too much.

The common causes of filter blockage are:-

SUSPENDED WATER

Suspended water appears as a haziness in the fuel and is normally a cold season problem. When diesel fuel cools down during storage dissolved water will be released as small droplets. If the droplets do not drop to the bottom they will form a haze. This can be seen on cold mornings after overnight storage and it will disappear when the fuel warms up. Generally seen as a greasy emulsion on blocked filters which disappears when the filter is dried. This problem can be resolved by ensuring that any settled water is drained from the tank each morning.

SUSPENDED PARTICULATE MATTER

Dirt, rust or oxidised fuel may form a fine suspension of brown or red particles, causing a greasy black deposit on the fuel filter. Laboratory analysis of the filter and fuel may be required to establish the cause. Resolution of the problem may require change of fuel and/or improved fuel storage management.

WAX

Under cold conditions wax can be seen as a light yellow suspension in the fuel. When the fuel is cooled below the temperature at which the wax comes out of solution (cloud point) it can block filters by forming a yellow waxy deposit. This is a result of using the incorrect fuel for the season or region, eg. using summer grade ADF in winter or bringing an ADF from warmer areas to a colder area during winter. The problem can be fixed by waiting for the fuel to warm up and changing the filter or by lowering the cloud point by the addition of up to 30% of heating oil to the fuel. To help prevent waxing problems you should always ensure that all fuel is changed over to fresh fuel by May at the latest. There is a two month lead time in the distribution of the fuel to ensure that all fuel available by May is winter grade for the cold period between the start of May and the end of July.

FUNGAL CONTAMINATION

Fungal contamination is a symptom of poor water draining. It is normally associated with long standing free water, hazy fuel, suspended water and dirt. Fungals are detected as a black/brown chocolate mousse blocking filters. Laboratory analysis of the filter and fuel may be required to confirm that active fungal growth is present. Fixing this problem will require changing of filters, frequent and regular draining of water, slime, sediment and hazy fuel from all storage tanks. Serious contamination may require thorough tank cleaning and treatment with a biocide. Normally a warm season problem. Prevention is by frequent and regular draining of all water.

ADDITIVES

Sometimes customers treat fuels with additives, if they are not mixed with the fuel correctly then they may block filters. The appearance of the filters and contents of the filter bowl will depend on the additive used. Sometimes the additive will discolour water in the filter bowl so it looks like fuel. Combustion improvers may look waxy. The first use of detergent additives will probably carry rust and dirt on to the filter. The problem is usually fixed by changing the filter after finding out what additives are used.

NOTE

A problem with one truck is indicative of a problem with fuel on the trucks' tank. Problems with a number of trucks indicates a problem in the main storage tank and investigations should concentrate on that tank.

For further information, please call the BP Lubricants and Fuel
Technical Helpline 1300 139 700 local call
or visit www.bp.com.au/fuelnews

APPLICATION AND INSTALLATION GUIDE

DIESEL FUELS &
DIESEL FUEL SYSTEMS



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Diesel Fuel Tank Maintenance

This article is for general informational purposes as individual circumstances vary. Tank maintenance instructions for your specific circumstances are available from local fuel distributors and fuel polishing services.

Diesel fuel tanks are an important tool in fleet, marine, and farming operations. They provide both a chance to save time and money, as well as the opportunity to insure the use of reliably high quality fuel. As with most tools, maintenance is the key to insuring consistently good performance.

It is important to understand why tank maintenance is required in order to create an effective maintenance strategy.

Water vapor condensing in diesel fuel tanks creates conditions for microbial growth and ultimately severe microbial contamination of the fuel system. Microbes are dependent on this water contamination for growth.

Fuel degradation is a direct consequence of microbial contamination. Changes in fuel color are a great indicator that this contamination has occurred. Reduced combustion efficiency, elevated pour point and cloud point, poor detergency and increased corrosion of fuel components, and plugged fuel filters are just a few of the negative effects of microbial growth in storage tanks.

Microbial contamination of fuel is caused by two main groups of microorganisms: bacteria and fungi. Just like all living things, these bacteria and fungi require 2 main things to survive, food and water. In the case of a fuel tank, fuel is their food. Since oil and water don't mix, the best place for these living things to congregate is the fuel-water interface (typically formed at the bottom of the fuel tank). This is the first key to keeping fuel clean and microbe free -- the less water available, the less opportunity for fuel bugs to develop and thrive.

The best way to keep fuel tanks fresh and clean is to avoid contamination in the first place. This prevention requires evaluation and control of:

- A. Fuel monitoring program for microorganisms
 - B. Fuel system maintenance
 - C. Fuel treatment
- A. Fuel Monitoring: Periodic sampling and testing of your fuel is important since problems can be minimized by early detection. Be sure your test lab follows procedures outlined in ASTM D-4057-81 and D-4177-82.
- B. Fuel Storage Maintenance: The most effective maintenance practice in storing diesel fuel is to minimize exposure of diesel fuel to water.

Procedures designed to minimize water accumulation include: fuel tank insulation (to stabilize fuel temperature); recycling of fuel through water separators and routine discharge of water bottoms.

In addition, sludge should be removed from diesel fuel storage tanks on a regular basis.

Additional preventative maintenance (PM) procedures include scheduling periodic tank inspections and cleaning. Periodic treatments with preventative doses of EAP approved diesel fuel biocides help prolong the time interval between tank cleanings.

Fuel Treatment: These proactive maintenance steps may be insufficient to stop stored fuel from being heavily contaminated with microbial growth. At this stage, the fuel and water bottoms need treatment to control the infection and removal of biomass from the system is required. As noted under "Maintenance", the use of a diesel fuel biocide is effective in reducing the risk of catastrophic contamination.

Heavily contaminated microbial growth must be treated using a diesel fuel biocide at a shock level after fuel clarification and mechanical processing of the fuel, water bottoms and sludge. This process is known as fuel scrubbing or polishing.

Contaminated diesel fuel will need to be removed from problem tank and:

- Dewatered.
- Clarified using filtration through filters (>20 mm filters).
- Polished using a mixed media filtration system (sand or diatomaceous earth) with fiber filter.

As noted, the shock level of the diesel fuel biocide is injected into the clarified (clean) stream of this mechanically processed fuel.

The original contaminated diesel fuel storage tank must be cleaned and sterilized before re-use. Any residual material (slime, sludge bottoms, etc.) must be removed. A visual inspection of tank interiors and internal pipe fittings should be inspected for corrosion, proper function and clean lines.

Biocide selection is based on several variables including:

- Water/fuel solubility.
- Speed of kill.
- Persistence of effort.
- Compatibility with fuel and other additives.
- Compatibility with other system components.
- Handling/disposal safety considerations.
- Regulatory and industry approvals.



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Is My Stored Diesel Fuel Ready for an Emergency?

Technical Information Report #FTI-102901-8

Gregory A. Hagopian
President, FTI

Modern refining processes, due to tighter regulation and economic concerns, are leaving today's distillate fuel more unstable and susceptible to contamination. Studies have concluded that the contamination and degradation process of stored diesel fuel #2 is well underway within 28 days of storage. With the tighter engine tolerances required of engine manufacturers, "the need for intelligent stored diesel fuel management" is more critical than ever.

On average, diesel fuel is combusted in an engine within 18 to 24 days from leaving the refinery. Because of this, Oil Companies are not compelled to produce a diesel fuel that is capable of being stored for long term.

Critical facilities spend millions of dollars on emergency power system, engine and generator maintenance to be assured that in the event of an emergency, their facility would have the power they require to continue operation without interruption.

Amazingly, the "life blood" of the entire Emergency Power System (EPS) is neglected. Many owners of stored fuel are either unaware or unconcerned about their fuel's condition. Until a calamity occurs, or they are convinced that such an occurrence is inevitable. Those who store diesel fuel for emergency power, seem satisfied to do nothing about maintaining the fuel's clarity and purity or just to burn off existing fuel willing to risk damage to their equipment and leave sediments in the tank's bottom to contaminate new fuel. This attitude is due, to some degree, to the owners being unaware of the consequences and, to a greater degree, having other demands placed on their maintenance budget.

It isn't a matter of if, it's when. "Fuel contamination is a major cause of premature shutdown for standby engine generator sets, fire pump engines and other diesel engine support functions. Contamination commences as soon as the storage tanks are filled and continues until the fuel is used. As the length of storage period increases, the probability for premature engine shutdown due to either clogged filters, or excessive water entrainment, increases.", Factory Mutual Research Corp.

NFPA 110 refers to diesel fuel "Storage Life", 1.5 to 2 years. The Standard recommends that, "Tanks should be sized so that the fuel is consumed within the storage life, or provision should be made to replace stale fuel with fresh fuel", NFPA 110, A-5-9.1

The above recommendation to the Standard Appendix was written over 15 years ago. Due to the increased demand for distillate fuel, oil companies today are now refining 85% more of a barrel of crude than they were in the early 1980's. The result of the current refining process is lower cetane levels, heavier fuel and poorer stability characteristics, a fuel more susceptible to biological contamination.

It is the responsibility of everyone designing or installing a diesel fuel storage tank to inform their customer, the end user, of the inherent problems associated with long-term storage of diesel fuel. By addressing this issue with the end user, prior to design or installation, you will be confirming to your customer that they are working with an engineering company, or individual, that is well informed and looking out for their best interest.

There are **four simple steps** that need to be put in place to assure clean fresh fuel for the prime mover:

1. Two (2) fuel samples need to be drawn annually. One from dead bottom for visual inspection for free water and debris. The second sample from the supply line to the prime mover and sent to an accredited laboratory for testing for existing particulate and stability using ASTM Approved Test Methods.
2. A biocide introduced to the fuel, per manufacturer recommendation, will control microbial growth within the diesel fuel storage tank. Care must be taken to select a biocide that is registered with proper Federal and State agencies.
3. There are a variety of chemical additives (treatments) that increase diesel fuel stability, are self-dispersing and do not require costly injection systems for introduction to the stored fuel.
4. Removing water and sediment regularly can be accomplished by filtering of the stored fuel through a series of water separators and media filters. Portable equipment can be contracted or a stand alone, automated filtration system can be permanently installed directly to the diesel fuel storage tank. When installing a permanent system, NFPA Equipment Requirements, Labeled and Listed apply.

