



**Minutes of May 1, 2017 Annual Town Meeting  
Commonwealth of Massachusetts  
County of Hampden, SS.  
Town of Blandford**

At a legal meeting of the qualified voters of the **TOWN OF BLANDFORD**, held on May 1, 2017 at the Blandford Town Hall, One Russell Stage Road, Blandford, Massachusetts, the following business was transacted:

Moderator: due to the Town's permanent Town Clerk not being present at meeting it was necessary to elect a Temporary Town Clerk by vote for purposes of the meeting. Moderator asked meeting to vote to authorize him to cast a single vote for election of Laurie Boucher (Assistant Town Clerk) as the Temporary Town Clerk for the evening. Vote passed and Laurie Boucher was elected as Town Clerk for the meeting.

**Article 1:** To see if the Town will vote, pursuant to the provisions of M.G.L. C. 39, Sec. 15 that the Town Moderator be authorized to declare a two-thirds vote without a count when passage of an article requires a two-thirds vote by statute, provided, however, that if the vote is immediately questioned by seven or more voters, a count shall be taken, or take any other action relative thereto..

Sponsor: Town Moderator

**RECOMMENDATION OF THE FINANCE COMMITTEE:**

That the Town vote to approve the article as written.

**RECOMMENDATION OF THE BOARD OF SELECTMEN:**

That the Town vote to approve the article as written.

**Article passed unanimously;** a procedural motion

**Article 2:** To see if the Town will vote to accept the reports of the Town Officials and act thereon; or take any other action relative thereto.

Sponsor: Town Moderator

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article passed unanimously**

**Article 3:** To see if the Town will vote to amend the Town's General By-Laws, Section II, P. Arts Council by deleting this section in its entirety and inserting in place thereof the following:

P. Arts Council

1. The Arts Council shall consist of five members appointed by the Board of Selectmen.

2. Members shall be appointed for staggered terms of three years and any such member shall not be appointed to more than two consecutive terms, or for a total of six years, Members must remain off the council for a one-year interval before serving additional terms.
3. Members shall have demonstrated scholarship or creativity in, or distinguished service to, the arts, humanities, or interpretive sciences.
4. Upon a vacancy, for any reason, the member's successor, if any, shall be appointed for a term of three years, and shall serve until the qualification of such member's successor.

Sponsor: Arts Council

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article passed unanimously**

**Article 4:** To see if the town will vote to amend the Town's General By-laws Section III Committees, B, Organization of the Finance Committee, Section 4 by deleting that section in its entirety and inserting in place thereof the following:—  
Section 4.

In the event of any vacancy in its membership, the Finance Committee shall notify the Moderator and the Town Clerk in writing within seven (7) days of such vacancy and the Appointing Committee shall fill such vacancy.

Sponsor: Town Administrator

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article passed unanimously**

**Article 5:** To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to (1) establish the following revolving funds and fiscal year spending limits as set forth below, and further (2) to amend the General By-laws by inserting a new by-law, Article XXI, Revolving Funds, establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

**XXI, Revolving Funds**

A. There are hereby established in the Town of Blandford pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds, from which the specified department head, board, committee, or officer may incur liabilities against and spend monies from without appropriation in accordance with the limitations set forth in this by-law.

B. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

C. No liability shall be incurred in excess of the available balance of the fund.

D. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting or any increase therein as may later be authorized by the Board of Selectmen and Finance Committee in accordance with G.L. c.44, §53E½.

E. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the General Fund.

F. Authorized Revolving Funds

<b>REVOLVING FUND PROGRAM OR PURPOSE</b>	<b>DEPARTMENT RECEIPTS TO BE CREDITED TO FUND</b>	<b>REPRESENTATIVE OR BOARD ENTITY AUTHORIZED TO SPEND</b>
<i>Fire Department - purchase of gear, equipment, and building maintenance</i>	Fees received from the Massachusetts Turnpike Authority in connection with inspections	Fire Chief
<i>Council on Aging - purchase of items to benefit the Council</i>	Fees received in connection with events that occur for the Council on Aging	Chair of the Council on Aging
<i>Electrical Inspector and Plumbing Inspector - salaries</i>	Fees received in connection with inspections and permits issued by such inspectors	Board of Selectmen or Town Administrator
<i>Shepard Farm Property - maintenance and improvements</i>	Fees and receipts generated through the programs undertaken at the Shepard Farm property	Shepard Farm Revolving Fund Committee, which shall consist of a representative from each: the Board of Selectmen, the Conservation Commission, and the Historical Commission
<i>Board of Health Perc Tests - salaries and costs relative to such program</i>	Fees received in connection with Percolation Tests	Board of Health
<i>Board of Health Trash Bag Program - purchasing trash bags</i>	Fees and receipts received in connection with the sale of Transfer Station Trash Bags to residents	Board of Health

G. Procedures and Reports. Except as provided in General Laws Chapter 44, §53E½ and this by-law, all applicable state and local laws and regulations that govern the receipt, custody, expenditure and payment of town funds shall apply to the use of revolving funds established and authorized by this by-law.

And, further, to establish the following fiscal year spending limit for such funds:

Authorized Revolving Funds	Fiscal Year Expenditure Limit
Fire Department	\$10,000
Council on Aging	\$ 7,500
Electrical Inspector and Plumbing Inspector	\$10,000 each
Shepard Farm Property	\$10,000
Board of Health Perc Tests	\$10,000
Board of Health Trash Bag Program	\$ 5,000

Or take any other action relative thereto.

