

Recreation Enterprise

Parks and Grounds

Cemetery

Recreation Enterprise:

1. List of all revenue collected by payee/group/programs. [See attached spreadsheet Total Enterprise revenue to deposits as of 12/8/15 \\$562,163.81; includes interest and debits to revenue \(credit card fee, not sufficient funds checks, refunds\).](#)
2. Please provide Recreation Enterprise Program Cost Report spreadsheet as in previous years of Recreation program revenue, expenses, participants, fee schedules by program (actual FY15, budgeted FY16, 17)

Suggestions for above table:

- A. - calculate a subtotal after the OFFICE/BUILDING line sub total for all columns
 - B. - show the \$117,224.00 from the GENERAL FUND and the \$436.32 INTEREST as part of the Enterprise total calculated for the entire organization (i.e. after the subtotal created from above bullet). To me at least, these categories are not the same as revenue generated by fees paid for Recreation programs and are not helpful in determining how much of the Enterprise is being subsidized from the General Fund.
 - C. - insert a column with a subtotal for the direct costs (i.e. subtotal for columns Direct Costs, Payroll & Longevity and Dept. Salaries.) followed by another column with the difference between the Revenue and the subtotal for all direct costs. With these additional subtotal we can see how "profitable" a program is based on the specific revenue and program specific expenses, and then after administrative expenses are added in.
3. Can we get a list of major programs and levels of participation? Even a breakdown by major categories (e.g. sports, social & cultural, etc.) would be helpful. [See attached spreadsheet for participants in FY'16](#)
 4. Total employee headcount in "other recreational staff" for FY15 & FY16 YTD, budgeted FY17 [FY'15 = 199; FY'16 = 182](#)
 5. Breakout of direct and indirect costs rather than lump sum of \$292,530 for FY17 [See attached spreadsheet for breakdown](#)
 6. Why are the utility costs (heating fuel, water, and electricity) in FY15 actual such round numbers (they look like budgeted rather than an actual numbers)? [The cost of utilities is evenly split between Parks & Grounds \(650\) and Enterprise \(630\) so numbers are rounded to nearest whole dollar. The actual cost for FY'15: electrical \\$2,663.82, Heating \\$6142.03, water \\$390.62](#)
 7. Are you anticipating significant seasonal program decrease? [No](#) For Other Recreational Staff actual FY15 was \$386,047.32, while FY 16 budget was \$257,843 and FY17 is \$264,850. Does this take increase in minimum wage into account? [The BOS just voted \(12/9\) to increase minimum wage to \\$10/hour effective January 1, 2016. There are 182 seasonal employees of which 118 are eligible for a wage increase to \\$10/hour. The estimated annual impact would be \\$13,721.82. A review of all seasonal positions and if any adjustments will be made is being reviewed. The impact for FY'17 is yet to be determined.](#)

8. What is the policy for prioritization of local use of fields (fee and no fee), as opposed to non-taxpaying, outside groups' use? The Westford Youth Sports organizations (WYSA, WYBSL, and WYLAX) and Adult Softball leagues (Co-Ed, Men's) are primary users and pay an annual fee. WYSA and WYLAX currently do not pay a user fee at Community Fields at Nutting Road in agreement with raising significant funds for the complete Community Fields project (Nutting Road fields and WA Trustees field). All Westford Adult/Westford business pay \$100/game; Community fields at Nutting Road Resident \$80/hour, non-resident \$120/hour; Primary User Alliance/non-resident youth \$100/game; Camps/clinics \$1,000/up to 5 days ≤50 additional \$10/camper (Jack Walsh); Camps/clinics \$1,200/up to 5 days ≤50 campers additional \$10/camper (Community fields); Non-resident groups (one time use or multiple use) \$100/hour/field.
9. How much cost savings are incurred by closing field use, specifically the artificial turf fields at Nutting Rd? During the vote to allocate funds for these fields, the residents were assured almost year-round access to the artificial fields. All fields are closed after the fall season to minimize the damage to the turf. The agreement with the Parks and Recreation Commission and the Neighbors to the Community Fields was to not have play during the winter months at the Community fields.
10. Where is the travel that generates \$3,600 in mileage? 6000+ miles based on the federal reimbursement rate? This is part of the Director's compensation.
11. What's the status of breaking even in Recreation?
Enterprise funds are set up to show the Town the cost of the entity and may be completely funded, partially funded, or self-sustaining. The Recreation Department continues toward a break even status.
Can we see a multi-year trend again? See attached spreadsheet
12. How much is in Recreation Enterprise free cash? Certified Free Cash as of July 1, 2015 is \$285,106 How much was used last year? \$50,000
13. Were there any FinCom Reserve requests in FY15, 16? There were no FinCom Reserve fund request for either FY'15 or FY'16
14. What is the current YTD run-rate for the FY16 budget? To be provided by the Finance Director
15. We have director/assistant director/office manager positions for both Recreation, Parks and the Recreation Enterprise. What is the allocation between the departments?
Director- 60% Parks, 25% Enterprise; 15% Cemetery; Assistant Director 90% Enterprise; 10% Parks; Office Manager 75% Enterprise 25% Parks
16. What were the FY15, 16, 17 subsidies for Recreation Enterprise fund? Is this correct below? To be provided by the Finance Director
FY15: \$99,060
FY16: \$173,431
FY17: \$110,969
17. What is the time frame for leaving the town farm building? Town Farm Task Force Committee made its recommendations to the BOS at its December 8th meeting. The recommendation is to have a plan in place by July, 2016 for the relocation of the Department and space to meet department program needs to increase revenues.