A scheduled maintenance program for stored diesel fuel for an EPS is necessary for the proper operation of the system.

"When the lights go out, it's too late to clean your fuel"

References:

- *Distillate Fuel: Contamination, Storage and Handling, ASTM STP 1005*, H.L. Chesneau and Michele M. Doris, Eds., American Society for Testing and Materials, Philadelphia, 1988.
- *2nd International Conference on Long Term Storage Stabilities of Liquid Fuels, Conference Proceedings*, Vols. 1 and 2, San Antonio, TX, 29 July- 1 Aug. 1986.
- "Fuel Facts", Biodiesel Board, Jefferson City, MO.

- *Technical Review, diesel fuels, Chevron Products Company*, : John Bacha, Linda Blondis, John Freel, Greg Hemighaus, Kent Hoekman, Nancy Houge, Jerry Horn, David Lesini, Christa McDonald, Manuch Nikanjam, Eric Olsen, Bill Scott and Mark Sztenderowicz., 1999.
- *NFPA 110, Standard for Emergency and Standby Power Systems, 1996 Edition.*
- *Factory Mutual Research Corp., Approval Report 3004057*, Class 6063, Flammable Liquid Equipment Section.

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TOWN OF BOXBOROUGH
FINANCIAL MODEL
FY2014 - REV03

	FY2013	FY2014	FY2014	FY2014
	Budget	Submitted	Submitted	Submitted
	As adj at STM	% Incr.	\$ Inc	Budget
	1/7/2013			
REV 030113				
Summary of Expenditures				
Operating Budget				
General Government	\$ 843,157	0.48%	\$ 4,011	\$ 847,168
Protection	\$ 2,223,294	2.33%	\$ 51,825	\$ 2,275,119
Public Works	\$ 1,009,368	0.92%	\$ 9,301	\$ 1,018,669
Health	\$ 89,971	13.64%	\$ 12,274	\$ 102,245
Cultural & Recreation	\$ 357,843	2.24%	\$ 8,001	\$ 365,844
SUBTOTAL - TOWN GOVERNMENT	\$ 4,523,633	1.89%	\$ 85,412	\$ 4,609,045
Education				
Blanchard School	\$ 5,802,751	-0.77%	\$ (44,754)	\$ 5,757,997
A/B Regional School	\$ 5,630,208	-1.09%	\$ (61,572)	\$ 5,568,636
Minuteman Technical	\$ 227,929	-22.10%	\$ (50,371)	\$ 177,558
SUBTOTAL - EDUCATION	\$ 11,660,888	-1.34%	\$ (156,697)	\$ 11,504,191
Reserve Fund	\$ 185,000	0.00%	\$ -	\$ 185,000
Debt Service - Exempt	\$ 766,866	-3.69%	\$ (28,300)	\$ 738,566
Debt Service - Non Exempt	\$ 195,676	-1.26%	\$ (2,460)	\$ 193,216
Debt Service - A/B Regional/Exempt	\$ 270,911	-6.28%	\$ (17,020)	\$ 253,891
Employee Benefits	\$ 2,061,337	0.59%	\$ 12,179	\$ 2,073,516
SUBTOTAL - OTHER	\$ 3,479,790	-1.02%	\$ (35,601)	\$ 3,444,189
TOTAL BUDGET	\$ 19,664,311	-0.54%	\$ (106,886)	\$ 19,557,425
ATM Warrant Articles Within 2 1/2	\$ 512,316	-100.0%	\$ (512,316)	\$ -
ATM Warrant Articles Within 2 1/2 (STM)	\$ 24,687		\$ -	\$ -
Snow and Ice Deficit	\$ -	0.00%	\$ -	\$ -
Stabilization Fund - Warrant Articles	\$ 75,000	0.00%	\$ (75,000)	\$ -
Overlay Reserve Known after tax rate setting	\$ 169,034	3.53%	\$ 5,966	\$ 175,000
Total to Fund Budget, Articles, Overlay	\$ 20,445,348	-3.37%	\$ (688,236)	\$ 19,732,425
Sources of Funds				
Prior Year Levy Limit	\$ 16,109,812	3.22%	\$ 519,112	\$ 16,628,924
Allowed 2 1/2 Growth - Revenue Tax Increase	\$ 402,745	3.22%	\$ 12,978	\$ 415,723
Prior Year Tax Rate	17.87		17.69	\$ -
New Growth (estimate determined by town Policy Makers)	6,511,902		5,000,000	\$ 88,450
Current Year Levy Limit	\$ 16,628,924	3.03%	\$ 504,173	\$ 17,133,097
One Time Capital Exclusion Articles	\$ -	0.00%	\$ -	\$ -
Exempt Debt Service (Net of State Reimbursement)	\$ 753,686	-6.01%	\$ (45,321)	\$ 708,365
Maximum Allowable Levy	\$ 17,382,610	2.64%	\$ 458,852	\$ 17,841,462
Exclude Allowable 2 1/2 Growth	(402,745)			(415,723)
Adjusted Maximum Allowable Levy	\$ 16,979,865			17,425,739
Estimated State Aid	\$ 1,536,674	0.00%	\$ -	\$ 1,536,674
State Aid (Cherry Sheet Assessments)	\$ (73,576)	-11.49%	\$ 8,456	\$ (65,120)
State Aid (Construction Reimbursement)	\$ 284,092	0.00%	\$ -	\$ 284,092
Net Local Aid	\$ 1,747,190		\$ 8,456	\$ 1,755,646
Local Receipts	\$ 1,366,000	0.00%	\$ -	\$ 1,366,000
Overlay Surplus released for appropriation	\$ -	0.00%	\$ -	\$ -
Total State Aid and Local Revenue	\$ 3,113,190	0.54%	\$ 16,912	\$ 3,121,646
TOTAL FUNDS (tax levy/State and Local Revenue) (Excluding allowable 2 1/2 growth)	\$ 20,093,055	2.37%	\$ 475,764	\$ 20,547,385
Total Available Funds Required (@ Max. Tax Levy Including ATM/STM Articles)	\$ 352,293	-331.33%	\$ (1,167,253)	\$ (814,960)