Sponsor: Fire Chief, Council on Aging, Board of Selectmen, Board of Health

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article Amended**

**Article 5:** To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to (1) establish the following revolving funds and fiscal year spending limits as set forth below, and further (2) to amend the General By-laws by inserting a new by-law, Article XXI, Revolving Funds, establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

**Amendment 1:** Shepard Farm Property fiscal year spending limit changed to \$30,000 due to expected logging.

**Amendment passed**

**Article passed as amended unanimously**

**Article 6:** To see if the town will vote to fund the Town Administrator salary line at \$1 for fiscal year 2018.

Sponsor: Citizen's Petition submitted by Don Carpenter

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to take no action on this article.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to take no action on this article.

**Motion to postpone Article indefinitely. Motion passed by secret ballot 72 yes to 30 no.**

**Article 7:** To see if the Town will vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow money from time to time in anticipation of the revenue of the fiscal year beginning July 1, 2017 and ending June 30, 2018, in accordance with the provisions of M.G.L., Ch. 44, Sec. 4, and to issue a note or notes as may be given for a period of less than one year in accordance with M.G.L., Ch. 44, Sec. 17; or take any other action relative thereto.

Sponsor: Board of Selectmen

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article passed unanimously**

**Article 8:** To see if the Town will vote to authorize the Town Treasurer and/or Tax Collector to enter into compensating balance agreements during Fiscal Year 2018 as permitted by M.G.L., Ch. 44, Sec. 53F; or take any other action relative thereto.

Sponsor: Board of Selectmen

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article passed unanimously**

**Article 9:** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$ 1,532,002 for the Gateway Regional School District for the period of July 1, 2017 through June 30, 2018; or take any other action relative thereto.

Sponsor: Board of Selectmen

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article amended**

**Article 9:** To see if the Town will vote to raise and appropriate from available funds the sum of \$ 1,532,002 for the Gateway Regional School District for the period of July 1, 2017 through June 30, 2018; or take any other action relative thereto.

**Article passed as amended unanimously**

**Article 10:** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$ 75,000 for the Vocational Education for the period of July 1, 2017 through June 30, 2018; or take any other action relative thereto.

Sponsor: Board of Selectmen

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article amended**

**Article 10:** To see if the Town will vote to raise and appropriate from available funds the sum of \$ 75,000 for the Vocational Education for the period of July 1, 2017 through June 30, 2018; or take any other action relative thereto.

**Article passed as amended unanimously**

**Article 11:** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$35,000 for the transportation expenses for Vocational Education for the period of July 1, 2017 through June 30, 2018; or take any other action relative thereto.

Sponsor: Board of Selectmen

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article amended**

**Article 11:** To see if the Town will vote to raise and appropriate from available funds the sum of \$35,000 for the transportation expenses for Vocational Education for the period of July 1, 2017 through June 30, 2018; or take any other action relative thereto.

**Article passed as amended unanimously**

**Article 12:** To see if the Town will vote to raise and appropriate a sum of \$30,000 for the Reserve Account; or take any other action relative thereto.

Sponsor: Board of Selectmen

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Andy Montanaro made motion to change amount to \$20,000- motion seconded. Finance committee recommends leaving article as it stands. Vote taken & motion was denied.**

**Article passed unanimously**

**Article 13:** To see if the Town will vote to raise and appropriate a sum of \$70,000 for the Emergency Stabilization Account; or take any other action relative thereto.

Sponsor: Board of Selectmen

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article passed unanimously**

**Article 14:** To see if the Town will vote to authorize the Board of Selectmen to apply for and accept all Federal and State grants available to the Town of Blandford; or take any other action relative thereto.

Sponsor: Board of Selectmen

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article passed unanimously**

**Article 15:** To see if the Town will vote to authorize the Board of Selectmen to accept all Chapter 90 funds; or take any other action relative thereto.

Sponsor: Board of Selectmen

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article passed unanimously**

**Article 16:** To see if the Town will vote to raise and appropriate \$1,566,370 to defray the expenses of the Town for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018; or take any other action relative thereto. (See Proposed Departmental Budgets)

Sponsor: Board of Selectmen

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the budget with amendments.

**Article amended**

**Article 16:** To see if the Town will vote to raise and appropriate \$1,609,371 to defray the expenses of the Town for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018; or take any other action relative thereto. (See Proposed Departmental Budgets)

- **Fire Dept. made motion for \$40,000 to be set aside from building stabilization fund to be put towards a replacement fire truck. Motion carries**
- **Assessors made motion to change line item 18 to \$4800 and line item 19 to \$17680. Finance committee supports- motion carries**
- **Zoning Board made motion to increase line 58 to \$450. Finance committee approves- motion carries.**
- **Selectman William Levakis made motion to change line item 8 to \$60,000. Motion seconded and discussion followed regarding proposed hours. Motion made to move question. Motion failed by small majority.**
- **As a result of above changes, line item 76 was increased to \$400,041.**
- **Line item 131 carries as written**
- **Selectman William Levakis made motion to change line item 135 to \$13000 for Chapter 90 & grant \$ record keeping. Finance committee amended to \$9750. Motion carries as amended**
- **Selectman Adam Dolby made motion to change line item 163 to \$11,890. Motion passed**
- **As a result of above changes, line item 168 was increased to \$541,082**
- **Line item 185 carries as written**
- **Finance committee made motion to change line item 187 to \$39,000 (previously agreed upon with library trustees). Motion carries**
- **As a result of above changes line item 206 was changed to \$64,546**
- **Line item 215 carries as written**
- **Article 16 carries as amended at \$1,609,371.**

**Article 17:** To see if the Town will vote to raise and appropriate a sum of \$552,032 from Water Department Funds to operate the Water Department for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018; or take any other action relative thereto. (See Proposed Departmental Budgets)

Sponsor: Water Department

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article passed unanimously**

**Article 18:** To see if the Town will vote to raise and appropriate a sum of \$275,000 for the Building Stabilization Account; or take any other action relative thereto.

