

TOWN OF NORFOLK FY13 BUDGET

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**Town of NORFOLK
Revenue Budget**

	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Budget	FY13 Budget (Gov)
Operating Revenue						
Tax Levy Base (Prior Levy Limit)	\$17,321,655	\$18,113,034	\$18,904,617	\$19,779,062	\$20,604,944	\$21,541,873
2.5%	\$433,173	\$452,826	\$474,551	\$494,477	\$515,124	\$538,547
New Growth	\$358,206	\$412,932	\$322,472	\$331,405	\$421,805	\$450,000
Override						
Reserve for Abatements	(\$112,056)	(\$181,307)	(\$166,598)	(\$147,727)	(\$136,040)	(\$110,000)
Total Levy Base	\$18,000,978	\$18,797,485	\$19,535,042	\$20,457,217	\$21,405,833	\$22,420,420
Local Estimated Receipts:						
Motor Vehicle	\$1,526,008	\$1,349,988	\$1,189,424	\$1,305,678	\$1,295,000	\$1,350,000
Penalties/Interest on Taxes	\$76,077	\$60,931	\$76,240	\$75,068	\$74,000	\$74,000
P.I.L.O.T.	\$56,619	\$9,522	\$113,462	\$63,742	\$63,700	\$63,700
Water Dept - Indirect Costs	\$28,696	\$30,271	\$30,114	\$31,543	\$32,000	\$100,000
Transfer Station Revenue	\$349,306	\$305,053	\$331,023	\$355,846	\$356,000	\$392,020
Fees	\$14,965	\$17,829	\$18,061	\$25,023	\$23,000	\$23,000
Other Dept'l Revenue	\$96,617	\$72,543	\$79,218	\$98,122	\$98,000	\$100,000
Licenses & Permits	\$306,127	\$249,637	\$246,848	\$230,359	\$230,000	\$280,000
Fines & Forfeits	\$21,794	\$26,092	\$20,445	\$18,324	\$18,000	\$18,000
Investment Income	\$101,679	\$45,757	\$5,070	\$16,906	\$5,000	\$5,000
Inspectional Services (DPW)						
Ambulance Receipts	\$220,288	\$270,000	\$295,000	\$295,000	\$280,000	\$280,000
Miscellaneous	\$137,831	\$101,889	\$87,701	\$123,453	\$158,648	\$185,420
Total Estimated Receipts	\$2,936,007	\$2,539,512	\$2,492,605	\$2,639,064	\$2,633,348	\$2,871,140
Cherry Sheet:						
School Aid						
Chapter 70	\$3,392,371	\$3,486,975	\$3,417,236		\$3,234,875	\$3,270,355
Charter School Reimbursement	\$42,697	\$28,495	\$21,061		\$893	\$1,959
Total Education - State Aid	\$3,435,068	\$3,515,470	\$3,438,297	\$0	\$3,235,768	\$3,272,314
General Government						
Lottery	\$1,193,541	\$1,193,541	\$844,929		\$752,484	\$811,132
Police Career Incentive	\$62,070	\$65,813	\$12,027			
Exemptions:Vets/Blind/Surviving Spous	\$34,839	\$32,533	\$36,027		\$34,998	\$42,197
Meals Tax					\$55,000	\$60,000
State Owned Land	\$222,460	\$238,524	\$214,878		\$126,248	\$126,289
Total General Government - State Aid	\$1,512,910	\$1,530,411	\$1,107,861	\$0	\$968,730	\$1,039,618
Cherry Sheet Revenue Total	\$4,947,978	\$5,045,881	\$4,546,158	\$0	\$4,204,498	\$4,311,932
Cherry Sheet Assessments	(\$493,346)	(\$419,959)	(\$433,435)		(\$369,410)	(\$394,494)
Net Cherry Sheet Total	\$4,454,632	\$4,625,922	\$4,112,723	\$0	\$3,835,088	\$3,917,438
Total Operating Revenue	\$25,391,617	\$25,962,919	\$26,140,370	\$23,096,280	\$27,874,269	\$29,208,998
Other Sources:						
Receipts Reserved Cemetery	\$15,000	\$15,000	\$35,000		\$24,000	\$24,000
Ambulance Receipts (Prior Years)		\$179,000	\$160,000			
Prison Mitigation (to pay Capital Debt)	\$15,600	\$192,000				
MTBE Settlement			\$440,000			
Free Cash	\$341,000		\$65,000			\$198,000
Total Other Sources	\$371,600	\$386,000	\$700,000	\$0	\$24,000	\$222,000
Total Non-Exclud Budget Sources	\$25,763,217	\$26,348,919	\$26,840,370	\$23,096,280	\$27,898,269	\$29,430,998
Other Sources						