The Town Manager has directed the Parks and Recreation Commission and the Permanent Town Building Committee to look at possible options for re-locating the department including new construction, purchasing an existing building, and leasing space. Would future space need to be leased and additional expense needed? Additional expenses will be determined by the option selected by the Town. The amount of program space provided will directly impact the need for additional expenses, in particular raising revenue to off-set expenses.

Cemetery:

1. Cemetery revenue, actual for FY15, budgeted by FY16

	Sale of Lot	Perpetual Care	Sale	Opening	Monument
FY'15	\$ 31,800.00	\$ 19,080.00	\$ 12,720.00	\$ 30,100.00	\$ 520.00
Budget estimate FY'16	\$ 34,000.00	\$ 20,400.00	\$ 13,600.00	\$ 22,000.00	\$ 500.00
FY'16 to date	\$ 23,400.00	\$ 13,380.00	\$ 8,920.00	\$ 19,325.00	\$ 320.00

2. Cemetery fee schedule

Burial Lot with Monument Privileges (includes Perpetual Care)

One Grave Lot	\$800
Two Grave Lot	\$1,600
Three Grave Lot	\$2,400
Four Grave Lot	\$3,200

Burial Lot without Monument Privileges (flat marker, includes Perpetual Care)

One Grave Lot	\$400
Two Grave Lot	\$800
Baby section (<2yrs)	\$200
Urn Garden (4 cremation)	\$550

Columbarium Niches

Top Two Rows	\$650
Middle Two Rows	\$550
Bottom Two Rows	\$450

Additional Charge for Non-Residents

Per grave	\$400
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Opening Charges

Adult	\$800
Child (<10 yrs)	\$300
Stillborn	\$150
Cremation	\$375
Cremation Child (<10 yrs)	\$150
Cremation (no service)	\$150
Columbarium	\$150

DISINTERMENT:

Full Burial	\$1,200
Cremation	\$400

Saturday and weekdays after 3PM burials are an additional \$3 00
 No burials on Sundays or Holidays

3. Are there any other budgetary offsets? **No**
4. What are contractual services? **Services contracted where the cemetery does not have the equipment such as moving a headstone, or tree work.**
5. Were there any FinCom Reserve requests in FY15, 16? **No**

6. What is the current YTD run-rate for the FY16 budget? [Finance Director to provide](#)
7. Is the decrease of \$1,030 in Gasoline in Expenses due to the town wide assumption of lower gas rates for next year or something else? [Decrease is related to cost of fuel](#). If it's the town wide assumption, how much of a difference per gallon are the rates from last year to this year's budget? [See attached spreadsheet for fuel comparison FY16 to FY15 for Parks and Cemetery](#)
8. What is the equipment being maintained in cemetery? [Mowers, blowers, lowering devices, chain saws etc](#). Are there equipment operators allocated? [All Parks and Grounds and Cemetery employees are qualified equipment operators](#).
Again, do the highway mechanics assist in the maintenance?
[Highway Mechanics perform regular maintenance on trucks and as needed will help out with maintenance related issue for back hoe](#).
9. Are the salary allocations based on where the employees spend their time of director doesn't compute in Cemetery [See answer to question #15 under Recreation Enterprise](#)
10. What is the current YTD run-rate for the FY16 budget? [Finance Director to provide](#)

Parks and Grounds:

1. List of all revenue collected by payee/group/programs. [See spreadsheet under Maintenance revolving](#).
2. Full year activity of Parks Field Maintenance revolving account. [See spreadsheet under Maintenance revolving](#)
3. List of all properties that Parks maintains and approximate time spent/man-hours needed. [See spreadsheet under Properties](#)
4. Do the Parks Department and the Recreation Enterprise Fund share the building utility costs 50:50, as there are line items for electricity, heating fuel and water in both budgets at the exact same number? [Yes, the cost are split 50:50 \(see answer to question #6 under Recreation Enterprise\)](#)
5. What are the cost savings incurred by the Carry In, Carry Out trash policy on the public fields? Why are there no recycling containers at the fields? In observing numerous fields around town, it seems that there is a lot of garbage and recycling materials in the ground. It also seems like the trash/recycling is mowed up during maintenance, rather than picked up first. Seems like this is an environmental and safety hazard. [The Recycling Commission asked the BOS to adopt a Carry In, Carry Out policy for the Town. A carry in/carry out policy was adopted by the Board. There are recycling bins, trash containers and dumpsters on sites where there are concession stands, which generates trash and recycling that the user has not carried onto the property. The various sports organization have agreed to remove the trash/recycling generated from their sales to a recycling or trash dumpster](#).
6. Explain decrease in grounds maintenance from FY15 actual? [The budget used to have just one line item for grounds. For the past two fiscal years the budget has been adjusted to reflect the cost of vehicle maintenance and equipment maintenance. The result is in a decrease in the grounds line item and increase in the vehicle and equipment line items](#)

