Town of Billerica

Proposed Operating Budget Fiscal Year 2022

John Curran, Town Manager
Michael S. Rosa, Chair of the Select Board
Dave Gagliardi, Chair of the Finance Committee

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Town of Billerica

Operating Budget Fiscal Year 2022
Capital Improvement Program Fiscal Year 2022

Town Manager
John Curran

Select Board (As of 2/1/2021)
Chairman, Michael S. Rosa
Vice Chairman, John J. Burrows
Secretary, Daniel L. Burns
Andrew N. Deslaurier
Kimberly J. Conway

Finance Committee (As of 2/1/2020)
Chairman, David Gagliardi
Vice Chairman, Doug Meagher
Secretary, Mary McBride
Cheri Gargalianos
Douglas Fogerty
Rino Moriconi
John Kleschinsky
Patrick Logue
Donald Damon
John Mulloy
Phil Newfell
Kelley Sardina, Associate Member
Sharon Healey, Associate Member

Picture Credits From Town Photo Contest
Michele Giglio Curra
Dan Burns
Andrew Deslaurier
Barbara Phillips
Mary Leach
Kayla Creamer
Megan MacDonald

Distinguished Budget Award

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Town of Billerica

Massachusetts

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Billerica, Massachusetts, for its Annual Budget for the fiscal year beginning on July 1, 2020. In order to receive this award a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.


Barbara Phillips
Photography

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TOWN HALL
HOWE
HIGH-SCHOOL

Section 1: Introduction

Town Manager's Budget Message

M E M O R A N D U M

TO:	All Department Heads, Boards, Committees and Commissions
FROM:	John C. Curran, Town Manager
DATE:	December 23, 2020
SUBJECT:	Fiscal Year 2022 Budget Process and Timeline

As provided in the Billerica Town Charter adopted March 3, 1979 and revised in 2017 in Section 3-3(8) the Town Manager shall prepare and submit a proposed budget to the Finance Committee, the budget process is being defined below to give you notice as to what the process is and the timeline and obligations that it requires. I have also attached a timeline table to this memo for your use.

Specifically, Section 3-3(8) states, "He (Town Manager) shall prepare and submit in the manner provided in Article 5, a proposed annual operation budget and a proposed capital outlay program."

Article I, Section 6 of the Billerica General By-Laws requires the budget to be submitted to the Finance Committee at least 60 days prior to Town Meeting. Town Meeting will be called on May 4, 2021. Therefore, the budget must be submitted to Finance Committee by March 5, 2019. Accordingly, the budget will be ratified by the Board of Selectmen at the last regular meeting before this date – March 2nd. The department head budget requests are due by Friday, January 8, 2021.

<u>Budget Process</u>

The Fiscal Year 2022 budget format will remain the same as it was last year. Please do not make changes to the Excel spreadsheets. The expended year to date column will be left blank and will be filled in later by the Accounting Department.

According to the Department of Revenue (DOR), "preliminary revenue collections for November totaled $2.124 billion, which is $31 million or 1.5% more than the actual collections in November 2019. This is a stark contrast in the increase of 12.7% year to year last November. It is noted that "November revenues continued to reflect the impact of COVID-19 on the tax base. Consequently, the November monthly and year-to-date figures should be used with caution." 1

This sense of caution should be carried into expectations at the local level as well. Based on the advent of a vaccine for COVID-19 it is expected that Hotel and Meals tax will continue to be stagnant through the first half of calendar year 2020 but should start to pick up in FY 2021. The Town is in a strong position to leverage healthy reserves if needed to bridge this time period. It is not anticipated that we will need to do this at this point. Consequently, this Office, through the budget process, is proceeding with a level service budget and proceeding ahead with Long –term capital planning unabated.

All collective bargaining agreements are in place and accounted for in the FY2021 budget. This office is moving ahead with the collective bargaining units to begin negotiating the next round of contracts.

The Town's retirement contribution is expected to similarly to last year at $802,000 and Health Care is projected to increase as well.

The focus of this year's budget process will be to hold the line on operating budget increases to 2% per the FY2020 goals of the Board of Selectmen. This budget will include several minor reorganizations in certain departments. Planning and Economic Development will be combined and given a more hierarchical structure. Similarly, the Permitting Departments will have one department head that heads all four disciplines of Building, Conservation, Board of Health and Zoning Board of Appeals. My Office will also experience some minor staff reassignments precipitated by a retirement in the office.

Therefore, all Department Heads are asked to submit a level-funded expense account unless otherwise instructed by this office and only include any contractual increases in your personnel budget.

Personnel

- All salaries should be calculated on 52.2 weeks.
- Do not attempt to upgrade any employees in your budget submission.
- Do not add hours to part-time employees.
- Employees should receive step raises.

Expenditures

- Level fund electric and natural gas bills.

Capital

- One-time expenses up to $10,000 should be included in the Supplies and Expenses line item (5400).
- One-time expenses above $10,000 should be included in a separate Capital Budget.

Five-Year Capital Budget

- Please prepare a Five-Year Capital Budget, as well as a long-term Capital Plan.
- It is okay for this budget to be a wish list.

[1] Massachusetts Department of Revenue Press Release dated December 3, 2020.

Fiscal Year 2022 Financial Outlook

Fiscal Year 2022 Financial Outlook in the Era of COVID-19

Town of Billerica

An analysis of the health of Town Revenue Resources and anticipated significant cost drivers in the future.

The Town remains very strong financially. It is currently rated Aa2 by Moody's and a AA+ by S&P –

> *"The Aa2 rating reflects the town's sizeable tax base with above average wealth and income levels, healthy financial position and manageable pension liability. The rating also incorporates a substantial increase in the debt burden which, taking into account the current issuance, is elevated for the rating category. – Moody's*

However, the real story this year is the concern around collections and anticipated revenues in the shadow of a world-wide pandemic. The former has proven not to be a concern to date. Collections are strong and timely. The Town did grant an extension early on in the pandemic but most tax payers paid their taxes before the normal deadline and those that did not paid within the extension window.

The state has level funded local aid this point so there is not anticipated to be drop in this revenue resource. Local receipts are expected to be adversely impacted by loss in Hotel Motel revenue. The Town is expecting this revenue to drop by three quarters of a million dollars. It does appear that there is an end in sight for this pandemic. It is anticipated that life should return to normal within the next fiscal year.

Revenue
The Town has an excess levy capacity of $21 million. This puts the Town in an excellent position for revenue resources in the foreseeable future. The significance of this may be better recognized by comparing this to the value of an equity loan. Homeowner's often seek a preapproved line of credit to do repairs or finance another family endeavor. It is often used in emergency cases.

Similarly, Towns with excess capacity have a line of credit to tap into if additional revenues are needed. For example, funding debt on a large building project might exceed the revenue provided by proposition two and a half. In this case a town can tap into excess revenue capacity for this purpose. Towns that do no not have excess capacity do not have revenue for these purposes. Their only recourse is to seek a proposition two and a half override. . This could prove to be a useful resource in a pandemic

Additionally, the Town has been experiencing record new growth over the past nine years. The five year average new growth is the highest it has been – $2.9 Million. Seventy Two percent of all costs are funded through the tax levy. The levy is the most dependable and predictable source of revenue. In Billerica's case the levy has grown 3.95% as an average in the last five years. Last year's levy grew by $3.4 million.

In addition the Town Receives local aid (state monies) and local receipts (town fees, building, excise, etc.). Local Aid is stable but it does not grow significantly. The state has not increased this funding significantly since 2013. Historically the state reduces local aid in a down economy. However, they seem to have committed to level funding it during this pandemic. Consequently, Billerica uses the same number every year and for forecasting purposes. The Town currently receives approximately $26 million in local aid.

The Town also receives local receipts that fund the general fund in the amount of $12 million and another $5 million and $5.8 million that fund the water and sewer enterprise funds respectively. Local receipts on average have increased 4% over the past five years. Water rates are slated to increase 3% a year to fund a $50 million capital improvement plan and wastewater rates are recommended for 6 to 7 percent increases to fund the Town's $240 Comprehensive Wastewater Management Plan which includes expanding the sewer collection system for the last 20% of the Town.

The future outlook for revenue expectations is cautious in the short term but expected to be positive in the long term. Most major projects continue to move forward. 459R Billerica Avenue, a 775,000 sq. ft. development is under construction between Tewksbury and Billerica.

There are several new multifamily housing units in various stages of development. Broadstone Development is constructing 212 units. The Billerica Mall site will likely receive a much needed redevelopment.

All of these projects and several others that are in the permit pipeline ensure that Billerica's revenue base for the future will remain strong and continue to grow.

Costs and Investments

Costs

The strong revenue picture positions the Town well to handle many of the projected costs and investments ahead for the Town. The operating costs have several big drivers. Pension costs are on payment schedule to be fully vested by 2035. Each year the projected increase for pension costs is 6% out to 2024 and then the increase will dissipate out to 2035.

The OPEB liability for the Town was as high as $272 million. It is currently at $215 million due primarily to two policies enacted by the Town. The first stops the practice of 90% health care coverage for retirees hired after July 1, 2016. The second was an annual appropriation starting at $1 million scheduled to increase by 15% every year. This policy was adopted at the same time the meals tax was adopted by the Town. In the 2022 budget the Town has appropriated $1,749,006. The meals tax revenue is over $500,000 annually and is surprisingly staying level during this pandemic. The Health Insurance has increased 2.5% or $4419,000 this year. All Town labor contracts are settled on the Town side for approximately 2% annually.

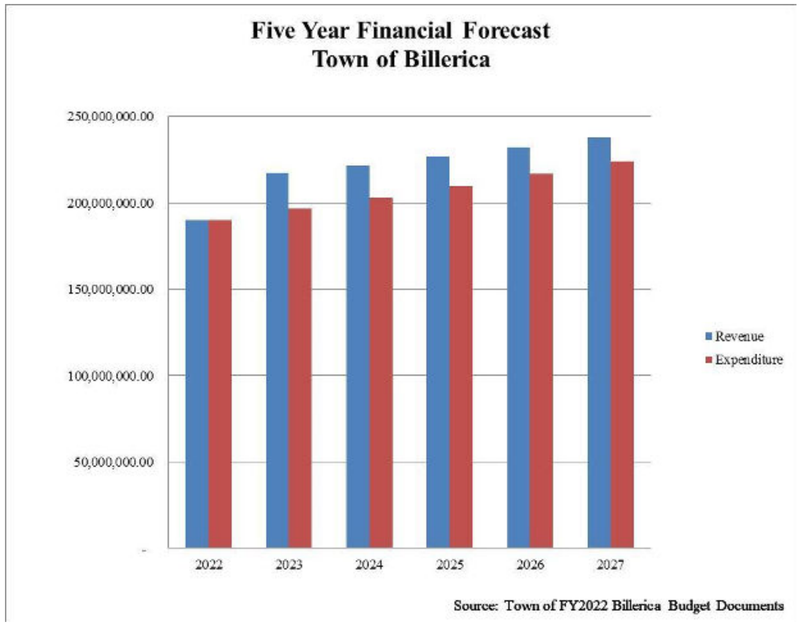
Investments

Long Term Investments include the continued commitment to the new Billerica Memorial High School. The Town has issued $90 million in debt and will issue an additional $10 million when the project is complete later in the Spring. The Town has also issued debt for the ongoing sewer expansion program. All of these debt costs are being controlled by the implementation of a Debt Stabilization Fund and Policy. This involves the Town putting away funds over time to pay $52 million in debt service over 20 years. This will help to reduce the impact these projects have on the tax rate.

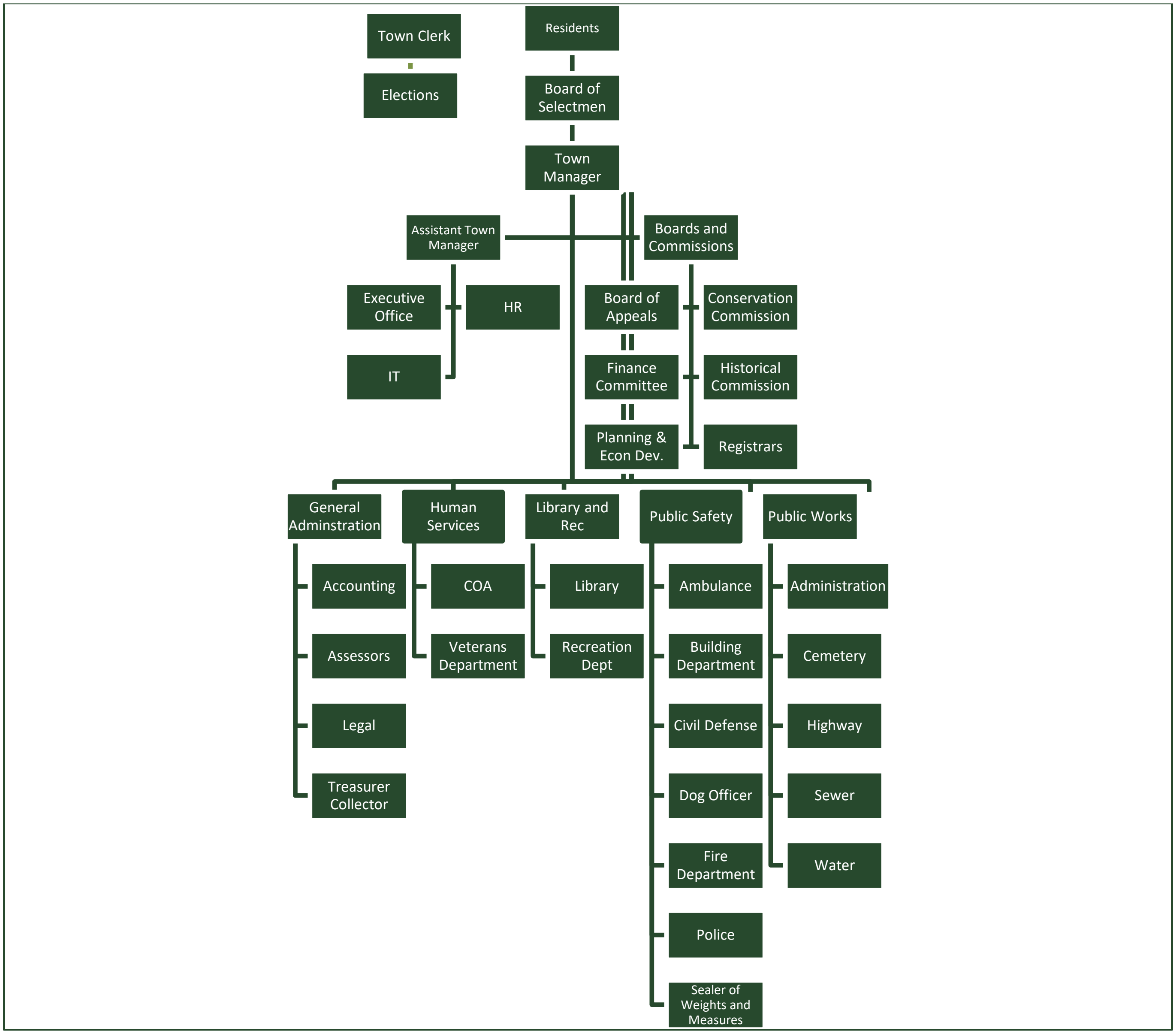
Engine 3 station house in Pinehurst is currently under construction, this is a $10 million project. Additionally the Town is studying the potential for a new Public works facility – this is a potential $30 million project. It is currently tied up in an Article 97 legislative process. The Howe School is being renovated for use by BATV. This is also $10 million project. It is anticipated that the Town will be considering a $10.4 million renovation of the Peggy Hannon Rizza Field Complex. This would involve the installation of two turf fields. The Town appropriates $2 million annually for capital and infrastructure projects around Town. Additionally the Town receives approximately $1.2 million in Chapter 90 funds from the state for roadway improvements.

Five Year Forecast

Factoring all of these anticipated revenues and expenditures shows the Town in an excellent position to continue investing in infrastructure and controlling costs. More detail of this analysis can be seen on page 40 of this report.



Organizational Chart



A Citizens Guide to the Budget

Municipal budgets can be scary, confusing, and dense. Billerica's annual budget is no exception. In past years the full budget document has totaled over 300+ pages. This budget will include a glossary of acronyms, definitions of commonly used terms, timelines, financial policies, and procedures to help educate the public on the future of the Town. Please take a few moments to learn about the process and important dates that we must abide by.

The Budget Process

The Town of Billerica's current government structure was formulated in 1979. On the first Saturday in April the citizens of Billerica participate in the Town election.

During the Town election they have the opportunity to vote for the **Board of Selectmen.** The Board consists of five members, and is responsible for the leadership and coordination of Town affairs. Members are elected for terms of three years. The Selectmen appoint the **Town Manager** to be the Chief Administrator of the Town.

The Town Manager prepares the Capital and Operating Budget based on a judgment of the needs of the Town after consultation with department heads and the Finance Committee.

The budget is eventually presented to the Board of Selectmen and Finance Committee who then makes recommendations for the Town Meeting Members. At Town Meeting the budget will be debated and voted on. After successful passage the budget will take effect at the start of the fiscal year, July 1.

Budget Calendar FY22
(Approval 2021 Spring Town Meeting)

July
Fiscal Year begins

August / September
Budget Update / CIP Goals for Fall Town Meeting

October
Fall Town Meeting (First Tuesday in October)

November
Free Cash Certification

December
Notify department heads, boards and committee about the budget directives for ensuing fiscal year

January
Department head respondent deadline

February / March
School Superintendent must provide TM with ratified School Budget

BOS must ratify prior to Fincom Deadline

60 days prior to Town Meeting the TM will file a summary budget with FinCom

May
Spring Town Meeting (First Tuesday in May)

Community Profile

Name: Town of Billerica

Settled:1652

Incorporated:1655

Total Area:26.4 square miles

County: Middlesex

Est. Population: 43,784

Form of Government: Town Manager, Board of Selectmen, Representative Town Meeting

Town Manager: John C. Curran

School Structure: K-12

FY2021 Average Tax Bill: $5,426.20

FY2021 Median Single Family Home Value: 417,400

Town Hall Address: 365 Boston Road

The Town of Billerica is a medium sized suburban community located in Middlesex County. It is located 20 miles north-west of Boston along Route 3. Billerica is home to 41,888 residents many whom take advantage of the Billerica Public School system that runs K-12.

The Town of Billerica has a proud history. It was settled in 1652 and incorporated in 1655. The Town is made up of several neighborhoods that stretch the 26.4 square miles of land area. Each neighborhood has their own distinct characteristics that distinguish them from one another. Nutting Lake, North Billerica, Pinehurst, The Pines and Garden City are among the most popular areas to live.

The public school system consists of five elementary schools, two middle schools, and one high school. The Town is also proud to announce that the new high school has opened its doors for learning and the athletic use!

Billerica is also home to a large amount of commercial space. The Town is split in half by route 3, borders route 95, 495, and is not far from route 93. This makes the town an ideal partner for many commercial industries. Billerica has a state of the art technology park that includes business like EMD Serono and Parexel. Both of these companies are on the cutting edge of medical research including cures for cancer. Billerica also has many restaurants and places to shop.

The Town is in a strong positon financially and has a Aa2 rating from Moody's and a AA+ from Standard and Poor's. The Town also has 16 million dollars of excess levy capacity. This has given the town flexibility to deliver high quality services to its residents while not taxing the full available amount.

The Town of Billerica is currently an exciting place to be. Future development, a new high school, and many other exciting opportunities are on the horizon.

Major Project Update

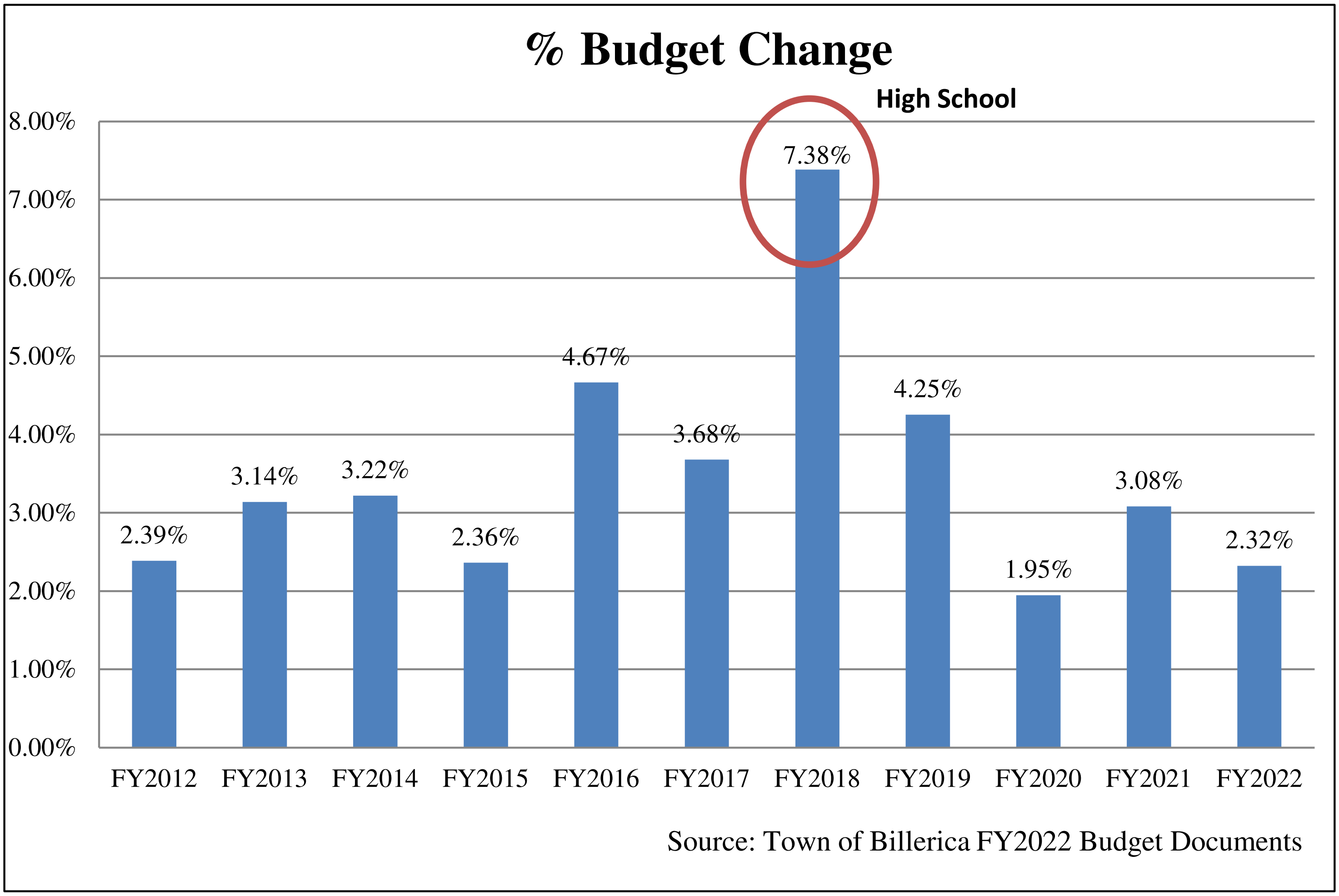
The Town of Billerica will be an exciting place to be during FY2022. Town Hall may have been closed to the public during much of FY2021 but their was no shortage of work to be completed. In the FY2022 budget book you will be able to find updates on many projects that were started during FY2021 and FY2020. Below is quick reference guide on where to find more info on your favorite projects.

Section 2:
Budget Overview

Fiscal Year 2022 Budget Summary

Fiscal Year 2022 Budget Summary

Department	FY2019 BUDGET	FY2021 BUDGET	FY2022 BUDGET	$ INC/DEC	% INC/DEC
General Government	$ 5,647,312	$ 7,364,233	$ 7,635,535	$ 271,302	3.68%
Public Safety	20,366,156	21,053,918	21,539,578	485,660	2.31%
Public Works	8,147,893	8,901,713	9,246,178	344,465	3.87%
Library and Recreation	2,080,090	2,175,438	2,180,131	4,693	0.22%
Human Services	925,295	908,747	944,856	36,109	3.97%
Total Town Departments	37,166,746	40,404,049	41,546,278	1,142,229	2.83%
Billerica Public Education	63,310,708	67,353,216	68,363,515	1,010,298	1.50%
Shawsheen Technical	10,917,388	9,807,569	10,101,796	294,227	3.00%
Total Education	$ 74,228,096	$ 77,160,785	$ 78,465,311	$ 1,304,525	1.69%
Town/School Shared Costs	**41,586,787**	**43,507,870**	**44,964,481**	**1,456,611**	**3.35%**
TOTAL	**$ 152,981,629**	**$ 161,072,705**	**$ 164,976,070**	**$ 3,903,365**	**2.42%**
Water Enterprise Fund Budget	**$ 6,418,896**	**$ 6,566,188**	**$ 6,693,286**	**$ 127,098**	**1.94%**
Wastewater Enterprise Fund Budget	**$ 8,316,190**	**$ 8,388,219**	**$ 8,449,311**	**61,092**	**0.73%**
Total Budgets	**$ 167,716,714**	**$ 176,027,111**	**$ 180,118,667**	**$ 4,091,555**	**2.32%**


% Budget Change
High School
8.00%
7.00%
6.00%
5.00%
4.00%
3.00%
2.00%
1.00%
0.00%
2.39%
3.14%
3.22%
2.36%
4.67%
3.68%
7.38%
4.25%
1.95%
3.08%
2.32%
FY2012
FY2013
FY2014
FY2015
FY2016
FY2017
FY2018
FY2019
FY2020
FY2021
FY2022
Source: Town of Billerica FY2022 Budget Documents

Financial Recap FY22

	FINAL BUDGET FY18	FINAL BUDGET FY19	FINAL BUDGET FY20	FINAL BUDGET FY21	BUDGET FY22
USES OF FUNDING (AMOUNTS TO BE RAISED):					
APPROPRIATIONS:					
GENERAL FUND BUDGET (Includes all TM R&A)	135,428,993.00	141,425,590.00	143,587,194.00	148,290,309.00	151,391,673.00
Spring 2020 ATM Article 4, IUPE Budget Adjustment				41,000.00	
Spring 2020 ATM Article 5, IAFF Budget Adjustment				60,000.00	
Water Enterprise Budget	5,986,507.83	6,188,893.61	6,514,231.00	6,566,188.00	6,693,285.98
Water Enterprise Capital Budget					
Wastewater Enterprise Budget	8,459,132.00	8,327,388.00	8,738,789.00	8,388,219.00	8,449,311.00
Transfers					
NON BUDGET RAISE AND APPROPRIATE	7,889,248.00	9,175,739.87	10,492,449.52		
CPA Budget Article	700,000.00	900,000.00	900,000.00	1,608,000.00	900,000.00
Article 19 ASTM Replace Water Main RE				600,000.00	
Article 18 ASTM Nashua Rd Sidewalk				128,610.00	
Article 20 ASTM Replace Truck WWTP RE				65,000.00	
Article 21 ASTM Replace Blower WWTP RE				445,000.00	
Article 28 ASTM Capital Study R/A				30,000.00	
Article 3 ASTM, Budget Amendment				110,000.00	
Article 4 SFTM NEPBA Dispatch				14,200.00	
Article 5 SFTM NEPBA Police A				132,660.00	
Article 6 SFTM NEPBA Police B				68,340.00	
Article 7 SFTM IAEP Paramedics				38,000.00	
Article 10 SFTM BATV				160,320.00	
Article 11 SFTM Cider Mill				3,800,000.00	
Artcle 13 SFTM Pump/Debt Stabilization				2,450,000.00	
Artcle 14 SFTM WWTP Clarifiers				350,000.00	
Artcle 15 SFTM Hydrants				100,000.00	
Artcle 12 SFTM MBTA ROW				13,500.00	
PEG Access					160,320.00
PHR					3,000,000.00
TOTAL APPROPRIATIONS	**158,463,880.83**	**166,017,611.48**	**170,232,663.52**	**173,459,346.00**	**170,594,589.98**
OTHER LOCAL EXPENDITURES / DEFICITS:					
TAX TITLE PURPOSES	25,000.00	50,000.00	50,000.00		
CHARTER SCHOOL ASSESSMENT					
SCHOOL CHOICE					
COUNTY RETIREMENT	10,788,311.00	11,556,039.00	11,921,516.00	12,782,396.00	13,584,397.00
DEBT & INTEREST				41,500.00	
FINAL JUDGMENTS	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
OVERLAY DEFICITS					
CHERRY SHEET OFFSETS	47,593.00	50,131.00	52,318.00	54,332.00	54,332.00
REVENUE DEFICIT					
SNOW / ICE DEFICIT	903,739.00	939,585.00	533,093.23	337,134.00	600,000.00
PROJECTED SNOW / ICE REIMBURSEMENT					
OVERLAY RESERVE	2,796,504.85	3,125,621.55	2,711,458.00	2,700,113.80	2,700,113.80
OTHER - MEDICARE/UNEMPLOYMENT					
OTHER - UNFORESEEN CHARGES/ASSESSMENTS					
TOTAL OTHER LOCAL EXPENDITURES	**14,621,147.85**	**15,781,376.55**	**15,328,385.23**	**15,975,475.80**	**16,998,842.80**
STATE AND COUNTY CHARGES	**5,258,306.00**	**5,219,905.00**	**5,015,964.00**	**4,910,024.00**	**5,547,201.00**
TOTAL USES OF FUNDING	**178,343,334.68**	**187,018,893.03**	**190,577,012.75**	**194,344,845.80**	**193,140,633.78**

TOWN OF BILLERICA FALL FINANCIAL RECAP FISCAL YEAR 2022

	FINAL BUDGET FY18	FINAL BUDGET FY19	FINAL BUDGET FY20	FINAL BUDGET FY21	BUDGET FY22
SOURCES OF FUNDING :					
AMEND PY NEW GROWTH	28,203.00	279,327.00			
PROPERTY TAXES 2 1/2 LEVY LIMIT	126,107,679.00	132,428,590.00	138,304,396.00	145,413,418.00	152,761,502.00
NEW GROWTH	2,811,618.00	2,502,528.00	3,226,961.00	3,622,194.00	750,000.00
AMEND PY NEW GROWTH			335,392.00		
TOTAL PROPERTY TAXES	**128,919,297.00**	**134,931,118.00**	**141,866,749.00**	**149,035,612.00**	**153,511,502.00**
ADD CPA					
ADD DEBT EXCLUSION	6,412,498.00	6,655,532.23	6,013,156.73	5,614,093.75	5,588,843.98
DOR ROUNDING					
LESS EXCESS LEVY CAPACITY	-12,693,601.00	-16,559,324.45	-18,250,923.53	-21,543,740.18	-20,738,868.18
WATER LEVY	1,586,507.83	1,388,893.61	1,676,427.50	1,566,188.00	1,693,285.98
SEWER LEVY	4,259,132.00	3,327,388.00	3,208,486.00	2,588,219.00	2,649,311.00
GENERAL FUND LEVY	116,792,554.17	120,311,044.17	124,744,068.70	128,951,558.57	134,018,880.82
TOTAL PROPERTY TAXES - ADJUSTED	**122,638,194.00**	**125,027,325.78**	**129,628,982.20**	**133,105,965.57**	**138,361,477.80**
SOURCES OF FUNDING (cont):					
STATE ESTIMATED REVENUES:					
CHAPTER 70 - SCHOOL AID	19,055,514.00	19,202,874.00	19,348,854.00	19,348,854.00	19,489,674.00
CHARTER TUITION ASSESSMENT REIMBURSEMI	142,880.00	131,271.00	109,710.00	97,524.00	240,332.00
SCHOOL LUNCH - OFFSET					
LOTTERY	5,817,220.00	6,020,823.00	6,183,385.00	6,183,385.00	6,399,803.00
VETERANS' BENEFITS	333,206.00	302,335.00	305,950.00	245,253.00	335,661.00
EXEMPTIONS - VETS, BLIND & SURVIVING SPOU!	247,065.00	237,951.00	248,042.00	263,219.00	247,596.00
STATE OWNED LAND	101,149.00	126,590.00	140,493.00	139,497.00	152,768.00
PUBLIC LIBRARIES - OFFSET	47,593.00	50,131.00	52,318.00	54,332.00	64,815.00
TOTAL STATE ESTIMATED REVENUES	**25,744,627.00**	**26,071,975.00**	**26,388,752.00**	**26,332,064.00**	**26,930,649.00**
LOCAL ESTIMATED REVENUES:					
MOTOR VEHICLE EXCISE	5,900,000.00	6,300,000.00	6,500,000.00	6,500,000.00	6,500,000.00
OTHER EXCISES (HOTEL/MOTEL)	1,500,000.00	1,500,000.00	1,500,000.00	1,500,000.00	500,000.00
PENALTIES & INTEREST	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
P.I.L.O.T.	38,000.00	40,000.00	50,000.00	50,000.00	50,000.00
CHARGES FOR SERVICES - WATER					
CHARGES FOR SERVICES - SEWER					
FEES (Includes Ambulance Receipts)	2,050,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00
DEPARTMENTAL REVENUE-LIBRARY	9,000.00	9,000.00	7,000.00	7,000.00	7,000.00
DEPARTMENTAL REVENUE-CEMETERY	110,000.00	110,000.00	110,000.00	110,000.00	110,000.00
OTHER DEPARTMENTAL REVENUE	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
LICENSES & PERMITS	675,000.00	675,000.00	1,000,000.00	1,000,000.00	1,000,000.00
FINES & FORFEITS	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
INTEREST EARNINGS	200,000.00	225,000.00	225,000.00	225,000.00	225,000.00
MISC. STATE AND OTHER REVENUE	150,000.00	125,000.00	125,000.00	125,000.00	125,000.00
NON RECURRING REVENUE					
TOTAL LOCAL ESTIMATED REVENUES	**11,357,000.00**	**12,209,000.00**	**12,742,000.00**	**12,742,000.00**	**11,742,000.00**

TOWN OF BILLERICA FALL FINANCIAL RECAP FISCAL YEAR 2022

	FINAL BUDGET FY18	FINAL BUDGET FY19	FINAL BUDGET FY20	FINAL BUDGET FY21	BUDGET FY22
ENTERPRISE REVENUE					
CHARGES FOR SERVICES - WATER	4,400,000.00	4,800,000.00	4,800,000.00	5,000,000.00	5,000,000.00
CHARGES FOR SERVICES - WATER BACKFLOW AND CROSS CONNECTION FEES					
CHARGES FOR SERVICES - NEW REVENUE					
CHARGES FOR SERVICES - SEWER	4,200,000.00	5,000,000.00	5,500,000.00	5,800,000.00	5,800,000.00
TOTAL ENTERPRISE REVENUES	**8,600,000.00**	**9,800,000.00**	**10,300,000.00**	**10,800,000.00**	**10,800,000.00**
OTHER AVAILABLE FUNDS:					
CPA REVENUE	700,000.00	900,000.00	900,000.00	1,608,000.00	900,000.00
CPA Appropriation		1,605,141.00			
WASTE WATER PLANT EXPANSION FUND				860,000.00	
WASTE WATER INFLOW / INFIL. FUND		100,000.00	237,000.00		
WATER CONSERVATION FUND			531,000.00	100,000.00	
WATER CONSERVATION FUND May			110,000.00		
PREVIOUS WARRANT ARTICLES					
SALE OF LOTS & GRAVES TRUST			195,000.00		
DEBT STABILIZATION APPROPRIATION	1,400,000.00	1,625,000.00	950,000.00	1,160,000.00	1,125,000.00
DEBT STABILIZATION APPROPRIATION					
FREE CASH	5,719,000.00	3,874,904.00	7,482,052.00	2,253,200.00	3,000,000.00
FREE CASH May Public Safety Contracts		1,500,000.00			
FREE CASH May		387,453.00	5,000.00		
WATER ENTERPRISE RETAINED EARNINGS	200,000.00	1,098,917.00		600,000.00	
WASTEWATER ENTERPRISE RETAINED EARNIN(	50,000.00	1,074,872.00	500,000.00	1,050,000.00	
OVERLAY SURPLUS	1,704,623.00	573,264.87	389,429.39	3,000,000.00	
OVERLAY SURPLUS School Contract		800,000.00			
RINK REVOLVING FUND	129,890.00	128,656.00	127,422.00	121,187.00	121,187.00
Reauthorization of Old Articles DPW Trucks		242,384.00			
LAND FUND				213,500.00	
PEG Access Fund			90,374.72	160,320.00	160,320.00
MISC. REVENUE FUNDS					
BUDGET TRANSFERS	100,000.00			110,000.00	
SIDEWALK FUND				128,610.00	
CHAPTER 90 - HIGHWAY					
TOTAL OTHER AVAILABLE FUNDS	**10,003,513.00**	**13,910,591.87**	**11,517,278.11**	**11,364,817.00**	**5,306,507.00**
TOTAL SOURCES OF FUNDING	**178,343,334.00**	**187,018,892.65**	**190,577,012.31**	**194,344,846.57**	**193,140,633.80**
PROJECTED SURPLUS (DEFICIT)	***(0.68)***	***(0.38)***	***(0.44)***	***0.77***	***0.02***

Budget Detail

Town of Billerica Budget Detail FY2020 Page 1	BUDGETED FY2018	EXPENDED FY2018	BUDGETED FY2019	EXPENDED FY2019	BUDGETED FY2020	EXPENDED FY2020	BUDGETED FY2021	DEPT REQ FY2022	TOWN MGR FY2022	FIN COM FY2022	Budget Change	% Change
										-		
122 - Board of Selectmen												
5110 Personnel	74,438	72,978	76,225	76,224	80,637	68,688	66,976	67,825	67,825	67,825	849	1.27%
5190 Contractual Obligations	4,000	3,898	4,000	3,742	4,000	3,693	500	500	500	500	-	0.00%
5400 Supplies & Expenses	8,000	5,937	5,000	4,545	5,900	5,563	4,500	4,500	4,500	4,500	-	0.00%
5200 Contract Services/Leases	1,500	1,400	1,500	1,460	1,500	2,595	1,500	1,500	1,500	1,500	-	0.00%
7044 Assessments and Dues	23,545	23,545	26,545	26,202	25,645	25,630	28,942	28,942	28,942	28,942	0	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	**111,483**	**107,758**	**113,270**	**112,173**	**117,682**	**106,169**	**102,418**	**103,267**	**103,267**	**103,267**	**849**	**0.83%**
123 - Town Manager											-	
5110 Personnel	520,830	533,830	562,733	562,733	614,394	614,394	660,447	489,153	489,153	489,153	(171,295)	-25.94%
5120 Permanent Part Time	53,306	53,306	55,047	55,047	57,038	94,809	70,514	62,312	62,312	62,312	(8,202)	-11.63%
5130 Overtime	-	-	5,000	-	-	6,520	10,000	10,000	10,000	10,000	-	
5190 Contractual Obligations	$11,370	$11,370	$8,260	$5,143	$8,260	$13,260	$16,470	$16,470	$16,470	$16,470	$0	0.00%
5400 Supplies & Expenses	28,400	28,243	36,400	20,521	28,400	22,212	28,400	28,400	28,400	28,400	-	0.00%
5200 Contract Services/Leases	28,000	-	23,000	20,033	25,000	6,501	25,000	25,000	25,000	25,000	-	0.00%
7037 Comm. Plan./Proj./Tech. Asst.	5,000	2,649	5,000	-	5,000	4,953	10,000	10,000	10,000	10,000	-	0.00%
7050 Pensions	475	475	475	-	475	-	-	-	-	-	-	0.00%
7051 Emp. Medical Exams	85,000	84,107	135,000	118,391	85,000	63,176	85,000	85,000	85,000	85,000	-	0.00%
7053 Prof. Training/Development	74,438	9,423	15,500	14,685	15,500	7,759	15,500	25,000	25,000	25,000	9,500	61.29%
7061 Pr. Town Rep./TM Handouts	4,000	-	15,000	2,125	10,000	10,000	6,000	15,000	15,000	15,000	9,000	150.00%
7064 Contract Retro	8,000	15,000	-	-	-	-	-	-	-	-	-	0.00%
7094 Assessment Center	1,500	15,227	14,000	8,794	-	-	-	25,000	25,000	25,000	25,000	0.00%
7095 Substance Abuse Program	23,545	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	**843,864**	**773,630**	**895,415**	**827,472**	**869,067**	**863,584**	**947,331**	**811,334**	**811,334**	**811,334**	**(135,997)**	**-14.36%**
125 - Systems Admin.											-	
5110 Personnel	98,061	97,999	104,346	103,945	111,507	111,973	114,111	116,507	116,507	116,507	2,396	2.10%
5190 Contractual Obligations	783	783	783	783	783	783	783	1,827	1,827	1,827	1,044	133.33%
5400 Supplies & Expenses	10,000	9,993	10,000	10,000	25,000	66,032	10,000	10,000	10,000	10,000	-	0.00%
5200 Contract Services/Leases	400,004	385,728	392,754	390,761	461,300	458,554	478,600	482,300	482,300	482,300	3,700	0.77%
5800 Capital Outlay											-	
TOTAL	**508,848**	**494,503**	**507,883**	**505,489**	**598,590**	**637,342**	**603,494**	**610,634**	**610,634**	**610,634**	**7,140**	**1.18%**
										-	
129 - Cable Advisory Committee											-	
5120 Permanent Part Time	-		-	-	-	-	-	-	-	-	-	
5400 Supplies & Expenses		5,000	5,000	-	5,000	1,448	-	-	-	-	-	
TOTAL	**-**	**5,000**	**5,000**	**-**	**5,000**	**1,448**	**-**	**-**	**-**	**-**	**-**	**100.00%**
131 - Finance Committee											-	
5120 Permanent Part Time	1,000	834	1,000	1,000	1,000	551	2,000	2,000	2,000	2,000	-	0.00%
5400 Supplies & Expenses	-	-	-	-	-	-	-	-	-	-	-	
5200 Contract Services/Leases	1,600	1,197	1,600	870	1,600	865	1,600	1,600	1,600	1,600	-	0.00%
7063 Reserve Fund	84,520	-	60,566	-	84,520	-	84,520	84,520	84,520	84,520	-	0.00%
TOTAL	**87,120**	**2,031**	**63,166**	**1,870**	**87,120**	**1,416**	**88,120**	**88,120**	**88,120**	**88,120**	**-**	**0.00%**
135 - Town Accountant											-	
5110 Personnel	217,679	225,912	231,316	230,892	238,516	238,516	243,262	255,997	255,997	255,997	12,735	5.24%
5190 Contractual Obligations	8,464	8,464	9,264	9,264	11,710	11,710	12,493	12,493	12,493	12,493	-	0.00%
5400 Supplies & Expenses	1,500	1,497	1,500	1,489	1,500	1,496	1,500	1,500	1,500	1,500	-	0.00%
5200 Contract Services/Leases	500	500	500	463	500	476	500	500	500	500	-	0.00%
7062 Town Audit	58,000	58,000	60,000	60,000	60,000	60,000	60,000	64,000	64,000	64,000	4,000	6.67%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**286,143**	**294,373**	**302,580**	**302,108**	**312,226**	**312,198**	**317,755**	**334,490**	**334,490**	**334,490**	**16,735**	**5.27%**
141 - Assessor											-	
5110 Personnel	434,933	410,180	452,386	452,386	477,376	475,009	493,346	512,301	512,301	512,301	18,955	3.84%
5120 Permanent Part Time	3,000	2,970	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	0.00%
5190 Contractual Obligations	11,453	11,453	16,453	12,330	16,453	16,140	17,253	17,253	17,253	17,253	-	0.00%
5400 Supplies & Expenses	3,250	2,810	3,250	3,175	3,250	2,253	3,250	3,250	3,250	3,250	-	0.00%
5200 Contract Services/Leases	35,750	30,222	35,750	29,715	39,500	32,075	39,500	38,300	38,300	38,300	(1,200)	-3.04%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**488,386**	**457,635**	**510,839**	**500,606**	**539,579**	**528,477**	**556,349**	**574,104**	**574,104**	**574,104**	**17,755**	**3.19%**
145 - Treasurer/Collector											-	
5110 Personnel	498,552	480,295	506,688	489,365	515,742	510,283	534,007	551,061	551,061	551,061	17,054	3.19%
5120 Permanent Part Time	20,409	20,409	20,409	20,409	20,409	20,409	20,409	20,409	20,409	20,409	-	0.00%
5130 Overtime	-	-	-	-	-	-	-	-	-	-	-	
5190 Contractual Obligations	14,697	14,697	15,411	15,411	15,911	15,911	15,911	19,894	19,894	19,894	3,983	25.03%
5400 Supplies & Expenses	54,152	48,539	54,152	44,419	54,152	54,151	67,008	66,708	66,708	66,708	(301)	-0.45%
5200 Contract Services/Leases	92,554	91,062	92,554	82,225	92,554	92,553	92,554	92,554	92,554	92,554	-	0.00%
5235 Tax Revenue Collection	75,000	67,316	50,000	50,000	50,000	22,306	50,000	50,000	50,000	50,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**755,364**	**722,318**	**739,214**	**701,829**	**748,768**	**715,613**	**779,889**	**800,626**	**800,626**	**800,626**	**20,737**	**2.66%**
161 - Town Clerk											-	
5110 Personnel	269,223	255,343	267,103	261,671	272,249	274,580	281,778	285,387	285,387	285,387	3,609	1.28%
5190 Contractual Obligations	12,168	9,800	12,000	11,000	12,000	11,916	12,000	12,000	12,000	12,000	-	0.00%
5400 Supplies & Expenses	1,385	1,385	1,400	650	1,400	1,304	2,025	2,025	2,025	2,025	-	0.00%
5200 Contract Services/Leases	1,725	483	1,495	1,328	1,495	1,251	1,325	1,325	1,325	1,325	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	800	-	-	-	(800)	
TOTAL	**284,501**	**267,011**	**281,998**	**274,649**	**287,144**	**289,051**	**297,928**	**300,737**	**300,737**	**300,737**	**2,809**	**0.94%**
162 - Election Department											-	
5120 Permanent Part Time	42,780	42,195	61,994	53,248	39,826	34,366	63,186	22,367	22,367	22,367	(40,819)	-64.60%
5400 Supplies & Expenses	1,315	1,200	3,695	2,295	2,610	1,543	4,210	1,580	1,580	1,580	(2,630)	-62.47%
5200 Contract Services/Leases	29,084	27,343	53,540	49,277	48,458	40,129	68,862	34,821	34,821	34,821	(34,041)	-49.43%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**73,179**	**70,738**	**119,229**	**104,820**	**90,894**	**76,038**	**136,258**	**58,768**	**58,768**	**58,768**	**(77,490)**	**-56.87%**
163 - Board of Registrars											-	
5110 Personnel	37,288	33,967	40,938	40,740	46,207	43,950	46,330	49,215	49,215	49,215	2,885	6.23%
5120 Permanent Part Time	3,020	3,020	3,205	3,204	3,205	3,205	3,205	3,441	3,441	3,441	236	7.37%
5130 Overtime	-	-	-	-	-	-	2,000	2,000	2,000	2,000	-	0.00%
5190 Contractual Obligations	600	600	1,000	583	1,000	1,000	1,000	1,000	1,000	1,000	-	0.00%
5400 Supplies & Expenses	9,225	1,545	9,225	4,741	10,825	6,330	9,625	10,000	10,000	10,000	375	3.90%
5200 Contract Services/Leases	2,850	2,811	2,850	2,618	2,850	1,100	3,300	3,275	3,275	3,275	(25)	-0.76%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**52,982**	**41,943**	**57,218**	**51,886**	**64,087**	**55,585**	**65,460**	**68,931**	**68,931**	**68,931**	**3,471**	**5.30%**
171 - Conservation Commission											-	
5110 Personnel	194,511	185,432	190,618	177,008	194,150	192,377	194,142	208,633	208,633	208,633	14,491	7.46%
5120 Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	
5130 Overtime	2,803	2,496	1,567	1,567	2,644	2,644	2,892	3,136	3,136	3,136	244	8.44%
5190 Contractual Obligations	14,297	14,297	13,330	4,574	12,866	10,941	14,866	15,316	15,316	15,316	450	3.03%
5400 Supplies & Expenses	1,000	801	1,000	985	4,500	3,229	4,500	4,000	4,000	4,000	(500)	-11.11%
5200 Contract Services/Leases	1,300	803	1,300	923	2,800	2,653	2,900	2,900	2,900	2,900	-	0.00%
7092 Beaver Dam Control	15,000	1,415	15,000	14,513	17,000	16,910	15,000	15,000	15,000	15,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**228,911**	**205,244**	**222,815**	**199,570**	**233,960**	**228,754**	**234,300**	**248,985**	**248,985**	**248,985**	**14,685**	**6.27%**
175 - Planning Board											-	
5110 Personnel	126,902	126,902	134,424	117,452	138,719	138,645	127,605	240,281	240,281	240,281	112,675	88.30%
5120 Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	
5130 Overtime	3,315	386	3,315	-	3,315	126	3,315	3,315	3,315	3,315	-	0.00%
5190 Contractual Obligations	21,543	21,203	1,000	-	1,000	-	-	-	-	-	-	0.00%
5400 Supplies & Expenses	1,500	1,500	1,500	1,003	1,500	1,500	1,500	1,500	1,500	1,500	-	0.00%
5200 Contract Services/Leases	1,500	1,500	1,500	688	1,500	1,500	31,500	71,500	71,500	71,500	40,000	126.98%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**154,760**	**151,491**	**141,739**	**119,143**	**146,034**	**141,771**	**163,920**	**316,596**	**316,596**	**316,596**	**152,676**	**93.14%**
176 - Board of Appeals											-	
5110 Personnel	54,441	54,350	54,651	54,651	55,651	-	-	-	-	-	-	0.00%
5120 Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	0.00%
5130 Overtime	3,529	3,010	3,529	2,007	3,529	-	-	-	-	-	-	0.00%
5190 Contractual Obligations	4,734	4,434	5,134	4,834	5,334	-	-	-	-	-	-	0.00%
5400 Supplies & Expenses	752	703	1,752	1,429	752	-	-	-	-	-	-	0.00%
5200 Contract Services/Leases	80	-	80	78	80	-	-	-	-	-	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**63,536**	**62,497**	**65,146**	**62,999**	**65,346**	**-**	**-**	**-**	**-**	**-**	**-**	**0.00%**

Town of Billerica Budget Detail FY2022 Page 2	BUDGETED FY2018	EXPENDED FY2018	BUDGETED FY2019	EXPENDED FY2019	BUDGETED FY2020	EXPENDED FY2020	BUDGETED FY2021	DEPT REQ FY2022	TOWN MGR FY2022	FIN COM FY2022	Budget Change	% Change
192 - Town Hall/Buildings											-	
5110 Personnel	-	-	-	-	37,791	-	56,471	186,201	186,201	186,201	129,730	229.73%
5190 Contractual Obligations	-	-	-	-	-	-	-	7,702	7,702	7,702	7,702	0.00%
5200 Contract Services/Leases			-	-	20,000	23,484	40,000	40,000	40,000	40,000	-	0.00%
5400 Postage	120,000	119,968	143,000	141,706	120,000	120,000	145,000	145,000	145,000	145,000	-	0.00%
5400 Custodial Supplies	4,000	3,718	4,000	3,801	4,000	2,000	4,000	8,000	8,000	8,000	4,000	100.00%
5400 Supplies & Expenses	25,000	24,685	25,000	24,702	25,000	21,856	25,000	25,000	25,000	25,000	-	0.00%
7059 Cleaning Services	-	-	-	-	-	-	-	-	-	-	-	0.00%
5256 Utilities	159,500	158,958	159,500	159,500	159,500	159,500	40,000	40,000	40,000	40,000	-	0.00%
7058 Building Maintenance	161,000	155,466	159,000	155,366	186,000	165,199	155,100	155,100	155,100	155,100	-	0.00%
7055 Telephone	90,000	88,905	92,000	91,512	90,000	91,424	90,000	90,000	90,000	90,000	-	0.00%
7065 Abandoned Buildings	5,500	741	3,500	176	30,000	4,305	3,500	-	-	-	(3,500)	-100.00%
706x Masonic Building	-	-	-	-	-	-	-	50,000	50,000	50,000	50,000	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**565,000**	**552,441**	**586,000**	**576,763**	**672,291**	**587,768**	**559,071**	**747,003**	**747,003**	**747,003**	**187,932**	**33.62%**
691 - Historical Commission											-	
5400 Supplies & Expenses	50	50	50	50	50	50	50	50	50	50	-	0.00%
5200 Contract Services/Leases	250	250	250	250	250	250	250	250	250	250	-	0.00%
TOTAL	**300**	**300**	**300**	**300**	**300**	**300**	**300**	**300**	**300**	**300**	**-**	**0.00%**
910 - Town Systemwide											-	
7080 Town Retirements	155,000	155,000	175,000	175,000	125,000	125,000	190,000	250,000	250,000	250,000	60,000	31.58%
xxxx Town Settlements	-	-	11,000	-	-	-	-	-	-	-	-	
7088 Town Electric							1,596,640	1,596,640	1,596,640	1,596,640	-	0.00%
7095 Streetlights	227,500	209,346	227,500	227,500	227,500	227,500	165,000	165,000	165,000	165,000	-	0.00%
7096 Legal	235,000	228,366	315,000	310,308	245,000	237,207	245,000	245,000	245,000	245,000	-	0.00%
7097 Town Fuel	-	-	307,000	306,719	305,000	261,557	315,000	315,000	315,000	315,000	-	0.00%
TOTAL	**617,500**	**592,712**	**1,035,500**	**1,019,527**	**902,500**	**851,264**	**2,511,640**	**2,571,640**	**2,571,640**	**2,571,640**	**60,000**	**2.39%**
											-	
TOTAL GENERAL GOVERNMENT	***5,091,895***	***4,801,625***	***5,647,312***	***5,361,204***	***5,740,588***	***5,396,778***	***7,364,233***	***7,635,535***	***7,635,535***	***7,635,535***	***271,302***	***3.68%***
											-	
210 - Police Department											-	
5110 Personnel	5,182,010	5,083,380	5,976,786	5,692,192	5,514,677	5,352,945	5,853,685	5,931,428	5,931,428	5,931,428	77,743	1.33%
5120 Permanent Part Time	-	-	5,000	1,355	5,000	137	5,000	5,000	5,000	5,000	-	
5130 Overtime	660,000	660,000	676,500	662,019	720,000	720,000	745,000	780,000	780,000	780,000	35,000	4.70%
5190 Contractual Obligations	1,564,696	1,503,629	1,630,265	1,543,841	1,608,486	1,608,486	1,650,014	1,695,916	1,695,916	1,695,916	45,902	2.78%
5400 Supplies & Expenses	403,750	412,336	284,350	277,375	287,350	315,608	298,350	298,350	298,350	298,350	-	0.00%
5256 Utilities	-	-	-	-	-	-	-	-	-	-	-	
5200 Contract Services/Leases	158,600	148,009	170,100	170,179	174,100	157,273	204,100	206,700	206,700	206,700	2,600	1.27%
5800 Capital Outlay	197,500	110,026	176,300	176,300	185,600	185,600	165,600	212,800	212,800	212,800	47,200	28.50%
TOTAL	**8,166,556**	**7,917,380**	**8,919,301**	**8,523,261**	**8,495,213**	**8,340,049**	**8,921,749**	**9,130,194**	**9,130,194**	**9,130,194**	**208,445**	**2.34%**
220 - Fire Department											-	
5110 Personnel	5,581,765	5,495,586	6,324,627	6,258,373	6,244,076	6,212,452	6,562,497	6,549,300	6,549,300	6,549,300	(13,197)	-0.20%
5120 Permanent Part Time	41,111	41,111	46,865	43,165	44,857	44,857	49,589	52,001	52,001	52,001	2,412	4.86%
5130 Overtime	655,000	655,000	655,000	643,889	740,000	740,000	778,217	794,559	794,559	794,559	16,342	2.10%
5190 Contractual Obligations	1,032,932	1,032,932	1,034,811	1,034,811	1,105,654	1,105,654	1,137,661	1,194,420	1,194,420	1,194,420	56,759	4.99%
5400 Supplies & Expenses	414,785	403,144	316,045	316,045	312,310	304,406	322,635	319,110	319,110	319,110	(3,525)	-1.09%
5200 Contract Services/Leases	148,748	147,796	183,140	179,424	160,881	152,248	161,031	196,031	196,031	196,031	35,000	21.73%
5256 Utilities	84,500	85,297	84,500	79,476	84,500	84,500	44,000	64,000	64,000	64,000	20,000	45.45%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**7,958,841**	**7,860,866**	**8,644,988**	**8,555,183**	**8,692,278**	**8,644,117**	**9,055,630**	**9,169,421**	**9,169,421**	**9,169,421**	**113,791**	**1.26%**
231 - Ambulance											-	
5110 Personnel	977,807	977,807	1,022,485	1,018,559	1,021,253	996,418	1,110,979	1,194,695	1,194,695	1,194,695	83,716	7.54%
5120 Permanent Part Time	15,000	15,000	15,000	15,000	15,000	8,214	15,000	15,000	15,000	15,000	-	0.00%
5130 Overtime	195,000	195,000	207,000	207,000	222,000	222,000	237,000	237,000	237,000	237,000	-	0.00%
5190 Contractual Obligations	141,380	141,380	191,045	191,045	173,901	168,143	186,096	199,482	199,482	199,482	13,386	7.19%
5400 Supplies & Expenses	111,400	108,958	111,400	106,555	112,200	107,626	118,200	118,200	118,200	118,200	-	0.00%
5200 Contract Services/Leases	112,000	109,572	112,000	111,487	112,000	111,185	113,800	113,800	113,800	113,800	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**1,552,587**	**1,547,717**	**1,658,929**	**1,649,646**	**1,656,353**	**1,613,586**	**1,781,076**	**1,878,178**	**1,878,178**	**1,878,178**	**97,102**	**5.45%**
241 - Building Department											-	
5110 Personnel	519,612	519,612	537,585	537,585	562,012	562,012	624,051	655,259	655,259	655,259	31,209	5.00%
5120 Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	0.00%
5130 Overtime	10,000	10,000	10,000	10,000	10,000	10,000	10,000	15,000	15,000	15,000	5,000	50.00%
5190 Contractual Obligations	36,508	35,003	45,440	45,440	47,340	46,382	46,140	44,490	44,490	44,490	(1,650)	-3.58%
5400 Supplies & Expenses	6,600	6,239	6,600	3,705	6,600	5,704	11,800	10,200	10,200	10,200	(1,600)	-13.56%
5200 Contract Services/Leases	4,375	2,805	14,375	4,601	14,375	3,287	14,375	14,375	14,375	14,375	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**577,095**	**573,659**	**614,000**	**601,331**	**640,327**	**627,385**	**706,366**	**739,324**	**739,324**	**739,324**	**32,958**	**4.67%**
244 - Sealer Weights and Measures											-	
5120 Permanent Part Time											-	
5400 Supplies & Expenses											-	
5200 Contract Services/Leases	11,000	11,000	13,000	12,500	11,000	11,000	12,500	12,500	12,500	12,500	-	0.00%
TOTAL	**11,000**	**11,000**	**13,000**	**12,500**	**11,000**	**11,000**	**12,500**	**12,500**	**12,500**	**12,500**	**-**	**0.00%**
291 - Emergency Management											-	
5110 Personnel	11,562	11,562	12,581	12,581	12,581	12,933	13,231	13,509	13,509	13,509	278	2.10%
5400 Supplies & Expenses	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	-	0.00%
5190 Contractual Obligations	5,400	5,256	5,400	4,327	5,400	5,400	5,400	5,400	5,400	5,400	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**24,962**	**24,818**	**25,981**	**24,908**	**25,981**	**26,333**	**26,631**	**26,909**	**26,909**	**26,909**	**278**	**1.04%**
292 - Animal Control											-	
5110 Personnel	54,912	53,856	61,040	59,617	67,499	63,844	63,626	66,457	66,457	66,457	2,830	4.45%
5120 Permanent Part Time	22,688	21,775	21,522	21,522	22,393	22,393	28,981	31,481	31,481	31,481	2,500	8.63%
5130 Overtime	12,000	11,389	14,000	7,940	14,000	10,228	14,000	14,000	14,000	14,000	-	0.00%
5190 Contractual Obligations	2,600	2,100	700	500	2,350	1,650	2,550	2,550	2,550	2,550	-	0.00%
5400 Supplies & Expenses	5,500	5,481	5,500	5,142	6,500	5,232	6,500	6,500	6,500	6,500	-	0.00%
5200 Contract Services/Leases	5,000	5,000	5,000	4,534	6,500	5,123	6,500	6,500	6,500	6,500	-	0.00%
5256 Utilities	7,000	6,580	7,000	5,478	7,000	7,000	5,500	5,500	5,500	5,500	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**109,700**	**106,181**	**114,762**	**104,733**	**126,242**	**115,470**	**127,657**	**132,987**	**132,987**	**132,987**	**5,330**	**4.18%**
510 - Board of Health											-	
5110 Personnel	280,206	279,675	285,944	265,561	292,673	292,620	291,689	307,506	307,506	307,506	15,817	5.42%
5120 Permanent Part Time	37,193	37,050	38,263	37,791	37,936	39,110	70,145	82,634	82,634	82,634	12,489	17.80%
5130 Overtime	3,500	3,500	3,500	3,500	3,500	3,353	4,500	4,500	4,500	4,500	-	0.00%
5190 Contractual Obligations	30,628	30,629	35,566	35,566	33,916	33,916	30,616	30,616	30,616	30,616	-	0.00%
5400 Supplies & Expenses	2,895	2,342	2,895	2,415	2,895	1,426	2,895	2,345	2,345	2,345	(550)	-19.00%
5200 Contract Services/Leases	9,026	7,207	9,026	8,826	9,026	8,990	22,464	22,464	22,464	22,464	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**363,448**	**360,403**	**375,195**	**353,659**	**379,947**	**379,415**	**422,309**	**450,065**	**450,065**	**450,065**	**27,756**	**6.57%**
											-	
TOTAL PUBLIC SAFETY	***18,764,189***	***18,402,024***	***20,366,156***	***19,825,221***	***20,027,341***	***19,757,355***	***21,053,918***	***21,539,578***	***21,539,578***	***21,539,578***	***485,660***	***2.31%***

Town of Billerica Budget Detail FY2019 Page 3	BUDGETED FY2018	EXPENDED FY2018	BUDGETED FY2019	EXPENDED FY2019	BUDGETED FY2020	EXPENDED FY2020	BUDGETED FY2021	DEPT REQ FY2022	TOWN MGR FY2022	FIN COM FY2022	Budget Change	% Change
410 - Engineering											-	
5110 Personnel	519,847	519,847	557,457	557,457	597,734	595,423	616,072	684,381	684,381	684,381	68,308	11.09%
5130 Overtime	20,000	7,904	21,400	18,714	21,400	15,197	29,000	-	-	-	(29,000)	-100.00%
5190 Contractual Obligations	12,850	12,200	15,500	13,274	14,100	12,971	14,825	18,550	18,550	18,550	3,725	25.13%
5400 Supplies & Expenses	8,000	6,404	8,000	7,984	8,000	7,972	8,000	8,000	8,000	8,000	-	0.00%
5200 Contract Services/Leases	130,928	58,330	130,928	73,712	99,228	96,413	120,266	227,066	227,066	227,066	106,800	88.80%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**691,625**	**604,685**	**733,285**	**671,141**	**740,462**	**727,976**	**788,163**	**937,997**	**937,997**	**937,997**	**149,833**	**19.01%**
421 - Public Works Administration											-	
5110 Personnel	772,667	769,397	639,642	639,642	673,255	673,255	675,517	700,420	700,420	700,420	24,903	3.69%
5120 Permanent Part Time	161,000	91,096	195,000	184,106	262,080	149,330	262,080	262,080	262,080	262,080	-	0.00%
5130 Overtime	4,400	4,385	-	-	-	-	-	-	-	-	-	
5190 Contractual Obligations	30,252	30,252	32,028	30,928	32,354	31,354	33,137	36,437	36,437	36,437	3,300	9.96%
5400 Supplies & Expenses	24,700	23,310	5,560	5,557	3,000	2,266	3,000	3,000	3,000	3,000	-	0.00%
5200 Contract Services/Leases	21,775	19,120	14,290	8,737	16,850	12,792	17,325	17,325	17,325	17,325	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**1,014,794**	**937,560**	**886,520**	**868,970**	**987,539**	**868,997**	**991,059**	**1,019,262**	**1,019,262**	**1,019,262**	**28,203**	**2.85%**
422 - Highway Department											-	
5110 Personnel	900,134	873,968	976,063	873,508	990,282	987,371	1,056,711	1,104,388	1,104,388	1,104,388	47,677	4.51%
5130 Overtime Regular	66,100	48,568	70,727	48,688	70,727	54,973	76,681	76,681	76,681	76,681	-	0.00%
5150 Temporary/Seasonal	-	-	-	-	-	-	-	-	-	-	-	
5190 Contractual Obligations	28,250	19,498	28,250	26,018	28,550	26,431	30,150	30,350	30,350	30,350	200	0.66%
5400 Supplies & Expenses	552,326	426,541	413,100	399,282	413,100	364,856	453,100	453,100	453,100	453,100	-	0.00%
5200 Contract Services/Leases	322,293	300,923	322,293	304,944	322,293	219,861	322,293	322,293	322,293	322,293	-	0.00%
5256 Utilities	29,250	19,120	29,250	24,517	29,250	29,250	13,100	13,100	13,100	13,100	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**1,898,353**	**1,688,618**	**1,839,683**	**1,676,957**	**1,854,202**	**1,682,742**	**1,952,035**	**1,999,912**	**1,999,912**	**1,999,912**	**47,877**	**2.45%**
423 - Snow and Ice											**-**	
5131 Snow Overtime	70,000	193,826	70,000	170,534	70,000	133,794	70,000	70,000	70,000	70,000	-	0.00%
5278 Snow and Sand Expenses	350,000	1,165,758	350,000	782,558	350,000	623,338	350,000	350,000	350,000	350,000	-	0.00%
TOTAL	**420,000**	**1,359,584**	**420,000**	**953,092**	**420,000**	**757,132**	**420,000**	**420,000**	**420,000**	**420,000**	**-**	**0.00%**
433 - Solid Waste											**-**	
5285 Solid Waste	2,892,440	2,693,147	2,979,589	2,920,436	3,086,921	3,050,281	3,359,776	3,472,055	3,472,055	3,472,055	112,279	3.34%
	2,892,440	**2,693,147**	**2,979,589**	**2,920,436**	**3,086,921**	**3,050,281**	**3,359,776**	**3,472,055**	**3,472,055**	**3,472,055**	**112,279**	**3.34%**
650 - Parks/Trees											-	
5110 Personnel		-	480,372	474,339	495,728	441,986	498,298	515,947	515,947	515,947	17,649	3.54%
5120 Permanent Part Time		-	-	-	-	-	-	-	-	-	-	
5130 Overtime		-	97,370	93,047	97,370	94,095	99,850	99,850	99,850	99,850	-	0.00%
5190 Contractual Obligations		-	17,124	12,114	17,124	15,626	17,124	17,124	17,124	17,124	-	0.00%
5400 Supplies & Expenses		-	94,025	93,843	67,925	67,773	67,925	85,925	85,925	85,925	18,000	26.50%
7093 Mosquito Control		-	15,000	11,814	15,000	14,898	15,000	15,000	15,000	15,000	-	0.00%
5200 Contract Services/Leases		-	67,830	67,686	125,830	125,424	140,830	140,830	140,830	140,830	-	0.00%
5256 Utilities		-	7,500	3,000	7,500	7,500	2,500	2,500	2,500	2,500	-	0.00%
5800 Capital Outlay		-	100,000	85,796	120,000	117,166	120,000	88,800	88,800	88,800	(31,200)	-26.00%
TOTAL	**-**	**-**	**879,221**	**841,639**	**946,477**	**884,468**	**961,527**	**965,976**	**965,976**	**965,976**	**4,449**	**0.46%**
491 - Cemetery											-	
5110 Personnel		-	284,459	248,433	295,550	275,890	294,957	296,781	296,781	296,781	1,824	0.62%
5120 Permanent Part Time		-	-	-	-	-	-	-	-	-	-	0.00%
5130 Overtime		-	55,640	30,002	55,640	42,086	58,200	58,200	58,200	58,200	-	0.00%
5190 Contractual Obligations		-	10,296	10,296	10,296	8,477	10,296	10,296	10,296	10,296	-	0.00%
5400 Supplies & Expenses		-	36,500	17,570	36,500	33,983	43,000	43,000	43,000	43,000	-	0.00%
7093 Mosquito Control		-	-	-	-	-	-	-	-	-	-	0.00%
5200 Contract Services/Leases		-	20,450	8,691	20,450	5,922	20,450	20,450	20,450	20,450	-	0.00%
5256 Utilities		-	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	-	0.00%
5800 Capital Outlay		-	-	-	-	-	-	-	-	-	-	0.00%
5800 Perpetual Care		-	-	-	-	-	-	-	-	-	-	
TOTAL	**-**	**-**	**409,595**	**317,242**	**420,686**	**368,608**	**429,153**	**430,977**	**430,977**	**430,977**	**1,824**	**0.43%**
491 - Cemetery Parks/Trees											-	
5110 Personnel	499,094	489,705					-	-	-	-	-	0.00%
5120 Permanent Part Time	-	-					-	-	-	-	-	0.00%
5130 Overtime	91,000	91,000					-	-	-	-	-	0.00%
5190 Contractual Obligations	17,274	14,367					-	-	-	-	-	0.00%
5400 Supplies & Expenses	73,050	73,020					-	-	-	-	-	0.00%
7093 Mosquito Control	15,000	10,140					-	-	-	-	-	0.00%
5200 Contract Services/Leases	65,630	61,870					-	-	-	-	-	0.00%
5256 Utilities	14,070	10,898					-	-	-	-	-	0.00%
5800 Capital Outlay	100,000	99,050					-	-	-	-	-	0.00%
5800 Perpetual Care	-	-					-	-	-	-	-	
TOTAL	**875,118**	**850,050**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**0.00%**
TOTAL PUBLIC WORKS	***7,792,330***	***8,133,644***	***8,147,893***	***8,249,477***	***8,456,287***	***8,340,204***	***8,901,713***	***9,246,178***	***9,246,178***	***9,246,178***	***344,465***	***3.87%***
300 - Billerica Public Schools											-	
5166 Professional Salaries	49,850,259	49,850,259	51,584,651	51,584,651	53,532,364	53,532,364	55,250,753	56,079,514	56,079,514	56,079,514	828,761	1.50%
5170 Clerical Salaries											-	
5180 Other Salaries											-	
5466 Supplies & Expenses	1,797,817	1,797,817	1,755,573	1,755,573	1,755,573	1,755,573	1,811,927	1,839,106	1,839,106	1,839,106	27,179	1.50%
5266 Contract Services/Leases	8,146,040	8,146,040	8,308,961	8,308,961	8,308,961	8,308,961	8,575,678	8,704,314	8,704,314	8,704,314	128,635	1.50%
5267 Utilities	1,351,592	1,351,592	1,378,624	1,378,624	1,378,624	1,378,624	1,422,878	1,444,221	1,444,221	1,444,221	21,343	1.50%
5866 Capital Outlay	277,352	277,352	282,899	282,899	282,899	282,899	291,980	296,360	296,360	296,360	4,380	1.50%
TOTAL	**61,423,060**	**61,423,060**	**63,310,708**	**63,310,708**	**65,258,421**	**65,258,421**	**67,353,216**	**68,363,515**	**68,363,515**	**68,363,515**	**1,010,298**	**1.50%**
310 - Shawsheen Technical School											-	
5300 Operating Costs	10,579,268	10,579,268	10,917,388	10,917,388	10,256,850	10,256,850	9,807,569	10,101,796	10,101,796	10,101,796	294,227	3.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**10,579,268**	**10,579,268**	**10,917,388**	**10,917,388**	**10,256,850**	**10,256,850**	**9,807,569**	**10,101,796**	**10,101,796**	**10,101,796**	**294,227**	**3.00%**
											-	
TOTAL PUBLIC EDUCATION	***72,002,328***	***72,002,328***	***74,228,096***	***74,228,096***	***75,515,271***	***75,515,271***	***77,160,785***	***78,465,311***	***78,465,311***	***78,465,311***	***1,304,525***	***1.69%***

Town of Billerica Budget Detail FY2019 Page 4	BUDGETED FY2018	EXPENDED FY2018	BUDGETED FY2019	EXPENDED FY2019	BUDGETED FY2020	EXPENDED FY2020	BUDGETED FY2021	DEPT REQ FY2022	TOWN MGR FY2022	FIN COM FY2022	Budget Change	% Change
610 - Public Library											-	
5110 Personnel	723,460	753,461	798,305	785,772	815,649	828,851	867,421	903,158	903,158	903,158	35,737	4.12%
5120 Permanent Part Time	364,422	360,578	389,708	374,410	405,859	363,716	405,812	398,339	398,339	398,339	(7,474)	-1.84%
5190 Contractual Obligations	29,437	29,437	30,481	30,481	29,203	30,481	26,363	27,448	27,448	27,448	1,085	4.11%
5400 Supplies & Expenses	210,350	210,350	214,057	214,053	214,551	211,093	224,835	226,869	226,869	226,869	2,034	0.90%
5200 Contract Services/Leases	74,031	73,362	80,567	80,567	80,961	73,957	82,684	82,974	82,974	82,974	290	0.35%
7059 Cleaning Service	20,100	20,099	20,100	20,100	21,900	17,932	27,300	27,300	27,300	27,300	-	0.00%
5256 Utilities	76,800	76,800	76,800	76,800	76,800	76,800	25,000	25,000	25,000	25,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**1,498,601**	**1,524,087**	**1,610,018**	**1,582,183**	**1,644,923**	**1,602,830**	**1,659,415**	**1,691,087**	**1,691,087**	**1,691,087**	**31,672**	**1.91%**
630 - Recreation Department											-	
5110 Personnel	212,383	212,383	257,642	252,300	273,207	254,750	339,275	305,028	305,028	305,028	(34,248)	-10.09%
5120 Permanent Part Time	116,218	116,218	103,441	95,018	107,641	107,641	57,700	57,700	57,700	57,700	-	0.00%
5190 Contractual Obligations	9,627	9,627	7,300	7,300	8,432	6,725	6,332	5,200	5,200	5,200	(1,132)	-17.88%
5400 Supplies & Expenses	14,080	13,114	15,950	8,063	14,080	2,891	12,680	11,580	11,580	11,580	(1,100)	-8.68%
5200 Contract Services/Leases	49,500	47,798	51,540	51,106	60,340	46,731	58,836	65,836	65,836	65,836	7,000	11.90%
5256 Utilities	10,000	14,899	10,000	10,000	10,000	10,000	3,000	3,000	3,000	3,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**411,808**	**414,039**	**445,872**	**423,787**	**473,700**	**428,738**	**477,823**	**448,344**	**448,344**	**448,344**	**(29,479)**	**-6.17%**
91070 - Civic Events/Organizations											-	
7067 VFW-P, DAV, VFW-S	600	600	600	600	600	600	600	600	600	600	-	0.00%
7068 Memorial Day/Homcoming	9,000	8,392	9,000	8,985	9,000	9,000	11,000	11,000	11,000	11,000	-	0.00%
7097 Festival Account	5,000	5,000	5,000	5,000	5,000	5,000	5,000	7,500	7,500	7,500	2,500	50.00%
7098 350th Celebration	-	-	-	-	-	-	-	-	-	-	-	
7076 Middlesex Canal	1,500	19	1,500	-	1,500	-	1,500	1,500	1,500	1,500	-	0.00%
7077 Beautification	1,000	1,000	3,000	2,591	15,000	4,526	15,000	15,000	15,000	15,000	-	0.00%
7084 Scholarship Account	5,100	5,100	5,100	5,100	5,100	5,022	5,100	5,100	5,100	5,100	-	0.00%
TOTAL	**22,200**	**20,111**	**24,200**	**22,276**	**36,200**	**24,148**	**38,200**	**40,700**	**40,700**	**40,700**	**2,500**	**6.54%**
TOTAL LIBRARY & RECREATION	***1,932,609***	***1,958,237***	***2,080,090***	***2,028,246***	***2,154,823***	***2,055,716***	***2,175,438***	***2,180,131***	***2,180,131***	***2,180,131***	***4,693***	***0.22%***
											-	
543 - Veterans Services											-	
5110 Personnel	131,062	130,678	133,804	117,049	137,592	125,686	131,046	136,760	136,760	136,760	5,714	4.36%
5190 Contractual Obligations	9,334	8,934	9,334	4,534	9,534	4,434	5,434	5,434	5,434	5,434	-	0.00%
5400 Supplies & Expenses	4,710	3,177	4,710	3,885	4,710	2,060	5,210	5,210	5,210	5,210	-	0.00%
5200 Contract Services/Leases	1,385	473	1,385	1,012	1,385	1,204	1,785	1,785	1,785	1,785	-	0.00%
5280 Veterans Benefits	560,000	360,033	430,000	320,608	430,000	404,830	400,000	400,000	400,000	400,000	-	0.00%
TOTAL	**706,491**	**503,295**	**579,233**	**447,088**	**583,221**	**538,214**	**543,475**	**549,189**	**549,189**	**549,189**	**5,714**	**1.05%**
541 - Council on Aging											-	
5110 Personnel	201,058	201,058	216,310	198,168	217,357	217,357	232,402	257,658	257,658	257,658	25,256	10.87%
5120 Permanent Part Time	17,017	17,017	18,727	18,727	22,734	22,734	22,484	26,224	26,224	26,224	3,739	16.63%
5190 Contractual Obligations	4,081	4,081	6,600	5,639	6,600	6,101	9,450	10,850	10,850	10,850	1,400	14.81%
5400 Supplies & Expenses	37,270	37,274	37,270	37,239	42,270	37,215	42,270	42,270	42,270	42,270	-	0.00%
5200 Contract Services/Leases	34,465	34,502	34,465	34,447	41,665	35,371	41,665	41,665	41,665	41,665	-	0.00%
5256 Utilities	32,690	35,861	32,690	29,043	32,690	32,690	17,000	17,000	17,000	17,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	**326,581**	**329,793**	**346,062**	**323,263**	**363,316**	**351,468**	**365,272**	**395,667**	**395,667**	**395,667**	**30,395**	**8.32%**
561 - Commission on Disabilities											-	
5400 Supplies & Expenses	-						-	-	-	-	-	
5200 Contract Services/Leases	-						-	-	-	-	-	
TOTAL	**-**		**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	
563 - Housing Partnership											-	
5150 Temporary/Seasonal	-		-	-			-	-	-	-	-	
5400 Supplies & Expenses	-		-	-			-	-	-	-	-	
TOTAL	**-**		**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	
											-	
TOTAL HUMAN SERVICES	***1,033,072***	***833,088***	***925,295***	***770,351***	***946,537***	***889,682***	***908,747***	***944,856***	***944,856***	***944,856***	***36,109***	***3.97%***
											-	
710 - Capital											-	
7155 Equipment	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	-	0.00%
7145 Contracts	500,000	500,000	500,000	500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	-	0.00%
TOTAL	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**2,000,000**	**2,000,000**	**2,000,000**	**2,000,000**	**2,000,000**	**2,000,000**	**-**	**0.00%**
											-	
710 - Debt and Interest	-		-	-	-	-	-	-	-	-	-	
7150 Debt Principal - Town	453,846	453,846	170,000	170,000	165,000	180,000	320,000	260,000	260,000	260,000	(60,000)	-18.75%
7140 Debt Principal - School	650,000	650,000	500,000	500,000	490,000	490,000	480,000	475,000	475,000	475,000	(5,000)	-1.04%
7550 Debt Interest - Town	53,764	53,764	43,150	42,950	57,975	58,109	68,050	53,575	53,575	53,575	(14,475)	-21.27%
7160 Debt Interest - School	166,900	168,900	140,351	140,350	124,250	1,234,250	106,775	89,331	89,331	89,331	(17,444)	-16.34%
7580 New Debt - Town Interest	-	-	-	-	-	-	-	-	-	-	-	
7130 Temporary Borrowing - Town	412,000	307,375	420,000	420,000	398,875	275,443	350,000	350,000	350,000	350,000	-	0.00%
7150 Temporary Borrowing - Debt Exclusion			-	-	201,125	201,125	90,000	90,000	90,000	90,000	-	0.00%
7170 High School Exclusion - Principal	2,400,000	2,400,000	1,800,000	1,800,000	2,000,000	2,000,000	1,785,000	1,865,000	1,865,000	1,865,000	80,000	4.48%
7170 High School Exclusion - Interest	2,454,182	2,454,182	3,339,219	3,339,219	3,326,469	3,316,097	3,266,331	3,177,081	3,177,081	3,177,081	(89,250)	-2.73%
75XP Parker Debt Exclusion - Principal	1,250,000	1,250,000	1,250,000	1,250,000	320,000	320,000	320,000	320,000	320,000	320,000	-	0.00%
75XI Parker Debt Exclusion - Interest	265,563	265,562	215,563	215,563	165,563	165,562	152,763	136,763	136,763	136,763	(16,000)	-10.47%
75XO Debt Stabilization Appropriation	60,434	0	766,198	766,198	641,324	641,323	91,101	220,749	220,749	220,749	129,648	
TOTAL	**8,166,690**	**8,003,629**	**8,644,481**	**8,644,280**	**7,890,580**	**8,881,909**	**7,030,020**	**7,037,499**	**7,037,499**	**7,037,499**	**7,479**	**0.11%**
											-	
91070 - Town/School Shared Costs											-	
7010 Bldg/Auto/Liab Insurance	1,020,000	912,727	1,020,000	859,795	1,120,000	1,143,998	1,331,000	1,331,000	1,331,000	1,331,000	-	0.00%
7012 Health Insurance	15,526,640	15,526,640	16,237,027	16,237,027	16,314,027	16,314,027	16,744,339	17,163,339	17,163,339	17,163,339	419,000	2.50%
7020 Workers' Compensation	866,000	843,995	746,000	691,363	866,000	755,117	866,000	866,000	866,000	866,000	-	0.00%
7030 Umemployment Comp.	100,000	56,454	80,000	61,483	100,000	77,225	100,000	100,000	100,000	100,000	-	0.00%
7042 Medicare	1,133,240	1,110,675	1,153,240	1,149,675	1,133,240	1,249,285	1,133,240	1,133,240	1,133,240	1,133,240	-	0.00%
7052 County Retirement Assessment	10,788,311	10,788,311	11,556,039	11,555,145	11,921,516	11,924,109	12,782,396	13,584,397	13,584,397	13,584,397	802,001	6.27%
7052 OPEB Trust Contribution	1,000,000	1,000,000	1,150,000	1,150,000	1,322,500	1,322,500	1,520,875	1,749,006	1,749,006	1,749,006	228,131	15.00%
											-	
TOTAL	**30,434,191**	**30,238,802**	**31,942,306**	**31,704,488**	**32,777,283**	**32,786,261**	**34,477,850**	**35,926,982**	**35,926,982**	**35,926,982**	**1,449,132**	**4.20%**
TOTAL TOWN & SCHOOL SHARED COSTS	***39,600,881***	***39,242,431***	***41,586,787***	***41,348,768***	***42,667,863***	***43,668,170***	***43,507,870***	***44,964,481***	***44,964,481***	***44,964,481***	***1,456,611***	***3.35%***
											-	
SUMMARY											-	
General Government	5,091,895	4,801,625	5,647,312	5,361,204	5,740,588	5,396,778	7,364,233	7,635,535	7,635,535	7,635,535	271,302	3.68%
Public Safety	18,764,189	18,402,024	20,366,156	19,825,221	20,027,341	19,757,355	21,053,918	21,539,578	21,539,578	21,539,578	485,660	2.31%
Public Works	7,792,330	8,133,644	8,147,893	8,249,477	8,456,287	8,340,204	8,901,713	9,246,178	9,246,178	9,246,178	344,465	3.87%
Public Education	72,002,328	72,002,328	74,228,096	74,228,096	75,515,271	75,515,271	77,160,785	78,465,311	78,465,311	78,465,311	1,304,526	1.69%
Library and Recreation	1,932,609	1,958,237	2,080,090	2,028,246	2,154,823	2,055,716	2,175,438	2,180,131	2,180,131	2,180,131	4,693	0.22%
Human Services	1,033,072	833,088	925,295	770,351	946,537	889,682	908,747	944,856	944,856	944,856	36,109	3.97%
Town/School Shared Costs	39,600,881	39,242,431	41,586,787	41,348,768	42,667,863	43,668,170	43,507,870	44,964,481	44,964,481	44,964,481	1,456,611	3.35%
TOTAL	146,217,304	145,373,377	152,981,629	151,811,363	155,508,710	155,623,176	161,072,705	164,976,070	164,976,070	164,976,070	3,903,365	2.42%

Financial Recap FY22

TOWN OF BILLERICA FINANCIAL RECAP FISCAL YEAR 2022 SPRING
Summary Table

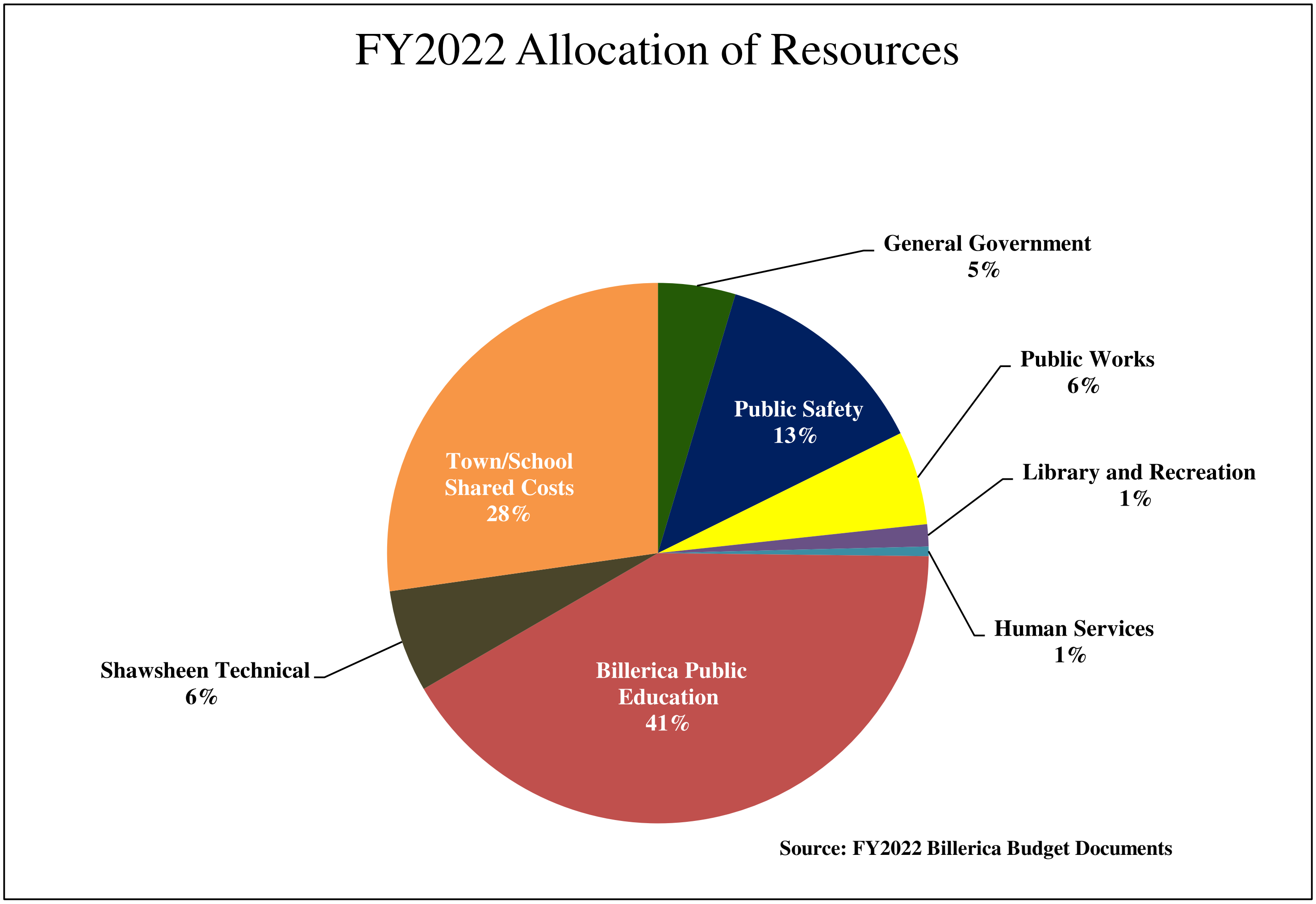
Uses of Funding

FY2022 Budget		164,976,070.00
PHR		3,000,000.00
Water Enterprise Budget	$	6,693,286.00
Wastewater Enterprise Budget		8,449,311.00
Snow and Ice Deficit Projection		600,000.00
Overlay Appropriation		2,700,114.00
State and County Assessments		5,547,201.00
CPA Appropriation		900,000.00
Other Funded Items		54,332.00
PEG Access Article		160,320.00
Final Judgements		60,000.00
Total FY2022 Uses of Funding	**$**	**193,140,634.00**

Sources of Funding

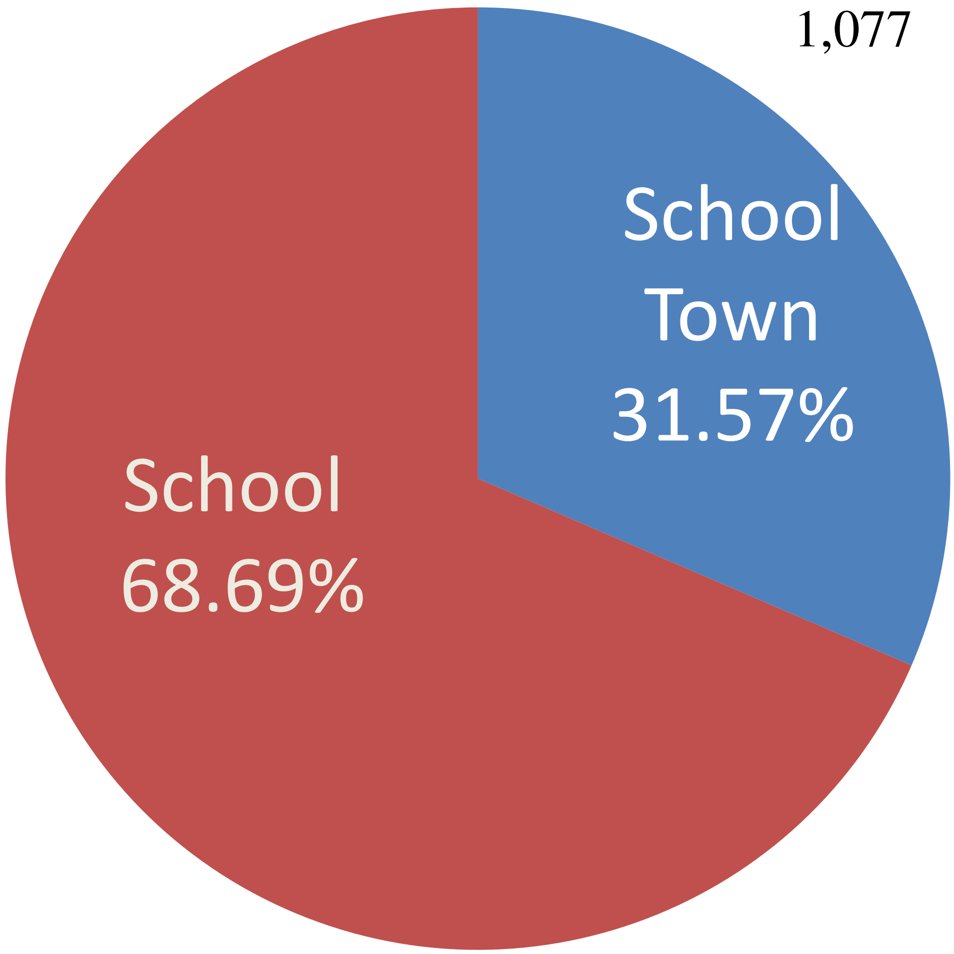
Total Property Taxes	$	138,361,478.00
Local Aid		26,930,649.00
Local Receipts		11,742,000.00
Water Enterprise Receipts		5,000,000.00
Wastewater Enterprise Receipts		5,800,000.00
CPA Revenue		900,000.00
Miscellaneous Funds		1,125,000.00
PEG Access		160,320.00
Rink Revolving Fund		121,187.00
Total FY2022 Sources of Funding	**$**	**193,140,634.00**
Difference	**$**	**-**

Allocation of Resources FY22



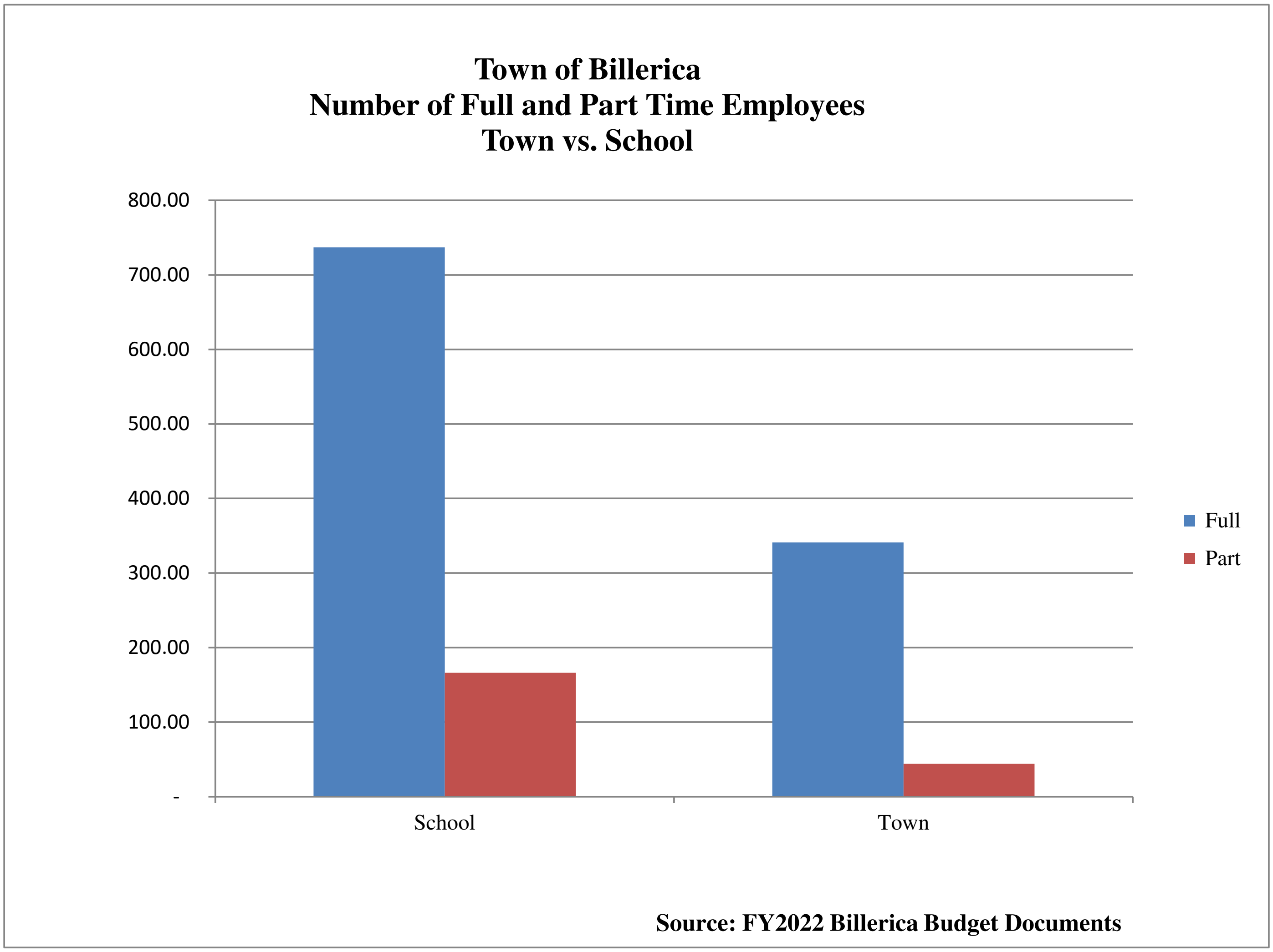
FTE Analysis

FY2022 Total
Full Time
Employees:
1,077

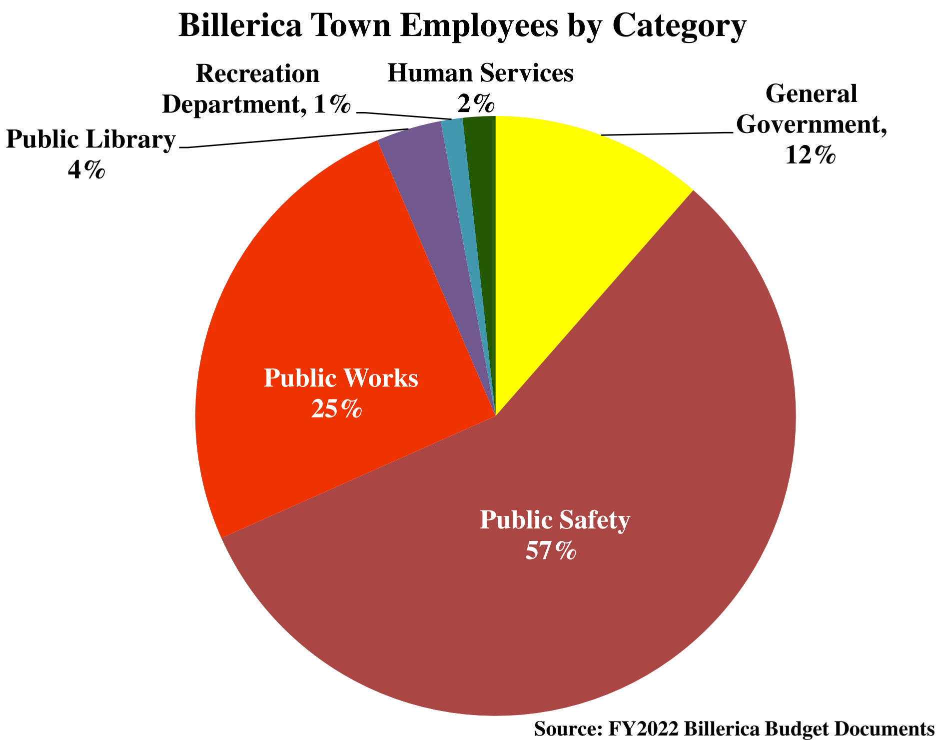


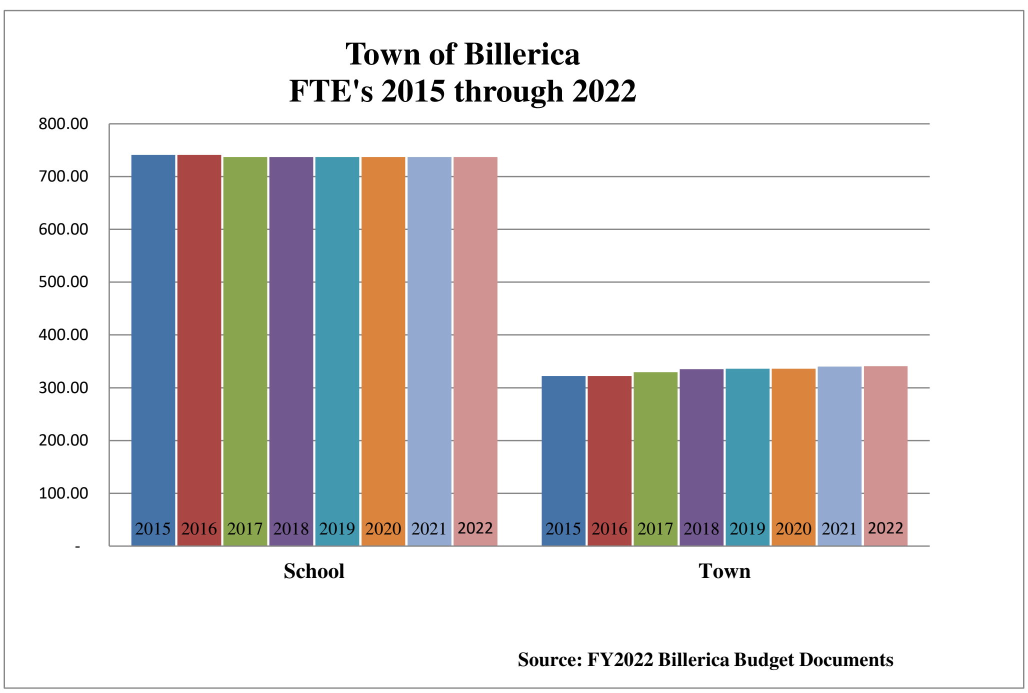
Source: FY2022 Billerica Budget Documents

FTE Analysis



FTE Analysis





FTE Analysis

Town of Billerica
Number of Employees

	School	Town	Total
Full	737.00	340.00	1,077.00
Part	166.00	44.00	210.00
Total	903.00	384.00	1,287.00

Town of Billerica
Number of FTEs

	School	Town	Total
2015	741.00	322.00	1,063.00
2016	741.00	322.00	1,063.00
2017	737.00	329.50	1,066.50
2018	737.00	335.00	1,072.00
2019	737.00	336.00	1,073.00
2020	737.00	336.00	1,073.00
2021	737.00	340.00	1,077.00
2022	737.00	340.00	1,077.00

Billerica Town Employees by Category
Fiscal Year 2022

	FTEs	Percentage
General Government	38	11%
Public Safety	194	57%
Public Works	86	25%
Public Library	12	4%
Recreation Department	4	1%
Human Services	6	2%

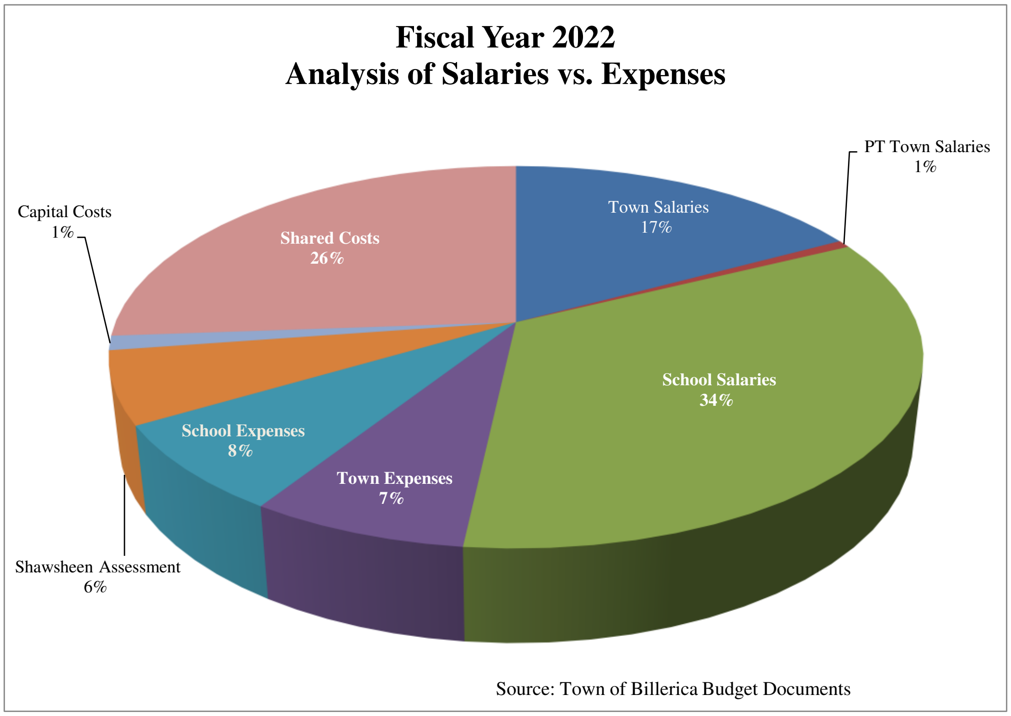
Total	340	100%

FY22 Budget Summary By Cost Center

FISCAL YEAR 2022 BUDGET SUMMARY BY COST CENTER

		FY2020 BUDGET	FY2021 BUDGET	FY2022 BUDGET	$ INC/DEC	% INC/DEC	% Budget
Personnel							
5110	Personnel	20,994,064	22,049,933	22,585,235	535,302	2.43%	13.69%
5120	Permanent Part Time	1,047,978	1,079,105	1,043,987	(35,118)	-3.25%	0.63%
5132	Flushing Program	-	-	-	-	0.00%	0.00%
5150	Temporary/Seasonal	-	-	-	-	0.00%	0.00%
5130	Overtime	1,964,125	2,070,655	2,098,241	27,586	1.33%	1.27%
5131	Snow Overtime	70,000	70,000	70,000	-	0.00%	0.04%
5190	Contractual Obligations	3,222,557	3,302,865	3,439,019	136,154	4.12%	2.08%
xxxx	Contract Settlements	-	-	-	-	0.00%	0.00%
5166	School Salaries	53,532,364	55,250,753	56,079,514	828,761	1.50%	33.99%
	Total Salaries	80,831,088	83,823,311	85,315,996	1,492,685	1.78%	51.71%
Expenses							
5200	Contract Services/Leases	1,956,271	2,128,295	2,288,419	160,124	7.52%	1.39%
5400	Supplies & Expenses	1,833,830	1,938,968	1,953,172	14,204	0.73%	1.18%
5256	Utilities	409,490	152,350	172,350	20,000	13.13%	0.10%
****	Other Expenses	992,720	1,019,542	1,176,042	156,500	15.35%	0.71%
7098	350th Celebration	-	-	-	-	0.00%	0.00%
5800	Capital Outlay	305,600	286,400	301,600	15,200	5.31%	0.18%
5278	Snow and Sand Expenses	350,000	350,000	350,000	-	0.00%	0.21%
5280	Veterans Benefits	430,000	400,000	400,000	-	0.00%	0.24%
5285	Solid Waste	3,086,921	3,359,776	3,472,055	112,279	3.34%	2.10%
7088	Town Electric	-	1,596,640	1,596,640	-	0.00%	0.97%
7095	Streetlights	247,500	185,000	185,000	-	0.00%	0.11%
7096	Legal	245,000	245,000	245,000	-	0.00%	0.15%
	Total Town Expenses	9,857,332	11,661,971	12,140,278	478,307	4.10%	7.36%
School Expenses							
5266	School Contract Services/Leases	8,308,961	8,575,678	8,704,314	128,636	1.50%	5.28%
5267	School Utilities	1,378,624	1,422,878	1,444,221	21,343	1.50%	0.88%
5466	School Supplies & Expenses	1,755,573	1,811,927	1,839,106	27,179	1.50%	1.11%
5866	School Capital Outlay	282,899	291,980	296,360	4,380	1.50%	0.18%
5300	Shawsheen Assessment	10,256,850	9,807,569	10,101,796	294,227	3.00%	6.12%
	Total School Expenses	21,982,907	21,910,032	22,385,797	475,765	2.17%	13.57%
Capital Costs							
7155	Equipment	500,000	500,000	500,000	-	0.00%	0.30%
7145	Contracts	1,500,000	1,500,000	1,500,000	-	0.00%	0.91%
		2,000,000	2,000,000	2,000,000	-	0.00%	1.21%
Shared Costs							
7010	Bldg/Auto/Liab Insurance	1,120,000	1,331,000	1,331,000	-	0.00%	0.81%
7012	Health Insurance	16,314,027	16,744,339	17,163,339	419,000	2.50%	10.40%
7051	Emp. Medical Exams	85,000	85,000	85,000	-	0.00%	0.05%
7052	County Retirement Assessment/OPEB	13,244,016	14,303,271	15,333,403	1,030,132	7.20%	9.29%
7063	Reserve Fund	84,520	84,520	84,520	-	0.00%	0.05%
7042	Medicare	1,133,240	1,133,240	1,133,240	-	0.00%	0.69%
7020	Workers' Compensation	866,000	866,000	866,000	-	0.00%	0.52%
7030	Umemployment Comp.	100,000	100,000	100,000	-	0.00%	0.06%
7130	Temporary Borrowing - Town	398,875	350,000	350,000	-	0.00%	0.21%
7140	Debt Principal/ST	490,000	480,000	475,000	(5,000)	-1.04%	0.29%
7150	Debt Principal - Town	366,125	410,000	350,000	(60,000)	-14.63%	0.21%
7160	Debt Interest - School	124,250	106,775	89,331	(17,444)	-16.34%	0.05%
7170	New Debt - School Interest	5,326,469	5,051,331	5,042,080	(9,251)	100.00%	3.06%
7180	New Debt - Town Principal	-	-	-	-	0.00%	0.00%
7550	Debt Interest - Town	57,975	68,050	53,575	(14,475)	-21.27%	0.03%
7570	New Debt - School Principal	-	-	-	-	0.00%	0.00%
7580	New Debt - Town Interest	-	-	-	-	0.00%	0.00%
75XP	Parker Debt Exclusion Principal	320,000	320,000	320,000	-	0.00%	0.19%
75XI	Parker Debt Exclusion Interest	165,563	152,763	136,763	(16,000)	-10.47%	0.08%
75XO	Debt Stabilization Appropriation	641,324	91,101	220,749	129,648	142.31%	0.13%
	Total Shared Costs	40,837,383	41,677,390	43,134,000	1,456,610	3.49%	26.15%
	Total Budget	**155,508,710**	**$ 161,072,704**	**$ 164,976,071**	**$ 3,903,367**	**2.42%**	