TOWN OF NORFOLK - FISCAL 2013 GENERAL FUND BUDGET

	<u>FY12</u>	<u>FY13 Recommendation</u>	<u>Change</u>	<u>%</u>
Moderator				
Salary Expense	\$49	\$49		
Total	\$49	\$49	\$0	0.0%
Selectmen/Town Admin.				
Salary	\$241,759	\$250,000		
Expense	\$26,250	\$29,000		
Total	\$268,009	\$279,000	\$10,991	4.1%
Advisory				
Salary	\$6,400	\$6,600		
Expense	\$5,000	\$6,000		
Sub Total	\$11,400	\$12,600	\$1,200	10.5%
Reserve Fund	\$50,000	\$50,000		
Advisory Board Total	\$61,400	\$62,600	\$1,200	2.0%
Municipal Finance				
Salary	\$492,547	\$500,392		
Expense	\$125,751	\$131,551		
Audit	\$40,000	\$40,000		
Total	\$658,298	\$671,943	\$13,645	2.1%
Board of Assessors				
Salary	\$0	\$0		
Recertification		\$25,000		
Expense	\$5,500	\$1,500		
Total	\$5,500	\$26,500	\$21,000	381.8%
Town Counsel				
Retainer Fees	\$75,000	\$80,000		
Total	\$75,000	\$80,000	\$5,000	6.7%
Personnel Board				
Salary	\$0			
Expense	\$0			
Total	\$0	\$0	\$0	#DIV/0!
Information Technology				
Salary	\$0			
Expenses	\$70,000	\$100,000		
Total	\$70,000	\$100,000	\$30,000	42.9%
Tax Title/Foreclosure				
Expense	\$10,000	\$10,000		
Total	\$10,000	\$10,000	\$0	0.0%
Facilities Management				
Salary	\$49,500	\$47,425		
Facilities Management Expense	\$352,200	\$690,150		
Total	\$401,700	\$737,575	\$335,875	83.6%
(INFORMATIONAL)				
Expense	\$3,200	\$3,200	\$0	0.0%
Town Hall	\$123,250	\$132,700	\$9,450	7.7%
Senior Center	\$37,350	\$42,350	\$5,000	13.4%
Old Town Hall & Garage	\$7,850	\$7,850	\$0	0.0%
P/F Station	\$98,150	\$110,000	\$11,850	12.1%
Solar Power Generation	\$0	\$100,000	\$100,000	100.0%
Norfolk Elementary Electricity	\$0	\$200,000	\$200,000	100.0%
Library	\$82,400	\$94,050	\$11,650	14.1%
Sub-Total	\$352,200	\$690,150	\$337,950	96.0%

