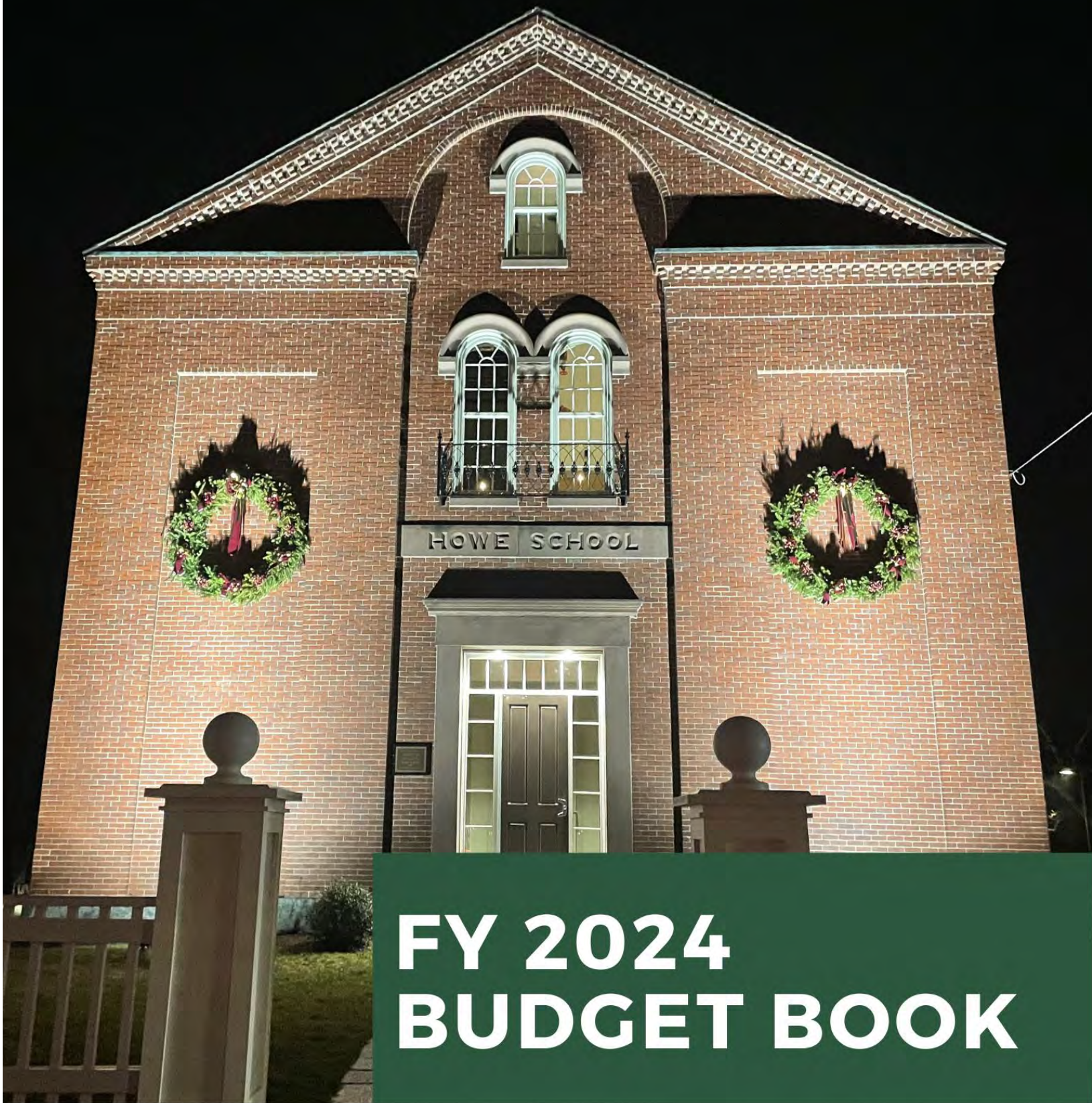




FY 2024 BUDGET BOOK

John C. Curran, Town Manager
Andrew Deslaurier, Chair of the Select Board
Dave Gagliardi, Chair of the Finance Committee





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Town of Billerica



Operating Budget Fiscal Year 2024
Capital Improvement Program Fiscal Year 2024

Town Manager
John Curran

Select Board (As of 2/20/2023)
Chair Person, Andrew N. Deslaurier
Vice Chair Person, Michael Riley
Secretary, Kimberly J. Conway
John J. Burrows
Michael S. Rosa

Finance Committee (As of 2/20/2023)
Chairman, David Gagliardi
Vice Chairman, John Mulloy
Secretary, Mary McBride
Donald Damon
Sharon Healey
Philip Newfell
Patrick Logue
Larry Norman
Douglas Fogerty
Doug Meagher
Darlene Torre
Brian Dorrington, 2nd Associate

Picture Credits From Town Photo Contest
Mary Leach
Dan Burns
Andrew Deslaurier
Kevin Caira
Lisa Botte
Mary Leach
Megan MacDonald
Richard Lee
Michael Parker
David Gagliardi
Amy Doyle
Eric Donati
Robert Maynard





Barbara Phillips
Photography

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Section 1: Introduction

Town Manager's Budget Message



MEMORANDUM

TO: All Department Heads, Boards, Committees and Commissions

FROM: John C. Curran, Town Manager 

DATE: December 7, 2022

SUBJECT: Fiscal Year 2024 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 2, 2023. Therefore, the budget must be submitted to Finance Committee by March 3, 2023. Accordingly, the budget will be ratified by the Select Board at the last regular meeting before this date – February 27th. The department head budget requests are due by Tuesday, January 3, 2022.

Budget Process

According to Massachusetts Department of Revenue (DOR) Commissioner Geoffrey Snyder preliminary revenue collections for November totaled \$2.382 billion, \$32 million or 1.3% less than actual collections in November 2021, but \$221 million or 10.2% more than benchmark.

FY2023 year-to-date collections totaled approximately \$13.946 billion, which is \$337 million or 2.5% more than collections in the same period of FY2022 and \$749 million or 5.7% more than the year-to-date benchmark.

Local receipts are strong and projected to remain that way in FY2024. New growth is the second highest ever recorded for the Town of Billerica. Consequently, this Office, through the budget process, is proceeding with a level service budget and proceeding ahead with Long –term capital planning unabated.

However, the Fiscal Year 2024 budget format will be more conservative than it was last year. Last year the Town budget had a higher levy increase than usual due to several factors. The school contract settlement added \$1.9 million to the levy on top of a school budget increase of \$1.9 million. Town capital was increased by \$500,000 and Town Government went up by \$1,000,000. Additionally, 43% of the increase in the median single family tax bill was attributed to residential value shift. Therefore, this office is directing departments to submit a level service budget. Any additions must be offset by budget reductions in other parts of your budget. This directive is intended to minimize impacts of non-discretionary spending items.

The Town’s retirement contribution is expected to increase similarly to last year at \$941,525 or 6.50% and Health Care is projected to increase as well.

The collective bargaining agreements for BMEA, Paramedics, Police A & B and Police Dispatch expired on June 30, 2022. The Town is expecting to settle with Firefighters, Fire Alarm, Clerical and Department Heads. These collective bargaining agreements are expiring on June 30, 2022. This office will likely submit warrant articles for new contracts at Town Meeting. The Town is currently engaged with the collective bargaining units negotiating the next round of contracts and it is anticipated that some of these will impact the FY2024 budget.

Budget files will be distributed over the next week. 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. Please do not overwrite formulas. Please ask for assistance from this office if you are unsure of how to input budget data. Listed below are the general budget guidelines to assist you in this process.

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.

Fiscal Year 2024 Financial Outlook

Town of Billerica

Fiscal Year 2024 Financial Outlook

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 an AA+ by S&P in January of 2022 –

“The rating reflects our view of the Town's very strong and growing economy, supported by Billerica's access to the Boston Metropolitan Statistical Area (MSA), with wealth and income indicators well above the national averages, as well as its stable financial operations. Notwithstanding a very minor draw on reserves after transfers out to the Capital Fund expected in fiscal 2021, Billerica maintains good financial flexibility, with available reserves remaining well above 20% of expenditures. The Town also maintains \$20.7 million in excess levy capacity.
– S&P

The Town has experienced significant new growth – over \$4 million. The Home Depot Distribution Center is complete. The Billerica Mall project has under construction. There are several Life Science GMP projects permitted in Billerica. The Val housing project is complete and 90% occupied. All these projects provided real sustainable growth and good jobs to the region.

Local receipts were strong. Excise receipts were up. Local Aid was stable.

Revenue

The Town has an excess levy capacity of \$27 million – the highest ever and among the highest in the Commonwealth. 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. Homeowners often seek a pre-approved 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. The Town is currently planning to address some very specific large capital needs. The Town can tap into excess revenue capacity for this purpose. The Town is in the process of designing a new \$50 Million Public Works Facility as well as studying the possibility of constructing a new COA facility and a Recreational Facility. These latter two needs may be addressed as an intergenerational center. For planning purposes, a potential cost to these endeavors could be as much as \$35 Million. The Town continues to move forward on the completion of the Sewer Distribution System. This Comprehensive Wastewater Management Plan (CWMP) has a projected cost of \$200 Million over the next 20 years. The next Sewer project, Needs Area 4, will add 4.36 miles of sewer and will serve 199 homes. Once this project is completed, 88.6% of the Town will be on sewer.

Towns that do not have excess capacity do not have revenue for these purposes. Their only recourse is to seek a proposition two and a half override.

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 – \$3.7 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 3.57% as an average in the last five years. Last year's levy grew by \$7.4 million. This year's levy is expected to be a significantly less.

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 significantly increased this funding 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 \$27.5 million in Local Aid.

The Town also receives local receipts that fund the General Fund in the amount of \$13 million and another \$5.75 million and \$6.75 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 million Comprehensive Wastewater Management Plan, which includes expanding the sewer collection system for the last 10% of the Town.

The outlook for revenue expectations is positive in the short term and it is 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 completed and operational. The Billerica Mall site is well underway. The includes an Amazon Fresh Grocery Store, a 110 Grill and Starbucks, as well as 200 units of housing. The Housing, the supermarket and the sitework have advanced significantly over the last year.

All 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

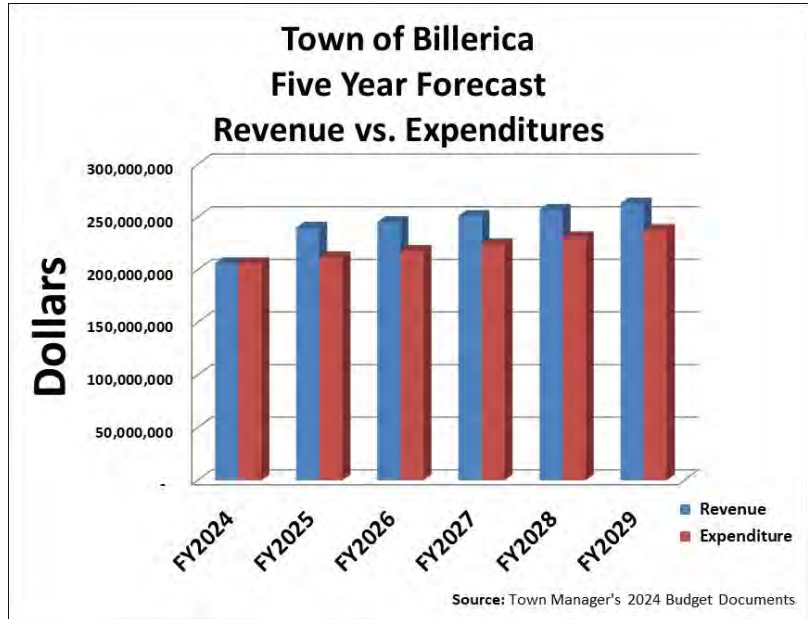
The strong revenue picture positions the Town well to handle many of the projected costs and investments ahead for the Town. The operating costs have several big drivers. Pension costs are on payment schedule to be fully vested by 2035. Each year the projected increase for pension costs is 6.50% out to 2037.

The OPEB Liability for the Town was as high as \$270 million. It is currently at \$248 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 2024 budget the Town is requesting an appropriation of \$2,313,061. The meals tax revenue is approximately \$500,000 annually. The Health Insurance is level funded this year due to a strong Health Care Trust Fund. Five Town labor contracts are currently being negotiated.

Investments

Long-Term Investments include the continued commitment to the new Billerica Memorial High School. The Town has issued \$93 million in debt and will issue an additional amount under \$7 million in the Spring. The Town has issued debt for the Pinehurst Fire Station and the demolition of the old Ditson and the Vining Schools. All 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 \$51.1 million in debt service over 21 years. This will help to reduce the impact these projects have on the tax rate.

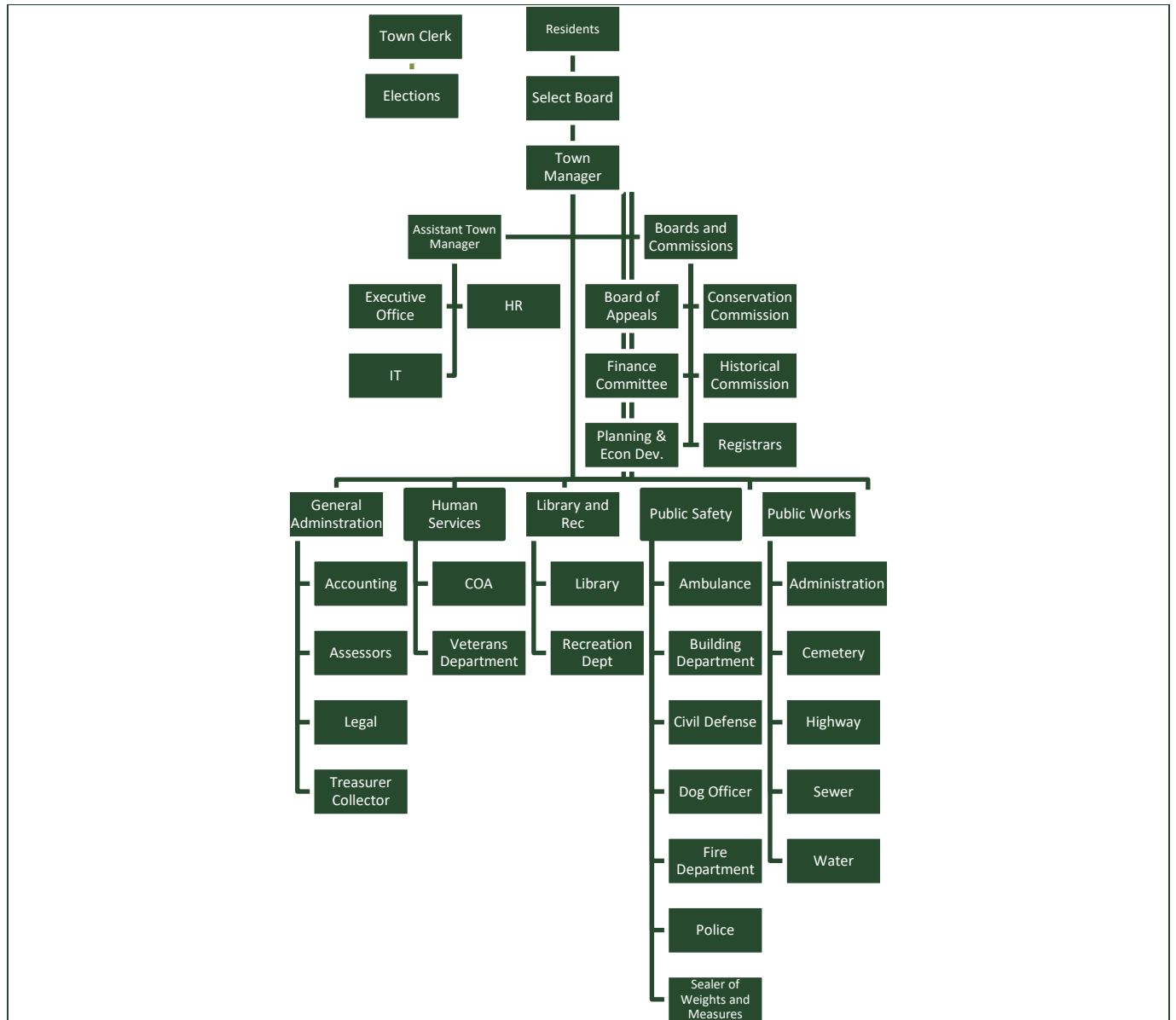
The new Engine 3 Fire Station in Pinehurst is completed. This was a \$10 million project. Additionally, the Town is moving forward with a new Public Works Facility – this is a \$50 million project. The Howe School is completed and occupied by BATV. This was also a \$10 million project. The Town has just about completed an \$11 Million Peggy Hannon Rizza Field Complex. This included installation of two turf fields, a new snack and meeting room facility and two new softball fields and games and recreational space. The Town has budgeted \$2.5 million annually for Capital and Infrastructure projects around Town. Additionally, the Town receives approximately \$1.325 million in Chapter 90 Funds from the State for roadway improvements.



Five Year Forecast

Factoring all 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 47 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 **Select Board**. 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 Select Board 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 FY24 (Approval 2024 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

SB 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, Select Board, Representative Town Meeting

Town Manager: John C. Curran

School Structure: K-12

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 43,784 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 E-Ink. These companies are on the cutting edge of technology and medical research including cures for cancer. Billerica also has many restaurants and places to shop.

The Town is in a strong position financially and has a Aa2 rating from Moody's and a AA+ from Standard and Poor's. The Town also has over 25 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.

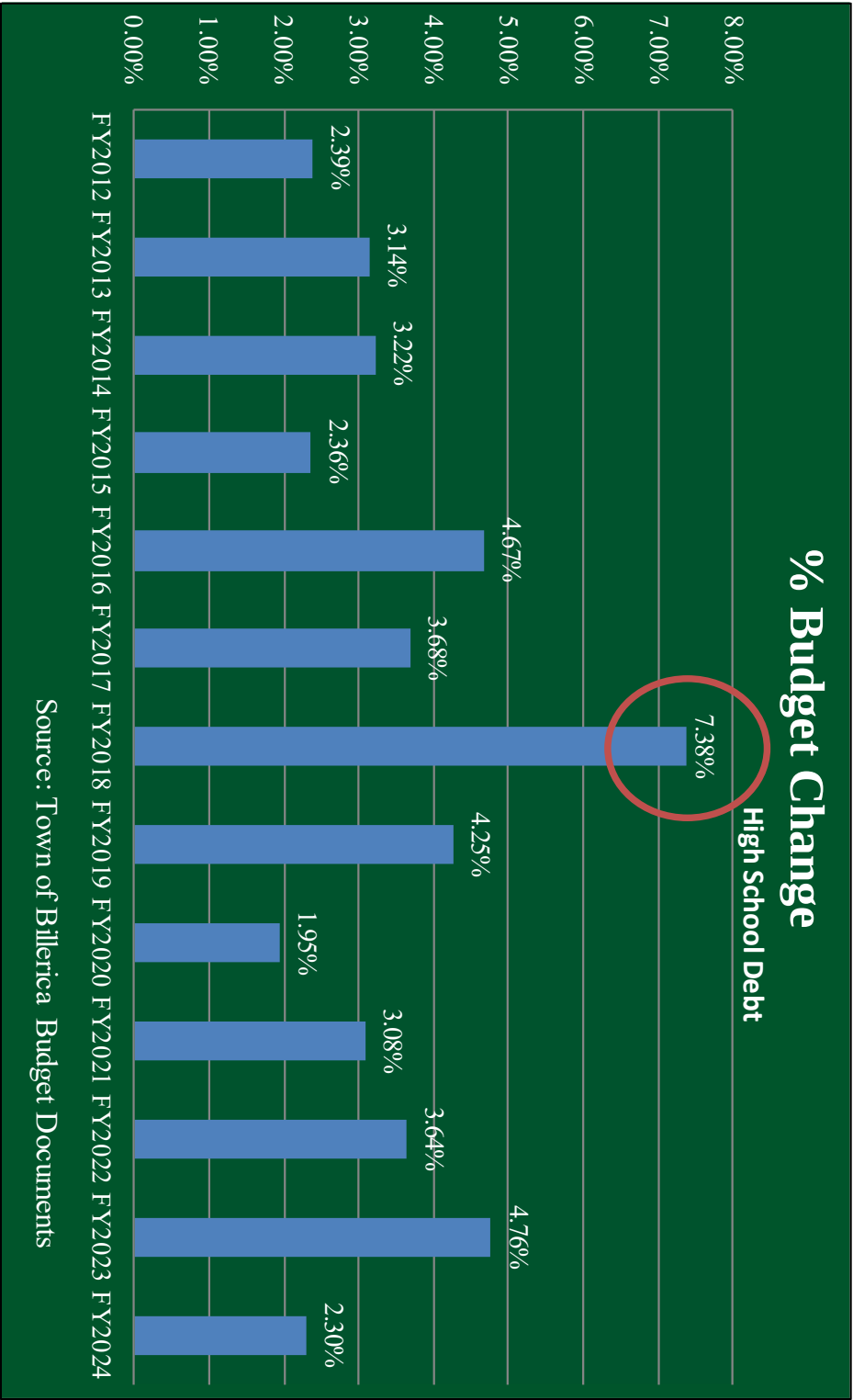
The Town of Billerica is currently an exciting place to be. Future development, a recently completed new high school, and many other exciting opportunities are on the horizon.

Section 2: Budget Overview

Fiscal Year 2024 Budget Summary

Fiscal Year 2024 Budget Summary						
Department	FY2022 BUDGET	FY2023 BUDGET	FY2024 BUDGET	\$ INC/DEC	% INC/DEC	
General Government	\$ 8,136,098	\$ 8,682,319	\$ 8,491,016	\$ (191,303)	(2.20%)	
Public Safety	21,581,578	21,924,232	21,704,985	(219,247)	-1.00%	
Public Works	9,298,188	9,699,473	10,313,459	613,986	6.33%	
Library and Recreation	2,180,131	2,178,024	2,229,342	51,318	2.36%	
Human Services	944,856	875,911	826,443	(49,468)	-5.65%	
Total Town Departments	42,140,851	43,359,959	43,565,245	205,286	0.47%	
Billerica Public Education	69,433,698	73,447,001	76,326,794	2,879,793	3.92%	
Shawsheen Technical	10,101,796	10,011,652	10,011,652	-	0.00%	
Total Education	79,535,494	83,458,653	86,338,446	2,879,793	3.45%	
Town/School Shared Costs	44,743,732	47,717,831	48,734,385	1,016,554	2.13%	
TOTAL	\$ 166,420,077	\$ 174,536,442	\$ 178,638,076	\$ 4,101,633	2.35%	
Water Enterprise Fund Budget	\$ 7,184,434	\$ 7,315,982	\$ 7,583,942	\$ 267,960	3.66%	
Wastewater Enterprise Fund Budget	\$ 8,828,369	\$ 9,266,825	\$ 9,294,423	\$ 27,599	0.30%	
Total Budgets	\$ 182,432,880	\$ 191,119,249	\$ 195,516,441	\$ 4,397,192	2.30%	

Fiscal Year 2024 Budget Changes



Financial Recap FY24

TOWN OF BILLERICA FINANCIAL RECAP FISCAL YEAR 2024 SPRING					Page 1
	FINAL BUDGET FY20	FINAL BUDGET FY21	FINAL BUDGET FY22	FINAL BUDGET FY23	SPRING BUDGET FY24
<i>USES OF FUNDING (AMOUNTS TO BE RAISED):</i>					
APPROPRIATIONS:					
GENERAL FUND BUDGET (Includes all TM R&A)	143,587,194.00	148,290,309.00	152,835,680.00	160,051,444.00	163,216,367.00
School Contracts Budget Amendment					
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	6,514,231.00	6,566,188.00	7,184,433.98	7,315,981.66	7,583,941.76
Water Enterprise Capital Budget					
Wastewater Enterprise Budget	8,738,789.00	8,388,219.00	8,828,369.00	9,266,825.00	9,294,423.00
CPA Budget Article	900,000.00	1,608,000.00	1,000,000.00	1,100,000.00	1,100,000.00
STM Overlay Appropriation					250,000.00
TOTAL APPROPRIATIONS	170,232,663.52	173,459,346.00	183,956,712.98	190,093,303.97	181,444,731.76
OTHER LOCAL EXPENDITURES / DEFICITS:					
TAX TITLE PURPOSES	50,000.00			50,000.00	50,000.00
CHARTER SCHOOL ASSESSMENT					
SCHOOL CHOICE					
COUNTY RETIREMENT	11,921,516.00	12,782,396.00	13,584,397.00	14,484,999.00	15,421,709.00
DEBT & INTEREST		41,500.00		196,608.00	196,608.00
FINAL JUDGMENTS	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
OVERLAY DEFICITS					
CHERRY SHEET OFFSETS	52,318.00	54,332.00	69,952.00	83,767.00	83,767.00
REVENUE DEFICIT					
SNOW / ICE DEFICIT	533,093.23	337,134.00	667,970.00	864,799.00	600,000.00
PROJECTED SNOW / ICE REIMBURSEMENT					
OVERLAY RESERVE	2,711,458.00	2,700,113.80	2,750,778.15	2,580,582.00	2,580,582.00
OTHER - MEDICARE/UNEMPLOYMENT					
OTHER - UNFORESEEN CHARGES/ASSESSMENTS					
TOTAL OTHER LOCAL EXPENDITURES	15,328,385.23	15,975,475.80	17,133,097.15	18,320,755.00	18,992,666.00
STATE AND COUNTY CHARGES	5,015,964.00	4,910,024.00	5,236,423.00	5,706,527.00	5,706,527.00
TOTAL USES OF FUNDING	190,577,012.75	194,344,845.80	206,326,233.13	214,120,585.97	206,143,924.76

	FINAL BUDGET FY20	FINAL BUDGET FY21	FINAL BUDGET FY22	FINAL BUDGET FY23	SPRING BUDGET FY24
<i>SOURCES OF FUNDING :</i>					
AMEND PY NEW GROWTH			196,636.00		
PROPERTY TAXES 2 1/2 LEVY LIMIT	138,304,396.00	145,413,418.00	152,963,054.00	161,608,505.00	170,042,787.00
NEW GROWTH	3,226,961.00	3,622,194.00	4,703,780.00	4,286,897.00	750,000.00
AMEND PY NEW GROWTH	335,392.00				
TOTAL PROPERTY TAXES	141,866,749.00	149,035,612.00	157,666,834.00	165,895,402.00	170,792,787.00
ADD CPA					
ADD DEBT EXCLUSION	6,013,156.73	5,614,093.75	5,588,843.75	5,674,376.00	5,454,293.75
DOR ROUNDING					
LESS EXCESS LEVY CAPACITY	-18,250,923.53	-21,543,740.18	-25,665,709.62	-26,566,422.00	-27,310,383.59
WATER LEVY	1,676,427.50	1,566,188.00	1,784,433.98	1,565,981.66	1,733,941.76
SEWER LEVY	3,208,486.00	2,588,219.00	2,428,369.00	2,516,825.00	2,444,423.00
GENERAL FUND LEVY	124,744,068.70	128,951,558.57	133,377,165.15	140,920,549.34	144,758,332.40
TOTAL PROPERTY TAXES - ADJUSTED	129,628,982.20	133,105,965.57	137,589,968.13	145,003,356.00	148,936,697.16

<i>SOURCES OF FUNDING (cont):</i>					
STATE ESTIMATED REVENUES:					
CHAPTER 70 - SCHOOL AID	19,348,854.00	19,348,854.00	19,489,674.00	19,777,194.00	19,777,194.00
CHARTER TUITION ASSESSMENT REIMBURSEME	109,710.00	97,524.00	77,854.00	257,451.00	257,451.00
SCHOOL LUNCH - OFFSET					
LOTTERY	6,183,385.00	6,183,385.00	6,399,803.00	6,745,392.00	6,745,392.00
VETERANS' BENEFITS	305,950.00	245,253.00	335,661.00	249,959.00	249,959.00
EXEMPTIONS - VETS, BLIND & SURVIVING SPOU:	248,042.00	263,219.00	247,596.00	250,540.00	250,540.00
STATE OWNED LAND	140,493.00	139,497.00	172,480.00	221,395.00	221,395.00
PUBLIC LIBRARIES - OFFSET	52,318.00	54,332.00	69,952.00	83,767.00	83,767.00
TOTAL STATE ESTIMATED REVENUES	26,388,752.00	26,332,064.00	26,793,020.00	27,585,698.00	27,585,698.00

LOCAL ESTIMATED REVENUES:					
MOTOR VEHICLE EXCISE	6,500,000.00	6,500,000.00	6,750,000.00	7,150,000.00	7,150,000.00
OTHER EXCISES (HOTEL/MOTEL)	1,500,000.00	1,500,000.00	1,000,000.00	1,300,000.00	1,300,000.00
PENALTIES & INTEREST	350,000.00	350,000.00	400,000.00	400,000.00	400,000.00
P.I.L.O.T.	50,000.00	50,000.00	100,000.00	100,000.00	100,000.00
CHARGES FOR SERVICES - WATER					
CHARGES FOR SERVICES - SEWER					
FEES (Includes Ambulance Receipts)	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00	2,500,000.00
DEPARTMENTAL REVENUE-LIBRARY	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	300,000.00	300,000.00	300,000.00
LICENSES & PERMITS	1,000,000.00	1,000,000.00	1,600,000.00	1,200,000.00	1,200,000.00
FINES & FORFEITS	125,000.00	125,000.00	70,000.00	70,000.00	70,000.00
INTEREST EARNINGS	225,000.00	225,000.00	245,000.00	245,000.00	245,000.00
MISC. STATE AND OTHER REVENUE	125,000.00	125,000.00	65,000.00	65,000.00	65,000.00
NON RECURRING REVENUE			365.00		
TOTAL LOCAL ESTIMATED REVENUES	12,742,000.00	12,742,000.00	13,140,365.00	13,440,000.00	13,440,000.00

	FINAL BUDGET FY20	FINAL BUDGET FY21	FINAL BUDGET FY22	FINAL BUDGET FY23	SPRING BUDGET FY24
ENTERPRISE REVENUE					
CHARGES FOR SERVICES - WATER	4,800,000.00	5,000,000.00	5,400,000.00	5,750,000.00	5,850,000.00
CHARGES FOR SERVICES - WATER BACKFLOW AND CROSS CONNECTION FEES					
CHARGES FOR SERVICES - NEW REVENUE					
CHARGES FOR SERVICES - SEWER	5,500,000.00	5,800,000.00	6,400,000.00	6,750,000.00	6,850,000.00
TOTAL ENTERPRISE REVENUES	10,300,000.00	10,800,000.00	11,800,000.00	12,500,000.00	12,700,000.00
OTHER AVAILABLE FUNDS:					
CPA REVENUE	900,000.00	1,608,000.00	1,000,000.00	1,100,000.00	1,100,000.00
CPA Appropriation			830,000.00	1,148,055.00	
Amount Certified for Tax Title Purposes					
WASTE WATER PLANT EXPANSION FUND		860,000.00	875,000.00		
WASTE WATER INFLOW / INFIL. FUND	237,000.00		50,000.00		
WATER CONSERVATION FUND	531,000.00	100,000.00	400,000.00		
SEWER RATE RELIEF					
BACKFLOW AND CROSS-CONN. FEES					
BOND PREMIUMS					
WATER CONSERVATION FUND May	110,000.00		65,000.00		
PREVIOUS WARRANT ARTICLES					
SALE OF LOTS & GRAVES TRUST	195,000.00		65,000.00	205,000.00	
CEMETERY PERPETUAL CARE INTEREST					
TELECOMMUNICATIONS REVOLVING					
WETLAND PROTECTION FUND					
DEBT STABILIZATION APPROPRIATION	950,000.00	1,160,000.00	1,774,447.00	2,012,616.97	2,012,669.60
DEBT STABILIZATION APPROPRIATION					
FREE CASH	7,482,052.00	2,253,200.00	7,500,000.00	5,627,000.00	
FREE CASH May Public Safety Contracts					
FREE CASH May	5,000.00				
WATER ENTERPRISE RETAINED EARNINGS		600,000.00	2,859,500.00	2,285,000.00	
WASTEWATER ENTERPRISE RETAINED EARNIN	500,000.00	1,050,000.00	860,000.00	2,095,000.00	
FREE CASH TO REDUCE THE TAX LEVY					
LOTTERY SURPLUS					
OVERLAY SURPLUS	389,429.39	3,000,000.00		1,000,000.00	250,000.00
STABILIZATION FUND SCHOOL					
STABILIZATION FUND TOWN					
OVERLAY SURPLUS School Contract					
RINK REVOLVING FUND	127,422.00	121,187.00	120,203.00	118,860.00	118,860.00
Reauthorization of Old Articles DPW Trucks					
Reauthorization of Old Article 25 AFTM 2019			443,750.00		
LAND FUND		213,500.00			
PEG Access Fund	90,374.72	160,320.00	159,980.00		
MISC. REVENUE FUNDS					
BUDGET TRANSFERS		110,000.00			
SIDEWALK FUND		128,610.00			
CHAPTER 90 - HIGHWAY					
TOTAL OTHER AVAILABLE FUNDS	11,517,278.11	11,364,817.00	17,002,880.00	15,591,531.97	3,481,529.60
TOTAL SOURCES OF FUNDING	190,577,012.31	194,344,846.57	206,326,233.13	214,120,585.97	206,143,924.76
PROJECTED SURPLUS (DEFICIT)	(0.44)	0.77	(0.00)	0.00	(0.00)

Budget Detail

Town of Billerica Budget Detail FY2024 Page 1		BUDGETED FY2020	EXPENDED FY2020	BUDGETED FY2021	EXPENDED FY2021	BUDGETED FY2022	EXPENDED FY2022	BUDGETED FY2023	DEPT REQ FY 2024	TOWN MGR FY 2024	FIN COM FY 2024	Budget Change	% Change
122 - Select Board													
5110	Personnel	80,637	68,688	66,976	59,413	67,825	67,825	67,658	83,402	83,402	83,402	15,744	23.27%
5190	Contractual Obligations	4,000	3,693	500	500	500	-	500	500	500	500	-	0.00%
5400	Supplies & Expenses	5,900	5,563	4,500	4,500	4,500	4,495	4,500	4,500	4,500	4,500	-	0.00%
5200	Contract Services/Leases	1,500	2,595	1,500	1,500	1,500	1,498	1,500	1,500	1,500	1,500	-	0.00%
7044	Assessments and Dues	25,645	25,630	28,942	25,943	28,942	27,575	28,942	28,942	28,942	28,942	0	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		117,682	106,169	102,418	91,856	103,267	101,393	103,100	118,845	118,845	118,845	15,745	15.27%
123 - Town Manager													
5110	Personnel	614,394	614,394	660,447	654,203	489,153	489,153	649,262	681,033	681,033	681,033	31,771	4.89%
5120	Permanent Part Time	57,038	94,809	70,514	70,514	62,312	61,763	66,767	38,024	38,024	38,024	(28,742)	-43.05%
5130	Overtime	-	6,520	10,000	10,000	10,000	1,369	10,000	-	-	-	(10,000)	-100.00%
5190	Contractual Obligations	\$8,260	\$13,260	\$16,470	16,470	\$16,470	\$10,323	\$14,393	\$42,512	\$42,512	\$42,512	\$28,119	195.36%
5400	Supplies & Expenses	28,400	22,212	28,400	29,400	28,400	23,848	48,400	48,400	48,400	48,400	-	0.00%
5200	Contract Services/Leases	25,000	6,501	25,000	14,804	18,000	4,704	25,000	25,000	25,000	25,000	-	0.00%
7037	Comm. Plan./Proj./Tech. Asst.	5,000	4,953	10,000	10,000	10,000	4,953	10,000	10,000	10,000	10,000	-	0.00%
7050	Pensions	475	-	-	-	-	-	-	-	-	-	-	-
7051	Emp. Medical Exams	85,000	63,176	85,000	80,357	85,000	77,925	85,000	85,000	85,000	85,000	-	0.00%
7053	Prof. Training/Development	15,500	7,759	15,500	10,500	25,000	3,509	15,000	15,000	15,000	15,000	-	0.00%
7061	Pr. Town Rep./TM Handouts	10,000	10,000	6,000	9,100	15,000	15,000	12,000	12,000	12,000	12,000	-	0.00%
7064	Contract Retro	-	-	-	-	-	-	-	-	-	-	-	-
7094	Assessment Center	-	-	-	-	32,000	31,964	-	-	-	-	-	-
7095	Substance Abuse Program	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		869,067	863,584	947,331	925,348	811,334	744,510	955,822	976,969	976,969	976,969	21,147	2.21%
125 - Systems Admin.													
5110	Personnel	111,507	111,973	114,111	114,100	116,507	116,061	118,954	122,522	122,522	122,522	3,569	3.00%
5190	Contractual Obligations	783	783	783	783	1,827	1,827	1,827	1,827	1,827	1,827	-	0.00%
5400	Supplies & Expenses	25,000	66,032	10,000	10,000	10,000	8,134	20,000	20,000	20,000	20,000	-	0.00%
5200	Contract Services/Leases	461,300	458,554	478,600	477,941	482,300	482,300	500,800	508,200	508,200	508,200	7,400	1.48%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		598,590	637,342	603,494	602,824	610,634	608,321	641,581	652,549	652,549	652,549	10,968	1.71%
129 - Cable Advisory Committee													
5120	Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	0.00%
5400	Supplies & Expenses	5,000	1,448	-	-	-	-	-	5,000	5,000	5,000	5,000	0.00%
TOTAL		5,000	1,448	-	-	-	-	-	5,000	5,000	5,000	5,000	0.00%
131 - Finance Committee													
5120	Permanent Part Time	1,000	551	2,000	542	2,000	-	2,000	2,000	2,000	2,000	-	0.00%
5400	Supplies & Expenses	-	-	-	-	-	-	-	-	-	-	-	-
5200	Contract Services/Leases	1,600	865	1,600	470	1,600	590	1,600	1,600	1,600	1,600	-	0.00%
7063	Reserve Fund	84,520	-	84,520	-	84,520	-	84,520	84,520	84,520	84,520	-	0.00%
TOTAL		87,120	1,416	88,120	1,012	88,120	590	88,120	88,120	88,120	88,120	-	0.00%
135 - Town Accountant													
5110	Personnel	238,516	238,516	243,262	243,262	255,997	225,996	277,338	281,944	281,944	281,944	4,606	1.66%
5190	Contractual Obligations	11,710	11,710	12,493	12,493	12,493	12,493	12,493	12,493	12,493	12,493	-	0.00%
5400	Supplies & Expenses	1,500	1,496	1,500	1,466	1,500	1,500	1,500	1,500	1,500	1,500	-	0.00%
5200	Contract Services/Leases	500	476	500	349	500	424	500	500	500	500	-	0.00%
7062	Town Audit	60,000	60,000	60,000	60,000	64,000	64,000	64,000	64,000	64,000	64,000	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		312,226	312,198	317,755	317,570	334,490	304,413	355,831	360,437	360,437	360,437	4,606	1.29%
141 - Assessor													
5110	Personnel	477,376	475,009	493,346	493,346	512,301	512,301	495,886	490,678	490,678	490,678	(5,208)	-1.05%
5120	Permanent Part Time	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	0.00%
5190	Contractual Obligations	16,453	16,140	17,253	17,253	17,253	17,253	13,860	13,777	13,777	13,777	(83)	-0.60%
5400	Supplies & Expenses	3,250	2,253	3,250	2,021	3,250	2,927	3,250	3,250	3,250	3,250	-	0.00%
5200	Contract Services/Leases	39,500	32,075	39,500	39,500	38,300	38,300	38,300	38,300	38,300	38,300	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		539,579	528,477	556,349	555,120	574,104	573,781	554,296	549,005	549,005	549,005	(5,291)	-0.95%
145 - Treasurer/Collector													
5110	Personnel	515,742	510,283	534,007	534,007	551,061	543,321	557,108	478,026	478,026	478,026	(79,082)	-14.20%
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	15,911	15,911	15,911	15,844	19,894	18,844	20,694	18,544	18,544	18,544	(2,150)	-10.39%
5400	Supplies & Expenses	54,152	54,151	67,008	56,900	66,708	61,512	66,708	66,708	66,708	66,708	(1)	0.00%
5200	Contract Services/Leases	92,554	92,553	92,554	64,665	92,554	68,371	72,554	72,554	72,554	72,554	-	0.00%
5235	Tax Revenue Collection	50,000	22,306	50,000	18,949	50,000	35,043	50,000	50,000	50,000	50,000	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-

Town of Billerica Budget Detail FY2024 Page 2	BUDGETED FY2020	EXPENDED FY2020	BUDGETED FY2021	EXPENDED FY2021	BUDGETED FY2022	EXPENDED FY2022	BUDGETED FY2023	DEPT REQ FY 2024	TOWN MGR FY 2024	FIN COM FY 2024	Budget Change	% Change
192 - Town Hall/Buildings											-	
5110 Personnel	37,791	-	56,471	-	186,201	186,171	277,966	291,600	291,600	291,600	13,634	4.90%
5130 Overtime					-	-	25,000	25,000	25,000	25,000	-	0.00%
5190 Contractual Obligations	-	-	-	-	7,702	6,879	9,529	9,529	9,529	9,529	-	0.00%
5200 Contract Services/Leases	20,000	23,484	40,000	-	40,000	41,424	42,500	49,500	49,500	49,500	7,000	16.47%
5400 Postage	120,000	120,000	145,000	140,465	145,000	119,585	145,000	145,000	145,000	145,000	-	0.00%
5400 Custodial Supplies	4,000	2,000	4,000	11,619	8,000	10,417	12,000	12,000	12,000	12,000	-	0.00%
5400 Supplies & Expenses	25,000	21,856	25,000	29,785	25,000	25,000	35,000	30,000	30,000	30,000	(5,000)	-14.29%
7059 Cleaning Services	-	-	-	-	-	-	-	-	-	-	-	0.00%
5256 Utilities	159,500	159,500	40,000	40,000	50,000	52,371	100,000	100,000	100,000	100,000	-	0.00%
7058 Building Maintenance	186,000	165,199	155,100	160,770	155,100	155,100	184,500	184,500	184,500	184,500	-	0.00%
7055 Telephone	90,000	91,424	90,000	80,313	90,000	81,978	90,000	90,000	90,000	90,000	-	0.00%
7065 Abandoned Buildings	30,000	4,305	3,500	15,674	-	-	-	-	-	-	-	0.00%
706x Masonic Building	-	-	-	-	50,000	12,959	50,000	50,000	50,000	50,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	0.00%
TOTAL	672,291	587,768	559,071	478,626	757,003	691,884	971,495	987,129	987,129	987,129	15,634	1.61%
691 - Historical Commission											-	0.00%
5400 Supplies & Expenses	50	50	50	10	50	-	50	50	50	50	-	0.00%
5200 Contract Services/Leases	250	250	250	248	250	-	250	250	250	250	-	0.00%
TOTAL	300	300	300	258	300	-	300	300	300	300	-	0.00%
910 - Town Systemwide											-	0.00%
7080 Town Retirements	125,000	125,000	190,000	176,244	250,000	250,000	250,000	200,000	200,000	200,000	(50,000)	-20.00%
xxxx Town Settlements	-	-	-	-	-	-	-	-	-	-	-	0.00%
7088 Town Electric			1,596,640	1,573,256	1,976,640	1,957,196	1,976,640	1,976,640	1,976,640	1,976,640	-	0.00%
7095 Streetlights	227,500	227,500	165,000	165,000	165,000	161,765	165,000	65,000	65,000	65,000	(100,000)	-60.61%
7096 Legal	245,000	237,207	245,000	208,053	245,000	240,165	245,000	245,000	245,000	245,000	-	0.00%
7098 Town Fuel	305,000	261,557	315,000	350,096	415,000	465,000	465,000	465,000	465,000	465,000	-	0.00%
TOTAL	902,500	851,264	2,511,640	2,472,649	3,051,640	3,074,126	3,101,640	2,951,640	2,951,640	2,951,640	(150,000)	-4.84%
											-	0.00%
TOTAL GENERAL GOVERNMENT	5,740,588	5,396,778	7,364,233	6,957,748	8,136,098	7,671,190	8,682,319	8,491,016	8,491,016	8,491,016	(191,303)	-2.20%
											-	0.00%
210 - Police Department											-	0.00%
5110 Personnel	5,514,677	5,352,945	5,853,685	5,739,676	5,973,428	5,862,871	6,043,241	5,822,562	5,822,562	5,822,562	(220,679)	-3.65%
5120 Permanent Part Time	5,000	137	5,000	1,067	5,000	1,530	5,000	5,000	5,000	5,000	-	0.00%
5130 Overtime	720,000	720,000	745,000	745,000	780,000	778,826	780,000	789,250	789,250	789,250	9,250	1.19%
5190 Contractual Obligations	1,608,486	1,608,486	1,650,014	1,650,014	1,695,916	1,677,568	1,629,372	1,498,123	1,498,123	1,498,123	(131,249)	-8.06%
5400 Supplies & Expenses	287,350	315,608	298,350	262,924	298,350	288,327	338,777	338,277	338,277	338,277	(500)	-0.15%
5256 Utilities	-	-	-	-	-	-	-	-	-	-	-	0.00%
5200 Contract Services/Leases	174,100	157,273	204,100	132,835	206,700	156,031	214,950	258,650	258,650	258,650	43,700	20.33%
5800 Capital Outlay	185,600	185,600	165,600	212,800	212,800	212,800	241,952	273,952	273,952	273,952	32,000	13.23%
TOTAL	8,495,213	8,340,049	8,921,749	8,744,316	9,172,194	8,977,952	9,253,292	8,985,814	8,985,814	8,985,814	(267,478)	-2.89%
											-	0.00%
220 - Fire Department											-	0.00%
5110 Personnel	6,244,076	6,212,452	6,562,497	6,545,426	6,549,300	6,515,857	6,667,681	6,643,647	6,643,647	6,643,647	(24,034)	-0.36%
5120 Permanent Part Time	44,857	44,857	49,589	49,320	52,001	50,996	67,276	67,276	67,276	67,276	-	0.00%
5130 Overtime	740,000	740,000	778,217	778,217	794,559	794,122	811,250	811,250	811,250	811,250	-	0.00%
5190 Contractual Obligations	1,105,654	1,105,654	1,137,661	1,137,661	1,194,420	1,194,420	1,192,397	1,226,586	1,226,586	1,226,586	34,189	2.87%
5400 Supplies & Expenses	312,310	304,406	322,635	296,860	319,110	308,739	325,760	339,240	339,240	339,240	13,480	4.14%
5200 Contract Services/Leases	160,881	152,248	161,031	161,031	196,031	170,537	199,610	195,840	195,840	195,840	(3,770)	-1.89%
5256 Utilities	84,500	84,500	44,000	34,057	64,000	51,378	70,000	70,000	70,000	70,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	0.00%
TOTAL	8,692,278	8,644,117	9,055,630	9,002,572	9,169,421	9,086,049	9,333,974	9,353,839	9,353,839	9,353,839	19,865	0.21%
											-	0.00%
231 - Ambulance											-	0.00%
5110 Personnel	1,021,253	996,418	1,110,979	1,148,979	1,194,695	1,191,448	1,190,829	1,179,255	1,179,255	1,179,255	(11,574)	-0.97%
5120 Permanent Part Time	15,000	8,214	15,000	15,000	15,000	6,392	15,000	15,000	15,000	15,000	-	0.00%
5130 Overtime	222,000	222,000	237,000	237,000	237,000	236,015	237,000	244,100	244,100	244,100	7,100	3.00%
5190 Contractual Obligations	173,901	168,143	186,096	183,933	199,482	194,177	186,564	185,741	185,741	185,741	(823)	-0.44%
5400 Supplies & Expenses	112,200	107,626	118,200	106,695	118,200	117,898	124,610	152,610	152,610	152,610	28,000	22.47%
5200 Contract Services/Leases	112,000	111,185	113,800	116,800	113,800	114,200	119,950	119,950	119,950	119,950	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	0.00%
TOTAL	1,656,353	1,613,586	1,781,076	1,808,407	1,878,178	1,860,130	1,873,952	1,896,655	1,896,655	1,896,655	22,703	1.21%
											-	0.00%
241 - Building Department											-	0.00%
5110 Personnel	562,012	562,012	624,051	607,987	655,259	655,259	694,548	693,651	693,651	693,651	(897)	-0.13%
5120 Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	0.00%
5130 Overtime	10,000	10,000	10,000	10,000	15,000	14,305	15,000	15,000	15,000	15,000	-	0.00%
5190 Contractual Obligations	47,340	46,382	46,140	16,140	44,490	44,490	45,440	43,190	41,540	41,540	(3,900)	-8.58%
5400 Supplies & Expenses	6,600	5,704	11,800	7,735	10,200	8,408	11,500	10,500	10,500	10,500	(1,000)	-8.70%
5200 Contract Services/Leases	14,375	3,287	14,375	2,370	14,375	6,447	4,375	4,375	4,375	4,375	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	0.00%
TOTAL	640,327	627,385	706,366	644,232	739,324	728,909	770,863	766,716	765,066	765,066	(5,797)	-0.75%
											-	0.00%
244 - Sealer Weights and Measures											-	0.00%
5120 Permanent Part Time											-	0.00%
5400 Supplies & Expenses											-	0.00%
5200 Contract Services/Leases	11,000	11,000	12,500	12,500	12,500	12,500	13,500	16,000	16,000	16,000	2,500	18.52%
TOTAL	11,000	11,000	12,500	12,500	12,500	12,500	13,500	16,000	16,000	16,000	2,500	18.52%
											-	0.00%
291 - Emergency Management											-	0.00%
5110 Personnel	12,581	12,933	13,231	13,231	13,509	13,509	52,000	53,560	53,560	53,560	1,560	3.00%
5400 Supplies & Expenses	8,000	8,000	8,000	8,000	8,000	5,796	8,000	8,000	8,000	8,000	-	0.00%
5190 Contractual Obligations	5,400	5,400	5,400	5,400	5,400	4,407	5,400	5,400	5,400	5,400	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	0.00%
TOTAL	25,981	26,333	26,631	26,631	26,909	23,712	65,400	66,960	66,960	66,960	1,560	2.39%
											-	0.00%
292 - Animal Control											-	0.00%
5110 Personnel	67,499	63,844	63,626	63,626	66,457	66,457	67,852	67,852	67,852	67,852	-	0.00%
5120 Permanent Part Time	22,393	22,393	28,981	27,753	31,481	30,397	32,380	32,380	32,380	32,380	-	0.00%
5130 Overtime	14,000	10,228	14,000	5,980	14,000	14,000	14,000	14,000	14,000	14,000	-	0.00%
5190 Contractual Obligations	2,350	1,650	2,550	2,150	2,550	1,750	5,025	5,475	5,475	5,475	450	8.96%
5400 Supplies & Expenses	6,500	5,232	6,500	4,853	6,500	3,832	6,500	6,500	6,500	6,500	-	0.00%
5200 Contract Services/Leases	6,500	5,123	6,500	5,676	6,500	5,416	6,500	6,500	6,500	6,500	-	0.00%
5256 Utilities	7,000	7,000	5,500	4,744	5,500	5,400	5,500	5,500				

Town of Billerica Budget Detail		BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TOWN MGR	FIN COM	Budget	%
FY2024 Page 3		FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY 2024	FY 2024	FY 2024	Change	Chapge
410 - Engineering												-	
5110	Personnel	597,734	595,423	616,072	616,072	736,390	719,129	850,266	875,083	875,083	875,083	24,817	2.92%
5130	Overtime	21,400	15,197	29,000	-	-	-	-	-	-	-	-	
5190	Contractual Obligations	14,100	12,971	14,825	14,825	18,550	14,760	19,060	19,510	19,510	19,510	450	2.36%
5400	Supplies & Expenses	8,000	7,972	8,000	7,184	8,000	7,929	8,000	8,000	8,000	8,000	-	0.00%
5200	Contract Services/Leases	99,228	96,413	120,266	118,015	227,066	220,427	227,066	226,661	226,661	226,661	(405)	-0.18%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
	-	740,462	727,976	788,163	756,096	990,006	962,245	1,104,392	1,129,254	1,129,254	1,129,254	24,862	2.25%
421 - Public Works Administration												-	
5110	Personnel	673,255	673,255	675,517	675,517	700,420	700,420	732,239	747,101	747,101	747,101	14,861	2.03%
5120	Permanent Part Time	262,080	149,330	262,080	49,602	262,080	130,238	262,080	262,080	262,080	262,080	-	0.00%
5130	Overtime	-	-	-	-	-	-	-	-	-	-	-	
5190	Contractual Obligations	32,354	31,354	33,137	-	36,437	35,437	33,827	33,827	33,827	33,827	-	0.00%
5400	Supplies & Expenses	3,000	2,266	3,000	595	3,000	2,734	3,000	3,000	3,000	3,000	-	0.00%
5200	Contract Services/Leases	16,850	12,792	17,325	-	17,325	17,325	21,825	51,825	51,825	51,825	30,000	137.46%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
	TOTAL	987,539	868,997	991,059	725,714	1,019,262	886,154	1,052,971	1,097,833	1,097,833	1,097,833	44,861	4.26%
422 - Highway Department												-	
5110	Personnel	990,282	987,371	1,056,711	975,509	1,104,388	938,982	1,105,823	1,084,460	1,084,460	1,084,460	(21,363)	-1.93%
5130	Overtime Regular	70,727	54,973	76,681	52,059	76,681	68,983	76,681	66,681	66,681	66,681	(10,000)	-13.04%
5150	Temporary/Seasonal	-	-	-	-	-	-	-	-	-	-	-	
5190	Contractual Obligations	28,550	26,431	30,150	18,336	30,350	27,961	30,350	30,350	30,350	30,350	-	0.00%
5400	Supplies & Expenses	413,100	364,856	453,100	414,104	453,100	450,191	463,100	473,100	473,100	473,100	10,000	2.16%
5200	Contract Services/Leases	322,293	219,861	322,293	267,774	322,293	321,342	322,293	322,293	322,293	322,293	-	0.00%
5256	Utilities	29,250	29,250	13,100	9,493	13,100	12,619	13,100	13,100	13,100	13,100	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
	TOTAL	1,854,202	1,682,742	1,952,035	1,737,275	1,999,912	1,820,077	2,011,347	1,989,984	1,989,984	1,989,984	(21,363)	-1.06%
423 - Snow and Ice												-	
5131	Snow Overtime	70,000	133,794	70,000	168,980	70,000	167,360	70,000	70,000	70,000	70,000	-	0.00%
5278	Snow and Sand Expenses	350,000	623,338	350,000	350,000	350,000	1,117,439	350,000	350,000	350,000	350,000	-	0.00%
	TOTAL	420,000	757,132	420,000	518,980	420,000	1,284,799	420,000	420,000	420,000	420,000	-	0.00%
433 - Solid Waste												-	
5285	Solid Waste	3,086,921	3,050,281	3,359,776	3,223,432	3,472,055	3,261,508	3,679,720	4,299,490	4,299,490	4,299,490	619,770	16.84%
		3,086,921	3,050,281	3,359,776	3,223,432	3,472,055	3,261,508	3,679,720	4,299,490	4,299,490	4,299,490	619,770	16.84%
650 - Parks/Trees												-	
5110	Personnel	495,728	441,986	498,298	481,856	515,947	507,203	528,804	531,673	531,673	531,673	2,869	0.54%
5120	Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	
5130	Overtime	97,370	94,095	99,850	99,768	99,850	85,305	99,850	99,850	99,850	99,850	-	0.00%
5190	Contractual Obligations	17,124	15,626	17,124	15,253	17,124	15,483	17,124	17,124	17,124	17,124	-	0.00%
5400	Supplies & Expenses	67,925	67,773	67,925	65,377	85,925	825,131	85,925	85,925	85,925	85,925	-	0.00%
7093	Mosquito Control	15,000	14,898	15,000	14,873	15,000	15,000	15,000	15,000	15,000	15,000	-	0.00%
5200	Contract Services/Leases	125,830	125,424	140,830	129,368	140,830	138,490	135,830	135,830	135,830	135,830	-	0.00%
5256	Utilities	7,500	7,500	2,500	2,500	2,500	3,297	2,500	2,500	2,500	2,500	-	0.00%
5800	Capital Outlay	120,000	117,166	120,000	115,193	88,800	52,242	97,000	82,000	82,000	82,000	(15,000)	-15.46%
	TOTAL	946,477	884,468	961,527	924,188	965,976	1,642,152	982,033	969,902	969,902	969,902	(12,131)	-1.24%
491 - Cemetery												-	
5110	Personnel	295,550	275,890	294,957	290,136	296,781	296,781	275,357	275,969	275,969	275,969	612	0.22%
5120	Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	
5130	Overtime	55,640	42,086	58,200	31,008	58,200	56,988	58,200	58,200	58,200	58,200	-	0.00%
5190	Contractual Obligations	10,296	8,477	10,296	8,455	10,296	8,788	49,752	7,128	7,128	7,128	(42,624)	-85.67%
5400	Supplies & Expenses	36,500	33,983	43,000	13,022	43,000	35,074	43,000	43,000	43,000	43,000	-	0.00%
7093	Mosquito Control	-	-	-	-	-	-	-	-	-	-	-	
5200	Contract Services/Leases	20,450	5,922	20,450	7,915	20,450	20,155	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	2,250	2,250	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
5800	Perpetual Care	-	-	-	-	-	-	-	-	-	-	-	
	TOTAL	420,686	368,608	429,153	352,786	430,977	420,036	449,009	406,997	406,997	406,997	(42,012)	-9.36%
	TOTAL PUBLIC WORKS	8,456,287	8,340,204	8,901,713	8,238,471	9,298,188	10,276,971	9,699,473	10,313,459	10,313,459	10,313,459	613,986	6.33%
300 - Billerica Public Schools												-	
5166	Professional Salaries	53,532,364	53,532,364	55,250,753	55,250,753	56,079,514	56,079,514	59,692,192	61,930,649	61,930,649	61,930,649	2,238,457	3.75%
5170	Clerical Salaries					1,070,183	1,070,183	1,102,288	1,143,624	1,143,624	1,143,624	41,336	3.75%
5180	Other Salaries											-	
5466	Supplies & Expenses	1,755,573	1,755,573	1,811,927	1,811,927	1,839,106	1,839,106	1,894,279	2,494,279	2,494,279	2,494,279	600,000	31.67%
5266	Contract Services/Leases	8,308,961	8,308,961	8,575,678	8,575,678	8,704,314	8,704,314	8,965,443	8,965,443	8,965,443	8,965,443	-	0.00%
5267	Utilities	1,378,624	1,378,624	1,422,878	1,422,878	1,444,221	1,444,221	1,487,547	1,487,547	1,487,547	1,487,547	-	0.00%
5866	Capital Outlay	282,899	282,899	291,980	291,980	296,360	296,360	305,251	305,251	305,251	305,251	-	0.00%
	TOTAL	65,258,421	65,258,421	67,353,216	67,353,216	69,433,698	69,433,698	73,447,001	76,326,794	76,326,794	76,326,794	2,879,793	3.92%
310 - Shawsheen Technical School												-	
5300	Operating Costs	10,256,850	10,256,850	9,807,569	9,807,569	10,101,796	9,718,263	10,011,652	10,011,652	10,011,652	10,011,652	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
	TOTAL	10,256,850	10,256,850	9,807,569	9,807,569	10,101,796	9,718,263	10,011,652	10,011,652	10,011,652	10,011,652	-	0.00%
												-	
	TOTAL PUBLIC EDUCATION	75,515,271	75,515,271	77,160,785	77,160,785	79,535,494	79,151,961	83,458,653	86,338,446	86,338,446	86,338,446	2,879,793	3.45%

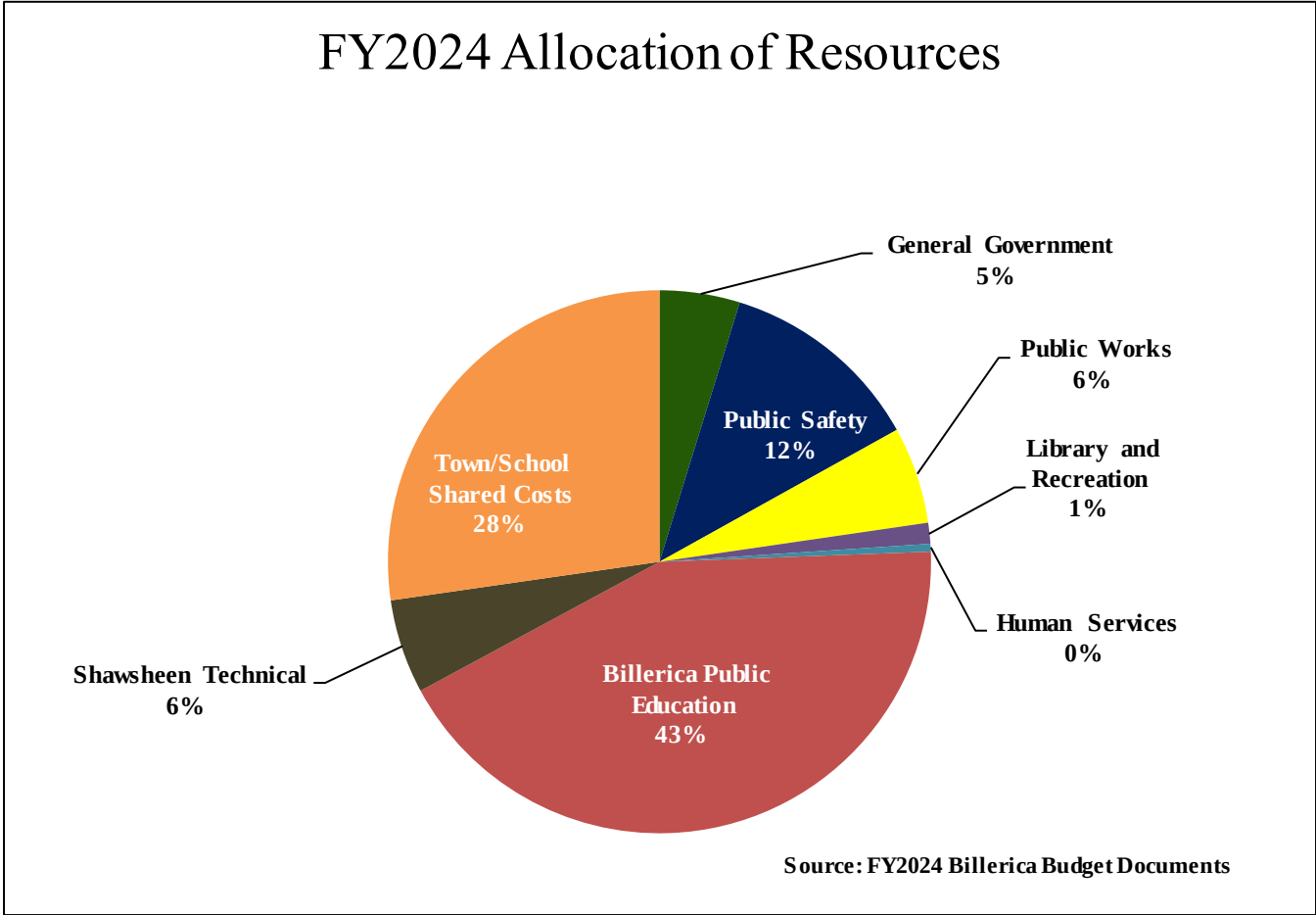
Town of Billerica Budget Detail FY2024 Page 4		BUDGETED FY2020	EXPENDED FY2020	BUDGETED FY2021	EXPENDED FY2021	BUDGETED FY2022	EXPENDED FY2022	BUDGETED FY2023	DEPT REQ FY 2024	TOWN MGR FY 2024	FIN COM FY 2024	Budget Change	% Chapge
610 - Public Library													
5110	Personnel	815,649	828,851	867,421	867,421	903,158	903,158	894,513	931,450	931,450	931,450	36,937	4.13%
5120	Permanent Part Time	405,859	363,716	405,812	344,461	398,339	366,571	368,706	381,173	381,173	381,173	12,467	3.38%
5190	Contractual Obligations	29,203	30,481	26,363	26,363	27,448	27,448	22,021	22,879	22,879	22,879	859	3.90%
5400	Supplies & Expenses	214,551	211,093	224,835	212,331	226,869	226,202	231,159	223,944	223,944	223,944	(7,215)	-3.12%
5200	Contract Services/Leases	80,961	73,957	82,684	75,285	82,974	82,549	84,634	84,634	84,634	84,634	(0)	0.00%
7059	Cleaning Service	21,900	17,932	27,300	23,021	27,300	23,619	27,846	28,705	28,705	28,705	859	3.08%
5256	Utilities	76,800	76,800	25,000	25,000	25,000	21,696	25,000	25,000	25,000	25,000	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		1,644,923	1,602,830	1,659,415	1,573,882	1,691,087	1,651,243	1,653,879	1,697,786	1,697,786	1,697,786	43,907	2.65%
630 - Recreation Department													
5110	Personnel	273,207	254,750	339,275	247,444	305,028	305,028	312,429	316,840	316,840	316,840	4,410	1.41%
5120	Permanent Part Time	107,641	107,641	57,700	52,403	57,700	57,700	70,000	75,000	75,000	75,000	5,000	7.14%
5190	Contractual Obligations	8,432	6,725	6,332	6,332	5,200	5,200	7,350	7,350	7,350	7,350	-	0.00%
5400	Supplies & Expenses	14,080	2,891	12,680	12,257	11,580	10,814	11,580	11,580	11,580	11,580	-	0.00%
5200	Contract Services/Leases	60,340	46,731	58,836	48,622	65,836	65,836	76,586	74,586	74,586	74,586	(2,000)	-2.61%
5256	Utilities	10,000	10,000	3,000	2,993	3,000	3,000	3,000	3,000	3,000	3,000	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		473,700	428,738	477,823	370,051	448,344	447,578	480,945	488,356	488,356	488,356	7,411	1.54%
91070 - Civic Events/Organizations													
7067	VFW-P, DAV, VFW-S	600	600	600	-	600	200	600	600	600	600	-	0.00%
7068	Memorial Day/Homcoming	9,000	9,000	11,000	403	11,000	11,000	11,000	11,000	11,000	11,000	-	0.00%
7097	Festival Account	5,000	5,000	5,000	-	7,500	2,788	10,000	10,000	10,000	10,000	-	0.00%
7098	350th Celebration	-	-	-	-	-	-	-	-	-	-	-	0.00%
7076	Middlesex Canal	1,500	-	1,500	-	1,500	-	1,500	1,500	1,500	1,500	-	0.00%
7077	Beautification	15,000	4,526	15,000	1,319	15,000	7,383	15,000	15,000	15,000	15,000	-	0.00%
7084	Scholarship Account	5,100	5,022	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	-	0.00%
TOTAL		36,200	24,148	38,200	6,822	40,700	26,471	43,200	43,200	43,200	43,200	-	0.00%
TOTAL LIBRARY & RECREATION		2,154,823	2,055,716	2,175,438	1,950,755	2,180,131	2,125,292	2,178,024	2,229,342	2,229,342	2,229,342	51,318	2.36%
543 - Veterans Services													
5110	Personnel	137,592	125,686	131,046	131,046	136,760	98,520	141,255	135,867	135,867	135,867	(5,387)	-3.81%
5190	Contractual Obligations	9,534	4,434	5,434	4,934	5,434	5,434	5,434	5,434	5,434	5,434	-	0.00%
5400	Supplies & Expenses	4,710	2,060	5,210	4,937	5,210	2,345	5,210	11,610	11,610	11,610	6,400	122.84%
5200	Contract Services/Leases	1,385	1,204	1,785	339	1,785	968	1,785	1,785	1,785	1,785	-	0.00%
5280	Veterans Benefits	430,000	404,830	400,000	346,158	400,000	272,136	300,000	250,000	250,000	250,000	(50,000)	-16.67%
TOTAL		583,221	538,214	543,475	487,414	549,189	379,402	453,684	404,696	404,696	404,696	(48,988)	-10.80%
541 - Council on Aging													
5110	Personnel	217,357	217,357	232,402	323,402	257,658	257,525	271,152	266,175	266,175	266,175	(4,978)	-1.84%
5120	Permanent Part Time	22,734	22,734	22,484	22,484	26,224	26,224	36,489	42,087	42,087	42,087	5,598	15.34%
5190	Contractual Obligations	6,600	6,101	9,450	7,050	10,850	7,750	10,850	9,750	9,750	9,750	(1,100)	-10.14%
5400	Supplies & Expenses	42,270	37,215	42,270	41,443	42,270	36,588	42,270	42,270	42,270	42,270	-	0.00%
5200	Contract Services/Leases	41,665	35,371	41,665	41,337	41,665	41,559	44,465	44,465	44,465	44,465	-	0.00%
5256	Utilities	32,690	32,690	17,000	11,464	17,000	13,378	17,000	17,000	17,000	17,000	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		363,316	351,468	365,272	447,180	395,667	383,025	422,227	421,747	421,747	421,747	(480)	-0.11%
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		946,537	889,682	908,747	934,594	944,856	762,427	875,911	826,443	826,443	826,443	(49,468)	-5.65%
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	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	2,000,000	2,000,000	2,000,000	2,000,000	-	0.00%
TOTAL		2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,500,000	2,500,000	2,500,000	2,500,000	-	0.00%
710 - Debt and Interest													
		-	-	-		-	-	-	-	-	-	-	-
7150	Debt Principal - Town	165,000	180,000	320,000	315,000	260,000	245,000	823,000	820,000	820,000	820,000	(3,000)	-0.36%
7140	Debt Principal - School	490,000	490,000	480,000	480,000	475,000	475,000	443,000	394,000	394,000	394,000	(49,000)	-11.06%
7550	Debt Interest - Town	57,975	58,109	68,050	68,050	53,575	53,575	609,065	407,700	407,700	407,700	(201,365)	-3></

Financial Recap FY24

TOWN OF BILLERICA FINANCIAL RECAP FISCAL YEAR 2024 SPRING Summary Table

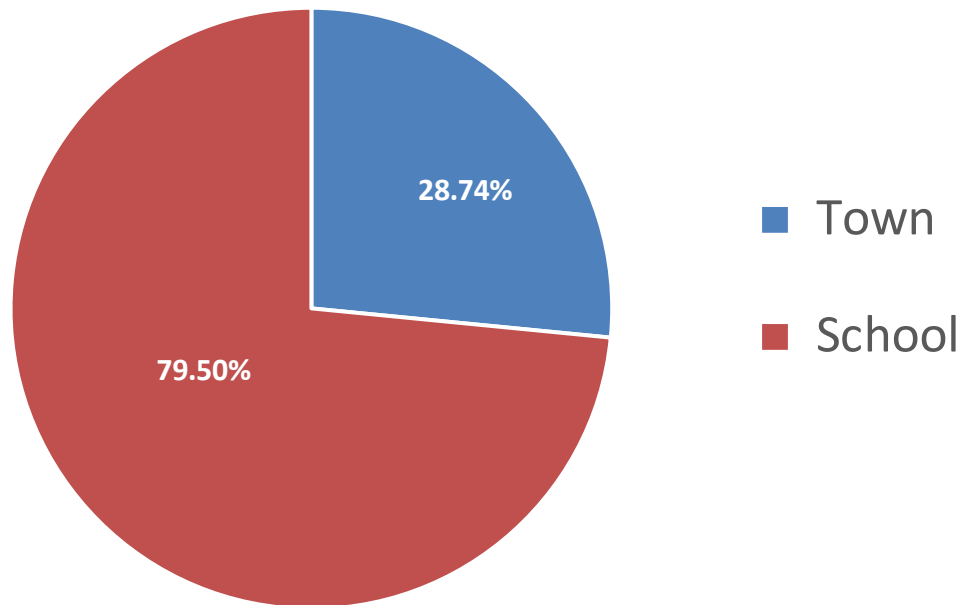
Uses of Funding	
FY2024 Budget	178,638,076.00
Water Enterprise Budget	\$ 7,583,942.00
Wastewater Enterprise Budget	9,294,423.00
STM Overlay Appropriation	250,000.00
Debt & Interest	196,608.00
Snow and Ice Deficit Projection	600,000.00
Overlay Appropriation	2,580,582.00
State and County Assessments	5,706,527.00
CPA Appropriation	1,100,000.00
Other Funded Items	133,767.00
PEG Access Article	-
Final Judgements	60,000.00
Total FY2024 Uses of Funding	\$ 206,143,925.00
Sources of Funding	
Total Property Taxes	\$ 148,936,697.00
Local Aid	27,585,698.00
Local Receipts	13,440,000.00
Water Enterprise Receipts	5,850,000.00
Wastewater Enterprise Receipts	6,850,000.00
CPA Revenue	1,100,000.00
Miscellaneous Funds	2,012,670.00
Overlay Surplus	250,000.00
PEG Access	-
Rink Revolving Fund	118,860.00
Total FY2024 Sources of Funding	\$ 206,143,925.00
Difference	\$ -

Allocation of Resources FY24



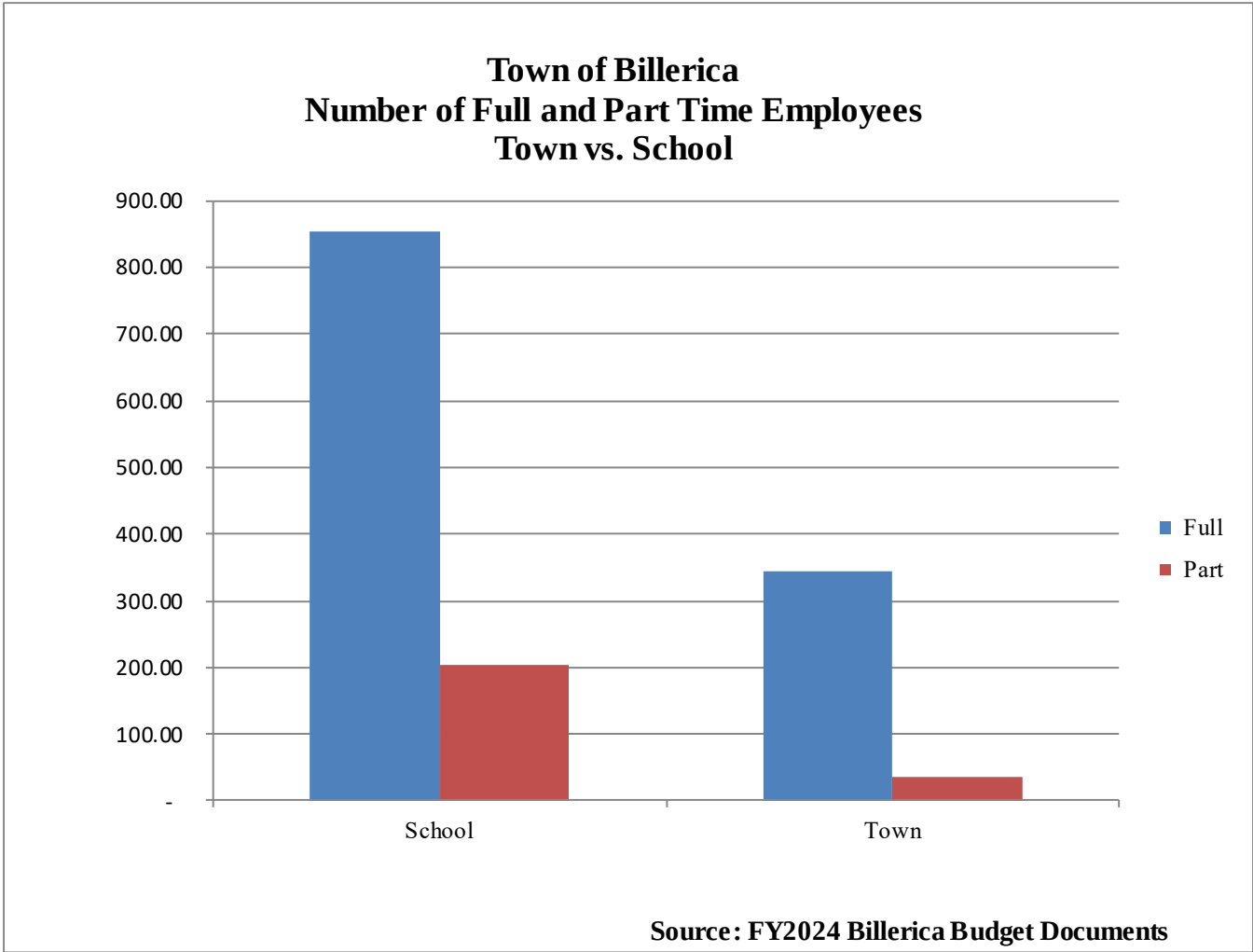
FTE Analysis

**Town vs. School FTE's
Fiscal Year 2024**

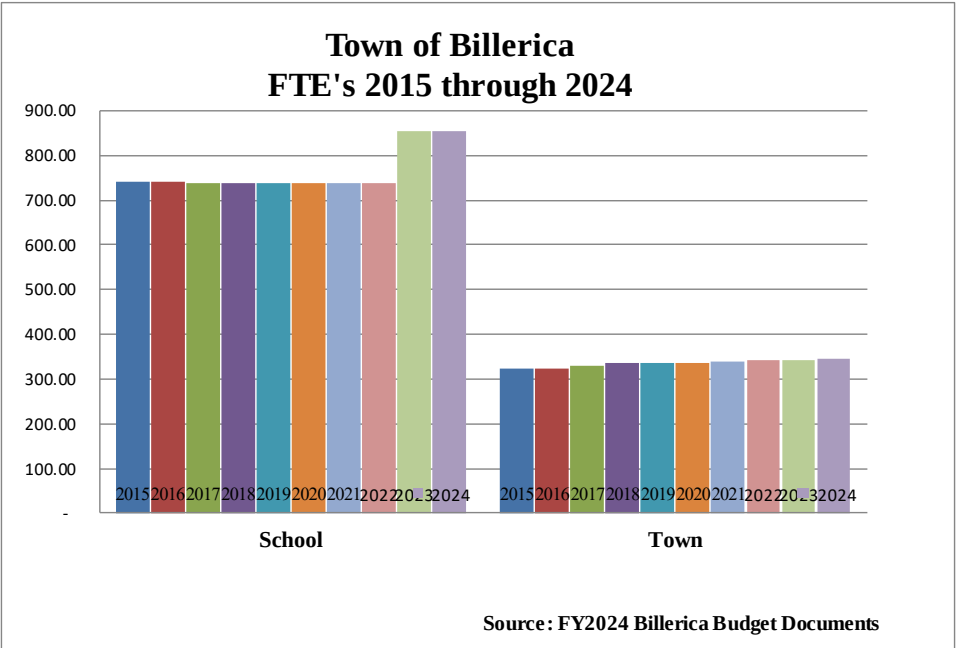
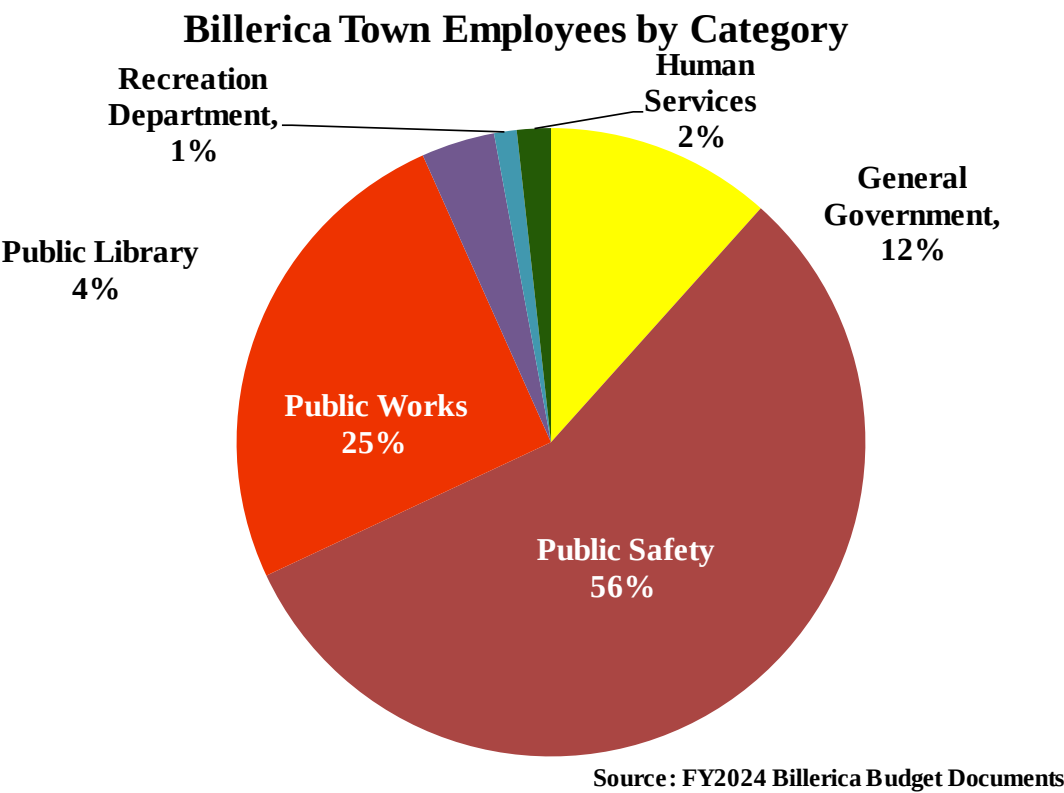


Source: FY2024 Billerica Budget Documents

FTE Analysis



FTE Analysis



FTE Analysis

Town of Billerica Number of Employees

	School	Town	Total
Full	853.00	344.00	1,197.00
Part	204.00	37.00	241.00
Total	1,057.00	381.00	1,438.00

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	342.00	1,079.00
2023	853.00	343.00	1,196.00
2024	853.00	344.00	1,197.00

Billerica Town Employees by Category Fiscal Year 2024

	FTEs	Percentage
General Government	40	12%
Public Safety	194	56%
Public Works	87	25%
Public Library	13	4%
Recreation Department	4	1%
Human Services	6	2%

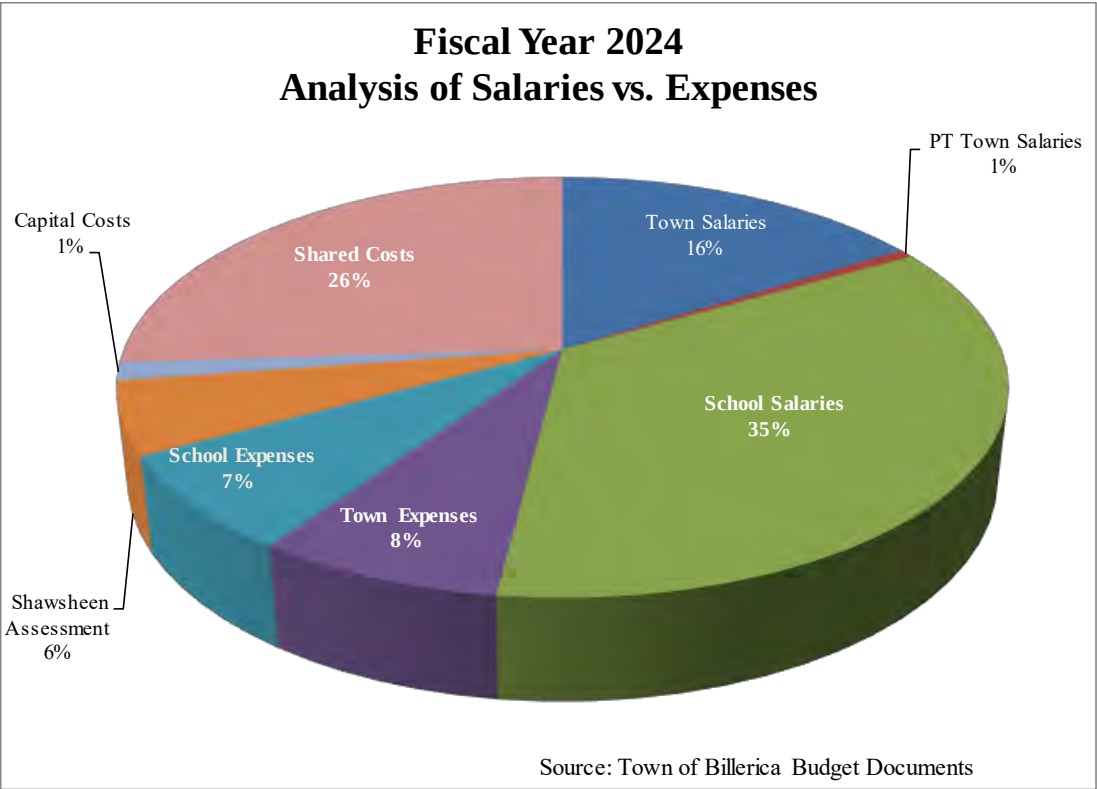
Total	344	100%

FY24 Budget Summary By Cost Center

FISCAL YEAR 2024 BUDGET SUMMARY BY COST CENTER

			FY2022 BUDGET	FY2023 BUDGET	FY 2024 BUDGET	\$ INC/DEC	% INC/DEC	% Budget
Personnel								
Town Salaries	5110	Personnel	22,689,806	23,410,085	23,186,967	(223,117)	-0.95%	12.98%
PT Town Salaries	5120	Permanent Part Time	1,043,987	1,110,557	1,094,845	(15,712)	-1.41%	0.61%
Town Salaries	5132	Flushing Program	-	-	-	-	0.00%	0.00%
Town Salaries	5150	Temporary/Seasonal	-	-	-	-	0.00%	0.00%
Town Salaries	5130	Overtime	2,098,241	2,140,056	2,138,690	(1,366)	-0.06%	1.20%
Town Salaries	5131	Snow Overtime	70,000	70,000	70,000	-	0.00%	0.04%
Town Salaries	5190	Contractual Obligations	3,439,019	3,391,460	3,272,158	(119,302)	-3.52%	1.83%
	xxxx	Contract Settlements	-	-	-	-	0.00%	0.00%
School Salaries	5166	School Salaries	56,079,514	59,692,192	61,930,649	2,238,457	3.75%	34.67%
School Salaries	5170	School Clerical Salaries	1,070,183	1,102,288	1,143,624	41,336	3.75%	0.64%
		Total Salaries	86,490,750	90,916,638	92,836,933	1,920,296	2.11%	51.97%
Expenses								
Town Expenses	5200	Contract Services/Leases	2,281,419	2,366,634	2,442,441	75,807	3.20%	1.37%
Town Expenses	5400	Supplies & Expenses	1,953,172	2,067,499	2,118,844	51,345	2.48%	1.19%
Town Expenses	5256	Utilities	182,350	238,350	238,350	-	0.00%	0.13%
Town Expenses	****	Other Expenses	868,042	855,486	806,348	(49,138)	-5.74%	0.45%
Town Expenses	5800	Capital Outlay	301,600	338,952	355,952	17,000	5.02%	0.20%
Town Expenses	5278	Snow and Sand Expenses	350,000	350,000	350,000	-	0.00%	0.20%
Town Expenses	5280	Veterans Benefits	400,000	300,000	250,000	(50,000)	-16.67%	0.14%
Town Expenses	5285	Solid Waste	3,472,055	3,679,720	4,299,490	619,770	16.84%	2.41%
Town Expenses	7088	Town Electric	1,976,640	1,976,640	1,976,640	-	0.00%	1.11%
Town Expenses	7095	Streetlights	185,000	185,000	85,000	(100,000)	-54.05%	0.05%
Town Expenses	7098	Fuel	415,000	465,000	465,000	-	0.00%	0.26%
Town Expenses	7096	Legal	245,000	245,000	245,000	-	0.00%	0.14%
		Total Town Expenses	12,630,278	13,068,281	13,633,065	564,784	4.32%	7.63%
School Expenses								
School Expenses	5266	School Contract Services/Leases	8,704,314	8,965,443	8,965,443	-	0.00%	5.02%
School Expenses	5267	School Utilities	1,444,221	1,487,547	1,487,547	-	0.00%	0.83%
School Expenses	5466	School Supplies & Expenses	1,839,106	1,894,279	2,494,279	600,000	31.67%	1.40%
School Expenses	5866	School Capital Outlay	296,360	305,251	305,251	-	0.00%	0.17%
Shawsheen Assessment	5300	Shawsheen Assessment	10,101,796	10,011,652	10,011,652	-	0.00%	5.60%
		Total School Expenses	22,385,796	22,664,172	23,264,172	600,000	2.65%	13.02%
Capital Costs								
Capital Costs	7155	Equipment	500,000	500,000	500,000	-	0.00%	0.28%
Capital Costs	7145	Contracts	1,500,000	2,000,000	2,000,000	-	0.00%	1.12%
			2,000,000	2,500,000	2,500,000	-	0.00%	1.40%
Shared Costs								
Shared Costs	7010	Bldg/Auto/Liab Insurance	1,331,000	1,441,000	1,527,460	86,460	6.00%	0.86%
Shared Costs	7012	Health Insurance	17,163,339	17,163,339	17,163,339	-	0.00%	9.61%
Shared Costs	7051	Emp. Medical Exams	85,000	85,000	85,000	-	0.00%	0.05%
Shared Costs	7052	County Retirement Assessment/OPEB	15,333,403	16,496,356	17,734,770	1,238,414	7.51%	9.93%
Shared Costs	7063	Reserve Fund	84,520	84,520	84,520	-	0.00%	0.05%
Shared Costs	7042	Medicare	1,133,240	1,358,240	1,358,240	-	0.00%	0.76%
Shared Costs	7020	Workers' Compensation	866,000	866,000	866,000	-	0.00%	0.48%
Shared Costs	7030	Unemployment Comp.	100,000	100,000	100,000	-	0.00%	0.06%
Shared Costs	7130	Temporary Borrowing - Town	350,000	350,000	350,000	-	0.00%	0.20%
Shared Costs	7140	Debt Principal/ST	475,000	443,000	394,000	(49,000)	-11.06%	0.22%
Shared Costs	7150	Debt Principal - Town	350,000	823,000	820,000	(3,000)	-0.36%	0.46%
Shared Costs	7160	Debt Interest - School	89,331	90,038	58,583	(31,455)	-34.94%	0.03%
Shared Costs	7170	New Debt - School Interest	5,042,081	5,033,831	5,026,331	(7,500)	100.00%	2.81%
Shared Costs	7180	New Debt - Town Principal	-	-	-	-	0.00%	0.00%
Shared Costs	7550	Debt Interest - Town	53,575	609,065	407,700	(201,365)	-33.06%	0.23%
Shared Costs	7570	New Debt - School Principal	-	-	-	-	0.00%	0.00%
Shared Costs	7580	New Debt - Town Interest	-	-	-	-	0.00%	0.00%
Shared Costs	75XP	Parker Debt Exclusion Principal	320,000	320,000	320,000	-	0.00%	0.18%
Shared Costs	75XI	Parker Debt Exclusion Interest	136,763	123,963	107,963	(16,000)	-12.91%	0.06%
Shared Costs	75XO	Debt Stabilization Appropriation	-	-	-	-	0.00%	0.00%
		Total Shared Costs	42,913,252	45,387,352	46,403,906	1,016,554	2.24%	25.98%
Total Budget			166,420,077	\$ 174,536,443	\$ 178,638,076	\$ 4,101,634	2.35%	