REV 030113
ACCOUNT NAME

	FY2012 BUDGET	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ACTUAL 31-Jan-13	FY2014 BUDGET SUBMITTED	FC REC FY2014 BUDGET	Submitted Budget FY14 VS FY13	Submitted % Change FY14 VS FY13	FC REC \$ Change FY14 VS FY13	FC REC % Change FY14 VS FY13
SALARIES										
Town Government	\$ 619,887	\$ 597,511	\$ 635,773	\$ 333,169	\$ 634,957	\$ 500,162	\$ (816)	-0.13%	\$ (135,611)	-21.33%
Protection	\$ 1,864,140	\$ 1,863,585	\$ 1,943,227	\$ 1,026,498	\$ 1,988,190	\$ -	\$ 44,963	2.31%	\$ (1,943,227)	-100.00%
Public Works & Facilities	\$ 525,401	\$ 493,149	\$ 538,414	\$ 274,653	\$ 549,209	\$ 549,209	\$ 10,795	2.00%	\$ 10,795	2.00%
Health Services	\$ 45,905	\$ 46,344	\$ 47,888	\$ 24,318	\$ 48,822	\$ -	\$ 934	1.95%	\$ (47,888)	-100.00%
Cultural & Recreation	\$ 223,396	\$ 215,685	\$ 226,345	\$ 127,121	\$ 232,475	\$ -	\$ 6,130	2.71%	\$ (226,345)	-100.00%
Total Town	\$ 3,278,729	\$ 3,218,274	\$ 3,391,647	\$ 1,785,759	\$ 3,453,653	\$ 1,049,371	\$ 62,006	1.83%	\$ (2,342,276)	-69.06%
Education	\$ 4,237,917	\$ 4,192,315	\$ 4,314,381	\$ 2,003,337	\$ 4,404,544	\$ -	\$ 90,163	2.09%	\$ (4,314,381)	-100.00%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
TOTAL SALARIES	\$ 7,516,646	\$ 7,408,589	\$ 7,706,028	\$ 3,789,096	\$ 7,858,197	\$ 1,049,371	\$ 152,169	1.97%	\$ (6,658,657)	-86.38%
OTHER EXPENSES										
Town Government	\$ 209,703	\$ 189,297	\$ 207,384	\$ 98,806	\$ 212,211	\$ 141,781	\$ 4,827	2.33%	\$ (65,603)	-31.63%
Protection	\$ 310,735	\$ 286,671	\$ 280,067	\$ 167,337	\$ 286,929	\$ 140,799	\$ 6,862	2.45%	\$ (139,268)	-49.73%
Public Works & Facilities	\$ 439,023	\$ 402,328	\$ 470,954	\$ 254,940	\$ 469,460	\$ 469,460	\$ (1,494)	-0.32%	\$ (1,494)	-0.32%
Health Services	\$ 45,360	\$ 43,452	\$ 42,083	\$ 9,484	\$ 53,423	\$ -	\$ 11,340	26.95%	\$ (42,083)	-100.00%
Cultural & Recreation	\$ 127,026	\$ 124,281	\$ 131,498	\$ 60,980	\$ 133,369	\$ -	\$ 1,871	1.42%	\$ (131,498)	-100.00%
Total Town	\$ 1,131,847	\$ 1,046,029	\$ 1,131,986	\$ 591,547	\$ 1,155,392	\$ 752,040	\$ 23,406	2.07%	\$ (379,946)	-33.56%
Education	\$ 7,564,241	\$ 7,615,981	\$ 7,346,507	\$ 4,204,489	\$ 7,099,647	\$ -	\$ (246,860)	-3.36%	\$ (7,346,507)	-100.00%
Employee Benefits	\$ 2,114,730	\$ 2,055,696	\$ 2,061,337	\$ 1,402,807	\$ 2,073,516	\$ 2,073,516	\$ 12,179	0.59%	\$ 12,179	0.59%
Debt Service	\$ 1,357,373	\$ 1,357,368	\$ 1,233,453	\$ 978,442	\$ 1,185,673	\$ 1,185,673	\$ (47,780)	-3.87%	\$ (47,780)	-3.87%
Reserve Fund	\$ 185,000	\$ -	\$ 185,000	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%	\$ -	0.00%
TOTAL OTHER EXPENSES	\$ 12,353,191	\$ 12,075,074	\$ 11,958,283	\$ 7,177,285	\$ 11,699,228	\$ 4,196,229	\$ (259,055)	-2.17%	\$ (7,762,054)	-64.91%
TOTAL EXPENSES										
Town Government	\$ 829,590	\$ 786,808	\$ 843,157	\$ 431,975	\$ 847,168	\$ 641,943	\$ 4,011	0.48%	\$ (201,214)	-23.86%
Protection	\$ 2,174,875	\$ 2,150,256	\$ 2,223,294	\$ 1,193,835	\$ 2,275,119	\$ 140,799	\$ 51,825	2.33%	\$ (2,082,495)	-93.67%
Public Works & Facilities	\$ 964,424	\$ 895,477	\$ 1,009,368	\$ 529,593	\$ 1,018,669	\$ 1,018,669	\$ 9,301	0.92%	\$ 9,301	0.92%
Health Services	\$ 91,265	\$ 89,796	\$ 89,971	\$ 33,802	\$ 102,245	\$ -	\$ 12,274	13.64%	\$ (89,971)	-100.00%
Cultural & Recreation	\$ 350,422	\$ 339,966	\$ 357,843	\$ 188,101	\$ 365,844	\$ -	\$ 8,001	2.24%	\$ (357,843)	-100.00%
Total Town	\$ 4,410,576	\$ 4,282,303	\$ 4,523,633	\$ 2,377,306	\$ 4,609,045	\$ 1,801,411	\$ 85,412	1.89%	\$ (2,722,222)	-60.18%
Education	\$ 11,802,158	\$ 11,808,296	\$ 11,660,888	\$ 6,207,826	\$ 11,504,191	\$ -	\$ (156,697)	-1.34%	\$ (11,660,888)	-100.00%
Employee Benefits	\$ 2,114,730	\$ 2,055,696	\$ 2,061,337	\$ 1,402,807	\$ 2,073,516	\$ 2,073,516	\$ 12,179	0.59%	\$ 12,179	0.59%
Debt Service	\$ 1,357,373	\$ 1,357,368	\$ 1,233,453	\$ 978,442	\$ 1,185,673	\$ 1,185,673	\$ (47,780)	-3.87%	\$ (47,780)	-3.87%
Reserve Fund	\$ 185,000	\$ -	\$ 185,000	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%	\$ -	0.00%
TOTAL EXPENSES	\$ 19,869,837	\$ 19,483,663	\$ 19,664,311	\$ 10,966,381	\$ 19,557,425	\$ 5,245,600	\$ (106,886)	-0.54%	\$ (14,418,711)	-73.32%
Budget Prior to Reserve Fund Calculation	\$ 19,684,837	\$ 19,483,663	\$ 19,479,311	\$ 10,966,381	\$ 19,372,425	\$ 5,060,600	\$ (106,886)	-0.55%	\$ (14,418,711)	-74.02%

		REV 030113											
ACCOUNT NAME		FY2012	FY2012	FY2013	FY2013	FY2014	FC REC	Submitted	Submitted	FC REC	FC REC	FC REC	FC REC
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	FY2014	Budget	% Change	\$ Change	% Change	% Change	% Change
					31-Jan-13	SUBMITTED	BUDGET	FY14 VS	FY14 VS	FY14 VS	FY14 VS	FY14 VS	FY14 VS
								FY13	FY13	FY13	FY13	FY13	FY13
114	Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
114	Total Other - Moderator	\$ 50	\$ 50	\$ 50	\$ 47	\$ 50	\$ 50	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
114	Total Moderator Expenses	\$ 50	\$ 50	\$ 50	\$ 47	\$ 50	\$ 50	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
119	Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
119	Total Other - Town Constable	\$ 175	\$ 38	\$ 175	\$ 98	\$ 175	\$ 175	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
119	Total Constable Expenses	\$ 175	\$ 38	\$ 175	\$ 98	\$ 175	\$ 175	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
122	Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
122	Total Other - Selectman	\$ 2,671	\$ 4,851	\$ 2,018	\$ 1,383	\$ 2,149	\$ 2,149	\$ 131	6.49%	\$ 131	\$ 6.49%	\$ 6.49%	
122	Total Selectman Expenses	\$ 4,671	\$ 6,851	\$ 4,018	\$ 2,383	\$ 4,149	\$ 4,149	\$ 131	3.26%	\$ 131	\$ 3.26%	\$ 3.26%	
123	Total Salaries - Town Administrator	\$ 91,000	\$ 91,000	\$ 95,095	\$ 52,304	\$ 95,095	\$ -	\$ -	0.00%	\$ (95,095)	\$ -100.00%	\$ -100.00%	
123	Total Other - Town Administrator	\$ 2,550	\$ 2,775	\$ 2,775	\$ 1,623	\$ 2,825	\$ -	\$ 50	1.80%	\$ (2,775)	\$ -100.00%	\$ -100.00%	
123	Total Expenses - Town Administrator	\$ 93,550	\$ 93,775	\$ 97,870	\$ 53,927	\$ 97,920	\$ -	\$ 50	0.05%	\$ (97,870)	\$ -100.00%	\$ -100.00%	
131	Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
131	Total Other - Finance Committee	\$ 450	\$ 293	\$ 450	\$ 173	\$ 450	\$ 450	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
131	Total Expenses - Finance Committee	\$ 450	\$ 293	\$ 450	\$ 173	\$ 450	\$ 450	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
135	Total Salaries - Accountant	\$ 68,396	\$ 68,396	\$ 69,421	\$ 38,181	\$ 70,810	\$ 70,810	\$ 1,389	2.00%	\$ 1,389	\$ 2.00%	\$ 2.00%	
135	Total Other - Accountant	\$ 25,736	\$ 25,735	\$ 25,666	\$ 17,599	\$ 26,666	\$ 26,666	\$ 1,000	3.90%	\$ 1,000	\$ 3.90%	\$ 3.90%	
135	Total Expenses - Accountant	\$ 94,132	\$ 94,131	\$ 95,087	\$ 55,780	\$ 97,476	\$ 97,476	\$ 2,389	2.51%	\$ 2,389	\$ 2.51%	\$ 2.51%	
141	Total Salaries - Assessor	\$ 34,200	\$ 39,700	\$ 39,700	\$ 21,988	\$ 39,700	\$ -	\$ -	0.00%	\$ (39,700)	\$ -100.00%	\$ -100.00%	
141	Total Other Expenses-Assessor	\$ 9,600	\$ 9,589	\$ 9,008	\$ 6,486	\$ 9,023	\$ -	\$ 15	0.17%	\$ (9,008)	\$ -100.00%	\$ -100.00%	
141	Total Expenses - Assessor	\$ 43,800	\$ 49,289	\$ 48,708	\$ 28,474	\$ 48,723	\$ -	\$ 15	0.03%	\$ (48,708)	\$ -100.00%	\$ -100.00%	
145	Total Salaries - Treasurer	\$ 69,396	\$ 69,396	\$ 70,421	\$ 39,181	\$ 71,810	\$ 71,810	\$ 1,389	1.97%	\$ 1,389	\$ 1.97%	\$ 1.97%	
145	Total Other -Treasurer	\$ 12,560	\$ 12,355	\$ 12,480	\$ 7,766	\$ 12,495	\$ 12,495	\$ 15	0.12%	\$ 15	\$ 0.12%	\$ 0.12%	
145	Total Expenses - Treasurer	\$ 81,956	\$ 81,751	\$ 82,901	\$ 46,947	\$ 84,305	\$ 84,305	\$ 1,404	1.69%	\$ 1,404	\$ 1.69%	\$ 1.69%	
146	Total Salaries - Tax Collector	\$ 60,475	\$ 60,475	\$ 61,366	\$ 34,199	\$ 62,574	\$ 62,574	\$ 1,208	1.97%	\$ 1,208	\$ 1.97%	\$ 1.97%	
146	Total Other -Tax Collector	\$ 16,761	\$ 16,761	\$ 16,761	\$ 14,045	\$ 17,076	\$ 17,076	\$ 315	1.88%	\$ 315	\$ 1.88%	\$ 1.88%	
146	Total Expenses - Tax Collector	\$ 77,236	\$ 77,236	\$ 78,127	\$ 48,244	\$ 79,650	\$ 79,650	\$ 1,523	1.95%	\$ 1,523	\$ 1.95%	\$ 1.95%	
151	Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
151	Total Other - Legal	\$ 64,000	\$ 49,481	\$ 64,000	\$ 19,822	\$ 64,000	\$ 64,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
151	Total Expenses - Legal	\$ 64,000	\$ 49,481	\$ 64,000	\$ 19,822	\$ 64,000	\$ 64,000	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
152	Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
152	Total Other - Personnel Board	\$ 260	\$ 200	\$ 260	\$ 200	\$ 260	\$ 260	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
152	Total Expenses - Personnel Board	\$ 260	\$ 200	\$ 260	\$ 200	\$ 260	\$ 260	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
161	Total Salaries - Town Clerk	\$ 41,145	\$ 41,145	\$ 41,748	\$ 23,416	\$ 42,562	\$ 42,562	\$ 814	1.95%	\$ 814	\$ 1.95%	\$ 1.95%	
161	Total Other - Town Clerk	\$ 2,250	\$ 2,103	\$ 2,283	\$ 585	\$ 2,320	\$ 2,320	\$ 37	1.62%	\$ 37	\$ 1.62%	\$ 1.62%	
161	Total Expenses - Town Clerk	\$ 43,395	\$ 43,248	\$ 44,031	\$ 24,001	\$ 44,882	\$ 44,882	\$ 851	1.93%	\$ 851	\$ 1.93%	\$ 1.93%	
162	Total Salaries - Elect & Regist	\$ 3,461	\$ 3,391	\$ 5,251	\$ 2,462	\$ 2,601	\$ 2,601	\$ (2,650)	-50.47%	\$ (2,650)	\$ -50.47%	\$ -50.47%	
162	Total Other - Elect & Regist	\$ 5,735	\$ 5,518	\$ 6,320	\$ 2,278	\$ 4,355	\$ 4,355	\$ (1,965)	-31.09%	\$ (1,965)	\$ -31.09%	\$ -31.09%	
162	Total Expenses - Elect & Regist	\$ 9,196	\$ 8,909	\$ 11,571	\$ 4,740	\$ 6,956	\$ 6,956	\$ (4,615)	-39.88%	\$ (4,615)	\$ -39.88%	\$ -39.88%	
171	Total Salaries - Conservation Comm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
171	Total Other - Conservation Comm	\$ 2,150	\$ 2,138	\$ 2,150	\$ 474	\$ 2,150	\$ 2,150	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
171	Total Expenses - Conservation Comm	\$ 2,150	\$ 2,138	\$ 2,150	\$ 474	\$ 2,150	\$ 2,150	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%