7. Is the FY17 \$19,000 supplemented by the \$15,000 taken from the Field Maintenance revolving fund? If so, that would put this line item at \$34,000 which is a \$9000 increase from FY15 actual. [No the \\$15,000 goes to the General Fund.](#) How will this affect the upkeep of the parks land? [There should be no impact on the upkeep of the parks land.](#) Why \$3000 increase in vehicle maintenance from FY15 actual? [See explanation on budget adjustment from single line item to additional line items in question #6](#)
8. Were there any FinCom Reserve requests in FY15, 16? [No](#)
9. What is the current YTD run-rate for the FY16 budget? [To be provided by the Finance Director](#)
10. What is the relationship between Parks and Schools regarding field maintenance? [The Parks Crew maintains the Town properties and the School Crew maintains the school properties. At times the departments assist each other and this has been a fine working relationship.](#)
11. What are the heavy equipment drivers driving? [Trucks with and without trailers, back hoes, tractors, snow plows etc.](#) I see a tractor and swap loader on capital list.... Is there more with 3.5 FTEs? [There are no capital request for Parks in the FY'17 budget this is perhaps a Highway request.](#)
12. What equipment and vehicles are being maintained in parks? [The maintenance cost of vehicles that are used in the Highway Snow/Ice operation are split 50:50 between the Parks Budget and Highway budget. The Parks Crew maintains its trailers, mowers, tractors, and ground equipment. Since costs are shared with the highway, do the mechanics not service and maintain the vehicles? The Highway Mechanics do service and maintain vehicles. If the vehicle is used in snow/ice removal the cost is shared otherwise the full cost is applied to the appropriate budget. Do they share the costs like with FTEs. Personnel Services of the Parks and Cemetery employees is split with the Highway budget. The payroll is split with 30.2 weeks or 58% of pay for the Parks & Cemetery employees in the Parks \(650\) and Cemetery \(491\) budgets, 22 weeks or 42% is in the Highway budget.](#)
13. Are the salary allocations based on where the employees spend their time? [The allocation is split so employees are available for snow/ice related works/emergencies. They continue to work in their assigned areas but the priority from November through April is to address snow/ice work](#)
14. .2 of office manager doesn't compute in P&G [Please see the answer to question # 15 under Recreation Enterprise.](#)
15. Will the reduction of a Heavy Equipment Operator (by attrition) affect the types or degrees of maintenance that you perform? [The department will continue to do a fine job in maintaining the town grounds and addressing the various requests we are asked to do. Tasks will be prioritized with the intention of maintaining existing level of service. With the retirement of one employee it may take longer for certain task to be completed](#)

Gasoline:

Dan: could you also generate a report showing the total gallons of gasoline are budgeted to be used by the town in total (if that number is even available), last year's budgeted rate and this year's budgeted rate of dollars/gallon and a total town-wide expected savings to the budget just for the lower anticipated gasoline prices.

Recreation Enterprise Q.1

RECREATION ENTERPRISE FY'16

Nationwide On-line Credit Card Fee

Receipts	\$	575,015.40
Interest	\$	426.56
Subtotal Receipts	\$	575,441.96
less Nationwide fee	\$	(13,403.97)
Net Receipts	\$	562,037.99

	\$	13,403.97
July	\$	2,923.68
August	\$	1,898.67
September	\$	1,968.59
October	\$	3,058.72
November	\$	3,554.31

On-Line Credit	\$ 497,560.35	Enterprise Turnover	\$ 77,455.05
Deposit	Amount	Deposit	Amount
16-002	\$ 6,470.50		
16-001	\$ 8,398.50		
16-003	\$ 2,450.00		
16-004	\$ 7,102.00		
16-005	\$ 1,435.00		
16-006	\$ 2,195.00		
16-007	\$ 10,613.50	16-001	\$ 9,340.50
16-008	\$ 2,177.50		
16-009	\$ 2,837.25		
16-010	\$ 6,917.00		
16-011	\$ 8,674.75		
16-011A	\$ 1,300.00		
16-012	\$ 5,782.00	16-002	\$ 8,861.00
16-013	\$ 7,379.00		
16-014	\$ 1,441.00		
16-015	\$ 9,794.00		
REFUND	\$ (165.00)	16-001NSF	\$ (425.00)
		16-003	\$ 15,505.80
16-017	\$ 2,017.40		
16-016	\$ 10,058.00		
16-018	\$ 5,726.40	16-004	\$ 9,084.00
16-019	\$ 4,804.00		
16-020	\$ 6,234.90	16-005	\$ 5,328.80
REFUND	\$ (32.50)		
REFUND	\$ (23.75)		
16-021	\$ 9,473.20	16-002NSF	\$ (1,350.00)
16-022	\$ 7,275.40		
16-015A	\$ 1,675.00		
16-023	\$ 8,113.90	16-006	\$ 12,827.10
16-024	\$ 9,937.30		
16-025	\$ 80,372.95		
16-026	\$ (7,820.30)		
16-027	\$ 12,939.50	16-007	\$ 375.00

Recreation Enterprise Q.1

16-028	\$ 3,467.55		
16-029	\$ 1,937.50	16-008	\$ 2,500.00
16-030	\$ 1,875.00		
16-031	\$ 85,524.65	16-009	\$ 3,328.95
16-032	\$ 511.00		
16-033	\$ 1,423.00		
16-034	\$ 2,324.50		
REFUND	\$ (80.00)		
16-035	\$ 1,360.30		
16-036	\$ 6,034.70	16-010	\$ 12,787.70
16-037	\$ 4,311.10		
16-038	\$ 6,319.00	16-003NSF	\$ (708.80)
16-001 reversal	\$ (379.50)		
16-039	\$ 17,111.20		
REFUND	\$ (150.00)		
REFUND	\$ (80.00)		
16-041	\$ 13,610.00		
16-040	\$ 42,254.35		
16-042	\$ 14,880.50		
16-043	\$ 2,146.00		
16-044	\$ 3,528.90		
16-045	\$ 7,619.00		
16-046	\$ 1,782.80		
16-047	\$ 923.00		
16-048	\$ 3,943.80		
16-049	\$ 1,170.00		
REFUND	\$ (60.00)		
16-002 reversal	\$ 379.50		
16-050	\$ 2,811.50		
16-051	\$ 1,543.80		
16-052	\$ 17,761.50		
16-053	\$ 16,202.30		