Sponsor: Board of Selectmen

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article amended**

**Article 18:** To see if the Town will vote to raise and appropriate a sum of \$275,000 for the Building Stabilization Account; or take any other action relative thereto  
**Per amendment on Article 16 this amount was decreased to \$230,000 to set aside funds for fire truck and to balance the budget. Motion carries.**

**Article 19:** To see if the Town will vote to raise and appropriate a sum of \$25,000 for the Municipal Light Stabilization Fund (Wired West Fiber Optic); or take any other action relative thereto.

Sponsor: Board of Selectmen

**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article passed unanimously**

**Article 20:** To see if the Town will vote to transfer a sum of \$37,989, representing the balance of retained earnings, for the Water Department Stabilization Account; or take any other action relative thereto.

Sponsor: Board of Selectmen



**FINANCE COMMITTEE RECOMMENDATION:**

That the Town vote to approve the article as written.

**THE BOARD OF SELECTMEN RECOMMENDATION:**

That the Town vote to approve the article as written.

**Article amended by Moderator**

**Article 20:** To see if the Town will vote to transfer a sum of \$37,989, representing the balance of retained earnings, from the Water Department earnings to the Water Department Stabilization Account; or take any other action relative thereto.

**Article passed as amended**

**A true copy**

**Attest:**

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**Laurie Boucher, Town Clerk**

Budget Document 2018					Ver 4.7.2017			
	FY2015 As Passed	FY2016 As Passed	FY2016 Comments	FY2017 As Passed	FY2017 Comments	FY2018 Requested	FY2018 Passed	FY2018 Comments
GENERAL GOVERNMENT		GENERAL GOVERNMENT		GENERAL GOVERNMENT		GENERAL GOVERNMENT		
Moderator's Salary	75	75		75		75	75	
Moderator's Expense	-	-		-		-		
				-		-		
Selectboard Salaries	4,761	4,761		4,761		5,261	5,261	
Town Administrator	1	40,000	Parttime/need job description - includes taxes, ins. Etc.	40,000		90,000	40,000	Motion on the Floor by B.L. for \$60K failed.
Secretary Salary	9,000	9,225	2-1/2% increase	9,456		13,322	9,750	to include new minute taker
Technology Training/ Support-2015	5,616	-		-		-		
Selectmen's Expenses	1,020	1,500		1,800		2,100	2,100	
				-		-		
Finance Committee	675	600		600		600	600	
Accountant Salary	14,000	17,937	17 hours/wk @20 +2.5%, more hours	5,330	Reflects change in responsibilities - only expense warrants	21,320	5,500	5.5 hrs/week + 80 hrs all @ \$20.50 Per 1/31/18 BOS Mtg (JL rqst 20hrs/wk for \$21320)
Accounting consultant				20,000	Manage GL, Develop policies & procedures manual	20,000	20,000	
Accountant Expenses	598	600		600		500	500	Per submitted rqst (JL)
				-		-		
Assessor's Dept. Salaries	4,471	4,470	Assessor's - stipends	4,470		4,470	4,800	Motion on Floor - passed - raised to \$4800
Assessor's Clerk Salary	14,871	15,243	2-1/2% increase in budget	15,624		15,624	17,680	Motion on Floor - passed - raised to \$17680
Dues, Membership fees	153	220		220		220	220	
Education & Training	1,530	1,530		900		900	900	
Mileage	510	600		600		600	600	
Registry of Deeds	61	61		61		61	61	
Legal Notices	204	204		150		150	150	
Map ink	-	-		-		-	0	
cell phone/IT	408	480		480		480	480	
Misc. Expenses	204	400	Edna and Brenda ok	500		500	500	
Assessor's Expenses				-		-	0	
Assessor's Contract Services	17,873	18,000		20,000	Reflects contract negotiation and additional	22,000	22,000	
<b>Total Assessors Expenses</b>				-		6,000	6,000	\$3000 more for education of new people
				-		-		
Treasurer's Dept. Salary	15,600	16,380	Proposed is 5% increase in budget = 15.75 hr/wk, 2-1/2% increase plus small increase in hours	18,450	Requested: 20hr/wk @ 20	18,912	16,000	\$15.00 pay rate due to new learning employe
Treasurer Asst Salary	1,000	800		513		525	525	
Treasurer's Expenses	3,381	7,150	\$3,000 increase for ADP - see detail	6,450	decrease reflects payroll setup fees not required for FY2017	6,600	6,600	
Tax Title Legal Fees	10,200	12,000		10,000	Request sent to Brenda/June 2/3/2016	10,000	10,000	Per Brenda email 12/19/17
Tax Title Custodian (Research)	2,040	2,000		2,000	Request sent to Brenda/June 2/3/2016	2,000	2,000	Per Brenda email 12/19/17
				-		-		
Tax Collector's Salary	14,016	14,366	Increase 2.5%, Need greater office presence. Based on 13.8 hr/wk	12,675	Adjust for less workload - Rate \$13.33	12,992	12,992	Per submitted budget June Masee Rate increase to \$13.66 for 928 hours, 17.8 hours per week
Tax Collector's Expenses	5,550	7,526	Revisit?	7,526		7,714	7,714	2.5% increase per June Masee
Tax Title Advertising	10,000	5,000	Increase for postage	5,000		5,000	5,000	Per Brenda email 12/19/17
Special Project: Collector's dept.		10,000	\$\$ Needed Per Josephine	10,000		10,000	5,000	Continues per budget submission by June Masee
				-		-		
Town Clerk's Salary	3,530	3,619	2-1/2% increase, next year review hours spent	4,619	Requested: 16 hrs/wk @ \$12 (150% +), recommended: increase by \$1,000	13,000	11,648	16 hr @\$14 for 52 weeks
Town Clerk Assistant		1,250	New position, provide backup - 2hrs/wk/\$12	2,500	Requested: 4 hrs per wk @ \$12.81 (50% +)	2,731	2,731	2.50%
Town Clerk's Expenses	2,244	4,500	Cut conferences by 50% (1 person/conf), cut additional \$1,100	4,383		4,383	4,384	
Town Reports Salary	676	693		693		693	693	
Street & Dog List Salary	560	574		574		598	598	