Analysis of Salaries vs. Expenses

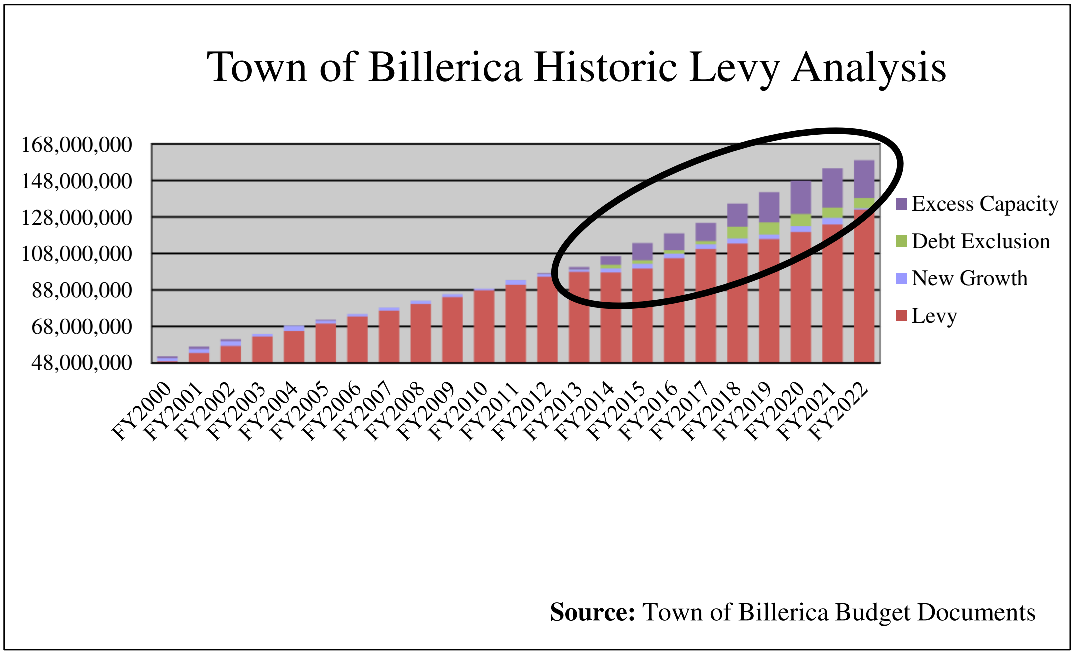


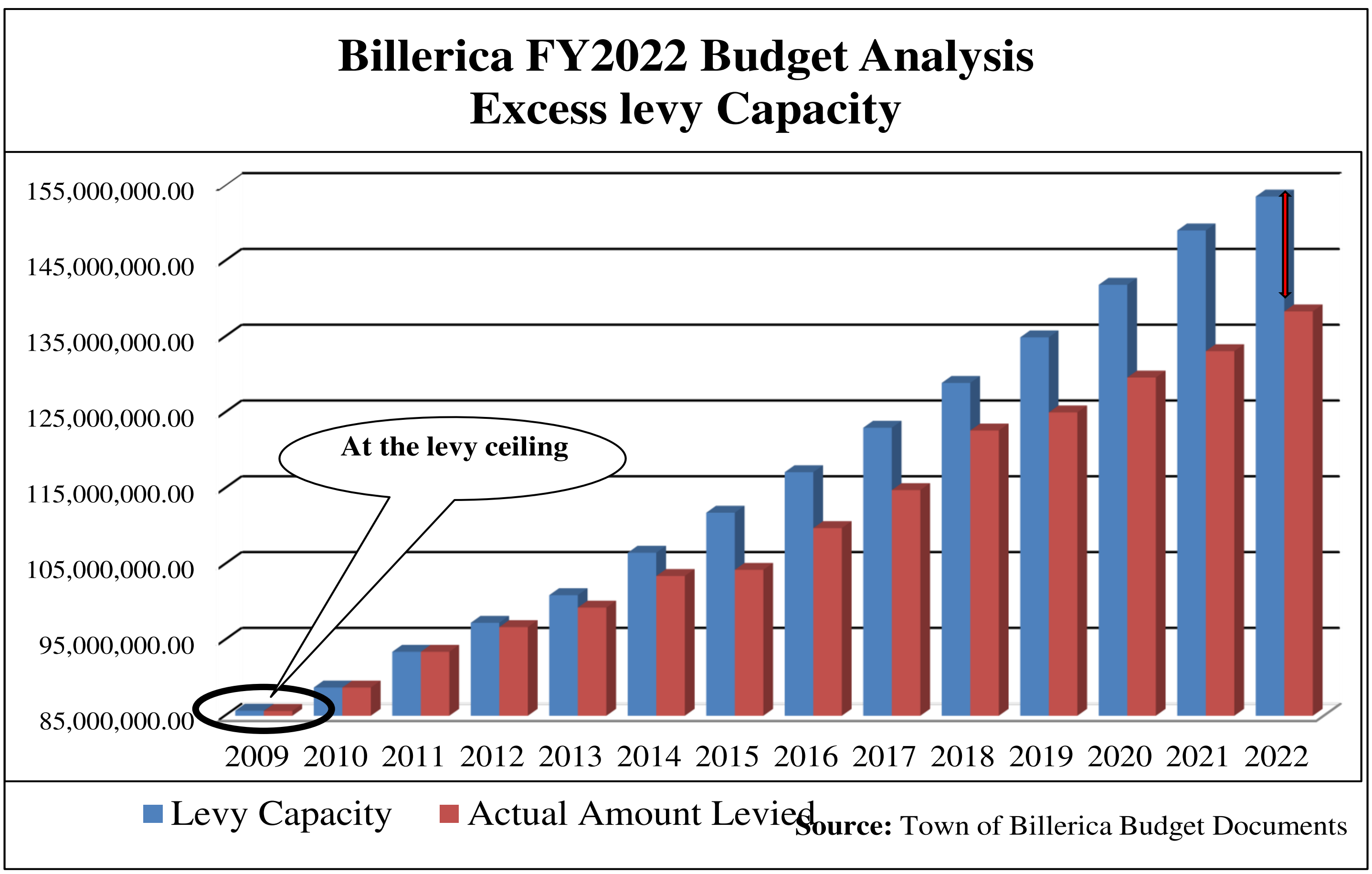
Town of Billerica
Fiscal Year 2022

Analysis of Salaries vs. Expenses

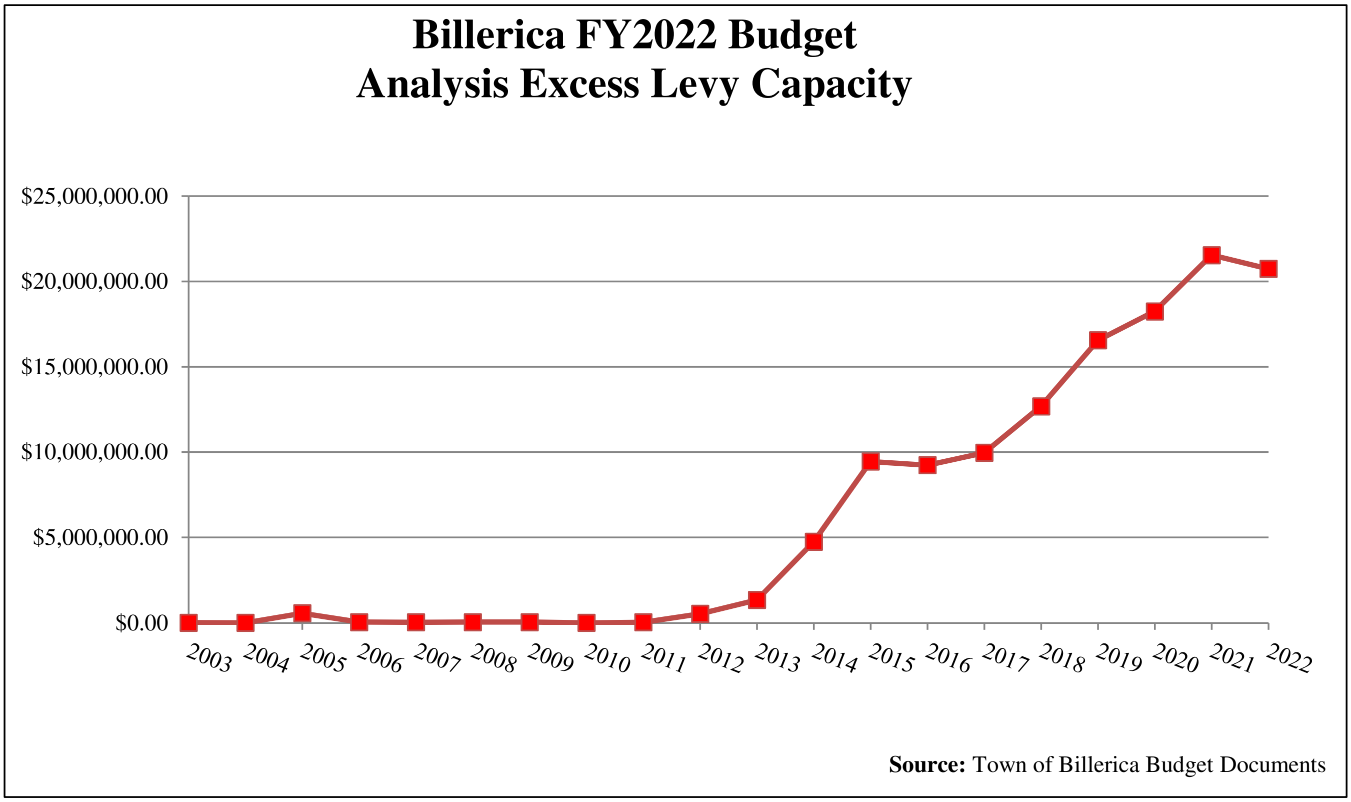
Town Salaries	$ 28,192,495	17.09%
PT Town Salaries	1,043,987	0.63%
School Salaries	56,079,514	33.99%
Total Salaries	85,315,996	51.71%
Town Expenses	12,140,278	7.36%
School Expenses	12,284,001	7.45%
Shawsheen Assessme	10,101,796	6.12%
Capital Costs	2,000,000	1.21%
Shared Costs	43,134,000	26.15%
Total Expenses	79,660,075	48.29%
Total Budget	$ 164,976,071	100.00%

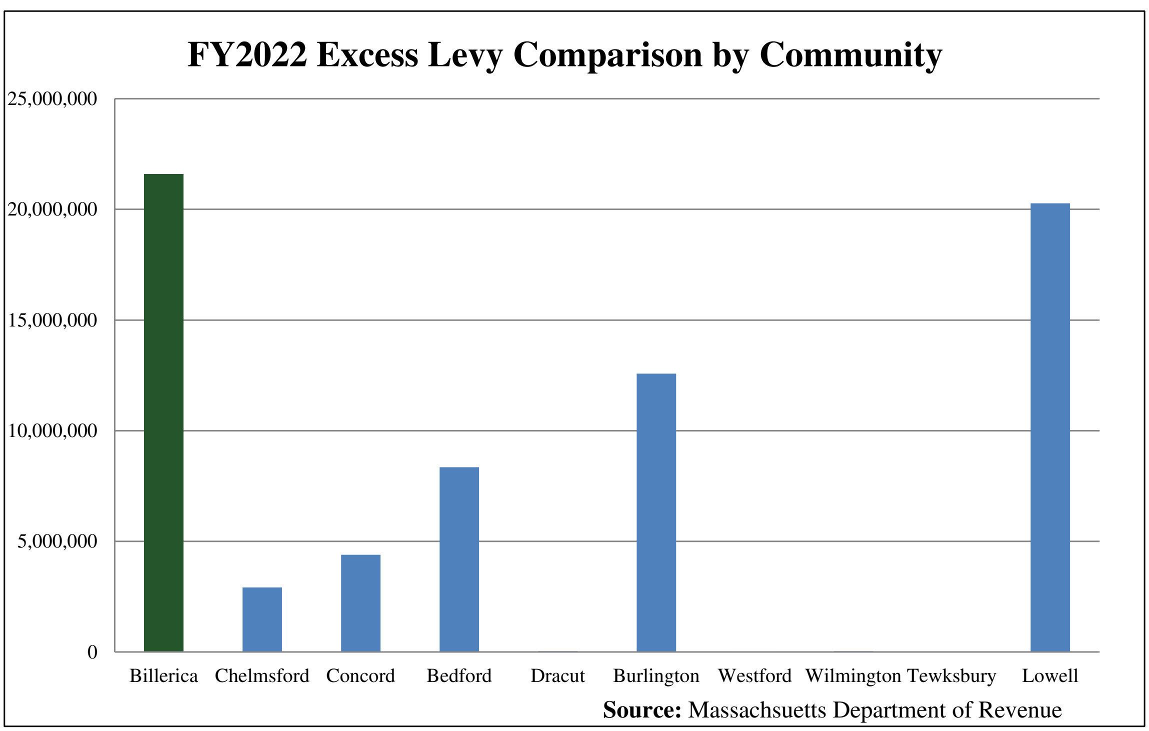
Levy Analysis



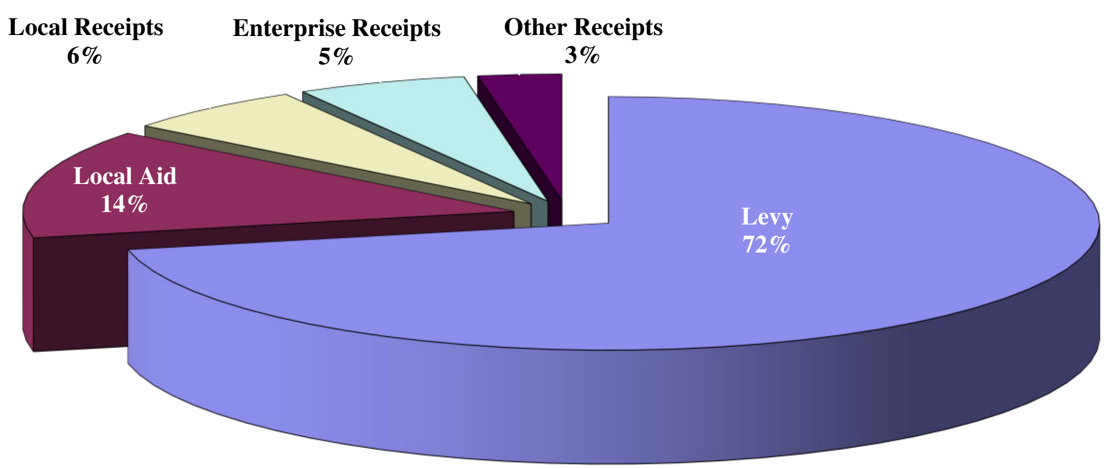


Levy Analysis

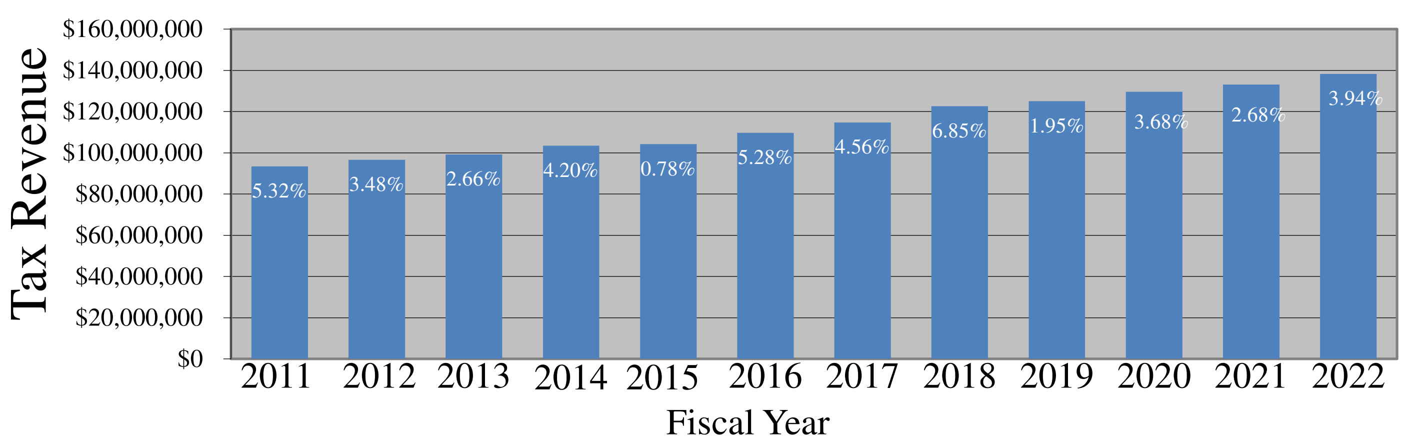




Revenue Sources and Trends



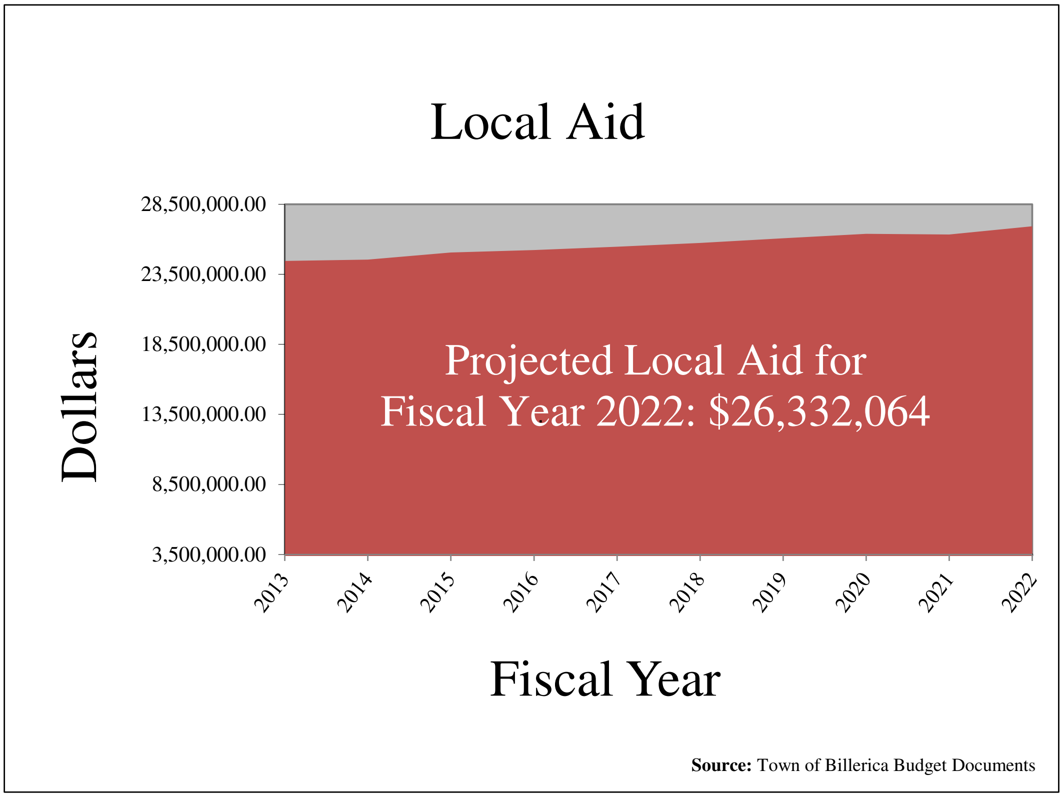
Source: Town of Billerica Budget Documents

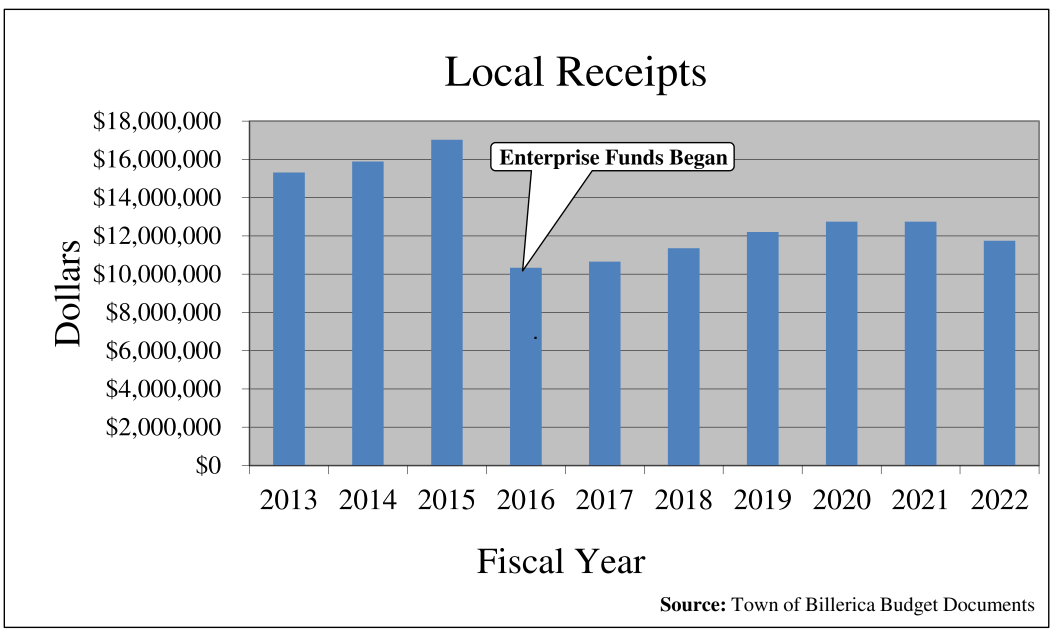


Total Projected FY2022 Tax Revenues: $138,262,935

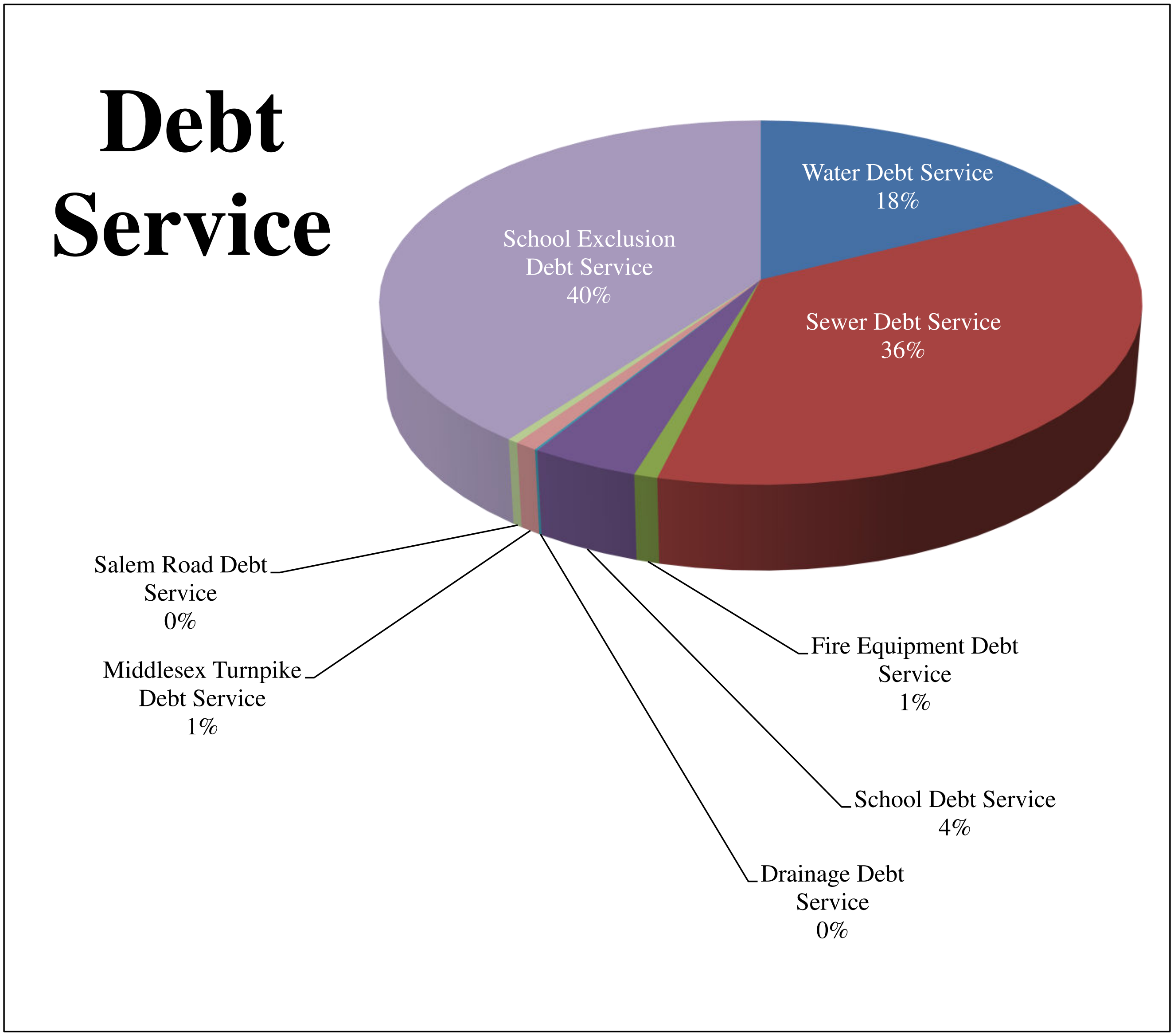
Source: Town of FY2022 Billerica Budget Documents

Revenue Sources and Trends



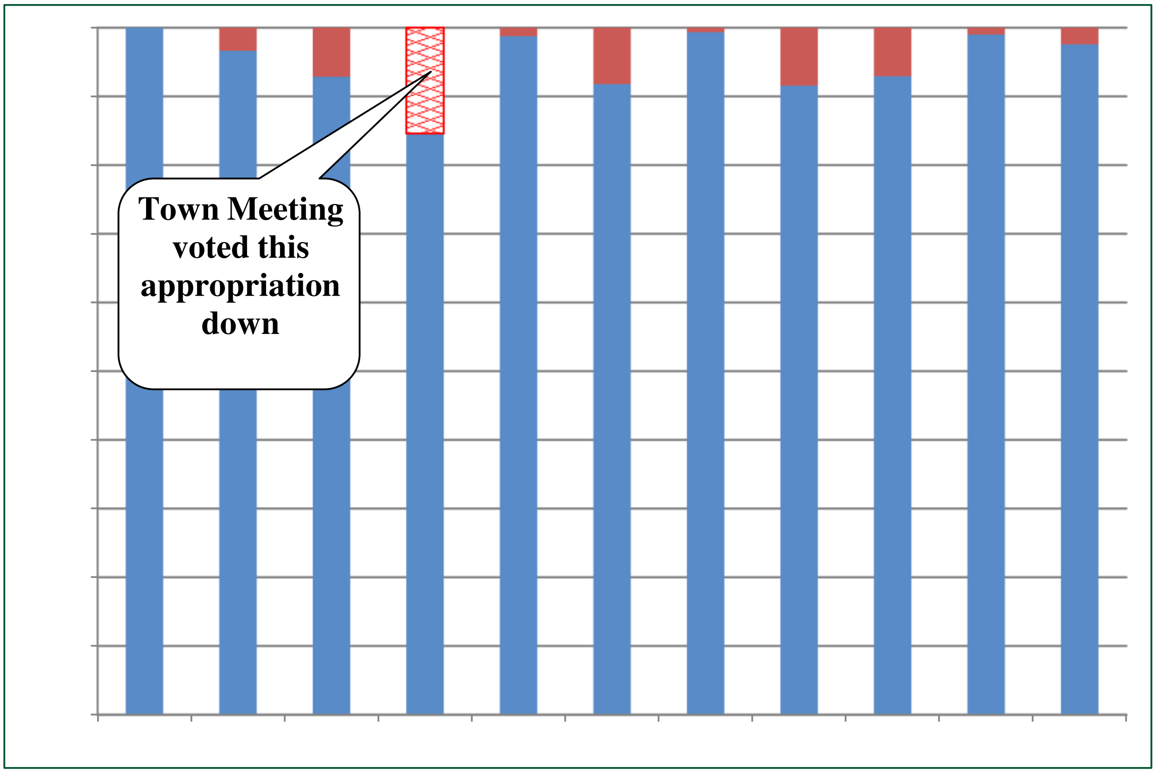


Debt Service



Debt Service

Debt Service Policy

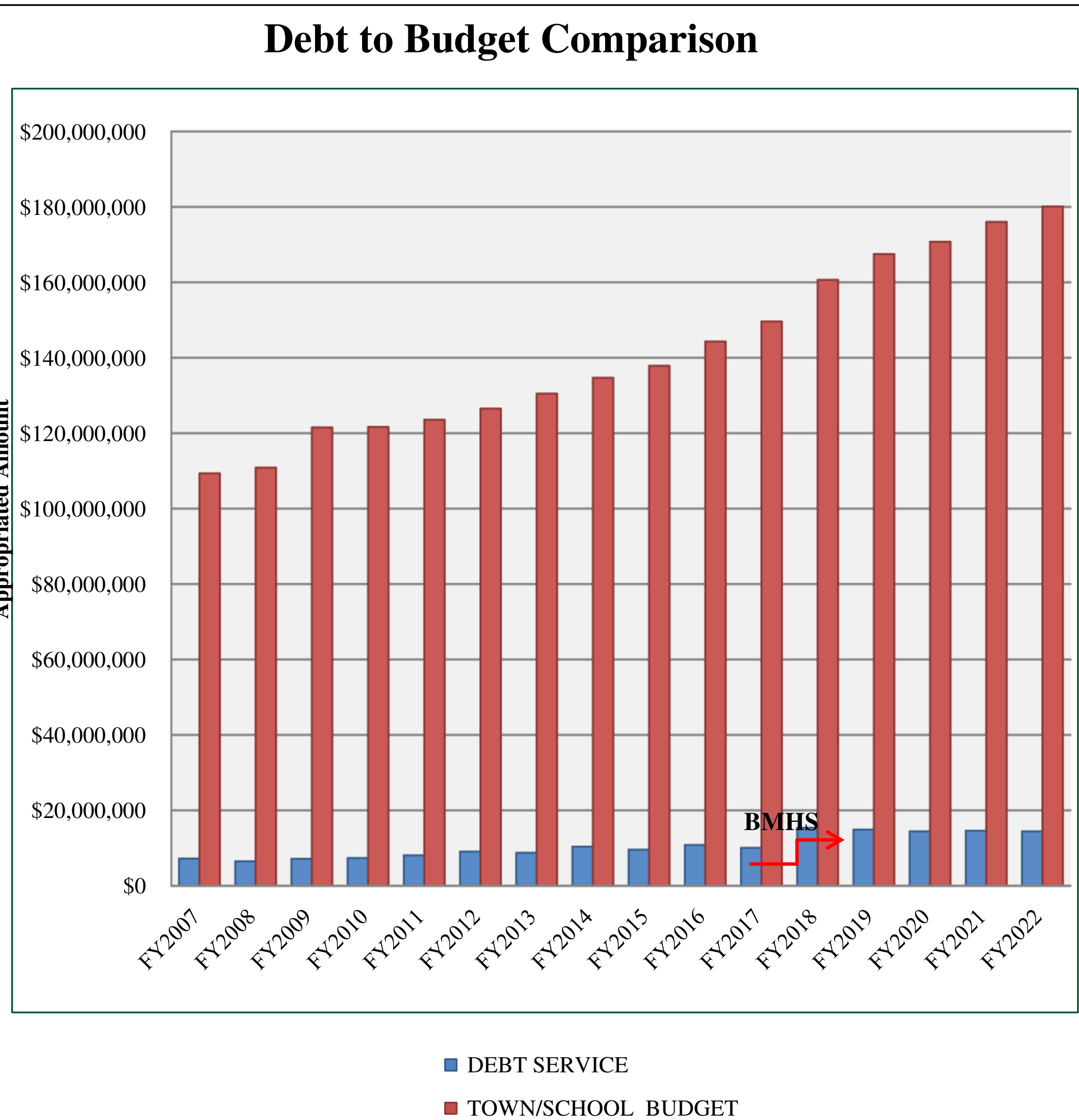


Annual Debt Service Commitment: $9,066,000

Budget Appropriation
Appropriation to Debt Stabilization

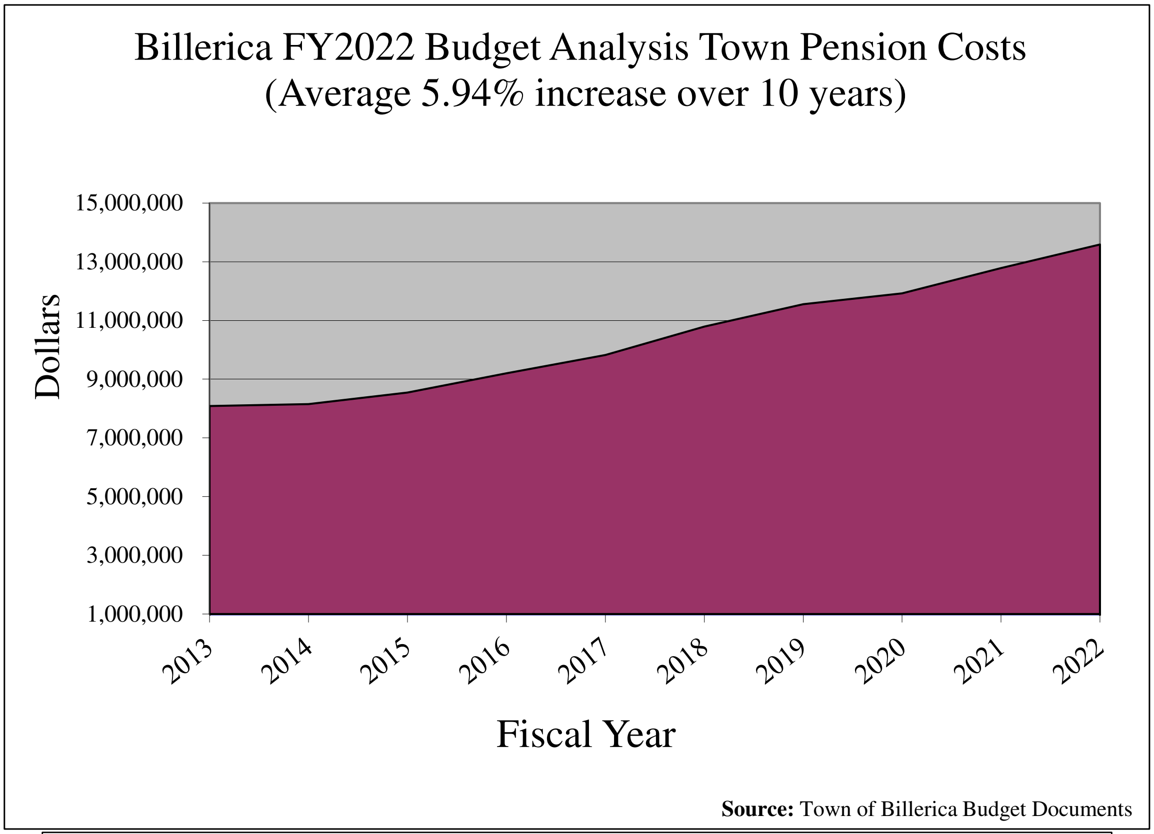
Source: Town of FY2022 Billerica Budget Documents

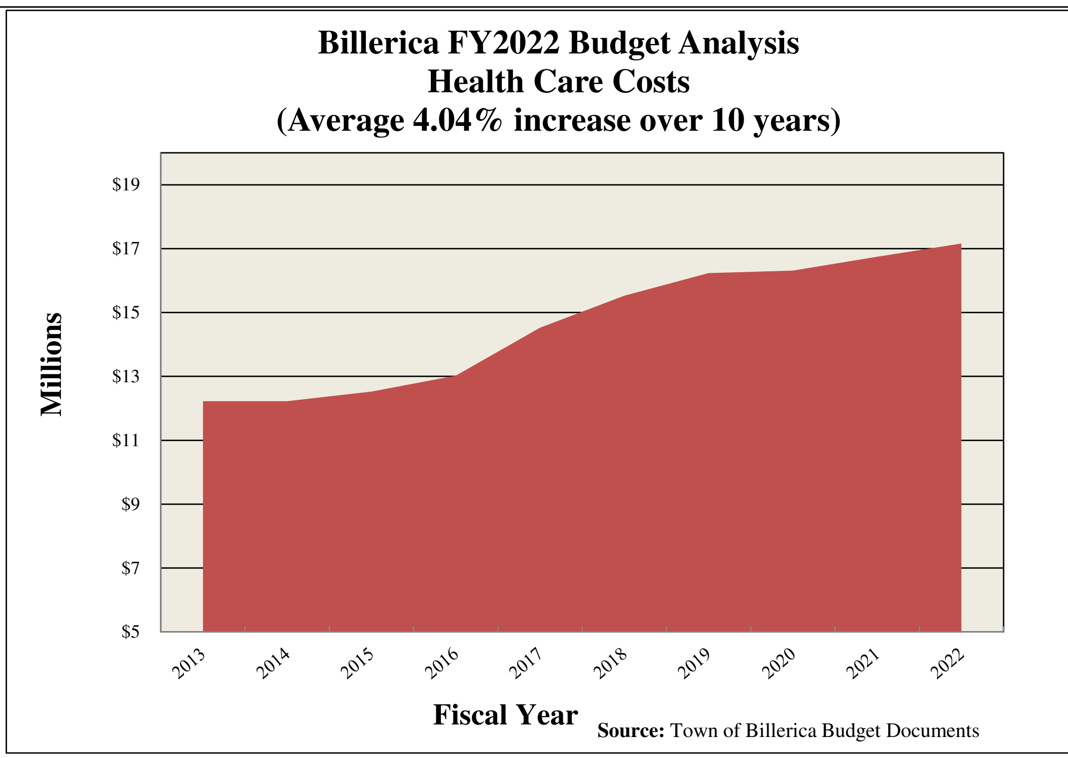
Debt Service



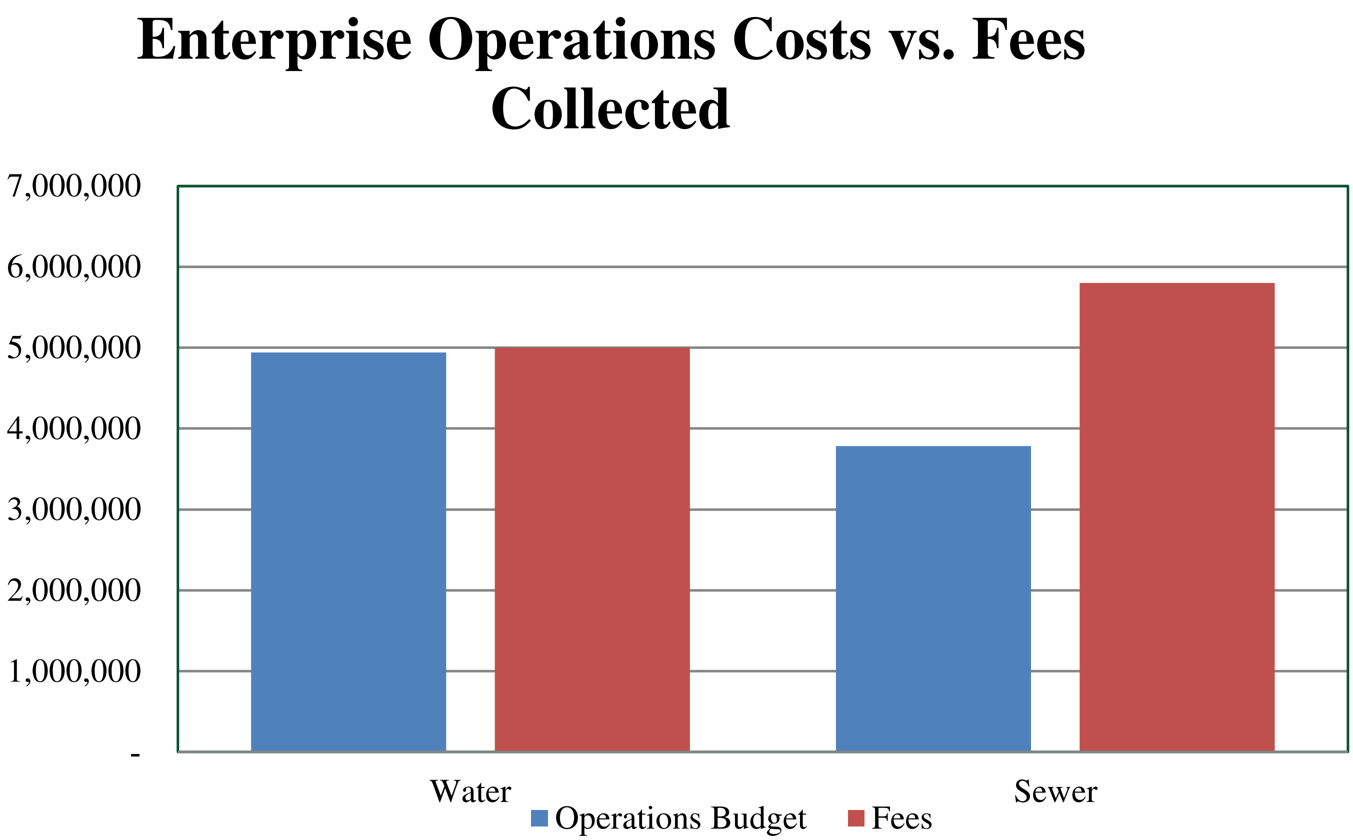
Source: Town of FY2022 Billerica Budget Documents

Pension / Health Care





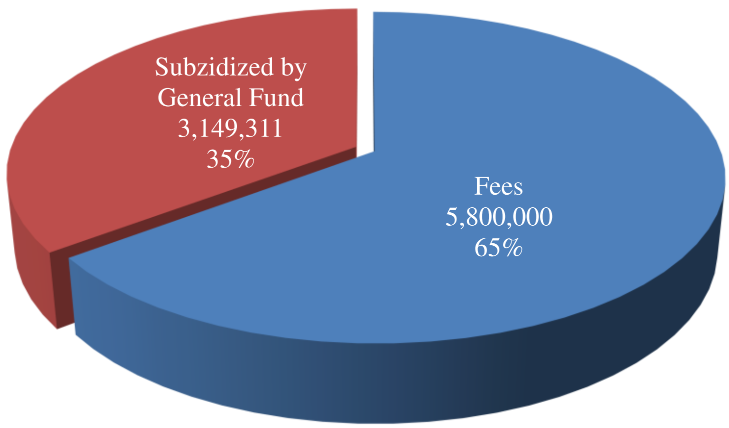
Enterprise Accounts



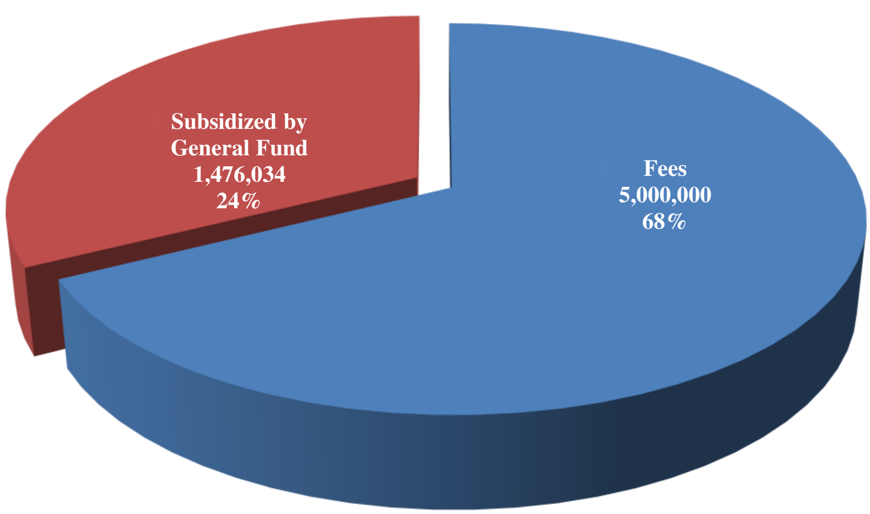
Source: Town of Billerica Budget

Enterprise Accounts

Wastewater



Water



Five Year Forecast

TOWN OF BILLERICA FIVE YEAR FINANCIAL FORECAST

	Proposed BUDGET FY22	PROJECTED BUDGET FY23	PROJECTED BUDGET FY24	PROJECTED BUDGET FY25	PROJECTED BUDGET FY26	PROJECTED BUDGET FY27
USES OF FUNDING (AMOUNTS TO BE RAISED):						
APPROPRIATIONS:						
GENERAL FUND BUDGET (Includes all TM R&A)	151,386,113.00	155,549,231.11	159,826,834.96	164,222,072.92	168,738,179.93	173,378,479.88
WATER ENTERPRISE	6,693,285.98	6,827,151.70	6,963,694.74	7,102,968.63	7,245,028.01	7,389,928.57
WASTE WATER ENTERPRISE	8,449,311.00	9,518,297.22	9,708,663.16	9,902,836.43	10,100,893.16	10,302,911.02
CPA APPROPRIATION	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00
TOTAL APPROPRIATIONS	**167,428,709.98**	**172,794,680.03**	**177,399,192.87**	**182,127,877.99**	**186,984,101.09**	**191,971,319.46**
OTHER LOCAL EXPENDITURES / DEFICITS:						
TAX TITLE PURPOSES	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY RETIREMENT	13,584,397.00	15,065,096.27	16,707,191.77	18,528,275.67	20,547,857.72	22,787,574.21
FINAL JUDGMENTS	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
CHERRY SHEET OFFSETS	54,332.00	54,332.00	54,332.00	54,332.00	54,332.00	54,332.00
SNOW / ICE DEFICIT	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00
OVERLAY RESERVE	2,700,113.80	2,700,113.80	2,700,113.80	2,700,113.80	2,700,113.80	2,700,113.80
TOTAL OTHER LOCAL EXPENDITURES	**16,998,842.80**	**18,479,542.07**	**20,121,637.57**	**21,942,721.47**	**23,962,303.52**	**26,202,020.01**
STATE AND COUNTY CHARGES	**5,547,201.00**	**5,574,937.01**	**5,602,811.69**	**5,630,825.75**	**5,658,979.88**	**5,687,274.78**
TOTAL USES OF FUNDING	**189,974,753.78**	**196,849,159.11**	**203,123,642.12**	**209,701,425.20**	**216,605,384.49**	**223,860,614.25**
SOURCES OF FUNDING :						
PROPERTY TAXES 2 1/2 LEVY LIMIT	152,761,502.00	157,349,289.55	162,051,771.79	166,871,816.08	171,812,361.49	176,876,420.52
NEW GROWTH	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00
AMEND FY2012 NEW GROWTH						
TOTAL PROPERTY TAXES	**153,511,502.00**	**158,099,289.55**	**162,801,771.79**	**167,621,816.08**	**172,562,361.49**	**177,626,420.52**
ADD DEBT EXCLUSION TEMPORARY	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00
ADD DEBT EXCLUSION HS PRINCIPAL	1,865,000.12	1,950,000.00	2,040,000.00	2,135,000.00	2,235,000.00	2,340,000.00
ADD DEBT EXCLUSION HS INTEREST	3,177,081.36	3,083,831.25	2,986,331.25	2,884,331.26	2,777,581.25	2,665,831.25
ADD DEBT EXCLUSION PARKER PRINCIPAL	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	375,000.00
ADD DEBT EXCLUSION PARKER INTEREST	136,762.50	123,962.50	107,962.50	101,562.50	94,362.50	81,562.50
ADD DEBT EXCLUSION HS PRINCIPAL						
ADD DEBT EXCLUSION HS INTEREST						
LESS EXCESS LEVY CAPACITY	-20,744,428.18					
TOTAL PROPERTY TAXES - ADJUSTED	**138,355,917.80**	**163,667,083.30**	**168,346,065.54**	**173,152,709.84**	**178,079,305.24**	**183,178,814.27**

TOWN OF BILLERICA FIVE YEAR FINANCIAL FORECAST

	PROJECTED BUDGET FY22	PROJECTED BUDGET FY23	PROJECTED BUDGET FY24	PROJECTED BUDGET FY25	PROJECTED BUDGET FY26	PROJECTED BUDGET FY27
SOURCES OF FUNDING (cont):						
STATE ESTIMATED REVENUES:						
CHAPTER 70 - SCHOOL AID	19,489,674.00	19,489,674.00	19,489,674.00	19,489,674.00	19,489,674.00	19,489,674.00
CHARTER TUITION ASSESSMENT REIMBURSEMENT	240,332.00	240,332.00	240,332.00	240,332.00	240,332.00	240,332.00
LOTTERY	6,399,803.00	6,399,803.00	6,399,803.00	6,399,803.00	6,399,803.00	6,399,803.00
VETERANS' BENEFITS	335,661.00	335,661.00	335,661.00	335,661.00	335,661.00	335,661.00
EXEMPTIONS - VETS, BLIND & SURVIVING SPOUSE	247,596.00	247,596.00	247,596.00	247,596.00	247,596.00	247,596.00
ELDERLY EXEMPTIONS	0.00	0.00	0.00	0.00	0.00	0.00
STATE OWNED LAND	152,768.00	152,768.00	152,768.00	152,768.00	152,768.00	152,768.00
PUBLIC LIBRARIES - OFFSET	64,815.00	64,815.00	64,815.00	64,815.00	64,815.00	64,815.00
TOTAL STATE ESTIMATED REVENUES	**26,930,649.00**	**26,930,649.00**	**26,930,649.00**	**26,930,649.00**	**26,930,649.00**	**26,930,649.00**
LOCAL ESTIMATED REVENUES:						
MOTOR VEHICLE EXCISE	6,500,000.00	6,565,000.00	6,630,650.00	6,696,956.50	6,763,926.07	6,831,565.33
OTHER EXCISES (HOTEL/MOTEL)	500,000.00	505,000.00	510,050.00	515,150.50	520,302.01	525,505.03
PENALTIES & INTEREST	350,000.00	353,500.00	357,035.00	360,605.35	364,211.40	367,853.52
P.I.L.O.T.	50,000.00	50,500.00	51,005.00	51,515.05	52,030.20	52,550.50
FEES	2,500,000.00	2,525,000.00	2,550,250.00	2,575,752.50	2,601,510.03	2,627,525.13
DEPARTMENTAL REVENUE-LIBRARY	7,000.00	7,070.00	7,140.70	7,212.11	7,284.23	7,357.07
DEPARTMENTAL REVENUE-CEMETERY	110,000.00	111,100.00	112,211.00	113,333.11	114,466.44	115,611.11
OTHER DEPARTMENTAL REVENUE	250,000.00	252,500.00	255,025.00	257,575.25	260,151.00	262,752.51
LICENSES & PERMITS	1,000,000.00	1,010,000.00	1,020,100.00	1,030,301.00	1,040,604.01	1,051,010.05
FINES & FORFEITS	125,000.00	126,250.00	127,512.50	128,787.63	130,075.50	131,376.26
INTEREST EARNINGS	225,000.00	227,250.00	229,522.50	231,817.73	234,135.90	236,477.26
MISC. STATE AND OTHER REVENUE	125,000.00	126,250.00	127,512.50	128,787.63	130,075.50	131,376.26
NON RECURRING REVENUE						
TOTAL LOCAL ESTIMATED REVENUES	**11,742,000.00**	**11,859,420.00**	**11,978,014.20**	**12,097,794.34**	**12,218,772.29**	**12,340,960.01**
ENTERPRISE REVENUE						
CHARGES FOR SERVICES - WATER	5,000,000.00	5,150,000.00	5,304,500.00	5,463,635.00	5,627,544.05	5,796,370.37
CHARGES FOR SERVICES - SEWER	5,800,000.00	5,916,000.00	6,034,320.00	6,155,006.40	6,278,106.53	6,403,668.66
TOTAL ENTERPRISE REVENUE	**10,800,000.00**	**11,066,000.00**	**11,338,820.00**	**11,618,641.40**	**11,905,650.58**	**12,200,039.03**
OTHER AVAILABLE FUNDS:						
CPA REVENUE	900,000.00	1,000,000.00	1,000,000.00	1,100,000.00	1,100,000.00	1,100,000.00
DEBT STABILIZATION	1,125,000.00	1,100,000.00	1,060,000.00	1,035,000.00	1,010,000.00	1,035,000.00
WATER ENTERPRISE RETAINED EARNINGS		500,000.00	500,000.00	500,000.00	500,000.00	500,000.00
WASTEWATER ENTERPRISE RETAINED EARNINGS		389,429.39	389,429.39	389,429.39	389,429.39	389,429.39
RINK REVOLVING FUND	121,187.00	121,187.00	121,187.00	121,187.00	121,187.00	121,187.00
MISC. REVENUE FUNDS		50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
TOTAL OTHER AVAILABLE FUNDS	**2,146,187.00**	**3,550,045.78**	**3,120,616.39**	**3,195,616.39**	**3,170,616.39**	**3,195,616.39**
TOTAL SOURCES OF FUNDING	**189,974,753.80**	**217,073,198.08**	**221,714,165.13**	**226,995,410.98**	**232,304,993.49**	**237,846,078.70**
PROJECTED SURPLUS (DEFICIT)	***0.02***	***20,224,038.97***	***18,590,523.01***	***17,293,985.77***	***15,699,609.00***	***13,985,464.45***

Budget Changes

FY2022 Budget Changes Summary

Major or Notable Budget Changes

Department	Reason		Change	
123 - Town Manager	Reduced because of reassignment of positions to Town Hall Buildings Department and Planning Department.	$	(135,997)	-0.084%
162 - Elections Department	This is significantly reduced because there is only one municipal election this year.		(77,490)	-0.048%
175 - Planning Board	This increase is due to adding the Director of Economic and Community Development to this Office. It also includes a $40,000 increase to contractual services to support the new Economic Development Office.		147,116	0.091%
192 - Town Hall/Buildings	This has become a new department for facilities. It now includes a Facilities Director and two full time laborers and one part time laborer.		187,932	0.117%
910 - Town Systemwide	There are significant number of retirements this year.		60,000	0.037%
241 - Building Department	The Building Commissioner was reclassified as the Director of Permitting to help centralize operations of permitting departments.		32,958	0.020%
433 - Solid Waste	Contractual Increase (Fuel Costs)		112,279	0.070%
Total Town Major Changes		**$**	**462,795**	**0.287%**

Minor/Contractual Changes

Department		Change	
Town Minor/Contractual Changes	$	673,874	0.418%
Total Town Changes	**$**	**1,136,669**	**0.706%**

Education Changes

Education	$	1,010,298	0.627%
Shawsheen		294,227	0.183%
Total Education Changes	**$**	**1,304,525**	**0.810%**

Town/School Shared Cost Changes

		Change	
Liability Insurance		-	
Health Care	$	419,000	0.260%
Debt		7,479	0.005%
Medicare		-	0.000%
Retirement		802,001	0.498%
OPEB		228,131	0.142%
Total Town/School Shared Cost Changes	**$**	**1,456,611**	**0.904%**
Total Budget Changes	**$**	**3,897,805**	**2.420%**

Town Manager's Budget

The Facilities Director and the Community Development Director were eliminated from this budget. The Facilities Director was moved to the Town Hall/Buildings Department and the Community Development Director was reorganized as the Director of Planning and Community Development. This position will now head up the Planning Department. Additionally, the part time economic development position is eliminated as it is intended to be absorbed by the new Planning Department. All of these changes resulted in a decrease to the Town Manager's Budget of $179,500.

This year's Town Manager's Budget includes an appropriation of $25,000 for an assessment center for the Deputy Police Chief and Lieutenant's positions that will be filled after the Chief's position. It also includes an additional $9,000 for printing books for town meeting and Town budgets as well as $9,500 for additional training and development.

Elections Department

There will be only one municipal election this year resulting in a $77,490 decrease in this budget. Last year there were three elections.

Planning Board

This budget was increased by $147,116. This increase is due to moving the Director of Planning and Community Development for an amount of $114,000. It also includes an increase of $40,000 for professional services to pay for consultant services to support Planning and Economic Development. There is $7,000 reduction in the planning position recognizing that this will be an entry level position.

Town Hall/Buildings

This department was reorganized by moving the Facilities Director Position from the Town Manager's Budget to this budget. A laborers position was moved from the Recreation Department to this budget as well. An account for the Masonic Building has been added in the amount of $50,000. This is to account for any extraordinary repairs anticipated with this acquisition. Custodial supplies have been increased by $4,000 to account for the Masonic Building.

Town Systemwide

There are a significant number of employees retiring this year. This line item has been increased by $60,000 accordingly.

Ambulance Service

The Supervisory Position was upgraded by 20% to recognize the increased responsibility of the job and it also includes contract increases.

Building Department

The Building Commissioner was reclassified as the Director of Permitting to help centralize operations of permitting departments.

Solid Waste

This budget increased by $112,279. The increase was due to an increase in the contractual fuel index, and increased tonnage costs.

Education Changes

The School Budget increased by 1.5% largely due to contractual obligations. The Shawsheen is increasing by 3% or $294,227. The total education budget increased by $1,304,525.

Town School Shared Costs

Health Care Costs went up by $419,000. This amount reflects recommendations from Blue Cross Blue Shield and claims history of the Town. The Pension fund contribution went up according to the payment schedule, $02,001.00 and the OPEB contribution went up per the policy contribution of 15% or $228,131.

Section 3: General Administration

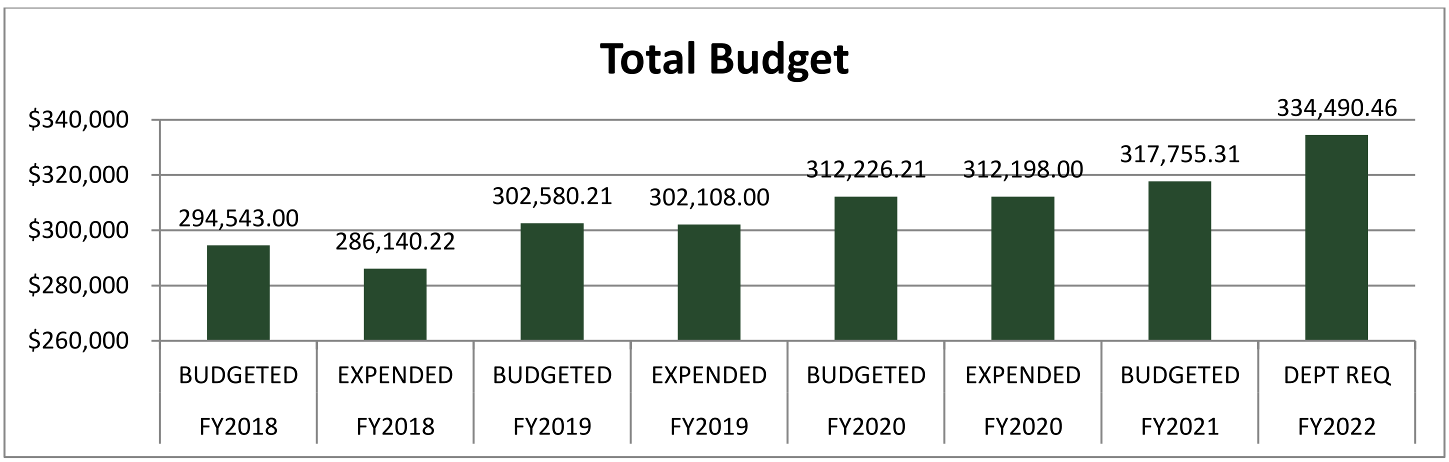
Accounting

Department Explanation

The Town's Accounting Department ensures that all financial transactions and activities are carried out in accordance with Federal, State, and Local laws. The Accounting Department helps maintain the Town's credit rating and provides the Town Manager's office with financial management assistance. Accounting also facilitates the annual audit of the Town's finances.

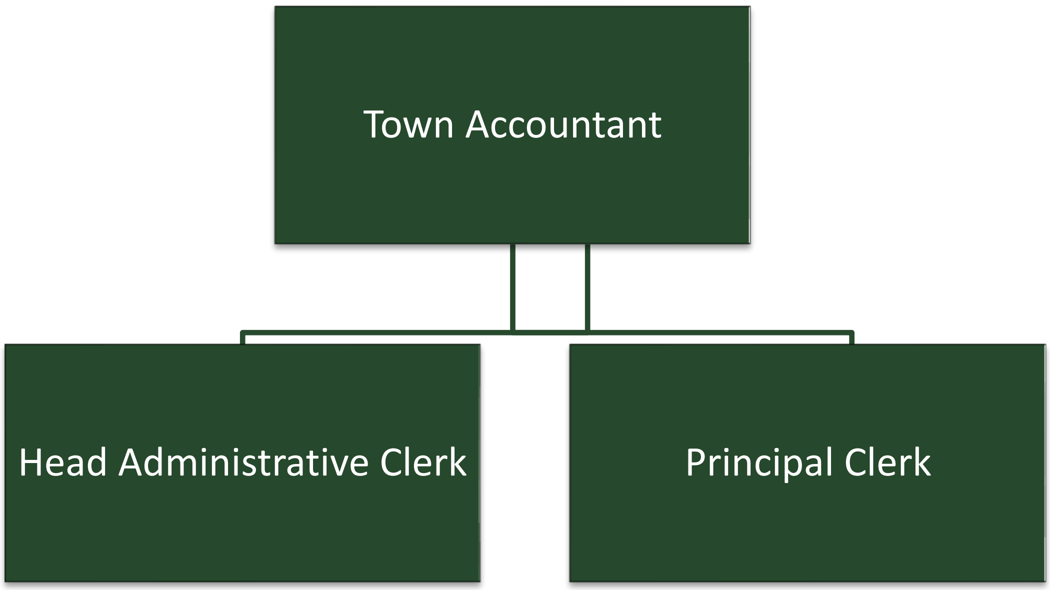
Budget Narrative

The Accounting Department budget will see a small increase this year. For the first time in three years the audit expense line will need to be increased. Paul Watson the Town Accountant has also indicated he will be retiring in three years. This notification designates Paul as a "Senior" employee of the Town. This triggers a 6% increase in his salary. For more information, please refer to the General By-Laws Article XII, Chapter 15, Section 15.8



Accounting

Organizational Chart



Position	FY 2019 Actual	FY2020 Actual	FY2021 Budgeted
Town Accountant	1.0	1.0	1.0
Head Administrative Clerk	1.0	1.0	1.0
Principal Clerk	1.0	1.0	1.0

ACCOUNTING	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 226,079	$ 225,912	$ 231,316	$ 230,892	$ 238,516	$ 238,516	$ 243,262	$ 255,997	$ 255,997	$ 255,997
Part Time/Seasonal										
Overtime										
Contractual Obligations	$ 8,464	$ 8,464	$ 9,264	$ 9,264	$ 11,710	$ 11,710	$ 12,493	$ 12,493	$ 12,493	$ 12,493
Total	$ 234,543	$ 226,143	$ 240,580	$ 240,156	$ 250,226	$ 250,226	$ 255,755	$ 268,490	$ 268,490	$ 268,490
Expenses										
Supplies and Expenses	$ 1,500	$ 1,497	$ 1,500	$ 1,489	$ 1,500	$ 1,496	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Contract Services/Leases	$ 500	$ 500	$ 500	$ 463	$ 500	$ 476	$ 500	$ 500	$ 500	$ 500
Town Audit	$ 58,000	$ 58,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 64,000	$ 64,000	$ 64,000
Capital Outlay										
Total Expenses	$ 60,000	$ 59,997	$ 62,000	$ 61,952	$ 62,000	$ 61,972	$ 62,000	$ 66,000	$ 66,000	$ 66,000
TOTAL BUDGET	**$ 294,543**	**$ 286,140**	**$ 302,580**	**$ 302,108**	**$ 312,226**	**$ 312,198**	**$ 317,755**	**$ 334,490**	**$ 334,490**	**$ 334,490**
%Change										

Difference $ 16,735.16
% 5.27%

Position	FY2021 FTE	Dept Req FY2022 FTE	TM Rec FY2022 FTE	Fin Com Rec. FY2022 FTE
Town Accountant	1	1	1	1
Head Administrative Clerk	1	1	1	1
Principal Clerk	1	1	1	1
Total Staffing	3	3	3	3

Accounting

ACCOUNTING DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Virginia Picardi	Head Administrative Clerk	7	4/1/2001	$ 66,777.72	$ 1,000.00	$ 3,900.00	$ 71,677.72
Jill Folta	Principal Clerk	7	12/18/2000	$ 54,482.32	$ 1,000.00	$ 3,200.00	$ 58,682.32
Paul Watson	Town Accountant	9	9/11/2000	$ 134,737.43	$ -	$ 3,393.00	$ 138,130.43
DEPARTMENT TOTAL				**$ 255,997.46**	**$ 2,000**	**$ 10,493**	**$ 268,490.46**

Total Full time	$ 255,997.46
Total Contract	$ 12,493.00
Total	$ 268,490.46

ACCOUNTING DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Virginia Picardi	Head Administrative Clerk	7	4/1/2001	$ 66,777.72	$ 1,000.00	$ 3,900.00	$ 71,677.72
Jill Folta	Principal Clerk	7	12/18/2000	$ 54,482.32	$ 1,000.00	$ 3,200.00	$ 58,682.32
							$ -
Paul Watson	Town Accountant	9	9/11/2000	$ 134,737.43	$ -	$ 3,393.00	$ 138,130.43
DEPARTMENT TOTAL				**$ 255,997.46**	**$ 2,000.00**	**$ 10,493.00**	**$ 268,490.46**

Total Full time	$ 255,997.46
Total Contract	$ 12,493.00
Total	$ 268,490.46

ACCOUNTING DEPARTMENT
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Virginia Picardi	Head Administrative Clerk	7	4/1/2001	$ 65,404.23	$ 1,000.00	$ 3,900.00	$ 70,304.23
Jill Folta	Principal Clerk	7	12/18/2000	$ 53,361.72	$ 1,000.00	$ 3,200.00	$ 57,561.72
							$ -
Paul Watson	Town Accountant	9	9/11/2000	$ 124,496.36	$ -	$ 3,393.00	$ 127,889.36
							$ -
							$ -
DEPARTMENT TOTAL				**$ 243,262.31**	**$ 2,000.00**	**$ 10,493.00**	**$ 255,755.31**

Total Full time	$ 243,262.31
Total Contract	$ 12,493.00
Total	$ 255,755.31

DESCRIPTION/DETAIL

ACCOUNTING

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 1,500	$ 1,497	$ 1,500	$ 1,489	$ 1,500	$ 1,496	$ 1,500	$ 1,500	$ 1,500	$ 1,500

		Department	Town Mgr.	Fin Com
Supplies and Expenses		$ 1,500	$ 1,500	$ 1,500
	Total Supplies & Expenses	$ 1,500	$ 1,500	$ 1,500

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 500	$ 500	$ 500	$ 463	$ 500	$ 476	$ 500	$ 500	$ 500	$ 500

		Department	Town Mgr.	Fin Com
Contract Services/Leases	Provides for professional development of staff, dues in professional associations, staff training (including MUNIS), and MMAAA annual school and conferences.	$ 500	$ 500	$ 500
	Total Contract Services/Leases	$ 500	$ 500	$ 500

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 58,000	$ 58,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	$ 64,000	$ 64,000	$ 64,000

		Department	Town Mgr.	Fin Com
Town Audit	Provides for annual audit.	$ 64,000	$ 64,000	$ 64,000
	Total Town Audit	$ 64,000	$ 64,000	$ 64,000

Assessors

Department Explanation

The Town of Billerica's Assessing Department is responsible for the annual valuation of all real and personal property for taxation purposes as overseen by the Board of Assessors. The Board and staff are tasked with annual reporting to and approval by the Bureau of Local Assessment with the Division of Local Services of the MA Department of Revenue. This process also includes administration of applications for abatement and for appeals to the MA Appellate Tax Board.

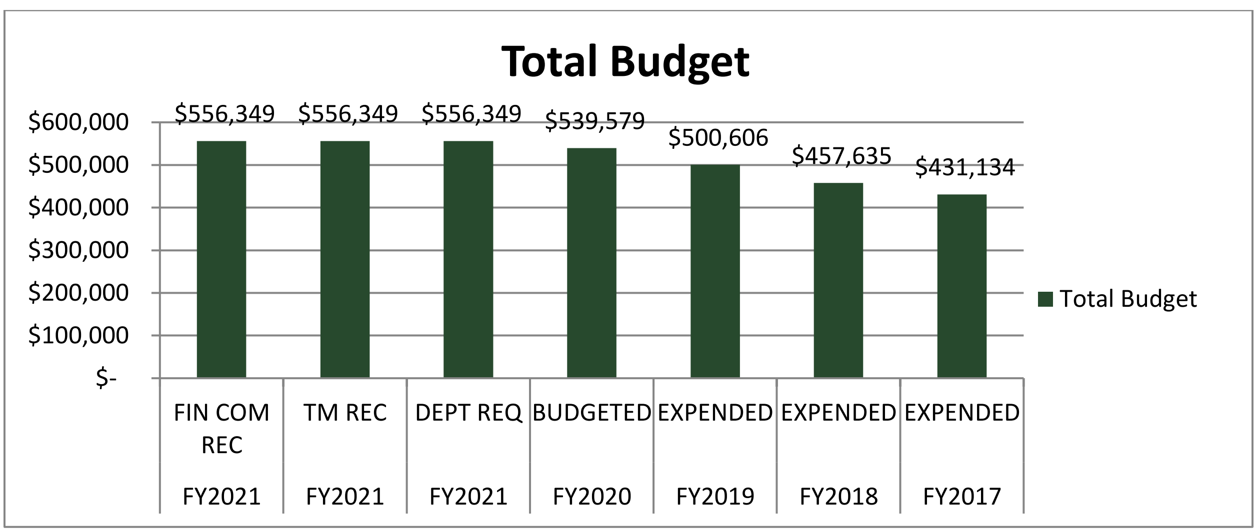
The Assessing Department is also responsible for the administration of motor vehicle excise tax bill abatements and exemptions.

The Assessing Department is also responsible for the administration of statutory tax exemptions for qualifying seniors, disabled veterans, blind persons and financial qualification for the Senior Work Tax Relief Program.

In addition, the Assessing Department is a source of public information regarding a wide variety of properties and parcels within the Town, and its records are commonly used by appraisers, attorneys, realtors and the general public.

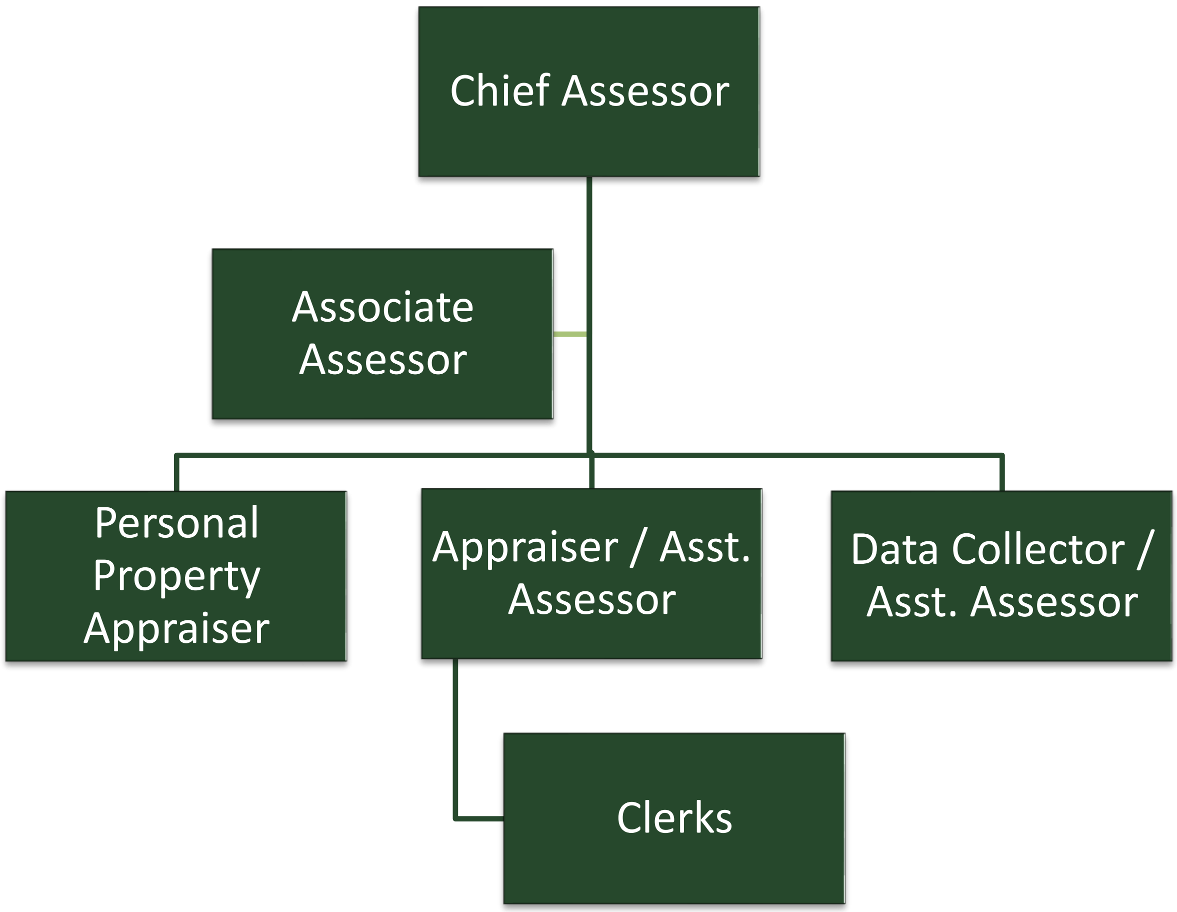
Budget Narrative

The Assessing Department will see a small increase in their budget of 3.11% this year due to contractual obligations and step increases.



Assessors

Organizational Chart



Position	FY 2019 Actual	FY2020 Actual	FY2021 Budgeted
Chief Assessor	1	1	1
Associate Assessor	2	2	2
Appraiser / Asst. Assessor	1	1	1
Data Collector / Asst. Assessor	1	1	1
Principal Clerk	2	2	2
Senior Clerk	1	1	1
Personal Property Appraiser	1	1	1

Assessors

Programs and Services

The Board of Assessors Office is responsible for the valuation of all real and personal property along with the administration of motor vehicle excise tax and public information used by appraisers, realtors, attorneys, and the general public.

Statistics

Residential	FY18	FY19	FY2020	FY2021
Tax Percentage	54.70%	56.39%	57.18%	57.74%
Amount Taxed	67,087,591	70,503,377	74,117,822	76,851,264
Tax Rate	$14.19	$13.48	$12.99	13.00

Business	FY18	FY19	FY2020	FY2021
Tax Percentage	45.30%	43.61%	42.82%	42.26%
Valuation	55,563,576	54,523,948	55,508,410	56,255,200
Tax Rate	$33.65	$31.41	$30.03	29.89

ASSESSOR	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Full Time	$ 434,933	$ 410,180	$ 452,386	$ 452,386	$ 477,376	$ 475,009	$ 493,346	$ 512,301	$ 512,301	$ 512,301
Part Time/Seasonal	$ 3,000	$ 2,970	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
Overtime										
Contractual Obligations	$ 11,453	$ 11,453	$ 16,453	$ 12,330	$ 16,453	$ 16,140	$ 17,253	$ 17,253	$ 17,253	$ 17,253
Total	$ 449,386	$ 424,603	$ 471,839	$ 467,716	$ 496,829	$ 494,149	$ 513,599	$ 532,554	$ 532,554	$ 532,554
Expenses										
Supplies and Expenses	$ 3,250	$ 2,810	$ 3,250	$ 3,175	$ 3,250	$ 2,253	$ 3,250	$ 3,250	$ 3,250	$ 3,250
Contract Services/Leases	$ 35,750	$ 30,222	$ 35,750	$ 29,715	$ 39,500	$ 32,075	$ 39,500	$ 38,300	$ 38,300	$ 38,300
Utilities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 39,000	$ 33,032	$ 39,000	$ 32,890	$ 42,750	$ 34,328	$ 42,750	$ 41,550	$ 41,550	$ 41,550
TOTAL BUDGET	**$ 488,386**	**$ 457,635**	**$ 510,839**	**$ 500,606**	**$ 539,579**	**$ 528,477**	**$ 556,349**	**$ 574,104**	**$ 574,104**	**$ 574,104**

Budget Change
3.19%

Position	FY2021 FTE	Dep. Req FY2022 FTE	TM Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Principal Clerk	2	2	2	2
Senior Clerk	1	1	1	1
Appraiser/Asst. Assessor	1	1	1	1
Chief Assessor	1	1	1	1
Personal Property Appraiser	1	1	1	1
Data Collector/Asst. Assessr	1	1	1	1
Total Staffing	7	7	7	7

Position	FY2021 PTE	Dep. Req FY2022 PTE	TM Rec. FY2022 PTE	Fin Com Rec. FY2022 PTE
Associate Assessor	2	2	2	2

ASSESSORS DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	BPAA CONTR.OBLIG.	LONGEVITY	TOTAL SALARY BENEFIT
Richard Scanlon	Assessor	9	8/9/1993	127,110.78	-	-	3,393.00	$ 130,503.78
Maureen Ray	Principal Clerk	4/5	8/28/2017	49,184.49	1,000.00	-	2,700.00	$ 52,884.49
Kellie Schiavo	Senior Clerk	3/4	7/3/2018	46,309.33	1,000.00	-	-	$ 47,309.33
Liesl Catanzaro	Principal Clerk	6/7	12/12/2017	53,559.10	1,000.00	-	1,200.00	$ 55,759.10
Ken DerBoghosian	Appraiser / Asst. Assessor	5	9/19/2005	83,916.00	500.00	250.00	2,100.00	$ 86,766.00
Chad Theriault	Personal Property Appr.	7/8	10/17/2011	88,589.40	500.00	250.00	783.00	$ 90,122.40
Cyndi Sorensen	Data Collector / Asst. Assr	8/9	10/2/2006	63,631.80	500.00	250.00	1,827.00	$ 66,208.80
Matos, Kathy	Associate Assessor			1,500.00	-	-	-	$ 1,500.00
Speidel John B	Associate Assessor			1,500.00	-	-	-	$ 1,500.00
DEPARTMENT TOTAL:				**$ 515,300.90**	**$ 4,500.00**	**$ 750.00**	**$ 12,003.00**	**$ 532,553.90**

Total Full Time	$ 512,300.90
Total Part Time	$ 3,000.00
Total Contract	$ 17,253.00
Total	$ 532,553.90

ASSESSORS DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	BPAA CONTR.OBLIG.	LONGEVITY	TOTAL SALARY BENEFIT
Richard Scanlon	Assessor	9	8/9/1993	$ 127,110.78			$ 3,393.00	$ 130,503.78
Maureen Ray	Principal Clerk	4/5	8/28/2017	$ 49,184.49	$ 1,000.00		$ 2,700.00	$ 52,884.49
Kellie Schiavo	Senior Clerk	3/4	7/3/2018	$ 46,309.33	$ 1,000.00		$ -	$ 47,309.33
Liesl Catanzaro	Principal Clerk	6/7	12/12/2017	$ 53,559.10	$ 1,000.00		$ 1,200.00	$ 55,759.10
Ken DerBoghosian	Appraiser / Asst. Assessor	5	9/19/2005	$ 83,916.00	$ 500.00	$ 250.00	$ 2,100.00	$ 86,766.00
Chad Theriault	Personal Property Appr.	7/8	10/17/2011	$ 88,589.40	$ 500.00	$ 250.00	$ 783.00	$ 90,122.40
Cyndi Sorensen	Data Collector / Asst. Assr	8/9	10/2/2006	$ 63,631.80	$ 500.00	$ 250.00	$ 1,827.00	$ 66,208.80
Matos, Kathy	Associate Assessor	min	12/7/2010	$ 1,500.00				$ 1,500.00
Speidel John B	Associate Assessor	min	7/1/2014	$ 1,500.00				$ 1,500.00
DEPARTMENT TOTAL				**$ 515,300.90**	**$ 4,500.00**	**$ 750.00**	**$ 12,003.00**	**$ 532,553.90**

Total Full Time	$ 512,300.90
Total Part Time	$ 3,000.00
Total Contract	$ 17,253.00
Total	$ 532,553.90

ASSESSORS DEPARTMENT
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	BPAA CONTR.OBLIG.	LONGEVITY	TOTAL SALARY BENEFIT
Richard Scanlon	Assessor	9	8/9/1993	$ 124,496.36			$ 3,393.00	$ 127,889.36
Maureen Ray	Principal Clerk	3/4	8/28/2017	$ 46,320.21	$ 1,000.00		$ 2,700.00	$ 50,020.21
Kellie Schiavo	Senior Clerk	2/3	7/3/2018	$ 43,612.66	$ 1,000.00		$ -	$ 44,612.66
Liesl Catanzaro	Principal Clerk	5/6	12/12/2017	$ 50,439.99	$ 1,000.00		$ 1,200.00	$ 52,639.99
Ken DerBoghosian	Appraiser / Asst. Assessor	5	9/19/2005	$ 80,342.14	$ 500.00	$ 250.00	$ 2,100.00	$ 83,192.14
Chad Theriault	Personal Property Appr.	7/8	10/17/2011	$ 85,811.94	$ 500.00	$ 250.00	$ 783.00	$ 87,344.94
Cyndi Sorensen	Data Collector / Asst. Assr	9	10/2/2006	$ 62,323.02	$ 500.00	$ 250.00	$ 1,827.00	$ 64,900.02
Matos, Kathy	Associate Assessor	min	12/7/2010	$ 1,500.00				$ 1,500.00
Speidel John B	Associate Assessor	min	7/1/2014	$ 1,500.00				$ 1,500.00
								$ -
DEPARTMENT TOTAL				**$ 496,346.31**	**$ 4,500.00**	**$ 750.00**	**$ 12,003.00**	**$ 513,599.31**

Total Full Time	$ 493,346.31
Total Part Time	$ 3,000.00
Total Contract	$ 17,253.00
Total	$ 513,599.31

DESCRIPTION/DETAIL

ASSESSORS

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 3,250	$ 2,810	$ 3,250	$ 3,175	$ 3,250	$ 2,253	$ 3,250	$ 3,250	$ 3,250	$ 3,250

		Department	Town Mgr.	Fin Com.
Supplies and Expenses				
5410 Publications & Books				
	NE RE Journal Subscription	$ 150	$ 150	$ 150
	Cole's Information Services - PP	$ 400	$ 400	$ 400
	Appraisal Institute Valuation Insight & Perspectives	$ 75	$ 75	$ 75
	Appraisal Journal	$ 75	$ 75	$ 75
	NADA Blue Books	$ 75	$ 75	$ 75
	general office supply allocation	$ 600	$ 600	$ 600
5512 Recording of Deeds				
	Copies of Deeds & Plans from North Middlesex Registry of Deeds	$ 275	$ 275	$ 275
5226 Car Allowance				
	Mileage allowance for Assessors to use their own vehicles for field work on the Town's behalf	$ 1,600	$ 1,600	$ 1,600
	Total Supplies & Expenses	$ 3,250	$ 3,250	$ 3,250

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 35,750	$ 30,222	$ 35,750	$ 29,715	$ 39,500	$ 32,075	$ 39,500	$ 38,300	$ 38,300	$ 38,300

		Department	Town Mgr.	Fin Com.
Contract Services/Leases				
5200 Mapping	Annual Update of Assessors Maps & Abutters List Software	$ 400	$ 400	$ 400
	Blue-Line Printing of Assessors Maps	$ 200	$ 200	$ 200
5212 Forms	State Forms for abatements, exemptions, Forms of List for Personal Property, Patriot PRC's & I & E Forms	$ 400	$ 400	$ 400
5216 Bdg of Deeds/Comt Books	Binding of Tax Commitment Books	$ 200	$ 200	$ 200
5220 Professional	Appraisals & Consulting in Defense of Values at the Appellate Tax Board	$ 16,500	$ 16,500	$ 16,500
	Patriot Software Licensing Fee & Assessors Website Support & Maintenance	$ 17,500	$ 17,500	$ 17,500
5224 Fees & Memberships	Middlesex County Assessors Assoc.	$ 100	$ 100	$ 100
	Mass Assoc of Assessing Officers	$ 400	$ 400	$ 400
	Northeast Reg Assoc of Assessing Officers	$ 50	$ 50	$ 50
	Intl Assoc of Assessing Officers	$ 500	$ 500	$ 500
	Mass Chapter of IAAO	$ 50	$ 50	$ 50
	Misc Conferences/Seminars/Meetings/Workshops - MAAO/IAAO	$ 2,000	$ 2,000	$ 2,000

Select Board

Department Explanation

The Billerica Select Board is the executive board of Town Government they are also responsible for the leadership and coordination of Town affairs. The Board has appointing power of the Town Manager, multiple different boards, and sets the long term policy of Town. The Board is also the licensing authority and the road commissioners for the Town of Billerica.

Budget Narrative

The Billerica Select Board budget will have a slight increase due to contractual step raises.

Programs and Services

The Billerica Select Board provides many services to the residents of Billerica. They are open and accessible members of the community willing to help serve the needs of community. The Board is the licensing authority and makes sure all rules and regulations are followed. Most importantly they set the policy for the direction of the Town.

Take a look at the pictures throughout the budget book of the Select Board hard at work!

Select Board

Recent Accomplishments

The Select Board has accomplished many of their goals that they had set in the previous year. They have protected the taxpayers, purchased open space including 41 acres at Cider Mill, purchased the Masonic Temple, helped find the food pantry a new home, became a green community, accepted multiple streets at Town Meeting, acquired a lower aggregate energy rate, continued to deliver on the expansion of sewer, re-wrote water and sewer regs to include 22 changes to benefit the residents of Billerica, protected conservation areas, and increased sidewalk mileage. This is only a small sample of some of the large scale items that they have done. What cannot be quantified is the personal phone calls, emails, and conversations they have day in and out to make Billerica a great community to live in!

The Board has also played a huge role in easing the burden on the residents during the COVID-19 Pandemic. They delayed the due date of taxes for over five months. This allowed residents time to get back on their feet and not have to worry about bills from the Town. They also voted to not raise water and sewer rates this year to lighten the load for residents of Billerica. The Select Board also did everything they could for the restaurants and food establishments in Town. They voted to give back their renewal fee's and also purchased tents to use if they needed them for outdoor dining. COVID-19 never stopped the Select Board from meeting and working in the best interest of the residents of Billerica.

Select Board

Apply for a Board of Committee

APPLICATION FOR TOWN BOARDS,
COMMITTEES, AND COMMISSIONS
BILLERICA, MA

"GOOD GOVERNMENT STARTS WITH YOU"

If you are interested in in serving on an appointed Town committee, please fill out this form and mail to:

Board of Selectmen
Billerica Town Hall
365 Boston Road
Billerica, MA 01821

Filling out this form in no way assures appointment. All vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

Applying for (please check one):

☐ **Regular Member Only** ☐ **Alternate Member Only** ☐ **Will Accept Either**

Name: ______________________ Home Phone: ______________ Business Phone: ______________

Address: ________________________________ Email Address: ______________________

Amount of Time Available: ____

Interest in What Town Committees: ____

____

Present Business Affiliation and Work: _____________________________________

____

Business Experience: ____

____

Education or Special Training: ____

____

Date Appointed/Elected	Town Offices Held	Term Expired

Reason for Applying: ____

____

BOARD OF SELECTMEN	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 63,135	$ 72,978	$ 63,122	$ 63,122	$ 67,535	$ 55,586	$ 53,873	$ 54,723	$ 54,723	$ 54,723
Part Time/Seasonal	$ 11,302		$ 13,102	$ 13,102	$ 13,102	$ 13,102	$ 13,102	$ 13,102	$ 13,102	$ 13,102
Overtime										
Contractual Obligations	$ 4,000	$ 3,898	$ 4,000	$ 3,742	$ 4,000	$ 3,693	$ 500	$ 500	$ 500	$ 500
Total	$ 78,438	$ 76,876	$ 80,225	$ 79,966	$ 84,637	$ 72,381	$ 67,476	$ 68,325	$ 68,325	$ 68,325
Expenses										
Supplies and Expenses	$ 8,000	$ 5,937	$ 5,000	$ 4,545	$ 5,900	$ 5,563	$ 4,500	$ 4,500	$ 4,500	$ 4,500
Contract Services/Leases	$ 1,500	$ 1,400	$ 1,500	$ 1,460	$ 3,500	$ 2,595	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Assessments & Dues	$ 23,545	$ 23,545	$ 26,545	$ 26,202	$ 25,645	$ 25,630	$ 28,942	$ 28,942	$ 28,942	$ 28,942
Capital Outlay	$ -	$ -	$ -	$ 1	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 33,045	$ 30,882	$ 33,045	$ 32,208	$ 35,045	$ 33,788	$ 34,942	$ 34,942	$ 34,942	$ 34,942
TOTAL BUDGET	**$ 111,483**	**$ 107,758**	**$ 113,270**	**$ 112,174**	**$ 119,682**	**$ 106,169**	**$ 102,418**	**$ 103,267**	**$ 103,267**	**$ 103,267**

Position	FY2021 FTE	Dep. Req FY2022 FTE	TM Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Conf. Exec. Assist	1	1	1	1
Total Staffing	1	1	1	1

Difference PY $ 849.77
% 0.83%

BOARD OF SELECTMEN
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Patricia Battcock	Confidential Secretary	9	8/24/2020	$ 54,722.69	$ 500.00	$ -	$ 55,222.69
Andrew Deslaurier	Select Board Member		4/5/2009	$ 1,800.00	$ -	$ -	$ 1,800.00
John Burrows	Vice Chair Person		4/5/2017	$ 1,800.00	$ -	$ -	$ 1,800.00
Kim Conway	Select Board Member		4/5/2014	$ -	$ -	$ -	$ -
Dan Burns	Secretary		4/5/2014	$ 1,800.00	$ -	$ -	$ 1,800.00
Mike Rosa	Chair Person		4/5/2017	$ 2,000.00	$ -	$ -	$ 2,000.00
				$ -	$ -	$ -	$ -
Patricia Battcock	Recording Clerk			$ 5,702.40	$ -	$ -	$ 5,702.40
Persons, Sundry	TM Tellers						
DEPARTMENT TOTAL				**$ 67,825.09**	**$ 500.00**	**$ -**	**$ 68,325.09**

Total Full Time	$ 54,722.69
Total Part Time	$ 13,102.40
Total Contract	$ 500.00
Total	$ 68,325.09

BOARD OF SELECTMEN
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Patricia Battcock	Confidential Secretary	1/2	8/24/2020	$ 54,722.69	$ 500.00		$ 55,222.69
Andrew Deslaurier	Select Board Member		4/5/2009	$ 1,800.00			$ 1,800.00
John Burrows	Vice Chair Person		4/5/2017	$ 1,800.00			$ 1,800.00
Kim Conway	Select Board Member		4/5/2014	$ -			$ -
Dan Burns	Secretary		4/5/2014	$ 1,800.00			$ 1,800.00
Mike Rosa	Chair Person		4/5/2017	$ 2,000.00			$ 2,000.00
							$ -
Patricia Battcock	Recording Clerk			$ 5,702.40			$ 5,702.40
Persons, Sundry							$ -
DEPARTMENT TOTAL				**$ 67,825.09**	**$ 500.00**	**$ -**	**$ 68,325.09**

0

Total Full Time	$ 54,722.69
Total Part Time	$ 13,102.40
Total Contract	$ 500.00
Total	$ 68,325.09

BOARD OF SELECTMEN
SALARY INFORMATION FY2021 TOWN RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
							$ -
Susan Aker	Conf. Exec. Assist	9	9/1/1997	$ 53,873.31	$ 500.00	$ -	$ 54,373.31
Andrew Deslaurier	Chairman		4/5/2009	$ 2,000.00	$ -	$ -	$ 2,000.00
Ed Giroux	Vice Chairman		4/5/2017	$ 1,800.00	$ -	$ -	$ 1,800.00
Kim Conway	Secretary		4/5/2014	$ -	$ -	$ -	$ -
Dan Burns	Selectman		4/5/2014	$ 1,800.00	$ -	$ -	$ 1,800.00
Mike Rosa	Selectman		4/5/2017	$ 1,800.00	0	$ -	$ 1,800.00
				$ -	0	$ -	$ -
Susan Aker	Recording Clerk			$ 5,702.40	0	$ -	$ 5,702.40
Persons, Sundry	TM Tellers						
DEPARTMENT TOTAL				**$66,975.71**	**$ 500.00**	**$ -**	**$ 67,475.71**

Total Full Time	$ 53,873.31
Total Part Time	$ 13,102.40
Total Contract	$ 500.00
Total	$ 67,475.71

DESCRIPTION/DETAIL

BOARD OF SELECTMEN

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 8,000	$ 5,937	$ 8,000	$ 4,545	$ 5,900	$ 5,563	$ 4,500	$ 4,500	$ 4,500	$ 4,500

	Department	Town Mgr.	Fin Com
Supplies and Expenses			
	$ 500	$ 500	$ 500
	$ 1,000	$ 1,000	$ 1,000
Travel In-State	$ 3,000	$ 3,000	$ 3,000
	$ 4,500	$ 4,500	$ 4,500

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 1,500	$ 1,400	$ 1,500	$ 1,460	$ 3,500	$ 2,595	$ 1,500	$ 1,500	$ 1,500	$ 1,500

	Department	Town Mgr.	Fin Com
Contract Services/Leases			
TM Details	$ 1,500	$ 1,500	$ 1,500
	$ -	$ -	$ -
Total Contract Services/Leases	$ 1,500	$ 1,500	$ 1,500

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 23,545	$ 23,545	$ 23,545	$ 26,202	$ 25,645	$ 25,630	$ 28,942	$ 28,942	$ 28,942	$ 28,942

	Department	Town Mgr.	Fin Com
Assessment & Dues			
	$ 12,786	$ 12,786	$ 12,786
	$ 5,000	$ 5,000	$ 5,000
	$ 8,156	$ 8,156	$ 8,156
	$ 3,000	$ 3,000	$ 3,000
Total NMCOG Assessment	$ 28,942	$ 28,942	$ 28,942

Cable

Budget Narrative

The Cable budget will continue to be at $0 in FY2022 the same as FY2021. In FY2020 Town of Billerica settled both Verizon and Comcast cable contracts with the help of Attorneys Bill August and Bill Solomon. The Town negotiated a HD Cable Channel, relocation cost to the Howe School, and almost $800,000 in PEG Capital over the course of 10 years. This is excellent contract for the Town and BATV.

CABLE ADVISORY COMMITTEE	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time										
Part Time/Seasonal										
Overtime										
Contractual Obligations										
Total								$ -	$ -	$ -
Expenses										
Supplies and Expenses			$ 500	$ -	$ 500	$ -	$ -	$ -	$ -	$ -
Contract Services/Leases			$ 4,500	$ -	$ 4,500	$ 1,448	$ -	$ -	$ -	$ -
Utilities										
Capital Outlay										
Total Expenses			$ 5,000	$ -	$ 5,000	$ 1,448	$ -	$ -	$ -	$ -
TOTAL BUDGET			**$ 5,000**	**$ -**	**$ 5,000**	**$ 1,448**	**$ -**	**$ -**	**$ -**	**$ -**

At the time of this writing PRA Architects has completed the design portion of the Howe School Project. Currently an abutter is appealing the Conservations Commissions decision regarding the buffer zone. This appeal could delay the project up to 6 months. The Town hopes that it will be resolved quickly to take advantage of the construction market.

The project was also recently approved the by the Historic Districts Commission. The building will retain its historical envelope and many visible elements will be restored. The Town has also retained Judy Selwyn to help with the project. She is well known due to her work in restoring the Old State House in Boston.

An RFP will be put out to bid for the new occupant of the building in the next few months. The RFP includes that the new tenant must provide an educational benefit and a municipal benefit. The Town looks forward to the completion of this project in the coming years!

Conservation Commission

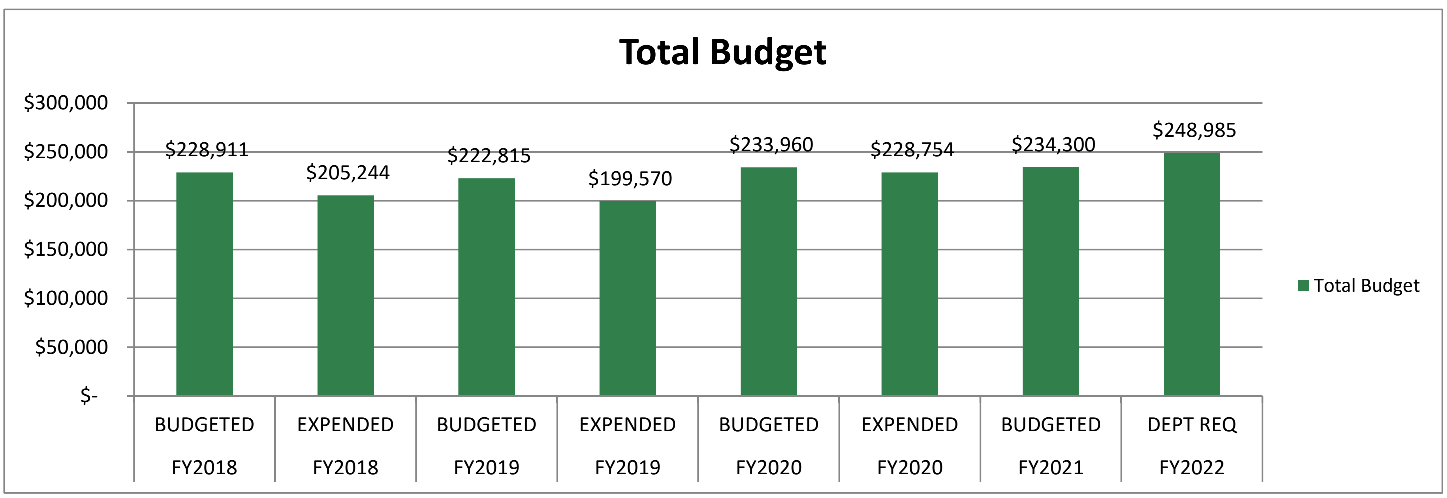
Department Explanation

The Conservation Department coordinates the efforts of the Conservation Commission whose key purposes is to administer the Massachusetts Wetlands Protection Act, M.G.L. Ch. 131, s. 40, including the Massachusetts Stormwater Policy when applicable, and the Town of Billerica Wetlands Protection Bylaw and to protect and acquire land for preservation and conservation/ recreation purposes. Department staff works closely with the Commission, serving as a liaison between the Commission and the community including residents, landowners, businesses, engineers, consultants, and land use professionals, as well as various government agencies and departments.

Budget Narrative

The Conservation Budget will be going up a little over $14,000 this year. This is due to step increases and contractual obligations. Overtime was also increased to stay in line with the Senior Clerk's salary who performs the minutes for the Commission.

During the FY20 budget cycle the Conservation Department was moved into its new home in Permit Ally. Permit Ally is now a one stop shop for Conservation, Building, and Board of Health. The clerical staff moved together in one area to increase efficiency. As well as the inspectors and the Department Heads.



Programs and Services

The Conservation Department is the primary point of contact for the public with questions pertaining to wetlands and the wetlands permitting process, which is required by state and local wetlands laws and regulations whenever certain activities are proposed within jurisdictional wetland resource areas. The Conservation Department is instrumental in streamlining the permitting process. Working closely with other permitting departments to avoid repeat processes or work for applicants. Programs of the department not only include protection of Billerica's wetland resources but land management and land acquisition. Conservation staff provides oversight, monitoring and management of approximately 1,200 **a**cres of land under the control of the Billerica Conservation Commission (i.e., town-owned conservation lands and conservation restrictions and easements).

Typical day-to-day activities of Department staff include: technical review of wetland applications pursuant to the state and local wetland laws and subsequent technical guidance to the Commission; issuance of wetland permits; building application and occupancy permit reviews and related site inspections; coordination with various Town bodies/departments including the Engineering Division, Department of Public Works and Board of Health on matters pertaining to drainage/stormwater and other town infrastructure projects; coordination with various local and state agencies such as the MA Department of Environmental Protection, Division of Fisheries and Wildlife, National Park Service, MA Department of Transportation, etc.; numerous public inquiries concerning tree safety near or within wetlands; enforcement-related site inspections concerning unauthorized activities within and/or adjacent to local and state jurisdictional wetland resource areas; overall wetland permit compliance oversight through pre-construction meetings and periodic inspections during construction activities and post-construction inspections to ensure sites are properly stabilized and adequate measures are implemented for short and long-term protection of nearby wetlands and waterways. The Conservation Department also conducts outreach and education regarding the towns' natural resources and offers many maps, trail guides, and brochures.

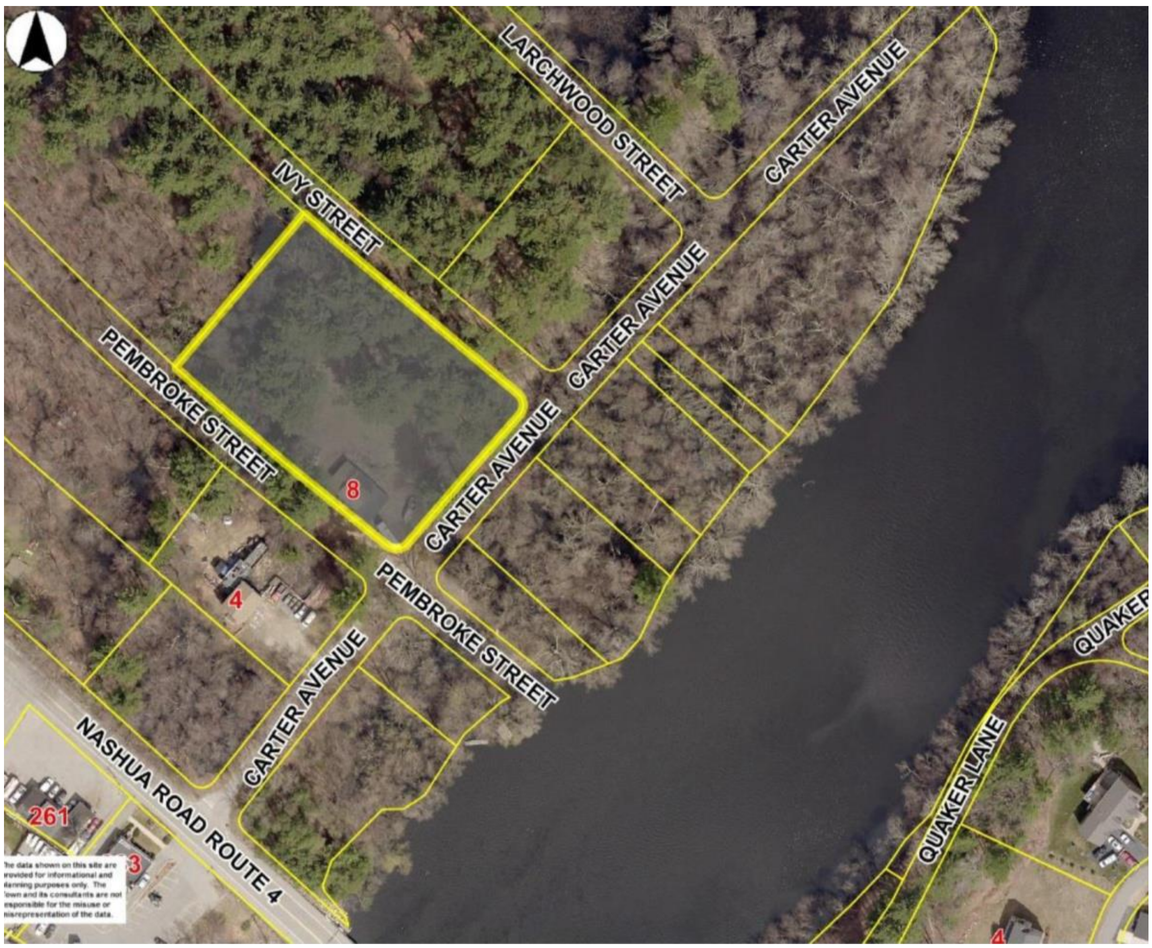
The department oversees the funds needed to manage the Town's Beaver Management Program. The department works closely with the Board of Health, who is authorized by the state to issue emergency beaver permits whenever human health, safety or property is threatened. To address serious public concerns associated with beaver-related flooding and to protect the Town's roadways and infrastructure, the Town hired Beaver Solutions, LLC in the year 2000 to develop and implement a town-wide Municipal Beaver Management Program. Currently, a total of fifty-five (55) beaver problem/conflict sites are successfully managed by this Program. This is achieved by utilizing innovative water control devices, which are specially designed road Culvert Protective Fences or Flexible Pond Leveler pipes installed through beaver dams and designed to prevent detection from beavers.

Conservation Commission

Forty-three (43) of these problem/conflict sites have been successfully managed non-lethally. The remaining twelve (12) “No Tolerance Zones” (critical and highly sensitive zones - ex. commuter rail line and older developed sections of Town such as Nuttings Lake area) are managed with beaver trapping and dam breaching.

In February 2018, after a multi-year battle with cancer, Katie Durand the Land Use Assistant with the Conservation Department passed away at the age of 28. Katie was a tireless defender of wetlands and an advocate for environmental protection.

To honor her memory the Conservation Commission applied to the CPC to create a small park that would include a memorial butterfly pollinator, picnic tables, and canoe/kayak access.



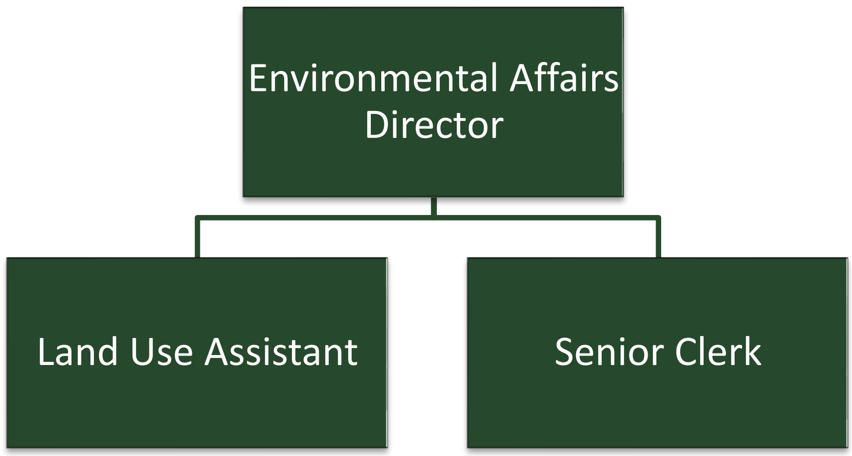
Currently the project is in design and additional funds for construction have been requested by the Conservation Commission to the CPC.

The project will begin permitting in the spring and if all goes well be finished by the fall.

A phase two that will include a kayak and canoe launch will be studied after completion of phase 1.

Conservation Commission

Organizational Chart



Position	FY 2019 Actual	FY2020 Actual	FY2021 Budgeted
Environmental Affairs Director	1.0	1.0	1.0
Land Use Assistant	1.0	1.0	1.0
Senior Clerk	1.0	1.0	1.0

CONSERVATION COMMISSION

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 194,511	$ 185,432	$ 190,618	$ 177,008	$ 194,150	$ 192,377	$ 194,142	$ 208,633	$ 208,633	$ 208,633
Part Time/Seasonal	$ -		$ -		$ -		$ -		$ -	$ -
Overtime	$ 2,803	$ 2,496	$ 1,567	$ 1,567	$ 2,644	$ 2,644	$ 2,892	$ 3,136	$ 3,136	$ 3,136
Contractual Obligations	$ 14,297	$ 14,297	$ 13,330	$ 4,574	$ 12,866	$ 10,941	$ 14,866	$ 15,316	$ 15,316	$ 15,316
Total	$ 211,611	$ 202,225	$ 205,515	$ 183,149	$ 209,660	$ 205,962	$ 211,900	$ 227,085	$ 227,085	$ 227,085
Expenses										
Supplies and Expenses	$ 1,000	$ 801	$ 1,000	$ 985	$ 4,500	$ 3,229	$ 4,500	$ 4,000	$ 4,000	$ 4,000
Contract Services/Leases	$ 1,300	$ 803	$ 1,300	$ 923	$ 2,800	$ 2,653	$ 2,900	$ 2,900	$ 2,900	$ 2,900
Beaver Dam Control	$ 15,000	$ 1,415	$ 15,000	$ 14,513	$ 17,000	$ 16,910	$ 15,000	$ 15,000	$ 15,000	$ 15,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 17,300	$ 3,019	$ 17,300	$ 16,421	$ 24,300	$ 22,792	$ 22,400	$ 21,900	$ 21,900	$ 21,900
TOTAL BUDGET	**$ 228,911**	**$ 205,244**	**$ 222,815**	**$ 199,570**	**$ 233,960**	**$ 228,754**	**$ 234,300**	**$ 248,985**	**$ 248,985**	**$ 248,985**

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Dir. Environmental Affairs	1	1	1	1
Senior Clerk	1	1	1	1
Conservation/Land Use Assist	1	1	1	1
Total Staffing	3	3	3	3

Difference PY $ 14,685

% PY 6.27%

Conservation Commission

CONSERVATION COMMISSION
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	MILEAGE	TOTAL SALARY BENEFIT
Isabel Tourkantonis	Environmental Director	5	12/2/2013	96,755.95	500.00	2,100.00	5,808.00	$ 105,163.95
Michael DeVito	Land Use Assistant	3/4	8/27/2018	62,895.56	500.00	-	5,808.00	$ 69,203.56
Elizabeth Ellis	Senior Clerk	5/6	1/30/2017	48,981.27	600.00	-	-	$ 49,581.27
Overtime for meetings	Senior Clerk	0	1/0/1900	3,136.00	-	-	-	$ 3,136.00
DEPARTMENT TOTAL				**$ 211,768.78**	**$ 1,600.00**	**$ 2,100.00**	**$ 11,616.00**	**$ 227,084.78**

Total Full time	$208,632.78
Total Part time	$0.00
Total Overtime	$3,136.00
Total Contract	$15,316.00
Total	**$227,084.78**

CONSERVATION COMMISSION
SALARY INFORMATION 2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	MILEAGE	TOTAL SALARY BENEFIT
Isabel Tourkantonis	Environmental Director	5	12/2/2013	$ 96,755.95	$ 500.00	$ 2,100.00	$ 5,808.00	$ 105,163.95
Michael DeVito	Land Use Assistant	3/4	8/27/2018	$ 62,895.56	$ 500.00		$ 5,808.00	$ 69,203.56
Elizabeth Ellis	Senior Clerk	5/6	1/30/2017	$ 48,981.27	$ 600.00			$ 49,581.27
Overtime for meetings	Senior Clerk			$ 3,136.00				$ 3,136.00
DEPARTMENT TOTAL				**$ 211,768.78**	**$ 1,600.00**	**$ 2,100.00**	**$ 11,616.00**	**$ 227,084.78**

Total Full time	$208,632.78
Total Part time	$0.00
Total Overtime	$3,136.00
Total Contract	$15,316.00
Total	**$227,084.78**

CONSERVATION COMMISSION
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	MILEAGE	TOTAL SALARY BENEFIT
Isabel Tourkantonis	Environmental Director	5	12/2/2013	90,112.34	500.00	1,650.00	5,808.00	$ 98,070.34
Michael DeVito	Land Use Assistant	2/3	8/27/2018	57,900.90	500.00	-	5,808.00	$ 64,208.90
Elizabeth Ellis	Senior Clerk	4/5	1/30/2017	46,128.52	600.00	-	-	$ 46,728.52
Overtime for meetings	Senior Clerk	0		2,892.00	-	-	-	$ 2,892.00
								$ -
								$ -
								$ -
DEPARTMENT TOTAL				**$ 197,033.75**	**$ 1,600.00**	**$ 1,650.00**	**$ 11,616.00**	**$ 211,899.75**

Total Full time	$194,141.75
Total Part time	$0.00
Total Overtime	$2,892.00
Total Contract	$14,866.00
Total	**$211,899.75**

DESCRIPTION/DETAIL

CONSERVATION COMMISSION

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 1,000.00	$ 801.00	$ 1,000.00	$ 985.00	$ 4,500.00	$ 3,229.00	$ 4,500.00	**$ 4,000.00**	**$ 4,000.00**	**$ 4,000.00**

Supplies and Exper See also description narrative (attached)

		Department	Town Mgr.	Fin Com
I. Publications/Books				
Total = $100.00		$ 100.00	$ 100.00	$ 100.00
II. Office Supplies				
Total = $1000.00		$ 400.00	$ 400.00	$ 400.00
Signage and Education		$ 3,500.00	$ 3,500.00	$ 3,500.00
Total Supplies and Expenses - $1100.00	Total	**$ 4,000.00**	**$ 4,000.00**	**$ 4,000.00**

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 1,300.00	$ 803.00	$ 1,300.00	$ 923.00	$ 2,800.00	$ 2,653.00	$ 2,900.00	$ 2,900.00	$ 2,900.00	$ 2,900.00

Contract Services/Leases

			Department	Town Mgr.	Fin Com
Memberships:	Society of Wetlands Scientist (2), Membership for NEWA	$ 430.00	$ 300.00	$ 300.00	$ 300.00
Licenses:	Professional Wetland Scientist Certification	$200.00	$200.00	$200.00	$200.00
SUASCO and OARS Fees for water chestnut management			$1,500.00	$ 1,500.00	$ 1,500.00
Milage:					
Clothing	2 people at $450 per SEIU Contract	$ 900.00	$ 900.00	$ 900.00	$ 900.00
Sick Leave Incentive:					
Total Contract Services/Leases		**$ 1,530.00**	$ 2,900.00	$ 2,900.00	$ 2,900.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 15,000.00	$ 1,415.00	$ 15,000.00	$ 14,513.00	$ 17,000.00	$ 16,910.00	$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00

Beaver Control

	Department	Town Mgr.	Fin Com
Total Beaver Control	**$ 15,000.00**	**$ 15,000.00**	**$ 15,000.00**
	$ -		
	$ 15,000.00	$ 15,000.00	$ 15,000.00

Elections

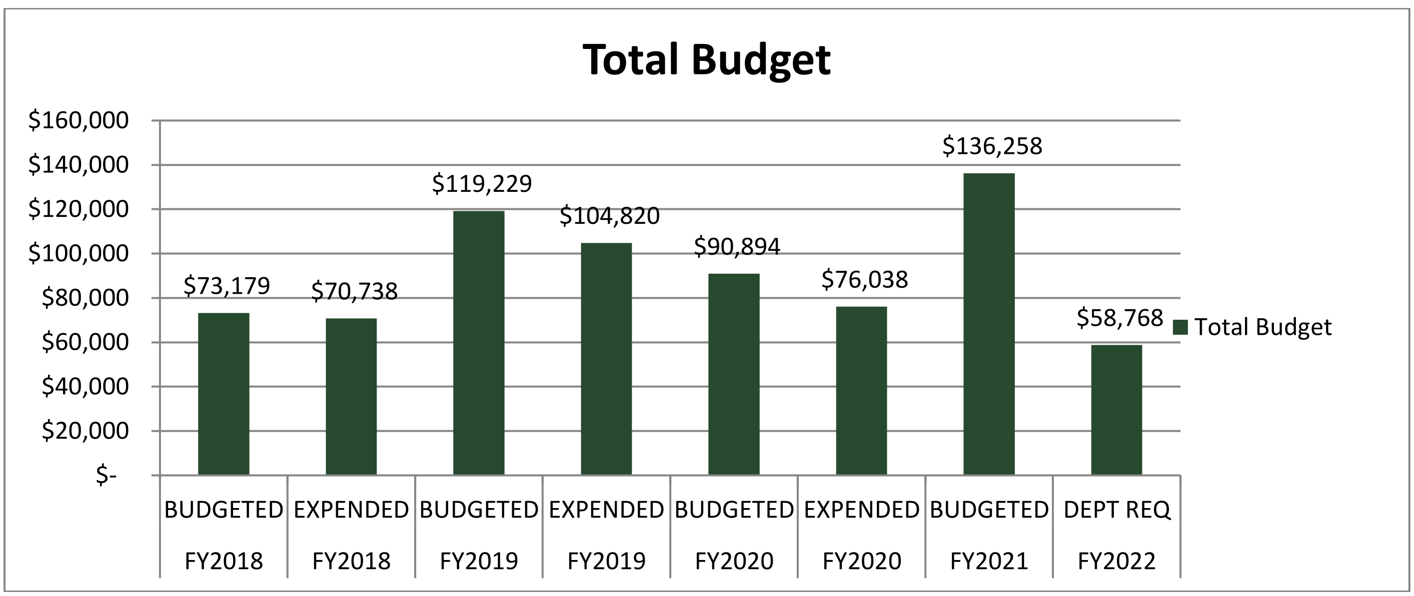
Department Explanation

This account is used to budget for the next fiscal year's elections. In FY22 the Town will only be holding an Annual Town Election in April.