Recreation Enterprise Q.3

Major Program

Average Weekly
Attendance

<u>Summer</u>	Participants	early arrival	late pick up
Kids Club	543	152	194
Destination Exploration	229	83	84
Swimming	92		
Basketball	78		
Leadership	64		
Pre-K & K soc/tball	54		
Ready, Set, Go	44		
<u>School Year</u>			
WPC AfterSchool Enrichment	376		
Volleyball	254		
Rowing Programs	218		
Crew Team	72		
<u>Contracted</u>			
Speed & Agility	141		
Engineering/Science	125		
Track	96		

Recreation Enterprise Q.5

Breakout of Direct and Indirect costs

DESCRIPTION	% Allocation	TMR	TMR
TOWN MANAGER	1.11%	363,284	4,039
FINANCE DIRECTOR	1.11%	112,350	1,249
ACCOUNTING	1.11%	251,214	2,793
AUDIT SERVICES	1.11%	39,800	442
TREASURER/COLLECTOR - PERS SVCS	1.11%	241,521	2,685
HUMAN RESOURCES	1.61%	195,207	3,140
TECHNOLOGY-Personal Services	1.11%	409,753	4,556
TECHNOLOGY-Munis - Charged Directly			
Workers Compensation	3.33%	343,640	11,453
Unemployment Compensation	1.61%	120,000	1,931
Comprehensive Liability	1.36%	160,000	2,176
Excess Umbrella Liability	2.52%	9,000	227
Public Officials Liability	0.00%	27,000	0
General Liability Insurance	0.00%	53,000	0
SUBTOTAL -1			34,691
HEALTH/LIFE INSURANCE	100.00%		108,975
F.I.C.A. MEDICARE	1.45%		14,653
RETIREMENT	2.79%		118,323
SUBTOTAL -2			241,951
FY17 ASSESSMENT (subtotal 1 & 2)			276,642
FY15 Adjustment Based on Actual Expenses			15,888
			<u><u>292,530</u></u>
Total Town Operation Budget/Debt/Captial-FinCom Rec			97,377,504
Recreation Budget (net of Direct/Indirect Costs)		1.11%	1,082,644.00
Total Personal Services			62,810,681
Total Personal Services - Recreation Enterprise		1.61%	1,010,499.00

Parks Grounds Q.1

Maintenance Revolving		FY'15	
Receipts	\$		82,053.89
canceled permit (3Dlax)	\$		1,200.00
less expenses	\$		63,387.85
Balance	\$		17,466.04
Transfer to GF	\$		(15,000.00)
	\$		2,466.04
Expenses			
520000 Purchase of Services	\$		37,628.94
540000 Supplies	\$		25,758.91
	\$		63,387.85

Receipts	\$	83,113.89	
Deposit	Amount	Description	
15-001	\$	120.00 Adult Lacrosse - Nutting Road	Nut
15-002	\$	2,250.00 July User fee	BSL
15-003	\$	2,000.00 Co-ed sb payment #2	VFW
	\$	500.00 X-Team Lax - Nutting	Nut
	\$	240.00 Adult Lacrosse - Nutting Road	Nut
	\$	100.00 ThD - VFW	VFW
	\$	50.00 Beach	Beach
15-004	\$	600.00 Dylan O'Connor	Nut F005
15-005	\$	600.00 Michael Sawyer	Nut F006
	\$	500.00 Michael Cooper	JW
	\$	600.00 Steven Johnson	Nut
	\$	160.00 Mark Gollwitzer	Nut
15-006	\$	1,068.60 Westford Waves	SB
15-007	\$	300.00 McCormack	JW
	\$	2,000.00 FC Stars of MA	Nut
15-008	\$	1,200.00 3D Lacrosse	Nut
	\$	7,000.00 WYSA	JW
	\$	560.00 Mark Gollwitzer	Nut
15-009	\$	800.00 L.B.F.	VFW