Budget Document 2018					Ver 4.7.2017			
	FY2015 As Passed	FY2016 As Passed	FY2016 Comments	FY2017 As Passed	FY2017 Comments	FY2018 Requested	FY2018 Passed	FY2018 Comments
Street & Dog List Expenses	261	325		325		323	323	
Vital Statistics Salary	29	50		50		50	50	
Board of Registrar's Salary	58	60		60		60	60	
Election & Registration	1,860	3,000	All FY2016 elections	3,393	Requested: 10.5% + increase	2,200	2,200	No national election
Town Reports Expenses	408	500		500	Requested: 40% + increase	710	710	
				-		-		
Conservation Commission	700	2,000	Request based on FY2015 actual	1,000	Recommended: based on actual ytd	-		
CC - Travel/gas						1,978	2,000	Per submitted budget Bryan Young
CC - MACC Dues (5 Members)						945	945	\$191 per member
CC - Classes/webinars/training						2,000	2,000	
CC - Chainsaw						800	0	Town Maint??share
CC - Mowing						500	0	Town Mowing has a budget under control of BOS (Bill)?? Line: 77
CC - Miscellaneous (Camera, Game Cams, Chains and Locks)						1,000	0	Law Enforcement??
Conservation Maps		250		250		-		Not Requested
Planning Board	518	500	Conferences \$300, Edu. & Training \$200	500		500	500	
Pioneer Valley Plan Com Assessment	189	185	Placeholder	185		185	185	
Zoning Board of Appeals	300	300	per Sumner	350	postage and paper increases	350	450	Motion on floor - passed - raised to \$450
Zoning Secretary	400	400	per Sumner	400		300	300	Submitted budget per Sumner - flat
				-		-		
Town Hall Labor	11,232	11,513		11,801		11,801	11,800	
New Town Hall Maint. & Repairs	24,500	25,000		18,000	Recommended: based on actual ytd	18,000	8,000	what items fall under this/ # based on current #s
External IT Support /Comp. Software	21,000	39,000	Includes \$23,279 Softright support, 9,000 for Accuity, 2,000 for email upgrade Suggestion: Add cost of one time support services 4,000	39,000		39,000	17,500	based on expended current
Town Counsel / Legal Fees	70,000	25,000		30,000	Recommended: based on actual ytd	30,000	30,000	
Audit Services - Town Records	18,000	20,000		20,000	20K for audit	25,000	25,000	Per 1/31/18 BOS Mtg
Town Hall Utilities (excl. water)	7,000	10,000		30,000	Recommended: Should be 30K based on ytd	30,000	22,500	
Town Water	-	9,958	FY2016: water bill paid to Water Dept.	10,456	5% increase	10,456	10,456	
Town Hall - Heating Fuel	33,000	29,000		29,000		29,000	21,000	
Town Office Supplies (all)	4,162	12,000	recommended by Cara/Edna	10,000	Based on YTD	10,000	10,000	
Town Misc. Expenses (incl. mowing)	10,400	8,000		6,000	Consolidate lawn services into this line item. Put under Bill for administration (cemeteries). Include park mowing as well out of park trust (managed by selectement) cost are (emo funding)	6,000	6,000	
Old Town Hall: All expenses	6,300	8,000		5,000		5,000	5,000	
Underground Tank Inspection	-			-		-		
<b>Total Town Routine Expense</b>	<b>205,594</b>	<b>197,471</b>	Water bill incl 2016	<b>209,257</b>		<b>214,257</b>	<b>167,256</b>	
				-		-		
<b>TOTAL GENERAL GOVT.</b>	<b>355,146</b>	<b>406,805</b>	<b>checked formula</b>	<b>427,280</b>		<b>525,489</b>	<b>400,041</b>	
TOWN PROTECTION SERVICES								
Ambulance Service	21,253	22,000	Placeholder	23,210	5.5% increase plus anticipated share of 4x4 ambulance est. 15,500	38,710	20,000	Need an additional town meeting to allocate actual cost of 2018 bill in amount of 24840
Berkshire County Dispatch		4,940		4,940		4,940	4,940	
Police Salaries	25,875	26,522	includes 2-1/2%	20,500	Finance requested activity report - none provided	37,700	29,000	
Software		600		600		600	600	
Radar Certifications		300		300		300	300	
Firearms Recertification		700		700		700	700	
(new) cell phone				-	new expense proposed expense	-	0	
Training		800		700		700	700	
Cruiser Maintenance		3,000		3,000		3,000	3,000	