Budget Narrative

The Elections account will be down because the Town will be only holding one election unlike the past year when there was three.

A large part of the budget comes from contractor upkeep, maintenance, and preparation for the elections. Coding the machines and upkeep is needed to hold an accurate election. The budget also includes supplies, and food for the poll workers.



ELECTIONS	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time										
Part Time/Seasonal	$ 42,780	$ 42,195	$ 61,994	$ 53,248	$ 39,826	$ 34,366	$ 63,186	$ 22,367	$ 22,367	$ 22,367
Overtime										
Contractual Obligations										
Total	$ 42,780	$ 42,195	$ 61,994	$ 53,248	$ 39,826	$ 34,366	$ 63,186	$ 22,367	$ 22,367	$ 22,367
Expenses										
Supplies and Expenses	$ 1,315	$ 1,200	$ 3,695	$ 2,295	$ 2,610	$ 1,543	$ 4,210	$ 1,580	$ 1,580	$ 1,580
Contract Services/Leases	$ 29,084	$ 27,343	$ 53,540	$ 49,277	$ 48,458	$ 40,129	$ 68,862	$ 34,821	$ 34,821	$ 34,821
Utilities										
Capital Outlay										
Total Expenses	$ 30,399	$ 28,543	$ 57,235	$ 51,572	$ 51,068	$ 41,672	$ 73,072	$ 36,401	$ 36,401	$ 36,401
TOTAL BUDGET	**$ 73,179**	**$ 70,738**	**$ 119,229**	**$ 104,820**	**$ 90,894**	**$ 76,038**	**$ 136,258**	**$ 58,768**	**$ 58,768**	**$ 58,768**

Difference $ (77,490.36)
% -56.87%

ELECTIONS DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	Number	Hourly Rate Calendar 2021	Hourly Rate Calendar 2022	BASE SALARY	TOTAL SALARY BENEFIT
			0	0		
1 Election	Wardens - (11)	11	15.1	15.1	2,657.60	2,657.60
1 Election	Clerks - (11)	11	15.1	15.1	2,657.60	2,657.60
1 Election	Deputy Wardens - (11)	11	13.78	13.78	2,425.28	2,425.28
1 Election	Deputy Clerks - (11)	11	13.78	13.78	2,425.28	2,425.28
1 Election	Inspectors -(22)	22	13.78	13.78	4,850.56	4,850.56
1 Election	Deputy Inspectors (22)	22	13.78	13.78	4,850.56	4,850.56
1 Election	Clerks (Town Hall)	4	Per Contract-	0	2,500.00	2,500.00
DEPARTMENT TOTAL					$ 22,366.88	$ 22,366.88

FY22 has 1 Election
Town Election - April 2, 2022

Number of Elections: 1

ELECTIONS DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT RECOMMENEDATION

NAME	POSITION	Number	Hourly Rate Calendar 2021	Hourly Rate Calendar 2022	BASE SALARY	TOTAL SALARY BENEFIT
1 Election	Wardens - (11)	11	15.10	15.10	$ 2,657.60	$ 2,657.60
1 Election	Clerks - (11)	11	15.10	15.10	$ 2,657.60	$ 2,657.60
1 Election	Deputy Wardens - (11)	11	13.78	13.78	$ 2,425.28	$ 2,425.28
1 Election	Deputy Clerks - (11)	11	13.78	13.78	$ 2,425.28	$ 2,425.28
1 Election	Inspectors -(22)	22	13.78	13.78	$ 4,850.56	$ 4,850.56
1 Election	Deputy Inspectors (22)	22	13.78	13.78	$ 4,850.56	$ 4,850.56
1 Election	Clerks (Town Hall)	4	Per Contract-		$ 2,500.00	$2,500.00
DEPARTMENT TOTAL					$ 22,366.88	$ 22,366.88

FY22 has 1 Election
Town Election - April 2, 2022

Number of Elections: 1

ELECTIONS DEPARTMENT
SALARY INFORMATION FY2021 TOWN BUDGETED

NAME	POSITION	Number	Hourly Rate Calendar 2018	Hourly Rate Calendar 2019	BASE SALARY	TOTAL SALARY BENEFIT
3 Elections	Wardens - (11)	11	14.06	14.79	$ 7,809.12	$ 7,809.12
3 Elections	Clerks - (11)	11	14.06	14.79	$ 7,809.12	$ 7,809.12
3 Elections	Deputy Wardens - (11)	11	11.67	13.50	$ 7,128.00	$ 7,128.00
3 Elections	Deputy Clerks - (11)	11	11.67	13.50	$ 7,128.00	$ 7,128.00
3 Elections	Inspectors -(22)	22	11.67	13.50	$ 14,256.00	$ 14,256.00
3 Elections	Deputy Inspectors (22)	22	11.67	13.50	$ 14,256.00	$ 14,256.00
3 Elections	Clerks (Town Hall)	3	Per Contract- $1,600 per Election		$0.00	$ 4,800.00
						$ -
1 Early Voting	Wardenss - (11)	25	11.67	14.79	$31,059	$ 31,059.00
Clerks	Clerks - (11)	4	14.06	27.26	$ 4,089.00	$ 4,089.00
						$ -
Grant Reimbursement						$ (35,148.00)
DEPARTMENT TOTAL					$ 93,534.24	$ 63,186.24

FY20 has 2 Elections
State (Presidentail)Primary - March 3, 2020
Town Election - April 4, 2020
Early Voting - Prior to State Primary

Elections

DESCRIPTION/DETAIL

ELECTIONS

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 1,315.00	$ 1,200.00	$ 3,695.00	$ 2,295.00	$ 2,610.00	$ 1,543.00	$ 4,210.00	$ 1,580.00	$ 1,580.00	$ 1,580.00

Supplies and Expenses

	Elections	Precincts	Rate		Department	Town Mgr.	Fin Com
Food for Election Workers							
Each Precinct is allocated $40.00 per election.							
11 Precincts x $40.00 x 1 Election	1	11	$ 440.00		$ 440.00	$ 440.00	$ 440.00
Town Hall x $40.00 x 1 Election	1	1	$ 40.00		$ 40.00	$ 40.00	$ 40.00
Supplies for conducting Elections:							
Ballot Marking Pens, light bulbs, paper rolls & inkers for							
vote scanners, toner cartridges for printer, secrecy sleeves, red pencils fo polls							
laminating sleeves, alphabetical index tabs, Auto Mark ink							
cartridges, etc.	1		$ 900.00		$ 900.00	$ 900.00	$ 900.00
batterys for Accu;vote Units			$ 200.00		$ 200.00	$ 200.00	$ 200.00
				$ -			$ -
					$ 1,580.00	$ 1,580.00	$ 1,580.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 29,084.00	$ 27,343.00	$ 53,540.00	$ 49,277.00	$ 48,458.00	$ 40,129.00	$ 68,862.00	$ 34,821.00	$ 34,821.00	$ 34,821.00

Contract Services/Leases

			Department	Town Mgr.	Fin Com
Fiscal Year 2021 has 1 Election					
Town Election - April 2, 2022					
Police Detail for Elections					
6 Officers x 16 hrs. x $58/hr. x 1 Election =	$ 5,568.00		$ 5,568.00	$ 5,568.00	$ 5,568.00
5 Officers x 10hrs. X $58/hr. x1 Elections =	$ 2,900.00		$ 2,900.00	$ 2,900.00	$ 2,900.00
2 Officers x 4 hrs. x $75/hr. x 1 Election =	$ 600.00		$ 600.00	$ 600.00	$ 600.00
Custodians for Elections					
7 Custodians x 17 hrs. x $37/hr. x1 Election =	$ 4,403.00		$ 4,403.00	$ 4,403.00	$ 4,403.00
Professional Services					
Town Election - April 10, 2021					
Accuvote Coding including chips for individual scanners, ballots, ballot printing, absentee ballots, instructions, Gems upload,		$ 9,000.00	$ 9,000.00	$ 9,000.00	$ 9,000.00
Computer program for Touch Screen Marking Machines		$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
Accuvote Rental (2) machines@1,200.00		$ 2,400.00	$ 2,400.00	$ 2,400.00	$ 2,400.00
Maintenance Contract					
12 Accuvote Machines x $300/machine		$ 3,600.00	$ 3,600.00	$ 3,600.00	$ 3,600.00
6 Touch Screen Marking Machines x $225/machine		$ 1,350.00	$ 1,350.00	$ 1,350.00	$ 1,350.00
		Total Contract Services	$ 34,821.00	$ 34,821.00	$ 34,821.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
						$ -	$ -	$ -	$ -

Capital Outlay

	Department	Town Mgr.	Fin Com
	$ -	$ -	$ -

This is to advise the Town Manager and the Finance Committee that the voting machines will need to be replaced within the next five years. I anticipate that following the 2020 Federdal Census, Billerica's population will have increased sufficiently to warrant another Precinct. Our present machines were purchased in 1993 at a cost of $7,500 each. We currently have 12 machines (1 each for the eleven Precincts and 1 spare). Using a conservative cost of $7,500 per machine, and total of 13 machines, we are looking at a projected cost of $97,000.00.

	Department	Town Mgr.	Fin Com
	$ -	$ -	$ -

Finance Committee

Department Explanation

The Finance Committee is a volunteer board which according to the General By-Laws shall consist of eleven (11) members and two (2) associate members, to be appointed by the Town Moderator for terms of three (3) years each so arranged that as nearly an equal number of such terms as is possible shall expire each year. Each member shall be a registered voter of the Town, and shall not be a Town Officer. The Town Accountant serves in an advisory capacity but does not have voting rights.

The Committee serves as a fiscal advisory body to Town Meeting, considers the overall financial needs of the Town, and works with the Town Manager to formulate the budget.

Budget Narrative

The Finance Committee budget stays consistent with past years. The committee continues to budget for printing of the budget and association fees. It also employs a part time recording secretary to produce the meeting minutes in a timely fashion.

Programs and Services

The Committee's main job is to examine financial matters that will affect the Town. They have the ability to recommend articles to Town Meeting and approve / disapprove unforeseen expenditures by the Town. Their guidance is sought throughout the budget process to create a document that reflects the values of Billerica.

The Finance Committee also has many advisory duties throughout Town. Members also hold positions in other committees in their capacity as FinCom members. Some of these include the Housing Partnership Committee, Town Manager Screen Committee, Street Acceptance Committee, Master Plan, CPC, and a spot on the Collective Bargaining negotiation team.

FINANCE COMMITTEE	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	2021 BUDGETED	2022 DEPT REQ	2022 TM REC	2022 FIN COM REC
Personnel Services										
Full Time										
Part Time/Seasonal	$ 1,000	$ 834	$ 1,000	$ 1,000	$ 1,000	$ 551	$ 2,000	$ 2,000	$ 2,000	$ 2,000
Overtime										
Contractual Obligations										
Total	$ 1,000	$ 834	$ 1,000	$ 1,000	$ 1,000	$ 551	$ 2,000	$ 2,000	$ 2,000	$ 2,000
Expenses										
Supplies and Expenses										
Contract Services/Leases	$ 1,600	$ 1,197	$ 1,600	$ 870	$ 1,600	$ 865	$ 1,600	$ 1,600	$ 1,600	$ 1,600
Reserve Fund	$ 84,520	$ -	$ 60,566	$ -	$ 84,520	$ -	$ 84,520	$ 84,520	$ 84,520	$ 84,520
Total Expenses	$ 86,120	$ 1,197	$ 62,166	$ 870	$ 86,120	$ 865	$ 86,120	$ 86,120	$ 86,120	$ 86,120
TOTAL BUDGET	**$ 87,120**	**$ 2,031**	**$ 63,166**	**$ 1,870**	**$ 87,120**	**$ 1,416**	**$ 88,120**	**$ 88,120**	**$ 88,120**	**$ 88,120**

Position	2021 FTE	Dep. Req. 2022 FTE	TM. Rec. 2022 FTE	Fin. Com. Rec. 2022 FTE
Board/Committee Clerk P/T	0.2	0.2	0.2	0.2
Total Staffing	0.2	0.2	0.2	0.2

FINANCE COMMITTEE
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY BENEFIT
	Recording Clerk			$ 2,000.00	$ 2,000.00
DEPARTMENT TOTAL				$ 2,000.00	$ 2,000.00

* Based on $500 a quarter.

FINANCE COMMITTEE
SALARY INFORMATION FY2021 DEPARTMENT RECOMMENDED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY BENEFIT
	Recording Clerk			$ 2,000.00	$ 2,000.00
DEPARTMENT TOTAL				$ 2,000.00	$ 2,000.00

DESCRIPTION/DETAIL

FINANCE COMMITTEE

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
						$ -	$ -	$ -	$ -

Supplies and Expenses

	Department	Town Mgr.	Fin Com
	$ -		
Legal Notices			
Meetings/Hearings			
	$ -	$ -	$ -

Contract Services/Leases

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 1,600	$ 1,197	$ 1,600	$ 870	$ 1,600	$ 865	$ 1,600	$ 1,600	$ 1,600	$ 1,600

		Department	Town Mgr.	Fin Com
Printing				
350 Copies of Budget/Warrant Recomman		$ 1,600	$ 1,600	$ 1,600
Fees & Memberships				
Association of Finance	$ 326			
Committee MMA Applicatior	$ 1,194			
Total Contract Services/Leases		$ 1,600	$ 1,600	$ 1,600

Reserve Fund

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 84,520		$ 60,566		$ 84,520		$ 84,520	$ 84,520	$ 84,520	$ 84,520

	Department	Town Mgr.	Fin Com
	$ 84,520	$ 84,520	$ 84,520
Total Reserve Fund	$ 84,520	$ 84,520	$ 84,520

Historical Commission

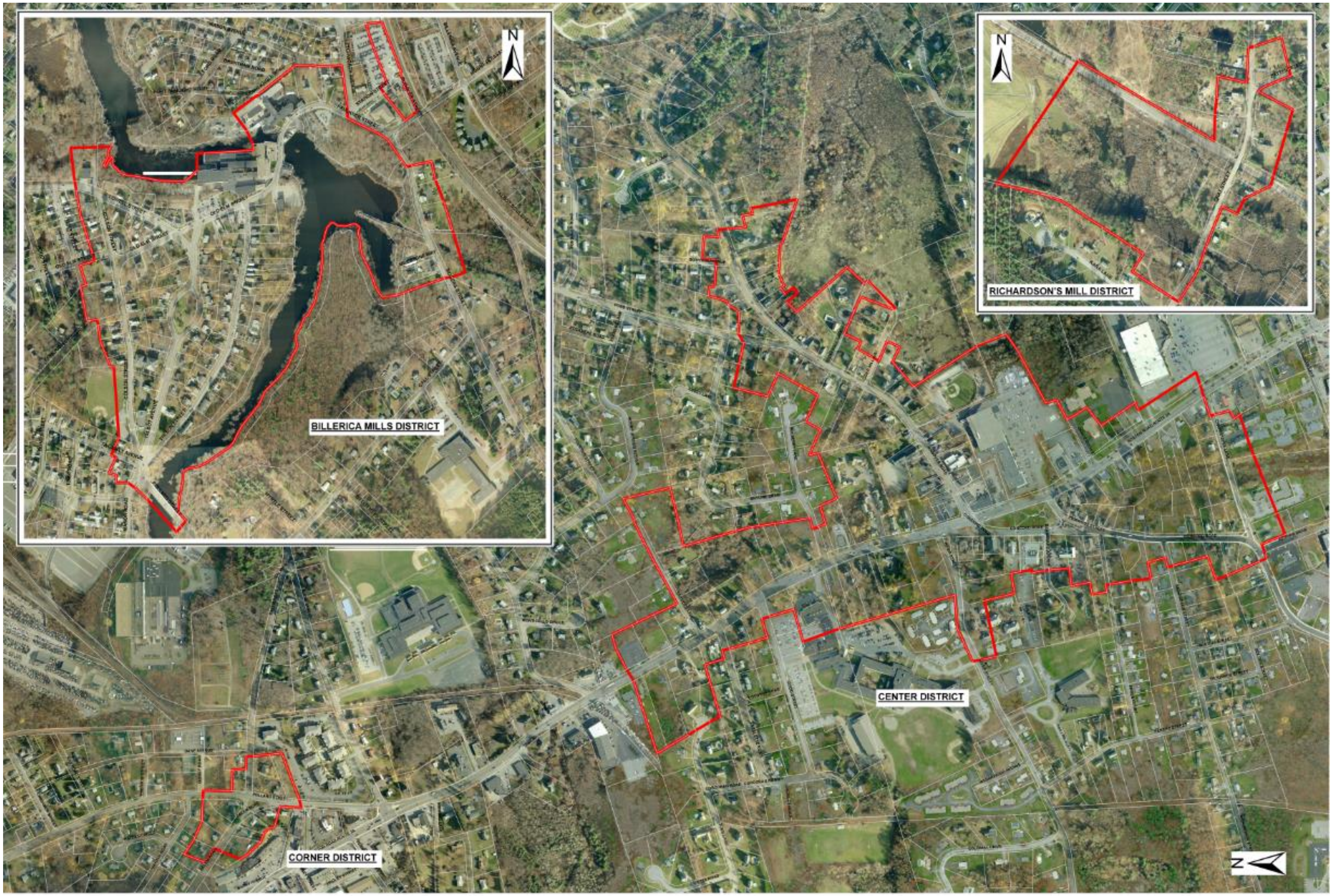
Committee Explanation

The Historical Commission is a volunteer board that shall consist of no less than three (3) or more than seven (7) members appointed by the Select Board for terms of three (3) years each so arranged that as nearly an equal number of such terms as is possible shall expire each year.

It shall be the duty of the Historical Commission to plan for community-wide historic preservation, and to preserve categorized historically significant properties, structures and landmarks.

Budget Narrative

The budget for the Historical Commission will remain the same.



HISTORIC DISTRICTS

0 150 300 600 900 1,200 Feet
SCALE 1 inch = 200 feet

Historical Commission

Budget Detail

HISTORICAL COMMISSION	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time										
Part Time/Seasonal										
Overtime										
Contractual Obligations										
Total								$ -	$ -	$ -
Expenses										
Supplies and Expenses	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50
Contract Services/Leases	$ 250	$ 250	$ 250	$ 250	$ 250	$ 250	$ 250	$ 250	$ 250	$ 250
Utilities										
Capital Outlay										
Total Expenses	$ 300	$ 300	$ 300	$ 300	$ 300	$ 300	$ 300	$ 300	$ 300	$ 300
TOTAL BUDGET	$ 300	$ 300	$ 300	$ 300	$ 300	$ 300	$ 300	$ 300	$ 300	$ 300

DESCRIPTION/DETAIL

HISTORICAL COMMISSION

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50	$ 50

		Department	Town Mgr.	Fin Com
Supplies and Expenses		**$ 50**	**$ 50**	**$ 50**
	Total	$ 50	$ 50	$ 50

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 250	$ 250	$ 250	$ 250	$ 250	$ 250	$ 250	$ 250

		Department	Town Mgr.	Fin Com
Contract Services/Leases				
		$ 250	$ 250	**$ 250**
	Total	$ 250	$ 250	$ 250

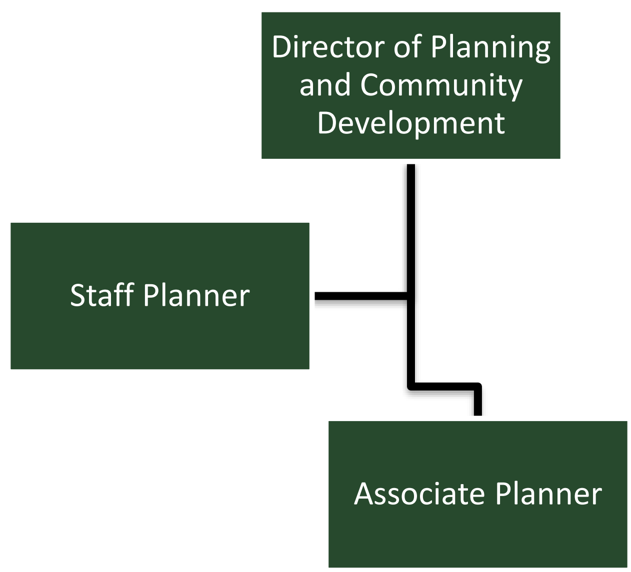
Planning Board

Department Explanation

The Town of Billerica's Planning and Economic Development Department will be going through a re-organization in this upcoming fiscal year. Please see below the memo that was presented to the Select Board

The Board instructed in their initial goal setting exercise and the discussion during the 10-13 BOS meeting that they would like to see a restructuring of the Economic Development / Planners Office. According to the Town Charter Article III Section 3-3-16 the Town Manager is charged with the power to reorganize, consolidate or abolish Town Agencies in whole or in part by a method provided in Article 4 of said charter. Article 4-1b provides an Administrative Code process that the Town Manager "may, after consultation with the Select Board, submit to representative Town Meeting, a plan of organization or reorganization, of amendments to any existing plan for any Town agency under his general supervision".

Accordingly, I will be presenting the following departmental structure in the upcoming Budget Process. This structure evolved out of a need for more centralization and hierarchy within the Community Development framework.



Director of Planning and Community Development
- Manager and oversight over the Staff Planner and Associate Planner.
- Focus is around large projects, and long term planning for the Town of Billerica.
- I would expect the next person in this role to focus heavily on modifying the PUD language, starting the Zoning Study process; Housing needs study/ strategy, and working to bring commercial properties to the Town.

Staff Planner
- This position would report directly to the Director of Planning and Community Development Development (DPCD)
- This position would focus heavily on all aspects of the Planning Board. They would be expected to assist the Director in facilitating the meetings, work with applicants, and ensure a smooth permitting process.
- The Staff Planner would also work closely with the DPCD on large projects that would come in front of the Planning Board and future economic development opportunities.

Planning Board

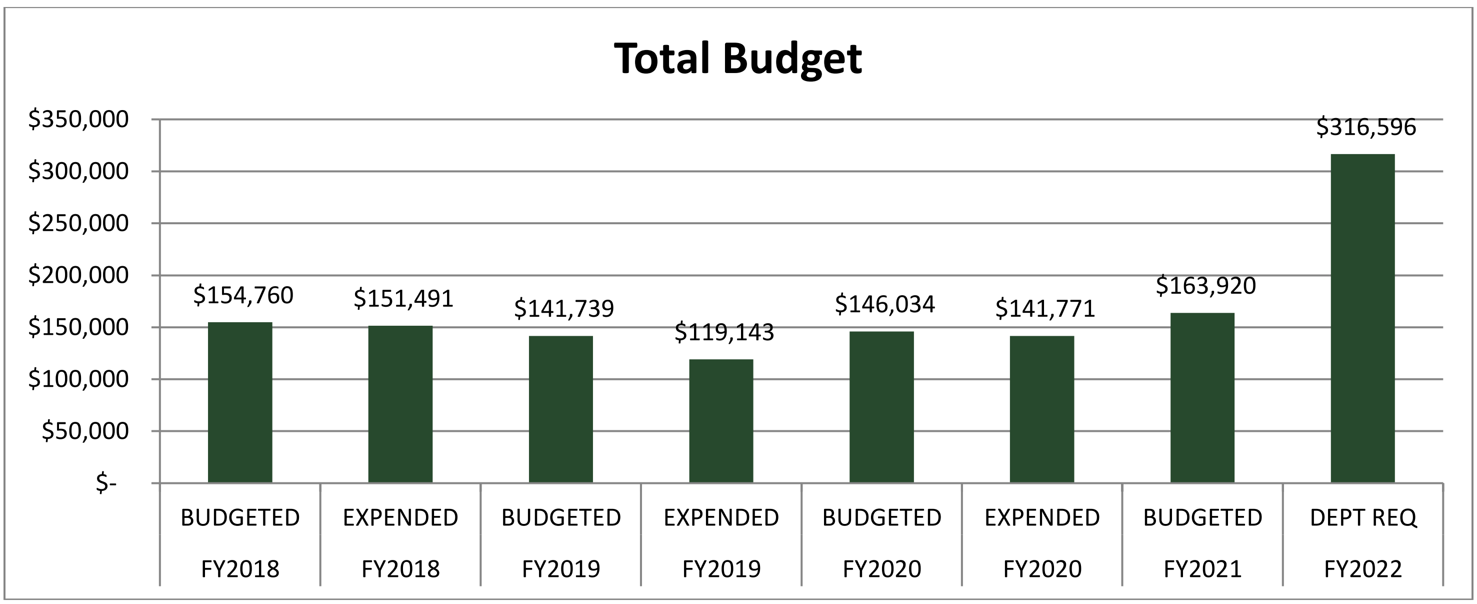
Associate Planner (to be phased in)

- This position would directly report to the DPCD
- This position would handle much of the administrative support of the Planning Board. This would include public notices, postings, filings, minutes etc.
- The associate planner would be responsible research, special projects and support for the office as assigned.
- The Associate Planner would provide administrative support to the CPC and Historic Districts Commission.

It has been found that this office needs more technical skills rather than clerical. This setup will allow the day-to-day activities to run efficiently while looking out for the long-term interest of the Town. This setup also creates direction for the staff and makes sure that everybody is working towards the same goal. The clerk's position would not be eliminated immediately it would be eliminated through attrition.

Budget Narrative

Due to the reorganization of the Department their budget has increased. This is not an increase in total FTE's. Previously the Economic Development Director position was out of the Town Manager's budget. This position has now been restructured and moved into this department.



PLANNING BOARD	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 126,902	$ 126,902	$ 134,424	$ 117,452	$ 138,719	$ 138,645	$ 127,605	$ 240,281	$ 240,281	$ 240,281
Part Time/Seasonal	$ -		$ -		$ -		$ -	$ -	$ -	$ -
Overtime	$ 3,315	$ 386	$ 3,315		$ 3,315	$ 126	$ 3,315	$ 3,315	$ 3,315	$ 3,315
Contractual Obligations	$ 21,543	$ 21,203	$ 1,000		$ 1,000	$ -	$ -	$ -	$ -	$ -
Total	$ 151,760	$ 148,491	$ 138,739	$ 117,452	$ 143,034	$ 138,771	$ 130,920	$ 243,596	$ 243,596	$ 243,596
Expenses										
Supplies and Expenses	$ 1,500	$ 1,500	$ 1,500	$ 1,003	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Contract Services/Leases	$ 1,500	$ 1,500	$ 1,500	$ 688	$ 1,500	$ 1,500	$ 31,500	$ 71,500	$ 71,500	$ 71,500
Utilities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 3,000	$ 3,000	$ 3,000	$ 1,691	$ 3,000	$ 3,000	$ 33,000	$ 73,000	$ 73,000	$ 73,000
TOTAL BUDGET	**$ 154,760**	**$ 151,491**	**$ 141,739**	**$ 119,143**	**$ 146,034**	**$ 141,771**	**$ 163,920**	**$ 316,596**	**$ 316,596**	**$ 316,596**

PY Difference $ 152,675.18
% 93.14%

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM Rec. FY2022 FTE	Fin. Com Rec. FY2022 FTE
Director of Planning and Community Development	0	1	1	1
Staff Planner	1	1	1	1
Principal Clerk	1	1	1	1
Total Staffing	2	3	3	3

Planning Board

PLANNING BOARD
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
TBD	Director of Planning and Community Development	9	1/8/2007	$ 116,507.00	$ -	$ -	$ 116,507.00
TBD	Planner	1/2	5/1/2020	$ 78,951.90	$ -	$ -	$ 78,951.90
Kerri Rufo	Principal Clerk	2/3	6/25/2019	$ 44,821.76	$ -	$ -	$ 44,821.76
							$ -
DEPARTMENT TOTAL				$ 240,280.66	$ -	$ -	$ 240,280.66

Total Full time	$	240,280.66
Total Part time	$	-
Overtime	$	3,315.00
Total Contract	$	-
Total	$	243,595.66

PLANNING BOARD
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE BUY OUT	LONGEVITY	TOTAL SALARY BENEFIT
TBD	Director of Planning and Community Development	9	1/8/2007	$ 116,507.00			$ 116,507.00
TBD	Planner	1/2	5/1/2020	$ 78,951.90			$ 78,951.90
Kerri Rufo	Principal Clerk	2/3	6/25/2019	$ 44,821.76			$ 44,821.76
DEPARTMENT TOTAL				$ 240,280.66	$ -	$ -	$ 240,280.66

Total Full time	$	240,280.66
Total Part time	$	-
Overtime	$	3,315.00
Total Contract	$	-
Total	$	243,595.66

PLANNING BOARD
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
TBD	Planner	3/4	5/1/2020	$85,394.38			$85,394.38
Kerri Rufo	Principal Clerk	1/2	6/25/2019	$42,211.10			$42,211.10
							$0.00
DEPARTMENT TOTAL				$127,605.48	$0.00	$0.00	$127,605.48

Total Full time	$	127,605.48
Total Part time	$	-
Overtime	$	3,315.00
Total Contract	$	-
Total	$	130,920.48

DESCRIPTION/DETAIL

PLANNING BOARD

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 1,500	$ 1,500	$ 1,500	$ 1,003	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500

		Department	Town Mgr.	Fin Com
Supplies and Expenses				
	$ 500	$ 600	$ 600	$ 600.00
PLANNING PERIODICALS, ZONING AND SUBDIVISION STATUTES, BY LAWS OF OTHER COMMUNITIES ETC.	$ 50	$ 200.00	$ 200.00	$ 200.00
PHOTOGRAPHIC PAPER TO PRINT IMAGES FOR HEARINGS, MEETINGS, ETC. DURING PRESENTATIONS	$ 50	$ 100.00	$ 100.00	$ 100.00
FOR LEGAL NOTICES ASSOCIATED WITH AMENDMENTS TO THE RULES AND REGULATIONS AND ZONING BY LAWS	$ 310	$ 600.00	$ 600.00	$ 600.00
Total Supplies & Expenses		$ 1,500.00	$ 1,500.00	$ 1,500

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 1,500	$ 1,500	$ 1,500	$ 688	$ 1,500	$ 1,500	$ 31,500	$ 71,500	$ 71,500	$ 71,500

			Department	Town Mgr.	Fin Com
Contract Services/Leases					
PRINTING	PRINTING OF THE SUBDIVISION RULES AND REGULATIONS	$ 100	$ 200.00	$ 200.00	$ 200.00
MAPS	ZONING MAP UPDATE TWICE A YEAR AND ASSESSORS MAP PURCHASE	$ 210	$ 200.00	$ 200.00	$ 200.00
MEMBERSHIPS/FEES	MEMBERSHIP DUES FOR MASS. FED OF PLANNING BOARDS AND MASS ASSOC. OF PLANNING DIRECTORS AND PLANNING CONFERENCE FEES.	$ 200	$ 800.00	$ 800.00	$ 800.00
STATE TRAVEL	MILEAGE FOR SITE VISTS, INSPECTIONS RECORDING AND TITLE WORK AT MNDRD	$ 200	$ 300.00	$ 300.00	$ 300.00
COMMUNITY DEV. PROFFESSIONAL SERVICES		$ -	$ 70,000.00	$ 70,000.00	$ 70,000.00
			$ 71,500.00	$ 71,500.00	$ 71,500.00

Registrar

Department Explanation

The Registrars Department oversees the census process for the Town of Billerica. This includes the mailing to all residents, upkeep of records, registering residents to vote, and creation of the resident listing book.

Budget Narrative

This budget will see a slight increase this year. It will mostly be due to step increases and a $2,000 in OT/Part time help during the busier season.

REGISTRARS	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 37,288	$ 33,967	$ 40,938	$ 40,740	$ 46,207	$ 43,950	$ 46,330	$ 49,215	$ 49,215	$ 49,215
Part Time/Seasonal	$ 3,020	$ 3,020	$ 3,205	$ 3,204	$ 3,205	$ 3,205	$ 3,205	$ 3,441	$ 3,441	$ 3,441
Overtime	$ -		$ -		$ -		$ -	$ 2,000	$ 2,000	$ 2,000
Contractual Obligations	$ 600	$ 600	$ 1,000	$ 583	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Total	$ 40,907	$ 37,587	$ 45,143	$ 44,527	$ 50,412	$ 48,155	$ 50,535	$ 55,656	$ 55,656	$ 55,656
Expenses										
Supplies and Expenses	$ 9,225	$ 1,545	$ 9,225	$ 4,741	$ 10,825	$ 6,330	$ 9,625	$ 10,000	$ 10,000	$ 10,000
Contract Services/Leases	$ 2,850	$ 2,811	$ 2,850	$ 2,618	$ 2,850	$ 1,100	$ 3,300	$ 3,275	$ 3,275	$ 3,275
Utilities										
Capital Outlay										
Total Expenses	$ 12,075	$ 4,356	$ 12,075	$ 7,359	$ 13,675	$ 7,430	$ 12,925	$ 13,275	$ 13,275	$ 13,275
TOTAL BUDGET	**$ 52,982**	**$ 41,943**	**$ 57,218**	**$ 51,886**	**$ 64,087**	**$ 55,585**	**$ 63,460**	**$ 68,931**	**$ 68,931**	**$ 68,931**

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM Rec. FY2022 FTE	Fin. Com Rec. FY2022 FTE
Senior Clerk	1	1	1	1
Senior Clerk	0	0	0	0
Total Staffing	1	1	1	1

Difference	$	5,472
%		8.62%

REGISTRARS DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
TBD	Senior Clerk	0	01/00/00	-	-	-	-
Lori A.Blake	Senior Clerk	4/5	12/04/17	47,381.14	1,000.00	-	48,381.14
Shirley Schult	Town Clk-BD. Mem.	0		1,834.10	-	-	1,834.10
Bd. of Registrars	Members -3	0		3,441.24	-	-	3,441.24
Overtime/PT	Overtime/PT	0		2,000.00	-	-	2,000.00
							$ -
DEPARTMENT TOTAL				**$ 54,656.48**	**$ 1,000.00**	**$ -**	**$ 55,656.48**

Total Full Time	$	49,215.24
Total Part Time	$	3,441.24
Total Overtime	$	2,000.00
Contract Oblig.	$	1,000.00
Total Contract	$	55,656.48

REGISTRARS DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
TBD	Senior Clerk						-
Lori A.Blake	Senior Clerk	4/5	12/4/2017	47,381.14	1,000.00		48,381.14
Shirley Schult	Town Clk-BD. Mem.			1,834.10			1,834.10
Bd. of Registrars	Members -3			3,441.24			3,441.24
Overtime/PT	Overtime/PT						2,000.00
							$ -
DEPARTMENT TOTAL				**$ 52,656.48**	**$ 1,000.00**	**$ -**	**$ 55,656.48**

Total Full Time	$	49,215.24
Total Part Time	$	3,441.24
Total Overtime	$	2,000.00
Contract Oblig.	$	1,000.00
Total Contract	$	55,656.48

REGISTRARS DEPARTMENT
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
							$ -
Lori A.Blake	Senior Clerk	3/4	12/4/2017	44,621.74	1,000.00		$ 45,621.74
Shirley Schult	Town Clk-BD. Mem.			1,708.16			$ 1,708.16
Bd. of Registrars	Members -3			3,204.93			$ 3,204.93
Overtime/PT	Overtime/PT						$ -
							$ -
							$ -
DEPARTMENT TOTAL				**$ 49,534.83**	**$ 1,000.00**	**$ -**	**$ 50,534.83**

Total Full Time	$	46,329.90
Total Part Time	$	3,204.93
Total Overtime	$	-
Contract Oblig.	$	1,000.00
Total Contract	$	50,534.83

DESCRIPTION/DETAIL

REGISTRARS

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 9,225.00	$ 1,545.00	$ 9,225.00	$ 4,741.00	$ 10,825.00	$ 6,330.00	$ 9,625.00	$ 10,000.00	$ 10,000.00	$ 10,000.00

Supplies and Expenses

Description		Dept Req	TM Rec	Department	Town Mgr.	Fin Com
Office Supplies such as pens, pencils, calendar pads, envelopes, legal pads, typewriter ribbons, computer supplies,		$ 700.00		$ 700.00	$ 700.00	$ 700.00
Repair to Typewriters		$ 200.00		$ 200.00	$ 200.00	$ 200.00
Census Costs:						
Conversion of VRIS data file, Printing notices;	$ 9,500.00					
Prepare for mailing, Delivery to post office						
Printing of dog licenses	$ 500.00					
Confirmation Notices/2nd mailings	$ 3,000.00					
Total Census Cost	$ 13,000.00					
30% of Census costs to be paid by School Dept.						
70% of Census costs to be paid by Town		$ 9,100.00	$ -	$ 9,100.00	$9,100.00	$9,100.00
Total Supplies & Expenses		$10,000.00		$ 10,000.00	$ 10,000.00	$ 10,000.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2019 EXPENDED	FY2019 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 2,850.00	$ 2,811.00	$ 2,850.00	$ 2,618.00	$ 2,850.00	$ 1,100.00	$ 3,300.00	$ 3,275.00	$ 3,275.00	$ 3,275.00

Contract Services/Leases

Description	Dept Req	Department	Town Mgr.	Fin Com
Printing -Resident Listing Books (Mandated by State Law)	$ 2,750.00	$ 2,750.00	$ 2,750.00	$ 2,750.00
Bookbinding - Permanent binding of Street List (Mandated by State Law)	$ 125.00	$ 125.00	$ 125.00	$ 125.00
Advertising - MGL, Chap. 51, Sect. 6 - 31) Voter Registration Session-1 Election			$ -	$ -
Repairs to eqipment - computer, Frad,Scanners and/or printer			$ -	$ -
			$ -	$ -
Printing Voter Registration Forms & File Cards-Voter Maintenance	$ 400.00	$ 400.00	$ 400.00	$ 400.00
TOTAL	$ 3,275.00			
		$ 3,275.00	$ 3,275.00	$ 3,275.00

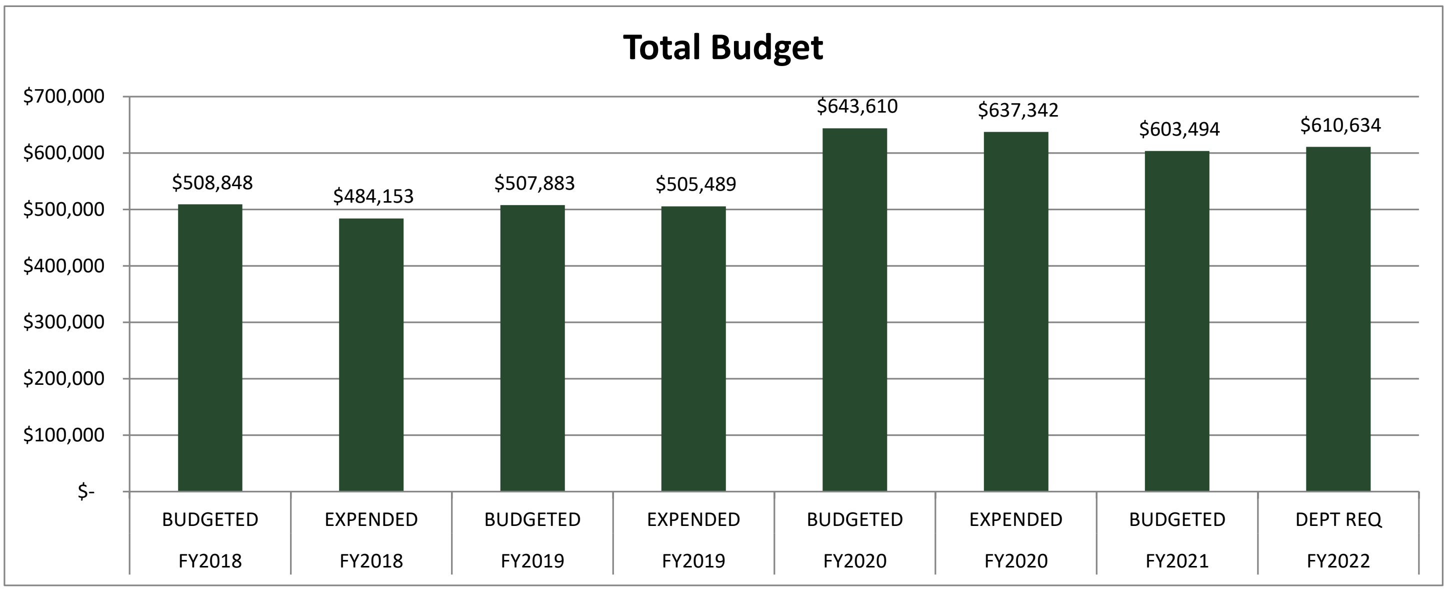
Systems Administration

Department Explanation

Systems Administration has become an increasingly important part of municipal government. Knowledge of networks, hardware, operating systems, and software programs has become a necessary part of running a municipality. Systems Administration also facilitates any upgrades to our technological capabilities and provides IT support.

Budget Narrative

The Systems Administration budget will only increase a small amount this year and is down from the previous high of an expended $637,342.



Programs and Services

Systems Administration provides IT support throughout Town Hall and Town buildings. This department also is the holder and liaison of many licenses for software programs throughout the Town. This includes MUNIS, our accounting and tax software; People GIS which the engineers, assessors, and the building department use for our interactive maps and permitting process; and Civic Plus, the company that helped build the current Billerica website. The department also performs routine maintenance on our networks, computers, and servers to keep the Town free of intruders.

SYSTEMS ADMIN	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 98,061	$ 97,999	$ 104,346	$ 103,945	$ 112,007	$ 111,973	$ 114,111	$ 116,507	$ 116,507	$ 116,507
Part Time/Seasonal										
Overtime										
Contractual Obligations	$ 783	$ 783	$ 783	$ 783	$ 783	$ 783	$ 783	$ 1,827	$ 1,827	$ 1,827
Total	$ 98,844	$ 88,432	$ 105,129	$ 104,728	$ 112,790	$ 112,756	$ 114,894	$ 118,334	$ 118,334	$ 118,334
Expenses										
Supplies and Expenses	$ 10,000	$ 9,993	$ 10,000	$ 10,000	$ 69,520	$ 66,032	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Contract Services/Leases	$ 400,004	$ 385,728	$ 392,754	$ 390,761	$ 461,300	$ 458,554	$ 478,600	$ 482,300	$ 482,300	$ 482,300
Utilities										
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 410,004	$ 395,721	$ 402,754	$ 400,761	$ 530,820	$ 524,586	$ 488,600	$ 492,300	$ 492,300	$ 492,300
TOTAL BUDGET	**$ 508,848**	**$ 484,153**	**$ 507,883**	**$ 505,489**	**$ 643,610**	**$ 637,342**	**$ 603,494**	**$ 610,634**	**$ 610,634**	**$ 610,634**

Position	FY2021 FTE	Dep Req FY2022 FTE	TM Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
MIS Director	1	1	1	1
Total Staffing	1	1	1	1

Difference PY $ 7,140.32

% PY 1.18%

Systems Administration

SYSTEMS ADMINISTRATION DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Chris Bartlett	MIS Director	9	2/20/2012	$ 116,507.00	$ -	$ 1,827.00	$ 118,334.00
							$ -
							$ -
							$ -
DEPARTMENT TOTAL				**$ 116,507.00**	**$ -**	**$ 1,827.00**	**$ 118,334.00**

Total Full Time:	$ 116,507.00
Total Contract:	$ 1,827.00
Total	$ 118,334.00

SYSTEMS ADMINISTRATION DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Chris Bartlett	MIS Director	9	2/20/2012	$ 116,507.00		$ 1,827.00	$ 118,334.00
							$ -
							$ -
							$ -
DEPARTMENT TOTAL				**$ 116,507.00**	**$ -**	**$ 1,827.00**	**$ 118,334.00**

Total Full Time:	$ 116,507.00
Total Contract:	$ 1,827.00
Total	$ 118,334.00

SYSTEMS ADMINISTRATION DEPARTMENT
SALARY INFORMATION FY2021 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Chris Bartlett	MIS Director	9	2/20/2012	$ 114,110.67		$ 783.00	$ 114,893.67
							$ -
							$ -
							$ -
DEPARTMENT TOTAL				**$ 114,110.67**	**$ -**	**$ 783.00**	**$ 114,893.67**

Total Full Time:	$ 114,110.67
Total Contract:	$ 783.00
Total	$ 114,893.67

DESCRIPTION/DETAIL

SYSTEMS ADMIN

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 EXPENDED	FY2019 EXPENDED	FY2020 EXPENDED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 10,000	$ 9,993	$ 10,000	$ 10,000	$ 69,520	$ 66,032	$ 10,000	$ 10,000	$ 10,000	$ 10,000

	Department	Town Mgr.	Fin Com
Supplies and Expenses			
	$ 10,000	$ 10,000	$ 10,000
	$ 10,000	$ 10,000	$ 10,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 EXPENDED	FY2019 EXPENDED	FY2020 EXPENDED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 400,004	$ 385,728	$ 392,754	$ 390,761	$ 461,300	$ 458,554	$ 478,600	$ 482,300	$ 482,300	$ 482,300

		Department	Town Mgr.	Fin Com
Contract Services/Leases				
Barry Comm (Network/Phone) Service Contract		$ 23,000	$ 23,000	$ 23,000
Expert Lazer (Small Printer Maintenance)		$ 7,000	$ 7,000	$ 7,000
VEEAM Backup		$ 3,500	$ 3,500	$ 3,500
SonicWall Firewall		$ 3,000	$ 3,000	$ 3,000
~~SonicWall EMAIL Maintenance~~		~~$ -~~	~~$ -~~	~~$ -~~
Munis Maintenance Support ASP software		$ 250,000	$ 250,000	$ 250,000
Comcast Installation for fire stations / yearly fee for internet	**DOWN $1,300**			
Comcast Fiber Internet for Town & PS		$ 11,500	$ 11,500	$ 11,500
Autocad Maintenance (DLT Solutions/Microdesk)		$ 2,500	$ 2,500	$ 2,500
Arcview Licenses, Overall Town use - Many Departments)		$ 8,000	$ 8,000	$ 8,000
Sophos AntiVirus maintenance	**up $4,500**	$ 10,000	$ 10,000	$ 10,000
PC Leases **(Town Hall, 2nd Year)**		$ 18,000	$ 18,000	$ 18,000
PC Leases **(All Other Sites, 1st Year)**		$ 16,000	$ 16,000	$ 16,000
PeopleGIS (MapsOnline, Forms)		$ 10,000	$ 10,000	$ 10,000
PeopleGIS (Permitting)		$ 5,000	$ 5,000	$ 5,000
VMware Maintenance		$ 2,000	$ 2,000	$ 2,000
Office 365		$ 37,000	$ 37,000	$ 37,000
FastBack Bind Machine Maintenance Coverage		$ 1,500	$ 1,500	$ 1,500
T2300 Plotter		$ 1,100	$ 1,100	$ 1,100
Copiers (Maintenance & Toners)		$ 44,000	$ 44,000	$ 44,000
Website Annual Maintenance (CivicPlus)	**UP 500**	$ 8,200	$ 8,200	$ 8,200
Server/Storage Lease (Year 2 of 5)		$ 21,000	$ 21,000	$ 21,000
	Change			
Total Contract Services/Leases		$ 482,300	$ 482,300	$ 482,300

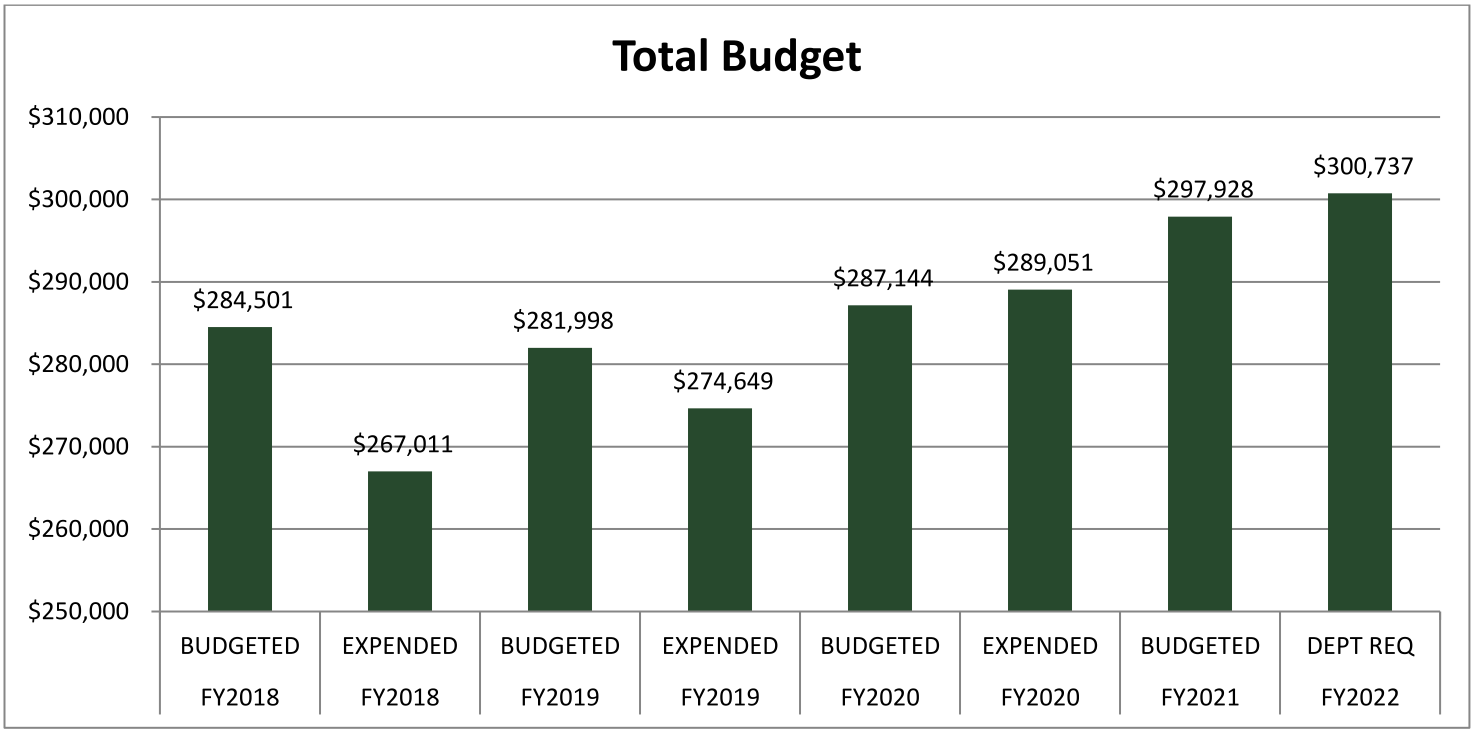
Town Clerk

Department Explanation

The Town Clerk's Office is the holder of all vital records, keeper of the Town seal, registrar of voters, facilitates elections, and posts notices for public meetings. The Town Clerk is an elected position that serves the residents for a three-year term.

Budget Narrative

The Town Clerk budget will see an increase of 0.94%! The only increases are due to step and contractual agreements.



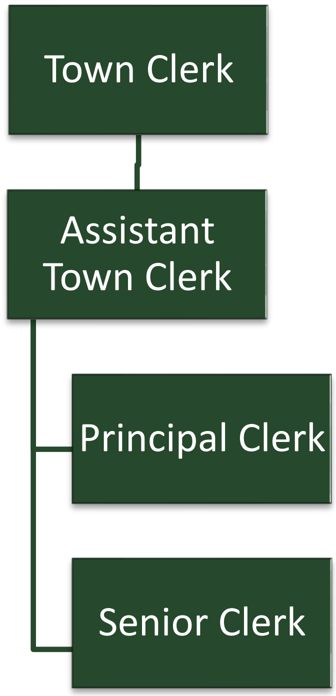
Programs and Services

The Town Clerk provides service to the residents in multiple ways. All vital records including birth, marriage, and death certificates can be purchased in the Clerk's office. You must also register your dog with the Town Clerk. The Town Clerk is also the Public Access Officer and the Burial Agent for the Town.

Whenever you vote in an election located in Billerica this was orchestrated by the Clerk's office. If you want to register to vote you must also do that with the Town Clerk. The Clerk's Office also posts all public meetings and municipal bids. If you need to find an agenda or minutes from a past meeting this is the place to look!

Town Clerk

Organizational Chart



Position	FY 2019 Actual	FY2020 Actual	FY2021 Budgeted
Town Clerk	1.0	1.0	1.0
Assistant Town Clerk	1.0	1.0	1.0
Principal Clerk	1.0	1.0	1.0
Senior Clerk	1.0	1.0	1.0

TOWN CLERK	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 269,223	$ 255,343	$ 267,103	$ 261,671	$ 272,249	$ 274,580	$ 281,778	$ 285,387	$ 285,387	$ 285,387
Part Time/Seasonal										
Overtime										
Contractual Obligations	$ 12,168	$ 9,800	$ 12,000	$ 11,000	$ 12,000	$ 11,916	$ 12,000	$ 12,000	$ 12,000	$ 12,000
Total	$ 281,391	$ 265,143	$ 279,103	$ 272,671	$ 284,249	$ 286,496	$ 293,778	$ 297,387	$ 297,387	$ 297,387
Expenses										
Supplies and Expenses	$ 1,385	$ 1,385	$ 1,400	$ 650	$ 1,400	$ 1,304	$ 2,025	$ 2,025	$ 2,025	$ 2,025
Contract Services/Leases	$ 1,725	$ 483	$ 1,495	$ 1,328	$ 1,495	$ 1,251	$ 1,325	$ 1,325	$ 1,325	$ 1,325
Utilities										
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ 800	$ -	$ -	$ -
Total Expenses	$ 3,110	$ 1,868	$ 2,895	$ 1,978	$ 2,895	$ 2,555	$ 4,150	$ 3,350	$ 3,350	$ 3,350
TOTAL BUDGET	**$ 284,501**	**$ 267,011**	**$ 281,998**	**$ 274,649**	**$ 287,144**	**$ 289,051**	**$ 297,928**	**$ 300,737**	**$ 300,737**	**$ 300,737**

Difference $ 2,809.25
% 0.94%

Position	FY2021 FTE	DEPT REQ FY2022 FTE	TM REC FY2022 FTE	FIN COM REC FY2022 FTE
Senior Clerk	1	1	1	1
Principal Clerk	1	1	1	1
Asst Town Clerk	1	1	1	1
Town Clerk	1	1	1	1
Total Staffing	4	4	4	4

TOWN CLERK
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Michelle Ayer	Senior Clerk	1/2	12/7/2020	$ 42,122.01	$ 1,000	$ -	$ 43,122.01
Stephanie Odell	Principal Clerk	7	7/21/2008	$ 54,482.32	$ 1,000	$ 1,900	$ 57,382.32
Margaret Ryan	Asst Town Clerk	9	1/29/1979	$ 72,276.06	$ 500	$ 3,800	$ 76,576.06
Shirley Shult	Town Clerk*	9	12/19/1972	$ 116,507.00	$ -	$ 3,800	$ 120,307.00
							$ -
DEPARTMENT TOTAL				**$ 285,387.40**	**$ 2,500.00**	**$ 9,500.00**	**$ 297,387.40**

*Employed with Town 12/19/1972
Town Clerk since 2/1/1991

Total Full time	$ 285,387.40
Total Contract	$ 12,000.00
Total	$ 297,387.40

TOWN CLERK
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Michelle Ayer	Senior Clerk	1/2	12/7/2020	$ 42,122.01	$ 1,000		$ 43,122.01
Stephanie Odell	Principal Clerk	7	7/21/2008	$ 54,482.32	$ 1,000	$ 1,900	$ 57,382.32
Margaret Ryan	Asst Town Clerk	9	1/29/1979	$ 72,276.06	$ 500	$ 3,800	$ 76,576.06
Shirley Shult	Town Clerk*	9	12/19/1972	$ 116,507.00		$ 3,800	$ 120,307.00
DEPARTMENT TOTAL				**$ 285,387.40**	**$ 2,500.00**	**$ 9,500.00**	**$ 297,387.40**

*Town Clerk since 2/1/1991

Total Full time	$ 285,387.40
Total Contract	$ 12,000.00
Total	$ 297,387.40

TOWN CLERK
SALARY INFORMATION FY2021 PERSONNEL

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Kim Smith	Senior Clerk	2/3	7/23/2018	$ 43,516.26	$ 1,000		$ 44,516.26
Stephanie Odell	Principal Clerk	7	7/21/2008	$ 53,361.72	$ 1,000	$ 1,900	$ 56,261.72
Margaret Ryan	Asst Town Clerk	9	1/29/1979	$ 70,789.48	$ 500	$ 3,800	$ 75,089.48
Shirley Shult	Town Clerk*	9	12/19/1972	$ 114,110.67		$ 3,800	$ 117,910.67
							$ -
							$ -
DEPARTMENT TOTAL				**$ 281,778.15**	**$ 2,500.00**	**$ 9,500.00**	**$ 293,778.15**

*Employed with Town 12/19/1972
Town Clerk since 2/1/1991

Total Full time	$ 281,778.15
Total Contract	$ 12,000.00
Total	$ 293,778.15

DESCRIPTION/DETAIL

TOWN CLERK

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 1,385	$ 1,385	$ 1,400	$ 650	$ 1,400	$ 1,304	$ 2,025	$ 2,025	$ 2,025	$ 2,025

Supplies and Expenses

	Department	Town Mgr.	Fin Com
General Office Supplies	750	750	750
Town Meeting Record Book	300	300	300
Dues:			
IIMC	300	300	300
MA Town Clerks Assoc.	200	200	200
NE Town Clerks/ Assoc.	40	40	40
Middlesex Town Clerks' Assoc.	35	35	35
Dog Tags	400	400	400
	$ 2,025.00	$ 2,025.00	$ 2,025.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 1,725	$ 483	$ 1,495	$ 1,328	$ 1,495	$ 1,251	$ 1,325	$ 1,325	$ 1,325	$ 1,325

Contract Services/Leases	Department	Town Mgr.	Fin Com
Maintenance Agreements - Time Clock	$250	$250	$250
Bookbinding - Vital Records Book (Mandated by Law)	$375	$375	$375
Bookbinding - Town Report (Mandated)	$125	$125	$125
Printing	$100	$300	$300
Acid-Free Paper-(For Vital Records)	$150	$0	$0
Pages for Vital Records Book,	$175	$125	$125
Advertising - (Ballot Position Drawing)	$150	$150	$150
	$ 1,325	$ 1,325	$ 1,325

Town Manager

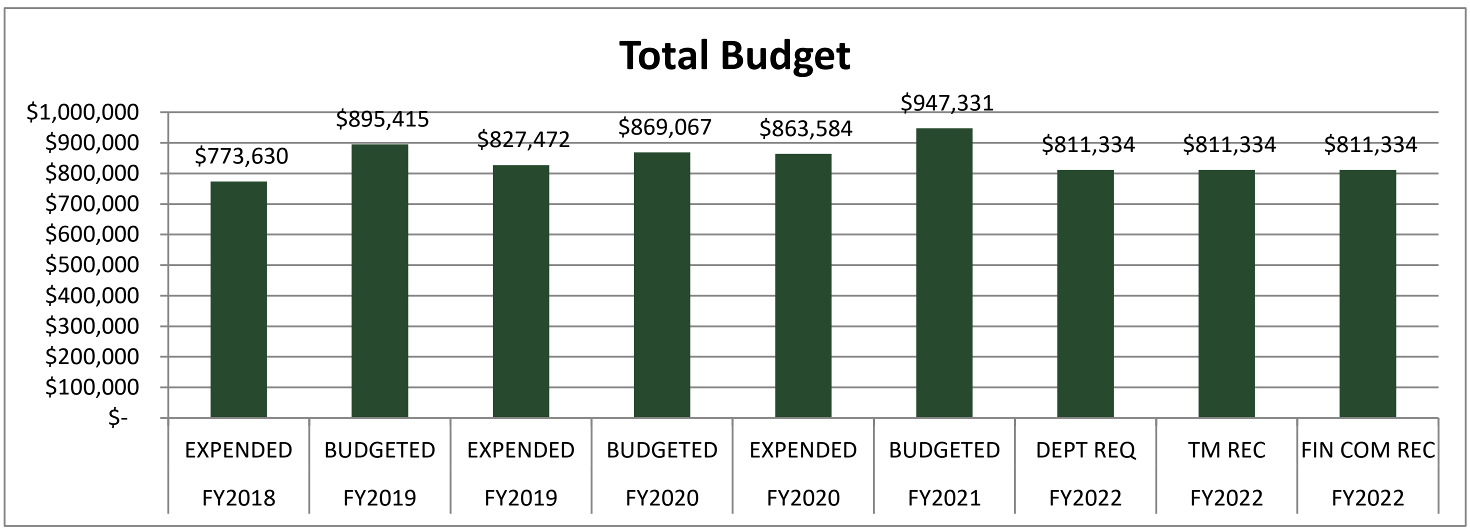
Department Explanation

The Billerica Town Manager is the senior appointed office of the town and is responsible for the effective operation of the Town's administration. The Town Manager directs the administration of departments, provides high quality customer service, advises various boards and commissions, and recommends actions related to the needs of the town.

The Town Manager is responsible for the effective administration of Town services. Within the Manager's budget it houses his direct staff, but also includes a Building Maintenance employee, the Substance Abuse Director, and the Economic Development Director. The Town Manager's direct staff includes the Assistant Town Manager, a Management Analyst, and two Clerks who help carry out the day to day operations and long range plans of the Selectmen.

Budget Narrative

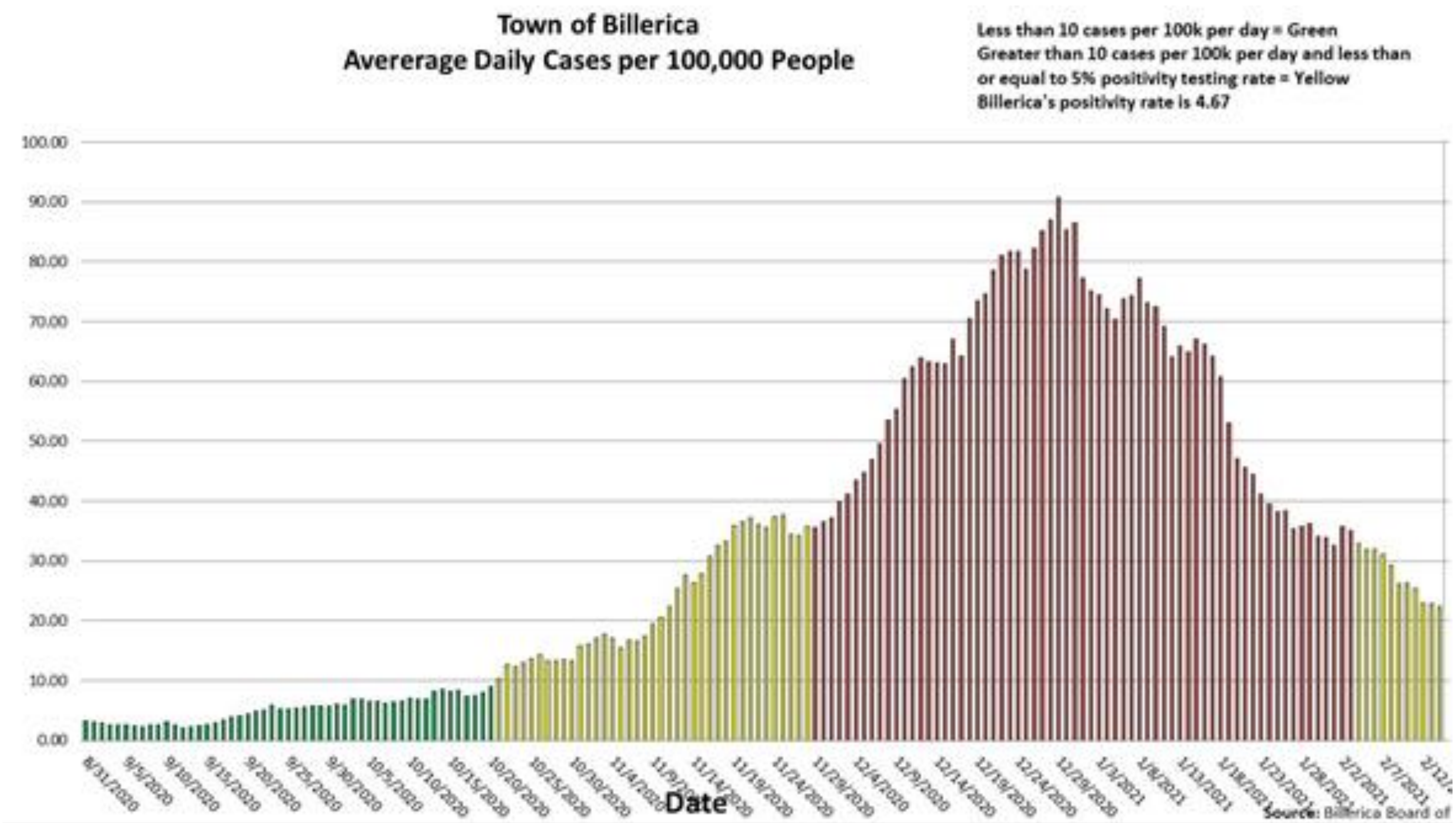
This year the Town Manager's budget will decrease by 14.36%. Multiple positions were moved out of this budget and into different departments.



Town Manager

COVID-19 Update

At the time of writing this report the Town of Billerica has recently moved into yellow category. The Town is averaging around 10 cases per day. This is down from our high of 44 cases a day during our most recent surge. For more information please visit the Town website for new COVID-19 Updates.

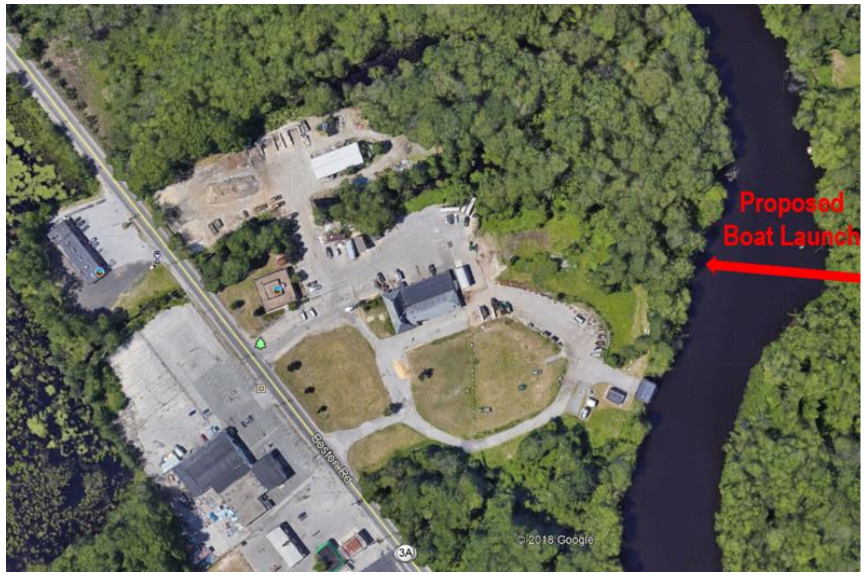


Town Manager

Major Project Update

250 Boston Road Boat Launch–

The Town is continung to work with the State on the proposed location for the Boat Launch. Many of the issues have been worked out between the Dept. of Fishing and Boating Access and the Select Board. The State is currently examining the possiblity of moving it a little further up the river and away from the water intake.



Ditson and Vining Land

By the time the budget is being presented to Town Meeting the Old Ditson and Vining School demolition process should have started. At the Old Ditson the front playground and basketball courts will still be open during the project. The time capusle is also on the forefront of the teams mind. The Town has many leads of where it might be and will follow up on them all!

The Vining School will also be demolished around the same time. The Town will relocate one of the usable playgrounds towards the baseball fields. The fields and the playground will be kept open as well during the razing of the buildings.

Both sites future will be studied by the Capital Facilities Study Committee.

Bike Path

The Bike Path 75% design has been submitted to the state. It is planned to begin construction in 2024. The town is awaiting comments from the State.

TOWN MANAGER	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 520,830	$ 533,830	$ 562,733	$ 562,733	$ 614,394	$ 614,394	$ 660,447	$ 489,153	$ 489,153	$ 489,153
Part Time/Seasonal	$ 53,306	$ 53,306	$ 55,047	$ 55,047	$ 57,038	$ 94,809	$ 70,514	$ 62,312	$ 62,312	$ 62,312
Overtime			$ 5,000		$ -	$ 6,520	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Contractual Obligations	$ 11,370	$ 11,370	$ 8,260	$ 5,143	$ 8,260	$ 13,260	$ 16,470	$16,470	$ 16,470	$ 16,470
Total	$ 585,507	$ 598,506	$ 631,040	$ 622,923	$ 679,692	$ 728,983	$ 757,431	$ 577,934	$ 577,934	$ 577,934
Expenses										
Supplies and Expenses	$ 28,400	$ 28,243	$ 36,400	$ 20,521	$ 28,400	$ 22,212	$ 28,400	$ 28,400	$ 28,400	$ 28,400
Contract Services/Leases	$ 28,000	$ -	$ 23,000	$ 20,033	$ 25,000	$ 6,501	$ 25,000	$ 25,000	$ 25,000	$ 25,000
Comm. Plan./Proj./Tech. Asst.	$ 5,000	$ 2,649	$ 5,000	$ -	$ 5,000	$ 4,953	$ 10,000	$ 10,000	$ 10,000	$ 10,000
Pensions	$ 475	$ 475	$ 475	$ -	$ 475	$ -	$ -	$ -	$ -	$ -
Emp. Medical Exams	$ 85,000	$ 84,107	$ 135,000	$ 118,391	$ 85,000	$ 63,176	$ 85,000	$ 85,000	$ 85,000	$ 85,000
Prof. Training/Dev.	$ 15,500	$ 9,423	$ 15,500	$ 14,685	$ 15,500	$ 7,759	$ 15,500	$ 25,000	$ 25,000	$ 25,000
Printing Town Rep./TM Handouts	$ 15,000	$ -	$ 15,000	$ 2,125	$ 10,000	$ 10,000	$ 6,000	$ 15,000	$ 15,000	$ 15,000
Contract Retro	$ 15,000	$ 15,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Assessment Center	$ 16,000	$ 15,227	$ 14,000	$ 8,794	$ -	$ -	$ -	$ 25,000	$ 25,000	$ 25,000
Substance Abuse Program	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Total Expenses	$ 228,375	$ 175,124	$ 264,375	$ 204,549	$ 189,375	$ 134,601	$ 189,900	$ 233,400	$ 233,400	$ 233,400
TOTAL BUDGET	**$ 813,882**	**$ 773,630**	**$ 895,415**	**$ 827,472**	**$ 869,067**	**$ 863,584**	**$ 947,331**	**$ 811,334**	**$ 811,334**	**$ 811,334**

Difference PY $ (135,996.48)
% -14.36%

FTE

Position	FY2021 FTE	Dep Req FY2022 FTE	TM. Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Town Manager	1	1	1	1
Assistant Town Manager	1	1	1	1
Confidential Secretary	1	1	1	1
Principal Clerk	1	0	0	0
Economic Development Director	1	0	0	0
Bldg Maintenance	1	0	0	0
Management Analyst	1	1	1	1
Total Staffing	7	4	4	4

PTE

Position	FY2021 PTE	Dep Req FY2022 PTE	TM. Rec. FY2022 PTE	Fin Com Rec. FY2022 PTE
Part Time Senior Clerk	0.5	0.5	0.5	0.5
Subsance Abuse Coordinator	0.5	0.5	0.5	0.5
Total Staffing	1	1	1	1

Town Manager

TOWN MANAGER DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR ALLOWANCE	*RETIREMENT* LONGEVITY	TOTAL SALARY BENEFIT
John Curran	Town Manager	0	1/4/2010	$ 200,030	$ -	$ 7,000	$ 4,000	$ 211,030.00
Cathy O'Dea	Asst Town Manager	9	8/2/2010	$ 116,507	$ -	$ -	$ 1,827	$ 118,334.00
Susan Michelini	Confidential Secretary	9	11/27/2000	$ 72,276	$ -	$ -	$ 3,393	$ 75,669.06
Clancy Main	Management Analyst	5/6	5/1/2017	$ 100,340				$ 100,339.59
Kristina Bernard	P/T Senior Clerk	10	8/29/2012	$ 27,962	250			$ 28,212.00
Mike Higgins	Substance Abuse Coordinator	1	9/6/2014	$ 34,350				$ 34,349.68
Overtime				$ 10,000				$ 10,000.00
DEPARTMENT TOTAL				**$ 561,464.34**	**$ 250.00**	**$ 7,000.00**	**$ 9,220.00**	**$ 577,934.34**

Town Manager Salary includes $7,000 Car Allowance

Total Full time	$ 489,152.65
Total Part Time	$ 62,311.68
Overtime	$ 10,000.00
Total Contract	$ 16,470.00
Total	$ 577,934.34

TOWN MANAGER DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR ALLOWANCE	*RETIREMENT* LONGEVITY	TOTAL SALARY BENEFIT
John Curran	Town Manager		1/4/2010	$ 200,030		$ 7,000.00	$ 4,000.00	$ 211,030.00
Cathy O'Dea	Asst Town Manager	9	8/2/2010	$ 116,507			$ 1,827.00	$ 118,334.00
Susan Michelini	Confidential Secretary	9	11/27/2000	$ 72,276			$ 3,393.00	$ 75,669.06
Clancy Main	Management Analyst	5/6	5/1/2017	$ 100,340				$ 100,339.59
Kristina Bernard	P/T Senior Clerk	10	8/29/2012	$ 27,962	$ 250.00			$ 28,212.00
Mike Higgins	Substance Abuse Coordinator	1	9/6/2014	$ 34,350				$ 34,349.68
Overtime				$ 10,000				$ 10,000.00
DEPARTMENT TOTAL				**$ 561,464.34**	**$ 250.00**	**$ 7,000.00**	**$ 9,220.00**	**$ 577,934.34**

Town Manager Salary includes $7,000 Car Allowance

Total Full time	$ 489,152.65
Total Part Time	$ 62,311.68
Overtime	$ 10,000.00
Total Contract	$ 16,470.00
Total	$ 577,934.34

TOWN MANAGER DEPARTMENT
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR ALLOWANCE	RETIREMENT LONGEVITY*	TOTAL SALARY BENEFIT
John Curran	Town Manager		1/4/2010	$ 194,204		$ 7,000.00	$ 4,000.00	$ 205,204.00
Cathy O'Dea	Asst Town Manager	9	8/2/2010	$ 114,111			$ 1,827.00	$ 115,937.67
Susan Michelini	Confidential Secretary	9	11/27/2000	$ 70,789			$ 3,393.00	$ 74,182.48
Clancy Main	Management Analyst	4/5	5/1/2017	$ 94,509				$ 94,508.64
Kristina Bernard	P/T Senior Clerk	10	8/29/2012	$ 27,387	$ 250.00			$ 27,636.88
Mike Higgins	Substance Abuse Coordinator	1	9/6/2014	$ 33,643				$ 33,643.17
Rob Anderson	Community Development Director	8/9	5/4/2015	$ 110,506				$ 110,505.76
Katie Mahoney	Principal Clerk	6/7	9/10/2018	$ 9,484				$ 9,483.61
TBD	Facilities Director	1/2	9/19/2016	$ 76,329				$ 76,328.60
Overtime				$ 10,000				$ 10,000.00
DEPARTMENT TOTAL				**$ 740,960.82**	**$ 250.00**	**$ 7,000.00**	**$ 9,220.00**	**$ 757,430.82**

Town Manager Salary includes $4,000 Car Allowance

Total Full time	$ 660,447.16
Total Part Time	$ 70,513.66
Overtime	$ 10,000.00
Total Contract	$ 16,470.00
Total	$ 757,430.82

DESCRIPTION/DETAIL

TOWN MANAGER

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 28,400	$ 28,243	$ 36,400	$ 20,521	$ 28,400	$ 22,212	$ 28,400	$ 28,400	$ 28,400	$ 28,400

	Department	Town Mgr.	Fin Com
Supplies and Expenses			
	$ 28,400	$ 28,400	$ 28,400
	$ -	$ -	$ -
	$ 28,400	$ 28,400	$ 28,400

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 28,000	$ -	$ 23,000	$ 20,033	$ 25,000	$ 6,501	$ 25,000	$ 25,000	$ 25,000	$ 25,000

	Department	Town Mgr.	Fin Com
Contract Services/Leases			
Performance Management Program/Technical and Professional Assisance	$ 25,000	$ 25,000	$ 25,000
	$ -	$ -	$ -
	$ -	$ -	$ -
	$ 25,000	$ 25,000	$ 25,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 5,000	$ 2,649	$ 5,000		$ 5,000	$ 4,953	$ 10,000	$ 10,000	$ 10,000	$ 10,000

	Department	Town Mgr.	Fin Com
Community Planning/Projects/Technical Asst.			
Community Project Technical Assistance	$ 5,000	$ 5,000	$ 5,000
Middlesex 3 TMA Billerica/Alewife Shuttle	$ 5,000	$ 5,000	$ 5,000
Total Community Planning/Projects/Technical Asst.	$ 10,000	$ 10,000	$ 10,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 475	$ 475	$ 475	$ -	$ 475		$ -	$ -	$ -	$ -

	Department	Town Mgr.	Fin Com
Pensions			
This funds benefits to Widows of certain former employees			
Total Connell/Strunk/Husson Pensions	$ -	$ -	$ -

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 85,000	$ 84,107	$ 135,000	$ 118,391	$ 85,000	$ 63,176	$ 85,000	$ 85,000	$ 85,000	$ 85,000

	Department	Town Mgr.	Fin Com
Employee Medical Exams			
This funds pre-employment exams for new employees and medical reviews/exams for injured employees	$ 85,000	$ 85,000	$ 85,000
This account is utilized for Public Saftey :ie Police amd Fire Workers Compensation (111F Claims)			
Total Employee Medical Exams	$ 85,000	$ 85,000	$ 85,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 15,500	$ 9,423	$ 15,500	$ 14,685	$ 15,500	$ 7,759	$ 15,500	$ 25,000	$ 25,000	$ 25,000

	Department	Town Mgr.	Fin Com
Professional Training/Development			
This funds Training and Development for Town employees.	$ 25,000	$ 25,000	$ 25,000
	$ 25,000	$ 25,000	$ 25,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 15,000	$ -	$ 15,000	$ 2,125	$ 10,000	$ 10,000	$ 6,000	$ 15,000	$ 15,000	$ 15,000

	Department	Town Mgr.	Fin Com
Printing Town Report and Town Meeting Book			
This Account funds the printing of the Annual Report and the Booklet and Handouts for Town Meeting.	$ 15,000	$ 15,000	$ 15,000
Total Printing Town Report and Town Meeting Book	$ 15,000	$ 15,000	$ 15,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 15,000	$ 15,000	$ -				$ -	$ -	$ -	$ -

	Department	Town Mgr.	Fin Com
Contract Retro			
SEIU Union FY2017	$ -	$ -	$ -
Total Uniform	$ -	$ -	$ -

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 16,000	$ 15,227	$ 14,000	$ 8,794			$ -	$ 25,000	$ 25,000	$ 25,000

	Department	Town Mgr.	Fin Com
Assessment Center			
	$ 25,000	$ 25,000	$ 25,000
Total Assessment Center			

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
						$ -	$ -	$ -	$ -

	Department	Town Mgr.	Fin Com
Capital Outlay			
	$ -	$ -	$ -

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00	$ 20,000.00

	Department	Town Mgr.	Fin Com
Substance Abuse Prevention Program			
Committee	$ 15,000	$ 15,000	$ 15,000
BARP	$ 5,000	$ 5,000	$ 5,000
	$ 20,000	$ 20,000	$ 20,000

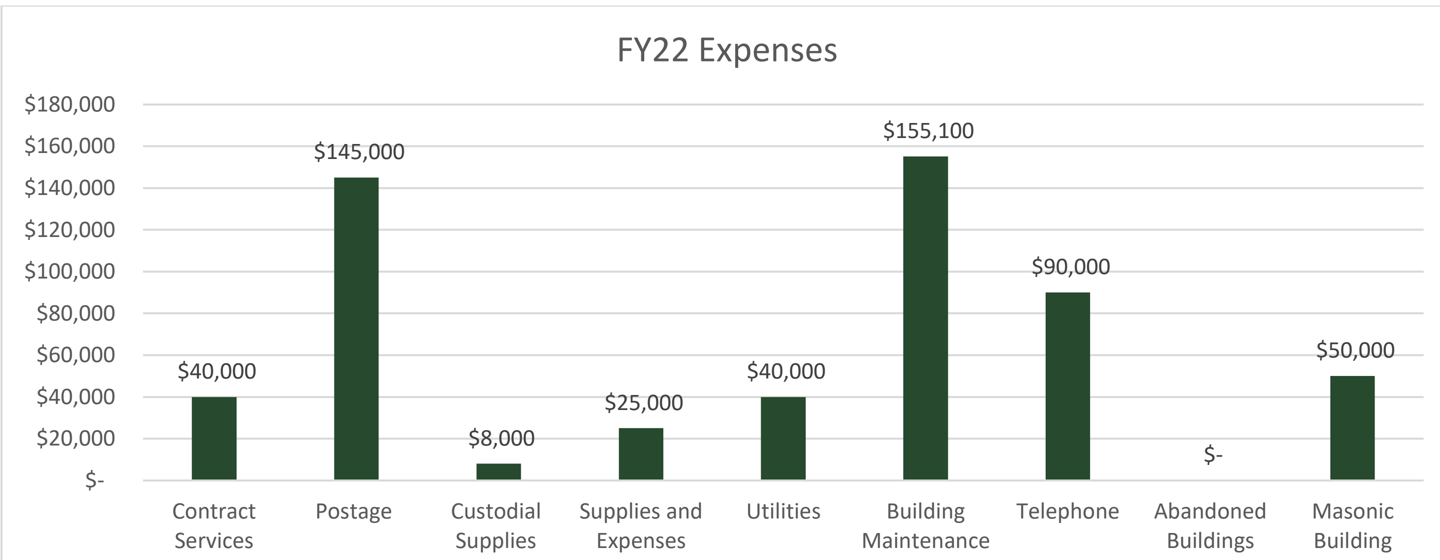
Town Hall / Buildings

Budget Explanation

The Town has been committed to centralizing and taking better care of all Town owned buildings. The reorganization of this department helps to fulfil this goal. The Town has hired a Director of Facilities and will be hiring two fulltime and one part time laborer to help care for the buildings. No FTE's were added these positions were redistributed from other portions of the budget.

Budget Narrative

The Town Hall budget this year will see a substantial increase due to the reorganization of the department. The total increase is $187,932. $137,000 of that increase is directly related to salaries. While the other $50,000 is for the upkeep of the Masonic Hall.



Town Hall / Buildings

At the Fall Town Meeting it was voted to purchase the Masonic Lodge in the Town Center. This building sits next to the Public Library and has its own parking lot. At the time of the vote no use was determined for the building. The Food Pantry immediately came to mind for many. After a failed move into the Vining School the Food Pantry was in need of a temporary home. The Town Administration toured the building with the pantry and decided it was the right fit for both parties for the time being. The Food Pantry has since moved in and has begun their distributions. During this the Town will be conducting a full study on the building to see what exactly needs to be done to bring it back to life. The Town has applied for $200,000 from CPC. This will cover the study and allow the Town do start any major renovations that are needed. The $50,000 in the budget is anything that may happen in the meantime. The Town has already installed a new fire alarm system, re-wired some of the electricity, and is in the process of making sure the heat and A/C are in working order again. The $50,000 will go towards other small projects that are needed as time goes on.

TOWN HALL/BUILDINGS	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time					$ 37,791		$ 43,082	$ 170,351	$ 170,351	$ 170,351
Part Time/Seasonal							$ 13,389	$ 15,850	$ 15,850	$ 15,850
Overtime										
Contractual Obligations								$ 7,702	$ 7,702	$ 7,702
Total					$ 37,791	$ -	$ 56,471	$ 193,903	$ 193,903	$ 193,903
Expenses										
Contract Services	$ -	$ -	$ -	$ -	$ 20,000	$ 23,484	$ 40,000	$ 40,000	$ 40,000	$ 40,000
Postage	$ 120,000	$ 119,968	$ 143,000	$ 141,706	$ 120,000	$ 120,000	$ 145,000	$ 145,000	$ 145,000	$ 145,000
Custodial Supplies	$ 4,000	$ 3,718	$ 4,000	$ 3,801	$ 4,000	$ 2,000	$ 4,000	$ 8,000	$ 8,000	$ 8,000
Supplies and Expenses	$ 25,000	$ 24,685	$ 25,000	$ 24,702	$ 25,000	$ 21,856	$ 25,000	$ 25,000	$ 25,000	$ 25,000
Cleaning Service	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Utilities	$ 159,500	$ 158,958	$ 159,500	$ 159,500	$ 159,500	$ 159,500	$ 40,000	$ 40,000	$ 40,000	$ 40,000
Building Maintenance	$ 161,000	$ 155,466	$ 159,000	$ 155,366	$ 186,000	$ 165,199	$ 155,100	$ 155,100	$ 155,100	$ 155,100
Telephone	$ 90,000	$ 88,905	$ 92,000	$ 91,512	$ 90,000	$ 91,424	$ 90,000	$ 90,000	$ 90,000	$ 90,000
Abandoned Buildings	$ 5,500	$ 741	$ 3,500	$ 176	$ 30,000	$ 4,305	$ 3,500	$ -	$ -	$ -
Masonic Building								$ 50,000	$ 50,000	$ 50,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 565,000	$ 552,441	$ 586,000	$ 576,763	$ 634,500	$ 587,768	$ 502,600	$ 553,100	$ 553,100	$ 553,100
TOTAL BUDGET	**$ 565,000**	**$ 552,441**	**$ 586,000**	**$ 576,763**	**$ 672,291**	**$ 587,768**	**$ 559,071**	**$ 747,003**	**$ 747,003**	**$ 747,003**

Difference	$ 187,932
Percentage	33.62%

Position	TM Rec. FY2021 FTE	TM Rec. FY2022 FTE	TM Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Facilities Director	1	1	1	1
Laborer		1	1	1
Laborer		1	1	1
Total Staffing	1	3	3	3

Position	TM Rec. FY2021 PTE	TM Rec. FY2022 PTE	TM Rec. FY2022 PTE	Fin Com Rec. FY2022 PTE
Laborer	1	1	1	1

TOWN HALL/BUILDING DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR/ LICENSE	TOTAL SALARY BENEFIT
Bob Salesse	Facilities Director	2/3	9/19/2016	81,178.65	-	4,902.00	86,080.65
Derick Tsoukalas	Laborer	1/2	12/7/2020	45,092.90	600.00	800.00	46,492.90
TBD	Laborer	1/2	7/1/2021	44,079.62	600.00	800.00	45,479.62
Rick Thorne	Laborer NU	2/3	7/1/2021	15,849.55	-	-	15,849.55
-	-	-	-	-	-	-	-
DEPARTMENT TOTAL				$ 186,200.72	$ 1,200.00	$ 6,502.00	$ 193,902.72

Total Full Time	$	170,351.18
Total Part Time	$	15,849.55
Total Contract	$	7,702.00
Total	$	193,902.72

TOWN HALL/BUILDING DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR/ LICENSE	TOTAL SALARY BENEFIT
Bob Salesse	Facilities Director	2/3	9/19/2016	81,178.65		4,902.00	86,080.65
Derick Tsoukalas	Laborer	1/2	12/7/2020	45,092.90	600.00	800.00	46,492.90
TBD	Laborer	1/2	7/1/2021	44,079.62	600.00	800.00	45,479.62
Rick Thorne	Laborer NU	2/3	7/1/2021	$ 15,849.55			15,849.55
DEPARTMENT TOTAL				$ 186,200.72	$ 1,200.00	$ 6,502.00	$ 193,902.72

Total Full Time	$	170,351.18
Total Part Time	$	15,849.55
Total Contract	$	7,702.00
Total	$	193,902.72

TOWN HALL DEPARTMENT
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR/ LICENSE	TOTAL SALARY BENEFIT
Rick Thorne	Laborer NU	1.00	7/1/2019	13,389.02			$ 13,389.02
TBD	Laborer	1.00	7/1/2020	43,081.98			$ 43,081.98
							$ -
DEPARTMENT TOTAL				$ 56,471.00	$ -	$ -	$ 56,471.00

Total Full Time	$	43,081.98
Total Part Time	$	13,389.02
Total Contract	$	-
Total	$	56,471.00

DESCRIPTION DETAIL

TOWN HALL

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 120,000	$ 119,968	$ 143,000	$ 141,706	$ 120,000	$ 120,000	$ 145,000	$ 145,000	$ 145,000	$ 145,000

Postage

Postage	Projected	Rate	Amount	Department	Town Mgr.	Fin Com
Daily Usage	85,000.00	0.390	$ 33,150.00	$ 33,150.00	$ 33,150.00	$ 33,150.00
Real Estate Tax Bills	55,000.00	0.365	$ 20,075.00	$ 20,075.00	$ 20,075.00	$ 20,075.00
Personal Property Tax Bills	3,000.00	0.365	$ 1,095.00	$ 1,095.00	$ 1,095.00	$ 1,095.00
Demand Notices Real/Pers	2,000.00	0.365	$ 730.00	$ 730.00	$ 730.00	$ 730.00
Excise Bills	55,000.00	0.365	$ 20,075.00	$ 20,075.00	$ 20,075.00	$ 20,075.00
Excise Demand Bills/ Warrants	10,000.00	0.365	$ 3,650.00	$ 3,650.00	$ 3,650.00	$ 3,650.00
Tax Title	15,000.00	0.365	$ 5,475.00	$ 5,475.00	$ 5,475.00	$ 5,475.00
Water/Sewer	38,000.00	0.365	$ 13,870.00	$ 13,870.00	$ 13,870.00	$ 13,870.00
Water/Sewer Demands	7,500.00	0.365	$ 2,737.50	$ 2,737.50	$ 2,737.50	$ 2,737.50
	270,500.00		$ 100,857.50	$ 19,142.50	$ 19,142.50	$ 19,142.50
TOTALS				$ 25,000.00	$ 25,000.00	$ 25,000.00
				$ 145,000.00	$ 145,000.00	$ 145,000.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 4,000	$ 3,718	$ 4,000	$ 3,801	$ 4,000	$ 2,000	$ 4,000	$ 8,000	$ 8,000	$ 8,000

Custodial Supplies

	Department	Town Mgr.	Fin Com
Custodial supplies for the Town Hall	$ 8,000	$ 8,000	$ 8,000
Total Custodial Supplies	$ 8,000	$ 8,000	$ 8,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 25,000	$ 24,685	$ 25,000	$ 24,702	$ 25,000	$ 21,856	$ 25,000	$ 25,000	$ 25,000	$ 25,000

Supplies and Expenses

Department	Town Mgr.	Fin Com
$ 25,000	**$ 25,000**	$ 25,000
$ 25,000	$ 25,000	$ 25,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
						$ -			

Cleaning Service

TOWN HALL

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 159,500	$ 158,958	$ 159,500	$ 159,500	$ 159,500	$ 159,500	$ 40,000	$ 40,000	$ 40,000	$ 40,000

Utilities

Department	Town Mgr.	Fin Com
$ 40,000	$ 40,000	$ 40,000
$ 40,000	$ 40,000	$ 40,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 161,000	$ 155,466	$ 159,000	$ 155,366	$ 186,000	$ 165,199	$ 155,100	$ 155,100	$ 155,100	$ 155,100

Building Maintenance
91070-7058

Town Hall - Building Maintance		
HVAC Contract - Johnson Controls	$ 124,500	ENE
Elevator Contract - BBE	18,600	Eagle United
Elevator Annual Inspection	12,000	Protection One
Security Contract - Ultraguard		
Total	***$ 155,100***	

Department	Town Mgr.	Fin Com
$ 155,100	$ 155,100	$ 155,100
$ 155,100	$ 155,100	$ 155,100

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 90,000	$ 88,905	$ 92,000	$ 91,512	$ 90,000	$ 91,424	$ 90,000	$ 90,000	$ 90,000	$ 90,000

Telephone
91070-7055

	Department	Town Mgr.	Fin Com
	$ 90,000	$ 90,000	$ 90,000
Budget Amendment HVAC and Elevator Contracts			
	$ 90,000	$ 90,000	$ 90,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 5,500	$ 741	$ 3,500	$ 176	$ 30,000	$ 4,305	$ 3,500	$ -	$ -	$ -

Abondoned Building
91070-7065

	Department	Town Mgr.	Fin Com
Maintenance and Upkeep	$ -	$ -	$ -
	$ -	$ -	$ -

0 FY2018	0 FY2018	0 FY2019	0 FY2019	0 FY2020	0 FY2020	0 BUDGETED	0 DEPT REQ	0 TM REC	0 FIN COM REC
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 50,000	$ 50,000	$ 50,000

Masonic Building
91070-7065

	Department	Town Mgr.	Fin Com
Maintenance and Upkeep	$ 50,000	$ 50,000	$ 50,000
	$ 50,000	$ 50,000	$ 50,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
						$ -			

Capital Outlay

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
				$ 20,000	$ 23,484	$ 40,000	$ 40,000	$ 40,000	$ 40,000

		days	amount	Department	Town Mgr.	Fin Com
Valley Collaborative	$144 per day	260	37,440.00	$ 40,000	$ 40,000	$ 40,000

Town Systemwide

Budget Explanation

This budget consists of items that are used by multiple Town Departments. This section now includes Town Electricity. This expense was previously split between departments. This allows the Town Accountant to better deal with the electricity credits. This was also previously done with the fuel accounts.

Budget Detail

TOWN SYSTEMWIDE ACCOUNTS	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ.	FY2022 TM REC	FY2022 FIN COM REC
7080 TOWN RETIREMENTS	$ 155,000	$ 155,000	$ 175,000	$ 175,000	$ 125,000	$ 125,000	$ 190,000	$ 250,000	$ 250,000	$ 250,000
7036 UNION SETTLEMENT										
7095 STREETLIGHTS	$ 227,500	$ 227,500	$ 165,000	$ 227,500	$ 227,500	$ 227,500	$ 165,000	$ 165,000	$ 165,000	$ 165,000
7096 LEGAL	$ 235,000	$ 228,366	$ 315,000	$ 310,308	$ 245,000	$ 237,207	$ 245,000	$ 245,000	$ 245,000	$ 245,000
7097 TOWN FUEL	$ 385,426	$ 235,761	$ 307,000	$ 306,719	$ 305,000	$ 261,557	$ 315,000	$ 315,000	$ 315,000	$ 315,000
7098 TOWN ELECTRICITY							$ 1,596,640	$ 1,596,640	$ 1,596,640	$ 1,596,640
TOTAL BUDGET	$ 1,002,926	$ 846,627	$ 962,000	$ 1,019,527	$ 902,500	$ 851,264	$ 2,511,640	$ 2,571,640	$ 2,571,640	$ 2,571,640

Difference PY $ 60,000.00
% 2.39%

The retirement line item was increased in this budget. The Town is aware of multiple department heads who will be retiring during this fiscal year.

The Town has now retrofitted all 2,600 streetlights in Town. The budget for streetlights is to pay the debt service, add additional lights, and maintenance for any outages.

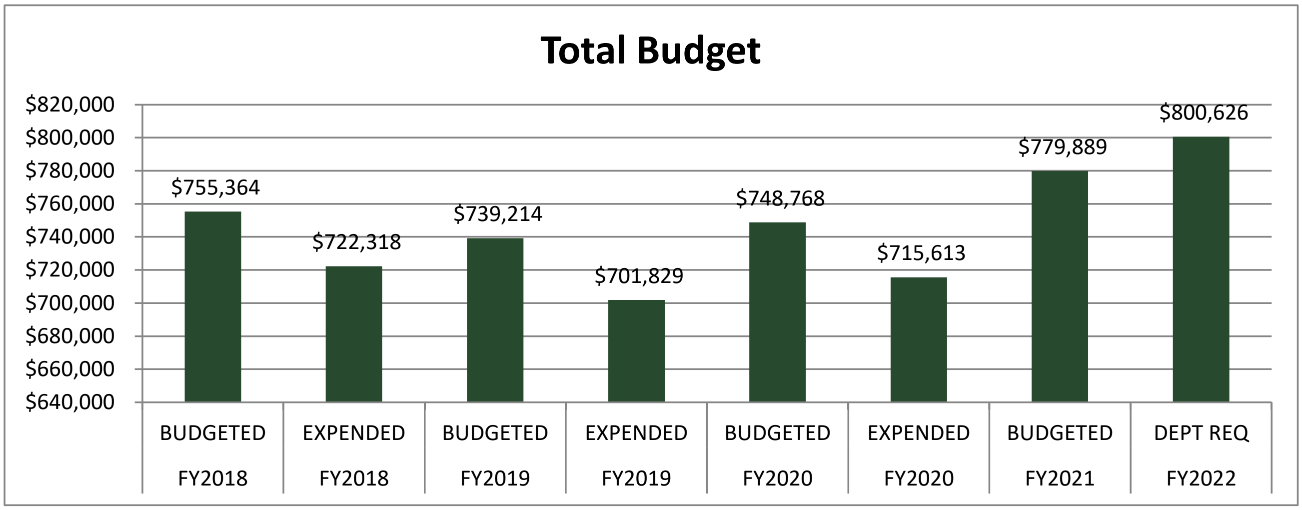
Treasurer / Collector

Department Explanation

The Treasurer/Collector is responsible for the timely billing and collection of all of the Town's revenues as well as being the source of disbursing all of the payments by the Town and the Middlesex Retirement System. The Treasurer functions as the disbursing agent for the Town, issuing over 75,000 paychecks, direct deposit vouchers and vendor checks annually.

Budget Narrative

The Treasurer / Collector budget will be going up $20,736.83. This increase is due to step increases and contractual obligations.



Programs and Services

The Collector of Taxes issues and receipts more than 200,000 tax, utility and departmental bills annually. This Department is also responsible for adherence to Federal Statutes and Massachusetts General Laws regarding these obligations due to the Town.

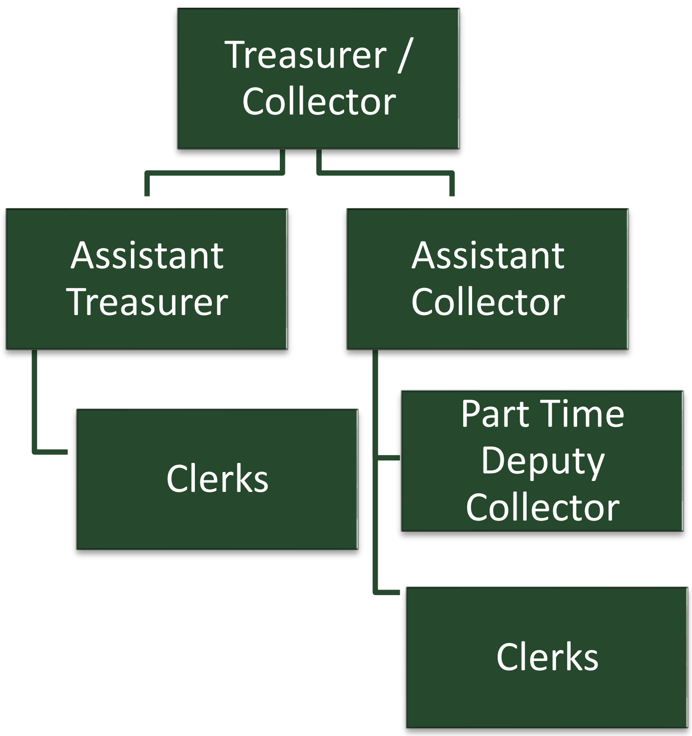
The Treasurer/Collector's Office will meet its statutory duties of maximizing Town revenues and paying the Town's obligation while providing the highest level of customer service possible, while safeguarding all public assets. This office has continued to offer additional office hours to accommodate tax and rate payers, as well as employees of the Town. For the convenience of individuals making payment to the Town, online options for the payment of tax and utility bills as well as Town services have been added to the methods in which payments can be made to the Town. Currently 40% of our payments come from tax services, 10% online, 20% from a lockbox, and 30% from the counter.

Treasurer / Collector

The consolidation of this Department provides a distinct opportunity to achieve operational efficiencies through cross training of personnel. Furthermore, the shared resources, both financial and technical, shall provide additional operational efficiencies.

This Department is also responsible for the administration, withholding and disbursement of all payroll liabilities in compliance with Federal and State laws and local contracts. The Treasurer is responsible for the coordination and issuance of short-term and long-term debt obligations required to fund the Town's capital improvement program. As well as the 455 members who are part of our retirement system.

Organizational Chart



Position	FY2020 Actual	FY2021 Budgeted
Treasurer/Collector	1	1
Assistant Treasurer	1	1
Assistant Collector	1	1
Administrative Head Clerk	1	1
Senior Clerk	1	1
Principal Clerk	2	2

TREASURER/COLLECTOR	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 498,552	$ 480,295	$ 506,688	$ 489,365	$ 515,742	$ 510,283	$ 534,007	$ 551,061	$ 551,061	$ 551,061
Part Time/Seasonal	$ 20,409	$ 20,409	$ 20,409	$ 20,409	$ 20,409	$ 20,409	$ 20,409	$ 20,409	$ 20,409	$ 20,409
Overtime								$ -	$ -	$ -
Contractual Obligations	$ 14,697	$ 14,697	$ 15,411	$ 15,411	$ 15,911	$ 15,911	$ 15,911	$ 19,894	$ 19,894	$ 19,894
Total	$ 533,658	$ 515,401	$ 542,508	$ 525,185	$ 552,062	$ 546,603	$ 570,327	$ 591,364	$ 591,364	$ 591,364
Expenses										
Supplies and Expenses	$ 54,152	$ 48,539	$ 54,152	$ 44,419	$ 54,152	$ 54,151	$ 67,008	$ 66,708	$ 66,708	$ 66,708
Contract Services/Leases	$ 92,554	$ 91,062	$ 92,554	$ 82,225	$ 92,554	$ 92,553	$ 92,554	$ 92,554	$ 92,554	$ 92,554
Tax Revenue Collection	$ 75,000	$ 67,316	$ 50,000	$ 50,000	$ 50,000	$ 22,306	$ 50,000	$ 50,000	$ 50,000	$ 50,000
Capital Outlay								$ -	$ -	$ -
Total Expenses	$ 221,706	$ 206,917	$ 196,706	$ 176,644	$ 196,706	$ 169,010	$ 209,562	$ 209,262	$ 209,262	$ 209,262
TOTAL BUDGET	**$ 755,364**	**$ 722,318**	**$ 739,214**	**$ 701,829**	**$ 748,768**	**$ 715,613**	**$ 779,889**	**$ 800,626**	**$ 800,626**	**$ 800,626**

Position	FY2021 FTE	Dep. Req FY2022 FTE	TM Rec. FY2022 FTE	Fin Com Rec FY2022
Treasurer/Collector	1	1	1	1
Assistant Treasurer	1	1	1	1
Assistant Collector	1	1	1	1
Administrative Head Clerk	1	1	1	1
Head Clerk	0	0	0	0
Principal Clerk	3	3	3	3
Senior Clerk	1	1	1	1
Water meter reader/repair	0	0	0	0
Deputy Collector				
Total Staffing	8	8	8	8

Difference PY	$ 20,736.83
% PY	2.66%

Position	FY2021 PTE	Dep. Req FY2022 PTE	TM Rec. FY2022 PTE	Fin Com Rec FY2022
Deputy Collector	1.5	1.5	1.5	1.5

TREASURER/COLLECTOR DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Clark, John	Treasurer/Collector	9	1/8/2007	$ 116,507.00	$ -	$ 2,610.00	$ 119,117.00
Russo, Elaine	Assistant Collector	5	9/22/2008	$ 83,916.00	$ 500.00	$ 2,100.00	$ 86,516.00
McKenna, Carole	Administrative Head Clerk	7	8/28/1965	$ 66,777.72	$ 1,000.00	$ 4,434.00	$ 72,211.72
Mary Ann Schafer	Principal Clerk	6/7	12/19/2016	$ 53,518.96	$ 1,000.00	$ 1,200.00	$ 55,718.96
Kimberly Sandeffer	Principal Clerk	2/3	3/12/2018	$ 46,537.82	$ 1,000.00	$ -	$ 47,537.82
Theresa Bourgeois	Principal Clerk	7	4/17/2007	$ 54,482.32	$ 1,000.00	$ 1,900.00	$ 57,382.32
Kerri Taylor	Principal Clerk	2/3	2/24/2020	$ 45,405.22	$ 1,000.00	$ -	$ 46,405.22
Joseph D'Angelo	Assistant Treasurer	5	12/1/2014	$ 83,916.00	$ 500.00	$ 1,650.00	$ 86,066.00
				$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -
Krouchune, Russell	Deputy Collector		9/1/2006	$ 10,204.68	$ -	$ -	$ 10,204.68
Mount, James	Deputy Collector		9/1/2006	$ 10,204.68	$ -	$ -	$ 10,204.68
				$ -	$ -	$ -	$ -
				$ -	$ -	$ -	$ -
				-	-	-	$ -
							$ -
DEPARTMENT TOTAL				**$ 571,470.39**	**$ 6,000**	**$ 13,894**	**$ 591,364.39**

Total Full Time	$ 551,061.03
Total Part Time	$ 20,409
Overtime	$ -
Total Contract	$ 19,894
Total Salaries	$ 591,364.39

TREASURER/COLLECTOR DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Clark, John	Treasurer/Collector	9	1/8/2007	$ 116,507.00		$ 2,610.00	$ 119,117.00
Russo, Elaine	Assistant Collector	5	9/22/2008	$ 83,916.00	$ 500.00	$ 2,100.00	$ 86,516.00
McKenna, Carole	Administrative Head Clerk	7	8/28/1965	$ 66,777.72	$ 1,000.00	$ 4,434.00	$ 72,211.72
Mary Ann Schafer	Principal Clerk	6/7	12/19/2016	$ 53,518.96	$ 1,000.00	$ 1,200.00	$ 55,718.96
Kimberly Sandeffer	Principal Clerk	2/3	3/12/2018	$ 46,537.82	$ 1,000.00		$ 47,537.82
Theresa Bourgeois	Principal Clerk	7	4/17/2007	$ 54,482.32	$ 1,000.00	$ 1,900.00	$ 57,382.32
Kerri Taylor	Principal Clerk	2/3	2/24/2020	$ 45,405.22	$ 1,000.00		$ 46,405.22
Joseph D'Angelo	Assistant Treasurer	5	12/1/2014	$ 83,916.00	$ 500.00	$ 1,650.00	$ 86,066.00
							$ -
							$ -
							$ -
Krouchune, Russell	Deputy Collector		9/1/2006	$ 10,204.68			$ 10,204.68
Mount, James	Deputy Collector		9/1/2006	$ 10,204.68			$ 10,204.68
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
DEPARTMENT TOTAL				**$ 571,470.39**	**$ 6,000**	**$ 13,894**	**$ 591,364.39**

Total Full Time	$ 551,061.03
Total Part Time	$ 20,409
Overtime	$ -
Total Contract	$ 19,894
Total Salaries	$ 591,364.39

TREASURER/COLLECTOR DEPARTMENT
SALARY INFORMATION FY2021 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Clark, John	Treasurer/Collector	9	1/8/2007	$ 114,110.67		$ 1,827.00	115,937.67
							-
Russo, Elaine	Assistant Collector	5	9/22/2008	$ 80,342.14	$ 500.00	$ 2,100.00	82,942.14
McKenna, Carole	Administrative Head Clerk	7	8/28/1965	$ 66,777.72	$ 600.00	$ 4,434.00	71,811.72
Mary Ann Schafer	Principal Clerk	5/6	3/12/2018	$ 51,460.63	$ 600.00	$ -	52,060.63
Kimberly Sandeffer	Principal Clerk	1/2	3/12/2018	$ 44,747.57	$ 600.00		45,347.57
Theresa Bourgeois	Principal Clerk	7	4/17/2007	$ 54,482.32	$ 600.00	$ 1,900.00	56,982.32
TBD	Senior Clerk	1/2	2/1/2019	$ 41,743.50	$ 600.00		42,343.50
Joseph D'Angelo	Assistant Treasurer	5	12/1/2014	$ 80,342.14	$ 500.00	$ 1,650.00	82,492.14
							-
							-
Gass, Edward	Deputy Collector		12/3/2000	$ 10,204.68			10,204.68
Krouchune, Russell	Deputy Collector		9/1/2006	$ 5,102.34			5,102.34
Mount, James	Deputy Collector		9/1/2006	$ 5,102.34			5,102.34
							-
							-
							-
							-
							-
							-
							-
							-
DEPARTMENT TOTAL				**554,416.05**	**4,000.00**	**11,911.00**	**570,327.05**

Total Full Time	534,006.69
Total Part Time	20,409.36
Overtime	-
Total Contract	15,911.00
Total Salaries	$ 570,327.05

DESCRIPTION/DETAIL

TREASURER/COLLECTOR

Supplies and Expenses

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 54,152	$ 48,539	$ 54,152	$ 44,419	$ 54,152	$ 54,151	$ 67,008	$ 66,708	$ 66,708	$ 66,708

	Amount	Department	Town Mgr.	Fin Com
Checks				
20,000.00	0.065			
Office Supplies, W. B. Mason		$ 2,500.00	$ 2,500.00	$ 2,500.00
Other printed supplies		$ 750.00	$ 750.00	$ 750.00
US overnight		$ 100.00	$ 100.00	$ 100.00
Collectors		$ 150.00	$ 150.00	$ 150.00
		$ -	$ -	$ -
		$ -	$ -	$ -

Bill Processing - Supplies & Expense

	Amount	Cost per Bill		Expensed Tax & Water/Sewer Billing supplies for FY2022		Department	Town Mgr.	Fin Com
Water Bills	45,000	**$0.1075**	$4,838	1/1/2020 Water Bills	$ 4,837.50			
Water Demand Bills	5,000	**$0.1075**	$538	1/1/2020 Water Demand Bills	$ 537.50			
Water Envelopes	55,000	**$0.1075**	$5,913	1/1/2020 Water Envelopes	$ 5,912.50			
Water Return Envelopes	45,000	**$0.1075**	$4,838	1/1/2020 Water Return Envelopes	$ 4,837.50			
		$0.1075		1/1/2020 15K inserts tx bills (i.c.)	$ 905.00			
Tax Bills	65,000	**$0.1075**	$6,988	1/1/2020 Tax Bills	$ 6,987.50			
Tax Demand Bills	5,000	**$0.1075**	$538	1/1/2020 Tax Demand Bills	$ 537.50			
Tax Envelopes	75,000	**$0.1075**	$8,063	1/1/2020 Tax Envelopes	$ 8,062.50			
Tax Return Envelopes	60,000	**$0.1075**	$6,450	1/1/2020 Tax Return Envelopes	$ 6,450.00			
		$0.1075		1/1/2020 post cards (wtr bill)	$ 688.00			
Excise Tax Bills	60,000	**$0.1075**	$6,450	1/1/2020 Excise Tax Bills	$ 6,450.00			
Excise Tax Demand Bills	25,000	**$0.1075**	$2,688	1/1/2020 Excise Tax Demand Bills	$ 2,687.50			
Excise Tax Envelopes	65,000	**$0.1075**	$6,988	1/1/2020 Excise Tax Envelopes	$ 6,987.50			
ExciseTax Return Envelopes	60,000	**$0.1075**	$6,450	1/1/2020 ExciseTax Return Envelopes	$ 6,450.00			
Total	565,000			1/1/2020 13K inserts wtr bills (i.c.)	$ 877.00			
			$ 60,737.50		**$ 63,207.50**	$ 63,207.50	$ 63,207.50	$ 63,207.50

	Department	Town Mgr.	Fin Com
Total Supplies & Expenses	$ 66,707.50	$ 66,707.50	$ 66,707.50

Contract Services/Leases

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 92,554	$ 91,062	$ 92,554	$ 82,225	$ 92,554	$ 92,553	$ 92,554	$ 92,554	$ 92,554	$ 92,554

	Department	Town Mgr.	Fin Com
Memberships	$ 600.00	$ 600.00	$ 600.00
Local Travel/Meetings/Conferences	$ 2,000.00	$ 2,000.00	$ 2,000.00
BookBinding/Pager & Other Misc	$ 1,000.00	$ 1,000.00	$ 1,000.00
Maintenance on equipment	$ 315.00	$ 315.00	$ 315.00
Bonding	$ 1,938.00	$ 1,938.00	$ 1,938.00
Banking Services	$ 60,000.00	$ 60,000.00	$ 60,000.00
Checks & envelopes	$ 6,000.00	$ 6,000.00	$ 6,000.00
PO Box rental	$ 961.00	$ 961.00	$ 961.00
Rental/Maintenance on PitneyBowes Postage Meter	$ 2,040.00	$ 2,040.00	$ 2,040.00
Document management	$ 1,000.00	$ 1,000.00	$ 1,000.00
Tyler Tech	$ 700.00	$ 700.00	$ 700.00

Bill Processing - Contract Services

	Department	Town Mgr.	Fin Com
Pitney Bowes lease (1/2 cost with school)	$ 12,000.00	$ 12,000.00	$ 12,000.00
Pitney Bowes mail machine maintenance	$ 4,000.00	$ 4,000.00	$ 4,000.00
Total Contract Services	$ 92,554.00	$ 92,554.00	$ 92,554.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 50,000	$ 67,316	$ 50,000	$ 50,000	$ 50,000	$ 22,306	$ 50,000	$ 50,000	$ 50,000	$ 50,000

	Department	Town Mgr.	Fin Com
Publication of Taxes	$ 5,000.00	$ 5,000.00	$ 5,000.00
Legal Services for Foreclosure	$ 35,000.00	$ 35,000.00	$ 35,000.00
Recording costs	$ 10,000.00	$ 10,000.00	$ 10,000.00
Total	$ 50,000.00	$ 50,000.00	$ 50,000.00

Section 4: Human Services

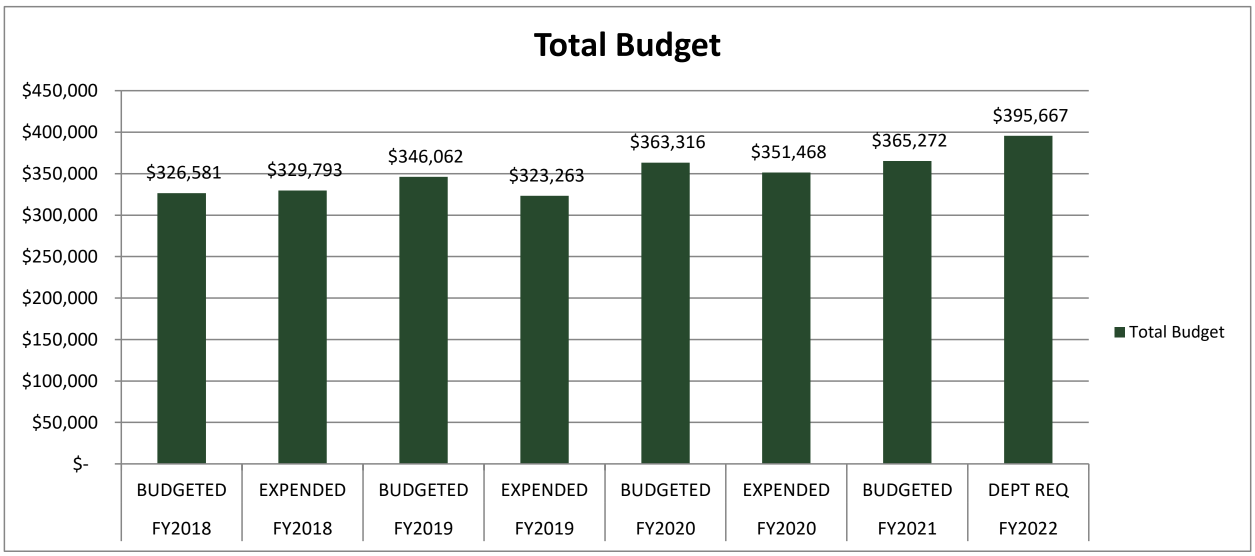
Council on Aging

Mission Statement

The focus of the Billerica Council on Aging (BCOA) included the solidification and growth of core programs, the building of many new partnerships that help us advance aging in place, the addition of programming to meet the needs of the younger seniors and those with dementia and an aggressive collaboration among departments to increase efficiencies and effectiveness in helping local seniors remain fully engaged and connected and preserve their dignity, health and independence. Built into our plans and programs is an overarching goal to change the image of the BCOA away from "a place for old people" to an active, caring and positive environment.