Parks Grounds Q.1

	Rodriguez	\$	160.00	Andover OTHSL - Lyle Morgan 10/26	Nut
15-010	L.B.F.	\$	1,300.00	Co-Ed SB final payment	VFW
15-011	WYBSL	\$	2,250.00	August payment	WYBSL
	WYBSL	\$	2,250.00	September payment	WYBSL
	Oak Meadow	\$	100.00	9/30, 10/2 9v9	JW
15-012	Pacific	\$	100.00	VFW - SB compnay outing	VFW
15-013	WYBSL	\$	2,250.00	October Payment	WYBSL
	WYBSL	\$	2,250.00	November Payment	WYBSL
	WYBSL	\$	2,250.00	December Payment	WYBSL
15-014	Westford Jr. Ghosts	\$	441.00	Abbot field lining	FB
	Flag Football	\$	3,164.29	Field lining flag football	Flag FB
15-015	Groton School	\$	240.00	Nutting Road - October	Soc
15-016	Over Thirty Baseball	\$	1,000.00	VFW - Baseball OTH	OTB
15-017	WYSA	\$	6,000.00	Final payment for 2014	WYSA
Corrected deposit	Mill City Soc (Lamy)	\$	1,500.00	Summer 2014	Soc
from Ent to Maint	WYBSL -Jan	\$	2,250.00	Jan installment for 2015 season	WYBSL
Revolving	WYBSL - Feb	\$	2,250.00	Feb installment for 2015 season	WYBSL
15-018	WYBSL - March	\$	2,250.00	March installment for 2015 season	WYBSL
	Alan Kirkwood	\$	600.00	Westford 050 soc spring 2015	Soc
15-019	Anthony O'Connor	\$	500.00	Westford 050 soc spring 2015	Soc
	Estelle McCormack	\$	400.00	Westford Women's over 30 Soccer	Soc
	Dylan O'connor	\$	600.00	Westford 040 soc spring 2015	Soc
15-020	Mark Gowitz	\$	600.00	Westford 030 soc spring 2015	Soc
15-021	Acton Boxborough	\$	360.00	AB soccer Nutting 4/12	Soc
15-022	WYBSL -April	\$	2,250.00	April installment for 2015 season	WYBSL
	Murata	\$	1,000.00	IBM Lunch Bunch Soccer - Spencer	Soc
15-023	WYSA	\$	7,000.00	WYSA payment #1 2015 season	WYSA
	3D Lacrosse LLC	\$	1,200.00	3D Lacrosse - Nutting July 6-9	Lax
15-024	Cricket	\$	500.00	Dinesh Maricherla	Cricket
15-025	WYSA	\$	7,000.00	WYSA payment #2 2015 season	WYSA
	WYBSL	\$	2,250.00	WYBSL May Payment 2015	WYBSL
	Football Clinic	\$	100.00	Will Croom - FB -Frost Field	Football
15-026	BOA -Men's Soc	\$	600.00	Matt Reed - Men's soccer - Nutting	Soc
	Westford Slow Pitch SB	\$	5,500.00	Westford Slow Pitch Softball	SB

American Legion Ball fields
Bruce Freeman Rail Trail
Cameron Field
Captain Stephen Hamilton Field
Community Fields @Nutting Road
Connell Drive
Edwards Beach
Fletcher Library
Forge Pond Beach
Forge Village Monument
Freedom Park
Frost Field
Graniteville Monument
Greystone Fields
Highway Facility
Jack Walsh Fields
Museum and step area
Pine Grove Cemetery
Rogers Fire Station
Roudenbush properties
St. Onge Playground
Stony Brook Conservation Land*
Technology Center
Town Common
Town Farm
Town Hall, Police, Fire
VFW Fields
War Memorial - Town Common Triangle
Whitney Playground
Veterans Memorial Park
Other grounds related activities
Community Gardens

*MOU with Conservation Commission not yet completed

All areas include Playing Fields, Parks, playgrounds, tennis courts, cricket pitches, skate park, parking lots, fences and netting, buildings and structures, bathrooms, pruning, planting beds, beach maintenance, erosion and brush controls

Parks assist with the Crew team, maintain an ice rink, two artificial surfaced facilities.

Install xmas lights, menorah and bandstand tent

Irrigation maintenance, aging systems mean more breakdowns. Winterizing buildings, EBC too

Cemetery tasks include assist with burials, leaf clean-ups, equipment repairs

Town Common- dramatic increase in wear and tear from increasing events/numbers of attendees which results in increased maintenance and supplies - grass seed, water

Ballfield maintenance is now three season, the increased wear and tear, requests for higher standards, results in more cultural tasks- aerations, overseedings, fert, rototilling, grooming. Mowed more often as much as three times a week under certain conditions, league want grass to be cut short. Field painting/lining increased to twice a week.

Parks Grounds Q.3

Pesticide Policy has limited toolbox resulting in the need for dramatically more physical , mechanical and cultural means to control weeds - more grass seed needed

All equipment servicing, adjustments, and repairs

Special Tasks - crew has pruned, planted/moved plants and trees around town on many occasions per Town Hall/ Highway requests. Maintained properties under tax lien (Beaver Brook Road), currently working on brush removal at Westford Anodizing. Hydroseeded many sites in Town, some with Wildflower mix (Xeriscaping sites for water dept, Nutting Road intersection redesign, Stoneybrook Housing development for example) The Contemplation garden refresh/overhaul and walkway installation/paving. Assist with road race, Town events/parades. Constructed the American Legion playground. Town Farm Road School Dept storage garage brush, Town farm offices pointing up foundation and fixing windows, moving stuff, installing windscreens,

Community Fields new type of maintaince with artifical surface - take a lot of work to keep clean and groomed frequently enough.

Community garden work - clearing, mowing, rototilling, adding lime and 200 yds compost plus topsoil, winter rye, more rototilling,

Also were trying to play catch-up on areas we never had time/manpower to maintain.

Before winter we typically calibrate the entire Highway dept. fleet of Sanding trucks.