Analysis of Salaries vs. Expenses



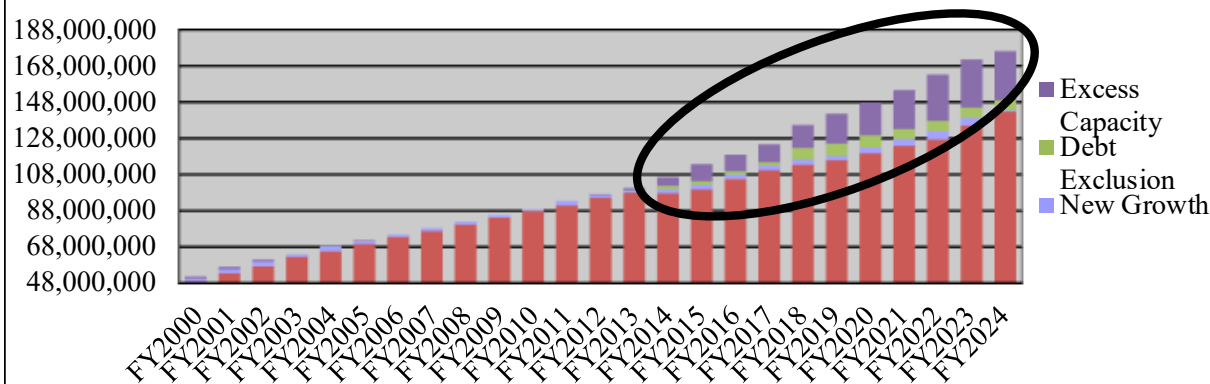
Town of Billerica
Fiscal Year 2024

Analysis of Salaries vs. Expenses

Town Salaries	\$ 28,667,815	16.05%
PT Town Salaries	1,094,845	0.61%
School Salaries	63,074,273	35.31%
Total Salaries	92,836,933	51.97%
Town Expenses	13,633,064	7.63%
School Expenses	13,252,520	7.42%
Shawsheen Assessment	10,011,652	5.60%
Capital Costs	2,500,000	1.40%
Shared Costs	46,403,906	25.98%
Total Expenses	85,801,142	48.03%
Total Budget	\$ 178,638,075	100.00%

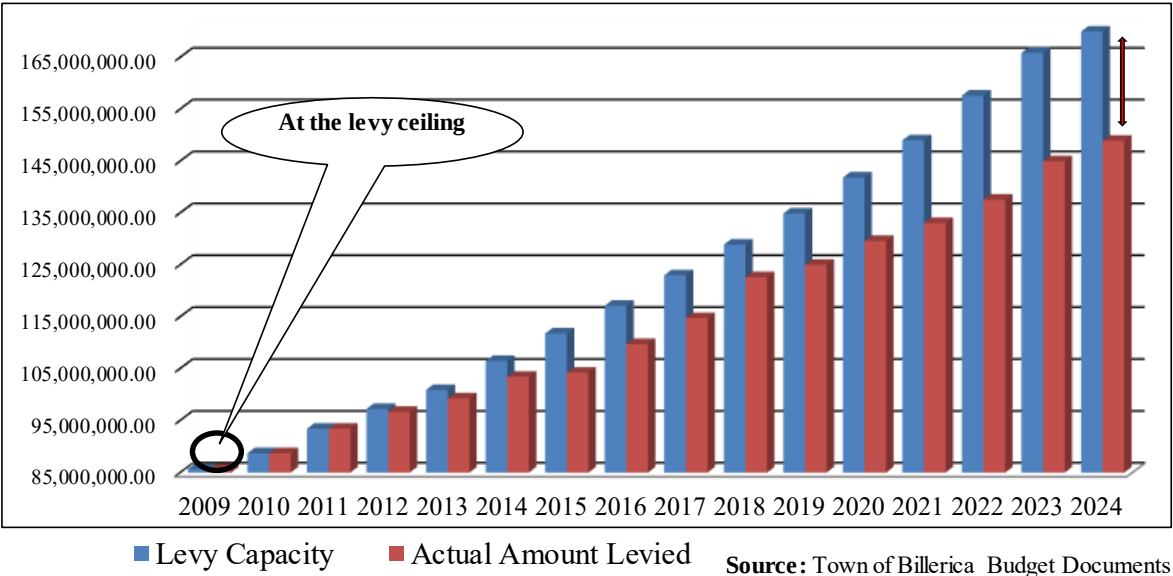
Levy Analysis

Town of Billerica Historic Levy Analysis



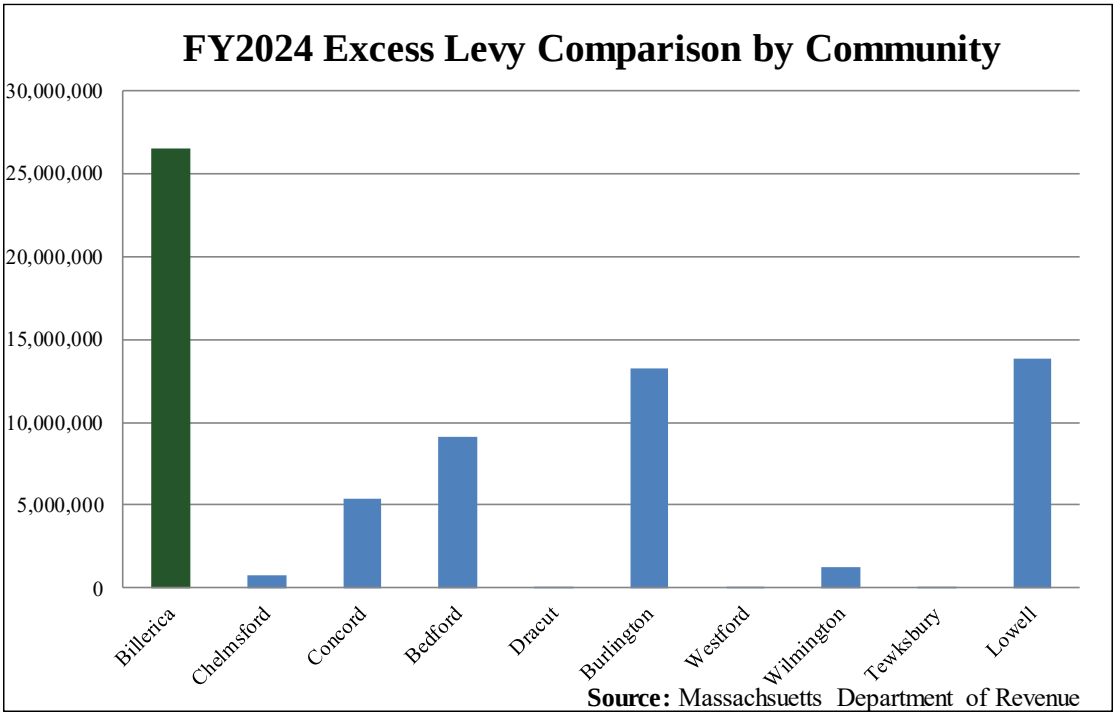
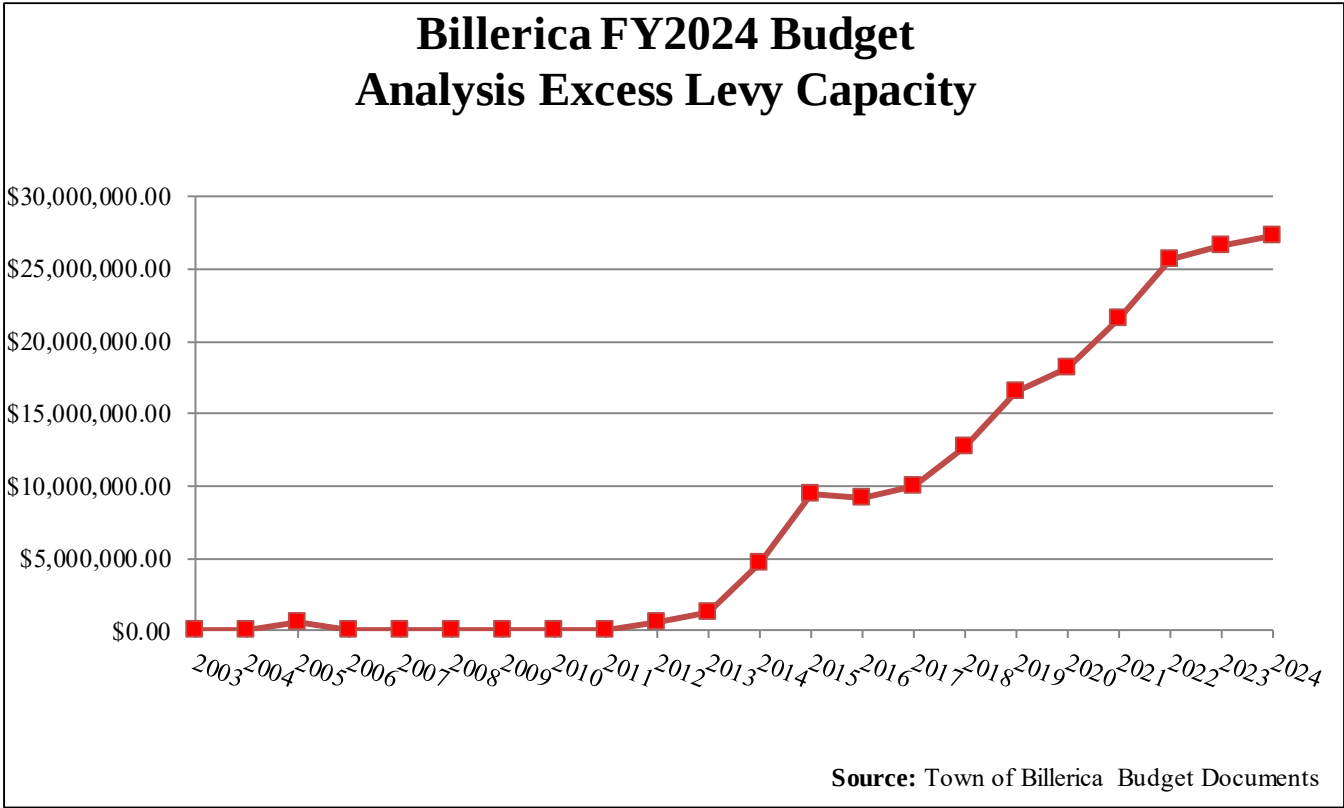
Source: Town of Billerica Budget Documents

Billerica FY2024 Budget Analysis Excess levy Capacity



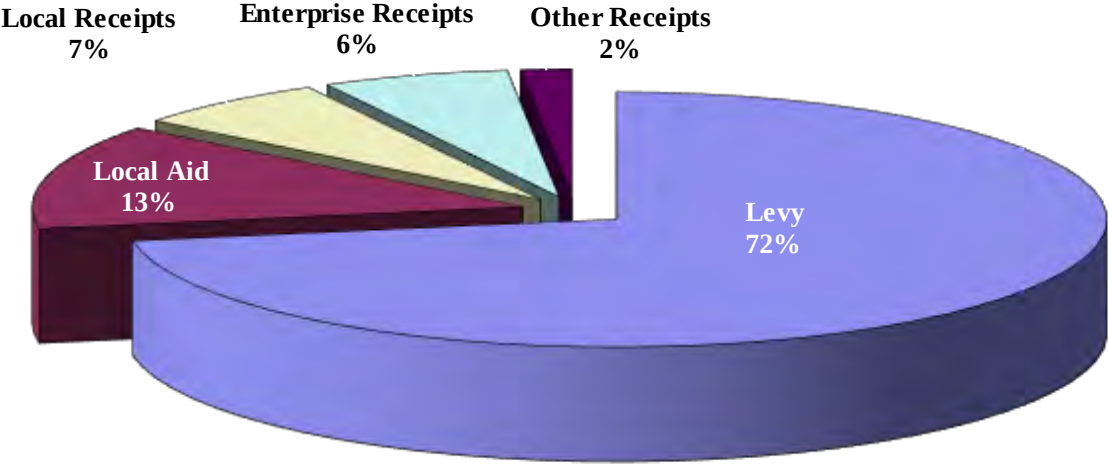
Source: Town of Billerica Budget Documents

Levy Analysis

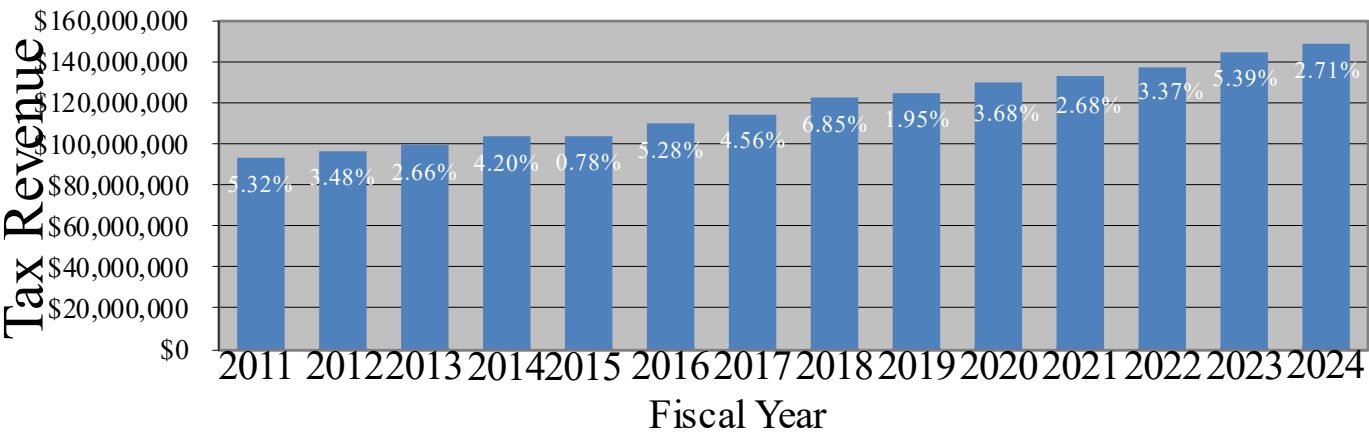


Revenue Sources and Trends

Billerica FY2024 Budget Analysis Revenue Breakdown



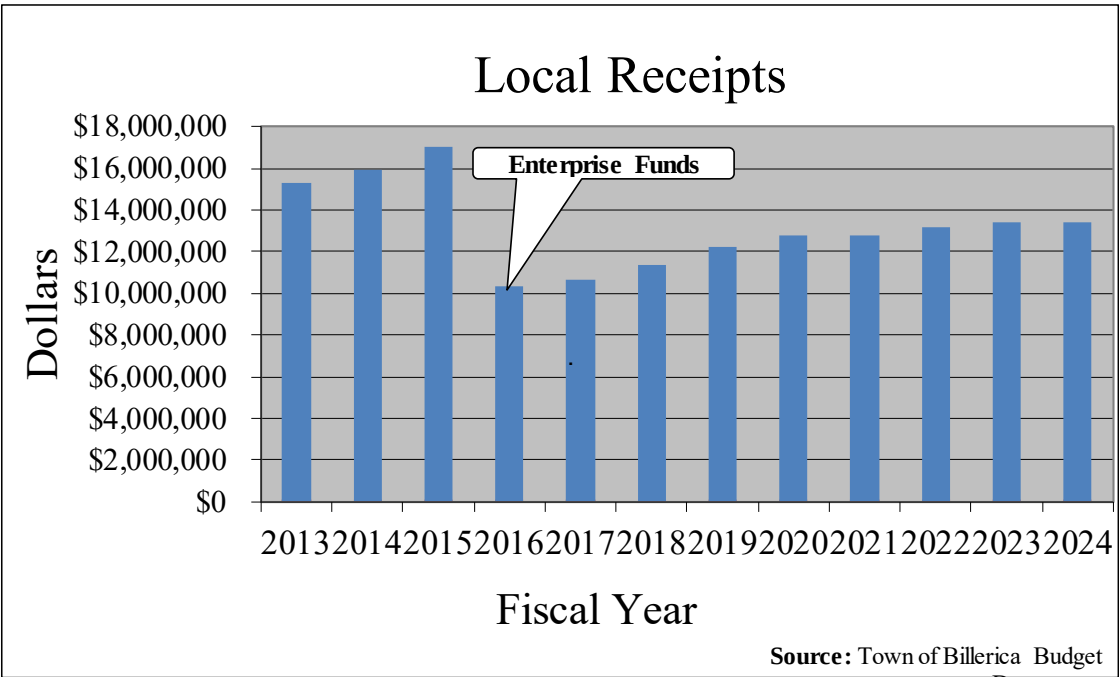
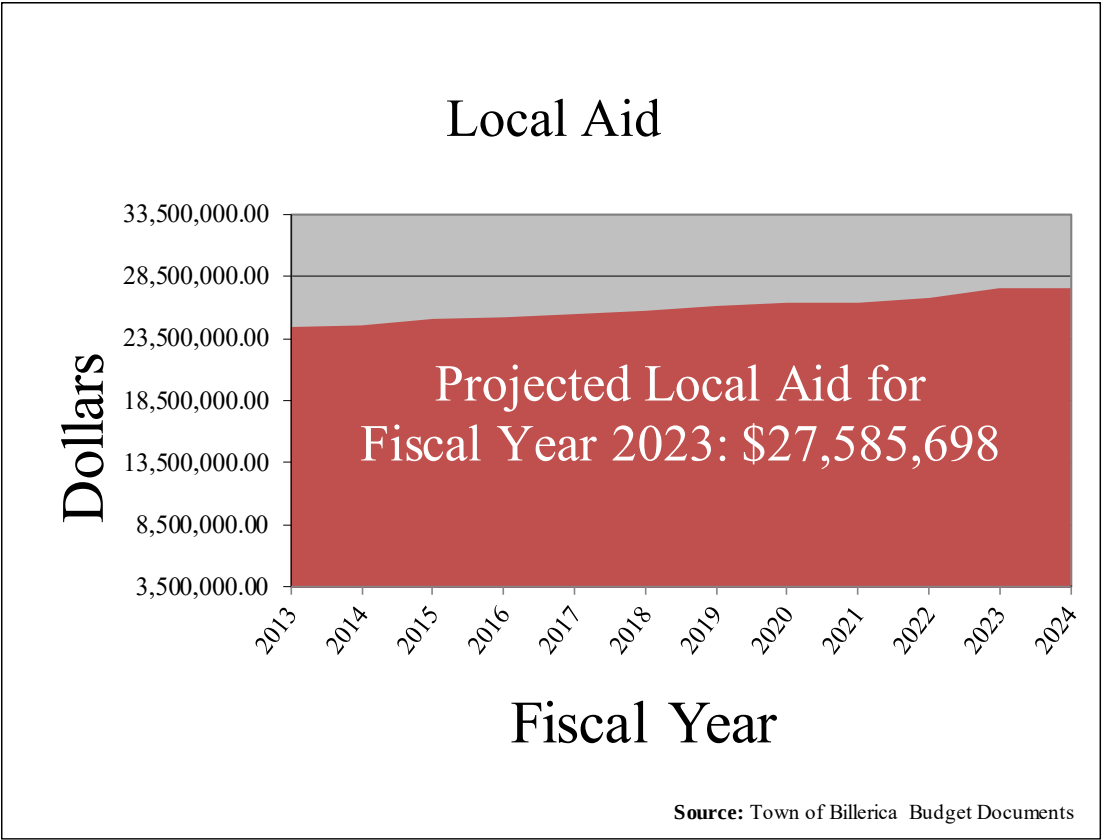
Source: Town of Billerica Budget Documents



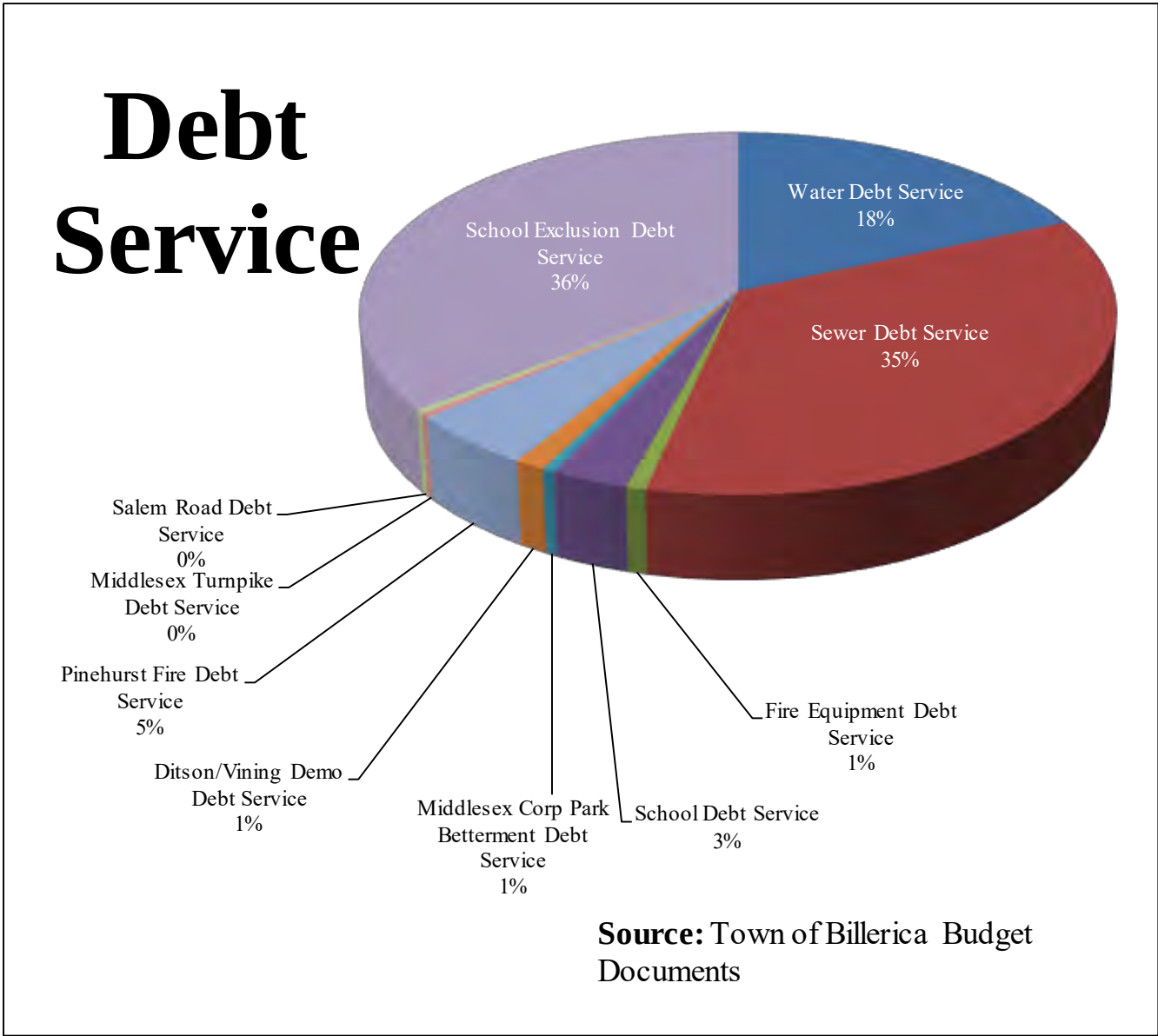
Total Projected FY2024 Tax Revenues: \$148,590,514

Source: Town of Billerica Budget Documents

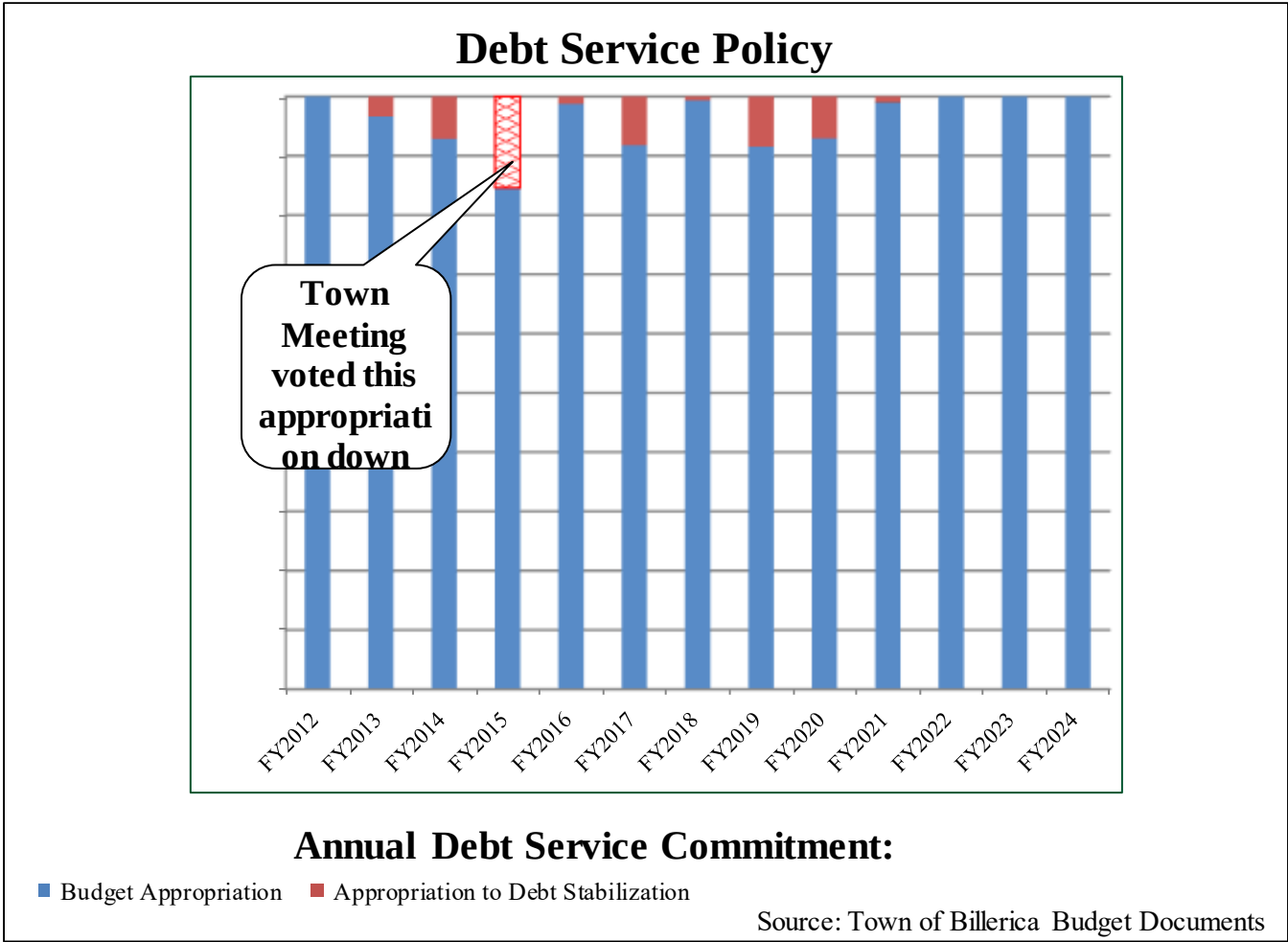
Revenue Sources and Trends



Debt Service

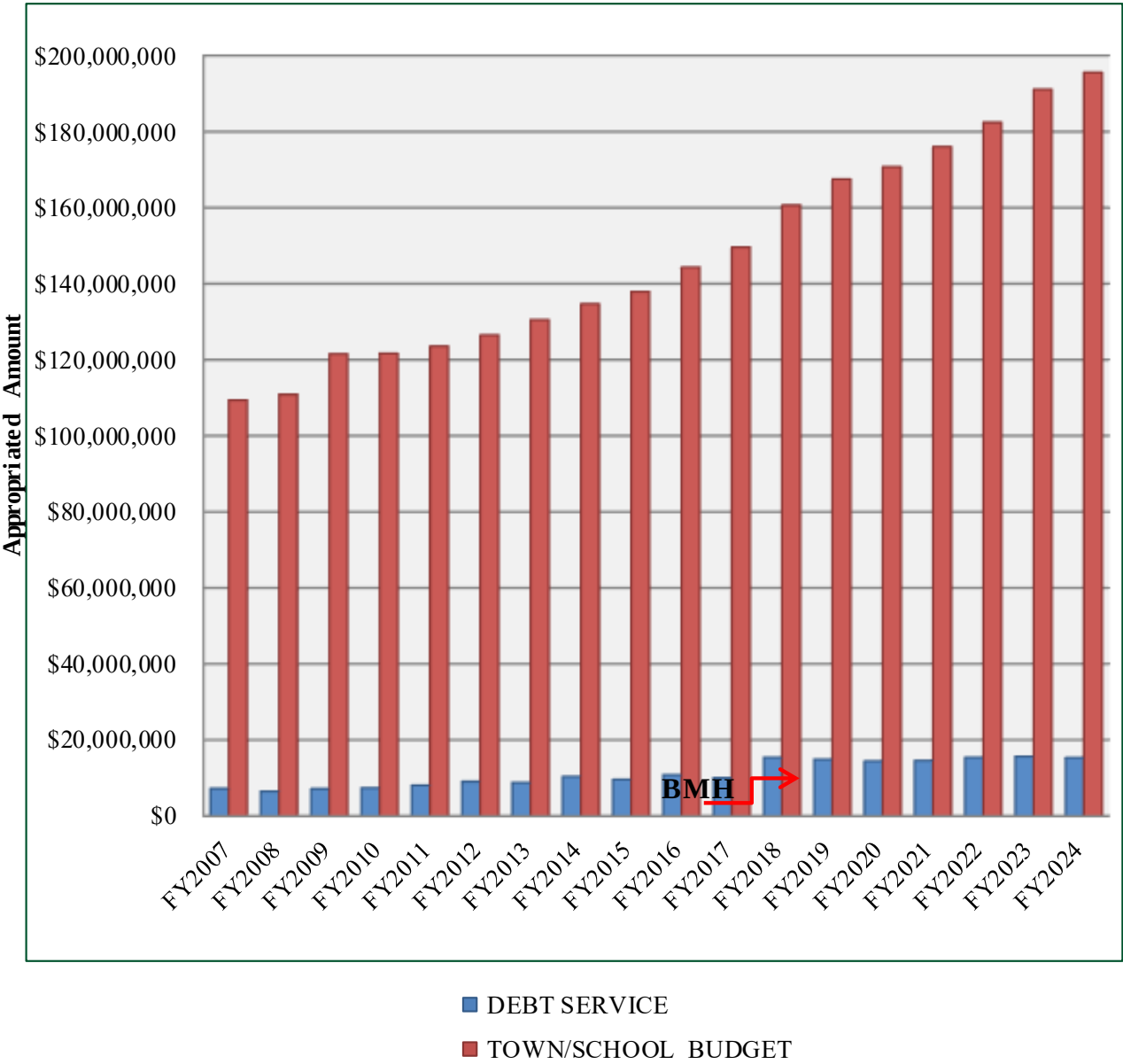


Debt Service



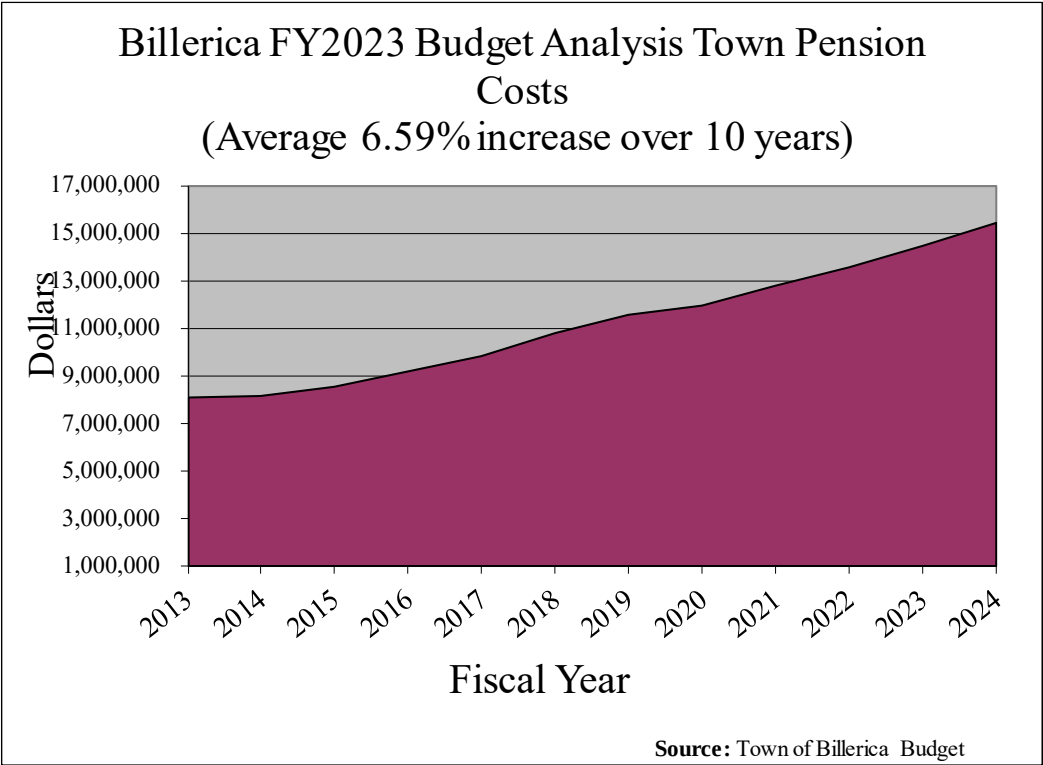
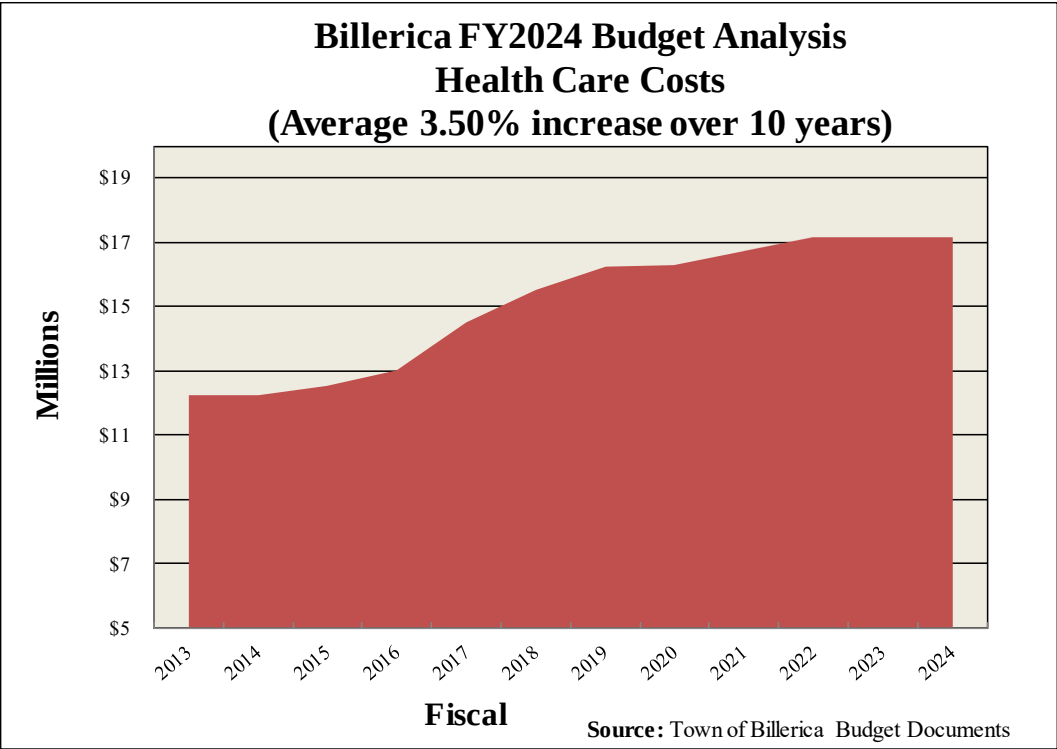
Debt Service

Debt to Budget Comparison



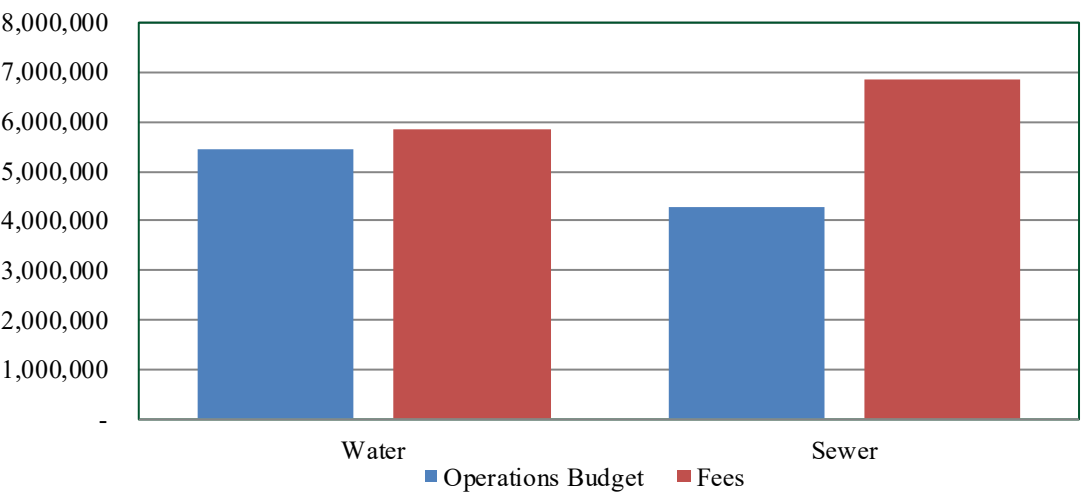
Source: Town of Billerica Budget Documents

Pension / Health Care

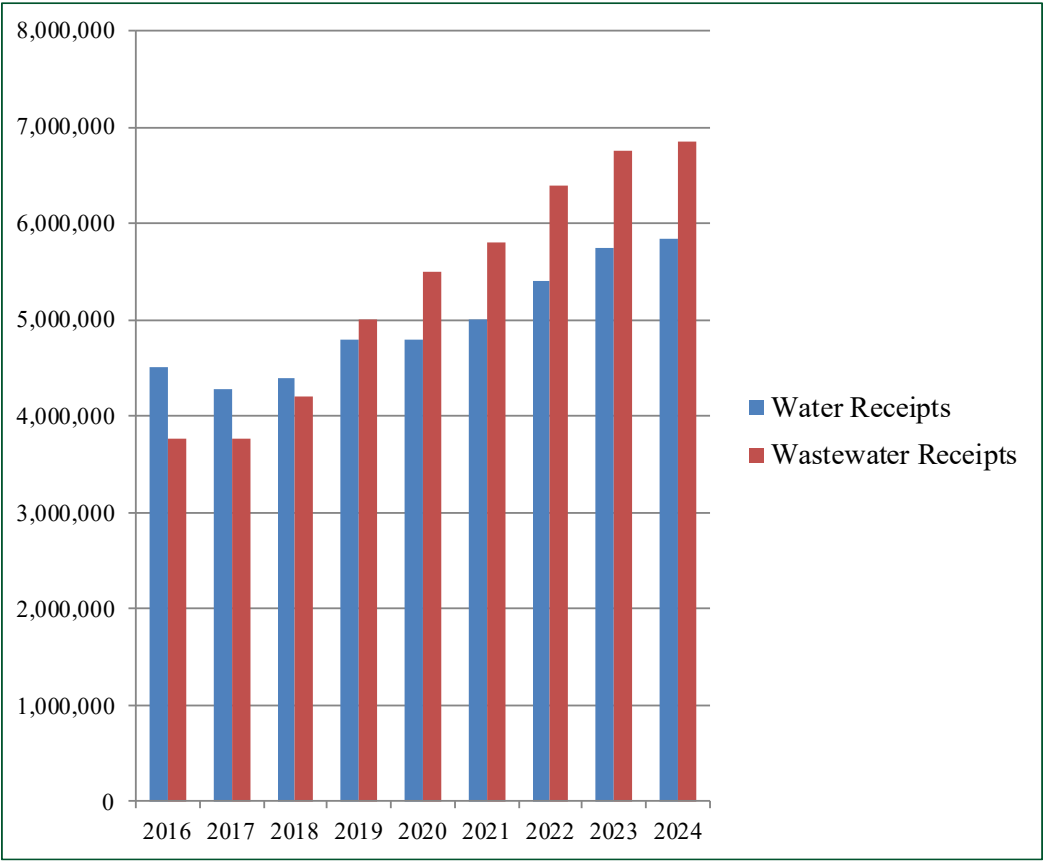


Enterprise Accounts

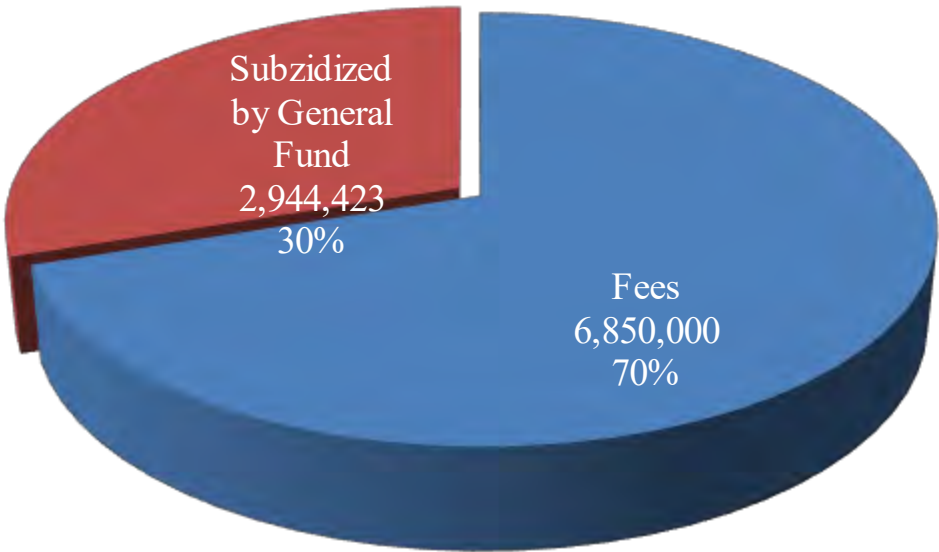
Enterprise Operations Costs vs. Fees Collected



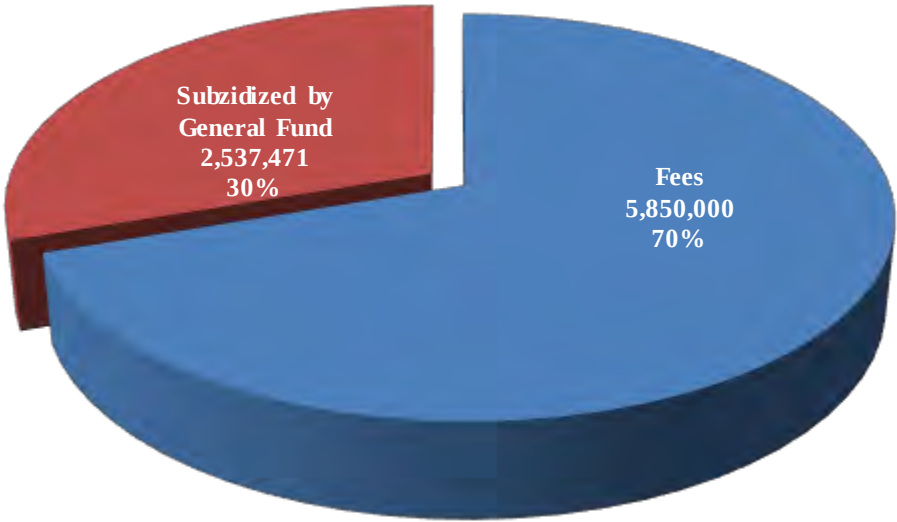
Source: Town of Billerica Budget



Enterprise Accounts



Wastewater



Water

Five Year Forecast

TOWN OF BILLERICA FIVE YEAR FINANCIAL FORECAST

	Proposed BUDGET FY2024	PROJECTED BUDGET FY2025	PROJECTED BUDGET FY2026	PROJECTED BUDGET FY2027	PROJECTED BUDGET FY2028	PROJECTED BUDGET FY2029
USES OF FUNDING (AMOUNTS TO BE RAISED):						
APPROPRIATIONS:						
GENERAL FUND BUDGET (Includes all TM R&A)	163,216,367.00	167,704,817.09	172,316,699.56	177,055,408.80	181,924,432.54	186,927,354.44
WATER ENTERPRISE	7,583,941.76	7,735,620.60	7,890,333.01	8,048,139.67	8,209,102.46	8,373,284.51
WASTE WATER ENTERPRISE	9,294,423.00	9,480,311.46	9,669,917.69	9,863,316.04	10,060,582.36	10,261,794.01
OVERLAY APPROPRIATION	250,000.00	0.00	0.00	0.00	0.00	0.00
DEBT AND INTEREST	196,608.00	196,608.00	196,608.00	196,608.00	196,608.00	196,608.00
CPA APPROPRIATION	1,100,000.00	1,100,000.00	1,100,000.00	1,100,000.00	1,100,000.00	1,100,000.00
TOTAL APPROPRIATIONS	181,641,339.76	186,217,357.15	191,173,558.26	196,263,472.51	201,490,725.37	206,859,040.96

OTHER LOCAL EXPENDITURES / DEFICITS:						
TAX TITLE PURPOSES	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
COUNTY RETIREMENT	15,421,709.00	16,501,228.63	17,656,314.63	18,892,256.66	20,214,714.62	21,629,744.65
FINAL JUDGMENTS	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
CHERRY SHEET OFFSETS	83,767.00	83,767.00	83,767.00	83,767.00	83,767.00	83,767.00
SNOW / ICE DEFICIT	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00
OVERLAY RESERVE	2,580,582.00	2,580,582.00	2,580,582.00	2,580,582.00	2,580,582.00	2,580,582.00
TOTAL OTHER LOCAL EXPENDITURES	18,796,058.00	19,875,577.63	21,030,663.63	22,266,605.66	23,589,063.62	25,004,093.65

STATE AND COUNTY CHARGES	5,706,527.00	5,735,059.64	5,763,734.93	5,792,553.61	5,821,516.38	5,850,623.96

TOTAL USES OF FUNDING	206,143,924.76	211,827,994.41	217,967,956.83	224,322,631.78	230,901,305.37	237,713,758.57

SOURCES OF FUNDING:

PROPERTY TAXES 2 1/2 LEVY LIMIT	170,042,787.00	175,062,606.68	180,207,921.84	185,481,869.89	190,887,666.64	196,428,608.30
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	170,792,787.00	175,812,606.68	180,957,921.84	186,231,869.89	191,637,666.64	197,178,608.30
ADD DEBT EXCLUSION TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00
ADD DEBT EXCLUSION HS PRINCIPAL	2,040,000.00	2,135,000.00	2,235,000.00	2,340,000.00	2,445,000.00	2,560,000.00
ADD DEBT EXCLUSION HS INTEREST	2,986,331.25	2,884,331.26	2,777,581.25	2,665,831.25	2,548,831.25	2,427,356.25
ADD DEBT EXCLUSION PARKER PRINCIPAL	320,000.00	320,000.00	320,000.00	375,000.00	375,000.00	375,000.00
ADD DEBT EXCLUSION PARKER INTEREST	107,962.50	101,562.50	94,362.50	81,562.50	70,312.50	59,062.50
ADD DEBT EXCLUSION HS PRINCIPAL						
ADD DEBT EXCLUSION HS INTEREST						
LESS EXCESS LEVY CAPACITY	-27,310,383.59					
TOTAL PROPERTY TAXES - ADJUSTED	148,836,697.16	181,253,500.44	186,384,865.59	191,694,263.64	197,076,810.39	202,600,027.05

TOWN OF BILLERICA FIVE YEAR FINANCIAL FORECAST

	PROJECTED BUDGET FY2024	PROJECTED BUDGET FY2025	PROJECTED BUDGET FY2026	PROJECTED BUDGET FY2027	PROJECTED BUDGET FY2028	PROJECTED BUDGET FY2029
SOURCES OF FUNDING (cont):						
STATE ESTIMATED REVENUES:						
CHAPTER 70 - SCHOOL AID	19,777,194.00	19,777,194.00	19,777,194.00	19,777,194.00	19,777,194.00	19,777,194.00
CHARTER TUITION ASSESSMENT REIMBURSEMENT	257,451.00	257,451.00	257,451.00	257,451.00	257,451.00	257,451.00
LOTTERY	6,745,392.00	6,745,392.00	6,745,392.00	6,745,392.00	6,745,392.00	6,745,392.00
VETERANS' BENEFITS	249,959.00	249,959.00	249,959.00	249,959.00	249,959.00	249,959.00
EXEMPTIONS - VETS, BLIND & SURVIVING SPOUSE	250,540.00	250,540.00	250,540.00	250,540.00	250,540.00	250,540.00
ELDERLY EXEMPTIONS	0.00	0.00	0.00	0.00	0.00	0.00
STATE OWNED LAND	221,395.00	221,395.00	221,395.00	221,395.00	221,395.00	221,395.00
PUBLIC LIBRARIES - OFFSET	83,767.00	83,767.00	83,767.00	83,767.00	83,767.00	83,767.00
TOTAL STATE ESTIMATED REVENUES	27,585,698.00	27,585,698.00	27,585,698.00	27,585,698.00	27,585,698.00	27,585,698.00
LOCAL ESTIMATED REVENUES:						
MOTOR VEHICLE EXCISE	7,150,000.00	7,221,500.00	7,293,715.00	7,366,652.15	7,440,318.67	7,514,721.86
OTHER EXCISES (HOTEL/MOTEL)	1,300,000.00	2,323,000.00	2,346,230.00	2,369,692.30	2,393,389.22	2,417,323.12
PENALTIES & INTEREST	400,000.00	404,000.00	408,040.00	412,120.40	416,241.60	420,404.02
P.I.L.O.T.	100,000.00	101,000.00	102,010.00	103,030.10	104,060.40	105,101.01
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	0.00	0.00	0.00	0.00	0.00	0.00
DEPARTMENTAL REVENUE-CEMETERY	110,000.00	111,100.00	112,211.00	113,333.11	114,466.44	115,611.11
OTHER DEPARTMENTAL REVENUE	300,000.00	303,000.00	306,030.00	309,090.30	312,181.20	315,303.02
LICENSES & PERMITS	1,200,000.00	1,212,000.00	1,224,120.00	1,236,361.20	1,248,724.81	1,261,212.06
FINES & FORFEITS	70,000.00	70,700.00	71,407.00	72,121.07	72,842.28	73,570.70
INTEREST EARNINGS	245,000.00	247,450.00	249,924.50	252,423.75	254,947.98	257,497.46
MISC. STATE AND OTHER REVENUE	65,000.00	65,650.00	66,306.50	66,969.57	67,639.26	68,315.65
NON RECURRING REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LOCAL ESTIMATED REVENUES	13,440,000.00	14,584,400.00	14,730,244.00	14,877,546.44	15,026,321.90	15,176,585.12
ENTERPRISE REVENUE						
CHARGES FOR SERVICES - WATER	5,850,000.00	6,025,500.00	6,206,265.00	6,392,452.95	6,584,226.54	6,781,753.33
CHARGES FOR SERVICES - SEWER	6,850,000.00	6,987,000.00	7,126,740.00	7,269,274.80	7,414,660.30	7,562,953.50
TOTAL ENTERPRISE REVENUE	12,700,000.00	13,012,500.00	13,333,005.00	13,661,727.75	13,998,886.83	14,344,706.84
OTHER AVAILABLE FUNDS:						
CPA REVENUE	1,100,000.00	1,100,000.00	1,100,000.00	1,200,000.00	1,200,000.00	1,200,000.00
OVERLAY	250,000.00	0.00	0.00	0.00	0.00	0.00
DEBT STABILIZATION	2,012,669.60	1,060,000.00	1,035,000.00	1,010,000.00	1,035,000.00	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	118,860.00	118,860.00	118,860.00	118,860.00	118,860.00	118,860.00
MISC. REVENUE FUNDS		50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
TOTAL OTHER AVAILABLE FUNDS	3,481,529.60	3,607,718.78	3,193,289.39	3,268,289.39	3,293,289.39	3,293,289.39
TOTAL SOURCES OF FUNDING	206,143,924.76	240,043,817.22	245,227,101.98	251,087,525.22	256,981,006.51	263,000,306.40
PROJECTED SURPLUS (DEFICIT)	(0.00)	28,215,822.80	27,259,145.15	26,764,893.44	26,079,701.15	25,286,547.84

Budget Changes

FY2024 Budget Changes Summary

Major or Notable Budget Changes

Department	Reason	Change	
122 - Select Board	The confidential secretary was hired at the top end of the wage schedule, step six, based on her experience.	\$ 15,774	0.009%
123 - Town Manager	This budget includes an increase for a new contract for the Town Manager. This is based on a 3% increase to last years total compensation and an adjustment to deferred compensation as well a longevity clause. There was also an adjustment to the Assistant Town Manager's Salary for employee retention. The Public Information position was cut from the budget. Overtime was reduced to zero since it is now a part of the Town Hall Buildings Budget.	\$ 21,147	0.012%
129 - Cable Advisory Committee	Another contract term is up for the Verizon Cable Contract. This is the usual amount appropriated for this process.	\$ 5,000	0.003%
161 - Town Clerk	This budget is reduced due to the retirement of the long time town Clerk.	\$ (34,667)	-0.020%
162 - Elections Department	This budget is decreasing significantly because there will be two elections in the next Fiscal Year as opposed to three elections.	(19,014)	-0.011%
175 - Planning Board			
175 - Planning Board	The principal clerks position was upgraded to a Head Clerks position because of additional duties added o this position due to the CPC, Historic District Commission and other duties. The other two positions in this department received a 3% COLA.	19,692	0.011%
192 - Town Hall/Buildings	This budget received 3% upgrades for employees and step raises.	15,634	0.009%
910 - Town Systemwide	The Town saved \$100,000 in purchase of new streetlights and is expecting less retirements this year. Retirement Account is reduced by \$50,000.	(150,000)	-0.086%
421 - Public Works Administration	The DPW Director is implementing a See, Click Fix program as well as Fleet Service Software program.	44,861	0.026%
433 - Solid Waste	This is one of the largest increases in this year's budget. This contract was renegotiated due to the end of the contract term. Fuel prices, disposal and recycle costs have caused this increase.	619,770	0.355%
541 - COA	The Director has requested to increase the hours of the activities assistant to 22 hours from 4.5 hours a week. This will allow for better and more consistent coverage of the front desk.	(480)	0.000%

543 - Veteran's Services	The Chapter 115 account is being reduced by \$100,000 due to lack of demand for services. There are approximately 39 clients being served at this time.	(48,988)	-0.028%
610 - Library	This budget is increasing mainly due to step increases and a cost of living increase for the non union employees.	43,907	0.025%
220 - Fire Depatment	A Part Time Administrative Assistance hours were increased to 22 hours at cost of \$16,000.	19,865	0.011%
210 - Police Department	Retirments and prior year buyouts.	(267,478)	-0.153%
491 - Cemetery Department	Retirement of the Superintendent buyout is \$42,000 from previous year	(42,012)	-0.024%
410 - Engineering Department	Contractual and step increases	24,862	0.014%
Total Town Major Changes		\$ 260,619	0.149%

Minor/Contractual Changes		Change	
Department			
Town Minor/Contractual Changes		\$ (55,333)	-0.032%

Total Town Changes	\$ 205,286	0.118%

FY2024 Budget Changes Summary

Education Changes			
Education		\$ 2,879,793	1.650%
Shawsheen		-	0.000%
Total Education Changes		\$ 2,879,793	1.650%

Capital Changes			
710 - Construction		-	0.000%
Total Capital Changes		\$ -	0.000%

Town/School Shared Cost Changes			
		Change	
Liability Insurance	Addition of the Howe School PHR snack shack new firestation	86,460	0.050%
Health Care		\$ -	0.000%
Debt	This number is expected to increase in the fall.	(308,320)	-0.177%
Medicare		-	0.000%
Retirement	Middlesex County Retirement increase by 6.5% each year.	936,710	0.537%
OPEB	This line item increases 15% due to OPEB Policy	301,704	0.173%
Total Town/School Shared Cost Changes		\$ 1,016,554	0.582%
Total Budget Changes		\$ 4,101,633	2.350%

Section 3:

General Administration

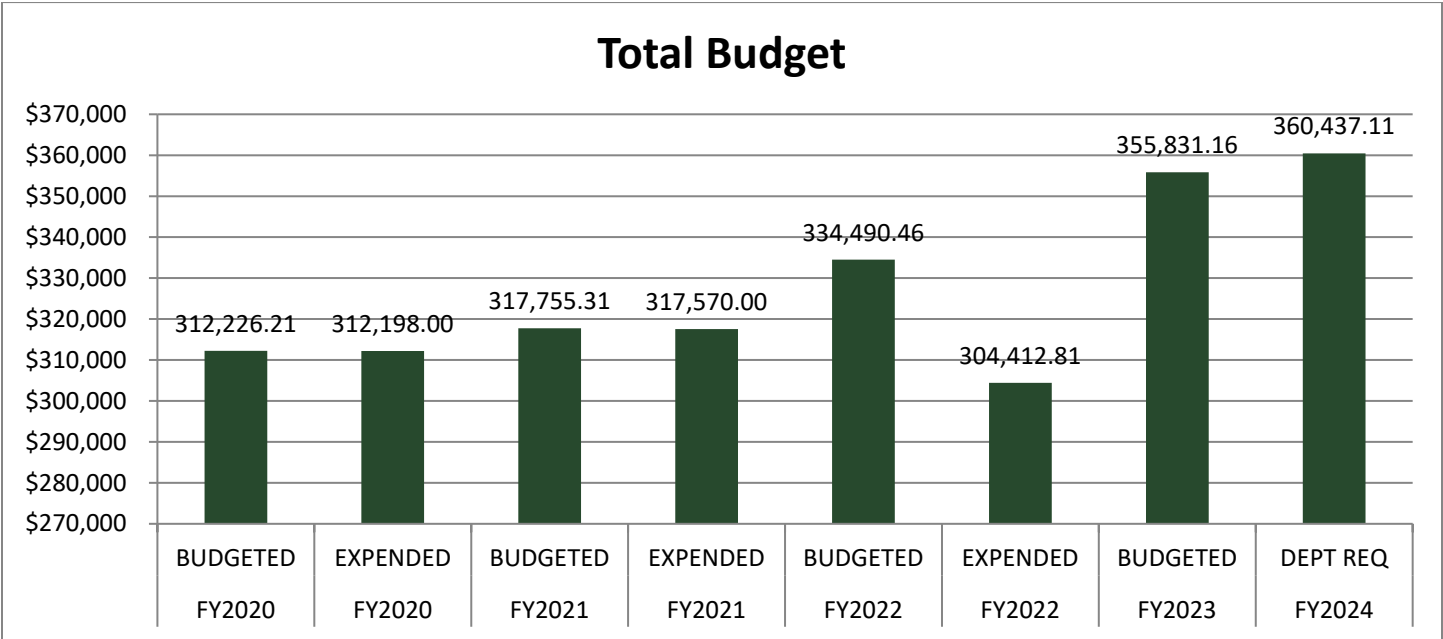
Accounting

Department Explanation

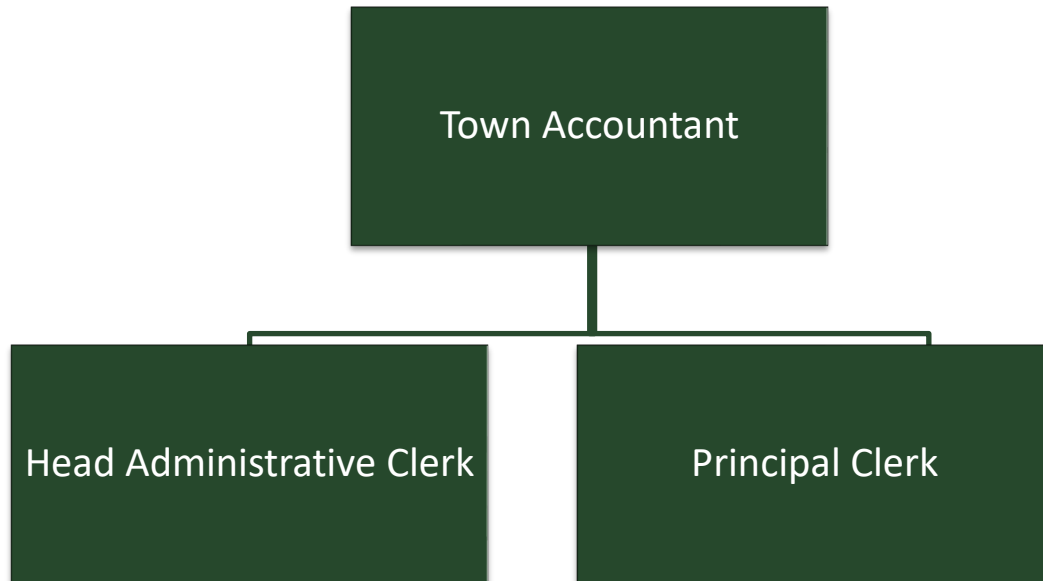
The Town’s Accounting Department ensures that all financial transactions and activities are carried out in accordance with Federal, State, and Local laws. The Accounting Department helps maintain the Town’s credit rating and provides the Town Manager’s office with financial management assistance. Accounting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

Budget Narrative

The Accounting Department budget will see an increase this year due to contractual increases for union and non-union personnel.



Organizational Chart



ACCOUNTING

Personnel Services

Full Time	\$ 238,516	\$ 238,516	\$ 243,262	\$ 243,262	\$ 255,997	\$ 225,996	\$ 277,338	\$ 281,944	\$ 281,944	\$ 281,944
Part Time/Seasonal										
Overtime										
Contractual Obligations	\$ 11,710	\$ 11,710	\$ 12,493	\$ 12,493	\$ 12,493	\$ 12,493	\$ 12,493	\$ 12,493	\$ 12,493	\$ 12,493
Total	\$ 250,226	\$ 250,226	\$ 255,755	\$ 255,755	\$ 268,490	\$ 238,489	\$ 289,831	\$ 294,437	\$ 294,437	\$ 294,437

Expenses

Supplies and Expenses	\$ 1,500	\$ 1,496	\$ 1,500	\$ 1,466	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Contract Services/Leases	\$ 500	\$ 476	\$ 500	\$ 349	\$ 500	\$ 424	\$ 500	\$ 500	\$ 500	\$ 500
Town Audit	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000
Capital Outlay										
Total Expenses	\$ 62,000	\$ 61,972	\$ 62,000	\$ 61,815	\$ 66,000	\$ 65,924	\$ 66,000	\$ 66,000	\$ 66,000	\$ 66,000

TOTAL BUDGET

%Change

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC

Position	FY2023	Dept Req	FY2024	TM Rec	Fin Com Rec.
	FTE	FTE	FTE	FTE	FTE
Town Accountant	1	1	1	1	1
Head Administrative Clerk	1	1	1	1	1
Principal Clerk	1	1	1	1	1
Total Staffing	3	3	3	3	3

Difference	\$ 4,605.95
%	1.29%

Accounting

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2024 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	\$ 68,180.05	\$ 1,000.00	\$ 3,900.00	\$ 73,080.05
Jill Folta	Principal Clerk	7	12/18/2000	\$ 55,626.45	\$ 1,000.00	\$ 3,200.00	\$ 59,826.45
Paul Watson	Town Accountant	9	9/11/2000	\$ 158,137.61	\$ -	\$ 3,393.00	\$ 161,530.61
DEPARTMENT TOTAL				\$ 281,944.11	\$ 2,000	\$ 10,493	\$ 294,437.11

Total Full time	\$ 281,944.11
Total Contract	\$ 12,493.00
Total	\$ 294,437.11

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2024 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	\$ 68,180.05	\$ 1,000.00	\$ 3,900.00	\$ 73,080.05
Jill Folta	Principal Clerk	7	12/18/2000	\$ 55,626.45	\$ 1,000.00	\$ 3,200.00	\$ 59,826.45
Paul Watson	Town Accountant	9	9/11/2000	\$ 158,137.61	\$ -	\$ 3,393.00	\$ 161,530.61
DEPARTMENT TOTAL				\$ 281,944.11	\$ 2,000.00	\$ 10,493.00	\$ 294,437.11

Total Full time	\$ 281,944.11
Total Contract	\$ 12,493.00
Total	\$ 294,437.11

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2023 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Virginia Picardi	Head Administrative Clerk	7	4/1/2001	\$ 68,180.05	\$ 1,000.00	\$ 3,900.00	\$ 73,080.05
Jill Folta	Principal Clerk	7	12/18/2000	\$ 55,626.45	\$ 1,000.00	\$ 3,200.00	\$ 59,826.45
Paul Watson	Town Accountant	9	9/11/2000	\$ 153,531.66	\$ -	\$ 3,393.00	\$ 156,924.66
							\$ -
							\$ -
DEPARTMENT TOTAL				\$ 277,338.16	\$ 2,000.00	\$ 10,493.00	\$ 289,831.16

Total Full time	\$ 277,338.16
Total Contract	\$ 12,493.00
Total	\$ 289,831.16

DESCRIPTION/DETAIL

ACCOUNTING

FY2020		FY2021		FY2022		FY2023		FY2024	
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	DEPT REQ.	FIN.COM.REG.
\$ 1,500	\$ 1,496	\$ 1,500	\$ 1,466	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

Department	Town Mgr.	Fin Com
\$ 1,500	\$ 1,500	\$ 1,500

Supplies and Expenses

Total Supplies & Expenses

FY2020		FY2021		FY2022		FY2023		FY2024	
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	DEPT REQ.	FIN.COM.REG.
\$ 500	\$ 476	\$ 500	\$ 349	\$ 500	\$ 424	\$ 500	\$ 500	\$ 500	\$ 500

Department	Town Mgr.	Fin Com
\$ 500	\$ 500	\$ 500

Contract Services/Leases

Provides for professional development of staff, dues in professional associations, staff training (including MUNIS), and MMAAA annual school and conferences.

Total Contract Services/Leases

FY2020		FY2021		FY2022		FY2023		FY2024	
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	DEPT REQ.	FIN.COM.REG.
\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000

Town Audit

Provides for annual audit.

Department	Town Mgr.	Fin Com
\$ 64,000	\$ 64,000	\$ 64,000
\$ 64,000	\$ 64,000	\$ 64,000

Total Town Audit

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.

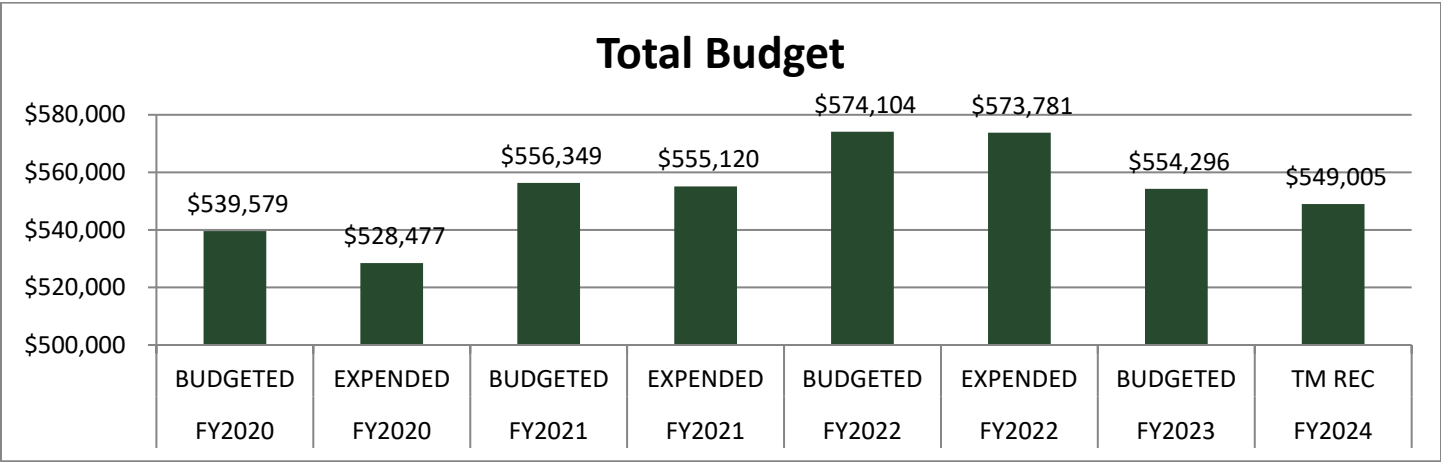
The Assessing Department is also responsible for the administration of motor vehicle excise tax bill abatements and exemptions.

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.

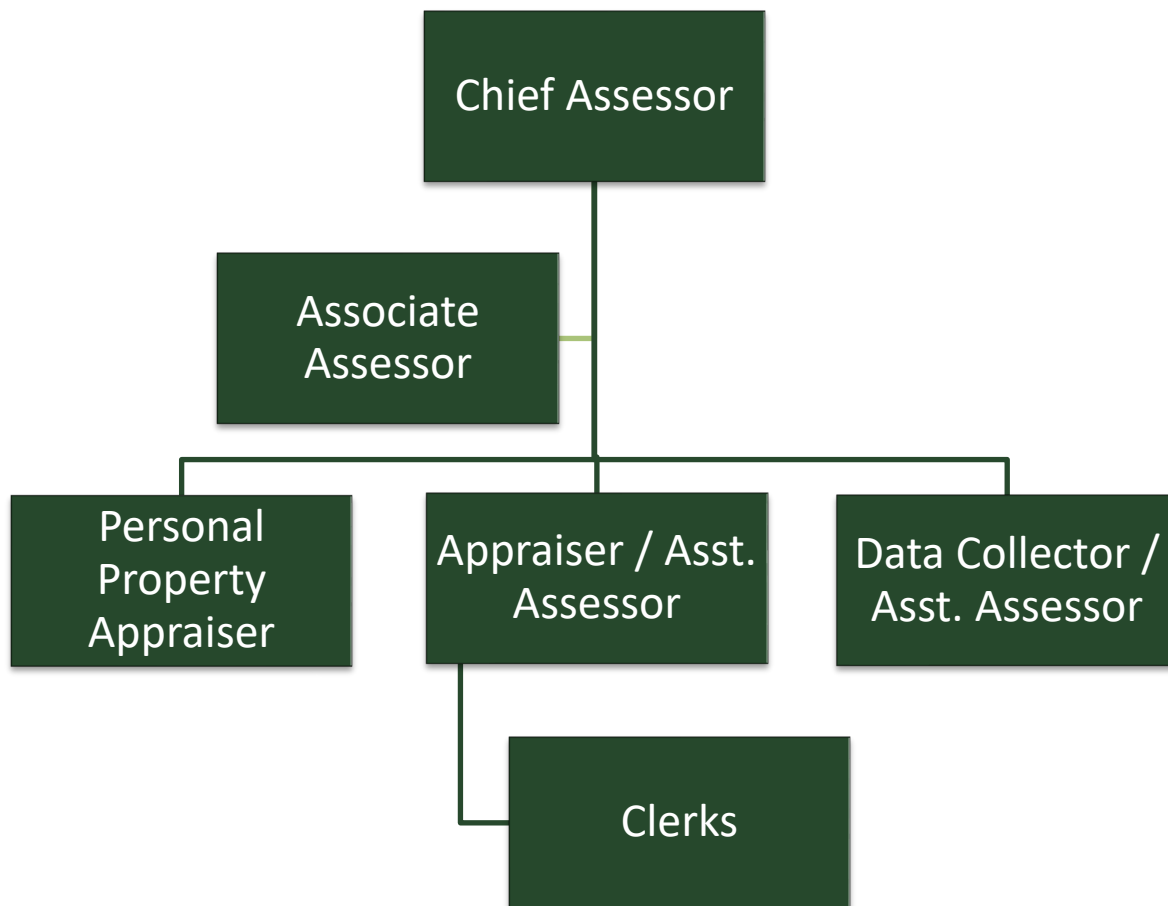
Budget Narrative

The Assessing Department will see a decrease in their budget of \$754 this year due to the retirement of Ken DerBoghossian the former Appraiser / Assistant Assessor. Our new Appraiser / Assistant Assessor, Cyndi Sorensen has started at a lower step.



Assessors

Organizational Chart



Assessors

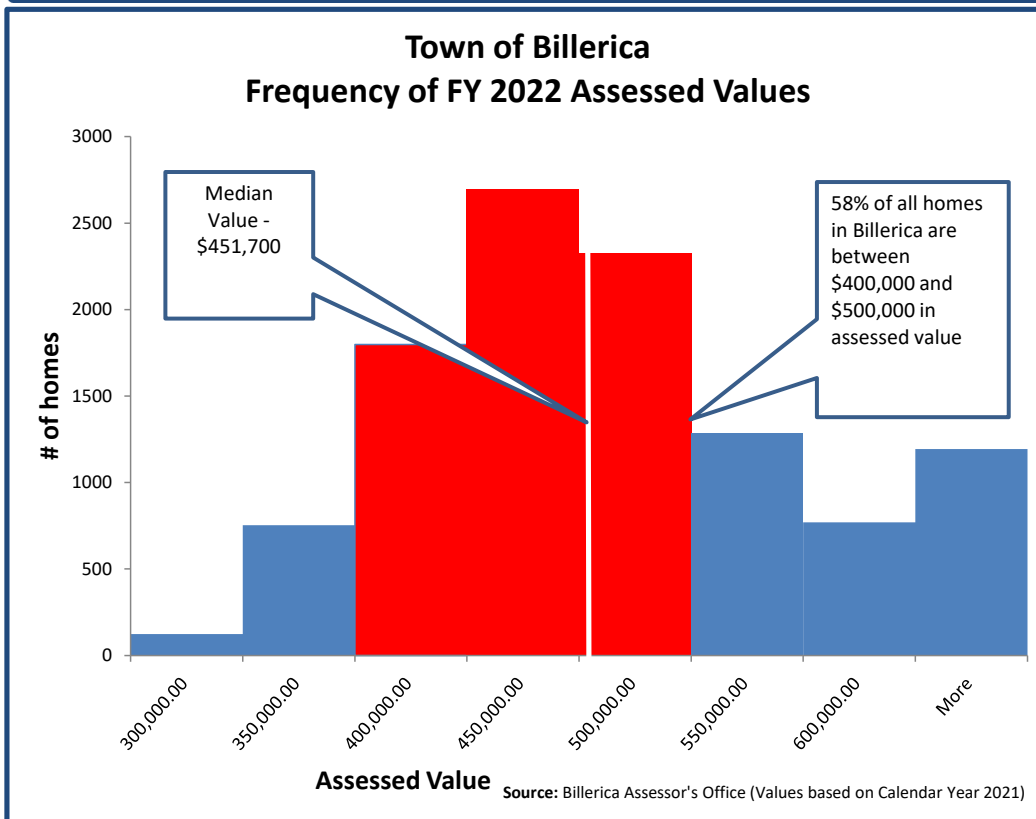
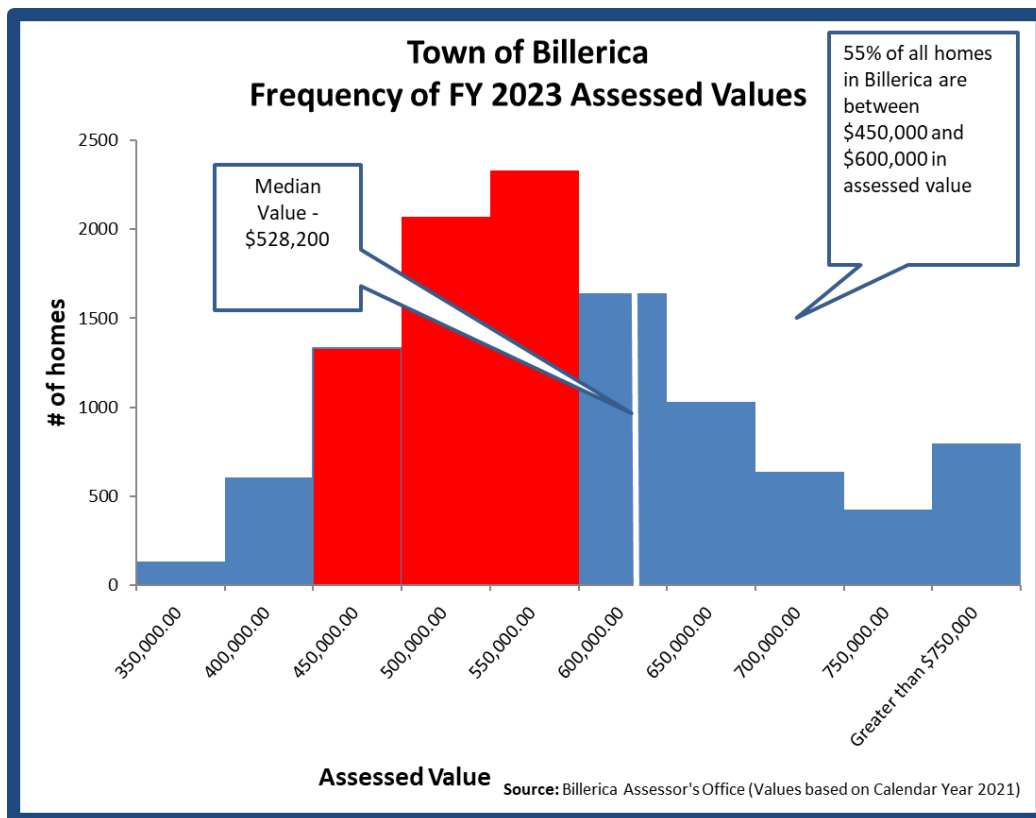
Programs and Services

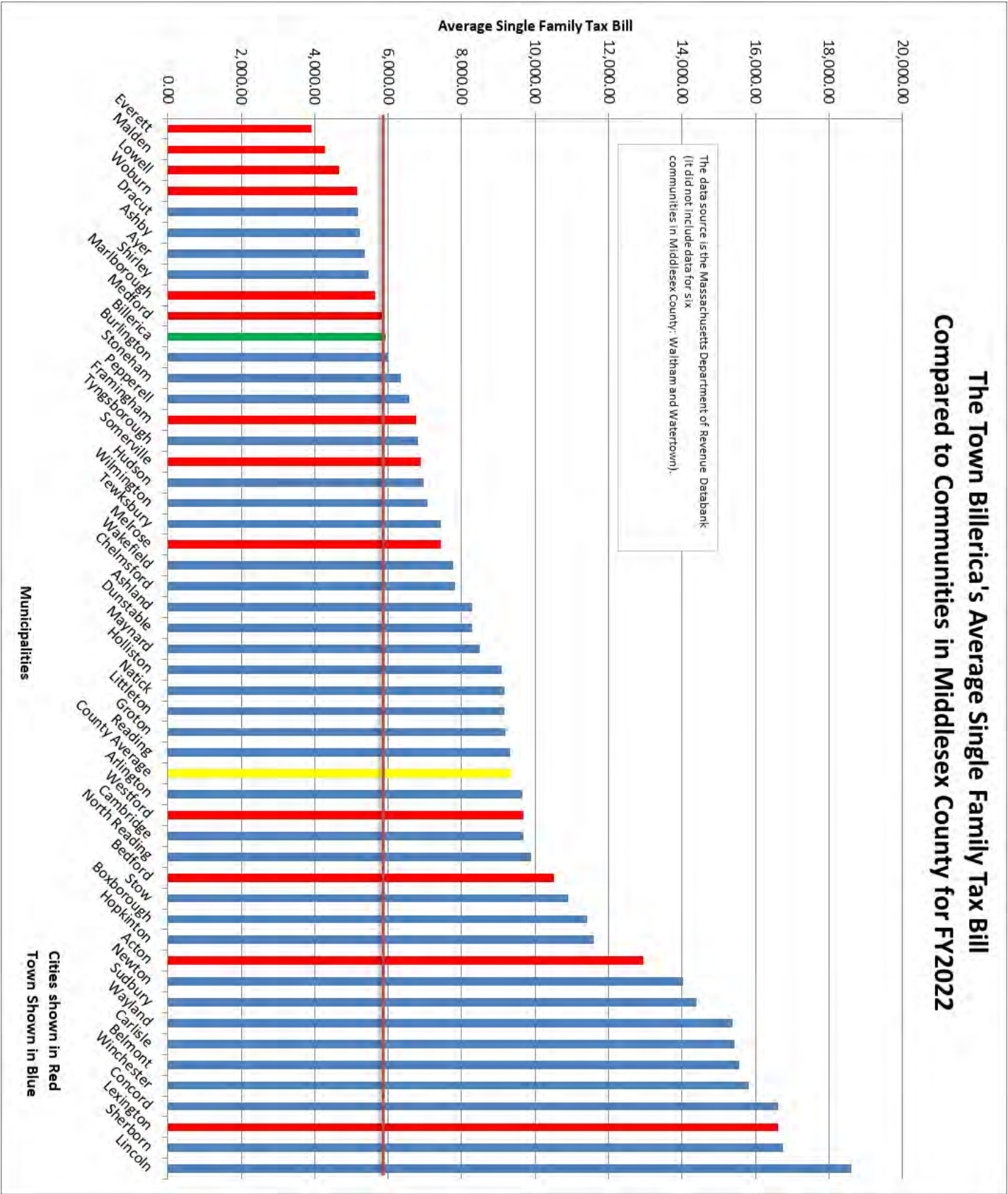
The Board of Assessors Office is responsible for the valuation of all real and personal property along with the administration of motor vehicle excise tax and public information used by appraisers, realtors, attorneys, and the general public.