TOWN OF NORFOLK - FISCAL 2013 GENERAL FUND BUDGET

		<u>FY12</u>	<u>FY13</u> <u>Recommendation</u>	<u>Change</u>	<u>%</u>
Town Clerk					
Elections	Salary	\$98,592	\$103,000		
Voter Registration	Expense	\$25,175	\$35,232		
	Total	\$123,767	\$138,232	\$14,465	11.7%
Conservation					
	Salary				
	Expense	\$10,500	\$12,100		
	Total	\$10,500	\$12,100	\$1,600	15.2%
Planning Board					
	Salary				
	Expense	\$34,560	\$34,560		
	Total	\$34,560	\$34,560	\$0	0.0%
Zoning Board of Appeals					
	Salary				
	Expense	\$60	\$60		
	Total	\$60	\$60	\$0	0.0%
Planning and Development					
	Salary	\$98,591	\$101,629		
	Expense	\$16,500	\$16,500		
	Total	\$115,091	\$118,129	\$3,038	2.6%
Permanent Building Comm					
	Salary				
	Expense	\$0			
	Total	\$0	\$0	\$0	#DIV/0!
Town Reports					
	Expense	\$3,200	\$3,300		
	Total	\$3,200	\$3,300	\$100	3.1%
GENERAL GOVERNMENT		\$1,837,134	\$2,274,048	\$ 436,914	23.8%
PUBLIC SAFETY					
Police					
	Salary	\$1,710,000	\$1,856,236		
	Expense	\$103,000	\$114,613		
	Total	\$1,813,000	\$1,970,849	\$157,849	8.7%
Fire & Ambulance					
	Salary	\$1,133,000	\$1,192,795		
	Expense	\$47,000	\$66,185		
	Total	\$1,180,000	\$1,258,980	\$78,980	6.7%
Ambulance Billing					
	Expense	\$16,000	\$16,000		
	Total	\$16,000	\$16,000	\$0	0.0%
Building Dept					
	Salary	\$196,500	\$208,530		
	Expense	\$4,300	\$6,500		
	Total	\$200,800	\$215,030	\$14,230	7.1%
Weights & Measure					
	Salary				
	Expense	\$850	\$850		
	Total	\$850	\$850	\$0	0.0%

TOWN OF NORFOLK - FISCAL 2013 GENERAL FUND BUDGET

		<u>FY12</u>	<u>FY13 Recommendation</u>	<u>Change</u>	<u>%</u>
Emergency Management					
	Salary	\$700	\$700		
	Expense	\$900	\$900		
	Total	\$1,600	\$1,600	\$0	0.0%
Animal Inspector					
	Salary	\$2,247	\$2,315		
	Expense	\$200	\$200		
	Total	\$2,447	\$2,515	\$68	2.8%
Animal Control					
	Salary	\$43,700	\$45,500		
	Expense	\$4,000	\$4,000		
	Total	\$47,700	\$49,500	\$1,800	3.8%
Fire/Police Comm					
	Salary	\$220,400	\$231,600		
	Expense	\$6,150	\$6,500		
	Total	\$226,550	\$238,100	\$11,550	5.1%
Total Public Safety		\$3,488,947	\$3,753,424	\$ 264,477	7.6%
EDUCATION					
	Norfolk Elementary	\$9,407,341	\$9,557,341	\$150,000	1.6%
	Informational only				
	Electricity (Appropriated in Facilities Budget	\$0	\$200,000	\$200,000	100.0%
	Total Norfolk Elementary	\$9,407,341	\$9,757,341	\$350,000	3.7%
	King Philip Regional (Operating)	\$6,143,323	\$6,568,365	\$425,042	6.9%
	Norfolk Agricultural School		\$6,000	\$6,000	100.0%
	Tri-County	\$446,251	\$505,246	\$58,995	13.2%
Total Education		\$15,996,915	\$16,636,952	\$ 640,037	4.0%
PUBLIC WORKS					
DPW Administration					
	Salary	\$121,377	\$126,223		
	Expense	\$72,500	\$72,500		
	Total	\$193,877	\$198,723	\$4,846	2.5%
Highway					
	Salary	\$166,879	\$190,732		
	Expense	\$89,731	\$99,731		
	Total	\$256,610	\$290,463	\$33,853	13.2%
Vehicle Maintenance					
	Salary	\$118,040	\$125,021		
	Expense	\$94,168	\$100,526		
	Total	\$212,208	\$225,547	\$13,339	6.3%
Grounds Municipal					
	Salary	\$150,312	\$159,191		
	Expense	\$56,281	\$56,281		
	Total	\$206,593	\$215,472	\$8,879	4.3%
Grounds - Cemetery					
	Salary	\$14,001	\$15,531		
	Expense	\$15,613	\$15,613		
	Total	\$29,614	\$31,144	\$1,530	5.2%
Custodian of Veteran Graves					
	Salary	\$700	\$700		
	Expense	\$1,500	\$1,500		
	Total	\$2,200	\$2,200	\$0	0.0%