Gasoline Usage

FY15 -PARKS	Gasoline		Bio-Diesel		Total
	Gallons	Cost	Gallons	Cost	
Totals	1180.289	\$ 3,313.90	1604.541	\$ 4,849.31	\$ 8,163.21
July	108.065	\$ 363.10	209.967	\$ 722.29	\$ 1,085.39
August	145.631	\$ 489.32	170.406	\$ 586.20	\$ 1,075.52
Sept	174.866	\$ 587.55	335.295	\$ 1,153.41	\$ 1,740.96
Oct	78.451	\$ 263.60	220.85	\$ 759.74	\$ 1,023.34
Nov	85.98	\$ 239.88	46.445	\$ 140.73	\$ 380.61
Dec*	112.186	\$ 267.00	54.826	\$ 147.48	\$ 414.48
Jan*	20.027	\$ 47.66	37.89	\$ 101.92	\$ 149.58
Feb*	0	\$ 0	0	\$ 0	\$ -
Mar	0	\$ 0	0	\$ 0	\$ -
Apr	148.288	\$ 344.03	170.655	\$ 399.33	\$ 743.36
May	123.897	\$ 287.44	199.413	\$ 466.63	\$ 754.07
Jun	182.898	\$ 424.32	158.794	\$ 371.58	\$ 795.90

PARKS	Gasoline		Bio		Total
	Gallons	Gas- Cost	Gallons	Bio	
Totals	847.491	\$ 1,746.72	1191.933	\$ 2,473.45	\$ 4,220.19
July	155.385	\$ 360.49	318.793	\$ 745.98	\$ 1,106.47
August	98.97	\$ 229.61	139.008	\$ 325.28	\$ 554.89
Sept	250.57	\$ 488.61	291.853	\$ 557.44	\$ 1,046.05
Oct	174.291	\$ 339.87	254.674	\$ 486.43	\$ 826.30
Nov	168.275	\$ 328.14	187.605	\$ 358.33	\$ 686.47
Dec*	0	\$ 0	0	\$ 0	\$ -
Jan*	0	\$ 0	0	\$ 0	\$ -
Feb*	0	\$ 0	0	\$ 0	\$ -
Mar	0	\$ 0	0	\$ 0	\$ -
Apr	0	\$ 0	0	\$ 0	\$ -
May	0	\$ 0	0	\$ 0	\$ -
Jun	0	\$ 0	0	\$ 0	\$ -

Parks - Fuel

FY Comparison through November

	Gasoline	Cost	0 Bio-Diesel	0 Total	Fuel Cost
	Gallons		Gallons		
FY'15	592.993	\$ 1,943.45	982.963	\$ 3,362.37	\$ 5,305.82
FY'16	847.491	\$ 1,746.72	1191.933	\$ 2,473.45	\$ 4,220.19
Difference (FY 16 -15)	254.498	\$ (196.73)	208.97	\$ (888.92)	\$ (1,085.63)

*snow & ice

FY'15 Cemetery	Gasoline		Bio-Diesel		Total
	Gallons	Cost	Gallons	Cost	
Totals	1338.97	\$ 3,768.59	148.827	\$ 410.59	\$ 4,179.18
July	153.378	\$ 515.35	0	\$ 0	\$ 515.35
August	167.405	\$ 562.48	0	\$ 0	\$ 562.48
Sept	145.134	\$ 487.65	10.137	\$ 34.87	\$ 522.52
Oct	159.252	\$ 535.09	22.556	\$ 77.59	\$ 612.68
Nov	106.928	\$ 298.33	0	\$ 0	\$ 298.33
Dec*	93.751	\$ 223.13	0	\$ 0	\$ 223.13
Jan*	73.452	\$ 174.82	31.78	\$ 85.49	\$ 260.31
Feb*	0	\$ 0	32.506	\$ 86.79	\$ 86.79
Mar	117.772	\$ 224.94	41.188	\$ 100.91	\$ 325.85
Apr	70.988	\$ 164.69	0	\$ 0	\$ 164.69
May	108.81	\$ 252.44	10.66	\$ 24.94	\$ 277.38
Jun	142.1	\$ 329.67	0	\$ 0	\$ 329.67

CEMETERY	FY'16		FY'15		Total
	Gallons	Gas	Gallons	Bio	
Totals	778.685	\$ 1,664.63	84.527	\$ 179.88411	\$ 1,844.51
July	245.69	\$ 570.00	21.85	\$ 51.129	\$ 621.13
August	149.427	\$ 346.67	21.028	\$ 49.20552	\$ 395.88
Sept	255.868	\$ 498.94	10.05	\$ 19.1955	\$ 518.14
Oct	40.102	\$ 78.20	21.073	\$ 40.24943	\$ 118.45
Nov	87.598	\$ 170.82	10.526	\$ 20.10466	\$ 190.92
Dec	0	\$ 0	0	\$ 0	\$ 0
Jan	0	\$ 0	0	\$ 0	\$ 0
Feb	0	\$ 0	0	\$ 0	\$ 0
Mar	0	\$ 0	0	\$ 0	\$ 0
Apr	0	\$ 0	0	\$ 0	\$ 0
May	0	\$ 0	0	\$ 0	\$ 0
Jun	0	\$ 0	0	\$ 0	\$ 0

Cemetery - Fuel

Cemetery

	Gasoline	Cost	Bio-Diesel	Total	Fuel Cost
	Gallons		Gallons		
FY'15	732.097	\$ 2,398.90	32.693	\$ 112.46	\$ 2,511.36
FY'16	778.685	\$ 1,664.63	84.527	\$ 179.88	\$ 1,844.51
Difference (FY 16 -15)	46.588	\$ (734.27)	51.834	\$ 67.42	\$ (666.85)