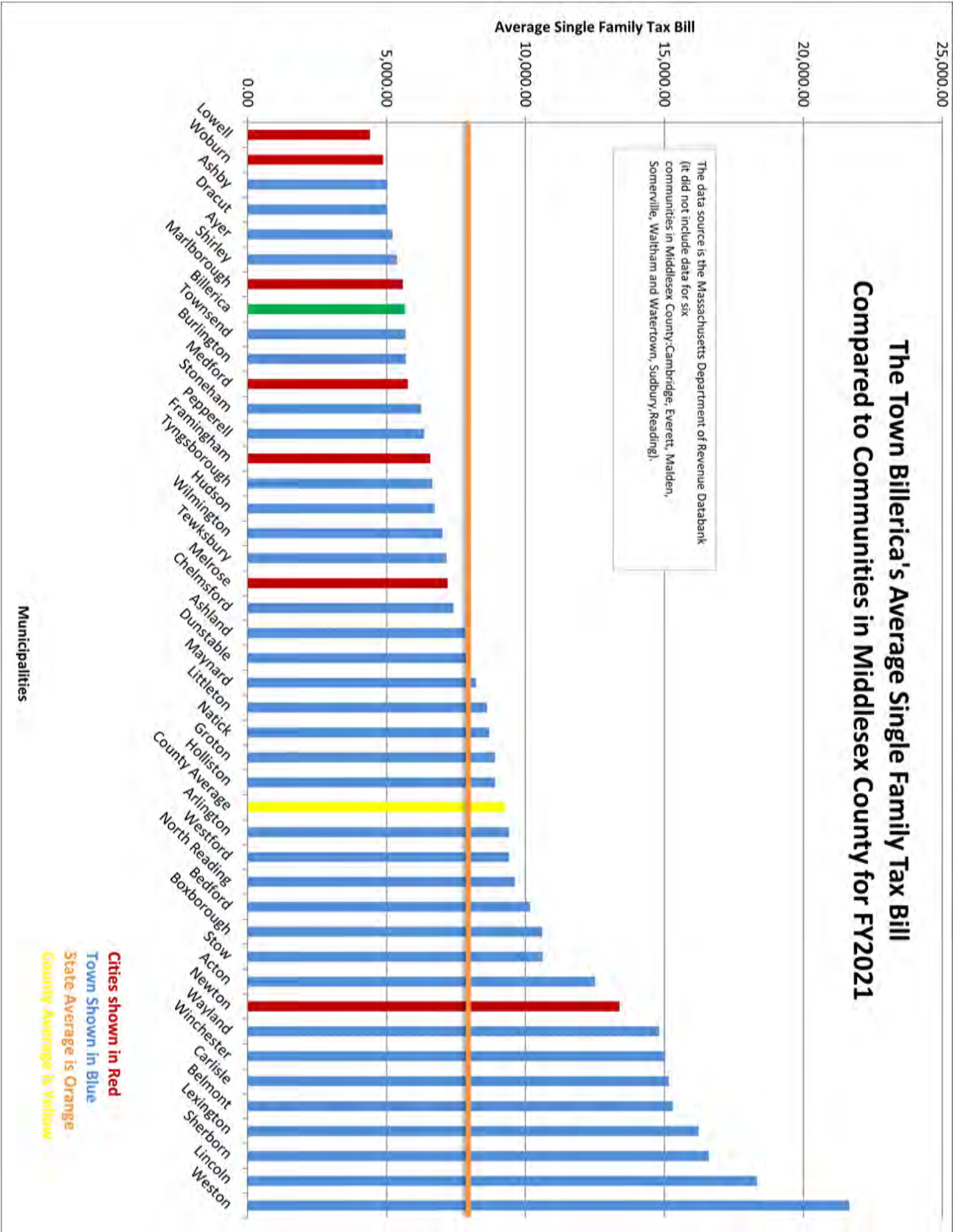
Statistics

Residential Single Family Home – Median Assessed Value

Fiscal Year	Assessed Value	Tax Rate	Annual Taxes	Tax Increase
2019	379,100	\$13.48	\$5110.27	\$213.30
2020	405,800	\$12.99	\$5,271.34	\$161.07
2021	417,400	\$13.00	\$5,426.20	\$154.86
2022	451,700	\$12.64	\$5,709.49	\$283.29
2023	528,200	\$11.87	\$6,269.73	\$560.25







ASSESSOR

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
Full Time	\$ 477,376	\$ 475,009	\$ 493,346	\$ 493,346	\$ 512,301	\$ 512,301	\$ 495,886	\$ 490,678	\$ 490,678	\$ 490,678
Part Time/Seasonal	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Overtime										
Contractual Obligations	\$ 16,453	\$ 16,140	\$ 17,253	\$ 17,253	\$ 17,253	\$ 17,253	\$ 13,860	\$ 13,777	\$ 13,777	\$ 13,777
Total	\$ 496,829	\$ 494,149	\$ 513,599	\$ 513,599	\$ 532,554	\$ 532,554	\$ 512,746	\$ 507,455	\$ 507,455	\$ 507,455

Expenses

Supplies and Expenses	\$ 3,250	\$ 2,253	\$ 3,250	\$ 2,021	\$ 3,250	\$ 2,927	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250
Contract Services/Leases	\$ 39,500	\$ 32,075	\$ 39,500	\$ 39,500	\$ 38,300	\$ 38,300	\$ 38,300	\$ 38,300	\$ 38,300	\$ 38,300
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 42,750	\$ 34,328	\$ 42,750	\$ 41,521	\$ 41,550	\$ 41,227	\$ 41,550	\$ 41,550	\$ 41,550	\$ 41,550

TOTAL BUDGET

\$ 539,579	\$ 528,477	\$ 556,349	\$ 555,120	\$ 574,104	\$ 573,781	\$ 554,296	\$ 549,005	\$ 549,005	\$ 549,005

	FY2023	FY2024	TM Rec. FY2024	Fin Com Rec. FY2024	Budget Change
Position	FTE	FTE	FTE	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. Assessor	1	1	1	1	
Total Staffing	7	7	7	7	\$ (5,291)

	FY2023	Dep. Req. FY2024	TM Rec. FY2024	Fin Com Rec. FY2024
Position	PTE	PTE	PTE	PTE
Associate Assessor	2	2	2	2

Assessors

ASSESSORS DEPARTMENT SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	BPAA CONTR.OBLIG.	LONGEVITY	TOTAL SALARY BENEFT
John Spiedel	Assessor	2/3	7/16/2021	105,562.97	-	-	-	\$ 105,562.97
Maureen Ray	Principal Clerk	6/7	2/12/2018	54,315.00	1,000.00	-	2,700.00	\$ 58,015.00
Kellie Schiavo	Principal Clerk	5/6	7/8/2018	53,447.73	1,000.00	-	1,200.00	\$ 55,647.73
Liesl Catanzaro	Data Collector / Asst. Assr	8/9	10/28/2013	64,612.02	1,000.00	250.00	-	\$ 65,862.02
Margaret Disarcina	Senior Clerk	1/2	8/31/2022	43,457.45	500.00	-	-	\$ 43,957.45
Chad Theriault	Personal Property Appr.	9	10/17/2011	93,163.27	500.00	250.00	1,827.00	\$ 95,740.27
Cyndi Sorensen	Appraiser / Asst. Assessor	2/3	10/2/2006	76,119.60	500.00	250.00	2,800.00	\$ 79,669.60
Rick Ladd	Associate Assessor			1,500.00	-	-	-	\$ 1,500.00
Rich Scanlon	Associate Assessor			1,500.00	-	-	-	\$ 1,500.00
DEPARTMENT TOTAL:				\$ 493,678.03	\$ 4,500.00	\$ 750.00	\$ 8,527.00	\$ 507,455.03

Total Full Time	\$ 490,678.03
Total Part Time	\$ 3,000.00
Total Contract	\$ 13,777.00
Total	\$ 507,455.03

ASSESSORS DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	BPAA CONTR.OBLIG.	LONGEVITY	TOTAL SALARY BENEFT
John Spiedel	Assessor	2/3	7/16/2021	105,562.97	-	-	-	\$ 105,562.97
Maureen Ray	Principal Clerk	6/7	2/12/2018	54,315.00	1,000.00	-	2,700.00	\$ 58,015.00
Kellie Schiavo	Principal Clerk	5/6	7/8/2018	53,447.73	1,000.00	-	1,200.00	\$ 55,647.73
Liesl Catanzaro	Data Collector / Asst. Assr	8/9	10/28/2013	64,612.02	1,000.00	250.00	-	\$ 65,862.02
Margaret Disarcina	Senior Clerk	1/2	8/31/2022	43,457.45	500.00	-	-	\$ 43,957.45
Chad Theriault	Personal Property Appr.	9	10/17/2011	93,163.27	500.00	250.00	1,827.00	\$ 95,740.27
Cyndi Sorensen	Appraiser / Asst. Assessor	2/3	10/2/2006	76,119.60	500.00	250.00	2,800.00	\$ 79,669.60
Rick Ladd	Associate Assessor	0	1/0/1900	1,500.00	-	-	-	\$ 1,500.00
Rich Scanlon	Associate Assessor	0	1/0/1900	1,500.00	-	-	-	\$ 1,500.00
DEPARTMENT TOTAL				\$ 493,678.03	\$ 4,500.00	\$ 750.00	\$ 8,527.00	\$ 507,455.03

Total Full Time	\$ 490,678.03
Total Part Time	\$ 3,000.00
Total Contract	\$ 13,777.00
Total	\$ 507,455.03

ASSESSORS DEPARTMENT SALARY INFORMATION FY2023 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	BPAA CONTR.OBLIG.	LONGEVITY	TOTAL SALARY BENEFT
John Spiedel	Assessor	1/2	7/16/2021	\$ 98,559.87	\$ -	\$ -	\$ -	\$ 98,559.87
Maureen Ray	Principal Clerk	5	2/12/2018	\$ 51,429.94	\$ 1,000.00	\$ -	\$ 2,700.00	\$ 55,129.94
Kellie Schiavo	Senior Clerk	4/5	7/3/2018	\$ 49,173.33	\$ 1,000.00	\$ -	\$ -	\$ 50,173.33
Liesl Catanzaro	Principal Clerk	7	12/12/2017	\$ 55,626.45	\$ 1,000.00	\$ -	\$ 1,200.00	\$ 57,826.45
Ken DerBoghossian	Appraiser / Asst. Assessor	5	9/19/2005	\$ 85,678.23	\$ 500.00	\$ 250.00	\$ 2,100.00	\$ 88,528.23
Chad Theriault	Personal Property Appr.	9	10/17/2011	\$ 90,449.78	\$ 500.00	\$ 250.00	\$ 783.00	\$ 91,982.78
Cyndi Sorensen	Data Collector / Asst. Assr	9	7/1/2016	\$ 64,968.07	\$ 500.00	\$ 250.00	\$ 1,827.00	\$ 67,545.07
Rick Ladd	Associate Assessor	0	1/0/1900	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
Rich Scanlon	Associate Assessor	0	1/0/1900	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
DEPARTMENT TOTAL				\$ 498,885.68	\$ 4,500.00	\$ 750.00	\$ 8,610.00	\$ 512,745.68

Total Full Time	\$ 495,885.68
Total Part Time	\$ 3,000.00
Total Contract	\$ 13,860.00
Total	\$ 512,745.68

Assessors

DESCRIPTION/DETAIL

ASSESSORS

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 3,250	\$ 2,253	\$ 3,250	\$ 2,021	\$ 3,250	\$ 2,927	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250

	Department	Town Mgr.	Fin Com.
<i>Supplies and Expenses</i>			
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
<i>Total Supplies & Exepenses</i>	\$ 3,250	\$ 3,250	\$ 3,250

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 39,500	\$ 32,075	\$ 39,500	\$ 39,500	\$ 38,300	\$ 38,300	\$ 38,300	\$ 38,300	\$ 38,300	\$ 38,300

	Department	Town Mgr.	Fin Com.
<i>Contract Services/Leases</i>			
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
	\$ -	\$ 38,300	\$ 38,300

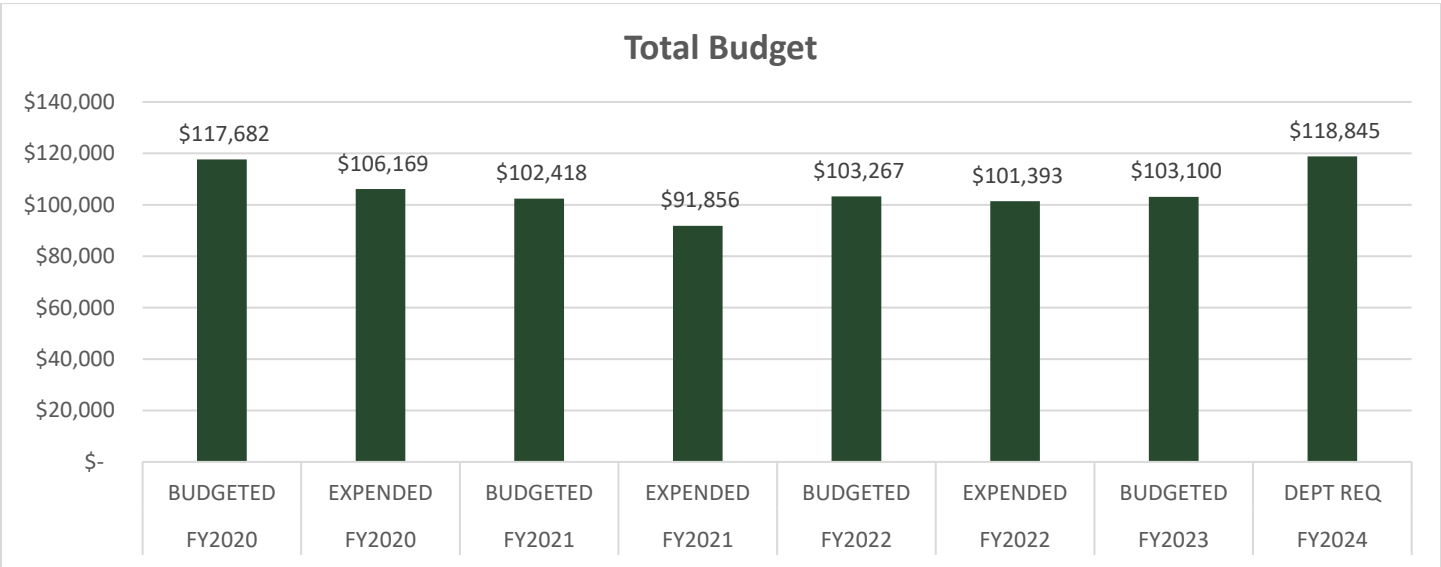
Select Board

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 increase due to the hiring of a new Select Board Executive Secretary. The new Executive Secretary began at higher step due to her experience.



Select Board

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.

Recent Accomplishments

The Select Board has accomplished many of their goals over the past year. One of their major initiatives has been to complete ongoing infrastructure projects and commit to a capital planning vision for the future of Billerica. Over the last year the Pinehurst Fire Station was completed on time and on budget as well as the Howe School, the new home of Billerica Access Television (BATV). The Peggy Hannon Rizza Recreation Complex is scheduled to open this Spring for the youth across town. These projects benefit the Town and have little impact on the taxes, considering two of them were partially financed by the Community Preservation Act.

The Select Board has also been focused on completing infrastructure projects like sewer, roadways, sidewalks, and overall traffic safety. In 2022 many miles of roadways and sidewalks were installed. Through the efforts of the Select Board with projects like these the Town is investing and preparing its infrastructure for the future.



The Select Board signing the lease with Billerica Access Television for the Howe School – October 2022



To afford all this work the Select Board has charged the Town Manager with maximizing fiscal efficiencies and improving the fiscal strength of the Town while reinvigorating economic development. The Town Manager has taken this charge and for Fiscal Year 2024 limited the budget increase to 2% in an effort to limit the tax impact. The Town Manager is working to evaluate its debt projections for current and future Town projects. While working with the newly hired Planning and Community Development Director to put out a marketing plan that will invite more commercial businesses to Billerica!

Last fiscal year and this upcoming fiscal year the Town will begin working on or has already started working on the feasibility study for a Recreation / Council on Aging Center, looking into next steps for a new School project, determining the future use of the Masonic Hall, and the Town Center project. It has been a great year for the Select Board, and we look forward to what Fiscal 2024 will bring!

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:

**Select Board
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: _____

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: _____

Signature: _____ Date: _____

☐ **Please Note: All Appointees of the Select Board are required to read the Code of Conduct. By checking this box, you agree to adhere to the Code of Conduct set forth by the Select Board Policies and Procedures, Section 38.0.**

Town of Billerica

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	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	FY2024
	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
BUDGETED							
FY2020							

\$ 4,000	\$ 3,693	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102
\$ 67,535	\$ 55,386	\$ 53,873	\$ 46,311	\$ 54,723	\$ 54,723	\$ 54,556	\$ 70,300	\$ 70,300	\$ 70,300
\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102
\$ 4,000	\$ 3,693	\$ 500	\$ 500	\$ 500	\$ -	\$ 500	\$ 500	\$ 500	\$ 500

\$ 84,637	\$ 72,381	\$ 67,476	\$ 59,913	\$ 68,325	\$ 67,825	\$ 68,158	\$ 83,902	\$ 83,902	\$ 83,902

Supplies and Expenses
Contract Services/Leases
Assessments & Dues
Capital Outlay

\$	-	\$	-	\$	-	\$	-	\$	-
\$	25.645	\$	25.630	\$	28.942	\$	25.943	\$	27.575
\$	1,500	\$	2,595	\$	1,500	\$	1,500	\$	1,498
\$	5,900	\$	5,563	\$	4,500	\$	4,500	\$	4,495

\$ 33,045	\$ 33,788	\$ 34,942	\$ 31,943	\$ 34,942	\$ 33,568	\$ 34,942	\$ 34,942	\$ 34,942	\$ 34,942

\$ 117,682	\$ 106,169	\$ 102,418	\$ 91,856	\$ 103,267	\$ 101,393	\$ 103,100	\$ 118,845	\$ 118,845	\$ 118,845

	Dep. Req	TM Rec.	Fin Com Rec.	Difference PY	\$ 15,744.62
FY2023	FY2024	FY2024	FY2024	%	15.27%

Position	FTE	FTE	FTE	FTE
Conf. Exec. Assist	1	1	1	1
Total Staffing	1	1	1	1

Select Board

SELECT BOARD SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	TOTAL SALARY BENEFIT
Dawn McDowell	Confidential Secretary	7/8	3/28/2022	\$ 70,300.06	\$ 500.00	\$ 70,800.06
Andrew Deslaurier	Chair Person		4/5/2009	\$ 2,000.00		\$ 2,000.00
Mike Riley	Vice Chair Person		4/5/2021	\$ 1,800.00		\$ 1,800.00
Kim Conway	Secretary		4/5/2014	\$ -		\$ -
Mike Rosa	Select Board Member		4/5/2014	\$ 1,800.00		\$ 1,800.00
John Burrows	Select Board Member		4/5/2020	\$ 1,800.00		\$ 1,800.00
						\$ -
Dawn McDowell	Recording Clerk			\$ 5,702.40		\$ 5,702.40
Persons, Sundry						\$ -
DEPARTMENT TOTAL				\$ 83,402.46	\$ 500.00	\$ 83,902.46

Total Full Time	\$	70,300.06
Total Part Time	\$	13,102.40
Total Contract	\$	500.00
Total	\$	83,902.46

SELECT BOARD SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	TOTAL SALARY BENEFIT
Dawn McDowell	Confidential Secretary BOS	7/8	3/28/2022	\$ 70,300.06	\$ 500.00	\$ 70,800.06
Andrew Deslaurier	Chair Person		4/5/2009	\$ 2,000.00	\$ -	\$ 2,000.00
Mike Riley	Vice Chair Person		4/5/2021	\$ 1,800.00	\$ -	\$ 1,800.00
Kim Conway	Secretary		4/5/2014	\$ -	\$ -	\$ -
Mike Rosa	Select Board Member		4/5/2014	\$ 1,800.00	\$ -	\$ 1,800.00
John Burrows	Select Board Member		4/5/2020	\$ 1,800.00	\$ -	\$ 1,800.00
				\$ -	\$ -	\$ -
Dawn McDowell	Recording Clerk			\$ 5,702.40	\$ -	\$ 5,702.40
Persons, Sundry	TM Tellers					
DEPARTMENT TOTAL				\$ 83,402.46	\$ 500.00	\$ 83,902.46

Total Full Time	\$	70,300.06
Total Part Time	\$	13,102.40
Total Contract	\$	500.00
Total	\$	83,902.46

Select Board

SELECT BOARD SALARY INFORMATION FY2023 TOWN RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
TBD	Confidential Secretary	1/2	4/1/2022	\$ 54,555.83	\$ 500.00		\$ 55,055.83
Andrew Deslaurier	Vice Chair Person		4/5/2009	\$ 1,800.00	\$ -		\$ 1,800.00
John Burrows	Select Board Member		4/5/2020	\$ 1,800.00	\$ -		\$ 1,800.00
Kim Conway	Select Board Member		4/5/2014	\$ -	\$ -		\$ -
Dan Burns	Chair Person		4/5/2014	\$ 1,800.00	\$ -		\$ 1,800.00
Mike Rosa	Secretary		4/5/2017	\$ 2,000.00	0		\$ 2,000.00
				\$ -	0		\$ -
Patricia Battcock	Recording Clerk			\$ 5,702.40	0		\$ 5,702.40
Persons, Sundry	TM Tellers						
DEPARTMENT TOTAL				\$67,658.23	\$ 500.00	\$ -	\$ 68,158.23

Total Full Time	\$ 54,555.83
Total Part Time	\$ 13,102.40
Total Contract	\$ 500.00
Total	\$ 68,158.23

DESCRIPTION/DETAIL

Select Board

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 5,900	\$ 5,563	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,495	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500

DepartmeTown Mgr. Fin Com

Supplies and Expenses

Sundry items (binders, paper, pens, etc.)

\$ 500 \$ 500 \$ 500

Town Meeting & BOS various items

\$ 1,000 \$ 1,000 \$ 1,000

Travel In-State

\$ 3,000 \$ 3,000 \$ 3,000

Total Supplies & Expenses

\$ 4,500 \$ 4,500 \$ 4,500

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 1,500	\$ 2,595	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,498	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

DepartmeTown Mgr. Fin Com

Contract Services/Leases

Police details at Town Meeting

TM Details \$ 1,500 \$ 1,500 \$ 1,500

\$ - \$ - \$ -

Total Contract Services/Leases

\$ 1,500 \$ 1,500 \$ 1,500

FY2019	FY2019	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 25,645	\$ 25,630	\$ 28,942	\$ 25,943	\$ 28,942	\$ 27,575	\$ 28,942	\$ 28,942	\$ 28,942	\$ 28,942

DepartmeTown Mgr. Fin Com

Assessment & Dues

NMCOG Assessment

\$ 12,786 \$ 12,786 \$ 12,786

Middlesex 3

\$ 5,000 \$ 5,000 \$ 5,000

Mass Municipal Association

\$ 8,156 \$ 8,156 \$ 8,156

Other Associations

\$ 3,000 \$ 3,000 \$ 3,000

Total Assessments

\$ 28,942 \$ 28,942 \$ 28,942

Cable

Budget Narrative

The Cable budget will continue to be at \$5,000 in FY2024. In FY2023 Billerica Access Television (BATV) moved into the Howe School their new home for the next 30 years! Over the last two years the Town worked with BATV to ensure the Howe was renovated to preserve its historical charm while being built with the latest technology to last for decades to come.

	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
<u>CABLE ADVISORY COMMITTEE</u>										
<i>Personnel Services</i>										
Full Time										
Part Time/Seasonal										
Overtime										
Contractual Obligations										
Total								\$ -	\$ -	\$ -
<i>Expenses</i>										
Supplies and Expenses	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 500	\$ 500	\$ 500
Contract Services/Leases	\$ 4,500	\$ 1,448	\$ -	\$ -	\$ -	\$ -		\$ 4,500	\$ 4,500	\$ 4,500
Utilities										
Capital Outlay										
Total Expenses	\$ 5,000	\$ 1,448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
TOTAL BUDGET	\$ 5,000	\$ 1,448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000



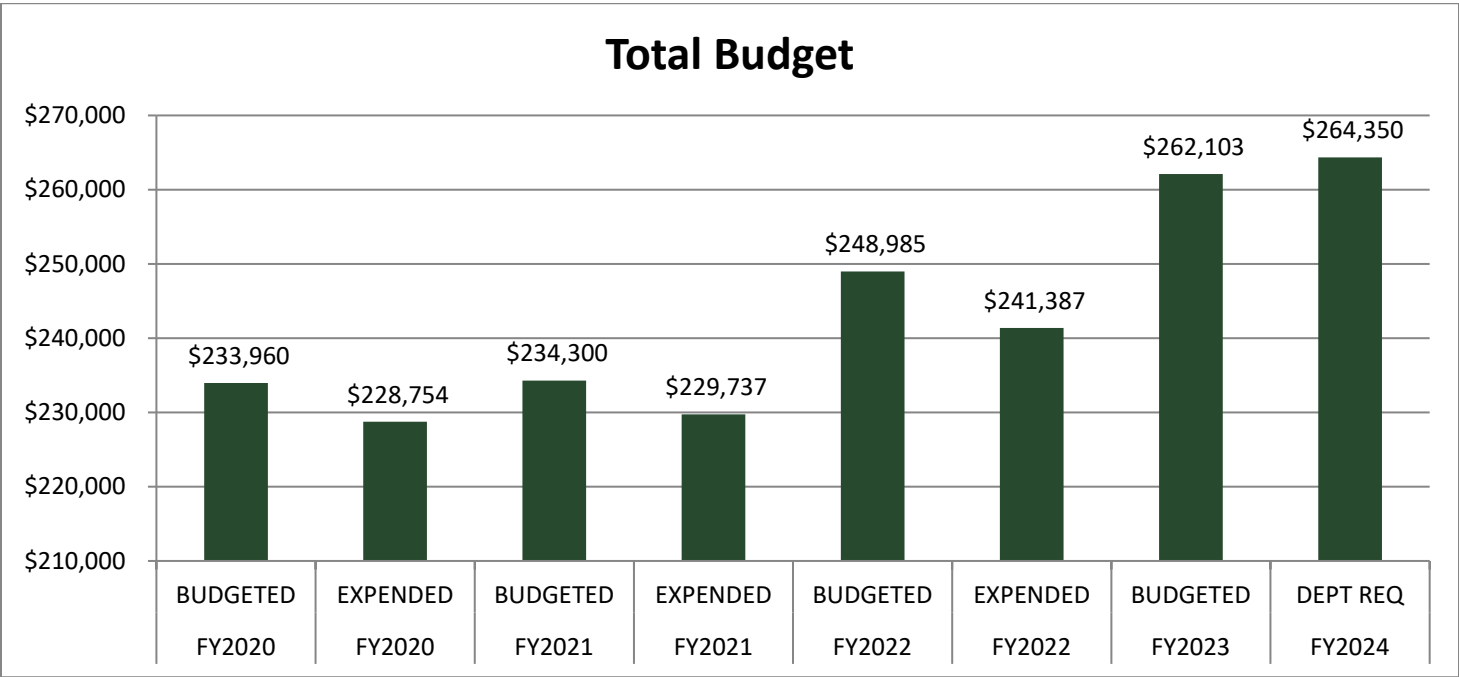
Conservation Commission

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 see an increase of \$2,000 due to contractual increases for union personnel.



Conservation Commission

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 acres 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 local, state, and federal 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 maps, trail guides, and brochures.

The Conservation Department oversees the funds needed to manage the Town's Beaver Management Program. It manages

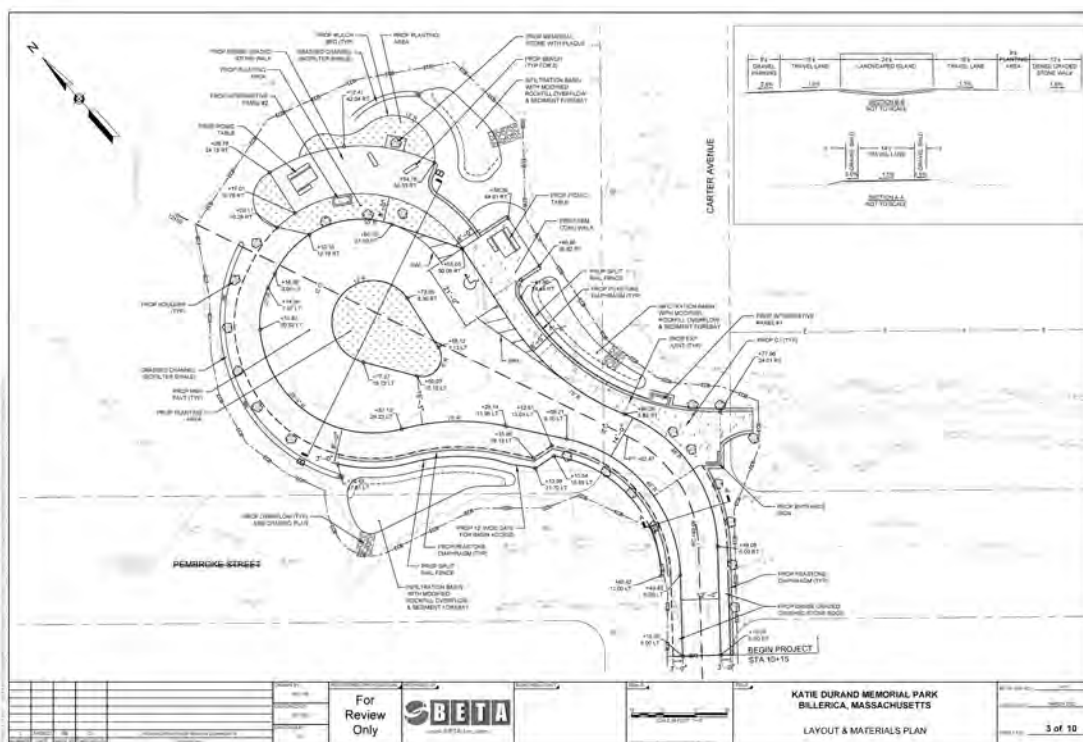


Conservation Commission

the beaver management consultant and works closely with the Board of Health, which 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 retained the services of Beaver Solutions, LLC in the year 2000 to develop and implement a town-wide Municipal Beaver Management Program. Currently, approximately sixty (60) 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. Approximately forty-five (46) of these problem/conflict sites are successfully managed non-lethally. The remaining fourteen (14) "No Damming Zones" (critical and highly sensitive zones – e.g., commuter rail, flood prone areas, and older, densely developed sections of Town such as Nutting Lake and Boston Road) 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.

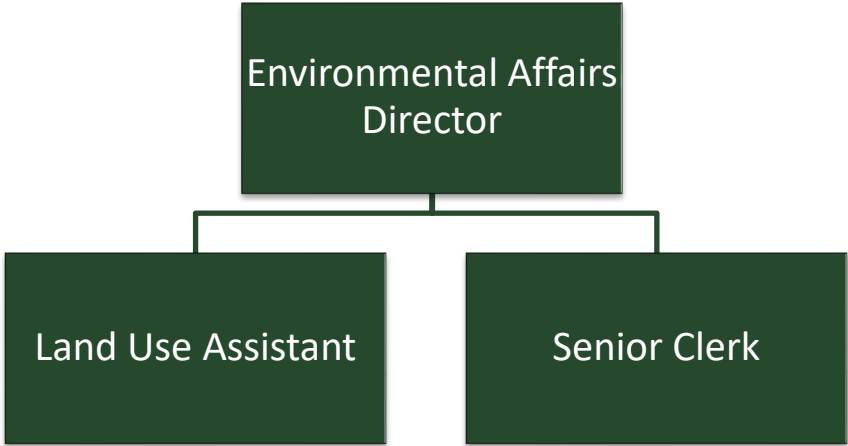
To honor her memory the Conservation Commission applied to the Community Preservation Committee (CPC) to create a park to help facilitate access along the Concord River. The park includes parking with associated stormwater management, picnic tables, a pollinator garden, education about the river, and restoration of overlapping wetland resource areas.



The Katie Durand Memorial Park project is currently under construction and is anticipated to be completed in Spring/Summer 2023.

Conservation Commission

Organizational Chart



Conservation Commission

CONSERVATION COMMISSION

Personnel Services

Full Time	\$ 194,150	\$ 192,377	\$ 194,142	\$ 194,142	\$ 208,633	\$ 203,042	\$ 219,327	\$ 219,826	\$ 219,826	\$ 219,826
Part Time/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime	\$ 2,644	\$ 2,644	\$ 2,892	\$ 2,892	\$ 3,136	\$ 3,761	\$ 3,260	\$ 3,358	\$ 3,358	\$ 3,358
Contractual Obligations	\$ 12,866	\$ 10,941	\$ 14,866	\$ 13,959	\$ 15,316	\$ 13,284	\$ 17,616	\$ 19,266	\$ 19,266	\$ 19,266
Total	\$ 209,660	\$ 205,962	\$ 211,900	\$ 210,993	\$ 227,085	\$ 220,086	\$ 240,203	\$ 242,450	\$ 242,450	\$ 242,450

Expenses

Supplies and Expenses	\$ 4,500	\$ 3,229	\$ 4,500	\$ 3,359	\$ 4,000	\$ 2,191	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Contract Services/Leases	\$ 2,800	\$ 2,653	\$ 2,900	\$ 1,190	\$ 2,900	\$ 2,647	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900
Beaver Dam Control	\$ 17,000	\$ 16,910	\$ 15,000	\$ 14,195	\$ 15,000	\$ 16,463	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 24,300	\$ 22,792	\$ 22,400	\$ 18,744	\$ 21,900	\$ 21,301	\$ 21,900	\$ 21,900	\$ 21,900	\$ 21,900

TOTAL BUDGET

	\$ 233,960	\$ 228,754	\$ 234,300	\$ 229,737	\$ 248,985	\$ 241,387	\$ 262,103	\$ 264,350	\$ 264,350	\$ 264,350

Position	FY2023		FY2024		FY2024		FY2024		FY2024		Difference PY \$	% PY	0.86%
	FTE		FTE		FTE		FTE		FTE				
Dir. Environmental Affairs	1		1		1		1		1				
Senior Clerk	1		1		1		1		1				
Conservation/Land Use Assist	1		1		1		1		1				
Total Staffing	3		3		3		3		3				

Conservation Commission

CONSERVATION COMMISSION SALARY INFORMATION FY2024 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	98,787.82	500.00	2,100.00	5,808.00	\$ 107,195.82
Michael DeVito	Land Use Assistant	5	8/27/2018	67,852.34	500.00	1,650.00	5,808.00	\$ 75,810.34
Kristina Bernard	Senior Clerk	7	8/29/2012	53,185.82	1,000.00	1,900.00	-	\$ 56,085.82
Overtime for meetings	Senior Clerk	0	1/0/1900	3,358.24	-	-	-	\$ 3,358.24
DEPARTMENT TOTAL				\$ 223,184.22	\$ 2,000.00	\$ 5,650.00	\$ 11,616.00	\$ 242,450.22

Total Full time	\$219,825.98
Total Part time	\$0.00
Total Overtime	\$3,358.24
Total Contract	\$19,266.00
Total	\$242,450.22

CONSERVATION COMMISSION SALARY INFORMATION 2024 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	\$ 98,787.82	\$ 500.00	\$ 2,100.00	\$ 5,808.00	\$ 107,195.82
Michael DeVito	Land Use Assistant	5	8/27/2018	\$ 67,852.34	\$ 500.00	\$ 1,650.00	\$ 5,808.00	\$ 75,810.34
Kristina Bernard	Senior Clerk	7	8/29/2012	\$ 53,185.82	\$ 1,000.00	\$ 1,900.00		\$ 56,085.82
Overtime for meetings	Senior Clerk			\$ 3,358.24				\$ 3,358.24
DEPARTMENT TOTAL				\$ 223,184.22	\$ 2,000.00	\$ 5,650.00	\$ 11,616.00	\$ 242,450.22

Total Full time	\$219,825.98
Total Part time	\$0.00
Total Overtime	\$3,358.24
Total Contract	\$19,266.00
Total	\$242,450.22

CONSERVATION COMMISSION SALARY INFORMATION FY2023 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	MILEAGE	TOTAL SALARY BENEFIT
Isabel Tourkantonis	Environmental Director	5	12/2/2013	98,787.82	500.00	2,100.00	5,808.00	\$ 107,195.82
Michael DeVito	Land Use Assistant	4/5	8/27/2018	67,353.45	500.00	-	5,808.00	\$ 73,661.45
Kristina Bernard	Senior Clerk	7	8/29/2012	53,185.82	1,000.00	1,900.00	-	\$ 56,085.82
Overtime for meetings	Senior Clerk	0	1/0/1900	3,260.00	-	-	-	\$ 3,260.00
								\$ -
								\$ -
								\$ -
DEPARTMENT TOTAL				\$ 222,587.10	\$ 2,000.00	\$ 4,000.00	\$ 11,616.00	\$ 240,203.10

Total Full time	\$219,327.10
Total Part time	\$0.00
Total Overtime	\$3,260.00
Total Contract	\$17,616.00
Total	\$240,203.10

Conservation Commission

DESCRIPTION/DETAIL

CONSERVATION COMMISSION

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REG
\$ 4,500.00	\$ 3,229.00	\$ 4,500.00	\$ 3,359.00	\$ 4,000.00	\$ 2,190.96	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00

Department Town Mgr. Fin Com

Supplies and Expenses

See also description narrative (attached)

I. Publications/Books

Total = \$100.00

II. Office Supplies

Total = \$1000.00

Signage and Education

Total Supplies and Expenses - \$1100.00									
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REG
\$ 2,800.00	\$ 2,653.00	\$ 2,900.00	\$ 1,190.00	\$ 2,900.00	\$ 2,647.10	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00

Department Town Mgr. Fin Com

Contract Services/Leases

Memberships: Society of Wetlands Scientist (2), Membership for NEWA

Licenses: Professional Wetland Scientist Certification
SUASCO and OARS Fees for water chestnut management

Milage:

Clothing 2 people at \$450 per SEIU Contract

Sick Leave Incentive:

Total Contract Services/Leases

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REG
\$ 17,000.00	\$ 16,910.00	\$ 15,000.00	\$ 14,195.00	\$ 15,000.00	\$ 16,463.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00

Beaver Control
Total Beaver Control

Department Town Mgr. Fin Com
\$ 15,000.00 \$ 15,000.00 \$ 15,000.00
\$ 15,000.00 \$ 15,000.00 \$ 15,000.00

Elections

Department Explanation

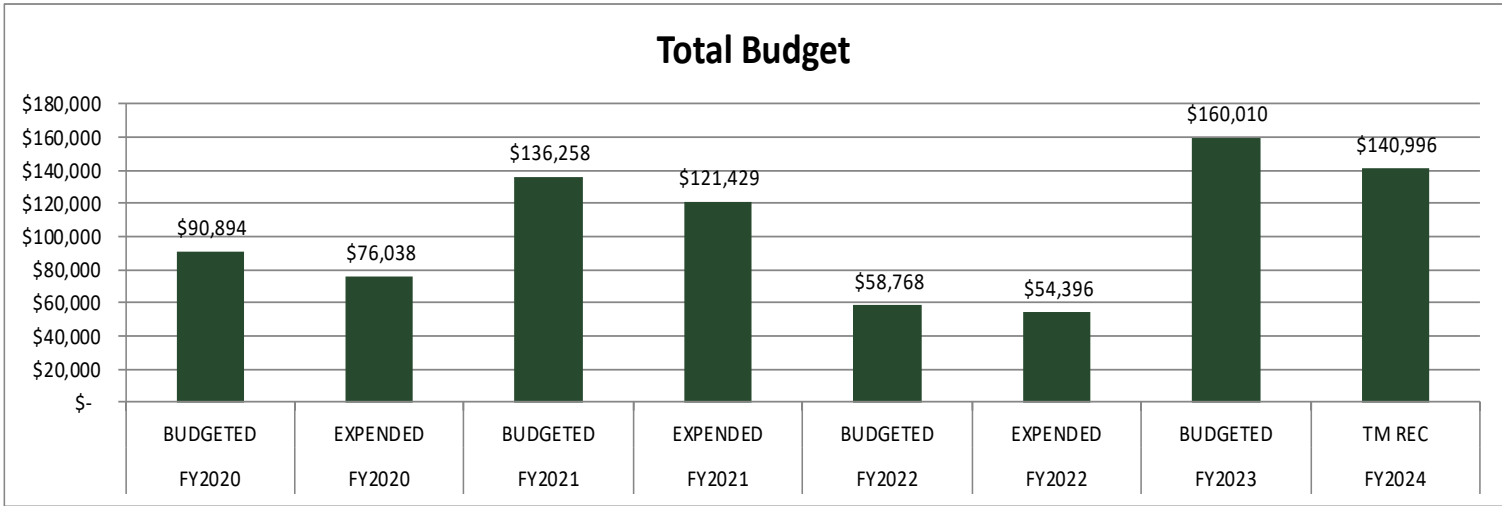
This account is used to budget for the next fiscal year’s elections. In FY24 the Town will be holding two elections. Please see below for the dates and race.

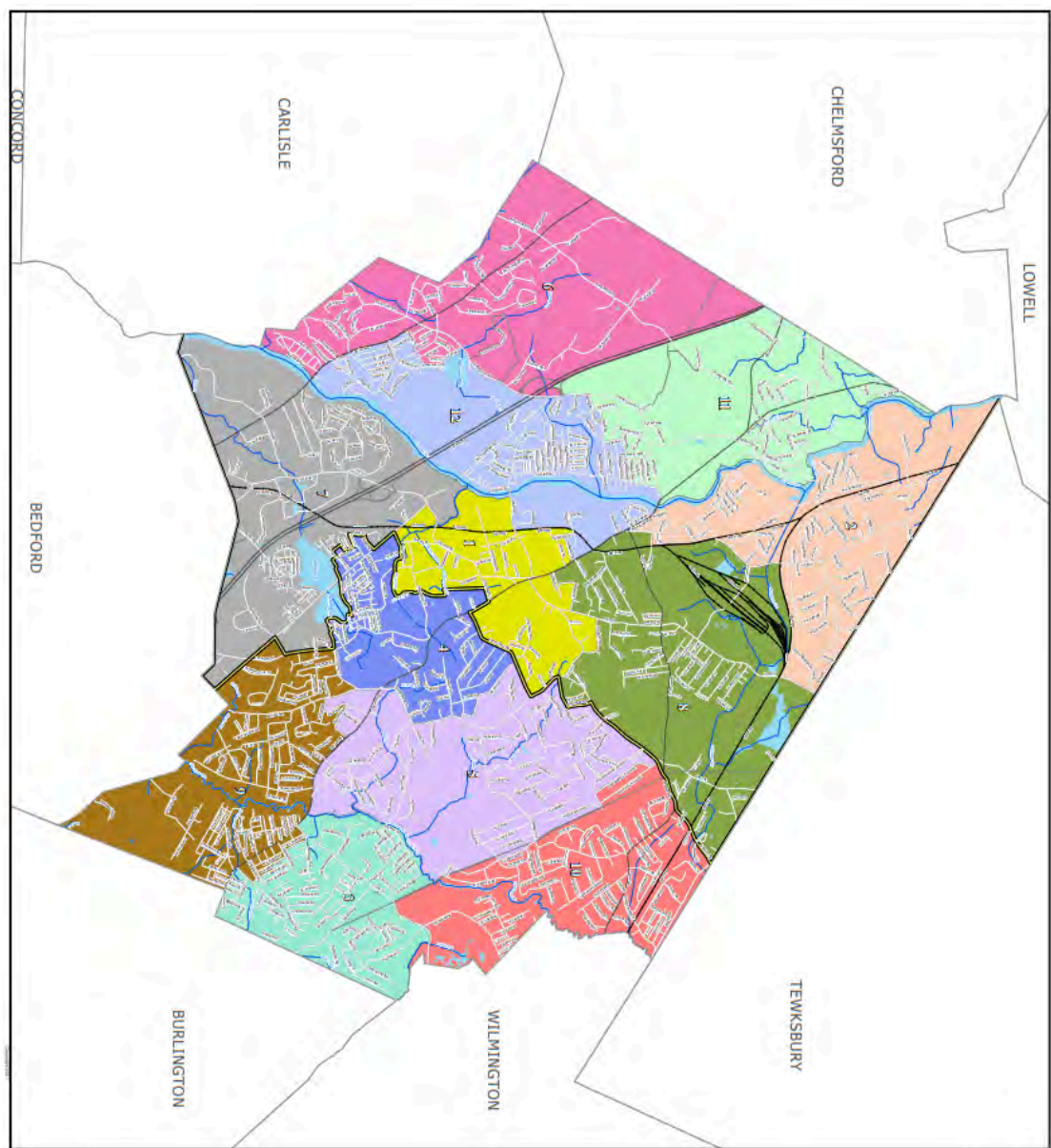
Town Election – April 6, 2024
Presidential Primary – March 5, 2024

Budget Narrative

The Elections budget will decrease this year due to there being less elections than last year. In FY23 the Town held three elections and for FY24 there are only two.

A large part of the budget also comes from 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.





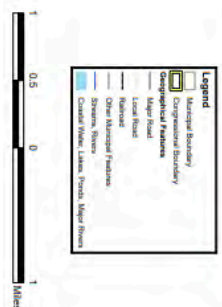
*Town of
Billerica*



Map Prepared for the Town of Billerica
Courtesy of William F. O'Brien, Census Liaison
Secretary of the Commonwealth

2020 Population -- 42,119			
	Minimum 5%	Target Population	Maximum 5%
	3,334	3,510	3,686
Precinct Boundaries			
Precinct	2020 Population	Variance	
1	3,381	-3.68	
2	3,539	0.83	
3	3,647	3.90	
4	3,676	4.73	
5	3,671	4.59	
6	3,403	-3.05	
7	3,391	-3.39	
8	3,339	-4.87	
9	3,674	4.67	
10	3,676	4.73	
11	3,337	-4.93	
12	3,385	-3.56	

Population is based on the office U.S. 2020 Census Block Level Data.
Boundaries effective December 31, 2021.



ELECTIONS												
Personnel Services												
	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024		
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC		
Full Time												
Part Time/Seasonal												
Overtime												
Contractual Obligations												
Total	\$ 39,826	\$ 34,366	\$ 63,186	\$ 63,186	\$ 22,367	\$ 18,969	\$ 75,396	\$ 64,254	\$ 64,254	\$ 64,254		
Expenses												
Supplies and Expenses	\$ 2,610	\$ 1,543	\$ 4,210	\$ 4,070	\$ 1,580	\$ 966	\$ 2,760	\$ 4,160	\$ 4,160	\$ 4,160		
Contract Services/Leases	\$ 48,458	\$ 40,129	\$ 68,862	\$ 54,173	\$ 34,821	\$ 34,461	\$ 81,854	\$ 72,582	\$ 72,582	\$ 72,582		
Utilities												
Capital Outlay												
Total Expenses	\$ 51,068	\$ 41,672	\$ 73,072	\$ 58,243	\$ 36,401	\$ 35,426	\$ 84,614	\$ 76,742	\$ 76,742	\$ 76,742		
TOTAL BUDGET	\$ 90,894	\$ 76,038	\$ 136,258	\$ 121,429	\$ 58,768	\$ 54,396	\$ 160,010	\$ 140,996	\$ 140,996	\$ 140,996		
Difference											\$	(19,014.20)
											%	-11.88%

Elections

ELECTIONS DEPARTMENT SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	Number	Hourly Rate Calendar 2021	Hourly Rate Calendar 2022	BASE SALARY	TOTAL SALARY BENEFIT
1 Election	Wardens	12	\$ 15.10	\$ 16.50	\$ 6,336.00	\$ 6,336.00
1 Election	Clerks	12	\$ 15.10	\$ 16.50	\$ 6,336.00	\$ 6,336.00
1 Election	Deputy Wardens	12	\$ 13.78	\$ 15.00	\$ 5,760.00	\$ 5,760.00
1 Election	Deputy Clerks	12	\$ 13.78	\$ 15.00	\$ 5,760.00	\$ 5,760.00
1 Election	Inspectors	24	\$ 13.78	\$ 15.00	\$ 11,520.00	\$ 11,520.00
1 Election	Deputy Inspectors	24	\$ 13.78	\$ 15.00	\$ 11,520.00	\$ 11,520.00
1 Election	Clerks (Town Hall)	4	Per Contract-	0	\$ 4,548.00	\$ 4,548.00
1 Early Voting (Local)	Precinct Officers	14	0	16.5	\$ 12,474.00	\$ 12,474.00
DEPARTMENT TOTAL					\$ 64,254.00	\$ 64,254.00

FY 24 has 2 Elections
 Presidential Primary - March 5, 2024
 Town Election - April 6, 2024

Number of Elections: 2

ELECTIONS DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT RECOMMENEDATION

NAME	POSITION	Number	Hourly Rate Calendar 2021	Hourly Rate Calendar 2022	BASE SALARY	TOTAL SALARY BENEFIT
1 Election	Wardens	12	\$ 15.10	\$ 16.50	\$ 6,336.00	\$ 6,336.00
1 Election	Clerks	12	\$ 15.10	\$ 16.50	\$ 6,336.00	\$ 6,336.00
1 Election	Deputy Wardens	12	\$ 13.78	\$ 15.00	\$ 5,760.00	\$ 5,760.00
1 Election	Deputy Clerks	12	\$ 13.78	\$ 15.00	\$ 5,760.00	\$ 5,760.00
1 Election	Inspectors	24	\$ 13.78	\$ 15.00	\$ 11,520.00	\$ 11,520.00
1 Election	Deputy Inspectors	24	\$ 13.78	\$ 15.00	\$ 11,520.00	\$ 11,520.00
1 Election	Clerks (Town Hall)	4	Per Contract-		\$ 4,548.00	\$ 4,548.00
1 Early Voting (Local)	Precinct Officers	14		\$ 16.50	\$ 12,474.00	\$ 12,474.00
DEPARTMENT TOTAL					\$ 64,254.00	\$ 64,254.00

FY 24 has 2 Elections
 Presidential Primary - March 5, 2024
 Town Election - April 6, 2024

Number of Elections: 2

Elections

ELECTIONS DEPARTMENT SALARY INFORMATION FY2023 TOWN BUDGETED

NAME	POSITION	Number	Hourly Rate	Hourly Rate	BASE SALARY	TOTAL SALARY
			Calendar 2018	Calendar 2019		BENEFIT
1 Election	Wardens - (11)	12	\$ 15.10	\$ 16.50	\$ 9,504.00	\$ 9,504.00
1 Election	Clerks - (11)	12	\$ 15.10	\$ 16.50	\$ 9,504.00	\$ 9,504.00
1 Election	Deputy Wardens - (11)	12	\$ 13.78	\$ 15.00	\$ 8,640.00	\$ 8,640.00
1 Election	Deputy Clerks - (11)	12	\$ 13.78	\$ 15.00	\$ 8,640.00	\$ 8,640.00
1 Election	Inspectors -(22)	24	\$ 13.78	\$ 15.00	\$ 17,280.00	\$ 17,280.00
1 Election	Deputy Inspectors (22)	24	\$ 13.78	\$ 15.00	\$ 17,280.00	\$ 17,280.00
1 Election	Clerks (Town Hall)	4	Per Contract-	1/0/1900	\$ 4,548.00	\$ 4,548.00
						\$ -
DEPARTMENT TOTAL					\$ 75,396.00	\$ 75,396.00

FY 23 has 3 Elections
 State Primary - Sept. 6, 2022
 State Election - Nov. 8, 2022
 Town Election - April 1, 2023

Number of Elections: 3

Elections

DESCRIPTION/DETAIL

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 2,610.00	\$ 1,543.00	\$ 4,210.00	\$ 4,070.00	\$ 1,580.00	\$ 965.59	\$ 2,760.00	\$ 4,160.00	\$ 4,160.00	\$ 4,160.00

	Department	Town Mgr.	Fin Com
<i>Supplies and Expenses</i>			
Food for Election Workers			
Each Precinct is allocated \$40.00 per election.			
11 Precincts x \$40.00 x 1 Election			
Town Hall x \$40.00 x 1 Election			
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.			
batterys for Accu-vote Units			
Total:			

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 48,458.00	\$ 40,129.00	\$ 68,862.00	\$ 54,173.00	\$ 34,821.00	\$ 34,460.71	\$ 81,854.00	\$ 72,581.80	\$ 72,581.80	\$ 72,581.80

<i>Contract Services/Leases</i>	Department	Town Mgr.	Fin Com
Fiscal Year 2024 has 2 Elections			
Police Detail for Elections			
6 Officers x 16 hrs. x \$60/hr. x 2 Elections =			
6 Officers x 8 hrs. X \$ 60/hr. x 2 Elections =			
2 Officers x 4hrs. x \$ 60/hr. x 2 Elections =			
Custodians for Elections			
10 Custodians x 17 hrs. x \$39/hr. x 2 Electio			
Professional Services			
Town Election - April 6, 2024			
Accuvote Coding including chips for individual scanners,			
ballots, ballot printing, absentee ballots, instructions, Gems			
upload,			
Computer program for Touch Screen Marking Machines			
Accuvote Rental (2) machines@1,200.00			
StatePresidential Primary - March 5, 2024			
Accuvote Coding, chips and GEMS upload			
Accuvote Rental (2) machines@1,200.00			
Maintenance Contract			
13 Accuvote Machines x \$325/machine			
6 Touch Screen Marking Machines x \$225/machine			
2 Poll Pads X 325			

<i>Capital Outlay</i>	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 Federal 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.			

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.



Budget Detail

88

Finance Committee

FINANCE COMMITTEE
SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY BENEFT
	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 2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY BENEFT
	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 FY2023 DEPARTMENT RECOMMENDED

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

Finance Committee

DESCRIPTION/DETAIL

FINANCE COMMITTEE

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
						\$ -	\$ -	\$ -	\$ -
Supplies and Expenses									
Legal Notices									
Meetings/Hearings									
Department Town Mgr. Fin Com									
\$ -									

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 1,600	\$ 865	\$ 1,600	\$ 470	\$ 1,600	\$ 590	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600
Contract Services/Leases									
Printing									
350 Copies of Budget/Warrant Recommendations									
Fees & Memberships									
Association of Finance									
Committee MMA Applications									
Department Town Mgr. Fin Com									
\$ -									

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 84,520		\$ 84,520		\$ 84,520		\$ 84,520	\$ 84,520	\$ 84,520	\$ 84,520
Reserve Fund									
Total Contract Services/Leases									
\$ 1,600 \$ 1,600 \$ 1,600									
Department Town Mgr. Fin Com									

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 increase this year due to the replacement of the Talbot Oval sign. Pictured below is the Talbot Oval located in North Billerica.

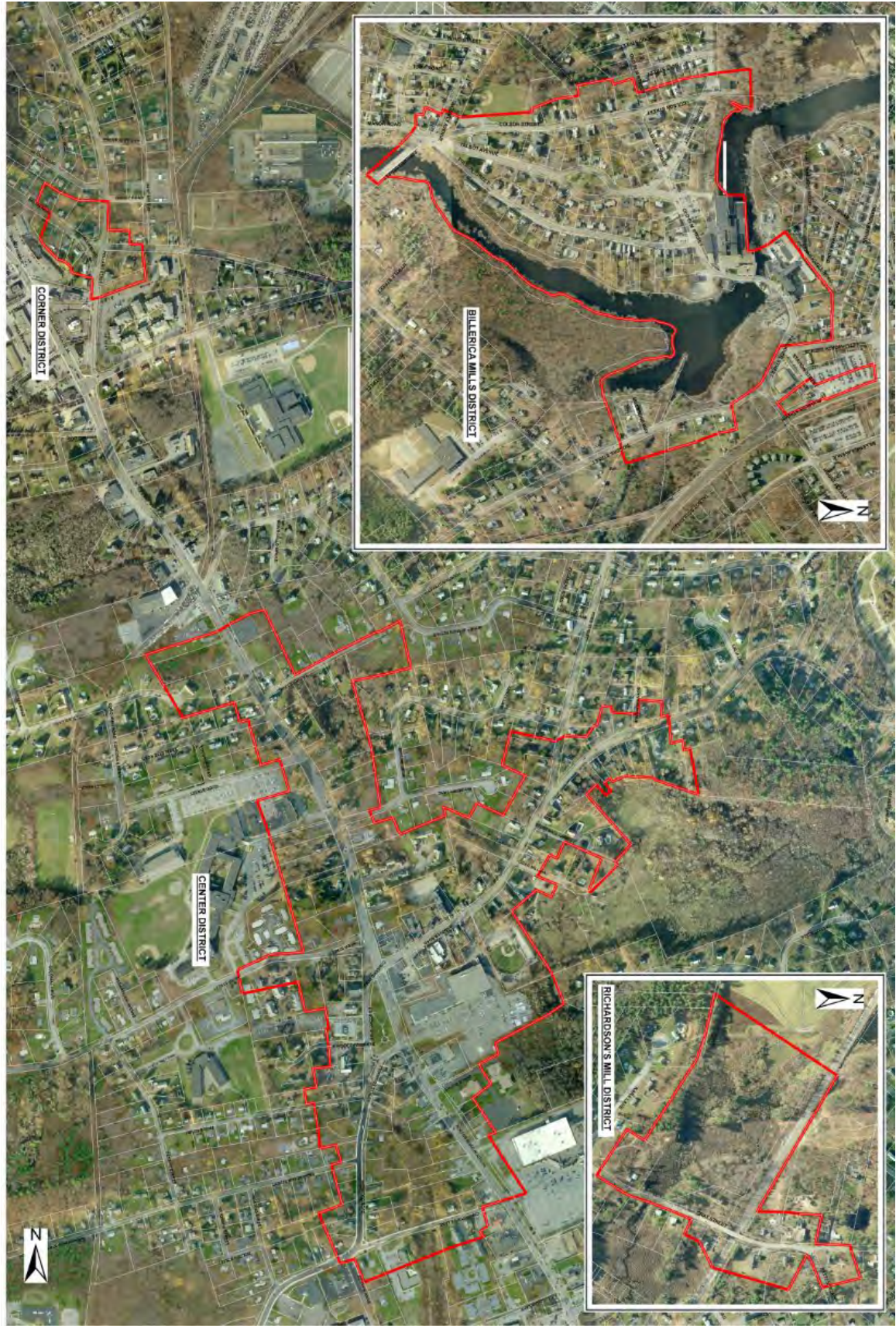




HISTORIC DISTRICTS

SCALE 1 inch = 200 feet

0 150 300 600 900 1,200 Feet



Historical Commission

Budget Detail

HISTORICAL COMMISSION											
	FY2020	FY2020	FY2020	FY2020	FY2021	FY2021	FY2023	FY2024	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC	
Personnel Services											
Full Time											
Part Time/Seasonal											
Overtime											
Contractual Obligations											
Total							\$ -	\$ -	\$ -	\$ -	
Expenses											
Supplies and Expenses	\$ 50	\$ 50	\$ 50	\$ 10	\$ 50		\$ 50	\$ 50	\$ 50	\$ 50	50
Contract Services/Leases	\$ 250	\$ 250	\$ 250	\$ 248	\$ 250		\$ 250	\$ 250	\$ 250	\$ 250	250
Utilities											
Capital Outlay								600	600	600	600
Total Expenses	\$ 300	\$ 300	\$ 300	\$ 258	\$ 300	\$ -	\$ 300	\$ 900	\$ 900	\$ 900	900
TOTAL BUDGET	\$ 300	\$ 300	\$ 300	\$ 258	\$ 300	\$ -	\$ 300	\$ 900	\$ 900	\$ 900	900

Historical Commission

DESCRIPTION/DETAIL

HISTORICAL COMMISSION

FY2018	FY2018	FY2019	FY2019	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50

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

FY2018	FY2018	FY2019	FY2019	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250

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

FY2018	FY2018	FY2019	FY2019	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
					\$ 600	\$ 600	\$ 600

Talbot Oval Sign	Department	Town Mgr.	Fin Com
	\$ 600		

Planning & Community Development

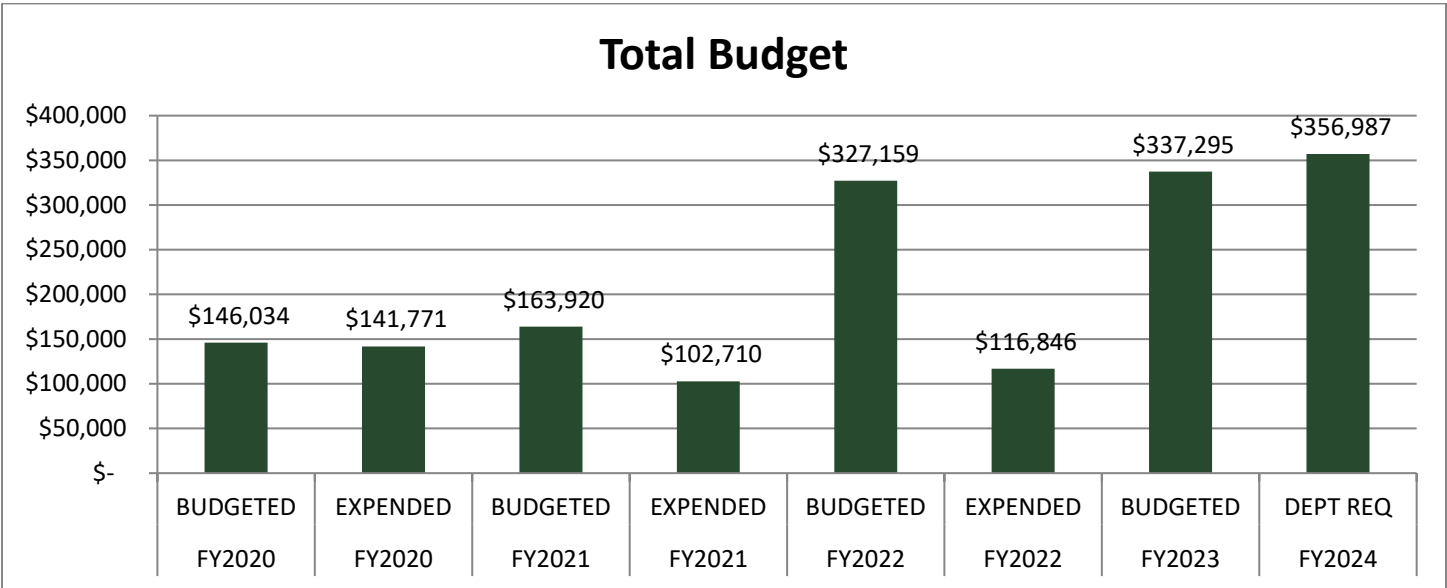
Department Explanation

The Town of Billerica’s Planning and Economic Development Department went through a re-organization in fiscal year 2023. The newly created Planning and Community Development Department combines previously separate planning and economic development functions.

The Mission of the department is to provide high quality technical planning expertise to the Town of Billerica, to undertake projects that improve the quality of life for residents and encourage appropriate investment to increase the tax base.

Budget Narrative

The Planning and Community Development Department will see an increase this year due to the hiring of a Director of Planning and Community Development and Senior Planner. In FY23 the Principal Clerk was also upgraded to a Head Clerk due to an increased role.



Town of Billerica

Fiscal Year 2024

PLANNING BOARD												
	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024	FIN COM REC	
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	DEPT REQ	TM REC		
<i>Personnel Services</i>												
Full Time	\$ 138,719	\$ 138,645	\$ 127,605	\$ 67,163	\$ 250,844	\$ 80,390	\$ 260,980	\$ 278,957	\$ 278,957	\$ 278,957		
Part Time/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Overtime	\$ 3,315	\$ 126	\$ 3,315	\$ 3,315	\$ 3,315	\$ 6,361	\$ 3,315	\$ 4,500	\$ 4,500	\$ 4,500		
Contractual Obligations	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -		
Total	\$ 143,034	\$ 138,771	\$ 130,920	\$ 70,478	\$ 254,159	\$ 87,751	\$ 264,295	\$ 283,457	\$ 283,457	\$ 283,457		
<i>Expenses</i>												
Supplies and Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 732	\$ 1,500	\$ 1,008	\$ 1,500	\$ 1,880	\$ 1,880	\$ 1,880		
Contract Services/Leases	\$ 1,500	\$ 1,500	\$ 31,500	\$ 31,500	\$ 71,500	\$ 28,088	\$ 71,500	\$ 71,650	\$ 71,650	\$ 71,650		
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Expenses	\$ 3,000	\$ 3,000	\$ 33,000	\$ 32,232	\$ 73,000	\$ 29,095	\$ 73,000	\$ 73,530	\$ 73,530	\$ 73,530		
TOTAL BUDGET	\$ 146,034	\$ 141,771	\$ 163,920	\$ 102,710	\$ 327,159	\$ 116,846	\$ 337,295	\$ 356,987	\$ 356,987	\$ 356,987		
FY2023 Dep. Req. FY2024 TM Rec. Fin. Com Rec. PY Difference \$ 19,691.65 % 5.84%												
Position	FTE	FTE	FTE	FTE								
Director of Planning and Co	1	1	1	1								
Staff Planner	1	1	1	1								
Principal Clerk	1	1	1	1								
Total Staffing	3	3	3	3								

Planning & Community Development

PLANNING AND COMMUNITY DEVELOPMENT SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Sick Bonus	Longevity	TOTAL SALARY BENEFIT
Erika Oliver Jerram	Director of Planning and Community Development	9	4/4/2022	\$ 133,673.51			\$ 133,673.51
Katherine Malgieri	Senior Planner	2/3	6/21/2022	\$ 87,097.09			\$ 87,097.09
Kerri Rufo	Head Clerk	5/6	6/25/2019	\$ 58,186.28			\$ 58,186.28
DEPARTMENT TOTAL				\$ 278,956.88	\$ -	\$ -	\$ 278,956.88

Total Full time	\$ 278,956.88
Total Part time	\$ -
Overtime	\$ 4,500.00
Total Contract	\$ -
Total	\$ 283,456.88

PLANNING AND COMMUNITY DEVELOPMENT SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Sick Bonus	Longevity	TOTAL SALARY BENEFIT
Erika Oliver Jerram	Director of Planning and Community Development	9	4/4/2022	\$ 133,673.51			\$ 133,673.51
Katherine Malgieri	Senior Planner	2/3	6/21/2022	\$ 87,097.09			\$ 87,097.09
Kerri Rufo	Head Clerk	5/6	6/25/2019	\$ 58,186.28			\$ 58,186.28
DEPARTMENT TOTAL				\$ 278,956.88	\$ -	\$ -	\$ 278,956.88

Total Full time	\$ 278,956.88
Total Part time	\$ -
Overtime	\$ 4,500.00
Total Contract	\$ -
Total	\$ 283,456.88

PLANNING AND COMMUNITY DEVELOPMENT SALARY INFORMATION FY2023 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Sick Bonus	Longevity	TOTAL SALARY BENEFIT
TBD	Director of Planning and	9	1/8/2007	\$129,780.11			\$129,780.11
TBD	Planner	1	5/1/2020	\$83,606.25			\$83,606.25
Kerri Rufo	Principal Clerk	3/4	6/25/2019	\$ 47,593.87			\$47,593.87
DEPARTMENT TOTAL				\$260,980.23	\$0.00	\$0.00	\$260,980.23

Total Full time	\$ 260,980.23
Total Part time	\$ -
Overtime	\$ 3,315.00
Total Contract	\$ -
Total	\$ 264,295.23

Planning & Community Development

DESCRIPTION/DETAIL

PLANNING BOARD

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 1,500	\$ 1,500	\$ 1,500	\$ 732	\$ 1,500	\$ 1,008	\$ 1,500	\$ 1,880	\$ 1,880	\$ 1,880

	Department	Town Mgr.	Fin Com
Supplies and Expenses			
OFFICE SUPPLIES	\$ 600	\$ 600	\$ 600.00
ECONOMIC DEVELOPMENT SUBSCRIPTIONS AND MEMBERSHIPS (CoSTAR)	\$ 680.00	\$ 680.00	\$ 680.00
EDUCATION & TRAINING			
FOR LEGAL NOTICES ASSOCIATED WITH AMENDMENTS TO THE RULES AND REGULATIONS AND ZONING BY LAWS	\$ 600.00	\$ 600.00	\$ 600.00
Total Supplies & Expenses	\$ 1,880.00	\$ 1,880.00	\$ 1,880

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 1,500	\$ 1,500	\$ 31,500	\$ 31,500	\$ 71,500	\$ 28,088	\$ 71,500	FY2024	\$ 71,650	\$ 71,650

	Department	Town Mgr.	Fin Com
Contract Services/Leases			
5214 PRINTING	PRINTING	\$ 200.00	\$ 200.00 \$ 200.00
5262 MAPS	ZONING MAP UPDATE TWICE A YEAR AND ASSESSORS MAP PURCHASE	\$ -	\$ - \$ -
5225 MEMBERSHIPS/FEES	APA/AICP DUES FOR TWO CERTIFIED PLANNERS	\$ 1,300.00	\$ 1,300.00 \$ 1,300.00
5370 IN STATE TRAVEL	MILEAGE FOR SITE VISTS, INSPECTIONS RECORDING AND TITLE WORK	\$ 150.00	\$ 150.00 \$ 150.00
	COMMUNITY DEVELOPMENT PROFESSIONAL SERVICES	\$ 70,000.00	\$ 70,000.00 \$ 70,000.00
		\$ 71,650.00	\$ 71,650.00 \$ 71,650.00

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 due to step increases.

Volunteers working during the State Primary Election!



REGISTRARS

Personnel Services

Full Time	46,207	43,950	46,330	46,330	49,215	49,208	52,145	55,728	55,728	55,728
Part Time/Seasonal	3,205	3,205	3,205	3,205	3,441	3,441	3,441	3,441	3,441	3,441
Overtime	-	-	2,000	1,606	2,000	-	2,000	3,000	3,000	3,000
Contractual Obligations	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total	50,412	48,156	52,535	52,141	55,656	53,649	58,587	63,169	63,169	63,169

Expenses

Supplies and Expenses	10,825	6,330	9,625	4,945	10,000	5,191	10,070	10,420	10,420	10,420
Contract Services/Leases	2,850	1,100	3,300	3,300	3,275	600	3,300	3,800	3,800	3,800
Utilities										
Capital Outlay										
Total Expenses	13,675	7,430	12,925	8,245	13,275	5,791	13,370	14,220	14,220	14,220
TOTAL BUDGET	64,087	55,585	65,460	60,386	68,931	59,440	71,957	77,389	77,389	77,389

Position	FY2023		Dep. Req. FY2024		TM Rec. FY2024		Fin. Com Rec. FY2024		Difference %	
	FTE		FTE		FTE		FTE		\$	5,432 7.55%
Senior Clerk	1		1		1		1			
Senior Clerk	0		0		0		0			
Total Staffing	1		1		1		1			

REGISTRARS DEPARTMENT SALARY INFORMATION FY2024 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	6/7	12/04/17	53,893.46	1,000.00	-	54,893.46
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		3,000.00	-	-	3,000.00
							\$ -
DEPARTMENT TOTAL				\$ 62,168.80	\$ 1,000.00	\$ -	\$ 63,168.80

Total Full Time	\$	55,727.56
Total Part Time	\$	3,441.24
Total Overtime	\$	3,000.00
Contract Oblig.	\$	1,000.00
Total Contract	\$	63,168.80

REGISTRARS DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
TBD	Senior Clerk						-
Lori A.Blake	Senior Clerk	6/7	12/4/2017	53,893.46	1,000.00		54,893.46
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			3,000.00			3,000.00
							\$ -
DEPARTMENT TOTAL				\$ 62,168.80	\$ 1,000.00	\$ -	\$ 63,168.80

Total Full Time	\$	55,727.56
Total Part Time	\$	3,441.24
Total Overtime	\$	3,000.00
Contract Oblig.	\$	1,000.00
Total Contract	\$	63,168.80

REGISTRARS DEPARTMENT SALARY INFORMATION FY2023 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	TOTAL SALARY BENEFIT
Lori A.Blake	Senior Clerk	5/6	12/4/2017	50,311.34	1,000.00	\$ 51,311.34
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				\$ 57,586.68	\$ 1,000.00	\$ 58,586.68

Total Full Tir	\$	52,145.44
Total Part Ti	\$	3,441.24
Total Overtin	\$	2,000.00
Contract Ob	\$	1,000.00
Total Contra	\$	58,586.68

Registrar

DESCRIPTION/DETAIL

REGISTRARS

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 10,825.00	\$ 6,330.00	\$ 9,625.00	\$ 4,945.00	\$ 10,000.00	\$ 5,191.00	\$ 10,070.00	\$ 10,420.00	\$ 10,420.00	\$ 10,420.00

Supplies and Expenses

Office Supplies such as pens, pencils, calendar pads, envelopes, legal pads, typewriter ribbons, computer supplies, Repair to Typewriters

Department	Town Mgr.	Fin Com
\$ 700.00	\$ 700.00	\$ 700.00
\$ 200.00	\$ 200.00	\$ 200.00

Census Costs:

Conversion of VRIS data file, Printing notices;
Prepare for mailing, Delivery to post office
Printing of dog licenses
Confirmation Notices/2nd mailings

Total Census Cost	\$ 13,600.00		
30% of Census costs to be paid by School Dept.	\$ 4,080.00		
70% of Census costs to be paid by Town	\$ 9,520.00	\$ 9,520.00	\$9,520.00

Total Supplies & Expenses	\$ 10,420.00	\$ 10,420.00	\$ 10,420.00

FY2020 EXPENDED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 2,850.00	\$ 1,100.00	\$ 3,300.00	\$ 3,300.00	\$ 3,275.00	\$ 600.00	\$ 3,300.00	\$ 3,800.00	\$ 3,800.00	\$ 3,800.00

Contract Services/Leases

Printing -Resident Listing Books (Mandated by State Law)
Bookbinding - Permanent binding of Street List (Mandated by State Law)
Advertising - MGL, Chap. 51, Sect. 6 - 31) Voter Registration Session-1 Election
Repairs to equipment - computer, Frad,Scanners and/or printer

Department	Town Mgr.	Fin Com
\$ 3,200.00	\$ 3,200.00	\$ 3,200.00
\$ 200.00	\$ 200.00	\$ 200.00
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
\$ 400.00	\$ 400.00	\$ 400.00

Printing Voter Registration Forms & File Cards-Voter Maintenance

TOTAL

\$ 3,800.00	\$ 3,800.00	\$ 3,800.00

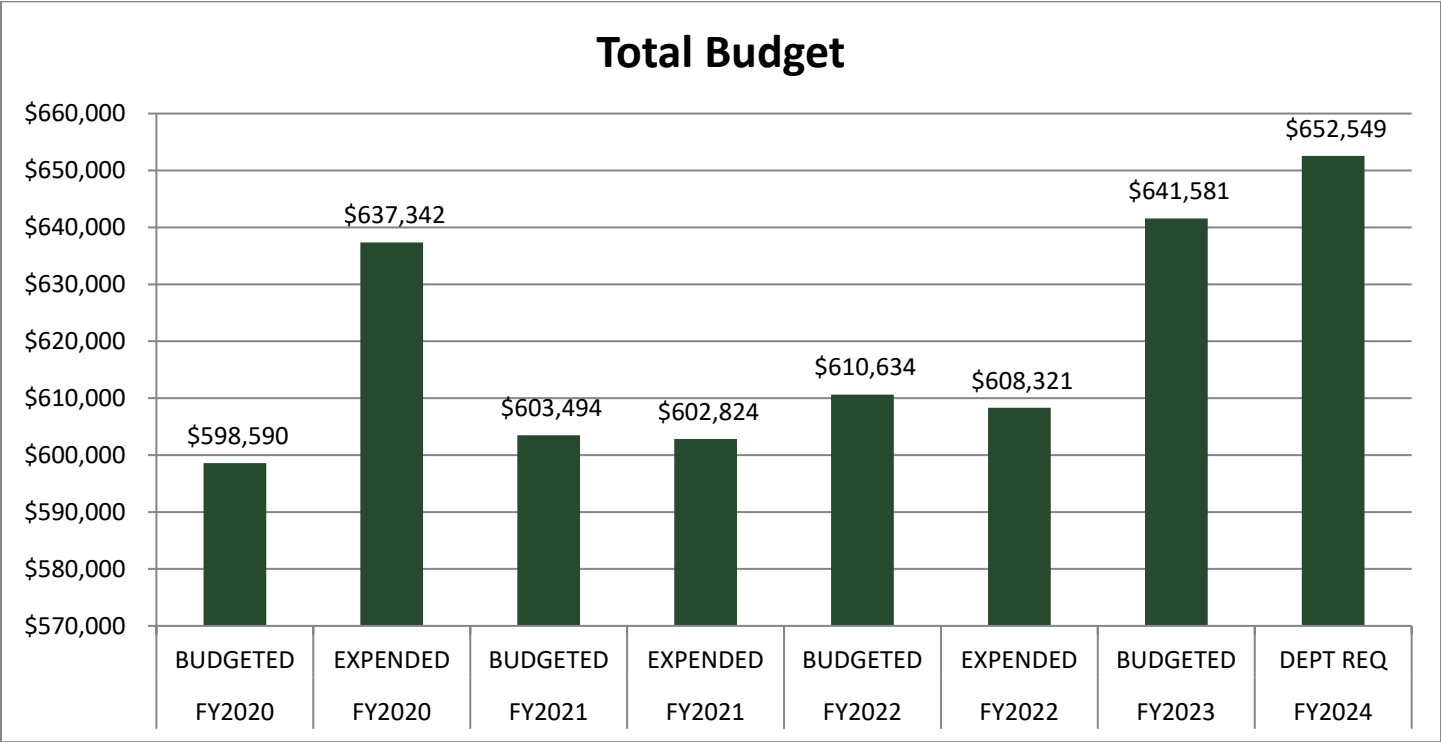
Systems Administration

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 around \$11,000 this year. This is due to a small increase in the supply line and the contract, services, and leases line. IT was able to eliminate some redundancies in printing throughout the Town.



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 Administration

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC

Personal Services										
Full Time	\$ 111,507	\$ 111,973	\$ 114,111	\$ 114,100	\$ 116,507	\$ 116,061	\$ 118,954	\$ 122,522	\$ 122,522	\$ 122,522
Part Time/Seasonal										
Overtime										
Contractual Obligations	\$ 783	\$ 783	\$ 783	\$ 783	\$ 1,827	\$ 1,827	\$ 1,827	\$ 1,827	\$ 1,827	\$ 1,827

Total	\$ 112,290	\$ 112,756	\$ 114,894	\$ 114,883	\$ 118,334	\$ 117,888	\$ 120,781	\$ 124,349	\$ 124,349	\$ 124,349

Expenses										
Supplies and Expenses	\$ 25,000	\$ 66,032	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 8,134	\$ 20,000	\$ 20,000	\$ 20,000
Contract Services/Leases	\$ 461,300	\$ 458,554	\$ 478,600	\$ 477,941	\$ 482,300	\$ 482,300	\$ 500,800	\$ 508,200	\$ 508,200	\$ 508,200
Utilities										
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 486,300	\$ 524,586	\$ 488,600	\$ 487,941	\$ 492,300	\$ 490,434	\$ 520,800	\$ 528,200	\$ 528,200	\$ 528,200

TOTAL BUDGET	\$ 598,590	\$ 637,342	\$ 603,494	\$ 602,824	\$ 610,634	\$ 608,321	\$ 641,581	\$ 652,549	\$ 652,549	\$ 652,549

	FY2023	Dep Req FY2024	TM Rec. FY2024	Fin Com Rec. FY2024	
Position	FTE	FTE	FTE	FTE	
MIS Director	1	1	1	1	
Total Staffing	1	1	1	1	
					Difference PY \$ 10,968.61
					% PY 1.71%

Systems Administration

SYSTEMS ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2024 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	\$ 122,522.26	\$ -	\$ 1,827.00	\$ 124,349.26
DEPARTMENT TOTAL				\$ 122,522.26	\$ -	\$ 1,827.00	\$ 124,349.26

Total Full Time:	\$ 122,522.26
Total Contract:	\$ 1,827.00
Total	\$ 124,349.26

SYSTEMS ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Chris Bartlett	MIS Director	9	2/20/2012	\$ 122,522.26		\$ 1,827.00	\$ 124,349.26
DEPARTMENT TOTAL				\$ 122,522.26	\$ -	\$ 1,827.00	\$ 124,349.26

Total Full Time:	\$ 122,522.26
Total Contract:	\$ 1,827.00
Total	\$ 124,349.26

SYSTEMS ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2023 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	\$ 118,953.65	\$ -	\$ 1,827.00	\$ 120,780.65
DEPARTMENT TOTAL				\$ 118,953.65	\$ -	\$ 1,827.00	\$ 120,780.65

Total Full Time:	\$ 118,953.65
Total Contract:	\$ 1,827.00
Total	\$ 120,780.65

DESCRIPTION/DETAIL

SYSTEMS ADMIN

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 25,000	\$ 66,032	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 8,134	\$ 20,000	\$ 20,000	\$ 20,000

Supplies and Expenses

Department	Town Mgr.	Fin Com
	\$ 20,000	\$ 20,000
	\$ 20,000	\$ 20,000

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 461,300	\$ 458,554	\$ 478,600	\$ 477,941	\$ 482,300	\$ 482,300	\$ 500,800	\$ 508,200	\$ 508,200	\$ 508,200

Contract Services/Leases

Department	Town Mgr.	Fin Com

	FY2023	Change							
Barry Comm (Network/Phone) Service Contract	\$ 23,000	\$ -	\$	23,000	\$	23,000	\$	23,000	\$
Adobe (Acrobat Pro & Photoshop)			\$	6,000	\$	6,000	\$	6,000	\$
Efax		\$ 4,500	\$	4,500	\$	4,500	\$	4,500	\$
Expert Laser (Small Printer Maintenance)	7,000.00	(7,000.00)	\$	3,500	\$	3,500	\$	3,500	\$
VEEAM Backup	3,500.00	-	\$	6,000	\$	6,000	\$	6,000	\$
Backupify (NEW O365 Backup Service)	6,000.00	-	\$	3,000	\$	3,000	\$	3,000	\$
SonicWall Firewall	3,000.00	-	\$	250,000	\$	250,000	\$	250,000	\$
Munis Maintenance Support ASP software	250,000.00	-	\$	11,500	\$	11,500	\$	11,500	\$
Comcast Fiber Internet for Town & Public Safety	11,500.00	-	\$	2,500	\$	2,500	\$	2,500	\$
Autocad Maintenance (DLT Solutions/Microdesk)	2,500.00	-	\$	3,000	\$	3,000	\$	3,000	\$
ArcGIS	8,000.00	(5,000.00)	\$	12,000	\$	12,000	\$	12,000	\$
Sophos AntiVirus (Covers Public Safety As Well)	12,000.00	-	\$	16,000	\$	16,000	\$	16,000	\$
PC Leases (BOUGHT FY23, CAN BE ELIMINATED)	-	-	\$	10,000	\$	10,000	\$	10,000	\$
PC Leases (All Other Sites, BUYOUT YEAR)	16,000.00	-	\$	5,000	\$	5,000	\$	5,000	\$
PeopleGIS (MapsOnline, Forms)	10,000.00	-	\$	5,000	\$	5,000	\$	5,000	\$
PeopleGIS (Permitting)	5,000.00	-	\$	6,000	\$	6,000	\$	6,000	\$
PeopleGIS (FIRE Dept Permitting)	5,000.00	-	\$	2,000	\$	2,000	\$	2,000	\$
Costar (Assessor & Planning)	10,000.00	10,000.00	\$	41,000	\$	41,000	\$	41,000	\$
VMware Maintenance	2,000.00	-	\$		\$		\$		\$
Office 365	37,000.00	4,000.00	\$		\$		\$		\$
FastBack Bind Machine Maintenance Coverage	1,500.00	(1,500.00)	\$		\$		\$		\$
T2300 Plotter	1,100.00	(1,100.00)	\$		\$		\$		\$
Copiers & Printers (Lease Costs)	48,000.00	20,000.00	\$		\$		\$		\$
Website Annual Maintenance (CivicPlus)	8,700.00	500.00	\$		\$		\$		\$
Server/Storage Lease (Year 4 of 5)	21,000.00	-	\$		\$		\$		\$
Total Contract Services/Leases	\$ 491,800	\$ 24,400	\$	508,200	\$	508,200	\$	508,200	\$

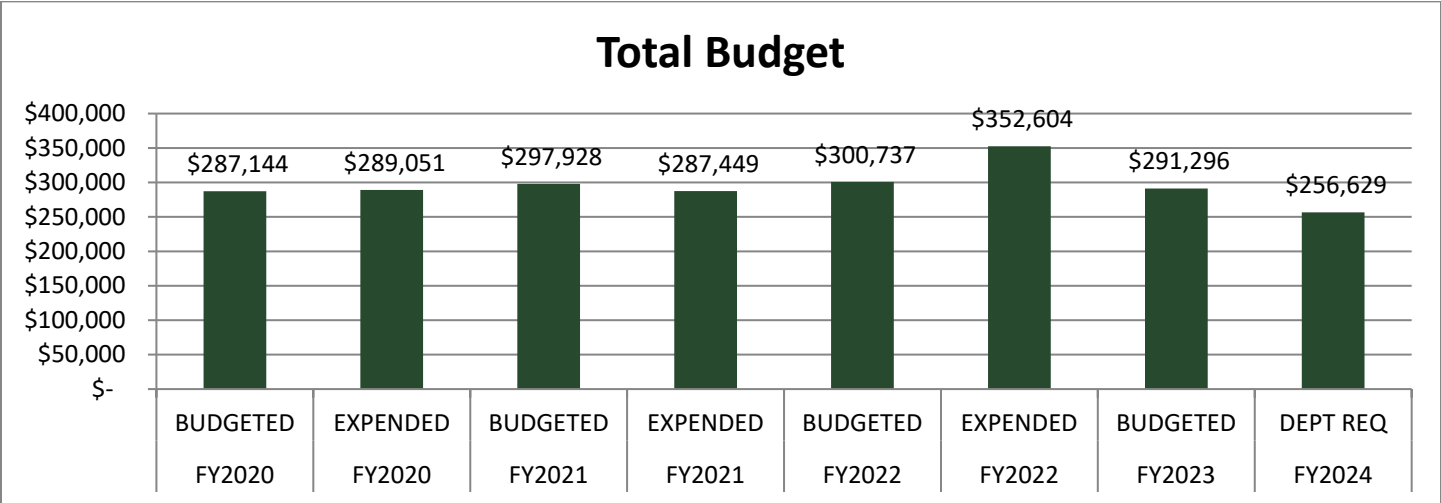
Town Clerk

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

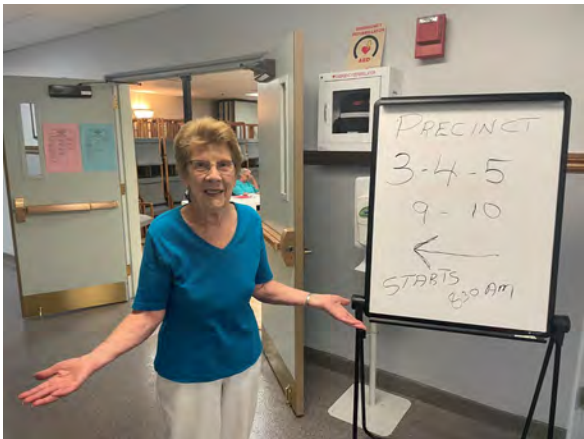
The Town Clerk budget will see a decrease of about \$32,000 due to retirements and new staff being hired at a low step.



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!



Happy Retirement
Shirley!

TOWN CLERK

Personnel Services

Full Time	272,249	274,580	281,778	272,860	285,387	251,634	279,846	248,214	248,214	248,214
Part Time/Seasonal										
Overtime										
Contractual Obligations	12,000	11,916	12,000	12,000	12,000	98,772	7,700	4,610	4,610	4,610
Total	284,249	286,496	293,778	284,860	297,387	350,406	287,546	252,824	252,824	252,824

Expenses

Supplies and Expenses	1,400	1,304	2,025	1,391	2,025	1,003	2,025	2,075	2,075	2,075
Contract Services/Leases	1,495	1,251	1,325	437	1,325	1,195	1,725	1,730	1,730	1,730
Utilities										
Capital Outlay	-	-	800	761	-		-	-	-	-
Total Expenses	2,895	2,555	4,150	2,589	3,350	2,198	3,750	3,805	3,805	3,805

TOTAL BUDGET

	287,144	289,051	297,928	287,449	300,737	352,604	291,296	256,629	256,629	256,629

DEPT REQ TM REC FIN COM REC
FY2023 FY2024 FY2024

Difference \$ (34,667.07)
% -11.90%

Position	FTE	FTE	FTE	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

TOWN CLERK SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE		TOTAL SALARY
					INCENTIVE	LONGEVITY	BENEFIT
Krystle Moran	Senior Clerk	2/3	8/29/2022	\$ 45,195.65	\$ 1,000	\$ -	\$ 46,195.65
Bilkis Dugla	Principal Clerk	2/3	5/3/2022	\$ 46,043.35	\$ 1,000	\$ -	\$ 47,043.35
Stephanie Odell	Asst Town Clerk	5/6	7/21/2008	\$ 66,519.62	\$ -	\$ 2,610	\$ 69,129.62
TBD	Town Clerk*	1/2	4/7/2023	\$ 90,455.63	\$ -	\$ -	\$ 90,455.63
							\$ -
DEPARTMENT TOTAL				\$ 248,214.25	\$ 2,000.00	\$ 2,610.00	\$ 252,824.25

Total Full time	\$ 248,214.25
Total Contract	\$ 4,610.00
Total	\$ 252,824.25

TOWN CLERK SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE		TOTAL SALARY
					INCENTIVE	LONGEVITY	BENEFIT
Krystle Moran	Senior Clerk	2/3	8/29/2022	\$ 45,195.65	\$ 1,000		\$ 46,195.65
Bilkis Dugla	Principal Clerk	2/3	5/3/2022	\$ 46,043.35	\$ 1,000		\$ 47,043.35
Stephanie Odell	Asst Town Clerk	5/6	7/21/2008	\$ 66,519.62		\$ 2,610	\$ 69,129.62
TBD	Town Clerk*	1/2	4/7/2023	\$ 90,455.63			\$ 90,455.63
DEPARTMENT TOTAL				\$ 248,214.25	\$ 2,000.00	\$ 2,610.00	\$ 252,824.25

Total Full time	\$ 248,214.25
Total Contract	\$ 4,610.00
Total	\$ 252,824.25

TOWN CLERK SALARY INFORMATION FY2023 PERSONNEL

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE		TOTAL SALARY
					INCENTIVE	LONGEVITY	BENEFIT
Mary Penta	Senior Clerk	1/2	6/14/2021	\$ 42,137.04	\$ 1,000	\$ -	\$ 43,137.04
Stephanie Odell	Principal Clerk	7	7/21/2008	\$ 55,626.45	\$ 1,000	\$ 1,900	\$ 58,526.45
TBD	Asst Town Clerk	5	12/4/2017	\$ 63,129.18	\$ -	\$ -	\$ 63,129.18
Shirley Shult	Town Clerk*	9	12/19/1972	\$ 118,953.65	\$ -	\$ 3,800	\$ 122,753.65
							\$ -
							\$ -
DEPARTMENT TOTAL				\$ 279,846.32	\$ 2,000.00	\$ 5,700.00	\$ 287,546.32

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

Total Full time	\$ 279,846.32
Total Contract	\$ 7,700.00
Total	\$ 287,546.32

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
	\$ 1,400	\$ 1,304	\$ 2,025	\$ 1,391	\$ 2,025	\$ 1,003	\$ 2,025	\$ 2,075	\$ 2,075	\$ 2,075

Supplies and Expenses

	Department	Town Mgr.	Fin Com
General Office Supplies	800	800	800
Town Meeting Record Book	300	300	300
Dues:			
IMC	275	275	275
MA Town Clerks Assoc.	150	150	150
NE Town Clerks/ Assoc.	50	50	50
Middlesex Town Clerks' Assoc.	50	50	50
Dog Tags	450	450	450

▼ \$ 2,075.00 ▼ \$ 2,075.00 ▼ \$ 2,075.00

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
	\$ 1,495	\$ 1,251	\$ 1,325	\$ 437	\$ 1,325	\$ 1,195	\$ 1,725	\$ 1,730	\$ 1,730	\$ 1,730

Contract Services/Leases

Department Town Mgr. Fin Com

Maintenance Agreements - Time Clock	\$275	\$275	\$275
Bookbinding - Vital Records Book (Mandated by Law)	\$300	\$300	\$300
Bookbinding - Town Report (Mandated)	\$175	\$175	\$175
Printing	\$200	\$200	\$200
Acid-Free Paper-(For Vital Records)	\$100	\$100	\$100
Pages for Vital Records Book,	\$0	\$0	\$0
Advertising - (Ballot Position Drawing)	\$300	\$300	\$300
Typewriter Maintenance	\$380	\$380	\$380
Total Contract Services/Leases	\$ 1,730	\$ 1,730	\$ 1,730

Town Manager

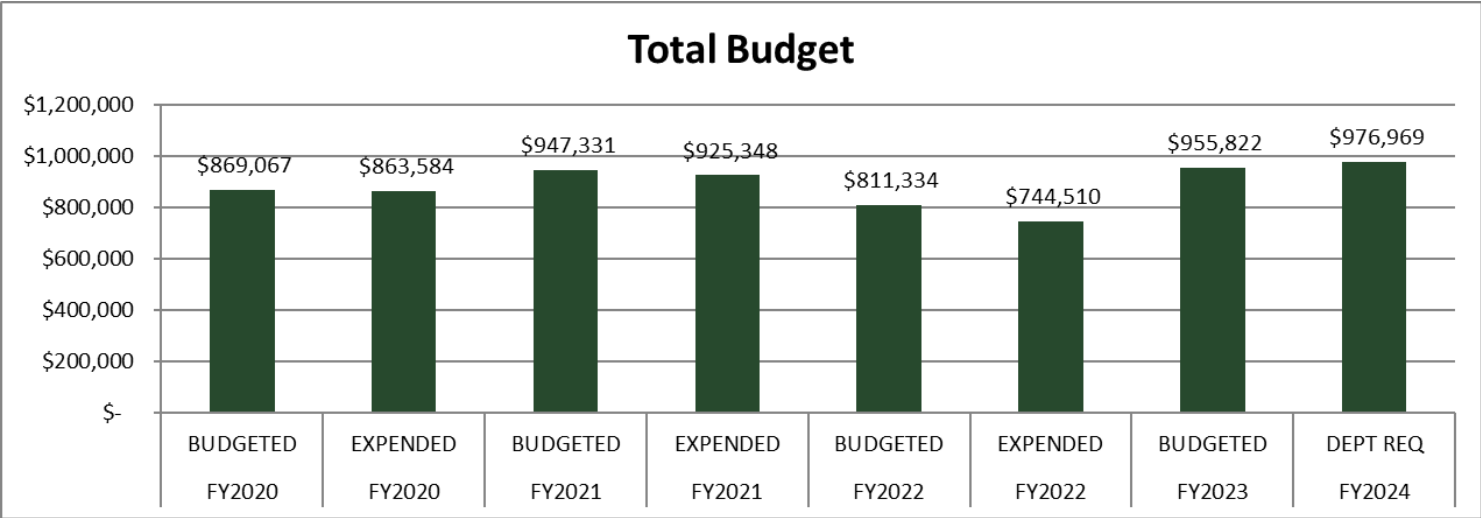
Department Explanation

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 Human Resources Director and the Substance Abuse Director. The Town Manager's direct staff includes the Assistant Town Manager, a Director of Administrative Services, and a Confidential Secretary 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 increase around \$21,000 due to contractual obligations.