		REV 030113					FC REC	Submitted	Submitted	FC REC	FC REC
ACCOUNT NAME		FY2012	FY2012	FY2013	FY2013	FY2014	FY2014	Budget	% Change	\$ Change	% Change
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	FY14 VS	FY14 VS	FY14 VS	FY14 VS
					31-Jan-13	SUBMITTED		FY13	FY13	FY13	FY13
175	Total Salaries - Planning Board	\$ 68,941	\$ 68,941	\$ 69,966	\$ 38,453	\$ 71,355	\$ 71,355	\$ 1,389	1.99%	\$ 1,389	1.99%
175	Total Other - Planning Board	\$ 4,672	\$ 4,672	\$ 4,497	\$ 2,528	\$ 8,900	\$ 8,900	\$ 4,403	97.91%	\$ 4,403	97.91%
175	Total Expenses - Planning Board	\$ 73,613	\$ 73,613	\$ 74,463	\$ 40,981	\$ 80,255	\$ 80,255	\$ 5,792	7.78%	\$ 5,792	7.78%
176	Total Salaries - Zoning Board of Appeals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
176	Total Other - Zoning Board of Appeals	\$ 335	\$ 332	\$ 335	\$ -	\$ 335	\$ 335	\$ -	0.00%	\$ -	0.00%
176	Total Expenses - Zoning Board of Appeals	\$ 335	\$ 332	\$ 335	\$ -	\$ 335	\$ 335	\$ -	0.00%	\$ -	0.00%
179	Total Salaries - Agricultural Comm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
179	Total Other - Agricultural Comm	\$ 200	\$ -	\$ 200	\$ 10	\$ 200	\$ 200	\$ -	0.00%	\$ -	0.00%
179	Total Expenses - Agricultural Comm	\$ 200	\$ -	\$ 200	\$ 10	\$ 200	\$ 200	\$ -	0.00%	\$ -	0.00%
192	Total Salaries - Town Hall	\$ 180,873	\$ 153,067	\$ 180,805	\$ 81,985	\$ 176,450	\$ 176,450	\$ (4,355)	-2.41%	\$ (4,355)	-2.41%
192	Total Other - Town Hall	\$ 59,348	\$ 52,372	\$ 57,756	\$ 23,689	\$ 58,582	\$ -	\$ 826	1.43%	\$ (57,756)	-100.00%
192	Total Expenses - Town Hall	\$ 240,221	\$ 205,439	\$ 238,561	\$ 105,674	\$ 235,032	\$ 176,450	\$ (3,529)	-1.48%	\$ (62,111)	-26.04%
199	Total Salaries - Energy Committee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
199	Total Other - Energy Committee	\$ 200	\$ 34	\$ 200	\$ -	\$ 200	\$ 200	\$ -	0.00%	\$ -	0.00%
199	Total Expenses - Energy Committee	\$ 200	\$ 34	\$ 200	\$ -	\$ 200	\$ 200	\$ -	0.00%	\$ -	0.00%
	Total Salaries - Town Government	\$ 619,887	\$ 597,511	\$ 635,773	\$ 333,169	\$ 634,957	\$ 500,162	\$ (816)	-0.13%	\$ (135,611)	-21.33%
	Total Other - Town Government	\$ 209,703	\$ 189,297	\$ 207,384	\$ 98,806	\$ 212,211	\$ 141,781	\$ 4,827	2.33%	\$ (65,603)	-31.63%
	Total Expenses - Town Government	\$ 829,590	\$ 786,808	\$ 843,157	\$ 431,975	\$ 847,168	\$ 641,943	\$ 4,011	0.48%	\$ (201,214)	-23.86%
210	Total Salaries - Police	\$ 913,792	\$ 927,616	\$ 937,794	\$ 518,385	\$ 949,869	\$ -	\$ 12,075	1.29%	\$ (937,794)	-100.00%
210	Total Other - Police	\$ 136,340	\$ 152,858	\$ 137,706	\$ 97,587	\$ 140,799	\$ 140,799	\$ 3,093	2.25%	\$ 3,093	2.25%
210	Total Expenses - Police	\$ 1,050,132	\$ 1,080,474	\$ 1,075,500	\$ 615,972	\$ 1,090,668	\$ 140,799	\$ 15,168	1.41%	\$ (934,701)	-86.91%
220	Total Salaries - Fire	\$ 712,641	\$ 672,877	\$ 716,199	\$ 369,689	\$ 720,394	\$ -	\$ 4,195	0.59%	\$ (716,199)	-100.00%
220	Total Other - Fire	\$ 96,550	\$ 96,550	\$ 102,650	\$ 37,978	\$ 105,303	\$ -	\$ 2,653	2.58%	\$ (102,650)	-100.00%
220	Total Expenses - Fire	\$ 809,191	\$ 769,427	\$ 818,849	\$ 407,667	\$ 825,697	\$ -	\$ 6,848	0.84%	\$ (818,849)	-100.00%
221	Total Salaries - Dispatch	\$ 226,978	\$ 229,565	\$ 233,898	\$ 119,578	\$ 241,448	\$ -	\$ 7,550	3.23%	\$ (233,898)	-100.00%
221	Total Other - Dispatch	\$ 34,287	\$ 34,287	\$ 35,347	\$ 31,041	\$ 36,710	\$ -	\$ 1,363	3.86%	\$ (35,347)	-100.00%
221	Total Expenses - Dispatch	\$ 261,265	\$ 263,852	\$ 269,245	\$ 150,619	\$ 278,158	\$ -	\$ 8,913	3.31%	\$ (269,245)	-100.00%
241	Total Salaries - Building Insp	\$ -	\$ 22,798	\$ 44,500	\$ 12,506	\$ 65,427	\$ -	\$ 20,927	47.03%	\$ (44,500)	-100.00%
241	Total Other - Building Insp	\$ 41,923	\$ 1,348	\$ 2,689	\$ 64	\$ 2,442	\$ -	\$ (247)	-9.19%	\$ (2,689)	-100.00%
241	Total Expenses - Building Insp	\$ 41,923	\$ 24,146	\$ 47,189	\$ 12,570	\$ 67,869	\$ -	\$ 20,680	43.82%	\$ (47,189)	-100.00%
292	Total Salaries - Dog Officer	\$ 10,684	\$ 10,684	\$ 10,791	\$ 6,295	\$ 11,007	\$ -	\$ 216	2.00%	\$ (10,791)	-100.00%
292	Total Other - Dog Officer	\$ 1,625	\$ 1,622	\$ 1,625	\$ 667	\$ 1,625	\$ -	\$ -	0.00%	\$ (1,625)	-100.00%
292	Total Expenses - Dog Officer	\$ 12,309	\$ 12,306	\$ 12,416	\$ 6,962	\$ 12,632	\$ -	\$ 216	1.74%	\$ (12,416)	-100.00%
299	Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	\$ -	\$ -	0.00%	\$ (45)	-100.00%
299	Total Other - Field Driver	\$ 10	\$ 6	\$ 50	\$ -	\$ 50	\$ -	\$ -	0.00%	\$ (50)	-100.00%
299	Total Expenses - Field Driver	\$ 55	\$ 51	\$ 95	\$ 45	\$ 95	\$ -	\$ -	0.00%	\$ (95)	-100.00%
	Total Salaries - Protection	\$ 1,864,140	\$ 1,863,585	\$ 1,943,227	\$ 1,026,498	\$ 1,988,190	\$ -	\$ 44,963	2.31%	\$ (1,943,227)	-100.00%
	Total Other - Protection	\$ 310,735	\$ 286,671	\$ 280,067	\$ 167,337	\$ 286,929	\$ 140,799	\$ 6,862	2.45%	\$ (139,268)	-49.73%
	Total Expenses - Protection	\$ 2,174,875	\$ 2,150,256	\$ 2,223,294	\$ 1,193,835	\$ 2,275,119	\$ 140,799	\$ 51,825	2.33%	\$ (2,082,485)	-93.67%
300	Total Salaries - Blanchard School	\$ 4,237,917	\$ 4,192,315	\$ 4,314,381	\$ 2,003,337	\$ 4,404,544	\$ -	\$ 90,163	2.09%	\$ (4,314,381)	-100.00%
300	Total Other - Blanchard School	\$ 1,305,497	\$ 1,406,602	\$ 1,488,370	\$ 760,705	\$ 1,353,453	\$ -	\$ (134,917)	-9.06%	\$ (1,488,370)	-100.00%
300	Total Expenses - Blanchard School	\$ 5,543,414	\$ 5,598,917	\$ 5,802,751	\$ 2,764,042	\$ 5,757,997	\$ -	\$ (44,754)	-0.77%	\$ (5,802,751)	-100.00%

