FY2017 Proposed Budget

including

Other Financial Information

&

Proposed Capital Projects Plan FY2018 - FY2022

Introduction

Contained herein is the Proposed Town of Bedford Fiscal Year 2017 Operating Budget as recommended by the Finance Committee to the Annual Town Meeting. This document presents summaries of departmental budgets with financial data for the two most recently completed fiscal years (Fiscal Year 2014 and Fiscal Year 2015), and the current Fiscal Year 2016 budget, all of which are presented for informational purposes. Fiscal Year 2017 figures are presented in all phases of its development as follows:

FY17 Proposed by Department -	The original departmental submittal.
FY17 Recommended by T.M. -	The budget amounts recommended by the Town Manager for Selectmen departments.
FY17 Recommended by Board -	The budget amounts recommended by the Board having authority over the department, those being Selectmen, Assessors, Planning Board, School Committee, Board of Health and Library Trustees.
FY17 Recommended by FINCOM -	The budget amounts recommended by the Finance Committee to Annual Town Meeting.

Each departmental budget summary includes information showing the financial segregations as recommended by the Finance Committee. Revenue data that can be identified as being generated by departmental activity is also given for each department. To the extent that a department's expenses exceed any specific revenue identified, the remaining revenue needed to support the department is generated from property tax, general local receipts, and state and federal assistance. Personnel information is also presented indicating the number of personnel assigned to each department expressed in full-time equivalents.

The Bedford School Department and vocational education budgets are developed independently. The summary pages presented for each of these budgets are presented for informational purposes in order to yield a budget document which depicts the total appropriation requests to be considered at the Annual Town Meeting.

Total expenditures are proposed to increase 3.35% in Fiscal Year 2017. Included in the total expenditures are the operating and capital budgets, the Community Preservation Budget, miscellaneous appropriations associated with non-budget warrant articles, state assessments and other miscellaneous expenditures. The portion of total expenditures that represents the Recommended Fiscal Year 2017 Operating Budget is proposed to increase 3.23% over Fiscal Year 2016. The Insurance & Benefits Budget for Fiscal Year 2017 is being projected to increase 5.51% over Fiscal Year 2016 and the Sewer Assessment is expected to increase 5.9% over Fiscal Year 2016. The Recommended Fiscal Year 2017 Operating Budget is considered a level service budget with a slight increase in staff full-time equivalents of .05 above Fiscal Year 2016 staffing levels. There is one proposed staffing increase in the Youth & Family Services department for additional hours for the Administrative Assistant position. Maximum available Fiscal Year 2017 revenues from all

© Town of Bedford Finance Department

sources are projected to grow 3.97% over Fiscal Year 2016. Two additional appropriations are recommended; the first is for the Other Post-Employment Benefits Trust Fund ($701,992) through a transfer from the Town's old Health Claims Trust Fund, and the second is for the Accrued Sick Leave Fund ($25,000).

The maximum additional Fiscal Year 2017 property tax increase under the tax levy limit set by Proposition 2 ½ was $2.47 Million over the maximum amount that was levied in Fiscal Year 2016, and represented an increase of 3.92%. This amount includes an estimated $1,100,000 in potential tax revenue created by new growth. The "New Growth" would be paid by these property owners who have made improvements or built new structures on their property. The unused tax levy is projected to increase from $1,917,997 in Fiscal Year 2016 to $2,296,830 in Fiscal Year 2017 (a 19.75% increase), the overall property taxes raised would increase approximately 3.43% in Fiscal Year 2017. A 1.5% increase in Fiscal Year 2017 State and Federal aid is projected over Fiscal Year 2016, but locally generated non-property tax revenues such as motor vehicle excise tax, hotel motel excise tax, and jet fuel tax are not projected to increase in Fiscal Year 2017.

The Annual Town Meeting Warrant proposes the Fiscal Year 2017 Capital Projects Plan. Since the General Bylaws of the Town require the development of a six-year capital plan, Fiscal Years 2018 through 2022 of the Proposed Capital Projects Plan are provided beginning on page 64 of this document. This plan specifies the proposed funding sources for these projects. This past year Town staff, boards and committees continued their emphasis on developing, refining and advancing the Town's long term capital plan.

I am appreciative of all staff members who assisted in the development of the budget document, as well as those members of Town elected and appointed boards who have invested many hours in reviewing the Proposed Fiscal Year 2017 Operating Budget and the Proposed Fiscal Year 2018 – Fiscal Year 2022 Capital Projects Plan.

Richard T. Reed
Town Manager

03/23/2016
© Town of Bedford Finance Department

Table of Contents

Description	Page
Revenues & Expenses (FY16 & FY17)	4
FY2017 Revenues - Graph	5
FY2017 Expenses - Graph	6
Recommended FY17 Operating Budget Summary	7
Personnel Summary	8
Personnel Summary - Graph	9
Recommended Operating Budgets FY17	
Selectmen	10
Finance	11
Insurance & Benefits	12
Principal & Interest	13
Financial Committees	14
Board of Assessors	15
Legal Services	16
Town Clerk	17
Elections & Registration	18
Planning Board	19
Police Department	20
Fire Department	21
Town Center	22
Code Department	23
School	24
Vocational Education	25
Facilities Department	26
Public Works Department	27
Board of Health	35
Hazardous Waste	36
Mosquito Control	37
Bedford Local Transit	38
Council on Aging	39
Youth & Family Services	40
Public Library	41
Recreation Commission	42
Historic Preservation	43
Ambulance Enterprise Fund	44
FY2017 Budget Information	
Operating Budgets FY08 - FY17	46
Operating Budget FY18 - Graph	47
Operating Budgets FY08 - FY17 - Graph	48
Fixed Operating Budgets FY08 - FY17 - Graph	49
Insurance/Benefits FY17 Budget - Graph	50
Health Insurance FY17 Budget - Graph	51
Principal & Interest FY17 Budget - Graph	52
Ambulance Enterprise Fund FY17 Summary	53
Supplementary Budget Information	
Insurance & Benefits Budget Growth – Graph	55
% of Growth Insurance & Benefits - Graph	56
Outstanding Principal/Interest – Graph	57
Outstanding Principal/Interest by Project - Graph	58
Stabilization Fund Balance – Graph	59
Unused Levy Capacity – Graph	60
OPEB Balance and Liability – Graph	61
New Growth – Graph	62
Capital Appropriations - Graph	63
Proposed Capital Projects Plan FY17- FY21	64

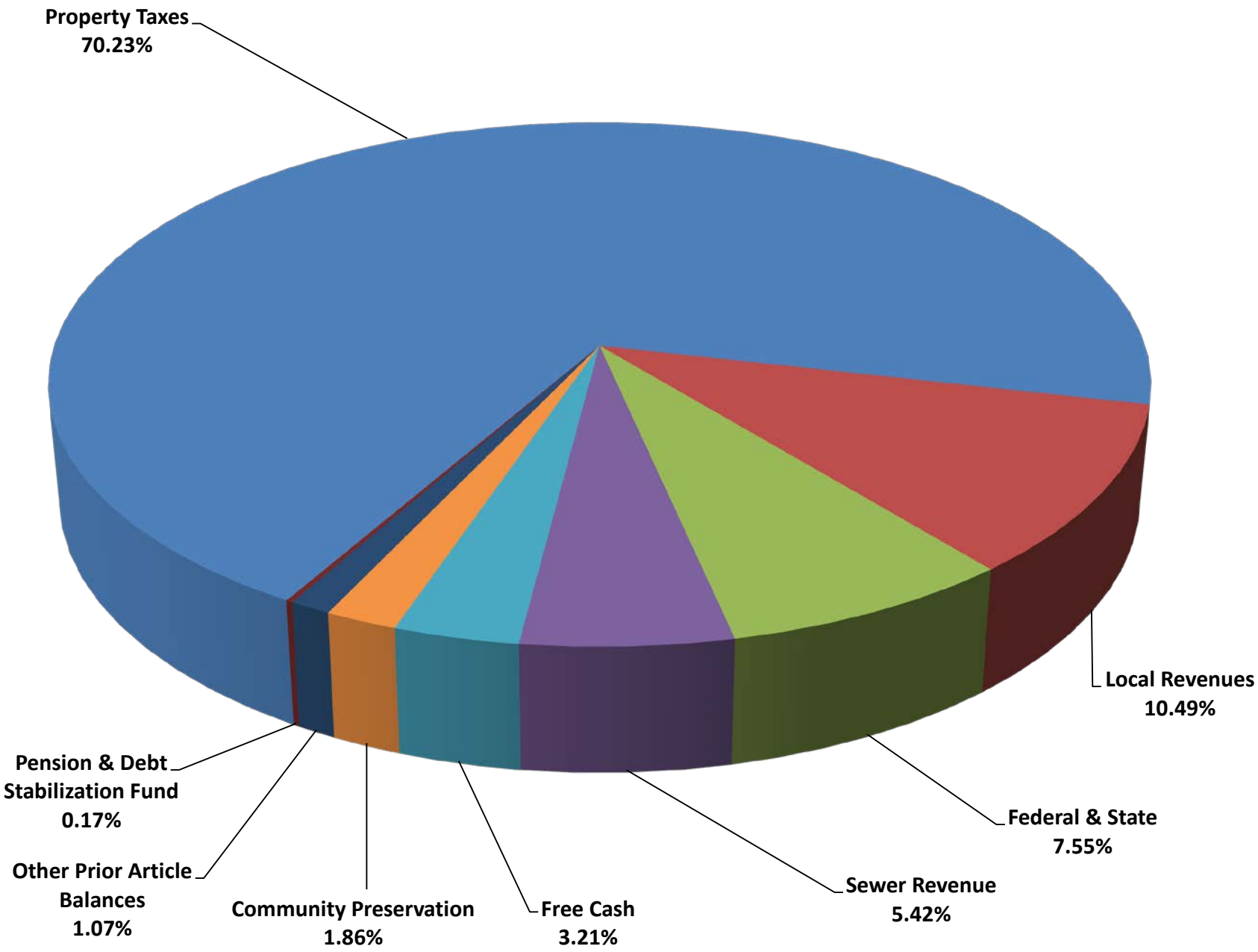
© Town of Bedford Finance Department

Revenue & Appropriations (Expenses)
FY2016 & Recommended FY2017

	Final FY2016	% of Total	Recommended FY2017	% of Total	% Change
Revenues					
Maximum Amount of Tax Levy (Property Taxes)	63,080,418	70.3%	65,555,530	70.23%	3.92%
Local Revenues	9,537,386	10.6%	9,790,562	10.49%	2.65%
Federal & State	6,941,695	7.7%	7,045,695	7.55%	1.50%
Sewer Revenue	5,050,104	5.6%	5,060,000	5.42%	0.20%
Free Cash	3,137,000	3.5%	3,000,000	3.21%	-4.37%
Community Preservation (CPA)	1,761,384	2.0%	1,739,661	1.86%	-1.23%
Pension & Debt Stabilization Fund	182,667	0.2%	162,386	0.17%	-11.10%
Other Prior Article Balances	94,367	0.1%	996,192	1.07%	955.66%
Total Revenue	**89,785,021**		**93,350,026**		**3.97%**
Appropriations (Expenses)					
Schools (including Vocational Education)	36,956,143	42.1%	38,205,703	42.07%	3.38%
Selectmen Budgets	16,126,063	18.4%	16,478,910	18.15%	2.19%
Insurance & Benefits	10,764,139	12.3%	11,356,789	12.51%	5.51%
Principal & Interest (Includes CPA Bonds)	7,398,709	8.4%	7,649,865	8.42%	3.39%
Water & MWRA	5,083,907	5.8%	5,347,263	5.89%	5.18%
Utilities	1,750,000	2.0%	1,785,000	1.97%	2.00%
Independent Boards & Financial Committees	3,054,749	3.5%	2,933,827	3.23%	-3.96%
Sub-Total (Operating Budget)	***81,133,710***		***83,757,357***		**3.23%**
Capital Article (Excludes bonding projects)	2,550,744	2.9%	2,595,836	2.86%	1.77%
Other Articles (Stabilization, OPEB, Sick, Misc.)	1,202,368	1.4%	1,910,526	2.10%	58.90%
Abatements, Assessments, Snow Deficit & Other	1,892,757	2.2%	1,595,393	1.76%	-15.71%
Community Preservation	1,087,445	1.2%	950,759	1.05%	-12.57%
Total Appropriations (Expenses)	**87,867,024**		**90,809,871**		**3.35%**
Surplus (to be addressed at STM in the fall)	**-**		***243,325***		
Unused Levy Capacity	***1,917,997***		***2,296,830***		**19.75%**

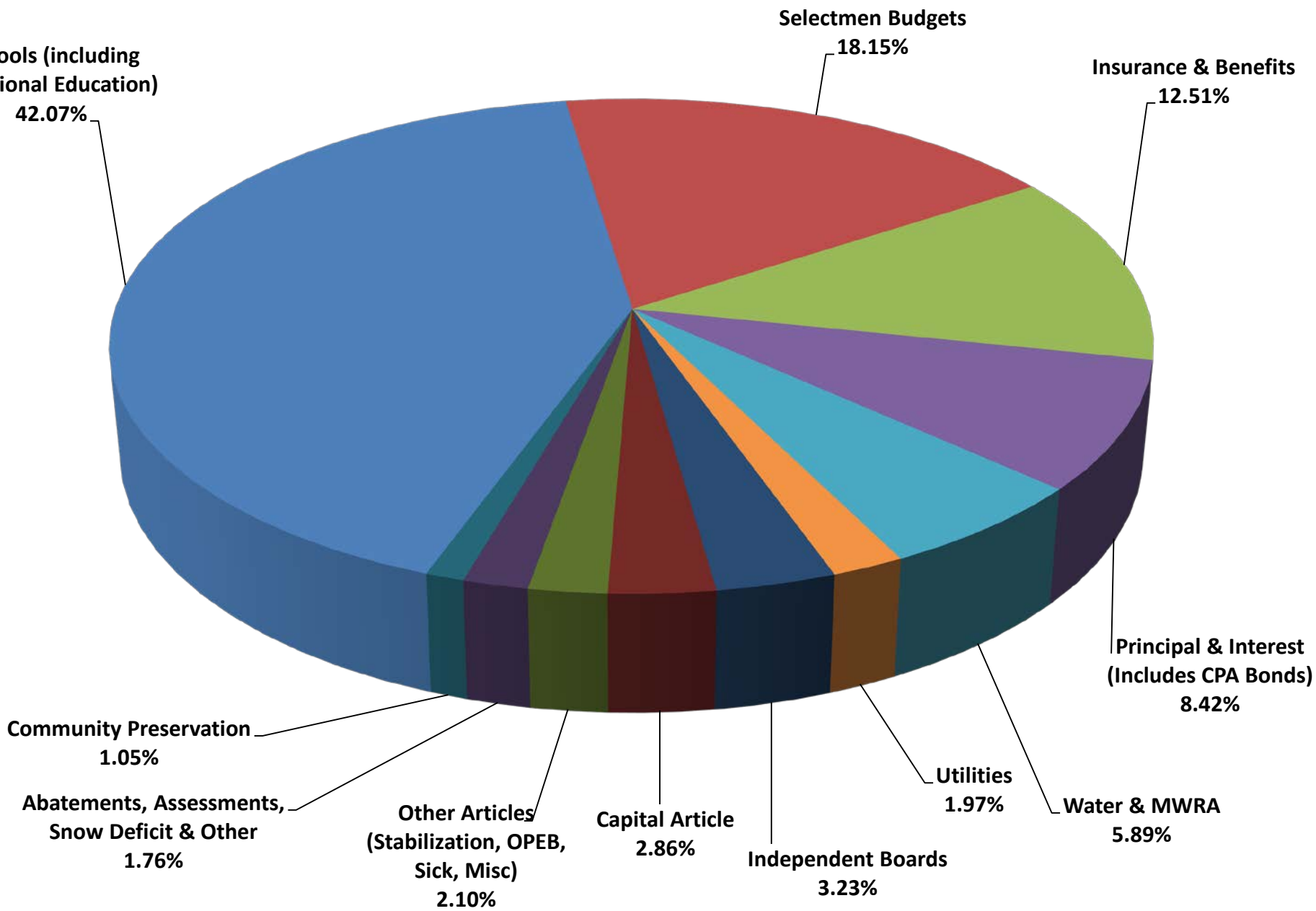
© Town of Bedford Finance Department

FY2017 Projected Revenues



© Town of Bedford Finance Department

FY2017 Projected Expenses



© Town of Bedford Finance Department

RECOMMENDED FY17 OPERATING BUDGET SUMMARY BY DEPARTMENT

Budget Summary	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Selectmen Departments									
1220 Selectmen	588,460	540,224	609,305	530,031	669,133	767,960	767,960	767,960	767,960
1300 Finance/Administrative Services	948,584	883,673	1,039,547	945,891	1,004,701	1,041,151	1,041,151	1,041,151	1,041,151
1301 Insurance & Benefits	9,976,831	9,397,201	10,224,028	9,602,992	10,764,139	11,356,789	11,356,789	11,356,789	11,356,789
1303 Principal & Interest	7,577,090	7,387,945	7,246,510	7,133,340	7,398,709	7,649,865	7,649,865	7,649,865	7,649,865
1510 Legal Services	180,290	170,254	183,896	95,343	183,896	184,000	184,000	184,000	184,000
1610 Town Clerk	208,957	204,455	215,535	211,118	222,775	222,809	222,809	222,809	222,809
1620 Elections & Registrations	22,053	19,681	50,453	48,672	41,739	56,189	56,189	56,189	56,189
2010 Police Department	3,360,670	3,356,836	3,440,414	3,439,888	3,485,731	3,596,890	3,596,890	3,596,890	3,596,890
2200 Fire Department	2,044,109	2,029,263	2,101,216	2,097,372	2,186,319	2,209,105	2,209,105	2,209,105	2,209,105
2360 Town Center	146,872	146,862	154,427	151,437	102,533	106,620	106,620	106,620	106,620
2400 Code Enforcement	448,605	430,061	465,023	441,134	478,164	483,263	483,263	483,263	483,263
3500 Facilities Department	818,420	836,685	870,408	859,890	2,424,337	2,466,875	2,466,875	2,466,875	2,466,875
4000 Public Works	10,283,132	10,649,083	10,734,039	11,433,853	11,235,154	11,545,330	11,545,330	11,545,330	11,545,330
5001 Hazardous Waste	14,898	10,429	15,196	15,196	15,348	15,501	15,501	15,501	15,501
5003 Mosquito Control	37,375	37,375	38,123	38,122	38,504	38,889	38,889	38,889	38,889
5400 Bedford Local Transit	58,132	52,755	59,173	50,192	60,361	61,441	61,441	61,441	61,441
5410 Council On Aging	179,778	177,385	185,800	168,083	193,439	194,418	194,418	194,418	194,418
5420 Youth & Family Services	370,259	393,319	440,532	382,169	468,314	471,196	471,196	471,196	471,196
6300 Recreation Commission	163,323	159,381	163,323	152,274	113,450	113,450	113,450	113,450	113,450
6910 Historic Preservation Comm.	1,256	1,176	1,281	585	1,294	1,307	1,307	1,307	1,307
062 Ambulance Enterprise Subsidy	44,720	44,720	34,789	34,789	34,778	34,779	34,779	34,779	34,779
Sub Total	**37,473,814**	**36,928,766**	**38,273,019**	**37,832,371**	**41,122,818**	**42,617,827**	**42,617,827**	**42,617,827**	**42,617,827**
Budget Summary	**FY 2014 Budget**	**FY 2014 Actual**	**FY 2015 Budget**	**FY 2015 Actual**	**FY 2016 Budget**	**FY 2017 Dept. Req.**	**FY 2017 Board**	**FY 2017 Board**	**FY 2017 Fincom**
Other Departments									
1310 Financial Committees	727,596	204	674,614	204	1,167,614	1,021,804	1,021,804	1,021,804	1,021,804
1410 Board Of Assessors	262,880	236,443	270,220	234,922	284,228	291,529	291,529	291,529	291,529
1750 Planning Board	165,652	163,557	182,741	184,032	189,588	195,693	195,693	195,693	195,693
3000 School Department	34,214,568	34,062,326	35,656,554	35,753,023	36,426,143	37,710,703	37,710,703	37,710,703	37,710,703
3001 Vocational Education	505,000	491,705	555,000	580,051	530,000	495,000	495,000	495,000	495,000
5000 Board Of Health	543,754	518,909	560,599	550,930	269,505	272,798	272,798	272,798	272,798
6100 Public Library	1,187,337	1,178,231	1,217,407	1,174,934	1,143,814	1,152,003	1,152,003	1,152,003	1,152,003
Sub Total	**37,606,787**	**36,651,375**	**39,117,135**	**38,478,096**	**40,010,892**	**41,139,530**	**41,139,530**	**41,139,530**	**41,139,530**
Gross Total	**75,080,601**	**73,580,141**	**77,390,154**	**76,310,467**	**81,133,710**	**83,757,357**	**83,757,357**	**83,757,357**	**83,757,357**
Less Reserve Fund Transfers		541,300		612,522					
Net Appropriated Budgets	**75,080,601**	**73,038,841**	**77,390,154**	**75,697,945**	**81,133,710**	**83,757,357**	**83,757,357**	**83,757,357**	**83,757,357**