Town Manager

Major Project Update

Masonic Hall

On December 8, 2022, the Community Preservation Committee found the first-floor renovations of the Masonic Hall to be eligible for CPC funding. The scope of work is to upgrade the utilities, add floor joists, clear out the old Kitchen appliances, remove the stage, and add bathrooms. While the scope of work is limited to the first floor, we will also be pulling in the North Side of the building to ensure the entire structure is safe. On Monday, January 9, 2022, the Select board signed the lease agreement with the Food Pantry during their scheduled meeting.



Howe School

The Howe School project is complete. The project stayed under budget and was delivered on time with no delays. Billerica Access Television (BATV) moved in during September 2022 and the Town held a grand opening ceremony November 19th for any resident to see the new space and take a tour. If you weren't able to attend, please be sure to stop by the new home of BATV and ask for a tour. Any non-profit community group can also reach out to BATV to inquire about reserving the Community Room for events. Again, this must be for a non-profit organization based in Billerica.



Peggy Hannon Rizza Park

The field portion of the project is 95% complete. The parking lot lights are operational, and the topcoat has gone down. Most of the furniture and exercise equipment is on site and secured in its permanent place. The snack shack is weather tight and prepared for the elements, the construction team is working through the winter to finish the interior. All work will be completed this spring and the Park will open to the public in late March 2023.

New DPW Facility

The Town has been meeting with Weston and Sampson, the project management team, and PMA Consultants, the owner's project manager, regarding the new DPW facility. The meetings mostly revolved around preliminary layouts, timeline, and the permitting path moving forward. The project most likely will be coming back to Town Meeting in the Fall for funding. Geotechnical data, design, space needs, and site survey will be on-going in the coming months.

Town Manager

Billerica Town Center - 1973



TOWN MANAGER

Personnel Services

Full Time	\$ 614,394	\$ 614,394	\$ 660,447	\$ 654,203	\$ 489,153	\$ 489,153	\$ 649,262	\$ 681,033	\$ 681,033	\$ 681,033
Part Time/Seasonal	\$ 57,038	\$ 94,809	\$ 70,514	\$ 70,514	\$ 62,312	\$ 61,763	\$ 66,767	\$ 38,024	\$ 38,024	\$ 38,024
Overtime	-	\$ 6,520	\$ 10,000	\$ 10,000	\$ 10,000	\$ 1,369	\$ 10,000	-	-	-
Contractual Obligations	\$ 8,260	\$ 13,260	\$ 16,470	\$ 16,470	\$ 16,470	\$ 10,323	\$ 14,393	\$ 42,512	\$ 42,512	\$ 42,512
Total	\$ 679,692	\$ 728,983	\$ 757,431	\$ 751,187	\$ 577,934	\$ 562,608	\$ 740,422	\$ 761,569	\$ 761,569	\$ 761,569

Expenses

Supplies and Expenses	\$ 28,400	\$ 22,212	\$ 28,400	\$ 29,400	\$ 28,400	\$ 23,848	\$ 48,400	\$ 48,400	\$ 48,400	\$ 48,400
Contract Services/Leases	\$ 25,000	\$ 6,501	\$ 25,000	\$ 14,804	\$ 18,000	\$ 4,704	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Comm. Plan./Proj./Tech. Asst.	\$ 5,000	\$ 4,953	\$ 10,000	\$ 10,000	\$ 10,000	\$ 4,953	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Pensions	\$ 475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Emp. Medical Exams	\$ 85,000	\$ 63,176	\$ 85,000	\$ 80,357	\$ 85,000	\$ 77,925	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Prof. Training/Dev.	\$ 15,500	\$ 7,759	\$ 15,500	\$ 10,500	\$ 25,000	\$ 3,509	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Printing Town Rep./TM Handouts	\$ 10,000	\$ 10,000	\$ 6,000	\$ 9,100	\$ 15,000	\$ 15,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Contract Retro	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Substance Abuse Program	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 31,964	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Expenses

\$ 189,375	\$ 134,601	\$ 189,900	\$ 174,161	\$ 233,400	\$ 181,903	\$ 215,400	\$ 215,400	\$ 215,400	\$ 215,400

TOTAL BUDGET

\$ 869,067	\$ 863,594	\$ 947,331	\$ 925,348	\$ 811,334	\$ 744,510	\$ 955,822	\$ 976,969	\$ 976,969	\$ 976,969

FTE

Position	FY2023		FY2024		FY2023		FY2024		FY2023		FY2024		Difference PY %
	FTE	Dep Req	FTE	TM. Rec.	FTE	Fin Com Rec.	FTE	Fin Com Rec.	FTE	Dep Req	FTE	TM. Rec.	
Town Manager	1	1	1	1	1	1	1	1	1	1	1	1	
Assistant Town Manager	1	1	1	1	1	1	1	1	1	1	1	1	
Confidential Secretary	1	1	1	1	1	1	1	1	1	1	1	1	
Principal Clerk	0	0	0	0	0	0	0	0	0	0	0	0	
Human Resources Director	1	1	1	1	1	1	1	1	1	1	1	1	
Economic Development Director	0	0	0	0	0	0	0	0	0	0	0	0	
Bldg Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	
Director of Administrative Services	1	1	1	1	1	1	1	1	1	1	1	1	
Total Staffing	5	5	5	5	5	5	5	5	5	5	5	5	

PTE

Position	FY2023		FY2024		FY2023		FY2024		FY2023		FY2024	
	PTE	Dep Req	PTE	TM. Rec.	PTE	Fin Com Rec.	PTE	Fin Com Rec.	PTE	Dep Req	PTE	TM. Rec.
Part Time Senior Clerk	0.5	0	0.5	0	0.5	0	0.5	0	0.5	0	0.5	0
Public Information Officer	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Substance Abuse Coordinator	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Total Staffing	1	1	1	1	1	1	1	1	1	1	1	1

Town Manager

TOWN MANAGER DEPARTMENT SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING/CAR ALLOWANCE	RETIREMENT LONGEVITY	TOTAL SALARY BENEFIT
John Curran	Town Manager	0	1/4/2010	\$ 223,542	\$ 7,000	\$ 32,119	\$ 262,660.70
Clancy Main	Assistant Town Manager	9	5/1/2017	\$ 178,393	\$ -	\$ -	\$ 178,392.61
Susan Michelini	Confidential Secretary	10	11/27/2000	\$ 79,033	\$ -	\$ 3,393	\$ 82,425.78
Robert Maynard	Director of Administrative Services	2/3	6/6/2022	\$ 87,176	\$ -	\$ -	\$ 87,176.01
TBD	Public Information Officer	10	7/1/2022	\$ -	\$ -	\$ -	\$ -
Mike Higgins	Substance Abuse Coordinator	1	9/6/2014	\$ 38,024	\$ -	\$ -	\$ 38,024.19
Michele Rivera	Human Resources Director	6/7	8/8/2022	\$ 112,889	\$ -	\$ -	\$ 112,889.29
Overtime							\$ -
DEPARTMENT TOTAL				\$ 719,056.81	\$ 7,000.00	\$ 35,511.77	\$ 761,568.58

Town Manager Salary includes \$7,000 Car Allowance

Total Full time	\$ 681,032.62
Total Part Time	\$ 38,024.19
Overtime	\$ -
Total Contract	\$ 42,511.77
Total	\$ 761,568.58

TOWN MANAGER DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING/CAR ALLOWANCE	RETIREMENT LONGEVITY	TOTAL SALARY BENEFIT
John Curran	Town Manager		1/4/2010	223,541.93	\$ 7,000.00	\$ 32,118.77	\$ 262,660.70
Clancy Main	Assistant Town Manager	0	5/1/2017	\$ 178,393			\$ 178,392.61
Susan Michelini	Confidential Secretary	9	11/27/2000	\$ 79,033		\$ 3,393.00	\$ 82,425.78
Robert Maynard	Director of Administrative Services	2/3	6/6/2022	\$ 87,176			\$ 87,176.01
TBD	Public Information Officer	10	7/1/2022				\$ -
Mike Higgins	Substance Abuse Coordinator	1	9/6/2014	\$ 38,024			\$ 38,024.19
Michele Rivera	Human Resources Director	6/7	8/8/2022	\$ 112,889			\$ 112,889.29
							\$ -
Overtime							\$ -
DEPARTMENT TOTAL				\$ 719,056.81	\$ 7,000.00	\$ 35,511.77	\$ 761,568.58

Town Manager Salary includes \$7,000 Car Allowance

Total Full time	\$ 681,032.62
Total Part Time	\$ 38,024.19
Overtime	\$ -
Total Contract	\$ 42,511.77
Total	\$ 761,568.58

Town Manager

TOWN MANAGER DEPARTMENT SALARY INFORMATION FY2023 BUDGETED

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	\$ 206,031	\$ -	\$ 7,000.00	\$ 4,000.00	\$ 217,031.00
Clancy Main	Assistant Town Manager	9	5/1/2017	\$ 158,965	\$ -	\$ -	\$ -	\$ 158,965.19
Susan Michelini	Confidential Secretary	10	11/27/2000	\$ 76,731	\$ -	\$ -	\$ 3,393.00	\$ 80,123.86
TBD	Director of Administrative Services	5/6	7/1/2021	\$ 101,747	\$ -	\$ -	\$ -	\$ 101,747.49
TBD	Public Information Officer	10	7/1/2022	\$ 29,850	\$ -	\$ -	\$ -	\$ 29,850.00
Mike Higgins	Substance Abuse Coordinator	1	9/6/2014	\$ 36,917	\$ -	\$ -	\$ -	\$ 36,916.69
TBD	Human Resources Director	6	7/1/2022	\$ 105,787	\$ -	\$ -	\$ -	\$ 105,787.49
					\$ -	\$ -	\$ -	\$ -
Overtime				\$ 10,000				\$ 10,000.00
								\$ -
DEPARTMENT TOTAL				\$ 726,028.71	\$ -	\$ 7,000.00	\$ 7,393.00	\$ 740,421.71

Town Manager Salary includes \$4,000 Car Allowance

Total Full time	\$ 649,262.03
Total Part Time	\$ 66,766.69
Overtime	\$ 10,000.00
Total Contract	\$ 14,393.00
Total	\$ 740,421.71

DESCRIPTION/DETAIL										Department	Town Mgr.	Fin Com			
TOWN MANAGER															
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024						
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC						
\$ 28,400	\$ 22,212	\$ 28,400	\$ 29,400	\$ 28,400	\$ 23,848	\$ 48,400	\$ 48,400	\$ 48,400	\$ 48,400						
Supplies and Expenses															
Expenses, professional development, Boards and Commissions										\$ 28,400	\$ 28,400	\$ 28,400			
										\$ 20,000	\$ 20,000	\$ 20,000			
										\$ 48,400	\$ 48,400	\$ 48,400			
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024	Department	Town Mgr.	Fin Com			
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC						
\$ 25,000	\$ 6,501	\$ 25,000	\$ 14,804	\$ 18,000	\$ 4,704	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000						
Contract Services/Leases															
Performance Management Program/Technical and Professional Assisance													\$ 25,000	\$ 25,000	\$ 25,000
													\$ -	\$ -	\$ -
										\$ -	\$ -	\$ -			
										\$ 25,000	\$ 25,000	\$ 25,000			
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024	Department	Town Mgr.	Fin Com			
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC						
\$ 5,000	\$ 4,953	\$ 10,000	\$ 10,000	\$ 10,000	\$ 4,953	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000						
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			
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024	Department	Town Mgr.	Fin Com			
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC						
\$ 475				\$ -		\$ -	\$ -	\$ -	\$ -						
Pensions															
This funds benefits to Widows of certain former employees															
Total Connell/Strunk/Husson Pensions													\$ -	\$ -	\$ -
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024	Department	Town Mgr.	Fin Com			
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC						
\$ 85,000	\$ 63,176	\$ 85,000	\$ 80,357	\$ 85,000	\$ 77,925	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000						
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			
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024	Department	Town Mgr.	Fin Com			
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC						
\$ 15,500	\$ 7,759	\$ 15,500	\$ 10,500	\$ 25,000	\$ 3,509	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000						
Professional Training/Development															
This funds Training and Development for Town employees.													\$ 15,000	\$ 15,000	\$ 15,000
													\$ 15,000	\$ 15,000	\$ 15,000
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024	Department	Town Mgr.	Fin Com			
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC						
\$ 10,000	\$ 10,000	\$ 6,000	\$ 9,100	\$ 15,000	\$ 15,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000						
Printing Town Report and Town Meeting Book															
This Account funds the printing of the Annual Report and the Booklet and Handouts for Town Meeting.													\$ 12,000	\$ 12,000	\$ 12,000
Total Printing Town Report and Town Meeting Book													\$ 12,000	\$ 12,000	\$ 12,000
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024	Department	Town Mgr.	Fin Com			
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC						
						\$ -	\$ -	\$ -	\$ -						
Contract Retro															
													\$ -	\$ -	\$ -
													\$ -	\$ -	\$ -
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024	Department	Town Mgr.	Fin Com			
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC						
		\$ -		\$ 32,000	\$ 31,964	\$ -	\$ -	\$ -	\$ -						
Assessment Center															
Total Assessment Center													\$ -	\$ -	\$ -
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024	Department	Town Mgr.	Fin Com			
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC						
				\$ -		\$ -	\$ -	\$ -	\$ -						
Capital Outlay															
													\$ -	\$ -	\$ -
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024	Department	Town Mgr.	Fin Com			
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	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						
Substance Abuse Prevention Program															
Committee													\$ 15,000	\$ 15,000	\$ 15,000
BARP													\$ 5,000	\$ 5,000	\$ 5,000
										\$ 20,000	\$ 20,000	\$ 20,000			

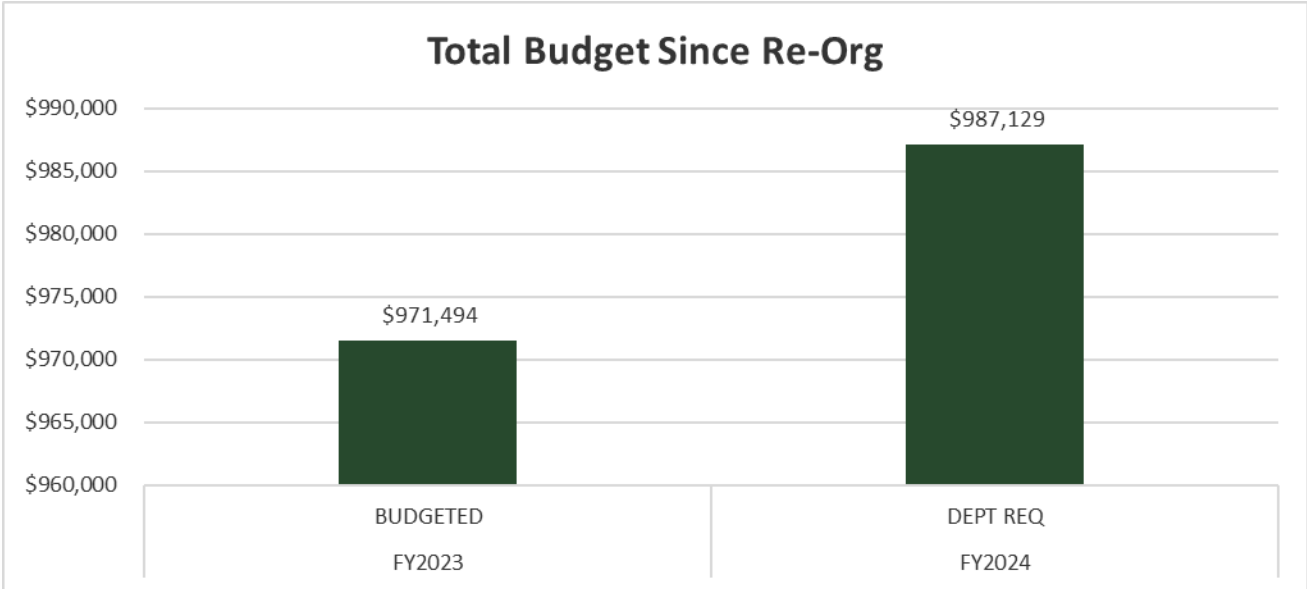
Town Hall / Buildings

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 hired a Director of Facilities, 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. In FY2023 the Building Maintenance Craftsman from the Library was transferred into this Department.

Budget Narrative

The Town Hall budget will increase by around \$16,000 this year due to contractual increases. In FY23 the Town allocated \$50,000 to help stabilize the Masonic Hall. This money has now been re-allocated to fix any issues that arise on Town buildings throughout the year.



Town Hall / Buildings



During fiscal year 2023 the Facilities Department spread new wood chips at the Kids Konnection playground in the Town Center.



At the Council on Aging the Facilities Department built out the existing pottery room so it can accommodate classes of larger sizes. Facilities also added a whole wall of closets on the second floor, increasing the storage space for the COA.

Town Hall / Buildings

TOWN HALL/BUILDINGS

Personnel Services

Full Time	\$	37,791		\$	43,082		\$	170,351		\$	170,351		\$	255,261		\$	267,747		\$	267,747
Part Time/Seasonal				\$	13,389			15,820		\$	15,820			22,705		\$	23,854			23,854
Overtime								-		\$	-			25,000		\$	25,000			25,000
Contractual Obligations								7,702		\$	6,879			9,529		\$	9,529			9,529
Total	\$	37,791	\$	-	\$	56,471	\$	-	\$	193,903	\$	193,050	\$	312,494	\$	326,129	\$	326,129	\$	326,129

Expenses

Contract Services	20,000		\$	23,484		\$	40,000		-		\$	40,000		41,424		\$	42,500		49,500		\$	49,500
Postage	120,000		\$	120,000		\$	145,000		140,465		\$	145,000		119,585		\$	145,000		145,000		\$	145,000
Custodial Supplies	4,000		\$	2,000		\$	4,000		11,619		\$	8,000		10,417		\$	12,000		12,000		\$	12,000
Supplies and Expenses	25,000		\$	21,856		\$	25,000		29,785		\$	25,000		25,000		\$	35,000		30,000		\$	30,000
Cleaning Service	-		\$	-		\$	-		-		\$	-		-		\$	-		-		\$	-
Utilities	159,500		\$	159,500		\$	40,000		40,000		\$	50,000		52,371		\$	100,000		100,000		\$	100,000
Building Maintenance	186,000		\$	165,199		\$	155,100		160,770		\$	155,100		155,100		\$	184,500		184,500		\$	184,500
Telephone	90,000		\$	91,424		\$	90,000		80,313		\$	90,000		81,978		\$	90,000		90,000		\$	90,000
Abandoned Buildings	30,000		\$	4,305		\$	3,500		15,674		\$	-		-		\$	-		-		\$	-
Masonic Building	-		\$	-		\$	-		-		\$	-		12,959		\$	50,000		50,000		\$	50,000
Capital Outlay	-		\$	-		\$	-		-		\$	-		-		\$	-		-		\$	-
Total Expenses	634,500		\$	587,768		\$	502,600		478,626		\$	513,100		498,834		\$	659,000		661,000		\$	661,000

TOTAL BUDGET

	672,291		\$	587,768		\$	559,071		478,626		\$	707,003		691,894		\$	971,494		987,129		\$	987,129

Position	TM Rec. FY2023		TM Rec. FY2024		TM Rec. FY2024		Fin Com Rec. FY2024		Difference		\$		Percentage	
	FTE		FTE		FTE		FTE							
Facilities Director	1		1		1		1		1					
Laborer	2		2		2		2		2					
Building Maintenance Craftsman			1		1		1		1					
Total Staffing	3		4		4		4		4					15.635

Position	TM Rec. FY2023		TM Rec. FY2024		TM Rec. FY2024		Fin Com Rec. FY2024	
	PTE		PTE		PTE		PTE	
Laborer	1		1		1		1	

Town Hall / Buildings

TOWN HALL/BUILDING DEPARTMENT SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR/ LICENSE	TOTAL SALARY BENEFIT
Bob Sallese	Facilities Director	7/8	9/19/2016	\$ 104,700.47	\$ -	\$ 4,902.00	\$ 109,602.47
Derick Tsoukalas	Laborer	3/4	12/7/2020	\$ 48,496.71	\$ 600.00	\$ 800.00	\$ 49,896.71
Trent Giacobbe	Laborer	2/3	3/1/2021	\$ 46,475.19	\$ 600.00	\$ 800.00	\$ 47,875.19
Rick Thorne	Laborer NU	4/5	3/1/2021	\$ 23,853.61	\$ -	\$ -	\$ 23,853.61
Kevin Rudy	Bldg Craftsman	9	11/7/2011	\$ 68,074.25	\$ -	\$ 1,827.00	\$ 69,901.25
DEPARTMENT TOTAL				\$ 291,600.24	\$ 1,200.00	\$ 8,329.00	\$ 301,129.24

Total Full Time \$ 267,746.62
 Total Part Time \$ 23,853.61
 Total Contract \$ 9,529.00
 Overtime \$ 25,000.00
 Total \$ 326,129.24

TOWN HALL/BUILDING DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR/ LICENSE	TOTAL SALARY BENEFIT
Bob Sallese	Facilities Director	7/8	9/19/2016	\$ 104,700.47	\$ -	\$ 4,902.00	\$ 109,602.47
Derick Tsoukalas	Laborer	3/4	12/7/2020	\$ 48,496.71	\$ 600.00	\$ 800.00	\$ 49,896.71
Trent Giacobbe	Laborer	2/3	3/1/2021	\$ 46,475.19	\$ 600.00	\$ 800.00	\$ 47,875.19
Rick Thorne	Laborer NU	4/5	3/1/2021	\$ 23,853.61	\$ -	\$ -	\$ 23,853.61
Kevin Rudy	Bldg Craftsman	9	11/7/2011	\$ 68,074.25	\$ -	\$ 1,827.00	\$ 69,901.25
DEPARTMENT TOTAL				\$ 291,600.24	\$ 1,200.00	\$ 8,329.00	\$ 301,129.24

Total Full Time \$ 267,746.62
 Total Part Time \$ 23,853.61
 Total Contract \$ 9,529.00
 Overtime \$ 25,000.00
 Total \$ 326,129.24

TOWN HALL DEPARTMENT SALARY INFORMATION FY2023 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR/ LICENSE	TOTAL SALARY BENEFIT
Bob Sallese	Facilities Director	6/7	9/19/2016	\$ 97,584.90	\$ -	\$ 4,902.00	\$ 102,486.90
Derick Tsoukalas	Laborer	2/3	12/7/2020	\$ 46,896.66	\$ 600.00	\$ 800.00	\$ 48,296.66
Trent Giacobbe	Laborer	1/2	3/1/2021	\$ 44,687.59	\$ 600.00	\$ 800.00	\$ 46,087.59
Rick Thorne	Laborer NU	3/4	3/1/2021	\$ 22,704.75	\$ -	\$ -	\$ 22,704.75
Kevin Rudy	Bldg Craftsman	9	11/7/2011	\$ 66,091.51	\$ -	\$ 1,827.00	\$ 67,918.51
DEPARTMENT TOTAL				\$ 277,965.41	\$ 1,200.00	\$ 8,329.00	\$ 287,494.41

Total Full Time \$ 255,260.66
 Total Part Time \$ 22,704.75
 Total Contract \$ 9,529.00
 Overtime \$ 25,000.00
 Total \$ 287,494.41

Town Hall / Buildings

DESCRIPTION DETAIL									
TOWN HALL/BUILDINGS									
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 120,000	\$ 120,000	\$ 145,000	\$ 140,465	\$ 145,000	\$ 119,585	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000
0									
							Department	Town Mgr.	Fin Com
Postage			Projected	Rate	Amount				
Postage									
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
TOTALS			270,500.00			\$ 100,857.50	\$ 19,142.50	\$ 19,142.50	\$ 19,142.50
							\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
							\$ 145,000.00	\$ 145,000.00	\$ 145,000.00
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 4,000	\$ 2,000	\$ 4,000	\$ 11,619	\$ 8,000	\$ 10,417	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Custodial Supplies							Department	Town Mgr.	Fin Com
Custodial supplies for the Town Hall, Library and Recreation, Masonic							\$ 12,000	\$ 12,000	\$ 12,000
Total Custodial Supplies							\$ 12,000	\$ 12,000	\$ 12,000
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 25,000	\$ 21,856	\$ 25,000	\$ 29,785	\$ 25,000	\$ 25,000	\$ 35,000	\$ 30,000	\$ 30,000	\$ 30,000
							Department	Town Mgr.	Fin Com
Supplies and Expenses							\$ 30,000	\$ 30,000	\$ 30,000
							\$ 30,000	\$ 30,000	\$ 30,000
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
						\$ -			
Cleaning Service									
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 159,500	\$ 159,500	\$ 40,000	\$ 40,000	\$ 50,000	\$ 52,371	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
							Department	Town Mgr.	Fin Com
Utilities							\$ 100,000	\$ 100,000	\$ 100,000
							\$ 100,000	\$ 100,000	\$ 100,000
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 186,000	\$ 165,199	\$ 155,100	\$ 160,770	\$ 155,100	\$ 155,100	\$ 184,500	\$ 184,500	\$ 184,500	\$ 184,500
Building Maintenance							Department	Town Mgr.	Fin Com
Town Hall - Building Maintance									
HVAC Contract - ENE			150,000	(addition of Howe, new chillers library, TH and Masonic)					
Elevator Contract - BBE			21,000	Eagle United add Howe					
Elevator Annual Inspection			13,500	Protection One add Howe					
Security Contract - Ultraguard and other Contracts							\$ 184,500	\$ 184,500	\$ 184,500
Total			\$ 184,500						
							\$ 184,500	\$ 184,500	\$ 184,500
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 90,000	\$ 91,424	\$ 90,000	\$ 80,313	\$ 90,000	\$ 81,978	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
							Department	Town Mgr.	Fin Com
Telephone							\$ 90,000	\$ 90,000	\$ 90,000
Total:							\$ 90,000	\$ 90,000	\$ 90,000
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 30,000	\$ 4,305	\$ 3,500	\$ 15,674			\$ -	\$ -	\$ -	\$ -
							Department	Town Mgr.	Fin Com
Abandoned Building									
Maintenance and Upkeep							\$ -	\$ -	\$ -
							\$ -	\$ -	\$ -
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ -	\$ -				\$ 12,959	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
							Department	Town Mgr.	Fin Com
Town Building									
Maintenance and Upkeep							\$ 50,000	\$ 50,000	\$ 50,000
							\$ 50,000	\$ 50,000	\$ 50,000
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
						\$ -			
							Department	Town Mgr.	Fin Com
Capital Outlay									
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 20,000	\$ 23,484	\$ 40,000	\$ -	\$ 40,000	\$ 41,424	\$ 42,500	\$ 49,500	\$ 49,500	\$ 49,500
							Department	Town Mgr.	Fin Com
Contractual Services		Valley Collaborative					\$ 47,000	\$ 47,000	\$ 47,000
		Playground Inspection					\$ 2,500	\$ 2,500	\$ 2,500
							\$ 49,500	\$ 49,500	\$ 49,500

Town Systemwide

Budget Explanation

This budget consists of items that are used by multiple Town Departments. By consolidating these expenses, the Town Accountant is better able to track and pay bills.

Budget Detail

The Town Systemwide budget will be decreasing this year by \$150,000. In FY2021 the Town retrofitted over 2600 streetlights. This has helped lower electrical cost. Therefore, the line item for streetlights will drastically decrease for FY2024. The budget for streetlights is to pay the debt service, add additional lights, and maintenance for any outages.



Town Systemwide

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ.	TM REC	FIN COM REC
TOWN SYSTEM/WIDE ACCOUNTS										
7080 TOWN RETIREMENTS	\$ 125,000	\$ 125,000	\$ 190,000	\$ 176,244	\$ 250,000	\$ 250,000	\$ 250,000	\$ 200,000	\$ 200,000	\$ 200,000
7036 UNION SETTLEMENT										
7095 STREETLIGHTS	\$ 227,500	\$ 227,500	\$ 165,000	\$ 165,000	\$ 165,000	\$ 161,765	\$ 165,000	\$ 65,000	\$ 65,000	\$ 65,000
7096 LEGAL	\$ 245,000	\$ 237,207	\$ 245,000	\$ 208,053	\$ 245,000	\$ 240,165	\$ 245,000	\$ 245,000	\$ 245,000	\$ 245,000
7097 TOWN FUEL	\$ 305,000	\$ 261,557	\$ 315,000	\$ 350,096	\$ 415,000	\$ 465,000	\$ 465,000	\$ 465,000	\$ 465,000	\$ 465,000
7098 TOWN ELECTRICITY			\$ 1,596,640	\$ 1,573,256	\$ 1,976,640	\$ 1,957,196	\$ 1,976,640	\$ 1,976,640	\$ 1,976,640	\$ 1,976,640
TOTAL BUDGET	\$ 902,500	\$ 851,264	\$ 2,511,640	\$ 2,472,649	\$ 3,051,640	\$ 3,074,126	\$ 3,101,640	\$ 2,951,640	\$ 2,951,640	\$ 2,951,640

Difference PY \$ (150,000.00)
% -4.84%

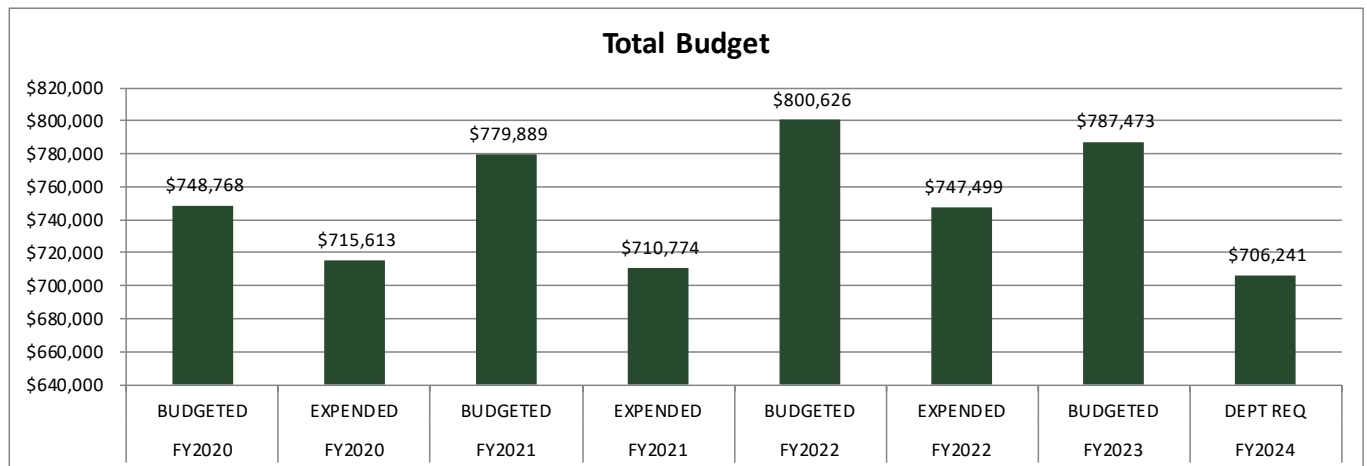
Treasurer / Collector

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 down a little over \$81,000. The reason for this decrease was the retirement of John Clark, the Treasurer/Collector, and the promotion of his replacement Elaine Russo at a lower step. Mary Ann Schafer was then promoted into the Assistant Collector role at a lower step than Elaine was previously in.



Treasurer / Collector

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.

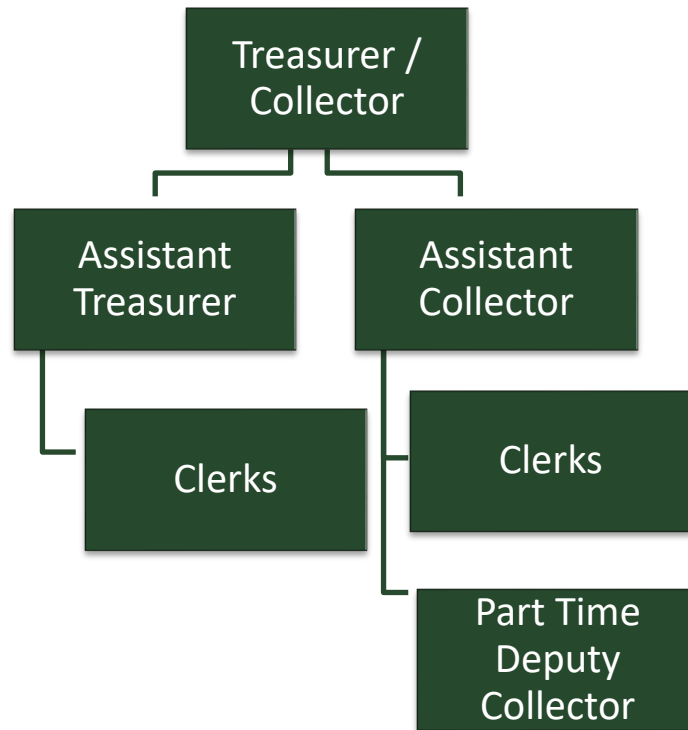
The Treasurer/Collector's Office will meet its statutory duties of maximizing Town revenues and paying the Town's obligation while providing the highest level of customer service possible, while safeguarding all public assets. For the convenience of individuals making payment to the Town, online options 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.

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.

Treasurer / Collector

Organizational Chart



Treasurer / Collector

TREASURER/COLLECTOR

Personnel Services

Full Time	\$ 515,742	\$ 510,283	\$ 534,007	\$ 534,007	\$ 551,061	\$ 543,321	\$ 557,108	\$ 478,026	\$ 478,026	\$ 478,026
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	\$ 15,911	\$ 15,911	\$ 15,911	\$ 15,911	\$ 15,844	\$ 18,844	\$ 20,694	\$ 18,544	\$ 18,544	\$ 18,544

Total	\$ 552,062	\$ 546,603	\$ 570,327	\$ 570,260	\$ 591,364	\$ 582,574	\$ 598,211	\$ 516,979	\$ 516,979	\$ 516,979

Expenses

Supplies and Expenses	\$ 54,152	\$ 54,151	\$ 67,008	\$ 56,900	\$ 66,708	\$ 61,512	\$ 66,708	\$ 66,708	\$ 66,708	\$ 66,708
Contract Services/Leases	\$ 92,554	\$ 92,553	\$ 92,554	\$ 64,656	\$ 92,554	\$ 68,371	\$ 72,554	\$ 72,554	\$ 72,554	\$ 72,554
Tax Revenue Collection	\$ 50,000	\$ 22,306	\$ 50,000	\$ 18,949	\$ 50,000	\$ 35,043	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Capital Outlay								\$ -	\$ -	\$ -

Total Expenses	\$ 196,706	\$ 169,010	\$ 209,562	\$ 140,514	\$ 209,262	\$ 164,925	\$ 189,262	\$ 189,262	\$ 189,262	\$ 189,262

TOTAL BUDGET	\$ 748,768	\$ 715,613	\$ 779,889	\$ 710,774	\$ 800,626	\$ 747,499	\$ 787,473	\$ 706,241	\$ 706,241	\$ 706,241

Difference PY \$ (81,232.78)
% PY -10.32%

Position	FY2023		FY2024		FY2024		FY2024	
	FTE		FTE		FTE		FTE	
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	4		4		4		4	
Senior Clerk	0		0		0		0	
Water meter reader/repair	0		0		0		0	
Deputy Collector								
Total Staffing	8		8		8		8	

Position	FY2023		FY2024		FY2024		FY2024	
	PTE		PTE		PTE		PTE	
Deputy Collector	2		2		2		2	

Treasurer / Collector

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Elaine Russo	Treasurer/Collector	3/4	9/22/2008	\$ 99,953.53	\$ 500.00	\$ 2,610.00	\$ 103,063.53
McKenna, Carole	Administrative Head Clerk	7	6/3/1963	\$ 68,180.05	\$ 1,000.00	\$ 4,434.00	\$ 73,614.05
Mary Ann Schafer	Asst. Collector	1/2	12/19/2016	\$ 74,358.81	\$ 500.00	\$ 1,650.00	\$ 76,508.81
Kimberly Sandeffer	Principal Clerk	4/5	7/8/2019	\$ 51,392.05	\$ 1,000.00	\$ -	\$ 52,392.05
Theresa Bourgeois	Principal Clerk	7	4/17/2007	\$ 55,626.45	\$ 1,000.00	\$ 2,700.00	\$ 59,326.45
Kerri Taylor	Principal Clerk	4/5	2/24/2020	\$ 50,141.58	\$ 1,000.00	\$ -	\$ 51,141.58
Olivia Canario	Asst. Treasurer	2/3	7/12/2021	\$ 78,373.37	\$ 500.00	\$ 1,650.00	\$ 80,523.37
Nere Fuentes	Principal Clerk	1/2	1/4/2023	\$ 44,844.93	\$ -	\$ -	\$ 44,844.93
Krouchune, Russell	Deputy Collector		9/22/2008	\$ 10,204.68	\$ -	\$ -	\$ 10,204.68
Mount, James	Deputy Collector		9/1/2006	\$ 10,204.68	\$ -	\$ -	\$ 10,204.68
							\$ -
DEPARTMENT TOTAL				\$ 543,280.12	\$ 5,500	\$ 13,044	\$ 561,824.12

Total Full Time	\$ 478,025.83
Total Part Time	\$ 20,409
Overtime	\$ -
Total Contract	\$ 18,544
Total Salaries	\$ 516,979.19

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Elaine Russo	Treasurer/Collector	3/4	9/22/2008	\$ 99,953.53	\$ 500.00	\$ 2,610.00	\$ 103,063.53
McKenna, Carole	Administrative Head Clerk	7	6/3/1963	\$ 68,180.05	\$ 1,000.00	\$ 4,434.00	\$ 73,614.05
Mary Ann Schafer	Asst. Collector	1/2	12/19/2016	\$ 74,358.81	\$ 500.00	\$ 1,650.00	\$ 76,508.81
Kimberly Sandeffer	Principal Clerk	4/5	7/8/2019	\$ 51,392.05	\$ 1,000.00	\$ -	\$ 52,392.05
Theresa Bourgeois	Principal Clerk	7	4/17/2007	\$ 55,626.45	\$ 1,000.00	\$ 2,700.00	\$ 59,326.45
Kerri Taylor	Principal Clerk	4/5	2/24/2020	\$ 50,141.58	\$ 1,000.00	\$ -	\$ 51,141.58
Olivia Canario	Asst. Treasurer	2/3	7/12/2021	\$ 78,373.37	\$ 500.00	\$ 1,650.00	\$ 80,523.37
Nere Fuentes	Principal Clerk	1/2	1/4/2023	\$ 44,844.93			\$ 44,844.93
Krouchune, Russell	Deputy Collector		9/22/2008	\$ 10,204.68			\$ 10,204.68
Mount, James	Deputy Collector		9/1/2006	\$ 10,204.68			\$ 10,204.68
							\$ -
DEPARTMENT TOTAL				\$ 543,280.12	\$ 5,500	\$ 13,044	\$ 561,824.12

Total Full Time	\$ 478,025.83
Total Part Time	\$ 20,409
Overtime	\$ -
Total Contract	\$ 18,544
Total Salaries	\$ 516,979.19

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Clark, John	Treasurer/Collector	9	1/8/2007	\$ 118,953.65	\$ -	\$ 2,610.00	\$ 121,563.65
Russo, Elaine	Assistant Collector	5	9/22/2008	\$ 85,678.23	\$ 500.00	\$ 2,100.00	\$ 88,278.23
McKenna, Carole	Administrative Head Clerk	7	8/28/1965	\$ 68,180.05	\$ 1,000.00	\$ 4,434.00	\$ 73,614.05
Mary Ann Schafer	Principal Clerk	7	12/19/2016	\$ 55,626.45	\$ 1,000.00	\$ 1,200.00	\$ 57,826.45
Kimberly Sandeffer	Principal Clerk	3/4	7/8/2019	\$ 49,415.49	\$ 1,000.00	\$ -	\$ 50,415.49
Theresa Bourgeois	Principal Clerk	7	4/17/2007	\$ 55,626.45	\$ 1,000.00	\$ 2,700.00	\$ 59,326.45
Kerri Taylor	Principal Clerk	3/4	2/24/2020	\$ 48,213.22	\$ 1,000.00	\$ -	\$ 49,213.22
Olivia Canario	Asst. Treasurer	2	3/12/2018	\$ 75,414.57	\$ 500.00	\$ 1,650.00	\$ 77,564.57
Krouchune, Russell	Deputy Collector		9/22/2008	\$ 10,204.68	\$ -	\$ -	\$ 10,204.68
Mount, James	Deputy Collector		9/1/2006	\$ 10,204.68	\$ -	\$ -	\$ 10,204.68
							\$ -
DEPARTMENT TOTAL				577,517.47	6,000.00	14,694.00	598,211.47

Total Full Time	\$ 557,108.11
Total Part Time	\$ 20,409.36
Overtime	\$ -
Total Contract	\$ 20,694.00
Total Salaries	\$ 598,211.47

Treasurer / Collector

DESCRIPTION/DETAIL

TREASURER/COLLECTOR

Supplies and Expenses

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 54,152	\$ 54,151	\$ 67,008	\$ 56,900	\$ 66,708	\$ 61,512	\$ 66,708	\$ 66,708	\$ 66,708	\$ 66,708

	Department	Town Mgr.	Fin Com
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

				Expensed Tax & Water/Sewer Billing supplies for FY2023			
Water Bills	Amount	Cost per Bill		Water Bills	\$ 4,837.50		
Water Demand Bills	45,000	\$0.1075	\$4,838	Water Demand Bills	\$ 537.50		
Water Envelopes	5,000	\$0.1075	\$538	Water Envelopes	\$ 5,912.50		
Water Return Envelopes	55,000	\$0.1075	\$5,913	Water Return Envelopes	\$ 4,837.50		
	45,000	\$0.1075	\$4,838	15K inserts tx bills (i.c.)	\$ 905.00		
		\$0.1075		Tax Bills	\$ 6,987.50		
Tax Bills	65,000	\$0.1075	\$6,988	Tax Demand Bills	\$ 537.50		
Tax Demand Bills	5,000	\$0.1075	\$538	Tax Envelopes	\$ 8,062.50		
Tax Envelopes	75,000	\$0.1075	\$8,063	Tax Return Envelopes	\$ 6,450.00		
Tax Return Envelopes	60,000	\$0.1075	\$6,450	post cards (wtr bill)	\$ 688.00		
		\$0.1075		Excise Tax Bills	\$ 6,450.00		
Excise Tax Bills	60,000	\$0.1075	\$6,450	Excise Tax Demand Bills	\$ 2,687.50		
Excise Tax Demand Bills	25,000	\$0.1075	\$2,688	Excise Tax Envelopes	\$ 6,987.50		
Excise Tax Envelopes	65,000	\$0.1075	\$6,988	ExciseTax Return Envelopes	\$ 6,450.00		
ExciseTax Return Envelope	60,000	\$0.1075	\$6,450	13K inserts wtr bills (i.c.)	\$ 877.00		
Total	565,000				\$ 63,207.50	\$ 63,207.50	\$ 63,207.50
		\$60,738					
				Total Supplies & Expenses	\$ 66,707.50	\$ 66,707.50	\$ 66,707.50

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 92,554	\$ 92,553	\$ 92,554	\$ 64,665	\$ 92,554	\$ 68,371	\$ 72,554	\$ 72,554	\$ 72,554	\$ 72,554

	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	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
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

Pitney Bowes lease	\$ 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	\$ 72,554.00	\$ 72,554.00	\$ 72,554.00

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 50,000	\$ 22,306	\$ 50,000	\$ 18,949	\$ 50,000	\$ 35,043	\$ 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

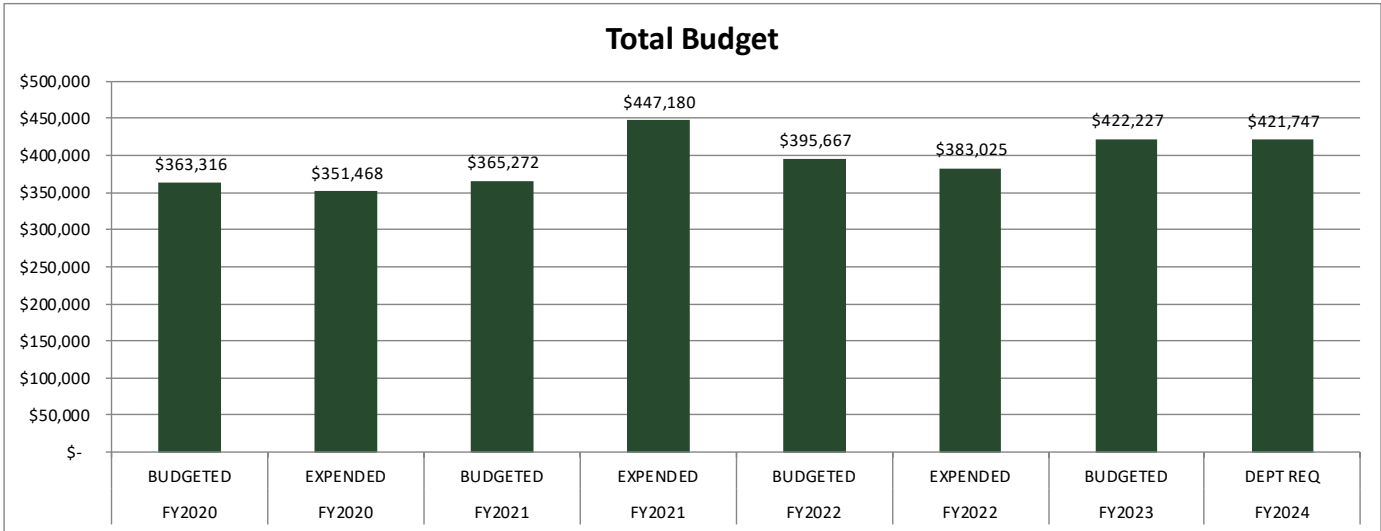
Council on Aging

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 going down almost \$500. This is due to a retirement and the replacement coming in at a lower step. That is then offset by multiple contractual increases for other employees.



Council on Aging

Programs and Services and Past Year Update

Overview

The essence of The Billerica Council on Aging remains constant:

1. Enabling seniors to live life to the fullest
2. Supporting family caregivers
3. Evolving to meet the needs of the community
4. Maintaining a focus on empowerment, connectivity, and dignity



We work hard to stay relevant

We are constantly adjusting to the changing needs of our patrons as their needs increase to live healthier, longer lives. We serve two segments of seniors – the younger group, aged 60 to 79 years of age expected to reach population size in town of 9778 by 2040, and the older senior aged 80 years and older expected to reach 3807 during the same timeframe. Our challenge is to be constantly creative and resourceful to offer rich programming that appeals to both groups.

Our enduring impact is driven by a clear focus on key areas of need:

REDUCING SOCIAL ISOLATION AND LONELINESS: This is now a public health concern with research showing that the health risks of prolonged isolation are equivalent to smoking 15 cigarettes a day. A range of entertainment, exercise programs, fitness classes, trips, craft events such as knitting, quilting, card-making, ceramics and more keep bring seniors back into the building to connect and share.

INFORMATION & REFERRAL: We serve as the central knowledge bank on all age-related topics from chronic conditions to fraud and safety.

OUTREACH EXPANSE OF SUPPORT: We manage a dramatic increase in mental health cases, provide in-depth assistance for patrons to complete housing applications and those for government benefits, address nutritional insecurity needs, and manage an increased call volume from families and seniors seeking a range of support. Many often call this department simply to hear a voice and to share how Covid has entrapped them and increased their sense of loss.

Council on Aging

PREVENTATIVE HEALTH AND CLINICS: We know that preventive health support is important, especially for older adults, since their risk for health problems increases as they age. By preventing problems, or identifying them early, they are more likely to live longer, healthier, and more satisfying lives. We continue to offer the weekly blood pressure checks on Tuesdays and Thursday, the October 2021 Flu Clinic that delivered 223 shots, Covid Clinics, and monthly Podiatry and Diabetic shoe clinics, held Aug 26th and Oct 20th by Pro Medical East.

REDUCING FALLS: Every 11 seconds, an older adult is treated in the emergency room for a fall; every 19 minutes, an older adult dies from a fall. We offer exercises that improve balance and make legs stronger, lowering the chances of falling. It also helps seniors feel better and more confident. We keep expanding our exercise menu with walking, tai chi and yoga among our offerings.

NUTRITIONAL INSECURITY: This refers to having a consistent lack of access to sufficient amounts of healthy food. We offer several programs to address this - Lahey Fresh Fruits & Vegetables in summer-fall, Commodity Supplemental Food Program (CSFP) with Greater Boston Food Bank, several food programs during covid working with community partners such as AgeSpan who significantly increased the number of daily home delivered meals called Meals on Wheels, to some 123+ households, and the School Nutrition programs working with April Laskey. In August we distributed Farmer's Market Coupons at the BCOA from Elder Services of Merrimack Valley, (now AgeSpan). We also offer special modestly priced meal events such as St. Patrick's Day, Mothers' & Fathers' Day, Ethnic Holidays, Veterans' Breakfast and Independence Day. Friday August 27th, we held the Traveling Chef with AgeSpan for 30 attendees. Three dedicated volunteers collect, package and distribute Panera items to over 30 patrons on Mondays, Thursdays and Fridays.

WELL-BEING SUPPORT: With Covid being very much still a part of our operations and services we had to address a rise in hopelessness among patrons with more bereavement support, social time and caregiver assistance.

SUPPORTING DEMENTIA

FRIENDLY BILLERICA: Two staff members remain on the leadership team helping to support families in town. About 11 % of local seniors 65 and older have some form of dementia.



Council on Aging



SUPPORTING FAMILY CAREGIVERS:

Our Companion Program launched in 2001 continues to bring caring companions to the homes of seniors to offer a break to spouses, adult children and other family members. A growth plan was established that included marketing to family caregivers, creating demand building materials, building Referral relationships w/healthcare and community sources, expanding the Service area, designing and implement an advertising plan and hiring a new cadre of Companions.

VOLUNTEER MOBILIZATION AND GROWTH: In any given year 51% of our capacity comes from volunteers with about 40% during 20 months of heavy Covid. These individuals are carefully matched by Donna Robinson, the Volunteer Services Coordinator to opportunities to give back at the Center based on preferences, skills and interests of our volunteers. The front desk receptionist remains a key area of assistance followed by program logistics support, gift shop help and covid safety monitoring.

INTERGENERATIONAL PROGRAMMING: We seize every opportunity to work with the younger demographic and were please to engage them as part of our covid safety and sanitation team and drive-up food programs.

TRANSPORTATION SUPPORT: We offer appointments to out-of-town medical facilities, (Dialysis, Lahey facilities, Lowell General, Harvard Pilgrim), local rides in Billerica for shopping, banking, medical appointments and to the COA, plus special trips to areas of interest.

VETERANS SUPPORT: Among Billerica men aged 65 years and older, 54% had military service versus 36% for Middlesex County and 40% for the state. We work on an annual Veterans Breakfast in May for 100+ local Veterans and a monthly Vet to Vet Café with the Director of Veteran services.

COVID SAFETY MEASURES:

During the FY22 period we reconfigured our safety measures in keeping with improved Covid data. There was no screening at the entrances to the BCOA, rather, signage guidelines for safety were posted around the building. Class sizes were increased to 16



Council on Aging

indoors. All 3 of our pool tables were now in use. The lobby returned to being a welcoming location with furniture previously removed to avoid sitting contact, returned to create a caring, pleasant atmosphere. An external tent was in place from May to October to bring many activities and events outside to add safety during Covid. To fund the tent, we raised \$1,000 from the Friends group, \$2800 from Stoneham Bank and added the remainder from our revolving account. We were very happy to support the New Billerica Community Farmers market successful reboot in 2021. Our lawn provided market space and our tent allowed for an array of activities for kids. Our external storage unit was returned in July 2021 after 9 months of usage for a total cost of \$1,500. The unit had allowed us to free up room inside our building to maximize social distancing and other covid protocols. As we emptied the unit, we took the time to discard items no longer relevant or useful to our operations making for a cleaner, less cramped appearance inside.

We creatively addressed the severe increase in mental cases

Taking a multi-pronged approach we

- Leveraged the social services skills of former director, Donna Popkin
- Worked closely with Chief Frost who connected us to Matthew Page-Shelton, M.F.A., M.Ed., LMHC, NMC-CIT, CoR, Executive Director of The Front Line Initiative. This is a regional police mental health collaborative consisting of the police departments of Tewksbury, Billerica, Chelmsford, Dracut & Tyngsborough along with Beth Israel Lahey Health Behavioral Services and other community partners.
- Connected to Wilson Paul, MPH, Program Manager, of The Front-Line Initiative, Middlesex County CIT-TTAC Program. The Front-Line Initiative was awarded funding to launch the Middlesex County Crisis Intervention Team (CIT) - Training and Technical Assistance Center (TTAC). The CIT program is an innovative national model of police-based crisis intervention with community mental health care and advocacy partnerships. Our Social Worker, Jeanne Teehan helped to facilitate training at the Center.



BILLERICA
COUNCIL ON AGING

Council on Aging

We are very grateful to the following organizations and supporters for their assistance!

Friends of the COA	Cabot Corporation	Stoneham Bank
SalemFive Bank	Enterprise Bank	Sunshine Gals
Wayside Trip	Commission on Disability	Billerica Lions Club
Marshall's Autobody	Panera Bread	Kay Johnson Foundation
Rotary Club of Billerica	Wood Haven Senior Living	Brightview Concord River
AARP Tax Prep Team	Medical Reserve Corps	Greater Boston Food Bank
Nothing Bundt Cakes	Billerica Arts Council	The Sunshine Gals
Billerica Democratic Town Committee	Lahey Hospital and Medical Center	Mass Cultural Council
MA Senior Medical Patrol	Cathy O'Connell/Coffee	Home Instead Senior Care
Billerica Farmers' Market	Mike Higgins/ Substance Abuse	AgeSpan
Joanne Shaughnessy/Tai Chi	Pat Fino/ Chair Aerobics	Regional Police Mental health Collaborative
April Laskey/School Food Programs	Mr. Fixit	BATV

In July we hosted the National Aging in Place Chapter meeting at the Billerica COA. They really appreciated the space.

We participated in Lahey's triennial Community Scan led by John Snow Inc. Mental Health support was a big need area that arose from a discussion session with town leaders. This affects the COA, Police and Veterans departments. Also housing for seniors, food insecurity, caregivers needing more support, dementia and abuse of seniors emerged.



Some of the dedicated COA Staff!

Council on Aging

The Cabot Holiday Experience on December 15th was more than successful. The entire event funded and supported by Cabot led by Board member Phil Doiron brought holiday cheer to more than 225 patrons who obtained a festive holiday meal as a drive through format at 25 Concord Rd, with customized Cabot cookies and a great show on BATV post meal pick-up.

On December 23rd many volunteers from the Temple Shalom Emeth of Burlington delivered some 70 lunches, (boxed with assorted sandwiches, homemade chips, pasta salad, one cookie and one brownie) to homebound seniors culled from our Outreach lists list and the Veterans Department. The cost of the lunch (\$12 each) was covered by the BCOA Friends Board and the Temple, who also added bottled water. This was the 12th year of support for a Holiday event by the Temple. Covid concerns caused us to pivot to dropped off lunches in lieu of a Christmas Day Lunch at the BCOA. SalemFive, Boston Rd donated their branded bags for packaging.



Our local Lions Club helps our homebound seniors feel valued. Led by Paula Baldwin, co-lead of our Quilting Group and a senior member of the Lions Club and Joan Di’Orio the Club President, this group has been regularly designing themes to send out little ornaments and giveaways to our homebound seniors. For thanksgiving a very creative turkey “ornament “was made for over 100 homebound seniors.

Building Improvements

The Art Room flooring was replaced through the town capital budget by Atkinson Carpet. The flooring was last installed in 2004. This area is heavily used for bridge, chess, cribbage, dominoes, mahjonn, rummikub, scrabble, quilting, knitting, crocheting, card-making, performances, and classes. We worked closely with the Town’s Facilities Director.

Capital Needs Assessment

In the fall the director joined Committee members Mary Riley, Dan Burns, Mike Rosa, John Bartlett and Dave Gagliardi along with Dave Grubb, Director of the Rec Dept visiting locations to gain insights to define an intergenerational site that brings seniors and younger members of the community together. The Director and the now Board Director, Mary Riley plus Board member John Pellegrino have been visiting Centers for much of 2019 which included Chelmsford, Duxbury, Dracut and Burlington.

Council on Aging

Also, over 80 people attended a public forum on a new intergenerational site. While the overall commentary was positive for such a site there was anxiety about kids running around the COA and usage of the available building versus a new construction.



COA celebrating Holi the Hindu cultural festival of colors!

Looking out and forward

As 2023 unfolds and we acquire more tools and knowledge to cope with Covid our focus will be on:

Sustaining Core Operations

- Bringing back more programming and patrons slowly and safely
- Re-establishing the building's inner welcoming atmosphere

Staff training to build crisis management skills

- Summoning as much creativity and boldness as possible thinking about the future

Visioning and planning for a new senior center that

- maximizes the life quality of the young old and old old in town
- Accommodates population growth and evolving needs in the senior population

Continuing to tap capacity and resources working closely with community partners!

Council on Aging

COUNCIL ON AGING

Personnel Services

	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
Full Time	\$ 217,357	\$ 217,357	\$ 232,402	\$ 323,402	\$ 257,658	\$ 257,525	\$ 271,152	\$ 266,175	\$ 266,175	\$ 266,175
Part Time/Seasonal	\$ 22,734	\$ 22,734	\$ 22,484	\$ 22,484	\$ 26,224	\$ 26,224	\$ 36,489	\$ 42,087	\$ 42,087	\$ 42,087
Overtime	\$ 6,600	\$ 6,101	\$ 9,450	\$ 7,050	\$ 10,850	\$ 7,750	\$ 10,850	\$ 9,750	\$ 9,750	\$ 9,750
Contractual Obligations										
Total	\$ 246,691	\$ 246,192	\$ 264,337	\$ 352,936	\$ 294,732	\$ 291,499	\$ 318,492	\$ 318,012	\$ 318,012	\$ 318,012

Expenses

Supplies and Expenses	\$ 42,270	\$ 37,215	\$ 42,270	\$ 41,443	\$ 42,270	\$ 36,588	\$ 42,270	\$ 42,270	\$ 42,270	\$ 42,270
Contract Services/Leases	\$ 41,665	\$ 35,371	\$ 41,665	\$ 41,337	\$ 41,665	\$ 41,559	\$ 44,465	\$ 44,465	\$ 44,465	\$ 44,465
Utilities	\$ 32,690	\$ 32,690	\$ 17,000	\$ 11,464	\$ 17,000	\$ 13,378	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 116,625	\$ 105,276	\$ 100,935	\$ 94,244	\$ 100,935	\$ 91,526	\$ 103,735	\$ 103,735	\$ 103,735	\$ 103,735

TOT TOTAL BUDGET

	\$ 363,316	\$ 351,468	\$ 365,272	\$ 447,180	\$ 395,667	\$ 383,025	\$ 422,227	\$ 421,747	\$ 421,747	\$ 421,747

Town Funded	FY2021	Dept. Req. FY2024	TM Rec. FY2024	Fin Com Rec. FY2024		\$ (479.82)	Difference PY
COA Director	1	1	1	1	1		
Head Clerk	1	1	1	1	1		
COA Program Coordinator	1	1	1	1	1		
COA Activities Coordinator	1	1	1	1	1		
Total Staffing	4.00	4.00	4.00	4.00	4.00		-0.11%

Part Time Position	FY2021	Dept. Req. FY2024	TM Rec. FY2024	Fin Com Rec. FY2024
Outreach Associate	1	1	1	1
Activty Assistant (COA)	1	1	1	1
Total Staffing	2.00	2.00	2.00	2.00

Other Funding*	FY2021	Dept. Req. FY2024	TM Rec. FY2024	Fin Com Rec. FY2024
1-Health & Comm Program Coord*	1	1	1	1
1-Program Associates*	1.23	0.8	0.53	0.53
1-Volunteer Services Coord. *	0.8	0.8	0.8	0.8
1-Transportation Coordinator (COA)*	0.8	0.8	0.8	0.8
4-Van Drivers*	1.75	1.4	1.25	1.25
1 - Outreach Associate	0.47			
Total Staffing	5.58	5.27	4.38	4.80

* Grant or fee funded by LRTA

Council on Aging

COUNCIL ON AGING SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jean Bushnell	COA Director	4/5	4/6/2016	\$ 105,742.85	\$ 500.00	\$ 1,650.00	\$ 107,892.85
Christian Panasuk	Head Clerk	1/2	9/7/2022	\$ 49,812.18	\$ 1,000.00		\$ 50,812.18
Jeanne Teehan	COA Program Coordinator, FT	7	1/14/2013	\$ 61,008.45	\$ 1,000.00	\$ 2,700.00	\$ 64,708.45
Melissa Paolicelli	COA Activities Coordinator	4/5	6/3/2019	\$ 49,611.08	\$ 1,000.00	\$ 1,900.00	\$ 52,511.08
Karen Cusack-Bouvier	Outreach Associate	6/7	6/13/2016	\$ 24,340.59			\$ 24,340.59
Heather Orlando	Activity Assistant (COA), PT	3/4	10/11/2022	\$ 17,746.68			\$ 17,746.68
Carolyn Savio	Health & Comm. Prog. Coord., FT	7/8	1/21/2020	RESPIRE/GRANT			\$ -
David Lamore	Program Associate, PT	6/7	6/1/2022	RESPIREGRANT			\$ -
Donna Robinson	Volunteer Svcs Coord., PT	4/5	7/29/2019	GRANT			\$ -
John Pellegrino	Transportation Coord.(COA), PT	4/5	2/1/2017	TRANSP. GRANT			\$ -
William Collins	Van Driver, PT	4/5	12/28/2016	TRANSP. GRANT			\$ -
David Gagliardi	Van Driver, PT	4/5	5/15/2017	TRANSP. GRANT			\$ -
Keith Weston	Van Driver, PT	4/5	6/23/2019	TRANSP. GRANT			\$ -
Warren Wingard	Van Driver, PT	4/5	8/25/2014	TRANSP. GRANT			\$ -
DEPARTMENT TOTAL				308,261.82	3,500.00	6,250.00	318,011.82

Total Full time \$ 266,174.55
Total Part time \$ 42,087.27
Total Contract \$ 9,750.00
Total \$ 318,011.82

COUNCIL ON AGING SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jean Bushnell	COA Director	4/5	4/6/16	\$ 105,742.85	\$ 500.00	\$ 1,650.00	\$ 107,892.85
Christian Panasuk	Head Clerk	1/2	9/7/22	\$ 49,812.18	\$ 1,000.00	\$ -	\$ 50,812.18
Jeanne Teehan	COA Program Coordinator, FT	7	1/14/13	\$ 61,008.45	\$ 1,000.00	\$ 2,700.00	\$ 64,708.45
Melissa Paolicelli	COA Activities Coordinator	4/5	6/3/19	\$ 49,611.08	\$ 1,000.00	\$ 1,900.00	\$ 52,511.08
Karen Cusack-Bouvier	Outreach Associate	6/7	6/13/16	\$ 24,340.59	\$ -	\$ -	\$ 24,340.59
Heather Orlando	Activity Assistant (COA), PT	3/4	10/11/22	\$ 17,746.68	\$ -	\$ -	\$ 17,746.68
Carolyn Savio	Health & Comm. Prog. Coord., FT	7/8	1/21/20	RESPIRE/GRANT	\$ -	\$ -	\$ -
David Lamore	Program Associate, PT	6/7	6/1/22	RESPIREGRANT	\$ -	\$ -	\$ -
Donna Robinson	Volunteer Svcs Coord., PT	4/5	7/29/19	GRANT	\$ -	\$ -	\$ -
John Pellegrino	Transportation Coord.(COA), PT	4/5	2/1/17	TRANSP. GRANT	\$ -	\$ -	\$ -
William Collins	Van Driver, PT	4/5	12/28/16	TRANSP. GRANT	\$ -	\$ -	\$ -
David Gagliardi	Van Driver, PT	4/5	5/15/17	TRANSP. GRANT	\$ -	\$ -	\$ -
Keith Weston	Van Driver, PT	4/5	6/23/19	TRANSP. GRANT	\$ -	\$ -	\$ -
Warren Wingard	Van Driver, PT	4/5	8/25/14	TRANSP. GRANT	\$ -	\$ -	\$ -
DEPARTMENT TOTAL				308,261.82	3,500.00	6,250.00	318,011.82

Total Full time \$ 266,174.55
Total Part time \$ 42,087.27
Total Contract \$ 9,750.00
Total \$ 318,011.82

Council on Aging

COUNCIL ON AGING SALARY INFORMATION FY2023 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jean Bushnell	COA Director	3/4	4/6/2016	\$ 101,432.26	\$ 500.00	\$ 1,650.00	\$ 97,675.00
Patricia Zapert	Head Clerk	7	7/1/2020	\$ 61,008.45	\$ 1,000.00	\$ 1,900.00	\$ 60,355.10
Jeanne Teehan	COA Program Coordinator, FT	7	1/14/2013	\$ 61,008.45	\$ 1,000.00	\$ 1,900.00	\$ 62,653.62
Melissa Paolicelli	COA Activities Coordinator	3/4	6/3/2019	\$ 47,703.17	\$ 1,000.00	\$ 1,900.00	\$ 47,824.72
Karen Cusack-Bouvier	Outreach Associate	4/5	6/13/2016	\$ 19,351.28	\$ -	\$ -	\$ 18,585.06
Lynne Cloutier	Activity Assistant (COA), PT	3/4	3/6/2020	\$ 17,138.03	\$ -	\$ -	\$ 1,972.71
Carolyn Savio	Health & Comm. Prog. Coord., FT	6/7	1/21/2020	RESPIRE	\$ -	\$ -	\$ 1,972.71
Rifat Ahmed	Program Associate, PT	2/3	10/15/2019	GRANT	0	0	\$ 3,693.13
Donna Robinson	Volunteer Svcs Coord., PT	3/4	7/29/2019	GRANT	0	0.00	\$ -
John Pellegrino	Transportation Coord.(COA), PT	3/4	2/1/2017	TRANSP. GRANT	\$ -	\$ -	\$ -
William Collins	Van Driver, PT	3/4	12/28/2016	TRANSP. GRANT	\$ -	\$ -	\$ -
David Gagliardi	Van Driver, PT	3/4	5/15/2017	TRANSP. GRANT	\$ -	\$ -	\$ -
Keith Weston	Van Driver, PT	3/4	6/23/2019	TRANSP. GRANT	\$ -	\$ -	\$ -
Warren Wingard	Van Driver, PT	3/4	8/25/2014	TRANSP. GRANT	\$ -	\$ -	\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
DEPARTMENT TOTAL				\$ 307,642	\$ 3,500	\$ 7,350	\$ 294,732.06

Total Full time  \$ 271,152.33
Total Part time \$ 36,489.31
Total Contract \$ 10,850.00
Total \$ **318,491.64**

COUNCIL ON AGING

[illegible]**Supplies and Expenses**

OFFICE SUPPLIES: WB Mason (\$6 110), Printing (\$500), Miscellaneous (\$330)
MILEAGE: Outreach, Home-Visits, Meetings, Conferences (\$1 200)
BUILDING SUPPLIES: Durkin (\$8 600), Comcast (\$420), Donahue Bros (\$4 500), O'Connor Hdw. (\$500), Water (\$700), Bain Pest (\$1 200), Standard Elec. (\$300), Chainstrod Lock (\$1 500)
KITCHEN MAINTENANCE: Action King/CS (\$1 600), United Rest. Supply (\$300), CS Ventilation (\$500), Mateltrie (\$500)
DUES: MCOA (\$1 900)
BUILDING MAINTENANCE: United Elevator (\$25 500), Ocean Glass (\$1 000), ENE Systems (\$1 000), LE Morgan Roofing (\$1 400), Electrician (\$1 000), Carpet Cleaning (\$600), Unimark Plumbing (\$1 200), Infrared System (\$250), Miscellaneous (\$3 10), Bldg Contingency (\$3000), Up \$5000 Building Maint

Total Supplies & Expenses

[illegible]

Department	Town Mgr.	Fin Com
\$ 6,940	\$ 6,940	\$ 6,940
\$ 1,200	\$ 1,200	\$ 1,200
\$ 13,940	\$ 13,940	\$ 13,940
\$ 3,030	\$ 3,030	\$ 3,030
\$ 1,900	\$ 1,900	\$ 1,900
\$ 15,260	\$ 15,260	\$ 15,260
\$ -	\$ -	\$ -
\$ 42,270	\$ 42,270	\$ 42,270

Contract Services/Leases

5200	MAINTENANCE: Custodian (\$24,024), Snow Removal (\$500)
5200	BUILDING SECURITY: American Alarm (\$800), ASG Security (\$600), Life Support Systems - AED (\$400)
5200	EQUIPMENT MAINTENANCE: Precision Fitness (\$681), Kilm Repair (\$300)
5200	PROFESSIONAL LICENSES / CONTRACTS: Stanford Univ - Chronic Disease Training License (\$260), My Senior Center - Xexus Solutions, (\$600), Tai Chi (\$1,700), Cardio-Boost (\$4,600)
5200	Consultant for Licensed Social Worker

Total Contract Services and Leases

[illegible]

Utilities

Nationalgrid-Supplier,
Nationalgrid-Supplier,
US Solar LLC, Direct Energy

	Department	Town Mgr.	Fin Com
Select Energy	\$ 17,000	\$ 17,000	17.0

Total Utilities

\$	17,000	\$	17,000

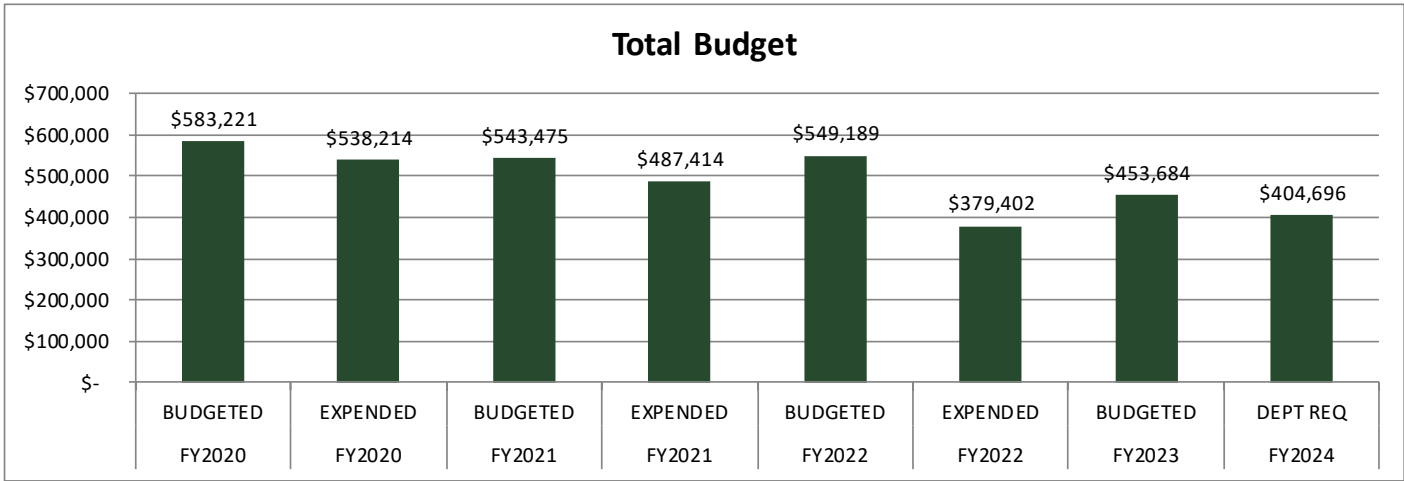
Veterans Department

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. The Town 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 see roughly a \$49,000 decrease due to a reduction in the Veterans Benefits line item. The current Veterans Directors goal is to shift Veterans from State / Town benefits to Federal VA benefits. This moves the burden away from the local tax payers. Donnie is also certified to perform VA claims. Veterans will no longer need to go to Boston as Donnie can now handle all claims in Billerica! In this budget \$6,400 was added for Veteran outreach.



Veterans Department



Meet the New Veterans Services Director Donald Jarvis and his service dog Mocha!

Veterans Department

VETERANS

Personnel Services

	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
Full Time	\$ 137,592	\$ 125,686	\$ 131,046	\$ 131,046	\$ 136,760	\$ 98,520	\$ 141,255	\$ 135,867	\$ 135,867	\$ 135,867
Part Time/Seasonal										
Overtime	\$ 9,534	\$ 4,434	\$ 5,434	\$ 4,934	\$ 5,434	\$ 5,434	\$ 5,434	\$ 5,434	\$ 5,434	\$ 5,434
Contractual Obligations										
Total	\$ 147,126	\$ 130,120	\$ 136,480	\$ 135,980	\$ 142,194	\$ 103,954	\$ 146,689	\$ 141,301	\$ 141,301	\$ 141,301

Expenses

Supplies and Expenses	\$ 4,710	\$ 2,060	\$ 5,210	\$ 4,937	\$ 5,210	\$ 2,345	\$ 5,210	\$ 11,610	\$ 11,610	\$ 11,610
Contract Services/Leases	\$ 1,385	\$ 1,204	\$ 1,785	\$ 339	\$ 1,785	\$ 968	\$ 1,785	\$ 1,785	\$ 1,785	\$ 1,785
Utilities										
Capital Outlay										
Veterans Benefits	\$ 430,000	\$ 404,830	\$ 400,000	\$ 346,158	\$ 400,000	\$ 272,136	\$ 300,000	\$ 250,000	\$ 250,000	\$ 250,000
Total Expenses	\$ 436,095	\$ 408,094	\$ 406,995	\$ 351,434	\$ 406,995	\$ 275,449	\$ 306,995	\$ 263,395	\$ 263,395	\$ 263,395

TOTAL BUDGET

	\$ 583,221	\$ 538,214	\$ 543,475	\$ 487,414	\$ 549,189	\$ 379,402	\$ 453,684	\$ 404,696	\$ 404,696	\$ 404,696

Dep. Req. FY2024 TM. Rec. FY2024 Fin Com. Rec. FY2024

Position	FTE	FTE	FTE	FTE
Director	1	1	1	1
Head Clerk	1	1	1	1
Total Staffing	2	2	2	2

Difference PY \$ (48,987.28)

% PY -10.80%

Veterans Department

SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Donald Jarvis	Director	1/2	9/12/2022	\$ 74,858.91	\$ 500.00		\$ 75,358.91
Marie O' Rourke	Head Clerk	7	8/24/1981	\$ 61,008.45	\$ 600.00	\$ 4,334.00	\$ 65,942.45
DEPARTMENT TOTAL				\$ 135,867.36	\$ 1,100.00	\$ 4,334.00	\$ 141,301.36

Total Full time \$ 135,867.36
 Total Contract \$ 5,434.00
 Total \$ 141,301.36

SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Donald Jarvis	Director	1/2	9/12/2022	\$ 74,858.91	\$ 500.00		\$ 75,358.91
Marie O' Rourke	Head Clerk	7	8/24/1981	\$ 61,008.45	\$ 600.00	\$ 4,334.00	\$ 65,942.45
DEPARTMENT TOTAL				\$ 135,867.36	\$ 1,100.00	\$ 4,334.00	\$ 141,301.36

Total Full time \$ 135,867.36
 Total Contract \$ 5,434.00
 Total \$ 141,301.36

SALARY INFORMATION FY2023 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
TBD	Director	3/4	TBD	\$80,246.19	\$ 500.00		\$ 80,746.19
Marie O' Rourke	Head Clerk	7	8/24/1981	\$61,008.45	\$ 600.00	\$ 4,334.00	\$ 65,942.45
DEPARTMENT TOTAL				\$141,254.64	\$ 1,100.00	\$ 4,334.00	\$ 146,688.64

Total Full time \$ 141,254.64
 Total Contract \$ 5,434.00
 Total \$ 146,688.64

DESCRIPTION DETAIL

VETERANS

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FINCOM REC
\$ 4,710	\$ 2,060	\$ 5,210	\$ 4,937	\$ 5,210	\$ 2,345	\$ 5,210	\$ 11,610	\$ 11,610	\$ 11,610

Supplies and Expenses 5 sets of 4x6 Flags, consisting of 5 American, 5 State and 5 POW/MIA flags - \$600.00

3 12/18 flags for center & talbot oval

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

Veteran Events/Outreach

office supply allocation

Veteran Mailer | Personal Letter (2x per year)

Total Supplies and Expenses:

Department	Town Mgr.	Fin Com
\$ 600	\$ 600	\$ 600
\$ 810	\$ 810	\$ 810
\$ 3,000	\$ 3,000	\$ 3,000
\$ 3,000	\$ 3,000	\$ 3,000
\$ 800	\$ 800	\$ 800
\$ 3,400	\$ 3,400	\$ 3,400
\$ 11,610	\$ 11,610	\$ 11,610

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FINCOM REC
\$ 430,000	\$ 404,830	\$ 400,000	\$ 346,158	\$ 400,000	\$ 272,136	\$ 300,000	\$ 250,000	\$ 250,000	\$ 250,000

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.

Veterans' Benefits

\$ 250,000 \$ 250,000 \$ 250,000

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FINCOM REC
\$ 1,385	\$ 1,204	\$ 1,785	\$ 339	\$ 1,785	\$ 968	\$ 1,785	\$ 1,785	\$ 1,785	\$ 1,785

Contract Services/Leases

Department Town Mgr. Town Mgr.

Northeastern Veterans' Service Officers Association Membership fee \$100.00

Massachusetts Veterans' Services Agents Association Membership fee \$100.00 per year

Vetrospec

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	\$ 1,385
\$ 1,785	\$ 1,785	\$ 1,785	\$ 1,785

Section 5:

Library and Recreation

Library

Department Explanation

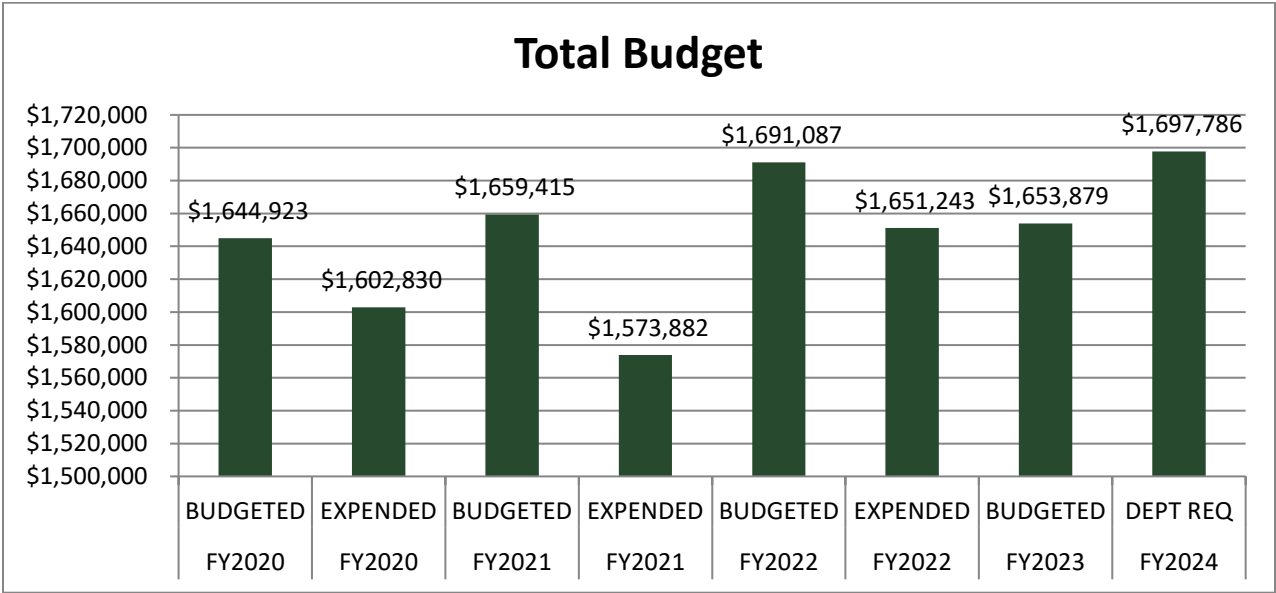
Billerica’s first public library was established in 1772. The Billerica Public Library opened in its current location in 2000.

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 budget will be increasing by around \$43,000 this year. Most of this is due to step increases, and the nonunion cost of living adjustment.



Library

Programs and Services and Past Year Update

Libraries are best known for providing access to books and information, and the Billerica Public Library does that and so much more. The library is generally open 68 hours a week and provides spaces for meetings; quiet areas for study; computers for accessing the Internet; laptops and hotspots to borrow; current newspapers, magazines, and DVDs; and engaging programs for children, teens, adults, and seniors. With homebound delivery, curbside pickup, expansive e-resources, reference help via chat and SMS text, and virtual and call-in programming, taking advantage of library offerings in-person or remotely has never been easier or more convenient.

In FY23, the library conducted a strategic planning process that involved a focus group, a community survey, a staff survey, and an environmental scan. Using this data, the library developed a new five-year strategic plan that builds on the library's past successes and ensures continued success. The plan includes a new vision statement for the library: "The Billerica Public Library will be a vital and welcoming community resource for borrowing, technology, information, instruction, engagement, and activities, where the community wants to gather, learn, work, and play." We welcome all Billerica residents to help us achieve our vision by visiting, getting a library card, and benefiting from our programs, services, and collections.

The library started FY22 cautiously with the summer reading challenge taking place online and most of the summer reading programs being held outdoors or virtually. In total, 722 readers participated in the online challenge, and attendance for the 86 summer programs that were offered was 4,675. In August 2021, when the town instituted a new mask mandate, changes were made to the library's furniture configurations to encourage social distancing.

Beginning in December 2021, in consultation with appropriate town departments, and continuing into May, the library cautiously expanded services and programs. Over these few months:

- All library seating was returned and made available for use.
- In-person program capacity restrictions were incrementally increased.



Residents take part in a craft class

Library

- Meeting spaces were once again made available to the community for booking.
- On February 8, 2022, the town-wide mask mandate was lifted.
- Free AARP tax preparation appointments were once again held at the library and led by Mr. Patel starting in February and running through April.
- The town's new Community Services Coordinator, Bethany Slack, began holding weekly office hours at the library on Fridays from 1:30 pm - 3:30 pm in February 2022.
- Outreach activities in the community resumed, including the monthly pop-up library at the Billerica Council on Aging in January 2022.
- In-person Storytime's resumed in March 2022.
- In May 2022, library staff resumed off-site programming at town assisted and affordable living facilities.

Coinciding with service and program expansion in FY22, the library worked to improve our collections and make them more accessible. Improvements included:

- New e-resources were added to increase the community's access to digital music, books, and research tools, including Freegal, Teen Book Cloud, Tumble Book Library, Ancestry Library, and Comics Plus.
- New signage was installed to better identify the library's print collections and to make browsing easier.
- New display furniture and tables were added to showcase the library's physical collections by providing spaces for carefully curated displays of both new and topical items.
- Our "Specialty Item" collection was rebranded as the "Library of Things" collection, which grew to include various board games, a record player, and even a pickleball set.
- Three new museum passes were added: Butterfly Place, Sports Museum, and Public Health Museum.
- Inspire boxes were launched to provide patrons with monthly curated selections of library items inspired by their interests and personally selected by library staff.

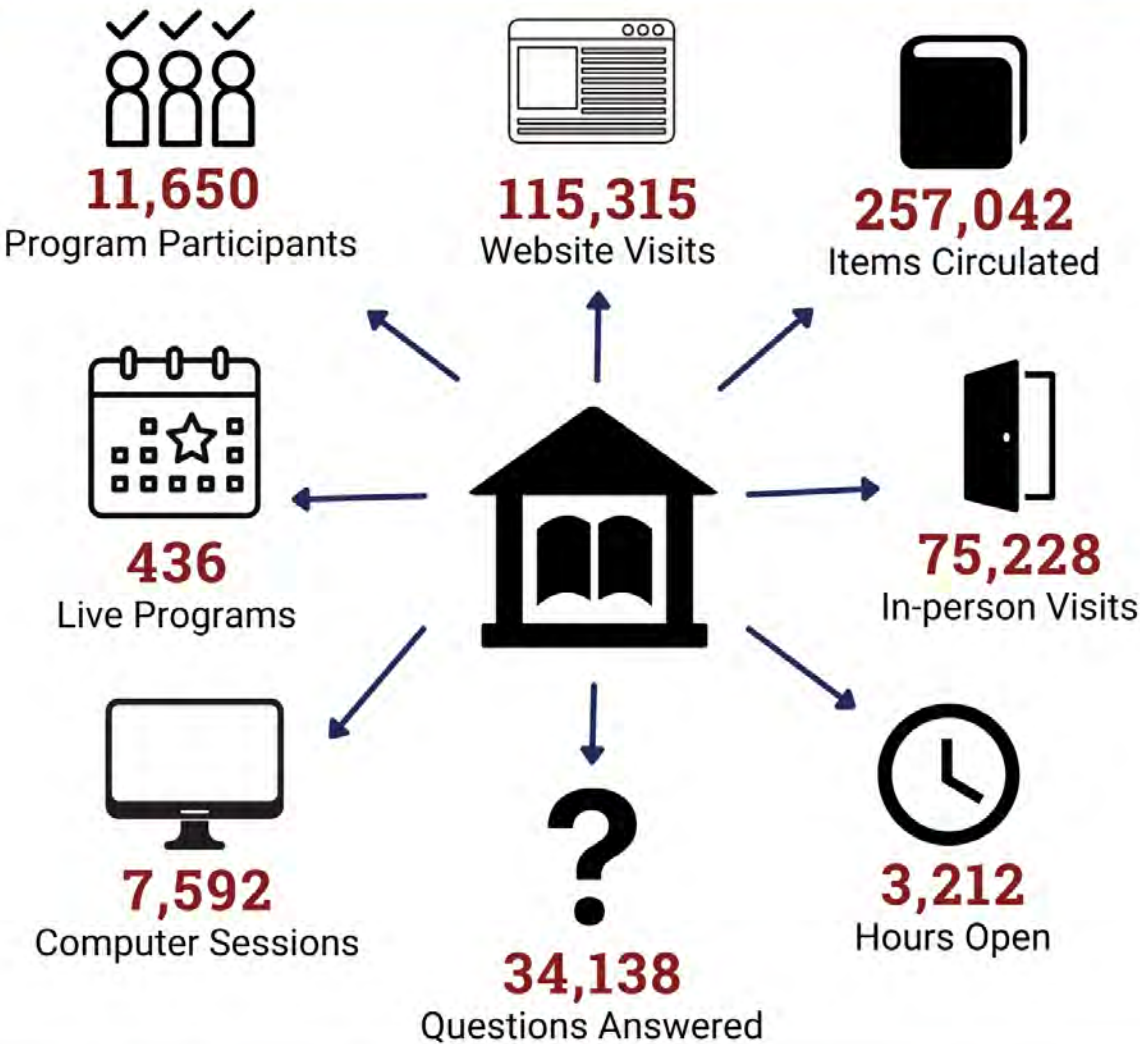
If you have not been to the library lately, please consider stopping by for a visit. If you don't have a library card, fill out the form on the next page and stop by the main floor desk to get one in just a few minutes.