Budget Narrative

The Council on Aging budget this year will go up around $30,000. This increase is due to upgrades during the last collective bargaining session. The Town conducted a salary study and it recommended that multiple COA employees were due for an upgrade.



Programs and Services & Accomplishments

SUMMARY

The Billerica Council on Aging continues to invest in efforts to erase ageism and/or built-in biases about aging. We focus our strengths on meeting the needs of Billerica's older and younger seniors while leveraging intergenerational potential. We have become a community health and wellness center for seniors by addressing a range of needs from checking blood pressures to loneliness, isolation and mental health counselling and leveraging clinical skills of community partners. We fully grasp that our younger seniors seek a different experience punctuated by active living and lifelong learning and when we can, we deliver content and programming to address their needs. The onset of COVID-19 brought fresh challenges to our doors including how to keep our patrons engaged from home. Staff helped seniors navigate new technologies to sign up online for our programs. Our tech support embodied the understanding that seniors want to feel respected with the recognition that they are competent, capable and able to learn.

Our volunteers seek meaningful, purposeful engagement. Our Volunteer Services Coordinator, working 30 hours per week, continues to ensure that matches for volunteers to support our work address their skills, needs and aptitudes and give them a chance to grow, build new friendships and feel valued.

There has been an increase in the demand for mental health support as we watch seniors and caring adult children fall into depressive states. Our Outreach department has stepped up to the plate working aggressively with our police department, part of a Regional Police Mental Health Collaborative (PMHC) between the towns of Billerica, Tewksbury, Dracut, Chelmsford and Tyngsborough along with Beth Israel and Lahey Health Behavioral Services.

We closed our doors on March 16th when Covid 19 hit but continued to provide online and virtual support through creative pivoting and a commitment of staff and volunteers to our underlying purpose which is to help local seniors live the best lives possible with our multi-facetted support span.

This was a period of reinventing ourselves to continue to offer support and value to our patrons and their families. Covid 19 arrived and significantly changed the world in which we operated. Our Center was closed as a physical building but our services and our community impact was experienced at many levels. We pride ourselves in having been able to offer:

1) **CARE CALLS:** During these harsh times of uncertainty, we knew a phone call to check in, to touch in; to see how things were, was important to our patrons. Our staff made about 150 calls a week. We worked with Susan Bailey, Chaplain at Merrimack Valley Hospice who runs our bereavement group to triage some of the calls that reflected deep sadness.

2) **FOOD ACCESS:** We prepared 75-80 bags of fresh produce, nonperishable food items and other supplies per week for our senior community using a drive through service. Local residents delivered to those lacking transportation. The School Department provided partial packages and with grant funding secured by the Director from Greater Lowell Community Foundation, Stoneham Bank, Enterprise Bank, The Lions Club, Fallon Health, the BCOA Friends and Board and staff contributions we spend $500 weekly until June 25th. Bags for packaging the food were donated by Lahey Health System (400), SalemFive Bank (200) & Market Basket /Billerica center (600).

3) **MEALS ON WHEELS:** Working with Elder Services of Merrimack Valley we ramped up the number of meals being delivered each day from an average of 80 to around 100 homebound seniors.

4) **SCAM REPORTING:** We referred various callers with concerns related to scams to the police department.

5) **SUPPORTING FAMILIES CARING FOR SOMEONE WITH DEMENTIA:** We continued to refer families to The Alzheimer's Association's 24/7 Helpline at 1-800-272-3900 for comprehensive support.

6) **OUTREACH:** Staff handled a range of requests from food to housing to copies that needed to be made. There was an outpouring of requests for masks. We initially offered 2 disposable or cloth face covering masks to each requester from a limited supply we had aggregated from families in town, Enterprise Bank and members of our Quilting Group. Later, working with the Board of Health Department, we were able to adequately stock masks to manage requests from our seniors.

7) **BATV PARTNERING:** We leveraged our established, strong relationship with Billerica Access TV to bring many new programs to our patrons who found themselves suddenly at home and unable to come to our building. These included entertainment programs such as songs with Denise Doucette and many exercise programs including yoga and chair aerobics. We also worked with our fitness instructors to design fresh classes for BATV viewing.

8) **ZOOM SESSIONS:** We acquired a Zoom account to stay connected to patrons and offered Zoom sessions for groups such as our Quilters, Knitters and Social Time groups as well as offering nutritional discussions, history lectures, musical performers like Roger Tremblay and the monthly Memory Café utilizing Zoom. Zoom also allowed us to stay galvanized as a team with many weekly touch ins to manage the stress of the times and think collectively of steps forward, safety and practical programming.

9) **CAUTIOUS REOPENING- GENTLY STEPPING FORWARD:** We spent much of June 2020 preparing for a safe, limited opening on July 6th. Recognizing that older persons are more likely to catch the disease, to suffer from it more severely, and to have a tougher recovery we had to design a plan that included comprehensive communications and mitigation protocols strictly enforced.

Take Another LOOK at the BILLERICA COUNCIL ON AGING

A POSITIVE ENVIRONMENT – Fostered by trained, caring staff and volunteers.

OUR FOCUS – Support and facilitate healthy and active aging through wellness approaches and social supports.

TODAY'S BCOA – A social hub with a wide variety of programs and activities.

The BCOA – *area leader* in Aging Services

- **Reiki, Cardio Boost, Yoga, Blood Pressure, Podiatrist**
- **Caregiver Support**
- **Memory Café**
- **Living with Loss**
- **Walking Club**
- **Fitness Hub**
- **Transportation options** (medical, non-medical)
- **Nutritional Programs** (Onsite meals, Meals on Wheels, education)
- **Intergenerational Programming**
- **Active Aging Programming**
- **Evidence-Based Health Programs**
- **Men's Group**
- **Fun Activities** (Quilting, knitting, crocheting, card-making, genealogy)
- **Exciting trips, speakers and workshops**
- **Games** (Bridge, Bingo, Chess, Cribbage, Pool, Dominoes, Mahjongg, Bowling, Rummikub, Scrabble)
- **Educational classes** (foreign languages, computer, Microsoft suite)
- **Book Club & other programs with Billerica Library**
- **Respite Companion Care Program**
- **Safety** (to prevent falls and frauds)
- **Outreach to the homebound**
- **Encore Programming** (for 60-70 year-olds)
- **Community and business partnerships**
- **Volunteer recruitment, training and recognition**
- **Referrals to vetted community services and supports**
- **Tax Work-Off Program**
- **Tax Preparation Assistance**

NO COST FOR MEMBERSHIP!

Open to residents of Billerica and nearby towns aged 60 years and older.

OUR DEPARTMENTS

Health and Wellness Programs
(led by Bonnie Courtemanche, Health & Community Program Coordinator)

Life Quality Activities and Volunteer Management
(led by Jamie Doherty, Volunteer & Activity Coordinator)

Nutritional Programs
(led by Melissa Paolicelli, Nutritional Program Assistant)

Outreach and Community Transportation
(led by Jeanne Teehan, Outreach Supervisor)

Systems and Administration
(led by Pat Zapert, Operations)

Director: Jean Patel Bushnell
jbushnell@town.billerica.ma.us

Phone: (978) 671-0916
Fax: (978) 671-1347
25 Concord Road
Billerica, MA 01821
Twitter: BillericaCOA
Facebook: Billerica Council on Aging
www.town.billerica.ma.us
www.nextdoor.com

Research shows that older adults who participate in senior center programs can learn to manage and delay the onset of chronic disease and experience measurable improvements in their physical, social, spiritual, emotional, mental, and economic well-being. – NCOA

COUNCIL ON AGING	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 201,058	$ 201,058	$ 216,310	$ 198,168	$ 217,357	$ 217,357	$ 232,402	$ 257,658	$ 257,658	$ 257,658
Part Time/Seasonal	$ 17,017	$ 17,017	$ 18,727	$ 18,727	$ 22,734	$ 22,734	$ 22,484	$ 26,224	$ 26,224	$ 26,224
Overtime										
Contractual Obligations	$ 4,081	$ 4,081	$ 6,600	$ 5,639	$ 6,600	$ 6,101	$ 9,450	$ 10,850	$ 10,850	$ 10,850
Total	$ 222,156	$ 222,156	$ 241,637	$ 222,534	$ 246,691	$ 246,192	$ 264,337	$ 294,732	$ 294,732	$ 294,732
Expenses										
Supplies and Expenses	$ 37,270	$ 37,274	$ 37,270	$ 37,239	$ 42,270	$ 37,215	$ 42,270	$ 42,270	$ 42,270	$ 42,270
Contract Services/Leases	$ 34,465	$ 34,502	$ 34,465	$ 34,447	$ 41,665	$ 35,371	$ 41,665	$ 41,665	$ 41,665	$ 41,665
Utilities	$ 32,690	$ 35,861	$ 32,690	$ 29,043	$ 32,690	$ 32,690	$ 17,000	$ 17,000	$ 17,000	$ 17,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total	$ 104,425	$ 107,637	$ 104,425	$ 100,729	$ 116,625	$ 105,276	$ 100,935	$ 100,935	$ 100,935	$ 100,935
TOT TOTAL BUDGET	**$ 326,581**	**$ 329,793**	**$ 346,062**	**$ 323,263**	**$ 363,316**	**$ 351,468**	**$ 365,272**	**$ 395,667**	**$ 395,667**	**$ 395,667**

	$ 17,645.23	Difference PY	$ 30,395.56
	4.86%	% PY	8.32%

Position	FY2021 FTE	Dept. Req. FY2022 FTE	TM Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE	
COA Director	1	1	1	1	Bushnell
Head Clerk	1	1	1	1	Zapert
COA Program Coordinator	1	1	1	1	Teehan
COA Activities Coordinator	1	1	1	1	Paolicelli
2-Sat Opening Activity Asst. (COA)					
Total Staffing	4.00	4.00	4.00	4.00	

* Grant or fee funded by LRTA

Position	FY2021 PTE	Dept. Req. FY2022 PTE	TM Rec. FY2022 PTE	Fin Com Rec. FY2022 PTE	
Health & Comm Program Coord*	1	1	1	1	Savio
2-Outreach Associate**	1.06	1.06	1.06	1.06	Gillespie, Cusack-Bouvier
2-Program Associates*	1.23	1.23	1.23	1.23	Ahmed, Caprio
1-Activity Assistant (COA)*	0.26	0.26	0.26	0.26	Boyce, Cloutier, Wood
1-Volunteer Services Coord.*	0.8	0.8	0.8	0.8	Robinson
4-Van Drivers*	1.75	1.75	1.75	1.75	Collins, Gagliardi, Weston, Wingard
Transportation Coordinator (COA)*	0.8	0.8	0.8	0.8	Pellegrino
	$ 6.90	$ 6.90	$ 6.90	$ 6.90	

* Grant or fee funded by LRTA
** One position Grant funded and one Town funded

COUNCIL ON AGING
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jean Bushnell	COA Director	2/3	4/6/16	$ 95,525.00	$ 500.00	$ 1,650.00	$ 97,675.00
Patricia Zapert	Head Clerk	6	7/1/12	$ 57,455.10	$ 1,000.00	$ 1,900.00	$ 60,355.10
Jeanne Teehan	C/A Program Coordinator, FT	7	1/14/13	$ 59,753.62	$ 1,000.00	$ 1,900.00	$ 62,653.62
Melissa Paolicelli	C/A Senior Supervisor, FT	1/2	6/3/19	$ 44,924.72	$ 1,000.00	$ 1,900.00	$ 47,824.72
Karen Cusack-Bouvier	Outreach Associate	2/3	6/13/16	$ 18,585.06	$ -	$ -	$ 18,585.06
Carol Wood	Activity Assistant (COA), PT	5/6	11/4/13	$ 1,972.71	$ -	$ -	$ 1,972.71
Louise Boyce	Activity Assistant (COA), PT	5/6	11/4/13	$ 1,972.71	$ -	$ -	$ 1,972.71
Lynne Cloutier	Activity Assistant (COA), PT	2/3	3/6/20	$ 3,693.13	$ -	$ -	$ 3,693.13
Carolyn Savio	Health & Comm. Prog. Coord., FT	4/5	1/21/20	RESPITE	$ -	$ -	$ -
Rifat Ahmed	Program Associate, PT	1/2	10/15/19	GRANT	$ -	$ -	$ -
Pamela Gillespie	Outreach Associate, PT	6/7	11/4/13	GRANT	$ -	$ -	$ -
Donna Robinson	Volunteer Svcs Coord., PT	1/2	7/29/19	GRANT	$ -	$ -	$ -
Mary Caprio	Program Associate, PT	1/2	9/3/19	GRANT	$ -	$ -	$ -
John Pellegrino	Transportation Coord.(COA), PT	2/3	2/1/17	TRANSP. GRANT	$ -	$ -	$ -
William Collins	Van Driver, PT	-	12/28/16	TRANSP. GRANT	$ -	$ -	$ -
David Gagliardi	Van Driver, PT	-	5/15/17	TRANSP. GRANT	$ -	$ -	$ -
Keith Weston	Van Driver, PT	-	6/23/19	TRANSP. GRANT	$ -	$ -	$ -
Warren Wingard	Van Driver, PT	-	8/25/14	TRANSP. GRANT	$ -	$ -	$ -
							$ -
							$ -
							$ -
							$ -
DEPARTMENT TOTAL				**283,882.06**	**3,500.00**	**7,350.00**	**294,732.06**

Total Full time	$	257,658.44
Total Part time	$	26,223.62
Total Contract	$	10,850.00
Total	**$**	**294,732.06**

Council on Aging

COUNCIL ON AGING
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jean Bushnell	COA Director	2/3	4/6/2016	$ 95,525.00	$ 500.00	$ 1,650.00	$ 97,675.00
Patricia Zapert	Head Clerk	6	7/1/2012	$ 57,455.10	$ 1,000.00	$ 1,900.00	$ 60,355.10
Jeanne Teehan	C/A Program Coordinator, FT	7	1/14/2013	$ 59,753.62	$ 1,000.00	$ 1,900.00	$ 62,653.62
Melissa Paolicelli	C/A Senior Supervisor, FT	1/2	6/3/2019	$ 44,924.72	$ 1,000.00	$ 1,900.00	$ 47,824.72
Karen Cusack-Bouvier	Outreach Associate	2/3	6/13/2016	$ 18,585.06			$ 18,585.06
Carol Wood	Activity Assistant (COA), PT	5/6	11/4/2013	$ 1,972.71			$ 1,972.71
Louise Boyce	Activity Assistant (COA), PT	5/6	11/4/2013	$ 1,972.71			$ 1,972.71
Lynne Cloutier	Activity Assistant (COA), PT	2/3	3/6/2020	$ 3,693.13			$ 3,693.13
Carolyn Savio	Health & Comm. Prog. Coord., FT	4/5	1/21/2020	**RESPITE**			$ -
Rifat Ahmed	Program Associate, PT	1/2	10/15/2019	**GRANT**			$ -
Pamela Gillespie	Outreach Associate, PT	6/7	11/4/2013	**GRANT**			$ -
Donna Robinson	Volunteer Svcs Coord., PT	1/2	7/29/2019	**GRANT**			$ -
Mary Caprio	Program Associate, PT	1/2	9/3/2019	**GRANT**			$ -
John Pellegrino	Transportation Coord.(COA), PT	2/3	2/1/2017	**TRANSP. GRANT**			$ -
William Collins	Van Driver, PT	0	12/28/2016	**TRANSP. GRANT**			
David Gagliardi	Van Driver, PT	0	5/15/2017	**TRANSP. GRANT**			$ -
Keith Weston	Van Driver, PT	0	6/23/2019	**TRANSP. GRANT**			$ -
Warren Wingard	Van Driver, PT	0	8/25/2014	**TRANSP. GRANT**			$ -
							$ -
							$ -
DEPARTMENT TOTAL				**283,882.06**	**3,500.00**	**7,350.00**	**294,732.06**

Total Full time	$	257,658.44
Total Part time	$	26,223.62
Total Contract	$	10,850.00
Total	**$**	**294,732.06**

COUNCIL ON AGING
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jean Bushnell	COA Director	5	4/6/2016	$ 80,342.14	$ 500.00	$ 1,650.00	$ 82,492.14
Patricia Zapert	Head Clerk	4/5	4/23/2012	$ 52,434.92	$ 1,000.00	$ 1,200.00	$ 54,634.92
Jeanne Teehan	C/A Program Coordinator, FT	6/7	1/14/2013	$ 57,317.04	$ 1,000.00	$ 1,900.00	$ 60,217.04
Melissa Paolicelli	C/A Senior Supervisor, FT	1/2	6/3/2019	$ 42,308.07	$ 1,000.00	$ 1,200.00	$ 44,508.07
Karen Cusack-Bouvier	Outreach Associate	2/3	6/13/2016	$ 17,481.39			$ 17,481.39
Carol Wood	Activity Assistant (COA), PT	4/5	11/4/2013	$ 1,704.67			$ 1,704.67
Louise Boyce	Activity Assistant (COA), PT	4/5	11/4/2013	$ 1,704.67			$ 1,704.67
TBD	Activity Assistant (COA), PT	1/2		**$ 1,593.59**			$ 1,593.59
Carolyn Savio	Health & Comm. Prog. Coord., FT	4/5	1/21/2020	**RESPITE**			$ -
Rifat Ahmed	Program Associate, PT	1/2	10/15/2019	**GRANT**			$ -
Pamela Gillespie	Outreach Associate, PT	6/7	11/4/2013	**GRANT**			$ -
Donna Robinson	Volunteer Svcs Coord., PT	1/2	7/29/2019	**GRANT**			$ -
Mary Caprio	Program Associate, PT	1/2	9/3/2019	**GRANT**			$ -
John Pellegrino	Transportation Coord.(COA), PT	2/3	2/1/2017	**TRANSP. GRANT**			$ -
William Collins	Van Driver, PT	0	12/28/2016	**TRANSP. GRANT**			$ -
David Gagliardi	Van Driver, PT	0	5/15/2017	**TRANSP. GRANT**			$ -
Keith Weston	Van Driver, PT	0	6/23/2019	**TRANSP. GRANT**			$ -
Warren Wingard	Van Driver, PT	0	8/25/2014	**TRANSP. GRANT**			$ -
							$ -
							$ -
							$ -
							$ -
DEPARTMENT TOTAL				**$ 254,887**	**$ 3,500**	**$ 5,950**	**$ 264,336.50**

Total Full time	$	232,402.17
Total Part time	$	22,484.33
Total Contract	$	9,450.00
Total	**$**	**264,336.50**

COUNCIL ON AGING

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 37,270	$ 37,274	$ 37,270	$ 37,239	$ 42,270	$ 37,215	$ 42,270	$ 42,270	$ 42,270	$ 42,270

Supplies and Expenses

	Department	Town Mgr.	Fin Com
OFFICE SUPPLIES: WB Mason ($6,110), Printing ($500), Miscellaneous ($330)	$ 6,940	$ 6,940	$ 6,940
MILEAGE: Outreach, Home-Visits, Meetings, Conferences ($1,200)	$ 1,200	$ 1,200	$ 1,200
BUILDING SUPPLIES: Durkin ($5,600), Comcast ($420), Donahue Bros ($4,500), O'Connor Hdw. ($500), Water ($700), Bain Pest ($1,200), Standard Elec. ($300), Chelmsford Lock ($220), Misc. ($500)	$ 13,940	$ 13,940	$ 13,940
KITCHEN MAINTENANCE: Action King / CRS ($1,600), United Rest. Supply ($430), CS Ventilation ($500),MartellFire ($500)	$ 3,030	$ 3,030	$ 3,030
DUES: MCOA ($1,900),	$ 1,900	$ 1,900	$ 1,900
BUILDING MAINTENANCE: United Elevator ($2,500), Ocean Glass ($1,000), In & Out Auto Doors ($1,000), ENE Systems ($1,000), LE Morgan Roofing ($1,4(Up $5000 Building Maint.	$ 15,260	$ 15,260	$ 15,260
Carpet Cleaning ($600), Lindmark Plumbing ($1,200), Irrigation System ($250), Miscellaneous ($310), Bldg Contingency ($,5000)	$ -	$ -	$ -
Total Supplies & Expenses	$ 42,270	$ 42,270	$ 42,270

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 34,465	$ 34,502	$ 34,465	$ 34,447	$ 41,665	$ 35,371	$ 41,665	$ 41,665	$ 41,665	$ 41,665

Contract Services/Leases

		Department	Town Mgr.	Fin Com
5200	MAINTENANCE: Custodian ($24,024), Snow Removal ($500)	$ 24,524	$ 21,905	$ 21,905
5200	BUILDING SECURITY: American Alarm ($800), ASG Security ($600), Life Support Systems - AED ($400)	$ 1,800	$ 1,600	$ 1,600
5200	EQUIPMENT MAINTENANCE: Precision Fitness ($681), Kiln Repair ($300)	$ 981	$ 1,100	$ 1,100
5200	PROFESSIONAL LICENSES / CONTRACTS: Stanford Univ - Chronic Disease Training License ($260), My Senior Center - Xavus Solutions, ($600), Reiki ($3,600), Tai Chi ($1,700), Cardio-Boost ($1,00	$ 7,160	$ 9,860	$ 9,860
5200	Consultant for Licensed Social Worker	$ 7,200	$ 7,200	$ 7,200
	Total Contract Services and Leases	$ 41,665	$ 41,665	$ 41,665

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 32,690	$ 35,861	$ 32,690	$ 29,043	$ 32,690	$ 32,690	$ 17,000	$ 17,000	$ 17,000	$ 17,000

			Department	Town Mgr.	Fin Com
Utilities	Nationalgrid-Supplier,				
	Nationalgrid-Supplier,	Select Energy	$ 17,000	$ 17,000	$ 17,000
	US Solar LLC, Direct Energy				
		Total Utilities	**$ 17,000**	**$ 17,000**	**$ 17,000**

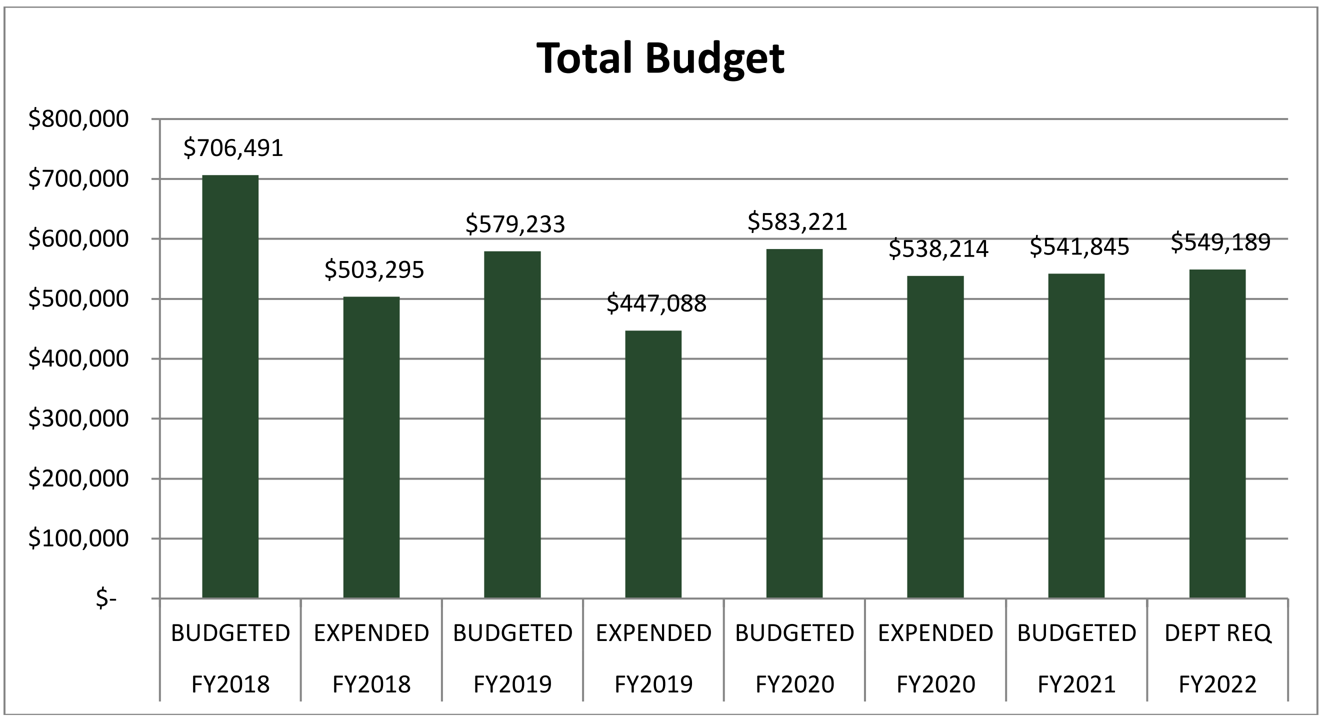
Veterans Department

Mission Statement

The Department of Veteran Services at the Town of Billerica places the rights to veteran's benefits and ample accessibility to resources at the forefront of our vision. We will achieve this by ensuring that the honor and respect earned for each and every veteran is recognized. The Director of Veteran Services will implement actions to be accessible to the Town of Billerica's Veterans in a multitude of facets to include in person outreach regiments. With forward thinking and strong interdepartmental relationships, The Department of Veterans Services will be a one stop shop for all Veteran's needs and their families.

Budget Narrative

This year the budget will increase only 1.25%. This increase is due to step raises.



Veterans Department

Upcoming and Current Goals

GOAL *1* - **Establish Veterans Office and High School Senior Engagement**

Objective – Launch first engagement with the seniors before the first graduating class of the new high school graduates. (May 2021)

In Progress

GOAL 2 - **Create an event for the Vietnam Veterans Park**

Objective – Get the input of the community for idea and approval of ideas.

In Progress

Objective – Create a fund for this event to fundraise in efforts to Veterans.

In Progress

Objective – Schedule the 1st Annual Event by Oct 2021.

In Progress

GOAL 3- **Establish Monthly Veterans Golf with the VSO at Bedford VA Golf Course**

Objective – Find out how many golfers to expect

In Progress

Objective – Coordinate with Bedford Golf Course on schedule and details

In Progress

Objective – Launch May 2021

In Progress

GOAL 4 – **Attain Approval for Fox Hill Memorial Project**

Objective – Attain support form Town Manager, Cemetery Commission and Board of Selectman

In Progress

Objective – Attain plans and estimates of project

In Progress

Objective – Create fund raising

In Progress

Objective – Bring to Town Meeting (Spring 2021)

In Progress

GOAL 5- **Update Calendar and Scheduling System to Online Platform**

Objective – Create outlook calendar

In Progress

Objective – Train staff to use new system (July 2020)

In Progress

GOAL 6- **Create a Town Hall Flag Collection System**

Objective – Create Bin/ Location of flag drop off

In Progress

Objective – Create disposal system of flags

Completed

GOAL 7- **Create a Veterans Dependent High School Scholarship.**

Objective – Attain a donor

In Progress

Objective – Attain approval by School Committee

In Progress

Objective – Set up scholarship process and guideline.

In Progress

GOAL 8 – **Create Fox Hill Maps for Wreaths Across America and Memorial Day Flags**

Veterans Department

Objective – Work with Town Clerks Office to Create a Veterans Death Tracking System

In Progress

Objective – Work with Cemetery Department to coordinate clear maps of Veterans Graves with the ability to update

In Progress

GOAL 9- **Update all Department Costs and Responsibilities According to Budget**

Objective – Create a list of department material responsibilities

In Progress

Objective – Research 2020 expenditures for these items

In Progress

Objective – Create new budget proposal based on new costs.

In Progress

GOAL 10 – **Analyze Benefits Distribution Per Case Compared to 2020**

Objective – Create expenditure tracking to analyze efforts from the 2020 Insurance Transformation

In Progress

VETERANS	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 131,062	$ 130,678	$ 133,804	$ 117,049	$ 137,592	$ 125,686	$ 129,416	$ 136,760	$ 136,760	$ 136,760
Part Time/Seasonal										
Overtime										
Contractual Obligations	$ 9,334	$ 8,934	$ 9,334	$ 4,534	$ 9,534	$ 4,434	$ 5,434	$ 5,434	$ 5,434	$ 5,434
Total	$ 140,396	$ 139,612	$ 143,138	$ 121,583	$ 147,126	$ 130,120	$ 134,850	$ 142,194	$ 142,194	$ 142,194
Expenses										
Supplies and Expenses	$ 4,710	$ 3,177	$ 4,710	$ 3,885	$ 4,710	$ 2,060	$ 5,210	$ 5,210	$ 5,210	$ 5,210
Contract Services/Leases	$ 1,385	$ 473	$ 1,385	$ 1,012	$ 1,385	$ 1,204	$ 1,785	$ 1,785	$ 1,785	$ 1,785
Utilities										
Capital Outlay										
Veterans Benefits	$ 560,000	$ 360,033	$ 430,000	$ 320,608	$ 430,000	$ 404,830	$ 400,000	$ 400,000	$ 400,000	$ 400,000
Total Expenses	$ 566,095	$ 363,683	$ 436,095	$ 325,505	$ 436,095	$ 408,094	$ 406,995	$ 406,995	$ 406,995	$ 406,995
TOTAL BUDGET	**$ 706,491**	**$ 503,295**	**$ 579,233**	**$ 447,088**	**$ 583,221**	**$ 538,214**	**$ 541,845**	**$ 549,189**	**$ 549,189**	**$ 549,189**

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM. Rec. FY2022 FTE	Fin Com. Rec. FY2022 FTE
Director	1	1	1	1
Head Clerk	1	1	1	1
Total Staffing	2	2	2	2

Difference PY	$ 7,344.25
% PY	1.36%

VETERANS DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Joe Ruggierio	Director	3/4	6/13/2019	$77,006.34	$500.00	$0.00	$77,506.34
Marie O' Rourke	Head Clerk	7	8/24/1981	$59,753.62	$600.00	$4,334.00	$64,687.62
DEPARTMENT TOTAL				$ 136,759.97	$ 1,100.00	$ 4,334.00	$ 142,193.97

Total Full time	$	136,759.97
Total Contract	$	5,434.00
Total	$	142,193.97

VETERANS DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Joe Ruggierio	Director	3/4	6/13/2019	$77,006.34	$500.00		$77,506.34
Marie O' Rourke	Head Clerk	7	8/24/1981	$59,753.62	$600.00	$4,334.00	$64,687.62
DEPARTMENT TOTAL				$ 136,759.97	$ 1,100.00	$ 4,334.00	$ 142,193.97

Total Full time	$	136,759.97
Total Contract	$	5,434.00
Total	$	142,193.97

VETERANS DEPARTMENT
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Joe Ruggierio	Director	2/3	13-Jun-19	$70,891.11	$500.00		$ 71,391.11
Marie O' Rourke	Head Clerk	7	8/24/1981	$58,524.61	$600.00	$4,334.00	$ 63,458.61
							$ -
							$ -
							$0.00
DEPARTMENT TOTAL				$129,415.72	$1,100.00	$4,334.00	$ 134,849.72

Total Full time	$	129,415.72
Total Contract	$	5,434.00
Total	$	134,849.72

DESCRIPTION DETAIL

VETERANS

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 4,710	$ 3,177	$ 4,710	$ 3,885	$ 4,710	$ 2,060	$ 5,210	$ 5,210	$ 5,210	$ 5,210

Supplies and Expenses	Department	Town Mgr.	Fin Com
5 sets of 4x6 Flags, consisting of 5 American, 5 State and 5 POW/MIA flags - $600.00	$ 600	$ 600	$ 600
3 12/18 flags for center & talbot oval	$ 810	$ 810	$ 810
2 15/12 flags Talbot Oval			
Flags to be used to decorate Veterans' Graves on Memorial Day and Veterans' Day. The State will reimburse the Town 75% of the cost of the Flags	$ 3,000	$ 3,000	$ 3,000
office supply allocation	$ 800	$ 800	$ 800
Total Supplies and Expenses:	$ 5,210	$ 5,210	$ 5,210

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 560,000	$ 360,033	$ 430,000	$ 320,608	$ 430,000	$ 404,830	$ 400,000	$ 400,000	$ 400,000	$ 400,000

5280 Veterans' Benefits This is the projected amount of benefits for veterans/widows.			
This department is reimbursed by the Commonwealth at the rate of 75% for benefits extended on behalf of qualified Veterans/widows and dependents.	$ 400,000	$ 400,000	$ 400,000
Veterans' Benefits	$ 400,000	$ 400,000	$ 400,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 1,385	$ 473	$ 1,385	$ 1,012	$ 1,385	$ 1,204	$ 1,785	$ 1,785	$ 1,785	$ 1,785

Contract Services/Leases	Department	Town Mgr.	Town Mgr.
Northeastern Veterans' Service Officers Assocation Membership fee $100.00			
Massachusetts Veterans' Services Agents Association Membership fee $100.00 per year			
Vetrospec	$ 400	$ 400	$ 400
Director travels approximately 3,000 miles per year. Verification of residency, special investigations, Appeals at State office, DES office, Veterans hospitals, local hospitals, monthly meetings, Executive and Advisory Board meetings, meetings with the Commissioner of Veterans' Services and other State meetings.	$ 1,385	$ 1,385	$ 1,385
	$ 1,785	$ 1,785	$ 1,785

Section 5: Library and Recreation

Library

Department Explanation

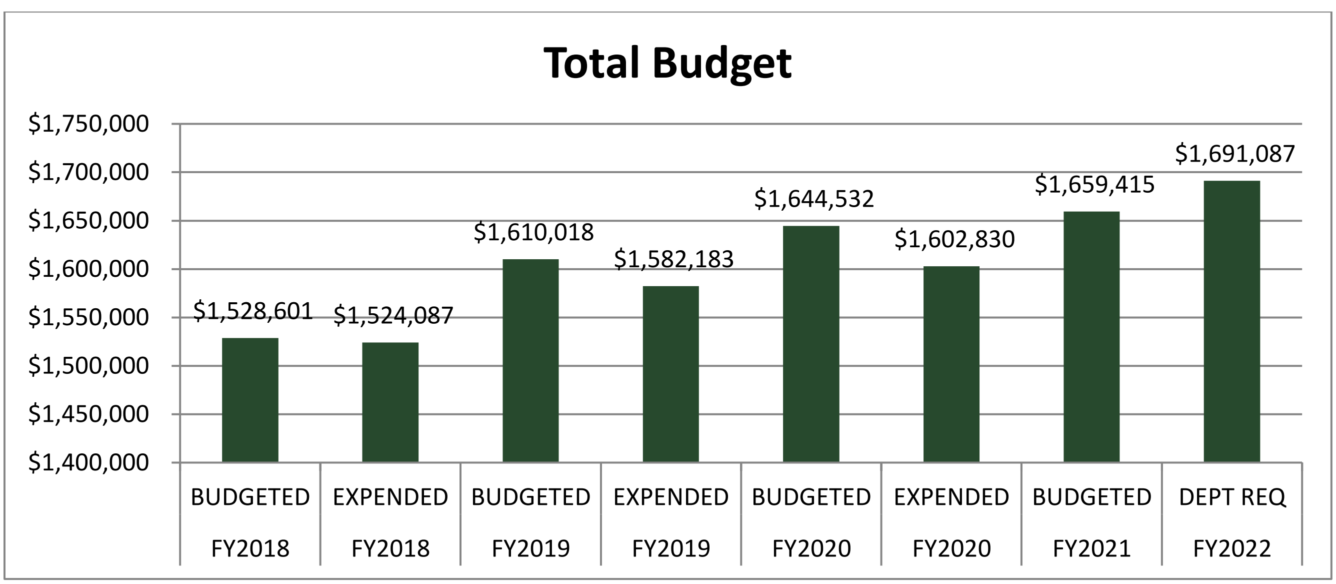
Billerica's first public library was established in 1772. The Billerica Public Library opened in its current location in 2000.

Once upon a time, a public library was a collection of books. But it was really never only that. The mission of a public library is to allow whole community access to knowledge, information, literature and cultural participation. Every single day the Billerica Public Library aims to provide something necessary or enriching – for free—for **You** and every community member. We aim to do this even for those who don't enter our door, just in case one day they do. The Billerica Public Library is all about **You**!

The roles of the library are to provide current, high-demand, high interest materials for leisure reading of all age groups; to encourage and foster an interest in reading by children; to serve as a support center for both formal and informal learning pursuits, and to do so in a cost-effective manner.

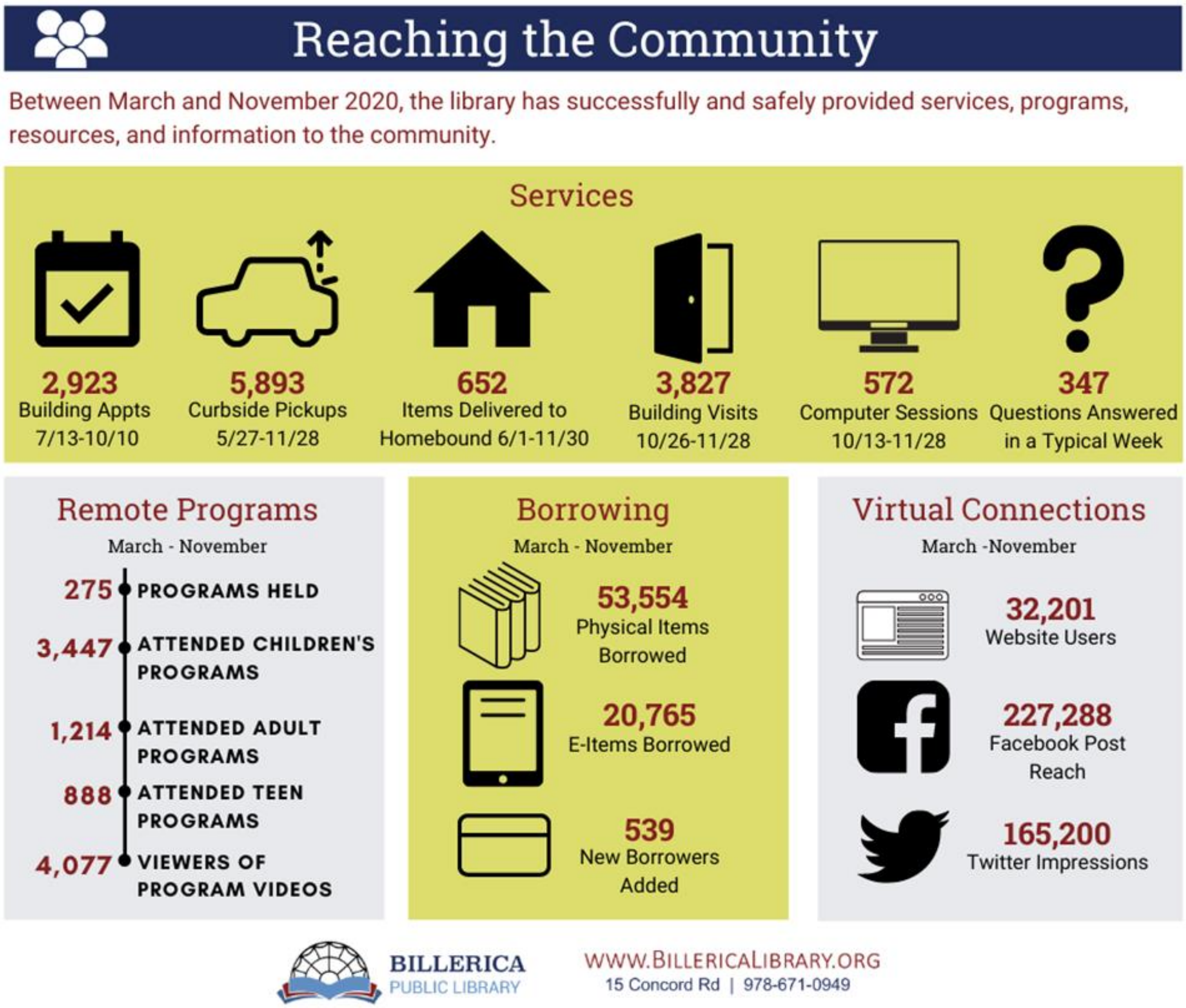
Budget Narrative

The library budget will be going up only 1.91% this year. This mostly due to step raises and an increase in the expenses line item.



Library

Programs and Services



Library

The library strives to provide responsive service to its residents, thru free access to diverse materials, information and programs. The library is an integral community contributor as it continues to partner with town agencies, cultural groups and service providers. Among the many partnerships this year, a few examples were partnering with the COA by hosting Memory Cafes, the schools by providing elementary school nights for children and their parents and outreach visits to various assisted living facilities and senior housing.

Tear this page out and apply for a library card below!

Billerica Public Library Patron Registration

NAME

First: ______________________________ Middle: ______________

Last: ______________________________ Suffix: ______________

Preferred Name on file (nickname, etc.): ______________________

ADDRESS

Street: ______________________________ Apt #: ______________

City: ______________ State: ________ Zip: ______________

CONTACT

Contact Phone: ______________________

E-mail Address: ____

Would you like to receive e-mail notifications? Yes ☐ No ☐

If yes, please select any of the following notifications:

Overdue/Billing Notice ☐ Hold Pickup Notice ☐

LOG ON

Your default log on is your **library card number**. Your default PIN is the **last 4 digits** of your card number.

Alternate Log-on ID, if desired (20 characters max, letters and numbers only): ______________________

PIN can be changed by logging into your account.

Signature: ____

Parent/Guardian Signature (if under grade 9): ______________________________

Your signature indicates compliance with all of the policies of the Billerica Public Library. Copies of these policies are available upon request.

PUBLIC LIBRARY	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 753,461	$ 753,461	$ 798,305	$ 785,772	$ 828,851	$ 828,851	$ 867,421	$ 903,158	$ 903,158	$ 903,158
Part Time/Seasonal	$ 364,422	$ 360,578	$ 389,708	$ 374,410	$ 394,066	$ 363,716	$ 405,812	$ 398,339	$ 398,339	$ 398,339
Overtime										$ -
Contractual Obligations	$ 29,437	$ 29,437	$ 30,481	$ 30,481	$ 29,203	$ 30,481	$ 26,363	$ 27,448	$ 27,448	$ 27,448
Total	$ 1,147,320	$ 1,143,476	$ 1,218,494	$ 1,190,663	$ 1,252,120	$ 1,223,048	$ 1,299,596	$ 1,328,944	$ 1,328,944	$ 1,328,944
Expenses										
Supplies and Expenses	$ 210,350	$ 210,350	$ 214,057	$ 214,053	$ 214,551	$ 211,093	$ 224,835	$ 226,869	$ 226,869	$ 226,869
Contract Services/Leases	$ 74,031	$ 73,362	$ 80,567	$ 80,567	$ 80,961	$ 73,957	$ 82,684	$ 82,974	$ 82,974	$ 82,974
Cleaning Service	$ 20,100	$ 20,099	$ 20,100	$ 20,100	$ 20,100	$ 17,932	$ 27,300	$ 27,300	$ 27,300	$ 27,300
Utilities	$ 76,800	$ 76,800	$ 76,800	$ 76,800	$ 76,800	$ 76,800	$ 25,000	$ 25,000	$ 25,000	$ 25,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 381,281	$ 380,611	$ 391,524	$ 391,520	$ 392,412	$ 379,782	$ 359,819	$ 362,143	$ 362,143	$ 362,143
TOTAL BUDGET	**$ 1,528,601**	**$ 1,524,087**	**$ 1,610,018**	**$ 1,582,183**	**$ 1,644,532**	**$ 1,602,830**	**$ 1,659,415**	**$ 1,691,087**	**$ 1,691,087**	**$ 1,691,087**

Position	FY2021 FTE	Dept. Req. FY2022 FTE	TM Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Director	1	1	1	1
Asst. Director	1	1	1	1
Librarian I	3	3	3	3
Librarian II	2	3	2	2
Librarian III	2	2	2	2
Librarian Associate	0	0	0	0
Library Ass't III	2	2	2	2
Building Mtnce Craftsman	1	1	1	1
Total Staffing	12	13	12	12

13%	$ 216,273.16
Needed from Friends	$ 28,731.16
	$ 31,672.14
4.03%	1.91%

Position	FY2021 PTE	Dept. Req. FY2022 PTE	TM Rec. FY2022 PTE	Fin Com Rec. FY2022 PTE
Librarian I	0.6667	0.7067	0.6667	0.6667
Librarian II	0.5067	0.4667	0.5067	0.5067
Librarian II	0.6667	0.5333	0.6667	0.6667
Librarian II	0.8000	0.5333		
Library Asst. III	0.9867	0.9067	0.9867	0.9867
Library Asst. III	0.5333	0.8533	0.5333	0.5333
Library Asst. III	0.5333	0.5333	0.5333	0.5333
Library Asst. III	0.5333	0.5333	0.5333	0.5333
Library Asst. III	0.5333	0.2667	0.5333	0.5333
Library Asst. III				
Librarian III				
Librarian III	0.6267	0.6267	0.6267	0.6267
Total Staffing	6.39	5.96	5.59	5.59

LIBRARY DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
FULL-TIME							
Jan Hagman	Lib. Director	5	11/3/1986	107,518.89	$ -	$ 4,100.00	111,619
Joseph St. Germain	Asst. Lib. Director	3/4	12/30/2018	90,346.74	$ -	$ 1,650.00	91,997
Lisa Gadbois	Lib. I	9	4/17/1998	86,449.43	$ -	$ 3,393.00	89,842
Sharon Lomison	Lib. I	9	10/27/2014	86,449.43	$ -	$ -	86,449
Abhar Sheikh	Lib. I	9	8/13/2012	86,449.43	$ -	$ -	86,449
Cindi Haggerty	Lib II	5/6	1/13/2017	59,302.75	$ -	-	59,303
Elizabeth Meier	Lib II	3/4	2/19/2019	54,649.03	$ -	$ -	54,649
Michelle Paquin	Lib. II	9	10/7/1996	68,062.75	$ -	$ 3,393.00	71,456
Diane Fowler	Lib III	9	4/3/2000	62,693.66	$ -	$ 3,393.00	66,087
Laura Persson	Lib III	3/4	4/15/2019	50,041.22	$ -	$ -	50,041
Matthew Pustizzi	Lib Asst III	9	3/24/2008	45,326.86	$ -	$ 1,827.00	47,154
Rebecca Zahora	Lib Asst III	6/7	1/5/2016	41,135.75	$ -	$ -	41,136
Kevin Rudy	Bldg Craftsman	9	11/7/2011	64,732.13	$ -	$ 1,827.00	66,559
PART-TIME							
Henry Barker	Lib Asst III	3/4	4/22/2019	28,936.75	$ -	$ -	28,937
Lisa Botte	Lib I	8/9	1/14/2019	59,835.48	$ -	$ 2,397.72	62,233
Margeda Bou-Nassif	Lib Asst III	9	9/6/2005	41,096.35	$ -	$ 2,366.40	43,463
Dorothy Burlamachi	Lib Asst III	8/9	5/27/2016	11,671.69	$ -	$ -	11,672
Marion DePierro	Lib. II	9	9/20/2000	31,762.62	$ -	$ -	31,763
Marion DePierro	Lib Asst III	-	8/28/2018	-	$ -	$ -	0
Ellen Dobi	Lib II	9	1/7/2013	36,300.13	$ -	$ -	36,300
Shannon Hagel	Lib Asst III	9	5/3/2011	24,174.32	$ -	$ 974.40	25,149
Kathleen Meagher	Lib III	9	9/16/1996	39,288.03	$ -	$ 2,126.28	41,414
Julia Wade	Lib Asst III	3/4	4/22/2019	19,799.77	$ -	$ -	19,800
Laura Szaro Kopinski	Lib. II	4/5	3/17/2020	28,325.45	$ -	$ -	28,325
Shelvers (65 hrs.)	$ -	-	1/0/1900	45,805.50	$ -	$ -	45,806
Substitute and Casual - Weeke	$ -	-	1/0/1900	31,342.50	$ -	$ -	31,343
$ -	$ -	-	1/0/1900	-	$ -	$ -	0
$ -	$ -	-	1/0/1900	-	$ -	$ -	0
$ -	$ -	-	1/0/1900	-	$ -	$ -	0
							0
DEPARTMENT TOTAL				**$ 1,301,496.66**	**$ -**	**$ 27,447.80**	**$1,328,944**

Total Full time		903,158.06
Total Part Time		398,338.60
Total Contract		27,447.80
Total	$	1,328,944.46

LIBRARY DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
FULL-TIME							
Jan Hagman	Lib. Director	5	11/3/1986	$ 107,518.89		$ 4,100.00	111,619
Joseph St. Germain	Asst. Lib. Director	3/4	12/30/2018	$ 90,346.74		$ 1,650.00	91,997
Lisa Gadbois	Lib. I	9	4/17/1998	$ 86,449.43	0.00	$ 3,393.00	89,842
Sharon Lomison	Lib. I	9	10/27/2014	$ 86,449.43	0.00	$ -	86,449
Abhar Sheikh	Lib. I	9	8/13/2012	$ 86,449.43	0.00	$ -	86,449
Cindi Haggerty	Lib II	5/6	1/13/2017	$ 59,302.75	0.00	-	59,303
Elizabeth Meier	Lib II	3/4	2/19/2019	$ 54,649.03			54,649
Michelle Paquin	Lib. II	9	10/7/1996	$ 68,062.75	0.00	$ 3,393.00	71,456
Diane Fowler	Lib III	9	4/3/2000	$ 62,693.66	0.00	$ 3,393.00	66,087
Laura Persson	Lib III	3/4	4/15/2019	$ 50,041.22	0.00		50,041
Matthew Pustizzi	Lib Asst III	9	3/24/2008	$ 45,326.86	0.00	$ 1,827.00	47,154
Rebecca Zahora	Lib Asst III	6/7	1/5/2016	$ 41,135.75		$ -	41,136
Kevin Rudy	Bldg Craftsman	9	11/7/2011	$ 64,732.13	0.00	$ 1,827.00	66,559
PART-TIME							
Henry Barker	Lib Asst III	3/4	4/22/2019	$ 28,936.75	0.00		28,937
Lisa Botte	Lib I	8/9	1/14/2019	$ 59,835.48	0.00	$ 2,397.72	62,233
Margeda Bou-Nassif	Lib Asst III	9	9/6/2005	$ 41,096.35	0.00	$ 2,366.40	43,463
Dorothy Burlamachi	Lib Asst III	8/9	5/27/2016	$ 11,671.69	0.00		11,672
Marion DePierro	Lib. II	9	9/20/2000	$ 31,762.62	0.00		31,763
Marion DePierro	Lib Asst III	0	8/28/2018	$ -			0
Ellen Dobi	Lib II	9	1/7/2013	$ 36,300.13	0.00	$ -	36,300
Shannon Hagel	Lib Asst III	9	5/3/2011	$ 24,174.32	0.00	$ 974.40	25,149
Kathleen Meagher	Lib III	9	9/16/1996	$ 39,288.03	0.00	$ 2,126.28	41,414
Julia Wade	Lib Asst III	3/4	4/22/2019	$ 19,799.77			19,800
Laura Szaro Kopinski	Lib. II	4/5	3/17/2020	$ 28,325.45	0.00	$ -	28,325
Shelvers (65 hrs.)				45,806		$ -	45,806
Substitute and Casual - Weekend,Sick & Vac. Coverage				31,343		$ -	31,343
						$ -	
						$ -	
DEPARTMENT TOTAL				**$ 1,301,496.66**	**0.00**	**27,447.80**	**$1,328,944**

Total Full time		903,158.06
Total Part Time		398,338.60
Total Contract		27,447.80
Total	$	1,328,944.46

LIBRARY DEPARTMENT
SALARY INFORMATION FY2021 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
FULL-TIME							
Jan Hagman	Lib. Director	5	11/3/1986	102,940		4,100.00	107,040
Joseph St. Germain	Asst. Lib. Director	2/3	12/30/2018	83,172		0.00	83,172
Lisa Gadbois	Lib. I	9	4/17/1998	84,671	0.00	3,393.00	88,064
Sharon Lomison	Lib. I	9	10/27/2014	84,671	0.00	0.00	84,671
Abhar Nauqti	Lib. I	9	8/13/2012	84,671	0.00	0.00	84,671
Cindi Haggerty	Lib II	4/5	1/13/2017	55,862	0.00	-	55,862
Elizabeth Meier	Lib II	2/3	2/19/2019	51,479			51,479
Michelle Paquin	Lib. II	9	10/7/1996	66,663	0.00	3,393.00	70,056
Diane Fowler	Lib III	9	4/3/2000	61,404	0.00	3,393.00	64,797
Laura Persson	Lib II	1/2	4/15/2019	45,339	0.00		45,339
Matthew Pustizzi	Lib Asst III	9	3/24/2008	44,395	0.00	1,827.00	46,222
Rebecca Zahora	Lib Asst III	5/6	1/5/2016	38,753		0.00	38,753
Kevin Rudy	Bldg Craftsman	9	11/7/2011	63,401	0.00	783.00	64,184
PART-TIME							0
Henry Barker	Lib Asst III	2/3	4/22/2019	27,262	0.00		27,262
Lisa Botte	Lib I	7/8	1/14/2019	56,360	0.00	2,409.03	58,769
Margeda Bou-Nassif	Lib Asst III	9	9/6/2005	40,251	0.00	1,662.57	41,914
Dorothy Burlamachi	Lib Asst III	7/8	5/27/2016	10,995	0.00		10,995
Marion DePierro	Lib. II	9	9/20/2000	7,111	0.00		7,111
Marion DePierro	Lib Asst III	2/3	8/28/2018	11,658			11,658
Ellen Dobi	Lib II	9	1/7/2013	35,554	0.00	0.00	35,554
Shannon Hagel	Lib Asst III	9	5/3/2011	23,677	0.00	968.31	24,645
Kathleen Meagher	Lib III	9	9/16/1996	38,480	0.00	2,137.59	40,618
Julia Wade	Lib Asst III	2/3	4/22/2019	18,653			18,653
Sandra Woodbury	Lib II	9	7/5/2005	58,663	0.00	2,296.80	60,960
Shelvers (65 hrs.)				45,806		0	45,806
Substitute and Casual - Weekend,Sick & Vac. Coverage				31,343		0	31,343
							0
DEPARTMENT TOTAL				**$ 1,273,233.02**	**$ -**	**$ 26,363.30**	**$1,299,596**

Total Full time		867,420.88
Total Part Time		405,812.13
Total Contract		26,363.30
Total	$	1,299,596.32

DESCRIPTION/DETAIL
PUBLIC LIBRARY

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 210,350	$ 210,350	$ 214,057	$ 214,053	$ 214,551	$ 211,093	$ 224,835	$ 226,869	$ 226,869	$ 226,869

		Prior Year	Department	Town Mgr.	Fin Com
Supplies and Expenses					
Computer equipment & accessories	Maintaining and replacing 70 public and staff computers on a rotating basis, plus numerous printers and other accessories	$ 10,404	$ 10,612	$ 10,612	$ 10,612
		$ 183,451	$ 187,542	$ 187,542	$ 187,542
Total from Book and Publications					
Operating Materials	Barcode labels; security cases; book jacket covers; video boxes; fibre attaching tape; book tape; pressure sensitive spine labels; microfiche reader/printer cartridges; plastic library cards; printer cartridges, local history supplies	$ 12,500	$ 12,750	$ 12,750	$ 12,750
Custodial Supplies	Provision for toilet paper, paper towels, hand soap, cleaning products, ice melt	$ 8,160	$ 8,323	$ 8,323	$ 8,323
Electrical Supplies	Provision for light bulbs and other electrical supplies	$ 2,040	$ 2,081	$ 2,081	$ 2,081
Plumbing Supplies	Provision for plumbing supplies for 6 bathrooms and two kitchen facilities	$ 1,530	$ 1,561	$ 1,561	$ 1,561
	Water Purifier	$ 6,750	$ 4,000	$ 4,000	$ 4,000
	Total Supplies & Expenses	$ 224,835	$ 226,869	$ 226,869	$ 226,869

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 74,031	$ 73,362	$ 80,567	$ 80,567	$ 80,961	$ 73,957	$ 82,684	$ 82,974	$ 82,974	$ 82,974

Contract Services/Leases		Department	Town Mgr.	Fin Com
Annual membership and shared maintenance costs for central site and peripheral equipment, as well as, central site staffing as a participant in the Merrimack Valley Library Consortium	$ 62,327	$62,327	$62,327	$62,327
Provision for 9 Trustees' Membership in the Mass. Library Trustees Assoc., Membership for the Director in the American Library Assoc. Membership for the Director and Asst. Director in the Mass. and New England Library Association	$ 755	$ 755	$ 755	$ 755
HVAC service contract	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Automatic door maintenance/Contract	$ 2,300	$ 2,346	$ 2,346	$ 2,346
Provision for the advertising of job postings and bid announcements	$ 100	$ 100	$ 100	$ 100
Provision for irrigation system turn on and winterizing	$ 350	$ 357	$ 357	$ 357
Copy machine maintenance	$ 1,700	$ 1,734	$ 1,734	$ 1,734
Provision for maintenance and repair of various mechanical, plumbing and electrical systems and numerous pieces of audiovisual and electronic equipment.	$ 9,000	$ 9,180	$ 9,180	$ 9,180
Central station connection for burglar alarm	$ 408	$ 416	$ 416	$ 416
Allowance for use of personal vehicle to attend meetings around the state.	$ 744	$759	$759	$759
Total Contract Services	$ 82,684	$ 82,974	$ 82,974	$ 82,974

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 20,100	$ 20,099	$ 20,100	$ 20,100	$ 20,100	$ 17,932	$ 27,300	$ 27,300	$ 27,300	$ 27,300

Total Cleaning Service		Department	Town Mgr.	Fin Com
Professional Cleaning Service for after hours cleaning				
Total Cleaning Service	$ 27,300	$27,300	$27,300	$27,300
	$ 27,300	$ 27,300	$ 27,300	$ 27,300

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 76,800	$ 76,800	$ 76,800	$ 76,800	$ 76,800	$ 76,800	$ 25,000	$ 25,000	$ 25,000	$ 25,000

Utilities	Department	Town Mgr.	Fin Com
Provision for gas heat - 35,000 sq ft. building Provision for electricity - $59,000. Provision for dedicated telephone in elevator per ADA regulations			
Total Utilities	$ 25,000	$ 25,000	$ 25,000

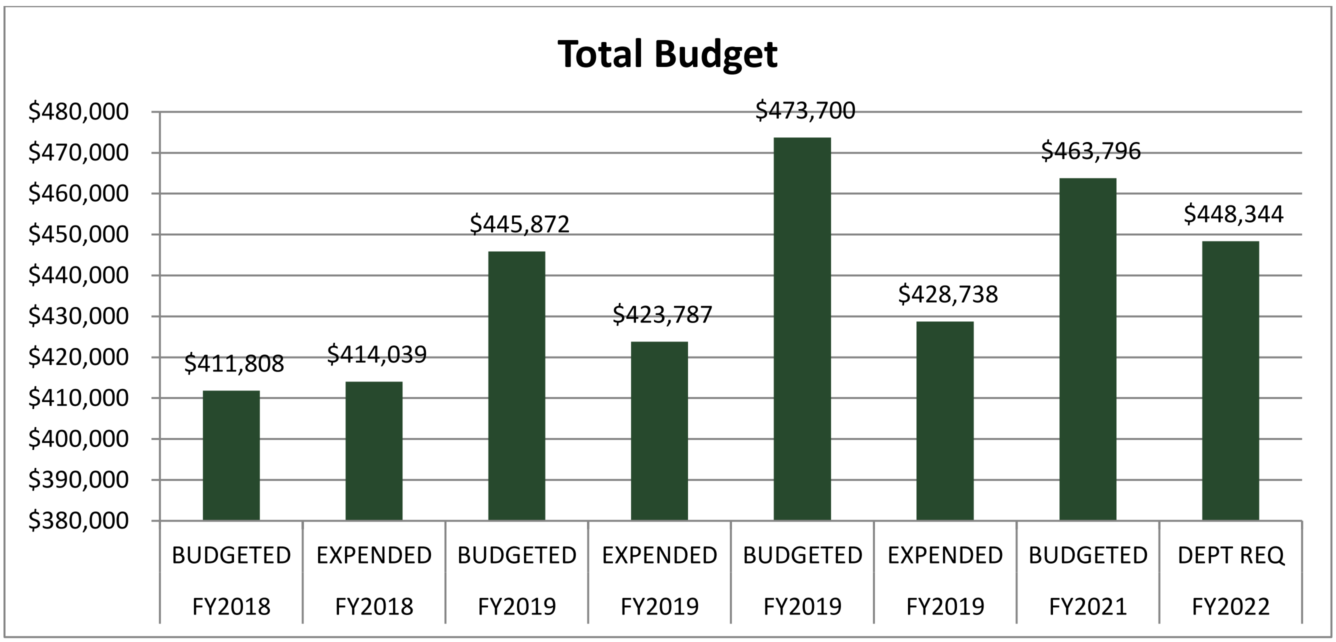
Recreation

Mission Statement

The primary goal of the Recreation Department is to offer high quality affordable recreational programs, services, trips and special events to the citizens of Billerica. Our recreational, educational and cultural programming reflects the interest and diversity of our community. We are committed to improving parks and recreation facilities to ensure a safe and pleasant experience for visitors.

Budget Narrative

The Recreation Department will see a decrease due to maintenance position being moved to the Town Hall budget.



Recreation

Programs and Services

The Recreation Department has continued evolving into a one-stop shop for all of the resident's leisure and recreational needs. We have continuously taken on the challenge of increasing the programs we offer anyone from Pre-K through Seniors. Whether you're 1 or 100, we have something for you! Our department has also paid particular attention to improving how we are marketing ourselves both online and in various other formats. With the recent addition of our new website and registration software system, we are also now able to accept payment by credit card. We believe this has made accessing our services a much more convenient process for our participants.

In addition to programming, the Recreation Department also offers various other services including discount ticket sales to theatre, sports events, and local business, as well as offering trips and tours both near and far. This year we have been exceptionally excited to increase the number and quality of special events being offered to the town!

FY 2020 Annual Report COVID-19 Excerpt

Below is an excerpt from the Annual Report written by David Grubb, Recreation Director.

As we were heading into Spring, we were all blindsided by the challenges presented by Covid-19. As it became clear the health risks associated with social gatherings, we were the first department in the region to put a pause on all programs while gathering more information. In our opinion the embarrassment of overreacting far outweighed the risks of underreacting. A couple of weeks later, our neighboring towns followed suit and put a pause on their programs as well. Once it became clear that we would be this for the long-haul, our department quickly adapted and rolled out numerous virtual programs. While slow to catch on with the community as everyone was just beginning to adjust to a "new normal", we did begin to gain traction with these programs as spring went on. In addition to programming, our facilities also required adjustments in response to Covid-19. Signage was placed in all parks and athletic areas spelling out requirements for mask wearing, social distancing, etc. Additionally, hand sanitizer stations were set up at each of our playgrounds.

In Spring 2019 we completed a major project at Micozzi Beach that removed the old jersey barriers separating the parking lot and beach with far more attractive bollards, allowing sightlines from the road and parking lot to the water. Additionally, we had the parking lot and basketball court area seal coated and re-painted. This allowed us to completely redevelop the parking lot, providing for a far more efficient use of the parking lot and a safer experience for our beach visitors. We also installed all new fencing at this site, including rolling gates at the entry and exit to complete the overhaul and cleanup of this area.

In addition to our devoted staff, our volunteers play a critical role in enabling the department to achieve its goals. They provide direct and indirect opportunities and support to participants in our programs and allowing us to continue growing our number of special events. The Recreation

Recreation

Department has received support from the business community allowing us to offer specialized programs and activities for the continuous enjoyment of our citizens, businesses and visitors. We are looking to continue to grow our public/private partnerships in order to maintain and improve the rich diversity of recreation services we can provide to our community. Additionally, the number of volunteer hours from our Recreation Commission, Middlesex County Community Work Program, Sons of Italy, various Eagle Scouts, and private citizens is invaluable and we cannot thank them enough!

We are looking forward to continuing to adapt to the challenges facing our department due to the ongoing pandemic and are confident that we will continue offering an assortment of safe and important services to the community. As always, we continue to be appreciative of the support we have received from the residents, Town Offices, School Department, and all other partners throughout the year.

RECREATION	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
5110 Full Time	$ 212,383	$ 212,383	$ 257,642	$ 252,300	$ 273,207	$ 254,750	$ 273,207	$ 305,028	$ 305,028	$ 305,028
5120 Part Time/Permanent	$ 47,218	$ 116,218	$ 50,741	$ 95,018	$ 49,941	$ 107,641	$ 49,941	$ -	$ -	$ -
5150 Part Time /Seasonal	$ 69,000		$ 52,700		$ 57,700		$ 57,700	$ 57,700	$ 57,700	$ 57,700
Overtime										
5190 Contractual Obligations	$ 9,627	$ 9,627	$ 7,300	$ 7,300	$ 8,432	$ 6,725	$ 8,432	$ 5,200	$ 5,200	$ 5,200
Total	$ 338,228	$ 338,228	$ 368,382	$ 354,618	$ 389,280	$ 369,116	$ 389,280	$ 367,928	$ 367,928	$ 367,928
Expenses										
Supplies and Expenses	$ 14,080	$ 13,114	$ 15,950	$ 8,063	$ 14,080	$ 2,891	$ 12,680	$ 11,580	$ 11,580	$ 11,580
Contract Services/Leases	$ 49,500	$ 47,798	$ 51,540	$ 51,106	$ 60,340	$ 46,731	$ 58,836	$ 65,836	$ 65,836	$ 65,836
Warrant Articles										
Utilities	$ 10,000	$ 14,899	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000
Capital Outlay								$ -	$ -	$ -
Total Expenses	$ 73,580	$ 75,811	$ 77,490	$ 69,169	$ 84,420	$ 59,622	$ 74,516	$ 80,416	$ 80,416	$ 80,416
TOTAL BUDGET	**$ 411,808**	**$ 414,039**	**$ 445,872**	**$ 423,787**	**$ 473,700**	**$ 428,738**	**$ 463,796**	**$ 448,344**	**$ 448,344**	**$ 448,344**

$ 11,123.78	Difference PY	$ (15,451.75)
2.35%	%	-3.33%

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Director, Recreation	1	1	1	1
Assistant Director	1	1	1	1
Program Coordinator	1	1	1	1
Senior Clerk	1	1	1	1
Playground Coordinator	1	0	0	0
Total Staffing	5.0	4.0	4.0	4.0

Recreation

DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Full Time							
David Grubb	Rec Director	4/5	8/7/2017	$ 107,025.02	$ 500.00	$ -	$ 107,525.02
Vacant	Asst Rec Dir.	1	11/25/2019	$ 71,022.54	$ 500.00		$ 71,522.54
Lori Boucher	Principal Clerk	7	9/25/2000	$ 54,482.32	$ 1,000.00	$ 2,700.00	$ 58,182.32
Brian Leary	Program Coordinator	3/4	8/2/2018	$ 72,497.95	$ 500.00	$ -	$ 72,997.95
					$ -	$ -	$ -
Part Time - Seasonal							$ -
	Lifeguards			$ 41,000.00			$ 41,000.00
	Neighborhood Parks			$ 16,700.00			$ 16,700.00
DEPARTMENT TOTAL				**$ 362,727.83**	**$ 2,500.00**	**$ 2,700.00**	**$ 367,927.83**

Total Full Time	$ 305,027.83
Total Part Time	$ -
Total Seasonal	$ 57,700.00
Total Contract	$ 5,200.00
Total	$ 367,927.83

DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Clothing	Meals	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Full Time									
David Grubb	Rec Director	4/5	8/7/2017	$ 107,025.02			$ 500.00		$ 107,525.02
Vacant	Asst Rec Dir.	1	11/25/2019	$ 71,022.54			$ 500.00		$ 71,522.54
Lori Boucher	Principal Clerk	7	9/25/2000	$ 54,482.32			$ 1,000.00	$ 2,700.00	$ 58,182.32
Brian Leary	Program Coordinator	3/4	8/2/2018	$ 72,497.95			$ 500.00		$ 72,997.95
Part Time - Seasonal									$ -
	Lifeguards			$ 41,000.00					$ 41,000.00
	Neighborhood Parks			$ 16,700.00					$ 16,700.00
DEPARTMENT TOTAL				**$ 362,727.83**	**$ -**	**$ -**	**$ 2,500.00**	**$ 2,700.00**	**$ 367,927.83**

Total Full Time	$ 305,027.83
Total Part Time	
Total Seasonal	$ 57,700.00
Total Contract	$ 5,200.00
Total	$ 367,927.83

DEPARTMENT
SALARY INFORMATION FY2021 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Clothing	Meals	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Full Time									
David Grubb	Director, Recreation	5	8/7/2017	90,112.11			500.00	-	$ 90,612.11
Cheryl Donna Hansen	Assistant Director	5	10/16/2006	78,153.83			500.00	2,100.00	$ 80,753.83
Lori Boucher	Senior Clerk	7	36794	48,514.95			1,000.00	2,700.00	$ 52,214.95
Tony Amato	Maintenance Man	1/2	7/16/2018	45,661.99	800.00	332.00	-	-	$ 46,793.99
Part Time				-			-	-	
Brian Leary	Program Coordinator	1/2	7/31/2018	49,940.69			500.00	-	$ 50,440.69
				-			-	-	
Part Time - Seasonal				$ -			-	-	$ -
	Lifeguards			$ 41,000.00			-	-	$ 41,000.00
	Neighborhood Parks			$ 16,700.00			-	-	$ 16,700.00
IUPE CBA Spring 2019				$ 7,864.00					$ 7,864.00
SEIU CBA Spring 2019				$ 1,400.00					$ 1,400.00
BMEA CBA Fall 2019				$ 1,500					$ 1,500.00
DEPARTMENT TOTAL				**$ 380,847.58**	**$ 800.00**	**$ 332.00**	**$ 2,500.00**	**$ 4,800.00**	**$ 389,279.58**

Total Full Time	$ 273,206.89
Total Part Time	$ 49,940.69
Total PT-Seasonal	$ 57,700.00
Total Contract	$ 8,432.00
Total	$ 389,279.58

DESCRIPTION/DETAIL

RECREATION

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 14,080	$ 13,114	$ 15,950	$ 8,063	$ 14,080	$ 2,891	$ 12,680	$ 11,580	$ 11,580	$ 11,580

			Department	Town Mgr.	Fin Com
Supplies and Expenses					
Legal Notices					
Postage	Placement of legal notices in Newspaper/Online	$ 500	$ 250	$ 250	$ 250
Meals	Placement of legal notices in Newspaper	$ 50	$ -	$ -	$ -
	House Of Correction Community Work Program throughout the year for light construction projects. Provide meals each day.	$ 1,500	$ 1,000	$ 1,000	$ 1,000
	To purchase clothing and equipment required for field visits and programs	$ 300	$ 300	$ 300	$ 300
	Materials needed to run programs and events, including basic playgroun -$1,100	$ 8,130	$ 7,030	$ 7,030	$ 7,030
Uniform & Equipment	Travel on recreation business. Attendance at conference and workshops.	$ 600	$ -	$ -	$ -
Recreation Materials	Attendance at State and National Recreation and Park Association Conferences.	$ 2,500	$ 2,500	$ 2,500	$ 2,500
Travel-in-state	General office supply allocation	$ 500	$ 500	$ 500	$ 500
Professional Development					
Office Supplies					
	Total Supplies & Expenses		$ 11,580	$ 11,580	$ 11,580

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 49,500	$ 47,798	$ 51,540	$ 51,106	$ 60,340	$ 46,731	$ 58,836	$ 65,836	$ 65,836	$ 65,836

		Department	Town Mgr.	Fin Com
Contract Services				
	Recreation brochure, program flyers and/or special event flyers printed.	$ 6,000	$ 6,000	$ 6,000
	Solitude - Miccozzi Beach Algae/Water Treatment	$7,400	$ 7,400	$ 7,400
	Nashoba Analytical - Micozzi Beach Water Testing	$ 800	$ 800	$ 800
	MyRec Registration Software Annual Contract	$ 4,200	$ 4,200	$ 4,200
	Playground Inspections	$ 2,500	$ 2,500	$ 2,500
	Warren Security - Facility Alarm	$ 936	$ 936	$ 936
	Porta-a-Potty +$7,000	$ 22,000	$ 22,000	$ 22,000
	Membership in professional organizations (NRPA,MRPA)	$ 2,000	$ 2,000	$ 2,000
	Rental and purchase of equipment and repair of recreational equipment and sites. (examples: playground equipment and fencing, splash pad repair, etc)	$ 15,000	$ 15,000	$ 15,000
	ADA Services	$ 5,000	$ 5,000	$ 5,000
	Total Contract Services	$ 65,836	$ 65,836	$ 65,836

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 10,000	$ 14,899	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 3,000	$ 3,000	$ 3,000	$ 3,000

		Department	Town Mgr.	Fin Com
Utilities	gas and telephone service	$ 3,000	$ 3,000	$ 3,000
	Total Utilities	$ 3,000	$ 3,000	$ 3,000

Town Civic Events

Budget Explanation

This account is used to pay for civic events held throughout the year. This account includes money for the New Year's Eve party hosted by the Recreation Department and the Memorial Day Parade hosted by the Veterans Department.

It also includes money for the scholarship foundation, the Middlesex Canal Association, The Artscape Banners, and the Beautification Committee.

Budget Narrative

This budget will see a slight increase in the festival account. The Town will begin hanging Christmas decorations in the center similar to the hanging flower baskets.

Town Civic Events

Town Civic Events/Organizations	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ.	FY2021 TM REC	FY2021 FIN COM REC
7067 VFW-P, DAV, VFW-S	$ 600	$ 600	$ 600	$ 600	$ 600	$ 600	$ 600	$ 600	$ 600	$ 600
7068 MEMORIAL DAY/HOMECOMING	$ 9,000	$ 8,392	$ 9,000	$ 8,985	$ 9,000	$ 9,000	$ 11,000	$ 11,000	$ 11,000	$ 11,000
7097 FESTIVAL ACCOUNT	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 7,500	$ 7,500	$ 7,500
7076 MIDDLESEX CANAL	$ 1,500	$ 19	$ 1,500	$ -	$ 1,500	$ -	$ 1,500	$ 1,500	$ 1,500	$ 1,500
7077 BEAUTIFICATION	$ 1,000	$ 1,000	$ 3,000	$ 2,591	$ 15,000	$ 4,526	$ 15,000	$ 15,000	$ 15,000	$ 15,000
7084 SCHOLARSHIP FOUNDATION	$ 5,100	$ 5,100	$ 5,100	$ 5,100	$ 5,100	$ 5,022	$ 5,100	$ 5,100	$ 5,100	$ 5,100
TOTAL BUDGET	$ 22,200	$ 20,111	$ 24,200	$ 22,276	$ 36,200	$ 24,148	$ 38,200	$ 40,700	$ 40,700	$ 40,700

* Fireworks increased by $2,000

Section 6: Public Education

Public Education

PUBLIC EDUCATION

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Personnel	$ 49,850,259	$ 49,850,259	$ 51,584,651	$ 51,584,651	$ 53,532,364	$ 53,532,364	$ 55,250,753	$ 56,079,514	$ 56,079,514	$ 56,079,514
Overtime										
Total Personnel	$ 49,850,259	$ 49,850,259	$ 51,584,651	$ 51,584,651	$ 53,532,364	$ 53,532,364	$ 55,250,753	$ 56,079,514	$ 56,079,514	$ 56,079,514
Expenses										
Supplies and Expenses	$ 1,797,817	$ 1,797,817	$ 1,755,573	$ 1,755,573	$ 1,755,573	$ 1,755,573	$ 1,811,927	$ 1,839,106	$ 1,839,106	$ 1,839,106
Contract Services/Leases	$ 8,146,040	$ 8,146,040	$ 8,308,961	$ 8,308,961	$ 8,308,961	$ 8,308,961	$ 8,575,678	$ 8,704,314	$ 8,704,314	$ 8,704,314
Utilities	$ 1,351,592	$ 1,351,592	$ 1,378,624	$ 1,378,624	$ 1,378,624	$ 1,378,624	$ 1,422,878	$ 1,444,221	$ 1,444,221	$ 1,444,221
Capital Outlay	$ 277,352	$ 277,352	$ 282,899	$ 282,899	$ 282,899	$ 282,899	$ 291,980	$ 296,360	$ 296,360	$ 296,360
Total Expenses	$ 11,572,801	$ 11,572,801	$ 11,726,057	$ 11,726,057	$ 11,726,057	$ 11,726,057	$ 12,102,463	$ 12,284,000	$ 12,284,000	$ 12,284,000
TOTAL BUDGET	$ 61,423,060	$ 61,423,060	$ 63,310,708	$ 63,310,708	$ 65,258,421	$ 65,258,421	$ 67,353,216	$ 68,363,515	$ 68,363,515	$ 68,363,515

Difference $ 1,010,298.25

Percentage 1.50%

SHAWSHEEN TECHNICAL HIGH SCHOOL

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Personnel										
Overtime										
Total Personnel								$ -	$ -	
Expenses										
Supplies and Expenses										
Contract Services/Leases										
Utilities										
Operating Costs	$ 10,579,268	$ 10,579,268	$ 10,917,388	$ 10,917,388	$ 10,256,850	$ 10,256,850	$ 9,807,569	$ 10,101,796	$ 10,101,796	$ 10,101,796
Capital Outlay								$ -	$ -	$ -
Total Expenses	$ 10,579,268	$ 10,579,268	$ 10,917,388	$ 10,917,388	$ 10,256,850	$ 10,256,850	$ 9,807,569	$ 10,101,796	$ 10,101,796	$ 10,101,796
TOTAL BUDGET	$ 10,579,268	$ 10,579,268	$ 10,917,388	$ 10,917,388	$ 10,256,850	$ 10,256,850	$ 9,807,569	$ 10,101,796	$ 10,101,796	$ 10,101,796

Section 7: Public Safety

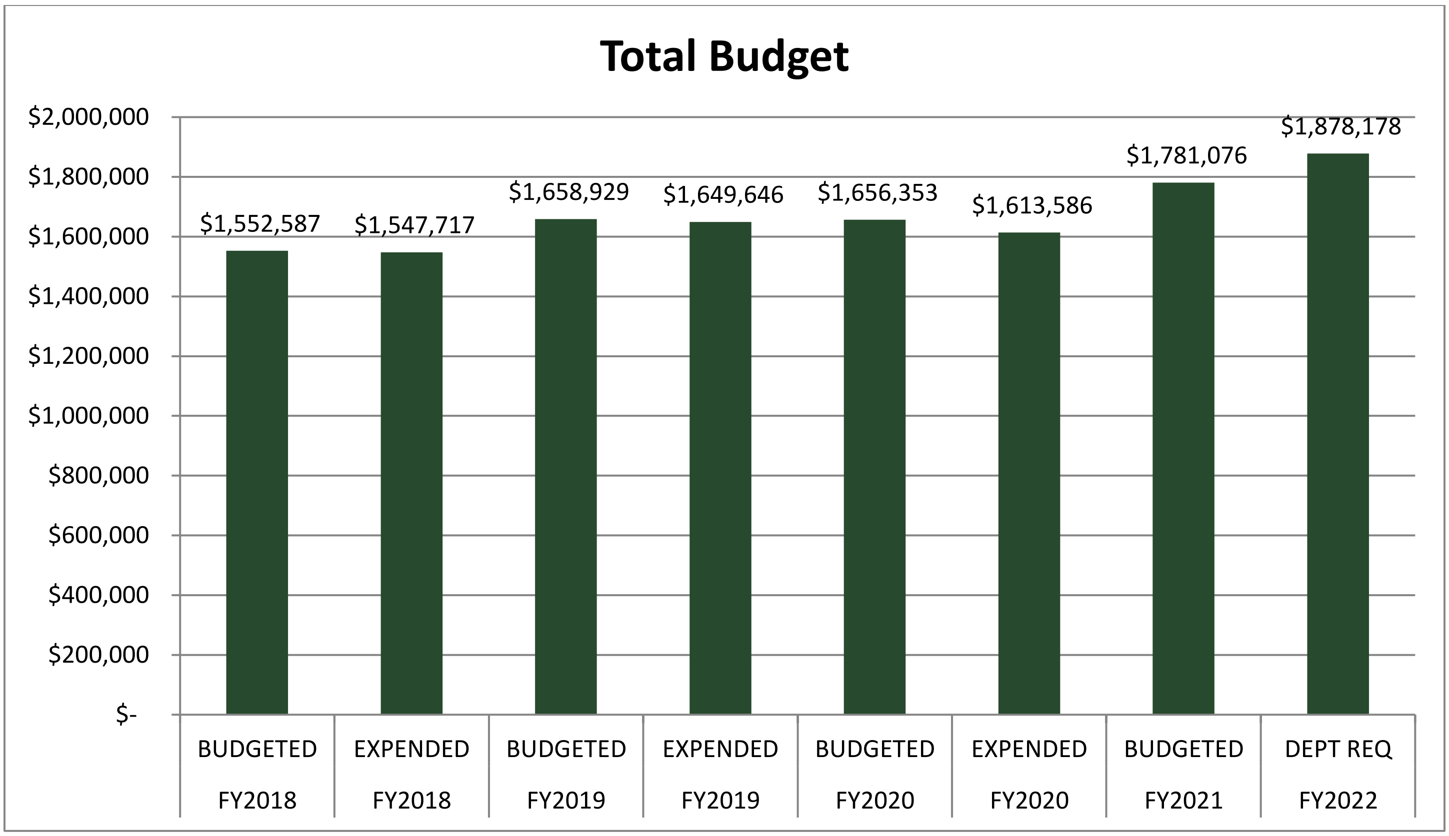
Ambulance

Department Explanation

The Town of Billerica Emergency Medical Services is currently staffed with 1 fulltime Supervisor and 16 full time paramedics. The Department provides Advanced Life Support to the Town 24 hours a day, 7 days a week.

Budget Narrative

In FY22 Ambulance budget will see a 5.45% increase this year. This is due to making a full time supervisor and adding an additional paramedic on staff. This change was necessary due to the added administrative work that needs to be completed by the Supervisor. This change was phased in. Last fiscal year a paramedic was budgeted for half of the fiscal year.



Programs and Services

The Ambulance department can provide Advanced Life Support to Billerica residents 24 hours a day, 365 days a year. The Department outsources their billing to a private vendor and has an incredible relationship with Lahey Clinic. The Department is dedicated to continuing education and professional development.

Ambulance

The Town of Billerica Emergency Medical Services (EMS) is currently staffed with 16 Full Time and 4 Per Diem Paramedics. The service provides Advanced Life Support to the Town 24 hours a day, 7 days a week.

Billing for the ambulance service continues to be provided by a private vendor, New England Medical Billing.

The service continues its relationship with Lahey Clinic which provides Medical Control for the service.

We are now running 2 full time ambulances. (24 hours Day, 7 Days/Week.)

We also continue to work with other agencies and School Department regarding opioid problem and active shooter situations.

E.M.S. personnel continue to interact with Town and other Public Safety and Health Organizations to provide the best possible service to the Town of Billerica. Ambulance Billing Collections were $ 2,080,511. For FY19.

****** A special thanks to the to Joe Devlin and the entire Billerica EMS Crew during the COVID-19 pandemic. The Town of Billerica has been very lucky during this time. They have risked their health and safety during the pandemic. Transporting potentially hundreds of COVID cases to the local area hospitals. They have also helped the Town test and vaccinate thousands of residents over the past few months. Their motto since the pandemic has started has been "What can we do to help?" They have done everything and more!********

FY2022 Ambulance Receipts Analysis

Total Projected Ambulance Receipts	$ 2,028,817.00
Total Ambulance Budget	1,878,178.00
Total Ambulance Employee Health Care Costs	140,000.00
Total Ambulance Costs	2,018,178.00
Total Defecit/Surplus	**$ 10,639.00**

AMBULANCE	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 977,807	$ 977,807	$ 1,022,485	$ 1,018,559	$ 1,021,253	$ 996,418	$ 1,110,979	$ 1,194,695	$ 1,194,695	$ 1,194,695
Part Time/Seasonal	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 8,214	$ 15,000	$ 15,000	$ 15,000	$ 15,000
Overtime	$ 195,000	$ 195,000	$ 207,000	$ 207,000	$ 222,000	$ 222,000	$ 237,000	$ 237,000	$ 237,000	$ 237,000
Contractual Obligations	$ 141,380	$ 141,380	$ 191,045	$ 191,045	$ 173,901	$ 168,143	$ 186,096	$ 199,482	$ 199,482	$ 199,482
Total	$ 1,329,187	$ 1,329,187	$ 1,435,529	$ 1,431,604	$ 1,432,153	$ 1,394,775	$ 1,549,076	$ 1,646,178	$ 1,646,178	$ 1,646,178
Expenses										
Supplies and Expenses	$ 111,400	$ 108,958	$ 111,400	$ 106,555	$ 112,200	$ 107,626	$ 118,200	$ 118,200	$ 118,200	$ 118,200
Contract Services/Leases	$ 112,000	$ 109,572	$ 112,000	$ 111,487	$ 112,000	$ 111,185	$ 113,800	$ 113,800	$ 113,800	$ 113,800
Utilities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 223,400	$ 218,530	$ 223,400	$ 218,042	$ 224,200	$ 218,811	$ 232,000	$ 232,000	$ 232,000	$ 232,000
TOTAL BUDGET	**$ 1,552,587**	**$ 1,547,717**	**$ 1,658,929**	**$ 1,649,646**	**$ 1,656,353**	**$ 1,613,586**	**$ 1,781,076**	**$ 1,878,178**	**$ 1,878,178**	**$ 1,878,178**

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM. Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
EMT-Supervisor	1	1	1	1
EMT-P	15	16	16	16
PER DIEM				
Total Staffing	16	17	17	17

$ 97,102.05

5.45%

AMBULANCE DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SPECIALTY PAY	SICK BONUS EDUC PAY	SHIFT DIFF	HOLIDAY PAY	TOTAL SALARY BENEFIT
Devlin, Joseph	EMT-P/Supervisor	8	10/28/1993	$ 110,263.17	$ 626.40	$ 1,845.00	$ -	$ 7,854.35	$ 120,588.92
Branchaud, Robert	EMT-P	4	1/20/2016	$ 67,965.44	$ 626.40	$ 2,820.00	$ 2,775.26	$ 4,714.07	$ 78,901.17
DiIorio, Katrina	EMT-P	3	2/19/2019	$ 66,472.52	$ 626.40	$ 3,250.00	$ 2,714.29	$ 4,616.01	$ 77,679.22
Farley, Tyler	EMT-P	2/3	10/14/2019	$ 65,563.22	$ 626.40	$ 3,525.00	$ 2,677.16	$ 4,564.05	$ 76,955.83
McSweeney, Brian	EMT-P	2/3	8/18/2019	$ 66,108.80	$ 626.40	$ 4,600.00	$ 2,698.29	$ 4,598.68	$ 78,632.17
Mueller, Timothy	EMT-P	3/4	2/18/2017	$ 67,021.64	$ 626.40	$ 4,125.00	$ 2,736.48	$ 4,640.53	$ 79,150.05
Nichols, Catherine	EMT-P	3/4	2/17/2017	$ 67,021.64	$ 2,192.40	$ 3,250.00	$ 2,736.71	$ 4,640.53	$ 79,841.28
Noel, Michael	EMT-P	4	3/13/2013	$ 67,965.44	$ 626.40	$ 2,775.00	$ 2,775.26	$ 4,714.07	$ 78,856.17
Nuttoli, Enrico	EMT-P	6	11/26/2004	$ 70,711.16	$ 626.40	$ 4,000.00	$ 2,887.38	$ 4,894.42	$ 83,119.36
O'Brien, Robert	EMT-P	6	11/23/2004	$ 70,711.16	$ 3,758.40	$ 3,250.00	$ 2,887.38	$ 4,894.42	$ 85,501.36
Powers, Scott	EMT-P	4	6/27/2013	$ 67,965.44	$ 3,758.40	$ 6,525.00	$ 2,775.26	$ 4,714.07	$ 85,738.17
Shircliff, Leigh	EMT-P	4	1/3/2016	$ 67,965.44	$ 626.40	$ 1,000.00	$ 2,775.26	$ 4,714.07	$ 77,081.17
Silvia, Shaun	EMT-P	4	10/3/2015	$ 67,965.44	$ 626.40	$ 3,250.00	$ 2,775.26	$ 4,714.07	$ 79,331.17
Thompson, Nickolas	EMT-P	3	7/2/2017	$ 66,472.52	$ 626.40	$ 2,775.00	$ 2,714.29	$ 4,616.01	$ 77,204.22
Voutselas, Christopher	EMT-P	4/5	12/9/2011	$ 68,725.52	$ 626.40	$ 1,000.00	$ 2,806.29	$ 4,758.69	$ 77,916.90
Youden, Thomas	EMT-P	5	10/11/2009	$ 69,324.21	$ 626.40	$ 1,000.00	$ 2,830.74	$ 4,803.31	$ 78,584.66
Replacement	EMT-P	3	7/1/2019	$ 66,472.52	$ 626.40	$ 4,666.67	$ 2,714.29	$ 4,616.01	$ 79,095.89
									$ -
DEPARTMENT TOTAL				**$ 1,194,695.34**	**$ 18,478.80**	**$ 53,656.67**	**$ 44,279.60**	**$ 83,067.36**	**$ 1,394,177.77**

Total Full time	$ 1,194,695.34
Total Part time	$ 15,000.00
Overtime	$ 237,000.00
Total Contract	$ 199,482.43
Total	$ 1,646,177.77

AMBULANCE DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SPECIALTY Pay	SICK BONUS EDUC PAY	SHIFT DIFF	Retirement HOLIDAY PAY	TOTAL SALARY BENEFIT
Devlin, Joseph	EMT-P/Supervisor	8	10/28/1993	$ 110,263.17	$ 626.40	$ 1,845.00		$ 7,854.35	$ 120,588.92
Branchaud, Robert	EMT-P	4	1/20/2016	$ 67,965.44	$ 626.40	$ 2,820.00	$ 2,775.26	$ 4,714.07	$ 78,901.17
DiIorio, Katrina	EMT-P	3	2/19/2019	$ 66,472.52	$ 626.40	$ 3,250.00	$ 2,714.29	$ 4,616.01	$ 77,679.22
Farley, Tyler	EMT-P	2/3	10/14/2019	$ 65,563.22	$ 626.40	$ 3,525.00	$ 2,677.16	$ 4,564.05	$ 76,955.83
McSweeney, Brian	EMT-P	2/3	8/18/2019	$ 66,108.80	$ 626.40	$ 4,600.00	$ 2,698.29	$ 4,598.68	$ 78,632.17
Mueller, Timothy	EMT-P	3/4	2/18/2017	$ 67,021.64	$ 626.40	$ 4,125.00	$ 2,736.48	$ 4,640.53	$ 79,150.05
Nichols, Catherine	EMT-P	3/4	2/17/2017	$ 67,021.64	$ 2,192.40	$ 3,250.00	$ 2,736.71	$ 4,640.53	$ 79,841.28
Noel, Michael	EMT-P	4	3/13/2013	$ 67,965.44	$ 626.40	$ 2,775.00	$ 2,775.26	$ 4,714.07	$ 78,856.17
Nuttoli, Enrico	EMT-P	6	11/26/2004	$ 70,711.16	$ 626.40	$ 4,000.00	$ 2,887.38	$ 4,894.42	$ 83,119.36
O'Brien, Robert	EMT-P	6	11/23/2004	$ 70,711.16	$ 3,758.40	$ 3,250.00	$ 2,887.38	$ 4,894.42	$ 85,501.36
Powers, Scott	EMT-P	4	6/27/2013	$ 67,965.44	$ 3,758.40	$ 6,525.00	$ 2,775.26	$ 4,714.07	$ 85,738.17
Shircliff, Leigh	EMT-P	4	1/3/2016	$ 67,965.44	$ 626.40	$ 1,000.00	$ 2,775.26	$ 4,714.07	$ 77,081.17
Silvia, Shaun	EMT-P	4	10/3/2015	$ 67,965.44	$ 626.40	$ 3,250.00	$ 2,775.26	$ 4,714.07	$ 79,331.17
Thompson, Nickolas	EMT-P	3	7/2/2017	$ 66,472.52	$ 626.40	$ 2,775.00	$ 2,714.29	$ 4,616.01	$ 77,204.22
Voutselas, Christopher	EMT-P	4/5	12/9/2011	$ 68,725.52	$ 626.40	$ 1,000.00	$ 2,806.29	$ 4,758.69	$ 77,916.90
Youden, Thomas	EMT-P	5	10/11/2009	$ 69,324.21	$ 626.40	$ 1,000.00	$ 2,830.74	$ 4,803.31	$ 78,584.66
Replacement	EMT-P	3	7/1/2019	$ 66,472.52	$ 626.40	$ 4,666.67	$ 2,714.29	$ 4,616.01	$ 79,095.89
									$ -
DEPARTMENT TOTAL				**$ 1,194,695.34**	**$ 18,478.80**	**$ 53,656.67**	**$ 44,279.60**	**$ 83,067.36**	**$ 1,394,177.77**

Total Full time	$ 1,194,695.34
Total Part time	$ 15,000.00
Overtime	$ 237,000.00
Total Contract	$ 199,482.43
Total	$ 1,646,177.77

AMBULANCE DEPARTMENT
SALARY INFORMATION FY2021 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SPECIALTY PAY	SICK BONUS EDUC PAY	SHIFT DIFF	HOLIDAY PAY	TOTAL SALARY BENEFIT
Devlin, Joseph	EMT-P/Supervisor	8	10/28/1993	$ 82,218.13	$ 626.40	$ 1,845.00	$ 3,357.24	$ 5,650.20	$ 93,696.97
Branchaud, Robert	EMT-P	3/4	1/20/2016	$ 62,525.45	$ 626.40	$ 1,845.00	$ 2,553.13	$ 4,339.01	$ 71,888.99
DiIorio, Katrina	EMT-P	2/3	2/19/2019	$ 60,044.45	$ 626.40	$ 3,250.00	$ 2,451.81	$ 4,154.87	$ 70,527.53
Farley, Tyler	EMT-P	1/2	10/14/2019	$ 58,153.42	$ 626.40	$ 3,678.31	$ 2,378.99	$ 4,076.49	$ 68,913.61
McSweeney, Brian	EMT-P	1/2	8/18/2019	$ 58,637.62	$ 626.40	$ 5,381.63	$ 2,395.01	$ 4,107.24	$ 71,147.90
Mueller, Timothy	EMT-P	3	2/18/2017	$ 61,907.63	$ 626.40	$ 3,080.00	$ 2,527.90	$ 4,316.19	$ 72,458.12
Nichols, Catherine	EMT-P	3	2/17/2017	$ 61,907.63	$ 2,192.40	$ 3,250.00	$ 2,527.90	$ 4,316.19	$ 74,194.12
Noel, Michael	EMT-P	4	3/13/2013	$ 63,297.72	$ 626.40	$ 3,250.00	$ 2,584.65	$ 4,407.48	$ 74,166.25
Nuttoli, Enrico	EMT-P	6	11/26/2004	$ 65,855.00	$ 626.40	$ 4,000.00	$ 2,689.08	$ 4,575.46	$ 77,745.94
O'Brien, Robert	EMT-P	6	11/23/2004	$ 65,855.00	$ 3,758.40	$ 3,250.00	$ 2,689.08	$ 4,575.46	$ 80,127.94
Powers, Scott	EMT-P	4	6/27/2013	$ 63,297.72	$ 3,758.40	$ 6,525.00	$ 2,584.65	$ 4,407.48	$ 80,573.25
Shircliff, Leigh	EMT-P	3/4	1/3/2016	$ 62,605.34	$ 626.40	$ 1,000.00	$ 2,556.39	$ 4,346.62	$ 71,134.75
Silvia, Shaun	EMT-P	3/4	10/3/2015	$ 62,951.53	$ 626.40	$ 3,250.00	$ 2,570.52	$ 4,392.27	$ 73,790.72
Thompson, Nickolas	EMT-P	3	7/2/2017	$ 61,907.63	$ 626.40	$ 2,250.00	$ 2,527.43	$ 4,316.19	$ 71,627.65
Voutselas, Christopher	EMT-P	4	12/9/2011	$ 63,297.72	$ 626.40	$ 525.00	$ 2,584.65	$ 4,407.48	$ 71,441.25
Youden, Thomas	EMT-P	5	10/11/2009	$ 64,563.57	$ 626.40	$ 1,000.00	$ 2,636.34	$ 4,490.63	$ 73,316.94
Replacement	EMT-P	3	7/1/2019	$ 30,953.82	$ 313.20	$ 4,666.67	$ 1,203.78	$ 2,186.30	$ 39,323.77
IEAP Police Paramedics	AFTM 2020, Article 7			$ 61,000.00					$ 61,000.00
DEPARTMENT TOTAL				**$ 1,110,979.40**	**$ 18,165.60**	**$ 52,046.61**	**$ 42,818.55**	**$ 73,065.56**	**$ 1,297,075.72**

Total Full time	$ 1,110,979.40
Total Part time	$ 15,000
Overtime	$ 237,000
Total Contract	$ 186,096.32
Total	$ 1,549,075.72

DESROPTION DETAIL

AMBULANCE

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 111,400	$ 108,958	$ 111,400	$ 106,555	$ 112,200	$ 107,626	$ 118,200	$ 118,200	$ 118,200	$ 118,200

Supplies and Expenses

Account	Description	Department	Town Mgr.	Fin Com
23120-5422	Includes throw-away gowns per OSHA regulations, rubber gloves, disinfectant, laundry detergent, extra strength hand cleaner, mops,, shovels,, and other miscellaneous items as required.	$ 2,500.00	$ 2,500.00	$ 2,500.00
23120-5426	Includes cost various supplies and oxygen, cost for mandated medications; training equipment, including simulators and mannikins to aid in maintaining skill proficiency. EZ/IO drill needles and EKG leads	$ 70,000.00	$ 70,000.00	$ 70,000.00
23120-5429	Vehilce repiar and maintenance for two frontline ambulances and one back-up.	$ 20,000.00	$ 20,000.00	$ 20,000.00
23120-5440	Purchase of vehilce safety equipment and personal protective gear.	$ 1,600.00	$ 1,600.00	$ 1,600.00
23120-5444	Uniforms @ $950/man for 17 Medics and per diems plus $800 start-up or replacement costs.	$ 23,100.00	$ 23,100.00	$ 23,100.00
23120-54	General office supply allocation	$ 1,000.00	$ 1,000.00	$ 1,000.00
		$ 118,200.00	$ 118,200.00	$ 118,200.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 112,000	$ 109,572	$ 112,000	$ 111,487	$ 112,000	$ 111,185	$ 113,800	$ 113,800	$ 113,800	$ 113,800

Contract Services/Leases

Account	Description	Department	Town Mgr.	Fin Com
23130-5214	New England Medical Billing	$ 80,000.00	$ 80,000.00	$ 80,000.00
23130-5224	Cost of Medical Control Physician's fee ($12,000), professional development (1,500) and fees for ambulance certification (1,000) and licensing re-iburesement (1,500)	$ 16,000.00	$ 16,000.00	$ 16,000.00
23130-5230	Cost for replacement or repair of washer or dryer, maintenance of garage doors, garage area, EMT quarters, and day room; miscdellaneous repairs to electrical equipment.	$ 3,500.00	$ 3,500.00	$ 3,500.00
23130-5236	Maintence fee for electronic reporting system $5000 CyberCom contract $900 Radio equipment not available thru contract $900 Life pack 12 mainitence aggreement $5000	$ 14,300.00	$ 14,300.00	$ 14,300.00
		$ 113,800	$ 113,800	$ 113,800

Board of Health

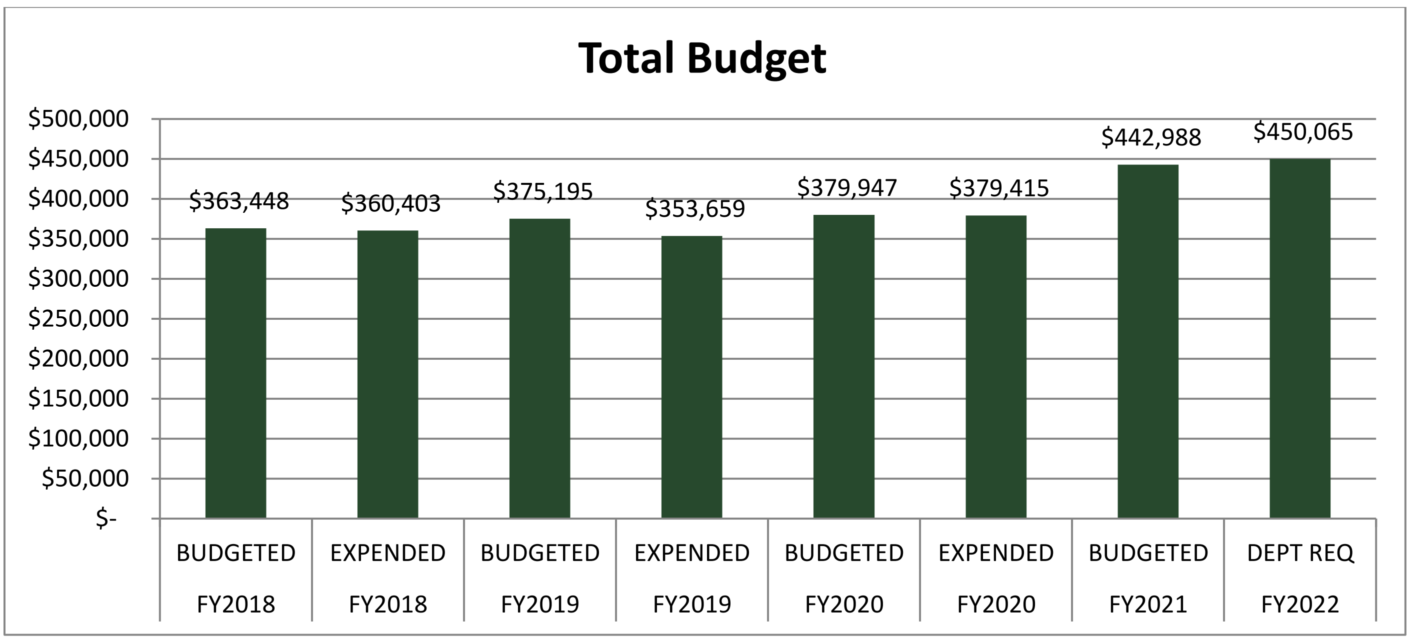
Department Explanation

The Billerica Board is responsible for protection of the public health, welfare, safety, and environment in the Town of Billerica. The Board of Health enforces Massachusetts General Law and State Sanitary Codes as it pertains to restaurants, retail food, tobacco, public and semi-public swimming pools, sun tanning establishments, health clubs, ice rinks, stables, hotels / motels, housing and nuisance complaints, and on-site sewage disposal systems

Budget Narrative

The Billerica Board of Health's budget this year will increase $27,755.

Also, during the FY20 budget cycle the Board of Health was moved into its new home in Permit Ally. Permit Ally is now a one stop shop for Conservation, Building, and Board of Health. The clerical staff moved together in one area to increase efficiency. As well as the inspectors and department heads.



Programs and Services

The Billerica Board of Health is responsible for inspections of public and semi-public swimming pools, sun tanning establishments, health clubs, and ice rinks for compliance with safety, sanitary and structural regulation. The Board also oversees enforcement and regulation of State Sanitary Codes that protect the health and ensure the safety of residents, workers, and visitors of Billerica. The Health Agents investigate nuisance complaints, arbitrates conflicts between neighbors or landlord and tenants which involve public health issues. The Health Agents also research complaints of illegal dumping, noise, litter, odor and unsafe living conditions

Their enforcement powers also include Title 5 Septic System Regulations. The Health Department oversees installation of new septic systems, and reviews and approves upgrades and modifications of existing systems. The Health Department is also responsible for licensure of Septic Haulers, Disposal Works Installers, and Title 5 Inspectors.

On staff is also a public health nurse who conducts Flu / Pneumonia Clinics, Lead Screenings, monthly Well Child Clinics, and participates in the annual Health Fair.

The Public Health Nurse also acts as a valuable resource for information on numerous health issues such as Lyme disease, Rabies, West Nile Virus, and Eastern Equine Encephalitis.

On top of everything listed above the Board of Health also spearheaded the COVID-19 response for the Town of Billerica. From managing the contact tracing to the vaccine distribution and everything in between!