© Town of Bedford Finance Department

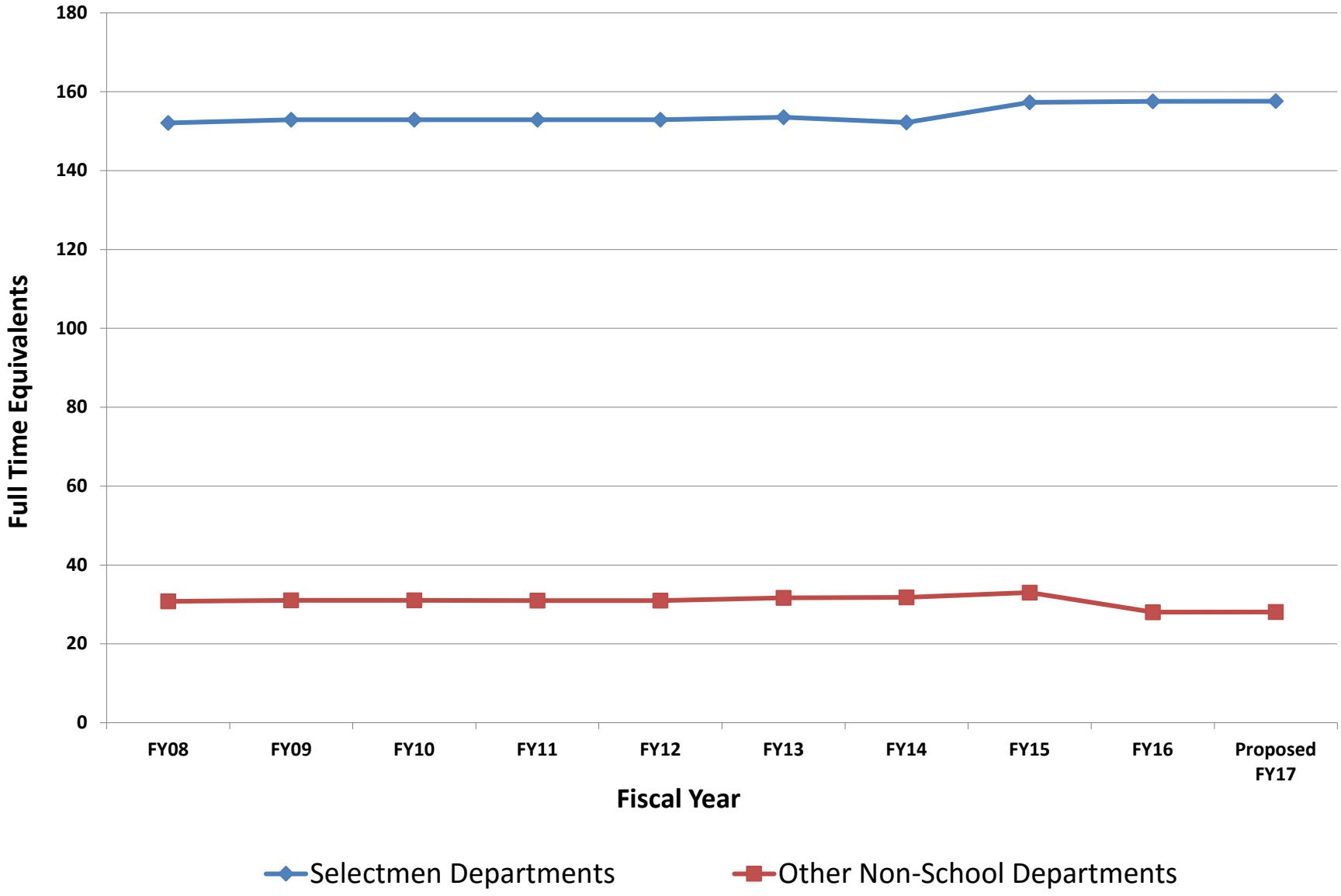
PERSONNEL SUMMARY (FULL TIME EQUIVALENTS) BY DEPARTMENT EXCLUDING SCHOOL PERSONNEL

PERSONNEL SUMMARY	FY 2015 Actual	FY 2016 Actual	FY 2017 Recommend
SELECTMEN DEPARTMENTS			
1220 SELECTMEN	5.63	5.63	5.63
1300 FINANCE/ADMINISTRATIVE SERVICES	9.70	9.70	9.70
1610 TOWN CLERK	3.43	3.43	3.43
2010 POLICE DEPARTMENT	39.70	40.20	40.20
2200 FIRE DEPARTMENT	24.00	24.00	24.00
2360 TOWN CENTER	0.91	0.91	0.91
2400 CODE ENFORCEMENT	7.26	7.26	7.26
3500 FACILITIES DEPARTMENT	6.54	6.54	6.54
4000 PUBLIC WORKS	42.70	42.70	42.70
5400 BEDFORD LOCAL TRANSIT	1.10	1.10	1.10
5410 COUNCIL ON AGING	3.14	3.14	3.14
5420 YOUTH & FAMILY SERVICES	3.22	3.45	3.50
6300 RECREATION COMMISSION	2.00	1.50	1.50
2200 AMBULANCE ENTERPRISE	8.00	8.00	8.00
SUB TOTAL	**157.33**	**157.56**	**157.61**
OTHER DEPARTMENTS			
1410 BOARD OF ASSESSORS	4.00	3.72	3.77
1750 PLANNING BOARD	3.00	3.00	3.00
5000 BOARD OF HEALTH	8.69	4.00	4.00
6100 PUBLIC LIBRARY	17.32	17.32	17.32
SUB TOTAL	**33.01**	**28.04**	**28.09**
GROSS TOTAL	**190.34**	**185.60**	**185.70**

03/23/2016
© Town of Bedford Finance Department

Town Staffing Levels FY2008 - Proposed FY2017

(excluding school employees)



03/23/2016
© Town of Bedford Finance Department

Description: The Selectmen constitute the chief executive body of the Town government. They set policy and execute all publicly advertised contracts for the departments under them. Other responsibilities include the appointment of persons to serve on various non-elected Town boards, commissions and committees and the establishment of fees and charges under their jurisdiction. The five Selectmen are elected at-large on a non-partisan basis for staggered three year terms. The Selectmen select a chair and a clerk from their membership. The Selectmen currently meet Monday evenings as needed at Town Hall. The Selectmen appoint a Town Manager on the basis of education, training and previous experience in public administration who serves at the pleasure of the Selectmen. Major responsibilities of the Town Manager include policy recommendation, personnel administration, supervision of Selectmen departments, budget and Town Meeting Warrant report preparation. The Town Manager appoints, with the confirmation of the Selectmen, all department heads under the Selectmen. Personnel in the Manager's office provide staff assistance to the Selectmen.

Warrant Segregation	FY 2017 Projected
Chairman	2,000
Clerk	1,500
Other Selectmen	3,600
Office	486,290

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Lic. & Permits	66,320	62,000	62,000
TOTAL	**66,320**	**62,000**	**62,000**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Town Manager	1.00	1.00	1.00
Asst. Town Mgr.	1.00	1.00	1.00
HR/Mgmt Anal.	1.00	1.00	1.00
Admin. Asst. II	1.00	1.00	1.00
Admin. Asst. 1	1.00	1.00	1.00
Econ. Dev. Cord.	0.63	0.63	0.63
TOTAL	**5.63**	**5.63**	**5.63**

1220 Selectmen	**FY 2014 Budget**	**FY 2014 Actual**	**FY 2015 Budget**	**FY 2015 Actual**	**FY 2016 Budget**	**FY 2017 Dept. Req.**	**FY 2017 T.M. Rec.**	**FY 2017 Selectmen**	**FY 2017 Fincom**
Personnel Services	**456,423**	**433,941**	**467,538**	**466,593**	**489,606**	**493,390**	**493,390**	**493,390**	**493,390**
Purchase Of Services	102,261	82,856	89,830	16,469	90,175	89,125	89,125	89,125	89,125
Other Expenses	29,776	23,427	51,937	46,969	89,352	185,445	185,445	185,445	185,445
Total Supplies & Expenditures	**132,037**	**106,283**	**141,767**	**63,438**	**179,527**	**274,570**	**274,570**	**274,570**	**274,570**
Capital Outlay	-	-	-	-	-	-	-	-	-
Total	**588,460**	**540,224**	**609,305**	**530,031**	**669,133**	**767,960**	**767,960**	**767,960**	**767,960**

03/23/2016
© Town of Bedford Finance Department

Description: Finance/Administrative Services has three functional areas as follows:

Finance Director / Treasurer & Collector: Financial management, multi-year financial forecasting, budgeting, oversight of reporting divisions, insurance, benefits, debt coordination, Town Hall supply purchasing, processing of Town mail, provide assistance to Town Departments, Boards and Committees. Responsible for tax billing and collection, utility and motor vehicle collection, processing of Town & School payroll, parking clerk duties, investments, debt issuance and cash management.

Information Systems: Responsibilities include operation and maintenance of the Town's main integrated financial and office automation information systems, coordination with software providers, management of the Town's wide area network, oversight of the Town's web page, purchasing, installation and maintenance of the Town's personal computer equipment and software.

Accounting: Responsible for accounts payable, overseeing departmental appropriations, preparation of annual financial reports and audit function.

Warrant Segregation	FY 2017 Projected
Salaries	660,577
From Sewer Fund	140,000
Interest Abatements	50,000

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Invst/Pen & Int	278,591	175,000	175,000
Misc. Revenue	299,273	205,210	145,210
TOTAL	**577,864**	**380,210**	**320,210**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Director/Trea&Coll	1.00	1.00	1.00
Accountant	1.00	1.00	1.00
Asst. T/C	1.00	1.00	1.00
Asst. Accountant	1.00	1.00	1.00
I.S. Manager	1.00	1.00	1.00
Tech. Support	1.00	1.00	1.00
Finance Assistant	1.00	1.00	1.00
Other Clerical Admin.	2.70	2.70	2.70
Recording Secr.			
TOTAL	**9.70**	**9.70**	**9.70**

1300 Finance Department	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**608,234**	**593,449**	**637,391**	**620,670**	**662,548**	**660,577**	**660,577**	**660,577**	**660,577**
Purchase Of Services	223,900	222,915	257,856	256,513	257,053	297,774	297,774	297,774	297,774
Supplies	18,100	17,946	18,500	17,597	17,500	16,500	16,500	16,500	16,500
Other Expenses	13,850	14,757	15,800	15,426	17,600	16,300	16,300	16,300	16,300
Total Supplies & Expenditures	**255,850**	**255,617**	**292,156**	**289,536**	**292,153**	**330,574**	**330,574**	**330,574**	**330,574**
Interest Abatements	**50,000**	**-**	**75,000**	**685**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**
Capital Outlay	**34,500**	**34,607**	**35,000**	**35,000**	**-**	**-**	**-**	**-**	**-**
Total	**948,584**	**883,673**	**1,039,547**	**945,891**	**1,004,701**	**1,041,151**	**1,041,151**	**1,041,151**	**1,041,151**

© Town of Bedford Finance Department

Description: The Finance/Administrative Services Department has oversight of the insurance and benefits budgets, inclusive of all Town Departments as well as the School Department. These include health, dental and life insurance, general, professional, fleet, building, liability and workers compensation insurances, Medicare and unemployment insurance. In addition, this budget funds the mandated Middlesex County Retirement System assessment to the Town.

Warrant Segregation	FY 2017 Projected
From Sewer Fund	188,500
From Pension Trust Fund	66,000

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	-	-	-

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
TOTAL	-	-	-

1301 Insurance & Benefits	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Purchase Of Service									
General Insurance	740,058	642,841	794,061	694,784	825,823	875,372	875,372	875,372	875,372
Unemployment Insurance	95,000	52,861	95,000	67,403	86,000	86,000	86,000	86,000	86,000
Life Insurance	17,955	13,895	15,500	14,469	15,500	15,500	15,500	15,500	15,500
Health Insurance	5,353,500	4,936,394	5,295,733	4,824,732	5,680,000	5,960,600	5,960,600	5,960,600	5,960,600
Medicare Insurance	547,881	528,775	585,275	563,146	608,686	633,033	633,033	633,033	633,033
Retirement	3,222,437	3,222,436	3,438,459	3,438,459	3,548,130	3,786,284	3,786,284	3,786,284	3,786,284
Total	**9,976,831**	**9,397,201**	**10,224,028**	**9,602,992**	**10,764,139**	**11,356,789**	**11,356,789**	**11,356,789**	**11,356,789**

03/23/2016
© Town of Bedford Finance Department

Description: The Finance/Administrative Services Department has oversight of the Town's debt budget, inclusive of all Town and School projects for which debt was approved by Town Meeting.

Warrant Segregation	FY 2017 Projected
Princ-Non Exempt	2,364,535
Interest-Non Exempt	859,737
Principal-Exempt	2,716,000
Interest-Exempt	920,691
CPA	788,902
From Sewer Fund	485,500
From CPA Fund	788,902
From Debt Stabilization Fund	96,386

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	-	-	-

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
TOTAL	-	-	-

1303 Principal & Interest	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Purchase Of Service									
Debt Service - Non Exempt Principal	2,240,186	2,240,186	2,030,186	2,030,186	2,195,743	2,364,535	2,364,535	2,364,535	2,364,535
Interest - Non Exempt	629,734	440,590	637,933	524,763	748,029	859,737	859,737	859,737	859,737
Debt Service Exempt Principal	2,747,000	2,747,000	2,742,000	2,742,000	2,730,000	2,716,000	2,716,000	2,716,000	2,716,000
Interest-exempt	1,262,657	1,262,657	1,158,678	1,158,678	1,050,998	920,691	920,691	920,691	920,691
CPA Debt Cost	697,513	697,513	677,713	677,713	673,939	788,902	788,902	788,902	788,902
Total	**7,577,090**	**7,387,945**	**7,246,510**	**7,133,340**	**7,398,709**	**7,649,865**	**7,649,865**	**7,649,865**	**7,649,865**

03/23/2016
© Town of Bedford Finance Department

1310 FINANCIAL COMMITTEES

Description: The Finance Committee and Capital Expenditures Committee, after reviewing the requests of Town Departments, Boards and the School Department make recommendations to Town Meetings.

The Reserve Fund is under the control of the Finance Committee who may transfer funds to other departmental operating budgets for any unforeseen and extraordinary expenses.

Warrant Segregation	FY 2017 Projected
Reserve Fund	1,020,190
Capital Expend.	260

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	-	-	-

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
TOTAL	-	-	-

1310 Financial Committees	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 Fincom	FY 2017 Fincom	FY 2017 Fincom
Personnel Services	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Purchase Of Services	260	0	260	0	260	260	260	260	260
Supplies	354	0	354	0	354	354	354	354	354
Dues And Memberships	1,000	204	1,000	204	1,000	1,000	1,000	1,000	1,000
Reserve Fund	725,982	0	673,000	0	1,166,000	1,020,190	1,020,190	1,020,190	1,020,190
Total Supplies & Expenditures	**727,596**	**204**	**674,614**	**204**	**1,167,614**	**1,021,804**	**1,021,804**	**1,021,804**	**1,021,804**
Capital Outlay	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**727,596**	**204**	**674,614**	**204**	**1,167,614**	**1,021,804**	**1,021,804**	**1,021,804**	**1,021,804**

© Town of Bedford Finance Department

Description: By utilizing accepted mass appraisal techniques, the Board of Assessors ensures that all real and personal property within the Town is assessed at its full and fair cash value. This results in each property owner assuming a fair share of the property tax, the largest single source of revenue for the Town. The Assessors Department performs all of the administrative functions necessary for the annual approval of the tax rates by the Massachusetts Department of Revenue. In addition, the Assessors Department also administers the property tax exemption program, motor vehicle excise tax abatement process, and all appeals of real and personal property tax. The Assessors Department is responsible for the maintenance of data regarding the ownership, legal status, and descriptive land and building information for all property within the Town and serves as the clearinghouse for such information for the general public and other Town departments. The Board of Assessors is made up of three members elected to staggered three-year terms, and is supported by the staff of the Assessors Department.

Warrant Segregation	FY 2017 Projected
Salaries	211,171
Stipends	4,800

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Misc.	1,170	600	600
TOTAL	**1,170**	**600**	**600**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Assoc. Assessor	1.00	1.00	1.00
Asst. Assessor	1.00	1.00	1.00
Adm. Asst. I	1.00	1.00	1.00
Adm. Asst. I	1.00	0.72	0.77
TOTAL	**4.00**	**3.72**	**3.77**

1410 Board Of Assessors	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 Board	FY 2017 Board	FY 2017 Fincom
Personnel Services	**204,580**	**178,582**	**210,010**	**188,593**	**214,138**	**215,971**	**215,971**	**215,971**	**215,971**
Purchase Of Services	49,000	49,648	49,000	41,121	58,090	63,040	63,040	63,040	63,040
Supplies	4,000	4,551	4,810	2,190	5,600	5,600	5,600	5,600	5,600
Other Expenses	5,300	3,663	6,400	3,019	6,400	6,918	6,918	6,918	6,918
Total Supplies & Expenditures	**58,300**	**57,861**	**60,210**	**46,330**	**70,090**	**75,558**	**75,558**	**75,558**	**75,558**
Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**262,880**	**236,443**	**270,220**	**234,922**	**284,228**	**291,529**	**291,529**	**291,529**	**291,529**

03/23/2016
© Town of Bedford Finance Department

Description: These funds provide for the legal services of both Town Counsel and various Special Counsels. The Town Counsel is the legal advisor to the Selectmen, Town Manager and all departments, boards and commissions of the Town government. Services of the Town Counsel are coordinated through the Town Manager. The Town Counsel provides legal assistance for problems or questions which may arise. He or she represents the Town in general litigation matters, reviews or prepares proposed charter amendments, bylaw amendments, and warrant articles for annual and special Town Meetings, and drafts required legal documents. Funds from this account also provide for labor counsel services. Special counsels are appointed by the Selectmen when the legal matter requires specialized expertise in a particular legal field. All services are rendered on a fee basis.

Warrant Segregation	FY 2017 Projected

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	-	-	-

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
TOTAL	-	-	-

1510 Legal Services	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Purchase Of Service									
Professional Services-legal Service	180,162	169,977	183,768	95,343	183,768	183,700	183,700	183,700	183,700
Subscriptions/publications	128	277	128	0	128	300	300	300	300
Total	**180,290**	**170,254**	**183,896**	**95,343**	**183,896**	**184,000**	**184,000**	**184,000**	**184,000**

03/23/2016
© Town of Bedford Finance Department

Description: The purpose of this office is to provide information and keep records for the citizens of Bedford. The Town Clerk is the custodian of Town records, administrator of all elections and a Registrar of Voters. The additional services provided by this office are copies of vital records, voter registration, dog licenses, marriage licenses, business certificates, raffle permits, zoning, general and sign by-laws, Town Meeting article certifications and archival research.

Each year the Town Clerk conducts the Town Census. Data for each household is collected and verified. A great deal of research is required to make the annual list as accurate and useful as possible. This list also has great historical importance because it serves as a permanent record for genealogical and legal searches.

Warrant Segregation	FY 2017 Projected
Salaries	197,349
Stipends	310

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Lic./Permits	2,550	2,195	2,195
Misc.	48,017	25,200	25,200
TOTAL	**50,567**	**27,395**	**27,395**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Town Clerk	1.00	1.00	1.00
Admin. Asst. I	1.00	1.00	1.00
Dept. Asst. II	0.43	0.43	0.43
Archivist	1.00	1.00	1.00
TOTAL	**3.43**	**3.43**	**3.43**

1610 Town Clerk	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**184,785**	**184,036**	**190,881**	**187,072**	**197,874**	**197,659**	**197,659**	**197,659**	**197,659**
Purchase Of Services	3,134	2,936	3,134	2,800	3,134	3,134	3,134	3,134	3,134
Supplies	13,090	9,534	13,090	13,049	13,090	13,090	13,090	13,090	13,090
Other Expenses	7,948	7,948	8,430	8,198	8,677	8,926	8,926	8,926	8,926
Total Supplies & Expenditures	**24,172**	**20,418**	**24,654**	**24,047**	**24,901**	**25,150**	**25,150**	**25,150**	**25,150**
Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**208,957**	**204,455**	**215,535**	**211,118**	**222,775**	**222,809**	**222,809**	**222,809**	**222,809**

03/23/2016
© Town of Bedford Finance Department

Description: In 2016-2017, the anticipated elections are the State Primary, Presidential Election and the Town Election. The appropriation for this budget fluctuates based on the number of elections per year. Funds from this account provide the staffing for elections, Town meetings and voter registration sessions.

Warrant Segregation	FY 2017 Projected
Stipends	1,350
Personnel Costs	36,117

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	-	-	-

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
TOTAL	-	-	-

1620 Elections & Registrations	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**13,253**	**10,881**	**33,303**	**33,303**	**24,417**	**37,467**	**37,467**	**37,467**	**37,467**
Purchase Of Services	5,850	5,850	13,400	12,737	13,400	14,800	14,800	14,800	14,800
Supplies	2,950	2,950	3,750	2,632	3,922	3,922	3,922	3,922	3,922
Other Expenses	0	0	0	0	0	0	0	0	0
Total Supplies & Expenditures	**8,800**	**8,800**	**17,150**	**15,369**	**17,322**	**18,722**	**18,722**	**18,722**	**18,722**
Capital Outlay	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**22,053**	**19,681**	**50,453**	**48,672**	**41,739**	**56,189**	**56,189**	**56,189**	**56,189**

03/23/2016
© Town of Bedford Finance Department

Description: The Planning Board is responsible for administering the Subdivision Control Law, reviewing site plans for commercial development, conducting a special permit process for mixed use and certain business projects, drafting zoning bylaw revisions, undertaking planning studies within the town, preparing and updating the Comprehensive Plan, developing long and short range plans and goals for the town, approving special permits for residential cluster developments and planned residential developments, and holding public hearings for designated scenic roads if trees and/or stone walls are to be removed or changed. The five Planning Board members are elected at-large on a non-partisan basis for three-year staggered terms.