Throughout the year the Library hosts Concerts for residents of all ages!

A Vital Community Resource

In FY22, the library was a vital and welcoming community resource for borrowing, technology, information, instruction, engagement, and activities.



Billerica Public Library Patron Registration

Full Name

Street

City, State, Zip

Telephone (best # to reach you)

Cell # (to receive text notifications)

Email

☐ Check if you would like to receive the library's e-newsletter and Wowbrary newsletter

Cardholder's Signature

Date

Massachusetts General Law (Ch.78 Sec. 7) states that circulation records of library materials are private. Please complete this form if you wish to grant permission to another person to pick up your holds. A note will be placed on your account to allow proxy access for all future transactions. Please note that any person in possession of your library card is automatically approved to pick up holds on your behalf.

I authorize the following person(s) to pick up library materials on my behalf:

Name

Name

For Patrons Under the Age of 14

Please note that children have full access to all materials in the library, including materials in the adult collection. Parents and guardians are responsible for monitoring their child's selection of library materials. The above privacy law applies to all patrons regardless of age. Please add your name to the authorization list above if you would like to pick up holds for your child.

Parent/Guardian Signature

Date

Hold, Overdue, and Billing Notifications

How would you like to receive notification for holds?	Text	☐	E-mail	☐	Phone	☐
How would you like to receive overdue notices?	Text	☐	E-mail	☐	Mail	☐
How would you like to receive billing notices?	Text	☐	E-mail	☐	Mail	☐

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

PUBLIC LIBRARY

Personnel Services

Full Time
Part Time/Seasonal
Overtime
Contractual Obligations

Expenses

Supplies and Expenses
Contract Services/Leases
Cleaning Service
Utilities
Capital Outlay

\$	214,551	\$	211,093	\$	224,835	\$	212,331	\$	226,869	\$	226,202	\$	231,159	\$	223,944	\$	223,944	\$	223,944
\$	80,961	\$	73,957	\$	82,684	\$	75,285	\$	82,974	\$	82,549	\$	84,634	\$	84,634	\$	84,634	\$	84,634
\$	21,900	\$	17,932	\$	27,300	\$	23,021	\$	27,300	\$	23,619	\$	27,846	\$	28,705	\$	28,705	\$	28,705
\$	76,800	\$	76,800	\$	25,000	\$	25,000	\$	25,000	\$	21,696	\$	25,000	\$	25,000	\$	25,000	\$	25,000
\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
\$	394,212	\$	379,782	\$	359,819	\$	335,637	\$	362,143	\$	354,066	\$	368,639	\$	362,283	\$	362,283	\$	362,283

TOTAL BUDGET

\$	1,644,923	\$	1,602,830	\$	1,659,415	\$	1,573,882	\$	1,691,087	\$	1,651,243	\$	1,653,879	\$	1,697,786	\$	1,697,786	\$	1,697,786

Position	FY2023		FY2024		FY2024		FY2024		FY2024		13%	Needed from Friends	\$	4.03%	2.65%
	FTE		FTE		FTE		FTE		FTE						
Director	1		1		1		1		1				\$		217,737.82
Asst. Director	1		1		1		1		1						
Librarian I	3		3		3		3		3				\$		18,122.44
Librarian II	3		3		3		3		3						
Librarian III	2		2		2		2		2						
Librarian Associate	0		0		0		0		0				\$		43,906.93
Library Asst I	3		3		3		3		3						
Building Mfncse Craftsman	0		0		0		0		0						
Total Staffing	13		13		13		13		13						

Position	FY2023		FY2024		FY2024		FY2024		FY2024	
	PTE		PTE		PTE		PTE		PTE	
Librarian I	0.7067		0.7067		0.7067		0.7067		0.7067	
Librarian II	0.4667		0.4667		0.4667		0.4667		0.4667	
Librarian II	0.5333		0.5333		0.5333		0.5333		0.5333	
Librarian II	0.5333		0.5333		0.5333		0.5333		0.5333	
Library Asst. III	0.9067		0.9067		0.9067		0.9067		0.9067	
Library Asst. III	0.6533		0.6533		0.6533		0.6533		0.6533	
Library Asst. III	0.5333		0.5333		0.5333		0.5333		0.5333	
Library Asst. III										
Library Asst. III										
Librarian III	0.6267		0.6267		0.6267		0.6267		0.6267	
Total Staffing	4.96		4.96		4.96		4.96		4.96	

LIBRARY DEPARTMENT SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
FULL-TIME							
Joseph St. Germain	Lib. Director	5	6/22/2016	\$ 119,795.80	\$ 500.00	\$ 1,650.00	\$ 121,945.80
Kathleen Kenny	Asst. Lib. Director	2/3	1/3/2022	\$ 88,696.18	\$ -	\$ -	\$ 88,696.18
Lisa Gadbois	Lib. I	9	4/17/1998	\$ 90,912.81	\$ -	\$ 3,393.00	\$ 94,305.81
Sharon Lomison	Lib. I	9	10/27/2014	\$ 90,912.81	\$ -	\$ -	\$ 90,912.81
Abhar Sheikh	Lib. I	9	8/13/2012	\$ 90,912.81	\$ -	\$ -	\$ 90,912.81
Cindi Haggerty	Lib II	7/8	1/13/2017	\$ 67,424.62	\$ -	\$ -	\$ 67,424.62
Henry Barker	Lib II	2/3	9/30/2021	\$ 56,103.24	\$ -	\$ -	\$ 56,103.24
Michelle Paquin	Lib. II	9	10/7/1996	\$ 71,576.83	\$ -	\$ 3,393.00	\$ 74,969.83
Diane Fowler	Lib III	9	4/3/2000	\$ 65,930.54	\$ -	\$ 3,393.00	\$ 69,323.54
Laura Persson	Lib III	5/6	4/15/2019	\$ 56,890.16	\$ -	\$ -	\$ 56,890.16
Matthew Pustizzi	Lib Asst III	9	3/24/2008	\$ 47,667.08	\$ -	\$ 2,610.00	\$ 50,277.08
Rebecca Zahora	Lib Asst III	8/9	1/5/2016	\$ 46,760.70	\$ -	\$ -	\$ 46,760.70
Myles Sullivan	Lib Asst III	3/4	6/4/2021	\$ 37,866.53	\$ -	\$ -	\$ 37,866.53
PART-TIME							
Georgine Carbone	Lib Asst III	2/3	10/20/2021	\$ 24,390.84	\$ -	\$ -	\$ 24,390.84
Lisa Botte	Lib I	9	1/14/2019	\$ 64,245.05	\$ -	\$ 2,473.33	\$ 66,718.38
Margeda Bou-Nassif	Lib Asst III	9	9/6/2005	\$ 43,218.15	\$ -	\$ 2,366.40	\$ 45,584.55
Marion DePierro	Lib. II	9	9/20/2000	\$ 33,402.52	\$ -	\$ -	\$ 33,402.52
Ellen Dobi	Lib II	9	1/7/2013	\$ 38,174.31	\$ -	\$ -	\$ 38,174.31
Shannon Hagel	Lib Asst III	9	5/3/2011	\$ 25,422.44	\$ -	\$ 974.40	\$ 26,396.84
Kathleen Meagher	Lib III	9	9/16/1996	\$ 41,316.47	\$ -	\$ 2,126.28	\$ 43,442.75
Mia Graceffa	Lib II	4/5	5/3/2021	\$ 31,630.21	\$ -	\$ -	\$ 31,630.21
Shelvers (65 hrs.)	\$ -	-	1/0/1900	\$ 45,805.50	\$ -	\$ -	\$ 45,805.50
Substitute and Casual - Week	\$ -	-	1/0/1900	\$ 33,567.82	\$ -	\$ -	\$ 33,567.82
DEPARTMENT TOTAL							
				\$ 1,312,623.42	\$ 500.00	\$ 22,379.41	\$1,335,503

Total Full time	931,450.10
Total Part Time	381,173.32
Total Contract	22,879.41
Total	\$ 1,335,502.83

LIBRARY DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
FULL-TIME							
Joseph St. Germain	Lib. Director	5	6/22/2016	\$ 119,795.80	\$ 500.00	\$ 1,650.00	\$ 121,945.80
Kathleen Kenny	Asst. Lib. Director	2/3	1/3/2022	\$ 88,696.18			\$ 88,696.18
Lisa Gadbois	Lib. I	9	4/17/1998	\$ 90,912.81		\$ 3,393.00	\$ 94,305.81
Sharon Lomison	Lib. I	9	10/27/2014	\$ 90,912.81			\$ 90,912.81
Abhar Sheikh	Lib. I	9	8/13/2012	\$ 90,912.81			\$ 90,912.81
Cindi Haggerty	Lib II	7/8	1/13/2017	\$ 67,424.62			\$ 67,424.62
Henry Barker	Lib II	2/3	9/30/2021	\$ 56,103.24			\$ 56,103.24
Michelle Paquin	Lib. II	9	10/7/1996	\$ 71,576.83		\$ 3,393.00	\$ 74,969.83
Diane Fowler	Lib III	9	4/3/2000	\$ 65,930.54		\$ 3,393.00	\$ 69,323.54
Laura Persson	Lib III	5/6	4/15/2019	\$ 56,890.16			\$ 56,890.16
Matthew Pustizzi	Lib Asst III	9	3/24/2008	\$ 47,667.08		\$ 2,610.00	\$ 50,277.08
Rebecca Zahora	Lib Asst III	8/9	1/5/2016	\$ 46,760.70			\$ 46,760.70
Myles Sullivan	Lib Asst III	3/4	6/4/2021	\$ 37,866.53			\$ 37,866.53
PART-TIME							
Georgine Carbone	Lib Asst III	2/3	10/20/2021	\$ 24,390.84			\$ 24,390.84
Lisa Botte	Lib I	9	1/14/2019	\$ 64,245.05		\$ 2,473.33	\$ 66,718.38
Margeda Bou-Nassif	Lib Asst III	9	9/6/2005	\$ 43,218.15		\$ 2,366.40	\$ 45,584.55
Marion DePiero	Lib. II	9	9/20/2000	\$ 33,402.52			\$ 33,402.52
Ellen Dobi	Lib II	9	1/7/2013	\$ 38,174.31			\$ 38,174.31
Shannon Hagel	Lib Asst III	9	5/3/2011	\$ 25,422.44		\$ 974.40	\$ 26,396.84
Kathleen Meagher	Lib III	9	9/16/1996	\$ 41,316.47		\$ 2,126.28	\$ 43,442.75
Mia Graceffa	Lib II	4/5	5/3/2021	\$ 31,630.21			\$ 31,630.21
Shelvers (65 hrs.)				\$ 45,805.50			\$ 45,805.50
Substitute and Casual - Weekend, Sick & Vac. Coverage				\$ 33,567.82			\$ 33,567.82
DEPARTMENT TOTAL				\$ 1,312,623.42	\$ 500.00	\$ 22,379.41	\$ 1,335,502.83

Total Full time	931,450.10
Total Part Time	381,173.32
Total Contract	22,879.41
Total	\$ 1,335,502.83

LIBRARY DEPARTMENT SALARY INFORMATION FY2023 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENERT
FULL-TIME							
Joseph St. Germain	Lib. Director	5	6/22/2016	\$ 119,795.80	\$ 500.00	\$ 1,650.00	\$ 121,945.80
Kathleen Kenny	Asst. Lib. Director	1/2	1/3/2022	\$ 85,284.79	\$ -	\$ -	\$ 85,284.79
Lisa Gadbois	Lib. I	9	4/17/1998	\$ 88,264.86	\$ -	\$ 3,393.00	\$ 91,657.86
Sharon Lomison	Lib. I	9	10/27/2014	\$ 88,264.86	\$ -	\$ -	\$ 88,264.86
Abhar Sheikh	Lib. I	9	8/13/2012	\$ 88,264.86	\$ -	\$ -	\$ 88,264.86
Cindi Haggerty	Lib II	6/7	1/13/2017	\$ 62,956.29	\$ -	\$ -	\$ 62,956.29
Henry Barker	Lib II	1/2	9/30/2021	\$ 51,071.02	\$ -	\$ -	\$ 51,071.02
Michelle Paquin	Lib. II	9	10/7/1996	\$ 69,492.07	\$ -	\$ 3,393.00	\$ 72,885.07
Diane Fowler	Lib III	9	4/3/2000	\$ 64,010.23	\$ -	\$ 3,393.00	\$ 67,403.23
Laura Persson	Lib III	4/5	4/15/2019	\$ 53,122.03	\$ -	\$ -	\$ 53,122.03
Matthew Pustizzi	Lib Asst III	9	3/24/2008	\$ 46,278.72	\$ -	\$ 1,827.00	\$ 48,105.72
Rebecca Zahora	Lib Asst III	7/8	1/5/2016	\$ 43,665.84	\$ -	\$ -	\$ 43,665.84
Myles Sullivan	Lib Asst III	1/2	6/4/2021	\$ 34,041.67	\$ -	\$ -	\$ 34,041.67
\$ -	\$ -	0	1/0/1900	\$ -	\$ -	\$ -	\$ -
PART-TIME							
Georgine Carbone	Lib Asst III	1/2	10/20/2021	\$ 22,240.56	\$ -	\$ -	\$ 22,240.56
Lisa Botte	Lib I	9	1/14/2019	\$ 62,373.84	\$ -	\$ 2,397.72	\$ 64,771.56
Margedha Bou-Nassif	Lib Asst III	9	9/6/2005	\$ 41,959.37	\$ -	\$ 2,366.40	\$ 44,325.77
Marion DePierro	Lib. II	9	9/20/2000	\$ 32,429.63	\$ -	\$ -	\$ 32,429.63
Ellen Dobi	Lib II	9	1/7/2013	\$ 37,062.44	\$ -	\$ -	\$ 37,062.44
Shannon Hagel	Lib Asst III	9	5/3/2011	\$ 24,681.98	\$ -	\$ 974.40	\$ 25,656.38
Kathleen Meagher	Lib III	9	9/16/1996	\$ 40,113.08	\$ -	\$ 2,126.28	\$ 42,239.36
Laura Szaro Kopinski	Lib. II	5/6	3/17/2020	\$ 30,070.23	\$ -	\$ -	\$ 30,070.23
Shelvers (65 hrs.)	\$ -	0	1/0/1900	\$ 45,805.50	\$ -	\$ -	\$ 45,805.50
Substitute and Casual - Weeks	\$ -	0	1/0/1900	\$ 31,969.35	\$ -	\$ -	\$ 31,969.35
							\$ -
							\$ -
DEPARTMENT TOTAL				\$ 1,263,219.02	\$ 500.00	\$ 21,520.80	\$1,285,240

Total Full time	894,513.04
Total Part Time	368,705.98
Total Contract	22,020.80
Total	\$ 1,285,239.82

Library

DESCRIPTION/DETAIL

PUBLIC LIBRARY

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 214,551	\$ 211,093	\$ 224,835	\$ 212,331	\$ 226,869	\$ 226,202	\$ 231,159	\$ 223,944	\$ 223,944	\$ 223,944

Department Town Mgr. Fin Com

Supplies and Expenses

Prior Year

Computer equipment & accessories	Maintaining and replacing 70 public and staff computers on a rotating basis, plus numerous printers and other accessories	\$ 10,824	\$ 10,824	\$ 10,824	\$ 10,824
Total from Book and Publications		\$ 199,615	\$ 199,615	\$ 199,615	\$ 199,615
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	\$ 13,005	\$ 13,005	\$ 13,005	\$ 13,005
Custodial Supplies	Provision for toilet paper, paper towels, hand soap, cleaning products, ice melt		\$ -	\$ -	\$ -
Electrical Supplies	Provision for light bulbs and other electrical supplies	\$ 2,123	\$ -	\$ -	\$ -
Plumbing Supplies	Provision for plumbing supplies for 6 bathrooms and two kitchen facilities	\$ 1,592	\$ -	\$ -	\$ -
	Water Purifier	\$ 4,000	\$ 500	\$ 500	\$ 500
Total Supplies & Expenses		\$ 231,159	\$ 223,944	\$ 223,944	\$ 223,944

\$ -

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 80,961	\$ 73,957	\$ 82,684	\$ 75,285	\$ 82,974	\$ 82,549	\$ 84,634	\$ 84,634	\$ 84,634	\$ 84,634

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	\$63,574	\$63,574	\$63,574
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	\$ 770	\$ 770	\$ 770
HVAC service contract		\$ 5,000	\$ 5,100	\$ 5,100	\$ 5,100
Automatic door maintenance/Contract		\$ 2,300	\$ 2,393	\$ 2,393	\$ 2,393
Provision for the advertising of job postings and bid announcements		\$ 100	\$ 102	\$ 102	\$ 102
Provision for irrigation system turn on and winterizing		\$ 350	\$ 364	\$ 364	\$ 364
Copy machine maintenance		\$ 1,700	\$ 1,769	\$ 1,769	\$ 1,769
Provision for maintenance and repair of various mechanical, plumbing and electrical systems and numerous pieces of audiovisual and electronic equipment.		\$ 9,000	\$ 9,364	\$ 9,364	\$ 9,364
Central station connection for burglar alarm		\$ 408	\$ 424	\$ 424	\$ 424
Allowance for use of personal vehicle to attend meetings around the state.		\$ 744	\$774	\$774	\$774
Total Contract Services		\$ 82,684	\$ 84,634	\$ 84,634	\$ 84,634

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 21,900	\$ 17,932	\$ 27,300	\$ 23,021	\$ 27,300	\$ 23,619	\$ 27,846	\$ 28,705	\$ 28,705	\$ 28,705

Total Cleaning Service

Department Town Mgr. Fin Com

Professional Cleaning Service for after hours cleaning

Total Cleaning Service		\$27,846	\$28,705	\$28,705	\$28,705
		\$ 27,846	\$ 28,705	\$ 28,705	\$ 28,705

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 76,800	\$ 76,800	\$ 25,000	\$ 25,000	\$ 25,000	\$ 21,696	\$ 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

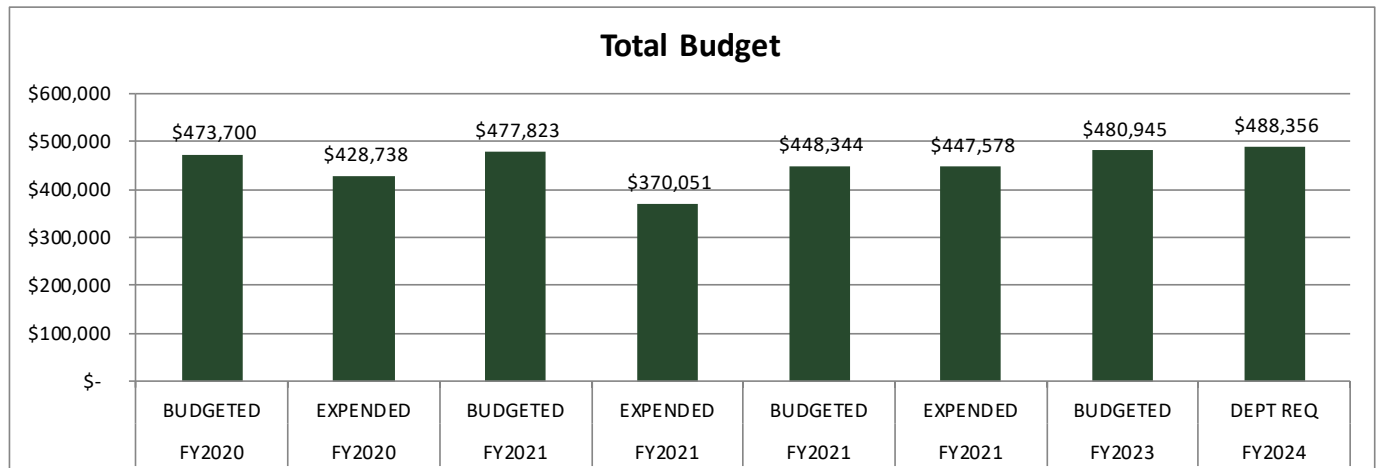
Total Utilities		\$25,000	\$25,000	\$25,000	

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

In FY24 the Recreation Department will see about a \$7,500 increase. This is due to an increase for part time/seasonal overtime work and for step increases.



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!

Annual Report Update

Billerica's Recreation Department continues to play a central role in helping define and impact the Town's quality of life. The primary directive of the Recreation Department is to offer low-cost 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. In addition to programming and special events, we are committed to ensuring our parks and recreational facilities provide a safe and pleasant experience for visitors.



Fiscal Year 2022 continued to bring unique and unprecedented challenges as we continued navigating the hardships of the Covid-19 pandemic, and its very real impact on services provided. I am thrilled with the way our staff and department continued responding to the ever-changing guidelines and recommendations. While some of our programs may have looked and functioned a little differently, I am incredibly proud of the fact that the majority of our programs continued to be held, and continued to be popular amongst the residents. It is gratifying to know the impact our programs could provide as an outlet of escape for those in need of social, physical, and mental stimulus through this difficult time for so many.

Despite Covid-19 still being top of mind, we were able to continue growing our programs and saw a substantial return of revenues lost. Examples of these can be found in offering our brand

Recreation

new “Mini-Stars” pre-k summer program, expanding enrollment in our Superstars and Neighborhood Parks programs from Covid-restricted numbers, and offering a re-invented Halloween Bash special event. These, as well as some other additions, allowed us to continue taking steps back towards normalcy after such a tough year prior due to Covid.

In addition to continued program changes, we also saw key personnel changes as well. In September, we were able to welcome our new Assistant Director, Laurel Rossiter. Laurel, a Certified Therapeutic Recreation Specialist, joined the staff with significant experience working in inclusionary support, and offering programs for participants with special needs. Prior to joining Billerica Rec, Laurel had spent her last few years working for the Burlington Recreation Department, as well as Lawrence Academy. In February, the Department lost our Program Coordinator, Brian Leary, after his sudden resignation. We were fortunate to pick up the pieces quickly with the hiring of Kierstin Pane, into the Program Coordinator role. Kierstin joined Billerica after holding similar positions in both Peabody Recreation and Manchester By The Sea Recreation Departments. We are thrilled to have our staff at full strength, and look forward to what the new energy will bring to the residents of Billerica!



One significant obstacle we faced in FY22, as with all years, is a significant lack of adequate indoor recreation space. While we have a much improved relationship with the School Department, they also have their own needs that come before ours. Unfortunately, the reliance of using school facilities, when they are made available to us, significantly hampers our ability to schedule programs at “primetime” hours for most residents due to unavailable space for us. We have been working closely with the newly formed Capital Facilities Committee, and they have designated Recreation as a

Priority 1 need. We are grateful and hopeful through the work of this committee the Town will deliver a suitable home for the Recreation Department and its programs in the coming years.

Speaking of facilities, the PHR Renovation Project took a massive step forward. Thanks to some mild winter weather, Quirk, the chosen contractor on this project, was able to break ground in March! It has been amazing watching the complex begin to transform already. Ultimately, the project will include: two full-size multi-purpose turf fields, two brand new softball fields, a multi-use building that includes: concession, restrooms, and a meeting, a courtyard/game zone, a picnic zone, and other improvements. This project is slated to be completed by Spring 2023. A big thanks goes out to all who have worked tirelessly on this project, or supported it, including the CPC Committee for voting in favor of funding this amazing project.

With Covid continuing to make things more challenging than usual, keeping parks open continued to require key partnerships. Keeping these open would not have been possible without the partnership and support of all of our in-town user groups. A specific thank you goes out to:

Recreation

Billerica Little League, Billerica Softball, Billerica Lacrosse, Billerica Soccer, and Billerica Pop Warner for all of your help and diligence in helping to enforce the necessary safety protocols and for your support. Additionally, our department continued to work in lockstep with Mike Haines and the Parks Department, as well as Bob Sallese and the Facilities Department. They have been very helpful partners in keeping our parks and facilities open and safe for use.

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 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, various Eagle Scouts, and private citizens is invaluable and we cannot thank them enough!

While FY22 continued to present unique challenges related to Covid-19, I am beyond proud of our team for continuing forward with our mission of offering safe and suitable recreation programs to our residents. As always, we continue to be extremely grateful to the residents, partners, and town leaders who continue to support our department and allow us the opportunity to improve the quality of life for residents through our various services.

Recreation

DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Full Time							
David Grubb	Rec Director	5	8/6/2016	\$ 109,776.79	\$ 500.00	\$ 1,650.00	\$ 111,926.79
TBD	Asst Rec Dir.	2/3	3/1/2023	\$ 76,466.33	\$ 500.00		\$ 76,966.33
Lori Boucher	Principal Clerk	7	9/25/2000	\$ 55,626.45	\$ 1,000.00	\$ 3,200.00	\$ 59,826.45
Kierstin Pane	Program Coordinator	4/5	4/25/2022	\$ 74,969.94	\$ 500.00		\$ 75,469.94
Part Time - Seasonal	Program Staff + Lifeguards			\$ 75,000.00			\$ 75,000.00
DEPARTMENT TOTAL				\$ 391,839.51	\$ 2,500.00	\$ 4,850.00	\$ 399,189.51

Total Full Time \$ 316,839.51
Total Part Time
Total Seasonal \$ 75,000.00
Total Contract \$ 7,350.00
Total \$ 399,189.51

DEPARTMENT SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Full Time							
David Grubb	Rec Director	5	8/6/2016	\$ 109,776.79	\$ 500.00	\$ 1,650.00	\$ 111,926.79
TBD	Asst Rec Dir.	2/3	3/1/2023	\$ 76,466.33	\$ 500.00		\$ 76,966.33
Lori Boucher	Principal Clerk	7	9/25/2000	\$ 55,626.45	\$ 1,000.00	\$ 3,200.00	\$ 59,826.45
Kierstin Pane	Program Coordinator	4/5	4/25/2022	\$ 74,969.94	\$ 500.00		\$ 75,469.94
Part Time - Seasonal	Program Staff + Lifeguards			\$ 75,000.00			\$ 75,000.00
DEPARTMENT TOTAL				\$ 391,839.51	\$ 2,500.00	\$ 4,850.00	\$ 399,189.51

Total Full Time \$ 316,839.51
Total Part Time \$ -
Total Seasonal \$ 75,000.00
Total Contract \$ 7,350.00
Total \$ 399,189.51

DEPARTMENT SALARY INFORMATION FY2023 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Full Time							
David Grubb	Rec Director	5	8/6/2016	\$ 109,776.79	\$ 500.00	\$ 1,650.00	\$ 111,926.79
Laurel Rossiter	Asst Rec Dir.	3/4	9/8/2021	\$ 81,027.50	\$ 500.00		\$ 81,527.50
Lori Boucher	Principal Clerk	7	9/25/2000	\$ 55,626.45	\$ 1,000.00	\$ 3,200.00	\$ 59,826.45
Vacant	Program Coordinator	1	TBD	\$ 65,998.38	\$ 500.00		\$ 66,498.38
Part Time - Seasonal	Program Staff + Lifeguards			\$ 70,000.00			\$ 70,000.00
							\$ -
DEPARTMENT TOTAL				\$ 382,429.12	\$ 2,500.00	\$ 4,850.00	\$ 389,779.12

Total Full Time \$ 312,429.12
Total Part Time \$ -
Total PT-Seasor \$ 70,000.00
Total Contract \$ 7,350.00
Total \$ 389,779.12

Recreation

DESCRIPTION/DETAIL

RECREATION

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC
\$ 14,080	\$ 2,891	\$ 12,680	\$ 12,257	\$ 11,580	\$ 10,814	\$ 11,580	\$ 11,580	\$ 11,580
								FN COM REC
								\$ 11,580

Department Town Mgr. Fin Com

Supplies and Expenses

Legal Notices
Meals
Uniform & Equipment
Recreation Materials
Professional Development
Office Supplies

Placement of legal notices in Newspaper/Online
Provide meals to HOC Work Program.
To purchase clothing and equipment required for field visits and programs
Materials needed to run programs and special events, including beach and other safety equipment.
Attendance at State and National Recreation and Park Association Conferences.
General office supply allocation

\$ 500	\$ 250	\$ 250	\$ 250	\$ 1,000	\$ 300	\$ 8,130	\$ 2,500	\$ 500
\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 300	\$ 300	\$ 7,030	\$ 2,500	\$ 500
\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 7,030	\$ 2,500	\$ 500
\$ 8,130	\$ 7,030	\$ 7,030	\$ 7,030	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 500
\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500

Total Supplies & Expenses

\$ 11,580 \$ 11,580 \$ 11,580

Contract Services

Recreation brochure, program flyers and/or special event flyers printed.
Saltide - Micozzi Beach Algae/Water Treatment
Nashoba Analytical - Micozzi Beach Water Testing
MyRec Registration Software Annual Contract
Warren Security - Facility Alarm
Porta-Potty Rentals
Membership in professional organizations (NRP A,MRPA)
Rental and purchase of equipment and repair of recreational equipment and sites. (examples: special event rentals, beach maintenance, splash pad repair, etc)
ADA Services

Total Contract Services

\$ 74,586 \$ 74,586 \$ 74,586

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC
\$ 10,000	\$ 10,000	\$ 3,000	\$ 2,993	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
								FN COM REC
								\$ 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 be the same for FY2024 as it was for FY2023.



Yankee Doodle Celebration 2022

Town Civic Events

	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ.	FY2024 TM REC	FY2024 FIN COM REC
Town Civic Events/Organizations										
7067 VFW-P, DAV, VFW-S	\$ 600	\$ 600	\$ 600	\$ -	\$ 600	\$ 200	\$ 600	\$ 600	\$ 600	\$ 600
7068 MEMORIAL DAY/HOMECOMING	\$ 9,000	\$ 9,000	\$ 11,000	\$ 403	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
7097 FESTIVAL ACCOUNT	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 7,500	\$ 2,788	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
7076 MIDDLESEX CANAL	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
7077 BEAUTIFICATION	\$ 15,000	\$ 4,526	\$ 15,000	\$ 1,319	\$ 15,000	\$ 7,383	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
7084 SCHOLARSHIP FOUNDATION	\$ 5,100	\$ 5,022	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100
TOTAL BUDGET	\$ 36,200	\$ 24,148	\$ 38,200	\$ 6,822	\$ 40,700	\$ 26,471	\$ 43,200	\$ 43,200	\$ 43,200	\$ 43,200



*Pictured above from left to right:
John Burrows Select Board, Marc Lombardo State Representative, and Mike Riley Select Board*

Section 6: Public Education



Public Education

PUBLIC EDUCATION

	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
<i>Personnel Services</i>										
Personnel	\$ 53,532,364	\$ 53,532,364	\$ 55,250,753	\$ 55,250,753	\$ 56,079,514	\$ 56,079,514	\$ 59,692,192	\$ 61,930,649	\$ 61,930,649	\$ 61,930,649
Overtime					\$ 1,070,183	\$ 1,070,183	\$ 1,102,288	\$ 1,143,624	\$ 1,143,624	\$ 1,143,624
Total Personnel	\$ 53,532,364	\$ 53,532,364	\$ 55,250,753	\$ 55,250,753	\$ 57,149,697	\$ 57,149,697	\$ 60,794,480	\$ 63,074,273	\$ 63,074,273	\$ 63,074,273

<i>Expenses</i>										
Supplies and										
Expenses/Transfer 1,800	\$ 1,755,573	\$ 1,755,573	\$ 1,811,927	\$ 1,811,927	\$ 1,839,106	\$ 1,839,106	\$ 1,894,279	\$ 2,494,279	\$ 2,494,279	\$ 2,494,279
Contract Services/Leases	\$ 8,308,961	\$ 8,308,961	\$ 8,575,678	\$ 8,575,678	\$ 8,704,314	\$ 8,704,314	\$ 8,965,443	\$ 8,965,443	\$ 8,965,443	\$ 8,965,443
Utilities	\$ 1,378,624	\$ 1,378,624	\$ 1,422,878	\$ 1,422,878	\$ 1,444,221	\$ 1,444,221	\$ 1,487,547	\$ 1,487,547	\$ 1,487,547	\$ 1,487,547
Capital Outlay	\$ 282,899	\$ 282,899	\$ 291,980	\$ 291,980	\$ 296,360	\$ 296,360	\$ 305,251	\$ 305,251	\$ 305,251	\$ 305,251
Total Expenses	\$ 11,726,057	\$ 11,726,057	\$ 12,102,463	\$ 12,102,463	\$ 12,284,000	\$ 12,284,000	\$ 12,652,520	\$ 13,252,520	\$ 13,252,520	\$ 13,252,520
TOTAL BUDGET	\$ 65,258,421	\$ 65,258,421	\$ 67,353,216	\$ 67,353,216	\$ 69,433,698	\$ 69,433,698	\$ 73,447,001	\$ 76,326,794	\$ 76,326,794	\$ 76,326,794

Difference \$ 2,879,793.00
Percentage 3.92%



Shawsheen Tech

SHAWSHEEN TECHNICAL HIGH SCHOOL

Expenses

	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
Supplies and Expenses										
Contract Services/Leases										
Utilities										
Operating Costs	\$ 10,256,850	\$ 10,256,850	\$ 9,807,569	\$ 9,807,569	\$ 10,101,796	\$ 9,718,263	\$ 10,011,652	\$ 10,011,652	\$ 10,011,652	\$ 10,011,652
Capital Outlay								\$ -	\$ -	\$ -
Total Expenses	\$ 10,256,850	\$ 10,256,850	\$ 9,807,569	\$ 9,807,569	\$ 10,101,796	\$ 9,718,263	\$ 10,011,652	\$ 10,011,652	\$ 10,011,652	\$ 10,011,652
TOTAL BUDGET	\$ 10,256,850	\$ 10,256,850	\$ 9,807,569	\$ 9,807,569	\$ 10,101,796	\$ 9,718,263	\$ 10,011,652	\$ 10,011,652	\$ 10,011,652	\$ 10,011,652

Section 7: Public Safety



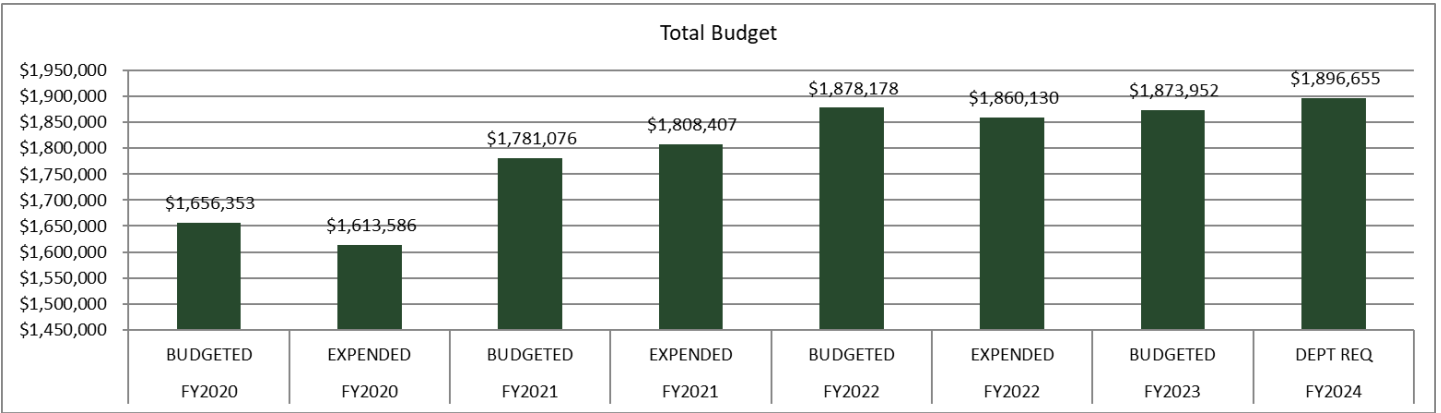
Ambulance

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 FY24 the Ambulance budget will see a 1.2% increase this year. This is due to expected costs for vehicle repairs and maintenance on two front line ambulances and one back up. In FY22 the Town ordered a new ambulance, but it is not expected to be delivered until 2024 due to supply chain issues. This contract is currently being negotiated.



Programs and Services

The service currently provides the Town with two fully staffed Paramedic ambulances running 24 hours a day 7 days per week and have been doing so since FY 2017. We have done over 4,200 calls this year. Mutual Aid calls which allow us to get help when both ambulances are tied up remain low and service continues to meet the needs of community. We monitor this number closely as it is one of the indicators of need to increase size of service. We are experiencing an increase in call volume related to calls that have normally been handled by private ambulance companies. These companies are struggling with staffing and ambulance availability issues. These calls which are of a more routine less emergent nature originate largely in our nursing homes and senior living facilities.



The service, however has maxed out its physical space limits in the police facility. It is anticipated that a capital improvement for heated garage space would be needed in order to operate a third unit further into the future. It is projected that due in part to an aging demographic in the community and increases in housing units that

Ambulance

demand for service will continue to gradually increase over the foreseeable future. We currently have 2 new ambulance in purchase que and are awaiting chassis to be delivered to the manufacturer. The first of these is expected to be delivered to the Town in the Fall of 2023. We are currently experiencing supply chain issue that impact delivery of these new ambulance as well as the day to day supplies, we need to care for residents. Price increases in supplies and equipment are still being impacted by supply chains and inflation.

The service is also struggling to maintain fulltime staff members to due industry wide Paramedic shortage. We are working diligently to attract new employees as well as retain existing staff.

At this point the service is running in good order, and we have been able to maintain our level of service throughout the recent year. The financial outlook as far as billing and receivables is still good, however, there are some unknown factors regarding reimbursement rates. We have worked cooperatively with other town departments to address public health issues and with the school department on planning and exercising our emergency plans. We are involved in on-going training of EMS personnel for mass casualty events where they will be entering warm zones with other public safety units. We have also been very active with CPR and Stop the Bleed training with the schools.

Ambulance

AMBULANCE	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC

Personnel Services										
Full Time	\$ 1,021,253	\$ 996,418	\$ 1,110,979	\$ 1,148,979	\$ 1,194,695	\$ 1,191,448	\$ 1,190,829	\$ 1,179,255	\$ 1,179,255	\$ 1,179,255
Part Time/Seasonal	\$ 15,000	\$ 8,214	\$ 15,000	\$ 15,000	\$ 15,000	\$ 6,392	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Overtime	\$ 222,000	\$ 222,000	\$ 237,000	\$ 237,000	\$ 237,000	\$ 236,015	\$ 237,000	\$ 244,100	\$ 244,100	\$ 244,100
Contractual Obligations	\$ 173,901	\$ 168,143	\$ 186,096	\$ 183,933	\$ 199,482	\$ 194,177	\$ 186,564	\$ 185,741	\$ 185,741	\$ 185,741
Total	\$ 1,432,153	\$ 1,394,775	\$ 1,549,076	\$ 1,584,912	\$ 1,646,178	\$ 1,628,032	\$ 1,629,392	\$ 1,624,095	\$ 1,624,095	\$ 1,624,095

Expenses										
Supplies and Expenses	\$ 112,200	\$ 107,626	\$ 118,200	\$ 106,695	\$ 118,200	\$ 117,898	\$ 124,610	\$ 152,610	\$ 152,610	\$ 152,610
Contract Services/Leases	\$ 112,000	\$ 111,185	\$ 113,800	\$ 116,800	\$ 113,800	\$ 114,200	\$ 119,950	\$ 119,950	\$ 119,950	\$ 119,950
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 224,200	\$ 218,811	\$ 232,000	\$ 223,495	\$ 232,000	\$ 232,098	\$ 244,560	\$ 272,560	\$ 272,560	\$ 272,560

TOTAL BUDGET	\$ 1,656,353	\$ 1,613,586	\$ 1,781,076	\$ 1,808,407	\$ 1,878,178	\$ 1,860,130	\$ 1,873,952	\$ 1,896,655	\$ 1,896,655	\$ 1,896,655

Position	FY2023		Dep. Req. FY2024		TM. Rec. FY2024		Fin Com Rec. FY2024			
	FTE		FTE		FTE		FTE			
EMT-Supervisor	1		1		1		1			
EMT-P	16		16		16		16			
PER DIEM										
Total Staffing	17		17		17		17			

\$ 22,702.87
1.21%

Ambulance

AMBULANCE DEPARTMENT SALARY INFORMATION FY2024 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	8/9	10/28/1993	\$ 111,750.06	\$ 626.40	\$ 1,845.00	\$ -	\$ 8,652.78	\$ 122,874.24
Branchaud, Robert	EMT-P	4	1/20/2016	\$ 67,965.44	\$ 626.40	\$ 2,820.00	\$ 2,775.26	\$ 5,086.08	\$ 79,273.18
King, Benjamin	EMT-P	1/2	8/7/2022	\$ 63,019.31	\$ 3,758.40	\$ 3,472.00	\$ 2,461.95	\$ 4,754.69	\$ 77,466.35
Halloran, Joseph	EMT-P	2/3	11/14/2021	\$ 65,320.74	\$ 626.40	\$ 3,250.00	\$ 2,775.26	\$ 4,910.57	\$ 76,882.97
Jenness, Charles	EMT-P	3	5/16/2021	\$ 66,472.52	\$ 626.40	\$ 1,000.00	\$ 2,537.90	\$ 4,979.85	\$ 75,616.67
Lavallee, Joel	EMT-P	1/2	10/19/2022	\$ 62,441.61	\$ 626.40	\$ 2,952.00	\$ 2,461.95	\$ 4,688.66	\$ 73,170.62
Nichols, Catherine	EMT-P	4	2/17/2017	\$ 67,965.44	\$ 2,192.40	\$ 3,250.00	\$ 2,775.26	\$ 5,086.08	\$ 81,269.18
Noel, Michael	EMT-P	5	3/13/2013	\$ 69,324.21	\$ 626.40	\$ 2,775.00	\$ 2,830.73	\$ 5,182.80	\$ 80,739.14
Nuttoli, Enrico	EMT-P	6	11/26/2004	\$ 70,711.16	\$ 626.40	\$ 3,525.00	\$ 2,887.38	\$ 5,281.45	\$ 83,031.39
O'Brien, Robert	EMT-P	6	11/23/2004	\$ 70,711.16	\$ 3,758.40	\$ 3,250.00	\$ 2,887.38	\$ 5,281.45	\$ 85,888.39
Tolls, Sebastian	EMT-P	2/3	11/5/2022	\$ 65,381.36	\$ 626.40	\$ 652.00	\$ 2,461.95	\$ 4,910.57	\$ 74,032.28
Shircliff, Leigh	EMT-P	4	1/3/2016	\$ 67,965.44	\$ 626.40	\$ 1,000.00	\$ 2,775.26	\$ 5,086.08	\$ 77,453.18
Silvia, Shaun	EMT-P	4	10/3/2015	\$ 67,965.44	\$ 626.40	\$ 2,250.00	\$ 2,775.26	\$ 5,086.08	\$ 78,703.18
Voutselas, Christopher	EMT-P	5	12/9/2011	\$ 69,324.21	\$ 626.40	\$ 1,000.00	\$ 2,830.74	\$ 5,182.75	\$ 78,964.10
Youden, Thomas	EMT-P	5	10/11/2009	\$ 69,324.21	\$ 626.40	\$ 1,000.00	\$ 2,830.74	\$ 5,182.75	\$ 78,964.10
Dermody, Jamie	EMT-P	1/2	1/2/2023	\$ 61,806.14	\$ 626.40	\$ 1,000.00	\$ 2,461.95	\$ 4,688.66	\$ 70,583.15
Replacement	EMT-P		2/1/2023	\$ 61,806.14	\$ 626.40	\$ 500.00	\$ 2,461.95	\$ 4,688.66	\$ 70,083.15
									\$ -
DEPARTMENT TOTAL				\$ 1,179,254.62	\$ 18,478.80	\$ 35,541.00	\$ 42,990.92	\$ 88,729.96	\$ 1,364,995.30

Total Full time	\$ 1,179,254.62
Total Part time	\$ 15,000.00
Overtime	\$ 242,500.00
Overtime	\$ 1,600.00
Total Contract	\$ 185,740.68
Total	\$ 1,624,095.30

AMBULANCE DEPARTMENT SALARY INFORMATION FY2024 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	8/9	10/28/1993	\$ 111,750.06	\$ 626.40	\$ 1,845.00		\$ 8,652.78	\$ 122,874.24
Branchaud, Robert	EMT-P	4	1/20/2016	\$ 67,965.44	\$ 626.40	\$ 2,820.00	\$ 2,775.26	\$ 5,086.08	\$ 79,273.18
King, Benjamin	EMT-P	1/2	8/7/2022	\$ 63,019.31	\$ 3,758.40	\$ 3,472.00	\$ 2,461.95	\$ 4,754.69	\$ 77,466.35
Halloran, Joseph	EMT-P	2/3	11/14/2021	\$ 65,320.74	\$ 626.40	\$ 3,250.00	\$ 2,775.26	\$ 4,910.57	\$ 76,882.97
Jenness, Charles	EMT-P	3	5/16/2021	\$ 66,472.52	\$ 626.40	\$ 1,000.00	\$ 2,537.90	\$ 4,979.85	\$ 75,616.67
Lavallee, Joel	EMT-P	1/2	10/19/2022	\$ 62,441.61	\$ 626.40	\$ 2,952.00	\$ 2,461.95	\$ 4,688.66	\$ 73,170.62
Nichols, Catherine	EMT-P	4	2/17/2017	\$ 67,965.44	\$ 2,192.40	\$ 3,250.00	\$ 2,775.26	\$ 5,086.08	\$ 81,269.18
Noel, Michael	EMT-P	5	3/13/2013	\$ 69,324.21	\$ 626.40	\$ 2,775.00	\$ 2,830.73	\$ 5,182.80	\$ 80,739.14
Nuttoli, Enrico	EMT-P	6	11/26/2004	\$ 70,711.16	\$ 626.40	\$ 3,525.00	\$ 2,887.38	\$ 5,281.45	\$ 83,031.39
O'Brien, Robert	EMT-P	6	11/23/2004	\$ 70,711.16	\$ 3,758.40	\$ 3,250.00	\$ 2,887.38	\$ 5,281.45	\$ 85,888.39
Tolls, Sebastian	EMT-P	2/3	11/5/2022	\$ 65,381.36	\$ 626.40	\$ 652.00	\$ 2,461.95	\$ 4,910.57	\$ 74,032.28
Shircliff, Leigh	EMT-P	4	1/3/2016	\$ 67,965.44	\$ 626.40	\$ 1,000.00	\$ 2,775.26	\$ 5,086.08	\$ 77,453.18
Silvia, Shaun	EMT-P	4	10/3/2015	\$ 67,965.44	\$ 626.40	\$ 2,250.00	\$ 2,775.26	\$ 5,086.08	\$ 78,703.18
Voutselas, Christopher	EMT-P	5	12/9/2011	\$ 69,324.21	\$ 626.40	\$ 1,000.00	\$ 2,830.74	\$ 5,182.75	\$ 78,964.10
Youden, Thomas	EMT-P	5	10/11/2009	\$ 69,324.21	\$ 626.40	\$ 1,000.00	\$ 2,830.74	\$ 5,182.75	\$ 78,964.10
Dermody, Jamie	EMT-P	1/2	1/2/2023	\$ 61,806.14	\$ 626.40	\$ 1,000.00	\$ 2,461.95	\$ 4,688.66	\$ 70,583.15
Replacement	EMT-P		2/1/2023	\$ 61,806.14	\$ 626.40	\$ 500.00	\$ 2,461.95	\$ 4,688.66	\$ 70,083.15
									\$ -
DEPARTMENT TOTAL				\$ 1,179,254.62	\$ 18,478.80	\$ 35,541.00	\$ 42,990.92	\$ 88,729.96	\$ 1,364,995.30

Total Full time	\$ 1,179,254.62
Total Part time	\$ 15,000.00
Overtime	\$ 242,500.00
Wellness OT	\$ 1,600.00
Total Contract	\$ 185,740.68
Total	\$ 1,624,095.30

Ambulance

AMBULANCE DEPARTMENT SALARY INFORMATION FY2023 F7DEPARTMENT REQUESTED

	NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SPECIALTY PAY	SICK BONUS EDUC PAY	SHIFT DIFF	HOLIDAY PAY	TOTAL SALARY BENEFIT
1	Devlin, Joseph	EMT-P/Supervisor	8	10/28/1993	\$ 110,263.17	\$ 626.40	\$ 1,845.00	\$ -	\$ 7,854.35	\$ 120,588.92
2	Branchaud, Robert	EMT-P	4	1/20/2016	\$ 67,965.44	\$ 626.40	\$ 1,820.00	\$ 2,775.26	\$ 4,714.07	\$ 77,901.17
3	Farley, Tyler	EMT-P	3/4	10/14/2019	\$ 67,536.44	\$ 626.40	\$ 3,525.00	\$ 2,757.74	\$ 4,689.56	\$ 79,135.14
4	Halloran, Joseph	EMT-P	1/2	11/14/2021	\$ 62,210.53	\$ 626.40	\$ 628.33	\$ 2,537.90	\$ 4,342.15	\$ 70,345.31
5	Jenness, Charles	EMT-P	2/3	5/16/2021	\$ 63,744.62	\$ 626.40	\$ 525.00	\$ 2,602.91	\$ 4,425.49	\$ 71,924.42
6	Mueller, Timothy	EMT-P	4	2/18/2017	\$ 67,965.44	\$ 626.40	\$ 4,125.00	\$ 2,775.26	\$ 4,714.07	\$ 80,206.17
7	Nichols, Catherine	EMT-P	4	2/17/2017	\$ 67,965.44	\$ 2,192.40	\$ 3,250.00	\$ 2,775.26	\$ 4,714.07	\$ 80,897.17
8	Noel, Michael	EMT-P	4/5	3/13/2013	\$ 68,387.13	\$ 626.40	\$ 3,250.00	\$ 2,792.49	\$ 4,728.94	\$ 79,784.96
9	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
10	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
11	Powers, Scott	EMT-P	4	6/27/2013	\$ 67,965.44	\$ 3,758.40	\$ 6,000.00	\$ 2,775.26	\$ 4,714.07	\$ 85,213.17
12	Shircliff, Leigh	EMT-P	4	1/3/2016	\$ 67,965.44	\$ 626.40	\$ -	\$ 2,775.26	\$ 4,714.07	\$ 76,081.17
13	Silvia, Shaun	EMT-P	4	10/3/2015	\$ 67,965.44	\$ 626.40	\$ 2,775.00	\$ 2,775.26	\$ 4,714.07	\$ 78,856.17
14	Voutselas, Christopher	EMT-P	5	12/9/2011	\$ 69,324.21	\$ 626.40	\$ -	\$ 2,830.74	\$ 4,803.31	\$ 77,584.66
15	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
16	Zellen, Matthew	EMT-P	2/3	3/5/2021	\$ 64,350.82	\$ 626.40	\$ 525.00	\$ 2,627.65	\$ 4,442.81	\$ 72,572.68
	Flanagan, Ed	EMT-P	3	2/28/2022	\$ 66,472.52	\$ 626.40	\$ 4,666.67	\$ 2,714.29	\$ 4,616.01	\$ 79,095.89
										\$ -
	DEPARTMENT TOTAL				\$ 1,190,828.66	\$ 18,478.80	\$ 41,185.00	\$ 44,120.78	\$ 82,779.19	\$ 1,377,392.43
										Total Full time
										\$ 1,190,828.66
										Total Part time
										\$ 15,000
										Overtime
										\$ 237,000
										Total Contract
										\$ 186,563.77
										Total
										\$ 1,629,392.43

DESCRIPTION DETAIL

AMBULANCE

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FN COM REC
\$ 112,200	\$ 107,626	\$ 118,200	\$ 106,695	\$ 118,200	\$ 117,898	\$ 124,610	\$ 152,610	\$ 152,610	\$ 152,610

Department Town Mgr. Fin Com

Supplies and Expenses

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.

\$ 2,750.00 \$ 2,750.00 \$ 2,750.00

23120-5426

Includes cost for various disposable supplies, oxygen, medications, training equipment, including IV supplies, EKG equipment, simulators and mannequins to aid in maintaining skill proficiency.

\$ 77,000.00 \$ 77,000.00 \$ 77,000.00

23120-5429

Vehicle repair and maintenance for two frontline ambulances and two back-ups.

\$ 50,000.00 \$ 50,000.00 \$ 50,000.00

23120-5440

Purchase of vehicle safety equipment and personal protective gear.

\$ 1,760.00 \$ 1,760.00 \$ 1,760.00

23120-5444

Uniforms @\$650/man for 17 Medics and per diems plus \$800 start-up or replacement costs.

\$ 20,000.00 \$ 20,000.00 \$ 20,000.00

23120-54

General office supply allocation

\$ 1,100.00 \$ 1,100.00 \$ 1,100.00

\$ 152,610.00 \$ 152,610.00 \$ 152,610.00

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FN COM REC
\$ 112,000	\$ 111,185	\$ 113,800	\$ 116,800	\$ 113,800	\$ 114,200	\$ 119,950	\$ 119,950	\$ 119,950	\$ 119,950

Department Town Mgr. Fin Com

Contract Services/Leases

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-burserment (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; miscellaneous repairs to electrical equipment.

\$ 3,850.00 \$ 3,850.00 \$ 3,850.00

23130-5236

Computer Report Writing Maintenance/Contract (AmbuPro) \$9,000

\$ 20,100.00 \$ 20,100.00 \$ 20,100.00

CyberCom contract \$900

Radio equipment not available thru contract \$900

Stryker Maintenance agreement (LifePak 15s, Lucas Devices, Power stretchers/Power Load Systems) \$9,300.

\$ 119,950 \$ 119,950 \$ 119,950

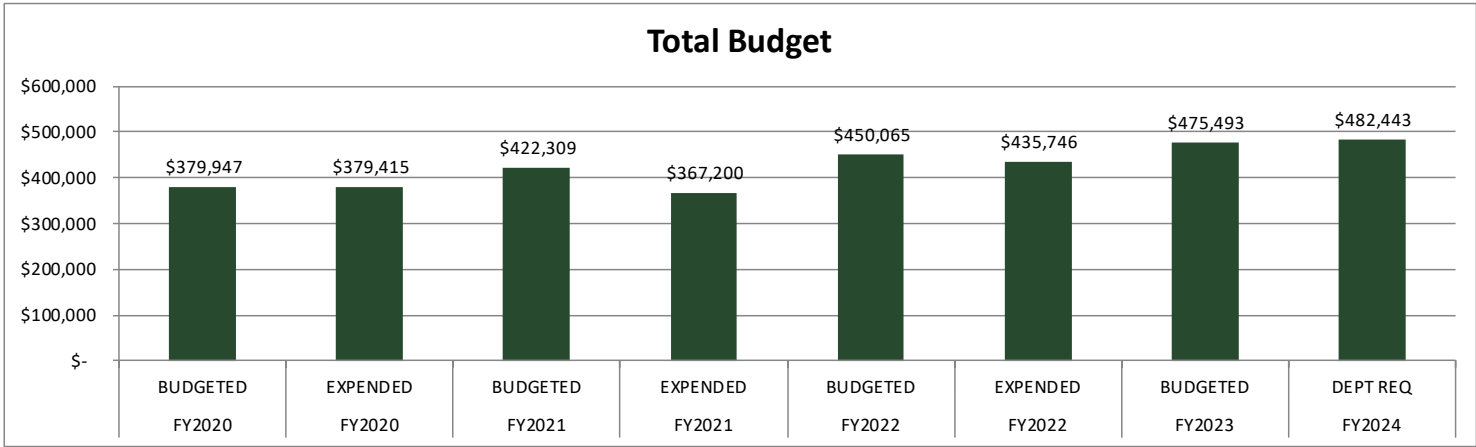
Board of Health

Department Explanation

The Billerica Board of Health is responsible for protection of 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 will increase almost \$7,000 this year due to salary step increases for union and non-union personnel.



Board of Health

Programs and Services and Past Year Update

The Board of Health presents this as its annual report for Fiscal Year 2022. The Board of Health is responsible for the protection of public health, welfare, safety and the environment in the Town of Billerica. This is accomplished through several public health programs that include ensuring a safe and healthy community through public health nursing programs, enforcement of environmental health codes, implementation of community health programs, and emergency preparedness activities.

Five dedicated community members form the Board of Health, appointed by the Town Manager for a three-year term. The Board deliberates on and establishes public health policy and priorities for the Town, enacts regulations, and provides guidance on policy to the Health Department staff. The Board of Health consists of the following members:

- Mike Grady, Chairman
- Robert Reader, Vice Chairman
- Sandra Giroux, Secretary
- Marie O'Rourke, Member
- Amit Gandhi, Ph.D. Member (new member September 2020)

In an effort to fulfill the goals of the Board of Health, the Health Department is staffed with professional environmental, public health, and support staff. The Health Department staff for Fiscal Year 2022 was comprised of the following individuals:

- Kristel Bennett, Director of Public Health
- Christine L. West, R.N., Public Health Nurse
- Phavy Pheng, Health Agent
- Joanne White, Head Administrative Clerk, Recording Clerk
- Shelagh Collins, Health Agent
- Bethany Slack, Community Services Coordinator

During FY22 the Health Department continued in our efforts to address the COVID-19 pandemic. The Health Department staff worked tirelessly to address the disease burden of COVID-19 and to educate the public on guidelines and measures to slow the pandemic (mask usage, social distancing, testing, and vaccinations), and at the same time maintain all our programs to serve the need of the community.

During Fiscal Year 2022, the Health Department conducted the following services:

Building Permit Reviews	2265
Complaint Investigations	233/20 Mask Complaints
Food Service Establishment Permits Issued	200
Food Service Inspections Conducted	380 (COVID)
Temporary Food Service Permits Issued	27
Asbestos Removal Permits Issued	26
Disposal Works Installer Permits Issued	25

Board of Health

Funeral Director Permits Issued	4
Health Club Permits Issued	7
Horse & Barn Permits Issued	17
Hotel Permits Issued	3
Ice Rink Operator Permits Issued	2
Manufactured Housing Community Permits Issued	1
Needles & Syringes Permits Issued	4
Portable Toilet Permits Issued	0
Recreational Day Camp Permits Issued	1
Recombinant DNA Permits Issued	3
Septage Hauler Permits Issued	12
Septic System Permits Issued – New Construction	7
Septic System Permits Issued – Repair/Upgrade	30
Suntanning Salon Establishment Permits Issued	2
Swimming Pool Permits Issued	13
Transitory Gathering Permits Issued	7
Title 5 Inspector Permits Issued	6
Tobacco Permits Issued	37
Variances to Work in Floodplain or Near Floodplain	15
Administrative Determination to Work Near the Floodplain	17
Approval Waivers of Board of Health Regulations	6
Stormwater Management Approvals	8
New Food Establishment Plan Review Applications	5
New Swimming Pool Plan Review Application	1
Food Establishment Administrative Conferences	3
Well Permits Issued	11

During Fiscal Year 2022, the Public Health Nurse conducted the following services for residents:

SERVICE PROVIDED	NUMBER OF RESIDENTS
Blood Pressures	24
Blood Sugar Test/Cholesterol Testing	11
Childhood Immunizations	0
Cholesterol Testing	0
Investigation and Control of Communicable Disease (Confirmed and Probable Cases)	178
“Lab” reported COVID-19 cases	9,133
COVID-19 Vaccines (Dose 1&2 and Boosters)	1250
Flu Vaccine (Clinics and Homebound)	570
Pneumonia Vaccine	0
Shingles Vaccine	8
Lead Screenings	0
Mantoux (TB) Tests	0

Board of Health

Tuberculosis follow-up/medication compliance	7
Vitamin B12 Injections	8
Annual medical records Camp Inspection (Boys and Girls Club and Summer Camp Clinics)	1
Wellness Updates	
Referrals	

In addition to the services provided above, the Public Health Nurse coordinated with school nurses on vaccine requirements, control of Town Communicable Diseases, COVID-19 cases and contacts and student physicals. The Public Health Nurse manages the Need Drop Off Program which is a service to Billerica residents. The Public Health Nurse continued to coordinate community COVID-19 updates with the Town Manager’s Office for Social Media postings and Information Technology for the Public Health Nurse website. The Public Health Nurse has continued COVID-19 Case Investigations for the community and coordinated several COVID-19 clinics.

During Fiscal Year 2022, the Health Department created a new position, the Community Services Coordinator to assist in connecting Billerica residents to local, state, and federal resources and programs. The Community Services Coordinator works closely with the Council on Aging, Billerica Public Library, Veterans, Police and Fire Departments to expand and promote the range of services and programs available to residents. The Community Services Coordinator assisted 22 residents with needs ranging from finding tax preparation services, to locating an immigration attorney, to accessing local disability resources. The Community Services Coordinator’s slogan is: “Bring your question and if I don’t know the answer, we’ll try to find it together!”

In addition, to connecting residents with resources, the Community Services Coordinator collaborated on Mental Health Awareness Month activities at the Billerica Public Library and helped launch Billerica’s newly formed Hoarding Response Network. The Community Services Coordinator participated in several regional task forces for addressing mental health and hoarding disorders and collaborating with other town service coordinators and social workers to share resources, plan events, and obtain grant funding. In the upcoming year, the Community Services Coordinator looks forward to meeting residents, tabling community events, and publicizing resources and services that can benefit the community.

Town of Billerica

BOARD OF HEALTH													
	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024			
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC			
Personnel Services													
Full Time	\$ 292,673	\$ 292,620	\$ 291,689	\$ 282,061	\$ 307,506	\$ 307,506	\$ 325,622	\$ 331,464	\$ 331,464	\$ 331,464			
Part Time/Seasonal	\$ 37,936	\$ 39,110	\$ 70,145	\$ 40,189	\$ 82,634	\$ 74,324	\$ 82,612	\$ 83,719	\$ 83,719	\$ 83,719			
Overtime	\$ 3,500	\$ 3,353	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500			
Contractual Obligations	\$ 33,916	\$ 33,916	\$ 30,616	\$ 24,273	\$ 30,616	\$ 24,276	\$ 31,883	\$ 31,883	\$ 31,883	\$ 31,883			
Total	\$ 368,026	\$ 368,999	\$ 396,950	\$ 351,023	\$ 425,256	\$ 410,606	\$ 444,616	\$ 451,566	\$ 451,566	\$ 451,566			
Expenses													
Supplies and Expenses	\$ 2,895	\$ 1,426	\$ 2,895	\$ 2,699	\$ 2,345	\$ 2,970	\$ 2,345	\$ 2,345	\$ 2,345	\$ 2,345			
Contract Services/Leases	\$ 9,026	\$ 8,990	\$ 22,464	\$ 13,478	\$ 22,464	\$ 22,169	\$ 28,532	\$ 28,532	\$ 28,532	\$ 28,532			
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Expenses	\$ 11,921	\$ 10,416	\$ 25,359	\$ 16,177	\$ 24,809	\$ 25,139	\$ 30,877	\$ 30,877	\$ 30,877	\$ 30,877			
TOTAL BUDGET	\$ 379,947	\$ 379,415	\$ 422,309	\$ 367,200	\$ 450,065	\$ 435,746	\$ 475,493	\$ 482,443	\$ 482,443	\$ 482,443			
										Difference PY	\$ 6,949.76		
										%	1.46%		

Position	FY2023		FY2024		FY2024		%
	FTE	PTE	FTE	PTE	FTE	PTE	
Director	1		1		1		
Health Agent F/T	2		2		2		
Head Administrative Clerk/Rec. Clerk	1		1		1		
Total Staffing	4		4		4		1.46%

Board of Health

BOARD OF HEALTH DEPARTMENT SALARY INFORMATION FY2024 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	\$ 109,776.79	\$ -	\$ 5,808.00	\$ 500.00	\$ -	\$ 116,084.79
Phavy Pheng	Health Agent	5	7/8/2002	\$ 77,978.87	\$ -	\$ 5,808.00	\$ 500.00	\$ 3,300.00	\$ 87,586.87
Joanne White	Head Administrative Clerk	6/7	8/14/2002	\$ 67,878.62	\$ -	\$ -	\$ 1,000.00	\$ 3,200.00	\$ 72,078.62
Shelagh Collins	Health Agent	4/5	2/11/2019	\$ 75,829.64	\$ -	\$ 5,808.00	\$ 500.00	\$ -	\$ 82,137.64
Christine West	P. H. Nurse I	5	5/12/2003	\$ -	\$ 45,695.06	\$ 3,432.00	\$ 267.00	\$ 1,760.00	\$ 51,154.06
Bethany Slack	Community Services Coordinator	1	9/7/2021	\$ -	\$ 38,024.19	\$ -	\$ -	\$ -	\$ 38,024.19
0		0	1/0/1900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPARTMENT TOTAL				\$ 331,463.91	\$ 83,719.25	\$ 20,856.00	\$ 2,767.00	\$ 8,260.00	\$ 447,066.15

Total Full Time	\$ 331,463.91
Total Part Time	\$ 83,719.25
Total Overtime	\$ 4,500.00
Total Contract	\$ 31,883.00
Total Salaries	\$ 451,566.15

BOARD OF HEALTH DEPARTMENT SALARY INFORMATION FY2024 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	\$ 109,776.79		\$ 5,808.00	\$ 500		\$ 116,084.79
Phavy Pheng	Health Agent	5	7/8/2002	\$ 77,978.87		\$ 5,808.00	\$ 500	\$ 3,300	\$ 87,586.87
Joanne White	Head Administrative Clerk	6/7	8/14/2002	\$ 67,878.62			\$ 1,000	\$ 3,200	\$ 72,078.62
Shelagh Collins	Health Agent	4/5	2/11/2019	\$ 75,829.64		\$ 5,808.00	\$ 500		\$ 82,137.64
Christine West	P. H. Nurse I	5	5/12/2003		\$ 45,695.06	\$ 3,432.00	\$ 267	\$ 1,760	\$ 51,154.06
Bethany Slack	Community Services Coordinator	1	9/7/2021		\$ 38,024.19				\$ 38,024.19
									\$ -
DEPARTMENT TOTAL				\$ 331,463.91	\$ 83,719.25	\$ 20,856.00	\$ 2,767.00	\$ 8,260.00	\$ 447,066.15

Total Full Time	\$ 331,463.91
Total Part Time	\$ 83,719.25
Total Overtime	\$ 4,500.00
Total Contract	\$ 31,883.00
Total Salaries	\$ 451,566.15

BOARD OF HEALTH DEPARTMENT SALARY INFORMATION FY2023 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	4/5	11/18/2019	\$ 109,776.79	\$ -	\$ 5,808.00	\$ 500	\$ -	\$ 116,084.79
Phavy Pheng	Health Agent	5	7/8/2002	\$ 77,978.87	\$ -	\$ 5,808.00	\$ 500	\$ 3,300	\$ 87,586.87
Joanne White	Head Administrative Clerk	5/6	8/14/2002	\$ 65,267.80	\$ -	\$ -	\$ 1,000	\$ 3,200	\$ 69,467.80
Shelagh Collins	Health Agent	4/5	2/11/2019	\$ 72,598.20	\$ -	\$ 5,808.00	\$ 500	\$ -	\$ 78,906.20
Christine West	P. H. Nurse I	5	5/12/2003	\$ -	\$ 45,695.06	\$ 3,432.00	\$ 267	\$ 1,760	\$ 51,154.06
Bethany Slack	Community Services Coordinator	1	9/7/2021	\$ -	\$ 36,916.69	0	0	0	\$ 36,916.69
									\$ -
									\$ -
DEPARTMENT TOTAL				\$ 325,621.65	\$ 82,611.75	\$ 20,856.00	\$ 2,767.00	\$ 8,260.00	\$ 440,116.39

Total Full Time	\$ 325,621.65
Total Part Time	\$ 82,611.75
Total Overtime	\$ 4,500.00
Total Contract	\$ 31,883.00
Total Salaries	\$ 444,616.39

BOARD OF HEALTH

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
	\$ 2,895	\$ 1,426	\$ 2,895	\$ 2,899	\$ 2,345	\$ 2,970	\$ 2,345	\$ 2,345	\$ 2,345	\$ 2,345

Department Town Mgr. Fin Com

ADMINISTRATION										
Supplies and Expenses										
51010-5400										

Books & Publications
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.

\$	150	\$	150	\$	150

Recording of Deeds
Recording fees necessary for nuisance liens, cease & desist orders, public health orders, etc.

\$	1,645	\$	1,645	\$	1,645

Drugs & Supplies and Operating Costs
Drugs (ointments, pain relievers, cough suppressants)
Supplies (alcohol pads, gloves, syringes, padded materials for lead specimens, diabetic test strips, cholesterol test strips, calibration controls, gauze pads, band-aids, general office supplies)

Standard Office Supplies (pens, paper, pads, padded mailers, printer cartridges, labels, etc.

\$	2,345	\$	2,345	\$	2,345

Total Supplies & Expenses

Contractual Obligations
51010-5190

	Car Allowance	Longevity	Sick Leave Incentive	
K. Bennett	\$ 5,808.00		\$ 500.00	
P. Pheng	\$ 5,808.00	\$ 3,300.00	\$ 500.00	
S. Collins	\$ 5,808.00		\$ 500.00	
C. West	\$ 3,423.00	\$ 3,200.00	\$ 267.00	
J. White		\$ 1,760.00	\$ 1,000.00	
B. Slack				

Car Allowance for 3 Inspectors and 1 Nurse @ \$22.00/day x 22 days/mo x 12 months

Subtotal Contractual Obligations

\$	-	\$	-	\$	-

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
	\$ 9,026	\$ 8,990	\$ 22,464	\$ 13,478	\$ 22,464	\$ 22,169	\$ 28,532	\$ 28,532	\$ 28,532	\$ 28,532

Department Town Mgr. Fin Com

Contract Services/Leases
51030-5200

Advertising
Professional
Uniforms/protective clothing
Field Equipment protective gear, chlorine & quaternary test strips, etc.

\$	350	\$	350	\$	350
\$	2,800	\$	2,800	\$	2,800

Contract Services

\$	1,684	\$	1,684	\$	1,684
\$	1,400	\$	1,400	\$	1,400
\$	10,000	\$	10,000	\$	10,000
\$	3,000	\$	3,000	\$	3,000
\$	2,200	\$	2,200	\$	2,200
\$	80	\$	80	\$	80
\$	1,300	\$	1,300	\$	1,300
\$	3,000	\$	3,000	\$	3,000
\$	150	\$	150	\$	150

Book binding, nuisance abatement (demo condemned properties, etc.)
emergency abatements, emergency professional services, etc.
Dr. Guyetky for Well Child Clinics, Flu & Pneumonia Clinics
6 clinics @ \$150.00 each, Flu Clinics on call @ \$250.00
Food consultant services, hoarding consultant/ professional organizer, septic consultant services
Public health interns
Brochure, flyers, materials, and carbonless inspection forms
Flood Plain, GIS, Soil, Land Maps & Lamination
MAHB (\$255), MHQA (\$240), NEHA (\$100), MEHA (\$120), REHS/RS License (\$130), CP-FS License (\$130), CEUs, RN License, Mass
Attendance at annual public health conference and public health trainings
Repair and calibration of medical equipment (blood pressure cuffs (7) adult, large, pediatric,
6 total glucometers,(4) glucometer elle, (1) sure step, (1) advantage,
(1) Pro Act cholesterol machine
Electronic case management and data system

Biohazard Pick Up

\$	1,068	\$	1,068	\$	1,068
\$	1,500	\$	1,500	\$	1,500

Total Contract Services

\$	28,532	\$	28,532	\$	28,532

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.

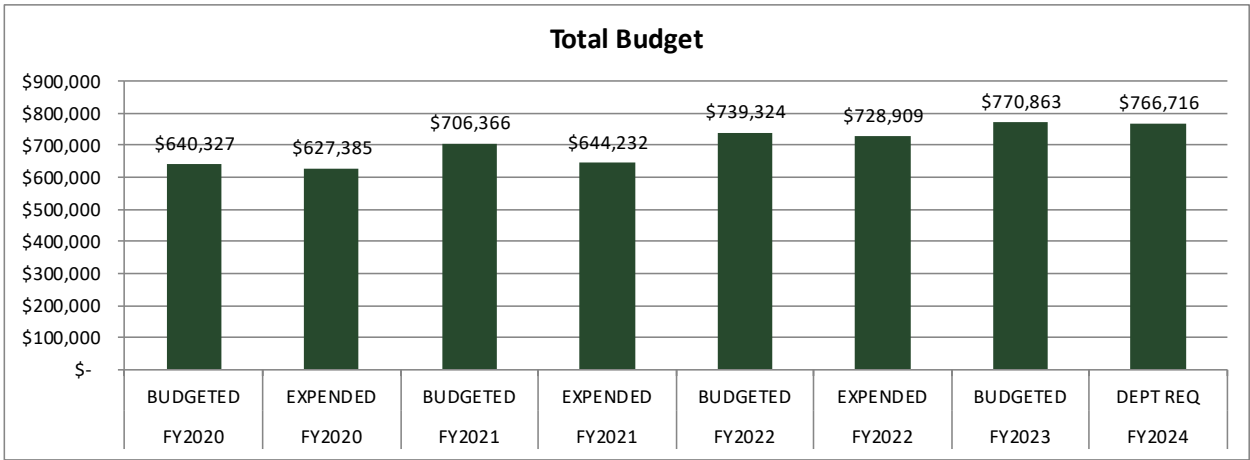
In addition, the Building Department is charged with the enforcement of Town Zoning By-Laws as set forth in the Zoning By-Laws.

Budget Narrative

In FY24 the budget decreased slightly due to a retirement and a new employee starting at a lower step.

In FY22 the Building Department addressed organizational deficiencies in the area known as Inspectional Services. To make the organization more streamlined and effective, a department head from either Conservation, Building, or the Board of Health serves as the Director of Inspectional Services. This Department Head oversees all three departments and helps facilitate cooperation between them. Mark LaLumiere, the Building Commissioner, serves as the Director of Inspectional Services and oversees Building, Conservation, and Board of Health.

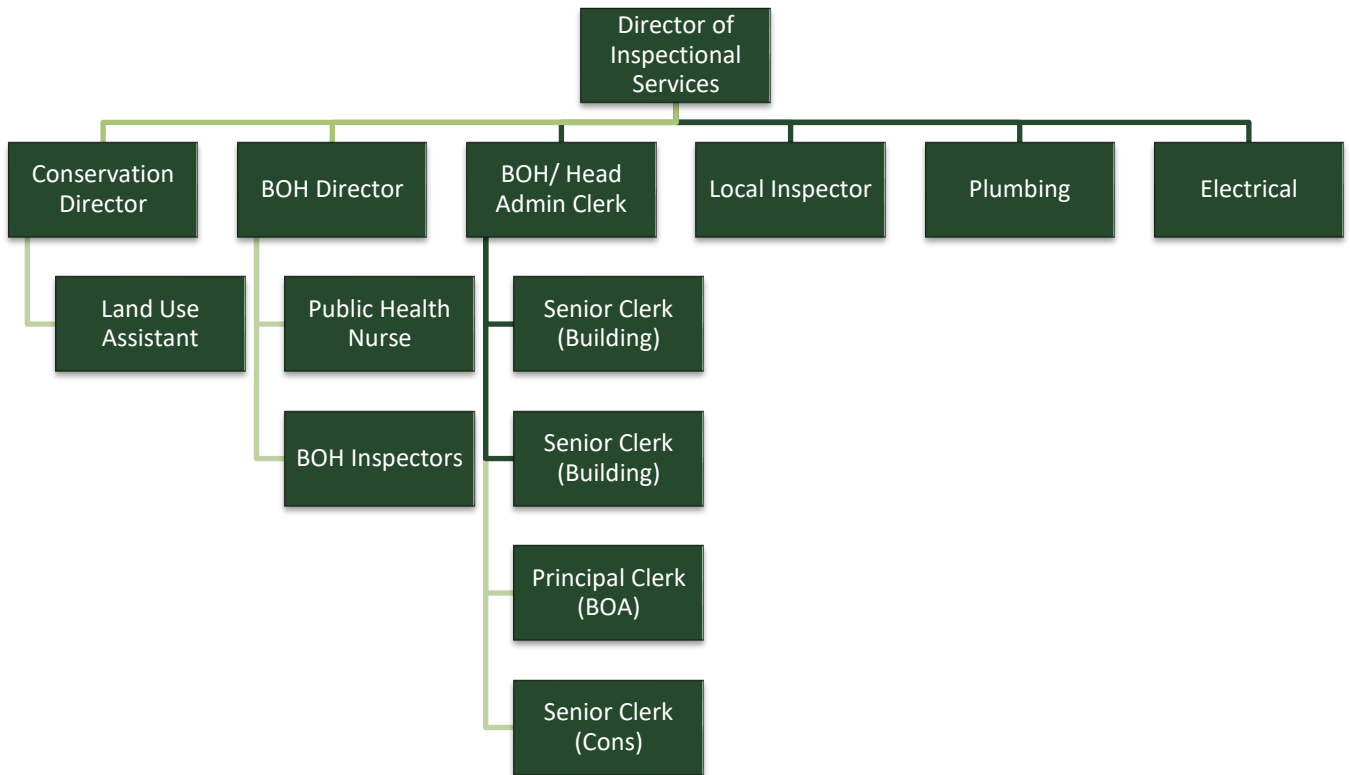
During the FY20 budget cycle the Building Department was moved into its new home in Inspectional Services. Inspectional Services is now a one stop shop for Conservation, Building, and Board of Health. The clerical staff moved together in one area to increase efficiency. No new positions were added, but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



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 Inspectional Services (Building Commissioner).



Building Department

Programs and Services and Past Year Update

I hereby submit my report as Building Commissioner for the **Fiscal year 2021-2022**. The Building Department is charged with the enforcement of the Massachusetts State Building Code, Architectural Access Board Regulations, Town of Billerica Zoning By-Law, and all other pertinent laws and regulations, including The Massachusetts State Electrical Code, Massachusetts State Plumbing & Gas Codes. The total fees collected by this department were \$1,121,041.93.

PERMIT ISSUANCE INFORMATION

<u>Permit type</u>	<u>Number of Permits</u>
New Construction	59
Foundation	69
Earth Migration	02
Additions	154
Alterations	477
Windows	145
Roofing	323
Siding	59
Solar Panels	219
Sheds & Pools	107
Re-Occupancy Permit	11
Demolition	22
Wood Stove	13
Trailers, Temporary Tents	14
Trench	10

Total Building Permits:	1,578
Estimated Cost of Construction:	\$96,511,419.19
Total Building Permit Fees:	\$758,052.46

Total Plumbing Permits:	670
Total Plumbing Permit Fees:	\$46,570.00

Total Gas Permits:	757
Total Gas Permit Fees:	\$39,610.00

Total Electrical Permits:	1,165
Total Electrical Permit Fees:	\$134,748.47

Building Department

Total Sheet Metal Permits: 100
Total Sheet Metal Permit Fees: \$29,244.00

Total Fees collected: \$1,121,041.93

PERMIT RELATED FIELD INSPECTIONS

<u>Inspection Type</u>	<u>Number of Inspections</u>
Sheet Metal	33
Plumbing	908
Gas	729
Electrical	1,306
Building	1,727

Total Permit Related Field Inspections: 4,703

ZONING REPORT

Sign Permits/ Reviews	76
Grandfathered Lot Review	11
Certificates of Inspection	52
Licenses (Alcohol)	34
Zoning Review	196
Non-Criminal Citations	10
General Correspondence	512

Building Department

BUILDING

Personnel Services

Full Time	\$ 562,012	\$ 562,012	\$ 624,051	\$ 607,987	\$ 655,259	\$ 655,259	\$ 694,548	\$ 693,651	\$ 693,651	\$ 693,651	\$ 693,651
Part Time/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 14,305	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Contractual Obligations	\$ 47,340	\$ 46,382	\$ 46,140	\$ 16,140	\$ 44,490	\$ 44,490	\$ 45,440	\$ 43,190	\$ 41,540	\$ 41,540	\$ 41,540
Total	\$ 619,352	\$ 618,394	\$ 680,191	\$ 634,127	\$ 714,749	\$ 714,054	\$ 754,988	\$ 751,841	\$ 750,191	\$ 750,191	\$ 750,191

Expenses

Supplies and Expenses	\$ 6,600	\$ 5,704	\$ 11,800	\$ 7,735	\$ 10,200	\$ 8,408	\$ 11,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
Contract Services/Leases	\$ 14,375	\$ 3,287	\$ 14,375	\$ 2,370	\$ 14,375	\$ 6,447	\$ 4,375	\$ 4,375	\$ 4,375	\$ 4,375	\$ 4,375
Warrant Articles											
Utilities											
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 20,975	\$ 8,991	\$ 26,175	\$ 10,105	\$ 24,575	\$ 14,855	\$ 15,875	\$ 14,875	\$ 14,875	\$ 14,875	\$ 14,875

TOTAL BUDGET

\$ 640,327	\$ 627,385	\$ 706,366	\$ 644,232	\$ 739,324	\$ 728,909	\$ 770,863	\$ 766,716	\$ 765,066	\$ 765,066	\$ 765,066	\$ 765,066

Dep. Req. FY2023 TM. Rec. FY2024 Fin Com Rec. FY2024 Difference PY \$ (5,796.51) % -0.75%

Position	FTE	FTE	FTE	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
Principal Clerk		1	1	1
Senior Clerk	2	2	2	2
Total Staffing	7	8	8	8

Building Department

BUILDING DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	Mileage	TOTAL SALARY BENEFIT
Mark LaLumiere	Director of Permitting Services	9	9/21/2010	\$ 149,186.42	\$ 500.00	\$ 2,100.00	\$ 5,808.00	\$ 157,594.42
Daniel Vitale	Inspector of Wires	5	11/7/2005	\$ 98,787.82	\$ 500.00	\$ 2,800.00	\$ 5,808.00	\$ 107,895.82
Edward Sullivan	Plumbing & Gas Inspector	5	9/17/2012	\$ 98,787.82	\$ 500.00	\$ 2,100.00	\$ 5,808.00	\$ 107,195.82
Andrew Ungerson	Local Inspector	5	6/14/2021	\$ 98,787.82	\$ 500.00		\$ 5,808.00	\$ 105,095.82
Chris Guerrieo	Local Inspector	5	5/30/2017	\$ 98,787.82	\$ 500.00	\$ 1,650.00	\$ 5,808.00	\$ 106,745.82
Brienne Orourke	Senior Clerk	2/3	5/31/2022	\$ 43,889.27	\$ 1,000.00			\$ 44,889.27
Kim Smith	Senior Clerk	5/6	7/23/2018	\$ 51,027.30	\$ 1,000.00			\$ 52,027.30
Elizabeth Ellis	Principal Clerk	6/7	1/30/2017	\$ 54,396.96	\$ 1,000.00			\$ 55,396.96
DEPARTMENT TOTAL				\$ 693,651.24	\$ 5,500.00	\$ 8,650.00	\$ 29,040.00	\$ 736,841.24

Total Full Time	\$ 693,651.24
Total Part Time	\$ -
Total Overtime	\$ 15,000.00
Total Contract	\$ 43,190.00
Total	\$ 751,841.24

BUILDING DEPARTMENT SALARY INFORMATION FY2024 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	149,186.42	500.00	2,100.00	5,808.00	\$ 157,594.42
Daniel Vitale	Inspector of Wires	5	11/7/2005	98,787.82	500.00	2,800.00	5,808.00	\$ 107,895.82
Edward Sullivan	Plumbing & Gas Inspector	5	9/17/2012	98,787.82	500.00	2,100.00	5,808.00	\$ 107,195.82
Andrew Ungerson	Local Inspector	5	6/14/2021	98,787.82	500.00		5,808.00	\$ 105,095.82
Chris Guerrieo	Local Inspector	5	5/30/2017	98,787.82	500.00		5,808.00	\$ 105,095.82
Brienne Orourke	Senior Clerk	2/3	7/1/1995	43,889.27	1,000.00	-		\$ 44,889.27
Kim Smith	Senior Clerk	5/6	7/23/2018	51,027.30	1,000.00			\$ 52,027.30
Elizabeth Ellis	Principal Clerk	6/7	1/30/2017	54,396.96	1,000.00			\$ 55,396.96
DEPARTMENT TOTAL				\$ 693,651.24	\$ 5,500.00	\$ 7,000.00	\$ 29,040.00	\$ 735,191.24

Total Full Time	\$ 693,651.24
Total Part Time	\$ -
Total Overtime	\$ 15,000.00
Total Contract	\$ 41,540.00
Total	\$ 750,191.24

BUILDING DEPARTMENT SALARY INFORMATION FY2023 BUDGET

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	\$ 144,841.19	\$ 500.00	\$ 2,100.00	5,808.00	\$ 153,249.19
Daniel Vitale	Inspector of Wires	5	11/7/2005	\$ 98,787.82	\$ 500.00	\$ 2,800.00	5,808.00	\$ 107,895.82
Edward Sullivan	Plumbing & Gas Inspector	5	9/17/2012	\$ 98,787.82	\$ 500.00	\$ 2,100.00	5,808.00	\$ 107,195.82
Andrew Ungerson	Local Inspector	5	6/14/2021	\$ 98,787.82	\$ 500.00		5,808.00	\$ 105,095.82
Chris Guerrieo	Local Inspector	5	5/30/2017	\$ 98,787.82	\$ 500.00		5,808.00	\$ 105,095.82
Stephanie Vitale	Senior Clerk	7	7/1/1995	\$ 53,185.82	\$ 1,000.00	\$ 3,900.00		\$ 58,085.82
Kim Smith	Senior Clerk	4/5	7/23/2018	\$ 49,064.62	\$ 1,000.00			\$ 50,064.62
Elizabeth Ellis	Principal Clerk	5/6	1/30/2017	\$ 52,304.84	\$ 1,000.00			\$ 53,304.84
DEPARTMENT TOTAL				\$ 694,547.76	\$ 5,500.00	\$ 10,900.00	\$ 29,040.00	\$ 739,987.76

Total Full Time	\$ 694,547.76
Total Part Time	
Total Overtime	\$ 15,000.00
Total Contract	\$ 45,440.00
Total	\$ 754,987.76

Building Department

DESCRIPTION DETAIL

BUILDING DEPARTMENT

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
	\$ 6,600	\$ 5,704	\$ 11,800	\$ 7,735	\$ 10,200	\$ 8,408	\$ 11,500	\$ 10,500	\$ 10,500	\$ 10,500

Department Town Mgr. Fin Com

Supplies and Expenses

Publications/Books

Updated building, plumbing & electrical code books, monthly 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 Service

Monthly wireless service for tablets \$45 per tablet per month, \$225 per month @ 12 months

\$ 3,000 \$ 3,000 \$ 3,000

Total Supplies & Expenses

\$ 10,500 \$ 10,500 \$ 10,500

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
	\$ 14,375	\$ 3,287	\$ 14,375	\$ 2,370	\$ 14,375	\$ 6,447	\$ 4,375	\$ 4,375	\$ 4,375	\$ 4,375

Department Town Mgr. Fin Com

Contract Services

Forms

All forms for department, Building, Plumbing & Gas, Electrical

\$ 1,500 \$ 1,500 \$ 1,500

permit applications, inspection sheets, occupancy application, stop work orders, maps, business cards & gas tags

Fees & Memberships

Building, Plumbing & Gas and Electrical Inspectors
Meeting dues, membership fees, license renewals.

\$ 2,875 \$ 2,875 \$ 2,875

Total Contract Services

\$ 4,375 \$ 4,375 \$ 4,375

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. This department was also essential during the COVID-19 pandemic. With their help the Town was able to conduct testing and vaccine clinics with relative ease. They also made it possible for the Town to procure N-95 mask during some of the toughest times in the pandemic. Bill Laurendeau has also been the main point of contact for FEMA and MEMA reimbursements.