BOARD OF HEALTH	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 280,206	$ 279,675	$ 285,944	$ 265,561	$ 292,673	$ 292,620	$ 291,689	$ 307,506	$ 307,506	$ 307,506
Part Time/Seasonal	$ 37,193	$ 37,050	$ 38,263	$ 37,791	$ 37,936	$ 39,110	$ 70,145	$ 82,634	$ 82,634	$ 82,634
Overtime	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 3,500	$ 3,353	$ 4,500	$ 4,500	$ 4,500	$ 4,500
Contractual Obligations	$ 30,628	$ 30,629	$ 35,566	$ 35,566	$ 33,916	$ 33,916	$ 30,616	$ 30,616	$ 30,616	$ 30,616
Total	$ 351,527	$ 350,854	$ 363,274	$ 342,418	$ 368,026	$ 368,999	$ 396,950	$ 425,256	$ 425,256	$ 425,256
Expenses										
Supplies and Expenses	$ 2,895	$ 2,342	$ 2,895	$ 2,415	$ 2,895	$ 1,426	$ 2,895	$ 2,345	$ 2,345	$ 2,345
Contract Services/Leases	$ 9,026	$ 7,207	$ 9,026	$ 8,826	$ 9,026	$ 8,990	$ 22,464	$ 22,464	$ 22,464	$ 22,464
Utilities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 11,921	$ 9,549	$ 11,921	$ 11,241	$ 11,921	$ 10,416	$ 25,359	$ 24,809	$ 24,809	$ 24,809
TOTAL BUDGET	**$ 363,448**	**$ 360,403**	**$ 375,195**	**$ 353,659**	**$ 379,947**	**$ 379,415**	**$ 422,309**	**$ 450,065**	**$ 450,065**	**$ 450,065**
									Difference PY	$ 27,755.68
									%	6.57%

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM. Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Director	1	1	1	1
Asst Director		0	0	0
Health Agent F/T	2	2	2	2
Principal Clerk/Rec. Clerk	1	1	1	1
Total Staffing	4	4	4	4

Position	FY2021	Dep. Req. FY2022	TM. Rec. FY2022	Fin Com Rec. FY2022
Position	PTE	PTE	PTE	PTE
Community Services Coordinator	0.5	0.5	0.5	0.5
Public Health Nurse P/T	0.5	0.5	0.5	0.5
Total Staffing	1	1	1	1

Board of Health

BOARD OF HEALTH DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	FT BASE SALARY	PT BASE SALARY	CAR ALLOWANCE	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Kristel Bennett	Director of BOH	4/5	11/18/2019	$ 105,543.41	$ -	$ 5,808.00	$ 500.00	$ -	$ 111,851.41
Phavy Pheng	Health Agent	5	7/8/2002	$ 76,374.99	$ -	$ 5,808.00	$ 500.00	$ 2,800.00	$ 85,482.99
Joanne White	Prin/Rec Clerk	7	8/14/2002	$ 54,482.32	$ -	$ -	$ 1,000.00	$ 2,700.00	$ 58,182.32
Shelagh Collins	Health Agent	3/4	2/11/2019	$ 71,104.99	$ -	$ 5,808.00	$ 500.00	$ -	$ 77,412.99
Christine West	P. H. Nurse I	4/5	5/12/2003	$ -	$ 44,755.20	$ 3,432.00	$ 267.00	$ 1,493.33	$ 49,947.53
TBD	Community Services Coordinator	1	7/1/2020	$ -	$ 37,878.69	$ -	$ -	$ -	$ 37,878.69
TBD	Asst Health Director	0	7/1/2021	$ -	$ -	$ -	$ -	$ -	$ -
DEPARTMENT TOTAL				**$ 307,505.71**	**$ 82,633.89**	**$ 20,856.00**	**$ 2,767.00**	**$ 6,993.33**	**$ 420,755.93**

Total Full Time	$ 307,505.71
Total Part Time	$ 82,633.89
Total Overtime	$ 4,500.00
Total Contract	$ 30,616.33
Total Salaries	$ 425,255.93

BOARD OF HEALTH DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	FT BASE SALARY	PT BASE SALARY	CAR ALLOWANCE	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Kristel Bennett	Director of BOH	4/5	11/18/2019	$ 105,543.41		$ 5,808.00	$ 500		$ 111,851.41
Phavy Pheng	Health Agent	5	7/8/2002	$ 76,374.99		$ 5,808.00	$ 500	$ 2,800	$ 85,482.99
Joanne White	Prin/Rec Clerk	7	8/14/2002	$ 54,482.32			$ 1,000	$ 2,700	$ 58,182.32
Shelagh Collins	Health Agent	3/4	2/11/2019	$ 71,104.99		$ 5,808.00	$ 500		$ 77,412.99
Christine West	P. H. Nurse I	4/5	5/12/2003		$ 44,755.20	$ 3,432.00	$ 267	$ 1,493	$ 49,947.53
TBD	Community Services Coordinator	1	7/1/2020		$ 37,878.69				$ 37,878.69
TBD	Asst Health Director	0	7/1/2021	$ -					$ -
DEPARTMENT TOTAL				**$ 307,505.71**	**$ 82,633.89**	**$ 20,856.00**	**$ 2,767.00**	**$ 6,993.33**	**$ 420,755.93**

Total Full Time	$ 307,505.71
Total Part Time	$ 82,633.89
Total Overtime	$ 4,500.00
Total Contract	$ 30,616.33
Total Salaries	$ 425,255.93

BOARD OF HEALTH DEPARTMENT
SALARY INFORMATION FY2021 BUDGET

NAME	POSITION	STEP	ANN. DATE	FT BASE SALARY	PT BASE SALARY	CAR ALLOWANCE	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Kristel Bennett	Director of BOH	3/4	11/18/2019	$ 96,559.20		$ 5,808.00	$ 500		$ 102,867.20
Phavy Pheng	Health Agent	5	7/8/2002	$ 74,804.11		$ 5,808.00	$ 500	$ 2,800	$ 83,912.11
Joanne White	Prin/Rec Clerk	7	8/14/2002	$ 53,361.72			$ 1,000	$ 2,700	$ 57,061.72
Shelagh Collins	Health Agent	1/2	2/11/2019	$ 66,963.94		$ 5,808.00	$ 500		$ 73,271.94
Christine West	P. H. Nurse I	7	5/12/2003		$ 42,849.14	$ 3,432.00	$ 267	$ 1,493	$ 48,041.47
TBD	Community Servi	3	7/1/2020		$ 47,974.37				$ 47,974.37
									$ -
									$ -
DEPARTMENT TOTAL				**$ 291,688.97**	**$ 90,823.51**	**$ 20,856.00**	**$ 2,767.00**	**$ 6,993.33**	**$ 413,128.81**

Total Full Time	$ 291,688.97
Total Part Time	$ 90,823.51
Total Overtime	$ 4,500.00
Total Contract	$ 30,616.33
Total Salaries	$ 417,628.81

BOARD OF HEALTH

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 2,895	$ 2,342	$ 2,895	$ 2,415	$ 2,895	$ 1,426	$ 2,895	$ 2,345	$ 2,345	$ 2,345

			Department	Town Mgr.	Fin Com
ADMINISTRATION					
Supplies and Expenses		Books & Publications			
51010-5400		Update of Mass. General Laws, Regulations updates, Medical books (PDR New Edition), Public Health Journals, Wellness brochures (high blood pressure, stroke, cholesterol, diabetes, weight management, stress, etc)	$ 200	$ 200	$ 200
	Signs	Various signs as needed for the department	$ 350	$ 350	$ 350
	Chemicals	Chemical dye for testing septic systems, etc.			
	Recording of Deeds	Recording fees necessary for nuisance liens, cease & desist orders, public health orders, etc.	$ 150	$ 150	$ 150
	Drugs & Supplies and Oper	Drugs (ointments, pain relievers, cough suppressants) Supplies (alcohol pads, gloves, syringes, padded mailers for lead specimens, diabetic test strips, cholesterol test strips, calibration controls, gauze pads, bandaids, general office supplies)	$ 1,645	$ 1,645	$ 1,645
	Standard Office Supplies	Standard Office Supplies (pens, paper, pads, padded mailers, printer cartridges, labels, etc.			
		Total Supplies & Expenses	$ 2,345	$ 2,345	$ 2,345

Contractual Obligations
51010-5190

	Car Allowance	Longevity	Sick Leave Incentive
K. Bennett	$ 5,808.00		$ 500.00
P. Pheng	$ 5,808.00	$ 2,800.00	$ 500.00
S. Collins	$ 5,808.00		$ 500.00
C. West	$ 3,423.00	$ 1,493.33	$ 267.00
J. White		$ 2,700.00	$ 1,000.00
CSC	$ 3,423.00		$ 267.00

Car Allowance for 3 Inspectors, 1 Nurse, and 1 Community Services Coordinator
Car Allowance for 3 Inspectors, 1 Nurse, and 1 Community Services Coordinator
@ $22.00/day x 22 days/mo x 12 months

	Department	Town Mgr.	Fin Com
Subtotal Contractual Obligations	$ -	$ -	$ -

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 9,026	$ 7,207	$ 9,026	$ 8,826	$ 9,026	$ 8,990	$ 22,464	$ 22,464	$ 22,464	$ 22,464

			Department	Town Mgr.	Fin Com
Contract Services/Leases					
51030-5200					
	Advertising	Advertising public hearing, clinics, regulations, etc	$ 350	$ 350	$ 350
	Professional	Uniforms/protective clothing	$ 2,800	$ 2,800	$ 2,800
		Field Equipment protective gear, chlorine & quaternary test strips, etc.			
		Book binding, nuisance abatement (demo condemned properties, etc.) emergency abatements, emergency professional services, etc.	$ 1,684	$ 1,684	$ 1,684
		Dr. Guyetsky for Well Child Clinics, Flu & Pneumonia Clinics 6 clinics @ $150.00 each, Flu Clinics on call @ $250.00	$ 1,400	$ 1,400	$ 1,400
	Forms	Brochure, flyers, materials, and carbonless inspection forms	$ 2,200	$ 2,200	$ 2,200
	Maps	Flood Plain , GIS, Soil , Land Maps & Lamination	$ 80	$ 80	$ 80
	Fees & Membership	MAHB ($255), MHOA ($240), NEHA ($100), MEHA ($120), REHS/RS License ($130), CP-FS License ($130), CEU's, RN License, Mass Safety Council ($105)	$ 1,300	$ 1,300	$ 1,300
	Repair of Equipment	Attendance at annual public health conference and public health trainings	$ 3,000	$ 3,000	$ 3,000
		Food consultant services, hoarding consultant/ professional organizer, Title 5 reviewer septic reviewer for complex and alternative systems	$ 5,000	$ 5,000	$ 5,000
		Public health interns	$ 3,000	$ 3,000	$ 3,000
		Repair and calibration of medical equipment (blood pressure cuffs (7) adult, large, pediatric, 6 total glaucometers,(4) glaucometer elite, (1) sure step, (1) advantage, (1) Pro Act cholesterol machine	$ 150	$ 150	$ 150
	Biohazard Pick Up	Biological waste pick up cost	$ 1,500	$ 1,500	$ 1,500
		Total Contract Services	$ 22,464	$ 22,464	$ 22,464

Building Department

Department Explanation

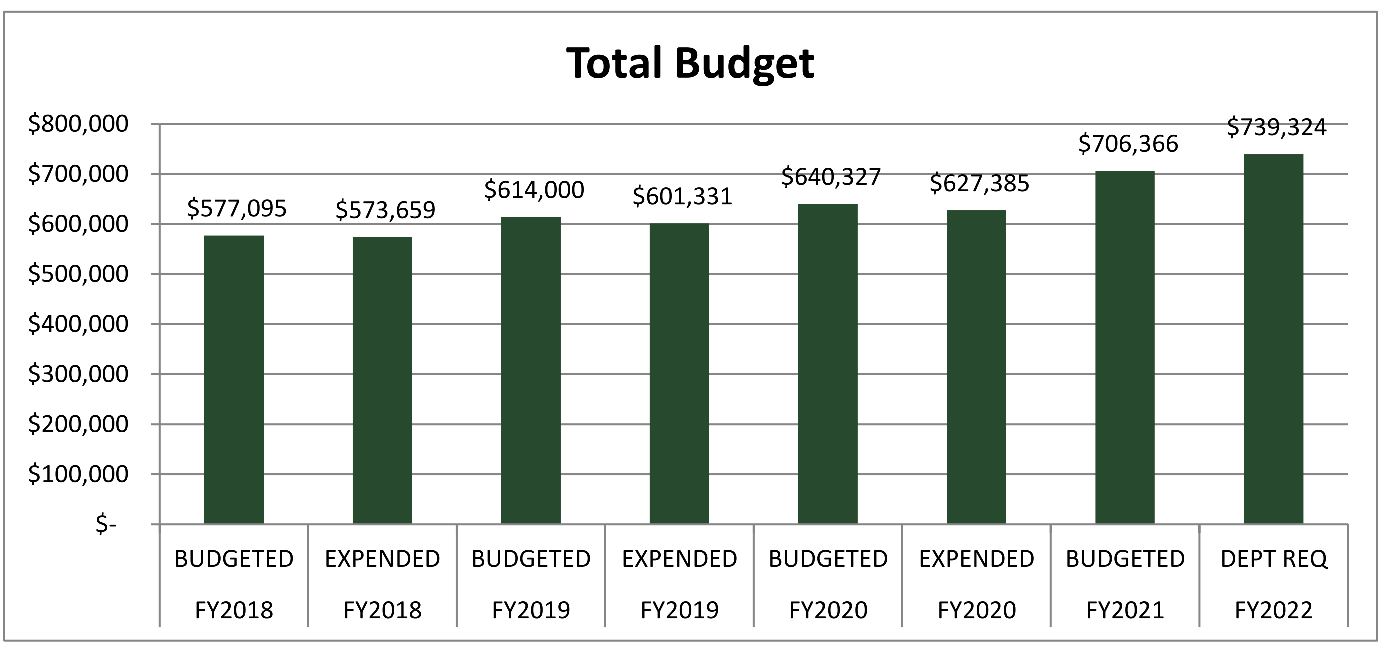
The Building Department is responsible for the review, inspection and permitting of new construction and/or alterations to any structures within the Town.

In addition, the Building Department is charged with the enforcement of Town Zoning By-Laws as set forth in the Zoning By-Laws.

Budget Narrative

As Permit Ally has progressed organizational deficiencies have been discovered. To make the organization more streamlined and effective a department head from either Conservation, Building, or the Board of Health will serve as the Director of Permitting Services. This Department Head will oversee all three departments and help facilitate cooperation between them. Mark LaLumiere the Building Commissioner has been chosen to serve as the Director of Permitting Services and will oversee Building, Conservation, and Board of Health. During this fiscal year the budgets will still be separate for the most part except for supplies. In future budgets and as the department continues to take shape many items will be combined. For more background on Permit Alley please see below:

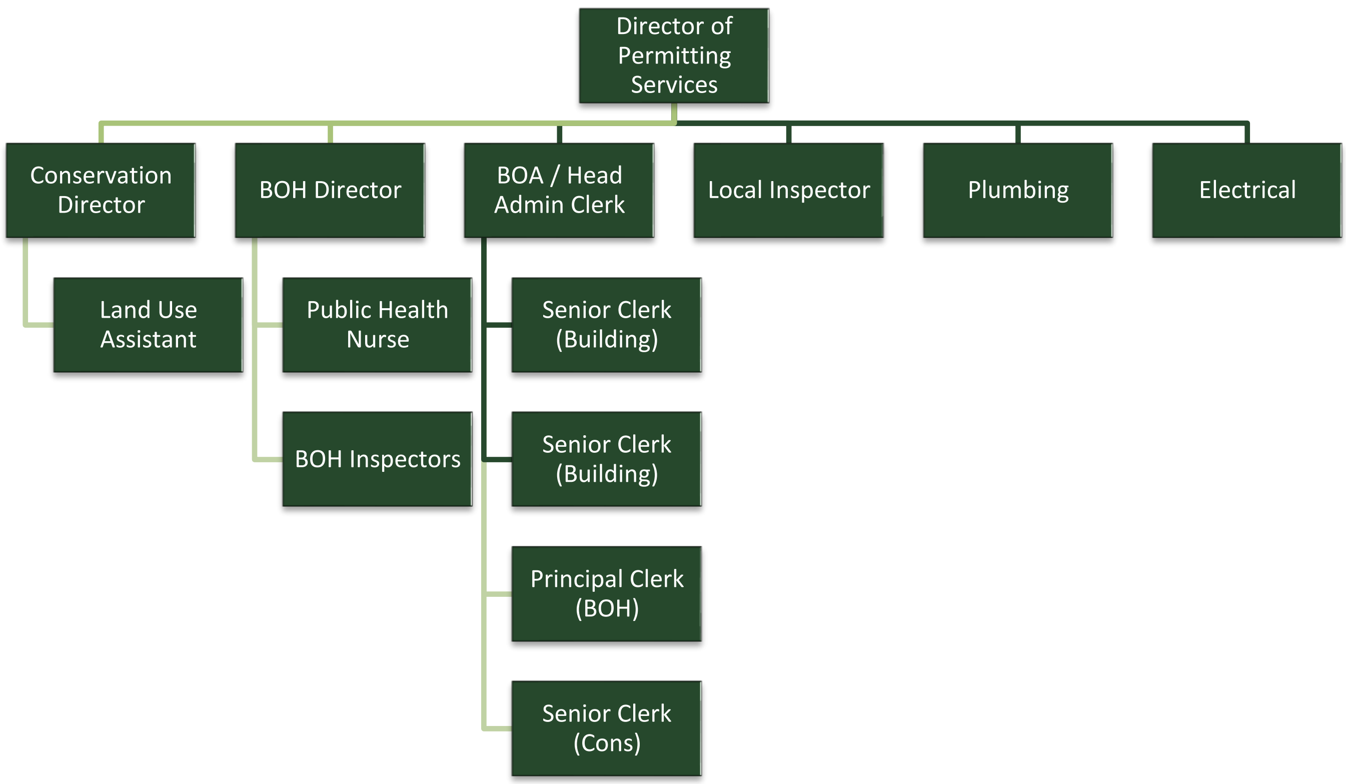
During the FY20 budget cycle the building department was moved into its new home in Permit Ally. Permit Ally is now a one stop shop for Conservation, Building, and Board of Health. The clerical staff moved together in one area to increase efficiency. No new positions were added, but the Board of Appeals Clerk is now included in the Building Department Budget. This position also serves as the Head Administrative Clerk of Permit Ally.



Building Department

Organizational Chart

Attached below is the new organizational chart as described above. The lighter shade of green depicts the new responsibility of the Director of Permitting Services (Building Commissioner).



BUILDING

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 519,612	$ 519,612	$ 537,585	$ 537,585	$ 562,012	$ 562,012	$ 624,051	$ 655,259	$ 655,259	$ 655,259
Part Time/Seasonal	$ -		$ -		$ -		$ -	$ -	$ -	$ -
Overtime	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 15,000	$ 15,000	$ 15,000
Contractual Obligations	$ 36,508	$ 35,003	$ 45,440	$ 45,440	$ 47,340	$ 46,382	$ 46,140	$ 44,490	$ 44,490	$ 44,490
Total	$ 566,120	$ 564,615	$ 593,025	$ 593,025	$ 619,352	$ 618,394	$ 680,191	$ 714,749	$ 714,749	$ 714,749
Expenses										
Supplies and Expenses	$ 6,600	$ 6,239	$ 6,600	$ 3,705	$ 6,600	$ 5,704	$ 11,800	$ 10,200	$ 10,200	$ 10,200
Contract Services/Leases	$ 4,375	$ 2,805	$ 14,375	$ 4,601	$ 14,375	$ 3,287	$ 14,375	$ 14,375	$ 14,375	$ 14,375
Warrant Articles										
Utilities										
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 10,975	$ 9,044	$ 20,975	$ 8,306	$ 20,975	$ 8,991	$ 26,175	$ 24,575	$ 24,575	$ 24,575
TOTAL BUDGET	**$ 577,095**	**$ 573,659**	**$ 614,000**	**$ 601,331**	**$ 640,327**	**$ 627,385**	**$ 706,366**	**$ 739,324**	**$ 739,324**	**$ 739,324**

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM. Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Inspector of Buildings	1	1	1	1
Inspector of Wires	1	1	1	1
Plumbing and Gas Inspector	1	1	1	1
Local Inspector	2	2	2	2
Head Administrative Clerk	1	1	1	1
Senior Clerk	2	2	2	2
Total Staffing	8	8	8	8

Difference PY	$	32,958.64
%		4.67%

Building Department

BUILDING DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	Mileage	TOTAL SALARY BENEFIT
Mark LaLumiere	Director of Permitting Services	5	9/21/2010	126,083.29	500.00	2,100.00	5,808.00	$ 134,491.29
Daniel Vitale	Inspector of Wires	5	11/7/2005	96,755.95	500.00	2,800.00	5,808.00	$ 105,863.95
Edward Sullivan	Plumbing & Gas Inspector	5	9/17/2012	96,755.95	500.00	1,650.00	5,808.00	$ 104,713.95
TBD	Assistant Inspector of Buildings	1	7/1/2021	91,000.23	500.00	-	5,808.00	$ 97,308.23
Chris Guerrieo	Local Inspector	4/5	5/30/2017	92,574.01	500.00	-	5,808.00	$ 98,882.01
Olivia Canario	Head Adminstrative Clerk	2/3	3/12/2018	55,567.83	500.00	-	-	$ 56,067.83
Stephanie Vitale	Senior Clerk	7	7/1/1995	52,091.89	1,000.00	3,900.00	-	$ 56,991.89
Kim Smith	Senior Clerk	2/3	7/23/2018	44,430.11	1,000.00	-	-	$ 45,430.11
DEPARTMENT TOTAL				**$ 655,259.26**	**$ 5,000.00**	**$ 10,450.00**	**$ 29,040.00**	**$ 699,749.26**

Total Full Time	$ 655,259.26
Total Part Time	$ -
Total Overtime	$ 15,000.00
Total Contract	$ 44,490.00
Total	$ 714,749.26

BUILDING DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	Mileage	TOTAL SALARY BENEFIT
Mark LaLumiere	Director of Permitting Services	8/9	9/21/2010	$ 126,083.29	$ 500.00	$ 2,100.00	$ 5,808.00	$ 134,491.29
Daniel Vitale	Inspector of Wires	5	11/7/2005	$ 96,755.95	$ 500.00	$ 2,800.00	$ 5,808.00	$ 105,863.95
Edward Sullivan	Plumbing & Gas Inspector	5	9/17/2012	$ 96,755.95	$ 500.00	$ 1,650.00	$ 5,808.00	$ 104,713.95
TBD	Assistant Inspector of Buildings	1	7/1/2021	$ 91,000.23	$ 500.00		$ 5,808.00	$ 97,308.23
Chris Guerrieo	Local Inspector	4/5	5/30/2017	$ 92,574.01	$ 500.00		$ 5,808.00	$ 98,882.01
Olivia Canario	Head Adminstrative Clerk	2/3	3/12/2018	$ 55,567.83	$ 500.00			$ 56,067.83
Stephanie Vitale	Senior Clerk	7	7/1/1995	$ 52,091.89	$ 1,000.00	$ 3,900.00		$ 56,991.89
Kim Smith	Senior Clerk	2/3	7/23/2018	$ 44,430.11	$ 1,000.00			$ 45,430.11
DEPARTMENT TOTAL				**$ 655,259.26**	**$ 5,000.00**	**$ 10,450.00**	**$ 29,040.00**	**$ 699,749.26**

Total Full Time	$ 655,259.26
Total Part Time	$ -
Total Overtime	$ 15,000.00
Total Contract	$ 44,490.00
Total	$ 714,749.26

BUILDING DEPARTMENT
SALARY INFORMATION FY2021 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	Mileage	TOTAL SALARY BENEFIT
Mark LaLumiere	Inspector of Buildings	5	21-Sep-10	$ 102,939.82	$ 500.00	$ 2,100.00	5,808.00	$ 111,347.82
Daniel Vitale	Inspector of Wires	5	7-Nov-05	$ 92,635.25	$ 500.00	$ 2,800.00	5,808.00	$ 101,743.25
Edward Sullivan	Plumbing & Gas Inspector	5	17-Sep-12	$ 92,635.25	$ 500.00		5,808.00	$ 98,943.25
David A. Lenzie	Local Inspector	5	31-Oct-94	$ 106,530.54	$ 500.00	$ 3,300.00	5,808.00	$ 116,138.54
Chris Guerrieo	Local Inspector	3/4	30-May-17	$ 85,134.46	$ 500.00		5,808.00	$ 91,442.46
Olivia Canario	Head Adminstrative Clerk	1/2	12-Mar-18	$ 52,331.69	$ 500.00			$ 52,831.69
Stephanie Vitale	Senior Clerk	7	1-Jul-95	$ 51,020.46	$ 1,000.00	$ 3,900.00		$ 55,920.46
TBD	Senior Clerk	1/2	15-Mar-20	$ 40,823.13	$ 1,000.00			$ 41,823.13
								$ -
DEPARTMENT TOTAL				**$ 624,050.61**	**$ 5,000.00**	**$ 12,100.00**	**$ 29,040.00**	**$ 670,190.61**

Total Full Time	$ 624,050.61
Total Part Time	
Total Overtime	$ 10,000.00
Total Contract	$ 46,140.00
Total	$ 680,190.61

DESCRITION DETAIL

BUILDING DEPARTMENT

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 6,600	$ 6,239	$ 6,600	$ 3,705	$ 6,600	$ 5,704	$ 11,800	$ 10,200	$ 10,200	$ 10,200

		Department	Town Mgr.	Fin Com
Supplies and Expenses				
Publications/Books	Updated building, plumbing & electrical code books, montly publications CD rom discs, Mass. General Law updates. Zoning law publications	$ 1,500	$ 1,500	$ 1,500
Office Supplies	General Office Supply Allocation (Centralized Supplies)	$ 3,500	$ 3,500	$ 3,500
Hardware	General hardware and specialized tools & equipment	$ 750	$ 750	$ 750
Protective Clothing	To purchase protective clothing and equipment.	$ 1,750	$ 1,750	$ 1,750
Tablets	To purchase tablets for inspectors, utilize existing capabilities of People GIS (permitting software) 5 tablets total protective cases, wireless keyboards	$ 2,700	$ 2,700	$ 2,700
Tablets Service	Monthly wireless service for tablets $45 per tablet per month. $225 per month @ 12 months			
	Total Suppilies & Expenses	$ 10,200	$ 10,200	$ 10,200

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 4,375	$ 2,805	$ 14,375	$ 4,601	$ 14,375	$ 3,287	$ 14,375	$ 14,375	$ 14,375	$ 14,375

		Department	Town Mgr.	Fin Com
Contract Services				
Forms	All forms for department, Building, Plumbing & Gas, Electrical permit applications, inspection sheets, occupancy application, stop work orders, maps, business cards & gas tags	$ 1,500	$ 1,500	$ 1,500
Fees & Memberships	Building, Plumbing & Gas and Electrical Inspectors Meeting dues, membership fees, license renewals.	$ 2,875	$ 2,875	$ 2,875
Rental/Lease	Ongoing Conversion -- files scanned and electronically hosted on the web	$ 10,000	$ 10,000	$ 10,000
Car Allowance	**$ 29,040.00**			
	Total Contract Services	$ 14,375	$ 14,375	$ 14,375

Emergency Management

Department Explanation

The Billerica Emergency Management Department is comprised of 1 full-time Director and 32 volunteers. Our volunteers are members of the Billerica Auxiliary Police Department and the Billerica Citizens Emergency Response Team.

The Billerica Emergency Management Department is the Town agency responsible for coordinating federal, state, local, voluntary, and private resources during emergencies and disasters. Our department provides leadership to: develop plans for effective response to all hazards, disasters, or threats; train emergency personnel to protect the public, provide information to the citizens, and assist individuals, families, and businesses to mitigate against, prepare for, and respond to and recover from emergencies, both natural and manmade.

Billerica EMA has worked on and completed over the last two years a complete and functional Mass Care Sheltering Plan which can meet the sheltering needs for Billerica residents. However, during a large scale regional event or prolonged emergency response situations we realized that our local shelter resources could become overburdened. To enhance the overall mass care sheltering capabilities I have also written a Regional Sheltering Plan which I entered into with the Towns of Wilmington and Tewksbury. By using a regional approach we can increase our response by sharing resources and manpower. We have also incorporated a Regional Medical Needs Sheltering Plan which would open a shelter at the Tewksbury State Hospital for individuals with needs greater than a general population shelter can provide.

EMERGENCY MANAGEMENT SERVICES	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 11,562	$ 11,562	$ 12,581	$ 12,581	$ 12,933	$ 12,933	$ 13,231	$ 13,509	$ 13,509	$ 13,509
Part Time/Seasonal										
Overtime										
Contractual Obligations										
Total	$ 11,562	$ 11,562	$ 12,581	$ 12,581	$ 12,933	$ 12,933	$ 13,231	$ 13,509	$ 13,509	$ 13,509
Expenses										
Supplies and Expenses	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000
Contract Services/Leases	$ 5,400	$ 5,256	$ 5,400	$ 4,327	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400
Utilities										
Capital Outlay										
Total Expenses	$ 13,400	$ 13,256	$ 13,400	$ 12,327	$ 13,400	$ 13,400	$ 13,400	$ 13,400	$ 13,400	$ 13,400
TOTAL BUDGET	**$ 24,962**	**$ 24,818**	**$ 25,981**	**$ 24,908**	**$ 26,333**	**$ 26,333**	**$ 26,631**	**$ 26,909**	**$ 26,909**	**$ 26,909**

Position	FY2021 PTE	Dep. Req. FY2022 PTE	TM. Rec. FY2022 PTE	Fin Com Rec. FY2022 PTE
Director	1	1	1	1
Total Staffing	1	1	1	1

Difference PY	$	278
%		1.04%

EMERGENCY MANAGEMENT DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	LONGEVITY	TOTAL SALARY BENEFIT	FIN COM RECOMM.
William Laurendeau	Director			13,509.00			13,509.00
DEPARTMENT TOTAL				$ 13,509.00	$ -	$ -	$ 13,509.00

EMERGENCY MANAGEMENT DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	LONGEVITY	TOTAL SALARY BENEFIT
William Laurendeau	Director			13,509.00		13,509.00
DEPARTMENT TOTAL				$ 13,509.00	$ -	$ 13,509.00

EMERGENCY MANAGEMENT DEPARTMENT
SALARY INFORMATION FY2021 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	LONGEVITY	TOTAL SALARY BENEFIT	FIN COM RECOMM.
William Laurendeau	Director			$ 13,231.19			$ 13,231.19
DEPARTMENT TOTAL				$ 13,231.19	$ -	$ -	$ 13,231.19

DESCRIPTION/DETAIL

CIVIL DEFENSE

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000	$ 8,000

Supplies and Expenses

	Department	Town Mgr.	Fin Com
General Repairs and maintenance of rolling equipment	$ 8,000	$ 8,000	$ 8,000
Vehicles consist of 4 Aux. Police Cruisers, 2 Lighting Plant, 2 Support Trucks			
Training aids/publications for EMA members			
Total Supplies & Expenses	$ 8,000	$ 8,000	$ 8,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 5,400	$ 5,256	$ 5,400	$ 4,327	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400	$ 5,400

Contract Services/Leases

	Department	Town Mgr.	Fin Com
Maint. Agreement on Billerica Emergency Radio System Repeater			
Comcast bill for EMA connection at 65 Alexander Road	$5,400	$5,400	$ 5,400
	$5,400	$5,400	$5,400

Animal Control

Department Explanation

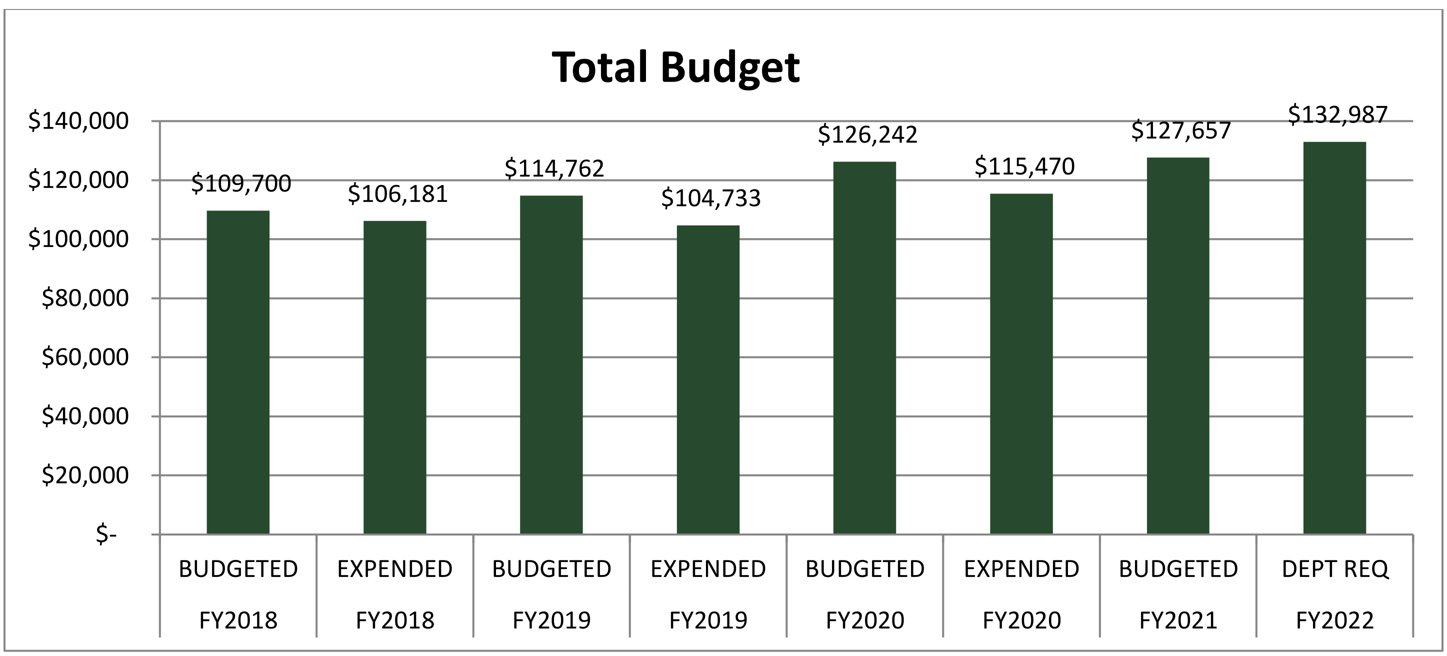
The Animal Control Division goal is to provide safety to both animals and people in the Town of Billerica. Our goal is achieved through educating the public, enforcing state and local laws and resolving issues in a timely manner while promoting the care and well-being of all. This division also services Tewksbury.

The Town employs two full-time Animal Control Officers (ACO), Christine Gualtieri and Ashley Chmiel and one part-time official, Casey Smith. Beginning on July 1, 2014, Animal Control began officially reporting to the Police Chief. In the past, this function fell under the Town Manager's Office.

To reach Animal Control by telephone please call 978-671-0909. For emergencies please call 978-667-1212.

Budget Narrative

The Animal Control Department saw a small increase in their budget this year due to step increases. One Animal Control Officer is also funded by Tewksbury. This salary is not realized in the budget number.



Animal Control

ANIMAL CONTROL OFFICER	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 54,912	$ 53,856	$ 61,040	$ 59,617	$ 67,499	$ 63,844	$ 63,626	$ 66,457	$ 66,457	$ 66,457
Part Time/Seasonal	$ 22,688	$ 21,775	$ 21,522	$ 21,522	$ 22,393	$ 22,393	$ 28,981	$ 31,481	$ 31,481	$ 31,481
Overtime	$ 12,000	$ 11,389	$ 14,000	$ 7,940	$ 14,000	$ 10,228	$ 14,000	$ 14,000	$ 14,000	$ 14,000
Contractual Obligations	$ 2,600	$ 2,100	$ 700	$ 500	$ 2,350	$ 1,650	$ 2,550	$ 2,550	$ 2,550	$ 2,550
Total	$ 92,200	$ 89,120	$ 97,262	$ 89,579	$ 106,242	$ 98,115	$ 109,157	$ 114,487	$ 114,487	$ 114,487
Expenses										
Supplies and Expenses	$ 5,500	$ 5,481	$ 5,500	$ 5,142	$ 6,500	$ 5,232	$ 6,500	$ 6,500	$ 6,500	$ 6,500
Contract Services/Leases	$ 5,000	$ 5,000	$ 5,000	$ 4,534	$ 6,500	$ 5,123	$ 6,500	$ 6,500	$ 6,500	$ 6,500
Utilities	$ 7,000	$ 6,580	$ 7,000	$ 5,478	$ 7,000	$ 7,000	$ 5,500	$ 5,500	$ 5,500	$ 5,500
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 17,500	$ 17,061	$ 17,500	$ 15,154	$ 20,000	$ 17,355	$ 18,500	$ 18,500	$ 18,500	$ 18,500
TOTAL BUDGET	**$ 109,700**	**$ 106,181**	**$ 114,762**	**$ 104,733**	**$ 126,242**	**$ 115,470**	**$ 127,657**	**$ 132,987**	**$ 132,987**	**$ 132,987**

Difference PY	$ 5,330
% PY	4.18%

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM. Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Animal Control Officer	1	2	2	2
A/C Part Time	0.5	0.5	0.5	0.5
Total Staffing	1.5	2.5	2.5	2.5

ANIMAL CONTROL DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Gualtieri, Christine	Animal Control Officer	5	10/14/2013	66,456.74	400.00	1,650.00	$ 68,506.74
Chmiel, Ashley	Animal Control Officer	4/5	9/20/2017	-	500.00	-	$ 500.00
Smith, Casey	P/T Asst. Animal Control	4/5	9/13/2017	31,480.67	-	-	$ 31,480.67
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
DEPARTMENT TOTAL				**$ 97,937.42**	**$ 900.00**	**$ 1,650.00**	**$ 100,487.42**

Total Full Time	$	66,456.74
Total Part Time	$	31,480.67
Total Contract	$	2,550.00
Overtime	$	14,000.00
Total	$	114,487.42

ANIMAL CONTROL DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Gualtieri, Christine	Animal Control Officer	5	10/14/2013	$ 66,456.74	$ 400.00	$ 1,650.00	$ 68,506.74
Chmiel, Ashley	Animal Control Officer	4/5	9/20/2017	$ -	$ 500.00		$ 500.00
Smith, Casey	P/T Asst. Animal Control	4/5	9/13/2017	$ 31,480.67			$ 31,480.67
DEPARTMENT TOTAL				**$ 97,937.42**	**$ 900.00**	**$ 1,650.00**	**$ 100,487.42**

Total Full Time	$	66,456.74
Total Part Time	$	31,480.67
Total Contract	$	2,550.00
Overtime	$	14,000.00
Total	$	114,487.42

ANIMAL CONTROL DEPARTMENT
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Gualtieri, Christine	Animal Control Officer	5	10/14/2013	63,626.45	400.00	1,650.00	$ 65,676.45
Chmiel, Ashley	Asst. Animal Cont Off	3/4	9/20/2017	-	500.00		$ 500.00
Smith, Casey	P/T Asst. Animal Control	3/4	9/13/2017	28,980.73			$ 28,980.73
							$ -
DEPARTMENT TOTAL				**$ 92,607.18**	**$ 900.00**	**$ 1,650.00**	**$ 95,157.18**

Total Full Time	$	63,626.45
Total Part Time	$	28,980.73
Total Contract	$	2,550.00
Overtime	$	14,000.00
Total	$	109,157.18

DOG OFFICER

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 5,500	$ 5,481	$ 5,500	$ 5,142	$ 6,500	$ 5,232	$ 6,500	$ 6,500	$ 6,500	$ 6,500

			Department	Town Mgr.	Fin Com
Supplies and Expenses	Food, equipment, Uniforms				
	Building Supplies		$ 6,500	$ 6,500	$ 6,500
	Vehicle repairs		.		
	Total Supplies & Expenses	TOTAL	$ 6,500	$ 6,500	$ 6,500

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 5,000	$ 5,000	$ 5,000	$ 4,534	$ 6,500	$ 5,123	$ 6,500	$ 6,500	$ 6,500	$ 6,500

			Department	Town Mgr.	Fin Com
Contract Services/Leases					$ -
	Forms				
	Professional				
	Disposal of Dead Animals				
	MSPCC Angel				
	Fees & Membership		$ 6,500	$ 6,500	$ 6,500
	Mass Animal Control Association				
	Total Contract Services	TOTAL	$ 6,500	$ 6,500	$ 6,500

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 7,000	$ 6,580	$ 7,000	$ 5,478	$ 7,000	$ 7,000	$ 5,500	$ 5,500	$ 5,500	$ 5,500

		Department	Town Mgr.	Fin Com
Utilities	Dog Pound			
	Heat/Fuel	$ 5,500	$ 5,500	$ 5,500
	Total Utilities	$ 5,500	$ 5,500	$ 5,500

Fire Department

Department Explanation

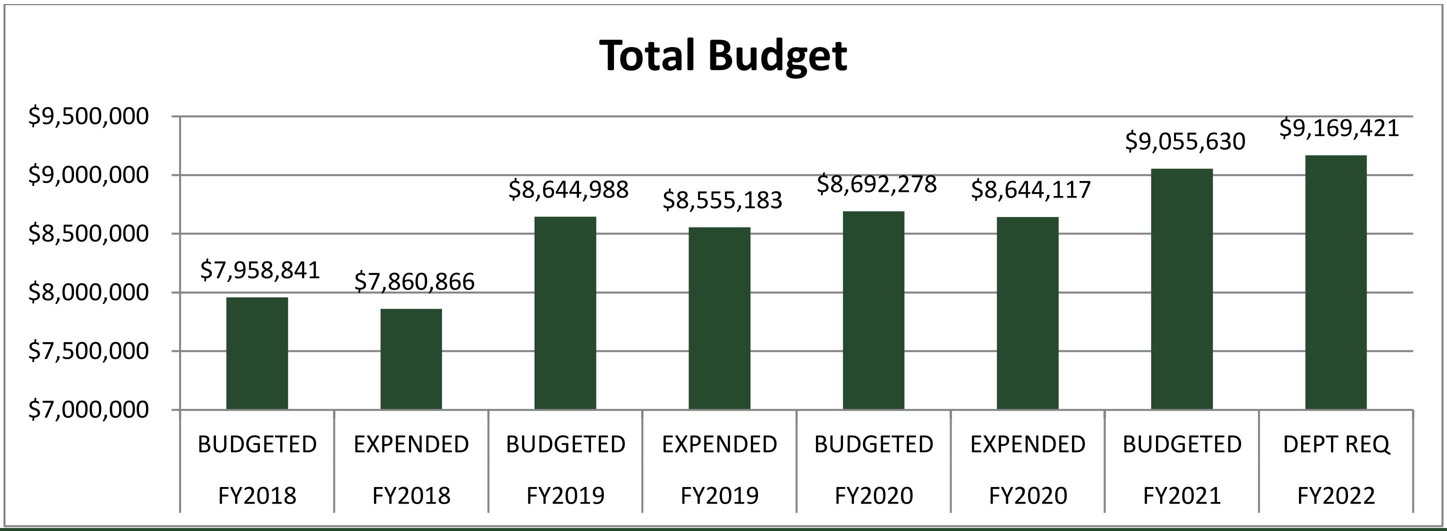
The Fire Department provides a range of services designed to protect lives and property from the adverse effects of disasters, fires, sudden medical emergencies or exposure to dangerous conditions.

The Department also continues to provide residents with the best possible fire protection, fire prevention education, and inspectional services possible.

The Billerica Fire Department is made up of a Fire Prevention Bureau, an Operations Division, and a Special Operations Division. These three divisions carry out the services that are expected by the residents of Billerica.

Budget Narrative

In FY22 budget this year will only see a 1.26% increase this year. This is split between a retirement incentive for Deputy Ferraro and an increase in the expense line account.



Programs and Services

Under the Fire Prevention Bureau the department has services that touch people of all ages throughout the community. One of the programs that have seen success is the S.A.F.E. Program. This program is aimed towards seniors and children and educates them about fire safety. The Department also works with residents and business on inspections, fire alarm activations, and prevention of fires. The Special Operations division deals with Technical rescues, water rescues, and HazMat issues. The Department also has multiple specialty positions including grant writer, S.A.F.E. coordinator, FF Mechanics, and many more.
The Operations Division is the part of a Fire Department residents would be most familiar with. This Division is split into an engine company and a ladder company.

Engine Company

Fire Department

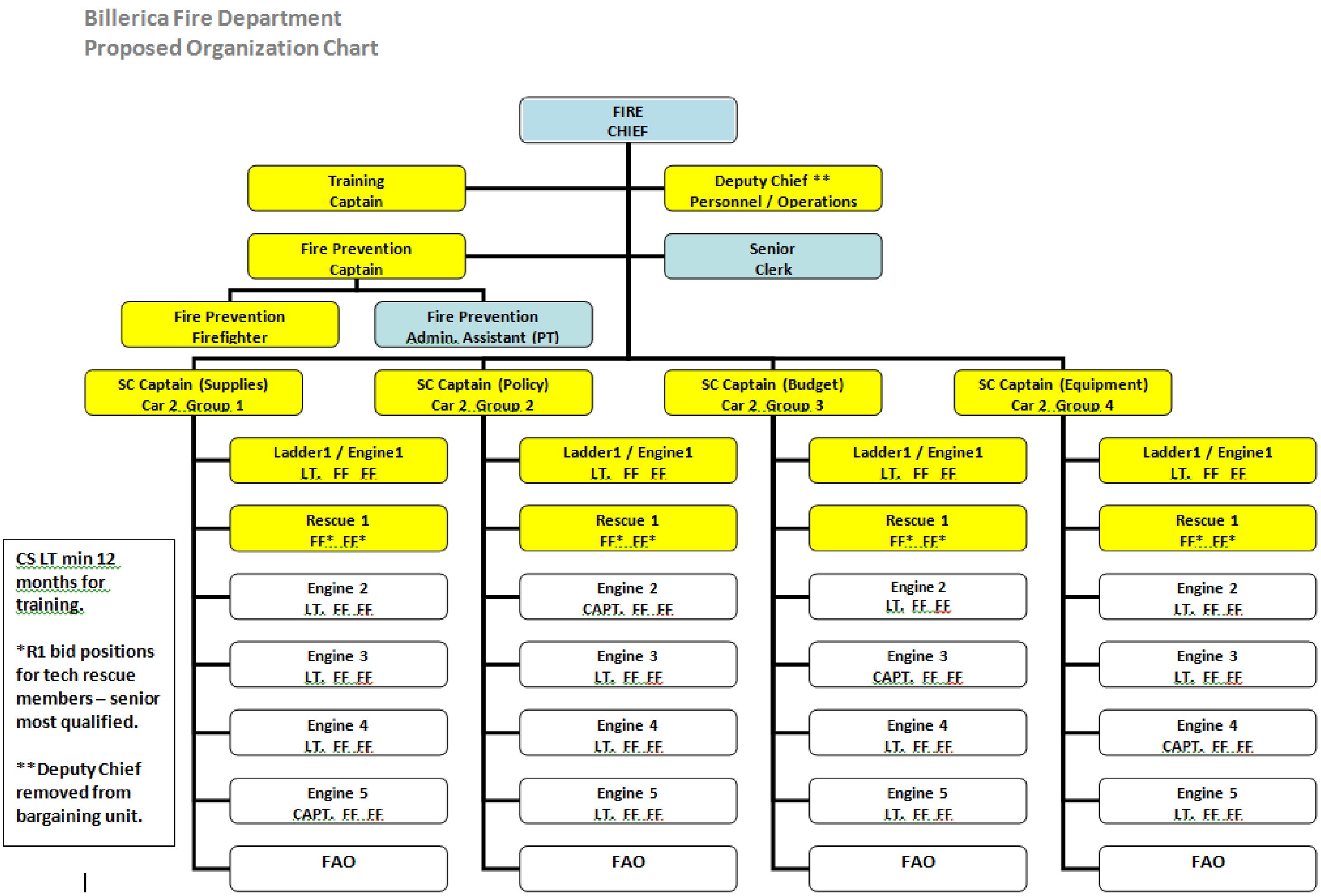
The Engine Company is the basic unit of a Fire Department. It provides the primary firefighting agent – water – and the personnel to use it at the fireground. The objectives of an Engine Company include rescuing victims, protecting exposures, confining the fire, extinguishing the fire, and overhauling the fireground. All but the last of these objectives are carried out in an atmosphere of flame and smoke. Therefore, it is essential that fire fighters understand the nature of fire and the factors that affect its spread, including building construction, type of occupancy, and types of fuel available to the fire.

Ladder Company

Ladder companies are sometimes called “truck” companies. Ladder Company operations include planning, personnel, equipment, and training that are coordinated in an efficient manner. The ladder company provides access to, and exits for, all parts of a fire building. Ladder company crews also are responsible for removing heat, smoke and gases to allow greater visibility and permit engine company crews to move rapidly and safely within a fire building or exposed buildings. These examples do not by any means include all the duties of a ladder company, but they do illustrate two important points about ladder company work.

BILLERICA FIRE DEPARTMENT

ORGANIZATION CHART



FIRE DEPARTMENT		FY2018 BUDGETED		FY2018 EXPENDED		FY2019 BUDGETED		FY2019 EXPENDED		FY2020 BUDGETED		FY2020 EXPENDED		FY2021 BUDGETED		FY2022 DEPT REQ		FY2022 TM REC		FY2022 FIN COM REC
Personnel Services																				
Full Time	$	5,581,765	$	5,495,586	$	6,324,627	$	6,258,373	$	6,244,076	$	6,212,452	$	6,562,497	$	6,549,300	$	6,549,300	$	6,549,300
Part Time/Seasonal	$	41,111	$	41,111	$	46,865	$	43,165	$	44,857	$	44,857	$	49,589	$	52,001	$	52,001	$	52,001
Overtime	$	655,000	$	655,000	$	655,000	$	643,889	$	740,000	$	740,000	$	778,217	$	794,559	$	794,559	$	794,559
Contractual Obligations	$	1,032,932	$	1,032,932	$	1,034,811	$	1,034,811	$	1,105,654	$	1,105,654	$	1,137,661	$	1,194,420	$	1,194,420	$	1,194,420
Total	$	7,310,808	$	7,224,629	$	8,061,303	$	7,980,238	$	8,134,587	$	8,102,963	$	8,527,964	$	8,590,280	$	8,590,280	$	8,590,280
Expenses																				
Supplies and Expenses	$	414,785	$	403,144	$	316,045	$	316,045	$	312,310	$	304,406	$	322,635	$	319,110	$	319,110	$	319,110
Contract Services/Leases	$	148,748	$	147,796	$	183,140	$	179,424	$	160,881	$	152,248	$	161,031	$	196,031	$	196,031	$	196,031
Utilities	$	84,500	$	85,297	$	84,500	$	79,476	$	84,500	$	84,500	$	44,000	$	64,000	$	64,000	$	64,000
Capital Outlay	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-	$	-
Total Expenses	$	648,033	$	636,237	$	583,685	$	574,945	$	557,691	$	541,154	$	527,666	$	579,141	$	579,141	$	579,141
TOTAL BUDGET	**$**	**7,958,841**	**$**	**7,860,866**	**$**	**8,644,988**	**$**	**8,555,183**	**$**	**8,692,278**	**$**	**8,644,117**	**$**	**9,055,630**	**$**	**9,169,421**	**$**	**9,169,421**	**$**	**9,169,421**

FIRE DEPARTMENT

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM. Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Fire Chief	1	1	1	1
Deputy Chiefs	2	2	2	2
Captains	8	9	9	9
Lieutenants	13	16	16	16
Firefighters	53	49	49	49
Fire Alarm Operators	4	4	4	4
Administrative Head Clerk	1	1	1	1
Total Staffing	82	82	82	82

$	240,852.00	Difference PY $	113,791
	2.77%	%	1.26%

Position	FY2021 PTE	Dep. Req. FY2022 PTE	TM. Rec. FY2022 PTE	Fin Com Rec. FY2022 PTE
Fire Alarm Operators	0.5	0.5	0.5	0.5
Administrative Head Clerk	0.5	0.5	0.5	0.5
Total Staffing	1	1	1	1

FIRE DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	RETIREMENT INCENTIVE	SICK BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY	TOTAL SALARY BENEFIT
Robert Cole	Fire Chief	25 Yr.	1/23/1995	170,125.00	0	-	-		-	-	-	170,125.00
Thomas Ferraro	Deputy Chief	25 Yr.	5/5/1985	141,862.08	21279.31	-					-	163,141.39
Stephen Kennedy	Deputy Chief	20 Yr.	4/8/2001	115,720.50	0	400.00	6,700.00	-	2,693.00	6,700.00	-	132,213.50
John Martell	Captain (SC)	25 Yr.	5/12/1985	103,925.96	0	400.00	5,500.00	4,900.00	-	6,025.00	-	120,750.96
Erik Szymanski	Captain	20 Yr.	11/26/1998	101,192.98	0	-	6,700.00	4,770.00	1,500.00	5,850.00	-	120,012.98
Steven Jenkins	Captain (SC)	25 Yr.	5/18/1987	107,355.52	0	400.00	6,700.00	5,050.00	500.00	6,230.00	-	126,235.52
Daniel LeClerc	Captain (SC)	25 Yr.	7/18/1993	107,355.52	0	500.00	5,500.00	5,050.00	500.00	6,230.00	-	125,135.52
William Paskiewicz	Captain	25 Yr.	7/18/1993	104,228.76	0	400.00	5,500.00	4,910.00	1,500.00	6,025.00	-	122,563.76
Joseph Bradley	Captain	20 Yr.	6/15/1997	101,379.08	0	250.00	5,500.00	4,775.00	1,500.00	6,025.00	-	119,429.08
Matthew Battcock	Captain (SC)	20 Yr.	11/27/1998	100,898.93	0	400.00	5,500.00	4,760.00	500.00	5,850.00	-	117,908.93
Joseph Bukoiemski	Captain	25 Yr.	7/25/1998	104,228.76	0	500.00	5,500.00	4,910.00	1,500.00	6,025.00	-	122,663.76
Thomas Joyce	Lieutenant	25 Yr.	5/12/1985	90,971.14	0	-	5,500.00	4,290.00	500.00	5,275.00	-	106,536.14
James Miner	Lieutenant	25 Yr.	7/18/1993	90,971.14	0	-	6,700.00	4,290.00	500.00	5,275.00	-	107,736.14
David Forziati	Lieutenant	20 Yr.	6/14/1997	101,379.08	0	400.00	1,440.00	4,775.00	1,500.00	6,025.00	-	115,519.08
Robert McIntyre	Lieutenant	20 Yr.	1/2/1998	88,321.49	0	400.00	5,500.00	4,160.00	-	5,125.00	-	103,506.49
David Mahoney	Lieutenant	20 Yr.	4/4/2001	88,321.49	0	400.00	1,680.00	4,160.00	500.00	5,125.00	-	100,186.49
Joseph Brangwynne	Lieutenant	10 Yr.	5/28/2010	83,667.83	0	400.00	6,700.00	3,950.00	1,500.00	4,860.00	-	101,077.83
Jason Smith	Lieutenant	15 Yr. **	2/5/2006	86,748.60	0	-	5,500.00	4,100.00	500.00	5,125.00	-	101,973.60
William King	Lieutenant	15 Yr.	3/5/1999	88,321.49	0	-	5,500.00	4,160.00	500.00	5,125.00	-	103,606.49
David Feyler	Lieutenant	25 Yr. **	10/1/2012	90,971.14	0	400.00	5,500.00	4,290.00	500.00	5,275.00	-	106,936.14
Jeff Strunk	Lieutenant	20 Yr. **	5/27/2010	88,321.49	0	250.00	6,700.00	4,160.00	500.00	5,125.00	-	105,056.49
Thomas Larkin	Lieutenant	20 Yr.	4/5/2001	88,321.49	0	500.00	5,500.00	-	3,193.00	5,125.00	-	102,639.49
Robert Tedford	Firefighter	25 Yr.	7/18/1993	78,257.56	0	500.00	5,500.00	3,700.00	-	4,860.00	-	92,817.56
Thomas Maloney	Firefighter	25 Yr.	7/18/1993	78,257.56	0	400.00	5,500.00	3,700.00	15,651.50	4,750.00	-	108,259.06
Phillip Tammaro	Lieutenant	25 Yr.	7/18/1993	90,971.14	0	500.00	5,500.00	4,290.00	-	4,860.00	-	106,121.14
Lawrence Bavis	Firefighter	25 Yr.	7/18/1993	75,757.56	0	400.00	2,220.00	3,540.00	-	5,275.00	-	87,192.56
John McLaughlin	Firefighter	25 Yr.	7/25/1993	78,257.56	0	500.00	5,500.00	3,700.00	500.00	4,750.00	-	93,207.56
James Harries	Firefighter	25 Yr.	10/31/1994	78,257.56	0	-	8,000.00	3,700.00	500.00	4,750.00	-	95,207.56
John Spinosa	Firefighter	25 Yr.	10/28/1995	78,257.56	0	400.00	2,220.00	3,700.00	11,738.62	4,550.00	-	100,866.18
Matthew Famolare	Firefighter	25 Yr.	10/29/1995	79,469.68	0	-	5,500.00	3,750.00	500.00	4,550.00	-	93,769.68
Joshua Gillis	Firefighter	20 Yr.	6/13/1997	76,117.95	0	500.00	-	3,600.00	-	4,400.00	-	84,617.95
Shawn Cantrell	Firefighter (RT)	20 Yr.	1/3/1998	78,257.58	0	500.00	3,660.00	3,700.00	1,500.00	4,550.00	-	92,167.58
Erik Ciampa	Firefighter	20 Yr.	11/28/1998	75,978.22	0	400.00	5,500.00	3,590.00	500.00	4,550.00	-	90,518.22
Paul Dinsmore	Firefighter	20 Yr.	11/29/1998	75,978.22	0	250.00	5,500.00	3,590.00	500.00	4,550.00	-	90,368.22
Marc Annese	Firefighter	20 Yr.	6/25/2000	73,551.03	0	250.00	2,100.00	3,480.00	-	4,620.00	-	84,001.03
Gary daSilva	Firefighter	20 Yr.	4/3/2001	75,978.22	0	400.00	5,500.00	3,590.00	500.00	4,550.00	-	90,518.22
Justin Bates	Firefighter	20 Yr.	4/7/2001	73,551.03	0	-	2,580.00	-	4,886.00	4,550.00	-	85,567.03
Mark Goodwin	Firefighter (RT)	15 Yr.	9/23/2001	77,696.38	0	-	1,140.00	3,670.00	500.00	4,410.00	-	87,416.38
Joseph Duggan	Firefighter	20 Yr. **	12/19/2004	77,155.03	0	400.00	2,700.00	3,650.00	1,000.00	4,410.00	-	89,315.03
Joseph Keane	Firefighter	15 Yr.	2/26/2005	73,608.42	0	400.00	5,500.00	3,480.00	500.00	4,275.00	-	87,763.42
Shawn O'Connor	Firefighter	15 Yr.	2/27/2005	71,256.94	0	500.00	-	3,370.00	500.00	4,410.00	-	80,036.94
Charles McDevitt	Firefighter	15 Yr. **	11/14/2006	77,155.03	0	-	1,440.00	3,650.00	1,500.00	4,275.00	-	88,020.03
Daniel Barilla	Firefighter (RT)	10 Yr.	4/22/2007	74,122.87	0	400.00	5,500.00	3,500.00	500.00	4,550.00	-	88,572.87
John Conway	Firefighter (RT)	10 Yr.	9/7/2007	73,711.59	0	250.00	2,760.00	3,490.00	1,500.00	4,485.00	-	86,196.59
Keith McDonald	Firefighter	10 Yr.	9/8/2007	71,564.73	0	250.00	2,400.00	3,390.00	-	4,280.00	-	81,884.73
Kevin O'Brien	Firefighter	10 Yr.	9/9/2007	69,278.54	0	-	-	3,280.00	-	4,150.00	-	76,708.54
Richard Gutierrez	Firefighter (RT)	10 Yr.	7/5/2008	73,711.59	0	400.00	2,400.00	3,490.00	500.00	4,485.00	-	84,986.59
Andrew Avant	Firefighter	10 Yr.	7/6/2008	71,564.73	0	250.00	5,500.00	3,390.00	500.00	4,425.00	-	85,629.73
Michael Iannelli	Lieutenant	10 Yr.	5/29/2010	83,667.83	0	500.00	5,500.00	3,950.00	500.00	4,285.00	-	98,402.83
David Reinold	Firefighter	10 Yr.	5/30/2010	69,278.54	0	400.00	-	3,280.00	500.00	4,160.00	-	77,618.54
Charles Rivanis	Firefighter	10 Yr. **	7/10/2011	72,760.65	0	400.00	1,320.00	3,440.00	500.00	4,030.00	-	82,450.65
Robert Fitzmaurice	Firefighter	5 Yr.	9/4/2011	68,970.02	0	250.00	3,240.00	3,270.00	500.00	4,285.00	-	80,515.02
Michael Ricci	Firefighter (RT)	5 Yr.	9/5/2011	73,383.33	0	250.00	1,680.00	3,470.00	500.00	4,160.00	-	83,443.33
Stephen Morrison	Lieutenant	5 Yr.	1/8/2012	82,711.28	0	400.00	6,700.00	3,900.00	500.00	4,030.00	-	98,241.28
Stephen Burgoyne	Lieutenant	5 Yr.	7/13/2013	81,818.50	0	400.00	6,700.00	3,860.00	500.00	4,225.00	-	97,503.50
Christopher Roberts	Lieutenant	5 Yr.	7/14/2013	81,818.50	0	500.00	5,500.00	3,860.00	500.00	4,030.00	-	96,208.50
Josephe Venezia	Lieutenant	5 Yr.	7/15/2013	81,818.50	0	500.00	2,520.00	3,860.00	1,500.00	4,285.00	-	94,483.50
William Conners	Firefighter	20 Yr. **	11/29/2013	73,551.03	0	500.00	-	3,480.00	500.00	4,275.00	-	82,306.03
James Elder	Firefighter	5 Yr.	11/30/2013	69,716.32	0	-	5,500.00	3,300.00	500.00	4,060.00	-	83,076.32
David Marks	Firefighter	5 Yr.	12/1/2013	69,716.32	0	-	3,240.00	3,300.00	500.00	4,060.00	-	80,816.32
Jon Reinecker	Firefighter	5 Yr.	12/2/2013	69,716.32	0	-	5,500.00	3,300.00	500.00	4,060.00	-	83,076.32
David Evans	Firefighter	5 Yr.	9/2/2014	67,489.17	0	-	1,320.00	3,200.00	500.00	3,930.00	-	76,439.17
Brett Fredrickson	Firefighter	5 Yr.	11/6/2015	69,716.32	0	500.00	5,500.00	3,300.00	500.00	4,060.00	-	83,576.32
Frank Rao	Firefighter	5 Yr.	11/7/2015	69,716.32	0	400.00	6,700.00	3,300.00	500.00	4,060.00	-	84,676.32
Luke Riberio	Firefighter	5 Yr.	11/8/2015	71,807.64	0	-	5,500.00	3,400.00	500.00	4,175.00	-	85,382.64
James Sullivan	Firefighter	10 Yr. **	12/14/2015	73,608.42	0	-	-	3,480.00	-	4,280.00	-	81,368.42
Ryan Arensbach	Firefighter	St. 4	5/23/2017	68,779.27	0	-	5,500.00	3,270.00	-	4,060.00	-	81,609.27
Timothy Copson	Firefighter	St. 4	5/22/2017	68,779.27	0	400.00	2,280.00	3,270.00	-	4,060.00	-	78,789.27
Sean O'Neill	Firefighter	St. 3	1/2/2018	67,338.02	0	400.00	5,500.00	3,190.00	-	4,000.00	-	80,428.02
Joseph Ferri	Firefighter	St. 3	1/3/2018	67,338.02	0	-	5,500.00	3,190.00	-	4,000.00	-	80,028.02
Kenneth Murnane	Firefighter	St. 3	1/4/2018	69,357.87	0	500.00	600.00	3,280.00	-	4,110.00	-	77,847.87
John Corbett	Firefighter	St. 2	9/5/2018	65,575.20	0	-	3,660.00	3,100.00	-	3,840.00	-	76,175.20
Steven Pena	Firefighter	St. 1	11/10/2019	62,632.16	0	500.00	600.00	2,970.00	-	3,700.00	-	70,402.16
Andrew Pierce	Firefighter	St.1	11/11/2019	62,585.39	0	400.00	600.00	2,970.00	-	3,700.00	-	70,255.39
Patrick Gallagher	Firefighter	St.1	3/2/2020	61,837.10	0	500.00	600.00	2,930.00	-	3,700.00	-	69,567.10
New	Firefighter	St 1/2	3/1/2021	59,539.46	0	500.00	600.00	2,830.00	-	3,560.00	-	67,029.46
New	Firefighter	St 1/2	3/1/2021	59,539.46	0	500.00	600.00	2,830.00	-	3,560.00	-	67,029.46
Maureen Dunton	Head Administrative	Step 10	3/2/1981	66,777.72	0	1,000.00	-	-	-	-	4,434.00	72,211.72
Ellen O'Connor	PT Secretary	Step 7	11/17/2014	26,393.22	0	1,000.00	-	-	-	-	1,200.00	28,593.22
Marykathryn Hazel	Dispatcher	Step 7	12/8/2001	53,910.65	0	300.00	-	2,195.00	-	2,530.00	2,800.00	61,735.65
John Pellegrino	Dispatcher	Step 7	1/4/2002	53,910.65	0	100.00	-	2,195.00	-	2,530.00	2,800.00	61,535.65
Diane Deloge	Dispatcher	Step 7	5/12/2002	53,910.65	0	500.00	-	-	2,000.00	2,530.00	2,800.00	61,740.65
Christina Winitzer	Dispatcher	Step 7	6/12/2013	53,910.65	0	-	-	1,675.00	-	2,530.00	2,800.00	60,915.65
William Egan	PT Dispatcher	Step 7	4/17/2011	25,607.56	0	-	-	1,100.00	-	2,530.00	2,100.00	31,337.56
												-
SUPER HOLIDAY	0	0	1/0/1900	-	0		-	-	-	46,920.00	-	46,920.00
DETAIL COMP.	0	0	1/0/1900	-	0		-	-	42,000.00	-	-	42,000.00
OUT OF GRADE	0	0	1/0/1900	-	0	-	-	-	33,300.00	-	-	33,300.00
												-
DEPARTMENT TOTAL				$ 6,601,301.01	21,279.31	$ 25,450.00	$ 295,900.00	$ 275,395.00	$ 150,462.12	$ 407,000.00	$ 18,934.00	$ 7,795,721.45

Total Full time	$ 6,549,300.23
Total Part Time	$ 52,000.78
Overtime	$ 794,559.11
Total Contract	$ 1,194,420.43
Total	**$ 8,590,280.56**

FIRE DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUEST

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	RETIREMENT INCENTIVE	SICK BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY	TOTAL SALARY BENEFIT
Robert Cole	Fire Chief	25 Yr.	1/23/1995	$ 170,125.00	0.00							$ 170,125.00
Thomas Ferraro	Deputy Chief	25 Yr.	5/5/1985	$ 141,862.08	21279.31							$ 163,141.39
Stephen Kennedy	Deputy Chief	20 Yr.	4/8/2001	$ 115,720.50	0.00	$ 400.00	$ 6,700.00	$ -	$ 2,693.00	$ 6,700.00		$ 132,213.50
John Martell	Captain (SC)	25 Yr.	5/12/1985	$ 103,925.96	0.00	$ 400.00	$ 5,500.00	$ 4,900.00	$ -	$ 6,025.00		$ 120,750.96
Erik Szymanski	Captain	20 Yr.	11/26/1998	$ 101,192.98	0.00	$ -	$ 6,700.00	$ 4,770.00	$ 1,500.00	$ 5,850.00		$ 120,012.98
Steven Jenkins	Captain (SC)	25 Yr.	5/18/1987	$ 107,355.52	0.00	$ 400.00	$ 6,700.00	$ 5,050.00	$ 500.00	$ 6,230.00		$ 126,235.52
Daniel LeClerc	Captain (SC)	25 Yr.	7/18/1993	$ 107,355.52	0.00	$ 500.00	$ 5,500.00	$ 5,050.00	$ 500.00	$ 6,230.00		$ 125,135.52
William Paskiewicz	Captain	25 Yr.	7/18/1993	$ 104,228.76	0.00	$ 400.00	$ 5,500.00	$ 4,910.00	$ 1,500.00	$ 6,025.00		$ 122,563.76
Joseph Bradley	Captain	20 Yr.	6/15/1997	$ 101,379.08	0.00	$ 250.00	$ 5,500.00	$ 4,775.00	$ 1,500.00	$ 6,025.00		$ 119,429.08
Matthew Battcock	Captain (SC)	20 Yr.	11/27/1998	$ 100,898.93	0.00	$ 400.00	$ 5,500.00	$ 4,760.00	$ 500.00	$ 5,850.00		$ 117,908.93
Joseph Bukoiemski	Captain	25 Yr.	7/25/1998	$ 104,228.76	0.00	$ 500.00	$ 5,500.00	$ 4,910.00	$ 1,500.00	$ 6,025.00		$ 122,663.76
Thomas Joyce	Lieutenant	25 Yr.	5/12/1985	$ 90,971.14	0.00	$ -	$ 5,500.00	$ 4,290.00	$ 500.00	$ 5,275.00		$ 106,536.14
James Miner	Lieutenant	25 Yr.	7/18/1993	$ 90,971.14	0.00	$ -	$ 6,700.00	$ 4,290.00	$ 500.00	$ 5,275.00		$ 107,736.14
David Forziati	Lieutenant	20 Yr.	6/14/1997	$ 101,379.08	0.00	$ 400.00	$ 1,440.00	$ 4,775.00	$ 1,500.00	$ 6,025.00		$ 115,519.08
Robert McIntyre	Lieutenant	20 Yr.	1/2/1998	$ 88,321.49	0.00	$ 400.00	$ 5,500.00	$ 4,160.00	$ -	$ 5,125.00		$ 103,506.49
David Mahoney	Lieutenant	20 Yr.	4/4/2001	$ 88,321.49	0.00	$ 400.00	$ 1,680.00	$ 4,160.00	$ 500.00	$ 5,125.00		$ 100,186.49
Joseph Brangwynne	Lieutenant	10 Yr.	5/28/2010	$ 83,667.83	0.00	$ 400.00	$ 6,700.00	$ 3,950.00	$ 1,500.00	$ 4,860.00		$ 101,077.83
Jason Smith	Lieutenant	15 Yr. **	2/5/2006	$ 86,748.60	0.00	$ -	$ 5,500.00	$ 4,100.00	$ 500.00	$ 5,125.00		$ 101,973.60
William King	Lieutenant	15 Yr.	3/5/1999	$ 88,321.49	0.00	$ -	$ 5,500.00	$ 4,160.00	$ 500.00	$ 5,125.00		$ 103,606.49
David Feyler	Lieutenant	25 Yr. **	10/1/2012	$ 90,971.14	0.00	$ 400.00	$ 5,500.00	$ 4,290.00	$ 500.00	$ 5,275.00		$ 106,936.14
Jeff Strunk	Lieutenant	20 Yr. **	5/27/2010	$ 88,321.49	0.00	$ 250.00	$ 6,700.00	$ 4,160.00	$ 500.00	$ 5,125.00		$ 105,056.49
Thomas Larkin	Lieutenant	20 Yr.	4/5/2001	$ 88,321.49	0.00	$ 500.00	$ 5,500.00	$ -	$ 3,193.00	$ 5,125.00		$ 102,639.49
Michael Iannelli	Lieutenant	10 Yr.	5/29/2010	$ 83,667.83	0.00	$ 500.00	$ 5,500.00	$ 3,950.00	$ 500.00	$ 4,860.00		$ 98,977.83
Stephen Burgoyne	Lieutenant	5 Yr.	7/13/2013	$ 81,818.50	0.00	$ 400.00	$ 6,700.00	$ 3,860.00	$ 500.00	$ 4,750.00		$ 98,028.50
Stephen Morrison	Lieutenant	5 Yr.	1/8/2012	$ 82,711.28	0.00	$ 400.00	$ 6,700.00	$ 3,900.00	$ 500.00	$ 4,860.00		$ 99,071.28
Phillip Tammaro	Lieutenant	25 Yr.	7/18/1993	$ 90,971.14	0.00	$ 500.00	$ 5,500.00	$ 4,290.00	$ -	$ 5,275.00		$ 106,536.14
Christopher Roberts	Lieutenant	5 Yr.	7/14/2013	$ 81,818.50	0.00	$ 500.00	$ 5,500.00	$ 3,860.00	$ 500.00	$ 4,750.00		$ 96,928.50
Josephe Venezia	Lieutenant	5 Yr.	7/15/2013	$ 81,818.50	0.00	$ 500.00	$ 2,520.00	$ 3,860.00	$ 1,500.00	$ 4,750.00		$ 94,948.50
Robert Tedford	Firefighter	25 Yr.	7/18/1993	$ 78,257.56	0.00	$ 500.00	$ 5,500.00	$ 3,700.00	$ -	$ 4,550.00		$ 92,507.56
Thomas Maloney	Firefighter	25 Yr.	7/18/1993	$ 78,257.56	0.00	$ 400.00	$ 5,500.00	$ 3,700.00	$ 15,651.50	$ 4,550.00		$ 108,059.06
Lawrence Bavis	Firefighter	25 Yr.	7/18/1993	$ 75,757.56	0.00	$ 400.00	$ 2,220.00	$ 3,540.00	$ -	$ 4,400.00		$ 86,317.56
John McLaughlin	Firefighter	25 Yr.	7/25/1993	$ 78,257.56	0.00	$ 500.00	$ 5,500.00	$ 3,700.00	$ 500.00	$ 4,550.00		$ 93,007.56
James Harries	Firefighter	25 Yr.	10/31/1994	$ 78,257.56	0.00	$ -	$ 8,000.00	$ 3,700.00	$ 500.00	$ 4,550.00		$ 95,007.56
John Spinosa	Firefighter	25 Yr.	10/28/1995	$ 78,257.56	0.00	$ 400.00	$ 2,220.00	$ 3,700.00	$ 11,738.62	$ 4,550.00		$ 100,866.18
Matthew Famolare	Firefighter	25 Yr.	10/29/1995	$ 79,469.68	0.00	$ -	$ 5,500.00	$ 3,750.00	$ 500.00	$ 4,620.00		$ 93,839.68
Joshua Gillis	Firefighter	20 Yr.	6/13/1997	$ 76,117.95	0.00	$ 500.00	$ -	$ 3,600.00	$ -	$ 4,550.00		$ 84,767.95
Shawn Cantrell	Firefighter (RT)	20 Yr.	1/3/1998	$ 78,257.58	0.00	$ 500.00	$ 3,660.00	$ 3,700.00	$ 1,500.00	$ 4,550.00		$ 92,167.58
Erik Ciampa	Firefighter	20 Yr.	11/28/1998	$ 75,978.22	0.00	$ 400.00	$ 5,500.00	$ 3,590.00	$ 500.00	$ 4,410.00		$ 90,378.22
Paul Dinsmore	Firefighter	20 Yr.	11/29/1998	$ 75,978.22	0.00	$ 250.00	$ 5,500.00	$ 3,590.00	$ 500.00	$ 4,410.00		$ 90,228.22
Marc Annese	Firefighter	20 Yr.	6/25/2000	$ 73,551.03	0.00	$ 250.00	$ 2,100.00	$ 3,480.00	$ -	$ 4,275.00		$ 83,656.03
Gary daSilva	Firefighter	20 Yr.	4/3/2001	$ 75,978.22	0.00	$ 400.00	$ 5,500.00	$ 3,590.00	$ 500.00	$ 4,410.00		$ 90,378.22
Justin Bates	Firefighter	20 Yr.	4/7/2001	$ 73,551.03	0.00	$ -	$ 2,580.00	$ -	$ 4,886.00	$ 4,275.00		$ 85,292.03
Mark Goodwin	Firefighter (RT)	15 Yr.	9/23/2001	$ 77,696.38	0.00	$ -	$ 1,140.00	$ 3,670.00	$ 500.00	$ 4,550.00		$ 87,556.38
Joseph Duggan	Firefighter	20 Yr. **	12/19/2004	$ 77,155.03	0.00	$ 400.00	$ 2,700.00	$ 3,650.00	$ 1,000.00	$ 4,485.00		$ 89,390.03
Joseph Keane	Firefighter	15 Yr.	2/26/2005	$ 73,608.42	0.00	$ 400.00	$ 5,500.00	$ 3,480.00	$ 500.00	$ 4,280.00		$ 87,768.42
Shawn O'Connor	Firefighter	15 Yr.	2/27/2005	$ 71,256.94	0.00	$ 500.00	$ -	$ 3,370.00	$ 500.00	$ 4,150.00		$ 79,776.94
Charles McDevitt	Firefighter	15 Yr. **	11/14/2006	$ 77,155.03	0.00	$ -	$ 1,440.00	$ 3,650.00	$ 1,500.00	$ 4,485.00		$ 88,230.03
Daniel Barilla	Firefighter (RT)	10 Yr.	4/22/2007	$ 74,122.87	0.00	$ 400.00	$ 5,500.00	$ 3,500.00	$ 500.00	$ 4,425.00		$ 88,447.87
John Conway	Firefighter (RT)	10 Yr.	9/7/2007	$ 73,711.59	0.00	$ 250.00	$ 2,760.00	$ 3,490.00	$ 1,500.00	$ 4,285.00		$ 85,996.59
Keith McDonald	Firefighter	10 Yr.	9/8/2007	$ 71,564.73	0.00	$ 250.00	$ 2,400.00	$ 3,390.00	$ -	$ 4,160.00		$ 81,764.73
Kevin O'Brien	Firefighter	10 Yr.	9/9/2007	$ 69,278.54	0.00	$ -	$ -	$ 3,280.00	$ -	$ 4,030.00		$ 76,588.54
Richard Gutierrez	Firefighter (RT)	10 Yr.	7/5/2008	$ 73,711.59	0.00	$ 400.00	$ 2,400.00	$ 3,490.00	$ 500.00	$ 4,285.00		$ 84,786.59
Andrew Avant	Firefighter	10 Yr.	7/6/2008	$ 71,564.73	0.00	$ 250.00	$ 5,500.00	$ 3,390.00	$ 500.00	$ 4,160.00		$ 85,364.73
David Reinold	Firefighter	10 Yr.	5/30/2010	$ 69,278.54	0.00	$ 400.00	$ -	$ 3,280.00	$ 500.00	$ 4,030.00		$ 77,488.54
Charles Rivanis	Firefighter	10 Yr. **	7/10/2011	$ 72,760.65	0.00	$ 400.00	$ 1,320.00	$ 3,440.00	$ 500.00	$ 4,225.00		$ 82,645.65
Robert Fitzmaurice	Firefighter	5 Yr.	9/4/2011	$ 68,970.02	0.00	$ 250.00	$ 3,240.00	$ 3,270.00	$ 500.00	$ 4,030.00		$ 80,260.02
Michael Ricci	Firefighter (RT)	5 Yr.	9/5/2011	$ 73,383.33	0.00	$ 250.00	$ 1,680.00	$ 3,470.00	$ 500.00	$ 4,285.00		$ 83,568.33
William Conners	Firefighter	20 Yr. **	11/29/2013	$ 73,551.03	0.00	$ 500.00	$ -	$ 3,480.00	$ 500.00	$ 4,275.00		$ 82,306.03
James Elder	Firefighter	5 Yr.	11/30/2013	$ 69,716.32	0.00	$ -	$ 5,500.00	$ 3,300.00	$ 500.00	$ 4,060.00		$ 83,076.32
David Marks	Firefighter	5 Yr.	12/1/2013	$ 69,716.32	0.00	$ -	$ 3,240.00	$ 3,300.00	$ 500.00	$ 4,060.00		$ 80,816.32
Jon Reinecker	Firefighter	5 Yr.	12/2/2013	$ 69,716.32	0.00	$ -	$ 5,500.00	$ 3,300.00	$ 500.00	$ 4,060.00		$ 83,076.32
David Evans	Firefighter	5 Yr.	9/2/2014	$ 67,489.17	0.00	$ -	$ 1,320.00	$ 3,200.00	$ 500.00	$ 3,930.00		$ 76,439.17
Brett Fredrickson	Firefighter	5 Yr.	11/6/2015	$ 69,716.32	0.00	$ 500.00	$ 5,500.00	$ 3,300.00	$ 500.00	$ 4,060.00		$ 83,576.32
Frank Rao	Firefighter	5 Yr.	11/7/2015	$ 69,716.32	0.00	$ 400.00	$ 6,700.00	$ 3,300.00	$ 500.00	$ 4,060.00		$ 84,676.32
Luke Riberio	Firefighter	5 Yr.	11/8/2015	$ 71,807.64	0.00	$ -	$ 5,500.00	$ 3,400.00	$ 500.00	$ 4,175.00		$ 85,382.64
James Sullivan	Firefighter	10 Yr. **	12/14/2015	$ 73,608.42	0.00	$ -	$ -	$ 3,480.00	$ -	$ 4,280.00		$ 81,368.42
Ryan Arensbach	Firefighter	St. 4	5/23/2017	$ 68,779.27	0.00	$ -	$ 5,500.00	$ 3,270.00	$ -	$ 4,060.00		$ 81,609.27
Timothy Copson	Firefighter	St. 4	5/22/2017	$ 68,779.27	0.00	$ 400.00	$ 2,280.00	$ 3,270.00	$ -	$ 4,060.00		$ 78,789.27
Sean O'Neill	Firefighter	St. 3	1/2/2018	$ 67,338.02	0.00	$ 400.00	$ 5,500.00	$ 3,190.00	$ -	$ 4,000.00		$ 80,428.02
Joseph Ferri	Firefighter	St. 3	1/3/2018	$ 67,338.02	0.00	$ -	$ 5,500.00	$ 3,190.00	$ -	$ 4,000.00		$ 80,028.02
Kenneth Murnane	Firefighter	St. 3	1/4/2018	$ 69,357.87	0.00	$ 500.00	$ 600.00	$ 3,280.00	$ -	$ 4,110.00		$ 77,847.87
John Corbett	Firefighter	St. 2	9/5/2018	$ 65,575.20	0.00	$ -	$ 3,660.00	$ 3,100.00	$ -	$ 3,840.00		$ 76,175.20
Steven Pena	Firefighter	St. 1	11/10/2019	$ 62,632.16	0.00	$ 500.00	$ 600.00	$ 2,970.00	$ -	$ 3,700.00		$ 70,402.16
Andrew Pierce	Firefighter	St.1	11/11/2019	$ 62,585.39	0.00	$ 400.00	$ 600.00	$ 2,970.00	$ -	$ 3,700.00		$ 70,255.39
Patrick Gallagher	Firefighter	St.1	3/2/2020	$ 61,837.10	0.00	$ 500.00	$ 600.00	$ 2,930.00	$ -	$ 3,700.00		$ 69,567.10
New	Firefighter	St 1/2	3/1/2021	$ 59,539.46	0.00	$ 500.00	$ 600.00	$ 2,830.00	$ -	$ 3,560.00		
New	Firefighter	St 1/2	3/1/2021	$ 59,539.46	0.00	$ 500.00	$ 600.00	$ 2,830.00	$ -	$ 3,560.00		
Maureen Dunton	Head Administrative	Step 10	3/2/1981	$ 66,777.72	0.00	$ 1,000.00	$ -	$ -	$ -	$ -	$ 4,434.00	$ 72,211.72
Ellen O'Connor	PT Secretary	Step 7	11/17/2014	$ 26,393.22	0.00	$ 1,000.00	$ -	$ -	$ -	$ -	$ 1,200.00	$ 28,593.22
Marykathryn Hazel	Dispatcher	Step 7	12/8/2001	$ 53,910.65	0.00	$ 300.00	$ -	$ 2,195.00	$ -	$ 2,530.00	$ 2,800.00	$ 61,735.65
John Pellegrino	Dispatcher	Step 7	1/4/2002	$ 53,910.65	0.00	$ 100.00	$ -	$ 2,195.00	$ -	$ 2,530.00	$ 2,800.00	$ 61,535.65
Diane Deloge	Dispatcher	Step 7	5/12/2002	$ 53,910.65	0.00	$ 500.00	$ -	$ -	$ 2,000.00	$ 2,530.00	$ 2,800.00	$ 61,740.65
Christina Winitzer	Dispatcher	Step 7	6/12/2013	$ 53,910.65	0.00	$ -	$ -	$ 1,675.00	$ -	$ 2,530.00	$ 2,800.00	$ 60,915.65
William Egan	PT Dispatcher	Step 7	4/17/2011	$ 25,607.56	0.00	$ -	$ -	$ 1,100.00	$ -	$ 2,530.00	$ 2,100.00	$ 31,337.56
												$ -
												$ -
					0.00							$ -
SUPER HOLIDAY					0.00					$ 46,920.00		$ 46,920.00
DETAIL COMP.					0.00				$ 42,000.00			$ 42,000.00
OUT OF GRADE									$ 33,300.00			$ 33,300.00
												$ -
												$ -
												$ -
DEPARTMENT TOTAL				$ 6,601,301.01	21,279.31	25,450.00	295,900.00	275,395.00	150,462.12	407,000.00	18,934.00	$ 7,661,662.53

Total Full time	$	6,549,300.23
Total Part Time	$	52,000.78
Overtime	$	794,559.11
Total Contract	$	1,194,420.43
Total	**$**	**8,590,280.56**

FIRE DEPARTMENT
SALARY INFORMATION FY2021 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	RETIREMENT INCENTIVE	SICK BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY	TOTAL SALARY BENEFIT
Robert Cole	Fire Chief	25 Yr.	1/23/1995	162,023.68	0							$ 162,023.68
Thomas Ferraro	Deputy Chief	25 Yr.	5/5/1985	138,944.25	0							$ 138,944.25
Stephen Kennedy	Deputy Chief	20 Yr.	4/8/2001	111,268.64	0	400.00	6,700.00	-	2,693.00	6,394.75		$ 127,456.39
John Martell	Captain (SC)	25 Yr.	5/12/1985	101,788.40	0	400.00	5,500.00	4,746.78	-	5,849.91		$ 118,285.09
Erik Szymanski	Captain	20 Yr.	11/26/1998	99,111.63	0	250.00	6,700.00	4,621.95	1,500.00	5,696.07		$ 117,879.66
Steven Jenkins	Captain (SC)	25 Yr.	5/18/1987	105,147.42	0	500.00	6,700.00	4,903.43	500.00	6,042.96		$ 123,793.80
Daniel LeClerc	Captain (SC)	25 Yr.	7/18/1993	105,147.42	0	500.00	5,500.00	4,903.43	500.00	6,042.96		$ 122,593.80
William Paskiewicz	Captain	25 Yr.	7/18/1993	102,084.98	0	400.00	5,500.00	4,760.61	1,500.00	5,866.95		$ 120,112.55
Joseph Bradley	Captain	20 Yr.	6/15/1997	99,111.63	0	250.00	5,500.00	4,621.95	1,500.00	5,696.07		$ 116,679.66
Matthew Battcock	Captain (SC)	20 Yr.	11/27/1998	98,823.64	0	500.00	5,500.00	4,608.52	500.00	5,679.52		$ 115,611.68
Joseph Bukoiemski	Captain	25 Yr.	7/25/1998	102,084.98	0	500.00	5,500.00	4,760.61	1,500.00	5,866.95		$ 120,212.55
Mark Fredrickson	Lieutenant	25 Yr.	9/6/1987	102,084.98	0	400.00	1,740.00	4,760.61	500.00	5,866.95		$ 115,352.55
Thomas Joyce	Lieutenant	25 Yr.	5/12/1985	89,100.04	0	-	5,500.00	4,155.08	500.00	5,120.69		$ 104,375.81
James Miner	Lieutenant	25 Yr.	7/18/1993	89,100.04	0	500.00	6,700.00	4,155.08	500.00	5,120.69		$ 106,075.81
Paul Wood	Lieutenant	25 Yr.	5/22/1988	89,100.04	0	250.00	6,700.00	4,155.08	500.00	5,120.69		$ 105,825.81
David Forziati	Lieutenant	20 Yr.	6/14/1997	86,504.89	0	400.00	1,440.00	4,034.05	1,500.00	4,971.55		$ 98,850.49
Robert McIntyre	Lieutenant	20 Yr.	1/2/1998	86,504.89	0	250.00	5,500.00	4,034.05	-	4,971.55		$ 101,260.49
David Mahoney	Lieutenant	20 Yr.	4/4/2001	84,068.04	0	-	1,680.00	3,920.41	500.00	4,831.50		$ 94,999.95
Joseph Brangwynne	Lieutenant	10 Yr.	5/28/2010	81,946.94	0	400.00	6,700.00	3,821.50	500.00	4,709.59		$ 98,078.03
Jason Smith	Lieutenant	15 Yr. **	2/5/2006	84,068.04	0	250.00	5,500.00	3,920.41	500.00	4,831.50		$ 99,069.95
William King	Lieutenant	15 Yr.	3/5/1999	84,068.04	0	250.00	5,500.00	3,920.41	500.00	4,831.50		$ 99,069.95
David Feyler	Lieutenant	25 Yr. **	10/1/2012	89,100.04	0	400.00	5,500.00	4,155.08	500.00	5,120.69		$ 104,775.81
Jeff Strunk	Lieutenant	20 Yr. **	5/27/2010	83,741.42	0	250.00	6,700.00	3,905.18	500.00	4,812.73		$ 99,909.33
Thomas Larkin	Lieutenant	20 Yr.	4/5/2001	84,684.26	0	400.00	5,500.00	-	1,000.00	4,866.91		$ 96,451.17
Michael Iannelli	Lieutenant	10 Yr.	5/29/2010	81,946.94	0	500.00	5,500.00	3,821.50	500.00	4,709.59		$ 96,978.03
Stephen Burgoyne	Lieutenant	5 Yr.	7/13/2013	80,135.65	0	400.00	6,700.00	3,737.03	500.00	4,605.50		$ 96,078.18
Stephen Morrison	Lieutenant	5 Yr.	1/8/2012	80,135.65	0	500.00	6,700.00	3,737.03	500.00	4,605.50		$ 96,178.18
Phillip Tammaro	Lieutenant	25 Yr.	7/18/1993	89,100.04	0	500.00	5,500.00	4,155.08	-	5,120.69		$ 104,375.81
Robert Tedford	Firefighter	25 Yr.	7/18/1993	76,647.95	0	-	5,500.00	3,574.39	-	4,405.05		$ 90,127.40
Thomas Maloney	Firefighter	25 Yr.	7/18/1993	76,647.95	0	400.00	5,500.00	3,574.39	15,035.00	4,405.05		$ 105,562.40
Lawrence Bavis	Firefighter	25 Yr.	7/18/1993	76,647.95	0	-	2,220.00	3,574.39	-	4,405.05		$ 86,847.40
John McLaughlin	Firefighter	25 Yr.	7/25/1993	76,647.95	0	250.00	5,500.00	3,574.39	500.00	4,405.05		$ 90,877.40
James Harries	Firefighter	25 Yr.	10/31/1994	76,647.95	0	-	8,000.00	3,574.39	500.00	4,405.05		$ 93,127.40
John Spinosa	Firefighter	25 Yr.	10/28/1995	75,920.91	0	400.00	2,220.00	3,540.48	11,888.14	4,363.27		$ 98,332.79
Matthew Famolare	Firefighter	25 Yr.	10/29/1995	74,415.49	0	-	5,500.00	3,470.28	500.00	4,276.75		$ 88,162.52
Joshua Gillis	Firefighter	20 Yr.	6/13/1997	72,742.15	0	-	-	3,392.24	-	4,180.58		$ 80,314.98
Shawn Cantrell	Firefighter (RT)	20 Yr.	1/3/1998	76,647.97	0	400.00	3,660.00	3,574.39	500.00	4,405.06		$ 89,187.42
Erik Ciampa	Firefighter	20 Yr.	11/28/1998	74,415.49	0	400.00	5,500.00	3,470.28	500.00	4,276.75		$ 88,562.52
Paul Dinsmore	Firefighter	20 Yr.	11/29/1998	74,415.49	0	400.00	5,500.00	3,470.28	500.00	4,276.75		$ 88,562.52
Marc Annese	Firefighter	20 Yr.	6/25/2000	71,937.97	0	-	2,100.00	3,354.74	-	4,134.37		$ 81,527.08
Gary daSilva	Firefighter	20 Yr.	4/3/2001	72,681.37	0	-	5,500.00	3,389.41	500.00	4,177.09		$ 86,247.87
Justin Bates	Firefighter	20 Yr.	4/7/2001	70,316.46	0	500.00	2,580.00	-	4,886.00	4,041.18		$ 82,323.64
Mark Goodwin	Firefighter (RT)	15 Yr.	9/23/2001	74,256.96	0	500.00	1,140.00	3,462.89	500.00	4,267.64		$ 84,127.48
Joseph Duggan	Firefighter	20 Yr. **	12/19/2004	75,568.10	0	400.00	2,700.00	3,524.03	1,000.00	4,342.99		$ 87,535.13
Joseph Keane	Firefighter	15 Yr.	2/26/2005	72,094.43	0	400.00	5,500.00	3,362.04	500.00	4,143.36		$ 85,999.83
Shawn O'Connor	Firefighter	15 Yr.	2/27/2005	69,791.32	0	400.00	-	3,254.64	500.00	4,011.00		$ 77,956.95
Charles McDevitt	Firefighter	15 Yr. **	11/14/2006	75,568.10	0	-	1,440.00	3,524.03	1,500.00	4,342.99		$ 86,375.13
Daniel Barilla	Firefighter (RT)	10 Yr.	4/22/2007	72,195.49	0	400.00	5,500.00	3,366.75	500.00	4,149.17		$ 86,111.41
John Conway	Firefighter (RT)	10 Yr.	9/7/2007	72,195.49	0	500.00	2,760.00	3,366.75	500.00	4,149.17		$ 83,471.41
Keith McDonald	Firefighter	10 Yr.	9/8/2007	70,092.78	0	250.00	2,400.00	3,268.69	-	4,028.32		$ 80,039.79
Kevin O'Brien	Firefighter	10 Yr.	9/9/2007	67,853.61	0	-	-	3,164.27	-	3,899.63		$ 74,917.52
Richard Gutierrez	Firefighter (RT)	10 Yr.	7/5/2008	72,195.49	0	250.00	2,400.00	3,366.75	500.00	4,149.17		$ 82,861.41
Andrew Avant	Firefighter	10 Yr.	7/6/2008	70,092.78	0	250.00	5,500.00	3,268.69	500.00	4,028.32		$ 83,639.79
David Reinold	Firefighter	10 Yr.	5/30/2010	67,853.61	0	25.00	-	3,164.27	-	3,899.63		$ 74,942.52
Charles Rivanis	Firefighter	10 Yr. **	7/10/2011	71,178.44	0	400.00	1,320.00	3,319.32	500.00	4,090.71		$ 80,808.47
Robert Fitzmaurice	Firefighter	5 Yr.	9/4/2011	66,101.05	0	250.00	3,240.00	3,082.54	500.00	3,798.91		$ 76,972.51
Michael Ricci	Firefighter (RT)	5 Yr.	9/5/2011	70,330.69	0	-	1,680.00	3,279.79	500.00	4,041.99		$ 79,832.48
Christopher Roberts	Firefighter (RT)	5 Yr.	7/14/2013	70,330.69	0	-	5,500.00	3,279.79	500.00	4,041.99		$ 83,652.48
Josephe Venezia	Firefighter (RT)	5 Yr.	7/15/2013	70,330.69	0	500.00	2,520.00	3,279.79	500.00	4,041.99		$ 81,172.48
William Conners	Firefighter	20 Yr. **	11/29/2013	72,038.23	0	-	-	3,359.42	500.00	4,140.13		$ 80,037.78
James Elder	Firefighter	5 Yr.	11/30/2013	68,282.39	0	400.00	5,500.00	3,184.27	500.00	3,924.28		$ 81,790.93
David Marks	Firefighter	5 Yr.	12/1/2013	68,282.39	0	400.00	3,240.00	3,184.27	500.00	3,924.28		$ 79,530.93
Jon Reinecker	Firefighter	5 Yr.	12/2/2013	68,282.39	0	400.00	5,500.00	3,184.27	500.00	3,924.28		$ 81,790.93
David Evans	Firefighter	5 Yr.	9/2/2014	68,282.39	0	-	1,320.00	3,184.27	500.00	3,924.28		$ 77,210.93
Brett Fredrickson	Firefighter	5 Yr.	11/6/2015	67,923.26	0	500.00	5,500.00	3,167.52	500.00	3,903.64		$ 81,494.41
Frank Rao	Firefighter	5 Yr.	11/7/2015	67,923.26	0	-	6,700.00	3,167.52	500.00	3,903.64		$ 82,194.41
Luke Riberio	Firefighter	5 Yr.	11/8/2015	67,923.26	0	400.00	5,500.00	3,167.52	500.00	3,903.64		$ 81,394.41
James Sullivan	Firefighter	10 Yr. **	12/14/2015	70,092.78	0	500.00	-	3,268.69	-	4,028.32		$ 77,889.79
Ryan Arensbach	Firefighter	St. 4	5/23/2017	64,962.31	0	500.00	5,500.00	3,029.44	-	3,733.47		$ 77,725.21
Timothy Copson	Firefighter	St. 4	5/22/2017	64,962.31	0	250.00	600.00	3,029.44	-	3,733.47		$ 72,575.21
Sean O'Neill	Firefighter	St. 3	1/2/2018	63,416.58	0	250.00	5,500.00	2,957.36	-	3,644.63		$ 75,768.57
Joseph Ferri	Firefighter	St. 3	1/3/2018	63,416.58	0	500.00	5,500.00	2,957.36	-	3,644.63		$ 76,018.57
Kenneth Murnane	Firefighter	St. 3	1/4/2018	63,416.58	0	500.00	600.00	2,957.36	-	3,644.63		$ 71,118.57
John Corbett	Firefighter	St. 2	9/5/2018	61,756.19	0	500.00	2,160.00	2,879.93	-	3,549.21		$ 70,845.33
Steven Pena	Firefighter	St. 1	11/10/2019	59,003.09	0	500.00	600.00	2,751.54	-	3,390.98		$ 66,245.61
Andrew Pierce	Firefighter	St.1	11/11/2019	58,960.07	0	500.00	600.00	2,749.53	-	3,388.51		$ 66,198.12
Patrick Gallagher	Firefighter	St.1	3/2/2020	58,271.83	0	500.00	600.00	2,717.44	-	3,348.96		$ 65,438.23
Maureen Dunton	Head Administrative	Step 10	3/2/1981	65,404.23	0						4,434.00	$ 69,838.23
Ellen O'Connor	PT Secretary	Step 7	11/17/2014	24,508.20	0						-	$ 24,508.20
Marykathryn Hazel	Dispatcher	Step 7	12/8/2001	52,801.81	0	500.00		2,195.00		2,385.00	2,800.00	$ 60,681.81
John Pellegrino	Dispatcher	Step 7	1/4/2002	52,801.81	0	-		2,195.00	-	2,385.00	2,800.00	$ 60,181.81
Diane Deloge	Dispatcher	Step 7	5/12/2002	52,801.81	0	100.00		-	1,000.00	2,385.00	2,800.00	$ 59,086.81
Christina Winitzer	Dispatcher	Step 7	6/12/2013	52,801.81	0	-		1,675.00	-	2,385.00	1,083.00	$ 57,944.81
William Egan	PT Dispatcher	Step 7	4/17/2011	25,080.86	0	300.00		1,100.00	-	2,385.00	1,083.00	$ 29,948.86
IAFF Union Contract	ASTM 2020, Article 5			$ 157,000.00								$ 157,000.00
IAFF Fire Alarm	ASTM 2020, Article 7			$ 6,000.00								$ 6,000.00
					0							$ -
SUPER HOLIDAY					0					46,920.00		$ 46,920.00
DETAIL COMP.					0				38,290.00			$ 38,290.00
OUT OF GRADE									32,600.00			$ 32,600.00
												$ -
DEPARTMENT TOTAL				$ 6,612,085.81	0.00	$ 24,125.00	$ 299,960.00	$ 266,246.12	$ 138,892.14	$ 393,437.95	$ 15,000.00	$ 7,749,747.02

Total Full time	$	6,562,496.75
Total Part Time	$	49,589.06
Overtime	$	778,216.56
Total Contract	$	1,137,661.21
Total	**$**	**8,527,963.58**

DESCRIPTION/DETAIL

FIRE DEPARTMENT

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 414,785	$ 403,144	$ 316,045	$ 316,045	$ 312,310	$ 304,406	$ 322,635	$ 319,110	$ 319,110	$ 319,110

				Department	Town Mgr.	Fin Com
Supplies and Expenses						
Used to purchase standards and laws which are updated annua		$ 600.00		$ 1,400	$ 1,400	$ 1,400
Books for New Hires (4 per year)		$ 800.00				
Used to purchase food for Fire Department personnel who are working at fire scenes				$ 300	$ 300	$ 300
Used for repairs to the Town's fire stations, which are needed annually, and also for various building projects				$ 11,000	$ 11,000	$ 11,000
Electrical Supplies				$ 2,000	$ 2,000	$ 2,000
Plumbing Supplies				$ 3,000	$ 3,000	$ 3,000
Used to purchase supplies to clean and maintain five stations and 24 motor vehicles				$ 16,000	$ 16,000	$ 16,000
Used to purchase medical supplies for first aid kits (NARCAN, EpiPen), resuscitators and other life support equipment.			+$1,675	$ 19,500	$ 19,500	$ 19,500
Filling and repair of portable fire extinguishers. Hydrostatic testing of tanks and extinguishers.				$ 4,500	$ 4,500	$ 4,500
Toner, parts and maintenance of department computers		$ 8,300.00		11,000	$ 11,000	$ 11,000
Exacom recording & 911 Secondary PSAP		$ 2,700.00	$ (5,200.00)			
General office supply allocation		$ 4,000.00		$ 4,000	$ 4,000	$ 4,000
Uniforms and equipment for all members. (Collective Bargaining Agreement Article 23).						
Uniforms	76	$ 1,200.00		$ 91,200	$ 91,200	$ 91,200
Gear for new hires	4	$ 4,810.00		$ 19,240	$ 19,240	$ 19,240
Damage Replacement	1	$ 5,000.00		$ 5,000	$ 5,000	$ 5,000
Cleaning	1	$ 5,000.00		$ 5,000	$ 5,000	$ 5,000
FAO uniforms	5	$ 800.00		$ 4,000	$ 4,000	$ 4,000
Specialty teams	94	$ 250.00	Add 8 members with certifications increased $2,000	$ 23,500	$ 23,500	$ 23,500
New Replacement	12	$ 2,815.00		$ 33,780	$ 33,780	$ 33,780
Used for training of departmental personnel.		$ 20,500.00		$ 40,400	$ 40,400	$ 40,400
Hazmat exams		$ 14,400.00				
EMT Recertification		$ 5,500.00				
Supplies for 24 motor vehicles				$ 24,290	$ 24,290	$ 24,290
Oil and Grease		$ 1,500.00				
Tires, Tubes & Chains		$ 8,000.00				
Batteries		$ 1,500.00				
Welding Supplies		$ 400.00				
~~Thermal Imaging Camera~~		$0				
Portable Radios		$ 9,000.00				
Gas Meters		$ 3,890.00	+1500			
			Total	$ 319,110	$ 319,110	$ 319,110

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 148,748	$ 147,796	$ 183,140	$ 179,424	$ 160,881	$ 152,248	$ 161,031	$ 196,031	$ 196,031	$ 196,031

			Department	Town Mgr.	Fin Com
Repair & replacement of fire alarm wires, boxes, etc.	$ 16,000.00		$ 26,500	$ 26,500	$ 26,500
Repairing & replacement of communication room equipment	$ 7,500.00				
Police Details	$ 3,000.00				
Computer Aided Dispatch & Reporting software - maintenance	$ 9,200.00		$ 44,200	$ 44,200	$ 44,200
	$ 35,000.00				
International Association of Fire Chiefs	$ 300.00		$ 6,551	$ 6,551	$ 6,551
Massachusetts Chiefs Association	$ 425.00				
New England Chiefs Association	$ 50.00				
NFPA	$ 1,166.00				
MIFDI	$ 60.00				
Chiefs Conference Registration	$ 350.00				
District 6 Mutua	$ 2,000.00				
Essex County Mutual Aid Association	$ 2,000.00				
District 6 Safe Trailer	$ 200.00				
Copy machine - lease	$ 2,200.00		$ 2,500	$ 2,500	$ 2,500
Repair and maintenance of eight pumping engines, two ladder trucks, one rescue truck, one tank truck, two service trucks, four cars, three boats and six trailers. Repairs to radios, sirens, speakers, emergency generators, gas and diesel pumps, copy machine, and computers. Repairs to other equipment such as the "Jaws of Life", portable pumps, nozzles, portable generators and lights, etc. Repairs to stations: roof, heating and air conditioning equipment, garage doors and motors, etc.			$ 71,300	$ 71,300	$ 71,300
Six emergency generators	$ 3,000.00		$ 41,530	$ 41,530	$ 41,530
Compressor at Center station	$ 1,850.00				
Radio System Infrastructure equ	$ 15,805.00				
Plymovent maintenance	$ 4,000.00				
Aerial Ladder Testing (NDT 2 trucks)	$ 1,600.00	-$600.00			
Pump Testing (8 Pumping Engines)	$ 3,400.00				
SCBA Harness Testing (56 Packs)	$ 3,775.00	+$500.00			
SCBA Tank Testing (30 per year)	$ 1,400.00				
State Inspection Stickers	$ 1,700.00				
Hydraulic Rescue Tools Testing (5 sets)	$ 2,000.00	+$250.00			
Garage Door Maintenance (5 stations)	$ 3,000.00				
Used to pay firefighters who attend the Massachusetts Firefighting Academy in Stow, Mass. (Collective Bargaining			$ 3,450	$ 3,450	$ 3,450
			$ 196,031	$ 196,031	$ 196,031

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 84,500	$ 85,297	$ 84,500	$ 79,476	$ 84,500	$ 84,500	$ 44,000	$ 64,000	$ 64,000	$ 64,000

	Department	Town Mgr.	Fin Com
Cost of natural gas for heating in five stations and verizon utility	$ 64,000	$ 64,000	$ 64,000
	$ 64,000	$ 64,000	$ 64,000

Police

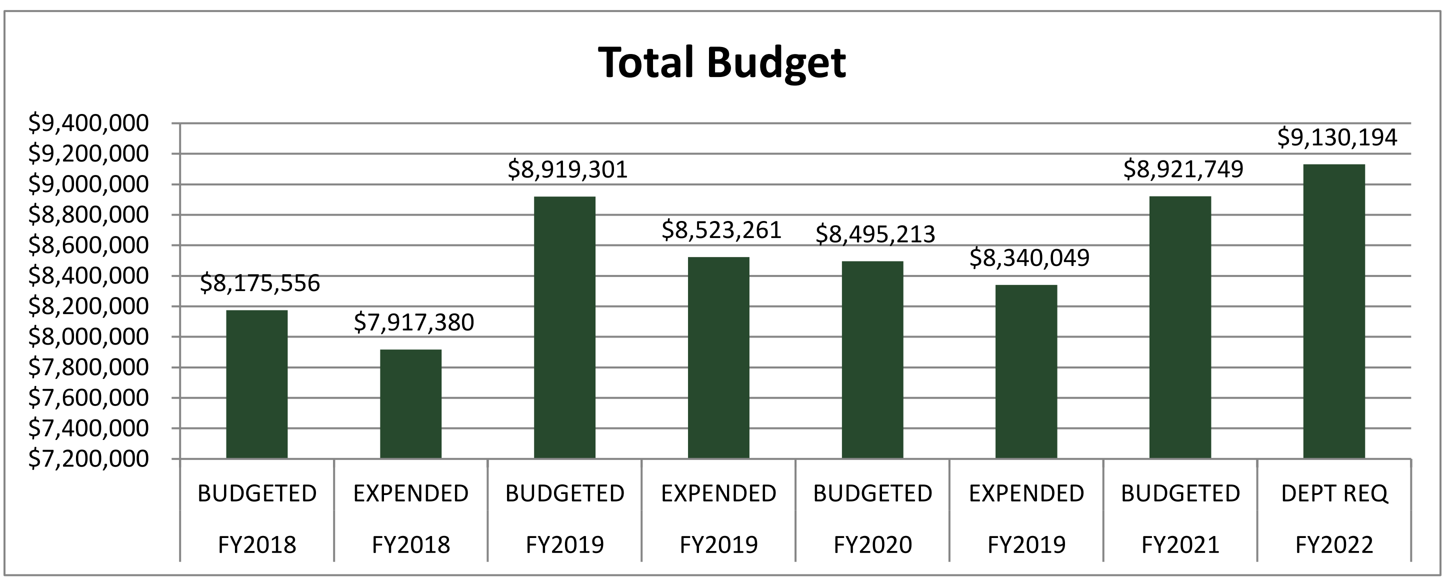
Department Explanation

The Billerica Police Department is committed to the Community Policing Concept. To this end, the members of this department are dedicated to working harmoniously with other Town agencies and with the citizens of the Town of Billerica to create a safe and secure community environment and to help maintain the maximum quality of life to all residents herein, irrespective of race, creed, or cultural, social or political orientation.

Every member of the Billerica Police Department will be expected to act with respect, sensitivity, personal discipline and reliability while following the department's mission. Each officer is expected to understand his or her responsibility to the Police Department, other Town agencies and to its citizens and will act with the highest degree of integrity and professionalism. The Department is broken down into multiple divisions including Administration, Animal Control, Criminal, Communications, EMS, Honor Guard, K9, Patrol, Records, and Traffic.

Budget Narrative

The Police Department budget will increase this year by only $101,070. This is due to step increases. The Police have currently not settled their contract.



Police

Programs and Services

The Police department provides a number of services and programs under each of their divisions. An exhaustive and exact list could never be created for the Police Department due to their constant innovation. The Departments motto is "people helping people" so their list of services is ever growing dependent on the needs of Billerica. Some of the services they provide include the instillation of child safety seats, CodeRED for public information, domestic violence support, Enhanced 911, elder checks, fingerprinting, firearms licensing, substance abuse programs, and updates on social media. This is just a small sample of what the Police Department does in the Town of Billerica.

Recent Accomplishments

The Billerica Police Department has continued to serve the Town of Billerica with traditional police services as well as providing a wide array of other services. The Police Department continued to address quality of life issues such as speeding motorists in residential areas, property crimes, including vandalism and burglaries, thefts from vehicles, graffiti and noise complaints, as well as putting a focus on pedestrian issues. The Police Department has continued it's partnership with the town of Tewksbury providing Animal Control services with a part time ACO in addition to two full time employees and a full service animal shelter facility, this function has expanded quality and level of service to town residents.

We have had continued success with our Community Policing Programs, including a School Resource Officer at Shawsheen Valley as well as the Valley Collaborative as an addition to the program. PAL (Police Athletic League) continues to work with the Recreation Department. We have stepped up Handicap Parking enforcement at the request of the Town of Billerica Handicapped Commission. In partnership with the Billerica School Department, all the public safety agencies in town have continued implementation of enhanced lockdown program in our schools. We have continued to reach out to the community using Social Media such as Twitter and Next Door.

Traffic safety has continued to be an area of great concern to residents and is a quality of life issue. In response, we have continued to provide specialized enforcement in key areas throughout the Town. In cooperation with The Governors Highway Safety Bureau we have participated in the Nationwide Click It or Ticket campaign and You Drink You Drive You Lose programs again this year. The Department has continued to provide National Highway Safety Traffic Administration certified child car seat installations. Along with the Billerica Board of Selectmen and DPW we have reduced speed limits in some thickly settled neighborhoods in response to resident demands. We are committed to focusing enforcement efforts on pedestrian issues including crosswalk enforcement and speed enforcement in various neighborhoods throughout town.

We have worked hard to maintain the quality and level of service that our residents have come to expect. We will continue to explore ways to maintain quality service and provide value to the residents that we proudly serve.

POLICE DEPARTMENT	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2019 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 5,191,010	$ 5,083,380	$ 5,976,786	$ 5,692,192	$ 5,514,677	$ 5,352,945	$ 5,853,685	$ 5,931,428	$ 5,931,428	$ 5,931,428
Part Time/Seasonal			$ 5,000	$ 1,355	$ 5,000	$ 137	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Overtime	$ 660,000	$ 660,000	$ 676,500	$ 662,019	$ 720,000	$ 720,000	$ 745,000	$ 780,000	$ 780,000	$ 780,000
Contractual Obligations	$ 1,564,696	$ 1,503,629	$ 1,630,265	$ 1,543,841	$ 1,608,486	$ 1,608,486	$ 1,650,014	$ 1,695,916	$ 1,695,916	$ 1,695,916
Total	$ 7,415,706	$ 7,247,009	$ 8,288,551	$ 7,899,407	$ 7,848,163	$ 7,681,568	$ 8,253,699	$ 8,412,344	$ 8,412,344	$ 8,412,344
Expenses										
Supplies and Expenses	$ 403,750	$ 412,336	$ 284,350	$ 277,375	$ 287,350	$ 315,608	$ 298,350	$ 298,350	$ 298,350	$ 298,350
Contract Services/Leases	$ 158,600	$ 148,009	$ 170,100	$ 170,179	$ 174,100	$ 157,273	$ 204,100	$ 206,700	$ 206,700	$ 206,700
Utilities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ 197,500	$ 110,026	$ 176,300	$ 176,300	$ 185,600	$ 185,600	$ 165,600	$ 212,800	$ 212,800	$ 212,800
Total Expenses	$ 759,850	$ 670,371	$ 630,750	$ 623,854	$ 647,050	$ 658,481	$ 668,050	$ 717,850	$ 717,850	$ 717,850
TOTAL BUDGET	**$ 8,175,556**	**$ 7,917,380**	**$ 8,919,301**	**$ 8,523,261**	**$ 8,495,213**	**$ 8,340,049**	**$ 8,921,749**	**$ 9,130,194**	**$ 9,130,194**	**$ 9,130,194**

Difference PY $ 208,445
% 2.34%

POLICE DEPARTMENT

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM. Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Chief of Police	1	1	1	1
Deputy Chiefs	1	1	1	1
Captains	0	0	0	0
Lieutenants	8	8	8	8
Sergeants	10	10	10	10
Patrolmen	48	48	48	48
Bldg. Maint Craftsman	1	1	1	1
Clerks/Tech	4	4	4	4
Civilian Dispatchers	10	10	10	10
Total Staffing	83	83	83	83

One Civilian Dispatcher is grant funded.
Two Patrolmen are Grant funded.