Warrant Segregation	FY 2017 Projected
Salaries	191,093

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Fees	4,870	600	600
TOTAL	**4,870**	**600**	**600**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Director	1.00	1.00	1.00
Admin. Asst. I	1.00	1.00	1.00
Asst. Planner	1.00	1.00	1.00
Recording Secr.			
TOTAL	**3.00**	**3.00**	**3.00**

1750 Planning Board	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 Board	FY 2017 Board	FY 2017 Fincom
Personnel Services	**153,552**	**151,680**	**179,291**	**180,670**	**185,773**	**191,093**	**191,093**	**191,093**	**191,093**
Purchase Of Services	200	121	350	261	365	500	500	500	500
Supplies	600	600	500	500	550	700	700	700	700
Other Expenses	11,300	11,155	2,600	2,600	2,900	3,400	3,400	3,400	3,400
Total Supplies & Expenditures	**12,100**	**11,877**	**3,450**	**3,361**	**3,815**	**4,600**	**4,600**	**4,600**	**4,600**
Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**165,652**	**163,557**	**182,741**	**184,032**	**189,588**	**195,693**	**195,693**	**195,693**	**195,693**
From Reserve Fund				*1,500*					

03/23/2016
© Town of Bedford Finance Department

Description: This mission is a commitment to quality performance from all members. It is critical that all members understand, accept and be aligned with the responsibilities established by this mission. It provides the foundation upon which all operational decisions and organizational directives will be based. Directives include rules, regulations, operating policies, procedures and practices.

This mission represents the commitment of this administration to the concepts of quality performance management. In other words, members are expected to work consistently in a quality manner in the daily performance of those duties, job responsibilities and work tasks associated with this mission. Quality manner means that performance outcomes comply with the performance standards established for the Bedford Police Department and for each associated member. Examples of performance standards include the oath of office, code of ethics, rules, policies, procedures, directives, general and supervisory orders, work productivity and behavior.

Each member is required to accept the responsibility for the achievement of this mission and publicly register his or her commitment to it and to the concepts of quality service.

Warrant Segregation	FY 2017 Projected
Salaries	3,430,135
Cap. Outlay	14,473

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
ID/Photo	5,758	5,000	5,000
Gun Permits	1,950	2,027	2,027
Fines-Court	76,225	138,720	138,720
Det-Admin Fees	34,656	25,000	25,000
False Alarms	3,650	12,373	12,373
Parking Tickets	4,745	3,000	3,000
Towing Fees	2,300	2,017	2,017
TOTAL	**129,284**	**188,137**	**188,137**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Chief	1.00	1.00	1.00
Lieutenant	2.00	2.00	2.00
Sergeant	7.00	7.00	7.00
Patrol Officers	17.00	17.00	17.00
MCC Officer	1.00	1.00	1.00
School Res. Ofc.	1.00	1.00	1.00
Admin. Asst. II	1.00	1.00	1.00
Dept. Asst. II	0.85	0.85	0.85
School Traffic	0.35	0.35	0.35
Animal Control	0.50	1.00	1.00
Comm. Officer	8.00	8.00	8.00
TOTAL	**39.70**	**40.20**	**40.20**

2010 Police Department	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**3,212,503**	**3,212,499**	**3,288,809**	**3,288,800**	**3,332,610**	**3,430,136**	**3,430,136**	**3,430,136**	**3,430,136**
Purchase Of Services	43,871	44,664	43,871	52,278	43,871	43,870	43,870	43,870	43,870
Supplies	68,480	64,642	71,918	67,135	72,934	86,568	86,568	86,568	86,568
Other Expenses	21,343	20,558	21,343	17,202	21,843	21,843	21,843	21,843	21,843
Total Supplies & Expenditures	**133,694**	**129,864**	**137,132**	**136,615**	**138,648**	**152,281**	**152,281**	**152,281**	**152,281**
Capital Outlay	**14,473**	**14,473**	**14,473**	**14,473**	**14,473**	**14,473**	**14,473**	**14,473**	**14,473**
Total	**3,360,670**	**3,356,836**	**3,440,414**	**3,439,888**	**3,485,731**	**3,596,890**	**3,596,890**	**3,596,890**	**3,596,890**

03/23/2016
© Town of Bedford Finance Department

Description: The members of the Bedford Fire Department are part of the community; as such, they have a vested interest in providing the highest quality service to the Town of Bedford. Though the department's emergency response volume has continually grown, the firefighters still prioritize getting into the community to interact with the citizens, conduct safety inspections of the businesses and provide fire education programs to various groups including seniors and children.

Guiding Values

Safety: A commitment to fostering a safe environment for all citizens who live, work or visit our community.
Trust: A firm bond of integrity, ability and character throughout the department and with the community at large.
Respect: We respect our community and ourselves, while providing the highest professional emergency services.
Integrity: Our daily actions and decisions are based on moral and ethical values to exceed our community's needs.

Warrant Segregation	FY 2017 Projected
Salaries	2,053,443
Capital Outlay	18,661

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Fees	30,276	40,000	40,000
Permits	42,124	25,000	25,000
Misc	1,350	1,000	1,000
TOTAL	**73,750**	**66,000**	**66,000**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Chief	1.00	1.00	1.00
Admin Asst II.	1.00	1.00	1.00
Capt. Fire Prev.	1.00	1.00	1.00
Capt. Fire Prev.	1.00	1.00	1.00
Lieutenant EMT	4.00	4.00	4.00
Firefighter EMT	16.00	16.00	16.00
TOTAL	**24.00**	**24.00**	**24.00**

2200 Fire Department	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**1,899,755**	**1,886,304**	**1,953,525**	**1,952,154**	**2,037,149**	**2,053,443**	**2,053,443**	**2,053,443**	**2,053,443**
Purchase Of Services	44,069	43,708	45,569	43,839	46,069	52,046	52,046	52,046	52,046
Supplies	63,701	60,412	66,088	66,776	66,588	66,918	66,918	66,918	66,918
Other Expenses	18,108	20,363	17,558	16,127	18,037	18,037	18,037	18,037	18,037
Total Supplies & Expenditures	**125,878**	**124,483**	**129,215**	**126,742**	**130,694**	**137,001**	**137,001**	**137,001**	**137,001**
Capital Outlay	**18,476**	**18,476**	**18,476**	**18,476**	**18,476**	**18,661**	**18,661**	**18,661**	**18,661**
Total	**2,044,109**	**2,029,263**	**2,101,216**	**2,097,372**	**2,186,319**	**2,209,105**	**2,209,105**	**2,209,105**	**2,209,105**

03/23/2016
© Town of Bedford Finance Department

Description: Town Center is a multi-service community center housing various Town Departments and non-profit organizations on a rental basis. The Town Departments with offices in Town Center are: Council on Aging, Health, Recreation, and Youth and Family Services. Space is available for occasional rentals in the evenings and on weekends for community groups and individuals. Rentals are handled by a non-profit organization, Town Center of Bedford, Inc., with a contract management agent/director on site daily. This budget appropriation represents the operational costs to support town departments, as well as those rental activity costs which are not offset by rental income through the Facilities Revolving Fund.
Two of the three floors in Old Town Hall are leased with the third floor Great Room rented on an occasional basis for functions such as wedding receptions, showers, meetings, etc.

The ex-Boston and Maine Railroad diesel car #6211 on display at Bedford Depot Park is also available for small parties and meetings on a rental basis.

Warrant Segregation	FY 2017 Projected
Salaries	48,596

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Revenue	113,455	110,000	110,000
TOTAL	**113,455**	**110,000**	**110,000**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Custodian	0.91	0.91	0.91
TOTAL	**0.91**	**0.91**	**0.91**

2360 Town Center	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**50,710**	**50,710**	**50,758**	**50,063**	**47,788**	**48,596**	**48,596**	**48,596**	**48,596**
Purchase Of Services	79,462	82,525	84,210	85,819	29,666	30,196	30,196	30,196	30,196
Supplies	16,500	13,466	19,284	15,428	24,654	27,400	27,400	27,400	27,400
Other Expenses	200	161	175	128	425	428	428	428	428
Total Supplies & Expenditures	**96,162**	**96,152**	**103,669**	**101,374**	**54,745**	**58,024**	**58,024**	**58,024**	**58,024**
Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**146,872**	**146,862**	**154,427**	**151,437**	**102,533**	**106,620**	**106,620**	**106,620**	**106,620**

03/23/2016
© Town of Bedford Finance Department

Description: This function provides all administrative, supervision, clerical, inspection and managerial services required to administer and enforce the MA Building, Electrical, Plumbing and Gas Codes, Weights and Measures Regulations, Local Zoning Law, Sign Bylaw, Wetlands Protection Bylaw and state wetlands laws. Included are the salaries for personnel and all relevant expenses. The Director is the administrative supervisor of all these functions. The Conservation Commission consists of 7 volunteer members appointed by the Selectmen. The primary function of the Commission is the protection of wetland resources through the administration of the MA Wetlands Protection Act and the Town of Bedford Wetlands Protection Bylaw. The Commission reviews applications for projects near wetlands and floodplains, sets construction conditions, and monitors work in progress. Through enforcement proceedings it may intervene in unauthorized wetland activities. The Commission is also actively engaged in activities related to open space acquisition, conservation land management and preservation of Bedford's natural resources. The Zoning Board of Appeals consists of five full and three associate members appointed by the Selectmen. The primary function of the Zoning Board of Appeals is to consider petitions for zoning variances and special permits. The Historic District Commission is responsible for promoting the general welfare of the community through preservation and protection.

Warrant Segregation	FY 2017 Projected
Salaries	446,577

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Lic/Permits	969,879	560,000	560,000
Zoning Fees	9,646	3,000	3,000
Weights & Meas	5,225	3,500	3,500
Misc / Other Fees	12,502	11,000	11,000
Fines	6,592	2,500	2,500
TOTAL	**1,003,844**	**580,000**	**580,000**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Director	1.00	1.00	1.00
Conservation	1.00	1.00	1.00
Inspec/Sealer	1.00	1.00	1.00
Alternate Insp.	0.26	0.26	0.26
Dept. Asst. II	1.00	1.00	1.00
Admin. Asst. I	1.00	1.00	1.00
Dept. Asst. II	1.00	1.00	1.00
Wire Inspector	0.50	0.50	0.50
Plumb/Gas Insp.	0.50	0.50	0.50
TOTAL	**7.26**	**7.26**	**7.26**

2400 Code Enforcement	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**416,759**	**400,544**	**430,040**	**411,798**	**442,831**	**446,577**	**446,577**	**446,577**	**446,577**
Purchase Of Services	9,900	8,938	12,400	9,786	12,400	12,400	12,400	12,400	12,400
Supplies	6,950	6,637	7,052	5,799	7,052	8,052	8,052	8,052	8,052
Other Expenses	14,996	13,941	15,531	13,750	15,881	16,234	16,234	16,234	16,234
Total Supplies & Expenditures	**31,846**	**29,517**	**34,983**	**29,336**	**35,333**	**36,686**	**36,686**	**36,686**	**36,686**
Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**448,605**	**430,061**	**465,023**	**441,134**	**478,164**	**483,263**	**483,263**	**483,263**	**483,263**

03/23/2016
© Town of Bedford Finance Department

Description: The Bedford Public Schools serve 2,557 students residing in Bedford, and in Boston through our long standing association with the METCO program, as well as high school aged students from nearby Hanscom Air Force Base. The system serves students in grades K through 12 at four school building locations; the Lt. Eleazer Davis Elementary School (Gr K-2), the Lt. Job Lane Elementary School (Gr 3-5), the John Glenn Middle School (Gr 6-8) and Bedford High School (Gr 9-12).

Warrant Segregation	FY 2017 Projected
From Impact/ Defense Aid	290,000

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	-	-	-

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
TOTAL	-	-	-

3000 School Department	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 Superint.	FY 2017 Sch Com	FY 2017 Fincom
Other Expenses									
School - Services	34,214,568	34,062,326	35,656,554	35,753,023	36,426,143	37,710,703	37,710,703	37,710,703	37,710,703
Total	**34,214,568**	**34,062,326**	**35,656,554**	**35,753,023**	**36,426,143**	**37,710,703**	**37,710,703**	**37,710,703**	**37,710,703**
From Reserve Fund		*102,941*		*353,949*					

03/23/2016
© Town of Bedford Finance Department

Description: This budget funds the Vocational Education assessment for Bedford students. Shawsheen Valley Vocational Technical High School and Minuteman Vocational Technical High School provide educational services for most of Bedford's students, high school age who seek a vocational education as an alternative to Bedford's own high school.

Warrant Segregation	FY 2017 Projected

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	**-**	**-**	**-**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
TOTAL	**-**	**-**	**-**

3001 Vocational Education	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Purchase Of Service									
Vocational Education	505,000	491,705	555,000	580,051	530,000	495,000	495,000	495,000	495,000
Total	**505,000**	**491,705**	**555,000**	**580,051**	**530,000**	**495,000**	**495,000**	**495,000**	**495,000**
From Reserve Fund				*25,051*					

03/23/2016
© Town of Bedford Finance Department

Description: Administrative responsibilities include budget management both operating and capital, purchasing, accounts payable, maintenance management and security system administration, energy management and environmental and regulatory compliance. Maintenance activities include scheduled preventive maintenance, routine and emergency repair of all building systems, weekend building checks and on call emergency response services. Custodial Services include daily and periodic cleaning, integrated pest management, non-hazardous waste disposal, recycling, general safety/security and custodial coverage for special events. Project Management responsibilities include defining the scope of work for capital projects, procuring and managing design services, reviewing design documents, bidding projects, construction contract management, and overall project administration.

The Facilities Budget includes funds for contracted services and supplies needed to support maintenance and custodial activities and the purchase electricity, natural gas, heating oil for 9 non-school buildings (Town Hall, Police Station, Fire Station, Public Library*, Job Lane House, DPW Seasonal Storage Building, DPW Office/Garage, VA Garage, and Hartwell pump House) totaling 134,948 square feet. The budget also funds administrative and management salaries .91 FTEs, custodial salaries 2.275 FTEs and maintenance salaries 3.4 FTEs. Note: Partial funding*

Warrant Segregation	FY 2017 Projected
Salaries	480,544
Capital Outlay	2,525
Utilities	1,785,000

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	-	-	-

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Director	0.30	0.30	0.30
Info/Proc Analyst	0.30	0.30	0.30
Main. Tech.	3.46	3.46	3.46
Custodian	2.13	2.13	2.13
Admin. Asst. II	0.30	0.30	0.30
Asst. Director	0.05	0.05	0.05
TOTAL	**6.54**	**6.54**	**6.54**

3500 Facilities Department	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**426,585**	**425,430**	**439,235**	**438,597**	**474,999**	**480,544**	**480,544**	**480,544**	**480,544**
Purchase Of Services	232,494	261,043	267,548	263,036	1,750,000	1,785,000	1,785,000	1,785,000	1,785,000
Supplies	106,600	114,968	115,415	121,082	144,424	145,869	145,869	145,869	145,869
Other Expenses	48,741	31,371	46,710	35,675	52,414	52,937	52,937	52,937	52,937
Total Supplies & Expenditures	**387,835**	**407,382**	**429,673**	**419,793**	**1,946,838**	**1,983,806**	**1,983,806**	**1,983,806**	**1,983,806**
Capital Outlay	**4,000**	**3,873**	**1,500**	**1,500**	**2,500**	**2,525**	**2,525**	**2,525**	**2,525**
Total	**818,420**	**836,685**	**870,408**	**859,890**	**2,424,337**	**2,466,875**	**2,466,875**	**2,466,875**	**2,466,875**
From Reserve Fund		*4,484*							
Municipal	**818,420**	**836,685**	**870,408**	**859,890**	**2,424,337**	**2,466,875**	**2,466,875**	**2,466,875**	**2,466,875**
School (in School Budget)		***2,635,535***		***2,791,865***	***1,781,764***	***1,868,136***	***1,868,136***	***1,868,136***	***1,868,136***
Total	***818,420***	***3,472,220***	***870,408***	***3,651,755***	***4,206,101***	***4,335,011***	***4,335,011***	***4,335,011***	***4,335,011***

03/23/2016
© Town of Bedford Finance Department

Description: The Department of Public Works is responsible for supervising the design and construction of all capital infrastructures in the Town. Included are the day-to-day operations and maintenance of the Town's water and sewer systems with the Water and Sewer Divisions' 80 miles of water mains, 5,200 water service connections, approximately 4000 sewer service connections and 800 fire hydrants. The Highway Division maintains the quality and drivability of the Town's 82 miles of paved roads and their drainage systems as well as 31 miles of sidewalks and bikeways. The Grounds Division performs interments and maintains 21 acres at two Town cemeteries in addition to the complete maintenance of all our 130 acres of athletic fields and parklands. The Mechanical Division maintains and repairs all Town vehicles. Finally, the Department of Public Works provides engineering services to other Town departments and provides labor and support for local events on pole capping, Memorial Day, Flag Day, Fourth of July, Bedford Day, Veterans Day, summer concerts on the common and holiday tree lighting. The Department of Public Works has a staff of 41 full time employees.

Warrant Segregation	FY 2017 Projected
Salaries	2,768,649
Snow Removal OT	136,659
Road Resurfacing	700,000
Snw. Rem. Matrls.	205,653
Equip/Materl/Other	814,714
MWRA	3,387,152
Refuse/Recycl.	973,409
Water Purchase	1,960,111
Capital Outlay	7,258
Energy	591,725
From Sewer Fund	4,246,000
Total	

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Water	3,167,599	3,540,376	3,717,395
Sewer	4,572,600	5,050,104	5,353,110
Cemetery	43,770	32,000	32,000
Misc.	40,215	45,000	45,000
Cell Tower Rent.	167,846	110,000	110,000
Refuse Bags	29,188	20,000	20,000
Containters	15,400	13,000	13,000
TOTAL	**8,036,618**	**8,810,480**	**9,290,505**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Grounds	8.00	8.00	8.00
Highway	7.00	7.00	7.00
Mechanical	4.00	4.00	4.00
Sewer	5.00	5.00	5.00
Water	4.00	4.00	4.00
Admin./Engin.	13.00	13.00	13.00
Seasonal Labor	1.30	1.30	1.30
Recycle Coord.	0.40	0.40	0.40
TOTAL	**42.70**	**42.70**	**42.70**

4000 Public Works - Grand Total	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**2,797,869**	**2,824,407**	**2,865,868**	**2,916,628**	**2,918,741**	**2,905,307**	**2,905,307**	**2,905,307**	**2,905,307**
Purchase Of Services	1,516,217	1,472,696	1,503,182	1,441,605	1,559,271	1,565,091	1,565,091	1,565,091	1,565,091
Supplies	5,689,108	6,130,316	6,139,631	6,856,645	6,530,797	6,848,587	6,848,587	6,848,587	6,848,587
Other Expenses	272,680	214,406	218,100	211,717	219,087	219,087	219,087	219,087	219,087
Total Supplies & Expenditures	**7,478,005**	**7,817,419**	**7,860,913**	**8,509,967**	**8,309,155**	**8,632,765**	**8,632,765**	**8,632,765**	**8,632,765**
Capital Outlay	**7,258**	**7,258**	**7,258**	**7,258**	**7,258**	**7,258**	**7,258**	**7,258**	**7,258**
Total	**10,283,132**	**10,649,083**	**10,734,039**	**11,433,853**	**11,235,154**	**11,545,330**	**11,545,330**	**11,545,330**	**11,545,330**

03/23/2016
© Town of Bedford Finance Department

Description: The Refuse budget includes funding for all costs to remove and/or recycle solid waste collected from Bedford's residences, condominiums, schools, churches, and Town departments. Annual expenses include the Department's contract with Republic Services, Inc. for the curbside collection and hauling of refuse to the waste energy plant, the collection, hauling, and marketing of recyclables; the twice per month curbside collection of white goods and electronics; and the annual four week fall program for curbside collection and hauling of leaves to the Department's composting facility on Carlisle Road. This collection contract will expire on June 30, 2016. The Town is presently negotiating with Republic Services for a new 5 year contract.

Additional expenses include a separate contract with Covanta Haverhill Associates of Haverhill, Massachusetts for tipping fees associated with only the tonnage of refuse actually delivered. The Town began a five year contract with Covanta Haverhill Associates for disposal of Bedford's refuse in FY 2011. This contract was then renegotiated during FY14 which extended the contract for an additional three (3) years while also lowering the tipping fee. The tipping fee for Fiscal Year 2017 is $70 per ton. The personnel associated with this Division includes a part-time, two day per week recycling coordinator and is budgeted under the Administration Division.

Warrant Segregation	FY 2017 Projected

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	-	-	-

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
TOTAL	-	-	-

4000 Public Works - Refuse	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Purchase Of Service									
Refuse Collection	430,899	425,313	447,061	435,601	452,504	460,534	460,534	460,534	460,534
Recycling Collection	235,912	227,539	232,678	231,698	235,593	237,244	237,244	237,244	237,244
Refuse Disposal	252,806	237,519	238,456	250,774	236,000	275,631	275,631	275,631	275,631
Total	**919,617**	**890,370**	**918,195**	**918,073**	**924,097**	**973,409**	**973,409**	**973,409**	**973,409**

03/23/2016
© Town of Bedford Finance Department

Description: The Grounds Division budget provides the funds necessary to maintain one hundred and thirty (130) acres of athletic fields, parks, school grounds and historic sites. The Grounds Division also maintains five (5) playgrounds, ten (10) hard courts and the bike paths. These areas are utilized by Town residents, the School Department, the Recreation Department and various other Town and volunteer-sponsored programs. The Division's responsibilities for these areas include turf maintenance, landscape maintenance, trash collection, as well as site amenity maintenance. The Grounds Division maintains all public trees along the Town's 82 miles of roadway and in all publicly owned areas to sustain an aesthetic environment while protecting the community from any hazardous situations. The Grounds Division budget also supports all operations at the Shawsheen Cemetery. These responsibilities include performing interments in cooperation with funeral homes and maintaining twenty-one (21) acres of landscaping within the two cemeteries. Funding for materials and expenses associated with various Committee and community projects, Bedford Day and Springs Brook Park are included in the Grounds Division budget. The budget funds seven (8) full time employees and an additional five (5) temporary employees during the summer months.

