

Town of Westford														
Draft Budget Worksheet														
Fiscal Year 2021														
0427 STORMWATER MANAGEMENT														
			MINIMUM LOS				PROTECTED LOS		PROTECTED LOS		PROTECTED LOS			
SWMP ID or			FY20	FY20	FY20	FY21	FY21	FY21	FY21	FY22	FY22	FY23	FY23	
ORG	OBJ	DESCRIPTION	COST BASIS	% SW SHARE	PROJECTED	% SW SHARE	PROJECTED	% SW SHARE	PROJECTED	% SW SHARE	PROJECTED	% SW SHARE	PROJECTED	JUSTIFICATION
PERSONAL SERVICES														
EXISTING PERSONNEL														
01410100	511020	TOWN ENGINEER	110,211.00	15%	16,532.00	20%	22,042.00	20%	22,042.00	15%	16,532.00	15%	16,532.00	
01410100	511030	ASST TOWN ENGINEER	94,529.00	15%	14,179.00	20%	18,906.00	20%	18,906.00	15%	14,179.00	15%	14,179.00	
01410100	511540	PROJECT INSPECTOR - FACILITIES TECH	39,118.00	100%	39,118.00	100%	39,118.00	100%	39,118.00	0%	-	0%	-	Assumes Staff Engineer Hired in FY22
01421100	511020	HIGHWAY SUPERINTENDENT	113,074.00	15%	16,961.00	15%	16,961.00	15%	16,961.00	15%	16,961.00	15%	16,961.00	
01421100	511610	CREW SUPERVISORS (2)	143,237.00	15%	21,486.00	15%	21,486.00	15%	21,486.00	15%	21,486.00	15%	21,486.00	
01421100	511611	OPERATIONS SUPERVISOR	80,696.00	15%	12,104.00	15%	12,104.00	15%	12,104.00	15%	12,104.00	15%	12,104.00	
01421100	511660	EQUIPMENT OPERATORS / LABORERS	818,900.00	15%	122,835.00	15%	122,835.00	15%	122,835.00	15%	122,835.00	15%	122,835.00	
01123100	511030	ASSISTANT TOWN MANAGER	94,529.00	2%	1,891.00	2%	1,891.00	2%	1,891.00	2%	1,891.00	2%	1,891.00	
01145100	511020	TREASURER/COLLECTOR	102,299.00	2%	2,046.00	2%	2,046.00	2%	2,046.00	2%	2,046.00	2%	2,046.00	
01155100	511040	GIS COORDINATOR	78,235.00	5%	3,912.00	15%	11,735.00	15%	11,735.00	15%	11,735.00	15%	11,735.00	
		ESTIMATED FRINGE BENEFITS	306,000.00	14.99%	45,871.00	17.35%	53,104.00	17.35%	53,104.00	15.31%	46,834.00	16.53%	50,581.00	Estimated \$18,000 / Employee, 8% Annual Escalato
SUBTOTAL					296,935.00		322,228.00	2.36	322,228.00	1.24	266,603.00	1.26	270,350.00	
6E+07	511020	WATER SUPERINTENDENT	115,336.00	5%	5,767.00	5%	5,767.00	5%	5,767.00	5%	5,767.00	5%	5,767.00	
6E+07	511615	ENVIRONMENTAL COMPLIANCE MANAGER	81,156.00	5%	4,058.00	5%	4,058.00	5%	4,058.00	5%	4,058.00	5%	4,058.00	
6E+07	511040	GIS/PROJECT MANAGEMENT ANALYST	75,000.00	20%	15,000.00	20%	15,000.00	20%	15,000.00	20%	15,000.00	20%	15,000.00	
		ESTIMATED FRINGE BENEFITS	54,000.00	9.14%	4,938.00	9.88%	5,333.00	9.88%	5,333.00	10.67%	5,759.00	11.52%	6,220.00	Estimated \$18,000 / Employee, 8% Annual Escalato
SUBTOTAL					29,763.00		30,158.00		30,158.00		30,584.00		31,045.00	
NEW PERSONNEL														
01421100	511660	EQUIPMENT OPERATORS / LABORERS	56,000.00	0%	-	0%	-	50%	28,000.00	50%	28,000.00	50%	28,000.00	
TBD		ADMIN ASST. COLLECTOR & WATER	56,000.00	0%	-	50%	28,000.00	50%	28,000.00	50%	28,000.00	50%	28,000.00	If a Fee is instituted
TBD		STAFF ENGINEER	80,000.00	0%	-	0%	-	0%	-	100%	80,000.00	100%	80,000.00	Remove GIS Technician when hired
		ESTIMATED FRINGE BENEFITS	54,000.00	0.00%	-	15.75%	8,505.00	31.50%	17,010.00	82.62%	44,615.00	89.23%	48,184.00	Estimated \$18,000 / Employee, 8% Annual Escalator