Budget Document 2018					Ver 4.7.2017			
	FY2015 As Passed	FY2016 As Passed	FY2016 Comments	FY2017 As Passed	FY2017 Comments	FY2018 Requested	FY2018 Passed	FY2018 Comments
Fuel for vehicles		2,600		2,000	30 gal/wk @ \$1.50/gal, no justification provided	3,640	3,500	
phones		-		-		-	0	
Aircards		1,440		1,440		1,440	1,440	
Uniforms		-		-	new expense proposed expense	-	0	
Dues, Membership fees		900		900		900	900	
Radio Equipment		600		600		600	600	
Blackboard connect		1,636		1,636	subscription	1,636	1,636	
vehicle lease		-		-	Proposed lease for new SUV (reflected on capital requests)	-	0	
<b>Police Dept. Expenses</b>	<b>13,126</b>	<b>12,576</b>	<b>-</b>	<b>11,876</b>	<b>-</b>	<b>13,516</b>	<b>13,376</b>	
				-		-	0	
Fire Chief	10,764	10,764		11,033		26,000	15,600	Proposed increase in FC hours by 10 hours per week (520 hours) for an hourly rate of \$20 based on a 25 hour week. (Recommend 5 hours)
Fire Inspector			chief removed expense		Pay out of fees collected			***Must Bill for Emergency Services*** and Inspections
Firefighters						6,000	6,000	6 FF per call - 100 calls per year (\$10 each)
Clerk's Salary		-		2,000	\$12/hr	-	-	Propose deleting the clerk's pay - Chief can do the job
<b>Total Fire Salaries</b>	<b>10,764</b>	<b>10,764</b>	<b>-</b>	<b>13,033</b>		<b>32,000</b>	<b>21,600</b>	
Notification/Response sys/Office supplies						1,150	1,150	
Equip testing/repairs		7,000		7,000		7,300	7,300	
Utilities (electric, gas, phone, cable)		3,800		4,000		2,500	2,500	
Cell phones				600		-	-	
heating fuel		5,000		5,000		3,000	3,000	
Fuel for vehicles		1,500		1,500		1,750	1,750	
Insurance				-		-	0	
Apparatus repair/maintenance/inspections		7,000		7,000		5,100	5,100	
Medical Response Supplies		1,000		1,200		1,500	1,500	
Dues, Membership fees		400		600		600	600	
Education & Training		1,500		3,000		3,000	3,000	
Physical Exams		500		1,000		1,000	1,000	
Building repair & Maintenance		500		1,000		2,000	2,000	
Pager, Radio repair/maintenance		500		500		600	600	
Emergency Equipment		500		500		500	500	
SCBA/ compressor maintenance		2,500		2,000		2,000	2,000	
Fire Suppression Equip/Supplies		2,400		2,400		2,900	2,900	
<b>Fire Department Expenses</b>	<b>30,500</b>	<b>34,100</b>		<b>37,300</b>		<b>34,900</b>	<b>34,900</b>	
				-		-	0	
Building Inspector Salary	5,589	5,589		5,400		5,400	5,400	
Building Inspector Expenses	510	510		510		510	510	
Plumbing Inspector Salary				-		-	0	
Electrical Inspection Salary				-		-	0	
Inspector of Animals	543	543		556		556	543	
Emergency Management (expense)	102	102		102		102	102	
Dog Officer Salary	860	860		882		882	860	
Dog Officer Expenses	306	306		306		306	306	
				-		-	0	
Tree Warden Salary	1,148	1,148		1,176		1,150	1,150	Per1/13/18 submission of Tree Warden
Tree Warden Expenses	510	510		510		510	510	
Contract Svc - Tree Expense	7,650	7,650		7,000		7,650	24,000	20 days @ \$1200/day preventative & EM added
<b>TOTAL PROTECTION</b>	<b>118,736</b>	<b>128,120</b>	<b>Ok - checked total formula</b>	<b>127,301</b>		<b>178,832</b>	<b>157,197</b>	
<b>PUBLIC WORKS &amp; FACILITIES</b>				-		-	-	