Warrant Segregation	FY 2017 Projected

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	**-**	**-**	**-**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Work. Foreman	2.00	2.00	2.00
Ass't. Work Frm.	2.00	2.00	2.00
Heavy Eqip. Op.	4.00	4.00	4.00
Seasonal Labor	1.10	1.10	1.10
TOTAL	**9.10**	**9.10**	**9.10**

4003 Public Works - Grounds	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**467,392**	**450,806**	**485,445**	**433,666**	**493,038**	**496,862**	**496,862**	**496,862**	**496,862**
Purchase Of Services	-	-	-	-	-	-	-	-	-
Supplies	131,237	121,698	136,612	139,225	139,992	139,993	139,993	139,993	139,993
Other Expenses	-	-	-	-	-	-	-	-	-
Total Supplies & Expenditures	**131,237**	**121,698**	**136,612**	**139,225**	**139,992**	**139,993**	**139,993**	**139,993**	**139,993**
Capital Outlay	**7,258**	**7,258**	**7,258**	**7,258**	**7,258**	**7,258**	**7,258**	**7,258**	**7,258**
Total	**605,887**	**579,762**	**629,315**	**580,149**	**640,288**	**644,113**	**644,113**	**644,113**	**644,113**

03/23/2016
© Town of Bedford Finance Department

Description: The major functions of the Highway Division include snow and ice control, pavement repair and replacement, storm water and drainage system management, traffic signal maintenance and sidewalk repairs. The budget supports these functions by funding associated costs such as road patching, catch basin cleaning, repair and installation of traffic signs, roadside mowing, litter and debris collection, and the street sweeping program. Allocation of funding for the cost of electricity and repair for the Town of Bedford's 1,505 town-owned street lights is included in the Highway Division budget. Funding for the major improvements to the Town's roadways is provided in the operating budget. A detailed Pavement Management Program is updated annually and provides the guidance for the most effective use of funds. The seasonal storage facility, constructed at the landfill, serves as the Highway and Grounds Divisions' facility to store off-season equipment. This allows the main facility at Great Road to house the entire active fleet. The Highway Division routinely partners with the Eastern Middlesex Mosquito Control District to improve drainage to reduce the incidence of mosquito borne illnesses. The Highway Division staff operates the composting facility on Carlisle Road, effectively converting over 250 tons of leaves into loam each year, in addition to recycling hundreds of tons of construction debris into useable gravel for Town utility projects. The Highway Division employs seven (7) full time employees.

Warrant Segregation	FY 2017 Projected

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	**-**	**-**	**-**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Work. Foreman	2.00	2.00	2.00
Ass't. Work Frm.	1.00	1.00	1.00
Heavy Equip. Op.	4.00	4.00	4.00
TOTAL	**7.00**	**7.00**	**7.00**

4004 Public Works - Highway	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**558,623**	**626,530**	**565,121**	**728,570**	**576,616**	**577,102**	**577,102**	**577,102**	**577,102**
Purchase Of Services	83,840	83,862	89,524	86,019	75,000	62,800	62,800	62,800	62,800
Supplies	915,845	1,168,782	1,010,140	1,491,430	1,048,103	1,088,919	1,088,919	1,088,919	1,088,919
Other Expenses	-	-	-	-	-	-	-	-	-
Total Supplies & Expenditures	**999,685**	**1,252,643**	**1,099,664**	**1,577,448**	**1,123,103**	**1,151,719**	**1,151,719**	**1,151,719**	**1,151,719**
Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**1,558,308**	**1,879,173**	**1,664,785**	**2,306,018**	**1,699,719**	**1,728,821**	**1,728,821**	**1,728,821**	**1,728,821**

03/23/2016
© Town of Bedford Finance Department

Description: The functions of the Mechanical Division include purchasing, diagnosing, and repairing the Town's fleet of automotive and specialized vehicles, including heavy and small equipment, coordinating outside repairs with vendors and monitoring the inventory of fleet parts. The Mechanical Division's preventive maintenance program is essential to ensuring that the Town vehicles have the least life cycle costs obtainable. The Mechanical Division is also responsible for the operation and maintenance of the fuel management and dispensing system. The Mechanical Division employs four (4) full-time employees.

Warrant Segregation	FY 2017 Projected

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	**-**	**-**	**-**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Work. Foreman	1.00	1.00	1.00
Mechanic	3.00	3.00	3.00
TOTAL	**4.00**	**4.00**	**4.00**

4005 Public Works - Mechanical	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**236,105**	**233,907**	**240,822**	**240,516**	**245,682**	**234,674**	**234,674**	**234,674**	**234,674**
Purchase Of Services	237,156	265,404	210,583	196,249	236,632	205,340	205,340	205,340	205,340
Supplies	157,514	151,837	159,489	161,784	159,489	167,106	167,106	167,106	167,106
Other Expenses	-	-	-	-	-	-	-	-	-
Total Supplies & Expenditures	**394,670**	**417,241**	**370,072**	**358,033**	**396,121**	**372,446**	**372,446**	**372,446**	**372,446**
Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**630,775**	**651,148**	**610,894**	**598,550**	**641,803**	**607,120**	**607,120**	**607,120**	**607,120**

03/23/2016
© Town of Bedford Finance Department

Description: The Sewer Division budget provides funding necessary to maintain all aspects of the sewerage system, which includes 30 pumping stations and approximately 85 miles of sewer collection infrastructure. Currently, 92% of all Bedford homes are connected to the Town sewer system with almost 100% availability to the remaining homes. The Sewer Division provides routine preventive maintenance and responds to emergencies to correct clogged or surcharged sewers. Major projects to replace or renovate pumping stations or sewers are funded through the capital projects program. Electricity to operate the pumping stations and Bedford's share to the Massachusetts Water Resources Authority (MWRA) for sewerage handling and treatment represents a major percentage of the Sewer Division's expenses. The Sewer Division employs five (5) full-time employees and one (1) additional part-time employee during the summer.

Warrant Segregation	FY 2017 Projected

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	**-**	**-**	**-**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Chief Sys. Op.	1.00	1.00	1.00
Sewer Sys. Op.	1.00	1.00	1.00
Heavy Equip. Op.	2.00	2.00	2.00
Electrician	1.00	1.00	1.00
Seasonal Labor	0.20	0.20	0.20
TOTAL	**5.20**	**5.20**	**5.20**

4006 Public Works - Sewer	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**335,491**	**328,419**	**341,896**	**302,880**	**340,792**	**339,201**	**339,201**	**339,201**	**339,201**
Purchase Of Services	214,089	178,586	220,216	200,490	261,037	261,037	261,037	261,037	261,037
Supplies	2,968,529	2,968,529	3,089,601	3,089,601	3,199,185	3,387,152	3,387,152	3,387,152	3,387,152
Other Expenses	146,261	109,129	92,411	90,289	93,398	93,398	93,398	93,398	93,398
Total Supplies & Expenditures	**3,328,879**	**3,256,245**	**3,402,228**	**3,380,380**	**3,553,620**	**3,741,587**	**3,741,587**	**3,741,587**	**3,741,587**
Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**3,664,370**	**3,584,663**	**3,744,124**	**3,683,260**	**3,894,412**	**4,080,788**	**4,080,788**	**4,080,788**	**4,080,788**

03/23/2016
© Town of Bedford Finance Department

Description: The Water Division budget provides funding to maintain and operate the Town's water distribution and treatment system which includes three active wells, three water storage tanks, 800 fire hydrants and approximately 5,200 water meters. To ensure water quality, routine water testing for bacteria, volatile organic compounds, radionuclides, pesticides, inorganic compounds, lead and other compounds is included in this budget. To supplement the water supplied by Shawsheen Wells #2, #4 and # 5, Bedford purchases approximately 85% of its needs from the Town of Lexington as a member of the MWRA Waterworks Division. In terms of generating income in addition to collecting water and sewer charges, the DPW leases space on the Crosby Drive water storage tank to six telecommunications companies. The leases generate approximately $150,000 annually in revenue for the Town. Major improvements to the system such as cleaning and lining existing water mains are implemented each year and are provided from the capital projects program. The Water Division employs four (4) full time employees.

Warrant Segregation	FY 2017 Projected

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	**-**	**-**	**-**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Chief Sys. Op.	1.00	1.00	1.00
Heavy Equip. Op.	2.00	2.00	2.00
Water Sys. Op.	1.00	1.00	1.00
TOTAL	**4.00**	**4.00**	**4.00**

4007 Public Works - Water	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**278,363**	**272,841**	**285,743**	**276,733**	**293,385**	**288,900**	**288,900**	**288,900**	**288,900**
Purchase Of Services	44,931	40,207	48,080	24,189	45,921	45,921	45,921	45,921	45,921
Supplies	1,423,464	1,634,873	1,650,983	1,883,005	1,884,722	1,960,111	1,960,111	1,960,111	1,960,111
Other Expenses	116,065	95,833	120,329	117,229	120,329	120,329	120,329	120,329	120,329
Total Supplies & Expenditures	**1,584,460**	**1,770,913**	**1,819,392**	**2,024,423**	**2,050,972**	**2,126,361**	**2,126,361**	**2,126,361**	**2,126,361**
Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**1,862,823**	**2,043,753**	**2,105,135**	**2,301,156**	**2,344,357**	**2,415,261**	**2,415,261**	**2,415,261**	**2,415,261**
From Reserve Fund		*217,327*		*232,022*					

03/23/2016
© Town of Bedford Finance Department

4009 PUBLIC WORKS - ADMINISTRATION

Budget Summary FY 2017

Description: The Administration Division budget provides personnel funding for management and administrative support, office supplies and repairs, advertising for contract bids and professional association dues. Also included in the Public Works Administration budget are funds associated with union-contracted items such as uniform and protective clothing, license fee reimbursement and meals during extended work periods. In addition to its functions of overseeing the entire public works operation, budget, and capital improvement to the town's infrastructure, the functions of the Public Works Administration include utility billing for water and sewer usage for 4500 accounts, processing vehicle and property insurance claims, coordinating cemetery sales and burials, and procurement of equipment, materials and services in accordance with Massachusetts laws. Oversight of the automated refuse collection program and our recycling efforts are included under the Administration Division. The Engineering Division provides support for environmental, water, sewer, highway and other Public Works projects with contract specifications and construction inspections, ensuring technical competence and compliance with all current codes and regulations. The Engineering Division is continuously developing, upgrading and maintaining the Town's Geographical Information System (GIS), which is a computerized mapping system of the Town and its infrastructure. The Administration Division employs thirteen (13) full time employees and one (1) part time recycling coordinator.

Warrant Segregation	FY 2017 Projected

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	-	-	-

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Director	1.00	1.00	1.00
W/S Oper. Mgr	1.00	1.00	1.00
Highway Oper. Mgr.	1.00	1.00	1.00
Engineer	1.00	1.00	1.00
Eng. Asst.	1.00	1.00	1.00
Business Mgr.	1.00	1.00	1.00
Grd Op Mgr	1.00	1.00	1.00
Admin. Asst. I&II	3.00	3.00	3.00
Eng./Mech Asst.	1.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00
Environ. Eng.	1.00	1.00	1.00
PT Recycle Coord.	0.40	0.40	0.40
TOTAL	**13.40**	**13.40**	**13.40**

4009 Public Works - Admin	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**921,894**	**911,905**	**946,841**	**934,263**	**969,228**	**968,568**	**968,568**	**968,568**	**968,568**
Purchase Of Services	16,584	14,267	16,584	16,584	16,584	16,584	16,584	16,584	16,584
Supplies	92,519	84,598	92,806	91,601	99,306	105,306	105,306	105,306	105,306
Other Expenses	10,354	9,444	5,360	4,199	5,360	5,360	5,360	5,360	5,360
Total Supplies & Expenditures	**119,457**	**108,309**	**114,750**	**112,384**	**121,250**	**127,250**	**127,250**	**127,250**	**127,250**
Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**1,041,351**	**1,020,214**	**1,061,591**	**1,046,647**	**1,090,478**	**1,095,818**	**1,095,818**	**1,095,818**	**1,095,818**

© Town of Bedford Finance Department

Description:
BOARD: We are dedicated to serve all Bedford residents, particularly the under-served, and to promote healthy people, healthy families, and a healthy environment through compassionate care, education, and prevention. The Board will create needed regulations, set policy, hold hearings, and consider variances. Your health is our concern.

STAFF: Working in partnership with the BOARD, through policy development, performance of statutory and regulatory obligations, and coalition building we strive to prevent disease and injury, promote wellness and protect community and environmental health for the benefit of all Bedford residents.

Warrant Segregation	FY 2017 Projected
Salaries	239,290

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Lic/Permits,Misc	26,580	21,528	21,528
TOTAL	**26,580**	**21,528**	**21,528**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Director	1.00	1.00	1.00
Health Agent	1.00	1.00	1.00
Admin. Asst. I	1.00	1.00	1.00
School R.N.	4.69	-	-
Commun. R.N.	1.00	1.00	1.00
Recording Secr.			
TOTAL	**8.69**	**4.00**	**4.00**

5000 Board Of Health	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 Board	FY 2017 Board	FY 2017 Fincom
Personnel Services	**515,772**	**495,615**	**531,917**	**526,891**	**239,497**	**239,290**	**239,290**	**239,290**	**239,290**
Purchase Of Services	13,470	11,263	14,170	10,216	14,170	17,670	17,670	17,670	17,670
Supplies	6,114	5,415	6,114	5,677	9,690	9,690	9,690	9,690	9,690
Other Expenses	8,398	6,616	8,398	8,146	6,148	6,148	6,148	6,148	6,148
Total Supplies & Expenditures	**27,982**	**23,294**	**28,682**	**24,039**	**30,008**	**33,508**	**33,508**	**33,508**	**33,508**
Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**543,754**	**518,909**	**560,599**	**550,930**	**269,505**	**272,798**	**272,798**	**272,798**	**272,798**

03/23/2016
© Town of Bedford Finance Department

Description: Our regional collaboration with seven (7) communities provides a cost effective program. There are eight (8) collection events per year. The collections occur once per month, April through November inclusive. As a multi-purpose control measure, residents must pre-register with the Board of Health. To pre-register, a resident need only call the Board of Health (anytime) at 781-275-6507 and leave name and address and a pre-registration form will be mailed. The resident must bring the pre-registration form to the collection.

The Board of Health will annually host two Household Medical Sharps collection events to assist residents with proper disposal of medical sharps (lancets and needles) due to the disposal ban in household trash which went into effect on July 1, 2012.

Warrant Segregation	FY 2017 Projected

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	-	-	-

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
TOTAL	-	-	-

5001 Hazardous Waste	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Other Expenses									
Hazardous Waste	14,898	10,429	15,196	15,196	15,348	15,501	15,501	15,501	15,501
Total	**14,898**	**10,429**	**15,196**	**15,196**	**15,348**	**15,501**	**15,501**	**15,501**	**15,501**

03/23/2016
© Town of Bedford Finance Department

Description: Our mosquito control service provider, i.e. East Middlesex Mosquito Control Project (EMMCP) provides a multi-disciplined, regional and professional approach to mosquito control which includes all labor, equipment and overhead costs associated with, but not limited to; surveillance activities, larval and adult control activities, treatment of catchbasins and ditch maintenance.

Warrant Segregation	FY 2017 Projected

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	-	-	-

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
TOTAL	-	-	-

5003 Mosquito Control	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Other Expenses									
Mosquito Control	37,375	37,375	38,123	38,122	38,504	38,889	38,889	38,889	38,889
Total	**37,375**	**37,375**	**38,123**	**38,122**	**38,504**	**38,889**	**38,889**	**38,889**	**38,889**

03/23/2016
© Town of Bedford Finance Department

Description: This account provides funds for the Town's local bus system. Through this system, transportation services are provided Monday through Friday, 9 A.M. to 4 p.m. to Bedford residents with scheduled fixed-route service at intervals during the day and call-in pick-up services at other times during the day. All trips are within Bedford with the exception of once a week trips to a grocery store outside of Bedford. The Town receives an annual grant from the Massachusetts Bay Transportation Authority which offsets the cost of operations.

Warrant Segregation	FY 2017 Projected
Salaries	60,663

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
MBTA Reimb.	8,645	10,000	10,000
Fares	3,215	5,000	5,000
TOTAL	**11,860**	**15,000**	**15,000**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Oper./Cord.	1.00	1.00	1.00
Substitute	0.10	0.10	0.10
TOTAL	**1.10**	**1.10**	**1.10**

5400 Bedford Local Transit	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**57,385**	**52,466**	**58,411**	**49,926**	**59,591**	**60,663**	**60,663**	**60,663**	**60,663**
Purchase Of Services	465	290	465	212	300	300	300	300	300
Supplies	0	0	0	0	0	0	0	0	0
Other Expenses	282	0	297	53	470	478	478	478	478
Total Supplies & Expenditures	**747**	**290**	**762**	**265**	**770**	**778**	**778**	**778**	**778**
Capital Outlay	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**58,132**	**52,755**	**59,173**	**50,192**	**60,361**	**61,441**	**61,441**	**61,441**	**61,441**

03/23/2016
© Town of Bedford Finance Department

Description: The Council on Aging (COA) provides essential programs and services to Bedford's 3,619 older adults to remain independently at home. The COA, through its service, increases the quality of life for Bedford's elders and all residents by enhancing the multi-generational character of the Town. In FY'15 services were provided to 3721 individuals (83% in town and 17% out of town) through programming and outreach to seniors, families and caregivers. In total 23,432 visits to the center were captured by the MySeniorCenter computer log-in system. Services included 4049 congregate meals, 264 medical rides, 102 hours of SHINE counseling and 37 durable medical equipment loans. In FY'15 events included 1136 community education programs, 569 cultural events, 6146 fitness classes, 448 health screenings, 93 intergenerational programs, 1567 recreational events and 11439 social events. Elder Service outreach activities included outreach with frail elders and caregivers, assistance with housing inquiries, assisted elders to find jobs, fuel assistance and general senior related discussions. In addition last year the COA coordinated 120 seniors with 9456 hours of volunteer service including the COA Board, the Friends of the COA, Fix It Shop, Tax Preparation, SHINE counseling, assisting with the congregate meal site, daily bread delivery, Computer drop in, and hospitality and newsletter collators.

Warrant Segregation	FY 2017 Projected
Salaries	181,915
Capital Outlay	1,093

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	**-**	**-**	**-**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Director	1.00	1.00	1.00
Admin. Asst. I	1.00	1.00	1.00
Elder Serv.	1.00	1.00	1.00
Dept. Asst. II	0.14	0.14	0.14
TOTAL	**3.14**	**3.14**	**3.14**

5410 Council On Aging	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**167,762**	**167,762**	**173,544**	**156,180**	**181,060**	**181,915**	**181,915**	**181,915**	**181,915**
Purchase Of Services	4,810	4,532	5,050	4,829	5,173	4,973	4,973	4,973	4,973
Supplies	2,442	2,281	2,442	2,681	2,442	2,666	2,666	2,666	2,666
Other Expenses	3,671	2,811	3,671	3,524	3,671	3,771	3,771	3,771	3,771
Total Supplies & Expenditures	**10,923**	**9,623**	**11,163**	**11,035**	**11,286**	**11,410**	**11,410**	**11,410**	**11,410**
Capital Outlay	**1,093**	**-**	**1,093**	**868**	**1,093**	**1,093**	**1,093**	**1,093**	**1,093**
Total	**179,778**	**177,385**	**185,800**	**168,083**	**193,439**	**194,418**	**194,418**	**194,418**	**194,418**

03/23/2016
© Town of Bedford Finance Department

Description: We strive to improve family development and healthy lifestyles by providing supportive counseling, community education, resource and referral, and youth empowerment and support. Supportive Counseling includes confidential individual and family counseling related to family life and adjustment issues, crisis intervention and assessment, and assistance with local entitlement programs like veterans benefits and fuel assistance. Community Education encompasses forums and seminars to strengthen parenting skills, improve life adjustment, and encourage healthy lifestyles; collaboration with community groups, school and town officials, and individuals towards best serving the needs of youth and families; and administration of the biennial Youth Risk Behavior Survey. Resource and Referral includes information about existing resources; outreach and referral for appropriate services; and up to date educational pamphlets, resource guides and materials. Youth Empowerment involves positive alternatives for youth through tobacco, alcohol, and substance use education, prevention and diversion programs; the Peer Mentoring Program; and the Job Match Program and promotion of the development of a strong and positive youth voice through the Youth Website and collaboration with schools, police and other youth serving organizations.

Warrant Segregation	FY 2017 Projected
Salaries	219,667

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Veterans Reimb.	129,455	130,000	130,000
TOTAL	**129,455**	**130,000**	**130,000**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Director	1.00	1.00	1.00
Admin. Asst. I	0.95	0.95	1.00
Prev. Coord.	1.00	1.00	1.00
Healthy Coord.	0.27	0.50	0.50
TOTAL	**3.22**	**3.45**	**3.50**

5420 Youth & Family Services	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**177,105**	**176,966**	**191,494**	**191,273**	**216,785**	**219,667**	**219,667**	**219,667**	**219,667**
Purchase Of Services	74,554	70,622	77,238	72,691	75,629	75,629	75,629	75,629	75,629
Supplies	700	876	700	711	800	800	800	800	800
Other Expenses	117,900	144,855	171,100	117,493	175,100	175,100	175,100	175,100	175,100
Total Supplies & Expenditures	**193,154**	**216,352**	**249,038**	**190,895**	**251,529**	**251,529**	**251,529**	**251,529**	**251,529**
Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Total	**370,259**	**393,319**	**440,532**	**382,169**	**468,314**	**471,196**	**471,196**	**471,196**	**471,196**

03/23/2016
© Town of Bedford Finance Department

Description: The Bedford Public Library serves as an idea center for the town, offering materials of many kinds to serve the informational, recreational, and educational needs of the Bedford community. The library is open 69 hours a week (65 in summer) for borrowing, study or research. Books (print and electronic), magazines, and newspapers are the mainstay of library services. Compact discs, DVDs, digital downloads, and museum passes help meet recreational and cultural needs. Materials of all kinds can be readily borrowed from the Minuteman Network and other libraries using electronic databases. Information service is a priority at the library. Sources for information include online database services, as well as printed materials. A trained professional is always available to assist users. The Children's Room offers a fine collection of children's books, recordings, periodicals, games, and DVDs. Storytime programs are offered for several age groups and an active summer reading program takes place when school is out.