SUBTOTAL					-		36,505.00		73,010.00		180,615.00		184,184.00	
CATEGORY TOTAL					326,698.00		388,891.00		425,396.00		477,802.00		485,579.00	

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ORG	OBJ	DESCRIPTION	COST BASIS	% SW SHARE	PROJECTED	% SW SHARE	PROJECTED	% SW SHARE	PROJECTED	% SW SHARE	PROJECTED	% SW SHARE	PROJECTED	
EXPENSES														
01421200	513250	SPECIAL DETAILS	55,000.00	15%	8,250.00	15%	8,250.00	20%	11,000.00	20%	11,000.00	20%	11,000.00	
01421200	524020	VEHICLE MAINTENANCE	192,037.00	15%	28,806.00	15%	28,806.00	15%	28,806.00	15%	28,806.00	15%	28,806.00	Street sweeper, catch basin, other vehicles
01421200	524030	EQUIPMENT MAINTENANCE	25,208.00	5%	1,260.00	5%	1,260.00	5%	1,260.00	5%	1,260.00	5%	1,260.00	
01421200	525020	DRAINAGE MAINTENANCE	34,000.00	100%	34,000.00	100%	34,000.00	100%	34,000.00	100%	34,000.00	100%	34,000.00	
01421200	530920	CONTRACTED SERVICES	9,818.00	100%	9,818.00	100%	9,818.00	100%	9,818.00	100%	9,818.00	100%	9,818.00	
01421200	541020	DIESEL FUEL/GAS	44,000.00	5%	2,200.00	5%	2,200.00	5%	2,200.00	5%	2,200.00	5%	2,200.00	
01427200	529060	STREET WASTE DISIPOSAL SERV	30,000.00	100%	30,000.00	100%	30,000.00	100%	30,000.00	100%	30,000.00	100%	30,000.00	
01427200	529080	TESTING / WATER QUALITY SERV	5,000.00	100%	5,000.00	100%	5,000.00	0%	-	0%	-	0%	-	
01427200	530700	ENGINEERING SERVICES	5,000.00	100%	5,000.00	100%	5,000.00	0%	5,000.00	0%	5,000.00	0%	5,000.00	NMSC Annual Dues \$5K Important resource
01427200	530920	SYSTEM UPGRADE SERVICES	8,000.00	100%	8,000.00	100%	8,000.00	0%	-	0%	-	0%	-	
SUBTOTAL					132,334.00		132,334.00		122,084.00		122,084.00		122,084.00	
TBD	OM-5	IMPROVED SWEEPING PROGRAM - INCLUDES DISPOSAL, TR	75,000.00	0%	-	50%	37,500.00	100%	75,000.00	100%	75,000.00	100%	75,000.00	HW will continue at prev level, this \$ is contract for new level + \$15K for incr disposal of waste
TBD	OM-6	IMPROVED CATCH BASIN CLEANING	66,000.00	0%	-	100%	66,000.00	100%	66,000.00	100%	66,000.00	100%	66,000.00	HW will continue at prev level, this \$ is contract for new level
TBD	MS4-1	ANNUAL MS4 GENERAL PERMIT COMPLIANCE	110,000.00	0%	-	100%	93,500.00	100%	93,500.00	100%	75,000.00	100%	43,500.00	Was \$110K/yr. Doing more inhouse New EE. In FY24 - 1st yr of new permit, expect increases
TBD	SWM-4	ADVANCED MONITORING OF CORRUGATED METAL PIPE	10,000.00	0%	-		-	100%	10,000.00	100%	10,000.00	100%	10,000.00	
TBD	AI-1 to 27	INVESTIGATIONS OF PROBLEMATIC DRAINAGE AREAS	65,500.00	0%	-		-	100%	50,000.00	100%	50,000.00	100%	50,000.00	Was \$65K - More done in house and spread out over 10 years
TBD	MS4-3	ANNUAL MS4 PROGRAM IMPLEMENTATION & CORRECTIVE	15,000.00	0%	-	33%	5,000.00	100%	15,000.00	100%	15,000.00	100%	15,000.00	
TBD		ANNUAL POSTAGE AND PRINTING EXPENSE (IF FEE)	12,000.00			100%	12,000.00	100%	12,000.00	100%	12,000.00	100%	12,000.00	If Admin Fee
		ANNUAL MUNIS UBCIS MAINTENANCE FEE	2,610.00			100%	2,610.00	100%	2,610.00	100%	2,610.00	100%	2,610.00	If Admin Fee