Emergency Management

EMERGENCY MANAGEMENT SERVICES											
	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC	

Personnel Services											
Full Time	\$ 12,581	\$ 12,933	\$ 13,231	\$ 13,231	\$ 13,509	\$ 13,509	\$ 52,000	\$ 53,560	\$ 53,560	\$ 53,560	
Part Time/Seasonal											
Overtime											
Contractual Obligations											

Total	\$ 12,581	\$ 12,933	\$ 13,231	\$ 13,231	\$ 13,509	\$ 13,509	\$ 52,000	\$ 53,560	\$ 53,560	\$ 53,560	

Expenses											
Supplies and Expenses	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 5,796	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	
Contract Services/Leases	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 4,407	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	
Utilities											
Capital Outlay											

Total Expenses	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400	\$ 10,203	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400	

TOTAL BUDGET	\$ 25,981	\$ 26,333	\$ 26,631	\$ 26,631	\$ 26,909	\$ 23,712	\$ 65,400	\$ 66,960	\$ 66,960	\$ 66,960	

		FY2023	Dep. Req. FY2024	TM. Rec. FY2024	Fin Com Rec. FY2024	Difference PY					
						\$	%				
Position	PTE	1	1	1	1						
Director											
Total Staffing		1	1	1	1						

Emergency Management

SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	BASE SALARY	TM RECOMM.
William Laurendeau	Director	\$ 53,560.00	\$ 53,560.00
DEPARTMENT TOTAL		\$ 53,560.00	\$ 53,560.00

SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	BASE SALARY	TOTAL SALARY BENEFIT
William Laurendeau	Director	\$ 53,560.00	\$ 53,560.00
DEPARTMENT TOTAL		\$ 53,560.00	\$ 53,560.00

SALARY INFORMATION FY2023 BUDGET

NAME	POSITION	BASE SALARY	TM RECOMM.
William Laurendeau	Director	\$ 52,000.00	\$ 52,000.00
DEPARTMENT TOTAL		\$ 52,000.00	\$ 52,000.00

Emergency Management

CIVIL DEFENSE

DESCRIPTION/DETAIL

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM/REC	FN COM/REC
\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 5,796	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000

Department Town Mgr. Fin Com

Supplies and Expenses

General Repairs and maintenance of rolling equipment
Vehicles consist of 4 Aux. Police Cruisers, 2 Lighting Plant, 2 Support Trucks

\$ 8,000 \$ 8,000 \$ 8,000

Training aids/publications for EMA members

Total Supplies & Expenses

\$ 8,000 \$ 8,000 \$ 8,000

Contract Services/Leases

Maint. Agreement on Billerica Emergency Radio System Repeater
Comcast bill for EMA connection at 65 Alexander Road

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM/REC	FN COM/REC
\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 4,407	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400

Department Town Mgr. Fin Com

\$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.

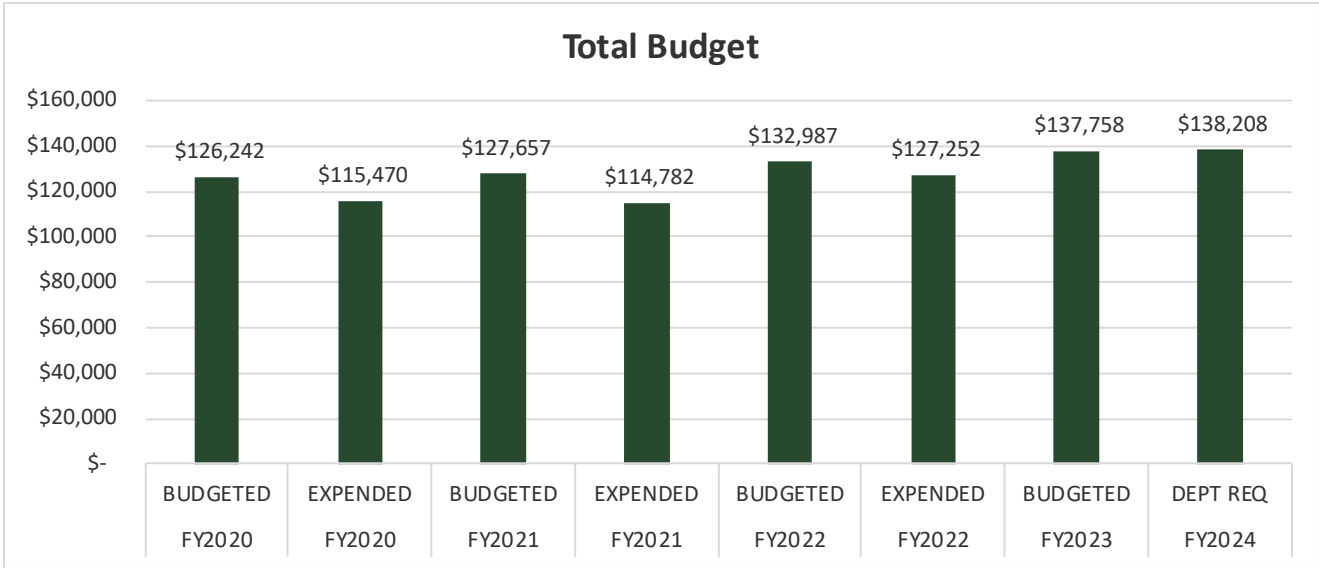
The Town also has an agreement that our Animal Control is partially shared with Tewksbury. They contribute \$3,000 a month towards this budget.



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 contractual obligations. One Animal Control Officer is also funded by Tewksbury. This salary is not realized in the budget number.



ANIMAL CONTROL OFFICER

Personnel Services

Full Time	\$ 67,499	\$ 63,844	\$ 63,626	\$ 63,626	\$ 66,457	\$ 66,457	\$ 67,852	\$ 67,852	\$ 67,852	\$ 67,852
Part Time/Seasonal	\$ 22,393	\$ 22,393	\$ 28,981	\$ 27,753	\$ 31,481	\$ 30,397	\$ 32,380	\$ 32,380	\$ 32,380	\$ 32,380
Overtime	\$ 14,000	\$ 10,228	\$ 14,000	\$ 5,980	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Contractual Obligations	\$ 2,350	\$ 1,650	\$ 2,550	\$ 2,150	\$ 2,550	\$ 1,750	\$ 5,025	\$ 5,475	\$ 5,475	\$ 5,475
Total	\$ 106,242	\$ 98,115	\$ 109,157	\$ 99,509	\$ 114,487	\$ 112,604	\$ 119,258	\$ 119,708	\$ 119,708	\$ 119,708

Expenses

Supplies and Expenses	\$ 6,500	\$ 5,232	\$ 6,500	\$ 4,853	\$ 6,500	\$ 3,832	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
Contract Services/Leases	\$ 6,500	\$ 5,123	\$ 6,500	\$ 5,676	\$ 6,500	\$ 5,416	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
Utilities	\$ 7,000	\$ 7,000	\$ 5,500	\$ 4,744	\$ 5,500	\$ 5,400	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Expenses

\$ 20,000	\$ 17,355	\$ 18,500	\$ 15,273	\$ 18,500	\$ 14,648	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500

TOTAL BUDGET

\$ 126,242	\$ 115,470	\$ 127,657	\$ 114,782	\$ 132,987	\$ 127,252	\$ 137,758	\$ 138,208	\$ 138,208	\$ 138,208	\$ 138,208

\$ 2,915 Difference PY \$ 450

2.31% % PY 0.33%

Position	FY2023		FY2024		FY2024		FY2024	
	FTE		FTE		FTE		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

ANIMAL CONTROL DEPARTMENT
SALARY INFORMATION FY2024 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	\$ 67,852.34	\$ 400.00	\$ 2,100.00	\$ 70,352.34
Chmiel, Ashley	Animal Control Officer	5	9/20/2017		\$ 500.00	\$ 1,650.00	\$ 2,150.00
Smith, Casey	P/T Asst. Animal Control	5	9/13/2017	\$ 32,380.35		\$ 825.00	\$ 33,205.35
DEPARTMENT TOTAL				\$ 100,232.68	\$ 900.00	\$ 4,575.00	\$ 105,707.68

Tewksbury \$7,500 per month

Total Full Time	\$ 67,852.34
Total Part Time	\$ 32,380.35
Total Contract	\$ 5,475.00
Overtime	\$ 14,000.00
Total	\$ 119,707.68

ANIMAL CONTROL DEPARTMENT
SALARY INFORMATION FY2024 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	\$ 67,852.34	\$ 400.00	\$ 2,100.00	\$ 70,352.34
Chmiel, Ashley	Animal Control Officer	5	9/20/2017		\$ 500.00	\$ 1,650.00	\$ 2,150.00
Smith, Casey	P/T Asst. Animal Control	5	9/13/2017	\$ 32,380.35		\$ 825.00	\$ 33,205.35
DEPARTMENT TOTAL				\$ 100,232.68	\$ 900.00	\$ 4,575.00	\$ 105,707.68

Total Full Time	\$ 67,852.34
Total Part Time	\$ 32,380.35
Total Contract	\$ 5,475.00
Overtime	\$ 14,000.00
Total	\$ 119,707.68

ANIMAL CONTROL DEPARTMENT
SALARY INFORMATION FY2023 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Gualtieri, Christine	Animal Control Officer	5	10/14/2013	\$ 67,852.34	\$ 400.00	\$ 1,650.00	\$ 69,902.34
Chmiel, Ashley	Animal Control Officer	5	9/20/2017		\$ 500.00	\$ 1,650.00	\$ 2,150.00
Smith, Casey	P/T Asst. Animal Control	5	9/13/2017	\$ 32,380.35		\$ 825.00	\$ 33,205.35
DEPARTMENT TOTAL				\$ 100,232.68	\$ 900.00	\$ 4,125.00	\$ 105,257.68

Total Full Time	\$ 67,852.34
Total Part Time	\$ 32,380.35
Total Contract	\$ 5,025.00
Overtime	\$ 14,000.00
Total	\$ 119,257.68

Town of Billerica

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Department Town Mgr. Fin Com

Department Town Mgr. Fin Com

Department Town Mgr. Fin Com

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Department Town Mgr. Fin Com

Fire Department



Department Explanation

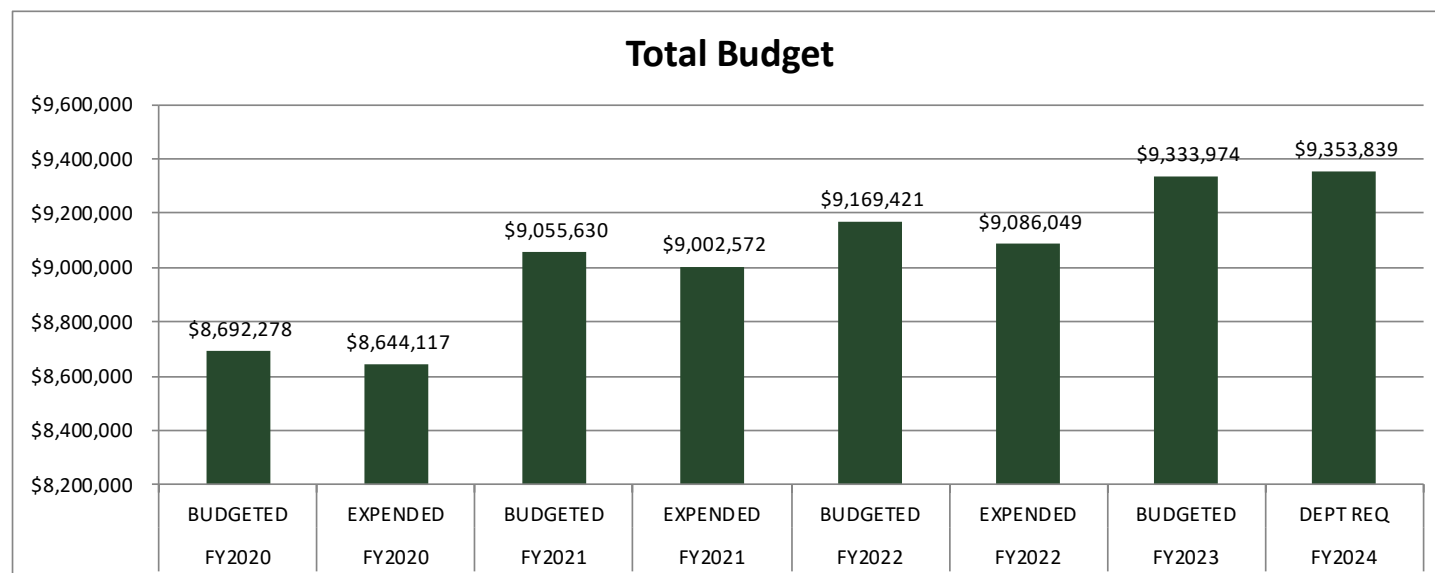
The Fire Department provides a range of services designed to protect lives and property from the adverse effects of disasters, fires, sudden medical emergencies or exposure to dangerous conditions.

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

The Fire Department budget has increased roughly \$20,000. This budget is subject to change due to on-going contract negotiations.



Fire Department

Programs and Services and Past Year Update

The Billerica Fire Department is pleased to submit our Annual Fire Department Report. Our primary objective is to keep Billerica a safe and well-prepared community. Through continuous and current training in mitigation of fire and medical emergencies, hazardous conditions and rescues we are able to uphold and enhance our commitment to protect our residents and their property. We have been able to continue our efforts in prevention of fires and emergencies through our inspectional services as well as the S.A.F.E. (Student Awareness of Fire Education) and Senior S.A.F.E. (Senior Awareness of Fire Education) Programs. We have also expanded our working relationships with the police, paramedics, and teachers to train middle school children in CPR.



The Billerica Fire Department responded to 6477 incidents during the fiscal year 2022. The responses break down as follows:

Response Type:	# of Responses
Animal Control	14
Assist Public	55
Bomb Threat	1
Box Alarm	152
Box Service	92
Brush Fire	38
Building Fire	51
Burning Complaint	75
Burn Permits Issued	680
Carbon Monoxide	128
Code Enforcement	1
Dumpster Fire	3
Electrical Problem	12
Elevator Emergency	17
Fire Alarm Activation	357
Fire Drill - Other	0
Fire Drill - School	34
Gas Leak	4

Hazardous Materials	18
House Lockout	33
Hydrant Inspection /Shoveling	25
Investigations	160
Medical Emergency Call	3814
Mutual Aid (Given or Recv'd)	31
Odor of Gas	70
Public Relations	12
Rescue	5
Residential Alarm	148
Special Incident	5
Vehicle Accident	197
Vehicle Fire	23
Vehicle Lockout	134
Water Problem	41
Wires Arcing	47

Total Runs:	6477

Fire Department

TRAINING ACTIVITY DURING FISCAL YEAR 2022

During the year Billerica Firefighters received new or continuous training on the following topics:

Fire/Rescue Training

- Pump operations and Hydraulics review
- Water Supply & Hydrant Assist Valve review
- Mass Fire Academy – Recruit training
- Operation of master stream appliances
- Aerial operations
- NFPA 1021 Pre-Incident Planning
- NFPA 1001 Rescue & Extraction
- Tank Truck, Portable Pumps & Brush equip.
- Ice/Water Rescue
- Rope Rescue Tech & refresher
- Confined Space Rescue Tech & refresher
- Boat refresher
- Vehicle Stabilization & Extrication
- Compressor SCBA filling review
- NFPA 3000 Active Shooter Preparedness
- Forcible Entry
- Working in Extreme Temperatures
- Ground Ladder review
- Commercial Fire Alarm & Sprinklers
- Building Construction
- Welding Safety
- Special Hazards
- NFPA 101 Fire Hose
- Water Rescue & Aquatic Injuries

Medical Training

- NCCR curriculum

- CPR & Narcan Refresher
- Musculoskeletal Injuries
- Hip Fractures
- Burn Injury Assessment & Injury
- Femur Fractures
- Patient Assessment
- Emergency Childbirth
- Suicide – Deliberate Death

Driver Training

- Annual Driving Review

Officer and Administrative Training

- FEMA ICS 100, 200, 400, 700, 800
- Assuming the Role of Company Officer
- Cyber Security, Data Protection
- Quarterly Captains Meetings

Hazardous Materials Training

- HAZMAT Decon
- Lantheus Drill

Building Tours

- Tewksbury LNG Plant
- 67 – 71 Faulkner Street
- School Fire & ALICE drills
- 90 Salem Road
- EMD Serono 45 Middlesex Tpk.
- Kennedy Meadows 44 Nashua Road
- 5 Federal Street

The Training Division would like to thank all Billerica Town Departments, the School Department and the Billerica Emergency Management for their continued assistance. We would also like to thank and acknowledge Lantheus Medical Imaging, the Gutierrez Company and Holland Used Auto Parts for the use of their equipment and facilities in many of our training sessions.

GOALS FOR FISCAL YEAR 2023

- Continue information gathering for the preplanning program for pre-incident and hazard awareness.
- Continue to utilize the towns PeopleGIS software to centralize preplanning information.
- Expand collaboration with the Mass. Firefighting Academy to host additional training programs.
- Continue to seek grant money for training and equipment.
- Replace Boat 1 at Headquarters (25+ years old)
- Continue working with local industry on emergency training drills.
- Continue work with School and Police Departments on ALICE and Active Shooter Response programs.

Fire Department

MAINTENANCE OF EQUIPMENT

The following equipment was inspected, calibrated, tested, repaired or replaced as part of the ongoing maintenance and testing program:

- Independent testing, certification and repair of all SCBA equipment
- Independent testing and repair of all ground ladders
- Independent testing, certification and repair of aerial ladder
- Independent certification and testing of the Cascade and Compressor System
- Maintain and repair all radio equipment
- Replace out of date radio equipment
- Independent Pump testing ,certification and repair of all pumping apparatus
- Testing, inspection and repair of all hose
- Replacement of damaged hose
- Maintain thermal imaging cameras
- Maintain and repair department boats and motors
- Calibration and repair of all gas meters and radiation detection equipment
- Maintain and repair gas powered saws and fans
- Maintain all computer and related equipment
- Replacement or repair of protective clothing per NFPA 1851 standard
- Inspection and records of protective clothing per NFPA 1851 standard

GRANTS RECEIVED

The following equipment and training were received with much appreciation through grants and/or donation to the Town:

- SAFE Grant (\$6,275.00)
- Senior SAFE Grant (\$3,255.00)
- FM Global Grant (\$3276.00)

FIRE PREVENTION BUREAU

The fourth quarter of FY20 was challenging for the Fire Prevention Bureau. With the shutdown, we had reduction of Building Plans Revues, Fire/Life Safety permits, and Certificates of Compliance (sale of home inspections). Annual Fire Code Permitting and required Fire Code Inspections suffered significant delays. The statistics reflect what happened in the Town.

PERMITS ISSUED

Open Air Burning	680	Commercial Fire Alarm Systems	182
Aboveground/Underground tanks (new)	61	Certificate of Compliance	756
Building Radio Amplifier	3	Fire Works	3
Blasting	1	Hot Work/Welding	106
Cannon and Mortar	0	Propane (Install & Storage)	78
Carbon Monoxide Alarm Systems (comm.)	0	Oil Burner	127
Carbon Monoxide Alarm Systems (resid.)	528	Certificate of Occupancy-Residential	36
Residential Fire Alarm Systems	528	Certificate of Occupancy-Commercial	42
		Sprinkler System	172

Fire Department

Fire Suppression Systems	5
Tank Removals	0
Haz-Mat Fire Code Permits	380
Black Powder	3

PLANS REVIEW

Building plans and Projects	231
Planning and Zoning Board Projects	16
Fire Protection/Detection Testing Reports Reviewed	126

Total Permits Issued 3,691

RECORDS REQUEST

Public Records Requests and Insurance Notices	80
Continuing Education/Training Classes	60

INSPECTIONS/RE-INSPECTIONS

Annual/Quarterly	48	Fireworks/First Light Sweep	3
Aboveground/Underground Tanks	57	Industrial Ovens and Furnaces	28
Flammable/Combustible Storage	380	Hot Work 'Fixed Location'	56
Fire Drills (Incl. Schools & Businesses)	45	Fire Alarm Systems	77
Alcohol/Life Safety	22	Sprinkler Systems-Rough and Final	23
Certificate of Compliance-Smoke Detector	756	Suppression Systems	6
Certificate of Compliance-CO Detector	756	Building Radio Amplifier	3
Black Powders	3	Carbon Monoxide Alarm Systems	0
Oil Burners	67	Certificate of Occupancy-Commercial	36
Propane	40	Certificate of Occupancy-Residential	42
Tank Removal	0		

INVESTIGATIONS

Fire Cause and Origin	21
Code Enforcement	16
Red Tags	36
Car Fire (FP-33)	9

Fees Collected \$60,039.00

S.A.F.E (STUDENT AWARENESS of FIRE EDUCATION)

The following are the activities and accomplishments of the Student S.A.F.E. (Student Awareness of Fire Education) program for 2022.

Public School Activities – S.A.F.E. Coordinator Lt Larkin visited nearly every classroom from K-2nd Grades in the Billerica Public Schools to teach key fire safety behaviors from age appropriate lesson plans developed by the Massachusetts Public Fire & Safety Education Task Force. Topics included: understanding and practicing

Fire Department

stop, drop & roll, matches and lighter safety, understanding smoke alarms, firefighter's as community helpers, home escape plans, 911, firefighter in gear and basic kitchen safety. Firefighters also participated in several field days to reinforce behaviors taught in the classroom. The activities involved having students' practice: Stop, Drop and Roll, crawling low below smoke and working as a team to stay safe.

The S.A.F.E. program continued its' CPR/AED program for all 6th grade students in town. In conjunction with the Billerica PD and town paramedics, Firefighters went into the middle schools and taught CPR/AED to the students during their health periods. The goal of the program is to certify almost 400 students a year through the American Heart Association.

Outside of the public-school system the S.A.F.E. program reached approximately 1,000 additional children through preschool visits, girls/boy scouts, station tours and the Billerica Recreation Dept. camps. S.A.F.E. also taught fire safety to about 500 children in the District 6 S.A.F.E. house during Yankee Doodle weekend.

Middlesex Sheriff Department Youth Public Safety Camp - In conjunction with the Police Department and the Town Paramedics we hosted one Community Day for the Billerica campers. The campers were given tours of the fire station, police station, Paramedic Unit and participated in other firefighting related activities.

Fire Prevention Week- We hosted our annual Fire Department Open House during Fire Prevention Week. Attendance was up from the previous year. Firefighters distributed safety flyers, activity books and more. It's also an opportunity for firefighters to discuss fire prevention topics and answer questions from the public. It's an important part of our community risk-reduction mission.

S.A.F.E. program was in attendance at nearly 50 events ranging from fire safety instruction to students and Billerica community events which included some of the following:

- Billerica High Career Day
- Billerica Health and Wellness Fair
- Senior Cook-out w/ COA
- Public Fire & Life Safety Educators Conference
- Billerica Recreation Department summer camps

SENIOR S.A.F.E. (SENIOR AWARENESS of FIRE EDUCATION)

Coordinator Captain Bill Paskiewicz in conjunction with the Billerica Council on Aging slowly began to resume in home visits during FY22. In addition to checking and installing smoke detectors, Captain Paskiewicz spoke to seniors on several safety subjects. Also during visits, alarms were tested and checked for expiration dates and replaced if necessary. Homes were also checked to be sure that house numbers were properly visible for incident response. During emergency response, department personnel identify needs and communicate with the Council on Aging liaison to ensure that seniors are offered all available services, including free smoke detectors. This was possible with units donated by the American Red Cross and through donations from Lantheus Medical Imaging and O'Connor Hardware.

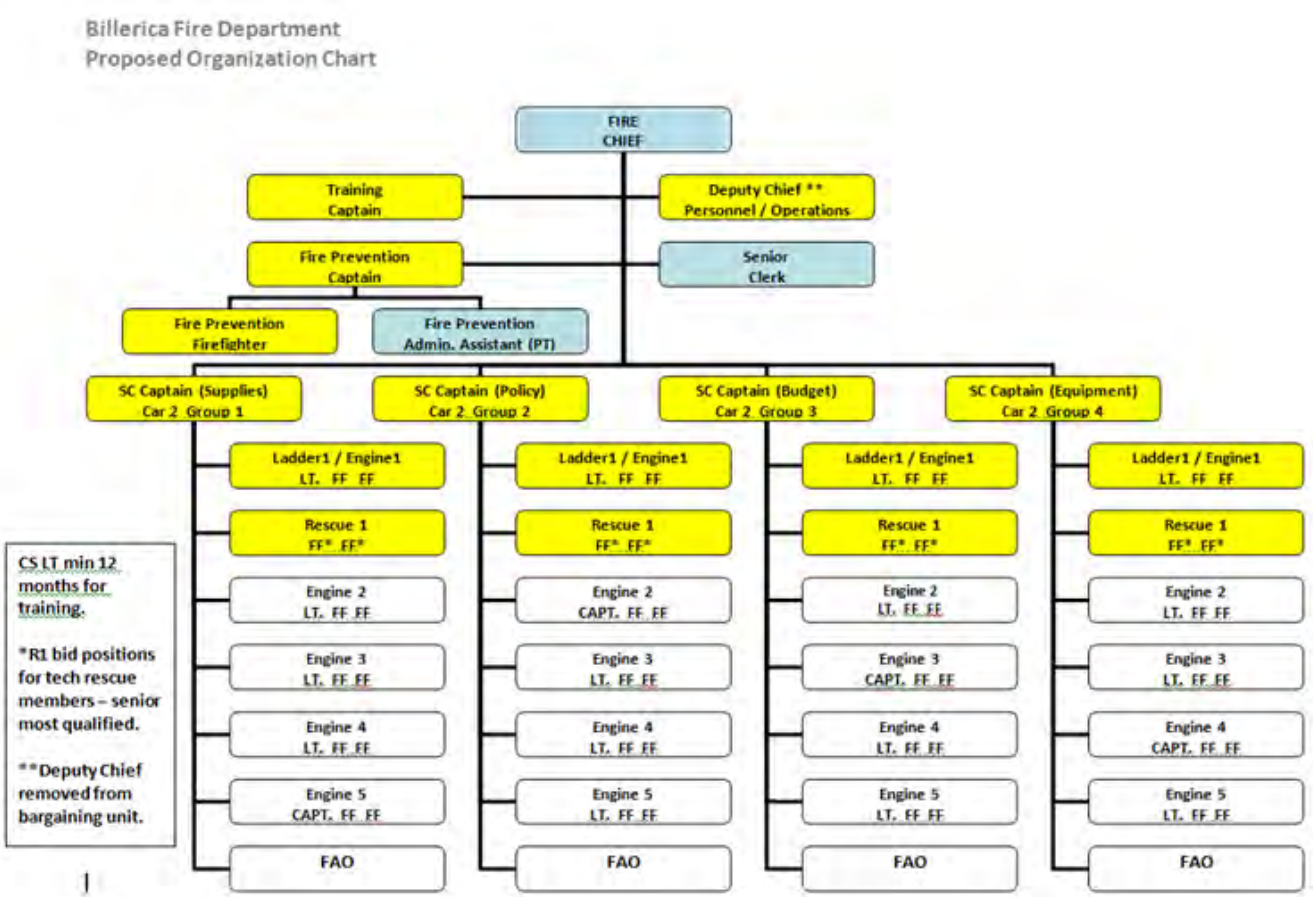
In the last 6 months of FY22 there were 21 homes visited, 30 smoke detectors, 22 carbon monoxide detectors and 10 combination detectors installed. House numbers were put up on 9 homes as well.

The Billerica Fire Department would like to thank all other Town Departments and Town Officials for their help and cooperation throughout the year.

Fire Department

BILLERICA FIRE DEPARTMENT

ORGANIZATION CHART



Fire Department

FIRE DEPARTMENT

Personnel Services

Full Time
Part Time/Seasonal
Overtime
Contractual Obligations

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ.	TM REC.	FIN COM REC.
Total	\$ 8,134,587	\$ 8,102,963	\$ 8,527,964	\$ 8,510,624	\$ 8,590,280	\$ 8,555,395	\$ 8,738,604	\$ 8,748,759	\$ 8,748,759	\$ 8,748,759

Expenses

Supplies and Expenses
Contract Services/Leases
Utilities
Capital Outlay

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ.	TM REC.	FIN COM REC.
Total Expenses	\$ 567,691	\$ 541,154	\$ 527,666	\$ 491,948	\$ 579,141	\$ 530,654	\$ 595,370	\$ 605,080	\$ 605,080	\$ 605,080

TOTAL BUDGET

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ.	TM REC.	FIN COM REC.
TOTAL BUDGET	\$ 8,692,278	\$ 8,644,117	\$ 9,055,630	\$ 9,002,572	\$ 9,169,421	\$ 9,086,049	\$ 9,333,974	\$ 9,353,839	\$ 9,353,839	\$ 9,353,839

FIRE DEPARTMENT

	FY2023	Dep. Req.	TM. Rec.	Fin Com Rec.						
	FY2024	FY2024	FY2024	FY2024						
Position	FTE	FTE	FTE	FTE						
Fire Chief	1	1	1	1						
Deputy Chiefs	2	1	1	1						
Captains	8	10	10	10						
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						

	FY2023	Dep. Req.	TM. Rec.	Fin Com Rec.						
	FY2024	FY2024	FY2024	FY2024						
Position	PTE	PTE	PTE	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

FIRE DEPARTMENT
SALARY INFORMATION FY2024 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 BENERT
Robert Cole	Chief	10	1/23/1995	184,007.20	0	-	-		-	-	-	184,007.20
Stephen Kennedy	Deputy Chief	9	9/12/2000	148,043.23	0						-	148,043.23
Erik Szymanski	Captain	10	11/26/1998	105,170.63	0	500.00	6,700.00	5,000.00	1,500.00	6,547.98	-	125,418.61
Daniel LeClerc	Captain SC	10	7/18/1993	109,609.98	0	400.00	5,500.00	5,150.00	500.00	6,824.38	-	127,984.36
William Paskiewicz	Captain	10	7/18/1993	106,417.57	0	275.00	5,500.00	5,000.00	1,500.00	6,625.61	-	125,318.18
Matthew Battcock	Captain SC	10	11/27/1998	104,865.06	0	400.00	5,500.00	4,840.00	500.00	6,528.95	-	122,634.02
Joseph Bukoiemski	Captain SC	10	7/25/1998	109,609.98	0	500.00	5,500.00	5,150.00	1,500.00	6,824.38	-	129,084.36
James Miner	Captain SC	10	7/18/1993	109,609.98	0	500.00	6,700.00	5,150.00	500.00	6,824.38	-	129,284.36
David Feyler	Captain	10	11/29/1993	106,417.57	0	400.00	5,500.00	5,000.00	500.00	6,625.61	-	124,443.18
Phillip Tammaro	Captain	10	7/18/1993	106,417.57	0	500.00	5,500.00	5,000.00	1,500.00	6,625.61	-	125,543.18
Joseph Brangwynne	Captain	7	5/28/2010	98,308.01	0	400.00	8,000.00	-	5,906.95	6,120.71	-	118,735.66
Thomas Larkin	Captain	9	4/5/2001	103,318.03	0	275.00	5,500.00	-	6,182.49	6,432.64	-	121,708.15
Thomas Joyce	Lieutenant	10	5/12/1985	92,881.53	0	400.00	5,500.00	4,380.00	500.00	5,782.85	-	109,444.39
David Forzati	Lieutenant	10	6/14/1997	92,881.53	0	400.00	1,440.00	4,380.00	1,500.00	5,782.85	-	106,384.39
Robert McIntyre	Lieutenant	10	1/2/1998	92,881.53	0	-	5,500.00	4,350.00	500.00	5,782.85	-	109,014.39
David Mahoney	Lieutenant	9	4/4/2001	90,176.24	0	275.00	1,680.00	4,250.00	500.00	5,614.42	-	102,495.66
William King	Lieutenant	9	3/5/1999	90,176.24	0	275.00	5,500.00	4,250.00	500.00	5,614.42	-	106,315.66
Jeff Strunk	Lieutenant	9	7/6/2000	87,295.49	0	-	6,700.00	4,250.00	500.00	5,435.06	-	104,180.55
Michael Iannelli	Lieutenant	7	5/29/2010	85,424.85	0	400.00	5,500.00	4,030.00	500.00	5,318.60	-	101,173.45
Stephen Burgoyne	Lieutenant	7	7/13/2013	85,388.68	0	-	6,700.00	4,000.00	500.00	5,316.34	-	101,905.02
Stephen Morrison	Lieutenant	7	1/8/2012	85,424.85	0	275.00	6,700.00	4,030.00	500.00	5,318.60	-	102,248.45
Christopher Roberts	Lieutenant	7	7/14/2013	85,388.68	0	275.00	5,500.00	4,000.00	500.00	5,316.34	-	100,980.02
Josephe Venezia	Lieutenant	7	7/15/2013	85,352.51	0	400.00	5,500.00	4,000.00	1,500.00	5,314.09	-	102,066.60
Daniel Barilla	Lieutenant	8	4/22/2007	87,635.97	0	400.00	5,500.00	4,130.00	500.00	5,456.26	-	103,622.24
Joseph Duggan	Lieutenant	9	8/14/1999	91,572.97	0	400.00	2,700.00	4,320.00	1,500.00	5,701.38	-	106,194.35
Lawrence Bavis	Lieutenant	10	7/18/1993	89,914.36	0	-	2,220.00	4,240.00	500.00	5,598.12	-	102,472.48
Matthew Famolare	Lieutenant	10	10/29/1995	94,320.16	0	275.00	5,500.00	4,450.00	1,500.00	5,872.42	-	111,917.59
Shawn Cantrell	Lieutenant	10	1/3/1998	92,881.53	0	400.00	3,660.00	4,350.00	1,500.00	5,782.85	-	108,574.39
Thomas Maloney	Firefighter	10	7/18/1993	79,900.97	0	400.00	5,500.00	3,775.00	16,480.18	4,974.68	-	111,030.83
John McLaughlin	Firefighter	10	7/25/1993	79,900.97	0	400.00	5,500.00	3,775.00	500.00	4,974.68	-	95,050.65
James Harries	Firefighter	10	10/31/1994	79,900.97	0	275.00	8,000.00	3,775.00	500.00	4,974.68	-	97,425.65
John Spinosa	Firefighter	10	10/28/1995	79,900.97	0	275.00	2,220.00	3,775.00	12,485.14	4,974.68	-	103,630.78
Joshua Gillis	Firefighter	10	6/13/1997	79,900.97	0	-	-	3,775.00	500.00	4,974.68	-	89,150.65
Erik Ciampa	Firefighter	10	11/28/1998	78,964.73	0	275.00	5,500.00	3,700.00	500.00	4,916.39	-	93,856.12
Paul Dinsmore	Firefighter	10	11/29/1998	78,964.73	0	275.00	5,500.00	3,700.00	500.00	4,916.39	-	93,856.12
Gary daSilva	Firefighter	9	4/3/2001	77,573.76	0	400.00	5,500.00	3,670.00	500.00	4,829.78	-	92,473.54
Justin Bates	Firefighter	9	4/7/2001	75,095.60	0	400.00	2,580.00	3,550.00	500.00	4,675.49	-	86,801.10
Mark Goodwin	Firefighter (RT)	9	9/23/2001	79,900.99	0	500.00	1,140.00	3,775.00	500.00	4,974.68	-	90,790.67
Joseph Keane	Firefighter	8	2/26/2005	75,154.19	0	400.00	5,500.00	3,550.00	500.00	4,679.14	-	89,783.34
Shawn O'Connor	Firefighter	8	2/27/2005	72,753.33	0	275.00	-	3,440.00	500.00	4,529.66	-	81,498.00
Charles McDevitt**	Firefighter	9	3/12/2000	78,775.29	0	400.00	1,440.00	-	16,255.07	4,904.59	-	101,774.95
John Conway	Firefighter (RT)	8	9/7/2007	77,408.50	0	-	2,760.00	3,640.00	1,500.00	4,819.49	-	90,127.99
Keith McDonald	Firefighter	8	9/8/2007	75,154.19	0	275.00	2,400.00	3,540.00	500.00	4,679.14	-	86,548.34
Kevin O'Brien	Firefighter	8	9/9/2007	72,753.33	0	-	-	3,425.00	500.00	4,529.66	-	81,208.00
Richard Gutierrez	Firefighter (RT)	8	7/5/2008	77,408.50	0	-	2,400.00	3,650.00	500.00	4,819.49	-	88,777.99
Andrew Avant	Firefighter	8	7/6/2008	75,154.19	0	400.00	5,500.00	3,600.00	500.00	4,679.14	-	89,833.34
David Reinold	Firefighter	7	5/30/2010	70,733.39	0	275.00	-	3,350.00	500.00	4,403.90	-	79,262.28
Charles Rivanis	Firefighter	8	6/18/2007	76,318.25	0	400.00	1,320.00	3,600.00	500.00	4,751.62	-	86,889.86
Robert Fitzmaurice	Firefighter	7	9/4/2011	70,733.39	0	275.00	3,240.00	3,350.00	500.00	4,403.90	-	82,502.28
Michael Ricci	Firefighter (RT)	7	9/5/2011	75,259.54	0	-	1,680.00	3,560.00	500.00	4,685.70	-	85,685.24
James Elder	Firefighter	7	11/30/2013	72,308.36	0	275.00	5,500.00	3,450.00	500.00	4,501.96	-	86,535.31
David Marks	Firefighter	7	12/1/2013	72,308.36	0	-	3,240.00	3,450.00	500.00	4,501.96	-	84,000.31
Jon Reinecker	Firefighter	7	12/2/2013	72,272.20	0	-	5,500.00	3,450.00	500.00	4,499.71	-	86,221.91
David Evans	Firefighter	6	9/2/2014	68,906.45	0	-	1,320.00	3,260.00	500.00	4,290.15	-	78,276.60
Brett Fredrickson	Firefighter	6	11/6/2015	71,180.36	0	400.00	5,500.00	3,370.00	500.00	4,431.73	-	85,382.09
Frank Rao	Firefighter	6	11/7/2015	71,180.36	0	-	6,700.00	3,370.00	500.00	4,431.73	-	86,182.09
Luke Riberio	Firefighter	6	11/8/2015	73,315.60	0	-	5,500.00	3,470.00	500.00	4,564.67	-	87,350.27
James Sullivan	Firefighter	8	7/1/2006	75,154.19	0	500.00	-	3,550.00	500.00	4,679.14	-	84,383.34
Ryan Arensbach	Firefighter	6	5/23/2017	71,180.36	0	400.00	5,500.00	3,370.00	500.00	4,431.73	-	85,382.09
Timothy Copson	Firefighter	6	5/22/2017	71,180.36	0	-	2,280.00	3,370.00	500.00	4,431.73	-	81,762.09
Sean O'Neill	Firefighter (RT)	6	1/2/2018	73,315.60	0	500.00	6,700.00	3,440.00	1,500.00	4,564.67	-	90,020.27
Joseph Ferri	Firefighter	6	1/3/2018	71,180.36	0	400.00	6,700.00	3,340.00	500.00	4,431.73	-	86,552.09
Kenneth Murnane	Firefighter	6	1/4/2018	71,180.36	0	500.00	600.00	3,340.00	500.00	4,431.73	-	80,552.09
John Corbett	Firefighter (RT)	6	9/5/2018	73,122.78	0	275.00	3,660.00	3,450.00	500.00	4,552.66	-	85,560.44
Stephen Pena	Firefighter	5/6	11/10/2019	69,165.22	0	400.00	3,660.00	3,300.00	500.00	4,306.26	-	81,331.48
Andrew Pierce	Firefighter	5/6	11/11/2019	69,113.58	0	-	3,660.00	3,250.00	500.00	4,303.05	-	80,826.63
Patrick Gallegher	Firefighter	5/6	3/2/2020	68,287.38	0	500.00	1,200.00	3,200.00	500.00	4,251.61	-	77,938.99
James Murphy	Firefighter	4/5	4/6/2021	65,462.46	0	500.00	1,200.00	3,100.00	500.00	4,075.73	-	74,838.19
Daniel Coneeny	Firefighter	4/5	4/7/2021	65,412.80	0	400.00	1,200.00	3,100.00	500.00	4,072.64	-	74,685.44
Joe Bukoiemski IV	Firefighter	3/4	12/13/2021	63,708.68	0	500.00	1,200.00	3,000.00	500.00	3,966.54	-	72,875.22
Robert Allen	Firefighter	3/4	12/14/2021	63,708.68	0	400.00	1,200.00	3,000.00	500.00	3,966.54	-	72,775.22
Bryce Spinosa	Firefighter	3/4	12/15/2021	63,708.68	0	400.00	3,660.00	3,000.00	500.00	3,966.54	-	75,235.22
Adam Martell	Firefighter	3/4	12/15/2021	64,090.69	0	500.00	2,400.00	3,000.00	500.00	3,990.32	-	74,481.01
Calvin Pellegrino	Firefighter	2/3	12/15/2021	61,596.92	0	500.00	900.00	2,900.00	500.00	3,835.06	-	70,231.98
Jacob Snook	Firefighter	2/3	12/15/2021	61,596.92	0	500.00	2,400.00	2,900.00	500.00	3,835.06	-	71,731.98
James Sorenson	Firefighter	2/3	12/15/2021	61,327.88	0	500.00	900.00	2,900.00	500.00	3,818.31	-	69,946.18
Ryan Strazzere	Firefighter	2/3	12/15/2021	61,327.88	0	500.00	900.00	2,900.00	500.00	3,818.31	-	69,946.18
Maureen Dunton	Head Administrat	7	3/2/1981	68,180.05	0	1,000.00	-	-	-	-	4,434.00	73,614.05
Ellen O'Connor	PT Secretary	7	11/17/2014	41,130.37	0	1,000.00	-	-	-	-	1,200.00	43,330.37
Marykathryn Hazel	Dispatcher	8	12/8/2001	55,042.77	0	300.00	-	2,240.00	-	2,741.59	3,300.00	63,624.37
John Pellegrino	Dispatcher	8	1/4/2002	55,042.77	0	-	-	2,240.00	-	2,741.59	3,300.00	63,324.37
Diane Deloge	Dispatcher	8	5/12/2002	55,042.77	0	500.00	-	-	2,000.00	2,741.59	3,300.00	63,584.37
Christina Winitzer	Dispatcher	8	6/12/2013	55,042.77	0	-	-	1,720.00	-	2,741.59	2,100.00	61,604.37
William Egan	PT Dispatcher	8	4/17/2011	26,145.32	0	-	-	2,240.00	-	1,302.26	1,083.00	30,770.57
												-
SUPER HOLIDAY				-	0		-	-	-	47,500.00	-	47,500.00
DETAIL COMP.				-	0		-	-	42,000.00	-	-	42,000.00
OUT OF GRADE				-	0		-	-	34,000.00	-	-	34,000.00
												-
DEPARTMENT TOTAL				\$ 6,710,922.97	-	\$ 25,875.00	\$ 286,560.00	\$279,345.00	\$ 181,309.82	\$ 434,779.14	\$ 18,717.00	\$ 7,937,508.93

Total Full time \$ 6,643,647.28
Total Part Time \$ 67,275.68
Overtime \$ 811,250.00
Total Contract \$ 1,226,585.97
Total \$ 8,748,758.93

Fire Department

FIRE DEPARTMENT
SALARY INFORMATION FY2024 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	Chief	10	1/23/1995	\$ 184,007.20	0.00							\$ 184,007.20
Stephen Kennedy	Deputy Chief	9	9/12/2000	\$ 148,043.23	0.00							\$ 148,043.23
Erik Szymanski	Captain	10	11/26/1998	\$ 105,170.63	0.00	\$ 500.00	\$ 6,700.00	\$ 5,000.00	\$ 1,500.00	\$ 6,547.98		\$ 125,418.61
Daniel LeClerc	Captain SC	10	7/18/1993	\$ 109,609.98	0.00	\$ 400.00	\$ 5,500.00	\$ 5,150.00	\$ 500.00	\$ 6,824.38		\$ 127,984.36
William Paskiewicz	Captain	10	7/18/1993	\$ 106,417.57	0.00	\$ 275.00	\$ 5,500.00	\$ 5,000.00	\$ 1,500.00	\$ 6,625.61		\$ 125,318.18
Matthew Battcock	Captain SC	10	11/27/1998	\$ 104,865.06	0.00	\$ 400.00	\$ 5,500.00	\$ 4,840.00	\$ 500.00	\$ 6,528.95		\$ 122,634.02
Joseph Bukoiemski	Captain SC	10	7/25/1998	\$ 109,609.98	0.00	\$ 500.00	\$ 5,500.00	\$ 5,150.00	\$ 1,500.00	\$ 6,824.38		\$ 129,084.36
James Miner	Captain SC	10	7/18/1993	\$ 109,609.98	0.00	\$ 500.00	\$ 6,700.00	\$ 5,150.00	\$ 500.00	\$ 6,824.38		\$ 129,284.36
David Feyler	Captain	10	11/29/1993	\$ 106,417.57	0.00	\$ 400.00	\$ 5,500.00	\$ 5,000.00	\$ 500.00	\$ 6,625.61		\$ 124,443.18
Phillip Tammaro	Captain	10	7/18/1993	\$ 106,417.57	0.00	\$ 500.00	\$ 5,500.00	\$ 5,000.00	\$ 1,500.00	\$ 6,625.61		\$ 125,543.18
Joseph Brangwynne	Captain	7	5/28/2010	\$ 98,308.01	0.00	\$ 400.00	\$ 8,000.00	\$ -	\$ 5,906.95	\$ 6,120.71		\$ 118,735.66
Thomas Larkin	Captain	9	4/5/2001	\$ 103,318.03	0.00	\$ 275.00	\$ 5,500.00	\$ -	\$ 6,182.49	\$ 6,432.64		\$ 121,708.15
Thomas Joyce	Lieutenant	10	5/12/1985	\$ 92,881.53	0.00	\$ 400.00	\$ 5,500.00	\$ 4,380.00	\$ 500.00	\$ 5,782.85		\$ 109,444.39
David Forziati	Lieutenant	10	6/14/1997	\$ 92,881.53	0.00	\$ 400.00	\$ 1,440.00	\$ 4,380.00	\$ 1,500.00	\$ 5,782.85		\$ 106,384.39
Robert McIntyre	Lieutenant	10	1/2/1998	\$ 92,881.53	0.00	\$ -	\$ 5,500.00	\$ 4,350.00	\$ 500.00	\$ 5,782.85		\$ 109,014.39
David Mahoney	Lieutenant	9	4/4/2001	\$ 90,176.24	0.00	\$ 275.00	\$ 1,680.00	\$ 4,250.00	\$ 500.00	\$ 5,614.42		\$ 102,495.66
William King	Lieutenant	9	3/5/1999	\$ 90,176.24	0.00	\$ 275.00	\$ 5,500.00	\$ 4,250.00	\$ 500.00	\$ 5,614.42		\$ 106,315.66
Jeff Strunk	Lieutenant	9	7/6/2000	\$ 87,295.49	0.00	\$ -	\$ 6,700.00	\$ 4,250.00	\$ 500.00	\$ 5,435.06		\$ 104,180.55
Michael Iannelli	Lieutenant	7	5/29/2010	\$ 85,424.85	0.00	\$ 400.00	\$ 5,500.00	\$ 4,030.00	\$ 500.00	\$ 5,318.60		\$ 101,173.45
Stephen Burgoyne	Lieutenant	7	7/13/2013	\$ 85,388.68	0.00	\$ -	\$ 6,700.00	\$ 4,000.00	\$ 500.00	\$ 5,316.34		\$ 101,905.02
Stephen Morrison	Lieutenant	7	1/8/2012	\$ 85,424.85	0.00	\$ 275.00	\$ 6,700.00	\$ 4,030.00	\$ 500.00	\$ 5,318.60		\$ 102,248.45
Christopher Roberts	Lieutenant	7	7/14/2013	\$ 85,388.68	0.00	\$ 275.00	\$ 5,500.00	\$ 4,000.00	\$ 500.00	\$ 5,316.34		\$ 100,980.02
Josephe Venezia	Lieutenant	7	7/15/2013	\$ 85,352.51	0.00	\$ 400.00	\$ 5,500.00	\$ 4,000.00	\$ 1,500.00	\$ 5,314.09		\$ 102,066.60
Daniel Barilla	Lieutenant	8	4/22/2007	\$ 87,635.97	0.00	\$ 400.00	\$ 5,500.00	\$ 4,130.00	\$ 500.00	\$ 5,456.26		\$ 103,622.24
Joseph Duggan	Lieutenant	9	8/14/1999	\$ 91,572.97	0.00	\$ 400.00	\$ 2,700.00	\$ 4,320.00	\$ 1,500.00	\$ 5,701.38		\$ 106,194.35
Lawrence Bavis	Lieutenant	10	7/18/1993	\$ 89,914.36	0.00	\$ -	\$ 2,220.00	\$ 4,240.00	\$ 500.00	\$ 5,598.12		\$ 102,472.48
Matthew Famolare	Lieutenant	10	10/29/1995	\$ 94,320.16	0.00	\$ 275.00	\$ 5,500.00	\$ 4,450.00	\$ 1,500.00	\$ 5,872.42		\$ 111,917.59
Shawn Cantrell	Lieutenant	10	1/3/1998	\$ 92,881.53	0.00	\$ 400.00	\$ 3,660.00	\$ 4,350.00	\$ 1,500.00	\$ 5,782.85		\$ 108,574.39
Thomas Maloney	Firefighter	10	7/18/1993	\$ 79,900.97	0.00	\$ 400.00	\$ 5,500.00	\$ 3,775.00	\$ 16,480.18	\$ 4,974.68		\$ 111,030.83
John McLaughlin	Firefighter	10	7/25/1993	\$ 79,900.97	0.00	\$ 400.00	\$ 5,500.00	\$ 3,775.00	\$ 500.00	\$ 4,974.68		\$ 95,050.65
James Harries	Firefighter	10	10/31/1994	\$ 79,900.97	0.00	\$ 275.00	\$ 8,000.00	\$ 3,775.00	\$ 500.00	\$ 4,974.68		\$ 97,425.65
John Spinosa	Firefighter	10	10/28/1995	\$ 79,900.97	0.00	\$ 275.00	\$ 2,220.00	\$ 3,775.00	\$ 12,485.14	\$ 4,974.68		\$ 103,630.78
Joshua Gillis	Firefighter	10	6/13/1997	\$ 79,900.97	0.00	\$ -	\$ -	\$ 3,775.00	\$ 500.00	\$ 4,974.68		\$ 89,150.65
Erik Ciampa	Firefighter	10	11/28/1998	\$ 78,964.73	0.00	\$ 275.00	\$ 5,500.00	\$ 3,700.00	\$ 500.00	\$ 4,916.39		\$ 93,856.12
Paul Dinsmore	Firefighter	10	11/29/1998	\$ 78,964.73	0.00	\$ 275.00	\$ 5,500.00	\$ 3,700.00	\$ 500.00	\$ 4,916.39		\$ 93,856.12
Gary daSilva	Firefighter	9	4/3/2001	\$ 77,573.76	0.00	\$ 400.00	\$ 5,500.00	\$ 3,670.00	\$ 500.00	\$ 4,829.78		\$ 92,473.54
Justin Bates	Firefighter	9	4/7/2001	\$ 75,095.60	0.00	\$ 400.00	\$ 2,580.00	\$ 3,550.00	\$ 500.00	\$ 4,675.49		\$ 86,801.10
Mark Goodwin	Firefighter (RT)	9	9/23/2001	\$ 79,900.99	0.00	\$ 500.00	\$ 1,140.00	\$ 3,775.00	\$ 500.00	\$ 4,974.68		\$ 90,790.67
Joseph Keane	Firefighter	8	2/26/2005	\$ 75,154.19	0.00	\$ 400.00	\$ 5,500.00	\$ 3,550.00	\$ 500.00	\$ 4,679.14		\$ 89,783.34
Shawn O'Connor	Firefighter	8	2/27/2005	\$ 72,753.33	0.00	\$ 275.00	\$ -	\$ 3,440.00	\$ 500.00	\$ 4,529.66		\$ 81,498.00
Charles McDewitt**	Firefighter	9	3/12/2000	\$ 78,775.29	0.00	\$ 400.00	\$ 1,440.00	\$ -	\$ 16,255.07	\$ 4,904.59		\$ 101,774.95
John Conway	Firefighter (RT)	8	9/7/2007	\$ 77,408.50	0.00	\$ -	\$ 2,760.00	\$ 3,640.00	\$ 1,500.00	\$ 4,819.49		\$ 90,127.99
Keith McDonald	Firefighter	8	9/8/2007	\$ 75,154.19	0.00	\$ 275.00	\$ 2,400.00	\$ 3,540.00	\$ 500.00	\$ 4,679.14		\$ 86,548.34
Kevin O'Brien	Firefighter	8	9/9/2007	\$ 72,753.33	0.00	\$ -	\$ -	\$ 3,425.00	\$ 500.00	\$ 4,529.66		\$ 81,208.00
Richard Gutierrez	Firefighter (RT)	8	7/5/2008	\$ 77,408.50	0.00	\$ -	\$ 2,400.00	\$ 3,650.00	\$ 500.00	\$ 4,819.49		\$ 88,777.99
Andrew Avant	Firefighter	8	7/6/2008	\$ 75,154.19	0.00	\$ 400.00	\$ 5,500.00	\$ 3,600.00	\$ 500.00	\$ 4,679.14		\$ 89,833.34
David Reinold	Firefighter	7	5/30/2010	\$ 70,733.39	0.00	\$ 275.00	\$ -	\$ 3,350.00	\$ 500.00	\$ 4,403.90		\$ 79,262.28
Charles Rivanis	Firefighter	8	6/18/2007	\$ 76,318.25	0.00	\$ 400.00	\$ 1,320.00	\$ 3,600.00	\$ 500.00	\$ 4,751.62		\$ 86,889.86
Robert Fitzmaurice	Firefighter	7	9/4/2011	\$ 70,733.39	0.00	\$ 275.00	\$ 3,240.00	\$ 3,350.00	\$ 500.00	\$ 4,403.90		\$ 82,502.28
Michael Ricci	Firefighter (RT)	7	9/5/2011	\$ 75,259.54	0.00	\$ -	\$ 1,680.00	\$ 3,560.00	\$ 500.00	\$ 4,685.70		\$ 85,685.24
James Elder	Firefighter	7	11/30/2013	\$ 72,308.36	0.00	\$ 275.00	\$ 5,500.00	\$ 3,450.00	\$ 500.00	\$ 4,501.96		\$ 86,535.31
David Marks	Firefighter	7	12/1/2013	\$ 72,308.36	0.00	\$ -	\$ 3,240.00	\$ 3,450.00	\$ 500.00	\$ 4,501.96		\$ 84,000.31
Jon Reinecker	Firefighter	7	12/2/2013	\$ 72,272.20	0.00	\$ -	\$ 5,500.00	\$ 3,450.00	\$ 500.00	\$ 4,499.71		\$ 86,221.91
David Evans	Firefighter	6	9/2/2014	\$ 68,906.45	0.00	\$ -	\$ 1,320.00	\$ 3,260.00	\$ 500.00	\$ 4,290.15		\$ 78,276.60
Brett Fredrickson	Firefighter	6	11/6/2015	\$ 71,180.36	0.00	\$ 400.00	\$ 5,500.00	\$ 3,370.00	\$ 500.00	\$ 4,431.73		\$ 85,382.09
Frank Rao	Firefighter	6	11/7/2015	\$ 71,180.36	0.00	\$ -	\$ 6,700.00	\$ 3,370.00	\$ 500.00	\$ 4,431.73		\$ 86,182.09
Luke Riberio	Firefighter	6	11/8/2015	\$ 73,315.60	0.00	\$ -	\$ 5,500.00	\$ 3,470.00	\$ 500.00	\$ 4,564.67		\$ 87,350.27
James Sullivan	Firefighter	8	7/1/2006	\$ 75,154.19	0.00	\$ 500.00	\$ -	\$ 3,550.00	\$ 500.00	\$ 4,679.14		\$ 84,383.34
Ryan Arensbach	Firefighter	6	5/23/2017	\$ 71,180.36	0.00	\$ 400.00	\$ 5,500.00	\$ 3,370.00	\$ 500.00	\$ 4,431.73		\$ 85,382.09
Timothy Copson	Firefighter	6	5/22/2017	\$ 71,180.36	0.00	\$ -	\$ 2,280.00	\$ 3,370.00	\$ 500.00	\$ 4,431.73		\$ 81,762.09
Sean O'Neill	Firefighter (RT)	6	1/2/2018	\$ 73,315.60	0.00	\$ 500.00	\$ 6,700.00	\$ 3,440.00	\$ 1,500.00	\$ 4,564.67		\$ 90,020.27
Joseph Ferri	Firefighter	6	1/3/2018	\$ 71,180.36	0.00	\$ 400.00	\$ 6,700.00	\$ 3,340.00	\$ 500.00	\$ 4,431.73		\$ 86,552.09
Kenneth Murnane	Firefighter	6	1/4/2018	\$ 71,180.36	0.00	\$ 500.00	\$ 600.00	\$ 3,340.00	\$ 500.00	\$ 4,431.73		\$ 80,552.09
John Corbett	Firefighter (RT)	6	9/5/2018	\$ 73,122.78	0.00	\$ 275.00	\$ 3,660.00	\$ 3,450.00	\$ 500.00	\$ 4,552.66		\$ 85,560.44
Stephen Pena	Firefighter	5/6	11/10/2019	\$ 69,165.22	0.00	\$ 400.00	\$ 3,660.00	\$ 3,300.00	\$ 500.00	\$ 4,306.26		\$ 81,331.48
Andrew Pierce	Firefighter	5/6	11/11/2019	\$ 69,113.58	0.00	\$ -	\$ 3,660.00	\$ 3,250.00	\$ 500.00	\$ 4,303.05		\$ 80,826.63
Patrick Gallegher	Firefighter	5/6	3/2/2020	\$ 68,287.38	0.00	\$ 500.00	\$ 1,200.00	\$ 3,200.00	\$ 500.00	\$ 4,251.61		\$ 77,938.99
James Murphy	Firefighter	4/5	4/6/2021	\$ 65,462.46	0.00	\$ 500.00	\$ 1,200.00	\$ 3,100.00	\$ 500.00	\$ 4,075.73		\$ 74,838.19
Daniel Coneeny	Firefighter	4/5	4/7/2021	\$ 65,412.80	0.00	\$ 400.00	\$ 1,200.00	\$ 3,100.00	\$ 500.00	\$ 4,072.64		\$ 74,685.44
Joe Bukoiemski IV	Firefighter	3/4	12/13/2021	\$ 63,708.68	0.00	\$ 500.00	\$ 1,200.00	\$ 3,000.00	\$ 500.00	\$ 3,966.54		\$ 72,875.22
Robert Allen	Firefighter	3/4	12/14/2021	\$ 63,708.68	0.00	\$ 400.00	\$ 1,200.00	\$ 3,000.00	\$ 500.00	\$ 3,966.54		\$ 72,775.22
Bryce Spinosa	Firefighter	3/4	12/15/2021	\$ 63,708.68	0.00	\$ 400.00	\$ 3,660.00	\$ 3,000.00	\$ 500.00	\$ 3,966.54		\$ 75,235.22
Adam Martell	Firefighter	3/4	12/15/2021	\$ 64,090.69	0.00	\$ 500.00	\$ 2,400.00	\$ 3,000.00	\$ 500.00	\$ 3,990.32		\$ 74,481.01
Calvin Pellegrino	Firefighter	2/3	12/15/2021	\$ 61,596.92	0.00	\$ 500.00	\$ 900.00	\$ 2,900.00	\$ 500.00	\$ 3,835.06		\$ 70,231.98
Jacob Snook	Firefighter	2/3	12/15/2021	\$ 61,596.92	0.00	\$ 500.00	\$ 2,400.00	\$ 2,900.00	\$ 500.00	\$ 3,835.06		\$ 71,731.98
James Sorenson	Firefighter	2/3	12/15/2021	\$ 61,327.88	0.00	\$ 500.00	\$ 900.00	\$ 2,900.00	\$ 500.00	\$ 3,818.31		\$ 69,946.18
Ryan Strazzere	Firefighter	2/3	12/15/2021	\$ 61,327.88	0.00	\$ 500.00	\$ 900.00	\$ 2,900.00	\$ 500.00	\$ 3,818.31		\$ 69,946.18
Maureen Dunton	Head Administrat	7	3/2/1981	\$ 68,180.05	0.00	\$ 1,000.00		\$ -			\$ 4,434.00	\$ 73,614.05
Ellen O'Connor	PT Secretary	7	11/17/2014	\$ 41,130.37	0.00	\$ 1,000.00		\$ -			\$ 1,200.00	\$ 43,330.37
Marykathryn Hazel	Dispatcher	8	12/8/2001	\$ 55,042.77	0.00	\$ 300.00		\$ 2,240.00		\$ 2,741.59	\$ 3,300.00	\$ 63,624.37
John Pellegrino	Dispatcher	8	1/4/2002	\$ 55,042.77	0.00	\$ -		\$ 2,240.00	\$ -	\$ 2,741.59	\$ 3,300.00	\$ 63,324.37
Diane Deloge	Dispatcher	8	5/12/2002	\$ 55,042.77	0.00	\$ 500.00		\$ -	\$ 2,000.00	\$ 2,741.59	\$ 3,300.00	\$ 63,584.37
Christina Winitzer	Dispatcher	8	6/12/2013	\$ 55,042.77	0.00	\$ -		\$ 1,720.00	\$ -	\$ 2,741.59	\$ 2,100.00	\$ 61,604.37
William Egan	PT Dispatcher	8	4/17/2011	\$ 26,145.32	0.00	\$ -		\$				

Fire Department

FIRE DEPARTMENT
SALARY INFORMATION FY2023 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	RETIREMENT INCENTIVE	SICK BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY	TOTAL SALARY BENERT
Robert Cole	Fire Chief	25 Yr.	1/23/1995	176,930.00	0	-	-		-	-	-	\$ 176,930.00
Thomas Ferraro	Deputy Chief	25 Yr.	5/5/1985	144,841.19	1526.1	-					-	\$ 146,367.29
Stephen Kennedy	Deputy Chief	20 Yr.	4/8/2001	118,150.63	0	275.00	6,700.00	-	500.00	6,840.00	-	\$ 132,465.63
Erik Szymanski	Captain	20 Yr.	11/26/1998	103,318.03	0	-	6,700.00	4,850.00	1,500.00	5,990.00	-	\$ 122,358.03
Steven Jenkins	Captain (SC)	25 Yr.	5/18/1987	109,609.98	0	400.00	6,700.00	5,150.00	500.00	6,350.00	-	\$ 128,709.98
Daniel LeClerc	Captain (SC)	25 Yr.	7/18/1993	109,609.98	0	400.00	5,500.00	5,150.00	500.00	6,350.00	-	\$ 127,509.98
William Paskiewicz	Captain	25 Yr.	7/18/1993	106,417.57	0	400.00	5,500.00	5,000.00	1,500.00	6,165.00	-	\$ 124,982.57
Matthew Battcock	Captain (SC)	20 Yr.	11/27/1998	103,017.81	0	-	5,500.00	4,840.00	500.00	5,970.00	-	\$ 119,827.81
Joseph Bukoiemski	Captain	25 Yr.	7/25/1998	109,609.98	0	500.00	5,500.00	5,150.00	1,500.00	6,350.00	-	\$ 128,609.98
James Miner	Captain	25 Yr.	7/18/1993	106,417.57	0	275.00	6,700.00	-	7,352.97	6,165.00	-	\$ 126,910.54
David Feyler	Captain	25 Yr. **	11/29/1993	106,417.57	0	500.00	5,500.00	5,000.00	6,352.97	6,165.00	-	\$ 129,935.54
Phillip Tammaro	Captain	25 Yr.	7/18/1993	106,417.57	0	400.00	5,500.00	5,000.00	-	6,165.00	-	\$ 123,482.57
Thomas Joyce	Lieutenant	25 Yr.	5/12/1985	92,881.53	0	275.00	5,500.00	4,380.00	500.00	5,390.00	-	\$ 108,926.53
David Forziati	Lieutenant	20 Yr.	6/14/1997	92,881.53	0	400.00	1,440.00	4,380.00	1,500.00	5,390.00	-	\$ 105,991.53
Robert McIntyre	Lieutenant	20 Yr.	1/2/1998	91,534.07	0	-	5,500.00	4,320.00	-	5,390.00	-	\$ 106,744.07
David Mahoney	Lieutenant	20 Yr.	4/4/2001	90,176.24	0	-	1,680.00	4,250.00	500.00	5,230.00	-	\$ 101,836.24
Joseph Brangwynne	Lieutenant	10 Yr.	5/28/2010	85,424.85	0	400.00	8,000.00	4,030.00	500.00	4,960.00	-	\$ 103,314.85
William King	Lieutenant	15 Yr.	3/5/1999	90,176.24	0	-	5,500.00	4,250.00	500.00	5,230.00	-	\$ 105,656.24
Jeff Strunk	Lieutenant	20 Yr. **	5/27/2010	90,176.24	0	-	6,700.00	4,250.00	500.00	5,230.00	-	\$ 106,856.24
Thomas Larkin	Lieutenant	20 Yr.	4/5/2001	90,176.24	0	-	5,500.00	4,250.00	1,000.00	5,230.00	-	\$ 106,156.24
Michael Iannelli	Lieutenant	10 Yr.	5/29/2010	85,424.85	0	400.00	5,500.00	4,030.00	500.00	4,960.00	-	\$ 100,814.85
Stephen Burgoyne	Lieutenant	5 Yr.	7/13/2013	83,536.68	0	400.00	6,700.00	3,950.00	500.00	4,850.00	-	\$ 99,936.68
Stephen Morrison	Lieutenant	5 Yr.	1/8/2012	85,424.85	0	-	6,700.00	4,030.00	500.00	4,960.00	-	\$ 101,614.85
Christopher Roberts	Lieutenant	5 Yr.	7/14/2013	83,536.68	0	-	5,500.00	3,950.00	500.00	4,850.00	-	\$ 98,336.68
Josephe Venezia	Lieutenant	5 Yr.	7/15/2013	83,536.68	0	500.00	2,520.00	3,950.00	1,500.00	4,850.00	-	\$ 96,856.68
Daniel Barilla	Lieutenant	10 Yr.	4/22/2007	87,635.97	0	400.00	5,500.00	4,130.00	500.00	5,085.00	-	\$ 103,250.97
Joseph Duggan	Lieutenant	20 Yr. **	8/14/1999	91,572.97	0	500.00	2,700.00	4,320.00	1,000.00	5,310.00	-	\$ 105,402.97
Lawrence Bavis	Lieutenant	25 Yr.	7/18/1993	89,914.36	0	-	2,220.00	4,240.00	-	5,220.00	-	\$ 101,594.36
Thomas Maloney	Firefighter	25 Yr.	7/18/1993	79,900.97	0	275.00	5,500.00	3,775.00	15,980.19	4,640.00	-	\$ 110,071.16
John McLaughlin	Firefighter	25 Yr.	7/25/1993	79,900.97	0	-	5,500.00	3,775.00	500.00	4,640.00	-	\$ 94,315.97
James Harries	Firefighter	25 Yr.	10/31/1994	79,900.97	0	-	8,000.00	3,775.00	500.00	4,640.00	-	\$ 96,815.97
John Spinosa	Firefighter	25 Yr.	10/28/1995	79,900.97	0	-	2,220.00	3,775.00	15,980.19	4,640.00	-	\$ 106,516.16
Matthew Famolare	Firefighter	25 Yr.	10/29/1995	81,138.54	0	-	5,500.00	3,830.00	500.00	4,710.00	-	\$ 95,678.54
Joshua Gillis	Firefighter	20 Yr.	6/13/1997	79,900.97	0	-	-	3,775.00	-	4,640.00	-	\$ 88,315.97
Shawn Cantrell	Firefighter	20 Yr.	1/3/1998	81,104.17	0	400.00	3,660.00	3,830.00	1,500.00	4,780.00	-	\$ 95,274.17
Erik Ciampa	Firefighter	20 Yr.	11/28/1998	77,573.76	0	-	5,500.00	3,670.00	500.00	4,510.00	-	\$ 91,753.76
Paul Dinsmore	Firefighter	20 Yr.	11/29/1998	77,573.76	0	-	5,500.00	3,670.00	500.00	4,510.00	-	\$ 91,753.76
Marc Annese	Firefighter	20 Yr.	6/25/2000	75,095.60	0	500.00	2,100.00	3,550.00	-	4,365.00	-	\$ 85,610.60
Gary daSilva	Firefighter	20 Yr.	4/3/2001	77,573.76	0	-	5,500.00	3,670.00	500.00	4,510.00	-	\$ 91,753.76
Justin Bates	Firefighter	20 Yr.	4/7/2001	75,095.60	0	400.00	2,580.00	3,550.00	500.00	4,365.00	-	\$ 86,490.60
Mark Goodwin	Firefighter (RT)	15 Yr.	9/23/2001	79,900.99	0	-	1,140.00	3,775.00	500.00	4,640.00	-	\$ 89,955.99
Joseph Keane	Firefighter	15 Yr.	2/26/2005	75,154.19	0	-	5,500.00	3,550.00	500.00	4,370.00	-	\$ 89,074.19
Shawn O'Connor	Firefighter	15 Yr.	2/27/2005	72,753.33	0	275.00	-	3,440.00	500.00	4,230.00	-	\$ 81,198.33
Charles McDevitt	Firefighter	15 Yr. **	11/14/2006	78,775.29	0	275.00	1,440.00	3,720.00	500.00	4,580.00	-	\$ 89,290.29
John Conway	Firefighter (RT)	10 Yr.	9/7/2007	77,037.99	0	-	2,760.00	3,640.00	2,500.00	4,500.00	-	\$ 90,437.99
Keith McDonald	Firefighter	10 Yr.	9/8/2007	74,794.43	0	-	2,400.00	3,540.00	-	4,365.00	-	\$ 85,099.43
Kevin O'Brien	Firefighter	10 Yr.	9/9/2007	72,366.37	0	275.00	-	3,425.00	-	4,230.00	-	\$ 80,296.37
Richard Gutierrez	Firefighter (RT)	10 Yr.	7/5/2008	75,259.54	0	-	2,400.00	3,560.00	500.00	4,375.00	-	\$ 86,094.54
Andrew Avant	Firefighter	10 Yr.	7/6/2008	73,067.59	0	275.00	5,500.00	3,460.00	500.00	4,250.00	-	\$ 87,052.59
David Reinold	Firefighter	10 Yr.	5/30/2010	70,733.39	0	-	-	3,350.00	500.00	4,115.00	-	\$ 78,698.39
Charles Rivanis	Firefighter	10 Yr. **	6/18/2007	76,318.25	0	-	1,320.00	3,510.00	500.00	4,315.00	-	\$ 85,963.25
Robert Fitzmaurice	Firefighter	5 Yr.	9/4/2011	70,733.39	0	-	3,240.00	3,350.00	500.00	4,115.00	-	\$ 81,938.39
Michael Ricci	Firefighter (RT)	5 Yr.	9/5/2011	75,259.54	0	-	1,680.00	3,560.00	500.00	4,375.00	-	\$ 85,374.54
William Conners	Firefighter	20 Yr. **	11/29/2013	75,095.60	0	500.00	-	3,550.00	500.00	4,365.00	-	\$ 84,010.60
James Elder	Firefighter	5 Yr.	11/30/2013	71,180.36	0	-	5,500.00	3,370.00	500.00	4,140.00	-	\$ 84,690.36
David Marks	Firefighter	5 Yr.	7/1/2011	71,180.36	0	400.00	3,240.00	3,370.00	500.00	4,140.00	-	\$ 82,830.36
Jon Reinecker	Firefighter	5 Yr.	12/2/2013	71,180.36	0	400.00	5,500.00	3,370.00	500.00	4,140.00	-	\$ 85,090.36
David Evans	Firefighter	5 Yr.	9/2/2014	68,906.45	0	-	1,320.00	3,260.00	500.00	4,010.00	-	\$ 77,996.45
Brett Fredrickson	Firefighter	5 Yr.	11/6/2015	71,180.36	0	400.00	5,500.00	3,370.00	500.00	4,140.00	-	\$ 85,090.36
Frank Rao	Firefighter	5 Yr.	11/7/2015	71,180.36	0	275.00	6,700.00	3,370.00	500.00	4,140.00	-	\$ 86,165.36
Luke Riberio	Firefighter	5 Yr.	11/8/2015	73,315.60	0	-	5,500.00	3,470.00	500.00	4,265.00	-	\$ 87,050.60
James Sullivan	Firefighter	10 Yr. **	12/14/2015	75,154.19	0	-	-	3,550.00	-	4,370.00	-	\$ 83,074.19
Ryan Arensbach	Firefighter	St. 4	5/23/2017	71,180.36	0	275.00	5,500.00	3,370.00	500.00	4,140.00	-	\$ 84,965.36
Timothy Copson	Firefighter	St. 4	5/22/2017	71,180.36	0	275.00	2,280.00	3,370.00	500.00	4,140.00	-	\$ 81,745.36
Sean O'Neill	Firefighter (RT)	St. 3	1/2/2018	72,758.56	0	400.00	5,500.00	3,440.00	500.00	4,265.00	-	\$ 86,863.56
Joseph Ferri	Firefighter	St. 3	1/3/2018	70,639.60	0	-	5,500.00	3,340.00	500.00	4,140.00	-	\$ 84,119.60
Kenneth Murnane	Firefighter	St. 3	1/4/2018	70,639.60	0	500.00	600.00	3,340.00	500.00	4,140.00	-	\$ 79,719.60
John Corbett	Firefighter (RT)	St. 2	9/5/2018	71,718.56	0	500.00	3,660.00	3,390.00	500.00	4,200.00	-	\$ 83,968.56
Stephen Pena	Firefighter	St. 1	11/10/2019	66,505.33	0	400.00	3,660.00	3,150.00	500.00	3,925.00	-	\$ 78,140.33
Andrew Pierce	Firefighter	St.1	11/11/2019	66,455.67	0	275.00	3,660.00	3,150.00	500.00	3,925.00	-	\$ 77,965.67
Patrick Gallagher	Firefighter	St.1	3/2/2020	65,661.10	0	500.00	600.00	-	13,632.21	3,925.00	-	\$ 84,318.31
John Isnor	Firefighter	St.2/3	4/5/2021	62,944.67	0	400.00	600.00	2,985.00	500.00	3,775.00	-	\$ 71,204.67
James Murphy	Firefighter	St.2/3	4/6/2021	62,944.67	0	400.00	600.00	2,985.00	500.00	3,775.00	-	\$ 71,204.67
Daniel Coneeny	Firefighter	St.2/3	4/7/2021	62,896.92	0	275.00	600.00	2,985.00	500.00	3,775.00	-	\$ 71,031.92
Joe Bukoiemski IV	Firefighter	St.1/2	12/13/2021	61,283.04	0	500.00	600.00	2,910.00	500.00	3,630.00	-	\$ 69,423.04
Robert Allen	Firefighter	St.1/2	12/14/2021	61,283.04	0	500.00	600.00	2,910.00	500.00	3,630.00	-	\$ 69,423.04
Bryce Spinosa	Firefighter	St.1/2	12/15/2021	61,283.04	0	500.00	600.00	2,910.00	500.00	3,630.00	-	\$ 69,423.04
Maureen Dunton	Head Administrator	Step 10	3/2/1981	68,180.05	0	1,000.00	-	-	-	-	4,434.00	\$ 73,614.05
Ellen O'Connor	PT Secretary	Step 7	11/17/2014	41,130.37	0	1,000.00	-	-	-	-	1,200.00	\$ 43,330.37
Marykathryn Hazel	Dispatcher	Step 7	12/8/2001	55,042.77	0	-	-	2,240.00	-	2,530.00	3,300.00	\$ 63,112.77
John Pellegrino	Dispatcher	Step 7	1/4/2002	55,042.77	0	-	-	2,240.00	-	2,530.00	3,300.00	\$ 63,112.77
Diane Deloge	Dispatcher	Step 7	5/12/2002	55,042.77	0	500.00	-	-	2,000.00	2,530.00	3,300.00	\$ 63,372.77
Christina Winitzer	Dispatcher	Step 7	6/12/2013	55,042.77	0	-	-	1,720.00	-	2,530.00	2,100.00	\$ 61,392.77
William Egan	PT Dispatcher	Step 7	4/17/2011	26,145.32	0	-	-	1,140.00	-	2,530.00	1,083.00	\$ 30,898.32
SUPER HOLIDAY		0	0	0	0	0	0	0	-	47,500.00	0	\$ 47,500.00
DETAIL COMP.		0	0	0	0	0	0	0	42,000.00	-	0	\$ 42,000.00
OUT OF GRADE		0	0	0	0	0	0	0	33,300.00	-	0	\$ 33,300.00
												\$ -
DEPARTMENT TOTAL				\$ 6,734,957.18	1526.10	\$ 19,275.00	\$ 283,720.00	\$ 279,630.00	\$ 176,598.54	\$ 412,930.00	\$ 18,717.00	\$ 7,927,353.82

Total Full time \$ 6,

Fire Department

DESCRIPTION/DETAIL									
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 312,310	\$ 304,406	\$ 322,635	\$ 296,860	\$ 319,110	\$ 308,739	\$ 325,760	\$ 339,240	\$ 339,240	\$ 339,240
							Department	Town Mgr.	Fin Com
Supplies and Expenses									
Used to purchase standards and laws which are updated annually				\$ 600.00			\$ 1,500	\$ 1,500	\$ 1,500
Books for New Hires (4 per year)				\$ 900.00	+\$100				
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 + \$1,000							\$ 12,000	\$ 12,000	\$ 12,000
Electrical Supplies + \$1,000							\$ 3,000	\$ 3,000	\$ 3,000
Plumbing Supplies + \$1,000							\$ 4,000	\$ 4,000	\$ 4,000
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.							+\$ 500	\$ 20,000	\$ 20,000
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								11,500	\$ 11,500
Exacom recording & 911 Secondary PSAP									\$ 11,500
General office supply allocation								\$ 4,300	\$ 4,300
Uniforms & Equipment									
Uniforms and equipment for all members. (Collective Bargaining Agreement Article 23).									
Uniforms							\$ 91,200	\$ 91,200	\$ 91,200
Gear for new hires							\$ 21,200	\$ 21,200	\$ 21,200
Damage Replacement							\$ 5,000	\$ 5,000	\$ 5,000
Cleaning							\$ 5,000	\$ 5,000	\$ 5,000
FAO uniforms							\$ 4,000	\$ 4,000	\$ 4,000
Specialty teams							\$ 27,750	\$ 27,750	\$ 27,750
New Replacement							\$ 39,600	\$ 39,600	\$ 39,600
Training Materials Used for training of departmental personnel.								\$ 40,400	\$ 40,400
Hazmat exams									\$ 14,400.00
EMT Recertification									\$ 5,500.00
Supplies for 24 motor vehicles								\$ 27,990	\$ 27,990
Oil and Grease									\$ 2,000.00
Tires, Tubes & Chains (27 tires/yr)									\$ 10,000.00
Batteries									\$ 2,500.00
Welding Supplies									\$ 600.00
Portable Radios									\$ 9,000.00
Gas Meters									\$ 3,890.00
							Total	\$ 339,240	\$ 339,240
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 160,881	\$ 152,248	\$ 161,031	\$ 161,031	\$ 196,031	\$ 170,537	\$ 199,610	\$ 195,840	\$ 195,840	\$ 195,840
							Department	Town Mgr.	Fin Com
Contract Services/Leases									
Fire Alarm							\$ 26,500	\$ 26,500	\$ 26,500
Repair & replacement of fire alarm wires, boxes, etc.									\$ 16,000.00
Repairing & replacement of communication room equipment									\$ 7,500.00
Police Details									\$ 3,000.00
CAD Services									
								\$ 33,200	\$ 33,200
							Comtech		
							\$2,700 Fire		
							Programs		
Computer Aided Dispatch & Reporting software - maintenance							\$ 9,200.00	\$6,500	
							\$ 24,000.00		
Fees & Memberships								\$ 6,785	\$ 6,785
International Association of Fire Chiefs									\$ 300.00
Massachusetts Chiefs Association									\$ 425.00
New England Chiefs Association									\$ 50.00
NFPA									\$ 1,400.00
MIFDI									\$ 60.00
Chiefs Conference Registration									\$ 350.00
District 6 Mutual									\$ 2,000.00
Essex County Mutual Aid Association									\$ 2,000.00
District 6 Safe Trailer									\$ 200.00
Rental & Leases								\$ 2,500	\$ 2,500
Copy machine - lease									\$ 2,200.00
Repairs To Equipment								\$ 80,000	\$ 80,000
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.									+\$6700 increased cost of repairs for parts and sensors
Maintenance Contracts/								\$ 43,230	\$ 43,230
Six emergency generators									\$ 3,000.00
Compressor at Center station									\$ 2,650.00
Radio System Infrastructure equipment - :									\$ 15,805.00
Plymovent maintenance									\$ 4,100.00
Aerial Ladder Testing (NDT 2 trucks)									\$ 1,800.00
Pump Testing (8 Pumping Engines)									\$ 3,400.00
SCBA Harness Testing (56 Packs)									\$ 3,775.00
SCBA Tank Testing (30 per year)									\$ 1,400.00
State Inspection Stickers									\$ 1,900.00
Hydraulic Rescue Tools Testing (5 sets)									\$ 2,400.00
Garage Door Maintenance (5 stations)									\$ 3,000.00
Car Allowance								\$ 3,625	\$ 3,625
Used to pay firefighters who attend the Massachusetts Firefighting Academy in Stow, Mass. (CBA)									+\$175 - mileage rate increase
								\$ 195,840	\$ 195,840
FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
\$ 84,500	\$ 84,500	\$ 44,000	\$ 34,057	\$ 64,000	\$ 51,378	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
							Department	Town Mgr.	Fin Com
Electricity & Heat									
Cost of natural gas for heating in five stations and verizon utility								\$ 70,000	\$ 70,000
								\$ 70,000	\$ 70,000



Police

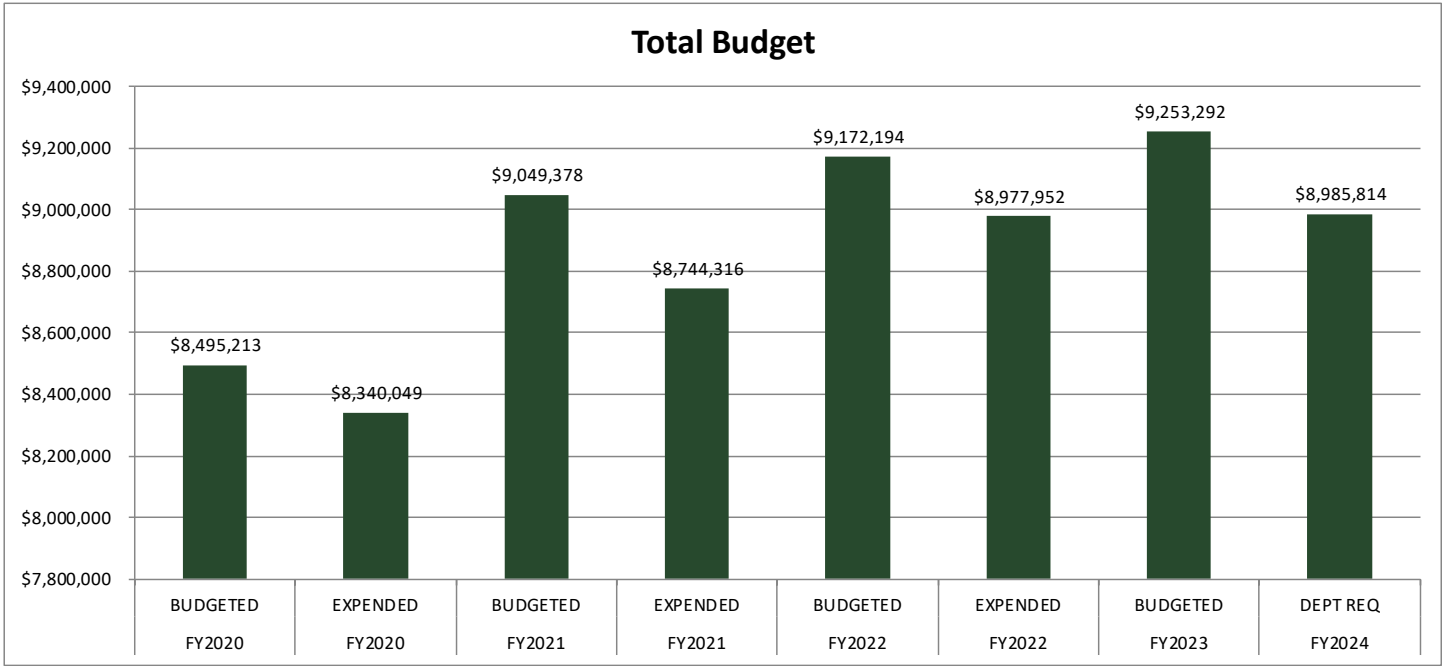
Department Explanation

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

In FY24 the Police Budget will see a decrease due to a number of retirements in FY23. The Police Contract for FY24 has not been settled yet, this budget will change at that time.



Police

Programs and Services and Past Year Update

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 Department's 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.



The Billerica Police Department is pleased to submit this Annual Report for the fiscal year 2022. As the town has weathered its second year in the midst of a Pandemic, we have adjusted operations to accommodate and meet new challenges and demands. While still serving the Town of Billerica with traditional police services, to include responding to an ever-expanding array of calls for service, we have slowly ramped up previously impacted services that were placed on hold due to changing protocols related to communicable disease. Divisions such as Criminal Investigations, Traffic Department and our School Resource Officer program are back in full operation after a significant hiatus. We have also resumed the use of our co-response model of responding to select crisis calls involving Emotionally Disturbed Persons with a certified Crisis Clinician as well as in-person follow-up when co-response is not an option. Other ancillary services have also been resumed, including Firearms Licensing and Fingerprint Card/background support. In addition, we have resumed in-person training of our staff, expanding on the use of scenario-based training methods to build increased officer competence while complying with new policy and procedure requirements implemented in July 2021 following landmark Police Reform legislation.

As traffic safety has continued to be a priority of concern for residents, we have continued our participation in the Nationwide Click it or Ticket campaign as well as the You Drink You Drive You Lose program through support from the Governor's Highway Safety Bureau. In addition, we have continued to conduct directed enforcement of targeted areas where pedestrian safety has been a focused concern, including crosswalks and school zones.

Police

We continue to partner and work with other government and private organizations for the improvement of our community. Our department continues to work with our Faith Community, Food Pantry, Health and Building Department, Sheriff's Office as well as our regional, state and federal partners such as NEMLEC, our Middlesex District Attorney, State Police and FBI. Some of these partnerships have included bringing community access to emergency housing/shelter, food, clothing, domestic violence support, vandalism clean up, and search and rescue support.

I would also like to thank the Town Manager and Board of Selectman for my recent appointment to Police Chief for the Town of Billerica. I have been with the department for close to twenty-five years and have worked closely with former Chief Daniel Rosa and other town department heads for many years. Like my predecessor, I look forward to expanding our community engagement with all who live and work within the Town. A major focus of my time as Chief will be to better display the exemplary duty and professionalism of our personnel here at Billerica PD through community partnerships. From our highly trained and committed sworn personnel, professional certified dispatchers, support and clerical staff, to our life saving Advanced Life Support Paramedics, the men and women of the Billerica Police Department are committed to serving the community with the highest degree of integrity and professionalism.