Budget Document 2018					Ver 4.7.2017			
	FY2015 As Passed	FY2016 As Passed	FY2016 Comments	FY2017 As Passed	FY2017 Comments	FY2018 Requested	FY2018 Passed	FY2018 Comments
Highway Salaries	114,798	117,668	Request adds 2 fulltime employees, 2-1/2% increase, recommendation does not	120,610	Requested budget includes 2.5% increase	120,000	120,000	Per submitted budget - Brad Curry
TBD Worker	-	-		-	Requested:Additional employee	37,440	37,440	
Highway Secretary	9,000	9,225	2-1/2% increase	6,396	Reduced hours to approximate prior level	13,000	9,750	<b>Motion on the Floor by B.L. for \$13K amended to \$9750 and passed.</b>
Overtime Salaries	4,223	4,500		4,500	Requested: 34% increase	4,500	3,000	reduced to account for added employee
P/T Salaries	12,000	12,300		12,608		14,000	12,600	
(new) Clothing Allowance				900	Requested:\$500 per FTE, 4 FTE/ Recommended: \$300 per FTE, 3 FTE	2,900	2,900	
<b>Total Salaries &amp; Clothing</b>	<b>140,021</b>	<b>143,693</b>		<b>145,014</b>		<b>191,840</b>	<b>185,690</b>	
				-		-	0	
Snow & Ice Labor	30,900	31,673		32,455		32,455	32,455	
Sand & Salt	50,000	50,000		50,000		55,000	55,000	
Winter Repairs / Parts	10,000	10,000		10,000		12,000	12,000	
Winter Fuel and Oil	17,000	17,000		17,000		17,000	17,000	
<b>Total Snow &amp; Ice Removal</b>	<b>107,900</b>	<b>108,673</b>		<b>109,455</b>		<b>116,455</b>	<b>116,455</b>	
(new) Equipment Rental				5000	mini-excavator/Ground vibrating roller	-	-	
(new) Western Mass Mower				1000	mower coop program (will explain at meeting)	1000	1,000	
(new) Equipment Repairs (outside source)		30,450		20,000	Repairs not conducted by Blandford staff	30,000	30,000	
(New) Equipment Repairs (inside)				0	Repairs conducted by Blandford staff	3,000	3,000	
(new) Hwy Vehicle Inspections				1300	(could this be captured under equip maint?)			
(new) Fuel For Vehicles		38,550		20000		20000	20,000	
<b>Total Equipment Costs</b>		<b>69,000</b>		<b>47300</b>		<b>54000</b>	<b>54000</b>	
				-		-	0	
(new) Bldg Maint & Repairs			2016 conducted out of Hwy stab. Fund	3000		8000	5,000	
Utilities (electric, propane)		7,800		3,200		3,200	3,200	
<b>Building Costs</b>		<b>7,800</b>		<b>6200</b>		<b>11200</b>	<b>8,200</b>	
Bridge repair N. Blandford Road				30,000				
(new) Road Repairs (gravel, blacktop, etc)		70,400		30,000		50,000	50,000	
Routine Hwy Expenses			formerly road repairs in 2016	43,100		65,000	65,000	
Shop Supplies								
<b>Total Hywy Maintenance Expenses</b>	<b>151,190</b>	<b>70,400</b>		<b>103,100</b>		<b>115,000</b>	<b>115,000</b>	
<b>Highway Total Budget</b>	<b>399,110</b>	<b>399,566</b>	<b>Formula ok</b>	<b>411,069</b>		<b>488,495</b>	<b>479,345</b>	
Transfer Station Salaries	11,317	11,317	no increase until in line w/town payroll schedule	11,600		11,600	11,890	<b>Motion on the floor to raise salaries to \$11890 - passed</b>
Cartage & Tipping	25,500	25,500		25,500		25,500	25,500	
Transfer Station Expenses	28,600	19,847	heat, electric, inspection landfill (3,800), mowing. Removed teardown expense (8752.15) moved to capitol ex pense	19,847		19,847	19,847	
Cemetery Commission Expenses	3,500	3,500		3,500		3,500	3,500	
Municipal Light Board	1,000	-	Peter Langmore will verified that no payment is due for FY2016	1,000		1,000	1,000	
<b>TOTAL PUBLIC WORKS</b>	<b>469,027</b>	<b>459,730</b>	<b>Formula ok</b>	<b>472,516</b>		<b>549,942</b>	<b>541,082</b>	
<b>HUMAN SERVICES</b>								
				-		-	-	
Board of Health Salaries	2,399	2,399		2,399		2,399	2,399	
Board of Health Secretary	3,236	3,236		3,236		3,236	3,236	
Board of Health Expenses	11,417	11,417	no teardown expense included	11,417		11,417	11,417	
Lee Visiting Nurses	377	350	Placeholder	350		350	350	
Exercise				300		300	300	
Staff/Volunteer Transport	100	200	? Which budget did this amount come from?	200		200	200	
Equipment/Furnishings	350	350		350		350	350	
Supplies	300	200		200		200	200	

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	FY2015 As Passed	FY2016 As Passed	FY2016 Comments	FY2017 As Passed	FY2017 Comments	FY2018 Requested	FY2018 Passed	FY2018 Comments
Postage	152	96		96		96	96	
Newletter Printing	500	150		150		150	150	
Recreational/Social	850	1,200	includes exercise budget item	900		900	900	
Emergency Health Planning	400	300		300		300	300	
Council on Aging Expenses: TTL	2,652	2,496	Total COA	2,496		2,250	2,250	
<b>Administrative Support (New)</b>						500	500	Receiving \$500 state grant, wish to dedicate it to admin support w/match from town.
Veterans' Administration	1,632	1,700		1,700		1,700	1,700	
Veterans' Benefits	17,000	27,000		27,000	expecting a new veteran to collect no # yet	27,000	27,000	
<b>TOTAL HUMAN SERVICES</b>	<b>38,714</b>	<b>\$ 48,598</b>	<b>Formula checked</b>	<b>\$ 48,598</b>		<b>\$ 48,852</b>	<b>\$ 48,852</b>	
<b>CULTURE &amp; REC.</b>				-		-	0	
<b>Library Salaries</b>	<b>25,384</b>	<b>26,019</b>	Request includes 4,332 for tech support, tech support removed, 2-1/2% increase	<b>28,600</b>	Provides for raises and staffing at the library of 2 individuals at all times --- see alternative possibility in library tab	<b>42,527</b>	<b>39,000</b>	<b>Motion on floor by Finance to reduce to \$39K - passed</b>
Books	8,915	9,123		10,412		13,393	13,393	
Telephones	-	-		-		-	0	
Electricity	-	-		-		-	0	
Summer Reading/Toddler Time	2,000	2,000		2,000		2,000	2,000	
Oil & Utilities	4,500	4,500		4,500		3,000	3,000	
MassCat fee	1,200	1,200		1,200		2,183	2,183	
Cleaning of Building	550	-		-		-	0	
Snow Shoveling	250	300		300		300	-	Call Bill
Landscaping	1,550	1,489		-	Consolidate lawn maintenance	1,500	-	Call Bill
Travel	300	-		-		300	300	
Maint/Repair	300	-		-		300	300	
Supplies	1,200	1,000		600		1,000	1,000	
Shipping		-		-		300	300	
<b>Library Expenses Total</b>	<b>19,115</b>	<b>19,612</b>		<b>19,012</b>		<b>24,276</b>	<b>22,476</b>	66,803
Recreation Committee	1,450	1,670	\$200 increase for Welcome Committee	1,670		1,670	1,670	
<b>Town Common Lawn Maint.</b>	<b>585</b>	<b>600</b>	Per Andy	-	Consolidate lawn services	-	0	
Historical Commission	900	900		600	No budget submission	600	600	
Memorial Day	500	500	Per Cara	800		800	800	
<b>TOTAL CULTURE &amp; REC</b>	<b>47,934</b>	<b>49,301</b>	Formula checked	<b>50,682</b>		<b>69,873</b>	<b>64,546</b>	
				-		-	0	
Insurance (Property, Liability)	48,000	50,220	Source: Brenda 1/5/2015 email	54,000	Net of 9,000 allocated to Water Dept	54,000	54,000	
Fire & Police Disability Insurance	7,800	11,333	Source: Brenda 1/5/2015 email	15,000		15,000	15,000	
Hampden County Retirement	38,728	45,675	Source: Brenda 1/5/2015 email	54,305		48,022	48,022	Per Brenda email 12/19/18
Workers' Compensation	4,000	5,045	Source: Brenda 1/5/2015 email	11,000		11,000	11,000	
Unemployment Compensation	2,000	2,000	TvW placeholder	3,000		3,000	3,000	
Group Insurance (Health)	70,000	70,770	1/5/15 Brenda email 80,216/2/23/15 Brenda revised	61,671	Anticipated rate increase net of 16,600 direct charge to water	61,671	61,671	
Medicare Town Share	-	10,000	Brenda revised 2/24/15	10,000	Minimal change in overall salaries	10,000	10,000	
<b>TOTAL OVERHEAD EXPENSES</b>	<b>170,528</b>	<b>195,043</b>	Formula ok	<b>208,976</b>		<b>202,693</b>	<b>202,693</b>	
<b>GATEWAY REGIONAL SCHOOL DISTRICT, VOCATIONAL</b>								
Gateway Regional School District	1,509,148	1,584,148	Level Service Budget includes State Min. & Non-foundation & \$173,044 of Above Min. Contribution. Actual after DESE mandate \$1,603,019 For FY16	1,597,714	Per GRSD estimated assessment per 03/02/2016 (\$8041) desired increase., after the DESE mandated increase of \$18,871 from FY16 that carried through to FY 17.	1,532,002	1,532,002	
Vocational Schools	157,536	114,462		129,291	7 students	75,000	75,000	2 known students + buffer
Vocational Transportation	28,000	36,000	Placeholder	45,000		35,000	35,000	Transportation historical