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TOWN OF WESTFORD
YEAR TO-DATE BUDGET REPORT
FY16 YTD BUDGET

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FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0630 RECREATION ENTERPRISE FUND							
63630100 RECREATION ENTERPRISE P/S							
63630100 511020 SHARED - DIRECTOR	24,006	0	24,006	24,006.00	.00	.00	100.0%
63630100 511030 SHARED - ASSISTANT	74,682	0	74,682	74,682.00	.00	.00	100.0%
63630100 511500 OFFICE MANAGER	0	45,157	45,157	45,157.00	.00	.00	100.0%
63630100 511510 RECORDS SUPERVISOR	45,157	-45,157	0	.00	.00	.00	0%
63630100 512230 RECREATION SUPERVI	601,286	0	601,286	227,030.33	.00	374,255.67	37.8%
63630100 512270 OTHER RECREATION S	257,843	0	257,843	253,983.95	.00	3,859.05	98.5%
63630100 515050 SHARED - LONGEVITY	7,941	0	7,941	7,658.00	.00	283.00	96.4%
TOTAL RECREATION ENTERPRISE P/S	1,010,915	0	1,010,915	632,517.28	.00	378,397.72	62.6%
63630200 RECREATION ENTERPRISE EXPENSE							
63630200 521010 SHARED - ELECTRICI	1,310	0	1,310	1,310.00	.00	.00	100.0%
63630200 521030 SHARED - HEATING F	2,500	0	2,500	2,500.00	.00	.00	100.0%
63630200 523010 SHARED - WATER	200	0	200	200.00	.00	.00	100.0%
63630200 524010 BUILDING MAINTENAN	1,000	0	1,000	50.00	.00	950.00	5.0%
63630200 534040 PRINTING SERVICES	8,500	0	8,500	5,645.22	.00	2,854.78	66.4%
63630200 542010 SHARED - OFFICE SU	100	0	100	100.00	.00	.00	100.0%
63630200 557010 PROGRAMS & ACTIVIT	55,000	0	55,000	54,176.67	.00	823.33	98.5%
63630200 571010 SHARED - TRAVEL -	1,800	0	1,800	1,800.00	.00	.00	100.0%
63630200 571100 MEETINGS & CONFERE	250	0	250	125.00	.00	125.00	50.0%
63630200 573010 SHARED - DUES AND	295	0	295	295.00	.00	.00	100.0%
63630200 579040 INDIRECT COSTS	280,561	0	280,561	.00	.00	280,561.00	.0%
TOTAL RECREATION ENTERPRISE EXPENSE	351,516	0	351,516	66,201.89	.00	285,314.11	18.8%
TOTAL RECREATION ENTERPRISE FUND	1,362,431	0	1,362,431	698,719.17	.00	663,711.83	51.3%
TOTAL EXPENSES	1,362,431	0	1,362,431	698,719.17	.00	663,711.83	51.3%
GRAND TOTAL	1,362,431	0	1,362,431	698,719.17	.00	663,711.83	51.3%

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TOWN OF WESTFORD
YEAR TO-DATE BUDGET REPORT
FY16 YTD BUDGET

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FOR 2016 13

	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
0100 GENERAL FUND							
01491100 CEMETERY P/S							
01491100 511020 DIRECTOR	14,404	0	14,404	14,404.00	.00	.00	100.0%
01491100 511530 SECRETARY	18,794	0	18,794	10,950.84	.00	7,843.16	58.3%
01491100 511614 CEMETERY SUPERVISOR	34,450	0	34,450	22,210.72	.00	12,239.28	64.5%
01491100 512280 SEASONAL STAFF	5,400	0	5,400	5,081.60	.00	318.40	94.1%
01491100 513160 SEASONAL OVERTIME	5,000	0	5,000	3,537.64	.00	1,462.36	70.8%
01491100 515050 LONGEVITY	1,600	0	1,600	850.00	.00	750.00	53.1%
TOTAL CEMETERY P/S	79,648	0	79,648	57,034.80	.00	22,613.20	71.6%
01491200 CEMETERY - EXP							
01491200 521010 ELECTRICITY	500	0	500	178.45	.00	321.55	35.7%
01491200 521040 PROPANE GAS	3,200	0	3,200	246.96	.00	2,953.04	7.7%
01491200 523010 WATER	375	0	375	75.31	.00	299.69	20.1%
01491200 524015 GROUNDS MAINTENANCE	5,300	0	5,300	1,493.86	.00	3,806.14	28.2%
01491200 524030 EQUIPMENT MAINTENANCE	5,625	0	5,625	1,639.07	.00	3,985.93	29.1%
01491200 524090 OTHER CONTRACTUAL	1,000	0	1,000	.00	.00	1,000.00	.0%
01491200 541010 GASOLINE	6,500	0	6,500	1,653.61	.00	4,846.39	25.4%
01491200 542010 OFFICE SUPPLIES	200	0	200	143.25	.00	56.75	71.6%
01491200 571100 MEETINGS & CONFERENCE	135	0	135	65.00	.00	70.00	48.1%
01491200 573010 DUES AND MEMBERSHIP	100	0	100	.00	.00	100.00	.0%
TOTAL CEMETERY - EXP	22,935	0	22,935	5,495.51	.00	17,439.49	24.0%
01491414 FY14 ART#9 3/14 \$13K CAPITAL							
01491414 580000 MOWER \$13K	13,000	0	13,000	.00	.00	13,000.00	.0%
TOTAL FY14 ART#9 3/14 \$13K CAPITAL	13,000	0	13,000	.00	.00	13,000.00	.0%
01491454 FY14 ART#8 \$75K 3/14 ATM							
01491454 580000 FAIRVIEW/PINE GROVE	75,000	0	75,000	11,360.69	.00	63,639.31	15.1%
TOTAL FY14 ART#8 \$75K 3/14 ATM	75,000	0	75,000	11,360.69	.00	63,639.31	15.1%