POLICE DEPARTMENT

Funds Collected

Administrative Fees	\$169,020.40
Handicap Fines	\$2,850
Mass DOT	\$87,404.25
Parking Fines	\$1,520
Solicitor	\$1,175
By-Law Violations	\$370
Firearms Licensing	\$15,700
Animal Control Fines	-
Late Fee	\$145

Police

Billerica - MA0090800 - NIBRS Agency Crime Overview - 2022

2020 Population Estimate		43,473	Offenses (*)		Arrests (**)	
Offense Overview			Reported	Cleared	Adult	Juvenile
Offense Total		744				
Number Cleared		266				
Percent Cleared		35.75%				
Group A Crimes per 100,000 population		1,711.4				
Arrest Overview						
Total Arrests		258				
Adult Arrests		245				
Juvenile Arrests		13				
Unknown Age		0				
Arrests per 100,000 population		593.5				
Average number offenses/incident		1.25				
Group B Arrests						
Offense	Adult	Juvenile				
Bad Checks	0	0				
Curfew/Loitering/Vagrancy Violations	0	0				
Disorderly Conduct	0	1				
Driving Under the Influence	27	0				
Drunkenness	0	0				
Family Offenses (Nonviolent)	0	0				
Liquor Law Violations	0	0				
Peeping Tom	0	0				
Trespass of Real Property	5	6				
All Other Offenses	89	2				
Total Group B	121	9				
Group A Offenses						
Crimes Against Persons						
Murder and Nonnegligent Manslaughter			0	0	0	0
Negligent Manslaughter			0	0	0	0
Kidnapping/Abduction			3	2	1	0
Rape			7	4	0	0
Sodomy			0	0	0	0
Sexual Assault With An Object			0	0	0	0
Fondling			6	5	0	0
Incest			0	0	0	0
Statutory Rape			1	1	0	0
Aggravated Assault			13	13	11	0
Simple Assault			118	112	71	2
Intimidation			36	30	6	0
Human Trafficking, Commercial Sex Acts			0	0	0	0
Human Trafficking, Involuntary Servitude			0	0	0	0
Crimes Against Property						
Arson			2	0	0	0
Bribery			0	0	0	0
Burglary/Breaking & Entering			26	9	4	1
Counterfeiting/Forgery			19	2	2	0
Destruction/Damage/Vandalism of Property			79	22	1	1
Embezzlement			2	2	0	0
Extortion/Blackmail			3	0	0	0
False Pretenses/Swindle/Confidence Game			75	1	0	0
Credit Card/Automatic Teller Fraud			17	0	0	0
Impersonation			8	1	1	0
Welfare Fraud			1	1	0	0
Wire Fraud			57	0	0	0
Identity Theft			48	1	0	0
Hacking/Computer Invasion			5	0	0	0
Robbery			3	3	4	0
Pocket-picking			0	0	0	0
Purse-snatching			0	0	0	0
Shoplifting			9	5	3	0
Theft From Building			35	7	3	0
Theft From Coin Operated Machine or Device			0	0	0	0
Theft From Motor Vehicle			25	3	0	0
Theft of Motor Vehicle Parts/Accessories			37	0	1	0
All Other Larceny			42	6	1	0
Motor Vehicle Theft			18	1	0	0
Stolen Property Offenses			1	1	2	0
Crimes Against Society						
Drug/Narcotic Violations			25	22	13	0
Drug Equipment Violations			10	9	0	0
Betting/Wagering			0	0	0	0
Operating/Promoting/Assisting Gambling			0	0	0	0
Gambling Equipment Violations			0	0	0	0
Sports Tampering			0	0	0	0
Pornography/Obscene Material			1	0	0	0
Prostitution			0	0	0	0
Assisting or Promoting Prostitution			0	0	0	0
Purchasing Prostitution			0	0	0	0
Weapon Law Violations			6	2	0	0
Animal Cruelty			6	1	0	0
Total Group A Offenses			744	266	124	4

(*) Offenses are counted using the FBI Units of Count for Crime

(**) The 'Arrests' column shows arrests made for incidents during the selected period, regardless of arrest date. Arrest counts for the same period may change over time.

This report is valid as of January 05, 2023 and is subject to change

POLICE DEPARTMENT

Personnel Services

	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
Full Time	\$ 5,514,677	\$ 5,352,945	\$ 5,853,685	\$ 5,739,676	\$ 5,973,428	\$ 5,862,871	\$ 6,043,241	\$ 5,822,562	\$ 5,822,562	\$ 5,822,562
Part Time/Seasonal	\$ 5,000	\$ 137	\$ 5,000	\$ 1,067	\$ 5,000	\$ 1,530	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Overtime	\$ 720,000	\$ 720,000	\$ 745,000	\$ 745,000	\$ 780,000	\$ 778,826	\$ 780,000	\$ 789,250	\$ 789,250	\$ 789,250
Contractual Obligations	\$ 1,608,486	\$ 1,608,486	\$ 1,650,014	\$ 1,650,014	\$ 1,695,916	\$ 1,677,568	\$ 1,629,372	\$ 1,498,123	\$ 1,498,123	\$ 1,498,123
Total	\$ 7,848,163	\$ 7,681,568	\$ 8,253,699	\$ 8,135,757	\$ 8,454,344	\$ 8,320,794	\$ 8,457,613	\$ 8,114,935	\$ 8,114,935	\$ 8,114,935

Expenses

Supplies and Expenses	\$ 287,350	\$ 315,608	\$ 338,777	\$ 262,924	\$ 298,350	\$ 288,327	\$ 338,777	\$ 338,277	\$ 338,277	\$ 338,277
Contract Services/Leases	\$ 174,100	\$ 157,273	\$ 214,950	\$ 132,835	\$ 206,700	\$ 156,031	\$ 214,950	\$ 258,650	\$ 258,650	\$ 258,650
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 185,600	\$ 185,600	\$ 241,952	\$ 212,800	\$ 212,800	\$ 212,800	\$ 241,952	\$ 273,952	\$ 273,952	\$ 273,952

Total Expenses

	\$ 647,050	\$ 658,481	\$ 795,679	\$ 608,559	\$ 717,850	\$ 657,158	\$ 795,679	\$ 870,879	\$ 870,879	\$ 870,879
TOTAL BUDGET	\$ 8,495,213	\$ 8,340,049	\$ 9,049,378	\$ 8,744,316	\$ 9,172,194	\$ 8,977,952	\$ 9,253,292	\$ 8,985,814	\$ 8,985,814	\$ 8,985,814

POLICE DEPARTMENT

	FY2023	FY2024	TM, Rec. FY2024	Fin Com Rec. FY2024
Position	FTE	FTE	FTE	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
Dispatch Supervisor	1	1	1	1
Civilian Dispatchers	9	9	9	9
Total Staffing	83	83	83	83

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

Difference PY \$ (267,478)
% -2.89%

POLICE DEPARTMENT
SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

				ANN.	Sick/EMT/Desk							TOTAL SALARY
	NAME	POSITION	STEP	DATE	BASE SALARY	BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY	BENEFIT
											RETIREMENT	
1	Roy Frost	Police Chief	St #2/3	12/21/1997	166,383.36	-	42,444.09	-	-	-	3,393.00	\$ 212,220
2	Gerald Roche	Asst. Chief	St #10	4/2/1987	105,931.65	-	12,182.14	1,218.21	15,889.75	8,643.12	-	\$ 143,865
3	Ron Balboni	Lt. Cmdr	St #10	3/13/1988	105,931.65	1,500.00	35,593.03	2,847.45	12,711.80	9,902.88	-	\$ 168,487
4	Edward O'Mahoney	Lieutenant	St #9	1/22/1995	103,347.95	-	25,836.99	6,200.88	-	8,343.12	-	\$ 143,729
5	Gregory Katz	Lt. Cmdr	St #9	7/16/1995	103,347.95	1,500.00	28,937.42	1,157.49	12,401.75	9,308.27	-	\$ 156,653
6	Sean Coffey	Lieutenant / Detective	St #9	3/1/1997	103,347.95	750.00	26,619.99	1,064.80	3,132.00	8,586.85	-	\$ 143,502
7	John Harring	Lieutenant / FTS	St #9	9/4/1996	103,347.95	1,400.00	26,106.99	-	1,080.00	8,343.12	-	\$ 140,278
8	William West	Lieutenant	St #9/10	10/28/1993	105,090.21	-	26,542.55	7,431.91	1,080.00	8,544.24	-	\$ 148,689
9	Mark Gualtieri	Sergeant/RRT	St #9/10	3/13/1994	90,004.99	1,400.00	23,284.25	2,794.11	3,132.00	7,424.37	-	\$ 128,040
10	Robert Beloin	Lieutenant	St #9	8/11/1996	103,347.95	1,500.00	26,619.99	1,848.88	3,132.00	8,343.12	-	\$ 144,792
11	John Zarro	Sgt / Records	St #9	1/8/1995	89,312.05	1,400.00	23,111.01	2,773.32	3,132.00	7,494.53	-	\$ 127,223
12	Francis Mirasolo	Lieutenant	St #9/10	3/25/1994	104,050.79	1,400.00	26,795.70	8,574.62	3,132.00	8,361.63	-	\$ 152,315
13	Glen Magnan	Sergeant	St #8	6/10/2002	87,133.71	1,400.00	21,783.43	2,614.01	-	7,325.01	-	\$ 120,256
14	Tara Connors	Sergeant / SRO	St #8	9/1/1999	87,133.71	-	22,566.43	1,354.00	3,132.00	7,325.01	-	\$ 121,511
15	Mark Tsoukalas	Sergeant	St #8/9	6/21/1999	87,225.52	1,400.00	18,071.50	6,325.03	3,132.00	6,972.74	-	\$ 123,127
16	Nathan Landry	Sergeant	St #6	1/14/2013	82,935.12	1,400.00	8,293.51	6,634.81	-	5,463.59	-	\$ 104,727
17	Brian West	Patrolman	St #9	12/2/1994	75,860.98	-	19,748.25	6,319.44	3,132.00	6,203.95	-	\$ 111,265
18	Andrew DeVito	Provisional Sergeant	St #9	7/27/1997	89,312.05	1,400.00	17,862.41	-	-	6,972.75	-	\$ 115,547
19	Stephen Cogswell	Patrolman	St #8	6/4/2001	74,010.72	1,400.00	18,502.68	4,440.64	-	6,059.96	-	\$ 104,414
20	Paul Brady	Ptl / Taser	St #8	6/4/2001	74,010.72	-	15,428.54	2,314.28	3,132.00	6,180.58	-	\$ 101,066
21	Michael Henckler	Patrolman	St #8	6/4/2001	74,010.72	-	14,802.14	5,920.86	-	5,829.56	-	\$ 100,563
22	Timothy McKenna	Ptl / CJIS Admin	St #8	1/12/2003	74,010.72	1,500.00	-	2,314.28	3,132.00	5,102.98	-	\$ 86,060
23	Richard Avant	Patrolman / Car Seat	St #8	2/19/2002	74,010.72	1,500.00	15,428.54	925.72	3,132.00	6,063.58	-	\$ 101,061
24	Dwayne Eidens	Patrolman	St #7	8/1/2005	72,205.58	750.00	18,834.39	2,712.16	3,132.00	6,163.21	-	\$ 103,797
25	Pedro Nieves	Patrolman	St #7	4/4/2005	72,205.58	-	-	-	-	4,795.57	-	\$ 77,001
26	Ivonne Osgood	Ptl /SRO	St #7	4/4/2005	72,205.58	-	15,067.52	1,130.07	3,132.00	5,928.68	-	\$ 97,464
27	Edward Peterson	Provisional Sergeant	St #7	4/10/2006	85,008.50	1,400.00	-	6,800.68	-	4,990.57	-	\$ 98,200
28	Francis Rayne	Patrolman	St #7	4/10/2006	72,205.58	1,400.00	18,051.39	2,166.17	-	5,919.46	-	\$ 99,743
29	Scott Peloquin	Patrolman	St #9	2/1/1998	75,860.98	-	15,172.20	-	-	6,651.21	-	\$ 97,684
30	Robert Heffernan	Patrolman	St #8	4/9/2001	74,010.72	1,000.00	15,428.54	-	3,132.00	6,063.58	-	\$ 99,635
31	Ian Taylor	Patrolman	St #8	5/12/2003	74,010.72	-	-	2,314.28	3,132.00	5,102.98	-	\$ 84,560
32	John Slaney	Patrolman	St #9	5/19/1997	75,860.98	-	15,172.20	4,551.66	-	5,967.79	-	\$ 101,553
33	Christopher Philbrook	Patrolman	St #5/6	9/16/2013	69,797.04	-	-	2,093.91	2,646.00	4,685.90	-	\$ 79,223
34	Patrick O'Brien	Patrolman	St #5/6	3/10/2014	68,325.61	-	-	2,049.77	2,646.00	4,685.90	-	\$ 77,707
35	Sarah Croke	Patrolman/SRO	St #5/6	3/10/2014	68,325.61	-	7,145.96	1,057.56	3,132.00	4,685.90	-	\$ 84,347
36	Rocco Magliozzi	Patrolman	St #5/6	3/10/2014	68,325.61	-	7,145.96	2,143.79	3,132.00	4,685.90	-	\$ 85,433
37	Ryan Koles	Patrolman	St #6	4/17/2012	70,444.47	-	7,309.05	4,385.43	2,646.00	4,783.41	-	\$ 89,568
38	Robert Simmons	Patrolman	St #6	5/21/2012	70,444.47	-	7,309.05	2,192.71	2,646.00	4,685.90	-	\$ 87,278
39	Gilbert Ynostoza	Patrolman	St #5	9/8/2014	67,372.13	-	7,050.41	2,115.12	3,132.00	4,592.08	-	\$ 84,262
40	Cory Bandouveres	Patrolman	St #5	9/9/2015	67,372.13	-	7,001.81	2,100.54	2,646.00	4,592.08	-	\$ 83,713
41	Raphael Mendez	Patrolman	St #6	9/4/2012	70,444.47	-	5,481.78	2,192.71	2,646.00	4,783.42	-	\$ 85,548
42	Thomas Huff	Patrolman	St #5	9/12/2016	67,372.13	-	-	5,389.77	-	4,494.62	-	\$ 77,257
43	Alexander Allen	Patrolman	St #5	10/30/2017	67,372.13	1,000.00	6,737.21	-	-	4,494.62	-	\$ 79,604
44	Sean Dougherty	Patrolman/SRO	St #5	10/30/2017	67,372.13	-	7,050.61	2,115.24	3,132.00	4,689.62	-	\$ 84,360
45	Phil O'Loughlin	Patrolman	St #7	1/16/2008	72,205.58	-	7,220.56	5,776.45	-	4,795.57	-	\$ 89,998
46	Guanci, Justin	Patrolman	St #4/5	3/4/2019	65,101.18	-	6,510.12	2,032.42	2,646.00	4,685.90	-	\$ 80,976
47	Dixon, Nena	Patrolman	St #4/5	5/20/2019	64,387.46	-	-	3,863.25	-	4,283.75	-	\$ 72,534
48	Giampa, Anthony	Patrolman	St #4	1/6/2020	63,985.18	-	-	5,118.81	-	4,283.75	-	\$ 73,388
49	Micalizzi, Gregory	Patrolman	St #4	1/6/2020	63,985.18	-	-	5,118.81	-	4,283.75	-	\$ 73,388
50	John Thatcher	Patrolman	St #4	1/6/2020	63,985.18	-	-	5,118.81	-	4,283.75	-	\$ 73,388
51	Ware, Paul	Patrolman	St #4	1/6/2020	63,985.18	-	-	5,118.81	-	4,283.75	-	\$ 73,388
52	DeVito, Christopher	Patrolman	St #3/4	3/22/2021	62,274.69	750.00	4,670.60	1,868.24	-	4,168.18	-	\$ 73,732
53	Xu, Jian Yi	Patrolman	St #4/5	2/11/2019	65,295.84	1,000.00	-	5,223.67	-	4,283.75	-	\$ 75,803
54	Cangiamila, John	Patrolman	St #5	10/30/2017	67,372.13	1,000.00	6,737.21	4,042.33	-	4,494.62	-	\$ 83,646
55	Oleary, Brooke	Patrolman	St #1/2	1/17/2022	60,327.53	460.00	-	3,619.65	-	3,989.05	-	\$ 68,396
56	Promotion	Sergeant	St. #8	1/0/1900	13,122.56	1,400.00	2,624.51	787.35	-	1,280.44	-	\$ 19,215
57	Promotion	Sergeant	St. #8	1/0/1900	13,122.56	1,400.00	2,624.51	1,049.80	-	1,280.44	-	\$ 19,477
58	Replacement	Patrolman	St #1/2	2/20/2023	57,840.96	-	5,784.10	1,735.23	-	3,989.05	-	\$ 69,349
59	Replacement	Patrolman	St #1/2	2/20/2023	57,840.96	-	4,338.07	1,735.23	-	3,989.05	-	\$ 67,903
60	Replacement	Patrolman	St #1/2	2/20/2023	57,840.96	-	4,338.07	1,735.23	-	3,989.05	-	\$ 67,903
61	Replacement	Patrolman	St #1/2	2/20/2023	57,840.96	-	-	1,735.23	-	3,989.05	-	\$ 63,565
62	Replacement	Patrolman	St #1/2	2/20/2023	57,840.96	-	-	1,735.23	-	3,989.05	-	\$ 63,565
63	Replacement	Patrolman	St #1/2	5/1/2023	57,840.96	-	-	1,735.23	-	3,989.05	-	\$ 63,565
64	Replacement	Patrolman	St #1/2	7/1/2023	57,413.39	-	5,741.34	1,722.40	-	3,989.05	-	\$ 68,866
65	Replacement	Patrolman	St #1	7/1/2023	57,020.02	-	5,702.00	1,710.60	-	3,850.11	-	\$ 68,283
66	Replacement	Patrolman	St #1/2	2/20/2023	57,840.96	-	5,784.10	1,735.23	-	3,989.05	-	\$ 69,349
67	Replacement	Patrolman	St #1	7/1/2023	57,020.02	-	5,702.00	1,710.60	-	3,850.11	-	\$ 68,283
68	Replacement/SRO	Patrolman			Funded by Grant	-	-	-	-	-	-	
69	Replacement/SRO	Patrolman			Funded by Grant	-	-	-	-	-	-	
70	John Manzi	Bldg Maint	St # 9	11/16/2015	68,074.25	-	-	-	-	-	-	\$ 68,074
71	Beverly Quano	Head Clerk	St #7	10/19/1998	61,008.45	1,000.00	-	-	-	-	3,900.00	\$ 65,908
72	Replacement	Head Clerk	St #6	3/12/2018	58,661.66	-	-	-	-	-	1,200.00	\$ 59,862
73	Elizabeth Patriquin	Head Clerk	St.#7	3/4/1996	61,008.45	-	-	-	-	-	3,900.00	\$ 64,908
74	Paolucci, Valerie	Principal Clerk	St # 6	3/12/2018	53,487.14	1,000.00	-	-	-	-	1,200.00	\$ 55,687
75	Maureen Lamarree	Dispatch Supervisor	St #8	4/27/2015	83,000.00	-	-	-	626.00	4,542.92	-	\$ 88,169
76	Matthew Leung	Dispatch	St #7	10/1/2007	67,467.46	-	-	2,610.00	626.40	3,660.45	2,500.00	\$ 76,864
77	Robin Smith	Dispatch	St #5/6	1/5/2015	60,999.16	-	-	-	626.40	3,440.59	783.00	\$ 65,849
78	Replacement	Civilian Dispatcher	St #1/2	6/6/2022	52,997.24	-	-	2,610.00	626.40	2,933.36	-	\$ 59,167
79	Fullerto, Erica	Civilian Dispatcher	St #4	9/19/2022	57,491.51	-	-	2,610.00	626.40	3,093.73	-	\$ 63,822
80	Eldridge, Kristyna	Civilian Dispatcher	St #5	3/11/2019	58,929.10	-	-	2,088.00	626.40	3,235.17	783.00	\$ 65,662
81	Guerrero, Brenda	Civilian Dispatcher	St #1/2	11/28/2022	53,816.96	-	-	2,088.00	626.40	2,933.36	-	\$ 59,465
82	Casey, Shane	Civilian Dispatcher	St #4	1/6/2020	57,491.51	-	-	2,088.00	626.40	3,109.84	-	\$ 63,316
83	Replacement	Civilian Dispatcher	St #1/2	6/6/2022	52,997.24	-	-	2,088.00	626.40	2,933.36	-	\$ 58,645
	Bilo, Barbara	Per Diem Dispatcher	St. #3	1/15/2021	5,000.00	-	-	-	-	-	-	\$ 5,000
	Replacement	Civilian Dispatcher	Funded b	7/1/2022	-	-	-	-	-	-	-	\$ -
					-	-	-	-	-	-	-	\$ -
	DEPARTMENT TOTAL				\$ 5,827,561.74	\$ 34,410.00	\$ 724,296.87	\$ 204,796.96	\$ 126,830.50	\$ 390,129.46	\$ 17,659.00	\$ 6,807,895.28
											Total Full time	\$ 5,822,561.74
											PT/Seasonal	\$ 5,000.00
											Wellness OT	\$ 9,250.00
											Overtime	\$ 780,000.00
											Total Contract	\$ 1,498,123.00
											Total Salary	\$ 8,114,935.00

POLICE DEPARTMENT
SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	Sick/EMT/Desk			SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY	TOTAL SALARY BENEFIT
				BASE SALARY	OIC BONUS	EDUC PAY				RETIREMENT	
Roy Frost	Police Chief	St #2/3	12/21/97	166,383.36	-	42,444.09	-	-	-	3,393.00	212,220.45
Gerald Roche	Asst. Chief	St #10	04/02/87	105,931.65	-	12,182.14	1,218.21	15,889.75	8,643.12	-	143,864.87
Ron Balboni	Lt. Cmdr	St #10	03/13/88	105,931.65	1,500.00	35,593.03	2,847.45	12,711.80	9,902.88	-	168,486.81
Edward O'Mahon	Lieutenant	St #9	01/22/95	103,347.95	-	25,836.99	6,200.88	-	8,343.12	-	143,728.94
Gregory Katz	Lt. Cmdr	St #9	07/16/95	103,347.95	1,500.00	28,937.42	1,157.49	12,401.75	9,308.27	-	156,652.88
Sean Coffey	Lieutenant / Detect	St #9	03/01/97	103,347.95	750.00	26,619.99	1,064.80	3,132.00	8,586.85	-	143,501.59
John Harring	Lieutenant / FTS	St #9	09/04/96	103,347.95	1,400.00	26,106.99	-	1,080.00	8,343.12	-	140,278.06
William West	Lieutenant	St #9/10	10/28/93	105,090.21	-	26,542.55	7,431.91	1,080.00	8,544.24	-	148,688.92
Mark Gualtieri	Sergeant/RRT	St #9/10	03/13/94	90,004.99	1,400.00	23,284.25	2,794.11	3,132.00	7,424.37	-	128,039.72
Robert Beloin	Lieutenant	St #9	08/11/96	103,347.95	1,500.00	26,619.99	1,848.88	3,132.00	8,343.12	-	144,791.94
John Zarro	Sgt / Records	St #9	01/08/95	89,312.05	1,400.00	23,111.01	2,773.32	3,132.00	7,494.53	-	127,222.92
Francis Mirasolo	Lieutenant	St #9/10	03/25/94	104,050.79	1,400.00	26,795.70	8,574.62	3,132.00	8,361.63	-	152,314.75
Glen Magnan	Sergeant	St #8	06/10/02	87,133.71	1,400.00	21,783.43	2,614.01	-	7,325.01	-	120,256.16
Tara Connors	Sergeant / SRO	St #8	09/01/99	87,133.71	-	22,566.43	1,354.00	3,132.00	7,325.01	-	121,511.15
Mark Tsoukalas	Sergeant	St #8/9	06/21/99	87,225.52	1,400.00	18,071.50	6,325.03	3,132.00	6,972.74	-	123,126.79
Nathan Landry	Sergeant	St #6	01/14/13	82,935.12	1,400.00	8,293.51	6,634.81	-	5,463.59	-	104,727.03
Brian West	Patrolman	St #9	12/02/94	75,860.98	-	19,748.25	6,319.44	3,132.00	6,203.95	-	111,264.62
Andrew DeVito	Provisional Sergean	St #9	07/27/97	89,312.05	1,400.00	17,862.41	-	-	6,972.75	-	115,547.21
Stephen Cogswel	Patrolman	St #8	06/04/01	74,010.72	1,400.00	18,502.68	4,440.64	-	6,059.96	-	104,414.00
Paul Brady	Ptl / Taser	St #8	06/04/01	74,010.72	-	15,428.54	2,314.28	3,132.00	6,180.58	-	101,066.12
Michael Henckler	Patrolman	St #8	06/04/01	74,010.72	-	14,802.14	5,920.86	-	5,829.56	-	100,563.28
Timothy McKenna	Ptl / CJIS Admin	St #8	01/12/03	74,010.72	1,500.00	-	2,314.28	3,132.00	5,102.98	-	86,059.98
Richard Avant	Patrolman / Car Se	St #8	02/19/02	74,010.72	1,500.00	15,428.54	925.72	3,132.00	6,063.58	-	101,060.56
Dwayne Eidens	Patrolman	St #7	08/01/05	72,205.58	750.00	18,834.39	2,712.16	3,132.00	6,163.21	-	103,797.34
Pedro Nieves	Patrolman	St #7	04/04/05	72,205.58	-	-	-	-	4,795.57	-	77,001.15
Ivonne Osgood	Ptl /SRO	St #7	04/04/05	72,205.58	-	15,067.52	1,130.07	3,132.00	5,928.68	-	97,463.84
Edward Peterson	Provisional Sergean	St #7	04/10/06	85,008.50	1,400.00	-	6,800.68	-	4,990.57	-	98,199.75
Francis Rayne	Patrolman	St #7	04/10/06	72,205.58	1,400.00	18,051.39	2,166.17	-	5,919.46	-	99,742.60
Scott Peloquin	Patrolman	St #9	02/01/98	75,860.98	-	15,172.20	-	-	6,651.21	-	97,684.39
Robert Heffernan	Patrolman	St #8	04/09/01	74,010.72	1,000.00	15,428.54	-	3,132.00	6,063.58	-	99,634.84
Ian Taylor	Patrolman	St #8	05/12/03	74,010.72	-	-	2,314.28	3,132.00	5,102.98	-	84,559.98
John Slaney	Patrolman	St #9	05/19/97	75,860.98	-	15,172.20	4,551.66	-	5,967.79	-	101,552.63
Christopher Philb	Patrolman	St #5/6	09/16/13	69,797.04	-	-	2,093.91	2,646.00	4,685.90	-	79,222.85
Patrick O'Brien	Patrolman	St #5/6	03/10/14	68,325.61	-	-	2,049.77	2,646.00	4,685.90	-	77,707.28
Sarah Croke	Patrolman/SRO	St #5/6	03/10/14	68,325.61	-	7,145.96	1,057.56	3,132.00	4,685.90	-	84,347.03
Rocco Magliozzi	Patrolman	St #5/6	03/10/14	68,325.61	-	7,145.96	2,143.79	3,132.00	4,685.90	-	85,433.26
Ryan Koles	Patrolman	St #6	04/17/12	70,444.47	-	7,309.05	4,385.43	2,646.00	4,783.41	-	89,568.35
Robert Simmons	Patrolman	St #6	05/21/12	70,444.47	-	7,309.05	2,192.71	2,646.00	4,685.90	-	87,278.13
Gilbert Ynostoza	Patrolman	St #5	09/08/14	67,372.13	-	7,050.41	2,115.12	3,132.00	4,592.08	-	84,261.74
Cory Bandouvere	Patrolman	St #5	09/09/15	67,372.13	-	7,001.81	2,100.54	2,646.00	4,592.08	-	83,712.56
Raphael Mendez	Patrolman	St #6	09/04/12	70,444.47	-	5,481.78	2,192.71	2,646.00	4,783.42	-	85,548.38
Thomas Huff	Patrolman	St #5	09/12/16	67,372.13	-	-	5,389.77	-	4,494.62	-	77,256.52
Alexander Allen	Patrolman	St #5	10/30/17	67,372.13	1,000.00	6,737.21	-	-	4,494.62	-	79,603.96
Sean Dougherty	Patrolman/SRO	St #5	10/30/17	67,372.13	-	7,050.61	2,115.24	3,132.00	4,689.62	-	84,359.60
Phil O'Loughlin	Patrolman	St #7	01/16/08	72,205.58	-	7,220.56	5,776.45	-	4,795.57	-	89,998.16
Guanci, Justin	Patrolman	St #4/5	03/04/19	65,101.18	-	6,510.12	2,032.42	2,646.00	4,685.90	-	80,975.62
Dixon, Nena	Patrolman	St #4/5	05/20/19	64,387.46	-	-	3,863.25	-	4,283.75	-	72,534.46
Giampa, Anthony	Patrolman	St #4	01/06/20	63,985.18	-	-	5,118.81	-	4,283.75	-	73,387.74
Micalizzi, Gregory	Patrolman	St #4	01/06/20	63,985.18	-	-	5,118.81	-	4,283.75	-	73,387.74
John Thatcher	Patrolman	St #4	01/06/20	63,985.18	-	-	5,118.81	-	4,283.75	-	73,387.74
Ware, Paul	Patrolman	St #4	01/06/20	63,985.18	-	-	5,118.81	-	4,283.75	-	73,387.74
DeVito, Christoph	Patrolman	St #3/4	03/22/21	62,274.69	750.00	4,670.60	1,868.24	-	4,168.18	-	73,731.71
Xu, Jian Yi	Patrolman	St #4/5	02/11/19	65,295.84	1,000.00	-	5,223.67	-	4,283.75	-	75,803.25
Cangiamila, John	Patrolman	St #5	10/30/17	67,372.13	1,000.00	6,737.21	4,042.33	-	4,494.62	-	83,646.29
Oleary, Brooke	Patrolman	St #1/2	01/17/22	60,327.53	460.00	-	3,619.65	-	3,989.05	-	68,396.23
Promotion	Sergeant	St. #8		13,122.56	1,400.00	2,624.51	787.35	-	1,280.44	-	19,214.86
Promotion	Sergeant	St. #8		13,122.56	1,400.00	2,624.51	1,049.80	-	1,280.44	-	19,477.31
Replacement	Patrolman	St #1/2	02/20/23	57,840.96	-	5,784.10	1,735.23	-	3,989.05	-	69,349.34
Replacement	Patrolman	St #1/2	02/20/23	57,840.96	-	4,338.07	1,735.23	-	3,989.05	-	67,903.31
Replacement	Patrolman	St #1/2	02/20/23	57,840.96	-	4,338.07	1,735.23	-	3,989.05	-	67,903.31
Replacement	Patrolman	St #1/2	02/20/23	57,840.96	-	-	1,735.23	-	3,989.05	-	63,565.24
Replacement	Patrolman	St #1/2	02/20/23	57,840.96	-	-	1,735.23	-	3,989.05	-	63,565.24
Replacement	Patrolman	St #1/2	05/01/23	57,840.96	-	-	1,735.23	-	3,989.05	-	63,565.24
Replacement	Patrolman	St #1/2	07/01/23	57,413.39	-	5,741.34	1,722.40	-	3,989.05	-	68,866.18
Replacement	Patrolman	St #1	07/01/23	57,020.02	-	5,702.00	1,710.60	-	3,850.11	-	68,282.73
Replacement	Patrolman	St #1/2	02/20/23	57,840.96	-	5,784.10	1,735.23	-	3,989.05	-	69,349.34
Replacement	Patrolman	St #1	07/01/23	57,020.02	-	5,702.00	1,710.60	-	3,850.11	-	68,282.73
Replacement/SR	Patrolman			Funded by Grant	-	-	-	-	-	-	-
Replacement/SR	Patrolman			Funded by Grant	-	-	-	-	-	-	-
John Manzi	Bldg Maint	St # 9	11/16/15	68,074.25	-	-	-	-	-	-	68,074.25
Beverly Ouano	Head Clerk	St #7	10/19/98	61,008.45	1,000.00	-	-	-	-	3,900.00	65,908.45
Replacement	Head Clerk	St #6	03/12/18	58,661.66	-	-	-	-	-	1,200.00	59,861.66
Elizabeth Patriqui	Head Clerk	St #7	03/04/96	61,008.45	-	-	-	-	-	3,900.00	64,908.45
Paolucci, Valerie	Principal Clerk	St # 6	03/12/18	53,487.14	1,000.00	-	-	-	-	1,200.00	55,687.14
Maureen Lamarre	Dispatch Supervisor	St #8	04/27/15	83,000.00	-	-	-	626.00	4,542.92	-	88,168.92
Matthew Leung	Dispatch	St #7	10/01/07	67,467.46	-	-	2,610.00	626.40	3,660.45	2,500.00	76,864.31
Robin Smith	Dispatch	St #5/6	01/05/15	60,999.16	-	-	-	626.40	3,440.59	783.00	65,849.15
Replacement	Civilian Dispatcher	St #1/2	06/06/22	52,997.24	-	-	2,610.00	626.40	2,933.36	-	59,167.00
Fullerto, Erica	Civilian Dispatcher	St #4	09/19/22	57,491.51	-	-	2,610.00	626.40	3,093.73	-	63,821.64
Eldridge, Kristyna	Civilian Dispatcher	St #5	03/11/19	58,929.10	-	-	2,088.00	626.40	3,235.17	783.00	65,661.67
Guerrero, Brenda	Civilian Dispatcher	St #1/2	11/28/22	53,816.96	-	-	2,088.00	626.40	2,933.36	-	59,464.72
Casey, Shane	Civilian Dispatcher	St #4	01/06/20	57,491.51	-	-	2,088.00	626.40	3,109.84	-	63,315.75
Replacement	Civilian Dispatcher	St #1/2	06/06/22	52,997.24	-	-	2,088.00	626.40	2,933.36	-	58,645.00
Bilo, Barbara	Per Diem Dispatch	St. #3	01/15/21	5,000.00	-	-	-	-	-	-	5,000.00
Replacement	Civilian Dispatcher	Funded by Grant	07/01/22	-	-	-	-	-	-	-	-
DEPARTMENT TOTAL				\$ 5,827,561.74	\$ 34,410.00	\$ 724,296.87	\$ 204,796.96	\$ 126,830.50	\$ 390,129.46	\$ 17,659.00	\$ 7,325,684.53

Total Full time	\$	5,822,561.74
PT/Seasonal	\$	5,000.00
Wellness OT	\$	9,250.00
Overtime	\$	780,000.00
Total Contract	\$	1,498,123.00
Total Salary	\$	8,114,935.00

One Civilian Dispatcher is grant funded.

POLICE DEPARTMENT
SALARY INFORMATION FY2023 BUDGETED

			ANN.		Sick/EMT/Desk						TOTAL SALARY
NAME	POSITION	STEP	DATE	BASE SALARY	BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY	BENEFIT
										RETIREMENT	
Roy Frost	Police Chief	St #1/2	12/21/97	159,984.00	-	40,844.25	-	-	-	3,393.00	204,221.25
Gerald Roche	Asst. Chief	St #10	04/02/87	105,931.65	-	12,182.14	1,218.21	15,889.75	8,001.34	-	143,223.09
Ron Balboni	Lt. Cmdr	St #10	03/13/88	105,931.65	-	35,593.03	2,847.45	12,711.80	9,164.20	-	166,248.13
Troy Opland	Lieutenant	St #10	06/05/88	105,931.65	1,400.00	35,593.03	2,847.45	12,711.80	9,164.20	-	167,648.13
Edward O'Mahoney	Lieutenant	St #9	01/22/95	103,347.95	-	25,836.99	6,200.88	-	7,724.42	-	143,110.24
Gregory Katz	Lt. Cmdr	St #9	07/16/95	103,347.95	1,500.00	28,937.42	1,157.49	12,401.75	8,615.33	-	155,959.94
Sean Coffey	Lieutenant / Detective	St #9	03/01/97	103,347.95	-	26,619.99	1,064.80	3,132.00	7,949.40	-	142,114.14
Martin Conway	Lieutenant	St #10	03/13/88	105,931.65	-	31,779.49	8,474.53	-	8,214.46	-	154,400.13
John Harring	Lieutenant / FTS	St #9	09/04/96	103,347.95	1,400.00	26,106.99	-	1,080.00	7,724.42	-	139,659.36
Steven Elmore	Lieutenant	St #10	03/26/87	105,931.65	-	32,719.09	-	3,132.00	8,448.47	-	150,231.21
William West	Lieutenant	St #9	10/28/93	103,347.95	-	26,106.99	7,309.96	1,080.00	7,724.42	-	145,569.31
Mark Gualtieri	Sergeant/RRT	St #9	03/26/87	89,312.05	1,400.00	23,111.01	2,773.32	3,132.00	6,941.10	-	126,669.49
Robert Beloin	Sgt / Proc	St #9	08/11/96	89,312.05	2,900.00	23,111.01	1,848.88	3,132.00	6,941.10	-	127,245.05
John Zarro	Sgt / Records	St #9	01/08/95	89,312.05	1,400.00	23,111.01	2,773.32	3,132.00	6,941.10	-	126,669.49
Francis Mirasolo	Sgt / Inspector	St #9	03/25/94	89,312.05	1,400.00	23,111.01	5,546.64	3,132.00	6,941.10	-	129,442.81
Glen Magnan	Sergeant	St #8	06/10/02	87,133.71	1,400.00	21,783.43	2,614.01	-	6,559.62	-	119,490.77
Tara Conners	Sergeant / SRO	St #8	09/01/99	87,133.71	-	22,566.43	1,354.00	3,132.00	6,784.62	-	120,970.76
Mark Tsoukalas	Ptl / 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
Nathan Landry	Sergeant	St #5/6	1/14/13	80,994.91	1,400.00	8,099.49	6,479.59	-	4,927.81	-	101,901.80
Joseph Smith	Ptl / Car Seat Tech	St #9	07/11/94	75,860.98	1,400.00	19,748.25	1,895.85	3,132.00	5,974.85	-	108,011.93
Robert Davidson	Patrolman	St #9	01/09/96	75,860.98	-	-	6,068.88	-	4,659.84	-	86,589.70
Brian West	Patrolman	St #9	12/02/94	75,860.98	-	18,965.25	-	-	5,749.80	-	100,576.03
Daniel O'Leary	Patrolman	St #9	03/02/97	75,860.98	-	18,965.25	6,068.88	-	5,749.80	-	106,644.91
Andrew DeVito	Ptl / Insp	St #8/9	07/27/97	75,754.65	-	15,777.33	2,366.60	3,132.00	5,737.17	-	102,767.75
Stephen Cogswell	Patrolman	St #8	06/04/01	74,010.72	1,400.00	18,502.68	4,440.64	-	5,616.89	-	103,970.93
Paul Brady	Ptl / Taser	St #8	06/04/01	74,010.72	-	15,428.54	2,314.28	3,132.00	5,728.22	-	100,613.76
Michael Henckler	Patrolman	St #8	06/04/01	74,010.72	-	14,802.14	5,920.86	-	5,404.21	-	100,137.93
Timothy McKenna	Ptl / CJS Admin	St #7/8	01/12/03	73,077.02	1,500.00	-	2,286.27	3,132.00	4,664.34	-	84,659.63
Richard Avant	Patrolman / Car Seat	St #8	02/19/02	74,010.73	1,500.00	15,428.55	925.72	3,132.00	5,620.22	-	100,617.21
Dwayne Eidens	Patrolman	St #7	08/01/05	72,205.58	-	18,834.39	2,712.16	3,132.00	5,712.20	-	102,596.33
Pedro Nieves	Patrolman	St #7	04/04/05	72,205.58	-	-	-	-	4,449.76	-	76,655.34
Ivonne Osgood	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
Edward Peterson	Patrolman	St #7	04/10/06	72,205.58	-	-	2,260.13	3,132.00	4,629.76	-	82,227.46
Francis Rayne	Patrolman	St #7	04/10/06	72,205.58	1,400.00	14,441.12	2,166.17	-	5,279.71	-	95,492.58
Scott Peloquin	Patrolman	St #8/9	02/01/98	74,797.61	-	14,959.52	-	-	5,436.11	-	95,193.24
Robert Heffernan	Patrolman	St #8	04/09/01	74,010.72	1,000.00	15,428.54	-	3,132.00	5,620.22	-	99,191.48
Ian Taylor	Patrolman	St #7/8	05/12/03	72,454.56	-	-	2,267.60	3,132.00	4,638.40	-	82,492.56
John Slaney	Patrolman	St #9	05/19/97	75,860.98	-	15,172.20	4,551.66	-	5,531.81	-	101,116.65
Christopher Philbrook	Patrolman	St #5	09/16/13	67,372.13	-	-	2,021.16	-	4,171.96	-	73,565.25
Patrick O'Brien	Patrolman	St #5	03/10/14	67,372.13	-	-	2,021.16	-	4,171.96	-	73,565.25
Sarah Croke	Patrolman	St #5	03/10/14	67,372.13	-	7,050.61	1,057.56	3,132.00	4,351.96	-	82,964.26
Rocco Magliozzi	Patrolman	St #5	03/10/14	67,372.13	-	7,050.61	2,115.18	3,132.00	4,351.96	-	84,021.88
Ryan Koles	Patrolman	St #6	04/17/12	70,444.47	-	7,309.05	4,385.43	2,646.00	4,438.54	-	89,223.48
Robert Simmons	Patrolman	St #6	05/21/12	70,444.47	-	7,044.45	2,113.33	-	4,348.52	-	83,950.77
Gilbert Ynostoza	Patrolman	St #5	09/08/14	67,372.13	-	7,001.81	2,100.54	2,646.00	4,261.92	-	83,382.40
Cory Bandouveres	Patrolman	St #5	09/09/15	67,372.13	-	7,001.81	2,100.54	2,646.00	4,261.92	-	83,382.40
Raphael Mendez	Patrolman	St #5/6	09/04/12	69,914.75	-	5,442.06	2,176.82	2,646.00	4,423.82	-	84,603.45
John Agcaoili	Patrolman	St #5	09/12/16	67,372.13	-	6,737.21	2,021.16	-	4,171.96	-	80,302.46
Thomas Huff	Patrolman	St #5	09/12/16	67,372.13	-	-	2,021.16	-	4,171.96	-	73,565.25
Alexander Allen	Patrolman	St #4/5	10/30/17	66,269.10	1,400.00	6,626.91	1,988.07	-	4,123.30	-	80,407.38
Sean Dougherty	Patrolman	St #4/5	10/30/17	66,269.10	-	6,940.31	2,082.15	3,132.00	4,303.30	-	82,726.86
Phil O'Loughlin	Patrolman	St #6/7	01/16/08	71,260.92	-	7,126.09	5,700.87	-	4,382.27	-	88,470.15
Guanci, Justin	Patrolman	St #4	03/04/19	63,985.18	-	6,398.52	1,919.56	-	3,977.30	-	76,280.55
Dixon, Nena	Patrolman	St #4	05/20/19	63,985.18	-	-	3,839.11	-	3,977.30	-	71,801.59
Giampa, Anthony	Patrolman	St #3/4	01/06/20	62,736.98	-	-	5,018.96	-	3,884.85	-	71,640.79
Micalizzi, Gregory	Patrolman	St #3/4	01/06/20	62,736.98	750.00	-	5,018.96	-	3,884.85	-	72,390.79
John Thatcher	Patrolman	St #3/4	01/06/20	62,736.98	750.00	-	5,018.96	-	3,884.85	-	72,390.79
Ware, Paul	Patrolman	St #3/4	01/06/20	62,736.98	-	-	5,018.96	-	3,884.85	-	71,640.79
DeVito, Christopher	Patrolman	St #2/3	03/22/21	59,927.52	1,000.00	4,494.56	3,595.65	-	3,727.50	-	72,745.23
Xu, Jian Yi	Patrolman	St #4	07/01/20	63,985.18	1,000.00	-	5,118.81	-	3,977.30	-	74,081.29
Cangiamila, John	Patrolman	St #4/5	10/30/17	66,269.10	-	6,626.91	3,976.15	-	4,123.30	-	80,995.45
Faria, Kevin	Patrolman	St #2/3	06/07/21	59,438.62	-	5,943.86	3,566.32	-	3,705.28	-	72,654.07
McDonough, Connor	Patrolman	St #1/2	01/17/22	58,054.75	460.00	4,354.11	3,483.28	-	3,609.09	-	69,961.23
Promotion	Sergeant	St. #8	01/00/00	13,122.56	-	2,624.51	393.68	-	1,205.03	-	17,345.78
Promotion	Sergeant	St. #9	01/00/00	13,122.56	-	2,624.51	393.68	-	1,054.19	-	17,194.94
Replacement	Patrolman	St #1	07/01/22	57,020.02	-	5,702.00	1,710.60	-	3,705.28	-	68,137.90
Replacement	Patrolman	St #1	07/01/22	57,020.02	-	5,702.00	1,710.60	-	3,705.28	-	
Replacement	Patrolman	St #1	07/01/22	57,020.02	-	5,702.00	1,710.60	-	3,705.28	-	68,137.90
Replacement/SRO	Patrolman			Funded by Grant	-	-	-	-	-	-	-
Replacement/SRO	Patrolman			Funded by Grant	-	-	-	-	-	-	-
John Manzi	Bldg Maint	St # 9	11/16/15	66,091.51	-	-	-	-	-	-	66,091.51
Beverly Ouano	Head Clerk	St #7	10/19/98	61,008.45	1,000.00	-	-	-	-	3,200.00	65,208.45
Nancy Higgins	Head Clerk	St #7	12/06/93	61,008.45	400.00	-	-	-	-	3,900.00	65,308.45
Elizabeth Patriquin	Head Clerk	St #7	03/04/96	61,008.45	1,000.00	-	-	-	-	3,900.00	65,908.45
Paolucci, Valerie	Principal Clerk	St # 5/6	03/12/18	52,068.38	1,000.00	-	-	-	-	1,200.00	54,268.38
TBD	Dispatch Supervisor			83,000.00	-	-	-	626.00	4,000.00	-	87,626.00
Matthew Leung	Dispatch	St #6/7	10/01/07	60,810.22	-	-	2,610.00	2,192.40	3,307.98	2,500.00	71,420.60
Robin Smith	Dispatch	St #6	01/05/15	57,773.39	-	-	2,610.00	626.40	2,956.25	783.00	64,749.04
Maureen Lamarree	Dispatch	St #6	04/27/15	57,773.39	-	-	2,088.00	2,192.40	2,956.25	783.00	65,793.04
Cynthia Schultz	Dispatch	St #5/6	10/30/2017	57,314.39	-	-	-	626.40	2,940.05	783.00	61,663.84
Eldridge, Kristyna	Dispatch	St #3/4	03/11/19	53,884.37	-	-	2,088.00	626.40	2,838.79	-	59,437.56
O'Leary, Brooke	Dispatch	St #3	07/28/19	53,387.03	-	-	2,610.00	626.40	2,828.26	-	59,451.69
Casey, Shane	Civilian Dispatcher	St #3	1/6/2020	53,387.03	-	-	2,088.00	626.40	2,828.26	-	58,929.69
McSweeney, Brian	Civilian Dispatcher	St #3	8/18/2019	53,387.03	600.00	-	-	626.40	2,886.19	-	57,499.62
Williams, Shernelle	Civilian Dispatcher	St #5	5/19/2017	56,363.99	-	-	-	626.40	2,891.45	783.00	60,664.84
Pilo, Barbara	Per Diem Dispatcher	St. #3	1/15/2021	5,000.00	-	-	-	-	-	-	5,000.00
Replacement	Civilian Dispatcher	Funded by Grant	7/1/2022	-	-	-	-	-	-	-	-
											-
											-
											-
DEPARTMENT TOTAL				\$ 6,043,241.00	\$ 33,160.00	\$ 842,291.13	\$ 207,697.92	\$ 141,626.70	\$ 383,371.73	\$ 21,225.00	\$ 7,604,475.57

Total Full time	\$ 6,043,241.00
PT/Seasonal	\$ 5,000.00
Overtime	\$ 780,000.00
Total Contract	\$ 1,629,372.00
Total Salary	\$ 8,457,613.00

POLICE DESCRIPTION DETAIL									
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 287,350	\$ 315,608	\$ 298,350		\$ 298,350	\$ 288,327	\$ 338,777	\$ 338,277	\$ 338,277	\$ 338,277

	Department	Town Mgr.	Fin Com
<i>Supplies and Expenses</i> 5400 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	\$ 3,000	\$ 3,000	\$ 3,000
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.	\$ 10,000	\$ 10,000	\$ 10,000
C.S. - PAL/Other Youth and School Safety Activities; materials and supplies Watch Program and bicycle program, and repairs and replacements as needed.	\$ 10,000	\$ 10,000	\$ 10,000
Firearms/Armorer/Tactical Training Programs: 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	\$ 33,327	\$ 33,327	\$ 33,327
NEMLEC/RRT/SWAT Program: Specialized ammunition and training gear, uniforms and communication equipment, including radios, pagers and various other supplies.	\$ 7,500	\$ 7,500	\$ 7,500
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.	\$ 24,600	\$ 24,600	\$ 24,600
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.	\$ 84,000	\$ 84,000	\$ 84,000
Office Supplies/Equipment/Printing: Postage fees and lease of photo copier for Records Department ; breathalyzer maintenance; Chiefs office expenses and supplies.	\$ 9,900	\$ 9,900	\$ 9,900
Uniforms: Estimated cost for 68 officers and 10 dispatchers, including emergency replacement and cleaning allowance per contractual agreement.	\$ 114,400	\$ 114,400	\$ 114,400
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.	\$ 10,800	\$ 10,800	\$ 10,800
general office supply allocation	\$ 3,000	\$ 3,000	\$ 3,000
	\$ -	\$ -	\$ -
	\$ 338,277	\$ 338,277	\$ 338,277

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 174,100	\$ 157,273	\$ 206,700		\$ 206,700	\$ 156,031	\$ 214,950	\$ 258,650	\$ 258,650	\$ 258,650

	Department	Town Mgr.	Fin Com
<i>Contract Services/Leases</i> 5200 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.	\$ 64,850	\$ 64,850	\$ 64,850
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. Estimated cost for advertising various Capital Outlay items, On Site Academy wellness program, etc.	\$ 26,000 \$ 150	\$ 26,000 \$ 150	\$ 26,000 \$ 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
Contract Cost for Code red and Public Relations Management Firm	\$ 15,000	\$ 15,000	\$ 15,000
Equipment Maintenance Contracts: Including In-House Computer System through ARMS, Recording equipment through Acom, 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
BAPER-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. Estimated cost for in-house telephone system maintenance.	\$ 2,000 \$ 1,000	\$ 2,000 \$ 1,000	✔\$ 2,000 ✔\$ 1,000
Purchase and Maint on recruit laptops (8)	\$ 12,000	\$ 12,000	\$ 12,000
Front Line: Dedicated full-time clinician plus all other services	\$ 39,500	\$ 39,500	\$ 39,500
Flock Camera: Fee for 4 cameras to assist with community safety	\$ 10,000	\$ 10,000	\$ 10,000
<i>Total Contract Services</i>	✔\$ 258,650	✔\$ 258,650	✔\$ 258,650

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 185,600	\$ 185,600	\$ 212,800		\$ 212,800	\$ 212,800	\$ 241,952	\$ 273,952	\$ 273,952	\$ 273,952

	Department	Town Mgr.	Fin Com
Cost for purchase of 4 Replacement Police Cruisers, Brand not yet determined(@ 66,600.), per specifications, fully equipped. \$266,400	\$ 269,152	✔\$ 269,152	✔\$ 269,152
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. The increase is contractual.

	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC

SEALER OF WEIGHTS

Personnel Services

Full Time							\$ -	\$ -	\$ -	\$ -
Part Time/Seasonal										
Overtime										
Contractual Obligations										
Total							\$ -	\$ -	\$ -	\$ -

Expenses

Supplies and Expenses							\$ -	\$ -	\$ -	\$ -
Contract Services/Leases	\$ 11,000	\$ 11,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 13,500	\$ 16,000	\$ 16,000	\$ 16,000
Utilities										
Capital Outlay										
Total Expenses	\$ 11,000	\$ 11,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 13,500	\$ 16,000	\$ 16,000	\$ 16,000

TOTAL BUDGET

\$ 11,000	\$ 11,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 13,500	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000

	FY2023 FTE	FY2024 FTE
Position		
Weights & Measurer Insp		
Total Staffing	0	0

Section 8: Public Works

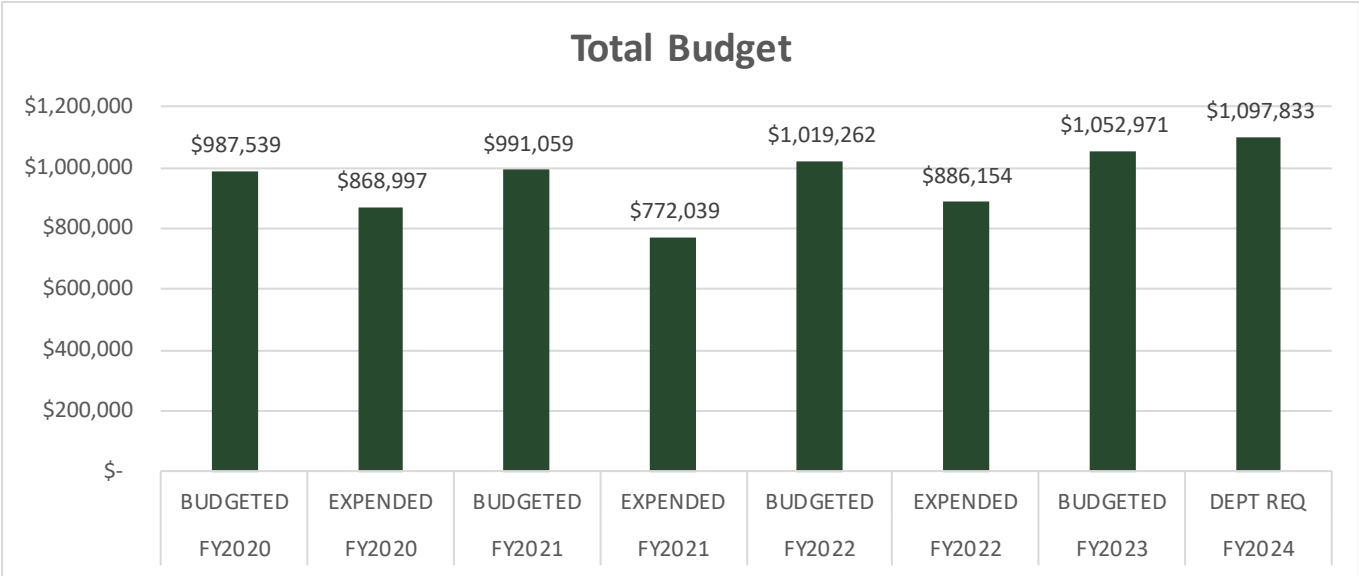
Administration

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

In FY24, the Administration budget will be increasing by roughly \$45,000. This is due to union and non-union contractual increases and an increase in contract services for the development and software of the Billerica Works app, a new tool for residents to report public works related issues to the DPW.



Administration

Programs and Services and Past Year Update

The DPW Administration Office manages all Divisions of the Department of Public Works to ensure that the DPW is operating in the most cost effective and efficient manner possible, and works closely with other departments within the Town, providing technical support, plan review, and other miscellaneous support.

The Administration Office manages funding of all capital projects, including infrastructure repairs funded through State aid and Town capital funding. It is also responsible for Public Works related grant funding and federal reimbursement activities related to storm or other emergencies and manages all payroll and account payable activities of the Department of Public works.

Street Opening Permits are issued by DPW Administration, including inspection of all construction relating to Street Opening Permits done on Town roads by developers, contractors and homeowners, ensuring proper materials and methods are used in all work. In FY-22, the DPW issued and inspected 149 Street Opening Permits.



DPW Administration reviews Building Permit applications and Occupancy Permits (Sewer, Water, Highway, and Engineering sections), verifying that the requirements of each DPW Division have been met, proper permits have been obtained, and fees and billing are paid up to date. In FY-22, the DPW reviewed 638 Building Permits, and 105 Occupancy Permits.

The Residential Trash and Recycling program is also managed by DPW Administration.

Automated recycling continued this year, together with continued mandatory recycling enforcement and the automated trash collection program, resulting in a recycling rate over 24%. Recycling diverted over 4,300 tons of material being from the waste stream, saving the Town over \$347,500 in disposal costs. Sales of Official Overflow Bags for excess trash disposal resulted in over \$60,000 being returned to the General Fund.

Also, in FY-22, the DPW Administration Office processed 80 rebates out of the Water Conservation Rebate Program fund totaling \$10,750.00. Out of the 80 rebates, 22 were for washing machines at a rebate of \$225 each, 41 were for toilets at a rebate of \$100 each and 17 were for dishwashers at a rebate of \$100 each.

The Water Billing is also managed by DPW Administration and is responsible for all water meter repairs, meter readings, billing, and finals. There are two-meter repairmen who are responsible for the repair of all meters and endpoints in town. The Billing Manager and support staff from the DPW Administration answer customer calls

Administration

and complaints throughout the day. There were 314 final water meter readings and 439 repairs scheduled for FY22. The Water Billing averages 30-40 calls a day and at least 5-6 walk-ins for meters, inquiries and or change of address.

DPW ADMINISTRATION

Personnel Services

Full Time	\$ 673,255	\$ 673,255	\$ 675,517	\$ 675,517	\$ 700,420	\$ 700,420	\$ 732,239	\$ 747,101	\$ 747,101	\$ 747,101	\$ 747,101
Part Time/Seasonal	\$ 262,080	\$ 149,330	\$ 262,080	\$ 49,602	\$ 262,080	\$ 130,238	\$ 262,080	\$ 262,080	\$ 262,080	\$ 262,080	\$ 262,080
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Obligations	\$ 32,354	\$ 31,354	\$ 33,137	\$ 33,137	\$ 36,437	\$ 35,437	\$ 33,827	\$ 33,827	\$ 33,827	\$ 33,827	\$ 33,827
Total	\$ 967,689	\$ 853,939	\$ 970,734	\$ 758,256	\$ 998,937	\$ 866,095	\$ 1,028,146	\$ 1,043,008	\$ 1,043,008	\$ 1,043,008	\$ 1,043,008

Expenses

Supplies and Expenses	\$ 3,000	\$ 2,266	\$ 3,000	\$ 595	\$ 3,000	\$ 2,734	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Contract Services/Leases	\$ 16,850	\$ 12,792	\$ 17,325	\$ 13,188	\$ 17,325	\$ 17,325	\$ 21,825	\$ 51,825	\$ 51,825	\$ 51,825	\$ 51,825
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 19,850	\$ 15,058	\$ 20,325	\$ 13,783	\$ 20,325	\$ 20,059	\$ 24,825	\$ 54,825	\$ 54,825	\$ 54,825	\$ 54,825

TOTAL BUDGET

	\$ 987,539	\$ 868,997	\$ 991,059	\$ 772,039	\$ 1,019,262	\$ 886,154	\$ 1,052,971	\$ 1,097,833	\$ 1,097,833	\$ 1,097,833	\$ 1,097,833

Difference PY \$ 44,861.06
% PY 4.26%

Position	FY2023 FTE	FY2024 FTE	Dep. Req. FY2024	TM. Rec. FY2024	Fin Com Rec. FY2024
Director	1	1			
Operations Supervisor	1	1			
Head Admin Clerk	1	1			
Principal Clerk	5	4			
Head Clerk	0	1			
Recycle/Solid Waste Coord	0	0			
Meter Readers					
Billing Coordinator	1	1			
Part Time/Seasonal					
Total Staffing	9	9			

Position	FY2023 PTE	FY2024 PTE	Dep. Req. FY2024	TM. Rec. FY2024	Fin Com Rec. FY2024
Part Time/Seasonal	9	9			
Total Staffing	9	9			

Administration

DPW ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Fred Russell	DPW Director	8/9	11/29/2021	175,639.31	-	-	\$ 175,639.31
Steve Robertson	Operations Supervisor	5	6/14/1999	109,776.79	500.00	3,300.00	\$ 113,576.79
Grant, Brenda	Head Administrative Clerk	7	6/26/1989	68,180.05	1,000.00	4,434.00	\$ 73,614.05
Crandall, Patricia	Principal Clerk	7	1/22/2006	55,626.45	1,000.00	2,700.00	\$ 59,326.45
McKenna, Mary Fiona	Principal Clerk	7	5/28/1996	55,626.45	1,000.00	3,900.00	\$ 60,526.45
McCoy, Donna	Principal Clerk	7	9/3/1997	55,626.45	1,000.00	3,200.00	\$ 59,826.45
Rafferty, Mary Ann	Principal Clerk	7	1/16/2001	55,626.45	1,000.00	3,200.00	\$ 59,826.45
McDonough, Jennifer	Head Clerk	7	12/4/2006	61,008.45	1,000.00	2,700.00	\$ 64,708.45
Judy Dunn	Municipal Billing Director	9	8/11/1997	109,990.11	500.00	3,393.00	\$ 113,883.11
	Seasonal Employees			262,080.00	-	-	\$ 262,080.00
DEPARTMENT TOTAL				\$ 1,009,180.51	\$ 7,000.00	\$ 26,827.00	\$ 1,043,007.51

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	Total Full Time	\$ 747,100.51
4 Part time 40 hours per week X 26 Weeks	\$ 58,240.00	Total Seasonal	\$ 262,080.00
2 Part time 40 hours per week X 16 Weeks	\$ 17,920.00	Total Overtime	
2 Part time 40 hours per week X 8 Weeks	\$ 8,960.00	Total Contract	\$ 33,827.00
4 Part time 40 hours per week X 16 Weeks	\$ 35,840.00	Total	\$ 1,043,007.51
	<u>\$ 262,080.00</u>		

Administration

DPW ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Fred Russell	DPW Director	8/9	11/29/2021	\$ 175,639.31	\$ -		\$ 175,639.31
Steve Robertson	Operations Supervisor	5	6/14/1999	\$ 109,776.79	\$ 500.00	\$ 3,300.00	\$ 113,576.79
Grant, Brenda	Head Administrative Clerk	7	6/26/1989	\$ 68,180.05	\$ 1,000.00	\$ 4,434.00	\$ 73,614.05
Crandall, Patricia	Principal Clerk	7	1/22/2006	\$ 55,626.45	\$ 1,000.00	\$ 2,700.00	\$ 59,326.45
McKenna, Mary Fiona	Principal Clerk	7	5/28/1996	\$ 55,626.45	\$ 1,000.00	\$ 3,900.00	\$ 60,526.45
McCoy, Donna	Principal Clerk	7	9/3/1997	\$ 55,626.45	\$ 1,000.00	\$ 3,200.00	\$ 59,826.45
Rafferty, Mary Ann	Principal Clerk	7	1/16/2001	\$ 55,626.45	\$ 1,000.00	\$ 3,200.00	\$ 59,826.45
McDonough, Jennifer	Head Clerk	7	12/4/2006	\$ 61,008.45	\$ 1,000.00	\$ 2,700.00	\$ 64,708.45
Judy Dunn	Municipal Billing Director	9	8/11/1997	\$ 109,990.11	\$ 500.00	\$ 3,393.00	\$ 113,883.11
	Seasonal Employees			\$ 262,080.00			\$ 262,080.00
DEPARTMENT TOTAL				\$ 1,009,180.51	\$ 7,000.00	\$ 26,827.00	\$ 1,043,007.51

* Paid out of grade per prior administrative action.

Total Full Time	\$ 747,100.51
Total Part Time/Seasonal	\$ 262,080.00
Total Overtime	
Total Contract	\$ 33,827.00
Total	\$ 1,043,007.51

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

Administration

DPW ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2023 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Fred Russell	DPW Director	7/8	11/29/2021	\$163,981.85	\$ -	\$ -	\$ 163,981.85
Steve Robertson	Operations Supervisor	5	6/14/1999	\$109,776.79	\$ 500.00	\$ 3,300.00	\$ 113,576.79
Grant, Brenda	Head Administrative C	7	6/26/1989	\$ 68,180.05	\$ 1,000.00	\$ 4,434.00	\$ 73,614.05
Crandall, Patricia	Principal Clerk	7	1/22/2006	\$ 55,626.45	\$ 1,000.00	\$ 2,700.00	\$ 59,326.45
McKenna, Mary Fiona	Principal Clerk	7	5/28/1996	\$ 55,626.45	\$ 1,000.00	\$ 3,900.00	\$ 60,526.45
McCoy, Donna	Principal Clerk	7	9/3/1997	\$ 55,626.45	\$ 1,000.00	\$ 3,200.00	\$ 59,826.45
Rafferty, Mary Ann	Principal Clerk	7	1/16/2001	\$ 55,626.45	\$ 1,000.00	\$ 3,200.00	\$ 59,826.45
McDonough, Jennifer	Head Clerk	7	12/4/2006	\$ 61,008.45	\$ 1,000.00	\$ 2,700.00	\$ 64,708.45
Judy Dunn	Municipal Billing Direc	9	8/11/1997	\$ 106,786.51	\$ 500.00	\$ 3,393.00	\$ 110,679.51
	Seasonal Employees			\$ 262,080.00	\$ -	\$ -	\$ 262,080.00
DEPARTMENT TOTAL				\$ 994,319.44	\$ 7,000.00	\$ 26,827.00	\$ 1,028,146.44

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	Total Full Time	\$ 732,239.44
4 Part time 40 hours per week X 26 Weeks	\$ 58,240.00	Total Seasonal	\$ 262,080.00
2 Part time 40 hours per week X 16 Weeks	\$ 17,920.00	Total Overtime	
2 Part time 40 hours per week X 8 Weeks	\$ 8,960.00	Total Contract	\$ 33,827.00
4 Part time 40 hours per week X 16 Weeks	\$ 35,840.00	Total	\$ 1,028,146.44
	\$ 262,080.00		

DESCRIPTION/DETAIL

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 3,000	\$ 2,266	\$ 3,000	\$ 595	\$ 3,000	\$ 2,734	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000

Supplies and Expenses
Journal subscriptions, technical updates, miscellaneous software purchases. Advertising for equipment, supplies and services, construction bids, legal notices.

Department	Town Mgr.	Fin Com
\$ 3,000.00	\$ 3,000.00	\$ 3,000.00

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 16,850	\$ 12,792	\$ 17,325	\$ 13,188	\$ 17,325	\$ 17,325	\$ 21,825	\$ 51,825	\$ 51,825	\$ 51,825

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 \$4,500
See Click Fix, Fleet Manager Service Fee
Clothing Allowance SEIU
DOT physicals required for CD/Hosting Licenses 23 employees at \$100

Department	Town Mgr.	Fin Com
\$ 19,000.00	\$ 19,000.00	\$ 19,000.00
\$ 2,375.00	\$ 2,375.00	\$ 2,375.00
\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
\$ 450.00	\$ 450.00	\$ 450.00
\$ -	\$ -	\$ -
\$ 51,825	\$ 51,825	\$ 51,825

Cemetery

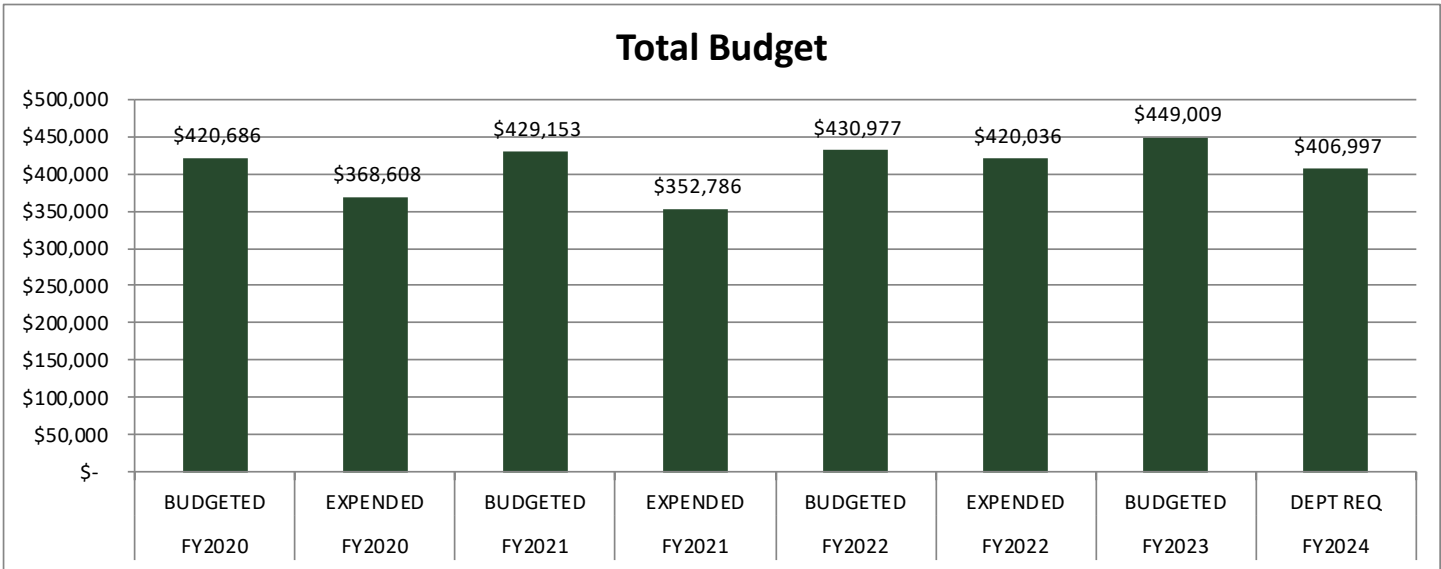
Department Explanation

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.

The Cemetery Department budget consists of a Supervisor, a Working Foreman, and two Heavy Equipment Operators

Budget Narrative

In FY24, the Cemetery Department budget will decrease about \$42,000. In FY23, a retirement buyout for the previous supervisor was carried in the budget.



Cemetery

Programs and Services and Past Year Update

The Cemetery Division is responsible for the operation and maintenance of the Town's six cemeteries: Fox Hill, North, South, Job Hill, Old North, and the Rogers Family Tomb.

There were 211 burials in FY22. Total revenue generated from the sale of grave plots and other services provided by the Town for FY22 was \$179,620. Cemetery Division staff installed 24 flat grave markers, 36 Veteran markers and 62 foundations for head stones.

During FY22, the Fox Hill Cemetery Phase II Development project was completed. The contract included the development of 2,270 grave spaces including: 1,370 full casket burial graves, 315 small size cremation only graves, 120 full size graves to be used for cremation only, concrete retaining wall with 192 cremation niches, 273 pre-installed concrete lawn crypts with bar foundations.



CEMETERY											
FY2020		FY2020		FY2021		FY2021		FY2022		FY2022	
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED

Personnel Services											
Full Time											
Part Time/Seasonal											
Overtime											
Contractual Obligations											
Perpetual Care Interest Trans.											
Total	\$ 295,550	\$ 275,890	\$ 294,957	\$ 290,136	\$ 296,781	\$ 296,781	\$ 275,357	\$ 275,969	\$ 275,969	\$ 275,969	\$ 275,969
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 55,640	\$ 42,086	\$ 58,200	\$ 31,008	\$ 58,200	\$ 56,988	\$ 58,200	\$ 58,200	\$ 58,200	\$ 58,200	\$ 58,200
	\$ 10,296	\$ 8,477	\$ 10,296	\$ 8,455	\$ 10,296	\$ 8,788	\$ 49,752	\$ 7,128	\$ 7,128	\$ 7,128	\$ 7,128
	\$ 361,486	\$ 326,453	\$ 363,453	\$ 329,599	\$ 365,277	\$ 362,557	\$ 383,309	\$ 341,297	\$ 341,297	\$ 341,297	\$ 341,297

Expenses											
Supplies and Expenses	\$ 36,500	\$ 33,983	\$ 43,000	\$ 13,022	\$ 43,000	\$ 35,074	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000
Mosquito Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Services/Leases	\$ 20,450	\$ 5,922	\$ 20,450	\$ 7,915	\$ 20,450	\$ 20,155	\$ 20,450	\$ 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	\$ 2,250	\$ 2,250	\$ 2,250
Capital Outlay											\$ -
Total Expenses	\$ 59,200	\$ 42,155	\$ 65,700	\$ 23,187	\$ 65,700	\$ 57,479	\$ 65,700	\$ 65,700	\$ 65,700	\$ 65,700	\$ 65,700
TOTAL BUDGET	\$ 420,686	\$ 368,608	\$ 429,153	\$ 352,786	\$ 430,977	\$ 420,036	\$ 449,009	\$ 406,997	\$ 406,997	\$ 406,997	\$ 406,997

Position	Dep. Req.		TM Rec		Fin Com Rec		\$
	FY2023	FY2024	FY2024	FY2024	FY2024		
Superintendent	1	1	1	1	1		
Working Foremen	1	1	1	1	1		
Heavy Mtr. Equip. Oper.	1	1	1	1	1		
Heavy Mtr. Equip. Oper.	1	1	1	1	1		
Seasonal*	0	0	0	0	0		
TOTAL STAFF	4	4	4	4	4	-9.36%	

Cemetery

CEMETERY DIVISION SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
Retirement										\$ -	\$ -
TBD	Supervisor	4	TBD	\$ 80,445.28	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00		\$ 82,327.28
McLaughlin, Stephen	Working Foreman	7	8/12/1986	\$ 75,223.94	\$ 800.00		\$ 600.00	\$ 332.00	\$ -		\$ 76,955.94
Jillson, Ian	Heavy Mtr. Equip. Oper.	4	11/13/2000	\$ 57,777.72	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -		\$ 59,509.72
Ducey, Stephen	Heavy Mtr. Equip. Oper.	7	11/13/2000	\$ 62,522.31	\$ 800.00		\$ 600.00	\$ 332.00	\$ -		\$ 64,254.31
DEPARTMENT TOTAL				\$ 275,969.25	\$ 3,200.00	\$ -	\$ 2,400.00	\$ 1,328.00	\$ 150.00	\$ -	\$ 283,047.25

OT increased \$2,560.00 1.046% increase

Total Full Time \$ 275,969.00
Total Seasonal \$ -
Total Overtime \$ 58,200.00
Total Contract \$ 7,078.00
Total \$ 341,247.00

CEMETERY DIVISION SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
Retirement											\$ -
TBD	Supervisor	4	TBD	\$ 80,445.28	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00		\$ 82,327.28
McLaughlin, Stephen	Working Foreman	7	8/12/1986	\$ 75,223.94	\$ 800.00		\$ 600.00	\$ 332.00			\$ 76,955.94
Jillson, Ian	Heavy Mtr. Equip. Oper.	4	11/13/2000	\$ 57,777.72	\$ 800.00		\$ 600.00	\$ 332.00			\$ 59,509.72
Ducey, Stephen	Heavy Mtr. Equip. Oper.	7	11/13/2000	\$ 62,522.31	\$ 800.00	50.00	\$ 600.00	\$ 332.00			\$ 64,304.31
											\$ -
DEPARTMENT TOTAL				\$ 275,969.25	\$ 3,200.00	\$ 50.00	\$ 2,400.00	\$ 1,328.00	\$ 150.00	\$ -	\$ 283,097.25

OT increased \$2,560.00 1.046% increase

Total Full Time \$ 275,969.00
Total Seasonal \$ -
Total Overtime \$ 58,200.00
Total Contract \$ 7,128.00
Total \$ 341,297.00

CEMETERY DIVISION SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
Retirement										\$ 42,174	\$ 42,173.66
TBD	Supervisor	4	TBD	\$ 80,445.28	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00		\$ 82,327.28
McLaughlin, Stephen	Working Foreman	7-Jan	8/12/1986	\$ 75,223.94	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00		\$ 77,105.94
Jillson, Ian	Heavy Mtr. Equip. Oper.	3/4	11/13/2000	\$ 57,165.19	\$ 800.00	50.00	\$ 600.00	\$ 332.00	\$ 150.00		\$ 59,097.19
Ducey, Stephen	Heavy Mtr. Equip. Oper.	7	11/13/2000	\$ 62,522.31	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00		
DEPARTMENT TOTAL				\$275,356.72	\$ 3,200.00	\$ 50.00	\$ 2,400.00	\$ 1,328.00	\$ 600.00	\$ 42,174	\$ 260,704.07

* 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 \$ 275,357.00
Total Seasonal
Total Overtime \$ 58,200.00
Total Contract \$ 49,751.66
Total \$ 383,308.66

DESCRIPTION DETAIL

CEMETERY

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 36,500	\$ 33,983	\$ 43,000	\$ 13,022	\$ 43,000	\$ 35,074	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000

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

Department	Town Mgr.	Fin Com
\$ 400.00	\$ 400.00	\$ 400.00
\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
\$ 600.00	\$ 600.00	\$ 600.00
\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
\$ -	\$ -	\$ -
\$ 43,000.00	\$ 43,000.00	\$ 43,000.00

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 20,450	\$ 5,922	\$ 20,450	\$ 7,915	\$ 20,450	\$ 20,155	\$ 20,450	\$ 20,450	\$ 20,450	\$ 20,450

Contract Services

Outside Services - Irrigation / Deep Time Areation, Hydros seeding -
Uniforms -
Maintenance contracts -
CHS Consulting -Cemetery
Clothing Allowance per SEIU

Total Contract Services

Department	Town Mgr.	Fin Com
\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
\$ 450.00	\$ 450.00	\$ 450.00
\$ 20,450.00	\$ 20,450.00	\$ 20,450.00

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250

Utilities

Electricity for Cemetery Garage, Office & Outside Lights
Fuel/ Heat for Cemetery Garge & Office
Electricity for Alexander Road
Fuel/Heat for Alexander Road

Department	Town Mgr.	Fin Com
\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
\$ 2,250.00	\$ 2,250.00	\$ 2,250

Engineering

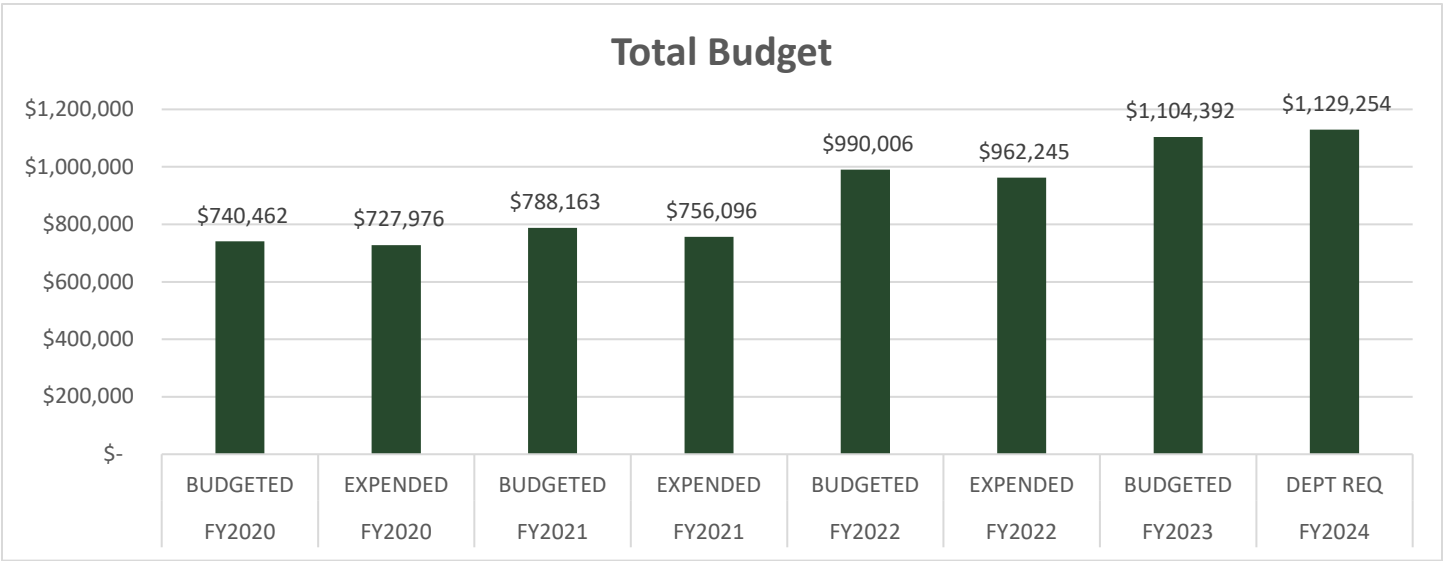
Department Explanation

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

In FY24 the Engineering division will see an increase around \$25,000. This is driven by salary step increases for union and non-union personnel.



Engineering

Programs and Services and Past Year Update

During FY22, the Engineering Division managed the design, development, and construction of the Town's various infrastructure improvement projects.

At the close of FY22, the Town of Billerica had 197.6 miles of accepted roads and 60.4 miles of unaccepted roads totaling 258 miles of roads. Everett Farmer Road, Farmer Lane, and Simmons Lane were accepted during FY22.

In FY22 the following roads, or portions thereof, were repaved and/or reconstructed: Blossom Drive, Champa Road, Cook Street, Courtland Lane, Dunham Road, Eliot Street, Ichabod Lane, Lois Lane, Marshall Street, Plank Street, and Putney Circle.

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, Lexington Road, Glad Valley Drive Intersection Improvements, Katie Durand Memorial Park, Chelmsford Road Water Main Replacement,



Marshall Street Paving and Sidewalk

18-inch Force Main Replacement, Rangeway Road Sewer Betterment, French Street Sidewalk and Call Street Sidewalk.

The following projects were under construction: Middlesex Turnpike Improvements Project and Middlesex Corporate Park Betterment.

The Town's Stormwater Management Program, which is aimed at reducing the impact of stormwater on the nation's surface waters, is managed by the Engineering Division. Authorization to continue discharge of stormwater through the Town's *Municipal Separate Storm*



Katie Durand Memorial Park

Sewer System (MS4) was granted March 5, 2019. To date, the Town of Billerica has 634 known stormwater outfalls that are regulated under the MS4 permit requirements. The Year 3 Annual Report was filed as required by the *Massachusetts Small MS4 General Permit* on September 29, 2021. In March 2022, DPW hired a Stormwater Engineer to manage the Town's Stormwater Management Program, ensure MS4 Permit

Engineering

compliance, and to support the Division and other Town Departments with plan reviews and site inspections. The Stormwater Engineer provided classroom lessons on stormwater pollution to all the 5th grade students at both the middle schools. Town Meeting approved funding a portion of an Asset Management Grant Project that will be used to complete a comprehensive study on all the Town's culverts and develop a capital improvement plan for the culverts. The Division has continued with updating of the stormwater system in GIS mapping, inspection of all outfalls, annual training, public outreach and education as well as other efforts as required by the permit.

The Engineering Division maintains the centralized Geographic Information Systems (GIS) database for the Town. In addition to general maintenance of the publicly accessible and internal GIS sites, the annual update to the Assessor's parcel layer was completed. Updates to water, sewer, stormwater, and other miscellaneous layers were also completed as needed for individual departments. Implementation and maintenance of the PeopleGIS PeopleForm Database application continued throughout Town Departments to aid in the tracking and updating of information.



The Engineering Division provides services to the general public, private consultants, contractors, and other Town departments. These services include the following: plan reviews and inspections on subdivision construction, private projects, sewer extensions, as well as construction of road work required under the adequate access by-law; plan research; website updates with news and projects; and other miscellaneous tasks.

ENGINEERING DIVISION

Personnel Services

Full Time	\$ 597,734	\$ 595,423	\$ 616,072	\$ 616,072	\$ 736,390	\$ 719,129	\$ 850,266	\$ 875,083	\$ 875,083	\$ 875,083
Part Time/Seasonal										
Overtime	\$ 21,400	\$ 15,197	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Obligations	\$ 14,100	\$ 12,971	\$ 14,825	\$ 14,825	\$ 18,550	\$ 14,760	\$ 19,060	\$ 19,510	\$ 19,510	\$ 19,510
Total	\$ 633,234	\$ 623,591	\$ 659,897	\$ 630,897	\$ 754,940	\$ 733,889	\$ 869,326	\$ 894,593	\$ 894,593	\$ 894,593

Expenses

Supplies and Expenses	\$ 8,000	\$ 7,972	\$ 8,000	\$ 7,184	\$ 8,000	\$ 7,929	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Contract Services/Leases	\$ 99,228	\$ 96,413	\$ 120,266	\$ 118,015	\$ 227,066	\$ 220,427	\$ 227,066	\$ 226,661	\$ 226,661	\$ 226,661
Utilities										
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 107,228	\$ 104,385	\$ 128,266	\$ 125,199	\$ 235,066	\$ 228,356	\$ 235,066	\$ 234,661	\$ 234,661	\$ 234,661

TOTAL BUDGET

\$ 740,462	\$ 727,976	\$ 788,163	\$ 756,096	\$ 990,006	\$ 962,245	\$ 1,104,392	\$ 1,129,254	\$ 1,129,254	\$ 1,129,254

Dep. Req. TML Rec. Fin Com Rec.

Difference PY 24,861.63

Position	FTE	FTE	FTE	FTE
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Stormwater Engineer	1	1	1	1
Project Manager Engineers	4	4	4	4
GIS Analyst	1	1	1	1
Total Staffing	8	8	8	8

% PY 2.25%

Engineering

ENGINEERING DIVISION SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Kelley Conway	Town Engineer	9	1/30/2006	\$ 149,186.42	\$ -	\$ 2,610.00	\$ 151,796.42
Derek Doyle	Project Manager Engineer	4/5	11/5/2007	\$ 97,152.60	\$ 500.00	\$ 2,800.00	\$ 100,452.60
Antonio Fernandes	Project Manager Engineer	4/5	8/4/2005	\$ 98,424.44	\$ 500.00	\$ 2,800.00	\$ 101,724.44
Pablo Noguera	Project Manager Engineer	5	11/21/1983	\$ 98,787.82	\$ 500.00	\$ 4,100.00	\$ 103,387.82
Kyle Grant	GIS Analyst	8	11/18/2013	\$ 117,823.47	\$ -	\$ -	\$ 117,823.47
Heather Chew	Assistant Town Engineer	5	7/1/2013	\$ 109,776.79	\$ 500.00	\$ 2,100.00	\$ 112,376.79
Joe Giuliano	Project Manager Engineer	4/5	6/26/2017	\$ 94,154.68	\$ 500.00	\$ 2,100.00	\$ 96,754.68
Christina Papadopoulos	Stormwater Engineer	5	2/27/2022	\$ 109,776.79	\$ 500.00	\$ -	\$ 110,276.79
DEPARTMENT TOTAL				\$ 875,083.00	\$ 3,000.00	\$ 16,510.00	\$ 894,593.00

Total Full Time \$ 875,083.00
Total Overtime \$ -
Total Contract \$ 19,510.00
Total \$ 894,593.00

ENGINEERING DIVISION SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Kelley Conway	Town Engineer	9	1/30/2006	\$ 149,186.42		\$ 2,610.00	\$ 151,796.42
Derek Doyle	Project Manager Engineer	4/5	11/5/2007	\$ 97,152.60	\$ 500.00	\$ 2,800.00	\$ 100,452.60
Antonio Fernandes	Project Manager Engineer	4/5	8/4/2005	\$ 98,424.44	\$ 500.00	\$ 2,800.00	\$ 101,724.44
Pablo Noguera	Project Manager Engineer	5	11/21/1983	\$ 98,787.82	\$ 500.00	\$ 4,100.00	\$ 103,387.82
Kyle Grant	GIS Analyst	8	11/18/2013	\$ 117,823.47			\$ 117,823.47
Heather Chew	Assistant Town Engineer	5	7/1/2013	\$ 109,776.79	\$ 500.00	\$ 2,100.00	\$ 112,376.79
Joe Giuliano	Project Manager Engineer	4/5	6/26/2017	\$ 94,154.68	\$ 500.00	\$ 2,100.00	\$ 96,754.68
Christina Papadopoulos	Stormwater Engineer	5	2/27/2022	\$ 109,776.79	\$ 500.00	\$ -	\$ 110,276.79
DEPARTMENT TOTAL				\$ 875,083.00	\$ 3,000.00	\$ 16,510.00	\$ 894,593.00

Total Full Time \$ 875,083.00
Total Overtime
Total Contract \$ 19,510.00
Total \$ 894,593.00

Engineering

ENGINEERING DIVISION SALARY INFORMATION FY2023 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Kelly Conway	Town Engineer	9	1/30/2006	\$ 144,841.19	\$ -	\$ 2,610.00	\$ 147,451.19
Derek Doyle	Jr. Civil Engineer	3/4	11/5/2007	\$ 92,798.38	\$ 500.00	\$ 2,800.00	\$ 96,098.38
Antonio Fernandes	Jr. Civil Engineer	3/4	8/4/2005	\$ 93,768.49	\$ 500.00	\$ 2,800.00	\$ 97,068.49
Pablo Noguera	Jr. Civil Engineer	5	11/21/1983	\$ 98,787.82	\$ 500.00	\$ 4,100.00	\$ 103,387.82
Kyle Grant	GIS Analyst	7	11/18/2013	\$ 110,005.25	\$ -	\$ -	\$ 110,005.25
Heather Chew	Assistant Town Engineer	5	7/1/2013	\$ 109,776.79	\$ 500.00	\$ 1,650.00	\$ 111,926.79
Joe Giuliano	Jr. Civil Engineer	3/4	6/26/2017	\$ 90,511.68	\$ 500.00	\$ 2,100.00	\$ 93,111.68
TBD	Stormwater Engineer	5	2/27/2022	\$ 109,776.79	\$ 500.00	\$ -	\$ 110,276.79
DEPARTMENT TOTAL				\$ 850,266.37	\$ 3,000.00	\$ 16,060.00	\$ 869,326.37

Total Full Time \$ 850,266.37
Total Overtime
Total Contract \$ 19,060.00
Total \$ 869,326.37

ENGINEERING DIVISION

DESCRIPTION/DETAIL

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 8,000	\$ 7,972	\$ 8,000	\$ 7,184	\$ 8,000	\$ 7,929	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000

Supplies and Expenses

Department	Town Mgr.	Fin Com
\$ 8,000	\$ 8,000	\$ 8,000

\$ 8,000	\$ 8,000	\$ 8,000

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 99,228	\$ 96,413	\$ 120,266	\$ 118,015	\$ 227,066	\$ 220,427	\$ 227,066	\$ 226,661	\$ 226,661	\$ 226,661

Contract Services/Leases

Department	Town Mgr.	Fin Com

Licenses, Trainings, Seminars and Memberships	\$ 4,750	\$ 4,750	\$ 4,750
NIMCOG services related to Stormwater Collaborative	\$ 4,800	\$ 4,800	\$ 4,800
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

NMCOG Pictometry 2023 Aerial Flyover & Digital Imagery (Year 1 of 3)

\$ 4,411	\$ 4,411	\$ 4,411

Misc consultant services	\$ 210,000	\$ 210,000	\$ 210,000

Clothing Allowance SEIU	\$ 2,700	\$ 2,700	\$ 2,700

Total Contract Services	\$ 226,661	\$ 226,661	\$ 226,661

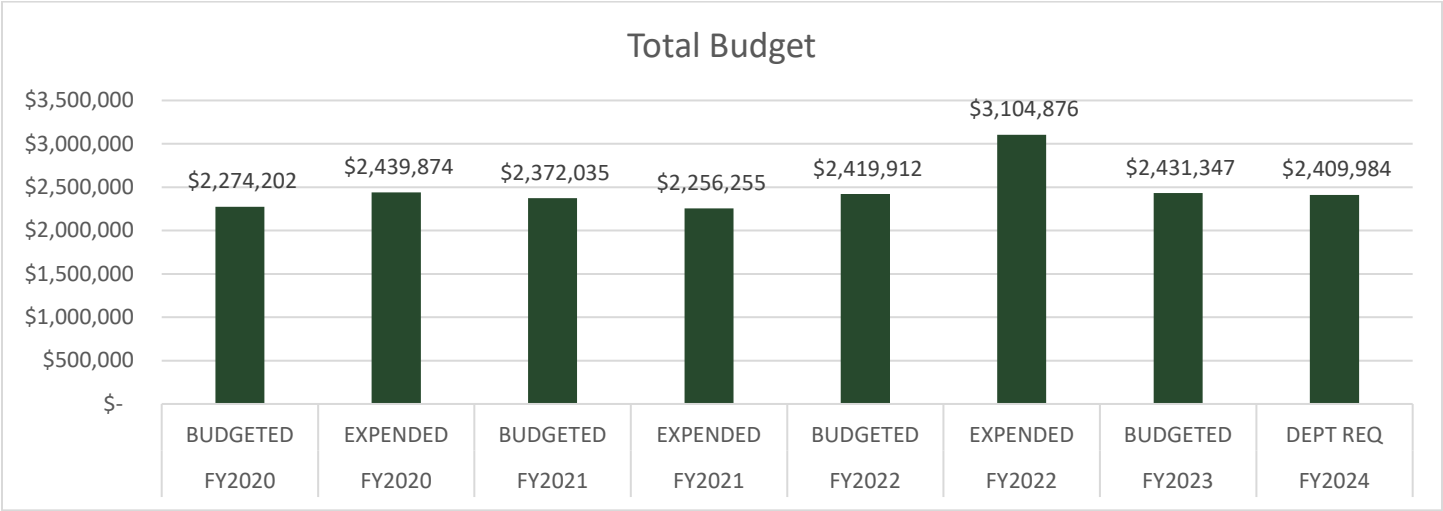
Highway

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 a decrease of roughly \$21,000 in the personnel services line due to retirements and their replacements starting at a lower step.