		REV 030113					FC REC	Submitted	Submitted	FC REC	FC REC
ACCOUNT NAME		FY2012	FY2012	FY2013	FY2013	FY2014	FY2014	Budget	% Change	% Change	
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	FY14 VS	FY14 VS	% Change	
					31-Jan-13	SUBMITTED	FY13	FY13	FY13	FY13	
310	Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
310	Total Other - Minuteman Vocational HS	\$ 367,906	\$ 381,793	\$ 227,929	\$ 159,550	\$ 177,558	\$ -	\$ (50,371)	-22.10%	\$ (227,929)	-100.00%
310	Total Expenses - Minuteman Vocational HS	\$ 367,906	\$ 381,793	\$ 227,929	\$ 159,550	\$ 177,558	\$ -	\$ (50,371)	-22.10%	\$ (227,929)	-100.00%
320	Total Salaries - ABRs Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
320	Total Other - ABRs Assessment	\$ 5,890,838	\$ 5,827,586	\$ 5,630,208	\$ 3,284,234	\$ 5,568,636	\$ -	\$ (61,572)	-1.09%	\$ (5,630,208)	-100.00%
320	Total Expenses - ABRs Assessment	\$ 5,890,838	\$ 5,827,586	\$ 5,630,208	\$ 3,284,234	\$ 5,568,636	\$ -	\$ (61,572)	-1.09%	\$ (5,630,208)	-100.00%
	Total Salaries - Education	\$ 4,237,917	\$ 4,192,315	\$ 4,314,381	\$ 2,003,337	\$ 4,404,544	\$ -	\$ 90,163	2.09%	\$ (4,314,381)	-100.00%
	Total Other - Education	\$ 7,564,241	\$ 7,615,981	\$ 7,346,507	\$ 4,204,489	\$ 7,099,647	\$ -	\$ (246,860)	-3.36%	\$ (7,346,507)	-100.00%
	Total Expenses - Education	\$ 11,802,158	\$ 11,808,296	\$ 11,660,888	\$ 6,207,826	\$ 11,504,191	\$ -	\$ (156,897)	-1.34%	\$ (11,660,888)	-100.00%
422	Total Salaries - Public Works	\$ 463,071	\$ 447,350	\$ 479,505	\$ 253,166	\$ 489,140	\$ 489,140	\$ 9,635	2.01%	\$ 9,635	2.01%
422	Total Other - Public Works	\$ 227,490	\$ 226,613	\$ 226,640	\$ 125,208	\$ 227,040	\$ 227,040	\$ 400	0.18%	\$ 400	0.18%
422	Total Expenses - Public Works	\$ 690,561	\$ 673,963	\$ 706,145	\$ 378,374	\$ 716,180	\$ 716,180	\$ 10,035	1.42%	\$ 10,035	1.42%
423	Total Salaries - Snow & Ice	\$ 53,853	\$ 37,323	\$ 50,347	\$ 17,206	\$ 51,336	\$ 51,336	\$ 989	1.96%	\$ 989	1.96%
423	Total Other - Snow & Ice	\$ 107,033	\$ 62,690	\$ 110,539	\$ 46,963	\$ 109,550	\$ 109,550	\$ (989)	-0.89%	\$ (989)	-0.89%
423	Total Expenses - Snow & Ice	\$ 160,886	\$ 100,013	\$ 160,886	\$ 64,169	\$ 160,886	\$ 160,886	\$ -	0.00%	\$ -	0.00%
424	Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
424	Total Other - Street Lighting	\$ 3,000	\$ 2,613	\$ 3,000	\$ 1,320	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ -	0.00%
424	Total Expenses - Street Lighting	\$ 3,000	\$ 2,613	\$ 3,000	\$ 1,320	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ -	0.00%
425	Total Salaries - Hager Well Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
425	Total Other - Hager Well Maintenance	\$ 20,000	\$ 20,000	\$ 26,400	\$ 9,153	\$ 27,120	\$ 27,120	\$ 720	2.73%	\$ 720	2.73%
425	Total Expenses - Hager Well Maintenance	\$ 20,000	\$ 20,000	\$ 26,400	\$ 9,153	\$ 27,120	\$ 27,120	\$ 720	2.73%	\$ 720	2.73%
429	Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
429	Total Other - Fuel	\$ 80,500	\$ 89,412	\$ 98,375	\$ 62,362	\$ 101,750	\$ 101,750	\$ 3,375	3.43%	\$ 3,375	3.43%
429	Total Expenses - Fuel	\$ 80,500	\$ 89,412	\$ 98,375	\$ 62,362	\$ 101,750	\$ 101,750	\$ 3,375	3.43%	\$ 3,375	3.43%
431	Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
431	Total Other - Hazardous Waste Coll	\$ -	\$ -	\$ 5,000	\$ 9,882	\$ -	\$ -	\$ (5,000)	-100.00%	\$ (5,000)	-100.00%
431	Total Expenses - Hazardous Waste Coll	\$ -	\$ -	\$ 5,000	\$ 9,882	\$ -	\$ -	\$ (5,000)	-100.00%	\$ (5,000)	-100.00%
491	Total Salaries - Cemetery	\$ 8,477	\$ 8,476	\$ 8,562	\$ 4,281	\$ 8,733	\$ 8,733	\$ 171	2.00%	\$ 171	2.00%
491	Total Other - Cemetery	\$ 1,000	\$ 1,000	\$ 1,000	\$ 52	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ -	0.00%
491	Total Expenses - Cemetery	\$ 9,477	\$ 9,476	\$ 9,562	\$ 4,333	\$ 9,733	\$ 9,733	\$ 171	1.79%	\$ 171	1.79%
	Total Salaries - Public Works & Facilities	\$ 525,401	\$ 493,149	\$ 538,414	\$ 274,653	\$ 549,209	\$ 549,209	\$ 10,795	2.00%	\$ 10,795	2.00%
	Total Other - Public Works & Facilities	\$ 439,023	\$ 402,328	\$ 470,954	\$ 254,940	\$ 469,460	\$ 469,460	\$ (1,494)	-0.32%	\$ (1,494)	-0.32%
	Total Expenses - Public Works & Facilities	\$ 964,424	\$ 895,477	\$ 1,009,368	\$ 529,593	\$ 1,018,669	\$ 1,018,669	\$ 9,301	0.92%	\$ 9,301	0.92%
510	Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
510	Total Other - Landfill Monitoring	\$ 6,000	\$ 1,925	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ -	0.00%	\$ (6,000)	-100.00%
510	Total Expenses - Landfill Monitoring	\$ 6,000	\$ 1,925	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ -	0.00%	\$ (6,000)	-100.00%
511	Total Salaries - Board of Health	\$ 501	\$ 500	\$ 501	\$ 250	\$ 501	\$ -	\$ -	0.00%	\$ (501)	-100.00%
511	Total Other - Board of Health	\$ 16,990	\$ 16,228	\$ 16,990	\$ 100	\$ 16,990	\$ -	\$ -	0.00%	\$ (16,990)	-100.00%
511	Total Expenses - Board of Health	\$ 17,491	\$ 16,728	\$ 17,491	\$ 350	\$ 17,491	\$ -	\$ -	0.00%	\$ (17,491)	-100.00%
519	Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
519	Total Other - Environmental Services	\$ 9,345	\$ 9,345	\$ 10,492	\$ 5,441	\$ 10,492	\$ -	\$ -	0.00%	\$ (10,492)	-100.00%
519	Total Expenses - Environmental Services	\$ 9,345	\$ 9,345	\$ 10,492	\$ 5,441	\$ 10,492	\$ -	\$ -	0.00%	\$ (10,492)	-100.00%