POLICE DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

	NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Sick/EMT/Desk BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY RETIREMENT	TOTAL SALARY BENEFIT
1	Rosa, Daniel	Chief	St. #9	6/5/1988	181,121.81	-	55,390.62	-	-	-	3,513.58	$ 240,026
2	Frost, Roy	Asst. Chief	St.#8	11/1/1997	100,827.27	-	28,987.84	1,159.51	15,124.09	8,629.85	-	$ 154,729
3	Balboni, Ronald	Lt./ Div Com	St.#10	3/13/1988	105,931.65	1,500.00	35,593.03	2,847.45	12,711.80	9,164.20	-	$ 167,748
4	Opland, Troy	Lt./Cmdr	St.#10	6/5/1988	105,931.65	2,900.00	35,593.03	2,847.45	12,711.80	9,164.20	-	$ 169,148
5	O'Mahony, Edward V.	Lieutenant	St.#9	1/22/1995	103,347.95	-	25,836.99	6,200.88	-	7,724.42	-	$ 143,110
6	Roche, Gerald B.	Lieutenant/Insp.	St.#10	4/2/1987	105,931.65	-	10,906.36	1,090.64	3,132.00	7,194.86	-	$ 128,256
7	Katz, Gregory	Lt./Tech Serv	St.#9	7/16/1995	103,347.95	1,500.00	26,619.99	1,064.80	3,132.00	7,949.45	-	$ 143,614
8	Coffey, Sean	Lieutenant/FTS	St.#8-#9	3/1/1997	101,706.13	-	25,696.53	-	1,080.00	7,573.51	-	$ 136,056
9	Conway, Martin E	Lieutenant	St. #10	3/13/1988	105,931.65	1,500.00	31,779.49	8,474.53	-	8,214.46	-	$ 155,900
10	Elmore, Steven	Sergeant	St.#10	3/26/1987	91,544.85	-	28,403.06	-	3,132.00	7,373.55	-	$ 130,453
11	Gualtieri, Mark	Sergeant/RRT	St.#9	3/13/1994	89,312.05	1,400.00	23,111.01	2,773.32	3,132.00	6,941.10	-	$ 126,669
12	Beloin, Robert	Sgt./Proc	St.#8-#9	8/11/1996	89,103.40	2,900.00	23,058.85	1,844.04	3,132.00	6,927.65	-	$ 126,966
13	Zarro, John	Sergeant/Rcrds	St.#8	1/8/1995	89,312.05	2,900.00	22,328.01	2,679.36	-	6,716.10	-	$ 123,936
14	Mirasolo, Francis	Sgt./Insp.	St-#9	3/25/1994	89,312.05	2,900.00	23,111.01	5,546.64	3,132.00	6,941.10	-	$ 130,943
15	West, William G.	Sergeant	St.-#9	10/28/1993	89,312.05	1,400.00	22,598.01	-	1,080.00	6,716.10	-	$ 121,106
16	Grogan, Craig	Lt./Tng. Off.	St.#10	7/11/1988	105,931.65	-	32,719.09	7,634.46	3,132.00	8,448.47	-	$ 157,866
17	Harring, John	Lieutenant	St.#8-#9	9/4/1996	102,913.35	1,400.00	25,998.34	2,469.46	1,080.00	7,709.32	-	$ 141,570
18	Magnan, Glen	Sergeant	St.#7-#8	6/10/2002	85,138.78	1,400.00	21,284.69	2,554.16	-	6,406.94	-	$ 116,785
19	Conners, Tara	Sergeant/SRO	St.#7	9/1/1999	87,133.71	-	22,566.43	1,354.00	3,132.00	6,784.62	-	$ 120,971
20	Tsoukalas, Mark	Sgt./K-9	St.#8	6/21/1999	87,133.71	1,400.00	18,053.14	6,318.60	3,132.00	6,525.24	-	$ 122,563
21	Landry, Nathan	Sergeant	St. #5	1/14/2013	79,318.02	1,400.00	7,931.80	6,345.44	-	4,858.51	-	$ 99,854
22	Smith, Joseph	Ptl./Car Seat Tech	St.#9	7/11/1994	75,860.98	2,400.00	19,748.25	1,895.85	3,132.00	5,974.85	-	$ 109,012
23	Davidson, Robert	Patrolman	St.#9	1/9/1996	75,860.98	-	-	4,551.66	3,132.00	4,659.84	-	$ 88,204
24	West, Brian V.	Patrolman/SRO	St.#9	12/2/1994	75,860.98	-	19,748.25	1,184.91	3,132.00	5,974.85	-	$ 105,901
25	O'Leary, Daniel	Ptl./Insp.	St.#8-#9	3/2/1997	74,655.83	-	18,663.96	2,239.67	-	5,639.04	-	$ 101,199
26	DeVito, Andrew	Ptl./Insp.	St.#8	7/27/1997	74,010.72	-	15,428.54	2,314.28	3,132.00	5,620.20	-	$ 100,506
27	Glavin, Michelle	Patrolman	St.#8	7/28/1997	74,010.72	-	19,285.68	2,314.28	3,132.00	5,841.87	-	$ 104,585
28	Cogswell, Stephen	Patrolman	St.#8	6/4/2001	74,010.72	1,400.00	18,502.68	4,440.64	-	5,616.89	-	$ 103,971
29	Brady, Paul	Ptl./Taser	St.#8	6/4/2001	74,010.72	-	15,428.54	2,314.28	3,132.00	5,620.20	-	$ 100,506
30	Henckler, Michael	Patrolman	St.#8	6/4/2001	74,010.72	1,500.00	14,802.14	5,920.86	-	5,404.21	-	$ 101,638
31	McKenna, Timothy	Ptl./CJIS Admin/Insp.	St.#7	1/12/2003	72,205.58	1,500.00	-	2,260.13	3,132.00	4,629.76	-	$ 83,727
32	Avant, Richard	Patrolman /Car Seat Tec	St.#7-#8	2/19/2002	72,869.59	1,500.00	15,200.32	911.86	3,132.00	5,526.83	-	$ 99,141
33	Eidens, Dwayne	Patrolman	St.#7	8/1/2005	72,205.58	1,000.00	18,834.39	2,712.16	3,132.00	5,712.20	-	$ 103,596
34	Nieves, Pedro	Patrolman	St.#7	4/4/2005	72,205.58	-	-	-	-	4,449.76	-	$ 76,655
35	Osgood, Ivonne	Ptl./COA Liason	St.#7	4/4/2005	72,205.58	-	15,067.52	1,130.07	3,132.00	5,495.71	-	$ 97,031
36	Peterson, Edward	Patrolman/Insp	St.#7	4/10/2006	72,205.58	1,000.00	-	2,260.13	3,132.00	4,629.76	-	$ 83,227
37	Rayne, Francis	Patrolman	St.#7	4/10/2006	72,205.58	1,400.00	14,441.12	2,166.17	-	5,279.71	-	$ 95,493
38	Peloquin, Scott	Patrolman	St.-#8	2/1/1998	74,010.72	-	14,802.14	4,440.64	-	5,404.21	-	$ 98,658
39	Heffernan, Robert	Patrolman /Insp.	St #8	4/9/2001	74,010.72	1,000.00	15,428.54	-	3,132.00	5,404.21	-	$ 98,975
40	Taylor, Ian	Patrolman /Insp.	St.#7	5/12/2003	72,205.58	1,000.00	-	2,260.13	3,132.00	4,449.76	-	$ 83,047
41	Slaney, John	Patrolman	St. #8-#9	5/19/1997	74,230.48	-	14,846.10	4,453.83	-	5,414.84	-	$ 98,945
42	Philbrook, Christopher	Patrolman	St. #5	9/16/2013	67,372.13	-	-	2,021.16	-	4,171.96	-	$ 73,565
43	O'Brien, Patrick	Patrolman	St.-#5	3/10/2014	67,372.13	-	-	2,021.16	-	4,171.96	-	$ 73,565
44	Heffernan, Sarah	Patrolman	St.-#5	3/10/2014	67,372.13	-	6,737.21	2,021.16	-	4,171.96	-	$ 80,302
45	Magliozzi, Rocco	Patrolman	St.-#5	3/10/2014	67,372.13	-	7,050.41	2,115.12	3,132.00	4,171.96	-	$ 83,842
46	Koles, Ryan	Patrolman/FTO	St. #5-#6	4/17/2012	68,031.33	-	7,067.73	2,120.32	2,646.00	4,382.36	-	$ 84,248
47	Simmons, Robert	Patrolman	St. #5-#6	5/21/2012	67,737.04	-	6,773.70	2,032.11	-	4,186.67	-	$ 80,730
48	Trischitta, Brian	Patrolman	St. #4-#5	9/8/2014	67,372.13	1,000.00	10,105.82	2,021.16	-	4,171.96	-	$ 84,671
49	Ynostroza, Gilbert	Patrolman	St. #4-#5	9/8/2014	67,372.13	750.00	7,001.81	2,100.54	2,646.00	4,261.92	-	$ 84,132
50	Bandouveres, Cory	Patrolman	St # 5	9/9/2015	67,372.13	-	7,001.81	2,100.54	2,646.00	4,261.92	-	$ 83,382
51	Mendez, Raphael	Patrolman	St. #5	9/4/2012	67,372.13	-	5,251.36	2,100.54	2,646.00	4,261.92	-	$ 81,632
52	Agcaoili, John	Patrolman	St # 4/5	9/12/2016	66,723.29	-	6,672.33	5,337.86	-	4,139.51	-	$ 82,873
53	Huff, Thomas	Patrolman	St # 4/5	9/12/2016	66,723.29	-	-	5,337.86	-	4,139.51	-	$ 76,201
54	Allen, Alexander	Patrolman	St # 4	10/30/2017	63,985.18	1,400.00	6,398.52	5,118.81	-	3,977.30	-	$ 80,880
55	Dougherty, Sean	Patrolman	St # 4	10/30/2017	63,985.18	-	6,398.52	5,118.81	-	3,977.30	-	$ 79,480
56	O'Loughlin, Phil	Patrolman	St # 6	1/16/2008	70,444.47	-	7,044.45	5,635.56	-	4,348.52	-	$ 87,473
57	Riberio, Leo	Patrolman	St # 4	10/30/2017	63,985.18	-	-	5,118.81	-	3,977.30	-	$ 73,081
58	Guanci, Justin	Patrolman	3/4	3/4/2019	62,367.15	-	6,236.71	4,989.37	-	3,861.73	-	$ 77,455
59	Dixon, Nena	Patrolman	3/4	5/20/2019	61,858.62	-	-	4,948.69	-	3,850.18	-	$ 70,657
60	Giampa, Anthony	Patrolman	2/3	1/6/2020	60,371.57	1,000.00	-	3,622.29	-	3,749.72	-	$ 68,744
61	Micalizzi, Gregory	Patrolman	2/3	1/6/2020	60,371.57	1,000.00	-	1,811.15	-	3,749.72	-	$ 66,932
62	John Thatcher	Patrolman	2/3	1/6/2020	60,371.57	1,000.00	-	1,811.15	-	3,749.72	-	$ 66,932
63	Ware, Paul	Patrolman	2/3	1/6/2020	60,371.57	1,000.00	-	1,811.15	-	3,749.72	-	$ 66,932
64	DeVito, Christopher	Patrolman	St # 2	7/1/2020	59,251.18	-	5,925.12	1,777.54	-	3,705.28	-	$ 70,659
65	Xu, Jian Yi	Patrolman	St. 3	7/1/2020	61,571.99	334.00	6,157.20	4,925.76	-	3,838.62	-	$ 76,828
66	Replacement	Patrolman	St # 2	7/1/2020	59,251.18	-	5,925.12	1,777.54	-	3,705.28	-	$ 70,659
67	Replacement/SRO	Patrolman	0	1/0/1900	Funded by Grant	-	-	-	-	-	-	$ -
68	Replacement/SRO	Patrolman	0	1/0/1900	Funded by Grant	-	-	-	-	-	-	$ -
69	Manzi, John	Bldg.Maint.Cr.II	St.#8-#9	11/16/2015	63,834.23	-	-	-	-	-	-	$ 63,834
70	Ouano, Beverly	Head Clerk	St.#7	10/19/1998	59,753.62	1,000.00	-	-	-	-	3,200.00	$ 63,954
71	Higgins, Nancy	Head Clerk	St.#7	12/6/1993	59,753.62	1,000.00	-	-	-	-	3,900.00	$ 64,654
72	Patriquin, Elizabeth	Head Clerk	St.#7	3/4/1996	59,753.62	1,000.00	-	-	-	-	3,900.00	$ 64,654
73	Paolucci, Valerie	Principal Clerk	St # 4/5	3/12/2018	49,036.04	1,000.00	-	-	-	-	-	$ 50,036
74	Matthew Leung	Civilian Dispatcher	St.#7	10/1/2007	53,911.12	-	-	2,610.00	2,192.40	2,778.67	1,800.00	$ 63,292
75	Smith, Robin	Civilian Dispatcher	St.#6	1/5/2015	52,339.90	500.00	-	-	626.40	2,706.43	783.00	$ 56,956
76	Lamarre, Maureen	Civilian Dispatcher	St.#6	4/27/2015	52,339.90	300.00	-	2,088.00	2,192.40	2,706.43	783.00	$ 60,410
77	Cangiamila, John	Civilian Dispatcher	St. #4-#5	10/30/2017	49,724.62	-	-	-	626.40	2,597.86	-	$ 52,949
78	Schultz, Cynthia	Civilian Dispatcher	St. #4-#5	10/30/2017	49,724.62	-	-	-	626.40	2,597.86	-	$ 52,949
79	Ferraro, Joesph	Civilian Dispatcher	St. #4-#5	1/22/2018	48,953.74	-	-	2,088.00	626.40	2,520.77	-	$ 54,189
80	Eldridge, Kristyna	Civilian Dispatcher	St. #3-#4	3/11/2019	46,216.69	500.00	-	2,088.00	626.40	2,412.96	-	$ 51,844
81	O'Leary, Brooke	Civilian Dispatcher	St # 3	7/28/2019	45,655.69	500.00	-	2,610.00	626.40	2,399.12	-	$ 51,791
82	Casey, Shane	Civilian Dispatcher	St. #3	1/6/2020	45,655.69	400.00	-	2,610.00	626.40	2,399.12	-	$ 51,691
83	Replacement	Civilian Dispatcher	Funded by (	7/1/2021	6,000.00	-	-	-	-	-	-	$ 6,000
84	Williams, Shernelle	Per Diem Dispatcher	St. #4	9/19/2017	5,000.00	-	-	-	-	-	-	$ 5,000
		0			-	-	-	-	-	-	-	$ -
		0			-	-	-	-	-	-	-	$ -
						-	-	-	-	-	-	-
	DEPARTMENT TOTAL				**$ 5,931,427.69**	**$ 51,884.00**	**$ 905,543.35**	**$ 206,866.46**	**$ 135,177.29**	**$ 378,565.57**	**$ 17,879.58**	**$ 7,621,343.93**

Total Full time	$	5,931,427.69
PT/Seasonal	$	5,000.00
Overtime	$	780,000.00
Total Contract	$	1,695,916.00
Total Salary	$	8,412,344.00

POLICE DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

	NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Sick/EMT/Desk OIC BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY RETIREMENT	TOTAL SALARY BENEFIT
1	Rosa, Daniel	Chief	St. #9	06/05/88	181,121.81	-	55,390.62	-	-	-	3,513.58	240,026.00
2	Frost, Roy	Asst. Chief	St.#8	11/01/97	100,827.27	-	28,987.84	1,159.51	15,124.09	8,629.85	-	154,728.56
3	Balboni, Ronald	Lt./ Div Com	St.#10	03/13/88	105,931.65	1,500.00	35,593.03	2,847.45	12,711.80	9,164.20	-	167,748.13
4	Opland, Troy	Lt./Cmdr	St.#10	06/05/88	105,931.65	2,900.00	35,593.03	2,847.45	12,711.80	9,164.20	-	169,148.13
5	O'Mahony, Edward V.	Lieutenant	St.#9	01/22/95	103,347.95	-	25,836.99	6,200.88	-	7,724.42	-	143,110.24
6	Roche, Gerald B.	Lieutenant/Insp.	St.#10	04/02/87	105,931.65	-	10,906.36	1,090.64	3,132.00	7,194.86	-	128,255.51
7	Katz, Gregory	Lt./Tech Serv	St.#9	07/16/95	103,347.95	1,500.00	26,619.99	1,064.80	3,132.00	7,949.45	-	143,614.19
8	Coffey, Sean	Lieutenant/FTS	St.#8-#9	03/01/97	101,706.13	-	25,696.53	-	1,080.00	7,573.51	-	136,056.17
9	Conway, Martin E	Lieutenant	St. #10	03/13/88	105,931.65	1,500.00	31,779.49	8,474.53	-	8,214.46	-	155,900.13
10	Grogan, Craig	Lt./Tng. Off.	St.#10	07/11/88	105,931.65	-	32,719.09	7,634.46	3,132.00	8,448.47	-	157,865.67
11	Harring, John	Lieutenant	St.#8-#9	09/04/96	102,913.35	1,400.00	25,998.34	2,469.46	1,080.00	7,709.32	-	141,570.47
12	Elmore, Steven	Sergeant	St.#10	03/26/87	91,544.85	-	28,403.06	-	3,132.00	7,373.55	-	130,453.46
13	Gualtieri, Mark	Sergeant/RRT	St.#9	03/13/94	89,312.05	1,400.00	23,111.01	2,773.32	3,132.00	6,941.10	-	126,669.49
14	Beloin, Robert	Sgt./Proc	St.#8-#9	08/11/96	89,103.40	2,900.00	23,058.85	1,844.04	3,132.00	6,927.65	-	126,965.94
15	Zarro, John	Sergeant/Rcrds	St.#8	01/08/95	89,312.05	2,900.00	22,328.01	2,679.36	-	6,716.10	-	123,935.53
16	Mirasolo, Francis	Sgt./Insp.	St-#9	03/25/94	89,312.05	2,900.00	23,111.01	5,546.64	3,132.00	6,941.10	-	130,942.81
17	West, William G.	Sergeant	St.-#9	10/28/93	89,312.05	1,400.00	22,598.01	-	1,080.00	6,716.10	-	121,106.17
18	Magnan, Glen	Sergeant	St.#7-#8	06/10/02	85,138.78	1,400.00	21,284.69	2,554.16	-	6,406.94	-	116,784.58
19	Conners, Tara	Sergeant/SRO	St.#7	09/01/99	87,133.71	-	22,566.43	1,354.00	3,132.00	6,784.62	-	120,970.76
20	Tsoukalas, Mark	Sgt./K-9	St.#8	06/21/99	87,133.71	1,400.00	18,053.14	6,318.60	3,132.00	6,525.24	-	122,562.69
21	Landry, Nathan	Sergeant	St. #5	01/14/13	79,318.02	1,400.00	7,931.80	6,345.44	-	4,858.51	-	99,853.77
22	Smith, Joseph	Ptl./Car Seat Tech	St.#9	07/11/94	75,860.98	2,400.00	19,748.25	1,895.85	3,132.00	5,974.85	-	109,011.93
23	Davidson, Robert	Patrolman	St.#9	01/09/96	75,860.98	-	-	4,551.66	3,132.00	4,659.84	-	88,204.48
24	West, Brian V.	Patrolman/SRO	St.#9	12/02/94	75,860.98	-	19,748.25	1,184.91	3,132.00	5,974.85	-	105,900.99
25	O'Leary, Daniel	Ptl./Insp.	St.#8-#9	03/02/97	74,655.83	-	18,663.96	2,239.67	-	5,639.04	-	101,198.50
26	DeVito, Andrew	Ptl./Insp.	St.#8	07/27/97	74,010.72	-	15,428.54	2,314.28	3,132.00	5,620.20	-	100,505.74
27	Glavin, Michelle	Patrolman	St.#8	07/28/97	74,010.72	-	19,285.68	2,314.28	3,132.00	5,841.87	-	104,584.55
28	Cogswell, Stephen	Patrolman	St.#8	06/04/01	74,010.72	1,400.00	18,502.68	4,440.64		5,616.89	-	103,970.93
29	Brady, Paul	Ptl./Taser	St.#8	06/04/01	74,010.72	-	15,428.54	2,314.28	3,132.00	5,620.20	-	100,505.74
30	Henckler, Michael	Patrolman	St.#8	06/04/01	74,010.72	1,500.00	14,802.14	5,920.86	-	5,404.21	-	101,637.93
31	McKenna, Timothy	Ptl./CJIS Admin/Insp.	St.#7	01/12/03	72,205.58	1,500.00	-	2,260.13	3,132.00	4,629.76	-	83,727.46
32	Avant, Richard	Patrolman /Car Seat Te	St.#7-#8	02/19/02	72,869.59	1,500.00	15,200.32	911.86	3,132.00	5,526.83	-	99,140.59
33	Eidens, Dwayne	Patrolman	St.#7	08/01/05	72,205.58	1,000.00	18,834.39	2,712.16	3,132.00	5,712.20	-	103,596.33
34	Nieves, Pedro	Patrolman	St.#7	04/04/05	72,205.58	-	-	-	-	4,449.76	-	76,655.34
35	Osgood, Ivonne	Ptl./COA Liason	St.#7	04/04/05	72,205.58	-	15,067.52	1,130.07	3,132.00	5,495.71	-	97,030.87
36	Peterson, Edward	Patrolman/Insp	St.#7	04/10/06	72,205.58	1,000.00	-	2,260.13	3,132.00	4,629.76	-	83,227.46
37	Rayne, Francis	Patrolman	St.#7	04/10/06	72,205.58	1,400.00	14,441.12	2,166.17	-	5,279.71	-	95,492.58
38	Peloquin, Scott	Patrolman	St.-#8	02/01/98	74,010.72	-	14,802.14	4,440.64	-	5,404.21	-	98,657.71
39	Heffernan, Robert	Patrolman /Insp.	St #8	04/09/01	74,010.72	1,000.00	15,428.54		3,132.00	5,404.21	-	98,975.47
40	Taylor, Ian	Patrolman /Insp.	St.#7	05/12/03	72,205.58	1,000.00	-	2,260.13	3,132.00	4,449.76	-	83,047.46
41	Slaney, John	Patrolman	St. #8-#9	05/19/97	74,230.48	-	14,846.10	4,453.83		5,414.84	-	98,945.25
42	Philbrook, Christopher	Patrolman	St. #5	09/16/13	67,372.13	-	-	2,021.16	-	4,171.96	-	73,565.25
43	O'Brien, Patrick	Patrolman	St.-#5	03/10/14	67,372.13	-	-	2,021.16		4,171.96	-	73,565.25
44	Heffernan, Sarah	Patrolman	St.-#5	03/10/14	67,372.13	-	6,737.21	2,021.16	-	4,171.96	-	80,302.46
45	Magliozzi, Rocco	Patrolman	St.-#5	03/10/14	67,372.13	-	7,050.41	2,115.12	3,132.00	4,171.96	-	83,841.62
46	Koles, Ryan	Patrolman/FTO	St. #5-#6	04/17/12	68,031.33	-	7,067.73	2,120.32	2,646.00	4,382.36	-	84,247.74
47	Simmons, Robert	Patrolman	St. #5-#6	05/21/12	67,737.04	-	6,773.70	2,032.11	-	4,186.67	-	80,729.53
48	Trischitta, Brian	Patrolman	St. #4-#5	09/08/14	67,372.13	1,000.00	10,105.82	2,021.16	-	4,171.96	-	84,671.07
49	Ynostroza, Gilbert	Patrolman	St. #4-#5	09/08/14	67,372.13	750.00	7,001.81	2,100.54	2,646.00	4,261.92	-	84,132.40
50	Bandouveres, Cory	Patrolman	St # 5	09/09/15	67,372.13	-	7,001.81	2,100.54	2,646.00	4,261.92	-	83,382.40
51	Mendez, Raphael	Patrolman	St. #5	09/04/12	67,372.13	-	5,251.36	2,100.54	2,646.00	4,261.92	-	81,631.95
52	Agcaoili, John	Patrolman	St # 4/5	09/12/16	66,723.29	-	6,672.33	5,337.86	-	4,139.51	-	82,872.99
53	Huff, Thomas	Patrolman	St # 4/5	09/12/16	66,723.29	-	-	5,337.86	-	4,139.51	-	76,200.66
54	Allen, Alexander	Patrolman	St # 4	10/30/17	63,985.18	1,400.00	6,398.52	5,118.81	-	3,977.30	-	80,879.81
55	Dougherty, Sean	Patrolman	St # 4	10/30/17	63,985.18	-	6,398.52	5,118.81	-	3,977.30	-	79,479.81
56	O'Loughlin, Phil	Patrolman	St # 6	01/16/08	70,444.47	-	7,044.45	5,635.56	-	4,348.52	-	87,473.00
57	Riberio, Leo	Patrolman	St # 4	10/30/17	63,985.18	-	-	5,118.81	-	3,977.30	-	73,081.29
58	Guanci, Justin	Patrolman	3/4	03/04/19	62,367.15	-	6,236.71	4,989.37	-	3,861.73	-	77,454.96
59	Dixon, Nena	Patrolman	3/4	05/20/19	61,858.62	-	-	4,948.69	-	3,850.18	-	70,657.49
60	Giampa, Anthony	Patrolman	2/3	01/06/20	60,371.57	1,000.00	-	3,622.29	-	3,749.72	-	68,743.58
61	Micalizzi, Gregory	Patrolman	2/3	01/06/20	60,371.57	1,000.00	-	1,811.15	-	3,749.72	-	66,932.44
62	John Thatcher	Patrolman	2/3	01/06/20	60,371.57	1,000.00	-	1,811.15	-	3,749.72	-	66,932.44
63	Ware, Paul	Patrolman	2/3	01/06/20	60,371.57	1,000.00	-	1,811.15	-	3,749.72	-	66,932.44
64	DeVito, Christopher	Patrolman	St # 2	07/01/20	59,251.18	-	5,925.12	1,777.54	-	3,705.28	-	70,659.11
65	Xu, Jian Yi	Patrolman	St. 3	07/01/20	61,571.99	334.00	6,157.20	4,925.76	-	3,838.62	-	76,827.57
66	Replacement	Patrolman	St # 2	07/01/20	59,251.18	-	5,925.12	1,777.54	-	3,705.28	-	70,659.11
67	Replacement/SRO	Patrolman			Funded by Grant							-
68	Replacement/SRO	Patrolman			Funded by Grant							-
69	Manzi, John	Bldg.Maint.Cr.II	St.#8-#9	11/16/15	63,834.23	-	-	-	-	-	-	63,834.23
70	Ouano, Beverly	Head Clerk	St.#7	10/19/98	59,753.62	1,000.00	-	-	-	-	3,200.00	63,953.62
71	Higgins, Nancy	Head Clerk	St.#7	12/06/93	59,753.62	1,000.00	-	-	-	-	3,900.00	64,653.62
72	Patriquin, Elizabeth	Head Clerk	St.#7	03/04/96	59,753.62	1,000.00	-	-	-	-	3,900.00	64,653.62
73	Paolucci, Valerie	Principal Clerk	St # 4/5	03/12/18	49,036.04	1,000.00	-	-	-	-	-	50,036.04
74	Matthew Leung	Civilian Dispatcher	St.#7	10/01/07	53,911.12	-	-	2,610.00	2,192.40	2,778.67	1,800.00	63,292.19
75	Smith, Robin	Civilian Dispatcher	St.#6	01/05/15	52,339.90	500.00	-	-	626.40	2,706.43	783.00	56,955.73
76	Lamarre, Maureen	Civilian Dispatcher	St.#6	04/27/15	52,339.90	300.00	-	2,088.00	2,192.40	2,706.43	783.00	60,409.73
77	Cangiamila, John	Civilian Dispatcher	St. #4-#5	10/30/17	49,724.62	-	-	-	626.40	2,597.86	-	52,948.88
78	Schultz, Cynthia	Civilian Dispatcher	St. #4-#5	10/30/17	49,724.62	-	-	-	626.40	2,597.86	-	52,948.88
79	Ferraro, Joesph	Civilian Dispatcher	St. #4-#5	01/22/18	48,953.74	-	-	2,088.00	626.40	2,520.77	-	54,188.91
80	Eldridge, Kristyna	Civilian Dispatcher	St. #3-#4	03/11/19	46,216.69	500.00	-	2,088.00	626.40	2,412.96	-	51,844.05
81	O'Leary, Brooke	Civilian Dispatcher	St # 3	07/28/19	45,655.69	500.00	-	2,610.00	626.40	2,399.12	-	51,791.21
82	Casey, Shane	Civilian Dispatcher	St. #3	1/6/2020	45,655.69	400.00	-	2,610.00	626.40	2,399.12	-	51,691.21
83	Replacement	Civilian Dispatcher	Funded by Grant	7/1/2021	6,000.00	-	-	-	-	-	-	6,000.00
84	Williams, Shernelle	Per Diem Dispatcher	St. #4	09/19/17	5,000.00							5,000.00
	DEPARTMENT TOTAL				**$ 5,931,427.69**	**$ 51,884.00**	**$ 905,543.35**	**$ 206,866.46**	**$ 135,177.29**	**$ 378,565.57**	**$ 17,879.58**	**$ 7,627,343.93**

Total Full time	$	5,931,427.69
PT/Seasonal	$	5,000.00
Overtime	$	780,000.00
Total Contract	$	1,695,916.00
Total Salary	$	8,412,344.00

One Civilian Dispatcher is grant funded.

POLICE DEPARTMENT
SALARY INFORMATION FY2021 TOWN MANAGER RECOMMENDATION

	NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Sick/EMT/Desk BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY RETIREMENT	TOTAL SALARY BENEFIT
1	Rosa, Daniel	Chief	St. #9	6/5/1988	177,396.48	-	54,273.02	-	-	-	3,513.58	$ 235,183
2	Frost, Roy	Asst. Chief	St.#8	11/1/1997	93,903.34	1,500.00	26,997.21	1,079.89	14,085.50	8,057.82	-	$ 145,624
3	Balboni, Ronald	Lt./ Div Com	St.#10	3/13/1988	98,657.19	1,500.00	33,148.82	2,651.92	11,838.86	8,555.49	-	$ 156,352
4	Opland, Troy	Lt./Cmdr	St.#10	6/5/1988	98,657.19	2,900.00	33,148.82	2,651.92	11,838.86	8,555.49	-	$ 157,752
5	O'Mahony, Edward V.	Lieutenant	St.#8-#9	1/22/1995	96,250.92	-	24,062.73	5,775.06	-	7,214.58	-	$ 133,303
6	Roche, Gerald B.	Lieutenant/Insp.	St.#10	4/2/1987	98,657.19	1,500.00	10,178.92	1,017.90	3,132.00	6,734.97	-	$ 121,221
7	Katz, Gregory	Lt./Tech Serv	St.#8	7/16/1995	96,160.98	1,500.00	24,823.24	992.93	3,132.00	7,425.54	-	$ 134,035
8	Coffey, Sean	Lieutenant/FTS	St.#8	3/1/1997	93,903.34	-	23,745.83	-	1,080.00	7,045.92	-	$ 125,775
9	Conway, Martin E	Lieutenant	St. #10	3/13/1988	98,657.19	1,500.00	29,597.16	7,892.58	-	7,670.95	-	$ 145,318
10	Elmore, Steven	Sergeant	St.#10	3/26/1987	85,258.36	2,150.00	26,517.11	-	3,132.00	6,903.87	-	$ 123,961
11	Gualtieri, Mark	Sergeant/RRT	St.-#9	3/13/1994	83,178.89	1,400.00	21,577.72	2,589.33	3,132.00	6,500.48	-	$ 118,378
12	Beloin, Robert	Sgt./Proc	St.#8	8/11/1996	81,150.13	2,900.00	21,070.53	1,685.64	3,132.00	6,354.75	-	$ 116,293
13	Zarro, John	Sergeant/Rcrds	St.#8	1/8/1995	83,178.89	2,900.00	20,794.72	2,495.36	-	6,275.49	-	$ 115,644
14	Mirasolo, Francis	Sgt./Insp.	St-#9	3/25/1994	83,178.89	2,900.00	21,577.72	5,178.65	3,132.00	6,500.49	-	$ 122,468
15	West, William G.	Sergeant	St.-#9	10/28/1993	83,178.89	2,900.00	21,064.72	-	1,080.00	6,275.49	-	$ 114,499
16	Grogan, Craig	Lt./Tng. Off.	St.-#10	7/1/1988	98,657.19	-	30,536.76	7,125.24	3,132.00	7,904.97	-	$ 147,356
17	Harring, John	Sergeant	St.#8	9/4/1996	93,903.34	2,800.00	23,745.83	-	1,080.00	7,045.92	-	$ 128,575
18	Magnan, Glen	Sergeant	St.#7	6/10/2002	79,170.86	1,400.00	19,792.72	2,375.13	-	5,987.57	-	$ 108,726
19	Conners, Tara	Sergeant/SRO	St.#7	9/1/1999	81,150.13	-	21,070.53	1,264.20	3,132.00	6,354.75	-	$ 112,972
20	Tsoukalas, Mark	Sgt./K-9	St.#8	6/21/1999	81,150.13	1,400.00	16,856.43	5,899.75	3,132.00	6,112.56	-	$ 114,551
21	Landry, Nathan	Sergeant	St. #5	1/14/2013	73,871.16	1,400.00	7,387.12	5,909.69	-	4,545.47	-	$ 93,113
22	Smith, Joseph	Ptl./Car Seat Tech	St.#8-#9	7/11/1994	70,651.52	2,400.00	18,445.88	1,770.81	3,132.00	5,600.55	-	$ 102,001
23	Davidson, Robert	Patrolman	St.#8	1/9/1996	69,760.20	-	-	5,580.82	3,132.00	4,294.42	-	$ 82,767
24	West, Brian V.	Patrolman/SRO	St.#8-#9	12/2/1994	70,651.52	-	18,445.88	1,106.75	3,132.00	5,600.55	-	$ 98,937
25	O'Leary, Daniel	Ptl./Insp.	St.#8	3/2/1997	68,928.31	-	17,232.08	-	-	5,251.76	-	$ 91,412
26	DeVito, Andrew	Ptl./Insp.	St.#8	7/27/1997	68,928.31	-	14,412.06	2,161.81	3,132.00	5,269.70	-	$ 93,904
27	Glavin, Michelle	Patrolman	St.#8	7/28/1997	68,928.31	-	18,015.08	2,594.18	3,132.00	5,476.77	-	$ 98,146
28	Bailey, Mark	Patrolman	St.#7-#8	6/5/2000	68,928.31	-	6,892.83	-	-	4,657.54	30,042.22	$ 110,521
29	Cogswell, Stephen	Patrolman	St.#7	6/4/2001	67,382.40	1,400.00	16,845.60	4,042.94	-	5,130.98	-	$ 94,802
30	Brady, Paul	Ptl./Taser	St.#7	6/4/2001	67,382.40	-	14,102.88	2,115.43	3,132.00	5,153.74	-	$ 91,886
31	Henckler, Michael	Patrolman	St.#7	6/4/2001	67,382.40	1,500.00	13,476.48	5,390.59	-	4,937.74	-	$ 92,687
32	McKenna, Timothy	Ptl./CJIS Admin/Insp.	St.#7	1/12/2003	67,247.13	1,000.00	-	2,111.37	3,132.00	4,344.78	-	$ 77,835
33	Avant, Richard	Patrolman /Car Seat Tec	St.#7	2/19/2002	67,247.13	1,500.00	14,075.83	844.55	3,132.00	5,153.74	-	$ 91,953
34	Eidens, Dwayne	Patrolman	St.#6	8/1/2005	67,121.45	-	17,563.36	2,529.12	3,132.00	5,346.15	-	$ 95,692
35	Nieves, Pedro	Patrolman	St.#6-#7	4/4/2005	67,247.13	-	-	-	-	4,164.78	-	$ 71,412
36	Osgood, Ivonne	Ptl./COA Liason	St.#6-#7	4/4/2005	67,247.13	-	14,075.83	1,055.69	3,132.00	5,153.74	-	$ 90,664
37	Peterson, Edward	Patrolman/Insp	St.#6	4/10/2006	65,990.29	750.00	-	2,073.67	3,132.00	4,266.23	-	$ 76,212
38	Rayne, Francis	Patrolman	St.#6	4/10/2006	65,990.29	1,400.00	6,599.03	1,979.71	-	4,464.85	-	$ 80,434
39	Fontana, Anthony	Patrolman	St #5	8/23/2010	10,577.80	-	1,665.87	333.17	528.00	662.83	29,606.99	$ 43,375
40	Peloquin, Scott	Patrolman	St.-#8	2/1/1998	68,928.31	-	13,785.66	4,135.70	-	5,053.68	-	$ 91,903
41	Heffernan, Robert	Patrolman /Insp.	St #7/8	4/9/2001	67,640.05	1,000.00	14,154.41	-	3,132.00	5,173.06	-	$ 91,100
42	Taylor, Ian	Patrolman /Insp.	St.#7	5/12/2003	67,247.13	-	-	2,111.37	3,132.00	4,344.78	-	$ 76,835
43	Slaney, John	Patrolman	St. #8	5/19/1997	68,928.31	-	13,785.66	4,135.70	-	5,053.68	-	$ 91,903
44	Philbrook, Christopher	Patrolman	St. #5	9/16/2013	62,745.60	-	-	5,019.65	-	3,906.06	-	$ 71,671
45	O'Brien, Patrick	Patrolman	St.-#5	3/10/2014	62,745.60	-	-	1,882.37	-	3,906.06	-	$ 68,534
46	Heffernan, Sarah	Patrolman	St.-#5	3/10/2014	62,745.60	-	6,274.56	1,882.37	-	3,906.06	-	$ 74,809
47	Magliozzi, Rocco	Patrolman	St.-#5	3/10/2014	62,745.60	-	6,587.76	1,976.33	3,132.00	4,086.06	-	$ 78,528
48	Koles, Ryan	Patrolman/FTO	St. #5	4/17/2012	62,745.60	-	6,539.16	1,961.75	2,646.00	4,086.06	-	$ 77,979
49	Simmons, Robert	Patrolman	St. #5	5/21/2012	62,745.60	-	6,274.56	1,882.37	-	3,906.06	-	$ 74,809
50	Trischitta, Brian	Patrolman	St. #4-#5	9/8/2014	62,745.60	-	9,411.84	1,882.37	-	3,906.06	-	$ 77,946
51	Ynostroza, Gilbert	Patrolman	St. #4-#5	9/8/2014	62,745.60	-	6,539.16	1,961.75	2,646.00	3,996.06	-	$ 77,889
52	Bandouveres, Cory	Patrolman	St # 4/5	9/9/2015	62,141.32	1,000.00	6,478.73	1,943.62	2,646.00	3,965.85	-	$ 78,176
53	Mendez, Raphael	Patrolman	St. #5	9/4/2012	62,745.60	-	4,904.37	1,882.37	2,646.00	3,906.06	-	$ 76,084
54	Agcaoili, John	Patrolman	St # 4	9/12/2016	59,591.24	-	5,959.12	1,787.74	-	3,724.79	-	$ 71,063
55	Huff, Thomas	Patrolman	St # 4	9/12/2016	59,591.24	-	-	4,767.30	-	3,724.79	-	$ 68,083
56	Allen, Alexander	Patrolman	St # 3/4	10/30/2017	58,859.31	2,400.00	5,885.93	4,708.74	-	3,692.50	-	$ 75,546
57	Dougherty, Sean	Patrolman	St # 3/4	10/30/2017	58,859.31	1,000.00	5,885.93	4,708.74	-	3,692.50	-	$ 74,146
58	O'Loughlin, Phil	Patrolman	St # 6	1/16/2008	65,606.96	-	6,560.70	5,248.56	-	4,070.52	-	$ 81,487
59	Riberio, Leo	Patrolman	St # 3/4	10/30/2017	58,859.31	-	-	4,708.74	-	3,692.50	-	$ 67,261
60	Guanci, Justin	Patrolman	2/3	3/4/2019	55,895.01	-	5,589.50	1,676.85	-	3,492.13	-	$ 66,653
61	Dixon, Nena	Patrolman	2/3	5/20/2019	55,439.68	-	-	1,663.19	-	3,481.79	-	$ 60,585
62	Giampa, Anthony	Patrolman	1/2	1/6/2020	54,107.88	-	-	1,623.24	-	3,391.79	-	$ 59,123
63	Micalizzi, Gregory	Patrolman	1/2	1/6/2020	54,107.88	-	-	1,623.24	-	3,391.79	-	$ 59,123
64	John Thatcher	Patrolman	1/2	1/6/2020	54,107.88	-	-	1,623.24	-	3,391.79	-	$ 59,123
65	Ware, Paul	Patrolman	1/2	1/6/2020	54,107.88	-	-	1,623.24	-	3,391.79	-	$ 59,123
66	DeVito, Christopher	Patrolman	St # 1	7/1/2020	53,104.39	-	5,310.44	1,593.13	-	-	-	$ 60,008
	Replacement	Patrolman	St # 1	7/1/2020	53,104.39	-	5,310.44	1,593.13	-	-	-	$ 60,008
67	Replacement/SRO	Patrolman	0	1/0/1900	Funded by Grant	-	-	-	-	-	-	
68	Replacement/SRO	Patrolman	0	1/0/1900	Funded by Grant	-	-	-	-	-	-	
69	Manzi, John	Bldg.Maint.Cr.II	St.#6-#7	11/16/2015	60,135.63	-	-	-	-	-	-	$ 60,136
70	Ouano, Beverly	Head Clerk	St.#10	10/19/1998	58,524.61	1,000.00	-	-	-	-	3,200.00	$ 62,725
71	Higgins, Nancy	Head Clerk	St.#10	12/6/1993	58,524.61	1,000.00	-	-	-	-	3,900.00	$ 63,425
72	Patriquin, Elizabeth	Head Clerk	St.#10	3/4/1996	58,524.61	-	-	-	-	-	3,900.00	$ 62,425
73	Paolucci, Valerie	Principal Clerk	St # 3/4	3/12/2018	46,180.41	-	-	-	-	-	-	$ 46,180
74	Hancock, Donald	Civilian Dispatcher	St.#7	7/7/2000	50,208.57	600.00	-	2,088.00	626.40	2,608.44	26,002.68	$ 82,134
75	Matthew Leung	Civilian Dispatcher	St.#7	10/1/2007	50,208.57	-	-	2,610.00	2,192.40	2,608.44	1,800.00	$ 59,419
76	Smith, Robin	Civilian Dispatcher	St. #5-#6	1/5/2015	48,745.93	300.00	-	-	626.40	2,541.20	-	$ 52,214
77	Lamarre, Maureen	Civilian Dispatcher	St. #5-#6	4/27/2015	48,745.93	-	-	-	2,192.40	2,541.20	-	$ 53,480
78	Cangiamila, John	Civilian Dispatcher	St. #3	10/30/2017	43,655.58	-	-	2,610.00	626.40	2,313.02	-	$ 49,205
79	Schultz, Cynthia	Civilian Dispatcher	St. #3	10/30/2017	43,655.58	-	-	-	626.40	2,313.02	-	$ 46,595
80	Ferraro, Joesph	Civilian Dispatcher	St. #3	1/22/2018	43,268.46	-	-	2,610.00	626.40	2,274.30	-	$ 48,779
81	Eldridge, Kristyna	Civilian Dispatcher	St # 3	3/11/2019	42,520.03	-	-	2,088.00	626.40	2,254.94	-	$ 47,489
82	O'Leary, Brooke	Civilian Dispatcher	St # 3	7/28/2019	42,520.03	300.00	-	2,088.00	626.40	2,254.94	-	$ 47,789
83	Casey, Shane	Civilian Dispatcher	Funded by	1/6/2020	6,000.00	-	-	-	-	-	-	$ 6,000
84	Williams, Shernelle	Per Diem Dispatcher	St. #4	9/19/2017	5,000.00	-	-	-	-	-	-	$ 5,000
	0	0	0	1/0/1900	0	-	-	-	-	-	-	$ -
	DEPARTMENT TOTAL				**$ 5,528,219.17**	**$ 51,100.00**	**$ 839,054.28**	**$ 177,976.59**	**$ 132,920.82**	**$ 346,997.19**	**$ 101,965.47**	**$ 7,178,233.52**

Total Full time	$ 5,528,219.17
PT/Seasonal	$ 5,000.00
Overtime	$ 745,000.00
Total Contract	$ 1,650,014.00
Total Salary	$ 7,928,233.00

POLICE DEPARTMENT

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 403,750	$ 412,336	$ 284,350	$ 277,375	$ 287,350	$ 315,608	$ 298,350	$ 298,350	$ 298,350	$ 298,350

Supplies and Expenses 5400	Department	Town Mgr.	Fin Com
Estimated cost of pursuing department accreditation, including attendance at seminars and meetings, etc. and minor office supplies as needed.	$ 1,500	$ 1,500	$ 1,500
Community Services - Traffic Safety Programs: School bus safety program materials, booklets, videos; seat belt and child seat educational materials; safety equipment, signs, cones, tape, and miscellaneous supplies. Maintenance and supplies for speed monitoring equipment.	$ 3,000	$ 3,000	$ 3,000
C.S. - Crime Prevention/Elder Services: RAD and other public awareness and informational programs; RAD protective gear; Crime Prevention Displays, videos, specialized RAD crime prevention training. File of Life and Senior ID card supplies	$ 1,000	$ 1,000	$ 1,000
C.S. - Training Officer: Purchase of various training aids and props; inert OC Trainers, baton training, and related supplies; K-9 training materials and supplies.	$ 7,500	$ 7,500	$ 7,500
C.S. - PAL/Other Youth and School Safety Activities; materials and supplies Watch Program and bicycle program, and repairs and replacements as needed.	$ 2,000	$ 2,000	$ 2,000
Firearms/Armorer/Tactical Training Programs: Firearms purchases, participation active shooter training; ammunition for dept. Academy Training; targets, range supplies, safety equipment; armorer's supplies and instructor training. TASER replacements and supplies. Additional Training	$ 30,500	$ 30,500	$ 30,500
NEMLEC/RRT/SWAT Program: Specialized ammunition and training gear, uniforms and communication equipment, including radios, pagers and various other supplies.	$ 5,500	$ 5,500	$ 5,500
Building Maintenance and Equipment: Custodial and janitorial supplies, building repair, plumbing and electrical supplies: locks, keys, hardware, tools, lockup area supplies and equipment, Elevator inspection and repairs	$ 17,000	$ 17,000	$ 17,000
Technical Services Equipment/Supplies/Repairs: Including complete in-house computer system and CDMA/LTE Laptop mobile system; cost of LP gas for Block House; Laptop battery replacement: purchase , cartridges, computer system back up tapes, 911 communications, video and audio recording tapes, replace PC's, UPS batteries and equipment and various other computer system supplies.	$ 22,000	$ 22,000	$ 22,000
Cost of food for prisoners.	$ 250	$ 250	$ 250
Fleet Maintenance/Repair: Vehicle inspections, tires, batteries, engine oil, collision deductibles, car washes, and various other vehicle supplies and repairs.	$ 77,500	$ 77,500	$ 77,500
Office Supplies/Equipment/Printing: Postage fees and lease of photo copier for Records Department ; breathalyzer maintenance; Chiefs office expenses and supplies.	$ 9,000	$ 9,000	$ 9,000
Uniforms: Estimated cost for 68 officers and 10 dispatchers, including emergency replacement and cleaning allowance per contractual agreement.	$ 103,000	$ 103,000	$ 103,000
Criminal Bureau/Photography Supplies; Fingerprint Supplies; various other crime scene investigation related materials.	$ 6,000	$ 6,000	$ 6,000
Cell Carrier Expenses: For maintenance of CDMA mobile laptop computer system.	$ 9,600	$ 9,600	$ 9,600
general office supply allocation	$ 3,000	$ 3,000	$ 3,000
	$ -	$ -	$ -
	$ 298,350	$ 298,350	$ 298,350

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 158,600	$ 148,009	$ 170,100	$ 170,179	$ 174,100	$ 157,273	$ 204,100	$ 206,700	$ 206,700	$ 206,700

Contract Services/Leases 5200		Department	Town Mgr.	Fin Com
Professional Training: Firearms Instructor, Community Policing and Management Training, Computer Training for Officers and Dispatchers, various seminars and updates; Recruit and In-Service Academy training,Training travel expenses.		$ 46,000	$ 46,000	$ 46,000
Estimated cost of various printed forms including: miscellaneous personnel forms, specialized computer supplies,		$ 1,000	$ 1,000	$ 1,000
Estimated cost of medical consultations, polygraphs and testing services as needed, fees for investigative services and Certification consulting fees.		$ 26,000	$ 26,000	$ 26,000
Estimated cost for advertising various Capital Outlay items, On Site Academy welness program, etc.		$ 150	$ 150	$ 150
Estimated cost of various memberships including: MA, N.E.and International Chiefs of Police Assn. NTOA, SRO, Firearm Instructor's Assn., American Society of Law Enforcement, Crime Prevention Officer's Assn., National Pal Assn.		$ 5,000	$ 5,000	$ 5,000
Contract Cleaning Service for Building.		$ 3,500	$ 3,500	$ 3,500
Cost for Code Red Community Notification System and maintenance.		$ 10,800	$ 10,800	$ 10,800
Equipment Maintenance Contracts: Including In-House Computer System through ARMS, Recording equipment through Acorn, Communications Equipment through Motorola/Cybercom, Portable Radios, console, mobile sets, repeater system, Identix System, AED units, hand held , Baracuda/Sonicwall security services and warranty,		$ 80,000	$ 80,000	$ 80,000
BAPERN-NEMLEC Regional Communication System Microwave Link, yearly assessment. Satellite repeater land line expenses.		$ 8,650	$ 8,650	$ 8,650
Estimated cost of CJIS system and maintenance contract through CHSB and user fee. Maintance and user fee for Link to SP Fingerprint Section.		$ 2,000	$ 2,000	$ 2,000
Estimated cost for in-house telephone system maintenance.		$ 1,000	$ 1,000	$ 1,000
Lease program for Public Safety Servers and town video server		$ 22,600	$ 22,600	$ 22,600
Total Contract Services	$ -	$ 206,700	$ 206,700	$ 206,700

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 197,500	$ 110,026	$ 176,300	$ 176,300	$ 185,600	$ 185,600	$ 165,600	$ 212,800	$ 212,800	$ 212,800

	Department	Town Mgr.	Fin Com
Cost for purchase of 4 Replacement Police Cruisers, Brand not yet determined(@ 52,000.), per specifications, fully equipped. $208,000	$ 208,000	$ 208,000	$ 208,000
Lifepack AED's (2)	$ 4,800	$ 4,800	$ 4,800

Capital Outlay
5800

Sealer of Weights and Measure

Department Explanation

The Sealer of Weights and Measures is responsible for enforcing the accuracy requirements and other standards relating to weighing and measuring devices used in the sale of food, fuels and other products.

SEALER OF WEIGHTS	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time							$ -	$ -	$ -	$ -
Part Time/Seasonal										
Overtime										
Contractual Obligations										
Total							$ -	$ -	$ -	$ -
Expenses										
Supplies and Expenses	$ -	$ -					$ -	$ -	$ -	$ -
Contract Services/Leases	$ 11,000	$ 11,000	$ 13,000	$ 12,500	$ 11,000	$ 11,000	$ 12,500	$ 12,500	$ 12,500	$ 12,500
Utilities										
Capital Outlay										
Total Expenses	$ 11,000	$ 11,000	$ 13,000	$ 12,500	$ 11,000	$ 11,000	$ 12,500	$ 12,500	$ 12,500	$ 12,500
TOTAL BUDGET	**$ 11,000**	**$ 11,000**	**$ 13,000**	**$ 12,500**	**$ 11,000**	**$ 11,000**	**$ 12,500**	**$ 12,500**	**$ 12,500**	**$ 12,500**

Position	FY2021 FTE	FY2022 FTE
Weights & Measurer Insp		
Total Staffing	0	0

Section 8: Public Work

Administration

Department Explanation

The Public Works Administration Office manages all divisions of the Department of Public Works, and is directly responsible recycling / trash collection, street opening permits, occupancy permits, and the Department of Public Works social media accounts. The Department is made up of the Director of Public Works, an Operations Supervisor, a Recycling Coordinator, Billing Coordinator, and Clerical staff.

Budget Narrative

The Administration Division budget this year will see an increase of $28,202. This increase is largely due to one employees salary being miscalculated in the prior fiscal year.

Programs and Services

The Public Works Administration Office manages all divisions of the Department of Public Works, and is directly responsible for the following items:

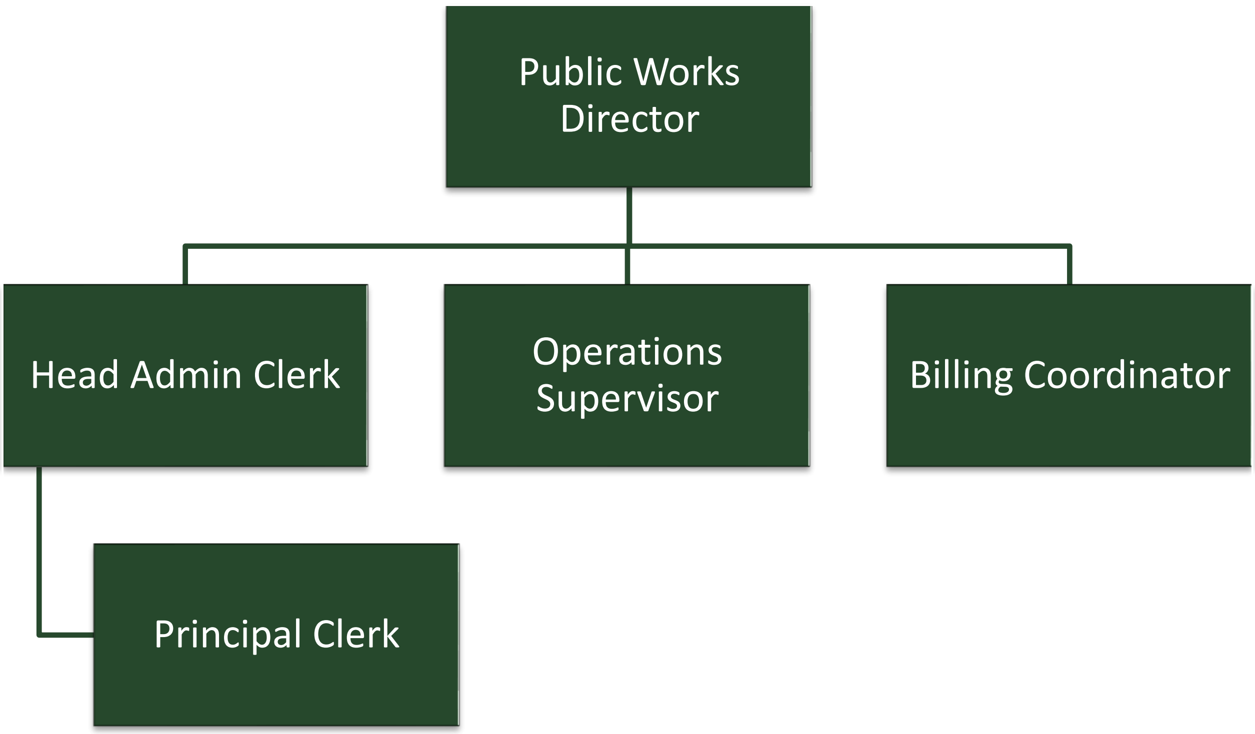
Recycling and Trash Collection:
The Town's Residential Recycling and Trash Collection is under the authority of Public Works Administration. Collection is five days a week, Monday through Friday, except during holiday weeks. The administration works closely with Waste Management to ensure that residents trash and recycling is picked up in a timely manner.

Street Opening Permits:
The Public Works Administration Office administers the Street Opening Permit process, including issuing permits and inspection of construction relating to Street Opening Permits, requiring inspection of all work done on Town roads by developers, contractors and homeowners, ensuring proper materials and methods are used in all work.

Occupancy Permits:
The Administration division will verify to ensure that all aspects of the project are in order, all requirements have been met, and billing is up to date.

Administration

Organizational Chart



DPW ADMINISTRATION

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 772,667	$ 769,397	$ 639,642	$ 639,642	$ 673,255	$ 673,255	$ 675,517	$ 700,420	$ 700,420	$ 700,420
Part Time/Seasonal	$ 161,000	$ 91,096	$ 195,000	$ 184,106	$ 262,080	$ 149,330	$ 262,080	$ 262,080	$ 262,080	$ 262,080
Overtime	$ 4,400	$ 4,385	$ -		$ -		$ -	$ -	$ -	$ -
Contractual Obligations	$ 30,252	$ 30,252	$ 32,028	$ 30,928	$ 32,354	$ 31,354	$ 33,137	$ 36,437	$ 36,437	$ 36,437
Total	$ 968,319	$ 895,130	$ 866,670	$ 854,676	$ 967,689	$ 853,939	$ 970,734	$ 998,937	$ 998,937	$ 998,937
Expenses										
Supplies and Expenses	$ 24,700	$ 23,310	$ 5,560	$ 5,557	$ 3,000	$ 2,266	$ 3,000	$ 3,000	$ 3,000	$ 3,000
Contract Services/Leases	$ 21,775	$ 19,120	$ 14,290	$ 8,737	$ 16,850	$ 12,792	$ 17,325	$ 17,325	$ 17,325	$ 17,325
Utilities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 46,475	$ 42,430	$ 19,850	$ 14,294	$ 19,850	$ 15,058	$ 20,325	$ 20,325	$ 20,325	$ 20,325
TOTAL BUDGET	**$ 1,014,794**	**$ 937,560**	**$ 886,520**	**$ 868,970**	**$ 987,539**	**$ 868,997**	**$ 991,059**	**$ 1,019,262**	**$ 1,019,262**	**$ 1,019,262**

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM. Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Director	1	1	1	1
Operations Supervisor	1	1	1	1
Head Admin Clerk	1	1	1	1
Principal Clerk	5	5	5	5
Senior Clerk	0	0	0	0
Recycle/Solid Waste Coord	0	0	0	0
Meter Readers				
Billing Coordinator	1	1	1	1
Part Time/Seasonal				
Total Staffing	9	9	9	9

Difference PY $ 28,202.78

% PY 2.85%

Position	FY2021 PTE	Dep. Req. FY2022 PTE	TM. Rec. FY2022 PTE	Fin Com Rec. FY2022 PTE
Part Time/Seasonal	9	9	9	9
Total Staffing	9	9	9	9

DPW ADMINISTRATION DEPARTMENT
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING/ LICENSES	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Abdul Alkatib	DPW Director	9	10/24/2005	143,849.96	-	-	2,610.00	$ 146,459.96
Steve Robertson	Operations Supervisor	5	6/14/1999	107,518.89	-	500.00	3,300.00	$ 111,318.89
Grant, Brenda	Head Administrative Clerk	7	6/26/1989	66,777.72	-	1,000.00	4,434.00	$ 72,211.72
Crandall, Patricia	Principal Clerk	7	1/22/2006	54,482.32	-	1,000.00	2,700.00	$ 58,182.32
McKenna, Mary Fiona	Principal Clerk	7	5/28/1996	54,482.32	-	1,000.00	3,900.00	$ 59,382.32
McCoy, Donna	Principal Clerk	7	9/3/1997	54,482.32	-	1,000.00	3,200.00	$ 58,682.32
Rafferty, Mary Ann	Principal Clerk	7	1/16/2001	54,482.32	-	1,000.00	3,200.00	$ 58,682.32
McDonough, Jennifer	Head Clerk	7	12/4/2006	59,753.62	-	1,000.00	2,700.00	$ 63,453.62
Judy Dunn	Municipal Billing Director	9	8/11/1997	104,590.12	-	500.00	3,393.00	$ 108,483.12
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
	Seasonal Employees			262,080.00	-	-	-	$ 262,080.00
DEPARTMENT TOTAL				**$ 962,499.59**	**$ -**	**$ 7,000.00**	**$ 29,437.00**	**$ 998,936.59**

6 Part time 20 hours per week X 36 Weeks	$ 60,480.00
3 Part time 40 hours per week X 48 weeks	$ 80,640.00
4 Part time 40 hours per week X 26 Weeks	$ 58,240.00
2 Part time 40 hours per week X 16 Weeks	$ 17,920.00
2 Part time 40 hours per week X 8 Weeks	$ 8,960.00
4 Part time 40 hours per week X 16 Weeks	$ 35,840.00
	$ 262,080.00

Total Full Time	$ 700,419.59
Total Seasonal	$ 262,080.00
Total Overtime	
Total Contract	$ 36,437.00
Total	$ 998,936.59

DPW ADMINISTRATION DEPARTMENT
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING License incen	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Abdul Alkatib	DPW Director	9	10/24/2005	$ 143,849.96	$ -	$ -	$ 2,610.00	$ 146,459.96
Steve Robertson	Operations Supervisor	5	6/14/1999	$ 107,518.89	$ -	$ 500.00	$ 3,300.00	$ 111,318.89
Grant, Brenda	Head Administrative Cl	7	6/26/1989	$ 66,777.72	$ -	$ 1,000.00	$ 4,434.00	$ 72,211.72
Crandall, Patricia	Principal Clerk	7	1/22/2006	$ 54,482.32	$ -	$ 1,000.00	$ 2,700.00	$ 58,182.32
McKenna, Mary Fiona	Principal Clerk	7	5/28/1996	$ 54,482.32	$ -	$ 1,000.00	$ 3,900.00	$ 59,382.32
McCoy, Donna	Principal Clerk	7	9/3/1997	$ 54,482.32	$ -	$ 1,000.00	$ 3,200.00	$ 58,682.32
Rafferty, Mary Ann	Principal Clerk	7	1/16/2001	$ 54,482.32		$ 1,000.00	$ 3,200.00	$ 58,682.32
McDonough, Jennifer	Head Clerk	7	12/4/2006	$ 59,753.62	$ -	$ 1,000.00	$ 2,700.00	$ 63,453.62
Judy Dunn	Municipal Billing Directo	9	8/11/1997	$ 104,590.12		$ 500.00	$ 3,393.00	$ 108,483.12
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
	Seasonal Employees			$ 262,080.00				$ 262,080.00
DEPARTMENT TOTAL				**$ 962,499.59**	**$ -**	**$ 7,000.00**	**$ 29,437.00**	**$ 998,936.59**

* Paid out of grade per prior administrative action.

Total Full Time	$ 700,419.59
Total Part Time/Seasonal	$ 262,080.00
Total Overtime	
Total Contract	$ 36,437.00
Total	$ 998,936.59

6 Part time 20 hours per week X 36 Weeks	$ 60,480.00
3 Part time 40 hours per week X 48 weeks	$ 80,640.00
4 Part time 40 hours per week X 26 Weeks	$ 58,240.00
2 Part time 40 hours per week X 16 Weeks	$ 17,920.00
2 Part time 40 hours per week X 8 Weeks	$ 8,960.00
4 Part time 40 hours per week X 16 Weeks	$ 35,840.00
	$ 262,080.00

DPW ADMINISTRATION DEPARTMENT
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Retirement CLOTHING	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Alkhatib, Abdul	DPW Director	9	10/24/2005	$ 140,891.24	$ -	$ -	$ 2,610.00	$ 143,501.24
Robertson, Stephen *	Operations Supervisor	7	6/14/1999	$ 92,635.25	$ -	$ 500.00	$ 2,800.00	$ 95,935.25
Grant, Brenda	Head Admin Clerk	10	6/26/1989	$ 65,404.23	$ -	$ 1,000.00	$ 4,434.00	$ 70,838.23
Crandall, Patricia	Principal Clerk	10	1/22/2006	$ 53,361.72	$ -	$ 1,000.00	$ 1,900.00	$ 56,261.72
McKenna, Mary Fiona	Principal Clerk	10	5/28/1996	$ 53,361.72	$ -	$ 1,000.00	$ 3,200.00	$ 57,561.72
McCoy, Donna	Principal Clerk	10	9/3/1997	$ 53,361.72	$ -	$ 1,000.00	$ 3,200.00	$ 57,561.72
Rafferty, Mary Ann	Principal Clerk	10	1/16/2001	$ 53,361.72		$ 1,000.00	$ 2,700.00	$ 57,061.72
McDonough, Jennifer	Head Clerk	10	12/4/2006	$ 58,524.61	$ -	$ 1,000.00	$ 1,900.00	$ 61,424.61
Dunn, Judy	Billing Coordinator	7	8/11/1997	$ 104,614.58		$ 500.00	$ 3,393.00	$ 108,507.58
								$ -
								$ -
								$ -
								$ -
								$ -
								$ -
	Seasonal Employees			$ 262,080.00				$ 262,080.00
DEPARTMENT TOTAL				**$ 937,596.81**	**$ -**	**$ 7,000.00**	**$ 26,137.00**	**$ 970,733.81**

6 Part time 20 hours per week X 36 Weeks	$ 60,480.00
3 Part time 40 hours per week X 48 weeks	$ 80,640.00
4 Part time 40 hours per week X 26 Weeks	$ 58,240.00
2 Part time 40 hours per week X 16 Weeks	$ 17,920.00
2 Part time 40 hours per week X 8 Weeks	$ 8,960.00
4 Part time 40 hours per week X 16 Weeks	$ 35,840.00
	$ 262,080.00

Total Full Time	$ 675,516.81
Total Seasonal	$ 262,080.00
Total Overtime	
Total Contract	$ 33,137.00
Total	$ 970,733.81

DESCRIPTION/DETAIL

DPW ADMINISTRATION

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 24,700	$ 23,310	$ 5,560	$ 5,557	$ 3,000	$ 2,266	$ 3,000	$ 3,000	$ 3,000	$ 3,000

	FY20	Department	Town Mgr.	Fin Com
Supplies and Expenses				
Journal subscriptions, technical updates, miscellaneous software purchases. Advertising for equipment, supplies and services, construction bids, legal notices.	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00
Uniforms - for three meter readers employees	$ -			
Water Meter - 5/8", 3/4" and 1"	$ -			
Misc. gaskets, chambers, bases, etc.	$ -			
New computer, stand and autogun for the Meter Readers	$ -			
Misc. gaskets, chambers, bases, etc.				
Manual auto reader for the Badger Meters				
	$ 3,000	$ 3,000	$ 3,000	$ 3,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 21,775	$ 19,120	$ 14,290	$ 8,737	$ 16,850	$ 12,792	$ 17,325	$ 17,325	$ 17,325	$ 17,325

		FY20	Department	Town Mgr.	Fin Com
Contract Services/Leases					
Professional affiliations such as American Water Pollution Control, American Public Works Association, Civil Engineering Associations. Payment for federally mandated random drug testing of CDL drivers and pre-employment physicals.	Increase $475.00	$ 14,500	$ 14,500.00	$ 14,500.00	$ 14,500.00
		$ 1,900	$ 2,375.00	$ 2,375.00	$ 2,375.00
		$ -		$ -	$ -
Clothing Allowance SEIU		$ 450	$ 450.00	$ 450.00	$ 450.00
DOT physicals required for CD/Hoisting Licenses 23 employees at $100		$ -	$ -	$ -	$ -
Total Contract Services		$ 16,850	$ 17,325	$ 17,325	$ 17,325

Cemetery

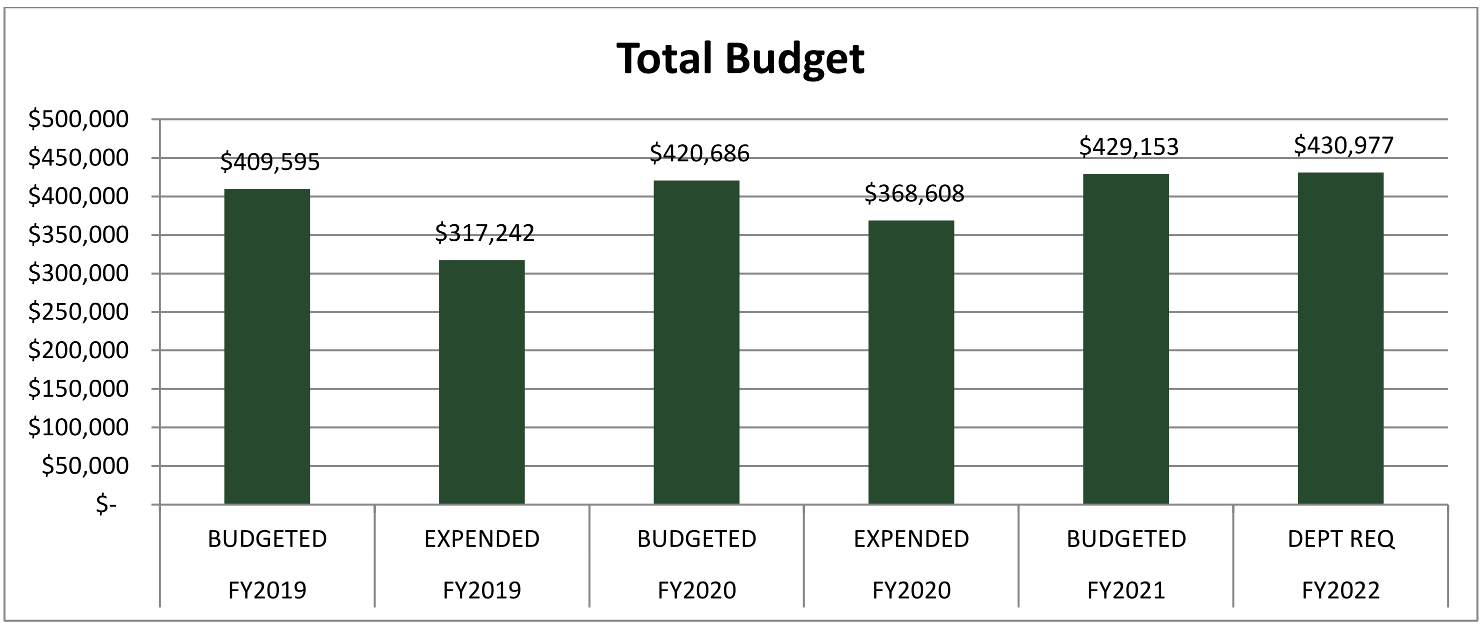
Department Explanation

The Cemetery Department is responsible for the operation, maintenance, and expansion of the town's cemeteries. The six cemeteries under town jurisdiction are Fox Hill, North, South, Jacob Hill, Old North, and the Rogers Family Tomb.

In FY19 the cemetery and parks and tree's department was split into two separate departments to allow for higher quality services and specialization.

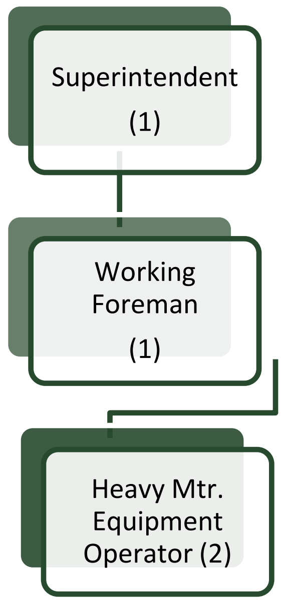
Budget Narrative

The Cemetery Department budget consists of a Superintendent, a Working Foreman, and two Heavy Equipment Operators. They will continue to budget for office supplies and landscaping materials as needed. The budget will increase slightly this year.



Cemetery

Organizational Chart



CEMETERY	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time			$ 284,459	$ 248,433	$ 295,550	$ 275,890	$ 294,957	$ 296,781	$ 296,781	$ 296,781
Part Time/Seasonal			$ -		$ -		$ -	$ -	$ -	$ -
Overtime			$ 55,640	$ 30,002	$ 55,640	$ 42,086	$ 58,200	$ 58,200	$ 58,200	$ 58,200
Contractual Obligations			$ 10,296	$ 10,296	$ 10,296	$ 8,477	$ 10,296	$ 10,296	$ 10,296	$ 10,296
Perpetual Care Intrest Trans.										$ -
Total			$ 350,395	$ 288,731	$ 361,486	$ 326,453	$ 363,453	$ 365,277	$ 365,277	$ 365,277
Expenses										
Supplies and Expenses			$ 36,500	$ 17,570	$ 36,500	$ 33,983	$ 43,000	$ 43,000	$ 43,000	$ 43,000
Mosquito Control			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contract Services/Leases			$ 20,450	$ 8,691	$ 20,450	$ 5,922	$ 20,450	$ 20,450	$ 20,450	$ 20,450
Utilities			$ 2,250	$ 2,250	$ 2,250	$ 2,250	$ 2,250	$ 2,250	$ 2,250	$ 2,250
Capital Outlay										$ -
Total Expenses			$ 59,200	$ 28,511	$ 59,200	$ 42,155	$ 65,700	$ 65,700	$ 65,700	$ 65,700
TOTAL BUDGET			**$ 409,595**	**$ 317,242**	**$ 420,686**	**$ 368,608**	**$ 429,153**	**$ 430,977**	**$ 430,977**	**$ 430,977**

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM Rec FY2022 FTE	Fin Com Rec FY2022 FTE
Superintendent	1	1	1	1
Working Foremen	1	1	1	1
Heavy Mtr. Equip. Oper.	1	1	1	1
Heavy Mtr. Equip. Oper.	1	1	1	1
Seasonal*	0	0	0	0
TOTAL STAFF	4	4	4	4

Cemetery

CEMETERY DIVISION
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
											$ -
Crotty, Everett	Superintendent	7	5/24/1982	$ 102,939.82	$ -	$ -	$ 500.00	$ -	$ -	$ 4,100.00	$ 107,539.82
McLaughlin, Stephen	Working Foreman	7	1/25/2001	$ 75,223.94	$ 800.00	$ -	$ 600.00	$ 332.00	$ 150.00	$ -	$ 77,105.94
Jillson, Ian	Heavy Mtr. Equip. Oper.	3	7/16/2017	$ 56,094.87	$ 800.00	$ 50.00	$ 600.00	$ 332.00	$ 150.00	$ -	$ 58,026.87
Ducey, Stephen	Heavy Mtr. Equip. Oper.	6/7	11/13/2000	$ 62,522.31	$ 800.00	$ -	$ 600.00	$ 332.00	$ 150.00	$ -	$ 64,404.31
DEPARTMENT TOTAL				**$ 296,780.94**	**$ 2,400.00**	**$ 50.00**	**$ 2,300.00**	**$ 996.00**	**$ 450.00**	**$ 4,100**	**$ 307,076.94**

OT increased $2,560.00 1.046% increase

Total Full Time	$	296,781.00
Total Seasonal	$	-
Total Overtime	$	58,200.00
Total Contract	$	10,296.00
Total	$	365,277.00

CEMETERY DIVISION
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
											$ -
Crotty, Everett	Superintendent	5	5/24/1982	$ 102,939.82	$ -	-	$ 500.00	$ -	$ -	$ 4,100	$ 107,539.82
McLaughlin, Stephen	Working Foreman	7	8/12/1986	$ 75,223.94	$ 800.00	$ -	$ 600.00	$ 332.00	$ 150.00	$ -	$ 77,105.94
Jillson, Ian	Heavy Mtr. Equip. Oper.	3	11/13/2000	$ 56,094.87	$ 800.00	50.00	$ 600.00	$ 332.00	$ 150.00	$ -	$ 58,026.87
Ducey, Stephen	Heavy Mtr. Equip. Oper.	7	11/13/2000	$ 62,522.31	$ 800.00	-	$ 600.00	$ 332.00	$ 150.00	$ -	$ 64,404.31
											$ -
DEPARTMENT TOTAL				**$ 296,780.94**	**$ 2,400.00**	**$ 50.00**	**$ 2,300.00**	**$ 996.00**	**$ 450.00**	**$ 4,100**	**$ 307,076.94**

OT increased $2,560.00 1.046% increase

Total Full Time	$	296,781.00
Total Seasonal	$	-
Total Overtime	$	58,200.00
Total Contract	$	10,296.00
Total	$	365,277.00

CEMETERY DIVISION
SALARY INFORMATION FY2021 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
											$ -
Crotty, Everett	Superintendent	7	5/24/1982	$ 102,939.82	$ -	-	$ 500.00	$ -	$ -	$ 4,100	$ 107,539.82
McLaughlin, Stephen	Working Foreman	7	1/25/2001	$ 76,503.41	$ 800.00	$ -	$ 600.00	$ 332.00	$ 150.00	$ -	$ 78,385.41
Jillson, Ian	Heavy Mtr. Equip. Oper.	3	7/16/2017	$ 54,833.70	$ 800.00	50.00	$ 600.00	$ 332.00	$ 150.00	$ -	$ 56,765.70
Ducey, Stephen	Heavy Mtr. Equip. Oper.	6/7	11/13/2000	$ 60,680.44	$ 800.00	-	$ 600.00	$ 332.00	$ 150.00	$ -	$ 62,562.44
											$ -
											$ -
											$ -
DEPARTMENT TOTAL				**$ 294,957.37**	**$ 2,400.00**	**$ 50.00**	**$ 2,300.00**	**$ 996.00**	**$ 450.00**	**$ 4,100**	**$ 305,253.37**

* Seasonal/Part-time for 40 hrs. per week for 47 weeks
** Seasonal part-time for 20 hrs. per week for 36 weeks

Total Full Time	$	294,957.00
Total Seasonal		
Total Overtime	$	58,200.00
Total Contract	$	10,296.00
Total	$	363,453.00

Supplies and Expenses

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
		$ 36,500	$ 17,570	$ 36,500	$ 33,983	$ 43,000	$ 43,000	$ 43,000	$ 43,000

	Department	Town Mgr.	Fin Com
General office supplys			
Equipment repairs, parts, fence repairs and building repairs.	$ 400.00	$ 400.00	$ 400.00
Accessories, safety supplies, custodial supplies and flags.	$ 9,000.00	$ 9,000.00	$ 9,000.00
Supplies for operating Cemetery ie. propane tanks, planks,	$ 3,500.00	$ 3,500.00	$ 3,500.00
Hydro seeding supplies, seed and fertilizer	$ 5,000.00	$ 5,000.00	$ 5,000.00
Subscriptions to trade magazines, association dues and memberships.	$ 5,000.00	$ 5,000.00	$ 5,000.00
Vegetation killer, wasp spray, weed killer	$ 600.00	$ 600.00	$ 600.00
Replace worn or broken tools	$ 1,500.00	$ 1,500.00	$ 1,500.00
Planting Veteran's Day flowers, Christmas decorations, mulch, square plantings and tree replacements	$ 5,000.00	$ 5,000.00	$ 5,000.00
Bark Mulch for Town Common & Veteran Squares	$ 4,000.00	$ 4,000.00	$ 4,000.00
Concrete Foundations		$ -	$ -
Inmate Services	$ 6,000.00	$ 6,000.00	$ 6,000.00
Frost Removers - not needed to purchase this year	$ 3,000.00	$ 3,000.00	$ 3,000.00
Total Supplies and Expenses	$ -	$ -	$ -
	$ 43,000.00	$ 43,000.00	$ 43,000.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
		$ 20,450	$ 8,691	$ 20,450	$ 5,922	$ 20,450	$ 20,450	$ 20,450	$ 20,450

Contract Services	Department	Town Mgr.	Fin Com
Outside Services - Irrigation / Deep Tine Areation, Hydroseeding -	$ 5,000.00	$ 5,000.00	$ 5,000.00
Uniforms -	$ 4,000.00	$ 4,000.00	$ 4,000.00
Maintenance contracts-	$ 5,000.00	$ 5,000.00	$ 5,000.00
CHS Consulting -Cemetery	$ 6,000.00	$ 6,000.00	$ 6,000.00
Clothing Allowance per SEIU	$ 450.00	$ 450.00	$ 450.00
Total Contract Services	$ 20,450.00	$ 20,450.00	$ 20,450.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
		$ 2,250	$ 2,250	$ 2,250	$ 2,250	$ 2,250	$ 2,250	$ 2,250	$ 2,250

	Department	Town Mgr.	Fin Com
Utilities			
	$ 1,000.00	$ 1,000.00	$ 1,000.00
Electricity for Cemetery Garage, Office & Outside Lights	$ 1,250.00	$ 1,250.00	$ 1,250.00
Fuel/ Heat for Cemetery Garge & Office			
Electricity for Alexander Road			
Fuel/Heat for Alexander Road			
	$ 2,250.00	$ 2,250.00	$ 2,250

Engineering

Department Explanation

The Department of Public Works Engineering Division manages the efforts related to the design development and construction of the town's various infrastructure improvement projects.

Typical infrastructure improvement projects relate to water, sewer, and drainage maintenance, improvements, or extensions. The Engineering Division administers the Town's Roadway Management Program, which involves the programming of annual roadway and sidewalk maintenance town-wide.

Budget Narrative

The Engineering Department will see an increase of almost $150,000. Most of this increase is due to on misc. consulting services.

Programs and Services

Managing Project Conception to Completion

The Engineering Division manages many projects from conception to completion including initial concepts and estimates, survey, design, environmental permitting, bid document development, bid review and award, abutter notification, and construction supervision. The construction supervision aspect of these projects includes overseeing the contractor for conformance to plans and specifications, quantifying work performed for payment, and interacting with area residents to answer any questions and concerns.

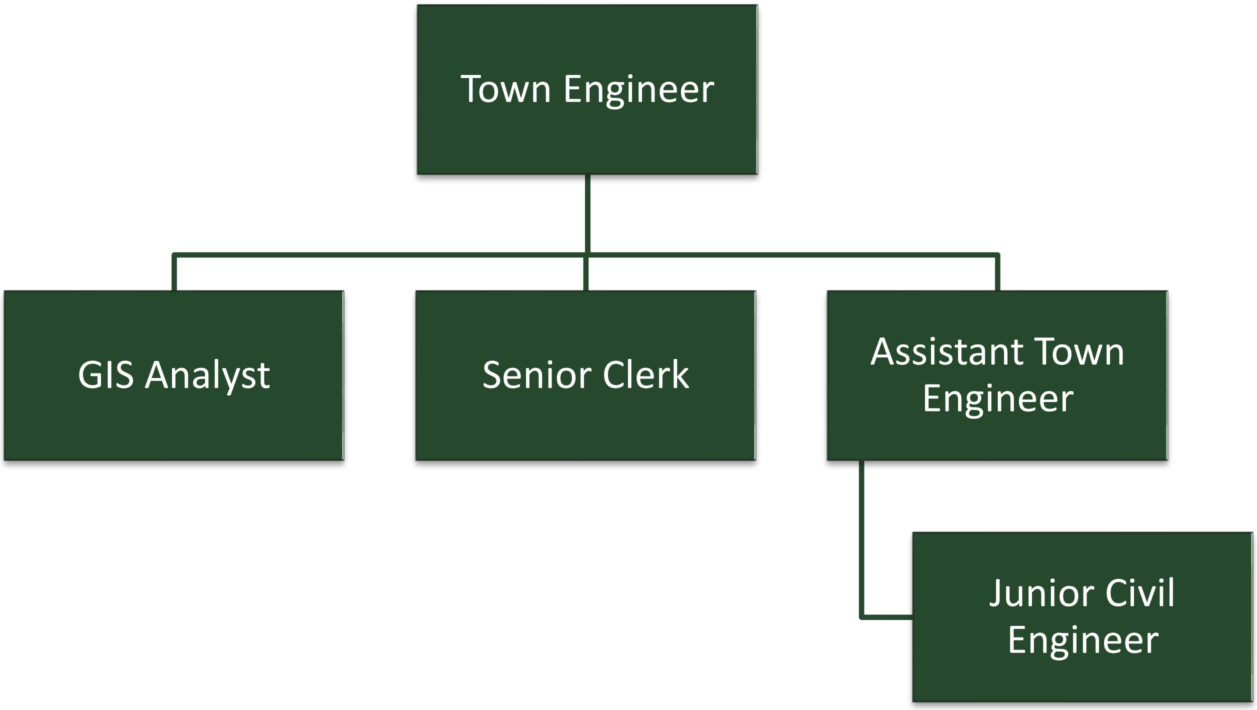
Administering Consultants and Contractors

Additionally, the Town hires engineering consultants for certain larger capital projects. The Engineering Division works closely with consultants from project conception to completion, providing input, review, and assistance throughout the project's development.

The Engineering Division provides assistance and inspections to various Private Contractors, when those projects will connect to Town infrastructure.

Engineering

Organizational Chart



Recent Accomplishments

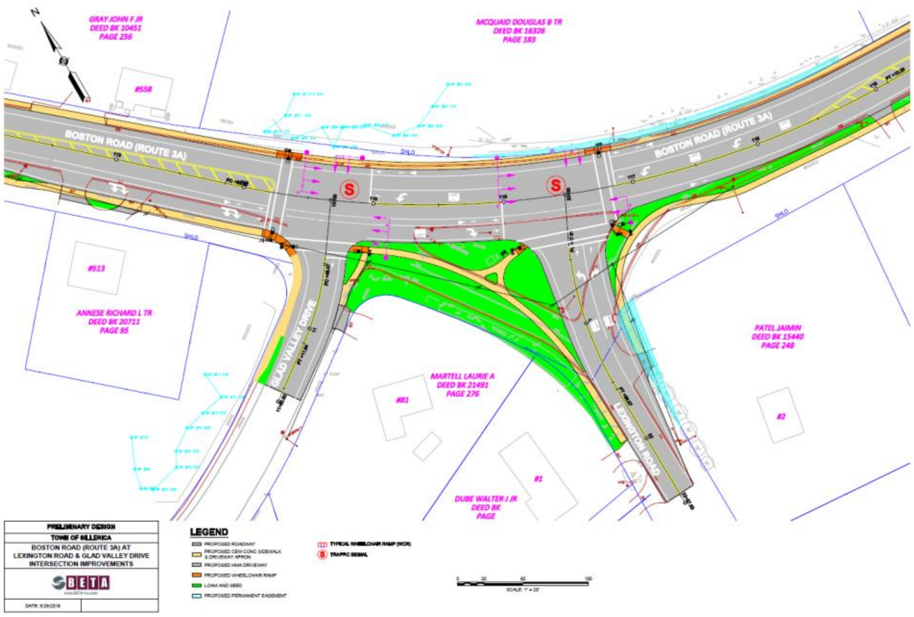
The Engineering Department has been busy over the course of the past year. The Massworks Project on Boston Road has been completed, multiple roads have been accepted at Town Meeting, Conceptual Design for Lexington and Glad Valley, and the other half of Boston Road has been designed. Also The following projects were in design development during this time period: Yankee Doodle Bike Path, Sewer Contract 37 (Needs Area 4), Sewer Contract 38 (Needs Area 6), Boston Road Improvements (River Street to Floyd Street), Phase II of the Frost Street Stormwater Improvements, and Lexington Road Glad Valley Drive Intersection Improvements.

The following projects were under construction: Boston Road Improvements (Cumming Street to Tower Farm Road), Allen Road Reconstruction, Whipple Road and

Engineering

Andover Road Intersection Improvements, Sewer Contract 36 (Needs Area 3), Frost Street Drainage, Water Main Improvements on Baldwin Road, Locke School Field Improvements, Billerica Dog Park, Alpine Street Sewer, Middlesex Turnpike Improvements Project; Boston Road at Allen Road Intersection Improvements.

The following roads, or portions thereof, were repaved and/or reconstructed: Allen Road (Webb Brook Road to Boston Road), Alpine Street, Angela Lane, Bridge Street (Treble Cove Road to New Foster Avenue), Celtic Avenue, Francesca Way, Lombard Street, Marshbrook Road (Allen Road to Devonshire Drive), Parsons Lane, Pershing Street, Roberts Road, Rogers Street, Stoney Drive, Turner Road (200 feet from South intersection of Gilman to the bend), Driveway to Water Treatment Plant.



ENGINEERING DIVISION	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 519,847	$ 519,847	$ 557,457	$ 557,457	$ 597,734	$ 595,423	$ 616,072	$ 684,381	$ 684,381	$ 684,381
Part Time/Seasonal										$ -
Overtime	$ 20,000	$ 7,904	$ 21,400	$ 18,714	$ 21,400	$ 15,197	$ 29,000	$ -	$ -	$ -
Contractual Obligations	$ 12,850	$ 12,200	$ 15,500	$ 13,274	$ 14,100	$ 12,971	$ 14,825	$ 18,550	$ 18,550	$ 18,550
Total	$ 552,697	$ 539,951	$ 594,357	$ 589,445	$ 633,234	$ 623,591	$ 659,897	$ 702,931	$ 702,931	$ 702,931
Expenses										
Supplies and Expenses	$ 8,000	$ 6,404	$ 8,000	$ 7,984	$ 8,000	$ 7,972	$ 8,000	$ 8,000	$ 8,000	$ 8,000
Contract Services/Leases	$ 130,928	$ 58,330	$ 130,928	$ 73,712	$ 99,228	$ 96,413	$ 120,266	$ 227,066	$ 227,066	$ 227,066
Utilities									$ -	$ -
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Expenses	$ 138,928	$ 64,734	$ 138,928	$ 81,696	$ 107,228	$ 104,385	$ 128,266	$ 235,066	$ 235,066	$ 235,066
TOTAL BUDGET	**$ 691,625**	**$ 604,685**	**$ 733,285**	**$ 671,141**	**$ 740,462**	**$ 727,976**	**$ 788,163**	**$ 937,997**	**$ 937,997**	**$ 937,997**

Difference PY 149,833.48

% PY 19.01%

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM. Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Jr. Civil Engineer	4	4	4	4
GIS Analyst	1	1	1	1
Total Staffing	7	7	7	7

ENGINEERING DIVISION
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	LICENSE & INCENTIVES	LONGEVITY	TOTAL SALARY BENEFIT
Kelly Conway	Town Engineer	5	1/30/2006	$ 117,331.83	$ -	$ 500.00	$ -	$ 2,800.00	$ 120,631.83
Derek Doyle	Jr. Civil Engineer	2/3	11/5/2007	$ 87,393.93	$ -	$ 500.00	$ -	$ 2,100.00	$ 89,993.93
Antonio Fernandes	Jr. Civil Engineer	2/3	8/4/2005	$ 88,307.55	$ -	$ 500.00	$ -	$ 2,800.00	$ 91,607.55
Pablo Noguera	Jr. Civil Engineer	4/5	11/21/1983	$ 94,976.40	$ -	$ 500.00	$ -	$ 4,100.00	$ 99,576.40
Kyle Grant	GIS Analyst	6	11/18/2013	$ 103,611.65	$ -	$ -	$ -	$ -	$ 103,611.65
Heather Chew	Assistant Town Engineer	5	7/1/2013	$ 107,518.89	$ -	$ 500.00	$ -	$ 1,650.00	$ 109,668.89
Joe Giuliano	Jr. Civil Engineer	2/3	6/26/2017	$ 85,240.41	$ -	$ 500.00	$ -	$ 2,100.00	$ 87,840.41
DEPARTMENT TOTAL				**$ 684,380.66**	**$ -**	**$ 3,000.00**	**$ -**	**$ 15,550.00**	**$ 702,930.66**

Total Full Time	$	684,380.66
Total Overtime	$	-
Total Contract	$	18,550.00
Total	$	702,930.66

ENGINEERING DIVISION
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	LICENSE & INCENTIVES	LONGEVITY	TOTAL SALARY BENEFIT
Kelly Conway	Town Engineer	5	1/30/2006	$ 117,331.83		$ 500.00		$ 2,800.00	$ 120,631.83
Derek Doyle	Jr. Civil Engineer	2/3	11/5/2007	$ 87,393.93		$ 500.00		$ 2,100.00	$ 89,993.93
Antonio Fernandes	Jr. Civil Engineer	2/3	8/4/2005	$ 88,307.55		$ 500.00		$ 2,800.00	$ 91,607.55
Pablo Noguera	Jr. Civil Engineer	4/5	11/21/1983	$ 94,976.40		$ 500.00		$ 4,100.00	$ 99,576.40
Kyle Grant	GIS Analyst	6	11/18/2013	$ 103,611.65					$ 103,611.65
Heather Chew	Assistant Town Engineer	5	7/1/2013	$ 107,518.89		$ 500.00		$ 1,650.00	$ 109,668.89
Joe Giuliano	Jr. Civil Engineer	2/3	6/26/2017	$ 85,240.41		$ 500.00		$ 2,100.00	$ 87,840.41
DEPARTMENT TOTAL				**$ 684,380.66**	**$ -**	**$ 3,000.00**	**$ -**	**$ 15,550.00**	**$ 702,930.66**

Total Full Time	$	684,380.66
Total Overtime		
Total Contract	$	18,550.00
Total	$	702,930.66

ENGINEERING DIVISION
SALARY INFORMATION FY2021 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	LICENSE & INCENTIVES	LONGEVITY	TOTAL SALARY BENEFIT
Conway, Kelley	Town Engineer	5	1/30/2006	$ 112,334.84	$ -	$ 500.00	$ -	$ 2,800.00	$ 115,634.84
Doyle, Derek	Jr. Civil Engineer	5	11/5/2007	$ 74,104.50	$ 800.00	$ 600.00	$ 1,275.00	$ -	$ 76,779.50
Fernandes, Antonio	Jr. Civil Engineer	5/6	8/4/2005	$ 76,157.28	$ 800.00	$ 600.00	$ -	$ -	$ 77,557.28
Noguera, Pablo	Jr. Civil Engineer	9	11/21/1983	$ 80,999.50	$ 800.00	$ 600.00	$ -	$ -	$ 82,399.50
Grant, Kyle	GIS Analyst	5	11/18/2013	$ 97,590.13	$ -	$ -	$ -	$ -	$ 97,590.13
Chew, Heather	Assistant Town Engineer	5	10/30/2013	$ 102,939.82	$ -	$ 500.00	$ -	$ 1,650.00	$ 105,089.82
Guiliano, Joe	Jr. Civil Engineer	4	6/26/2017	$ 71,946.12	$ 800.00	$ 600.00	$ 2,500.00	$ -	$ 75,846.12
DEPARTMENT TOTAL				**$ 616,072.18**	**$ 3,200.00**	**$ 3,400.00**	**$ 3,775.00**	**$ 4,450.00**	**$ 630,897.18**

Total Full Time	$	616,072.18
Total Overtime	$	29,000.00
Total Contract	$	14,825.00
Total	$	659,897.18

DESCRIPTION/DETAIL

ENGINEERING DIVISION

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 8,000	$ 6,404	$ 8,000	$ 7,984	$ 8,000	$ 7,972	$ 8,000	$ 8,000	$ 8,000	$ 8,000

Supplies and Expenses	FY 21	Department	Town Mgr.	Fin Com
	$ 8,000	$ 8,000	$ 8,000	$ 8,000
	$ 8,000	$ 8,000	$ 8,000	$ 8,000

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 130,928	$ 58,330	$ 130,928	$ 73,712	$ 99,228	$ 96,413	$ 120,266	$ 227,066	$ 227,066	$ 227,066

Contract Services/Leases	FY 21	Department	Town Mgr.	Fin Com
Minimum contractual items for licenses, training or seminars and memberships under BMEA contract,	$ 4,750	$ 4,750	$ 4,750	$ 4,750
NMCOG services related to Stormwater Collaborative	$ 4,800	$ 4,800	$ 4,800	$ 4,800
Vehicle maintenance not covered under Highway Division			$ -	$ -
			$ -	$ -
NMCOG Pictometry 2020 Aerial Flyover & Digital Imagery (year 1 of 3)	$ 4,816	$ 4,816	$ 4,816	$ 4,816
			$ -	$ -
Misc consultant services	$ 75,000	$ 155,000	$ 155,000	$ 155,000
	$ 30,000	$ 55,000	$ 55,000	$ 55,000
Clothing Allowance SEIU	$ 900	$ 2,700	$ 2,700	$ 2,700
			$ -	$ -
			$ -	$ -
Total Contract Services	$ 120,266.00	$ 227,066	$ 227,066	$ 227,066

Highway

Department Explanation

The Highway Division is responsible for maintenance of the town's roads and drainage systems throughout the year, including winter snow and ice removal. The Highway Division also responds to other emergency and non-emergency situations as needed.

Budget Narrative

The Highway Department will see an increase of 2.02%. This increase is due to step increases and an upgrade to the Highway Superintendent during the last collective barraging agreement. The upgrade to the position was based on a salary study that was conducted by the Town.

Programs and Services

Road Maintenance

The maintenance of the roadways includes:

Patching of failing areas of pavement

Filling of potholes

Replacing damaged pavement and berms

Grading of gravel roads

Crack-sealing roads to extend pavement life

Patching of trenches from water breaks and town drainage work

Sweeping sand and debris from roadways

Repair of guard rails

Responding to resident concerns over various situations

Highway

Maintaining Drainage Systems

Our maintenance of the drainage systems includes:

Rebuilding of deteriorating catch basins

Placing new catch basins

Installing new drainage pipe at problem areas throughout the town

Cleaning of existing catch basins

Flushing out various problem drainage systems

Public Safety

Another important aspect of work performed by the Highway Division is the maintenance of town signs, roadway striping, and street signal lights. This includes:

- Replacing damaged or missing signs
- Installing new signs
- Repainting of crosswalks, stop lines, and road centerlines
- Maintaining and repairing town signal lights

These items are extremely important in order to maintain a high level of public safety. The Highway Division also administers the town's waste-oil recycling and hazardous material disposal programs.

Motor Equipment Repair

The Motor Equipment Repair section of the Highway Division maintains the Department of Public Works' fleet of vehicles, performing maintenance and repair of town cars, trucks, plows, sanders, and heavy equipment.

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
HIGHWAY										
Personnel Services										
Full Time	$ 900,134	$ 873,968	$ 976,063	$ 873,508	$ 990,282	$ 987,371	$ 1,056,711	$ 1,104,388	$ 1,104,388	$ 1,104,388
Part Time/Seasonal	$ -		$ -		$ -		$ -	$ -	$ -	$ -
Overtime	$ 66,100	$ 48,568	$ 70,727	$ 48,688	$ 70,727	$ 54,973	$ 76,681	$ 76,681	$ 76,681	$ 76,681
Contractual Obligations	$ 28,250	$ 19,498	$ 28,250	$ 26,018	$ 28,550	$ 26,431	$ 30,150	$ 30,350	$ 30,350	$ 30,350
Snow Overtime	$ 70,000	$ 193,826	$ 70,000	$ 170,534	$ 70,000	$ 133,794	$ 70,000	$ 70,000	$ 70,000	$ 70,000
Total	$ 1,064,484	$ 1,135,860	$ 1,145,040	$ 1,118,748	$ 1,159,559	$ 1,202,569	$ 1,233,542	$ 1,281,419	$ 1,281,419	$ 1,281,419
Expenses										
Supplies and Expenses	$ 552,326	$ 426,541	$ 413,100	$ 399,282	$ 413,100	$ 364,856	$ 453,100	$ 453,100	$ 453,100	$ 453,100
Contract Services/Leases	$ 322,293	$ 300,923	$ 322,293	$ 304,944	$ 322,293	$ 219,861	$ 322,293	$ 322,293	$ 322,293	$ 322,293
Utilities	$ 29,250	$ 19,120	$ 29,250	$ 24,517	$ 29,250	$ 29,250	$ 13,100	$ 13,100	$ 13,100	$ 13,100
Capital Outlay										
Snow & Sand	$ 350,000	$ 1,165,758	$ 350,000	$ 782,558	$ 350,000	$ 623,338	$ 350,000	$ 350,000	$ 350,000	$ 350,000
Total Expenses	$ 1,253,869	$ 1,912,342	$ 1,114,643	$ 1,511,301	$ 1,114,643	$ 1,237,305	$ 1,138,493	$ 1,138,493	$ 1,138,493	$ 1,138,493
TOTAL BUDGET	**$ 2,318,353**	**$ 3,048,202**	**$ 2,259,683**	**$ 2,630,049**	**$ 2,274,202**	**$ 2,439,874**	**$ 2,372,035**	**$ 2,419,912**	**$ 2,419,912**	**$ 2,419,912**

103,678.71	Difference PY	47,876.75
4.56%	% PY	2.02%

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM. Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Superintendent	1	1	1	1
Working Foreman	3	3	3	3
SMEO	1	1	1	1
MER	2	2	2	2
HMEO	8	9	9	9
MEO	0	0	0	0
Seasonal/Part Time	0	0	0	0
MM	1	1	1	1
Total Staffing	16	17	17	17

HIGHWAY DIVISION
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	TOOL INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
Ed Tierney	Superintendent	5	6/27/2000	$ 117,331.83	$ -	$ 500.00	$ -	$ 200.00	$ 3,300.00	$ 121,331.83
Diorio, Mark Allen	HMEO	6	9/12/2000	$ 61,296.38	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 62,896.38
Collins, Matthew	Mechanical Equipment Repairman (MER)	4	11/3/2011	$ 61,226.78	$ 800.00	$ 600.00	$ 250.00	$ 200.00	$ -	$ 63,076.78
Baker, Frederick	HMEO	5	10/9/2008	$ 59,511.05	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 61,111.05
Hynes, Robert	Working Foreman	7	2/1/1999	$ 75,223.94	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 76,823.94
Caira, Benjamin	SMEO	5	1/14/2008	$ 66,916.76	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 68,516.76
CASEY, Matthew	HMEO	3	9/24/2018	$ 56,094.87	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 57,694.87
O'Loughlin, Wayne	Working Foreman	9	11/10/1986	$ 78,262.99	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 79,862.99
O'Connell, Christopher	HMEO	4/5	1/12/2012	$ 58,614.50	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 60,214.50
Etter, Christopher	HMEO	2/3	4/25/2011	$ 56,045.62	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 57,645.62
Chestnut, Craig	Working Foreman	4	7/19/2012	$ 69,515.47	$ 800.00	$ 600.00	$ 250.00	$ 200.00	$ -	$ 71,365.47
Wing, Matthew	MER	4	9/19/2013	$ 61,226.78	$ 800.00	$ 600.00	$ 250.00	$ 200.00	$ -	$ 63,076.78
Pierce, Derek	HMEO	6	11/8/2001	$ 61,296.38	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 62,896.38
Michilini, James	Maintenanance Man (MM)	3	11/8/2018	$ 50,915.92	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 52,515.92
Morris, John	HMEO	6	4/13/2006	$ 61,296.38	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 62,896.38
Tammaro, Jonathan	HMEO	2/3	9/12/2019	$ 55,659.81	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 57,259.81
Vacant	HMEO	2/3	7/1/2020	$ 53,952.41	$ 800.00	$ 600.00	$ -	$ 200.00	$ -	$ 55,552.41
				$ -						$ -
DEPARTMENT TOTAL				$ 1,104,387.87	$ 12,800.00	$ 10,100.00	$ 750.00	$ 3,400.00	$ 3,300.00	$ 1,134,737.87

Total Full Time	$ 1,104,387.87
Total Seasonal/Temp	$ -
Total Overtime	$ 76,681.00
Total Contract	$ 30,350.00
Total Snow Overtime	$ 70,000.00
Total	$ 1,281,418.87

HIGHWAY DIVISION
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	TOOL INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
Ed Tierney	Spt Hwy	5	6/27/2000	$ 117,331.83	$ -	$ 500.00	$ -	$ 200.00	$ 3,300.00	$ 121,331.83
Diorio, Mark Allen	HMEO	6	9/12/2000	$ 61,296.38	$ 800.00	$ 600.00	$ -	$ 200.00		$ 62,896.38
Collins, Matthew	MER	4	11/3/2011	$ 61,226.78	$ 800.00	$ 600.00	$ 250.00	$ 200.00		$ 63,076.78
Baker, Frederick	HMEO	5	10/9/2008	$ 59,511.05	$ 800.00	$ 600.00	$ -	$ 200.00		$ 61,111.05
Hynes, Robert	Working Foreman	7	2/1/1999	$ 75,223.94	$ 800.00	$ 600.00	$ -	$ 200.00		$ 76,823.94
Caira, Benjamin	SMEO	5	1/14/2008	$ 66,916.76	$ 800.00	$ 600.00	$ -	$ 200.00		$ 68,516.76
CASEY, Matthew	HMEO	3	9/24/2018	$ 56,094.87	$ 800.00	$ 600.00	$ -	$ 200.00		$ 57,694.87
O'Loughlin, Wayne	Working Foreman	9	11/10/1986	$ 78,262.99	$ 800.00	$ 600.00	$ -	$ 200.00		$ 79,862.99
O'Connell, Christopher	HMEO	4/5	1/12/2012	$ 58,614.50	$ 800.00	$ 600.00	$ -	$ 200.00		$ 60,214.50
Etter, Christopher	HMEO	2/3	4/25/2011	$ 56,045.62	$ 800.00	$ 600.00	$ -	$ 200.00		$ 57,645.62
Chestnut, Craig	Working Foreman	4	7/19/2012	$ 69,515.47	$ 800.00	$ 600.00	$ 250.00	$ 200.00		$ 71,365.47
Wing, Matthew	MER	4	9/19/2013	$ 61,226.78	$ 800.00	$ 600.00	$ 250.00	$ 200.00		$ 63,076.78
Pierce, Derek	HMEO	6	11/8/2001	$ 61,296.38	$ 800.00	$ 600.00	$ -	$ 200.00		$ 62,896.38
Michilini, James	MM	3	11/8/2018	$ 50,915.92	$ 800.00	$ 600.00		$ 200.00		$ 52,515.92
Morris, John	HMEO	6	4/13/2006	$ 61,296.38	$ 800.00	$ 600.00		$ 200.00		$ 62,896.38
Tammaro, Jonathan	HMEO	2/3	7/1/2019	$ 55,659.81	$ 800.00	$ 600.00		$ 200.00		$ 57,259.81
Vacant	HMEO	2/3	9/6/1988	$ 53,952.41	$ 800.00	$ 600.00		$ 200.00		$ 55,552.41
				$ -						$ -
DEPARTMENT TOTAL				$ 1,104,387.87	$ 12,800.00	$ 10,100.00	$ 750.00	$ 3,400.00	$ 3,300.00	$ 1,134,737.87

Total Full Time	$	1,104,387.87
Total Seasonal/Temp	$	-
Total Overtime	$	76,681.00
Total Contract	$	30,350.00
Total Snow Overtime	$	70,000.00
Total	$	1,281,418.87

HIGHWAY DIVISION
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	TOOL INCENTIVE	HER MEALS	LONGEVITY	TOTAL SALARY BENEFIT
Ed Tierney	Superintendent	4/5	6/27/2000	$ 102,939.82	$ -	$ 500.00	$ -	$ 200.00	$ 3,100.00	$ 106,739.82
Diorio, Mark Allen	Heavy Mechanical Equipment Operator(HMEO)	6	9/12/2000	$ 59,918.26	$ 800.00	$ 600.00	$ -	$ 200.00		$ 61,518.26
Collins, Matthew	Mechanical Equipment Repairman (MER)	4	11/3/2011	$ 59,850.22	$ 800.00	$ 600.00	$ 250.00	$ 200.00		$ 61,700.22
Baker, Frederick	HMEO	4/5	10/9/2008	$ 58,173.07	$ 800.00	$ 600.00	$ -	$ 200.00		$ 59,773.07
Hynes, Robert	Working Foreman	6	2/1/1999	$ 73,532.69	$ 800.00	$ 600.00	$ -	$ 200.00		$ 75,132.69
Caira, Benjamin	Special Mechanical Equipment Operator (SMEO)	5	1/14/2008	$ 65,412.28	$ 800.00	$ 600.00	$ -	$ 200.00		$ 67,012.28
CASEY, Matthew	HMEO	1/2	9/24/2018	$ 52,739.40	$ 800.00	$ 600.00	$ -	$ 200.00		$ 54,339.40
O'Loughlin, Wayne	Working Foreman	9	11/10/1986	$ 76,503.41	$ 800.00	$ 600.00	$ -	$ 200.00		$ 78,103.41
O'Connell, Christopher	HMEO	4	1/12/2012	$ 56,478.71	$ 800.00	$ 600.00	$ -	$ 200.00		$ 58,078.71
Etter, Christopher	HMEO	1/2	7/8/2019	$ 52,693.12	$ 800.00	$ 600.00	$ -	$ 200.00		$ 54,293.12
Chestnut, Craig	Working Foreman	4	7/19/2012	$ 67,952.56	$ 800.00	$ 600.00	$ 250.00	$ 200.00		$ 69,802.56
Wing, Matthew	MER	4	9/19/2013	$ 59,850.22	$ 800.00	$ 600.00	$ 250.00	$ 200.00		$ 61,700.22
Pierce, Derek	HMEO	6	11/8/2001	$ 59,918.26	$ 800.00	$ 600.00	$ -	$ 200.00		$ 61,518.26
Michilini, James	Maintenanance Man (MM)	2/3	5/25/2017	$ 49,111.17	$ 800.00	$ 600.00		$ 200.00		$ 50,711.17
Morris, John	HMEO	5	9/6/1988	$ 58,580.95	$ 800.00	$ 600.00		$ 200.00		$ 60,180.95
Tammaro, Jonathan	HMEO	1/2	9/12/2019	$ 52,330.62	$ 800.00	$ 600.00		$ 200.00		$ 53,930.62
Vacant	HMEO	1/2	7/1/2020	$ 50,726.36	$ 800.00	$ 600.00		$ 200.00		$ 52,326.36
										$ -
DEPARTMENT TOTAL				$ 1,056,711.12	$ 12,800.00	$ 10,100.00	$ 750.00	$ 3,400.00	$ 3,100.00	$ 1,086,861.12

Total Full Time	$	1,056,711.12
Total Seasonal/Temp		
Total Overtime	$	76,681.00
Total Contract	$	30,150.00
Total Snow Overtime	$	70,000.00
Total	$	1,233,542.12

DESCRIPTION/DETAIL

HIGHWAY

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 552,326	$ 426,541	$ 413,100	$ 399,282	$ 413,100	$ 364,856	$ 453,100	$ 453,100	$ 453,100	$ 453,100

Supplies and Expenses		**FY20**	**Department**	**Town Mgr.**	**Fin Com**
Mechanics Section for the cost to maintain and repair the town/s vehicle fleet, including parts, equipment, oil, grease and lube and other associated equipment and materials.		$ 140,000	$ 140,000	$ 140,000	$ 140,000
The cost of bituminous concrete for patching.	Increase $10,000	$ 120,000	$ 130,000	$ 130,000	$ 130,000
The Highway Division costs of materials and equipment for maintenance and repair of town roads, drainage systems, sidewalks and berms, including stone and gravel for road and drainage work, drainage stuctures and pipe, loam, miscellaneous hand tools,				$ -	$ -
and other miscellaneous equipment and supplies.		$ 110,600	$ 110,600	$ 110,600	$ 110,600
Emergency maintenance of unaccepted roads		$ 25,000	$ 25,000	$ 25,000	$ 25,000
House of Correction Inmate Services meals		$ 2,500	$ 2,500	$ 2,500	$ 2,500
Snow Removal Parts and Supplies		$ 15,000	$ 45,000	$ 45,000	$ 45,000
		$ 413,100	$ 453,100	$ 453,100	$ 453,100

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 322,293	$ 300,923	$ 322,293	$ 304,944	$ 322,293	$ 219,861	$ 322,293	$ 322,293	$ 322,293	$ 322,293

Contract Services/Leases	**FY20**	**Department**	**Town Mgr.**	**Fin Com**
The "Contract Services/Leases" budget covers costs associated with work done by outside vendors to complete work as required to properly maintain and repair Town owned property/equipment, with approximate cost breakdown as follows:				
Mechanic Section for repair and maintenance of vehicles, equipment and garage	$ 40,000	$ 40,000	$ 40,000	$ 40,000
Catch Basin cleaning contract	$ 125,000	$ 125,000	$ 125,000	$ 125,000
Police Detail costs	$ 35,000	$ 35,000	$ 35,000	$ 35,000
Highway Division services, including line stripe, signal repairs, guard rail stockpile testing and removal, street sweepings	$ 121,843	$ 121,843	$ 121,843	$ 121,843
testing and removal, bridge inspections, training seminars, conferences and memberships			$ -	$ -
Thermo linestriping	$ -	$ -	$ -	$ -
Clothing Allowance per SEIU	$ 450	$ 450	$ 450	$ 450
	$ 322,293	$ 322,293	$ 322,293	$ 322,293

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 29,250	$ 19,120	$ 29,250	$ 24,517	$ 29,250	$ 29,250	$ 13,100	$ 13,100	$ 13,100	$ 13,100

Utilities	**FY20**	**Department**	**Town Mgr.**	**Fin Com**
The "Utilities" budget covers utility costs associated with the operation of the Highway Ofice, Garage, and Storage Buildings and also includes the costs associated with recycling of waste oil.	$ 29,250	$ 13,100	$ 13,100	$ 13,100
	$ 29,250	$ 13,100	$ 13,100	$ 13,100

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 350,000	$ 1,165,758	$ 350,000	$ 782,558	$ 350,000	$ 623,338	$ 350,000	$ 350,000	$ 350,000	$ 350,000

Snow and Ice Operations:	**FY20**	**Department**	**Town Mgr.**	**Fin Com**
the "Snow and Ice Operations" budget covers the costs associated with snow and ice removal over the winter months, including the cost of snow plow contractors, and snow/ice melting chemicals (salt, magnesium chloride and sand).	$ 350,000	$ 350,000	$ 350,000	$ 350,000
	$ 350,000	$ 350,000	$ 350,000	$ 350,000

Parks and Trees

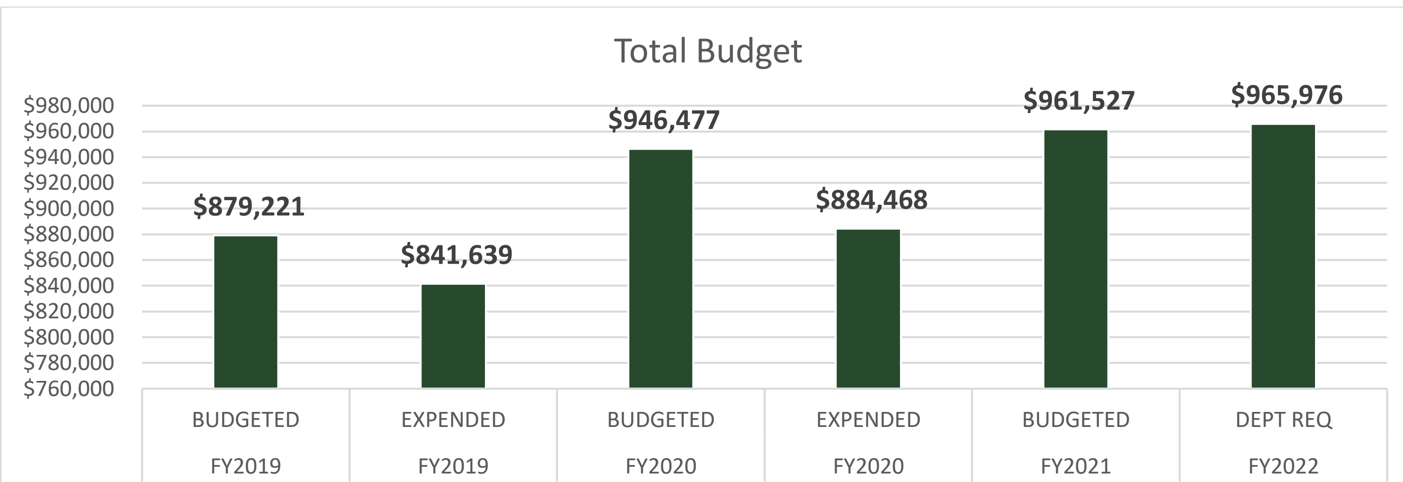
Department Explanation

The Parks and Tree's Department is a newly formed division under the Public Works Department. This department was created out of the need for better care and maintenance of playing fields throughout the Town. This Department was previously combined with the Cemetery Division. Competing priorities constantly caused the parks and fields to be poorly maintained. If a burial was scheduled that took precedent over all other functions. This will be the first year of the split.