TBD		STORMWATER FEE START UP & MAINTENANCE	10,000.00	0%	-	100%	10,000.00	100%	10,000.00	100%	10,000.00	100%	10,000.00	Ongoing help with maintaining fee integrity
01427800	570000	ENCUMBRANCES												
SUBTOTAL					-		226,610.00		334,110.00		315,610.00		284,110.00	
CATEGORY TOTAL					132,334.00		358,944.00		456,194.00		437,694.00		406,194.00	

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ORG	OBJ	DESCRIPTION	COST BASIS	% SW SHARE	PROJECTED	% SW SHARE	PROJECTED	% SW SHARE	PROJECTED	% SW SHARE	PROJECTED	% SW SHARE	PROJECTED	JUSTIFICATION
DEBT SERVICE														
MAIN STREET RECONSTRUCTION														
0175002	591071	PRINCIPAL LONG TERM DEBT	190,000.00	41%	78,206.00	41%	78,206.00	41%	78,206.00	41%	78,206.00	41%	78,206.00	Existing Debt - Matures FY29
0175002	592071	INTEREST LONG TERM DEBT	115,849.00	41%	47,685.00	41%	32,003.00	41%	32,003.00	41%	28,092.00	41%	24,182.00	
0175002	591061	PRINCIPAL LONG TERM DEBT	20,000.00	15%	3,000.00	15%	3,000.00	15%	3,000.00	15%	3,000.00	15%	3,000.00	Existing Debt - Matures FY24
0175002	592061	INTEREST LONG TERM DEBT	1,900.00	15%	285.00	15%	225.00	15%	225.00	15%	165.00	15%	105.00	
SUBTOTAL					129,176.00		113,434.00		113,434.00		109,463.00		105,493.00	
DEBT SERVICE - NOT YET AUTHORIZED														
OAK HILL ROAD RECONSTRUCTION PROJECT (\$1,830,322 est)														
TBD		PRINCIPAL LONG TERM DEBT								100%	91,511.00	100%	91,511.00	ST Int in FY21 @ 2%, Permanently Bond
TBD		INTEREST LONG TERM DEBT				100%	36,606.00	100%	36,606.00	100%	73,209.00	100%	40,375.00	20 years at 4.00% in FY22
	CDI-2	CULVERT DESIGN, PERMITTING & REPLACEMENT PROGRAM												
TBD		PRINCIPAL LONG TERM DEBT						100%	25,000.00	100%	50,000.00	100%	75,000.00	\$500K/yr bonded for 20 years
TBD		INTEREST LONG TERM DEBT						100%	21,250.00	100%	42,500.00	100%	63,750.00	2-3 High Priority Culverts per yr
	DPDI	DRAINAGE IMPROVEMENT PROGRAM DESIGN PERMITTING & CONSTRUCTION												
TBD		PRINCIPAL LONG TERM DEBT							66,000.00	100%	66,000.00	100%	66,000.00	660K bonded 10 years, 3 years of 5 year plan
TBD		INTEREST LONG TERM DEBT							28,050.00	100%	28,050.00	100%	28,050.00	220K spent per year - total 1.1M for all 5 yrs
SUBTOTAL					-		36,606.00		176,906.00		351,270.00		364,686.00	
CATEGORY TOTAL					129,176.00		150,040.00		290,340.00		460,733.00		470,179.00	
TOTAL OPERATING EXPENSE					588,208.00		897,875.00		1,171,930.00		1,376,229.00		1,361,952.00	
CAPITAL PLAN														
		CAPITAL BUDGET PROVIDED IN FY19 & FY20	80,000.00		80,000.00									
SUBTOTAL					80,000.00		-		-		-		-	
	DPDI	DESIGN & PERMITTING OF DRAINAGE IMPROVEMENT PROJECTS												
	CDI-1	DRAINAGE SYSTEM REPAIR & MAINTENANCE (ANNUAL)					26,000.00		150,000.00		150,000.00		150,000.00	in FY21 & 22 Desing is in Debt Svc Section Ongoing Maintenance & Repairs - 0.15% of infrastructure /yr
	MS4-2	INVENTORY TOWN-OWNED STRUCTURAL BMPS							-					This will be done inhouse
	SWM-2	CULVERT INVENTORY & INSPECTION PROGRAM DEV & EXECUTE (OCT 2019 STM?)			75,000.00									Plan to put on Fall TM for FY20?