REV 030113 ACCOUNT NAME		FY2012 BUDGET	FY2012 ACTUAL	FY2013 BUDGET	FY2013 ACTUAL 31-Jan-13	FY2014 BUDGET SUBMITTED	FC REC FY2014 BUDGET	Submitted Budget FY14 VS FY13	Submitted % Change FY14 VS FY13	FC REC \$ Change FY14 VS FY13	FC REC % Change FY14 VS FY13
522	Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
522	Total Other - Nursing Services	\$ 2,395	\$ 2,395	\$ 4,696	\$ 2,436	\$ 4,696	\$ -	\$ -	0.00%	\$ (4,696)	-100.00%
522	Total Expenses - Nursing Services	\$ 2,395	\$ 2,395	\$ 4,696	\$ 2,436	\$ 4,696	\$ -	\$ -	0.00%	\$ (4,696)	-100.00%
523	Total Salaries - Mental Health Svices	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
523	Total Other - Mental Health Services	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
523	Total Expenses - Mental Health Services	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
541	Total Salaries - Council on Aging	\$ 41,652	\$ 41,652	\$ 43,119	\$ 22,270	\$ 43,981	\$ -	\$ 862	2.00%	\$ (43,119)	-100.00%
541	Total Other - Council on Aging	\$ 3,050	\$ 3,050	\$ 3,050	\$ 1,140	\$ 14,390	\$ -	\$ 11,340	371.80%	\$ (3,050)	-100.00%
541	Total Expenses - Council on Aging	\$ 44,702	\$ 44,702	\$ 46,169	\$ 23,410	\$ 58,371	\$ -	\$ 12,202	26.43%	\$ (46,169)	-100.00%
543	Total Salaries - Veterans	\$ 190	\$ 631	\$ 670	\$ -	\$ 670	\$ -	\$ -	0.00%	\$ (670)	-100.00%
543	Total Other - Veterans	\$ 250	\$ 3,145	\$ 355	\$ -	\$ 355	\$ -	\$ -	0.00%	\$ (355)	-100.00%
543	Total Expenses - Veterans	\$ 440	\$ 3,776	\$ 1,025	\$ -	\$ 1,025	\$ -	\$ -	0.00%	\$ (1,025)	-100.00%
599	Total Salaries - Inspect of Animals	\$ 959	\$ 959	\$ 969	\$ 484	\$ 988	\$ -	\$ 19	1.96%	\$ (969)	-100.00%
599	Total Other - Inspect of Animals	\$ -	\$ 34	\$ 100	\$ 37	\$ 100	\$ -	\$ -	0.00%	\$ (100)	-100.00%
599	Total Expenses - Inspect of Animals	\$ 959	\$ 993	\$ 1,069	\$ 521	\$ 1,088	\$ -	\$ 19	1.78%	\$ (1,069)	-100.00%
600	Total Salaries - Animal Control Officer	\$ 2,603	\$ 2,602	\$ 2,629	\$ 1,314	\$ 2,682	\$ -	\$ 53	2.02%	\$ (2,629)	-100.00%
600	Total Other - Animal Control Officer	\$ 330	\$ 330	\$ 400	\$ 330	\$ 400	\$ -	\$ -	0.00%	\$ (400)	-100.00%
600	Total Expenses - Animal Control Officer	\$ 2,933	\$ 2,932	\$ 3,029	\$ 1,644	\$ 3,082	\$ -	\$ 53	1.75%	\$ (3,029)	-100.00%
	Total Salaries - Health Services	\$ 45,905	\$ 46,344	\$ 47,888	\$ 24,318	\$ 48,822	\$ -	\$ 934	1.95%	\$ (47,888)	-100.00%
	Total Other - Health Services	\$ 45,360	\$ 43,452	\$ 42,083	\$ 9,484	\$ 53,423	\$ -	\$ 11,340	26.95%	\$ (42,083)	-100.00%
	Total Expenses - Health Services	\$ 91,265	\$ 89,796	\$ 89,971	\$ 33,802	\$ 102,245	\$ -	\$ 12,274	13.64%	\$ (89,971)	-100.00%
610	Total Salaries - Library	\$ 197,442	\$ 197,046	\$ 200,391	\$ 106,413	\$ 206,521	\$ -	\$ 6,130	3.06%	\$ (200,391)	-100.00%
610	Total Other - Library	\$ 111,597	\$ 111,589	\$ 115,764	\$ 56,962	\$ 117,635	\$ -	\$ 1,871	1.62%	\$ (115,764)	-100.00%
610	Total Expenses - Library	\$ 309,039	\$ 308,635	\$ 316,155	\$ 163,375	\$ 324,156	\$ -	\$ 8,001	2.53%	\$ (316,155)	-100.00%
630	Total Salaries - Recreation Comm	\$ 25,954	\$ 18,639	\$ 25,954	\$ 20,708	\$ 25,954	\$ -	\$ -	0.00%	\$ (25,954)	-100.00%
630	Total Other - Recreation Comm	\$ 9,600	\$ 8,126	\$ 9,600	\$ 2,626	\$ 9,600	\$ -	\$ -	0.00%	\$ (9,600)	-100.00%
630	Total Expenses - Recreation Comm	\$ 35,554	\$ 26,765	\$ 35,554	\$ 23,334	\$ 35,554	\$ -	\$ -	0.00%	\$ (35,554)	-100.00%
691	Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
691	Total Other - Historical Comm	\$ 3,164	\$ 2,442	\$ 3,169	\$ 725	\$ 3,169	\$ -	\$ -	0.00%	\$ (3,169)	-100.00%
691	Total Expenses - Historical Comm	\$ 3,164	\$ 2,442	\$ 3,169	\$ 725	\$ 3,169	\$ -	\$ -	0.00%	\$ (3,169)	-100.00%
692	Total Salaries - Public Celebration & Cerem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
692	Total Other - Public Celebration & Cerem	\$ 665	\$ 235	\$ 965	\$ 86	\$ 965	\$ -	\$ -	0.00%	\$ (965)	-100.00%
692	Total Expenses - Public Celebration & cerem	\$ 665	\$ 235	\$ 965	\$ 86	\$ 965	\$ -	\$ -	0.00%	\$ (965)	-100.00%
693	Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
693	Total Other - Steele Farm	\$ 500	\$ 389	\$ 500	\$ 54	\$ 500	\$ -	\$ -	0.00%	\$ (500)	-100.00%
693	Total Expenses - Steele Farm	\$ 500	\$ 389	\$ 500	\$ 54	\$ 500	\$ -	\$ -	0.00%	\$ (500)	-100.00%
699	Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
699	Total Other - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ 527	\$ 1,500	\$ -	\$ -	0.00%	\$ (1,500)	-100.00%
699	Total Expenses - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ 527	\$ 1,500	\$ -	\$ -	0.00%	\$ (1,500)	-100.00%
	Total Salaries - Culture & Recreation	\$ 223,396	\$ 215,685	\$ 226,345	\$ 127,121	\$ 232,475	\$ -	\$ 6,130	2.71%	\$ (226,345)	-100.00%
	Total Other - Culture & Recreation	\$ 127,026	\$ 124,281	\$ 131,498	\$ 60,980	\$ 133,369	\$ -	\$ 1,871	1.42%	\$ (131,498)	-100.00%
	Total Expenses - Culture & Recreation	\$ 350,422	\$ 339,966	\$ 357,843	\$ 188,101	\$ 365,844	\$ -	\$ 8,001	2.24%	\$ (357,843)	-100.00%

REV 030113											
ACCOUNT NAME		FY2012	FY2012	FY2013	FY2013	FY2014	FC REC	Submitted	Submitted	FC REC	FC REC
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	FY2014	Budget	% Change	\$ Change	% Change
					31-Jan-13	SUBMITTED	BUDGET	FY14 VS	FY14 VS	FY14 VS	FY14 VS
								FY13	FY13	FY13	FY13
710	Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
710	Total Other - Maturing Debt Principal	\$ 827,500	\$ 827,500	\$ 750,000	\$ 620,000	\$ 745,000	\$ 745,000	\$ (5,000)	-0.67%	\$ (5,000)	-0.67%
710	Total Expenses - Maturing Debt Principal	\$ 827,500	\$ 827,500	\$ 750,000	\$ 620,000	\$ 745,000	\$ 745,000	\$ (5,000)	-0.67%	\$ (5,000)	-0.67%
751	Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
751	Total Other - Maturing Debt Interest	\$ 529,873	\$ 529,868	\$ 483,453	\$ 358,442	\$ 440,673	\$ 440,673	\$ (42,780)	-8.85%	\$ (42,780)	-8.85%
751	Total Expenses - Maturing Debt Interest	\$ 529,873	\$ 529,868	\$ 483,453	\$ 358,442	\$ 440,673	\$ 440,673	\$ (42,780)	-8.85%	\$ (42,780)	-8.85%
	Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	Total Other - Debt Service	\$ 1,357,373	\$ 1,357,368	\$ 1,233,453	\$ 978,442	\$ 1,185,673	\$ 1,185,673	\$ (47,780)	-3.87%	\$ (47,780)	-3.87%
	Total Expenses - Debt Service	\$ 1,357,373	\$ 1,357,368	\$ 1,233,453	\$ 978,442	\$ 1,185,673	\$ 1,185,673	\$ (47,780)	-3.87%	\$ (47,780)	-3.87%
830	Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
830	Total Other - County Ret Assessment	\$ 475,394	\$ 481,541	\$ 504,212	\$ 504,212	\$ 592,504	\$ 592,504	\$ 88,292	17.51%	\$ 88,292	17.51%
830	Total Expenses - County Ret Assessment	\$ 475,394	\$ 481,541	\$ 504,212	\$ 504,212	\$ 592,504	\$ 592,504	\$ 88,292	17.51%	\$ 88,292	17.51%
912	Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
912	Total Other - Other Benefit Insurance	\$ 67,865	\$ 67,064	\$ 66,685	\$ 46,516	\$ 68,302	\$ 68,302	\$ 1,617	2.42%	\$ 1,617	2.42%
912	Total Expenses - Other Benefit Insurance	\$ 67,865	\$ 67,064	\$ 66,685	\$ 46,516	\$ 68,302	\$ 68,302	\$ 1,617	2.42%	\$ 1,617	2.42%
915	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
915	Total Other - Employee Benefits	\$ 1,485,739	\$ 1,436,738	\$ 1,404,740	\$ 772,545	\$ 1,322,710	\$ 1,322,710	\$ (82,030)	-5.84%	\$ (82,030)	-5.84%
915	Total Expenses - Employee Benefits	\$ 1,485,739	\$ 1,436,738	\$ 1,404,740	\$ 772,545	\$ 1,322,710	\$ 1,322,710	\$ (82,030)	-5.84%	\$ (82,030)	-5.84%
945	Total Salaries - Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
945	Total Other - Liability Insurance	\$ 85,732	\$ 70,353	\$ 85,700	\$ 79,534	\$ 90,000	\$ 90,000	\$ 4,300	5.02%	\$ 4,300	5.02%
945	Total Expenses - Liability Insurance	\$ 85,732	\$ 70,353	\$ 85,700	\$ 79,534	\$ 90,000	\$ 90,000	\$ 4,300	5.02%	\$ 4,300	5.02%
	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
	Total Other - Employee Benefits	\$ 2,114,730	\$ 2,055,696	\$ 2,061,337	\$ 1,402,807	\$ 2,073,516	\$ 2,073,516	\$ 12,179	0.59%	\$ 12,179	0.59%
	Total Expenses - Employee Benefits	\$ 2,114,730	\$ 2,055,696	\$ 2,061,337	\$ 1,402,807	\$ 2,073,516	\$ 2,073,516	\$ 12,179	0.59%	\$ 12,179	0.59%
132	Reserve Fund - Original Budget	\$ 185,000	\$ -	\$ 185,000	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%	\$ -	0.00%
132	Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	0.00%
132	Reserve Fund - Net Balance	\$ 185,000	\$ -	\$ 185,000	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%	\$ -	0.00%