Warrant Segregation	FY 2017 Projected
Salaries	879,281
Capital Outlay	5,000

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Fines/Lost/Misc.	17,000	17,000	17,000
TOTAL	**17,000**	**17,000**	**17,000**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Director/Asst Dir.	2.00	2.00	2.00
Ref. Librarian	2.19	2.19	2.19
Child. Librarian	1.90	1.90	1.90
Admin. Asst. I	1.00	1.00	1.00
Sr. Lib. Tech.	3.00	3.00	3.00
Lib Asst.	4.37	4.37	4.37
Pages	0.95	0.95	0.95
Bldg. Sup./Cust.	1.91	1.91	1.91
TOTAL	**17.32**	**17.32**	**17.32**

6100 Public Library	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 Board	FY 2017 Board	FY 2017 Fincom
Personnel Services	**807,193**	**807,002**	**857,147**	**825,276**	**874,073**	**879,281**	**879,281**	**879,281**	**879,281**
Purchase Of Services	152,944	140,084	154,560	135,934	58,641	58,772	58,772	58,772	58,772
Supplies	218,000	222,153	196,400	204,236	202,000	204,250	204,250	204,250	204,250
Other Expenses	4,200	3,992	4,300	4,565	4,100	4,700	4,700	4,700	4,700
Total Supplies & Expenditures	**375,144**	**366,229**	**355,260**	**344,735**	**264,741**	**267,722**	**267,722**	**267,722**	**267,722**
Capital Outlay	**5,000**	**5,000**	**5,000**	**4,923**	**5,000**	**5,000**	**5,000**	**5,000**	**5,000**
Total	**1,187,337**	**1,178,231**	**1,217,407**	**1,174,934**	**1,143,814**	**1,152,003**	**1,152,003**	**1,152,003**	**1,152,003**

03/23/2016
© Town of Bedford Finance Department

Description: The Town of Bedford Recreation Department offers various programs to the community. In addition to participation in the programs, opportunities abound for involvement in roles such as coach, referee, counselor, lifeguard, instructor, chaperone and more. Programs are self-supporting and costs are kept to a minimum thanks to the volunteer effort of many dedicated residents. Administrative costs of the Recreation Director and Program Coordinator are covered by funds appropriated at Annual Town Meeting. Department guidelines are established by a five-member Commission appointed by the Selectmen. The Commission meets once per month at 12 Mudge Way, 2nd Floor.

Warrant Segregation	FY 2017 Projected
Salaries	113,450

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	**-**	**-**	**-**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
Director	1.00	1.00	1.00
Recr. Prog. Cord.	1.00	0.50	0.50
TOTAL	**2.00**	**1.50**	**1.50**

6300 Recreation Commission	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Salary									
Salaries - Regular	138,323	134,381	138,323	127,274	113,450	113,450	113,450	113,450	113,450
Other Expenses									
Teen Programs	25,000	25,000	25,000	25,000	0	0	0	0	0
Total	**163,323**	**159,381**	**163,323**	**152,274**	**113,450**	**113,450**	**113,450**	**113,450**	**113,450**

03/23/2016
© Town of Bedford Finance Department

6910 HISTORIC PRESERVATION

Description: The Historic Preservation Commission exists for the purpose of preserving, promoting and developing the Town's historical and archeological assets. The Commission may acquire by gift, purchase, grant, bequest, devise, lease or otherwise real or personal property of significant historical value. They may manage such real or personal property. The Historic Preservation Commission has seven (7) members who are appointed for three (3) year terms. Some funds from this budget will be applied towards signage and minor maintenance costs at historic municipal properties (Job Lane House, Depot Park, Old Town Hall, Wilson Mill Site, etc.).

Warrant Segregation	FY 2017 Projected

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
TOTAL	-	-	-

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
TOTAL	-	-	-

6910 Historic Preservation	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Purchase Of Services	150	0	150	0	150	150	150	150	150
Supplies	174	0	174	0	187	187	187	187	187
Other Expenses	932	1,176	957	585	957	970	970	970	970
Total Supplies & Expenditures	**1,256**	**1,176**	**1,281**	**585**	**1,294**	**1,307**	**1,307**	**1,307**	**1,307**
Capital Outlay	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Total	**1,256**	**1,176**	**1,281**	**585**	**1,294**	**1,307**	**1,307**	**1,307**	**1,307**

© Town of Bedford Finance Department

Description: This budget is for the Town's Emergency Medical Services provided through the Fire Department. The budget is appropriated through a separate fund established by Town Meeting.

The members of the Bedford Fire Department are part of the community; as such, they have a vested interest in providing the highest level of medical care to the Town of Bedford. This starts with providing emergency medical dispatch when the call is received, responding with the appropriate level of care for the illness or injury, and using a comprehensive quality assurance and training program.

Fire Department Performance Guarantee:

As an organization and as individual members of the Bedford Fire Department, we care about the people we serve. We will do the things we say we will; do them to the best of our ability every time; and protect the lives and the property of the people who reside, work, and pass through Bedford.

Warrant Segregation	FY 2017 Projected
Salaries	647,692
Capital Outlay	14,697

Revenue	FY 2015 Actual	FY 2016 Projected	FY 2017 Estimated
Ambulance	631,022	782,060	801,000
TOTAL	**631,022**	**782,060**	**801,000**

Personnel	FY 2015 Actual	FY 2016 Actual	FY 2017 Recom
FireFighters EMT	4.00	8.00	8.00
TOTAL	**4.00**	**8.00**	**8.00**

062 Ambulance	FY 2014 Budget	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept. Req.	FY 2017 T.M. Rec.	FY 2017 Selectmen	FY 2017 Fincom
Personnel Services	**379,868**	**369,862**	**476,600**	**421,630**	**592,733**	**647,692**	**647,692**	**647,692**	**647,692**
Purchase Of Services	209,684	190,972	198,165	160,511	175,366	142,977	142,977	142,977	142,977
Supplies	27,913	21,899	38,654	30,681	67,894	69,894	69,894	69,894	69,894
Other Expenses	14,449	11,741	19,649	10,088	21,249	21,249	21,249	21,249	21,249
Total Supplies & Expenditures	**252,046**	**224,612**	**256,468**	**201,279**	**264,509**	**234,120**	**234,120**	**234,120**	**234,120**
Capital Outlay	**47,127**	**7,868**	**71,127**	**69,576**	**14,697**	**14,697**	**14,697**	**14,697**	**14,697**
Total	**679,041**	**602,342**	**804,195**	**692,486**	**871,939**	**896,509**	**896,509**	**896,509**	**896,509**

© Town of Bedford Finance Department

FY2017

Budget Information

© Town of Bedford Finance Department

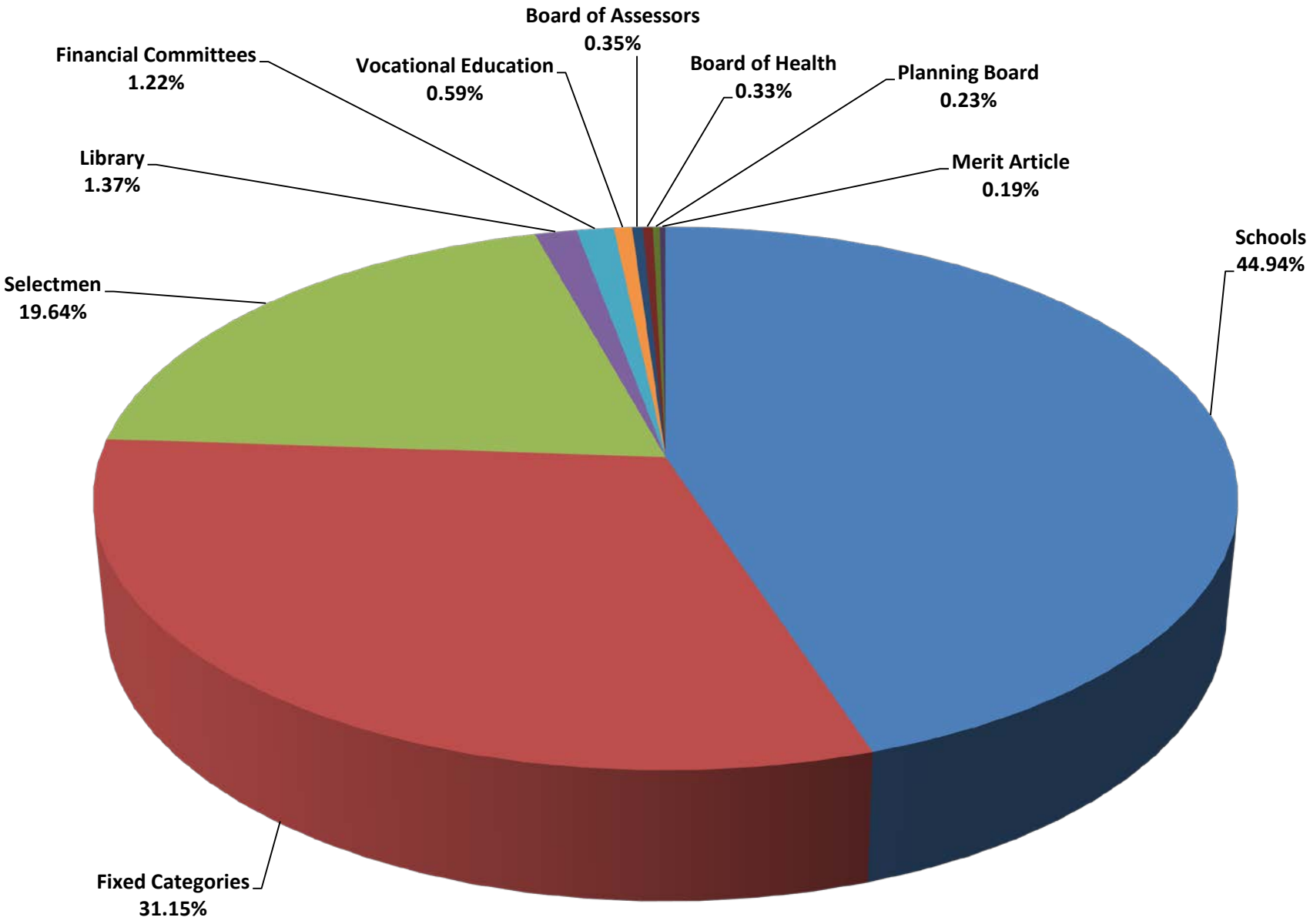
Total Operating Budgets (FY08 compared to Proposed FY17)

	FY08	Proposed FY17	% Increase	Avg Incr. Per Year
Operating Budgets				
Schools	27,000,868	37,710,703	39.66%	3.78%
Selectmen	13,048,277	16,478,910	26.29%	2.63%
Financial Committees	588,584	1,021,804	73.60%	6.32%
Library	964,168	1,152,003	19.48%	2.00%
Vocational Education	551,092	495,000	-10.18%	-1.19%
Board of Assessors	240,821	291,529	21.06%	2.15%
Board of Health	471,005	272,798	-42.08%	-5.89%
Planning Board	121,987	195,693	60.42%	5.39%
Merit Article	0	159,034		
Total Budgets	**42,986,802**	**57,777,474**	**34.41%**	**3.34%**
Fixed Categories				
Insurance and Benefits	7,790,331	11,356,789	45.78%	4.28%
Debt Service	7,653,793	7,649,865	-0.05%	-0.01%
MWRA Sewer	2,662,238	3,387,152	27.23%	2.71%
Water Purchase	1,193,075	1,960,111	64.29%	5.67%
Utilities *	1,704,616	1,785,000	4.72%	0.51%
Total Fixed Categories	**21,004,053**	**26,138,917**	**24.45%**	**2.46%**
Total Operating Budgets	**63,990,855**	**83,916,391**	**31.14%**	**3.06%**

** Utilities in FY08 were not budgeted separately. This amount was included in the School, Selectmen & Library Budgets, however, it has been adjusted above as if utilities was its own segregation.*

© Town of Bedford Finance Department

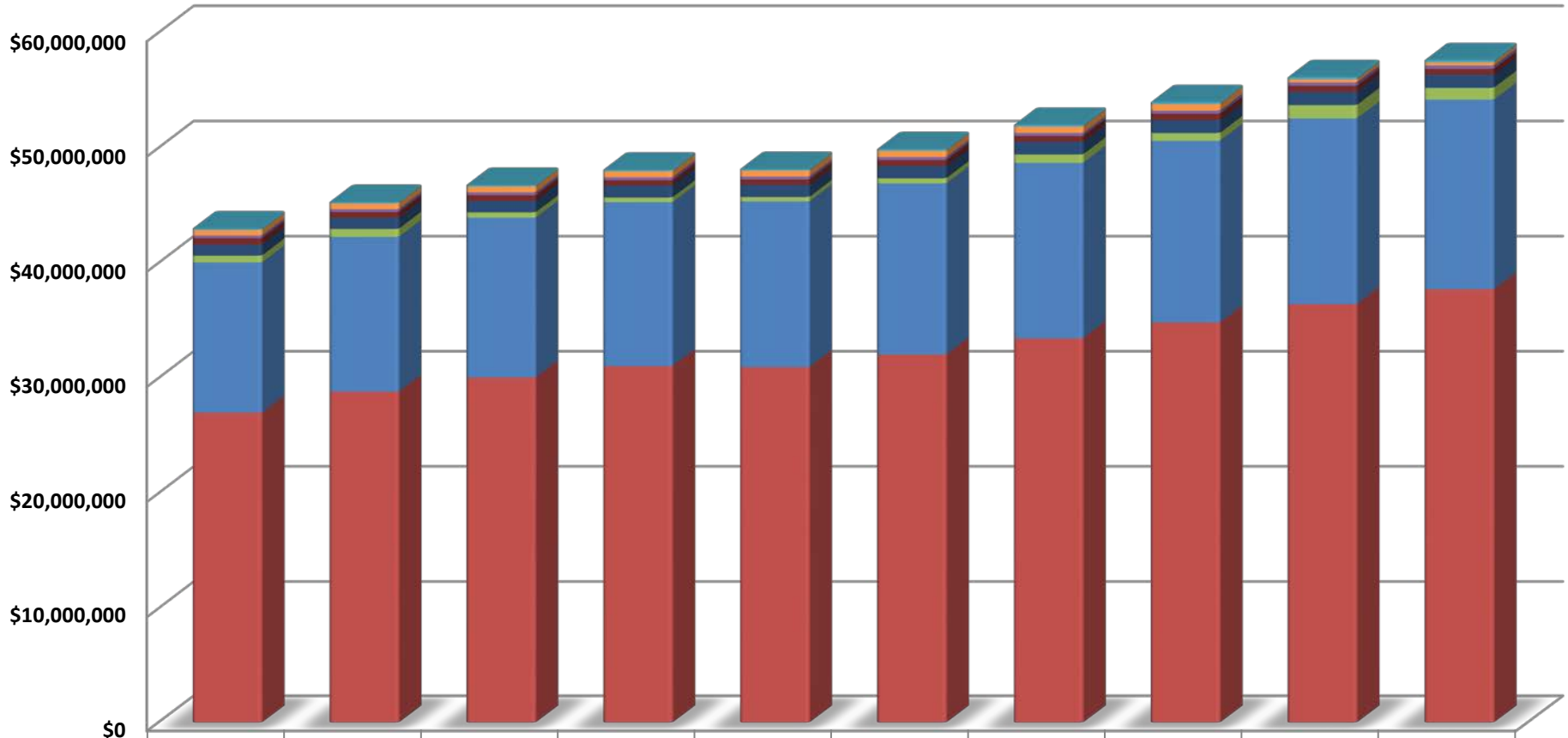
Percent Share of FY2017 Operating Budget



© Town of Bedford Finance Department

Operating Budgets FY08 - Proposed FY17

(excluding Principal/Interest, Insurance/Benefits, Water/Sewer & Utilities)



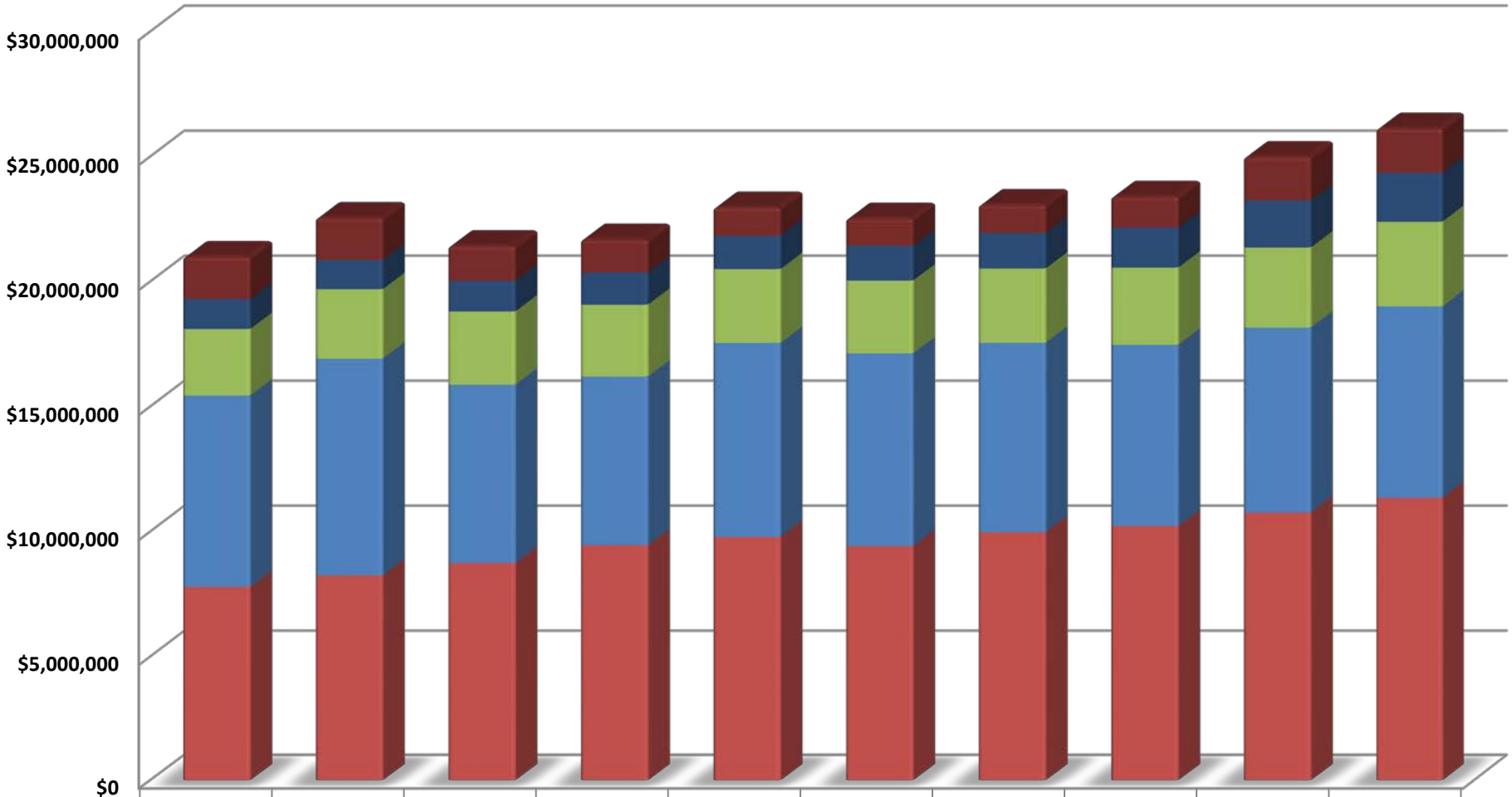
	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Proposed FY17
Planning Board	121,987	124,685	126,860	134,123	133,455	154,733	165,652	182,741	189,588	195,693
Board of Health	471,005	485,908	503,485	516,772	517,028	530,880	543,754	560,599	269,505	272,798
Board of Assessors	240,821	244,616	250,672	260,736	258,786	264,139	262,880	270,220	284,228	291,529
Vocational Education	551,092	492,121	489,967	450,000	465,000	505,000	505,000	555,000	530,000	495,000
Library	964,168	973,889	998,219	1,040,960	1,051,271	1,073,382	1,094,337	1,120,607	1,143,814	1,152,003
Financial Committees	588,584	692,591	459,598	405,614	380,614	447,461	727,596	674,614	1,167,614	1,021,804
Selectmen	13,048,277	13,445,366	13,874,321	14,243,371	14,398,268	14,863,966	15,244,056	15,788,278	16,126,063	16,478,910
Schools	27,000,868	28,825,525	30,061,023	31,040,838	30,950,047	32,045,404	33,455,090	34,825,371	36,426,143	37,710,703

* Utlities were budgeted in the FY08-FY15 budgets for School, Selectmen and Library, but were removed in the chart above.