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	FY2015 As Passed	FY2016 As Passed	FY2016 Comments	FY2017 As Passed	FY2017 Comments	FY2018 Requested	FY2018 Passed	FY2018 Comments
TOTAL EDUCATION	1,694,684	1,734,610		1,772,005		1,642,002	1,642,002	
TOWN EXPENSES: DEBT, RESERVES, CAPITAL EQUIPMENT/PROJECTS								
Emergency Stabilization Account	35,000	55,000	Plug	81,658		60,000	70,000	
Reserve Account	25,000	25,000	plug	25,000		25,000	30,000	Motion to Amend to \$20,000 by A.M. BOS failed
Loan & Int.-Debt Exclusion approved by voters Town only	58,843	58,843	need to account for Gateway piece, not included here	59,283		59,283	59,283	
Loan & Int.-Debt Exclusion approved by voters Gateway only		-	Included in Gateway assessment	-	Included in Gateway assessment	-	0	
Remaining Loan Debt (not subject to an override)	59,267	113,458	Assume Hurricane payment of \$378K from FEMA, For BRD assume only reimb. For 75% of 157K	117,780		42,684	42,684	
Annual Capital Equip./ Projects	25,000	30,000	\$8752 from BOH to Cap. - teardown expense	30,000		30,000	100,000	Motion on Floor by BOS to add \$40K earmarked for replacement FT - passed
Bldg Projects: Hwy/Fire/Lbry (stabilization)	100,000	100,000	Plug	100,000	twv plug - needs discussion	100,000	230,000	Motion on floor to reduce from \$275K to \$230K to balance shifts in funds - Passed
Wired West Fiber Optic (Stabilization)		12,000	New Wired West Stabilization	12,000	twv plug - needs discussion	12,000	25,000	
TOTAL OTHER TOWN EXPENSES	303,110	394,301		425,721		328,967	556,967	