FY 2014 Budget Worksheet						DATE LAST REVISED	03/01/13	
Dept #	220							
Dept Name	FIRE							
REV 022213								
						FC VOTED	Submitted	Submitted
ACCOUNT NAME	FY2012	FY2012	FY2013	FY2013	FY2014	FY2014	Budget	% Change
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	FY14 VS	FY14 VS
				31-Jan-13	SUBMITTED		FY13	FY13
Fire Dept. Salary - Fire Chief	88,268.0	68,454.0	88,880.0	48,885.0	88,880.0	-	-	0.00%
Fire Dept. Salary - Fulltime FF/EMT	273,815.0	263,198.0	273,816.0	144,835.0	270,050.0	-	(3,766.0)	-1.38%
Fire Dept. Salary - Per Diem FF	215,050.0	231,673.0	217,182.0	116,486.0	220,248.0	-	3,066.0	1.41%
Fire Dept. Salary - Call FF Callback	55,005.0	37,994.0	55,551.0	15,886.0	55,544.0	-	(7.0)	-0.01%
Fire Dept. Salary - FT FF Overtime	62,394.0	53,535.0	62,480.0	36,077.0	62,023.0	-	(457.0)	-0.73%
Fire Dept. Salary - Call Per Diem Fire Trng	12,073.0	12,073.0	12,193.0	4,234.0	12,440.0	-	247.0	2.03%
Fire Dept. Salary - Call Per Diem EMS Trng	6,036.0	5,950.0	6,097.0	3,286.0	6,220.0	-	123.0	2.02%
Per Diem FF - Coverage for Maint & Trng					4,989.0	-	4,989.0	100.00%
Fire Dept. Encumbered Funds - Salary								
Fire Dept. Electricity Expense	4,500.0	5,607.0	4,500.0	1,400.0	5,775.0	-	1,275.0	28.33%
Fire Dept. Heating Expense	10,000.0	5,813.0	8,000.0	1,265.0	8,000.0	-	-	0.00%
Fire Dept. Equipment/Maint. Exp.	9,500.0	9,651.0	8,000.0	922.0	11,150.0	-	3,150.0	39.38%
Fire Dept. Bldg/Grounds Maint. Exp.	5,000.0	4,905.0	5,000.0	1,714.0	5,000.0	-	-	0.00%
Fire Dept. Radio Maint Expense	3,200.0	3,114.0	3,200.0	89.0	3,200.0	-	-	0.00%
Fire Dept. Vehicle Maint. Exp.	12,500.0	12,202.0	14,000.0	11,665.0	15,000.0	-	1,000.0	7.14%
Fire Dept. Hydrant Maint. Exp.	4,500.0	3,504.0	4,500.0	3,504.0	4,500.0	-	-	0.00%
Fire Dept. Telephone Exp.	2,800.0	3,683.0	4,000.0	2,213.0	4,000.0	-	-	0.00%
Fire Dept. Other Office Exp.	1,500.0	1,211.0	1,500.0	398.0	1,500.0	-	-	0.00%
Fire Dept. Bldg. Supplies Exp.	1,200.0	1,111.0	1,200.0		1,200.0	-	-	0.00%
Fire Dept. Medical Supplies Exp.	5,000.0	4,650.0	5,000.0	1,667.0	5,000.0	-	-	0.00%
Fire Dept. Uniforms Exp.	5,500.0	5,952.0	7,400.0	3,412.0	7,400.0	-	-	0.00%
Fire Dept. Conference Exp.	500.0	128.0	900.0	341.0	900.0	-	-	0.00%
Fire Dept. Training Exp.	2,000.0	1,594.0	2,000.0		2,000.0	-	-	0.00%
Fire Dept. Dues Exp.	900.0	445.0	900.0	274.0	900.0	-	-	0.00%
Fire Dept. District 14 Exp.	1,200.0	1,200.0	1,200.0	1,200.0	1,200.0	-	-	0.00%
Fire Dept. Equipment Exp.	8,500.0	8,411.0	8,500.0	816.0	8,500.0	-	-	0.00%
Fire Dept. Technology Related	2,100.0	2,060.0	3,900.0	2,775.0	3,900.0	-	-	0.00%
Fire Dept. Certification Expenses	2,000.0	870.0	2,000.0	480.0	2,000.0	-	-	0.00%
Fire Dept. Ambulance Expenses	5,650.0	6,902.0	5,650.0	2,465.0	7,178.0	-	1,528.0	27.04%
Fire Dept. Personal Protective Equipment	5,000.0	5,113.0	9,300.0	22.0	5,000.0	-	(4,300.0)	-46.24%
Fire Dept. Employee Health Maint	3,500.0	2,790.0	2,000.0	66.0	2,000.0	-	-	0.00%
Fire Dept. Legal Notices Expense		240.0				-	-	0.00%
Fire Dept - Hose Wagon Repair				1,290.00		-	-	
Fire Dept - Encumbered Funds		5,394.0						
Total Salaries - Fire	712,641.0	672,877.0	716,199.0	369,689.0	720,394.0	-	4,195.0	0.59%
Total Other - Fire	96,550.0	96,550.0	102,650.0	37,978.0	105,303.0	-	2,653.0	2.58%
Total Expenses - Fire	809,191.0	769,427.0	818,849.0	407,667.0	825,697.0	-	6,848.0	0.84%
	809,191.0	769,427.0	818,849.0	407,667.0	825,697.0	-	6,848.0	0.84%

FY 14 Budget
BUDGET REVISION FORM

Fire Dept Rev 02/15/13.V2

Department Name	Fire Department					
Department Number	220					
	Date	Expense Category	Amount	Explanation	FinCom	BoS
Total Dept Budget Submitted	2/1/2013		\$ 856,346			
Proposed Revisions	2/15/2013.V1	Fulltime FF/EMT	\$ (22,335)	Budget had been calculated as if STM had approved CBA		
		Per Diem FF	\$ (1,330)	Budget had been calculated as if STM had approved CBA		
		FT FF Overtime	\$ (5,907)	Budget had been calculated as if STM had approved CBA		
		Call Per Diem Fire Training	\$ 1	Rounding		
		Electricity Exp	\$ 75	More in line with actuals		
		Equip/maint Exp	\$ 3,150	More in line with actuals		
		Telephone Exp	\$ 120	More in line with actuals		
		Uniforms	\$ (400)	More in line with actuals		
		Ambulance	\$ 1,528	More in line with actuals		
Sub-Total Dept Budget with revisions			\$ 831,248.00			
Proposed Revisions	2/15/13.V2	Call FF Callback	\$ (1,131.00)	Reduced hours to bring in line with FY 13 budget		
		Telephone Exp	\$ (120.00)	To bring in line with FY 13 budget		
Sub-Total Dept Budget with revisions			\$ 829,997.00			
Proposed Revisions	3/1/2013	Personal Protective Equipment	\$ (4,300.00)	Contractual Agreement met. Reduced back to FY-12 Budget		
Sub-Total Dept Budget with revisions			\$ 825,697.00			

FY 14 Budget
BUDGET REVISION FORM

Department Name County Retirement Assessment

Department Number 830

	Date	Expense Category	Amount	Explanation	FinCom	BoS
Total Dept Budget Submitted	2/1/2013		\$ 592,357.00			
Proposed Revisions	3/1/2013					
		County Retirement Assessment	\$ 147.00	Increase in assessment from Middlesex Retirement		
Sub-Total Dept Budget with revisions			\$ 592,504.00			
Proposed Revisions						
Sub-Total Dept Budget with revisions						
Proposed Revisions						
Sub-Total Dept Budget with revisions						
Proposed Revisions						
Sub-Total Dept Budget with revisions						

66
Potential STM/ATM Articles – May 2013

STM

#	Department/Board	Nature of Article	Est. Appropriation	Proposed Funding Source/ Comments
1.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police	\$TBD	
2.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters Association, Local 4601	\$TBD	
3.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 200A, Dispatch	\$TBD	
4.	Board of Selectmen (Police Dept)	Town share of BPV grant for 6 bullet proof vests	\$2,585	
5.	Board of Selectmen (Dog Officer)	Prior year bill – reimburse Dog Officer for purchase of modular kennel	\$200	

ATM

#	Department/Board	Nature of Article	Estimated Appropriation	Proposed Funding Source/ Comments
1.		Choose Town Officers		
2.		Receive Reports		
3.		Set Salaries and Compensation of Officers		
4.	Personnel Board	Amend Personnel Plan: 1) to allow flexibility in method to determine wage increases 2) to add language re: town detail and private detail pay for special police officers and per diem FF/EMT's 3) Amend Schedule A to add position of videographer and incorporate Dog Officer position into Animal Control Officer position 4) Amend Schedule B to add 2% COLA (employees will be frozen in FY13 step) and include videographer in intermittent/per diem pay schedule		