The Parks and Tree's Department will care for almost 200 acres of fields and all trees on public property.

Budget Narrative

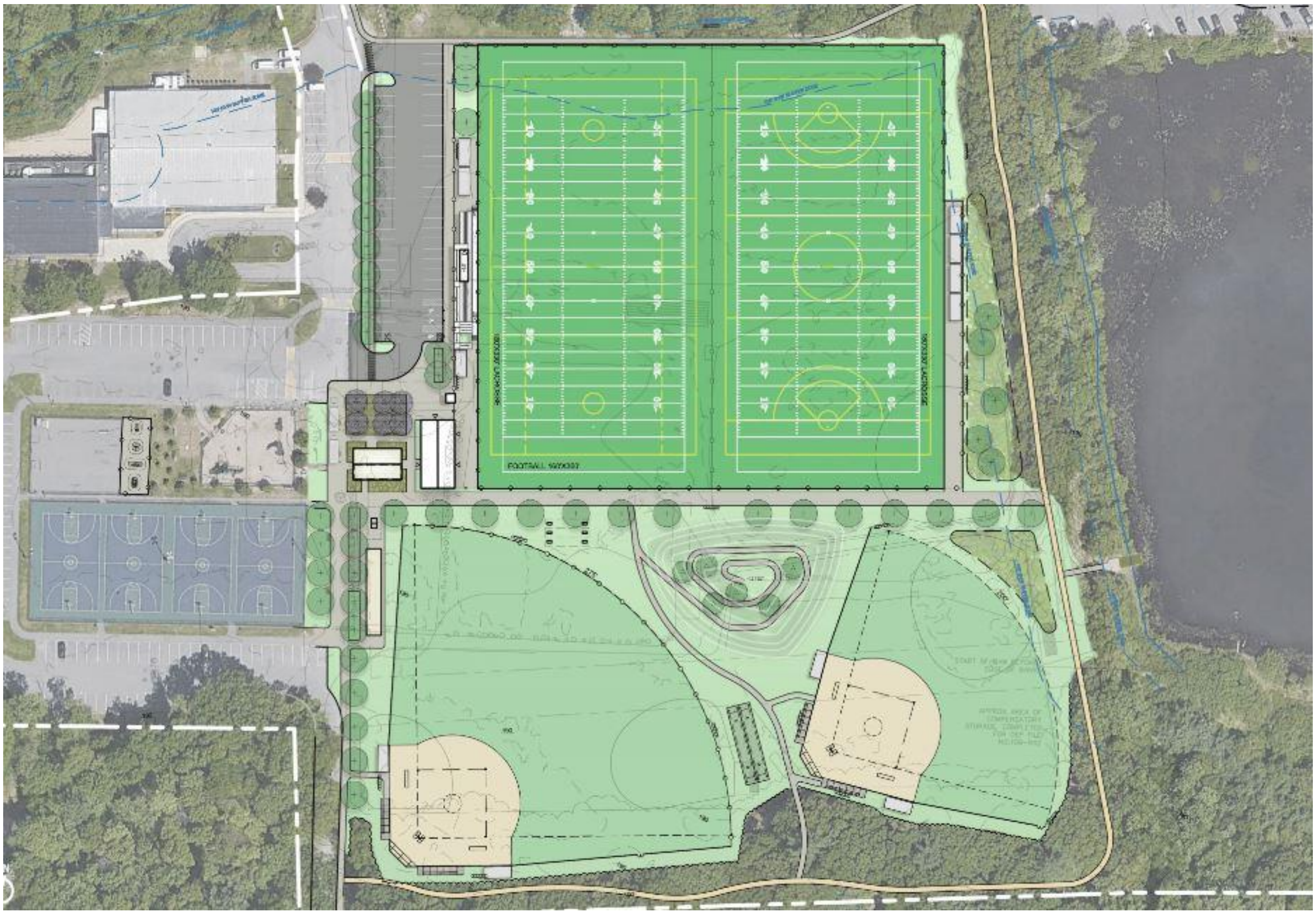
In FY21 the Parks Department will see a $4,449 increase. This increase is mainly due to the overtime line being bumped up.



FY20/21Accomplishments

- Refurbished 6 Baseball Diamonds
- Maintained/Groomed over 70 acres of grounds
- Responded to approx. 150 tree calls
- Brush cut over 180 miles of roadside brush.
- Assisted other departments on water breaks and plowing, etc.

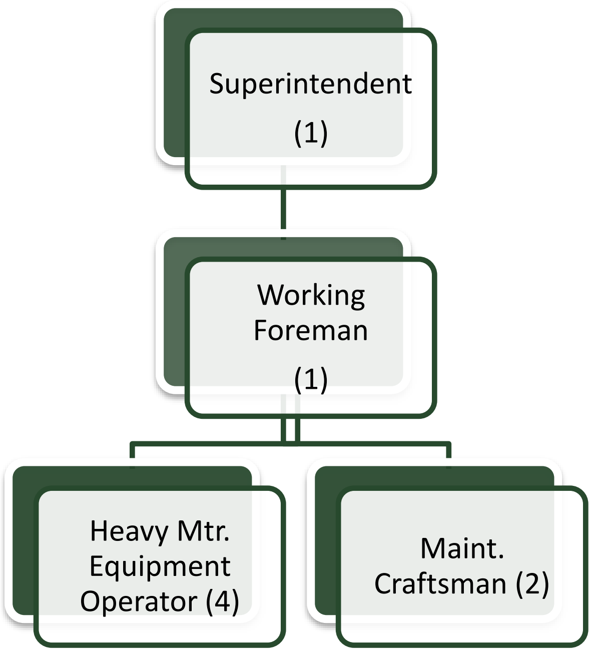
Parks and Trees



The Town is currently working with Left Field and Warner Larson to redesign the Peggy Hannon Rizza Complex. This project will include two turf fields and two full sized softball fields. As well as multiple recreation and leisure areas. The Town is excited for the future of this complex. The project will go in front CPC and Town Meeting in the fall for funding.

Parks and Trees

Organizational Chart



Parks and Trees

PARKS & TREES	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time			$ 480,372	$ 474,339	$ 495,728	$ 441,986	$ 498,298	$ 515,947	$ 515,947	$ 515,947
Part Time/Seasonal			$ -		$ -		$ -	$ -	$ -	$ -
Overtime			$ 97,370	$ 93,047	$ 97,370	$ 94,095	$ 99,850	$ 99,850	$ 99,850	$ 99,850
Contractual Obligations			$ 17,124	$ 12,114	$ 17,124	$ 15,626	$ 17,124	$ 17,124	$ 17,124	$ 17,124
Perpetual Care Intrest Trans.									$ -	$ -
Total			$ 594,866	$ 579,500	$ 610,222	$ 551,707	$ 615,272	$ 632,921	$ 632,921	$ 632,921
Expenses										
Supplies and Expenses			$ 94,025	$ 93,843	$ 67,925	$ 67,773	$ 67,925	$ 85,925	$ 85,925	$ 85,925
Mosquito Control			$ 15,000	$ 11,814	$ 15,000	$ 14,898	$ 15,000	$ 15,000	$ 15,000	$ 15,000
Contract Services/Leases			$ 67,830	$ 67,686	$ 125,830	$ 125,424	$ 140,830	$ 140,830	$ 140,830	$ 140,830
Utilities			$ 7,500	$ 3,000	$ 7,500	$ 7,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500
Capital Outlay			$ 100,000	$ 85,796	$ 120,000	$ 117,166	$ 120,000	$ 88,800	$ 88,800	$ 88,800
Total Expenses			$ 284,355	$ 262,139	$ 336,255	$ 332,761	$ 346,255	$ 333,055	$ 333,055	$ 333,055
TOTAL BUDGET			**$ 879,221**	**$ 841,639**	**$ 946,477**	**$ 884,468**	**$ 961,527**	**$ 965,976**	**$ 965,976**	**$ 965,976**

Position	FY2021 FTE	Dep. Req. FY2022 FTE	TM Rec FY2022 FTE	Fin Com Rec FY2022 FTE
Superintendent	1	1	1	1
Working Foremen	1	1	1	1
Heavy Mtr. Equip. Oper.	4	4	4	4
Maintenance Craftsman	2	2	2	2
TOTAL STAFF	8	8	8	8

Difference PY $ 4,449

% PY 0.46%

Parks and Trees

PARKS & TREES
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
Haines, Michael	Superintendent	7	8/12/1986	$ 107,518.89	$ -	$ -	$500.00	$0.00	$0.00	$4,100.00	$ 112,118.89
Peterson, David	Working Foreman	7	10/3/1996	$ 76,353.74	$ 800.00	$ -	$600.00	$332.00	$150.00	$0.00	$ 78,235.74
Chase, Timothy	Heavy Mtr. Equip. Oper.	4	8/27/2012	$ 57,777.72	$ 800.00	$ -	$600.00	$332.00	$0.00	$0.00	$ 59,509.72
Green, Steven	Heavy Mtr. Equip. Oper.	2/3	11/13/2000	$ 56,094.87	$ 800.00	$ -	$600.00	$332.00	$0.00	$0.00	$ 57,826.87
Shibles, Adam	Heavy Mtr. Equip. Oper.	3	7/2/2018	$ 56,094.87	$ 800.00	$ 50.00	$600.00	$332.00	$0.00	$0.00	$ 57,876.87
Caira, Kevin	Heavy Mtr. Equip. Oper.	2/3	5/25/2017	$ 54,027.98	$ 800.00	$ 50.00	$600.00	$332.00	$150.00	$0.00	$ 55,959.98
Morris, Robert	Maint.Craftsman	2/3	8/22/2013	$ 53,749.29	$ 800.00	$ -	$600.00	$332.00	$0.00	$0.00	$ 55,481.29
Vacant/Thatcher	Heavy Mtr. Equip. Oper.	2/3	5/4/2017	$ 54,330.00	$ 800.00	$ -	$600.00	$332.00	$0.00	$0.00	$ 56,062.00
											$ -
DEPARTMENT TOTAL				**$ 515,947.37**	**$ 5,600.00**	**$ 100.00**	**$ 4,700.00**	**$ 2,324.00**	**$ 300.00**	**$ 4,100**	**$ 533,071.37**

On call increased $50 per week X 52 weeks = $2600

OT increased 2.55% = $ -

Total Full Time	$ 515,947.00
Total Seasonal	
Total Overtime	$ 99,850.44
Total Contract	$ 17,124.00
Total	$ 632,921.44

PARKS & TREES
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
Haines, Michael	Superintendent	5	8/12/1986	$ 107,518.89	$ -	-	$ 500.00	$ -	$ -	$ 4,100	$ 112,118.89
Peterson, David	Working Foreman	7/8	10/3/1996	$ 76,353.74	$ 800.00	$ -	$ 600.00	$ 332.00	$ 150.00	$ -	$ 78,235.74
Chase, Tim	Heavy Mtr. Equip. Oper.	4	8/27/2012	$ 57,777.72	$ 800.00	-	$ 600.00	$ 332.00	$ -	$ -	$ 59,509.72
Green, Steven	Heavy Mtr. Equip. Oper.	3	11/13/2000	$ 56,094.87	$ 800.00	$ -	$ 600.00	$ 332.00	$ -	$ -	$ 57,826.87
Shibles, Adam	Heavy Mtr. Equip. Oper.	3	7/2/2018	$ 56,094.87	$ 800.00	$ 50.00	$ 600.00	$ 332.00	$ -	$ -	$ 57,876.87
Caira, Kevin	Maint.Craftsman	3	5/25/2017	$ 54,027.98	$ 800.00	50.00	$ 600.00	$ 332.00	$ 150.00	$ -	$ 55,959.98
Morris, Robert	Maint.Craftsman	2/3	8/22/2013	$ 53,749.29	$ 800.00	-	$ 600.00	$ 332.00	$ -	$ -	$ 55,481.29
Allen, Kory	HMEO	2/3	5/4/2017	$ 54,330.00	$ 800.00	-	$ 600.00	$ 332.00	$ -	$ -	$ 56,062.00
					$ -	$ -	$ -	$ -	$ -	$ -	$ -
DEPARTMENT TOTAL				**$ 515,947.37**	**$ 5,600.00**	**$100.00**	**$ 4,700.00**	**$ 2,324.00**	**$ 300.00**	**$ 4,100**	**$ 533,071.37**

On call increased $50 per week X 52 weeks = $2600

OT increased 2.55% = $ -

Total Full Time	$ 515,947.00
Total Seasonal	
Total Overtime	$ 99,850.44
Total Contract	$ 17,124.00
Total	$ 632,921.44

PARKS & TREES
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
Haines, Michael	Superintendent	7	8/12/1986	102,939.82	$ -	-	500	0	0	4,100	$ 107,539.82
Peterson, David	Working Foreman	1/7	10/3/1996	$ 73,532.69	$ 800.00	-	$ 600.00	$ 332.00	$ 150.00	$ -	$ 75,414.69
Chase, Timothy	Heavy Mtr. Equip. Oper.	4	8/27/2012	$ 56,478.71	$ 800.00	$ -	$ 600.00	$ 332.00	$ -	$ -	$ 58,210.71
Green, Steven	Heavy Mtr. Equip. Oper.	2/3	11/13/2000	$ 54,071.41	$ 800.00	-	$ 600.00	$ 332.00	$ -	$ -	$ 55,803.41
Shibles, Adam	Heavy Mtr. Equip. Oper.	3	7/2/2018	$ 54,833.70	$ 800.00	$ 50.00	$ 600.00	$ 332.00	$ -	$ -	$ 56,615.70
Caira, Kevin	Heavy Mtr. Equip. Oper.	2/3	5/25/2017	$ 52,813.27	$ 800.00	$ 50.00	$ 600.00	$ 332.00	$ 150.00	$ -	$ 54,745.27
Morris, Robert	Maint.Craftsman	2/3	8/22/2013	$ 50,519.84	$ 800.00	-	$ 600.00	$ 332.00	$ -	$ -	$ 52,251.84
Vacant/Thatcher	Heavy Mtr. Equip. Oper.	2/3	5/4/2017	$ 53,108.51	$ 800.00	-	$ 600.00	$ 332.00	$ -	$ -	$ 54,840.51
											$ -
DEPARTMENT TOTAL				**$ 498,297.94**	**$ 5,600.00**	**$ 100.00**	**$ 4,700.00**	**$ 2,324.00**	**$ 300.00**	**$ 4,100.00**	**$ 515,421.94**

Total Full Time	$ 498,298.00		
Total Seasonal		Budget Amendment:	$ -
Total Overtime	$ 99,850.44		
Total Contract	$ 17,124.00		
Total	$ 615,272.44		

Parks and Trees

PARKS & TREES

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
		$ 94,025	$ 93,843	$ 67,925	$ 67,773	$ 67,925	$ 85,925	$ 85,925	$ 85,925

	FY2021	Department	Town Mgr.	Fin Com
Supplies and Expenses				
general office supply allocation	$ 725	$ 725	$ 725	$ 725
Landscaping and playing field materials	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Equipment repairs, parts, fence repairs and building repairs.	$ 14,000	$ 14,000	$ 14,000	$ 14,000
Accessories, safety supplies, custodial supplies, time clock	$ 5,500.00	$ 5,500.00	$ 5,500	$ 5,500
Hydro seeding supplies, seed and fertilizer	$ 11,000	$ 29,000	$ 29,000	$ 29,000
Subscriptions to trade magazines, association dues and memberships.	$ 1,200	$ 1,200	$ 1,200	$ 1,200
Vegetation killer, wasp spray, weed killer	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Replace worn or broken tools	$ 10,500	$ 10,500	$ 10,500	$ 10,500
Planting Veteran's Day flowers, Christmas decorations, mulch and square plantings and trees	$ 6,000	$ 6,000	$ 6,000	$ 6,000
Annual Maintenance of Irrigation systems	$ -	$ -	$ -	$ -
Bark Mulch for Town Common & Veteran Squares	$ 6,000	$ 6,000	$ 6,000	$ 6,000
Inmate Services	$ 3,000	$ 3,000	$ 3,000	$ 3,000
Office Trailer	$ -	$ -	$ -	$ -
Total Supplies and Expenses	$ 67,925	$ 85,925.00	$ 85,925.00	$ 85,925.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
		$ 15,000	$ 11,814	$ 15,000	$ 14,898	$ 15,000	$ 15,000	$ 15,000	$ 15,000

	FY2020	Department	Town Mgr.	Fin Com
Mosquito Control				
To Purchase Larvicide Briquettes to treat Catch Basins				
Ariel Spraying, Board of Health	$ 15,000	$ 15,000.00	$ 15,000	$ 15,000
Total Mosquito Control	**$ 15,000**	$ 15,000.00	$ 15,000.00	$ 15,000.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
		$ 67,830	$ 67,686	$ 125,830	$ 125,424	$ 140,830	$ 140,830	$ 140,830	$ 140,830

	FY21	Department	Town Mgr.	Fin Com
Contract Services				
Police Details				
Outside Services - Irrigation / Deep Tine Aeration, Hydroseeding -	$ 25,000.00	$ 25,000.00	$ 25,000.00	$ 25,000.00
Uniforms -	$ 55,000.00	$ 55,000.00	$ 55,000.00	$ 55,000.00
Maintenance contracts-	$ 4,880.00	$ 4,880.00	$ 4,880.00	$ 4,880.00
Crane Rental	$ 4,500.00	$ 4,500.00	$ 4,500.00	$ 4,500.00
Consulting Services	$ 35,000.00	$ 35,000.00	$ 35,000.00	$ 35,000.00
Clothing Allowance per SEIU	$ 6,000.00	$ 6,000.00	$ 6,000.00	$ 6,000.00
Legal Ads for Tree postings	$ 450.00	$ 450.00	$ 450.00	$ 450.00
Brush disposal	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
Total Contract Services	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
	$ 140,830.00	$ 140,830.00	$ 140,830.00	$ 140,830.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
		$ 7,500	$ 3,000	$ 7,500	$ 7,500	$ 2,500	$ 2,500	$ 2,500	$ 2,500

	FY21	Department	Town Mgr.	Fin Com
Utilities				
Electricity for Cemetery Garage, Office & Outside Lights		$ -	$ -	$ -
Fuel/ Heat for Cemetery Garge & Office		$ -	$ -	$ -
Electricity for Alexander Road and Office Trailer			$ -	$ -
Fuel/Heat for Alexander Road and Office Trailer	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00
		$ -	$ -	$ -
	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
		$ 100,000	$ 85,796	$ 120,000	$ 117,166	$ 120,000	$ 88,800	$ 88,800	$ 88,800

Capital Outlay

Quantity	Lease Purchase	Value
1	16' enclosed cap mower	$ 40,000
1	Fertilzer Spreader	8,800
	Miscl Equipment	40,000
		$ 88,800

Department	Town Mgr.	Fin Com
88,800.00	88,800.00	88,800.00

Solid Waste

SOLID WASTE	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2020 BUDGETED	FY2021 DEPT. REQ.	FY2021 TM REC	FY2021 FIN COM REC
5285 SOLID WASTE	$ 2,892,440	$ 2,693,147	$ 2,979,589	$ 2,920,436	$ 3,086,921	$ 3,050,281	$ 3,359,776	$ 3,472,055	$ 3,472,055	$ 3,472,055
TOTAL BUDGET	$ 2,892,440	$ 2,693,147	$ 2,979,589	$ 2,920,436	$ 3,086,921	$ 3,050,281	$ 3,359,776	$ 3,472,055	$ 3,472,055	$ 3,472,055
										3.34%

Waste Management (FY-22) base collection contract as negotiated, includes collection, fuel adjustment and recycling program	$ 2,174,631.37
	$ -
Recycling contamination processing and disposal	$ 84,376.00
Wheelabrator (FY 22) trash disposal as negotiated	$ 1,192,297.50
Code Red costs	$ 13,250.00
Printings, roll off dumpsters at Highway, Cemetery and events, Flourescent bulbs, white good and CRT disposal, illegal dumping, outreach, etc.	$ 7,500.00
Total	$ 3,472,054.87

Section 9:
Debt / Shared Cost

DEBT SERVICE

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
7130 TOWN - SHORT TERM	$ 412,000.00	$ 307,375.00	$ 420,000.00	$ 420,000.00	$ 398,875.00	$ 275,443.00	$ 350,000.00	$ 350,000.00	$ 350,000.00	$ 350,000.00
7140 SCHOOL - SHORT TERM										
7150 TOWN - PRINCIPAL	$ 453,846.00	$ 453,846.00	$ 170,000.00	$ 170,000.00	$ 165,000.00	$ 180,000.00	$ 320,000.00	$ 260,000.00	$ 260,000.00	$ 260,000.00
7160 SCHOOL - PRINCIPAL	$ 650,000.00	$ 650,000.00	$ 500,000.00	$ 500,000.00	$ 490,000.00	$ 490,000.00	$ 480,000.00	$ 475,000.00	$ 475,000.00	$ 475,000.00
7550 TOWN - INTEREST LONG TERM	$ 53,763.94	$ 53,764.00	$ 43,150.00	$ 42,950.00	$ 57,975.00	$ 58,109.00	$ 68,050.00	$ 53,575.00	$ 53,575.00	$ 53,575.00
7560 SCHOOL - INTEREST LONG TERM	$ 166,900.00	$ 168,900.00	$ 140,350.67	$ 140,350.00	$ 124,250.00	$ 1,234,250.00	$ 106,775.04	$ 89,331.25	$ 89,331.25	$ 89,331.25
7180 TOWN - PRINCIPAL (NEW)										
7190 SCHOOL - PRINCIPAL (NEW)										
7580 TOWN - INTEREST LONG TERM (NEW)										
7590 SCHOOL - INTEREST LONG TERM (NEW)										
7130 EXEMPT DEBT TEMPORARY INTEREST					$ 201,125.00	$ 201,125.00	$ 90,000.00	$ 90,000.00	$ 90,000.00	$ 90,000.00
7170 HIGH SCHOOL EXEMPT PRINCIPAL	$ 2,400,000.00	$ 2,400,000.00	$ 1,800,000.00	$ 1,800,000.00	$ 2,000,000.00	$ 2,000,000.00	$ 1,785,000.00	$ 1,865,000.00	$ 1,865,000.00	$ 1,865,000.00
7150 HIGH SCHOOL EXEMPT INTEREST	$ 2,454,182.37	$ 2,454,182.00	$ 3,339,219.00	$ 3,339,219.00	$ 3,326,469.00	$ 3,316,097.00	$ 3,266,331.25	$ 3,177,081.25	$ 3,177,081.25	$ 3,177,081.25
PARKER SCHOOL EXEMPT PRINCIPAL	$ 1,250,000.00	$ 1,250,000.00	$ 1,250,000.00	$ 1,250,000.00	$ 320,000.00	$ 320,000.00	$ 320,000.00	$ 320,000.00	$ 320,000.00	$ 320,000.00
PARKER SCHOOL EXEMPT INTEREST	$ 265,562.50	$ 265,562.00	$ 215,562.50	$ 215,562.50	$ 165,562.50	$ 165,562.00	$ 152,762.50	$ 136,762.50	$ 136,762.50	$ 136,762.50
DEBT STABILIZATION APPROPRIATION	$ 60,434.29	$ 60,434.00	$ 766,198.10	$ 766,198.00	$ 641,323.41	$ 641,323.00	$ 91,101.12	$ 220,748.72	$ 220,748.72	$ 220,748.72
TOTAL	$ 8,166,689.10	$ 8,064,063.00	$ 8,644,480.27	$ 8,644,279.50	$ 7,890,579.91	$ 8,881,909.00	$ 7,030,019.90	$ 7,037,498.72	$ 7,037,498.72	$ 7,037,498.72

General Fund Debt less Exclusions:

Amount Commited to Annual Debt Servic	$ 9,066,289
FY2012 Appropriation:	9,066,289
Debt Stabilization Appropriation:	0
FY2012 Debt Service Commitment:	9,066,289
FY2013 Appropriation:	8,341,701
Debt Stabilization Appropriation:	724,588
FY2013 Debt Service Commitment:	9,066,289
FY2014 Appropriation:	8,153,971
Debt Stabilization Appropriation:	912,318
FY2014 Debt Service Commitment:AK36	9,066,289
FY2015 Appropriation:	7,424,616
Debt Stabilization Appropriation:	1,641,673
FY2015 Debt Service Commitment:	9,066,289
FY2016 Appropriation:	8,953,492
Debt Stabilization Appropriation:	112,797
FY2016 Debt Service Commitment:	9,066,289
FY2017 Appropriation:	8,320,993
Debt Stabilization Appropriation:	745,296
FY2017 Debt Service Commitment:	$ 9,066,289
FY2018 Appropriation:	9,005,566
Debt Stabilization Appropriation:	60,434
FY2018 Debt Service Commitment:	$ 9,066,000
FY2019 Appropriation:	8,299,802
Debt Stabilization Appropriation:	766,198
FY2019 Debt Service Commitment:	$ 9,066,000
FY2020 Appropriation:	8,424,677
Debt Stabilization Appropriation:	641,323
FY2020 Debt Service Commitment:	$ 9,066,000
FY2021 Appropriation:	8,974,899
Debt Stabilization Appropriation:	91,101
FY2021 Debt Service Commitment:	$ 9,066,000
FY2022 Appropriation:	8,845,251
Debt Stabilization Appropriation:	220,749
FY2021 Debt Service Commitment:	$ 9,066,000

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
sewer prin	$ 4,012,006.00	$ 3,869,322.04	$ 4,010,034.16	$ 4,023,455.05	$ 4,036,221.58
sewer int	1,088,636.58	1,065,717.19	969,873.92	1,092,917.25	977,509.12
sewer short	245,873.19	245,000.00	178,493.00	35,000.00	150,000.00
	$ 5,346,515.77	$ 5,180,039.23	$ 5,158,401.08	$ 5,151,372.30	$ 5,163,730.70
water prin	$ 1,620,751.00	$ 1,617,826.00	$ 1,778,500.86	$ 2,114,729.48	$ 2,145,783.46
water int	276,789.00	203,436.00	162,155.65	348,972.07	282,830.87
water short	25,000.00	25,000.00	89,519.00	35,000.00	25,000.00
	$ 1,922,540.00	$ 1,846,262.00	$ 2,030,175.51	$ 2,498,701.55	$ 2,453,614.33
total gen prin	$ 1,103,846.00	$ 670,000.00	$ 655,000.00	$ 800,000.00	$ 735,000.00
total gen int	220,663.94	183,500.67	182,225.00	174,825.04	142,906.25
total gen short	412,000.00	420,000.00	398,875.00	350,000.00	350,000.00
Total LT:	$ 1,736,509.94	$ 1,273,500.67	$ 1,236,100.00	$ 1,324,825.04	$ 1,227,906.25
Total Principal	**$ 6,736,603.00**	**$ 6,157,148.04**	**$ 6,443,535.02**	**$ 6,938,184.53**	**$ 6,917,005.04**
Total Interest	**1,586,089.52**	**1,452,653.86**	**1,314,254.57**	**1,616,714.36**	**1,403,246.24**
Total Short Term	**682,873.19**	**690,000.00**	**666,887.00**	**420,000.00**	**525,000.00**
Total Debt	**$ 9,005,565.71**	**$ 8,299,801.90**	**$ 8,424,676.59**	**$ 8,974,898.89**	**$ 8,845,251.28**
Total Debt Service:	**$ 15,375,310.58**	**$ 14,904,583.40**	**$ 14,437,833.09**	**$ 14,588,992.64**	**$ 14,434,095.03**

Debt

TOWN / SCHOOL SHARED ACCOUNTS	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ.	FY2022 TM REC	FY2022 FIN COM REC
7010 TOWN BLDG. INSURANCE	$ 1,020,000	$ 912,727	$ 1,020,000	$ 859,795	$ 1,120,000	$ 1,143,998	$ 1,331,000	$ 1,331,000	$ 1,331,000	$ 1,331,000
7011 SCHOOL BLDG INSURANCE										
7012 TOWN HEALTH INSURANCE	$ 15,526,640	$ 15,526,640	$ 16,237,027	$ 16,237,027	$ 16,314,027	$ 16,314,027	$ 16,744,339	$ 17,163,339	$ 17,163,339	$ 17,163,339
7013 SCHOOL HEALTH INSURANCE										
7020 TOWN WORKERS COMP	$ 866,000	$ 843,995	$ 746,000	$ 691,363	$ 866,000	$ 755,117	$ 866,000	$ 866,000	$ 866,000	$ 866,000
7021 SCHOOL WORKERS COMP										
7030 TOWN UNEMPLOYED COMP	$ 100,000	$ 56,454	$ 80,000	$ 61,483	$ 100,000	$ 77,225	$ 100,000	$ 100,000	$ 100,000	$ 100,000
7031 SCHOOL UNEMPLOYED COMP										
7042 TOWN MEDICARE	$ 1,133,240	$ 1,110,675	$ 1,153,240	$ 1,149,675	$ 1,133,240	$ 1,249,285	$ 1,133,240	$ 1,133,240	$ 1,133,240	$ 1,133,240
7043 SCHOOL MEDICARE										
7052 COUNTY RETIREMENT ASSESSMENT	$ 10,788,311	$ 10,788,311	$ 11,556,039	$ 11,555,145	$ 11,921,516	$ 11,924,109	$ 12,782,396	$ 13,584,397	$ 13,584,397	$ 13,584,397
7052 OPEB TRUST CONTRIBUTION	$ 1,000,000	$ 1,000,000	$ 1,150,000	$ 1,150,000	$ 1,322,500	$ 1,322,500	$ 1,520,875	$ 1,749,006	$ 1,749,006	$ 1,749,006
TOTAL BUDGET	$ 30,434,191	$ 30,238,802	$ 31,942,306	$ 31,704,488	$ 32,777,283	$ 32,786,261	$ 34,477,850	$ 35,926,983	$ 35,926,983	$ 35,926,983

Section 10: Water Enterprise Budget

Water

Department Explanation / History

Billerica Water Works

Billerica Water Works was established by an act of the Massachusetts Legislature in 1897. Construction of the original works began in 1898 and continued for several years. The water works was first activated in January of 1899. Water was originally from wells located in the area of the present Public Works Yard, where the original pumping station building remains.

Treatment Plant

The first Water Treatment Plant (WTP) was built in 1955. As originally built it had a capacity of 3.5 million gallons per day (MGD) and was intended to be expanded to 7 MGD at a later time. In 1967 the plant was expanded to its intended maximum capacity. As growth in town continued the plant's capacity was again increased in 1976, this time to 14 MGD.

On May 18, 2006, the old Water Treatment Plant on Boston Road was taken off line and the new Water Treatment Plant, located off Treble Cove Road, continued servicing the town. The new Water Treatment Plant uses the same processes and has the same capacity as the old plant. The old plant was eventually demolished.

Budget Narrative

The Water Department budget will see a small increase of $1.94% most of this is made up step raises and contractual obligations.

Programs and Services

Protecting Water Safety

The function of this program is to see that connections between the drinking water system and any other liquid or gas do not pose a threat to the safety of the drinking water. There are two conditions under which cross connections are a problem:

The first is when the pressure in the main drops and contaminates are siphoned back into the mains. This can happen when there is a main break or a large fire demand in the area.

The second is when the pressure in a building's plumbing system exceeds the pressure in the main. This can be caused by pressure-type

boilers or any process connected to the plumbing that heats liquids or gases.

Reduced Pressure Zone Valve

Billerica Water Works has regulations requiring that all commercial buildings have a reduced pressure zone (RPZ) valve after the water meter. While our efforts are directed at commercial properties, homeowners should be aware that they may have cross connections in their plumbing. The most common cross connections are probably a garden hose with a sprayer attached or a hose placed in a swimming pool.

Program Operations

The Head Tester is responsible for surveying all commercial buildings for cross connections. When these are found and cannot be physically separated, a special check valve must be installed. Normally an RPZ valve will be used. The exceptions are the valves on the fire lines, which are double checks. The RPZ valves are tested twice a year and the double checks once a year.

Maintenance of Service Lines

Our staff repairs or replaces the portion of the service lines between the main and the property line as needed. These are similar to water main repairs. Many of these are not emergencies but are scheduled. When an old galvanized-iron service line corrodes, the inside opening becomes smaller and restricts the flow. Replacing these lines restores capacity. This is usually done after the homeowner has changed the service line on his or her property to type-K copper.

As other utilities mark out the location of their buried lines when we are digging, we must locate our lines for them. We are not a member of the Dig Safe System, and must be contacted separately by anyone planning to excavate. We also mark out our lines at the planning stage of projects such as sewer-collection-system extensions.

Main Breaks

Our system averages about 40 main breaks per year. Most of these occur in the winter. Sometimes the pipe is found to have a rock under the pipe or passing through an old sewer trench that has settled. The majority of breaks are unexplained. When a main fails we must isolate (shut-off) the area and call Dig Safe to locate underground utilities.

WATER ENTERPRISE BUDGET	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 1,335,286	$ 1,318,727	$ 1,508,355	$ 1,426,560	$ 1,451,820	$ 1,451,820	$ 1,569,832	$ 1,599,119	$ 1,599,119	$ 1,599,119
Part Time	$ 53,429	$ 53,429	$ 53,429	$ 50,929	$ 59,433	$ 59,433	$ -	$ -	$ -	$ -
Seasonal	$ -		$ -		$ -	$ -	$ -	$ -	$ -	$ -
Flushing/Inspection	$ 159,450	$ 159,450	$ 159,450	$ 154,179	$ 159,450	$ 101,005	$ 169,699	$ 169,699	$ 169,699	$ 169,699
Overtime	$ 297,000	$ 297,000	$ 297,000	$ 297,000	$ 297,000	$ 265,385	$ 318,701	$ 318,701	$ 318,701	$ 318,701
Contractual Obligations	$ 65,209	$ 65,209	$ 100,689	$ 98,020	$ 63,641	$ 61,286	$ 65,901	$ 99,861	$ 99,861	$ 99,861
Total	$ 1,910,374	$ 1,893,815	$ 2,118,923	$ 2,026,688	$ 2,031,344	$ 1,938,929	$ 2,124,132	$ 2,187,380	$ 2,187,380	$ 2,187,380
Expenses										
Supplies and Expenses	$ 1,032,206	$ 984,211	$ 1,141,806	$ 1,141,806	$ 1,131,506	$ 1,068,759	$ 1,126,249	$ 1,226,987	$ 1,226,987	$ 1,226,987
Contract Services/Leases	$ 528,305	$ 496,620	$ 535,905	$ 535,905	$ 644,205	$ 601,402	$ 670,105	$ 678,305	$ 678,305	$ 678,305
Utilities	$ 593,000	$ 593,000	$ 593,000	$ 576,950	$ 594,000	$ 594,000	$ 64,000	$ 64,000	$ 64,000	$ 64,000
Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Reserve			$ 83,000	$ -	$ 83,000	$ -	$ 83,000	$ 83,000	$ 83,000	$ 83,000
Total Expenses	$ 2,153,511	$ 2,073,831	$ 2,353,711	$ 2,254,661	$ 2,452,711	$ 2,264,161	$ 1,943,354	$ 2,052,292	$ 2,052,292	$ 2,052,292
Debt Service										
Short - Term Interest	$ 25,000	$ 23,730	$ 125,000	$ 122,889	$ 89,519	$ 100,401	$ 35,000	$ 25,000	$ 25,000	$ 25,000
Long - Term Principal	$ 1,620,751	$ 1,620,750	$ 1,617,826	$ 1,617,826	$ 1,778,501	$ 1,642,625	$ 2,114,729	$ 2,145,783	$ 2,145,783	$ 2,145,783
Long - Term Interest	$ 276,789	$ 248,389	$ 203,436	$ 203,436	$ 162,156	$ 298,031	$ 348,972	$ 282,831	$ 282,831	$ 282,831
Total Debt Service	$ 1,922,540	$ 1,892,869	$ 1,946,262	$ 1,944,151	$ 2,030,176	$ 2,041,057	$ 2,498,702	$ 2,453,614	$ 2,453,614	$ 2,453,614
TOTAL BUDGET	**$ 5,986,425**	**$ 5,860,515**	**$ 6,418,896**	**$ 6,225,500**	**$ 6,514,231**	**$ 6,244,147**	**$ 6,566,188**	**$ 6,693,286**	**$ 6,693,286**	**$ 6,693,286**

Position	FY2021 FTE	Dep. Req FY2022 FTE	TM Rec. FY2022 FTE	Fin Com Rec. FY2022 FTE
Superintendent	1	1	1	1
Asst Superintendent	1	1	1	1
Chemist	1	1	1	1
Distribution Supervisor	1	1	1	1
Head Backflow Tester	1	1	1	1
Working Foreman	1	1	1	1
Filter Operator	7	7	7	7
SCADA Operator	1	1	1	1
M & O Specialist	1	1	1	1
H.M.E.O.	3	3	3	3
Water. Mach. Maint. Man	1	1	1	1
Building Maint. Craftsman	1	1	1	1
Maintenance Man	1	1	1	1
Meter Readers	3	2	2	2
Lab Tech	0	1	1	1
Total Staffing	24	24	24	24

Difference PY	$	127,098.36
% PY		1.94%

ACCOUNTING DIVISION
SALARY INFORMATION FY2022 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/ HOIST	WATER CERT	SHIFT DIFF.	SICK LEAVE INCENTIVE	MEALS	RETIREMENT BUYBACK	LONGEVITY	TOTAL SALARY BENEFIT
MCGOVERN, John	Superintendent	7	9/8/1981	$ 107,518.89	$ -	$ -	$ -	$ -	$ 400.00	$ -	$ -	$ 4,100.00	$ 112,018.89
Richard Raworth	Chemist	4	7/1/2014	$ 80,757.41	$ 800.00	$ -	$ -	$ -	$ 600.00	$ 1,000.00	$ -	$ -	$ 83,157.41
MCLAUGHLIN, Ed	Supervisor	8	11/8/1990	$ 90,568.16	$ 800.00	$ -		$ -	$ 400.00	$ 1,080.00	$ -	$ -	$ 92,848.16
Crusco, Dave	HMEO	9	9/6/1988	$ 65,527.57	$ 800.00	$ -	$ -	$ -	$ 600.00	$ 1,080.00	$ -	$ -	$ 68,007.57
BOULE, Robert	Head Tester	7	2/20/1996	$ 75,642.89	$ 800.00	$ -	$ 300.00	$ -	$ 600.00	$ 1,000.00	$ -	$ -	$ 78,342.89
MCNIEL, David	Filter Operator	5	1/10/2008	$ 62,980.61	$ 800.00	$ -	$ 450.00	$ 2,080.00	$ 600.00	$ 1,000.00	$ -	$ -	$ 67,910.61
Russo, John	SCADA Operator	3/4	5/1/2008	$ 73,161.31	$ 800.00	$ -	$ -	$ -	$ 600.00	$ 1,000.00	$ -	$ -	$ 75,561.31
GOULD, Alan	Filter Operator	6	1/30/2003	$ 64,870.03	$ 800.00	$ -	$ 50.00	$ 2,340.00	$ 200.00	$ 1,000.00	$ -	$ -	$ 69,260.03
GARABEDIAN, Gerard	Assistant Superint.	9	4/15/1985	$ 90,974.78	$ 800.00	$ -	$ -	$ -	$ 200.00	$ 1,000.00	$ -	$ -	$ 92,974.78
Andanik Valedi	Filter Operator	1/2	11/30/2020	$ 56,209.92	$ 800.00	$ -	$ 1,500.00	$ 988.00	$ 600.00	$ 1,000.00	$ -	$ -	$ 61,097.92
KALMES, Patrick	Filter Operator	4	3/24/2014	$ 61,146.23	$ 800.00	$ -	$ -	$ 3,692.00	$ 600.00	$ 1,000.00	$ -	$ -	$ 67,238.23
DONOVAN, James	Filter Operator	5	1/22/2008	$ 62,980.61	$ 800.00	$ -	$ -	$ 416.00	$ 500.00	$ 1,000.00	$ -	$ -	$ 65,696.61
Crotty, Britni	Filter Operator	4	4/14/2015	$ 61,146.23	$ 800.00	$ -	$ 200.00	$ -	$ 500.00	$ 1,000.00	$ -	$ -	$ 63,646.23
Haines Jr, Micheal	Water HMEO	4	1/3/2017	$ 58,203.50	$ 800.00	$ -	$ -	$ -	$ 600.00	$ 1,000.00	$ -	$ -	$ 60,603.50
Donovan, Dan	Build Maint. Crfsts	4	8/22/2013	$ 57,318.28	$ 800.00	$ 50.00	$ -	$ -	$ 600.00	$ 1,080.00	$ -	$ -	$ 59,848.28
ZECHNER, Chris	Working Foreman	7	5/27/1999	$ 75,223.94	$ 800.00	$ -	$ -	$ -	$ 600.00	$ 1,080.00	$ -	$ -	$ 77,703.94
DANEHY, Alan	W.M.M.M.	9	10/22/1988	$ 62,651.42	$ 800.00	$ 150.00	$ -		$ 600.00	$ 1,080.00	$ -	$ -	$ 65,281.42
LEWIS, Robert	M&O Specialist	9	11/8/1983	$ 78,262.99	$ 800.00	$ -	$ -	$ 1,144.00	$ 200.00	$ 1,000.00	$ 32,985.00	$ -	$ 114,391.99
SENNETT, Walter	Build Maint. Crfsts	9	1/5/1989	$ 62,651.42	$ 800.00	$ -	$ -	$ 416.00	$ -	$ 1,000.00	$ -	$ -	$ 64,867.42
LUCIANO, Joseph	MM	4	2/18/2016	$ 52,443.40	$ 800.00	$ -	$ 200.00	$ -	$ -	$ -	$ -	$ -	$ 53,443.40
CAPODILUPO, Carolyn	Lab Tech	9	9/2/1986	$ 84,838.63	$ 800.00	$ -	$ 400.00	$ -	$ -	$ 200.00	$ -	$ -	$ 86,238.63
Gould, Riley	Meter Reader/Repair F	3/4	10/20/2016	$ 56,780.84	$ 800.00	$ -	$ -	$ -	$ 600.00	$ 1,000.00	$ -	$ -	$ 59,180.84
Manetta, William	Meter Reader/Repair	4	11/19//2012	$ 57,260.09	$ 800.00	$ -	$ -	$ -	$ 600.00	$ 1,000.00	$ -	$ -	$ 59,660.09
													$ -
DEPARTMENT TOTAL				$ 1,599,119.15	$ 17,600.00	$ 200.00	$ 3,100.00	$ 11,076.00	$ 10,200.00	$ 20,600.00	$ 32,985.00	$ 4,100.00	$ 1,698,980.15

$ -
$ -

Total Full Time:	$ 1,599,119.15
Total Part Time	
Seasonal	
Flushing OT	$ 169,698.50
Total Overtime	$ 318,701.00
Total Contract:	$ 99,861.00
Total	$ 2,187,379.65

SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/ HOIST	WATER CERT	SHIFT DIFF.	SICK LEAVE INCENTIVE	MEALS	RETIREMENT BUYBACK	LONGEVITY	TOTAL SALARY BENEFIT
MCGOVERN, John	Superintendent	7	9/8/1981	$ 107,518.89	$ -	$ -	$ -	$ -	$ 400.00	$ -	$ -	$ 4,100.00	$ 112,018.89
Richard Raworth	Chemist	4	7/1/2014	$ 80,757.41	$ 800.00			$ -	$ 600.00	$ 1,000.00		$ -	$ 83,157.41
MCLAUGHLIN, Ed	Supervisor	8	11/8/1990	$ 90,568.16	$ 800.00	$ -		$ -	$ 400.00	$ 1,080.00	$ -	$ -	$ 92,848.16
Crusco, Dave	HMEO	9	9/6/1988	$ 65,527.57	$ 800.00	$ -	$ -	$ -	$ 600.00	$ 1,080.00	$ -	$ -	$ 68,007.57
BOULE, Robert	Head Tester	7	2/20/1996	$ 75,642.89	$ 800.00	$ -	$ 300.00	$ -	$ 600.00	$ 1,000.00	$ -	$ -	$ 78,342.89
MCNIEL, David	Filter Operator	5	1/10/2008	$ 62,980.61	$ 800.00	$ -	$ 450.00	$ 2,080.00	$ 600.00	$ 1,000.00	$ -	$ -	$ 67,910.61
Russo, John	SCADA Operator	3/4	5/1/2008	$ 73,161.31	$ 800.00	$ -	$ -		$ 600.00	$ 1,000.00	$ -	$ -	$ 75,561.31
GOULD, Alan	Filter Operator	6	1/30/2003	$ 64,870.03	$ 800.00	$ -	$ 50.00	$ 2,340.00	$ 200.00	$ 1,000.00	$ -	$ -	$ 69,260.03
GARABEDIAN, Gerard	Assistant Superint.	9	4/15/1985	$ 90,974.78	$ 800.00	$ -	$ -	$ -	$ 200.00	$ 1,000.00	$ -	$ -	$ 92,974.78
Andanik Valedi	Filter Operator	1/2	11/30/2020	$ 56,209.92	$ 800.00		$ 1,500.00	$ 988.00	$ 600.00	$ 1,000.00	$ -	$ -	$ 61,097.92
KALMES, Patrick	Filter Operator	4	3/24/2014	$ 61,146.23	$ 800.00	$ -	$ -	$ 3,692.00	$ 600.00	$ 1,000.00	$ -	$ -	$ 67,238.23
DONOVAN, James	Filter Operator	5	1/22/2008	$ 62,980.61	$ 800.00	$ -	$ -	$ 416.00	$ 500.00	$ 1,000.00	$ -	$ -	$ 65,696.61
Crotty, Britni	Filter Operator	4	4/14/2015	$ 61,146.23	$ 800.00	$ -	$ 200.00	$ -	$ 500.00	$ 1,000.00	$ -	$ -	$ 63,646.23
Haines Jr, Micheal	Water HMEO	4	1/3/2017	$ 58,203.50	$ 800.00	$ -	$ -	$ -	$ 600.00	$ 1,000.00	$ -	$ -	$ 60,603.50
Donovan, Dan	Build Maint. Crfsts	4	8/22/2013	$ 57,318.28	$ 800.00	$ 50.00	$ -	$ -	$ 600.00	$ 1,080.00	$ -	$ -	$ 59,848.28
ZECHNER, Chris	Working Foreman	7	5/27/1999	$ 75,223.94	$ 800.00	$ -	$ -	$ -	$ 600.00	$ 1,080.00	$ -	$ -	$ 77,703.94
DANEHY, Alan	W.M.M.M.	9	10/22/1988	$ 62,651.42	$ 800.00	$ 150.00	$ -		$ 600.00	$ 1,080.00	$ -	$ -	$ 65,281.42
LEWIS, Robert	M&O Specialist	9	11/8/1983	$ 78,262.99	$ 800.00	$ -	$ -	$ 1,144.00	$ 200.00	$ 1,000.00	$ 32,985.00	$ -	$ 114,391.99
SENNETT, Walter	Build Maint. Crfsts	9	1/5/1989	$ 62,651.42	$ 800.00	$ -	$ -	$ 416.00	$ -	$ 1,000.00	$ -	$ -	$ 64,867.42
LUCIANO, Joseph	MM	4	2/18/2016	$ 52,443.40	$ 800.00	$ -	$ 200.00	$ -	$ -				$ 53,443.40
CAPODILUPO, Carolyn	Lab Tech	9	9/2/1986	$ 84,838.63	$ 800.00	$ -	$ 400.00	$ -	$ -	$ 200.00	$ -	$ -	$ 86,238.63
Gould, Riley	Meter Reader/Repair F	3/4	10/20/2016	$ 56,780.84	$ 800.00				$ 600.00	$ 1,000.00			$ 59,180.84
Manetta, William	Meter Reader/Repair	4	11/19//2012	$ 57,260.09	$ 800.00				$ 600.00	$ 1,000.00			$ 59,660.09
													$ -
DEPARTMENT TOTAL				$ 1,599,119.15	$ 17,600.00	$ 200.00	$ 3,100.00	$ 11,076.00	$ 10,200.00	$ 20,600.00	$ 32,985.00	$ 4,100.00	$ 1,698,980.15

ACCOUNTING DIVISION
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/ HOIST	SEWER CERT	WATER CERT	DIFF. SHIFT	SICK LEAVE INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
MCGOVERN, John	Superintendent	7	9/8/1981	$ 102,939.82	$ -	$ -	$ -	$ -	$ -	$ 400.00	$ -	$ 4,100.00	$ 107,439.82
Richard Raworth	Chemist	4	7/1/2014	$ 78,941.75	$ 800.00				$ -	$ 600.00	$ 1,000.00	$ -	$ 81,341.75
MCLAUGHLIN, Ed	Supervisor	8	11/8/1990	$ 87,933.33	$ 800.00	$ -	$ -		$ -	$ 400.00	$ 1,080.00	$ -	$ 90,213.33
Crusco, Dave	HMEO	9	9/6/1988	$ 64,054.32	$ 800.00	$ -	$ -	$ -	$ -	$ 600.00	$ 1,080.00	$ -	$ 66,534.32
BOULE, Robert	Head Tester	7	2/20/1996	$ 73,025.65	$ 800.00	$ -	$ -	$ 300.00	$ -	$ 600.00	$ 1,000.00	$ -	$ 75,725.65
MCNIEL, David	Filter Operator	5	1/10/2008	$ 61,564.63	$ 800.00	$ -	$ -	$ 450.00	$ 2,080.00	$ 600.00	$ 1,000.00	$ -	$ 66,494.63
Russo, John	SCADA Operator	4/5	5/1/2008	$ 73,168.71	$ 800.00	$ -	$ -	$ -		$ 600.00	$ 1,000.00	$ -	$ 75,568.71
GOULD, Alan	Filter Operator	6	1/30/2003	$ 63,411.57	$ 800.00	$ -	$ -	$ 50.00	$ 2,340.00	$ 200.00	$ 1,000.00	$ -	$ 67,801.57
GARABEDIAN, Gerard	Assistant Superint.	9	4/15/1985	$ 88,929.40	$ 800.00	$ -	$ -	$ -	$ -	$ 200.00	$ 1,000.00	$ -	$ 90,929.40
MCINERNY, John	Filter Operator	8	1/9/1995	$ 65,973.39	$ 800.00	$ 150.00	$ 225.00	$ 350.00	$ 988.00	$ 400.00	$ 1,000.00	$ -	$ 69,886.39
KALMES, Patrick	Filter Operator	4	3/24/2014	$ 59,771.48	$ 800.00	$ -	$ -	$ -	$ 3,692.00	$ 600.00	$ 1,000.00	$ -	$ 65,863.48
DONOVAN, James	Filter Operator	5	1/22/2008	$ 61,564.63	$ 800.00	$ -	$ -	$ -	$ 416.00	$ 500.00	$ 1,000.00	$ -	$ 64,280.63
Crotty, Britni	Filter Operator	4	4/14/2015	$ 59,771.48	$ 800.00	$ -	$ -	$ 200.00	$ -	$ 500.00	$ 1,000.00	$ -	$ 62,271.48
Haines Jr, Micheal	Water HMEO	3/4	1/3/2017	$ 55,720.32	$ 800.00	$ -	$ -	$ -	$ -	$ 600.00	$ 1,000.00	$ -	$ 58,120.32
Donovan, Dan	Build Maint. Crfsts	4	8/22/2013	$ 55,810.76	$ 800.00	$ 50.00	$ -	$ -	$ -	$ 600.00	$ 1,080.00	$ -	$ 58,340.76
ZECHNER, Chris	Working Foreman	6	5/27/1999	$ 73,532.69	$ 800.00	$ -	$ -	$ -	$ -	$ 600.00	$ 1,080.00	$ -	$ 76,012.69
DANEHY, Alan	W.M.M.M.	9	10/22/1988	$ 61,242.83	$ 800.00	$ 150.00	$ -	$ -		$ 600.00	$ 1,080.00	$ -	$ 63,872.83
LEWIS, Robert	M&O Specialist	9	11/8/1983	$ 76,503.41	$ 800.00	$ -	$ -	$ -	$ 1,144.00	$ 200.00	$ 1,000.00	$ -	$ 79,647.41
SENNETT, Walter	Build Maint. Crfsts	9	1/5/1989	$ 61,242.83	$ 800.00	$ -	$ -	$ -	$ 416.00	$ -	$ 1,000.00	$ -	$ 63,458.83
LUCIANO, Joseph	MM	3/4	2/18/2016	$ 50,320.38	$ 800.00	$ -	$ -	$ 200.00	$ -	$ -			$ 51,320.38
CAPODILUPO, Carolyn	Lab Tech	9	9/2/1986	$ 82,931.22	$ 800.00	$ -	$ -	$ 400.00	$ -	$ -	200.00	$ -	$ 84,331.22
Vacant	Meter Reader/Repair												$ -
Gould, Riley	Meter Reader/Repair F	3/4	10/20/2016	$ 55,504.25	$ 800.00					$ 600.00	$ 1,000.00		$ 57,904.25
Manetta, William	Meter Reader/Repair	4	11/19//2012	$ 55,972.72	$ 800.00					$ 600.00	$ 1,000.00		$ 58,372.72
													$ -
DEPARTMENT TOTAL				$ 1,569,831.57	$ 17,600.00	$ 350.00	$ 225.00	$ 1,950.00	$ 11,076.00	$ 10,000.00	$ 20,600.00	$ 4,100.00	$ 1,635,732.57

Total Full Tim	$	1,569,831.57
Total Part Tim	$	-
Seasonal		
Flushing OT	$	169,698.50
Total Overtim	$	318,701.00
Total Contrac	$	65,901.00
Total	$	2,124,132.07

On call increased $50 X 2 on call X52 weeks = $5,200 split between flushing and OT

Flushing OT increased $7,348.50 1.046%
OT increased $13,900.00

Water

ACCOUNTING DIVISION

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 1,032,206	$ 984,211	$ 1,141,806	$ 1,141,806	$ 1,131,506	$ 1,068,759	$ 1,126,249	$ 1,226,987	$ 1,226,987	$ 1,226,987

Supplies and Expenses

These calculations are estimated quantities, based on chemical consumption over the last five years.

Chemicals: Process Chemicals	FY2021	Increase/ (Decrease)	Department FY2022	Town Mgr.	Fin Com
Alum - 166,255 gals. X $1.17/gallon =	$ 186,202	$ 8,316.00	$194,518	$ 194,518	$ 194,518
Aqueous Ammonia - 5,235 gals. Of solution x $1.73/gal=	$ 8,533	$ 523.00	$9,056	$ 9,056	$ 9,056
Caustic Soda (Soduim Hydroxide) - 872,940 lbs. x $02111/lbs. =	$ 171,911	$ 11,406.00	$183,317	$ 183,317	$ 183,317
Sodium Hypochlorite - 529,920 lbs. of liquid x $0.092/lbs =	$ 42,992	$ 5,761.00	$48,753	$ 48,753	$ 48,753
Hydroflourosilic Acid - 47920 lbs. x $0.33/lb =	$ 17,384	$ (1,570.00)	$15,814	$ 15,814	$ 15,814
Granular Activated Carbon - 214,400 lbs x $1.80 / lb.=.	$ 249,000		$249,000	$ 249,000	$ 249,000
Liquid Oxygen - 145,307 gals. X $0.62/ gal =	$ 60,988	$ 29,102.00	$90,090	$ 90,090	$ 90,090
Conservation Handouts	$ 5,000		$5,000	$ 5,000	$ 5,000
Ammonia Scrubbers - (base) hydrated zeolite $147/cf x 8cf=	$ 1,550		$1,550	$ 1,550	$ 1,550
Phosphoric acid impregnated coal (catalyst) $153.20 x 22cf=	$ 3,400		$3,400	$ 3,400	$ 3,400
Catalyst for the ozone distruct units 360 lbs x $17.29 / lb.=	$ 6,350		$6,350	$ 6,350	$ 6,350
Laboratory reagents and monitoring equipment	$ 34,700		$34,700	$ 34,700	$ 34,700
Treatment works materials for maintnace & general repair (hardware and cleaning)	$ 86,000		$86,000	$ 86,000	$ 86,000
Synthetic lubricant for floculators (1 drum=50gals)	$ 2,500		$2,500	$ 2,500	$ 2,500
Eight inch stainless steel pipe (40ft lengths) for ozone system	$ 5,000	$ (5,000.00)	$0	$ -	$ -
Replacement Flouride pump	$ 2,600		$2,600	$ 2,600	$ 2,600
Replacement of ozone gas valves (roto torque valves)	$ 3,900	$ (3,900.00)	$0	$ -	$ -
Distribution system materials for maintenance and repair -	$ 73,000		$73,000	$ 73,000	$ 73,000
Fuel for the two standby generators - fuel for maintenance operation of generator only	$ 3,100		$3,100	$ 3,100	$ 3,100
Electric and wiring materials	$ 5,000		$5,000	$ 5,000	$ 5,000
General office supply	$ 4,600		$4,600	$ 4,600	$ 4,600
Truck supplies	$ 5,500		$5,500	$ 5,500	$ 5,500
Hydrants	$ 4,500		$4,500	$ 4,500	$ 4,500
Hydrant installation supplies- blocking, wedges, gland kits	$ 660		$660	$ 660	$ 660
Road Repair Supplies	$ 49,000		$49,000	$ 49,000	$ 49,000
Purchase of 14,500 (0.43 ea) conservation bill stuffers for one billing cycle	$ 6,235		$6,235	$ 6,235	$ 6,235
Water Main Pipe 8" DI pipe	$ 29,000		$29,000	$ 29,000	$ 29,000
Valves for Water Mains	$ 2,000		$2,000	$ 2,000	$ 2,000
pneumatic band saw (blades)	$ 1,500		$1,500	$ 1,500	$ 1,500
One Building Foundation drain pump	$ 1,214		$1,214	$ 1,214	$ 1,214
Replacement of two Scada Workstations	$ 1,400		$1,400	$ 1,400	$ 1,400
Replacement of three HVAC actuators at $280ea.	$ 840		$840	$ 840	$ 840
Building Sump Pump	$ 1,600		$1,600	$ 1,600	$ 1,600
Water Meters 5/8", 3/4" and 1"	$ 21,000		$21,000	$ 21,000	$ 21,000
Manual auto reader for the Badger Meters	$ 17,000		$17,000	$ 17,000	$ 17,000
Replacement of 12" check valve high lift pump	$ 11,090	$ 500.00	$11,590	$ 11,590	$ 11,590
One of four-valve assembly on the high lift pumps at WTP	$ -	$ 19,600.00	$19,600	$ 19,600	$ 19,600
Replace 5 Filter turbidity analyzers ($5,000 each)	$ -	$ 25,000.00	$25,000	$ 25,000	$ 25,000
Back-up AC system at the Intake Building Electric Building	$ -	$ 11,000.00	$11,000	$ 11,000	$ 11,000
			$0	$ -	$ -
Total Supplies & Expenses	$ 1,126,249.00	$ 100,738.00	$1,226,987	$ 1,226,987.00	$ 1,226,987.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 528,305	$ 496,620	$ 535,905	$ 535,905	$ 644,205	$ 601,402	$ 670,105	$ 678,305	$ 678,305	$ 678,305

Contract Services/Leases	FY 2021	Increase/ (Decrease)	Department FY 2022	Town Mgr.	Fin Com
Annual Consumer Confidences Report	$ 7,000		$ 7,000	$ 7,000	$ 7,000
Water Restriction Notification (postcards, newspaper, signs)	$ 7,000		$ 7,000	$ 7,000	$ 7,000
Leak detection to meet a requirement of our river withdrawal permit	$ 15,000		$ 15,000	$ 15,000	$ 15,000
State water assessment fee	$ 17,000		$ 17,000	$ 17,000	$ 17,000
Repairs and maintenance of control system equipment	$ 25,000		$ 25,000	$ 25,000	$ 25,000
Repair of plant machinery and equipment	$ 35,000		$ 35,000	$ 35,000	$ 35,000
Laboratory services for current testing	$ 24,800		$ 24,800	$ 24,800	$ 24,800
Laboratory service for new regulartions (E.Coli and Cryptosporidium)	$ 16,000		$ 16,000	$ 16,000	$ 16,000
Rental of uniforms and B & M (PanAm) easements:	$ 10,760		$ 10,760	$ 10,760	$ 10,760
Training and memberships Increase $2,700 for 3 Meter Readers (trans from Admin)	$ 11,900		$ 11,900	$ 11,900	$ 11,900
Police details	$ 65,000		$ 65,000	$ 65,000	$ 65,000
Maintenance Contract for SCADA control program	$ 8,400		$ 8,400	$ 8,400	$ 8,400
WTP maintenance contracts for high voltage system	$ 40,995		$ 40,995	$ 40,995	$ 40,995
WTP Maintenance contract for the compressor that supplies pneumatic system	$ 1,260		$ 1,260	$ 1,260	$ 1,260
Repair of paving damage from water main breaks	$ 81,280		$ 81,280	$ 81,280	$ 81,280
WTP annual service contract for the Simplex Fire Control System a	$ 14,500		$ 14,500	$ 14,500	$ 14,500
Professional Engineering Services for unexpected water treatment problems	$ 35,000		$ 35,000	$ 35,000	$ 35,000
Maintenance Agreement for Variable Frequency Drives (VFD)	$ 13,500		$ 13,500	$ 13,500	$ 13,500
Vactor Truck - Used to excavate at hydrants near gas lines and buried cable	$ 115,000		$ 115,000	$ 115,000	$ 115,000
Welding Services- Ozone System and Miscellaneous	$ 5,000		$ 5,000	$ 5,000	$ 5,000
Annual Water Rate Study	$ 7,500		$ 7,500	$ 7,500	$ 7,500
Mobile connection fee for two laptops used by the Distribution Crew in field 2 x $40/mont x 12	$ 960		$ 960	$ 960	$ 960
Backflow control device testing by a contractor	$ 60,000	$ 8,200	$ 68,200	$ 68,200	$ 68,200
Inspection of the 7.5 MG and 1MG standpipes	$ -		$ -	$ -	$ -
Clothing Allowance per SEIU for John McGovern	$ 450		$ 450	$ 450	$ 450
Maintenance of pneumatic and hydraulic valve treatment and raw water main	$ 25,000		$ 25,000	$ 25,000	$ 25,000
Repair of surveillance cameras	$ 1,900		$ 1,900	$ 1,900	$ 1,900
Laboratory Equipment Calabration and Repair	$ 1,500		$ 1,500	$ 1,500	$ 1,500
Plumbing Services	$ 15,000		$ 15,000	$ 15,000	$ 15,000
Meter Readers maintenance ($1,150 for 4 auto readers,include $180 for batteries)	$ 1,900		$ 1,900	$ 1,900	$ 1,900
Invensys- Water Meter Software Support	$ 1,500		$ 1,500	$ 1,500	$ 1,500
Holding power poles by utility while hydrants are changed out	$ 5,000		$ 5,000	$ 5,000	$ 5,000
	$ 670,105	$ 8,200	**$ 678,305**	**$ 678,305**	**$ 678,305**

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 593,000	$ 593,000	$ 593,000	$ 576,950	$ 594,000	$ 594,000	$ 64,000	$ 64,000	$ 64,000	$ 64,000

Utilities

		Increase/ Decrease	Department FY 2022	Town Mgr.	Fin Com
ELECTRICITY					
Water Treatment Plant This funds the power to the WTP on Treble Cove and includes both the production and deliver charge for the power. (Combined with the item directly below this request is a reduction.)		$0.00	$ -	$ -	$ -
Constellation New Energy Included in above		$ -	$ -	$ -	
Water Intake Works This account funds the delivery of power to the Intake Sturcture at 250 Boston Road.		$ -	$ -	$ -	$ -
Constellation New Energy Intake This funds the cost of manufacturing the power that is supplied to the Water Intake.		$ -	$ -	$ -	$ -
Garage @ the WTP 270 Treble Cove Road This funds power to the garage.		$ -	$ -	$ -	$ -
7.5 MG Standpipe This funds power supplied to the control building at the large standpipe.		$ -	$ -	$ -	$ -
Fox Hill Booster Station This funds power to the booster lift station for Fox Hill		$ -	$ -	$ -	$ -
NATURAL GAS					
Water Treatment Plant New The Natural Gas consumption history at the New WTP is short.	$ 55,000	$ -	$ 55,000	$ 55,000	$ 55,000
PROPANE					
Garage @ 270 Treble Cove Rd. Propane for the Water Maintenance Garage. The requested appropriation	$ 9,000	$ -	$ 9,000	$ 9,000	$ 9,000
Total Utilities	$ 64,000	$0.00	$ 64,000	$ 64,000	$ 64,000

Section 11: Wastewater Enterprise Budget

Wastewater

Department Explanation

The Wastewater Division has responsibility for the operation and maintenance of the wastewater collection system, 27 pump stations, and the Wastewater Treatment Plant.

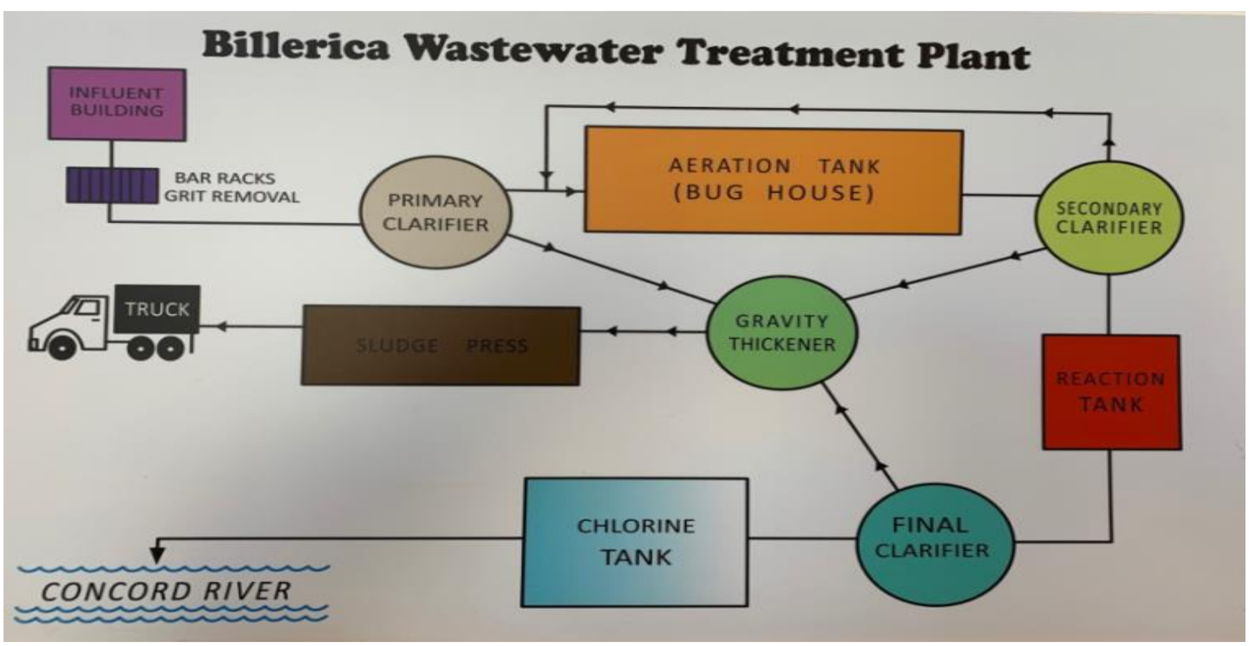
Budget Narrative

The Wastewater Enterprise budget in FY22 will be going up slightly this year. The Wastewater department has done an excellent job of accurately budgeting for their chemical needs. This helps keep the budget down. Also the Wastewater Superintendent was upgraded during the last collective bargaining session. This was a reflection of a salary study done by the Town.

Programs, Services, and Updates

Plant Overview

The Town of Billerica operates a 5.5 million gallon per day (MGD) Water Resource Recovery Facility (WRRF) on Letchworth Avenue in North Billerica. Wastewater from commercial, residential, and industrial locations in the Town is treated at the plant and discharged to the Concord River. The quality of the discharge is monitored daily to assure it meets criteria set out in the National Pollution Discharge Elimination System (NPDES) permit issued to the plant by the State of Massachusetts Department of Environmental Protection and the United States Environmental Protection Agency.



Wastewater

Preliminary treatment removes grit and rags from the incoming wastewater which then goes to primary clarifiers to allow heavier materials to settle out. This is followed by secondary treatment in which the wastewater is aerated and mixed with diffused air to allow bacteria to remove a large percentage of the organic material which then settles out in secondary clarifiers. The liquid stream is treated with various chemicals causing any remaining solids to flocculate and settle. This step removes phosphorus and aluminum. The wastewater is disinfected using sodium hypochlorite to inactivate any bacteria. Finally sodium bisulfite is added to remove any residual chlorine. The water is then discharged into the Concord River.

Below is a flow diagram of how water and solids pass thru the WRRF.

Residuals Management

Solids produced as part of the treatment process are pumped from primary, secondary and tertiary clarifiers to gravity thickeners to further separate liquids from solids; they are then dewatered by our Fournier Rotary Presses (2). This process increases the solids content from less than 1% to an average of 24%. These dewatered solids are trucked to a licensed landfill by a private contractor. In this fiscal year we produced a total of 7000 dry tons of dewatered solids, an average of 140 ton/week.

In fiscal year 2019 the WRRF treated 1.536 BILLION gallons of wastewater with an average daily flow of 4.21 million gallons per day.

Interesting fact, we treat over 19 million gallons of drinking water waste every year.

Collection System Overview

The wastewater collection system, composed of 200 miles of sewer ranging from 8 inch to 42 inch gravity lines and force mains, some low pressure systems and 22 pumping stations. Division staff is responsible for the 24-hour operation of these stations and the cleaning, inspecting and repair of the sewer lines. During this fiscal year we issued 159 sewer connection permits.

Blockages are an unfortunate occurrence in the collection system and can cause sewage to back up in both public and private sewer lines and overflow into homes, onto streets or into the water bodies in town. Buildup of grease and rags buildup in the sewer line is often the cause of these blockages. The increased use of non-woven products such as baby wipes, cleaning wipes and other such products and their disposal in toilets continues to be a major and costly problem in the collection system causing blockages and equipment failure. We as a department have gone to great lengths to educate the public about how bad these products are for the collection and treatment systems. We do classroom education in all elementary schools in Town and flyers have been included in bills. Our goals are to educate everyone to understand that just because it says it's "flushable" doesn't mean you should flush it!

Wastewater

Laboratory Services

In the laboratory at the Wastewater Treatment Plant, the Laboratory Technician and operations staff perform an average of fourteen tests per day, seven days a week on at least six separate samples-over 30,000 tests per year. Samples that require more complex analysis are collected and sent to contract labs on a weekly, quarterly and annual basis. Some of these test results are used to monitor and adjust the physical, chemical and biological processes in the plant while others must be reported to the Environmental Protection Agency and the Massachusetts Department of Environmental Protection as required in our NPDES permit. The plant consistently meets permit requirements.

We also run weekly tests on the drinking water treatment plant, as they discharge their waste to us for treatment.

Industrial Pretreatment

The Industrial Pretreatment Program performs monitoring, inspection and sampling of 23 industries to limit discharge of harmful chemicals into the sewer system. This program issues permits to all industries and has the ability to issue warnings and fines to those industries not meeting the provisions of their permit. These industries produced 475,000 gallon per day of flow.

All industries are inspected annually and their discharges sampled and tested to ensure compliance with their permits. The names of any industries with cited permit violations are posted in the Lowell Sun as required by law. Each industry also samples and submits results to the Pretreatment Coordinator twice a year. This program is a requirement of MA DEP and the US Environmental Protection Agency and we report to these agencies annually.

Major Accomplishments

The Water Resource Recovery Facility now falls under OSHA guide lines and as part of this we have had to change some of the things we do in the treatment plant. We knew in advance this change was coming and were well prepared for it. We asked for a voluntary OSHA inspection and came thru with flying colors! The inspector wrote in his report that “as a Safety Inspector with over 33 years’ worth of experience inspecting both drinking water and wastewater plants, the Billerica WRRF was the cleanest and most organized facility he has ever inspected” Obviously we were very pleased with his report!

We continue to do a combination of jetting and inspection of collection system lines though out the Town, as we search for inflow and infiltration (i&i) issues. We have started in the Pinehurst section of Town and will continue to inspect and clean until we have completed the 200 miles of collection system pipes in Town.

Our Public Education Program has been in operation since 1994, and each year we see over 100 elementary classes in Town. This program teaches our children the importance of not only water, but water usage, conservation, and treatment. We not only see elementary schools, but we also have included the Billerica High School in our education program and this will be our 4th year working with them.

Wastewater

This year Operators Nick Evans and April Munro have started teaching classrooms and have been involved in giving tours to both high schools and colleges in the area.

The Billerica Water Resource Recovery Facility is constantly praised state wide for it Public Education Program and has many other communities reaching out to see how we do it.

Wastewater Enterprise Budget	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
Personnel Services										
Full Time	$ 1,089,859	$ 1,014,793	$ 1,092,329	$ 935,196	$ 1,127,658	$ 1,057,934	$ 1,145,682	$ 1,180,023	$ 1,180,023	$ 1,180,023
Part Time/Seasonal	$ -		$ -		$ -		$ -	$ -	$ -	$ -
Overtime	$ 95,000	$ 95,000	$ 123,992	$ 119,622	$ 135,000	$ 135,000	$ 160,000	$ 160,000	$ 160,000	$ 160,000
Contractual Obligations	$ 70,480	$ 53,225	$ 52,180	$ 26,954	$ 51,280	$ 23,810	$ 64,700	$ 64,700	$ 64,700	$ 64,700
Total	$ 1,255,339	$ 1,163,018	$ 1,268,501	$ 1,081,772	$ 1,313,938	$ 1,216,744	$ 1,370,382	$ 1,404,723	$ 1,404,723	$ 1,404,723
Expenses										
Supplies and Expenses	$ 580,200	$ 535,043	$ 611,200	$ 517,773	$ 764,200	$ 548,304	$ 764,200	$ 764,200	$ 764,200	$ 764,200
Contract Services/Leases	$ 828,950	$ 777,925	$ 858,450	$ 712,216	$ 1,087,250	$ 1,086,375	$ 1,004,265	$ 1,004,265	$ 1,004,265	$ 1,004,265
Utilities	$ 415,000	$ 413,408	$ 415,000	$ 402,156	$ 415,000	$ 415,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
Capital Outlay								$ -	$ -	$ -
Reserve	$ 83,000		$ 83,000				$ 83,000	$ 83,000	$ 83,000	$ 83,000
Total Expenses	$ 1,907,150	$ 1,726,376	$ 1,967,650	$ 1,632,145	$ 2,266,450	$ 2,049,679	$ 1,866,465	$ 1,866,465	$ 1,866,465	$ 1,866,465
Debt Service										
Short - Term Interest	$ 245,873	$ 144,308	$ 215,000	$ 211,759	$ 178,493	$ 103,995	$ 35,000	$ 150,000	$ 150,000	$ 150,000
Long - Term Principal	$ 4,012,006	$ 4,011,090	$ 3,869,322	$ 3,869,322	$ 4,010,034	$ 3,868,381	$ 4,023,455	$ 4,036,222	$ 4,036,222	$ 4,036,222
Long - Term Interest	$ 1,088,637	$ 1,085,909	$ 995,717	$ 992,937	$ 969,874	$ 103,392	$ 1,092,917	$ 977,509	$ 977,509	$ 977,509
Total Debt Service	$ 5,346,516	$ 5,241,307	$ 5,080,039	$ 5,074,018	$ 5,158,401	$ 4,075,768	$ 5,151,372	$ 5,163,731	$ 5,163,731	$ 5,163,731
TOTAL BUDGET	**$ 8,509,004**	**$ 8,130,701**	**$ 8,316,190**	**$ 7,787,935**	**$ 8,738,789**	**$ 7,342,191**	**$ 8,388,219**	**$ 8,434,919**	**$ 8,434,919**	**$ 8,434,919**

$ 127,458.70	Difference less debt service		$ 34,341.45
3.56%		%	1.06%

Position	FY2021 FTE	Dep. Req FY2022 FTE	TM. Rec FY2022 FTE	Fin Com Rec FY2022 FTE
Superintendent	1	1	1	1
Grade V Operator	0	0	0	0
Supervisor	2	2	2	2
IPP Technician	1	1	1	1
Trt Plnt Oper	6	6	6	6
O&M Technician	2	2	2	2
Sewer Plant Repairman	1	1	1	1
SSMC	0	0	0	0
Maintenance Man	1	0	0	0
HMEO	0	1	1	1
Swr. Equipment Repairman	3	3	3	3
Seasonal Part-time	0	0	0	0
Total Staffing	17	17	17	17

WASTEWATER DIVISION
SALARY INFORMATION FY2022 TM RECOMMENDED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SEWER CERT.	WATER CERT.	SICK LEAVE INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
Jeffrey Kalmes	Superintendent	5	10/14/1986	117,331.83		-	-	-	500	-	4,100	$ 121,931.83
Michael McCaughey	Collection Supe	5	3/10/2008	83,230.65	800	-	150	-	600	150	-	$ 84,930.65
Banda, David	Treatment Plant	3	2/11/2018	59,365.00	800				600	150	-	$ 60,915.00
Cupic, Dragan	Treatment Plant	3	12/3/2018	59,365.00	800	-	-	-	600	150	-	$ 60,915.00
Garabedian, David	Supervisor	9	5/26/1988	90,974.78	800	100	300	600	500	150	-	$ 93,424.78
April Munro	ITT Tech	2	7/17/2017	70,347.76	800	-	-	-	500	150	-	$ 71,797.76
TBD	Trt Plnt Oper	2	7/1/2020	57,090.13	800	-	-	-	500	150	-	$ 58,540.13
Sirmopoulos, Chris	Trt Plnt Oper	6	5/12/2005	64,869.74	800		100	-	400	150	-	$ 66,319.74
Richards, Kenneth	Trt Plnt Oper	5	1/2/2008	62,980.33	800	-	25	-	500	150	-	$ 64,455.33
Powderly, Robert	Swr Plnt Reprm	8	1/28/1993	67,490.48	800	100	150	-	300	150	2,637	$ 71,627.48
Diaz, Martin	Collection O&M	5	9/2/2008	78,664.65	800	150	225	-	400	150	-	$ 80,389.65
Nicholas Evans	Treatment OM T	2	9/6/1982	71,297.12	800	-	-	-	600	150	-	$ 72,847.12
Rafeal Vega	Collection Repr	3	10/26/2017	59,365.00	800	100	-	-	600	150	-	$ 61,015.00
William Powderly	Collection Repa	3	11/27/2017	59,365.00	800	-	-	-	600	150	-	$ 60,915.00
Bruce Morriseau	ITT Tech	4	7/6/2015	75,356.15	800	-	-	-	400	150	-	$ 76,706.15
McCusker, John	Swr Equpt. Rep	4	11/3/2014	61,226.78	800	250	-	-	500	150	-	$ 62,926.78
Spencer, Jeffrey	HMEO	3	9/6/2018	56,094.87	800	-	-	-	500	150	-	$ 57,544.87
					-	-	-	-	-	-	31,913	$ 31,913.00
DEPARTMENT TOTAL				**$ 1,194,415.28**	**$ 12,800.00**	**$ 700.00**	**$ 950.00**	**$ 600.00**	**$ 8,600.00**	**$ 2,400.00**	**$ 38,650.00**	**$ 1,259,115.28**

On call increased $50 per on call X 2 employees = $5,200

OT increased 1.046% $6,210.00

Total Full Time	$ 1,194,415.28
Total Seasonal	$ -
Total Overtime	$ 160,000.00
Total Contract	$ 64,700.00
Total	$ 1,419,115.28

Don Frost 215 hrs. vacation = $8,853.70
Don Frost 560 hrs. sick = $23,060.80
Mike Powderly 80 hrs. vacation = $2,637.56

WASTEWATER DIVISION
SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SEWER CERT.	WATER CERT.	SICK LEAVE INCENTIVE	MEALS	Lngvty/RET.BUY BACK	TOTAL SALARY BENEFIT
Jeffrey Kalmes	Superintendent	5	10/14/1986	$ 117,331.83	$ -	$ -	$ -	$ -	$ 500.00	$ -	$ 4,100.00	$ 121,931.83
Michael McCaughey	Collection Super	5	3/10/2008	$ 83,230.65	$ 800.00	$ -	$ 150.00	$ -	$ 600.00	$ 150.00	$ -	$ 84,930.65
Banda, David	Treatment Plant Opera	3	2/11/2018	$ 59,365.00	$ 800.00				$ 600.00	$ 150.00	$ -	$ 60,915.00
Cupic, Dragan	Treatment Plant Oper	3	12/3/2018	$ 59,365.00	$ 800.00				$ 600.00	$ 150.00		$ 60,915.00
Garabedian, David	Supervisor	9	5/26/1988	$ 90,974.78	$ 800.00	$ 100.00	$ 300.00	$ 600.00	$ 500.00	$ 150.00	$ -	$ 93,424.78
April Munro	ITT Tech	2	7/17/2017	$ 70,347.76	$ 800.00	$ -		$ -	$ 500.00	$ 150.00	$ -	$ 71,797.76
TBD	Trt Plnt Oper	2	7/1/2020	$ 57,090.13	$ 800.00	$ -		$ -	$ 500.00	$ 150.00	$ -	$ 58,540.13
Sirmopoulos, Chris	Trt Plnt Oper	6	5/12/2005	$ 64,869.74	$ 800.00		$ 100.00	$ -	$ 400.00	$ 150.00	$ -	$ 66,319.74
Richards, Kenneth	Trt Plnt Oper	5	1/2/2008	$ 62,980.33	$ 800.00	$ -	$ 25.00	$ -	$ 500.00	$ 150.00	$ -	$ 64,455.33
Powderly, Robert	Swr Plnt Reprmn	8	1/28/1993	$ 67,490.48	$ 800.00	$ 100.00	$ 150.00	$ -	$ 300.00	$ 150.00	$ 2,637.00	$ 71,627.48
Diaz, Martin	Collection O&M	5	9/2/2008	$ 78,664.65	$ 800.00	$ 150.00	$ 225.00	$ -	$ 400.00	$ 150.00	$ -	$ 80,389.65
Nicholas Evans	Treatment OM Tech	2	9/6/1982	$ 71,297.12	$ 800.00	$ -	$ -	$ -	$ 600.00	$ 150.00	$ -	$ 72,847.12
Rafeal Vega	Collection Reprmn	3	10/26/2017	$ 59,365.00	$ 800.00	$ 100.00	$ -	$ -	$ 600.00	$ 150.00	$ -	$ 61,015.00
William Powderly	Collection Repairman	3	11/27/2017	$ 59,365.00	$ 800.00	$ -			$ 600.00	$ 150.00	$ -	$ 60,915.00
Bruce Morriseau	ITT Tech	4	7/6/2015	$ 75,356.15	$ 800.00	$ -	$ -	$ -	$ 400.00	$ 150.00	$ -	$ 76,706.15
McCusker, John	Swr Equpt. Repairmar	4	11/3/2014	$ 61,226.78	$ 800.00	$ 250.00	$ -	$ -	$ 500.00	$ 150.00	$ -	$ 62,926.78
Spencer, Jeffrey	HMEO	3	9/6/2018	$ 56,094.87	$ 800.00		$ -	$ -	$ 500.00	$ 150.00	$ -	$ 57,544.87
Buyback/Frost						$ -	$ -	$ -	$ -	$ -	$ 31,913.00	$ 31,913.00
DEPARTMENT TOTAL				**$ 1,194,415**	**$ 12,800**	**$ 700**	**$ 950**	**$ 600**	**$ 8,600**	**$ 2,400**	**$ 38,650**	**$ 1,259,115**

On call increased $50 per on call X 2 employees = $5,200

OT increased 1.046% $6,210.00

Don Frost 215 hrs. vacation = $8,853.70
Don Frost 560 hrs. sick = $23,060.80
Mike Powderly 80 hrs. vacation = $2,637.56

Total Full Time	$ 1,194,415.28
Total Seasona	$ -
Total Overtime	$ 160,000.00
Total Contract	$ 64,700.00
Total	$ 1,419,115.28

WASTEWATER DIVISION
SALARY INFORMATION FY2021 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SEWER CERT.	WATER CERT.	SICK LEAVE INCENTIVE	MEALS	RET.BUY BACK	TOTAL SALARY BENEFIT
Jeffrey Kalmes	Superintendent	5	10/14/1986	102,939.82	-	-	-	-	500.00	-	4,100.00	$ 107,539.82
Michael McCaughey	Collection Super	5	3/10/2008	81,359.38	800.00	-	150.00	-	600.00	150.00	-	$ 83,059.38
Banda, David	Treatment Plant Operator	2/3	2/11/2018	56,667.10	800.00				600.00	150.00	-	$ 58,217.10
Cupic, Dragan	Treatment Plant Oper	2/3	12/3/2018	57,093.10	800.00				600.00	150.00		$ 58,643.10
Garabedian, David	Supervisor	9	5/26/1988	88,929.40	800.00	100.00	300.00	600.00	500.00	150.00	-	$ 91,379.40
April Munro	ITT Tech	1	7/17/2017	66,121.49	800.00	-		-	500.00	150.00	-	$ 67,571.49
TBD	Trt Plnt Oper	1	7/1/2020	53,668.21	800.00	-		-	500.00	150.00	-	$ 55,118.21
Sirmopoulos, Chris	Trt Plnt Oper	6	5/12/2005	63,411.28	800.00		100.00	-	400.00	150.00	-	$ 64,861.28
Richards, Kenneth	Trt Plnt Oper	5	1/2/2008	61,564.35	800.00	-	25.00	-	500.00	150.00	-	$ 63,039.35
Powderly, Robert	Swr Plnt Reprmn	8	1/28/1993	65,973.10	800.00	100.00	150.00	-	300.00	150.00	2,637.00	$ 70,110.10
Diaz, Martin	Collection O&M	5	9/2/2008	76,896.04	800.00	150.00	225.00	-	400.00	150.00	-	$ 78,621.04
Nicholas Evans	Treatment OM Tech	1	9/6/1982	67,013.17	800.00	-	-	-	600.00	150.00	-	$ 68,563.17
Rafeal Vega	Collection Reprmn	3	10/26/2017	58,030.31	800.00	100.00	-	-	600.00	150.00	-	$ 59,680.31
William Powderly	Collection Repairman	3	11/27/2017	58,030.31	800.00	-			600.00	150.00	-	$ 59,580.31
Bruce Morriseau	ITT Tech	3/4	7/6/2015	73,661.93	800.00	-	-	-	400.00	150.00	-	$ 75,011.93
McCusker, John	Swr Equpt. Repairman	4	11/3/2014	59,850.22	800.00	250.00	-	-	500.00	150.00	-	$ 61,550.22
Spencer, Jeffrey	HMEO	2/3	9/6/2018	54,472.61	800.00		-	-	500.00	150.00	-	$ 55,922.61
Buyback/Frost						-	-	-	-	-	31,913.00	$ 31,913.00
												$ -
												$ -
												$ -
												$ -
												$ -
												$ -
DEPARTMENT TOTAL				$ 1,145,681.82	$ 12,800.00	$ 700.00	$ 950.00	$ 600.00	$ 8,600.00	$ 2,400.00	$ 38,650.00	$ 1,210,381.82

Total Full Time	$ 1,145,681.82
Total Seasonal	$ -
Total Overtime	$ 160,000.00
Total Contract	$ 64,700.00
Total	$ 1,370,381.82

Wastewater Division

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 580,200	$ 535,043	$ 611,200	$ 517,773	$ 764,200	$ 548,304	$ 764,200	$ 764,200	$ 764,200	$ 764,200

Supplies and Expenses

			FY20	Department	Town Mgr.	Fin Com
Publications	Misc. technical publications	increase $1,000	$ 2,000.00	$ 3,000.00	$ 2,000.00	$ 2,000.00
Office Supplies	Daily operation of the facility and offices		$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00
Lab Supplies	Lab supplies for regulatory and process sampling and testing		$ 40,000.00	$ 40,000.00	$ 40,000.00	$ 40,000.00
Custodial	Cleaning and janitorial supplies		$ 8,500.00	$ 8,500.00	$ 8,500.00	$ 8,500.00
Building Supp.	Equipment at plant, pumping stations, collection system		$ 35,000.00	$ 35,000.00	$ 35,000.00	$ 35,000.00
Emergency	Stocking existing first aid cabinets at various locations	increase $ 1,000	$ 2,000.00	$ 3,000.00	$ 2,000.00	$ 2,000.00
Welding	Misc. welding supplies for division	increase $ 3,000	$ 200.00	$ 3,200.00	$ 200.00	$ 200.00
Vehicle	Supplies for the Jet Truck, Repair Truck, TV truck		$ 5,500.00	$ 5,500.00	$ 5,500.00	$ 5,500.00
Hardware	Upkeep and repairs of plant, pumping stations		$ 11,000.00	$ 11,000.00	$ 11,000.00	$ 11,000.00
Chemicals	Chemicals		$ 616,000.00	$ 644,000.00	$ 616,000.00	$ 616,000.00

	fy18 Req	fy 19 Req	fy 20 Req	FY21Increase	Increase
Alum	$70,000	$74,000	$90,000	$94,000	$ 4,000.00
Bioxide/VX456	$180,000	$180,000	$205,000	$213,000	$ 8,000.00
Polymer	$60,000	$60,000	$72,000	$74,000	$ 2,000.00
Caustic Soda	$110,000	$113,000	$170,000	$178,000	$ 8,000.00
Sodium Hypochlorite	$19,000	$18,000	$19,000	$21,000	$ 2,000.00
Sodium Bisulfite	$10,000	$11,000	$13,000	$15,000	$ 2,000.00
Sodium Aluminate	$36,000	$35,000	$41,000	$43,000	$ 2,000.00
Magnetite	$5,000	$4,000	$6,000	$6,000	$ -
Total chemicals	$490,000	$495,000	$616,000	$644,000	$ 28,000.00

			FY20	Department	Town Mgr.	Fin Com
	Machine shop tools, Jet/Vacuum and TV truck, assorted hand tools					
Tools	Small electrical parts, replacement of inefficient light bulbs		$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00
Electrical	Plumbing supplies for the Treatment Plant and pumping stations	increase $2,000	$ 500.00	$ 2,500.00	$ 500.00	$ 500.00
Plumbing	Safety equipment and PPE-boots, gloves, raingear, reflective vests, etc.; fire extinguisher maintena		$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00
Safety	Uniform rental	increase $2,000	$ 6,000.00	$ 8,000.00	$ 6,000.00	$ 6,000.00
Rental	Required to maintain operator licenses	increase $5,000	$ 5,000.00	$ 10,000.00	$ 5,000.00	$ 5,000.00
Training	Emergency generators at plant and pump stations; trucks, loaders, scr		$ 18,000.00	$ 18,000.00	$ 18,000.00	$ 18,000.00
Diesel Fuel	Preventative maintenance on equipment and at pumping stations		$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 5,000.00
Oil and Grease			$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00
Total Supplies and Expenses			$ 764,200.00	$ 806,200	$ 764,200	$ 764,200

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 828,950	$ 777,925	$ 858,450	$ 712,216	$ 1,087,250	$ 1,086,375	$ 1,004,265	$ 1,004,265	$ 1,004,265	$ 1,004,265

Contract Services/Leases

			FY20	Department	Town Mgr.	Fin Com
Professional	On call professional services		$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00
Industrial Sampling						
Memberships	Wastewater and water license renewals and exam fees/ Professional Development		$ 15,000.00	$ 15,000.00	$ 15,000.00	$ 15,000.00
Rentals	Specialty equipment for emergencies					
Emergency Sewer Repair	Sewer breaks & blockages, 2-4/year, includes Police Detail		$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00
Equipment Repair	Maintenance, repair and replacement	increase $43,000	$ 185,000.00	$ 228,000.00	$ 185,000.00	$ 185,000.00
Grit and Screenings	Grit and Screenings disposal; pump station wet well cleaning		$ 13,000.00	$ 13,000.00	$ 13,000.00	$ 13,000.00
Solids hauling	Sludge hauling	increase $13,000	$ 640,815.00	$ 653,815.00	$ 640,815.00	$ 640,815.00
	Clothing allowance reimbursement per SEIU		$ 450.00	$ 450.00	$ 450.00	$ 450.00
Total Contract Services/Leases			$ 1,004,265	1,060,265.00	$ 1,004,265	$ 1,004,265

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 415,000	$ 413,408	$ 415,000	$ 402,156	$ 415,000	$ 415,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000

Utilities

		FY20	Department	Town Mgr.	Fin Com
Electricity	For plant and pump stations	$ 400,000.00	$ -	$ -	$ -
Fuel/Heat	For plant and pump stations	$ 12,000.00	$ 12,000.00	$ 12,000.00	$ 12,000.00
Telephone	Plant telephone; pump station alarms	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00
Total Utilities		$ 415,000.00	$15,000.00	$15,000.00	$15,000.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
$ 9,500						$ -	$ -	$ -	$ -

	Department	Town Mgr.	Fin Com
Capital Outlay			

Section 12
Debt Schedules

Actual Debt Service as of December 31, 2019
Summary

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	Total
General Fund - Town Debt																					
Net Outstanding Principal Long-Term	170,000	165,000	320,000	260,000	190,000	190,000	180,000	170,000	155,000	155,000	55,000	55,000	-	-	-	-	-	-	-	-	2,065,000
Net Outstanding Interest Long-Term	43,150	59,597	68,050	53,575	43,400	33,900	27,650	21,650	14,525	8,775	3,300	1,100	-	-	-	-	-	-	-	-	378,672
	213,150	224,597	388,050	313,575	233,400	223,900	207,650	191,650	169,525	163,775	58,300	56,100	-	-	-	-	-	-	-	-	2,443,672
General Fund - School Debt																					
Net Outstanding Principal Long-Term	500,000	490,000	480,000	475,000	475,000	410,000	405,000	190,000	185,000	185,000	145,000	145,000	145,000	35,000	35,000	-	-	-	-	-	4,300,000
Net Outstanding Interest Long-Term	140,350	124,250	106,775	89,331	72,294	57,756	47,300	38,763	31,963	25,313	19,263	13,675	8,088	2,275	1,138	-	-	-	-	-	778,531
	640,350	614,250	586,775	564,331	547,294	467,756	452,300	228,763	216,963	210,313	164,263	158,675	153,088	37,275	36,138	-	-	-	-	-	5,078,531
Enterprise Fund - Sewer Debt																					
Net Outstanding Principal Long-Term	3,869,322	3,876,159	4,023,455	4,036,222	4,044,470	3,483,206	3,407,444	3,182,194	3,207,465	3,148,270	2,894,618	2,776,525	2,803,998	2,112,903	2,125,074	2,077,615	2,095,539	1,020,941	1,039,652	160,000	55,530,072
Net Outstanding Interest Long-Term	1,065,717	1,176,201	1,092,917	977,509	862,676	760,696	676,228	595,793	516,186	437,616	368,348	309,806	253,619	203,186	165,818	128,176	91,898	55,262	33,443	11,250	9,713,794
	4,935,039	5,052,361	5,116,372	5,013,731	4,907,146	4,243,902	4,083,672	3,777,987	3,723,651	3,585,886	3,262,966	3,086,331	3,057,616	2,316,090	2,290,893	2,205,791	2,187,437	1,076,203	1,073,095	171,250	65,243,866
Enterprise Fund - Water Debt																					
Net Outstanding Principal Long-Term	1,617,826	1,642,626	2,114,729	2,145,783	2,086,874	2,092,853	956,466	725,000	730,000	720,000	255,000	105,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	80,000
Net Outstanding Interest Long-Term	203,436	296,284	348,972	282,831	223,461	185,894	152,853	120,338	87,963	55,613	34,413	27,213	23,413	20,437	18,100	15,763	13,213	10,663	8,219	5,775	3,300
	1,821,263	1,938,910	2,463,702	2,428,614	2,310,335	2,278,747	1,109,319	845,338	817,963	775,613	289,413	132,213	108,413	105,437	103,100	100,763	98,213	95,663	93,219	90,775	83,300
Short-Term Debt																					
General Fund	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	245,000	
Sew er Fund	150,000	150,000	35,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	
Water Fund	25,000	25,000	35,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
	420,000	420,000	315,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	
Totals																					
Net Outstanding Principal Long-Term	6,157,148	6,173,785	6,938,185	6,917,005	6,796,343	6,176,060	4,948,910	4,267,194	4,277,465	4,208,270	3,349,618	3,081,525	3,033,998	2,232,903	2,245,074	2,162,615	2,180,539	1,105,941	1,124,652	245,000	61,975,072
Net Outstanding Interest Long-Term	1,452,654	1,656,332	1,616,714	1,403,246	1,201,831	1,038,246	904,031	776,543	650,636	527,316	425,323	351,794	285,119	225,899	185,056	143,938	105,111	65,924	41,662	17,025	10,874,297
Short-Term Interest	420,000	420,000	315,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	420,000	-
	8,029,802	8,250,117	8,869,899	8,740,251	8,418,174	7,634,306	6,272,941	5,463,737	5,348,101	5,155,586	4,194,941	3,853,319	3,739,116	2,878,802	2,850,130	2,726,554	2,705,650	1,591,865	1,586,314	682,025	72,849,369
Target Debt Amount	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000	
Debt Stabilization Transfer	1,036,198	815,883	196,101	325,749	647,826	1,431,694	2,793,059	3,602,263	3,717,899	3,910,414	4,871,059	5,212,681	5,326,884	6,187,198	6,215,870	6,339,446	6,360,350	7,474,135	7,479,686	8,383,975	
General Fund - Exempted Debt																					
Net Outstanding Principal Long-Term	3,050,000	2,320,000	2,105,000	2,185,000	2,270,000	2,360,000	2,455,000	2,555,000	2,715,000	2,820,000	2,935,000	3,010,000	3,085,000	3,210,000	3,290,000	3,000,000	3,085,000	3,185,000	3,280,000	3,385,000	6,115,000
Net Outstanding Interest Long-Term	3,554,781	3,481,660	3,419,094	3,313,844	3,207,794	3,094,294	2,985,894	2,871,944	2,747,394	2,619,144	2,486,419	2,396,819	2,304,969	2,159,606	2,062,756	1,963,506	1,869,950	1,770,075	1,667,144	1,561,125	1,430,375
	6,604,781	5,801,660	5,524,094	5,498,844	5,477,794	5,454,294	5,440,894	5,426,944	5,462,394	5,439,144	5,421,419	5,406,819	5,389,969	5,369,606	5,352,756	4,963,506	4,954,950	4,955,075	4,947,144	4,946,125	7,545,375

The debt schedules in this Section are the most current and up to date schedules.