Budget Document 2018					Ver 4.7.2017			
	FY2015 As Passed	FY2016 As Passed	FY2016 Comments	FY2017 As Passed	FY2017 Comments	FY2018 Requested	FY2018 Passed	FY2018 Comments
<b>TOTAL TOWN EXPENSE SUMMARY</b>								
	<b>2015 Budget</b>			-		-	0	
				-		-	0	
<b>TOTAL GENERAL GOVT.</b>	355,146	406,805		427,280		525,489	400,041	
<b>TOTAL PROTECTION</b>	118,736	128,120		127,301		178,832	157,197	
<b>TOTAL PUBLIC WORKS</b>	469,027	459,730		472,516		549,942	541,082	
<b>TOTAL HUMAN SERVICES</b>	38,714	48,598		48,598		48,852	48,852	
<b>TOTAL CULTURE &amp; REC.</b>	47,934	49,301		50,682		69,873	64,546	
<b>TOTAL EMPL. OVERHEADS</b>	170,528	195,043		208,976		202,693	202,693	
<b>TOTAL EDUCATION</b>	1,694,684	1,734,610		1,772,005		1,642,002	1,642,002	
<b>TOTAL OTHER TOWN EXPENSES</b>	303,110	394,301		425,721		328,967	556,967	
<b>Total Town Expenses</b>	<b>3,197,880</b>	<b>3,416,507</b>	On the right with Annual Mtg adjustments	<b>3,533,079</b>		<b>3,546,650</b>	<b>3,613,380</b>	
<b>Town Revenue Summary</b>								
	<b>2,015</b>		1.060649014					
<b>Property &amp; Real Estate Taxes</b>	<b>2,414,000</b>	2,560,407	Source: Brenda	2,739,426		2,807,912	2,807,912	
Overlay Account	(26,000)	(27,000)	Source: Brenda	(25,000)		(25,000)	-25,000	
New Growth	15,000	22,000	Source: Brenda	15,000		15,000	15,000	
Water Dept. Overhead Expense	13,580	29,534	Adjusted per Bill	21,136	Revised methodology for FY2017 To be paid quarterly	21,136	21,136	
Cherry Sheet (State aid)	175,000	181,436	Adjusted per Brenda 3/2/15	166,383		174,108	174,108	
Subtract Cherry Sheet Allocated(ex. COA)		(2,235)	Brenda adj. 3/2/15 re: Library	(2,189)		-	0	
Building Inspector Receipts	3,500	-	Included in Local Receipts	-		-	0	
Local Receipts: Motor Vehicle, Food and Lodging taxes, Etc.	500,000	500,000	Source: Brenda	475,000		475,000	475,000	
Debt Exclusion Income	150,000	58,843	FY 2016: Excludes Gateway Remodeling, Source: Brenda	58,542		58,542	58,542	
Gateway Remodeling - Debt excl.		94,000	Included in above line in prior years, placeholder for now	91,676		91,676	91,676	
<b>Total Projected Revenue</b>	<b>3,245,080</b>	<b>3,416,985</b>		<b>3,539,974</b>		<b>3,618,374</b>	<b>3,618,374</b>	
<b>Summary of Expenses and Revenue</b>								
	<b>2015 Used</b>							
<b>Total Town Expenses</b>	<b>3,197,880</b>	<b>3,416,507</b>	On the right: With Annual Mtg Adjustments	<b>3,533,079</b>		<b>3,546,650</b>	<b>3,613,380</b>	
		6.8%		3.4%		0.4%	2.3%	
<b>Total Projected Revenue</b>	<b>3,245,080</b>	<b>3,416,985</b>		<b>3,539,974</b>		<b>3,618,374</b>	<b>3,618,374</b>	





Budget Document 2018					Ver 4.7.2017			
	FY2015 As Passed	FY2016 As Passed	FY2016 Comments	FY2017 As Passed	FY2017 Comments	FY2018 Requested	FY2018 Passed	FY2018 Comments
<b>Water Department - Enterprise Account</b>								
	<b>2015 passes</b>							
Superintendent Salary	35,000	35,875		35,875		37,925	37,925	
Clerk's Salary	6,000	5,200	\$20per/hr est 5 hr/wk per water dept.	5,200	\$20per/hr est 5 hr/wk per water dept.	5,330	5,330	
Secretary	12,000	12,300	\$12.80 per/hr 18hr/wk	12,300	\$12.80 per/hr 18hr/wk	10,000	10,000	
Water Dept. Administrator	-	-		-		-	0	
Backup Superintendent	8,000	8,200		8,200		10,250	10,250	
Commissioners' Salaries	6,000	6,150		6,150		6,304	6,304	
Licensed Assistant	2,000	2,050		2,050		3,204	3,204	
Field Commissioner (2014)	10,000	10,250	per Bill	8,506		8,600	8,600	
Other Labor	31,000	20,000	per Bill	14,500	2017 - Includes Breaks & Repair labor	17,000	17,000	
				-		-	0	
Utilities	50,000	56,000		30,000		30,000	30,000	
Chemicals	15,000	15,375		15,375		15,375	15,375	
Breaks and Repairs	25,000	35,000	2015/16 includes labor	35,000	Note - Labor is contract labor ("1099")	42,000	42,000	
Testing	10,000	10,250		10,250		10,250	10,250	
System Repairs	-			-		-	0	
Office Expenses	4,000	4,100	per Bill	4,100		4,100	4,100	
Equipment Repairs	3,000	3,075	per Bill	3,075	FY2016 - Includes maintenance	3,075	3,075	
Legal/Audit Fees	2,000	1,000	per Bill	1,000		1,000	1,000	
Software Support	4,000	1,025	per Bill	1,025		1,025	1,025	
Education and Training	4,000	4,100	per Bill	4,100		4,100	4,100	
Dept. Supplies	4,000	4,100	per Bill	4,100		4,100	4,100	
Medical Ins				16,600		16,600	16,600	
Property Insurance				9,219		9,219	9,219	
Utility Billing Module				3,400		3,400	3,400	
Dues, Membership fees		300		300		650	650	
Maintenance				6,000		15,000	15,000	
Capitol Expense				13,000		13,000	13,000	
Overhead/indirect Cost: Pd to town	13,580	29,534	Per Water Dept. Adjusted amount	21,136	tw estimate - excludes Property/Liability	16,663	20,436	
				-		-	0	
<b>Payroll</b>	<b>110,000</b>	<b>100,025</b>		<b>92,781</b>		<b>98,613</b>	<b>98,613</b>	
<b>Non-Salary Expenses</b>	<b>134,580</b>	<b>163,859</b>		<b>177,680</b>		<b>189,557</b>	<b>193,330</b>	
<b>Debt Repayment</b>	<b>262,585</b>	<b>260,089</b>		<b>260,089</b>	FY2016 - needs review	<b>260,089</b>	<b>260,089</b>	
<b>Total Water Dept. Expenses</b>	<b>507,165</b>	<b>523,973</b>		<b>530,550</b>		<b>548,259</b>	<b>552,032</b>	
Water Department Revenue	515,278	525,317	Customer bills	552,032		552,032	552,032	
Surplus	8,113	1,344		21,482		3,773	0	\$37989 retained earnings Passed