© Town of Bedford Finance Department

Fixed Operating Budgets FY08 - Proposed FY17

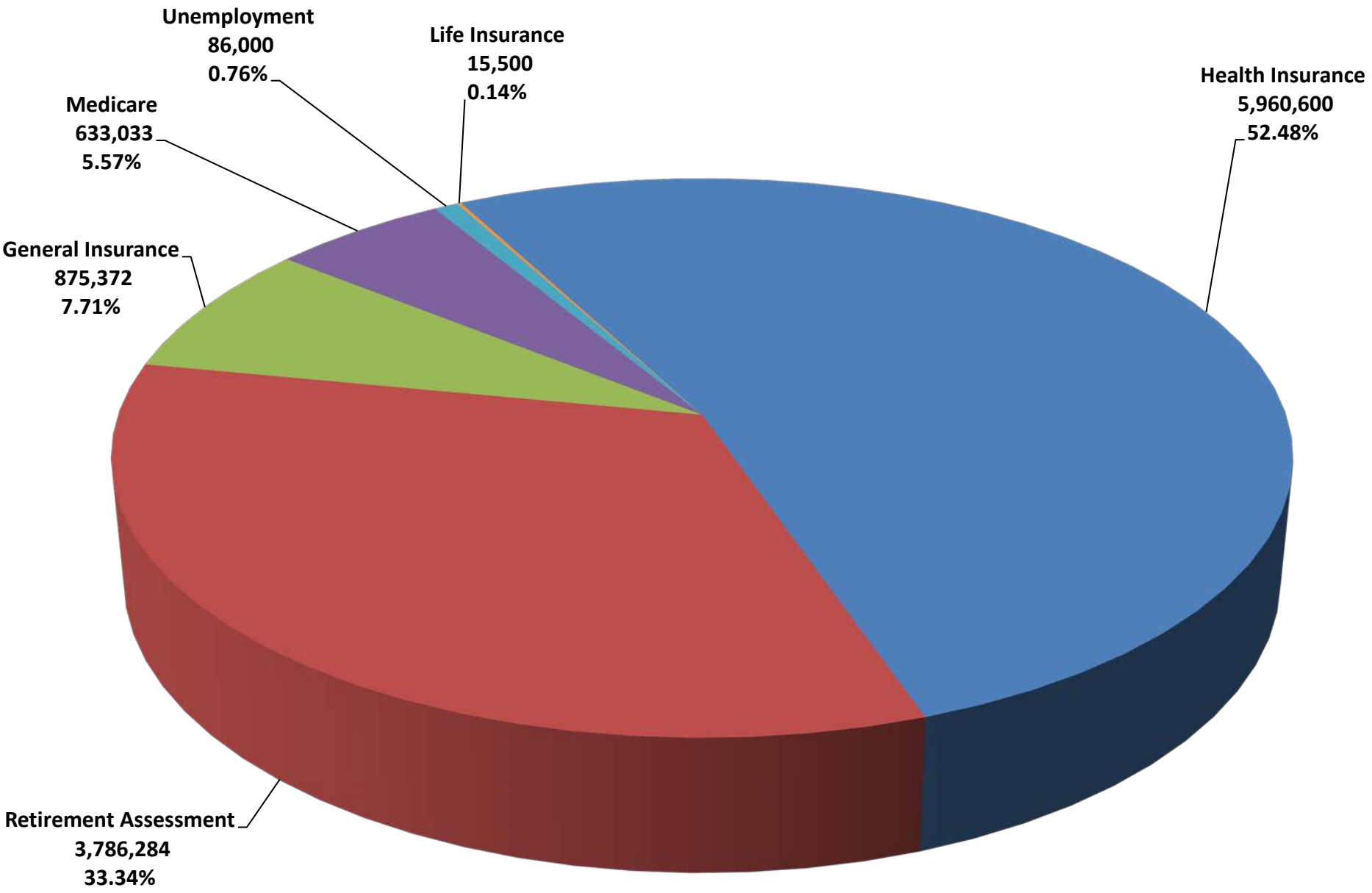
(Principal/Interest, Insurance/Benefits, Water/Sewer & Utilities)



	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Proposed FY17
Utilities	1,704,616	1,698,717	1,403,209	1,334,298	1,141,905	1,104,766	1,136,322	1,251,602	1,750,000	1,785,000
Water Purchase	1,193,075	1,168,020	1,226,421	1,287,742	1,339,252	1,392,822	1,423,464	1,600,983	1,884,722	1,960,111
MWRA Sewer	2,662,238	2,779,636	2,929,353	2,872,130	2,951,458	2,909,153	2,968,529	3,089,601	3,199,185	3,387,152
Debt Service	7,653,793	8,668,818	7,132,655	6,745,818	7,761,951	7,709,917	7,577,090	7,246,510	7,398,709	7,649,865
Insurance and Benefits	7,790,331	8,247,113	8,744,720	9,459,367	9,787,395	9,420,368	9,976,831	10,224,028	10,764,139	11,356,789

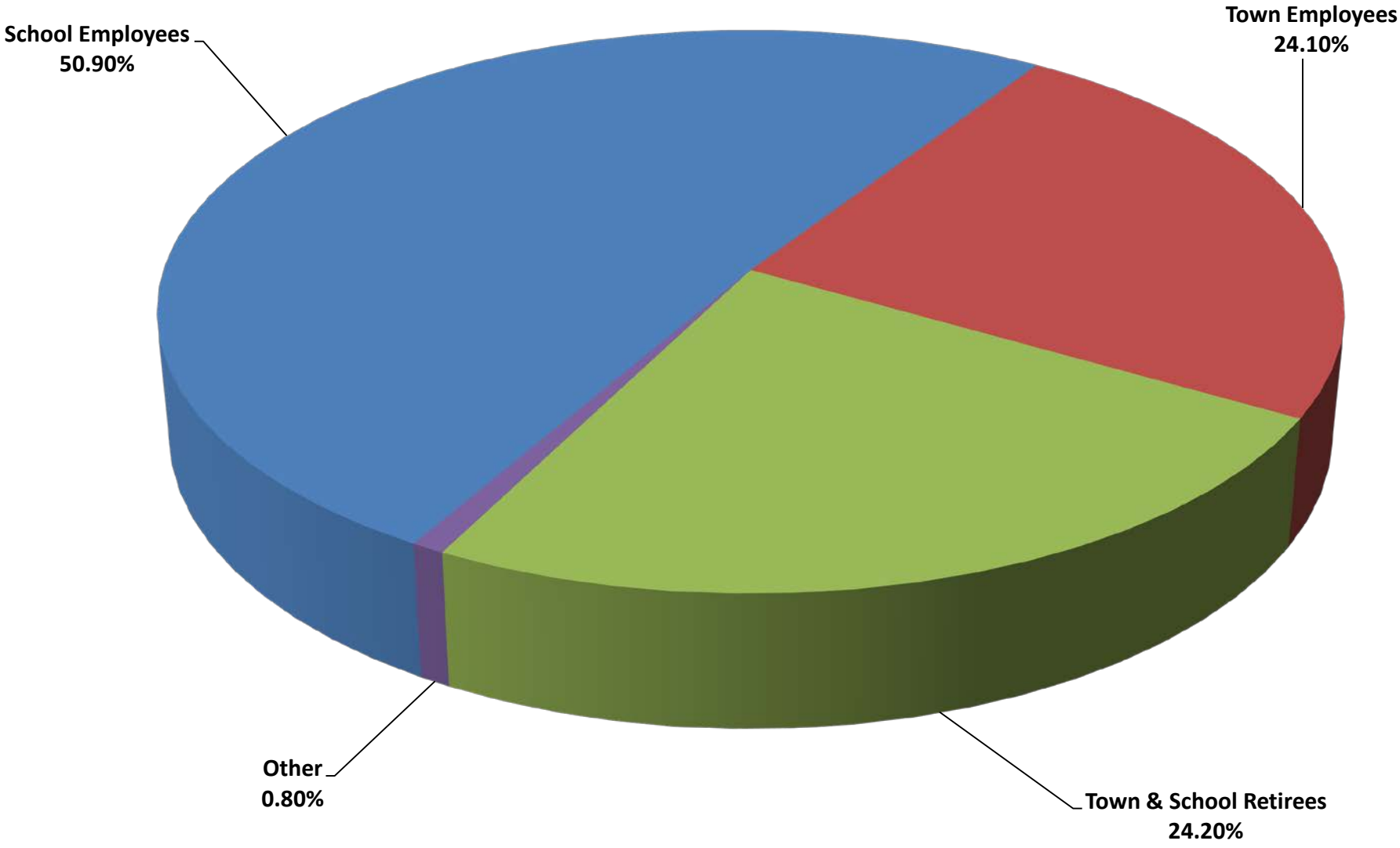
© Town of Bedford Finance Department

FY2017 Insurance & Benefits Budget - $11,356,789



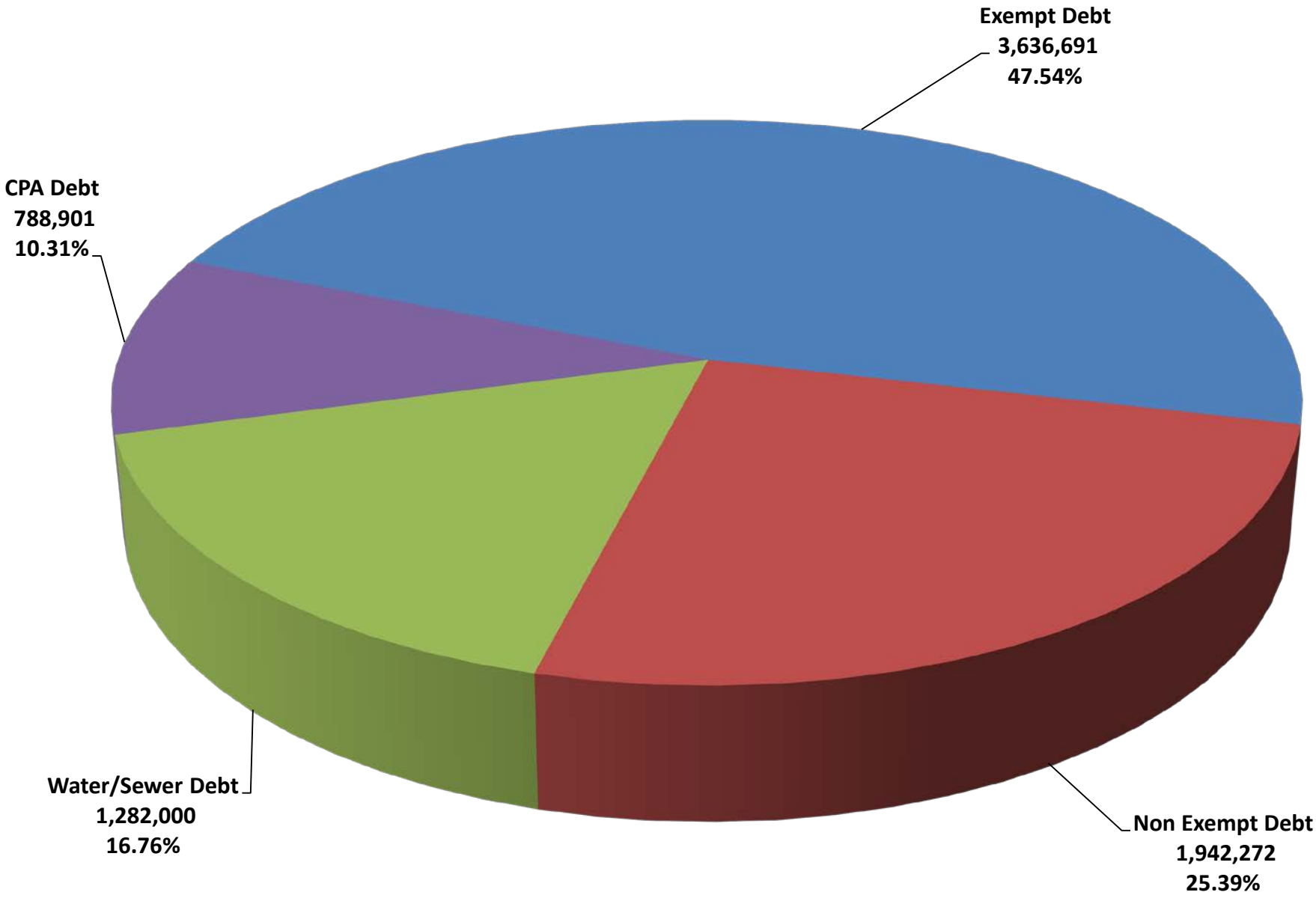
© Town of Bedford Finance Department

FY2017 Health Insurance Budget - $5,960,600
By Group



© Town of Bedford Finance Department

FY2017 Principal & Interest Budget - $7,649,865



© Town of Bedford Finance Department

Ambulance Enterprise Fund
FY2017 Proposed Budget

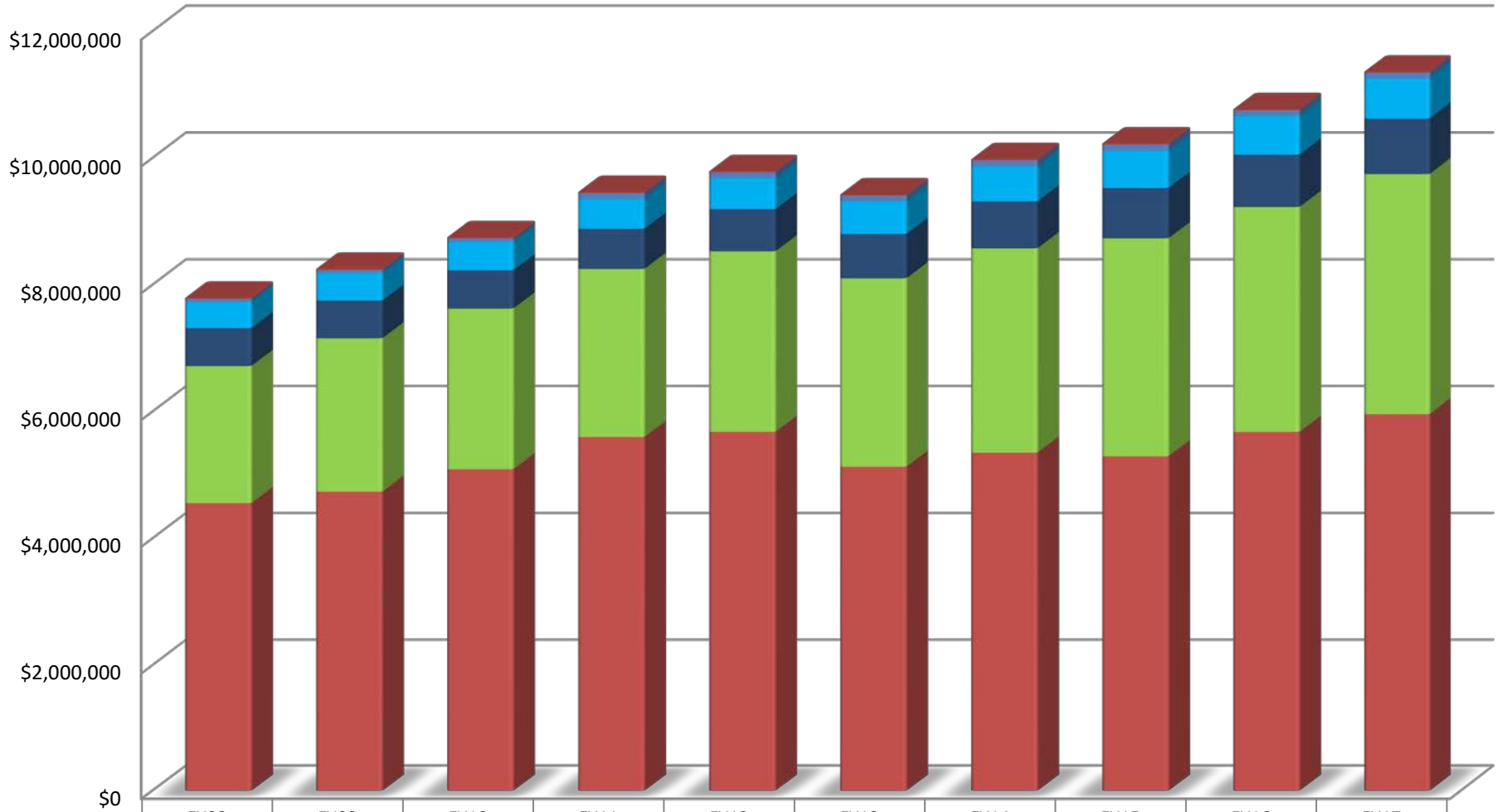
	FY2016	Proposed FY2017	% of Incr
Direct Expenses - Ambulance Fund			
Ambulance Fund Salaries	592,733	647,692	
Ambulance Fund Expenses	98,920	110,920	
Ambulance Fund Capital	11,596	11,596	
Total Direct Fire Dept	703,249	770,208	9.52%
Other Ambulance Expenses			
Contractual Ambulance Services	160,389	118,000	
Capital Other	3,101	3,101	
Server License	5,200	5,200	
Total Other Expenses	168,690	126,301	-25.13%
Other Cost - Budgeted in Town's Operating Budget			
Fire Department Salaries	109,416	110,538	
Principal & Interest	28,875	28,125	
Insurance & Benefits / Other Insur.	159,235	168,286	
Other Personnel	44,807	46,152	
Other Facilities	13,274	13,274	
Total Operating Budget Expenses	355,607	366,375	3.03%
Total Ambulance Enterprise Exp	1,227,546	1,262,884	2.88%
Model Offsets & Revenue Adjustments			
Revenue	782,060	801,000	
General Fund Offset	390,386	401,154	
Retained Earnings Usage	55,100	60,730	
Total Revenue & Offsets	1,227,546	1,262,884	2.88%
General Fund Subsidy (Tax Levy)	34,779	34,779	0.00%

© Town of Bedford Finance Department

Supplementary Budget Information

© Town of Bedford Finance Department

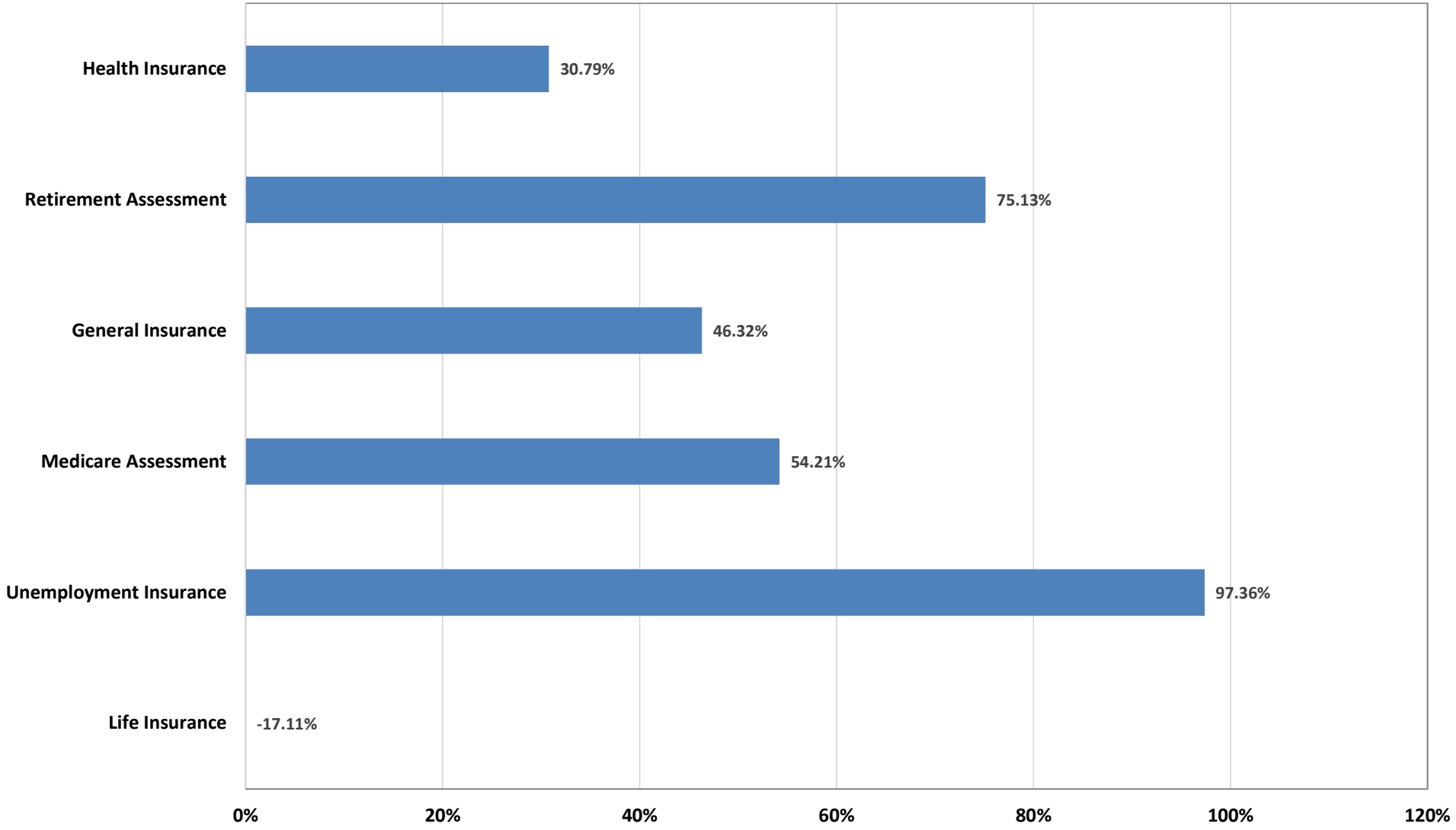
Insurance & Benefits Budget Growth
FY08 - Proposed FY17



	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17
Life Insurance	18,700	17,863	18,220	17,100	17,100	17,100	17,955	15,550	15,500	15,500
Unemployment Insurance	43,575	45,000	46,350	90,000	90,000	90,000	95,000	95,000	86,000	86,000
Medicare Assessment	410,500	431,956	450,000	468,000	486,720	511,056	547,881	585,275	608,686	633,033
General Insurances	598,250	595,675	603,500	633,575	665,359	698,627	740,058	794,061	825,823	875,372
Retirement Assessment	2,162,000	2,419,498	2,535,150	2,650,592	2,847,038	2,972,407	3,222,437	3,438,459	3,548,130	3,786,284
Health Insurance	4,557,306	4,737,121	5,091,500	5,600,000	5,681,178	5,131,178	5,353,500	5,295,733	5,680,000	5,960,600