TOWN OF NORFOLK - FISCAL 2013 GENERAL FUND BUDGET

		<u>FY12</u>	<u>FY13</u> <u>Recommendation</u>	<u>Change</u>	<u>%</u>
Tree Warden					
	Salary Expense				
	Total	\$0	\$0	\$0	#DIV/0!
Shade Tree					
	Expense				
	Total	\$0	\$0	\$0	#DIV/0!
Total Public Works		\$901,102	\$963,549	\$ 62,447	6.9%
SHARED/FIXED COSTS (Administered by DPW)					
Road Program					
	Total	\$1	\$1	\$0	0.0%
Non - Appropriated Funds					
Road Program (Chapter 90)		\$392,510	\$392,510 ESTIMATED	\$0	0.0%
Landfill					
	Expense	\$90,605	\$90,605		
	Total	\$90,605	\$90,605	\$0	0.0%
Snow & Ice					
	Expense	\$125,000	\$125,000		
	Total	\$125,000	\$125,000	\$0	0.0%
Street Lighting					
	Expense	\$40,578	\$40,578		
	Total	\$40,578	\$40,578	\$0	0.0%
Town Vehicle Fuel					
	Expense	\$100,984	\$100,984		
	Total	\$100,984	\$100,984	\$0	0.0%
Total Shared / Fixed Costs		\$357,168	\$357,168	\$ -	0.0%
Transfer Station					
Transfer Station					
	Salary	\$183,026	\$200,807		
	Expense	\$151,213	\$191,213		
	Total	\$334,239	\$392,020	\$57,781	17.3%
Total Transfer Station		\$334,239	\$392,020	\$ 57,781	17.3%
HUMAN SERVICES					
Board of Health					
	Salary Expense	\$17,600	\$17,600		
	Total	\$17,600	\$17,600	\$0	0.0%
Special Programs					
	MAY Mental Health				
	SNCARC	\$4,025	\$4,025		
	Total	\$4,025	\$4,025	\$0	0.0%
Council on Aging					
	Salary	\$108,000	\$110,310		
	Expense	\$5,281	\$5,281		
	Total	\$113,281	\$115,591	\$2,310	2.0%

TOWN OF NORFOLK - FISCAL 2013 GENERAL FUND BUDGET

		<u>FY12</u>	<u>FY13 Recommendation</u>	<u>Change</u>	<u>%</u>
Veteran's Services					
Salary		\$5,700	\$5,700		
Expense		\$15,000	\$15,000		
Total		\$20,700	\$20,700	\$0	0.0%
Total Human Services		\$155,606	\$157,916	\$ 2,310	1.5%
CULTURE AND RECREATION					
Library					
Salary		\$333,000	\$352,060		
Expense		\$112,178	\$118,000		
Total		\$445,178	\$470,060	\$24,882	5.6%
Recreation					
Salary		\$77,000	\$80,000		
Expense		\$300	\$300		
Total		\$77,300	\$80,300	\$3,000	3.9%
Historical Commission					
Expense		\$250	\$250		
Total		\$250	\$250	\$0	0.0%
Memorial Day					
Expense		\$600	\$600		
Total		\$600	\$600	\$0	0.0%
Total Culture & Rec.		\$523,328	\$551,210	\$ 27,882	5.3%
FIXED COSTS					
Employee Benefits		\$3,382,890	\$3,485,408	\$102,518	3.0%
Building/Liability Insurance		\$255,000	\$285,000	\$30,000	11.8%
Total Fixed Costs		\$3,637,890	\$3,770,408	\$ 132,518	3.6%
Sub Total		\$27,232,329	\$28,856,695	\$1,624,366	6.0%
DEBT SERVICE (KP not Included)					
Exempt Debt		\$1,856,336	\$2,065,584	\$209,248	11.3%
King Philip Exempt Debt		\$922,491	\$859,734	(\$62,757)	-6.8%
Non - Exempt Debt Service		\$543,000	\$574,303	\$31,303	5.8%
Total Local Debt Service		\$3,321,827	\$3,499,621	\$ 177,794	5.4%
TOTAL OPERATING BUDGET		\$ 30,554,156	\$ 32,356,316	\$ 1,802,160	5.9%
REVENUES					
Exempt Debt Revenue			\$2,925,318		
General Fund Revenue			\$29,208,998		
Override			\$0		
General Fund Excluded Revenue & SBAB Funding			\$0		
Other Sources			\$222,000		
Total Operating Budget Sources			\$32,356,316		
Surplus / (Deficit)				\$0	