		MUNIS UPGRADE (PLACEHOLDER)			74,600.00									Need appropriation at STM if Fee
	E-3	SWEeper									300,000.00			Catch Basin Cleaner pushed out to FY24
		STORMWATER EQUIPMENT - DRAIN CAMERA, GPS & RELATED EQUIPMENT									50,000.00			Reduced
		SUVERY EQUIPMENT									-			Pushed off to future year
SUBTOTAL					149,600.00		51,000.00		150,000.00		500,000.00		150,000.00	
CATEGORY TOTAL					229,600.00		51,000.00		150,000.00		500,000.00		150,000.00	

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ORG	OBJ	DESCRIPTION	FY20 COST BASIS	FY20 % SW SHARE	FY20 PROJECTED	FY21 % SW SHARE	FY21 PROJECTED	FY21 % SW SHARE	FY21 PROJECTED	FY22 % SW SHARE	FY22 PROJECTED	FY23 % SW SHARE	FY23 PROJECTED	JUSTIFICATION
		EXISTING GENERAL FUND												
		PERSONAL SERVICES			296,935.00		322,228.00		322,228.00		266,603.00		270,350.00	The Existing General Fund Expenses are
		OPERATING EXPENSES			132,334.00		132,334.00		122,084.00		122,084.00		122,084.00	already incorporated into the FY20 budget.
		DEBT SERVICE			129,176.00		113,434.00		113,434.00		109,463.00		105,493.00	
		CAPITAL			80,000.00		-		-		-		-	
		TOTAL			638,445.00		567,996.00		557,746.00		498,150.00		497,927.00	
		SHARED WATER EXPENSES												
		PERSONAL SERVICES			29,763.00		30,158.00		30,158.00		30,584.00		31,045.00	The Stormwater Account would need to raise
		TOTAL			29,763.00		30,158.00		30,158.00		30,584.00		31,045.00	
		NEW STORMWATER EXPENSES												
		PERSONAL SERVICES			-		36,505.00		73,010.00		180,615.00		184,184.00	These are the recommended expenditures
		OPERATING EXPENSES			-		226,610.00		334,110.00		315,610.00		284,110.00	for stormwater through the operating budget.
		DEBT SERVICE			-		36,606.00		176,906.00		351,270.00		364,686.00	This does not include capital except for debt.
		CAPITAL			149,600.00		51,000.00		150,000.00		500,000.00		150,000.00	Pay as you go Capital
		TOTAL			149,600.00		350,721.00		734,026.00		1,347,495.00		982,980.00	
		TOTAL STORMWATER OPERATING BUDGET			817,808.00		948,875.00		1,321,930.00		1,876,229.00		1,511,952.00	
		ESTIMATED GENERAL FUND SUBSIDY					600,000.00		600,000.00		600,000.00		600,000.00	
		NET AMOUNT TO BE RAISED					348,875.00		721,930.00		1,276,229.00		911,952.00	
		AVERAGE AMT TO BE RAISED							970,037.00		970,037.00		970,037.00	