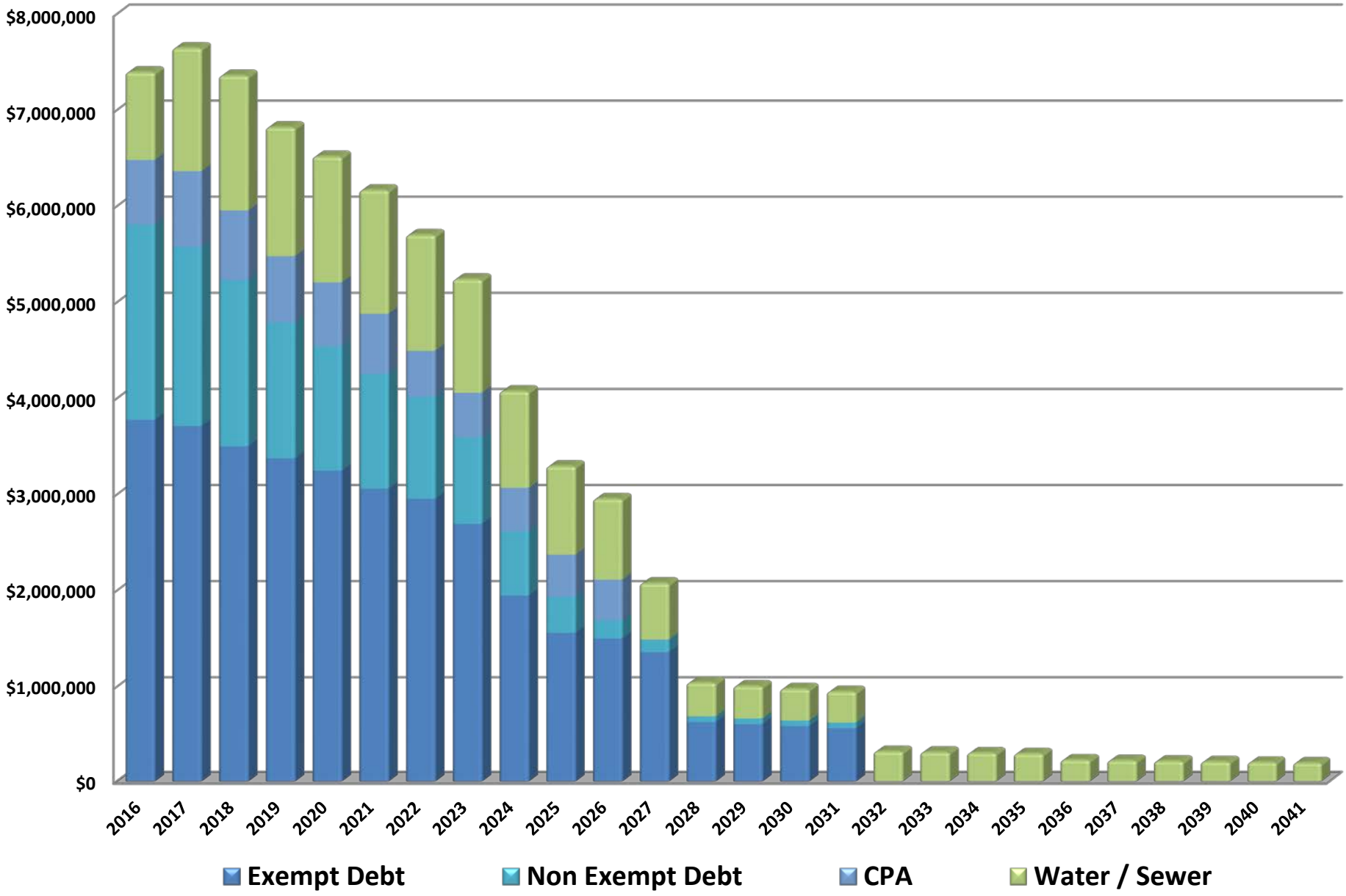
© Town of Bedford Finance Department

Percentage Growth in Insurance & Benefit Cost
FY08 - Proposed FY17



© Town of Bedford Finance Department

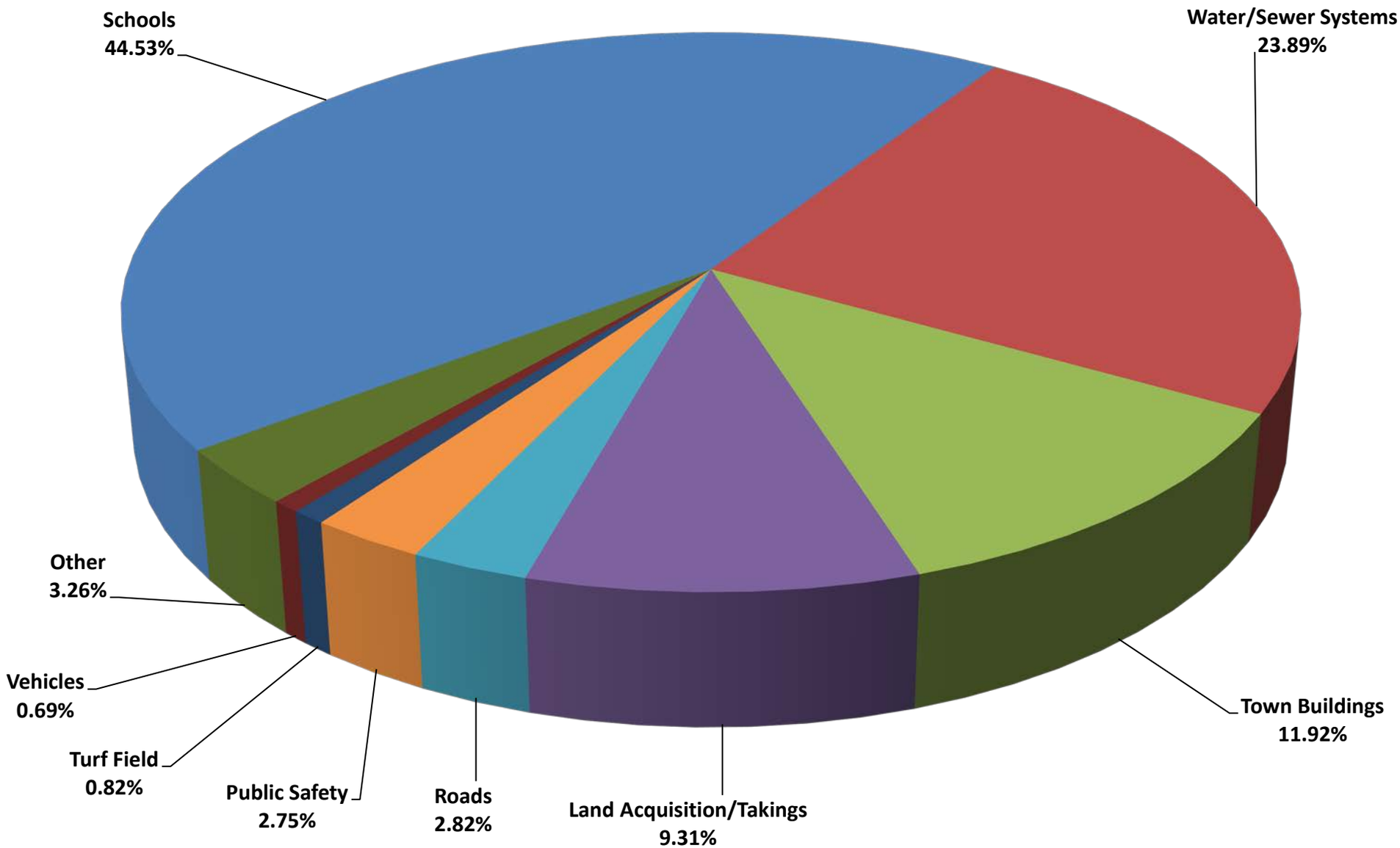
Total Current Authorized Principal/Interest (Debt)
FY2016 - FY2041



Does not include bonded projects being proposed for FY17

© Town of Bedford Finance Department

Total Outstanding Principal/Interest (Debt) - by project
FY2017 - FY2041 ($71,812,786)

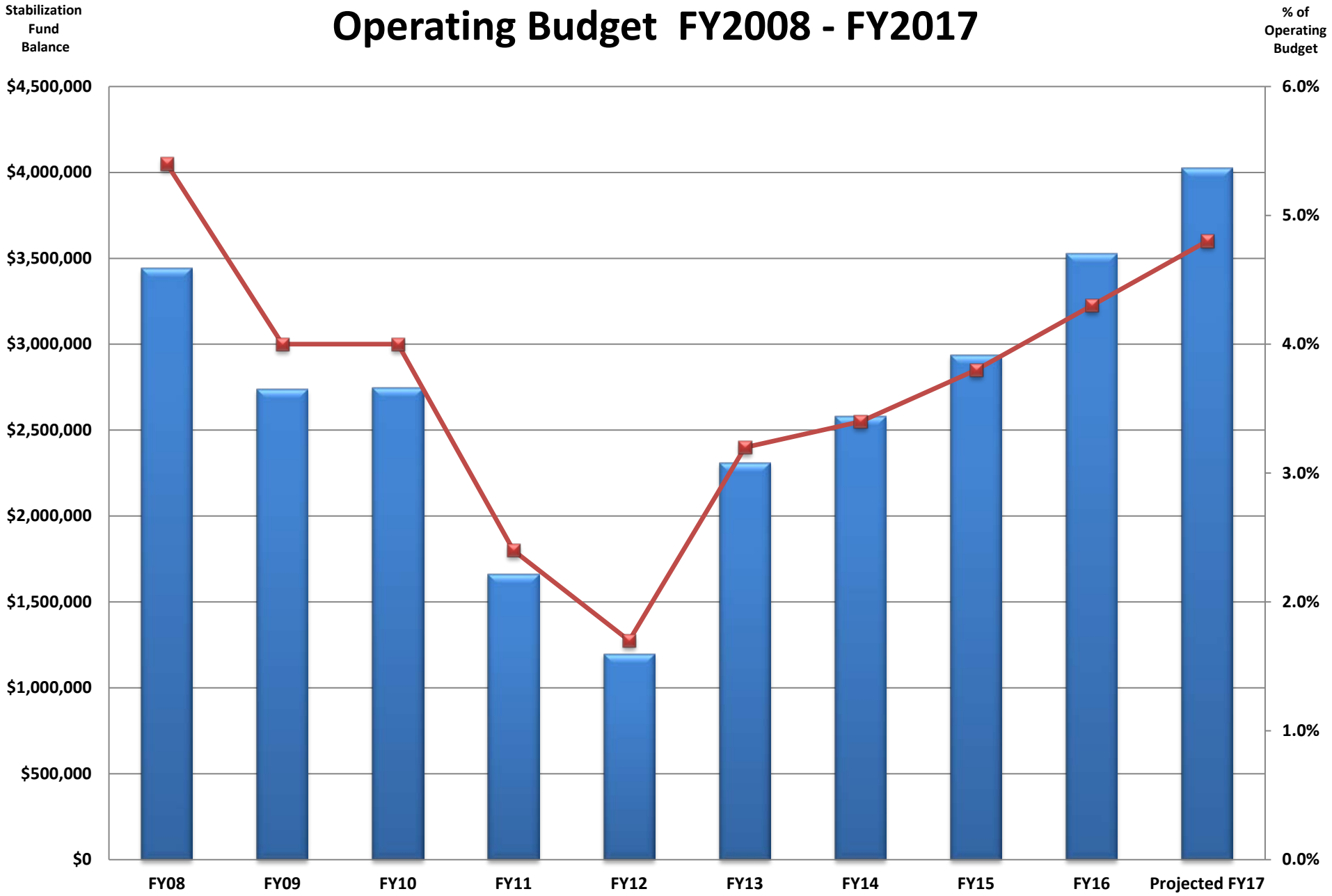


Does not include bonded projects being proposed for FY17

03/23/2016

© Town of Bedford Finance Department

Stabilization Fund Balance as a % of the Operating Budget FY2008 - FY2017

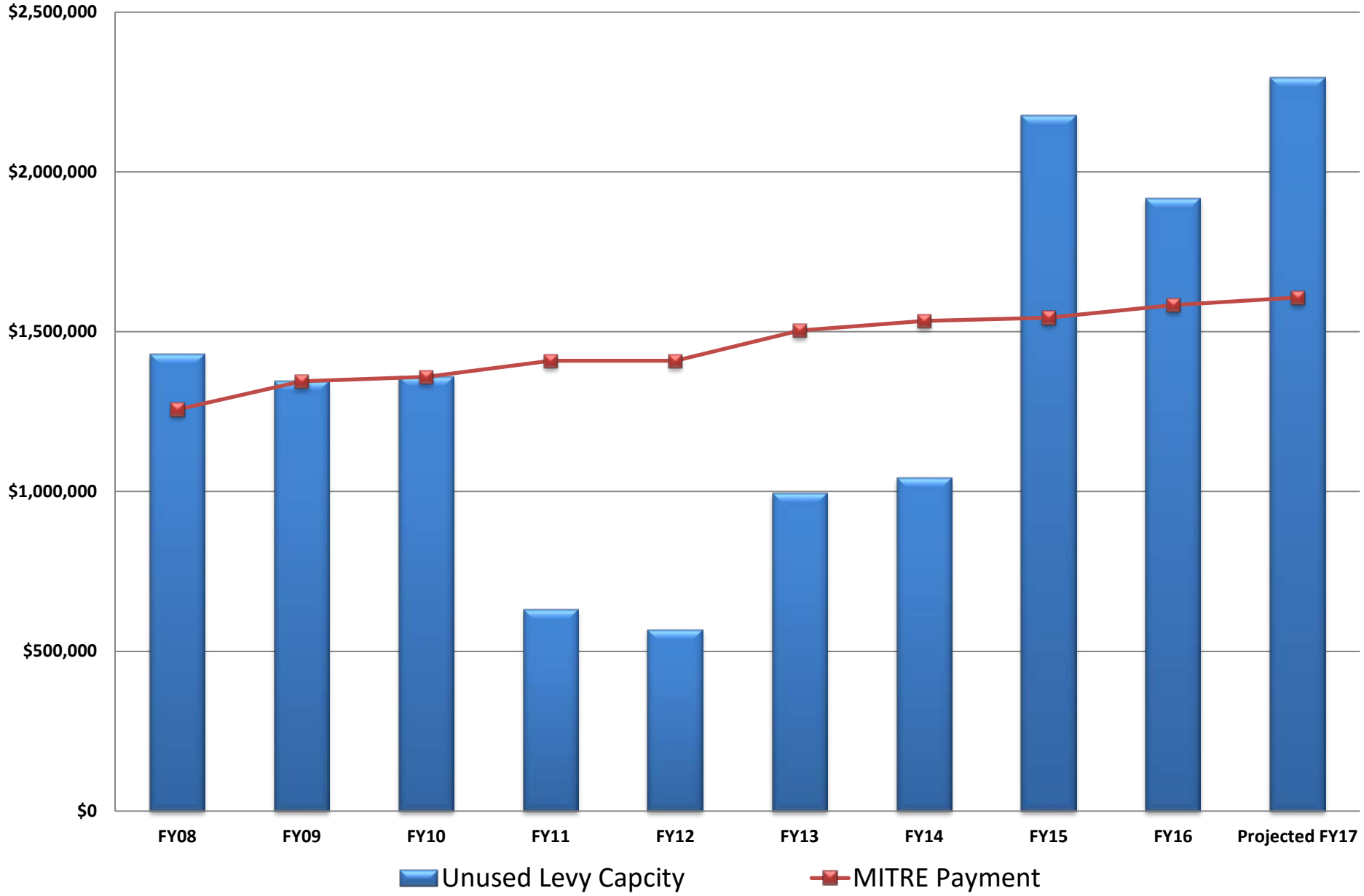


Per the Fiscal Policies, the desirable funding level of the Stabilization Fund balance is between (2% - 6%) of the annual Operating Budget.

03/23/2016

© Town of Bedford Finance Department

Unused Levy Capacity FY2008 - FY2017

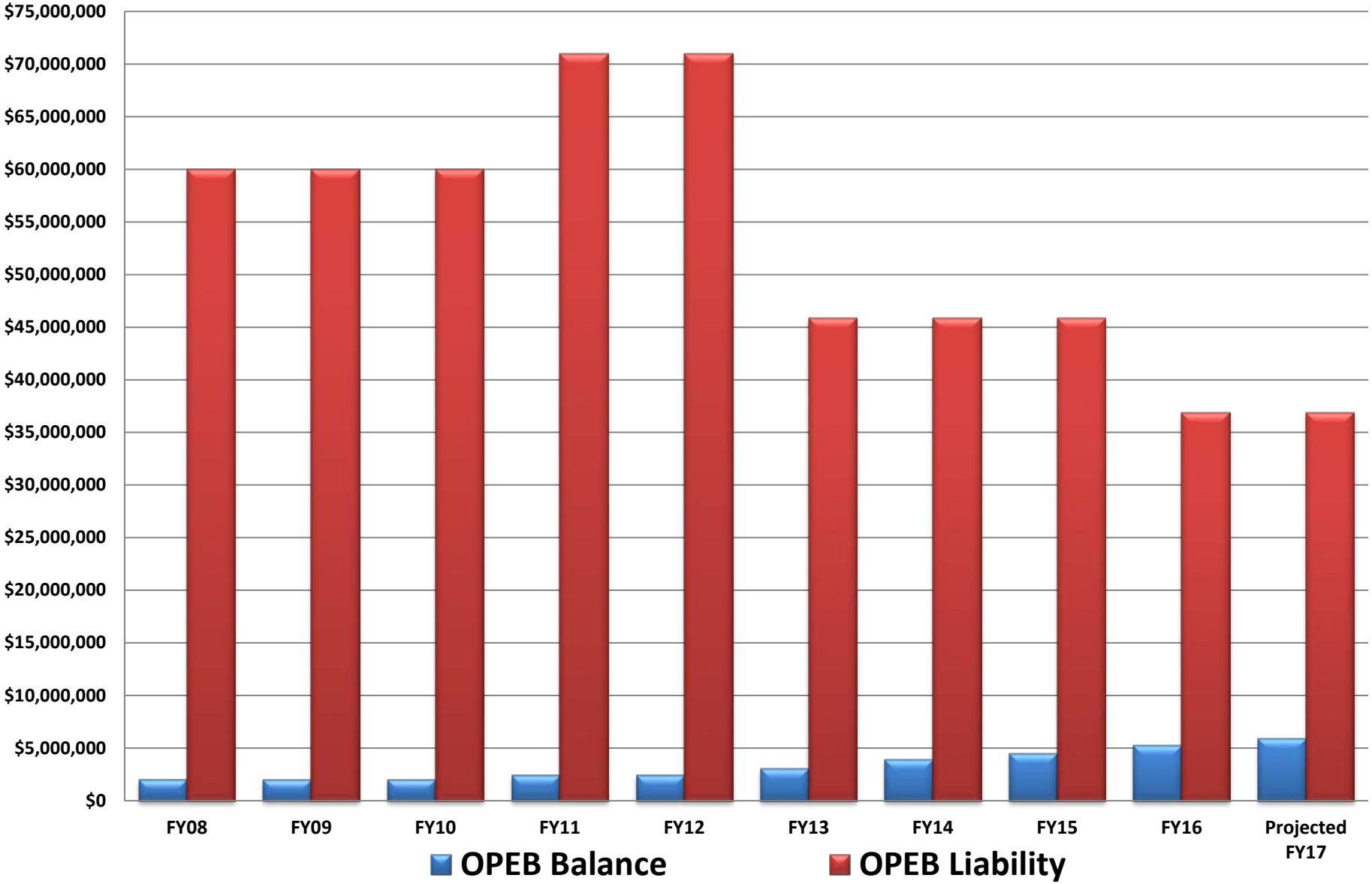


MITRE makes a payment in lieu of taxes, and It is the position of the Finance Committee to leave the unused levy capacity equivalent to that payment.

03/23/2016

© Town of Bedford Finance Department

OPEB Balance compared to OPEB Liability
FY2008 - FY2017

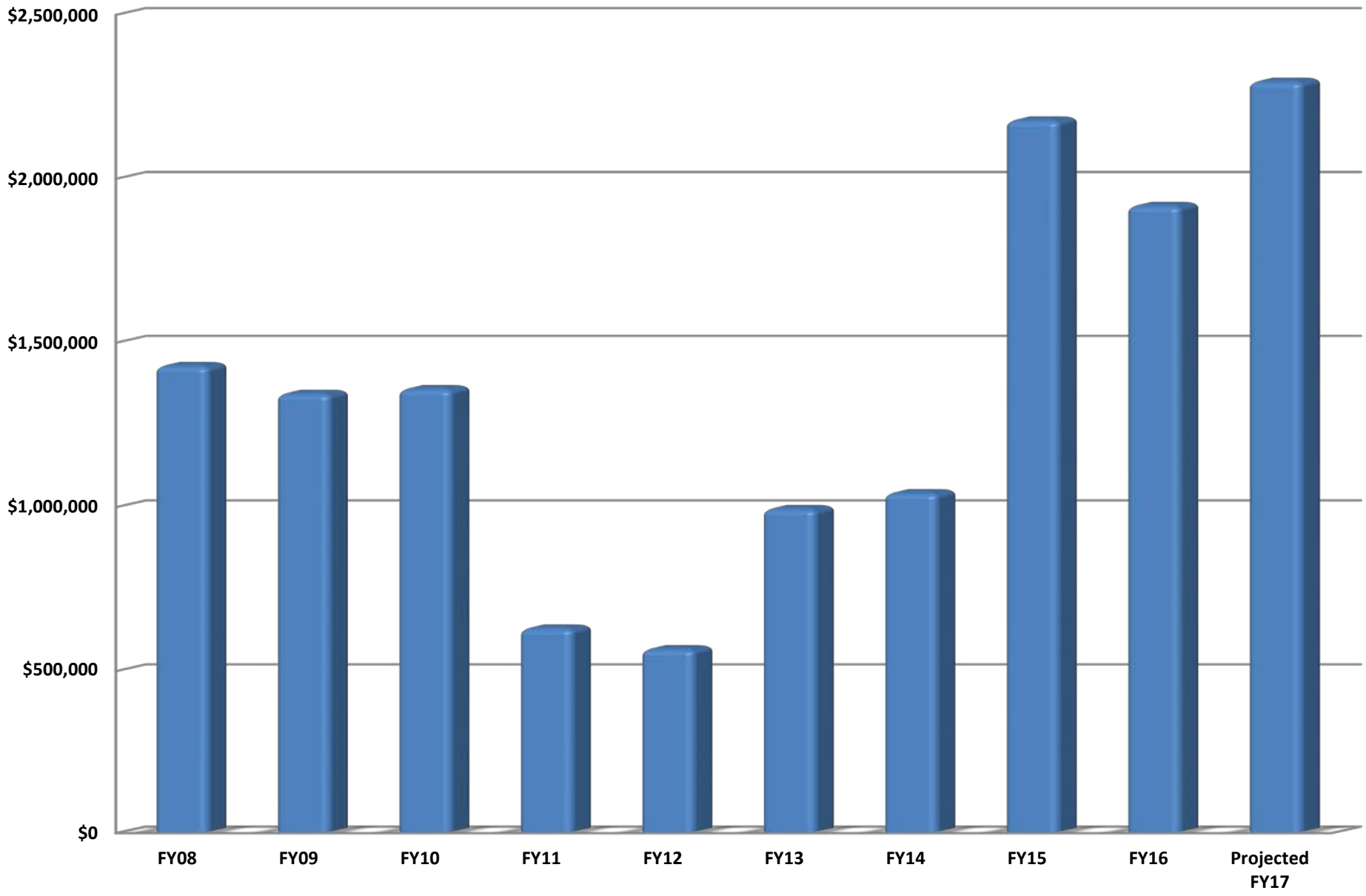


OPEB (Other Post-Employment Benefits), this fund is used to offset health and life insurance cost for current and future retirees.