Actual Debt Service as of December 31, 2019
General Fund - Town Debt

Date of Issue	Purpose / Date of Vote	Issued	Type of Payment	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	Total
15-May-11	Recreation - Tennis Courts	$ 258,000	Principal	25,000	25,000	25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	75,000
	Oct-08 / Art # 21 / $258,000	GOB	Interest	2,250	1,500	750	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,500
15-May-11	Building Remodeling - Tow n Hall	$ 250,000	Principal	25,000	25,000	25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	75,000
	May-08 / Art # 20 / $1,000,000	GOB	Interest	2,250	1,500	750	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,500
2-May-13	Surface Drain	$ 84,000	Principal	10,000	5,000	10,000	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35,000
	May-01 / Art # 10 / $200,000	GOB - Refunded	Interest	1,200	800	500	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,700
2-May-13	Surface Drain	$ 44,000	Principal	5,000	5,000	5,000	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20,000
	May-00 / Art # 11 / $100,000	GOB - Refunded	Interest	700	500	300	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,600
2-May-13	Building Remolding - Fire Headquarte	$ 50,000	Principal	5,000	5,000	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15,000
	May-00 / Art # 11 / $120,000	GOB - Refunded	Interest	500	300	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	900
2-May-13	Fire Trucks - Ladder Truck	$ 1,500,000	Principal	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	0	0	0	0	0	0	0	0	0	0	1,000,000
	May-11 / Art # 27 / $1,500,000	GOB	Interest	36,250	32,250	28,250	23,250	19,250	14,250	12,250	10,000	6,000	3,000	0	0	0	0	0	0	0	0	0	0	184,750
26-Sep-19	Engineering - Middlesex Turnpike	$ 115,000	Principal	0	0	60,000	55,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	115,000
		GOB	Interest	0	3,178	4,250	1,375	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,803
27-Sep-19	Land Acquisition - Middlesex Turnpik	$ 420,000	Principal	0	0	45,000	45,000	45,000	45,000	40,000	40,000	40,000	40,000	40,000	40,000	0	0	0	0	0	0	0	0	420,000
		GOB	Interest	0	11,166	19,075	16,825	14,575	12,325	10,200	8,200	6,200	4,200	2,400	800	0	0	0	0	0	0	0	0	105,966
28-Sep-19	Traffic Signal - Salem Street	$ 135,000	Principal	0	0	25,000	25,000	25,000	25,000	20,000	15,000	0	0	0	0	0	0	0	0	0	0	0	0	135,000
		GOB	Interest	0	3,731	6,125	4,875	3,625	2,375	1,250	375	0	0	0	0	0	0	0	0	0	0	0	0	22,356
29-Sep-19	Sidew alk - Salem Street	$ 175,000	Principal	0	0	20,000	20,000	20,000	20,000	20,000	15,000	15,000	15,000	15,000	15,000	0	0	0	0	0	0	0	0	175,000
		GOB	Interest	0	4,671	7,950	6,950	5,950	4,950	3,950	3,075	2,325	1,575	900	300	0	0	0	0	0	0	0	0	42,596
	Net Outstanding Principal Long-Term			170,000	165,000	320,000	260,000	190,000	190,000	180,000	170,000	155,000	155,000	55,000	55,000	0	0	0	0	0	0	0	0	2,065,000
	Net Outstanding Interest Long-Term			43,150	59,597	68,050	53,575	43,400	33,900	27,650	21,650	14,525	8,775	3,300	1,100	0	0	0	0	0	0	0	0	378,672
				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
				213,150	224,597	388,050	313,575	233,400	223,900	207,650	191,650	169,525	163,775	58,300	56,100	-	-	-	-	-	-	-	-	2,443,672

Actual Debt Service as of December 31, 2019
General Fund - School Debt

Date of Issue	Purpose / Date of Vote	Issued	Type of Payment	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	Total
15-May-11	Building Remodeling - Schools	$ 1,453,000	Principal	75,000	75,000	75,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	0	0	0	0	0	0	0	925,000
	May-08 / Art # 24 / $1,553,000	GOB	Interest	33,175	30,925	28,675	26,425	24,238	21,963	19,513	16,975	14,350	11,550	8,750	5,863	2,975	0	0	0	0	0	0	0	245,375
15-May-11	Building Remodeling - Schools	$ 871,000	Principal	45,000	45,000	45,000	45,000	45,000	45,000	45,000	40,000	40,000	40,000	40,000	40,000	40,000	0	0	0	0	0	0	0	555,000
	May-09 / Art # 15 / $871,628	GOB	Interest	19,825	18,475	17,125	15,775	14,369	12,906	11,331	9,700	8,200	6,600	5,000	3,350	1,700	0	0	0	0	0	0	0	144,356
2-May-13	Building Remodeling (Rink) - Schools	$ 750,000	Principal	40,000	40,000	40,000	40,000	40,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	0	0	0	0	0	550,000
	Oct-11 / Art # 16 / $750,000 Auth	GOB	Interest	19,300	17,700	16,100	14,100	12,500	10,500	9,800	9,013	7,613	6,563	5,513	4,463	3,413	2,275	1,138	0	0	0	0	0	139,988
2-May-13	Ditson School	$ 2,160,000	Principal	215,000	215,000	215,000	215,000	215,000	215,000	210,000	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500,000
	May-98 / Art # 1 / $18,000,000	GOB - Refunded	Interest	47,463	38,863	30,263	21,663	13,063	6,613	2,231	0	0	0	0	0	0	0	0	0	0	0	0	0	160,156
2-May-13	Rink - School - Refunded 12/02	$ 234,000	Principal	25,000	25,000	20,000	20,000	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	110,000
	Oct-00 / Art # 39 / $500,000 Auth	GOB - Refunded	Interest	2,200	2,900	2,000	1,200	400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,700
6-Dec-16	Ditson School	$ 210,000	Principal	45,000	45,000	40,000	40,000	40,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	210,000
	May-98 / Art # 1 / $18,000,000	GOB - Refunded	Interest	5,525	4,175	2,900	1,750	600	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14,950
6-Dec-16	School Building Remolding	$ 465,000	Principal	55,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	40,000	40,000	0	0	0	0	0	0	0	0	0	0	450,000
	Oct-05 / Art # 15 / $1,000,000	GOB - Refunded	Interest	12,863	11,213	9,713	8,419	7,125	5,775	4,425	3,075	1,800	600	0	0	0	0	0	0	0	0	0	0	65,006
	Net Outstanding Principal Long-Term			500,000	490,000	480,000	475,000	475,000	410,000	405,000	190,000	185,000	185,000	145,000	145,000	145,000	35,000	35,000	0	0	0	0	0	4,300,000
	Net Outstanding Interest Long-Term			140,350	124,250	106,775	89,331	72,294	57,756	47,300	38,763	31,963	25,313	19,263	13,675	8,088	2,275	1,138	0	0	0	0	0	778,531
				640,350	614,250	586,775	564,331	547,294	467,756	452,300	228,763	216,963	210,313	164,263	158,675	153,088	37,275	36,138	-	-	-	-	-	5,078,531

Actual Debt Service as of December 31, 2019
General Fund - Exempted Debt

Date of Issue	Purpose / Date of Vote	Issued	Type of Payment	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
2-May-13	Parker School Construction	$ 13,285,000	Principal	1,250,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	375,000	375,000	375,000	375,000	375,000	375,000	375,000
	Oct-09 / Art # 3 / $33,607,436 Auth		Interest	215,563	165,563	152,763	136,763	123,963	107,963	101,563	94,363	81,563	70,313	59,063	47,813	36,563	24,375	12,188
				1,465,563	485,563	472,763	456,763	443,963	427,963	421,563	414,363	456,563	445,313	434,063	422,813	411,563	399,375	387,188
12-May-17	Hign School Construction	$ 85,310,000	Principal	1,800,000	2,000,000	1,630,000	1,710,000	1,795,000	1,885,000	1,980,000	2,080,000	2,185,000	2,290,000	2,405,000	2,480,000	2,555,000	2,680,000	2,760,000
	Feb-2016 / Art # 1 / $175,997,289 Auth		Interest	3,339,219	3,249,219	3,149,219	3,067,719	2,982,219	2,892,469	2,798,219	2,699,219	2,595,219	2,485,969	2,371,469	2,299,319	2,224,919	2,097,169	2,016,769
				5,139,219	5,249,219	4,779,219	4,777,719	4,777,219	4,777,469	4,778,219	4,779,219	4,780,219	4,775,969	4,776,469	4,779,319	4,779,919	4,777,169	4,776,769
26-Sep-19	Hign School Construction	$ 3,090,000	Principal			155,000	155,000	155,000	155,000	155,000	155,000	155,000	155,000	155,000	155,000	155,000	155,000	155,000
	Feb-2016 / Art # 1 / $175,997,289 Auth		Interest		66,879	117,113	109,363	101,613	93,863	86,113	78,363	70,613	62,863	55,888	49,688	43,488	38,063	33,800
				-	66,879	272,113	264,363	256,613	248,863	241,113	233,363	225,613	217,863	210,888	204,688	198,488	193,063	188,800
	Net Outstanding Principal Long-Term			3,050,000	2,320,000	2,105,000	2,185,000	2,270,000	2,360,000	2,455,000	2,555,000	2,715,000	2,820,000	2,935,000	3,010,000	3,085,000	3,210,000	3,290,000
	Net Outstanding Interest Long-Term			3,554,781	3,481,660	3,419,094	3,313,844	3,207,794	3,094,294	2,985,894	2,871,944	2,747,394	2,619,144	2,486,419	2,396,819	2,304,969	2,159,606	2,062,756
				6,604,781	5,801,660	5,524,094	5,498,844	5,477,794	5,454,294	5,440,894	5,426,944	5,462,394	5,439,144	5,421,419	5,406,819	5,389,969	5,369,606	5,352,756

Date of Issue	Purpose / Date of Vote	Type of Payment	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	Total
2-May-13	Parker School Construction	Principal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,115,000
	Oct-09 / Art # 3 / $33,607,436 Auth	Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,430,375
			0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,545,375
12-May-17	Hign School Construction	Principal	2,845,000	2,930,000	3,030,000	3,125,000	3,230,000	3,355,000	3,490,000	3,630,000	3,775,000	3,925,000	4,085,000	4,245,000	4,415,000	4,595,000	82,910,000
	Feb-2016 / Art # 1 / $175,997,289 Auth	Interest	1,933,969	1,845,063	1,749,838	1,651,363	1,549,800	1,420,600	1,286,400	1,146,800	1,001,600	850,600	693,600	530,200	360,400	183,800	56,472,363
			4,778,969	4,775,063	4,779,838	4,776,363	4,779,800	4,775,600	4,776,400	4,776,800	4,776,600	4,775,600	4,778,600	4,775,200	4,775,400	4,778,800	139,382,363
26-Sep-19	Hign School Construction	Principal	155,000	155,000	155,000	155,000	155,000	150,000	150,000	-	-	-	-	-	-	-	3,090,000
	Feb-2016 / Art # 1 / $175,997,289 Auth	Interest	29,538	24,888	20,238	15,781	11,325	6,750	2,250								1,118,473
			184,538	179,888	175,238	170,781	166,325	156,750	152,250	-	-	-	-	-	-	-	4,208,473
	Net Outstanding Principal Long-Term		3,000,000	3,085,000	3,185,000	3,280,000	3,385,000	3,505,000	3,640,000	3,630,000	3,775,000	3,925,000	4,085,000	4,245,000	4,415,000	4,595,000	92,115,000
	Net Outstanding Interest Long-Term		1,963,506	1,869,950	1,770,075	1,667,144	1,561,125	1,427,350	1,288,650	1,146,800	1,001,600	850,600	693,600	530,200	360,400	183,800	59,021,210
			4,963,506	4,954,950	4,955,075	4,947,144	4,946,125	4,932,350	4,928,650	4,776,800	4,776,600	4,775,600	4,778,600	4,775,200	4,775,400	4,778,800	151,136,210

Actual Debt Service as of December 31, 2019
Sewer Enterprise Fund

Date of Issue	Purpose / Date of Vote	Issued	Type of Payment	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	Total
9-Aug-05	Sewer Bonds - Contracts	$ 5,235,000	Principal	465,000	460,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			925,000
	May-97 & May-99 / $9,500,000	GOB - Refunded	Interest	27,008	8,970	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			35,978
1-Feb-03	Sewer - Contract 32 River Pines	$ 1,857,000	Principal	185,000	180,000	180,000	180,000	175,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			900,000
	May-00 / Art #11 / $7,500,000	GOB - Refunded	Interest	32,300	25,000	17,800	10,600	3,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			89,200
1-Nov-09	Sewer Bonds - Contract 36	$ 6,000,000	Principal	300,000	300,000											-	-	-	-	-	-	-	-			600,000
	May-06 / Art #24 / $6,500,000	GOB	Interest	132,150	63,638											-	-	-	-	-	-	-	-			195,788
1-Nov-09	Sewer Bonds - Tertiary Treatment	$ 620,000	Principal	35,000	35,000											-	-	-	-	-	-	-	-			70,000
	May-07 / Art #32 / $9,000,000	GOB	Interest	11,875	5,653											-	-	-	-	-	-	-	-			17,528
15-May-11	Sewer - Brown and Rodgers Pump	$ 3,000,000	Principal	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	-	-	-	-	-	-	-			1,950,000
	May-08 / Art #21 / $3,000,000	GOB	Interest	70,125	65,625	61,125	56,625	51,938	47,063	41,813	36,375	30,750	24,750	18,750	12,563	6,375	-	-	-	-	-	-	-			523,875
6-Jun-12	Sewer Bonds - Tertiary Treatment	$ 8,909,952	Principal	439,056	447,909	456,941	466,154	475,553	485,142	494,924	504,903	515,083	525,468	536,063	546,872	557,898	-	-	-	-	-	-	-			6,451,965
	May-07 / Art #32 / $9,000,000	CW-07-21	Interest	127,827	118,733	109,456	99,991	90,335	80,484	70,434	60,180	49,720	39,048	28,161	17,054	5,722	-	-	-	-	-	-	-			897,146
2-May-13	Sewer - Contract 32 River Pines	$ 1,639,000	Principal	160,000	160,000	160,000	160,000	155,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			795,000
	May-00 / Art #11 / $7,500,000	GOB - Refunded	Interest	28,600	22,200	15,800	9,400	3,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			79,100
2-May-13	Sewer - Contract 32B River Pines II	$ 2,834,000	Principal	280,000	275,000	275,000	270,000	265,000	255,000	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-			1,870,000
	May-02 / Art #9 / $5,500,000 Auth	GOB - Refunded	Interest	45,413	38,838	30,588	22,413	14,388	7,863	2,656	-	-	-	-	-	-	-	-	-	-	-	-	-			162,156
2-May-13	Wastewater Treatment	$ 700,000	Principal	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	-	-	-	-	-			525,000
	Oct-08 / Art #24 / $3,289,000 Auth	GOB	Interest	18,200	16,800	15,400	13,650	12,250	10,500	9,800	9,013	7,613	6,563	5,513	4,463	3,413	2,275	1,138	-	-	-	-	-			136,588
2-May-13	Sewer Bonds - Contract 34B	$ 357,000	Principal	20,000	20,000	20,000	20,000	20,000	20,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	-	-	-	-			255,000
	Oct-11 / Art #22 / $9,000,000 Auth	GOB	Interest	9,000	8,200	7,400	6,400	5,600	4,600	4,200	3,863	3,263	2,813	2,363	1,913	1,463	975	488	-	-	-	-	-			62,538
2-May-13	Sewer Bonds - Pump Stations	$ 355,000	Principal	20,000	20,000	20,000	20,000	20,000	20,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	-	-	-	-			255,000
	Oct-10 / Art #22 / $3,7000,000 Auth	GOB	Interest	9,000	8,200	7,400	6,400	5,600	4,600	4,200	3,863	3,263	2,813	2,363	1,913	1,463	975	488	-	-	-	-	-			62,538
1-Jul-15	Sewer Bonds - Pump Stations	$ 1,422,038	Principal	74,844	74,844	74,844	74,844	74,844	74,844	74,844	74,844	74,844	74,844	74,844	74,844	74,844	74,844	74,844	74,844	74,844	-	-	-			1,272,350
	Oct-10 / Art #22 / $3,7000,000 Auth	CW-10-24 Reamort	Interest	25,758	24,243	22,728	21,213	19,697	18,182	16,667	15,152	13,637	12,121	10,606	9,091	7,576	6,061	4,549	3,030	1,515	-	-	-			231,826
1-Jul-15	Sewer Treatment Plant	$ 6,892,829	Principal	344,641	344,641	344,641	344,641	344,641	344,641	344,641	344,641	344,641	344,641	344,641	344,641	344,641	344,641	344,641	344,641	344,641	-	-	-			5,858,905
	Oct-11 / Art #22 / $7,500,000 Auth	CW-12-18A	Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-			-
1-Jul-15	Sewer Bond - Contract 34B	$ 9,000,000	Principal	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	450,000	-	-	-			7,650,000
	Oct-11 / Art #22 / $9,000,000 Auth	CW-12-08	Interest	153,000	144,000	135,000	126,000	117,000	108,000	99,000	90,000	81,000	72,000	63,000	54,000	45,000	36,000	27,000	18,000	9,000	-	-	-			1,377,000
1-Jul-15	Sewer - Pump Stations	$ 4,486,535	Principal	223,427	223,427	223,427	223,427	223,427	223,427	223,427	223,427	223,427	223,427	223,427	223,427	223,427	223,427	223,427	223,427	223,427	-	-	-			3,798,255
	May-12 / Art #20 / $5,586,000 Author	CW-12-18	Interest	75,965	71,497	67,028	62,560	58,091	53,622	49,154	44,685	40,217	35,748	31,280	26,811	22,343	17,874	13,406	8,937	4,469	-	-	-			683,686
9-Dec-16	Sewer Design - Artea 2 & 8	$ 882,000	Principal	90,000	90,000	90,000	90,000	90,000	85,000	85,000	85,000	85,000														790,000
	Oct-13 / Art 24 / $900,000 Auth	GOB	Interest	22,125	19,425	16,725	14,138	11,550	8,925	6,375	3,825	1,275														104,363
15-Jul-17	Sewer - Pump Stations	$ 160,182	Principal	6,620	6,764	6,911	7,061	7,215	7,372	7,532	7,696	7,863	8,034	8,208	8,387	8,569	8,755	8,946	9,140	9,339	9,542	9,749				153,703
	May-12 / Art #20 / $5,586,000 Author	CW-12-18B	Interest	3,074	2,942	2,806	2,668	2,527	2,383	2,235	2,085	1,931	1,773	1,613	1,449	1,281	1,109	934	755	573	386	195				32,718
15-Jul-17	Sewer Bonds - Critical Needs	$ 4,568,100	Principal	188,800	192,904	197,096	201,380	205,757	210,228	214,797	219,466	224,236	229,109	234,088	239,176	244,374	249,685	255,112	260,656	266,321	272,109	278,023	-	-	-	4,383,317
	Oct-13 / Art 30 / $4,966,600 Auth	CW-14-20	Interest	87,666	83,890	80,032	76,090	72,063	67,948	63,743	59,447	55,058	50,573	45,991	41,309	36,526	31,638	26,644	21,542	16,329	11,003	5,560	-	-	-	933,053
15-Jul-17	Sewer Bonds - Area 2 & 8	$ 9,724,962	Principal	401,934	410,670	419,595	428,714	438,032	447,552	457,279	467,217	477,371	487,746	498,347	509,178	520,244	531,551	543,104	554,907	566,967	579,290	591,880	-	-	-	9,331,578
	May 14 / Art 20 / $14,000,000 Auth	CW-14-21	Interest	186,632	178,593	170,379	161,988	153,413	144,653	135,702	126,556	117,212	107,664	97,909	87,942	77,759	67,354	56,723	45,861	34,763	23,423	11,838	-	-	-	1,986,363
26-Sep-19	Sewer - Design	$ 325,000	Principal	-	-	85,000	80,000	80,000	80,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	325,000
		GOB	Interest	-	8,983	14,125	10,000	6,000	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41,108
26-Sep-19	Sewer - Design	$ 705,000	Principal	-	-	235,000	235,000	235,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	705,000
		GOB	Interest	-	19,485	29,375	17,625	5,875	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	72,360
26-Sep-19	Sewer -	$ 760,000	Principal	-	-	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	760,000
		GOB	Interest	-	16,659	29,138	27,138	25,138	23,138	21,138	19,138	17,138	15,138	13,338	11,738	10,138	8,738	7,700	6,738	5,688	4,638	3,631	2,625	1,575	525	270,828
26-Sep-19	Sewer -	$ 835,000	Principal	-	-	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	35,000	835,000
		GOB	Interest	-	18,325	32,025	29,775	27,525	25,275	23,025	20,775	18,525	16,275	14,350	12,750	11,150	9,750	8,650	7,550	6,350	5,150	4,000	2,850	1,650	525	296,250
26-Sep-19	Sewer -	$ 2,515,000				255,000	260,000	260,000	260,000	260,000	260,000	265,000	265,000	265,000	165,000	-	-	-	-	-	-	-	-	-	-	2,515,000
		GOB - Refunded			67,135	115,075	102,200	89,200	76,200	63,200	50,200	37,075	23,825	11,900	3,300	-	-	-	-	-	-	-	-	-	-	639,310
26-Sep-19	Sewer -	$ 215,000				20,000	20,000	20,000	20,000	20,000	20,000	25,000	25,000	25,000	20,000											215,000
		GOB - Refunded			5,694	9,800	8,800	7,800	6,800	5,800	4,800	3,675	2,425	1,300	400											57,294
	Net Outstanding Principal Long-Term			3,869,322	3,876,159	4,023,455	4,036,222	4,044,470	3,483,206	3,407,444	3,182,194	3,207,465	3,148,270	2,894,618	2,776,525	2,803,998	2,112,903	2,125,074	2,077,615	2,095,539	1,020,941	1,039,652	160,000	155,000	140,000	55,530,072
	Net Outstanding Interest Long-Term			1,065,717	1,176,201	1,092,917	977,509	862,676	760,696	676,228	595,793	516,186	437,616	368,348	309,806	253,619	203,186	165,818	128,176	91,898	55,262	33,443	11,250	6,525	2,100	9,713,794
	Short-Term Interest																									
	Total Debt Service			4,935,039	5,052,361	5,116,372	5,013,731	4,907,146	4,243,902	4,083,672	3,777,987	3,723,651	3,585,886	3,262,966	3,086,331	3,057,616	2,316,090	2,290,893	2,205,791	2,187,437	1,076,203	1,073,095	171,250			65,243,866

Actual Debt Service as of December 31, 2019
Water Enterprise Fund

Date of Issue	Purpose / Date of Vote	Issued	Type of Payment	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	Total
26-Oct-06	Water Treatment Facility		Principal	166,124	171,518	172,258	177,447	181,717	185,679	185,913	0	0	0	0	0	0	0	0	0	0	0	0	0			1,240,656
	Oct-98 / Art # 9 / $25,000,000 & May-01/ Art # 14 / $7,000,000	DW-03-03	Interest	20,212	16,203	12,133	7,947	4,017	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			60,512
16-Dec-07	Water Treatment Facility		Principal	20,552	20,552	20,552	20,552	20,553	20,553	20,553	0	0	0	0	0	0	0	0	0	0	0	0	0			143,867
	Oct-98 / Art # 9 / $25,000,000 & May-01/ Art # 14 / $7,000,000	DW-03-03	Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
1-Nov-03	Water Treatment Facility		Principal	78,875	82,258	85,388	88,468	85,866	88,674	0	0	0	0	0	0	0	0	0	0	0	0	0	0			509,529
	Oct-98 / Art # 9 / $25,000,000 & May-01/ Art # 14 / $7,000,000	DW-00-22A	Interest	7,434	5,533	3,573	1,575	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			18,114
1-Nov-03	Water Treatment Facility		Principal	411,948	423,553	433,924	449,090	455,542	459,099	0	0	0	0	0	0	0	0	0	0	0	0	0	0			2,633,155
	Oct-98 / Art # 9 / $25,000,000 & May-01/ Art # 14 / $7,000,000	DW-00-22B	Interest	38,468	28,632	18,576	8,337	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			94,013
1-Feb-07	Water Treatment Facility		Principal	326,660	335,023	342,424	354,666	358,989	359,993	0	0	0	0	0	0	0	0	0	0	0	0	0	0			2,077,755
	Oct-98 / Art # 9 / $25,000,000 & May-01/ Art # 14 / $7,000,000	DW-01-01	Interest	30,348	22,579	14,652	6,572	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			74,151
1-Nov-03	Water Treatment Facility		Principal	193,669	199,721	205,184	210,561	214,207	213,855	0	0	0	0	0	0	0	0	0	0	0	0	0	0			1,237,196
	Oct-98 / Art # 9 / $25,000,000 & May-01/ Art # 14 / $7,000,000	DW-02-18	Interest	18,087	13,459	8,720	3,920	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			44,186
2-May-13	Water Treatment Facility	$ 614,000	Principal	65,000	65,000	65,000	65,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			260,000
	Oct-98 / Art #9 / $25,000,000	GOB - Refunded	Interest	9,100	6,500	3,900	1,300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			20,800
2-May-13	Water Treatment	$ 259,000	Principal	25,000	25,000	25,000	25,000	25,000	25,000	25,000	0	0	0	0	0	0	0	0	0							175,000
	May-01 / Art #14 / $7,000,000	GOB - Refunded	Interest	4,250	3,656	2,906	2,156	1,406	781	266	0	0	0	0	0	0	0	0	0							15,422
2-May-13	Water Bonds - Distribution	$ 105,000	Principal	10,000	10,000	10,000	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			40,000
	May-01 / Art #10 / $240,000 Auth	GOB - Refunded	Interest	1,400	1,000	600	200	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			3,200
9-Dec-16	Water Treatment Facility	$ 1,032,500	Principal	110,000	105,000	105,000	105,000	105,000	105,000	100,000	100,000	100,000	95,000	0	0	0	0	0	0	0	0	0	0			1,030,000
	Jun-02 / Art #1 / $3,387,135	GOB - Refunded	Interest	28,988	25,763	22,613	19,594	16,575	13,425	10,350	7,350	4,350	1,425	0	0	0	0	0	0	0	0	0	0			150,431
15-May-11	Water Treatment Facility	$ 320,000	Principal	10,000	10,000	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			30,000
	Jun-02 / Art #1 / $3,387,135	GOB	Interest	900	600	300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			1,800
15-Mar-08	Water - Tower Farm Tank	$ 900,000	Principal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
	May-06 / Art #23 / $1,542,000	GOB	Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
9-Dec-16	Water Bonds - Distribution	$ 1,032,500	Principal	110,000	105,000	105,000	105,000	105,000	105,000	100,000	100,000	100,000	95,000	0	0	0	0	0	0	0	0	0	0			1,030,000
	May-06 / Art #24 / $2,500,000	GOB - Refunded	Interest	28,988	25,763	22,613	19,594	16,575	13,425	10,350	7,350	4,350	1,425	0	0	0	0	0	0	0	0	0	0			150,431
1-Nov-09	Water Bonds - Distribution	$ 500,000	Principal	25,000	25,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			50,000
	May-06 / Art #24 / $2,500,000	GOB	Interest	11,362	5,478	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			16,840
1-Nov-09	Water - Consent Decree	$ 242,000	Principal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
	May-06 / Art #23 / $1,542,000	GOB	Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			0
15-May-11	Water - Crosby Hill Tank	$ 600,000	Principal	65,000	65,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			130,000
	Oct-08 / Art #20 / $685,000	GOB	Interest	3,900	1,950	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			5,850
26-Sep-19	Water Mains -		Principal			5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	-	-	90,000
			Interest		1,997	3,488	3,238	2,988	2,738	2,488	2,238	1,988	1,738	1,513	1,313	1,113	937	800	663	513	363	219	75	-	-	30,403
26-Sep-19	Water Mains -		Principal			45,000	45,000	45,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	35,000	735,000
			Interest		17,634	30,775	28,525	26,275	24,150	22,150	20,150	18,150	16,150	14,350	12,750	11,150	9,750	8,650	7,550	6,350	5,150	4,000	2,850	1,650	525	286,509
26-Sep-19	Water Mains -		Principal			45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	35,000	760,000
			Interest		18,325	32,025	29,775	27,525	25,275	23,025	20,775	18,525	16,275	14,350	12,750	11,150	9,750	8,650	7,550	6,350	5,150	4,000	2,850	1,650	525	294,075
26-Sep-19	Water Meters -		Principal			145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	145,000	-	-	-	-	-	-	-	-	-			1,305,000
			Interest		35,267	60,175	52,925	45,675	38,425	31,175	23,925	16,675	9,425	2,900	-	-	-	-	-	-	-	-	-			316,567
26-Sep-19	Water Meters -		Principal			275,000	275,000	275,000	275,000	270,000	270,000	270,000	270,000	-	-	-	-	-	-	-	-	-	-			2,180,000
			Interest		60,253	102,125	88,375	74,625	60,875	47,250	33,750	20,250	6,750	-	-	-	-	-	-	-	-	-	-			494,253
26-Sep-19	Water Mains -	$ 215,000	Principal			20,000	20,000	20,000	20,000	20,000	20,000	25,000	25,000	25,000	20,000											215,000
		GOB - Refunded	Interest		5,694	9,800	8,800	7,800	6,800	5,800	4,800	3,675	2,425	1,300	400											57,294
	Net Outstanding Principal Long-Term			1,617,826	1,642,626	2,114,729	2,145,783	2,086,874	2,092,853	956,466	725,000	730,000	720,000	255,000	105,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	80,000	70,000	15,872,158
	Net Outstanding Interest Long-Term			203,436	296,284	348,972	282,831	223,461	185,894	152,853	120,338	87,963	55,613	34,413	27,213	23,413	20,437	18,100	15,763	13,213	10,663	8,219	5,775	3,300	1,050	2,134,850
	Short-Term Interest																									
	Total Debt Service			1,821,263	1,938,910	2,463,702	2,428,614	2,310,335	2,278,747	1,109,319	845,338	817,963	775,613	289,413	132,213	108,413	105,437	103,100	100,763	98,213	95,663	93,219	90,775	83,300	71,050	18,007,008

Section 13:
Town Manager Goals

Town Managers Goals

Every year around September the Town Manager and his office sit down with groups of department heads to brainstorm their goals for the upcoming fiscal year. Below is the goal setting process used by the Town.

Effective leadership is achieved by recognizing that goals are high level statements that cannot be quantified. They must be meaningful, accepted and realistic. Goals are achieved over a period of time and do not have completion dates. An example of a goal is to "Improve Town Infrastructure"

Objectives are tools used to achieve the goal. They are specific, measurable, attainable and time bound. It may require many objectives to reach a desired goal. They will have varying timelines. An example of an objective is to *"Develop Water Distribution Improvement and Replacement Plan"*.

Tasks are a means to an end. They are the assignments necessary to achieve the objectives. It is a specific piece of work that must be completed to meet an objective. Examples of tasks necessary to meet the objective used above are; Superintendent to *Develop an RFP to design a Water Distribution Improvement Plan by a certain date, Superintendent to recommend contract award to an engineering firm by a certain date.*

Accordingly, the Select Board/ Town Manager will focus their efforts on establishing goals which represent the purpose to be achieved by town government. Objectives to meet those goals will be established by the Town Manager and the tasks necessary to meet those objectives will be carried out by boards, committees and department heads as assigned.

Town of Billerica
Board of Selectmen Final Goals

1. GOAL: Commit to a Capital Planning Vision for the future of Billerica

Objective 1 – Complete a Municipal Facilities Master Plan and Space Needs Analysis

- **Task 1.1.1 – Establish Committee**
- **Task 1.1.2 – Engage Planning Firm**
- **Task 1.1.3 – Develop Planning Process and Schedule**
- **Task 1.1.4 – Hold Public Forums/Include Stakeholders**

Objective 2 – Update Dore and Whittier School Maintenance Study

- **Task 1.2.1 – Reorganize school study Committee**
- **Task 1.2.2 – Appropriate Funds for Study**
- **Task 1.2.2 – Engage Design Firm**

Objective 3 – Leave open / clean site for Future Use of the Ditson and Vining

- **Task 1.3.1 – Engage OPM**
- **Task 1.3.2 – Engage Designer**
- **Task 1.3.3 – Bid Demolition**
- **Task 1.3.4 – Demo Site and Restore and preserve playgrounds**

Objective 4 – Develop a Housing Strategy

- **Task 1.4.1 – Engage consultant to update Housing Assessments**

Objective 5 – Complete Zoning Study (Can this be TM or Selectman Goal? PB)

- **Task 1.5.1 – Participate in PB meetings**

2. GOAL: Continue and / or Complete Infrastructure Projects

Objective 1 – Complete Renovation of the Howe School

- **Task 2.1.1 – Complete Design**
- **Task 2.1.2 – Receive Cons Com and Historic District Approvals**
- **Task 2.1.3 – RFP for Lease of Building**

- **Task 2.1.4 – Enter Lease Agreement with winning proposal**
- **Task 2.1.5 – Begin Construction.**

Objective 2 – Continue to work with State of Boat Launch

- **Task 2.2.1 – Collaborate with Fishing and Boating Access on Design Changes**

Objective 3 – Complete Design of Katie Durand Memorial Boat Launch

- **Task 2.3.1 – Meet with CC Director to review plan**
  Task 2.3.2 – Engage Designer
- **Task 2.3.1 – Begin Project**

Objective 4 – Complete 75% Design of Boston Road North Project

- **Task 2.4.1 – Submit 75% Design to Mass DOT**
- **Objective 5 – Sewer Contract 37 Fund 100% Design and Construction**

Objective 6 – Establish Plan to bring Street and Sidewalk overall grade up to 70

- **Task 2.6.1 – Complete Sidewalk Management Plan and ADA Access Plan**
- **Task 2.6.2 – Establish Funding Plan**

Objective 7 - Complete 75% Design Resolution for Bike Path with State

- **Task 2.7.1 – Receive approvals through state for 75% design**

Objective 8 – Fund design of new DPW Facility

- **Task 2.8.1 – Complete Article 97 Land Swap through Legislature**
- **Task 2.8.2 – Request Design Funding in May 2021**

3. GOAL: Improve Efficiency of Town Operations

Objective 1 – Restructure Economic Development / Planners Office

- **Task 3.1.1 – Present Plan to Select Board**
- **Task 3.1.2 – Include Plan in Budget**
- **Task 3.1.3 – Hire Staff Planner**
- **Task 3.1.4 – Hire Community Development and Planning Director (may be after June 30)**

Objective 2 – Identify Redundant Services throughout the Town

- **Task 3.2.1 – Review custodial staff and contracts for redundancy**
- **Objective 3 – Assess staffing throughout Town Departments**
- **Task 3.3.1 – Assess establishment of HR position in TM Office**
- **Task 3.3.1 – Hire additional Highway person**

4. GOAL: Maximize Fiscal Efficiencies and Fiscal Strength

Objective 1 – Control Budget Cost

- **Task 4.1.1 – Strive to meet 2% goal**

Objective 2 – Re-evaluate Debt Capacity based on Capital Planning Needs

- **Task 4.2.1 – Work with Woodard and Curran and Lori Lombard to reevaluate Debt projections.**
- **Task 4.2.2 – Update Select Board**

Objective 3 – Continue to grow Debt Stabilization Fund

- **Task 4.3.1 – Continue appropriations through Town Meeting**

Objective 4 – Reassess OPEB Contributions

- **Task 4.3.1 – Update OPEB Assessment**
- **Task 4.3.1 – Review Assessment and Policy with Board**

Section 14: Capital

Revenue Capacity

FY 2022 Revenue Summary

Levy	$	138,355,918	72%
Local Aid		26,930,649	14%
Local Receipts		11,742,000	6%
Enterprise Receipts		10,800,000	6%
Other Receipts		5,306,507	3%
Total Projected Revenue	**$**	**193,135,074**	100%

Table 1

The Town has a Revenue Capacity of approximately $213 Million for the upcoming fiscal year. The Town projects a revenue need of $193 Million. This results in an excess levy capacity of approximately $21 million – $3 million greater than one year ago. 72% of the town's revenue capacity is generated by the tax levy and 6% from local receipts and 6% from enterprise receipts. State aid represents 14% of the town revenue. The total FY2022 annual budget including Enterprise Budgets is approximately $180 Million. Annual Debt Service is $14.4 Million. This represents 8% of the annual budget – DOR Guidelines recommend 10 % or lower.

Debt Stabilization Policy

The Town of Billerica maintains a levy commitment every year of $9.066 Million dollars. In the years that the town debt service requirement is below this commitment the difference is

History of Debt Stabilization

Date	Source	Article	Appropriation
10/4/2011	Free Cash	23	1,373,593
6/30/2012	Interest		10,339
10/2/2012	Levy	12	724,588
10/2/2012	Free Cash	23	1,289,321
6/30/2013	Interest		80,692
10/1/2013	Levy	16	908,817
10/1/2013	Free Cash	31	753,836
6/30/2014	Interest		72,634
10/7/2014	Free Cash	20	1,102,100
10/7/2014	Overlay Surplus	18	2,720,172
6/30/2015	Interest		175,327
10/6/2015	Free Cash	13	1,800,000
6/30/2016	Interest		311,248
10/4/2016	Levy	12	735,000
10/4/2016	Free Cash	13	731,856
10/4/2016	WW RE	13	1,068,144
5/1/2017	Overlay Surplus	20	1,200,623
6/30/2017	Interest		481,609
11/21/2017	W/D	12	(1,400,000)

Date	Source	Article	Appropriation
11/21/2017	Free Cash	23	1,800,000
11/21/2017	Levy	11	60,434
5/30/2018	Overlay Surplus	17	55,265
6/30/2018	Interest		(223,456)
7/31/2018	Interest		112,101
7/31/2018	Interest		171,392
10/2/2018	Levy	3	766,198
10/2/2018	W/D		(1,625,000)
10/2/2018	Free Cash		1,300,000
10/2/2018	WWRE		500,000
10/2/2018	Interest		821,024
10/2/2019	W/D		(950,000)
10/2/2019	Free Cash		1,300,000
10/2/2019	WWRE		500,000
10/2/2019	Levy		641,324
10/2/2019	Interest		880,492
10/3/2020	W/D		(1,160,000)
10/3/2020	WWRE	13	1,050,000
10/3/2020	Levy		91,101
10/3/2020	Interest		553,519
10/3/2020	Free Cash	13	750,000.00
Total			**$ 21,534,293**

Table 2

appropriated to a debt stabilization fund. In the years that the debt service spikes over that commitment the town will appropriate the difference from the stabilization fund. The Town has not had the need to use the stabilization up to this point for general debt. The Town did appropriate $1.16 million from the Debt Stabilization fund last year to fulfill the policy on excluded debt – which is to ensure that the tax impact on the median household does not exceed $200 annually. The Graph and Table 3 below project when the Town will need to use stabilization funds and how much it will need to fund the Town's long term capital needs. The Town needs approximately $19 Million to fund the long term capital plan for the two debt excluded schools to limit the impact to $200 annually on the median household. The Town will have approximately $19 million in the debt stabilization fund by the fall of 2018 (see Table 2). An additional $33 million will be needed to maintain a $9 million impact on the levy of all general debt. This can be attained by appropriating $1.8 million from free cash annually (see Table 3). At this rate the town will easily meet the goal of $33 Million within the next 20 years through free cash appropriations and levy appropriations dictated by this policy.

Town of Billerica
Debt Stabilization Fund Schedule

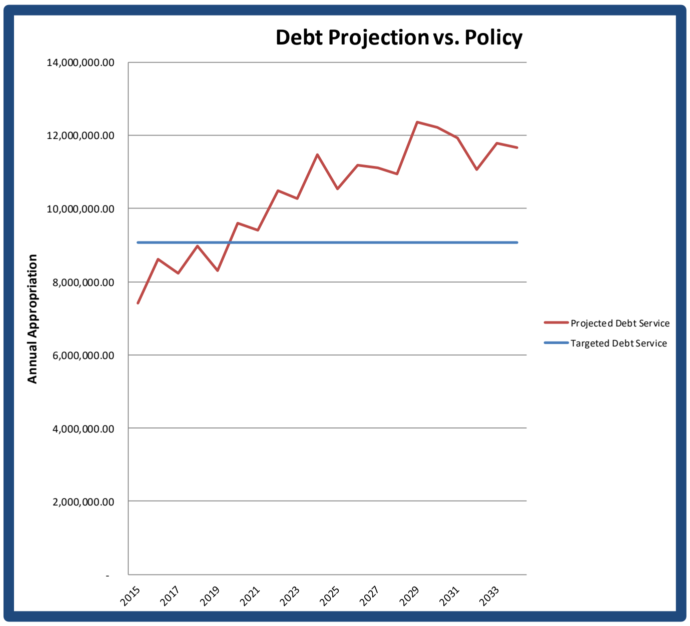
				Appropriations		Draw Down		
	Fiscal Year	Beginning Balance	Interest	Levy	Free Cash	Wastewater	HS Debt Exclusion	Ending Balance
	2016	9,094,440	173,191	0	1,800,000	0		11,067,631
	2017	13,990,898	265,827	1,152,047	3,000,000	0		18,408,772
1	2018	18,408,772	349,767	0	1,800,000	-502,704	-1,400,000	18,655,835
2	2019	18,655,835	354,461	0	1,800,000	-558,353	-1,625,000	18,626,943
3	2020	18,626,943	353,912	0	1,800,000	-399,068	-950,000	19,431,786
4	2021	19,431,786	369,204	0	1,800,000	-1,117,931	-1,160,000	21,660,817
5	2022	21,660,817	411,556	0	1,800,000	-942,842	-1,125,000	21,804,531
6	2023	21,804,531	414,286	0	1,800,000	-2,635,754	-1,100,000	20,283,063
7	2024	20,283,063	385,378	0	1,800,000	-2,137,273	-1,060,000	19,271,168
8	2025	19,271,168	366,152	0	1,800,000	-2,490,830	-1,035,000	17,911,490
9	2026	17,911,490	340,318	0	1,800,000	-1,720,587	-1,010,000	17,321,222
10	2027	17,321,222	329,103	0	1,800,000	-1,643,388	-1,035,000	16,771,937
11	2028	16,771,937	318,667	0	1,800,000	-1,479,033	-1,000,000	16,411,571
12	2029	16,411,571	311,820	0	1,800,000	-2,886,741	-975,000	14,661,650
13	2030	14,661,650	278,571	0	1,800,000	-2,729,905	-940,000	13,070,317
14	2031	13,070,317	248,336	0	1,800,000	-2,430,281	-910,000	11,778,372
15	2032	11,778,372	223,789	0	1,800,000	-1,562,017	-875,000	11,365,144
16	2033	11,365,144	215,938	0	1,800,000	-2,260,630	-850,000	10,270,452
17	2034	10,270,452	195,139	0	1,800,000	-2,127,033	-435,000	9,703,557
18	2035	9,703,557	184,368	0	1,800,000	-2,746,164	-415,000	8,526,761
19	2036	8,526,761	162,008	0	1,800,000	0	-400,000	10,088,770
20	2037	10,088,770	191,687	0	1,800,000	0	-375,000	11,705,456
21	2038	11,705,456	222,404	0	1,800,000	0	-360,000	13,367,860
22	2039	13,367,860	253,989	0	1,800,000	0	-335,000	15,086,849
23	2040	15,086,849	286,650	0	1,800,000	0	-315,000	16,858,499
Totals			**7,206,520**	**1,152,047**	**58,390,898**	**-32,370,532**	**-19,685,000**	

Table 3

Table 3

Capital Plan Narrative

The Town Debt Stabilization Policy has two objectives. One is maintaining the general fund debt at $9 Million by using this fund. The second is using debt stabilization to buffer the impact of debt exclusions. It is projected that $19 Million will be needed to contain the impact of two debt exclusion on the median single family tax bill to $200 annually. The total debt stabilization need over 20 years is $51 Million (see Table 3).



The Capital Plan

The Town has Short Term Capital Plan and a Long Term Capital Plan. The Short Term Plan is funded through budget appropriations and one-time free cash appropriations. Each year $2 million or more is appropriated for Short Term Capital. Long Term Capital needs are handled through debt service as outlined in the Debt Service Policy. New School projects are handled through debt exclusions and have no impact on the operating budget.

There are four components to the Capital Plan; the Short Term Plan, the Long Term Plan, the school plan and the Roadway Management Plan. The Short Term, School and Roadway Management Plans are attached and provide much greater detail. The High School is the biggest capital need in the School Plan. It is expected that the existing debt exclusions will be replaced by other debt exclusions five years into the future to address a significant middle school project. Roadway projects are funded through local appropriation, chapter 90 funds and state grant monies. The Long Term Plan is also attached however there are two significant separate reports that are part of the Long Term Plan – the Comprehensive Wastewater Management Plan (CWMP) and the Water Capital Improvement Plan (CIP). Summaries of these reports are also attached as supporting documentation. The CWMP is projected to cost $260 Million over 25 years. These costs are included in the Long Term capital Plan. The Water Department CIP has $10 Million of Capital needs in the foreseeable future and is funded annually through 3% annual water fee increases as illustrated in the attached Water CIP. A description of these two significant capital resources is provided below for context.

Capital Plan Narrative

Sewer Capacity and Wastewater Management Infrastructure

The Town is in the process of completing an aggressive sewer expansion program. The Town's public sewer system covers 85% of the community, up from 70% in 2004. The wastewater collection system is comprised of 190 miles of sewer ranging from 8 inch to 45 inch gravity lines and force mains. The Town operates a Grade 7 Wastewater Treatment Plan with design capacity of 5.5 million gallons per day (MGD). The plant treated 1,24 Billion gallons of wastewater in 2016 and the average daily flow at the plant was approximately 3.4 MGD, a significant increase (>2 MGD) from 2002 levels. There are twenty-five (25) pumping stations located throughout town.

The Town has been fairly aggressive in expanding the sewer system in order to serve the entire community. The following sewer contracts have been completed or recently initiated:

- Contract 34B – 5.53 miles of sewer and 1.5 miles of water infrastructure. 285 homes to be serviced was completed in the fall of 2016.
- Salem Road Infrastructure – 2,600' sewer, 2,800' water and 1,000' drain. Sidewalk and signal. Completion date of June 2017.
- Rangeway Road (Aspen Apartments) – Private sewer extension. 18 properties to be serviced. Was completed in November 2016 with final paving in 2017.

Sewer contract 36 for $14 million has been designed for the Route 129/Andover Road area and will be funded for construction in Spring 2017. The Town spends $20-25 million every two years on sewer expansion projects. The completion date is anticipated to be 2035 after spending an additional $140 million. The Town actively uses an Enterprise Fund to plan for the expansion of the sewer system. Several other areas to be addressed include the High School area and Middlesex Corporate Park. While the treatment plant is fully built out, Waterline Industries just completed a $4 million contract for Phase 2 renovations at the plant, which included the rehabilitation of primary clarifiers and aeration tanks, the installation of a second Fournier Press and replacement of a sludge conveyor, primary sludge pumps and supporting electrical equipment and piping.

Public Water Supply Infrastructure

The Concord River is the sole source of drinking water for the Town of Billerica, with public water available to the entire Town. The first Water Treatment Plant was built in 1955 with a capacity of 3.5 million gallons per day (MGD) with expansion capacity up to 7 MGD. By 1967 the plant was expanded to its intended maximum capacity. With more extensive growth in Billerica, the plant's capacity was increased to 14 MGD in 1976. Due to problems with the existing water treatment plant, the Town broke ground in 2003 on a new $25 million water treatment plant located off Treble Cove Road, with a capacity of 14 million gallons per day (gpd). The new water treatment plant was in response to numerous problems with deferred maintenance. The new plant did not increase the amount of water withdrawn from the Concord River; however it was designed to improve the quality of the drinking water.

The Town has MassDEP approval to withdraw 5.34 million gdp on an annual average. The town's annual water consumption in FY 15 was approximately 1.784 billion gallons, with an average of 4.89 gallons of water used per day. The highest daily pumping occurred on 7/27/2016 when 9.53 million gallons were produced. The water treatment plant has benefited from assistance from National Grid through the installation of 57 Variable Frequency Drives (VFD) through ICS Corporation at a cost of $95,000 by National Grid. The installation of these VFDs has resulted in an annual electricity savings of $45,000 per year. Major water projects in the community have included the following:

The following Streets had new water main installation under Contract 35:

- **Agawam Circle Allen Road to cul-de-sac 330 lf 6 inch DIP**
- **Allen Road Agawam Circle to Allen Road Ext. 448 lf 8 inch DIP**
- **Alton Street Baldwin Road to cul-de-sac 420 lf 8 inch DIP**
- **Boynton Lane Andover Road to dead end 440 lf 8 inch DIP**
- **Marlyn Road Pond Street to cul-de-sac 1731 lf 10 inch DIP**
- **Pondover Road Andover Road to Pond Street 1952 lf 8 inch DIP**
- **Rosa Circle Pondover Road to cul-de-sac 202 lf 8 inch DIP**
- **Sandberg Road Andover Road to Tercentennial Drive 297 lf 10 inch DIP**
- **Sandberg Road Tercentennial Drive to Arakelian Drive 664 lf 8 inch DIP**
- **Tercentennial Drive Sandberg Road to Kenrick Ave 1051 lf 10 inch DIP**

Town of Billerica - Long Term Capital Plan FY22 to FY26

Department	Project	Funding Source	TM Action	FY22	FY23	FY24	FY25	FY26
DPW- Administration	Design New DPW Facility	Bond		1,600,000				
	Construct New Highway Facility	Bond				30,000,000		
DPW - Cemetery, Parks and Trees Division	Cemetery Expansion	Bond						
	Fox Hill Cemetery Nich Wall	Sale of Lots and Graves						
DPW - Wastewater	Facility Improvements Co Mag	Bond	Art 32, ATM 2007					
	Pump Station CIP Phase 3 Improvements Design	Fall 2018 TM, Art. 14	TBD					
	Sewer System Expansion Needs Area and Salem Road Downstream							
	Sewer Improvements Design	Bond	TBD					
	Sewer System Expansion Needs Area 3 (36) Construction	Bond	Art. 23, ATM, 2017					
	Sewer System Expansion Needs Area 4 and 6 Design (Contract 37,38)	Bond	TBD					
	Sewer System Expansion Needs Area 4 and 6 (Contract 37,38)	Bond	TBD					
	WWTF CIP Phase 3 Improvements	Bond	TBD					
	Sewer System Expansion Needs Area 7 Design (Contract 39)	Bond	TBD					
	Sewer System Expansion Needs Area 9 Design (Contract 40)	Bond	TBD	1,250,000				
	Sewer System Expansion Needs Area 7 (Contract 39)	Bond	TBD		12,100,000			
	Sewer System Expansion Needs Area 9 (Contract 40)	Bond	TBD			12,550,000		
	Concord River Interceptor Improvements	Bond	TBD					
	Pump Station CIP Phase 4	Grant	TBD	1,311,800				
DPW - Engineering - Highway	Roadway Management	Chapter 90/Budget	TBD	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
	Sidewalk Construction & Rehab	Chapter 90/Budget	TBD					
	MTP Concord to Manning	Chapter 90/Budget	TBD		1,600,000			
	Bikepath Design and Takings	Budget	TBD		1,000,000			
	Allen Road Improvements	Bond Authorization	Art. 19, ATM, 2014					
	Roger Street Roadway and Sidewalk Improvements	Chapter 90/Budget	N/A					
	Drainage Improvements, Frost Street	Free Cash	Article 18, FTM 2018					
DPW - Highway	Car/Truck Wash	Bond	TBD					
DPW - Engineering - Sewer	Allen Road Water Improvement and Dry Sewer	Bond	Article 19, STM 2014					
DPW - Water	Water Main Program	Free Cash	TBD					
	Water main Replacement Allen Rd	Bond	Article 26, ATM 2017					
	Frost Street Drainage and Water main Replacement	Bond/Fees	TBD					
	WTP Residuals Processing Facility		TBD					
	WTP Ozone Improvements Design	Fall 2018 TM, Art. 14	TBD					
	WTP Ozone Improvements	Bond	TBD					
	Water Meter replacement - Town Wide	Bond/Fees	Article 25, ATM 2017					
Police	Upgrade Police Radio System	Bonding	TBD					
Fire Department	Fire Pumper - Engine 2	Bonding	TBD					
	Fire Pumper - Engine 3	Bonding	TBD					
	Fire Pumper - Engine 5	Bonding	TBD			650,000		
	Brush Truck		TBD					
	Pinehurst Station		TBD		300,000	10,000,000		
Recreation	Micozzi Beach Facility Design	Bond	TBD					
	Design and Build 2 Nieghborhood Parks	Reserves	TBD					
Town Hall		Bond	TBD					
Council on Aging	Generator for Entire Building	Reserves	TBD					
	Rubber and Copper Roof Replacement	Reserves	TBD					
Library	Exterior Maintenance/Coupala	Reserves	TBD					
	Roof Replacement							
Town Manager	Town Center Traffic Roadway Improvements	Reserves	TBD					10,000,000
	Howe School	Appropriation	CPA Fund		10,000,000			
	PHR Reconstruction		CPA/General Bond Auth.		10,400,000			
	Codification of Town Bylaws and Policies	Reserves	TBD					
Total Town				$7,161,800	$38,400,000	$56,200,000	$3,000,000	$13,000,000
Water and Sewer Funded				$2,561,800	$12,100,000	$12,550,000	$0	$0
Town less W&S				$4,600,000	$26,300,000	$43,650,000	$3,000,000	$13,000,000
	Total Town Departments			7,161,800	38,400,000	56,200,000	3,000,000	13,000,000

Town of Billerica School Department - Long Term Capital Plan FY17 to FY21 See Attached Dore and Whittier Draft

	BMHS Feasibility Study	Free Cash						
	New High School	Debt Exclusion						
	Total Capital Plan			**7,161,800**	**38,400,000**	**56,200,000**	**3,000,000**	**13,000,000**

Town of Billerica - Five Year Capital Plan FY22 to FY26

Department	Project	Funding Source	FY22	FY23	FY24	FY25	FY26
DPW - Parks and Trees							
	Landscaping Equipment	Budget/Free Cash	60,000	60,000	60,000	60,000	60,000
	F250 Pick up with Plow, replacement for C1	Budget/Free Cash					
	Kennedy Field Project	Budget	150,000				
	Hajjar School Softball Field (school)	Budget		150,000			
	Dutile Field Project	Budget			150,000		
DPW - Wastewater	Replacement Vehicle	Art. 20, STM 2012					
	Sewer Inflow Infilltration Removal Program	I/I Funds	100,000	100,000	100,000	100,000	100,000
DPW - Engineering	Drainage improvement on River Street	Budget					
	Survey, Plan Acceptance and Repair of unaccepted Ways	Free Cash	200,000	200,000	200,000	200,000	200,000
	Traffic Study for Spped Limits						
	Repair of Sewer Manhole	I/I Funds					
DPW - Water	Water Rebate Program for homeowners funded through the Water Conservation Fund	Water Conservation Fund					
	Water Rebate Program for homeowners funded through the Water Conservation Fund	Water Conservation Fund	50,000				
	Hydrants and Valves	Budget	200,000	200,000	200,000	200,000	200,000
	Purchase and intallation of Gate Valves	Water Conservation Fund					
	Compact FWD Van	Budget					
	Replace W-20 Dump Truck 2002	Budget					
	ReplaceBackhoe W-40	Budget					
	Bobcat for Water Distribution	Budget					
DPW - Highway	Street sweeper						
	Backhoe, replacement	Budget/Free Cash	150,000				
	5 Ton Dump Truck W/sander & Plow	Budget/Free Cash		150,000			
	F250 with Plow	Budget/Free Cash	70,000				
Police	Computer Server Replacement	Lease					
	Portable Radios and Communications	Art. 28, STM 2010					
	Portable Radios and Communications	Budget	225,000				
	Police Radio System-Upgrade to Digital, Replace Repeaters and Recievers/Stratetic Public Safety Technology Plan	Budget/Warrant Article	235,000.00	450,000.00			
	Replace K-9 Vehicle	Budget					
	A/C System Repairs and duct maintenance	Budget					
	Replace Department Motorcycles	Budget/Free Cash	40,000				
	Upgrade Camera System	Budget					
	Technology Upgrade with licenses, Door access and security system	Budget					
	Upgrade Mobile Computer System	911 Grant	10,000	10,000	10,000	10,000	10,000
	Expand capacity to townwide fiber network	Budget	35,000				
Fire Department	One Ton 4WD Pick Up C58 Service 2	Budget					
	One Ton 4WD Pick Up W/Plow Service 1	Budget					
	Replace 1996 Crown Victoria	Budget					
	Replace 2012 Ford Taurus/w Explorer	Budget				60,000	60,000
	Replace 2011 Ford Taurus/w Explorer	Budget		60,000			
	Replace 2009 Ford Taurus w/ Explorer	Budget	60,000				
	Replace 2002 Ford Explorer	Budget					
	New Reporting Software	Budget	11,468				
	Zetron Dispatch and Fire Station Alert System	Budget	195000				
	Radio Master Alarm Boxes	Budget	250000				
Technology	Desk Top Computer upgrade	Budget					
	Upgrade Phone System and Network Infrastructure	Budget					
	E-Mail Server Upgrades	Budget					
	Printer and other non computer upgrades	Budget					
Recreation	Micozzi Beach Paddle Boats	Budget					
	Nutting Lake Assessment	Budget					
Town Hall	Point Exterier (four Phases)/Windows	Free Cash					
	Town Hall Renovations	Budget	200,000				
	Facilites Director Vehicle	Budget	65,000				
	Town Hall Site Work	Budget					
	Voting Machines	Budget	100,000				
	Copier Replacement Townhall Wide	Reserves					
Building Department	Hand held inspection inspection computers,	Budget					
	Computer and screen for customer service counter	Budget					
Council on Aging	Replace Carpeting 1st and 2nd Floors	Budget					
	Workspace redesign to increase privacy for case management		40,000				
	Building Alarm and Cameras	Budget	15,000				
	Art Room and Floor Replacement	Budget	17,500				
	Replacement of First Floor Windows - West Side of Building and NE Corner.	Budget					
Library	Computer Replacement (10)	Budget					
	Elevator technology upgrade	Budget	4,000				
Inspectional Services	Vehicle for inspectors						
Projected Total Town Expense			**2,482,968**	**1,380,000**	**720,000**	**630,000**	**630,000**
Funded through FY2022 Budget			**$500,000**	**$500,000**	**$500,000**	**$500,000**	**$500,000**
	Projected Outstanding Requests		**1,982,968**	**880,000**	**220,000**	**130,000**	**130,000**

Billerica Sewer Needs Collection Systems
Priority and Cost analysis

Need Area	Total Sewer Pipe (Feet)	Total Cost for Needs Area (2015 $)	Cost per LF	Parcels in Area	Cost per Parcel	Environmental Need	Environmental Need High	Environmental Need Medium	Environmental Need Low	% of Parcels (13,368 Total)	% Complete (82.9% to date)	% Residential	% Com / Ind / Mun
2&8	29,200	$ 10,869,950	$ 372.26	285	$ 38,140.18	High	$ 10,869,950			2.1%	85.1%	98	2
3	30,200	$ 13,913,900	$ 460.73	247	$ 56,331.58	High	$ 13,913,900			1.9%	86.9%	87	13
4	21,200	$ 9,728,550	$ 458.89	223	$ 43,625.78	High	$ 9,728,550			1.7%	88.6%	97	3
5	Installed with Bertha & Poe										88.6%		
6	23,800	$ 10,948,600	$ 460.03	148	$ 73,977.03	High	$ 10,948,600			1.1%	89.7%	90	10
7	26,900	$ 12,104,950	$ 450.00	167	$ 72,484.73	High	$ 12,104,950			1.3%	90.9%	70	30
8	Included with Need Area 2										90.9%		
9	27,300	$ 12,548,250	$ 459.64	262	$ 47,894.08	High	$ 12,548,250			2.0%	92.9%	69	31
10	28,700	$ 13,049,400	$ 454.68	176	$ 74,144.32	High	$ 13,049,400			1.3%	94.2%	89	11
11	10,000	$ 4,251,000	$ 425.10	76	$ 55,934.21	Medium		$ 4,251,000		0.6%	94.8%	89	11
12	21,900	$ 9,932,650	$ 453.55	240	$ 41,386.04	Medium		$ 9,932,650		1.8%	96.6%	89	11
13	9,800	$ 4,397,250	$ 448.70	62	$ 70,923.39	Medium		$ 4,397,250		0.5%	97.1%	72	28
14	5,900	$ 2,675,400	$ 453.46	48	$ 55,737.50	Medium		$ 2,675,400		0.4%	97.4%	96	4
15	3,500	$ 1,551,550	$ 443.30	32	$ 48,485.94	Medium		$ 1,551,550		0.2%	97.7%	82	18
16	17,200	$ 7,511,400	$ 436.71	147	$ 51,097.96	Medium		$ 7,511,400		1.1%	98.8%	84	16
17	2,900	$ 1,305,850	$ 450.29	21	$ 62,183.33	Medium		$ 1,305,850		0.2%	98.9%	91	9
18	Installed with Contract 34A - East Billerica										98.9%		
19	2,200	$ 763,100	$ 346.86	21	$ 36,338.10	Low			$ 763,100	0.2%	99.1%	93	7
20	3,100	$ 1,001,000	$ 322.90	20	$ 50,050.00	Low			$ 1,001,000	0.2%	99.2%	80	20
21	2,800	$ 1,264,900	$ 451.75	19	$ 66,573.68	Low			$ 1,264,900	0.1%	99.4%	27	73
22	9,300	$ 4,213,300	$ 453.04	43	$ 97,983.72	Low			$ 4,213,300	0.3%	99.7%	80	20
23	6,400	$ 2,902,900	$ 453.58	35	$ 82,940.00	Low			$ 2,902,900	0.3%	100.0%	45	55
24	700	$ 313,950	$ 448.50	4	$ 78,487.50	Low			$ 313,950	0.0%	100.0%	0	100
25	4,300	$ 1,915,550	$ 445.48	8	$ 239,443.75	Low			$ 1,915,550	0.1%	100%	100	0
TOTAL	**287,300**	**$ 127,163,400**		**2284**			$ 83,163,600	$ 31,625,100	$ 12,374,700				

Table 4-18: Summary of Final Recommended Plan

Recommendation	Priority	Estimated Project Cost ($2009)	Description
Sewer Modeling	1	$200,000	Purchase and populate dynamic sewer modeling software
Pump Station Improvement Program	1	$12,068,800	Upgrade, bypass, and/or replace existing pump stations
Infiltration/Inflow	1	$300,000(1) $100,000/year(2)	Conduct I/I Analysis and Continue I/I Evaluation and Rehabilitation Program
Upgrade Letchworth Avenue WWTF	1	$24,630,000	Plant improvements to address existing and future flows and loads, and upgrade facilities
Shawsheen River Interceptor Sewer Monitoring	1	$0	Monitor sewer sections for debris buildup and clean as required
Septage Management Plan	1	$0(3)	Establish for areas where on-site systems to remain and for Needs Areas until sewer becomes available
Replace Richardson Street PS Upstream Sewer	2	$2,250,000	Replace existing sewer in easement upstream of Richardson St. PS
Downstream System Improvements	3	$14,947,200	Improvements needed for connecting Needs Areas to existing system
Concord River Interceptor Sewer Improvements	3	$6,600,000	Improvements to the Concord River Interceptor for future conditions
Sewer System Expansion	4	$192,600,000	Expansion of sewer system to Needs Areas

(1) I/I Analysis
(2) I/I Evaluation and Rehabilitation Program
(3) To be funded by homeowners and with loans from the DEP Community Septic Betterment Loan Program

Finally, Priority 4 is sewer system expansion to serve the Needs Areas. Sewer system modeling and improvements to existing systems need to be completed prior to extending sewers. If there is a desire to extend sewers to a Needs Area and no improvements to downstream systems are required based on the modeling, the extension could proceed as long as there is no impact on pumping stations, and the additional flow can be accepted at the WWTF.

Table 4-12 summarizes the Final Recommended Plan and includes the description of work planned, priority, proposed year for implementation and associated costs. The Final Recommended Plan for sewer system expansion is shown in Table 4-13. Needs Area 18 was completed in 2008 as Sewer Contract 34A. The expansion is scheduled to start in year 2 with Contract 34B and continue through the planning period as shown in Table 4-13 and Figure 4-1. This schedule coordinates with the 1999 Sewer Master Plan, availability of funding and attempts to not only coordinate sewer construction with other work on-going in Town, but efforts at minimizing construction related impacts to the Town.

Once the CWMP is completed and all appropriate regulatory, federal, state and local agencies have approved the final recommended plan, construction contracts can be finalized and the work started.

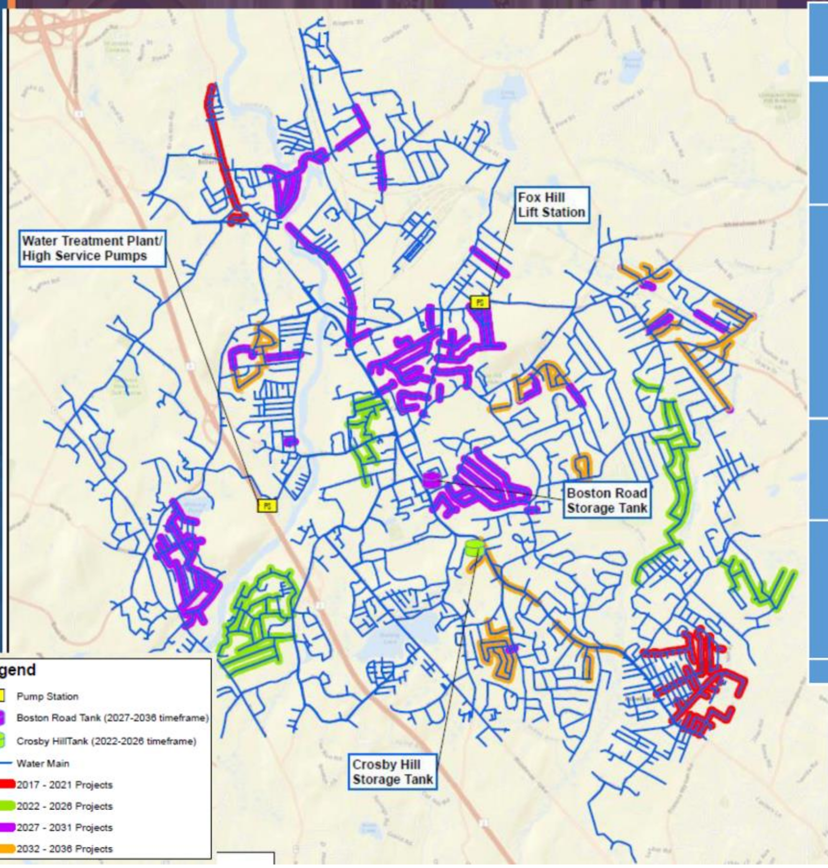
Table 4-19: Final Recommended Plan Implementation Cost

Item	Description	Year 1	2	3	4	5	6	7	8	9	10	13	16	Total
1	**Sewer Modeling**	$200,000												**$200,000**
2	**I/I Analysis**	$300,000												**$300,000**
3	**I/I Investigation & Rehab. Program**	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$100,000	$300,000	$300,000	$500,000	**$2,000,000**
	Pump Station Improvement Program													
4	Phase 1	$5,514,100												**$5,514,100**
5	Phase 2			$3,999,000										**$3,999,000**
6	Phase 3					$1,243,900								**$1,243,900**
7	Phase 4										$1,311,800			**$1,311,800**
8	**Richardson St. Upstream Sewer**		$2,250,000											**$2,250,000**
9	**WWTF Improvements**		$7,510,000	$7,015,000		$3,752,000		$4,995,000		$1,358,000				**$24,630,000**
10	**Downstream Sewer Improvements**				$5,491,200						$9,456,000			**$14,947,200**
11	**Concord River Interceptor Improvements**				$975,000						$5,625,000			**$6,600,000**
	Subtotal	**$6,114,100**	**$9,860,000**	**$11,114,000**	**$6,566,200**	**$5,095,900**	**$100,000**	**$5,095,000**	**$100,000**	**$1,458,000**	**$16,692,800**	**$300,000**	**$500,000**	**$62,996,000**
12	**Sewer System Expansion**			$9,000,000	$8,900,000	$8,900,000	$10,150,000	$10,150,000	$8,150,000	$8,150,000	$35,400,000	$54,600,000	$39,200,000	**$192,600,000**
	Total	**$6,114,100**	**$9,860,000**	**$20,114,000**	**$15,466,200**	**$13,995,900**	**$10,250,000**	**$15,245,000**	**$8,250,000**	**$9,608,000**	**$52,092,800**	**$54,900,000**	**$39,700,000**	**$255,596,000**
	Cumulative Total	$6,114,100	$15,974,100	$36,088,100	$51,554,300	$65,550,200	$75,800,200	$91,045,200	$99,295,200	$108,903,200	$160,996,000	$215,896,000	$255,596,000	

(1) Program to be developed by I/I Analysis and supported with funds from the Town's developer I/I mitigation fund

Capital Plan

Water Distribution System Recommendations



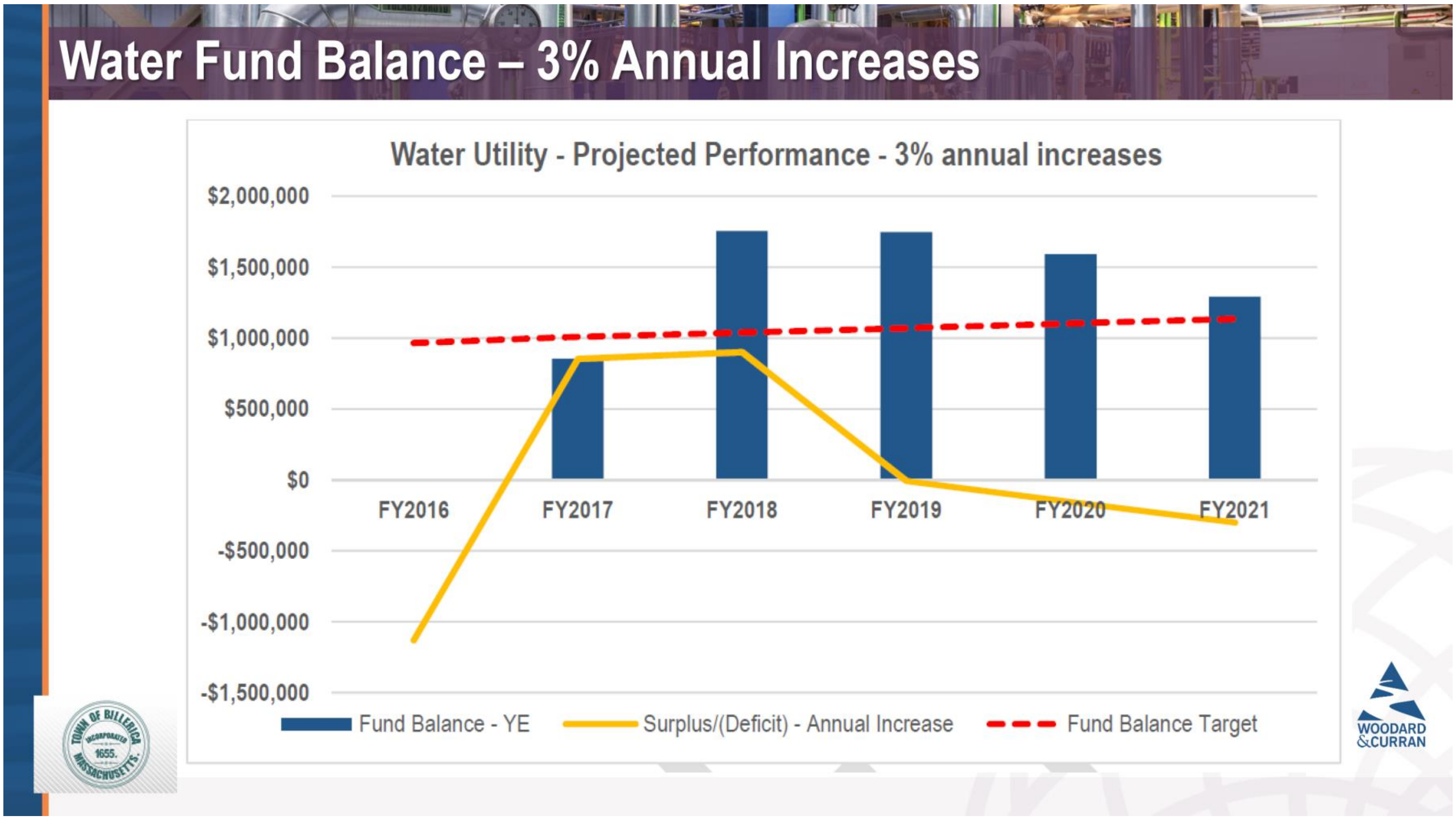
Recommendations for Distribution System

Planning Period	Project Area	Project Size	Preliminary Cost Estimate
2017 – 2021	Pinehurst	22,000 L.F.	$7,076,025
	Boston Road/Lowell Border	4,500 L.F.	$1,597,500
	Treble Cove Transmission Line		$553,200
	Residential Meter Replacement	12,190 units	$4,500,000
	Subtotal	*26,500 L.F.*	*$13,726,725*
2022 – 2026	Crosby Hill Tank 2MG		$2,317,500
	South Billerica	24,200 L.F.	$8,349,000
	Billerica High School	5,300 L.F.	$1,828,500
	Concorde River Crossing/River St.	400 L.F.	$189,000
	Buckingham/Castlewood Drive	17,300 L.F.	$6,347,600
	Connolly Road	7,300 L.F.	$2,518,500
	Rio Vista	16,800 L.F.	$5,796,000
	Subtotal	*70,900 L.F.*	*$27,346,100*
2027 - 2031	Marshall Middle School	21,800 L.F.	$7,521,000
	Billerica Town Center	16,800 L.F.	$5,934,600
	Cast Iron Water Main Locations	22,200 L.F.	$7,659,000
	Subtotal	*60,800 L.F.*	*$21,114,600*
2032 – 2036	Boston Road Tank 6.5 MG		$5,230,500
	Asbestos Cement Water Main	52,000 L.F.	$17,940,000
	Boston Road	8,200 L.F.	$3,382,500
	Shawsheen River Crossing	5,100 L.F.	$2,216,250
	Subtotal	*65,300 L.F.*	*$28,769,250*
	Total	**223,900 L.F.**	**$90,956,675**

0.8% of system replaced/yr average
(>100 year service life)

20-Year Capital Improvement Plan – Summary

Project	Preliminary Cost Estimate: Years 2017-2021	Years 2022-2026	Years 2027-2031	Years 2032-2036	Subtotal
Raw Water PS Elec Building HVAC Eval	$5,000				$5,000
Raw Water Transmission Main Assessment	$75,000				$75,000
Raw Water Pump Replacement	$250,000				$250,000
Raw Water Supply Redundancy		$5,448,000			$5,448,000
WTP Process Optimization	$100,000				$100,000
Chemical Storage Tanks	$272,000				$272,000
Filtered Water Chemical Injection	$480,000				$480,000
Ozone System Relocation and Replacement	$8,353,000				$8,353,000
Equipment Replacement		$5,167,500	$5,167,500	$837,000	$11,172,000
Finished Water Pump VFD Replacement	$405,000				$405,000
Power Quality Study	$13,000				$13,000
Active Harmonic Replacement System	$120,000				$120,000
NETA Equipment Testing	$110,500				$110,500
Lighting Upgrades	$247,500				$247,500
Electrical Safety Program	$97,500				$97,500
PLC Hardware Upgrade		$150,000			$150,000
SCADA Server/Thin Client Architecture		$275,000			$275,000
HMI Software Upgrade	$125,000				$125,000
Automated Reporting Software Upgrade	$80,000				$80,000
SCADA Disaster Recovery Process & Training	$115,000				$115,000
Structural Recommendations	$991,000				$991,000
Internal structural inspection of concrete tanks	$25,000				$25,000
HVAC Air Balance Study	$4,800				$4,800
HVAC Improvements to perimeter offices	$120,000				$120,000
HVAC Humidity Control	$100,000				$100,000
HVAC VAV System	$100,000				$100,000
WTP SUBTOTAL	**$12,189,300**	**$11,040,500**	**$5,167,500**	**$837,000**	**$29,234,300**
Residential Meter Replacement	$4,500,000				$4,500,000
Crosby Hill Tank Replacement		$2,317,500			$2,317,500
Boston Road Tank Replacement				$5,230,500	$5,230,500
Pipe Replacement	$9,226,725	$25,028,600	$21,114,600	$23,538,750	$78,908,675
Total	**$25,916,025**	**$38,386,600**	**$26,282,100**	**$29,606,250**	**$120,190,975**



Water Fund Balance – 3% Annual Increases
Water Utility - Projected Performance - 3% annual increases
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
-$500,000
-$1,000,000
-$1,500,000
FY2016
FY2017
FY2018
FY2019
FY2020
FY2021
Fund Balance - YE
Surplus/(Deficit) - Annual Increase
Fund Balance Target
WOODARD &CURRAN

Town of Billerica, DPW Engineering Division
Roadway Management Program
Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost	
2020						
		DESIGN PROJECTS				
Chapter 90	BOSTON RD NORTH RECONSTRUCTION FINAL DESIGN	BOSTON RD	RIVER ST	FLOYD ST	$625,000.00	
Other	YANKEE DOODLE BIKE PATH EASEMENTS	TOWN WIDE			$2,500,000.00	
Sewer	SEWER CONTRACT 39/40 (NEEDS AREA 7 & 9) DESIGN	NEEDS AREA 7 & 9			$2,500,000.00	
Other	STORMWATER MANAGEMENT	TOWN WIDE			$60,000.00	
I/I	INFLOW/INFILTRATION REHABILITATION CONTRACT 3	CLEANING & CCTV	CONCORD & SHAWSHEEN INTERCEPTORS		$40,000.00	
		CONSTRUCTION PROJECTS				
Chapter 90	ROADWAY MANAGEMENT	TOWN WIDE			$1,000,000.00	
		BOSTON RD SIDEWALK	ALPINE ST	LOWELL ST	$30,000.00	
					Subtotal:	$1,030,000.00
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			$50,000.00	
Chapter 90	TOWN-WIDE PATCHING	TOWN WIDE			$50,000.00	
Sewer/Ch 90	TOWN-WIDE STRUCTURE REPAIRS	STRUCTURE REPAIRS	TOWN WIDE		$50,000.00	
Sewer	SEWER CONTRACT 37/38 (NEEDS AREA 4 & 6) CONSTRUCTION YR 1	NEEDS AREA 4 & 6			$21,000,000.00	
	CALL ST PAVING & SIDEWALK					
		CALL ST-01	POLLARD ST	MYRTLE ST	$85,058.00	
		CALL ST-02	MYRTLE ST	SCHOOL DRWAY	$211,645.00	
		CALL ST-03	SCHOOL DRWAY	ROGERS ST	$70,857.00	
					Subtotal:	$367,560.00
	POLLARD ST SIDEWALK					
		POLLARD ST-01	TREBLE COVE RD	FORDWAY AVE	$98,920.00	

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Town of Billerica, DPW Engineering Division
Roadway Management Program
Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost	
		POLLARD ST-02	FORDWAY AVE	CALL ST	$36,426.00	
					Subtotal:	$135,346.00
I/I	INFLOW/INFILTRATION REHABILITATION CONTRACT 3	CLEANING & CCTV	CONCORD & SHAWSHEEN INTERCEPTORS		$250,000.00	
Private	RANGEWAY RD PAVING - HAWTHORNE	RANGEWAY RD	NASHUA RD	STERLING RD	$250,000.00	
State TIP	MIDDLESEX TURNPIKE CONSTRUCTION YR 3	MIDDLESEX TPK	PEARL RD	TOWN LINE	$35,000,000.00	
State TIP	BOSTON RD IMPROVEMENTS AT ALLEN RD YR 3	BOSTON RD	TREMLETT RD	SHAWSHEEN RIVER	$2,600,000.00	
					Total:	$66,507,906.00

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Town of Billerica, DPW Engineering Division
Roadway Management Program
Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost
2021					
		DESIGN PROJECTS			
Other	STORMWATER MANAGEMENT	TOWN WIDE			$60,000.00
		CONSTRUCTION PROJECTS			
Chapter 90	ROADWAY MANAGEMENT	TOWN WIDE			$1,000,000.00
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			$50,000.00
Chapter 90	TOWN-WIDE PATCHING	TOWN WIDE			$50,000.00
Sewer/Ch 90	TOWN-WIDE STRUCTURE REPAIRS	STRUCTURE REPAIRS	TOWN WIDE		$50,000.00
	TREBLE COVE RD SIDEWALK TO VVP CONSTRUCTION	TREBLE COVE RD-13	VVP	REPUBLIC RD	$149,013.00
Sewer	SEWER CONTRACT 37/38 (NEEDS AREA 4 & 6) CONSTRUCTION YR 2	NEEDS AREA 4 & 6			$21,000,000.00
State TIP	MIDDLESEX TURNPIKE CONSTRUCTION YR 4	MIDDLESEX TPK	PEARL RD	TOWN LINE	$35,000,000.00
	MANNING RD SIDEWALK EXT/PAVING	MANNING RD	MIDDLESEX TPK	LEXINGTON RD	$150,000.00
				Total:	$153,724,774.00

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Town of Billerica, DPW Engineering Division
Roadway Management Program
Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost
2022					
		DESIGN PROJECTS			
Other	STORMWATER MANAGEMENT	TOWN WIDE			$60,000.00
		CONSTRUCTION PROJECTS			
Chapter 90	ROADWAY MANAGEMENT	TOWN WIDE			$1,000,000.00
		MIDDLESEX TPK-01	CONCORD RD	STEARNS LN	$237,475.00
		MIDDLESEX TPK-02	STEARNS LN	FRENCH ST	$192,019.00
		MIDDLESEX TPK-03	FRENCH ST	HATTIE LN	$155,493.00
		MIDDLESEX TPK-04	HATTIE LN	DOLAN RD	$106,527.00
		MIDDLESEX TPK-05	DOLAN RD	FRANCIS RD	$63,494.00
		MIDDLESEX TPK-06	FRANCIS RD	CANTERBURY ST	$55,364.00
		MIDDLESEX TPK-07	CANTERBURY ST	FRIENDSHIP ST	$68,195.00
		MIDDLESEX TPK-08	FRIENDSHIP ST	STEWART ST	$84,855.00
		MIDDLESEX TPK-09	STEWART ST	PERREAULT AVE	$57,912.00
		MIDDLESEX TPK-10	PERREAULT AVE	LAKE ST	$106,724.00
		MIDDLESEX TPK-11	LAKE ST	MARSHALL ST	$382,556.00
		MIDDLESEX TPK-12	MARSHALL ST	HOWARD AVE	$114,176.00
		MIDDLESEX TPK-13	HOWARD AVE	PEARL RD	$104,619.00
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			$50,000.00
Chapter 90	TOWN-WIDE PATCHING	TOWN WIDE			$50,000.00
Sewer/Ch 90	TOWN-WIDE STRUCTURE REPAIRS	STRUCTURE REPAIRS	TOWN WIDE		$50,000.00
State TIP	MIDDLESEX TURNPIKE CONSTRUCTION YR 5	MIDDLESEX TPK	PEARL RD	TOWN LINE	$35,000,000.00
State TIP	BOSTON RD NORTH CONSTRUCTION	BOSTON RD	RIVER ST	FLOYD ST	$10,390,825.00

Total: $96,215,761.00

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Town of Billerica, DPW Engineering Division
Roadway Management Program
Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost	
2023						
		DESIGN PROJECTS				
Other	STORMWATER MANAGEMENT	TOWN WIDE			$60,000.00	
		CONSTRUCTION PROJECTS				
Chapter 90	ROADWAY MANAGEMENT	TOWN WIDE			$1,000,000.00	
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			$50,000.00	
Chapter 90	TOWN-WIDE PATCHING	TOWN WIDE			$50,000.00	
Sewer/Ch 90	TOWN-WIDE STRUCTURE REPAIRS	STRUCTURE REPAIRS	TOWN WIDE		$50,000.00	
State TIP	MIDDLESEX TURNPIKE CONSTRUCTION YR 6	MIDDLESEX TPK	PEARL RD	TOWN LINE	$35,000,000.00	
State TIP	LEXINGTON RD/GLAD VALLEY INTERSECTION CONSTRUCTION	LEXINGTON RD-01	GLAD VALLEY DR	BOSTON RD	$1,423,312.00	
Board of Appeals					$150,000.00	
					Subtotal:	$1,573,312.00
State TIP	YANKEE DOODLE BIKE PATH CONSTRUCTION	TOWN WIDE			$10,102,215.00	
	HOC SEWER PLANT DEMOLITION	OLD HOC SEWER PLANT			$150,000.00	
					Total:	**$48,035,527.00**

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Town of Billerica, DPW Engineering Division
Roadway Management Program
Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost	
2024						
		DESIGN PROJECTS				
Other	STORMWATER MANAGEMENT	TOWN WIDE			$60,000.00	
		CONSTRUCTION PROJECTS				
Chapter 90	ROADWAY MANAGEMENT	TOWN WIDE			$1,000,000.00	
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			$50,000.00	
Chapter 90	TOWN-WIDE PATCHING	TOWN WIDE			$50,000.00	
Sewer/Ch 90	TOWN-WIDE STRUCTURE REPAIRS	STRUCTURE REPAIRS	TOWN WIDE		$50,000.00	
	ANDOVER RD SIDEWALK	ANDOVER RD-04	POND ST	BOYNTON LN	$76,330.00	
		ANDOVER RD-05	BOYNTON LN	LALIA LN	$91,118.00	
		ANDOVER RD-06	LALIA LN	PONDOVER RD	$43,149.00	
		ANDOVER RD-07	PONDOVER RD	ALLEN RD EXT	$69,925.00	
		ANDOVER RD-08	ALLEN RD EXT	ALLEN RD	$100,245.00	
					Subtotal:	$380,767.00
	WHIPPLE RD SIDEWALK	WHIPPLE RD-02	ANDOVER RD	BRITTANY LN	$125,992.00	
	NASHUA RD SIDEWALK	NASHUA RD-06	SIMONDS FARM RD	CINNAMON DR	$48,857.00	
		NASHUA RD-07	CINNAMON DR	HEMLOCK LN	$53,047.00	
					Subtotal:	$101,904.00
	CAMPBELL RD SIDEWALK TO PHR	CAMPBELL RD-01	CONCORD RD	DEAD END	$102,547.00	
	ED HAYES WAY SIDEWALK TO PHR	ED HAYES WAY	DEAD END	GLAD VALLEY DR	$18,343.00	
	TREBLE COVE RD SIDEWALK TO VVP CONSTRUCTION	TREBLE COVE RD-04	NASHUA RD	JUNIPER ST	$33,978.00	
		TREBLE COVE RD-05	JUNIPER ST	BRANDON ST	$34,844.00	
		TREBLE COVE RD-06	BRANDON ST	RIO VISTA ST	$29,677.00	
		TREBLE COVE RD-07	RIO VISTA ST	DRIVEWAY	$95,374.00	

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Town of Billerica, DPW Engineering Division

Roadway Management Program

Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost	
		TREBLE COVE RD-08	DRIVEWAY	PEQUOT ST	$44,940.00	
		TREBLE COVE RD-09	PEQUOT ST	GOLDENROD LN	$84,512.00	
		TREBLE COVE RD-10	GOLDENROD RD	UNKNOWN	$90,043.00	
		TREBLE COVE RD-11	UNKNOWN	GOLDENROD LN	$36,671.00	
		TREBLE COVE RD-12	GOLDENROD LN	UNKNOWN	$32,847.00	
					Subtotal:	$482,886.00
	OLD ELM / TALBOT SIDEWALK	LOWELL ST-01	OLD ELM ST	COLSON ST	$115,069.00	
		OLD ELM ST-07	COLSON ST	TALBOT AVE	$19,959.00	
		OLD ELM ST-08	TALBOT AVE	TALBOT AVE	$12,757.00	
		OLD ELM ST-09	TALBOT AVE	WILSON ST	$32,088.00	
		OLD ELM ST-10	WILSON ST	FAULKNER ST	$105,116.00	
		TALBOT AVE-02	CIRCLE	CIRCLE	$177,266.00	
		TALBOT AVE-03	CIRCLE	OLD ELM ST	$120,754.00	
					Subtotal:	$583,009.00
					Total:	$3,005,448.00

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Billerica Public School District
Billerica, Massachusetts

Capital Improvement Cost Estimate Summary

All Schools

15 August 2012

Rank: 1=Immediate Concern 2=Requires Attention in Short Term 3=Will require ongoing maintenance but can wait

Evaluation Criteria	Memorial HS	Hallenborg Ice Rink	Marshall MS	Locke MS	Ditson ES	Dutile ES	Hajjar ES	Kennedy ES	Vining ES	TOTAL	RANK	YEAR TO BE COMPLETED
1. Health, Safety & Welfare	$50,902,028	$480,069	$6,675,839	$3,640,754	$94,070	$555,345	$3,035,437	$2,239,720	$1,534,628	**$69,157,890**	x	xxxx
2. Code Compliance (not indicated previously)	$14,760	$18,450	$103,800	$48,092	$0	$340,532	$96,420	$29,520	$29,520	**$681,094**	x	xxxx
3. Functional Use of Building (address space use issues- educational impact)	$12,068,858	$2,462,718	$955,544	$2,109,278	$474,981	$2,485,845 *	$2,714,009	$2,384,250 *	$5,481,852 *	**$31,137,335**	x	xxxx
4. Handicap Accessibility	$7,038,635	$768,053	$3,487,580	$2,781,610	$22,459	$1,407,420	$1,152,035	$613,518	$571,987	**$17,843,297**	x	xxxx
5. Maintenance-Extending the Life of the Building	$10,242,694	$1,076,685	$12,392,704	$10,737,492	$916,956	$5,021,100	$3,754,816	$5,336,012	$3,322,047	**$52,800,506**	x	xxxx
6. Energy Efficiency-Energy and Water Saving	$22,906,157	$1,018,358	$3,290,355	$1,226,925	$196,247	$1,810,611	$4,198,243	$2,754,210	$1,357,201	**$38,758,307**	x	xxxx
7. Hazardous Materials	$2,100,000	$130,000	$2,100,000	$1,100,000	$0	$750,000	$925,000	$995,000	$835,000	**$8,935,000**	x	xxxx
TOTAL	$105,273,132	$5,954,333	$29,005,822	$21,644,151	$1,704,713	$12,370,853	$15,875,960	$14,352,230	$13,132,235	**$219,313,429**		
RANK	x	x	x	x	x	x	x	x	x			
YEAR TO BE COMPLETED	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx			

Overview Commentary:

Note:

1. The numbers noted are based on a number of assumptions, particularly Hazardous Materials abatement. When a renovation project with a specific scope of work is planned, testing of those materials planned to be touched should be conducted, and a more detailed estimate should be performed prior to targeting a budget for that project.

2. Estimates shown above are intended to be "Project Costs", and include GC OH & P, Soft Costs and Contingencies

3. * indicates the cost of replacing existing modulars is included

DORE AND WHITTIER ARCHITECTS, INC.

PRELIMINARY Estimated Project Costs Summary 10/12/2012

Comprehensive Facilities Assessment & Master Plan Study

Billerica, Massachusetts

The following is a summary of Estimated Project Costs developed for the Billerica Public Schools Comprehensive Facilities Assessment & Master Plan Study. The options developed are conceptual in nature and therefore the estimated project costs are intended to provide a preliminary order of magnitude view at the potential project costs. Project costs consist of estimated site and building construction costs, design and construction contingencies, phasing, soft costs to cover the values of the design team, owner's project manager, investigative services, etc and fixtures, furniture and technology costs. The project costs presented are in current 2012 dollars and may need to be adjusted for inflation depending on future construction timeframes.

Options:	Grades	Scope	Pop.	Estimated Costs	Comments
Option 1: Repair					
Billerica High School	9 thru 12	CIP Only	1400	$ 105,273,000	includes PK
Locke Middle School	6 thru 8	CIP Only	621	$ 21,644,000	
Marshall Middle School	6 thru 8	CIP Only	729	$ 29,006,000	
Ditson Elementary School	K thru 5	CIP Only	655	$ 1,705,000	
Dutile Elementary School	K thru 5	CIP Only	262	$ 12,371,000	
Hajjar Elementary School	K thru 5	CIP Only	479	$ 15,876,000	
Kennedy Elementary School	K thru 5	CIP Only	409	$ 14,352,000	
Parker Elementary School	K thru 5	No Work	500	$ -	
Vining Elementary School	K thru 5	CIP Only	195	$ 13,132,000	
			5250		
Hallenborg Hockey Rink				$ 5,954,000	
Option 2: Redistrict					
Billerica High School	9 thru 12	Renovations	1400	$ 169,260,000	includes PK
Locke Middle School	6 thru 8	CIP Only	594	$ 21,644,000	
Marshall Middle School	6 thru 8	CIP/Renov	756	$ 30,369,000	
Ditson Elementary School	K thru 5	CIP Only	612	$ 1,705,000	
Dutile Elementary School	K thru 5	Renovations	262	$ 16,486,000	
Hajjar Elementary School	K thru 5	Add/Renov	631	$ 35,828,000	
Kennedy Elementary School	K thru 5	Renovations	300	$ 20,625,000	
Parker Elementary School	K thru 5	No Work	500	$ -	
Vining Elementary School	K thru 5	Renovations	195	$ 14,329,000	
			5250		
Hallenborg Hockey Rink				$ 5,954,000	

Option 2A: Redistrict II					
Billerica High School	9 thru 12	New	1400	$ 132,031,000	includes PK
Locke Middle School	6 thru 8	Add/Renov	594	$ 54,999,000	
Marshall Middle School	6 thru 8	Add/Renov	756	$ 62,228,000	
Ditson Elementary School	K thru 5	CIP Only	612	$ 1,705,000	
Dutile Elementary School	K thru 5	Renovations	262	$ 16,486,000	
Hajjar Elementary School	K thru 5	Add/Renov	631	$ 35,828,000	
Kennedy Elementary School	K thru 5	Renovations	300	$ 20,625,000	
Parker Elementary School	K thru 5	No Work	500	$ -	
Vining Elementary School	K thru 5	Add/Renov	195	$ 20,349,000	
			5250		
Hallenborg Hockey Rink				$ 5,954,000	

Capital Plan

Option 3: Reduce						
Billerica High School	9 thru 12	Renovations	1400	$	**169,260,000**	includes PK
Locke Middle School	6 thru 8	CIP	594	$	**21,644,000**	
Marshall Middle School	6 thru 8	CIP/Renov	756	$	**30,369,000**	
Ditson Elementary School	K thru 5	CIP Only	612	$	**1,705,000**	
Dutile Elementary School	K thru 5	Renovations	262	$	**16,486,000**	
Hajjar Elementary School	K thru 5	Add/Renov	631	$	**35,828,000**	
Kennedy Elementary School	K thru 5	Add/Renov	495	$	**38,362,000**	
Parker Elementary School	K thru 5	No Work	500	$	-	
Vining Elementary School	K thru 5	Closed	0	$	-	
			5250			
Hallenborg Hockey Rink				$	**5,954,000**	
Option 4: Reconfigure						
Billerica High School	8-9/10-12	Add/Renov	1850	$	**178,087,000**	includes PK
Locke Middle School	5 thru 7	CIP	579	$	**21,644,000**	
Marshall Middle School	5 thru 7	CIP/Renov	737	$	**30,369,000**	
Ditson Elementary School	K thru 4	CIP	590	$	**1,705,000**	
Dutile Elementary School	K thru 4	Renovations	262	$	**16,486,000**	
Hajjar Elementary School	K thru 4	Renovations	433	$	**26,257,000**	
Kennedy Elementary School	K thru 4	Add/Renov	300	$	**20,625,000**	
Parker Elementary School	K thru 4	No Work	500	$	-	
Vining Elementary School	K thru 4	Closed	0	$	-	
			5251			
Hallenborg Hockey Rink				$	**5,954,000**	
Option 5: Relocate (New HS built on Locke MS site)						
Billerica High School	8-9/10-12	New	1850	$	**161,347,000**	**Locke MS site**
Locke Middle School	5 thru 7	Add/Renov	594	$	**79,634,000**	**Renov exist HS**
Marshall Middle School	5 thru 7	CIP/Renov	722	$	**30,369,000**	
Ditson Elementary School	K thru 4	CIP	590	$	**1,705,000**	
Dutile Elementary School	K thru 4	Renovations	262	$	**16,486,000**	
Hajjar Elementary School	K thru 4	Renovations	433	$	**26,257,000**	
Kennedy Elementary School	K thru 4	Renovations	300	$	**20,625,000**	
Parker Elementary School	K thru 4	No Work	500	$	-	
Vining Elementary School	K thru 4	Closed	0	$	-	
			5251			
Hallenborg Hockey Rink				$	**5,954,000**	

Option 3: Reduce						
Billerica High School	9 thru 12	New	1400	$	**132,031,000**	includes PK
Locke Middle School	6 thru 8	CIP	594	$	**21,644,000**	
Marshall Middle School	6 thru 8	CIP/Renov	756	$	**30,369,000**	
Ditson Elementary School	K thru 5	CIP Only	612	$	**1,705,000**	
Dutile Elementary School	K thru 5	Renovations	262	$	**16,486,000**	
Hajjar Elementary School	K thru 5	Add/Renov	631	$	**35,828,000**	
Kennedy Elementary School	K thru 5	Add/Renov	495	$	**38,362,000**	
Parker Elementary School	K thru 5	No Work	500	$	-	
Vining Elementary School	K thru 5	Closed	0	$	-	
			5250			
Hallenborg Hockey Rink				$	**5,954,000**	
Option 4: Reconfigure						
Billerica High School	8-9/10-12	New	1850	$	**160,740,000**	includes PK
Locke Middle School	5 thru 7	CIP	579	$	**21,644,000**	
Marshall Middle School	5 thru 7	CIP/Renov	737	$	**30,369,000**	
Ditson Elementary School	K thru 4	CIP	590	$	**1,705,000**	
Dutile Elementary School	K thru 4	Renovations	262	$	**16,486,000**	
Hajjar Elementary School	K thru 4	Renovations	433	$	**26,257,000**	
Kennedy Elementary School	K thru 4	Add/Renov	300	$	**20,625,000**	
Parker Elementary School	K thru 4	No Work	500	$	-	
Vining Elementary School	K thru 4	Closed	0	$	-	
			5251			
Hallenborg Hockey Rink				$	**5,954,000**	
Option 5: Relocate (New HS built on Locke MS site)						
Billerica High School	8-9/10-12	New	1850	$	**161,347,000**	**Locke MS site**
Locke Middle School	5 thru 7	New	594	$	**48,187,000**	**New at Vining**
Marshall Middle School	5 thru 7	CIP/Renov	722	$	**30,369,000**	
Ditson Elementary School	K thru 4	CIP	590	$	**1,705,000**	
Dutile Elementary School	K thru 4	Renovations	262	$	**16,486,000**	
Hajjar Elementary School	K thru 4	Renovations	433	$	**26,257,000**	
Kennedy Elementary School	K thru 4	Renovations	300	$	**20,625,000**	
Parker Elementary School	K thru 4	No Work	500	$	-	
Vining Elementary School	K thru 4	Closed	0	$	-	
			5251			
Hallenborg Hockey Rink				$	**5,954,000**	

Section 15: Glossary

Glossary

Abatement: A complete or partial cancellation of a tax levy imposed by a governmental unit. Administered by the local board of assessors.

Accounting System: A system of financial recordkeeping which records, classifies and reports information on the financial status and operation of an organization.

Accrual Basis: The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

Adopted Budget: The resulting budget that has been approved by Town Meeting.

Annual Budget: An estimate of expenditures for specific purposes during the fiscal year (July 1 - June 30) and the proposed means (estimated revenues) for financing those activities.

Appropriation: An authorization by Town Meeting to make obligations and payments from the treasury for a specific purpose.

Assessed Valuation: A valuation set upon real or personal property by the Board of Assessors as a basis for levying taxes.

Audit: A study of the Town's accounting system to ensure that financial records are accurate and in compliance with all legal requirements for handling of public funds, including state law and Town charter.

Balanced Budget: A budget in which receipts are greater than (or equal to) expenditures. A requirement for all Massachusetts cities and towns. A balanced budget ia basic budgetary constraint intended to ensure that a government does not spend beyond its means and its use of resources for operating purposes does not exceed available resources over a defined budget period.

Basis of Accounting: Basis of accounting refers to when revenues and expenditures or expenses are recognized in accounts and reported on financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

Betterment:

Bond: A written promise to pay a specified sum of money, called the face value (par value) or principal amount, at a specified date or dates in the future, called maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time.

Bond Anticipation Note (BAN): Short term debt instrument used to generate cash for initial project costs and with the expectation that the debt will be replaced later by permanent bonding. Typically issued for a term of less than one year, BANs may be re-issued for up to five years, provided principal repayment begins after two years (MGL Ch. 44 §17). Principal payments on school related BANs may be deferred up to seven years (increased in 2002 from five years) if the community has an approved project on the Massachusetts School Building Authority (MSBA) priority list. BANs are full faith and credit obligations.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Budget (Operating): A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

Budget Calendar: The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

Budget Message: A general discussion of the submitted budget presented in writing by the Town Manager as part of the budget document.

Capital Budget: A plan of proposed outlays for acquiring long-term assets and the means of financing those acquisitions during the current fiscal period.

Capital Expenditures: Expenditures which result in the acquisition of or addition to fixed assets.

Capital Improvements: A comprehensive schedule for planning a community's capital expenditures. It coordinates community planning, and physical development. While all of a community's needs should be identified in the program, there should also be a set of criteria that prioritizes expenditures. A capital program is a plan for capital expenditures that extends four years beyond the capital budget and is updated yearly.

Chapter 70: Chapter 70 refers to the school funding formula created Under the Education Reform Act of 1993 by which State aid is distributed through the Cherry Sheet to help establish educational equity among municipal and regional school districts.

Chapter 90 Highway: State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on a formula under the provision of MGL Ch. 90 §34. The Chapter 90 formula comprises three variables: local road mileage (58.33%) as certified by the Massachusetts Highway Department (MHD), local employment level (20.83%) derived from the Department of Employment and Training (DET), and population estimates (20.83%) from the US Census Bureau. Local highway projects are approved in advance. Later, on the submission of certified expenditure reports to MHD, communities receive cost reimbursement to the limit of the grant.

Cherry Sheet: Aid to cover Town-shared expenses. The amount, if over $500,000, is contained on a separate sheet within the budget report. The primary items that make up this amount are charter school and MBTA assessments.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between employer and some of all of its employees, who are represented by a recognized labor union.

Debt Authorization: Formal approval to incur debt by municipal officials, in accordance with procedures stated in M.G.L. Ch. 44, specifically sections 2, 3, 4 and 6-15.

Debt Burden: The level of debt of an issuer, usually as compared to a measure of value (det as a percentage of assessed value, debt per capita, etc.).Sometimes debt burden is used in referring to debt service costs as a percentage of the annual budget.

Debt Exclusion: This amount represents the voter-approved amount that is used to pay for capital projects, often with a designated reimbursement from the state. The debt exclusion in the budget is the net amount (less state reimbursement) that is levy to the taxpayers on an annual basis.

Debt Limits: The general debt limit of a Town consists of the normal debt limit, which is 5% of the valuation of taxable property and a double debt limit, which is 10% of that valuation. Cities and towns may authorize debt up to the normal limit without state approval, while debt up to the double debt limit requires state approval. It should be noted that there are certain categories of debt which are exempt from these limits.

Debt Service: Payment of interest and repayment of principal to holders of a government's debt instruments.

Deficit: The excess of budget expenditures over receipts.

Department: A principal, functional and administrative entity created by statute and/or the Town Manager to carry out specified public services.

Encumbrance: Obligations in the form of purchase orders and contracts which are chargeable to an appropriation and are reserved. They cease to be encumbrances when paid or when an actual liability is set up.

Enterprise Fund: An Enterprise fund, authorized by MGL Ch. 44 §53F ½ , is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an Enterprise fund, all costs of service delivery—direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or unrestricted net assets generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, harbormaster. See DOR IGR 08-101.

Equalized Valuations: The determination of an estimate of the full and fair cash of all property in the Commonwealth as of a certain taxable date. EQVs have historically been used as a variable in distributing some State aid accounts and for determining county assessments and other costs. The Commissioner of Revenue, in accordance with MGL Ch. 58 §10C, is charged with the responsibility of biannually determining an equalized valuation for each Town and town in the Commonwealth.

Excess Levy Capacity: The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the Board of Selectmen or Town Council must be informed of excess levy capacity and their acknowledgement must be submitted to DOR when setting the tax rate.

Fiscal Year: The twelve month financial period used by all Massachusetts municipalities, which begins July 1 and ends June 30 of the following calendar year. The fiscal year is identified by the year in which it ends.

Foundation Budget: The spending target imposed by the Education Reform Act of 1993 for each school district as the level necessary to provide adequate education for all students.

Full and Fair Market Valuation: The requirement, by State law, that all real and personal property be assessed at 100% of market value for taxation purposes. "Proposition 2½" laws set the Town's tax levy limit at 2½% of the full market (assessed) value of all taxable property.

Fund: A set of interrelated accounts which record assets and liabilities related to a specific purpose. Also a sum of money available for specified purposes.

Fund Accounting: Governmental accounting systems should be organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self- balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance: The excess of assets of a fund over its liabilities and reserves.

General Fund: The major municipality-owned fund, which is created with Town receipts and which is charged with expenditures payable from such revenues.

Generally Accepted Accounting Principles (GAAP): A set of uniform accounting and financial reporting rules and procedures that define accepted accounting practice.

General Obligation Bonds: Bonds issued by a municipality which are backed by the full faith and credit of its taxing authority.

Governmental Funds: Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

Grant: A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal government. Grants are usually made for specific purposes.

Home Rule Petition: In general, a Town or town in the Commonwealth can exercise a power or function through the approval of its legislative body (Town Meeting) and its voters. They can exercise any power through the adoption of an ordinance, by-law or charter that the State legislature has the authority to delegate. In the strongest exercise of Home Rule rights, communities can enact charters (through a charter commission process), without State approval, in order to organize local government in a way that best meet the needs of their citizens. However, there are significant limitations.

Hotel/Motel Excise: Allows a community to assess a tax on short-term room occupancy at hotels, motels and lodging houses, as well as convention centers in selected cities.

Interest: Compensation paid or to be paid for the use of money, including interest payable at periodic intervals or as a discount at the time a loan is made.

Interfund Transactions: Payments from one administrative budget fund to another or from one trust fund to another, which results in the recording of a receipt and an expenditure.

Intrafund Transactions: Financial transactions between activities within the same fund. An example would be a budget transfer.

License and Permit Fees: The charges related to regulatory activities and privileges granted by government in connection with regulations.

Levy Ceiling: A levy ceiling is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2 ½). It states that, in any year, the personal property taxes imposed may not exceed 2 ½ percent of the total full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion (See Levy Limit).

Levy Limit: A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2 ½). It states that the real and personal property taxes imposed by a Town or town may only grow each year by up to 2 ½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion (See Levy Ceiling).

Local Receipts: This amount represents the amount of local taxes and fees from all departmental operations retained directly by the Town. The primary revenue items that comprise of local receipts are motor vehicle excise, interest income, permits, licenses, fines and State reimbursements.

Meals Excise: Local excise option, allowing communities to assess a sales tax on sales of restaurant meals originating in the Town by a vendor.

New growth - Properties that have increased in assessed valuation since the prior year because of development or other changes. Exempt real property returned to the tax roll and new personal property. New subdivision parcels and condominium conversions

Overlay Provisions: This amount is requested and set aside by the Assessor to cover any property abatements. Each year any remaining amount(s) may at the discretion of the Assessor's be used as a source of revenue.

Proposition 2 ½: A State law enacted in 1980, Proposition 2 ½ regulates local property tax administration and limits the amount of revenue a Town or town may raise from local property taxes each year to fund municipal operations.

Purchase Order: A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated or estimated price. Outstanding purchase orders are called encumbrances.

Rating Agencies: This term usually refers to Moody's Investors Service, Standard and Poor's Corporation and Fitch Ratings. These are the three major agencies that issue credit ratings on municipal bonds.

Refunding Bonds: The retirement of an existing bond issue through the sale of a new bond issue. When interest rates have fallen, issuers may want to exercise the call feature of a bond and replace it with another debt instrument paying a lower interest rate.

Registered Bonds: Bonds registered on the books of the issuer as to ownership; the transfer of ownership must also be recorded on the books of the issuer. Recent changes in federal tax laws mandate that all municipal bonds be registered if their tax exempt status is to be retained.

Revaluation: A reasonable and realistic program to achieve the fair cash valuation of property, in order to ensure that each taxpayer in the community pays his or her share of the cost of local government in proportion to the value of their property.

Revenue: Additions to the Town's financial assets (such as taxes and grants) which do not in themselves increase the Town's liabilities or cancel out a previous expenditure. Revenue may also be created by cancelling liabilities, provided there is no corresponding decrease in assets or increase in other liabilities.

Revolving Fund: A fund established to finance a continuing cycle of operations in which receipts are available for expenditure without further action by the Finance Committee.

Stabilization Fund: A general reserve. Money from this fund may be appropriated by a majority vote of the Town Meeting.

State Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch. 44 §53E ½ stipulates that each fund must be re-authorized each year at annual town meeting or by Town council action, and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the Town or town in the most recent fiscal year, and no more than one percent of the amount raised by taxation may be administered by a single fund. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.

Supplemental Budget: Appropriations made by the Town Meeting, after an initial appropriation, to cover expenditures beyond original estimates.

Tax Anticipation Notes: Notes issued in anticipation of taxes, which are usually retired from taxes collected.

Tax Rate: The amount of tax levy stated per $1,000 in value of the tax base. Prior to a 1978 amendment to the Massachusetts Constitution, a single tax rate applied to all of the taxable real and personal property in a Town or town. The 1978 amendment allowed the legislature to create three classes of taxable property: 1) residential real property, 2) open space land, and 3) all other (commercial, industrial and personal) property, each of which may be taxed at a different rate. Within limits, cities and towns are given the option of determining the share of the levy to be borne by the different classes of property. The share borne by residential real property must be at least 65% of the full rate. The share of commercial, industrial and personal property must not exceed 175% of the full rate. Property may not be classified until the state department of revenue has certified that all property has been assessed at its full value.

Tax Title: A collection procedure that secures a Town or a town's lien on real property and protects the municipality's right to payment of overdue property taxes. Otherwise, the lien expires if five years elapse from the January 1 assessment date and the property has been transferred to another owner. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the collector may take the property for the Town of town. After properly recording the instrument of taking, the collector transfers responsibility for collecting overdue amounts to the Treasurer. After six months, the Treasurer may initiate foreclosure proceedings.

Section 16: Fund & Balances Explanation, Financial Policies

Basics of Accounting & Basis of Budgeting

Basis of Accounting

The modified accrual basis of accounting is used by all governmental fund types; general, enterprise, special revenue, trust and agency funds.

Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual that is, when they become both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period, or soon enough thereafter to to e used to pay liabilities of the current period. Property taxes are considered available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due. The accrual basis of accounting is utilized by non-expendable trust funds. Under this basis of accounting, revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred.

Basis of Budgeting

An annual budget of the General and Enterprise funds are voted and approved by Town Meeting. Additional appropriations can be voted prior to the setting of the tax rate. Approval is also required for certain special revenue funds and for capital projects funded from borrowing authorizations. The Town’s General Fund annual budget is adopted on a statutory basis that differs in some respects from generally accepted accounting principles (GAAP). The major differences between the budgetary basis and GAAP accounting basis are that budgeted revenues are recorded when cash is received (budgetary basis), as opposed to when susceptible to accrual (GAAP.) The property tax levy is recorded as receivable when levied but then is fully reserved until collected. Encumbrances are treated as expenditures in the year of the commitment.

Types of Funds

There are seven types of funds that can be used, as needed, by state and local governments, both general purposes and limited purpose. The types of funds are as follows:

Governmental Funds

1. The General Fund – The General Fund is the major operating fund of municipal governments, and it accounts for the vast majority of municipal operations. The General Fund is supported by revenues from real estate and personal property taxes, state and federal aid, excise taxes, investment income, fines forfeiture, and fees and charges. Most of the municipal departments, including the schools, are supported in whole or in part by the General Fund.

2. Special Revenue Funds – The account for the proceeds of specific revenue sources (other than expendable trust or for major capital projects) that are legally restricted to expenditures for specific purposed. These funds are used mostly for donations, state, federal, and other intergovernmental revenue and expenditures.

3. Capital Project Fund – To account for financial resources to be used for the acquisition or construction of major capital facilities – other than those financed by proprietary funds and trust funds.

4. Debt Service Funds – To account for the accumulation of resources for, and the payment of, general long – term debt principal and interest.

Proprietary Fund

5. Enterprise Funds – To account for operations at that are financed and operated in a manner similar to private business enterprise – where the intent of the governing body is that cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recorded primarily through user chargers; or (b) where the governing body has decided the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

6. Internal Service Funds – To account for the financing of good or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost-reimbursement basis.

Fiduciary Funds

7. Trust and Agency Funds – to account for assets held by a governmental unit in a trustee capacity or as an agent for for individuals, private organizations, other governmental units, and/or other funds. These include (a) expendable trust funds, (b) nonexpendable trust funds, (c) pension trust funds, and (d) agency funds.

Financial Policies

The Town operates under the guise of multiple financial policies. These policies have allowed the Town to have around on $16,000,000 in excess tax capacity. The Town has also recently been upgraded to Aa2 and AA+ from Moody's and Standards and Poor's. These strong financial policies have also allowed us to build a brand new high school!

When building the budget the Town Manager attempts to follow the below policies:

1. The overall budget goal of the Board of Selectmen is to keep the budget to a 2% increase. This policy forces the Town to be prudent with taxpayer money. All necessary expenditures are funded with reoccurring revneus.

2. The Town of Billerica maintains a levy commitment every year of $9.066 Million dollars. In the years that the town debt service requirement is below this commitment the difference is appropriated to a debt stabilization fund. In the years that the debt service spikes over that commitment the town will appropriate the difference from the stabilization fund. The Town has not had the need to use the stabilization up to this point for general debt. The Town did appropriate $1.4 million for the first time from the Debt Stabilization fund to fulfill the policy on excluded debt – which is to ensure that the tax impact on the median household does not exceed $200 annually. The Graph and Table 3 below project when the Town will need to use stabilization funds and how much it will need to fund the Town's long term capital needs. The Town needs approximately $19 Million to fund the long term capital plan for the two debt excluded schools to limit the impact to $200 annually on the median household. The Town will have approximately $19 million in the debt stabilization fund by the fall of 2018 (see Table 2). An additional $33 million will be needed to maintain a $9 million impact on the levy of all general debt. This can be attained by appropriating $1.8 million from free cash annually (see Table 3).   At this rate the town will easily meet the goal of $33 Million within the next 20 years through free cash appropriations and levy appropriations dictated by this policy.

The Town Debt Stabilization Policy has two objectives. One is maintaining the general fund debt at $9 Million by using this fund. The second is using debt stabilization to buffer the impact of debt exclusions. It is projected that $19 Million will be needed to contain the impact of two debt exclusion on the median single family tax bill to $200 annually. The total debt stabilization need over 20 years is $51 Million (see Table 3).

3. Consistent with DOR guidelines the Town strives to generate a free cash number between 3-5% of the total town budget. Over the course of the past few years the Town been very accurate with their revenue projections and conservative with their expenses. Aggressive tax collection strategies have been helpful with free cash generation.

Investment Policies:

1. Safety is the foremost objective of the investment policy.

2. Credit Risk may be mitigated by limiting the investments to the safest types of securities and by investing in banks in accordance with the aforementioned policy

3. The Town will maintain liquidity in its operating funds by limiting the investments in shorter term securities to 90 days or less

4. Trust funds will be invested in accordance with Chapter 44 Section 54 of the Massachusetts General Laws

5. Diversification – The Town of Billerica will diversify its investments by security type and institution. With the exception of U.S. Treasury securities or U.S. Government Agency funds and the State Treasurer's investment pools, no more than 75% of the Town's total investment portfolio, excluding U.S. obligations and Government Agency Funds will be deposited with a single financial institution.

6.Selection of banks for investments – It is the responsibility of the Treasurer to assess the financial condition of the banks that the Town of Billerica invests with. This is achieved by the review of bank rating guides, review of Banks' Reports of Financial Condition and annual discussions with the banks regarding their financial position. The Town will only invest in banks with a VERIBANC rating of green light. The Town will divest its money from banks that fall below the green light rating. Primary emphasis will be placed on a bank's capital adequacy, loan quality and profitability before determining suitability for Town investments. Consistent with Chapter 44, Section 55 of the Massachusetts General Laws, the Town will not at any one time have on deposit in a bank or trust company an amount exceeding 60% of the institution's total equity presented on the institution's annual audited financial statements. In addition, it is the Town's policy that at no time shall any single bank or bank holding company, hold in excess of 75% of the Treasurer's cash balance for more than three consecutive days.

7.Investment Size & Collateralization – The amount of available funds that the Town of Billerica has in its possession at any one time makes it impractical to invest in banks and maintain the advantage of FDIC insurance. Most of the Town's Certificates of Deposit are purchased in $1,000,000 blocks in order to take advantage of higher rates. Currently, Massachusetts is one of only four states that have no legal requirement for collateralizing public deposits. Legislation is currently pending to require collateralization. Until adoption of such legislation, the Treasurer will provide as much security as possible for the Town of Billerica's bank investments through the prudent selection process described above. Preference will be given to banks that offer DIF insurance or collateralized deposits so long as the banks provide a comparable yield on investments.

8. Utilization of State Treasurer's Investment Pool – The Massachusetts Municipal Depository Trust (MMDT) combines the funds of Massachusetts public units and invests on their behalf in short term instruments of U.S. Treasury and Government Agencies and large corporations and financial institutions, thus offering investors (such as the Town of Billerica) the opportunity to earn higher yields through a professionally managed fund. Since its inception, the State Treasurer has employed Fidelity Investments as the Fund's manager. It is recognized that these investments are neither fully collateralized nor backed by the good full faith and credit of the Commonwealth of Massachusetts. However, there is a high degree of safety as a result of the pool's use of: delivery versus payment for many of their securities; utilization of full disclosure to ensure that investing officials are aware of significant investment and administrative policies, practices and restrictions; collateralization of all repurchase agreements; the application of FDIC pass through insurance; and limiting investments to high quality marketable securities as defined in the enabling legislation. This degree of safety is recognized by the Government Accounting Standard Board in its qualification of state investment pools in financial statements.

Reserve Balances as of June 30, 2020

Stabilization (town)	**$5,013,045**
Stabilization (school)	**$785,954**
Stabilization (debt)	**$20,249,674**
Land Fund	**$576,482**
Sale of Lots	**$131,539**
Sewer Expansion	**$1,889.890**
Inflow & Infiltration	**$392,329**
Water Conservation	**$290,450**
OPEB Trust	**$5,191,956**

Section 17: Billerica At A Glance

DLS At A Glance Report for Billerica

Socioeconomic	
County	MIDDLESEX
School Structure	K-12
Form of Government	REPRESENTATIVE TOWN MEETING
2015 Population	42,683
2020 Labor Force	23,402
2020 Unemployment Rate	5.50
2017 DOR Income Per Capita	37,662
2009 Housing Units per Sq Mile	566.33
2018 Road Miles	228.11
EQV Per Capita (2018 EQV/2015 Population)	159,119
Number of Registered Vehicles (2015)	39,084
2012 Number of Registered Voters	26,216

Bond Ratings	
Moody's Bond Ratings as of August 2020*	Aa2
Standard and Poor's Bond Ratings as of July 2020*	AA+

*Blank indicates the community has not been rated by the bond agency

Fiscal Year 2020 Esimated Cherry Sheet Aid	
Education Aid	19,458,564
General Government	6,930,188
Total Receipts	26,388,752
Total Assessments	5,015,964
Net State Aid	21,372,788

Fiscal Year 2021 Tax Classification			
Tax Classification	**Assessed Values**	**Tax Levy**	**Tax Rate**
Residential	5,911,635,678	76,851,264	13.00
Open Space	0	0	0.00
Commercial	421,674,691	12,603,857	29.89
Industrial	1,129,463,081	33,759,651	29.89
Personal Property	330,936,500	9,891,692	29.89
Total	**7,793,709,950**	**133,106,464**	

Fiscal Year 2021 Revenue by Source		
Revenue Source	**Amount**	**% of Total**
Tax Levy	133,106,464	68.49
State Aid	26,332,064	13.55
Local Receipts	26,800,000	13.79
Other Available	8,106,817	4.17
Total	**194,345,345**	

Fiscal Year 2021 Proposition 2 1/2 Levy Capacity	
New Growth	3,622,194

Override	
Debt Exclusion	5,655,345
Levy Limit	154,690,957
Excess Capacity	21,584,493
Ceiling	194,842,749
Override Capacity	45,807,137

Other Available Funds		
FY2021 Free Cash	**FY2019 Stabilization Fund**	**FY2021 Overlay Reserve**
5,685,654	24,002,681	2,700,114

Fiscal Year 2021 Average Single Family Tax Bill**	
Number of Single Family Parcels	10,912
Assessed Value of Single Family	435,628
Average Single Family Tax Bill	5,663

State Average Family Tax Bill	
Fiscal Year 2018	5,786
Fiscal Year 2019	6,021
Fiscal Year 2020	6,244

Billerica issues tax bills on a Quarterly basis

**For the communities granting the Residential or Senior exemptions, DLS does not collect enough information to calculate an average single family tax bill. In FY2020, those communities are Barnstable, Boston, Brookline, Cambridge, Chelsea, Everett, Hopkinton, Malden, Nantucket, Provincetown, Reading, Somerset, Somerville, Sudbury, Tisbury, Truro, Waltham, Watertown and Wellfleet. Therefore, the average single family tax bill information in this report will be blank.

Fiscal Year 2019 Schedule A - Actual Revenues and Expenditures

	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust Revenue	Total All Funds
Revenues	168,943,093	12,462,001	22,010,556	11,025,127	7,139,494	221,580,271
Expenditures	141,835,454	11,017,068			18,662,221	171,514,743
Police	8,596,917	0	0	0	0	8,596,917
Fire	8,491,322	0	0	0	0	8,491,322
Education	75,128,613	5,253,374		0	0	80,381,987
Public Works	8,000,981	17,150			0	8,018,131
Debt Service	7,878,081					7,878,081
Health Ins	1,731,660				13,724,459	15,456,119
Pension	11,555,045				0	11,555,045
All Other	20,452,835	5,746,544	0	0	4,937,762	31,137,141

Total Revenues and Expenditures per Capita

	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust Revenue	Total All Funds
Revenues	3,958.1	292.0	515.7	258.3	167.3	5,191.3
Expenditures	3,323.0	258.1	0.0	0.0	437.2	4,018.3

This data only represents the revenues and expenditures occuring in these funds and does not reflect and transfers to or from other funds. Therefore, this data should not be used to calculate an ending fund balance.

If you have questions regarding the data contained in this report, please contact the Municipal Databank/Local Aid Section at (617) 626-2384 or databank@dor.state.ma.us