FOR 2016 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND	190,583	0	190,583	73,891.00	.00	116,692.00	38.8%
TOTAL EXPENSES	190,583	0	190,583	73,891.00	.00	116,692.00	
GRAND TOTAL	190,583	0	190,583	73,891.00	.00	116,692.00	38.8%

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0100 GENERAL FUND

	ORIGINAL APPROP	TRANSFERS/ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01630100 RECREATION - P/S							
01630100 511020 DIRECTOR	96,023	1,921	97,944	42,242.57	.00	55,701.43	43.1%
01630100 511030 ASSISTANT DIRECTOR	82,980	0	82,980	35,789.14	.00	47,190.86	43.1%
01630100 511500 OFFICE MANAGER	60,209	0	60,209	24,338.82	.00	35,870.18	40.4%
01630100 515050 LONGEVITY	2,950	0	2,950	1,100.00	.00	1,850.00	37.3%
01630100 519083 SHARED COSTS - 650	-80,964	0	-80,964	-80,964.00	.00	.00	100.0%
01630100 519086 SHARED COSTS - 491	-14,404	0	-14,404	-14,404.00	.00	.00	100.0%
01630100 519088 SHARED COSTS-FD630	-146,794	0	-146,794	-146,794.00	.00	.00	100.0%
TOTAL RECREATION - P/S	0	1,921	1,921	-138,691.47	.00	140,612.47	7219.8%
01630200 RECREATION - EXP							
01630200 521010 ELECTRICITY	2,620	0	2,620	1,978.03	.00	641.97	75.5%
01630200 521030 HEATING FUEL	5,000	0	5,000	343.78	.00	4,656.22	6.9%
01630200 523010 WATER	400	0	400	274.47	.00	125.53	68.6%
01630200 542010 OFFICE SUPPLIES	200	0	200	123.95	.00	76.05	62.0%
01630200 571010 TRAVEL - MILEAGE	3,600	0	3,600	1,500.00	.00	2,100.00	41.7%
01630200 571100 MEETINGS & CONFERE	250	0	250	75.00	.00	250.00	.0%
01630200 573010 DUES AND MEMBERSHI	295	0	295	-12,365.00	.00	220.00	25.4%
01630200 579083 SHARED COSTS - 650	-12,365	0	-12,365	-12,365.00	.00	.00	100.0%
TOTAL RECREATION - EXP	0	0	0	-8,069.77	.00	8,069.77	100.0%
01630413 FY13 ART7 3/13 CREW EQUIP REPL							
01630413 585000 CREW EQUIP REPLAC	224	0	224	224.25	.00	.00	100.0%
TOTAL FY13 ART7 3/13 CREW EQUIP REPL	224	0	224	224.25	.00	.00	100.0%
01630415 FY15 ART#6 3/15 \$25,500 CAPTL							
01630415 580000 TENNIS MNT \$25.5K	25,500	0	25,500	.00	.00	25,500.00	.0%



TOTAL FY15 ART#6 3/15 \$25,500 CAPTL

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01650100	57,614	0	57,614	57,614.00	.00	25,500.00	.0%
01650100	8,298	0	8,298	8,298.00	.00	.00	100.0%
01650100	0	15,052	15,052	15,052.00	.00	.00	100.0%
01650100	15,052	-15,052	0	.00	.00	.00	100.0%
01650100	34,450	0	34,450	22,210.73	.00	12,239.27	64.5%
01650100	37,441	0	37,441	24,139.39	.00	13,301.61	64.5%
01650100	179,774	0	179,774	109,599.38	.00	70,174.62	61.0%
01650100	1,000	0	1,000	104.72	.00	895.28	10.5%
01650100	3,500	0	3,500	2,000.00	.00	1,500.00	57.1%
TOTAL PARKS & GROUNDS MAINT - P/S	337,129	0	337,129	239,018.22	.00	98,110.78	70.9%

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01650200	1,310	0	1,310	1,310.00	.00	.00	100.0%
01650200	2,500	0	2,500	2,500.00	.00	.00	100.0%
01650200	200	0	200	200.00	.00	.00	100.0%
01650200	18,000	0	18,000	10,510.90	.00	7,489.10	58.4%
01650200	7,200	0	7,200	5,457.13	375.00	1,367.87	81.0%
01650200	4,100	0	4,100	3,204.62	.00	895.38	78.2%
01650200	5,400	0	5,400	3,533.71	.00	1,866.29	65.4%
01650200	100	0	100	100.00	.00	.00	100.0%
01650200	4,800	0	4,800	1,639.40	.00	3,160.60	34.2%
01650200	1,000	0	1,000	.00	.00	1,000.00	100.0%
01650200	1,800	0	1,800	1,800.00	.00	.00	100.0%
01650200	200	0	200	.00	.00	200.00	100.0%
01650200	125	0	125	225.00	.00	-100.00	180.0%*
TOTAL PARKS & GROUNDS MAINT - EXP	46,735	0	46,735	30,480.76	375.00	15,879.24	66.0%

01650415 FY15 ART#6 3/15 \$54K CAPITAL

01650415	54,000	0	54,000	49,048.19	.00	4,951.81	90.8%
TOTAL FY15 ART#6 3/15 \$54K CAPITAL	54,000	0	54,000	49,048.19	.00	4,951.81	90.8%



FOR 2016 13

	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND	463,588	1,921	465,509	172,010.18	375.00	293,124.07	37.0%
TOTAL EXPENSES	463,588	1,921	465,509	172,010.18	375.00	293,124.07	
GRAND TOTAL	463,588	1,921	465,509	172,010.18	375.00	293,124.07	37.0%

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