03/23/2016

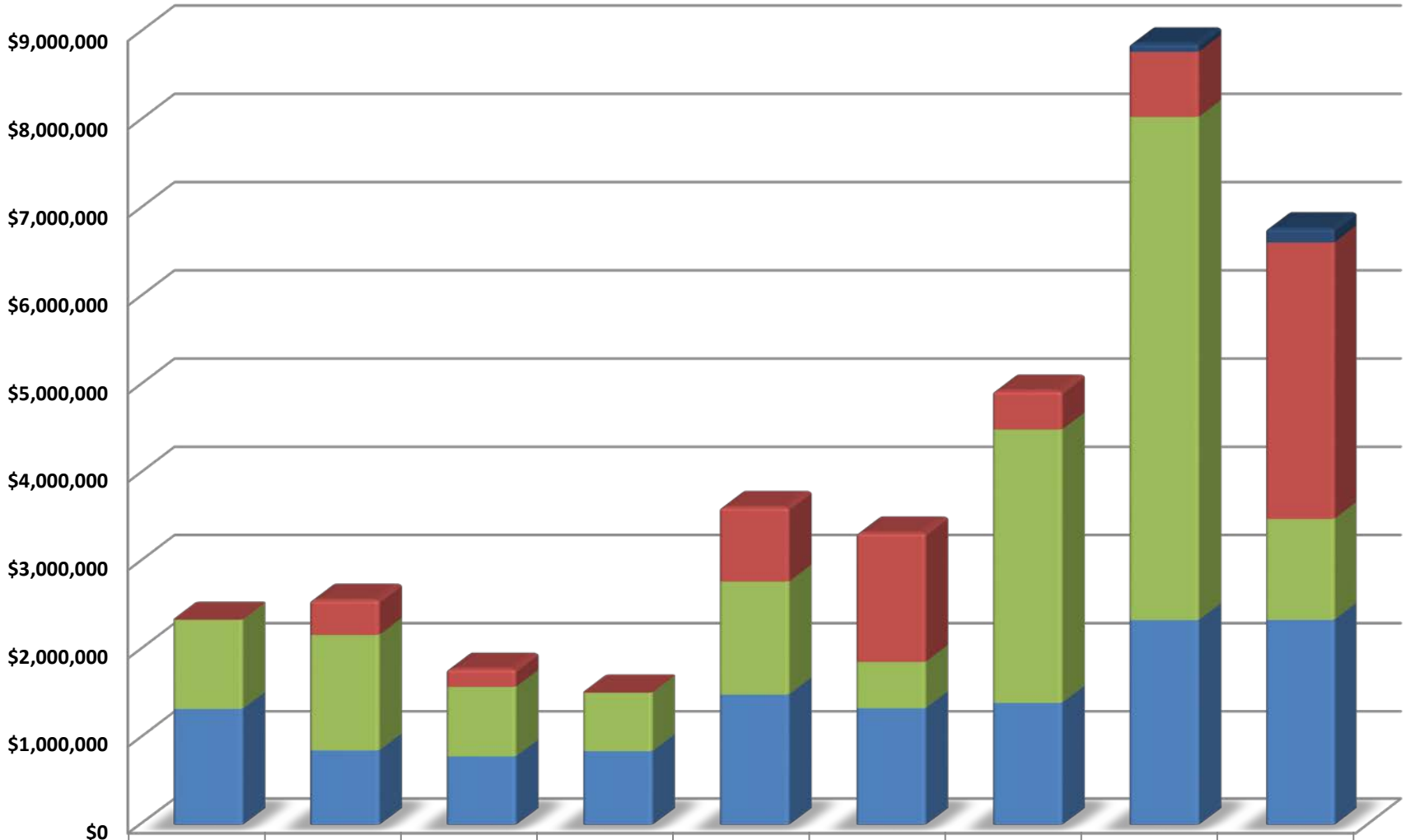
© Town of Bedford Finance Department

New Growth FY2008 - FY2017



© Town of Bedford Finance Department

Capital Appropriations
Excluding Major Buildings and CPA Projects



	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	Proposed FY17
Other Capital Transfers								94,367	161,000
Bonding (non water/sewer)	-	398,000	204,500	-	845,000	1,464,690	440,000	738,981	3,133,375
Water/Sewer	1,011,000	1,310,000	790,000	664,000	1,280,200	525,746	3,097,780	5,703,048	1,144,802
Tax Levy	1,330,705	859,180	790,010	851,340	1,493,441	1,337,538	1,399,243	2,337,142	2,339,836

03/23/2016
© Town of Bedford Finance Department

Proposed Capital Projects Plan by Fiscal Year

	FY2018	FY2019	FY2020	FY2021	FY2022
Funding Source					
Bonding - Non Exempt/Exempt Projects	$2,504,730	$7,148,614	$1,414,214	$1,024,691	$1,796,000
Bonding - Water/Sewer Projects	$1,297,719	$2,111,275	$0	$1,135,200	$774,000
Bonding - Community Preservation Projects	$750,000	$1,000,000	$0	$0	$0
Water/Sewer Rates	$38,798	$38,798	$38,534	$0	$180,000
Community Preservation	$344,534	$312,870	$534,220	$484,600	$150,000
Operating Budget - Roads	$717,500	$735,438	$753,823	$772,669	$791,986
Chapter 90 - Roads	$830,500	$1,001,043	$962,584	$1,042,621	$1,114,311
Tax Levy Capital Article	$2,863,272	$2,951,858	$3,030,654	$3,136,727	$3,246,512
Revenue Total	**$9,347,053**	**$15,299,895**	**$6,734,029**	**$7,596,508**	**$8,052,809**

© Town of Bedford Finance Department

Proposed Capital Projects Plan by Fiscal Year

Total by Department	FY2018	FY2019	FY2020	FY2021	FY2022
School Buildings	$127,582	$4,248,809	$297,862	$127,582	$1,417,582
Other School Projects	$1,015,424	$1,526,264	$905,074	$1,180,172	$1,868,343
Schools Total	**$1,143,006**	**$5,775,073**	**$1,202,936**	**$1,307,754**	**$3,285,925**
Fire Equipment	$189,718	$63,886	$164,562	$35,000	$0
Police Equipment	$28,932	$288,253	$0	$0	$32,029
Public Safety Total	**$218,650**	**$352,139**	**$164,562**	**$35,000**	**$32,029**
Heavy Fire Vehicles	$0	$588,240	$571,228	$0	$256,000
Heavy DPW Vehicles & Equipment	$464,524	$0	$0	$438,130	$0
Heavy Vehicle Total	**$464,524**	**$588,240**	**$571,228**	**$438,130**	**$256,000**
Finance/Information Technology	**$136,345**	**$147,364**	**$131,317**	**$135,396**	**$157,000**
Town Buildings & Facility Work	$2,374,732	$125,896	$1,399,621	$793,389	$111,020
Town Building Additions	$0	$2,500,000	$0	$0	$0
Facilities Total	**$2,374,732**	**$2,625,896**	**$1,399,621**	**$793,389**	**$111,020**
Water	$841,157	$1,912,713	$38,534	$774,000	$954,000
Sewer	$495,360	$237,360	$0	$361,200	$0
Road Resurfacing	$1,548,000	$1,736,480	$1,716,407	$1,815,290	$1,906,297
Department of Pubic Works	$1,870,870	$659,911	$824,861	$881,063	$150,000
Vehicle and Equipment	$254,409	$264,719	$384,255	$335,712	$438,000
Department of Pubic Works Total	**$5,009,796**	**$4,811,183**	**$2,964,057**	**$4,167,265**	**$3,448,297**
Misc. and Unassigned	**$0**	**$1,000,000**	**$300,308**	**$719,574**	**$762,538**
Expenditure Total (Detail on following pages)	**$9,347,053**	**$15,299,895**	**$6,734,029**	**$7,596,508**	**$8,052,809**

© Town of Bedford Finance Department

Proposed Capital Projects Plan by Fiscal Year

Project Name	FY2018	FY2019	FY2020	FY2021	FY2022
School Buildings					
Addition - Davis School		$1,981,440			
Addition - John Glenn Middle School		$1,981,440			
Davis School Building Retro-commissioning		$60,853			
Modular Classrooms - Bedford High School			$170,280		
Renovate C237, C238 & C239 Music Suite		$43,258			
Renovation - A213 Consumer Science Lab		$33,183			
Renovation - C225A Create Linear Storage for Drama		$21,053			
Roof Single-Ply Membrane - Fully Adhered Renewal - Davis School					$1,290,000
Space Modification - Davis School	$19,572	$19,572	$19,572	$19,572	$19,572
Space Modification- Lane School	$20,145	$20,145	$20,145	$20,145	$20,145
Space Modifications - John Glenn Middle School	$30,615	$30,615	$30,615	$30,615	$30,615
Space Modifications- Bedford High School	$57,250	$57,250	$57,250	$57,250	$57,250
Other School Projects					
Bedford High School Fitness Room Renewal		$77,400			
Bedford High School High Jump Mat System		$8,256			
Bedford High School Pole Vault Mat System	$34,056				
Bedford High School Theater Equipment		$25,800			
Boiler #1 Replacement - Bedford High School				$250,000	
Boiler #2 Replacement - Bedford High School					$250,000
Boiler #2 Replacement - John Glenn Middle School		$130,548			
Boiler #3 Replacement - John Glenn Middle School				$154,800	
Closed Circuit TV system Renewal - Davis School	$13,959				
Domestic Water Heater #1 - Davis School	$10,320				
Domestic Water Heater #2 - Davis School				$10,320	
Elevator Controls Renewal - Davis School		$29,304			
Elevator Controls Renewal - Lane School		$29,304			
Emergency 125 KW Generator - Diesel Renewal - Lane School					$89,000
Emergency Standby Generator Expansion - Lane School, Bedford High School		$25,800			
Energy Eff. Measure Bldg Systems Recommissioning - Bedford High School			$175,972		
Energy Eff. Measure Bldg Systems Retrocommissioning- John Glenn Middle School		$92,843			
Exterior Painting Renewal - Bedford High School					$66,133
Exterior Painting Renewal - John Glenn Middle School					$57,171
Fire Alarm System Renewal - Davis School					$89,902

© Town of Bedford Finance Department

Proposed Capital Projects Plan by Fiscal Year

Project Name	FY2018	FY2019	FY2020	FY2021	FY2022
Fire Alarm System Renewal - John Glenn Middle School					$112,503
Fire Alarm System Renewal - Lane School					$95,180
Floor Scrubber Renewal - Davis School			$10,557		
Flooring Summer - All	$33,645	$33,645	$33,645	$33,645	$33,645
Generator Emergency 125 KW - Diesel Renewal - John Glenn Middle School					$50,407
Info Tech Plan Replacement	$612,234	$540,200	$481,531	$595,412	$549,700
Intercom System Renewal - Bedford High School	$53,737				
Interior Painting - ALL	$40,000	$45,000	$50,000	$50,000	$50,000
Photocopier Replacement	$47,503	$31,093	$40,140	$42,270	
Public Bathrooms Football Field- Bedford High School			$103,200		
Replace VCT Flooring - Lane School				$43,725	
Rooftop Unitary AC - Cooling w/Gas >10 Ton Renewal - Davis School					$94,520
Rooftop Unitary AC - Cooling w/Gas Heat < 10 Ton Renewal - Davis School					$29,701
School Buildings Feasibilty Study - John Glenn Middle School		$81,270			
Security System - Intrusion Detection System Renewal - Bedford High School					$170,348
Security System - Access control Renewal - John Glenn Middle School			$10,029		
Security System - Card Access System Renewal - Bedford High School					$130,133
Security System - Intrusion Detection System Renewal - Davis School	$54,323				
Security System - Intrusion Detection System Renewal - John Glenn Middle School	$73,029				
Security System - Intrusion Detection System Renewal - Lane School	$42,618				
Site Lighting Upgrade - Bedford High School		$135,417			
Site Lighting Upgrade - Davis School		$10,747			
Site Lighting Upgrade - Lane School		$21,495			
Split AC Units Renewal - Davis School		$154,283			
Storage Area Lower Level New - John Glenn Middle School		$53,859			
Fire Equipment					
Air Compressor	$44,387				
Automatic Chest Compression Machine - Emergency Medical		$28,522			
Boat 2006			$21,280		
Forestry 1/Service Vehicle - 2001 Chevrolet			$128,027		
Hose - 4"	$14,509				
Hose Tester	$7,177				
Lukas Tool			$14,261		
Monitor				$35,000	

© Town of Bedford Finance Department

Proposed Capital Projects Plan by Fiscal Year

Project Name	FY2018	FY2019	FY2020	FY2021	FY2022
Rescue System II 2003	$34,764				
Rescue System III 2007		$35,364			
Technical Rescue Equipment	$88,881				
Trailer - Boat 2006			$994		
Police Equipment					
Emergency Dispatch Projects - Channels - Police 1 and Fire 2		$165,582			
Equature Server Recorder Replacement	$13,532				
Mobile Radio Replacement	$15,400	$11,550			
Tablets for Officers		$95,000			
Thermal Imager		$16,121			
Weapons					$32,029
Heavy Fire Vehicles					
Ambulance 1 - 2011 Ford			$257,834		
Ambulance 2 - 2006 International					$256,000
Engine 3 - 2007 Pierce		$588,240			
Squad 1 2010 Ford			$313,394		
Heavy DPW Vehicles					
DPW-Large Equipment Replacement				$438,130	
DPW-Large Dumptruck Replacement	$464,524				
Finance/Information Technology					
AeroHive Wireless Renewal		$9,288			
Copier Replacement	$7,224	$21,256	$8,256	$12,384	$12,000
Dashboard Management Software		$10,000			
Email Archive System			$8,061		
EMC Data Backup System				$16,512	
IT Equipment Plan Renewal	$78,000	$82,000	$92,000	$92,000	$92,000
Network & Servers	$23,000	$14,500	$23,000	$14,500	$23,000
Network Storage Array					$30,000
Operating System Upgrades	$16,121				
Security Audit\Review		$10,320			
Sharepoing Portal	$12,000				
Town Building Infrastructure & other Town Facility Work					
Air Compressor - Fire Station	$12,000				
Asphalt Shingled Roofing 1998 Renewal-Fire Station		$18,856			

© Town of Bedford Finance Department

Proposed Capital Projects Plan by Fiscal Year

Project Name	FY2018	FY2019	FY2020	FY2021	FY2022
Asphalt Shingled Roofing Renewal - Springs Book Park	$27,090				
Atrium Windows Replacement - Library			$60,000		
Building Replacement- VA Garage			$621,700		
Carpet Replacement - Library FY		$25,000			
Carpeting - Cycle 1 Renewal - Depot Station	$12,921				
Carpeting Cycle 1 Renewal - DPW Office Garage	$11,009				
Carpeting Cycle 1 Union School Renewal - Town Center	$21,075				
Carpeting Cycle 2 Renewal - Town Hall	$50,728				
Chiller Reciprocating - Air cooled Renewal - Library				$336,561	
Drainage - Library		$20,000			
DX Condensing Unit - Less than 25 Tons Renewal - Fire Station				$36,086	
Electrical Panel Upgrade - Fire Station	$8,500				
Elevator Controls Renewal - Library			$29,304		
Elevator Controls Renewal - Police Station			$28,030		
Emergency Standby Generator - Library			$120,000		
Emergency Standby Generator Expansion - Police Department, Fire Department	$17,544				
Emergency Standby Generator Expansion- Town Hall, Town Center	$15,480				
Entrance Heaters - Library	$20,500				
Exterior Painting 2004 Renewal - Library			$67,544		
Exterior Painting Renewal - Depot Freight					$29,322
Exterior Painting Renewal - Depot Station	$0			$8,159	
Exterior Painting Renewal - DPW Office Garage	$12,055				
Exterior Painting Renewal - Fire Station	$0	$8,463			
Exterior Painting Renewal - Job Lane Barn, Springs Book Park, Refreshment Stand	$5,234				
Exterior Painting Renewal - Old Town Hall	$29,322				
Exterior Painting Renewal - Police Station	$22,670				
Exterior Painting Union School Renewal - Town Center	$34,012				
Facilities Department Townwide Energy Mgt System	$774,206				
Fire Alarm System Renewal - Library	$34,120				
Fire Alarm System Renewal - Depot Freight, Depot Station			$10,322		
Fire Alarm System Renewal - DPW Office Garage				$78,548	
Fire Alarm System Renewal - DPW Sewer Station			$11,309		
Fire Alarm System Renewal - Job Lane House			$5,706		
Fire Alarm System Renewal - Old Town Hall			$9,557		

© Town of Bedford Finance Department

Proposed Capital Projects Plan by Fiscal Year

Project Name	FY2018	FY2019	FY2020	FY2021	FY2022
Fire Alarm System Renewal - Police Station		$16,477			
Fire Alarm System Renewal - Town Center				$66,886	
Fire Sprinkler Dry System - Fire Station	$23,000				
Gutters and Downspouts - Fire Station	$17,028				
Heat Pump Water Source w/ CT and Pump Renewal - Police Station			$221,286		
Heating Systems Fire Station	$155,500				
HVAC Controls Upgrade DDC System Renewal - DPW Office Garage			$99,675		
HVAC Repairs - Library	$60,000				
Interior Repairs - Old Town Hall	$128,425				
Oil Tank and Boiler Removal - Library	$15,000				
Overhead Sectional Doors - Electric Operation Renewal Fire Station				$36,919	
Overhead Sectional Doors Electric Operation Renewal - Police Station				$10,523	
Painted Floor Renewal - Fire Station				$9,103	
Police Station Design	$250,000				
Rooftop Unitary AC - Cooling W/ Gas Heat <10 ton Renewal - Fire Station			$80,663		
Rooftop Unitary AC-Cooling w/ Gas Heat <10 ton Renewal - DPW Office Garage				$153,260	
Salt & Sand Building - DPW Sewer Station	$516,000				
Security System - Intrusion Detection Renewal - Depot Station	$3,188				
Security System - Intrusion Detection Renewal - DPW Office Garage	$28,150				
Security System - Video Surveillance Renewal - Fire Station					$20,602
Security System Video Surveillance Renewal - Police Station					$23,295
Security System Card Access System Renewal - Police Station					$20,896
Security System Instrusion Detection Union School Renewal - Town Center	$27,151				
Security Systems - Card Access System Renewal - Fire Station					$16,905
Standby 60KW Generator NG Renewal - Police Station	$27,824				
Standby 80 KW Generator - NG Renewal - Fire Station		$37,100			
Unit Heater Gas Fired Renewal - DPW Office Garage				$38,760	
Unit Heaters - Gas Fired Renewal - DPW Sewer Station			$15,158		
Washer/Extractor - Fire Station	$15,000				
Windows - Fire Station			$19,367		
Wood Shingle Roofing Renewal - Job Lane Barn				$18,584	
Town Buidling Additions					
Addition/Renovation - Police Station		$2,500,000			

© Town of Bedford Finance Department

Proposed Capital Projects Plan by Fiscal Year

Project Name	FY2018	FY2019	FY2020	FY2021	FY2022
Water					
Well Field Cleaning					$60,000
Stormwater Template Permit Requirements	$38,798	$38,798	$38,534		
Water Main Vault Rehab					$120,000
Water Tank Refurbishment	$802,359				
Water Meter Replacement Program		$1,055,720			
Water Main Improvement Project		$818,195		$774,000	$774,000
Sewer					
Sewer Pump Station Program	$237,360				
Sewer Force Main Replacement	$258,000				
Sewer Pump Station Program		$237,360		$361,200	
Road Resurfacing					
Road Resurfacing Project	$1,548,000	$1,736,480	$1,716,407	$1,815,290	$1,906,297
DPW Other					
Athletic Field Construction E Field	$750,000				
Athletic Field Fencing	$75,000				
Boat Landing Dock Replacement			$15,000		
DPW - Athletic Field Construction (Turf Field B)	$500,000				
DPW - Lantern Lane School Bridge	$125,000				
DPW - Springbrook Boardwalk Projects			$175,000	$175,000	
Hardscape Improvements	$166,968	$347,041	$301,226	$396,463	
New Sidewalk Construction		$206,400	$206,400	$206,400	
Planimetrics	$180,000				
School Fence at Tennis Courts		$106,470			
Town/School Recreational Grounds Capital Rehabilitation			$127,235	$103,200	$150,000
Underground Fuel Tank Rehabilitation	$73,902				
Vehicle and Equipment					
Vehicle and Equipment Replacement	$254,409	$264,719	$384,255	$335,712	$438,000
Misc. and Unassigned					
Fawn Lake Improvements		$1,000,000			
Unassigned			$300,308	$719,574	$762,538
Total Proposed Capital Projects	**$9,347,053**	**$15,299,895**	**$6,734,029**	**$7,596,508**	**$8,052,809**

© Town of Bedford Finance Department