Potential STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation	Proposed Funding Source/ Comments
5.	Finance Committee	Town Operating Budget	\$TBD	
6.	Finance Committee	Transfer \$ from Free Cash to Stabilization Fund	\$TBD	
7.	Board of Selectmen (Treasurer)	Transfer \$ from Free Cash to OPEB Trust Fund	\$100,000	
8.	Board of Selectmen (Town Hall)	Capital Improvements: Replace windows in the original section of town hall (ball park est.; still awaiting quote)	\$35,000	
9.	Board of Selectmen (Town Hall)	Capital Equipment Acquisition: Replace Building Inspector's vehicle (lease or purchase of used being explored; re-purposing seems unlikely)	\$20,000	
10.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Upgrade existing Fire Dept. radio system [est. cost assumes town takes on 100% of acquisition price]	\$175,000	
11.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replace 9-yr old command vehicle	\$50,000	
12.	Board of Selectmen (Fire Dept)	Capital Improvements: Feasibility study for public safety building	\$25,000	
13.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replace 7 year old ambulance	\$220,000	
14.	<i>Board of Selectmen (Fire Dept)</i>	<i>Capital Equipment Acquisition: Replacement of Air paks</i>	<i>\$11,214</i>	
15.	Board of Selectmen (DPW)	Capital Improvements: Reconfigure transfer station (implementation) Transfer unexpended balance from article 16, May 2012 ATM: \$14,380.34 Add'l appropriation req'd: \$10,000.00 Total estimated cost: \$24,380.34	\$10,000	
16.	Board of Selectmen (DPW)	Capital Equipment Acquisition: Roadside mower to replace 200 TL70 farm tractor	\$100,000	
17.	Board of Selectmen (DPW)	Capital Equipment Acquisition: Replace 2 – 40 yard closed top containers at Transfer Station	\$20,000	
18.	Board of Selectmen (Police Dept)	Capital Improvements: HVAC replacement and improvements	\$20,000	
19.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: Radio replacement, upgrades and improvements	\$169,000	
20.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: Protective body armor (bullet proof vests) scheduled replacement	\$18,000	
21.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: Electronic immobilization devices	\$13,000	
22.	Board of Selectmen (Police Dept)	Capital Improvements: Lighting energy efficiency upgrades	\$20,000	

Potential STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation	Proposed Funding Source/ Comments
23.	Boxborough School Committee	Capital Improvements: Windows, per building needs assessment	\$90,000	
24.	Boxborough School Committee	Capital Improvements: Concrete replacement – front entrance area	\$12,000	
25.	Boxborough School Committee	Duct work cleaning – entire school, every 5 years	\$8,500	
26.	Boxborough School Committee	Capital Improvements: Security – master lock system replacement and access door controls	\$35,000	
27.	Boxborough School Committee	Capital Improvements: Security cameras – exterior doors	\$25,000	
28.		<i>Capital Improvements: Cell phone repeater</i>	\$40,000	
29.	<i>Library Board of Trustees</i>	<i>Capital Improvements: Concrete sidewalk replacement</i>	\$15,000	
30.	Steele Farm Advisory Committee	Capital Improvements: Steele farm barn painting and carpentry repairs	\$25,000	
31.	<i>Energy Committee</i>	<i>Consultant to perform updated energy assessment on town buildings</i>	\$TBD	
32.	Board of Selectmen	Potential land purchase? (593 Mass Ave.)	\$TBD	
33.	Conservation Commission	Transfer to ToB Conservation Trust Fund	\$5,000	
34.	Planning Board	Amend Zoning Bylaw — Add Section 7900 Temporary Moratorium on Medical Marijuana Treatment Centers		
35.	Planning Board	Amend Zoning Bylaw – Amend Section 4003(1) Residential Uses and Section 4300 Special Permits in Town Center District and delete Section 5004		
36.	Planning Board	Amend Zoning Bylaw – Amend Section 4107 Accessory Apartment		
37.	Board of Selectmen	Amend Dog Licensing Bylaw (to change references of Dog Officer to Animal Control Officer)		
38.	Board of Selectmen	Amend Dog Control Bylaw (to bring into compliance with changes in MGL re Animal Control)		
39.	Finance Committee	Amend Finance Committee bylaw to: 1) change number of members from 9 to no less than 5 and no more than 9 2) list quorum requirement to be majority of the number of members serving		
40.	Board of Selectmen	Establish Veterans Tax Work Off Program (acceptance of G.L. c.59 section 5N)		
41.	<i>Petition Article</i>	<i>Freeze wages, hiring, promotions</i>		
42.	Board of Selectmen [Consent]	Close out old articles:	<\$TBD>	Transfer to general fund

Potential STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation	Proposed Funding Source/ Comments
43.	[Consent]	Personal real estate exemptions – increase in exemptions (purely housekeeping... each year need to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988)		
44.	[Consent]	Chapter 90 appropriation (Reimbursable)		
45.	Board of Selectmen [Consent]	Reauthorize Revolving Funds: <ul style="list-style-type: none"> • Electrical Inspection (\$50K) • Plumbing and Gas Inspection (\$15K) • Firearms Permits (\$2,000) • GIS Assessor Map (\$5,000) • Library Fines (\$7,500) • Dog License Fees (\$4,000) • Steele Farm (\$10,000) • Integrated Preschool Program (\$44,000) • ConsComm Wetland Bylaw (\$20,000) • Senior Van (for expenses and revenues associated with operation of the van) (\$4,000) • Fire Alarm System Maintenance (\$4,100) • Community Gardens (\$2,000) • Recreation Field permit fees (\$20,000) 		

NB: Items in italics have been added since the last printed version.

ATM ONLY

Borrow (within 2 ½):	\$
Free Cash:	\$
Stabilization Fund:	\$
Capital Exclusions:	\$
Prop 2 ½:	\$
Debt Exclusions:	\$
Total:	\$1,261,714 +



Internal Communications and Outgoing Communications
March 4, 2013

1. Letter from Town Building Inspector David Lindberg dated February 25, 2013, to Mr. Tim Dolan regarding the Certificate of Occupancy/Completion for 63 Kendall Road, Boxborough, MA, BP2013-0077. *
2. Letter from Massachusetts Governor Deval Patrick dated February 7, 2013, to Town Administrator Selina Shaw regarding her reappointment as a member of the Advisory Commission on Local Government. *
3. Letter from Town Administrator Selina Shaw dated February 27, 2013, to Acton Public Health Director Doug Halley regarding Boxborough's support for Acton's application for funding from the Mass DoT's Grant Plus+ Program to provide consolidated and expanded dispatch services for all CrossTown Connect handicap accessible vans.

Indicates that the item had been previously distributed.

* Indicates that the item is included in the agenda packet as well as in the general notebook.



BOXBOROUGH BUILDING DEPARTMENT

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 263-1116 • Fax: (978) 264-3127

www.town.boxborough.ma.us

February 25, 2013

Mr. Tim Dolan
15 Eliot Street
Westminster, MA 01473

RE: Certificate of Occupancy/Completion
63 Kendall Road, Boxborough, MA
BP2013-0077

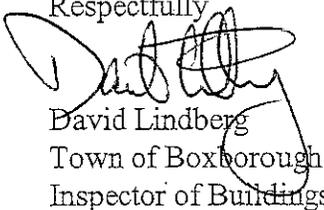
Dear Mr. Dolan,

It has been over one month since this department did a final inspection at 63 Kendall Road Boxborough MA. On January 22, 2013 Lt. Shawn Gray, BFD walked through the house with a gentleman representing the owner and myself. We observed a new furnace installed in the basement as well as a new oil line. No permits were issued by the Fire Department for either of those jobs. Lt. Gray pointed out to the gentleman that permits and inspections are required for that type of work, as any heating contractor would know.

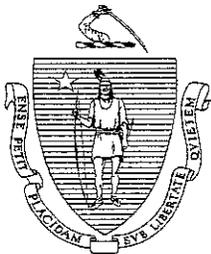
It is important that a licensed heating contractor get in to see Lt. Gray at the Boxborough Fire Department as soon as possible to apply for the proper permits and address any concerns that the Fire Inspector may have. Pursuant to CMR 780 Sec R 110.0 a Certificate of Occupancy is needed before the house can be lived in. As this property is for sale, time is critical.

Thank you for your prompt attention to this matter. We look forward to having these issues resolved so as not to hold up any potential sale of this property.

Respectfully


David Lindberg
Town of Boxborough
Inspector of Buildings

Cc; Lt. Shawn Gray, Boxborough Fire Department
Selina Shaw, Boxborough Town Administrator ✓



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

February 7, 2013

Ms. Selina S. Shaw
Boxboro Town Administrator

[Redacted address]

Dear Ms. Shaw:

Pursuant to Massachusetts General Laws Chapter 3, Section 62, I am pleased to reappoint you as a member of the Advisory Commission on Local Government, effective immediately, with all the powers and duties incident to such office. Your term will expire on January 26, 2014.

Please be advised that this appointment is subject to your acceptance and to the laws of the Commonwealth of Massachusetts and will be void unless you take and subscribe the oath of office for the position within three months of the date of your appointment.

Lieutenant Governor Murray and I appreciate your willingness to serve the Commonwealth in this capacity. Your experience and sound judgment will contribute substantially to the Commission.

Congratulations on your reappointment. I wish you great success as we move forward.

Sincerely,

cc: Secretary of the Commonwealth
Comptroller



**Minutes, Notices and Updates
March 4, 2013**

Notices

1. Agenda for Board of Selectmen meeting to be held March 4, 2013.
2. Agendas for Board of Selectmen meetings of the Contract Negotiating Team [Executive Session]:
 - a. To be held March 5, 2013 [Police]
 - b. To be held March 12, 2013 [Police]
3. Notice of a Public Hearing by the Board of Selectmen to be held March 18, 2013, to consider proposed revisions to 1) the Personnel Plan and Schedules A & B, 2) the Finance Committee Bylaw, 3) the Dog Control Bylaw, and 4) the Dog Licensing Bylaw.
4. Notice of Boxborough Emergency Reserve Corps (ERC) meeting to be held March 19, 2013.