**Town of Norfolk
Proposed Employee Benefits**

	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY11 Actual</u>	<u>FY12</u>	<u>FY13</u>	<u>Change</u>	<u>%</u>
Medical Insurance	\$1,276,976	\$1,433,723	\$1,618,664	\$1,535,753	\$1,758,520	\$1,800,000	\$41,480	2.36%
Life Insurance	\$15,000	\$15,000	\$15,000	\$9,661	\$15,000	\$15,000	\$0	0.00%
Longevity	\$75,000	\$78,000	\$82,000	\$72,535	\$80,000	\$82,000	\$2,000	2.50%
Medicare	\$160,000	\$166,400	\$173,056	\$169,823	\$175,000	\$175,000	\$0	0.00%
Unemployment Comp.	\$50,000	\$100,000	\$100,000	\$55,137	\$100,000	\$100,000	\$0	0.00%
State/County Retirement	\$1,122,152	\$1,201,072	\$1,246,870	\$1,226,129	\$1,246,870	\$1,308,408	\$61,538	4.94%
Flexible Spending Admin Fee	\$10,000	\$10,000	\$10,000	\$2,080	\$7,500	\$5,000	(\$2,500)	-33.33%
	<u>\$2,709,128</u>	<u>\$3,004,195</u>	<u>\$3,245,590</u>	<u>\$3,071,118</u>	<u>\$3,382,890</u>	<u>\$3,485,408</u>	<u>\$102,518</u>	<u>3.03%</u>

FY12 YTD

Unemployment \$89,815

Excluded Debt
FY 2013

		FY11 Actual	FY12 Budget	FY13 Budget (Gov)
Excluded Debt Revenue	Debt Exclusions			
	King Philip (Net SBA)	\$922,491	\$908,408	\$859,734
	H.Olive Day School Construction	\$83,597	\$17,757	(\$76,443)
	Library Expansion	\$232,890	\$225,153	\$219,490
	Freeman Centennial	\$22,000	\$1,288,125	\$1,273,125
	Fire Truck	\$20,602	\$0	\$0
	Total Debt Exclusions	\$1,281,580	\$2,439,442	\$2,275,906
	SBAB Reimbursements (H.O. Day)	\$325,302	\$325,302	\$325,302
Total Revenue for Excluded Debt	\$1,606,882	\$2,764,744	\$2,601,208	

Excluded Debt Budget	Debt Exclusions			
	King Philip (Net SBA)	\$922,491	\$908,408	\$859,734
	H.Olive Day School Construction		\$343,059	\$248,859
	Library Expansion	\$232,890	\$225,153	\$219,490
	Freeman Centennial	\$22,000	\$1,288,125	\$1,273,125
	Fire Truck	\$20,602	\$0	\$0
	Total Debt Exclusions	\$1,197,983	\$2,764,744	\$2,601,208

Our old SBA grant for the HO Day exceeds our annual P&I. To be confirmed with SBA

Norfolk Public Schools Budget	<u>2012</u>	<u>2013</u>	<u>Change</u>	<u>%</u>
Elementary School Appropriation	\$9,407,341	\$9,557,341	\$150,000	1.59%
Electricity (Funded in Municipal Budget)	\$0	\$200,000	\$200,000	100.00%
Total	\$9,407,341	\$9,757,341	\$350,000	3.72%