Highway

Programs and Services and Past Year Update

Throughout FY22 the Highway Division continued to provide necessary services to maintain the Town's roads and drainage systems and provide public safety throughout the Town.

The Highway Division performs salting operations and snow removal on the town's 248 miles of roads. This year's snow season produced 5 plowable snowstorms. The first event came on January 7th, 2022, with 7.20 inches. The last event was February 25, 2022, with 9.6 inches. Snowfall for the entire season totaled 42.40 inches. This snow season also had numerous storms below two inches. The Highway Division used 6,547.84 tons of salt this snow season. The Highway Division works diligently over long hours throughout these events to maintain a safe roadway system for the residents of Billerica. Each forecasted snowstorm is treated differently based on staffing level, the time of day, air temperature, pavement temperature, intensity, duration of snowstorm and the expected accumulation of snow. Prior to the snow starting, the Department of Public Works pretreats the roads and continues to do so



during the storm. Once the snow accumulation reaches over 2 inches, operations change to plowing where Town staff and private contractors are dispatched to assigned routes.

In addition to emergency response and maintenance during inclement weather, the Highway Division also responds to emergency calls from the Police Department and the Fire Department to aid in cases of traffic and other emergency situations. The Highway Division also assists other Town Departments with various projects throughout the year.

The Highway Division performs regular day-to-day maintenance of the Town's roadway and drainage systems. The maintenance of the roadways included patching of failing areas of pavement, filling of potholes, replacing damaged pavement and berm, grading of gravel roads, patching of trenches from water breaks and Town

Highway

drainage work, sweeping sand and debris from roadways, repair of guard rail, as well as responding to resident concerns and requests for various situations.

The maintenance of the drainage systems included the rebuilding of failing catch basins, installing new catch basins, repairing damaged drainage pipe, and installing new drainage pipe. There are 125 miles of drain mains and more than 4,901 catch basins throughout the Town. In FY 22 catch basin cleaning generated 404.1 tons of sediment.

Other work completed by the Highway Division includes the replacement of damaged or missing Town signs, roadway stripping, such as crosswalks, stop lines and road centerlines and maintenance and repair of street signal lights. The Highway Division responded to over 212 brush cutting requests throughout the town.

The Motor Equipment Repair section of the Highway Division provides fleet maintenance of DPW vehicles and equipment, including preventative maintenance and repair of town cars, trucks, plows, sanders, and heavy equipment. The Motor Equipment Repair section of the Highway Division also administered the Town's waste-oil recycling program.

HIGHWAY												
Personnel Services		FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2023	FY2024	FY2024	FY2024
		BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	DEPT REQ	TM REC	FIN COM REC
Full Time		\$ 990,282	\$ 987,371	\$ 1,056,711	\$ 975,509	\$ 1,104,388	\$ 938,982	\$ 1,105,823	\$ 1,084,460	\$ 1,084,460	\$ 1,084,460	\$ 1,084,460
Part Time/Seasonal		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime		\$ 70,727	\$ 54,973	\$ 76,681	\$ 52,059	\$ 76,681	\$ 68,983	\$ 76,681	\$ 66,681	\$ 66,681	\$ 66,681	\$ 66,681
Contractual Obligations		\$ 28,550	\$ 26,431	\$ 30,150	\$ 18,336	\$ 30,350	\$ 27,961	\$ 30,350	\$ 30,350	\$ 30,350	\$ 30,350	\$ 30,350
Snow Overtime		\$ 70,000	\$ 133,794	\$ 70,000	\$ 168,980	\$ 70,000	\$ 167,360	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Total		\$ 1,159,559	\$ 1,202,569	\$ 1,233,542	\$ 1,214,884	\$ 1,281,419	\$ 1,203,285	\$ 1,282,854	\$ 1,251,491	\$ 1,251,491	\$ 1,251,491	\$ 1,251,491
Expenses												
Supplies and Expenses		\$ 413,100	\$ 364,856	\$ 453,100	\$ 414,104	\$ 453,100	\$ 450,191	\$ 463,100	\$ 473,100	\$ 473,100	\$ 473,100	\$ 473,100
Contract Services/Leases		\$ 322,293	\$ 219,861	\$ 322,293	\$ 267,774	\$ 322,293	\$ 321,342	\$ 322,293	\$ 322,293	\$ 322,293	\$ 322,293	\$ 322,293
Utilities		\$ 29,250	\$ 29,250	\$ 13,100	\$ 9,493	\$ 13,100	\$ 12,619	\$ 13,100	\$ 13,100	\$ 13,100	\$ 13,100	\$ 13,100
Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Snow & Sand		\$ 350,000	\$ 623,338	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,117,439	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Total Expenses		\$ 1,114,643	\$ 1,237,305	\$ 1,138,493	\$ 1,041,371	\$ 1,138,493	\$ 1,901,591	\$ 1,148,493	\$ 1,158,493	\$ 1,158,493	\$ 1,158,493	\$ 1,158,493
TOTAL BUDGET		\$ 2,274,202	\$ 2,439,874	\$ 2,372,035	\$ 2,256,255	\$ 2,419,912	\$ 3,104,876	\$ 2,431,347	\$ 2,409,984	\$ 2,409,984	\$ 2,409,984	\$ 2,409,984
Position		FY2023	Dep. Req. FY2024	TM. Rec. FY2024	Fin Com Rec. FY2024							
		FTE	FTE	FTE	FTE							
Superintendent		1	1	1	1							
Working Foreman		3	3	3	3							
SMEO		1	1	1	1							
MER		2	2	2	2							
HMEO		9	9	9	9							
MEO		0	0	0	0							
Seasonal/Part Time		0	0	0	0							
MM		1	1	1	1							
Total Staffing		17	17	17	17							
							103,678.71	Difference PY		(21,363.35)		
							4.56%	% PY		-0.88%		

HIGHWAY DIVISION
SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

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	119,795.80	-	500.00	-	200.00	3,300.00	\$ 123,795.80
Dionio, Mark Allen	HME/O	7	9/12/2000	62,522.31	800.00	600.00	-	200.00	-	\$ 64,122.31
Collins, Matthew	MER	5	11/3/2011	63,063.58	800.00	600.00	250.00	200.00	-	\$ 64,913.58
Vacant	HME/O	1	7/1/2022	51,893.07	800.00	600.00	-	200.00	-	\$ 53,493.07
Hynes, Robert	Working Foreman	7/8	2/1/1999	75,863.78	800.00	600.00	-	200.00	-	\$ 77,463.78
Caira, Benjamin	SME/O	6	1/14/2008	68,924.26	800.00	600.00	-	200.00	-	\$ 70,524.26
CASEY, Matthew	Working Foreman	3	9/24/2018	67,490.75	800.00	600.00	-	200.00	-	\$ 69,090.75
Vacant	HME/O	1	7/1/2022	51,893.07	800.00	600.00	-	200.00	-	\$ 53,493.07
O'Connell, Christopher	HME/O	5	1/12/2012	59,511.05	800.00	600.00	-	200.00	-	\$ 61,111.05
Etier, Christopher	HME/O	3	4/25/2011	56,094.87	800.00	600.00	-	200.00	-	\$ 57,694.87
Chestnut, Craig	Working Foreman	5	7/19/2012	71,600.93	800.00	600.00	250.00	200.00	-	\$ 73,450.93
Wing, Matthew	MER	4/5	9/19/2013	62,676.51	800.00	600.00	250.00	200.00	-	\$ 64,526.51
Pierce, Derek	HME/O	7	11/8/2001	62,522.31	800.00	600.00	-	200.00	-	\$ 64,122.31
Michilini, James	MM	3/4	11/8/2018	51,916.68	800.00	600.00	-	200.00	-	\$ 53,516.68
Vacant	HME/O	1	7/1/2022	51,893.07	800.00	600.00	-	200.00	-	\$ 53,493.07
Lembo, Richard	HME/O	2/3	1/24/2022	54,904.61	800.00	600.00	-	200.00	-	\$ 56,504.61
Vacant	HME/O	1	7/1/2022	51,893.07	800.00	600.00	-	200.00	-	\$ 53,493.07
DEPARTMENT TOTAL				\$ 1,084,459.72	\$ 12,800.00	\$ 10,100.00	\$ 750.00	\$ 3,400.00	\$ 3,300.00	\$ 1,114,809.72

Total Full Time	\$ 1,084,459.72
Total Seasonal/Temp	
Total Overtime	\$ 66,681.00
Total Contract	\$ 30,350.00
Total Snow Overtime	\$ 70,000.00
Total	\$ 1,251,490.72

HIGHWAY DIVISION
SALARY INFORMATION FY2024 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	\$ 119,795.80	\$ -	\$ 500.00	\$ -	\$ 200.00	\$ 3,300.00	\$ 123,795.80
Diorio, Mark Allen	HMEO	7	9/12/2000	\$ 62,522.31	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 64,122.31
Collins, Matthew	MER	5	11/3/2011	\$ 63,063.58	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00		\$ 64,913.58
Vacant	HMEO	1	7/1/2022	\$ 51,893.07	\$ 800.00	\$ 600.00		\$ 200.00		\$ 53,493.07
Hynes, Robert	Working Foreman	7/8	2/1/1999	\$ 75,863.78	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 77,463.78
Caira, Benjamin	SMEO	6	11/14/2008	\$ 68,924.26	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 70,524.26
CASEY, Matthew	Working Foreman	3	9/24/2018	\$ 67,490.75	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 69,090.75
Vacant	HMEO	1	7/1/2022	\$ 51,893.07	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 53,493.07
O'Connell, Christopher	HMEO	5	11/12/2012	\$ 59,511.05	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 61,111.05
Etter, Christopher	HMEO	3	4/25/2011	\$ 56,094.87	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 57,694.87
Chestnut, Craig	Working Foreman	5	7/19/2012	\$ 71,600.93	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00		\$ 73,450.93
Wing, Matthew	MER	4/5	9/19/2013	\$ 62,676.51	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00		\$ 64,526.51
Pierce, Derek	HMEO	7	11/8/2001	\$ 62,522.31	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 64,122.31
Michilini, James	MM	3/4	11/8/2018	\$ 51,916.68	\$ 800.00	\$ 600.00		\$ 200.00		\$ 53,516.68
Vacant	HMEO	1	7/1/2022	\$ 51,893.07	\$ 800.00	\$ 600.00		\$ 200.00		\$ 53,493.07
Lembo, Richard	HMEO	2/3	1/24/2022	\$ 54,904.61	\$ 800.00	\$ 600.00		\$ 200.00		\$ 56,504.61
Vacant	HMEO	1	7/1/2022	\$ 51,893.07	\$ 800.00	\$ 600.00		\$ 200.00		\$ 53,493.07
DEPARTMENT TOTAL				\$ 1,084,459.72	\$ 12,800.00	\$ 10,100.00	\$ 750.00	\$ 3,400.00	\$ 3,300.00	\$ 1,114,809.72

Total Full Time\$ 1,084,459.72

Total Seasonal/Temp

Total Overtime\$ 66,681.00

Total Contract\$ 30,350.00

Total Snow Overtime\$ 70,000.00

Total\$ 1,251,490.72

HIGHWAY DIVISION
SALARY INFORMATION FY2023 BUDGETED

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	\$ 119,795.80	\$ -	\$ 500.00	\$ -	\$ 200.00	\$ 3,300.00	\$ 123,795.80
Dionto, Mark Allen	HMECO	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	HMECO	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	SMECO	5/6	1/14/2008	\$ 67,847.44	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 69,447.44
CASEY, Matthew	HMECO	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	HMECO	5	1/12/2012	\$ 59,511.05	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 61,111.05
Etter, Christopher	HMECO	3	4/25/2011	\$ 56,094.87	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 57,694.87
Chestnut, Craig	Working Foreman	4/5	7/19/2012	\$ 71,521.03	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00	\$ -	\$ 73,371.03
Wing, Matthew	MER	4	9/19/2013	\$ 61,226.78	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00	\$ -	\$ 63,076.78
Pierce, Derek	HMECO	6	11/8/2001	\$ 61,296.38	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 62,896.38
Michilini, James	Maintenance Man (MM)	3	11/8/2018	\$ 50,915.92	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 52,515.92
Morris, John	HMECO	6	4/13/2006	\$ 61,296.38	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 62,896.38
Tammaro, Jonathan	HMECO	1/2	9/12/2019	\$ 52,808.33	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 54,408.33
Vacant	HMECO	1/2	7/1/2020	\$ 51,893.07	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ 0	\$ 53,493.07
DEPARTMENT TOTAL				\$ 1,105,823.06	\$ 12,800.00	\$ 10,100.00	\$ 750.00	\$ 3,400.00	\$ 3,300.00	\$ 1,136,173.06

Total Full Time \$ 1,105,823.06
Total Seasonal/Temp
Total Overtime \$ 76,681.00
Total Contract \$ 30,350.00
Total Snow Overtime \$ 70,000.00
Total \$ 1,282,854.06

Highway

DESCRIPTION/DETAIL

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 413,100	\$ 364,856	\$ 453,100	\$ 414,104	\$ 453,100	\$ 450,191	\$ 463,100	\$ 473,100	\$ 473,100	\$ 473,100

Supplies and Expenses

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.

The cost of bituminous concrete for patching.

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 structures and pipe, loam, miscellaneous hand tools, and other miscellaneous equipment and supplies.

Emergency maintenance of unaccepted roads

House of Correction Inmate Services meals

Snow Removal Parts and Supplies

Department	Town Mgr.	Fin Com
\$ 140,000	\$ 140,000	\$ 140,000
\$ 130,000	\$ 130,000	\$ 130,000
	\$ -	\$ -
\$ 120,600	\$ 120,600	\$ 120,600
\$ 25,000	\$ 25,000	\$ 25,000
\$ 2,500	\$ 2,500	\$ 2,500
\$ 55,000	\$ 55,000	\$ 55,000
\$ 473,100	\$ 473,100	\$ 473,100

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 322,293	\$ 219,861	\$ 322,293	\$ 267,774	\$ 322,293	\$ 321,342	\$ 322,293	\$ 322,293	\$ 322,293	\$ 322,293

Contract Services/Leases

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

Catch Basin cleaning contract

Police Detail costs

Highway Division services, including line stripe, signal repairs, guard rail stockpile testing and removal, street sweepings

testing and removal, bridge inspections, training seminars, conferences and memberships

Thermo linestriping

Clothing Allowance per SEIU

Department	Town Mgr.	Fin Com
\$ 40,000	\$ 40,000	\$ 40,000
\$ 125,000	\$ 125,000	\$ 125,000
\$ 35,000	\$ 35,000	\$ 35,000
\$ 121,843	\$ 121,843	\$ 121,843
\$ -	\$ -	\$ -
\$ 450	\$ 450	\$ 450
\$ 322,293	\$ 322,293	\$ 322,293

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 29,250	\$ 29,250	\$ 13,100	\$ 9,493	\$ 13,100	\$ 12,619	\$ 13,100	\$ 13,100	\$ 13,100	\$ 13,100

Utilities

The "Utilities" budget covers utility costs associated with the operation of the Highway Office, Garage, and Storage Buildings and also includes the costs associated with recycling of waste oil.

Department	Town Mgr.	Fin Com
\$ 13,100	\$ 13,100	\$ 13,100
\$ 13,100	\$ 13,100	\$ 13,100

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 350,000	\$ 623,338	\$ 350,000	\$ 350,000	\$ 350,000	\$ 1,117,439	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000

Snow and Ice Operations:

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).

Department	Town Mgr.	Fin Com
\$ 350,000	\$ 350,000	\$ 350,000
\$ 350,000	\$ 350,000	\$ 350,000

Parks and Trees

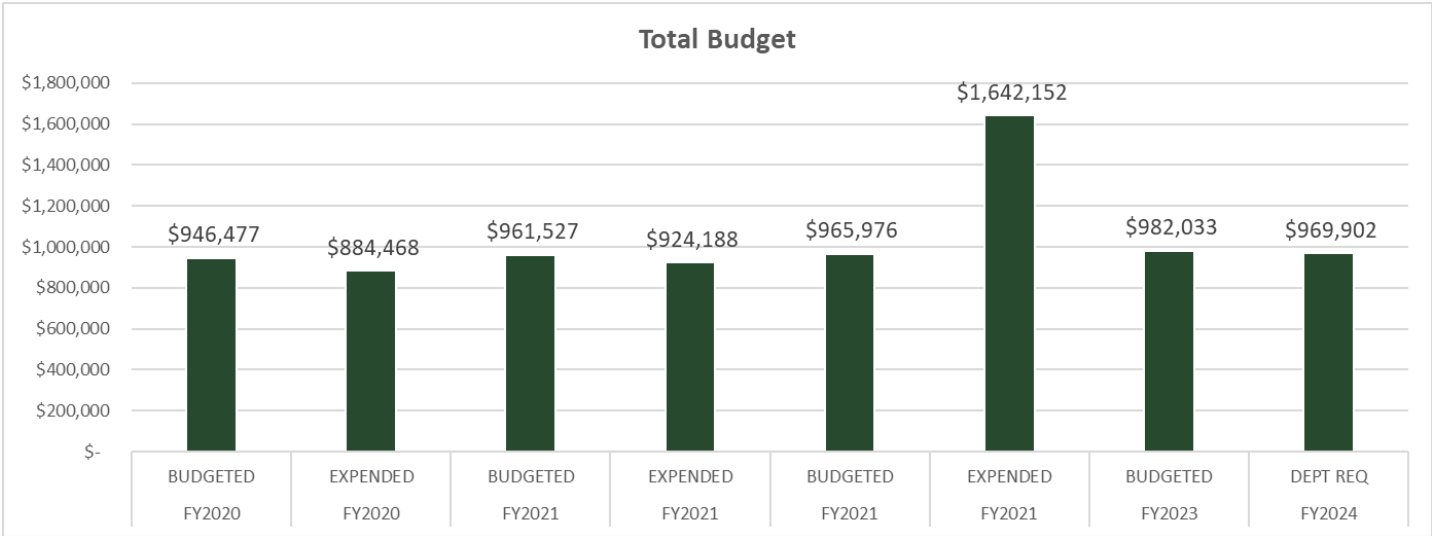
Department Explanation

The Parks and Tree’s Department Division was formed in FY19 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 FY24 the Parks Department will see a 1.24% decrease due to the capital outlay line decreasing \$15,000. Last year the Town purchased \$97,000 worth of equipment out of capital outlay to maintain all the fields that Parks took responsibility for. In FY24 Parks will be purchasing \$87,000 worth of equipment for maintenance of PHR.



Parks and Trees

Programs and Services and Past Year Update

The Parks & Tree Division is responsible for pruning and maintaining public shade trees and removing dead trees on Town properties. In FY22 One hundred twenty-three (123) trees were removed. Parks & Tree staff trimmed and cut approximately 200 miles of brush on Town roads.

The Parks & Tree Division is responsible for maintaining and mowing more than 95 acres of all Town fields including the Lampson Complex, and the Old Water Plant. The Parks & Tree Division also reconstructed four (4) softball infields and replaced all safety caps on all fields.

Other areas maintained by the Parks and Tree Division include the Town Common, Library, Town Hall, Korean Veterans Memorial, the Talbot Oval, Police Station, Kids Konnection, Marshall, Pollard, two Vining fields, P.H.R., Masonic Hall, Old Bennett Library, Katie Durand Park, The Old Howe Building and the Hajjar Field, along with twenty-five squares located throughout the Town.

In addition, the Parks & Tree Division waters all flowers, sets up holiday lighting on the Town Common and participates in snowplowing and other duties as directed.



PARKS & TREES	FY2020		FY2021		FY2021		FY2021		FY2023		FY2024		FY2024		FY2024	
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC				

Personnel Services																			
Full Time	\$ 495,728	\$ 441,986	\$ 498,298	\$ 481,886	\$ 515,947	\$ 507,203	\$ 528,804	\$ 531,673	\$ 531,673	\$ 531,673	\$ 531,673	\$ 531,673							
Part Time/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
Overtime	\$ 97,370	\$ 94,095	\$ 99,850	\$ 99,768	\$ 99,850	\$ 85,305	\$ 99,850	\$ 99,850	\$ 99,850	\$ 99,850	\$ 99,850	\$ 99,850							
Contractual Obligations	\$ 17,124	\$ 15,626	\$ 17,124	\$ 15,253	\$ 17,124	\$ 15,483	\$ 17,124	\$ 17,124	\$ 17,124	\$ 17,124	\$ 17,124	\$ 17,124							
Perpetual Care Interest Trans.																			
Total	\$ 610,222	\$ 551,707	\$ 615,272	\$ 596,877	\$ 632,921	\$ 607,991	\$ 645,778	\$ 648,647	\$ 648,647	\$ 648,647	\$ 648,647	\$ 648,647							

Expenses																			
Supplies and Expenses																			
Mosquito Control	\$ 67,925	\$ 67,773	\$ 67,925	\$ 65,377	\$ 85,925	\$ 825,131	\$ 85,925	\$ 85,925	\$ 85,925	\$ 85,925	\$ 85,925	\$ 85,925							
Contract Services/Leases	\$ 15,000	\$ 14,898	\$ 15,000	\$ 14,873	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000							
Utilities	\$ 125,830	\$ 125,424	\$ 140,830	\$ 129,368	\$ 140,830	\$ 138,490	\$ 135,830	\$ 135,830	\$ 135,830	\$ 135,830	\$ 135,830	\$ 135,830							
Capital Outlay	\$ 7,500	\$ 7,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 3,297	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500							
	\$ 120,000	\$ 117,166	\$ 120,000	\$ 115,193	\$ 88,800	\$ 52,242	\$ 97,000	\$ 82,000	\$ 82,000	\$ 82,000	\$ 82,000	\$ 82,000							
Total Expenses	\$ 336,255	\$ 332,761	\$ 346,255	\$ 327,311	\$ 333,055	\$ 1,034,161	\$ 336,255	\$ 321,255	\$ 321,255	\$ 321,255	\$ 321,255	\$ 321,255							

TOTAL BUDGET	\$ 946,477	\$ 884,468	\$ 961,527	\$ 924,188	\$ 965,976	\$ 1,642,152	\$ 982,033	\$ 969,902	\$ 969,902	\$ 969,902	\$ 969,902	\$ 969,902							

Position	FY2023		FY2024		FY2024		FY2024		FY2024		FY2024		FY2024		FY2024		FY2024		FY2024	
	FTE		FTE		FTE		FTE		FTE		FTE		FTE		FTE		FTE		FTE	
Superintendent	1		1		1		1		1		1		1		1		1		1	
Working Foremen	4		4		4		4		4		4		4		4		4		4	
Heavy Mtr. Equip. Oper.	2		2		2		2		2		2		2		2		2		2	
Maintenance Craftsman	8		8		8		8		8		8		8		8		8		8	
TOTAL STAFF																				

Difference PY \$ (12,131)
% PY -1.24%

Parks and Trees

PARKS & TREES SALARY INFORMATION FY2024 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	5	8/12/1986	\$ 119,795.80	\$ -	\$ -	\$500.00	\$0.00	\$0.00	\$4,100.00	\$ 124,395.80
Peterson, David	Working Foreman	8	10/3/1996	\$ 76,728.42	\$ 800.00	\$ -	\$600.00	\$332.00	\$150.00	\$0.00	\$ 78,610.42
Chase, Tim	Heavy Mtr. Equip. Oper.	5	8/27/2012	\$ 59,511.05	\$ 800.00	\$ -	\$600.00	\$332.00	\$0.00	\$0.00	\$ 61,243.05
Mason Buccholz	Maint.Craftsman	1/2	11/1/2022	\$ 51,299.02	\$ 800.00	\$ -	\$600.00	\$332.00	\$0.00	\$0.00	\$ 53,031.02
Shibles, Adam	Heavy Mtr. Equip. Oper.	6	7/2/2018	\$ 61,296.38	\$ 800.00	\$ 50.00	\$600.00	\$332.00	\$0.00	\$0.00	\$ 63,078.38
Caira, Kevin	Maint.Craftsman	4	5/25/2017	\$ 55,648.82	\$ 800.00	\$ 50.00	\$600.00	\$332.00	\$150.00	\$0.00	\$ 57,580.82
Jacob Myers	Maint.Craftsman	1/2	11/1/2022	\$ 51,299.02	\$ 800.00	\$ -	\$600.00	\$332.00	\$0.00	\$0.00	\$ 53,031.02
Allen, Kory	HME0	3	5/4/2017	\$ 56,094.87	\$ 800.00	\$ -	\$600.00	\$332.00	\$0.00	\$0.00	\$ 57,826.87
DEPARTMENT TOTAL				\$ 531,673.37	\$ 5,600.00	\$ 100.00	\$ 4,700.00	\$ 2,324.00	\$ 300.00	\$ 4,100	\$ 548,797.37

Total Full Time \$ 531,673.00
Total Seasonal
Total Overtime \$ 99,850.44
Total Contract \$ 17,124.00
Total \$ 648,647.44

PARKS & TREES SALARY INFORMATION FY2024 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	\$ 119,795.80	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 4,100	\$ 124,395.80
Peterson, David	Working Foreman	8	10/3/1996	\$ 76,728.42	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 78,610.42
Chase, Tim	Heavy Mtr. Equip. Oper.	5	8/27/2012	\$ 59,511.05	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 61,243.05
Mason Buccholz	Maint.Craftsman	1/2	11/1/2022	\$ 51,299.02	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 53,031.02
Shibles, Adam	Heavy Mtr. Equip. Oper.	6	7/2/2018	\$ 61,296.38	\$ 800.00	\$ 50.00	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 63,078.38
Caira, Kevin	Maint.Craftsman	4	5/25/2017	\$ 55,648.82	\$ 800.00	50.00	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 57,580.82
Jacob Myers	Maint.Craftsman	1/2	11/1/2022	\$ 51,299.02	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 53,031.02
Allen, Kory	HME0	3	5/4/2017	\$ 56,094.87	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 57,826.87
DEPARTMENT TOTAL				\$ 531,673.37	\$ 5,600.00	\$ 100.00	\$ 4,700.00	\$ 2,324.00	\$ 300.00	\$ 4,100	\$ 548,797.37

Total Full Time \$ 531,673.00
Total Seasonal
Total Overtime \$ 99,850.44
Total Contract \$ 17,124.00
Total \$ 648,647.44

PARKS & TREES SALARY INFORMATION FY2023 BUDGETED

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	119,795.80	\$ -	-	500	0	0	4,100	\$ 124,395.80
Peterson, David	Working Foreman	1/8	10/3/1996	\$ 76,728.42	\$ 800.00	-	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 78,610.42
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
TBD	Heavy Mtr. Equip. Oper.	1-Jan	7/1/2022	\$ 51,893.07	\$ 800.00	-	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 53,625.07
Allen, Kory	HME0	3/4	5/4/2017	\$ 56,391.47	\$ 800.00	-	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 58,123.47
DEPARTMENT TOTAL				\$ 528,804.20	\$ 5,600.00	\$ 100.00	\$ 4,700.00	\$ 2,324.00	\$ 300.00	\$ 4,100.00	\$ 545,928.20

Total Full Time \$ 528,804.00
Total Seasonal
Total Overtime \$ 99,850.44
Total Contract \$ 17,124.00
Total \$ 645,778.44

Parks and Trees

PARKS & TREES

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 67,925	\$ 67,773	\$ 67,925	\$ 65,377	\$ 85,925	\$ 825,131	\$ 85,925	\$ 85,925	\$ 85,925	\$ 85,925

	FY2021	Department	Town Mgr.	Fin Com
<i>Supplies and Expenses</i>				
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 tr	\$ 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	\$ -	\$ -	\$ -	\$ -
<i>Total Supplies and Expenses</i>	\$ 67,925	\$ 85,925.00	\$ 85,925.00	\$ 85,925.00

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 15,000	\$ 14,898	\$ 15,000	\$ 14,873	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

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

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 125,830	\$ 125,424	\$ 140,830	\$ 129,368	\$ 140,830	\$ 138,490	\$ 135,830	\$ 135,830	\$ 135,830	\$ 135,830

	FY22	Department	Town Mgr.	Fin Com
<i>Contract Services</i>				
Police Details				
Outside Services - Irrigation / Deep Tine Areation, 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 (Fertilizer)	\$ 35,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
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
<i>Total Contract Services</i>	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	\$ 140,830.00	\$ 135,830.00	\$ 135,830.00	\$ 135,830.00

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 7,500	\$ 7,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 3,297	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500

	FY21	Department	Town Mgr.	Fin Com
<i>Utilities</i>				
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

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 120,000	\$ 117,166	\$ 120,000	\$ 115,193	\$ 88,800	\$ 52,242	\$ 97,000	\$ 82,000	\$ 82,000	\$ 82,000

		Department	Town Mgr.	Fin Com
<i>Capital Outlay</i>				
Quantity	Lease Purchase			
1	Kubota utility vehicle			\$ 40,000
2	Field Paint machines	82,000.00	82,000.00	15,000
	Turf Tank Lease			20,000
	Metal box enclosure for chips			7,000
				\$ 82,000

Solid Waste

	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT. REQ.	FY2024 TM REC	FY2024 FIN COM REC
SOLID WASTE										
5285 SOLID WASTE	\$ 3,086,921	\$ 3,050,281	\$ 3,359,776	\$ 3,223,432	\$ 3,472,055	\$ 3,261,508	\$ 3,679,720	\$ 4,299,490	\$ 4,299,490	\$ 4,299,490
TOTAL BUDGET	\$ 3,086,921	\$ 3,050,281	\$ 3,359,776	\$ 3,223,432	\$ 3,472,055	\$ 3,261,508	\$ 3,679,720	\$ 4,299,490	\$ 4,299,490	\$ 4,299,490

16.84%

Waste Management (FY-24) base collection contract as negotiated, includes collection, fuel adjustment and recycling program

Fuel

Recycle Coordinator

Recycling contamination processing and disposal

Wheelabrator (FY 24) trash disposal as negotiated

Code Red costs

Printings, roll off dumpsters at Highway, Cemetery and events, Fluorescent bulbs, white good and CRT disposal, illegal dumping, outreach, etc.

Total

\$ 2,510,123.00
\$ 377,051.00
\$ 35,235.00
\$ 84,376.00
\$ 1,271,955.00
\$ 13,250.00
\$ 7,500.00
\$ 4,299,490.00

Smart Recycling Guide

Your go-to reference for recycling in Massachusetts

Metal

Food and Beverage Cans
empty and rinse

Plastic

Bottles, Jars, Jugs and Tubs
empty and replace cap

Glass

Bottles and Jars
empty and rinse

Paper & Cardboard

Mixed Paper, Newspaper, Magazines, Boxes
empty and flatten

NO!

Do Not Bag Recyclables
No Garbage

No Plastic Bags or Plastic Wrap
return to retail

YUCK
No Food or Liquid
empty all containers

No Clothing or Linens
use donation programs

No Tangles
no hose, wires, chains or electronics

READY TO DECLUTTER BILLERICA?

YOUR TOWN IS NOW OFFERING CURBSIDE PICK-UP!

1. Fill out a pickup request form at [Helpsy.co/billericama](https://helpsy.co/billericama)
Choose date.

SCHEDULE

2. Clean out your closets. Bag unwanted clothing, shoes, linen and other items.

GATHER

3. Place your bags curbside by 7 am on day of pickup.

GIVE

Section 9:

Debt / Shared Cost

DEBT SERVICE

	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
7130 TOWN - SHORT TERM 7140 SCHOOL - SHORT TERM	\$ 398,875.00	\$ 275,443.00	\$ 350,000.00	\$ 17,950.00	\$ 350,000.00	\$ 142,416.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00
7150 TOWN - PRINCIPAL 7160 SCHOOL - PRINCIPAL	\$ 165,000.00	\$ 180,000.00	\$ 320,000.00	\$ 315,000.00	\$ 260,000.00	\$ 245,000.00	\$ 823,000.00	\$ 820,000.00	\$ 820,000.00	\$ 820,000.00
7550 TOWN - INTEREST LONG TERM 7560 SCHOOL - INTEREST LONG TERM	\$ 490,000.00	\$ 490,000.00	\$ 480,000.00	\$ 480,000.00	\$ 475,000.00	\$ 475,000.00	\$ 443,000.00	\$ 394,000.00	\$ 394,000.00	\$ 394,000.00
	\$ 57,975.00	\$ 58,109.00	\$ 68,050.00	\$ 68,050.00	\$ 53,575.00	\$ 53,575.00	\$ 609,064.99	\$ 407,700.00	\$ 407,700.00	\$ 407,700.00
	\$ 124,250.00	\$ 1,234,250.00	\$ 106,775.04	\$ 106,775.00	\$ 89,331.25	\$ 80,305.14	\$ 90,037.61	\$ 58,582.50	\$ 58,582.50	\$ 58,582.50
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 7170 HIGH SCHOOL EXEMPT PRINCIPAL	\$ 201,125.00	\$ 201,125.00	\$ 90,000.00	\$ 131,500.00	\$ 90,000.00	\$ 90,000.00	\$ -	\$ -	\$ -	\$ -
7150 HIGH SCHOOL EXEMPT INTEREST PARKER SCHOOL EXEMPT PRINCIPAL	\$ 2,000,000.00	\$ 2,000,000.00	\$ 1,785,000.00	\$ 1,785,000.00	\$ 1,865,000.00	\$ 1,865,000.00	\$ 1,950,000.00	\$ 2,040,000.00	\$ 2,040,000.00	\$ 2,040,000.00
PARKER SCHOOL EXEMPT INTEREST DEBT STABILIZATION APPROPRIATION	\$ 3,326,469.00	\$ 3,316,097.00	\$ 3,266,331.25	\$ 3,266,331.00	\$ 3,177,081.25	\$ 3,177,081.00	\$ 3,083,831.25	\$ 2,986,331.25	\$ 2,986,331.25	\$ 2,986,331.25
	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00
	\$ 165,562.50	\$ 165,562.00	\$ 152,762.50	\$ 152,763.00	\$ 136,762.50	\$ 13,762.51	\$ 123,962.50	\$ 107,962.50	\$ 107,962.50	\$ 107,962.50
	\$ 641,323.41	\$ 641,323.00	\$ 91,101.12		\$ -		\$ -			
TOTAL	\$ 7,890,579.91	\$ 8,881,909.00	\$ 7,030,019.90	\$ 6,643,369.00	\$ 6,816,750.00	\$ 6,462,139.65	\$ 7,792,896.35	\$ 7,484,576.25	\$ 7,484,576.25	\$ 7,484,576.25

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
sewer prin	\$ 4,012,006.00	\$ 3,869,322.04	\$ 4,010,034.16	\$ 4,023,455.05	\$ 4,036,221.58	\$ 4,310,621.65	\$ 4,337,428.14
sewer int	1,088,636.58	1,065,717.19	969,873.92	1,092,917.25	977,509.12	\$ 1,055,732.32	\$ 1,044,726.05
sewer short	245,873.19	245,000.00	178,493.00	35,000.00	150,000.00	\$ 150,000.00	\$ 150,000.00
	\$ 5,346,515.77	\$ 5,180,039.23	\$ 5,158,401.08	\$ 5,151,372.30	\$ 5,163,730.70	\$ 5,516,353.97	\$ 5,532,154.19
water prin	\$ 1,620,751.00	\$ 1,617,826.00	\$ 1,778,500.86	\$ 2,114,729.48	\$ 2,145,783.46	\$ 2,489,901.61	\$ 2,502,587.47
water int	276,789.00	203,436.00	162,155.65	348,972.07	282,830.87	\$ 357,258.79	\$ 313,645.44
water short	25,000.00	25,000.00	89,519.00	35,000.00	25,000.00	\$ 25,000.00	\$ 25,000.00
	\$ 1,922,540.00	\$ 1,846,262.00	\$ 2,030,175.51	\$ 2,498,701.55	\$ 2,453,614.33	\$ 2,872,160.40	\$ 2,841,232.91
total gen prin	\$ 1,103,846.00	\$ 670,000.00	\$ 655,000.00	\$ 795,000.00	\$ 735,000.00	\$ 1,266,000.00	\$ 1,214,000.00
total gen int	220,663.94	183,500.67	182,225.00	174,825.00	142,906.25	699,102.60	466,282.50
total gen short	412,000.00	420,000.00	398,875.00	17,950.00	350,000.00	350,000.00	350,000.00
Total LT:	\$ 1,736,509.94	\$ 1,273,500.67	\$ 1,236,100.00	\$ 987,775.00	\$ 1,227,906.25	\$ 2,315,102.60	\$ 2,030,282.50
Total Principal	\$ 6,736,603.00	\$ 6,157,148.04	\$ 6,443,535.02	\$ 6,933,184.53	\$ 6,917,005.04	\$ 8,066,523.26	\$ 8,054,015.61
Total Interest	1,586,089.52	1,452,653.86	1,314,254.57	1,616,714.32	1,403,246.24	2,112,093.71	1,824,653.99
Total Short Term	682,873.19	690,000.00	666,887.00	87,950.00	525,000.00	525,000.00	525,000.00
Total Debt	\$ 9,005,565.71	\$ 8,299,801.90	\$ 8,424,676.59	\$ 8,637,848.85	\$ 8,845,251.28	\$ 10,703,616.97	\$ 10,403,669.60

Total Debt Servi \$15,375,310.58 \$14,904,583.40 \$14,236,708.09 \$14,161,942.60 \$14,344,095.03 \$16,181,410.72 \$ 15,857,963.35

	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ.	TM REC	FIN COM REC
TOWN / SCHOOL SHARED ACCOUNTS										
7010 TOWN BLDG. INSURANCE	\$ 1,120,000	\$ 1,143,998	\$ 1,331,000	\$ 1,361,261	\$ 1,331,000	\$ 1,331,000	\$ 1,441,000	\$ 1,527,460	\$ 1,527,460	\$ 1,527,460
7011 SCHOOL BLDG INSURANCE										
7012 TOWN HEALTH INSURANCE	\$ 16,314,027	\$ 16,314,027	\$ 16,744,339	\$ 16,744,339	\$ 17,163,339	\$ 17,163,339	\$ 17,163,339	\$ 17,163,339	\$ 17,163,339	\$ 17,163,339
7013 SCHOOL HEALTH INSURANCE										
7020 TOWN WORKERS COMP	\$ 866,000	\$ 755,117	\$ 866,000	\$ 687,377	\$ 866,000	\$ 736,578	\$ 866,000	\$ 866,000	\$ 866,000	\$ 866,000
7021 SCHOOL WORKERS COMP										
7030 TOWN UNEMPLOYED COMP	\$ 100,000	\$ 77,225	\$ 100,000	\$ 5,160	\$ 100,000	\$ 47,338	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
7031 SCHOOL UNEMPLOYED COMP										
7042 TOWN MEDICARE	\$ 1,133,240	\$ 1,249,285	\$ 1,133,240	\$ 1,250,360	\$ 1,133,240	\$ 1,303,492	\$ 1,358,240	\$ 1,358,240	\$ 1,358,240	\$ 1,358,240
7043 SCHOOL MEDICARE										
7052 COUNTY RETIREMENT ASSESSMENT	\$ 11,921,516	\$ 11,924,109	\$ 12,782,396	\$ 12,782,396	\$ 13,584,397	\$ 13,587,241	\$ 14,484,999	\$ 15,421,709	\$ 15,421,709	\$ 15,421,709
7052 OPEB TRUST CONTRIBUTION	\$ 1,322,500	\$ 1,322,500	\$ 1,520,875	\$ 1,520,875	\$ 1,749,006	\$ 1,749,006	\$ 2,011,357	\$ 2,313,061	\$ 2,313,061	\$ 2,313,061
TOTAL BUDGET	\$ 32,777,283	\$ 32,786,261	\$ 34,477,850	\$ 34,351,768	\$ 35,926,983	\$ 35,917,994	\$ 37,424,935	\$ 38,749,809	\$ 38,749,809	\$ 38,749,809

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 1.83% most of this is made up step raises and contractual obligations.

Water

Programs and Services and Past Year Update

During FY22 a total of 1,661,755,000 gallons of water were pumped from the Water Treatment Plant (WTP) to the Town's distribution system. This fiscal year's highest daily pumping occurred on 6/25/22 with 7.85 million gallons produced. The average day volume this year was 4.55 (million gallons). Monthly pumping data for the fiscal year is listed below.

Month Pumping Totals

<u>Month</u>	<u>Pumped MG</u>	<u>Month</u>	<u>Pumped MG</u>	<u>Month</u>	<u>Pumped MG</u>
July 21	154.46	Nov. 21	111.07	Mar. 22	123.35
Aug. 21	172.77	Dec. 21	116.16	Apr. 22	117.53
Sept. 21	144.02	Jan. 22	121.28	May 22	166.04
Oct. 21	129.66	Feb. 22	113.32	Jun. 22	192.03

The Water Treatment Plant has been operating for 16 years and continues to perform well and produces a high-quality product.

Water Testing

The Water Division tests tap water in homes that are likely to have high lead and copper levels. The following are the most recent results:

2022 Lead & Copper Results

	90% Value	(Target) Action Level
Lead	3.00 ppb	15 ppb
Copper	21 ppb	1300 ppb

Each month the Water Division samples ten sites Town-wide for corrosion control characteristics such as: pH, temperature, total dissolved solids, alkalinity, and hardness.

Each week the Water Division samples thirteen sites Town-wide for total coliform (bacteria) and chlorine residual.

You might have seen recent news reports about pre- and polyfluoroalkyl substances (together abbreviated as PFAS). These are a class of human-made chemicals typically associated with the manufacturing of non-stick coatings, waterproofing, and stain-proofing treatments. They have also been associated with certain fire-fighting foams.\

The Massachusetts Department of Environmental Protection (Mass DEP) set a standard of 20 parts per trillion on October 2, 2020, for the sum of these six PFAS compounds (called PFAS6)

- Perfluorooctanoic acid PFOA)
- Perfluorooctanesulfonic acid (PFPS)

Water

- Perfluorononanoic acid (PFNA)
- Perfluorohexanesulfonic acid (PFHxS)
- Perfluoroheptanoic acid (PFHpA)
- Perfluorodecanoic acid (PFDA)

Below are the test results for 2022:

(Note: **ND** is non-detest)

10/3/2022	MCL		MRL		Finished
Regulated (PFAS6)	ng/L		ng/L		
Perfluorooctane Sulfonic Acid (PFOS)			2.00		2.28
Perfluorooctanoic Acid (PFOA)			2.00		4.93
Perfluorohexane Sulfonic Acid (PFHxS)			2.00		1.23
Perfluorononanoic Acid (PFNA)			2.00		0.859
Perfluoroheptanoic Acid (PFHpA)			2.00		2.61
Perfluorodecanoic Acid (PFDA)			2.00		ND
SUM OF PFAS6	20				9.82
7/1/2022	MCL		MRL		Finished
Regulated (PFAS6)	ng/L		ng/L		
Perfluorooctane Sulfonic Acid (PFOS)			2.00		2.27
Perfluorooctanoic Acid (PFOA)			2.00		3.88
Perfluorohexane Sulfonic Acid (PFHxS)			2.00		1.1
Perfluorononanoic Acid (PFNA)			2.00		0.952
Perfluoroheptanoic Acid (PFHpA)			2.00		1.9
Perfluorodecanoic Acid (PFDA)			2.00		ND
SUM OF PFAS6	20				6.15
4/1/22 and 5/2/22	MCL		MRL		Finished
Regulated (PFAS6)	ng/L		ng/L		
Perfluorooctane Sulfonic Acid (PFOS)			2.00		1.78
Perfluorooctanoic Acid (PFOA)			2.00		2.96
Perfluorohexane Sulfonic Acid (PFHxS)			2.00		0.717
Perfluorononanoic Acid (PFNA)			2.00		0.67
Perfluoroheptanoic Acid (PFHpA)			2.00		1.62
Perfluorodecanoic Acid (PFDA)			2.00		ND
SUM OF PFAS6 (averaged)	20				4.08
1/3/22 & 2/8/22 & 3/2/22	MCL		MRL		Finished
Regulated (PFAS6)	ng/L		ng/L		

Water

Perfluorooctane Sulfonic Acid (PFOS)			2.00		1.96
Perfluorooctanoic Acid (PFOA)			2.00		3.2
Perfluorohexane Sulfonic Acid (PFHxS)			2.00		1.11
Perfluorononanoic Acid (PFNA)			2.00		0.521
Perfluoroheptanoic Acid (PFHpA)			2.00		1.64
Perfluorodecanoic Acid (PFDA)			2.00		ND
SUM OF PFAS6 (averaged)	20				4.63
Note: by the regulations results < 2.0 are excluded from the totals					

Water Ban

During the summer 2021 we had minimum restriction on outdoor water use; allowing outdoor watering seven days a week but prohibited between the hours of 9 am and 5 pm. This remained in effect through the summer due to the high rainfall that summer.

As the summer of 2022 began drought conditions spread across the state and outdoor water use became progressively more restrictive.

Water Distribution System

The Billerica Water Distribution System contains approximately 235.5 miles of water main ranging from 4" to 24" diameter. The first water distribution pipes were installed on 1898 and some are still in service today. The distribution system also contains 1993 fire hydrants.

The Water Distribution performs leak detection on the entire water distribution system each year. In FY22, five water main leaks, five service leaks, and twenty-seven leaking hydrants were discovered and repaired estimated to save 133.7 million gallons per year.

The Town's distribution system contains two storage tanks that function to maintain system pressure, provide fire flows and buffer the Water Treatment Plant from sharp process rate fluctuations.

The larger tank nearer to the Town center contains 7.5 MG when full and the smaller (Crosby Hill) tank contains 1 MG when full. The Water Division staff inspects the tanks each week.

The Fox Hill Booster Station serves the Fox Hill area of Town and operates automatically, typically during the summer months, to satisfy peak demands.

During the fiscal year numerous hydrants were painted and other forms of maintenance performed. Water Division staff replaced 27 hydrants and contractors replaced an additional 3 hydrants.

Water Main Breaks

During FY 22, the distribution system experienced thirty-nine main breaks.

Backflow Control Program Annual Notice

The Town of Billerica accepted the responsibility to fully implement a cross connection control program in the month of August 1998. Billerica's cross control program requires:

- The Town surveys all industrial, commercial, institutional, and municipal properties for cross connections.
- Where a cross connection cannot be eliminated it must be protected by a properly installed backflow control device.
- A reduced pressure zone or double check valve backflow device installed to protect a cross connection must be approved. Design data sheets and plans are submitted to the cross-connection office for approval by a certified surveyor.
- Following approval, installation, and initial testing the backflow device will need routine testing. All low hazard or seasonal backflow devices are scheduled annually. All high hazard devices are scheduled semi-annually. Testing must be completed by the Town of Billerica or its designee.
- Residential high and low hazard devices, devices installed on fire systems, irrigation or other equipment are included in the regulations and must meet the requirements of the Town's cross connection program. A cross connection survey is not required for a private residence.
- The office of the Massachusetts Department of Environmental Protection strongly promotes consumer education. To meet the education goal the Town includes backflow information in our annual Consumer Confidence Report, provides informational pamphlets, supplies copies of backflow regulations, and offers personalized help for completing data sheets and plan approvals.

WATER ENTERPRISE BUDGET

Personnel Services

Full Time	\$ 1,451,820	\$ 1,451,820	\$ 1,569,832	\$ 1,536,732	\$ 1,599,119		\$ 1,586,758	\$ 1,630,172	\$ 1,630,172	\$ 1,630,172
Part Time	\$ 59,433	\$ 59,433					\$ -		\$ -	
Seasonal	\$ -	\$ -					\$ -		\$ -	
Flushing/Inspection	\$ 159,450	\$ 101,005	\$ 169,699	\$ 75,375	\$ 169,699		\$ 169,699	\$ 169,699	\$ 169,699	\$ 169,699
Overtime	\$ 297,000	\$ 265,385	\$ 318,701	\$ 318,701	\$ 318,701		\$ 318,701	\$ 318,701	\$ 318,701	\$ 318,701
Contractual Obligations	\$ 63,641	\$ 61,286	\$ 65,901	\$ 65,901	\$ 99,861		\$ 149,951	\$ 84,922	\$ 84,922	\$ 84,922

Total	\$ 2,031,344	\$ 1,938,929	\$ 2,124,132	\$ 1,996,709	\$ 2,187,380	\$ -	\$ 2,225,109	\$ 2,203,494	\$ 2,203,494	\$ 2,203,494

Expenses

Supplies and Expenses	\$ 1,131,506	\$ 1,068,759	\$ 1,126,249	\$ 1,082,361	\$ 1,226,987	\$ -	\$ 1,350,657	\$ 1,593,060	\$ 1,593,060	\$ 1,593,060
Contract Services/Leases	\$ 644,205	\$ 601,402	\$ 670,105	\$ 666,822	\$ 678,305	\$ -	\$ 714,305	\$ 787,405	\$ 787,405	\$ 787,405
Utilities	\$ 594,000	\$ 594,000	\$ 64,000	\$ 50,836	\$ 64,000	\$ -	\$ 70,750	\$ 75,750	\$ 75,750	\$ 75,750
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve	\$ 83,000	\$ -	\$ 83,000	\$ 83,000	\$ 83,000		\$ 83,000	\$ 83,000	\$ 83,000	\$ 83,000

Total Expenses	\$ 2,452,711	\$ 2,264,161	\$ 1,943,354	\$ 1,883,019	\$ 2,052,292	\$ -	\$ 2,218,712	\$ 2,539,215	\$ 2,539,215	\$ 2,539,215

Debt Service

Short - Term Interest	\$ 89,519	\$ 100,401	\$ 35,000	\$ 11,169	\$ 25,000		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Long - Term Principal	\$ 1,778,501	\$ 1,642,625	\$ 2,114,729	\$ 2,096,370	\$ 2,542,216		\$ 2,489,902	\$ 2,502,587	\$ 2,502,587	\$ 2,502,587
Long - Term Interest	\$ 162,156	\$ 298,031	\$ 348,972	\$ 348,972	\$ 377,546		\$ 367,259	\$ 313,645	\$ 313,645	\$ 313,645

Total Debt Service	\$ 2,030,176	\$ 2,041,057	\$ 2,498,702	\$ 2,456,511	\$ 2,944,762	\$ -	\$ 2,872,160	\$ 2,841,233	\$ 2,841,233	\$ 2,841,233

TOTAL BUDGET

	\$ 6,514,231	\$ 6,244,147	\$ 6,566,188	\$ 6,336,239	\$ 7,184,434	\$ -	\$ 7,315,982	\$ 7,583,942	\$ 7,583,942	\$ 7,583,942

Position	FY2023		Dep. Req FY2024		TM Rec. FY2024		Fin Com Rec. FY2024		Difference PY		TM REC	FIN COM REC
	FTE		FTE		FTE		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

\$ 267,960.10

% PY

3.66%

WATER DIVISION
SALARY INFORMATION FY2024 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
John McGovern	Super	5	9/8/1981	\$ 109,776.79	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ 4,100.00	\$ 114,276.79
Richard Raworth	Chemist	4	7/1/2018	\$ 80,757.41	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 83,157.41
Chris Zechner	Supervisor	7/8	5/27/1999	\$ 88,792.31	\$ 800.00	\$ -		\$ -	\$ 400.00	\$ 1,080.00	\$ -	\$ -	\$ 91,072.31
David Crusco	HMEO - water	9	9/6/1988	\$ 65,527.57	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,080.00	\$ -	\$ -	\$ 68,007.57
TBD	Head Tester	1/2	2/20/1996	\$ 64,918.23	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 67,318.23
Turner, Timothy	Maintenance Man	2/3	10/25/2021	\$ 50,915.92	\$ 800.00	\$ -	\$ 150.00	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 53,465.92
John Russo	SCADA Operator	4	9/25/2017	\$ 75,356.15	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 77,756.15
Alan Gould	Filter Operator	7	1/30/2003	\$ 66,167.43	\$ 800.00	\$ -	\$ 50.00	\$ -	\$ 200.00	\$ 1,000.00	\$ -	\$ -	\$ 68,217.43
Gerard Garabedian	Assistant Super	9	4/15/1985	\$ 90,974.78	\$ 800.00	\$ -	\$ -	\$ -	\$ 200.00	\$ 1,000.00	\$ -	\$ -	\$ 92,974.78
TBD	HMEO - water	3/4	11/30/2020	\$ 58,203.50	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 60,603.50
Patrick Kalmes	MO Specialist	4/5	3/24/2014	\$ 71,600.93	\$ 800.00	\$ -	\$ 50.00	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 74,050.93
James Donovan	Filter Operator	6	1/22/2008	\$ 64,870.03	\$ 800.00	\$ -	\$ -	\$ 416.00	\$ 500.00	\$ 1,000.00	\$ -	\$ -	\$ 67,586.03
CROTTY, Britni	Filter Operator	4	4/14/2015	\$ 61,146.23	\$ 800.00	\$ -	\$ 200.00	\$ -	\$ 500.00	\$ 1,000.00	\$ -	\$ -	\$ 63,646.23
Michael Haines	Working Foreman	4	3/18/2016	\$ 69,515.47	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 71,915.47
Dan Donovan	Building Maintenance	4/5	8/23/2013	\$ 57,318.28	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,080.00	\$ -	\$ -	\$ 59,798.28
TBD	Filter Operator	1/2	7/1/2022	\$ 59,365.27	\$ 800.00	\$ -	\$ -	\$ 9,700.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 70,865.27
TBD	Filter Operator	1/2	11/30/2020	\$ 58,449.94	\$ 800.00	\$ -	\$ -	\$ 9,700.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 69,949.94
TBD	Filter Operator	1/2	11/30/2020	\$ 58,449.94	\$ 800.00	\$ -	\$ -	\$ 9,700.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 69,949.94
TBD	WMMM	1/2	11/30/2020	\$ 53,191.91	\$ 800.00	\$ -	\$ -	\$ -	\$ 200.00	\$ 1,000.00	\$ -	\$ -	\$ 55,191.91
Walter Sennett	Build Main Craft	9	1/5/1989	\$ 62,651.42	\$ 800.00	\$ -	\$ -	\$ 416.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 64,867.42
Joe Luciano	Filter Operator	4	2/18/2016	\$ 61,146.23	\$ 800.00	\$ -	\$ 200.00	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 63,146.23
Carolyn Capidulupo	Lab Tech	9	9/2/1986	\$ 84,838.63	\$ 800.00	\$ -	\$ 400.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 86,238.63
Gould, Riley	WATER METER REP.	4	10/20/2016	\$ 57,260.09	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 59,660.09
Manetta, William	WATER METER REP.	5	9/19/2012	\$ 58,977.89	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 61,377.89
													\$ -
													\$ -
													\$ -
DEPARTMENT TOTAL				\$ 1,630,172.35	\$ 18,400.00	\$ -	\$ 1,050.00	\$ 29,932.00	\$ 9,000.00	\$ 22,440.00	\$ -	\$ 4,100.00	\$ 1,715,094.35

Total Full Time:

Total Part Time

Seasonal

Flushing OT

Total Overtime

Total Contract:

Total

\$ 1,630,172.35

\$ 169,698.50

\$ 318,701.00

\$ 84,922.00

\$ 2,203,493.85

WATER DIVISION
SALARY INFORMATION FY2024 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
John McGovern	Super	5	9/8/1981	\$ 109,776.79	\$ -	-	-	-	\$ 400.00	\$ -	-	\$ 4,100.00	\$ 114,276.79
Richard Raworth	Chemist	4	7/1/2018	\$ 80,757.41	\$ 800.00			-	\$ 600.00	\$ 1,000.00		\$ -	\$ 83,157.41
Chris Zechner	Supervisor	7/8	5/27/1999	\$ 88,792.31	\$ 800.00	-		-	\$ 400.00	\$ 1,080.00		\$ -	\$ 91,072.31
David Crusco	HMEO - water	9	9/6/1988	\$ 65,527.57	\$ 800.00	-	-	-	\$ 600.00	\$ 1,080.00	-	\$ -	\$ 68,007.57
TBD	Head Tester	1/2	2/20/1996	\$ 64,918.23	\$ 800.00	-		-	\$ 600.00	\$ 1,000.00	-	\$ -	\$ 67,318.23
Turner, Timothy	Maintenance Man	2/3	10/25/2021	\$ 50,915.92	\$ 800.00	-	150.00		\$ 600.00	\$ 1,000.00	-	\$ -	\$ 53,465.92
John Russo	SCADA Operator	4	9/25/2017	\$ 75,356.15	\$ 800.00	-	-		\$ 600.00	\$ 1,000.00	-	\$ -	\$ 77,756.15
Alan Gould	Filter Operator	7	1/30/2003	\$ 66,167.43	\$ 800.00	-	50.00		\$ 200.00	\$ 1,000.00	-	\$ -	\$ 68,217.43
Gerard Garabedian	Assistant Super	9	4/15/1985	\$ 90,974.78	\$ 800.00	-	-	-	\$ 200.00	\$ 1,000.00	-	\$ -	\$ 92,974.78
TBD	HMEO - water	3/4	11/30/2020	\$ 58,203.50	\$ 800.00				\$ 600.00	\$ 1,000.00	-	\$ -	\$ 60,603.50
Patrick Kalmes	MO Specialist	4/5	3/24/2014	\$ 71,600.93	\$ 800.00	-	50.00		\$ 600.00	\$ 1,000.00	-	\$ -	\$ 74,050.93
James Donovan	Filter Operator	6	1/22/2008	\$ 64,870.03	\$ 800.00	-	-	416.00	\$ 500.00	\$ 1,000.00	-	\$ -	\$ 67,586.03
CROTTY, Britni	Filter Operator	4	4/14/2015	\$ 61,146.23	\$ 800.00	-	200.00	-	\$ 500.00	\$ 1,000.00	-	\$ -	\$ 63,646.23
Michael Haines	Working Foreman	4	3/18/2016	\$ 69,515.47	\$ 800.00	-	-	-	\$ 600.00	\$ 1,000.00	-	\$ -	\$ 71,915.47
Dan Donovan	Building Maintenance	4/5	8/23/2013	\$ 57,318.28	\$ 800.00		-	-	\$ 600.00	\$ 1,080.00	-	\$ -	\$ 59,798.28
TBD	Filter Operator	1/2	7/1/2022	\$ 59,365.27	\$ 800.00	-	-	9,700.00		\$ 1,000.00		\$ -	\$ 70,865.27
TBD	Filter Operator	1/2	11/30/2020	\$ 58,449.94	\$ 800.00			9,700.00		\$ 1,000.00			\$ 69,949.94
TBD	Filter Operator	1/2	11/30/2020	\$ 58,449.94	\$ 800.00			9,700.00		\$ 1,000.00			\$ 69,949.94
TBD	WMMM	1/2	11/30/2020	\$ 53,191.91	\$ 800.00			416.00	\$ 200.00	\$ 1,000.00			\$ 55,191.91
Walter Sennett	Build Main Craft	9	1/5/1989	\$ 62,651.42	\$ 800.00	-	-		\$ -	\$ 1,000.00	-	\$ -	\$ 64,867.42
Joe Luciano	Filter Operator	4	2/18/2016	\$ 61,146.23	\$ 800.00	-	200.00		\$ -	\$ 1,000.00			\$ 63,146.23
Carolyn Capidolupo	Lab Tech	9	9/2/1986	\$ 84,838.63	\$ 800.00		400.00	-	\$ -	\$ 200.00	-	\$ -	\$ 86,238.63
Gould, Riley	WATER METER REP.	4	10/20/2016	\$ 57,260.09	\$ 800.00				\$ 600.00	\$ 1,000.00			\$ 59,660.09
Manetta, William	WATER METER REP.	5	9/19/2012	\$ 58,977.89	\$ 800.00				\$ 600.00	\$ 1,000.00			\$ 61,377.89
DEPARTMENT TOTAL				\$ 1,630,172.35	\$ 18,400.00	-	\$ 1,050.00	\$ 29,932.00	\$ 9,000.00	\$ 22,440.00	-	\$ 4,100.00	\$ 1,715,094.35

Total Full Time: \$ 1,630,172.35

Total Part Time \$ -

Seasonal

Flushing OT \$ 169,698.50

Total Overtime \$ 318,701.00

Total Contract: \$ 84,922.00

Total \$ 2,203,493.85

WATER DIVISION
SALARY INFORMATION FY2023 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/ HOIST	SEWER CERT	WATER CERT	SHIFT	SICK LEAVE INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
John McGovern	Super	5	9/8/1981	\$ 109,776.79	\$ -	\$ -	\$ -	-	-	\$ 400.00	\$ -	\$ 4,100.00	\$ 114,276.79
Richard Raworth	Chemist	4	7/1/2018	\$ 80,757.41	\$ 800.00	\$ -	\$ -	-	-	\$ 600.00	\$ 1,000.00	\$ -	\$ 83,157.41
Ed McLaughlin	Supervisor	9	11/8/1990	\$ 90,568.16	\$ 800.00	\$ -	\$ -	-	-	\$ 400.00	\$ 1,080.00	\$ -	\$ 131,018.69
David Crusco	HMEO - water	9	9/6/1988	\$ 65,527.57	\$ 800.00	\$ -	\$ -	-	-	\$ 600.00	\$ 1,080.00	\$ -	\$ 68,007.57
Rob Boule	Head Tester	8	2/20/1996	\$ 75,642.89	\$ 800.00	\$ -	\$ -	300.00	-	\$ 600.00	\$ 1,000.00	\$ -	\$ 78,342.89
Turner, Timothy	Maintenance Man	1/2	10/25/2021	\$ 48,380.60	\$ 800.00	\$ -	\$ -	150.00	-	\$ 600.00	\$ 1,000.00	\$ -	\$ 50,930.60
John Russo	SCADA Operator	4	9/25/2017	\$ 75,356.15	\$ 800.00	\$ -	\$ -	-	-	\$ 600.00	\$ 1,000.00	\$ -	\$ 77,756.15
Alan Gould	Filter Operator	6	1/30/2003	\$ 64,870.03	\$ 800.00	\$ -	\$ -	50.00	-	\$ 200.00	\$ 1,000.00	\$ -	\$ 69,260.03
Gerard Garabedian	Assistant Super	9	4/15/1985	\$ 90,974.78	\$ 800.00	\$ -	\$ -	-	-	\$ 200.00	\$ 1,000.00	\$ -	\$ 92,974.78
Andanik Valedi	Filter Operator	2/3	11/30/2020	\$ 58,449.94	\$ 800.00	\$ -	\$ -	1,500.00	988.00	\$ 600.00	\$ 1,000.00	\$ -	\$ 63,337.94
Patrick Kalmes	MO Specialist	4	3/24/2014	\$ 69,515.47	\$ 800.00	\$ -	\$ -	-	3,692.00	\$ 600.00	\$ 1,000.00	\$ -	\$ 75,607.47
James Donovan	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
Michael Haines	HMEO - Water	4	3/18/2016	\$ 58,203.50	\$ 800.00	\$ -	\$ -	-	-	\$ 600.00	\$ 1,000.00	\$ -	\$ 60,603.50
Dan Donovan	Building Maintenance	5	8/23/2013	\$ 57,318.28	\$ 800.00	\$ 50.00	\$ -	-	-	\$ 600.00	\$ 1,080.00	\$ -	\$ 59,848.28
Chris Zechner	Working Foreman	7	5/27/1999	\$ 75,223.94	\$ 800.00	\$ -	\$ -	-	-	\$ 600.00	\$ 1,080.00	\$ -	\$ 77,703.94
Alan Danehy	WMMM	9	10/22/1988	\$ 62,651.42	\$ 800.00	\$ 150.00	\$ -	-	-	\$ 600.00	\$ 1,080.00	\$ -	\$ 91,686.26
TBD	Filter Operator	4	7/1/2022	\$ 54,902.35	\$ 800.00	\$ -	\$ -	-	1,144.00	\$ 200.00	\$ 1,000.00	\$ -	\$ 58,046.35
Walter Sennett	Buid Main Craft	9	1/5/1989	\$ 62,651.42	\$ 800.00	\$ -	\$ -	-	416.00	\$ -	\$ 1,000.00	\$ -	\$ 64,867.42
Joe Luciano	Filter Operator	4	2/18/2016	\$ 61,146.23	\$ 800.00	\$ -	\$ -	200.00	-	\$ -	\$ 200.00	\$ -	\$ 83,026.23
Carolyn Capidolupo	Lab Tech	9	9/2/1986	\$ 84,838.63	\$ 800.00	\$ -	\$ -	400.00	-	\$ -	\$ 200.00	\$ -	\$ 86,238.63
Gould, Riley	WATER METER REP	4	10/20/2016	\$ 57,260.09	\$ 800.00	\$ -	\$ -	-	-	\$ 600.00	\$ 1,000.00	\$ -	\$ 59,660.09
Manetta, William	WATER METER REP	4/5	9/19/2012	\$ 58,615.90	\$ 800.00	\$ -	\$ -	-	-	\$ 600.00	\$ 1,000.00	\$ -	\$ 61,015.90
													\$ -
													\$ -
DEPARTMENT TOTAL				\$ 1,586,758.39	\$ 17,600.00	\$ 200.00	\$ -	\$ 2,800.00	\$ 29,876.00	\$ 10,200.00	\$ 20,600.00	\$ 4,100.00	\$ 1,736,709.76

Total Full Tim \$ 1,586,758.39
Total Part Time
Seasonal
Flushing OT \$ 169,698.50
Total Overtime \$ 318,701.00
Total Contrac \$ 149,951.37
Total \$ 2,225,109.26

WATER DIVISION									
FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 1,131,506	\$ 1,068,759	\$ 1,126,249	\$ 1,082,361	\$ 1,226,987		\$ 1,350,657	\$ 1,593,060	\$ 1,593,060	\$ 1,593,060

Supplies and Expenses			Department	Town Mgr.	Fin Com
These calculations are estimated quantities, based on chemical consumption over the last five years.					
	FY2021	Increase/ (Decrease)	FY2022		
Chemicals: Process Chemicals					
Alum - 171,399 gals. (+15%) 197,108 X \$1.15/gallon=	\$ 226,674	\$ 56,339.00	\$283,013	\$ 283,013	\$ 283,013
Aqueous Ammonia - 5,098 gals. (+15%)5,862 x \$2.59/gal	\$ 15,182	\$ 2,286.00	\$17,468	\$ 17,468	\$ 17,468
Caustic Soda (Soduim Hydroxide) - 949,320 lbs(15%)1,091,718 x \$0.2132/lbs=	\$ 232,754	\$ 30,834.00	\$263,588	\$ 263,588	\$ 263,588
Sodium Hypochlorite - 556,260lbs (15%) 639,699 x \$0.092/lbs=	\$ 58,852	\$ 62,098.00	\$120,950	\$ 120,950	\$ 120,950
Hydrofluorosilic Acid - 47,403lbs (15%)54,513 x \$0.33 / lb =	\$ 17,989	\$ 1,714.00	\$19,703	\$ 19,703	\$ 19,703
Granular Activated Carbon - 214,400 lbs x \$1.80 / lb.= (15%)	\$ 286,530		\$286,530	\$ 286,530	\$ 286,530
Liquid Oxygen - 145,307 gals(15%) 167,103 x \$0.62/gal.	\$ 103,603	\$ 59,132.00	\$162,735	\$ 162,735	\$ 162,735
Conservation Handouts	\$ 5,000		\$5,000	\$ 5,000	\$ 5,000
Ammonia Scrubbers - (base) hydrated zeolite \$147/cf x 8cf=	\$ 1,782		\$1,782	\$ 1,782	\$ 1,782
Phosphoric acid impregnated coal (catalyst) \$153.20 x 22cf=	\$ 3,910		\$3,910	\$ 3,910	\$ 3,910
Catalyst for the ozone distruct units 360 lbs x \$17.29 / lb.=	\$ 7,302		\$7,302	\$ 7,302	\$ 7,302
Laboratory reagents and monitoring equipment plus 20%	\$ 41,640		\$41,640	\$ 41,640	\$ 41,640
Treatment works materials for maintnace & general repair (hardware and cleaning)	\$ 86,000		\$86,000	\$ 86,000	\$ 86,000
Synthetic lubricant for flocculators (1 drum=50gals)	\$ 2,500		\$2,500	\$ 2,500	\$ 2,500
Replacement Chemical feed pump	\$ 2,600		\$2,600	\$ 2,600	\$ 2,600
Distribution system materials for maintenance and repair -	\$ 73,000	\$ 5,000.00	\$78,000	\$ 78,000	\$ 78,000
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	\$ 11,590		\$11,590	\$ 11,590	\$ 11,590
One of four-valve assembly on the high lift pumps at WTP	\$ 19,600		\$19,600	\$ 19,600	\$ 19,600
Pretreatment Turbidity Analyzers	\$ -	\$ 9,000.00	\$9,000	\$ 9,000	\$ 9,000
Chemical Tank Sonars	\$ -	\$ 5,000.00	\$5,000	\$ 5,000	\$ 5,000
Pretreatment Sump Pump	\$ -	\$ 2,000.00	\$2,000	\$ 2,000	\$ 2,000
Royal Purple Lubricant	\$ -	\$ 2,500.00	\$2,500	\$ 2,500	\$ 2,500
Peristaltic Chemical Pump Parts	\$ -	\$ 6,500.00	\$6,500	\$ 6,500	\$ 6,500
			\$0	\$ -	\$ -
Total Supplies & Expenses	\$ 1,350,657.00	\$ 242,403.00	\$1,593,060	\$ 1,593,060.00	\$ 1,593,060.00

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 644,205	\$ 601,402	\$ 670,105	\$ 666,822	\$ 678,305		\$ 714,305	\$ 787,405	\$ 787,405	\$ 787,405

Contract Services/Leases	Department		Town Mgr.		Fin Com	
	FY 2022	Increase/ (Decrease)	FY 2023			
Annual Consumer Confidences Report	\$ 7,000	\$ 3,000	\$ 10,000	\$ 10,000	\$	10,000
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	\$ 11,000	\$ 26,000	\$ 26,000	\$	26,000
State water assessment fee	\$ 20,000	\$ 1,000	\$ 21,000	\$ 21,000	\$	21,000
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
Maintenance for Laboratory reporting program	\$ 2,000	\$ 5,700	\$ 7,700	\$ 7,700	\$	7,700
Laboratory services for PFAS (new regulation)	\$ 12,000		\$ 12,000	\$ 12,000	\$	12,000
Rental of uniforms and B & M (PanAm) easements:	\$ 10,760		\$ 10,760	\$ 10,760	\$	10,760
Certification Seminars and memberships	\$ 11,900		\$ 11,900	\$ 11,900	\$	11,900
Group instruction and classes	\$ 15,000		\$ 15,000	\$ 15,000	\$	15,000
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	\$ 60,995		\$ 60,995	\$ 60,995	\$	60,995
Milton Cat maintenace on generators	\$ 8,000		\$ 8,000	\$ 8,000	\$	8,000
WTP Maintenance contract for the compressor that supplies pneumatic system	\$ 1,260	\$ 2,000	\$ 3,260	\$ 3,260	\$	3,260
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	\$ 60,000		\$ 60,000	\$ 60,000	\$	60,000
Maintenance Agreement for Variable Frequency Drives (VFD)	\$ 13,500	\$ 20,000	\$ 33,500	\$ 33,500	\$	33,500
Vactor Truck - Used to excavate at hydrants near gas lines and buried cable	\$ -		\$ -	\$ -	\$	-
Welding Services- Ozone System and Miscellaneous	\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000	\$	10,000
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	\$ 960		\$ 960	\$ 960	\$	960
Backflow control device testing by a contractor	\$ 68,200	\$ 5,000	\$ 73,200	\$ 73,200	\$	73,200
Clothing Allowance per SEIU for John McGovern	\$ 450		\$ 450	\$ 450	\$	450
Maintenance of pneumatic and hydraulic valve treatment and raw water main	\$ 50,000		\$ 50,000	\$ 50,000	\$	50,000
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	\$ 5,000	\$ 20,000	\$ 20,000	\$	20,000
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
Power study by consultant	\$ 16,000		\$ 16,000	\$ 16,000	\$	16,000
WTP Automation Investigation	\$ 15,000	\$ 5,000	\$ 20,000	\$ 20,000	\$	20,000
Covering both of the ozone distruct units	\$ 10,000		\$ 10,000	\$ 10,000	\$	10,000
Generator Annual Certification		\$ 2,500	\$ 2,500	\$ 2,500	\$	2,500
Air compressor contracts		\$ 5,000	\$ 5,000	\$ 5,000	\$	5,000
Portable O2 meter calibration		\$ 2,900	\$ 2,900	\$ 2,900	\$	2,900
			\$ -	\$ -	\$	-
	\$ 714,305	\$ 73,100	\$ 787,405	\$ 787,405	\$	787,405

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 594,000	\$ 594,000	\$ 64,000	\$ 50,836	\$ 64,000		\$ 70,750	\$ 75,750	\$ 75,750	\$ 75,750

Utilities	Department		Town Mgr.		Fin Com	
ELECTRICITY	Department					
Water Treatment Plant		Increase/ Decrease	FY 2022			
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	\$ 15,750	\$ 5,000.00	\$ 20,750	\$ 20,750	\$	20,750
Total Utilities	\$ 70,750	\$5,000.00	\$ 75,750	\$ 75,750	\$	75,750

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 FY24 will be going up a little under \$28,000 this fiscal year.

The Wastewater department has done an excellent job of accurately budgeting for their chemical needs. This helps keep the budget down.



Installing sewer main along the lower back parking lot of the Billerica Elks

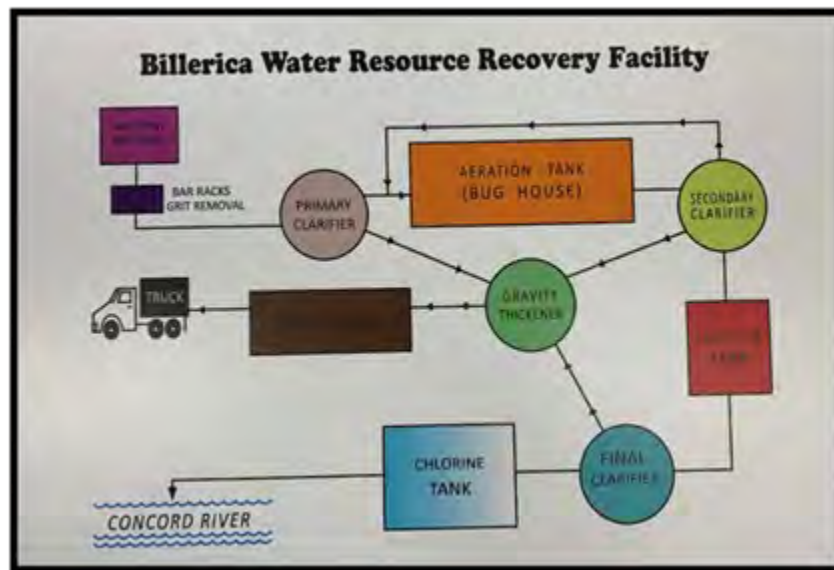
Wastewater

Programs, Services, and Updates

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 Pollutant 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.

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

Wastewater

solids are trucked to a licensed landfill by a private contractor. In this fiscal year we produced a total of 8320 dry tons of dewatered solids, an average of 160 ton/week.

In fiscal year 2022 the WRRF treated 1.423 billion gallons of wastewater with an average daily flow of 3.9 million gallons per day.

The WRRF also treats over 20 million gallons of drinking water waste every year.

Collection System

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, provides service to approximately 87% of the Town. 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 180 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, overflow into homes, onto streets or into the water bodies in town. Buildup of grease and rags/wipes 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. The Wastewater Division has gone to great lengths to educate the public about how harmful these products are for the collection and treatment systems. The Wastewater Division performs classroom education in all elementary schools in Town and also includes educational flyers in bills. Our goal is to educate customers on objects that should and should not be flushed to the sewer collection system.

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.

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 produce approximately 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 the Sewer division reports to these agencies annually.

Wastewater

Accomplishments

The Public Education Program has been in operation since 1994, and each year staff visits over 80 elementary classrooms in Town. The program teaches our children the importance of not only water, but water usage, conservation, and treatment. Elementary schools up to the Billerica High School are included in our education program.

Other communities have contacted Town staff to model their Public Education Program as administered by the Billerica Water Resource Recovery Facility.

The Billerica Water Resource Recovery Facility continues to do tours for other local Technical High Schools in the area, this has been ongoing since 1999.

Collections staff flushed approximately 61 miles of sewer main in Town and performed closed circuit television (CCTV) inspection of 4.8 miles of sewer mains. 18 sewer manholes were in FY22.

The Billerica staff work with both the New England Water Environmental Association and MA Operators Association on training and public education.

Collections staff replaced the VFD system at our Brown Street Pump Station. The Collection staff also worked on Phase 3 upgrades at Salem Rd Pump station, operating a system bypass while new pumps and electronic systems were installed.

The Treatment staff continues to go thru many changes in personnel, so constant training and licensing testing is common for us. We have had 2 employees pass their Grade 6 Wastewater license tests. During our latest Phase 3 upgrade we have used industrial coatings on floors and exterior buildings to help maintain the structures.

Wastewater Enterprise Budget

	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
Personnel Services										
Full Time	\$ 1,127,658	\$ 1,057,934	\$ 1,145,682	\$ 1,136,964	\$ 1,180,907	\$ 1,174,411	\$ 1,179,746	\$ 1,191,544	\$ 1,191,544	\$ 1,191,544
Part Time/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime	\$ 135,000	\$ 135,000	\$ 160,000	\$ 160,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000
Contractual Obligations	\$ 51,280	\$ 23,810	\$ 64,700	\$ 64,700	\$ 68,209	\$ 38,974	\$ 54,075	\$ 54,075	\$ 54,075	\$ 54,075
Total	\$ 1,313,938	\$ 1,216,744	\$ 1,370,382	\$ 1,361,664	\$ 1,419,115	\$ 1,383,386	\$ 1,403,821	\$ 1,415,619	\$ 1,415,619	\$ 1,415,619

Expenses										
Supplies and Expenses	\$ 764,200	\$ 548,304	\$ 764,200	\$ 641,791	\$ 764,200	\$ 707,030	\$ 764,200	\$ 764,200	\$ 764,200	\$ 764,200
Contract Services/Leases	\$ 1,004,250	\$ 1,086,375	\$ 1,004,265	\$ 987,141	\$ 1,004,265	\$ 1,004,265	\$ 1,384,450	\$ 1,384,450	\$ 1,384,450	\$ 1,384,450
Utilities	\$ 415,000	\$ 415,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Capital Outlay							\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Reserve			\$ 83,000		\$ 83,000		\$ 83,000	\$ 83,000	\$ 83,000	\$ 83,000
Total Expenses	\$ 2,183,450	\$ 2,049,679	\$ 1,866,465	\$ 1,643,932	\$ 1,866,465	\$ 1,726,295	\$ 2,346,650	\$ 2,346,650	\$ 2,346,650	\$ 2,346,650

Debt Service										
Short - Term Interest	\$ 178,493	\$ 103,995	\$ 35,000	\$ 35,000	\$ 150,000	\$ 60,174	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Long - Term Principal	\$ 4,010,034	\$ 3,868,381	\$ 4,023,455	\$ 3,752,306	\$ 4,331,642	\$ 4,279,580	\$ 4,310,622	\$ 4,337,428	\$ 4,337,428	\$ 4,337,428
Long - Term Interest	\$ 969,874	\$ 103,392	\$ 1,092,917	\$ 985,784	\$ 1,060,947	\$ 1,028,882	\$ 1,055,732	\$ 1,044,726	\$ 1,044,726	\$ 1,044,726
Total Debt Service	\$ 5,158,401	\$ 4,075,768	\$ 5,151,372	\$ 4,773,090	\$ 5,542,789	\$ 5,368,536	\$ 5,516,354	\$ 5,532,154	\$ 5,532,154	\$ 5,532,154

TOTAL BUDGET	\$ 8,655,789	\$ 7,342,191	\$ 8,388,219	\$ 7,778,686	\$ 8,828,369	\$ 8,478,317	\$ 9,266,825	\$ 9,294,423	\$ 9,294,423	\$ 9,294,423
		Dep. Req FY2024	TM. Rec FY2024	Fin Com Rec FY2024			\$ 27,598.56	Difference less debt service	\$ 11,798.34	
							0.30%	%	0.31%	
Position	FTE	FTE	FTE	FTE						
Supintendent	1	1	1	1	1					
Grade V Operator	0	0	0	0	0					
Supervisor	2	2	2	2	2					
IPP Technician	1	1	1	1	1					
Tra Pnt Oper	6	6	6	6	6					
O&M Technician	2	2	2	2	2					
Sewer Plant Repairman	1	1	1	1	1					
SSMC	0	0	0	0	0					
Maintenance Man	1	0	0	0	0					
HMEO	0	1	1	1	1					
Swr. Equipment Repairman	3	3	3	3	3					
Seasonal Part-time	0	0	0	0	0					
Total Staffing	17	17	17	17	17					

Wastewater

WASTEWATER DIVISION	
SALARY INFORMATION FY2024 TM RECOMMENDED	

[illegible]

Total Full Time	\$ 1,191,544.08
Total Seasonal	\$ -
Total Overtime	\$ 170,000.00
Total Contract	\$ 54,075.00
Total	\$ 1,415,619.08

Town of Billerica

279

Total Full Time	\$ 1,191,544.08
Total Seasona	-
Total Overtime	\$ 170,000.00
Total Contract	\$ 54,075.00
Total	\$ 1,415,619.08

Town of Billerica

Fiscal Year 2024

280

Wastewater

Wastewater Division

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 764,200		\$ 764,200	\$ 641,791	\$ 764,200		\$ 764,200	\$ 764,200	\$ 764,200	\$ 764,200

Department	Town Mgr.	Fin Com

Supplies and Expenses

			FY21			
	Misc. technical publications					
Publications	Daily operation of the facility and offices	increase \$1,000	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Office Supplies	Lab supplies for regulatory and process sampling and testing		\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Lab Supplies	Cleaning and janitorial supplies		\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Custodial	Equipment at plant, pumping stations, collection system		\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
Building Supp.	Stocking existing first aid cabinets at various locations		\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
Emergency	Misc. welding supplies for division	increase \$ 1,000	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Welding	Supplies for the Jet Truck, Repair Truck, TV truck	increase \$ 3,000	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Vehicle	Upkeep and repairs of plant, pumping stations		\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
Hardware	Chemicals		\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
Chemicals			\$ 616,000.00	\$ 616,000.00	\$ 616,000.00	\$ 616,000.00

	fy18 Req	fy 19 Req	fy 20 Req	fy 21 Req	fy 22 Req	Increase
Alum	\$70,000	\$74,000	\$90,000	\$90,000	\$90,000	\$ 4,000.00
Bioxide/VX456	\$180,000	\$180,000	\$205,000	\$205,000	\$205,000	\$ 8,000.00
Polymer	\$60,000	\$60,000	\$72,000	\$72,000	\$72,000	\$ 2,000.00
Caustic Soda	\$110,000	\$113,000	\$170,000	\$170,000	\$170,000	\$ 8,000.00
Sodium Hypochlorite	\$19,000	\$18,000	\$19,000	\$19,000	\$19,000	\$ 2,000.00
Sodium Bisulfite	\$10,000	\$11,000	\$13,000	\$13,000	\$13,000	\$ 2,000.00
Sodium Aluminate	\$36,000	\$35,000	\$41,000	\$41,000	\$41,000	\$ 2,000.00
Magнетite	\$5,000	\$4,000	\$6,000	\$6,000	\$6,000	\$ -
Total chemicals	\$490,000	\$495,000	\$616,000	\$616,000	\$616,000	\$ 28,000.00

Tools	Machine shop tools, Jet/Vacuum and TV truck, assorted hand tools	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Electrical	Small electrical parts, replacement of inefficient light bulbs	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Plumbing	Plumbing supplies for the Treatment Plant and pumping stations	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Safety	Safety equipment and PPE-boots, gloves, raingear, reflective vests, etc.; fire extinguisher maintenance	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Rental	Uniform rental	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Training	Required to maintain operator licenses	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
Diesel Fuel	Emergency generators at plant and pump stations; trucks, loaders, screener.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Oil and Grease	Preventative maintenance on equipment and at pumping stations	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00

Total Supplies and Expenses	\$ 764,200.00	\$ 764,200	\$ 764,200	\$ 764,200

Wastewater Division

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 1,004,250		\$ 1,004,265	\$ 987,141	\$ 1,004,265		\$ 1,384,450	\$ 1,384,450	\$ 1,384,450	\$ 1,384,450

Contract Services/Leases

		FY22	Department	Town Mgr.	Fin Com
Professional	On call professional services	\$ 100,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00
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	\$ 185,000.00	\$ 185,000.00	\$ 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	\$ 640,815.00	#####	#####	#####
	Clothing allowance reimbursement per SEIU	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00

<i>Total Contract Services/Leases</i>	\$ 1,004,265	1,384,450.00	\$ 1,384,450	\$ 1,384,450

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TMREC	FIN COMREC
\$ 415,000		\$ 15,000	\$ 15,000	\$ 15,000		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

Utilities

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

FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2024	FY2024	FY2024
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TMREC	FIN COMREC
						\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

Capital Outlay

	Department	Town Mgr.	Fin Com
Capital Outlay	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00

Section 12

Debt Schedules

Actual Debt Service as of Feb 1, 2023
Summary

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041
General Fund - Town Debt																					
Net Outstanding Principal Long-Term	315,000	260,000	823,000	820,000	810,000	800,000	785,000	785,000	685,000	685,000	630,000	630,000	630,000	630,000	625,000	625,000	575,000	575,000	11,425,000	-	-
Net Outstanding Interest Long-Term	68,050	53,575	609,065	407,700	369,950	332,450	293,825	256,575	219,600	185,900	156,450	134,400	118,650	106,050	93,500	81,000	69,000	57,141	3,026,043	-	-
	383,050	313,575	1,432,065	1,227,700	1,179,950	1,132,450	1,078,825	1,041,575	904,600	870,900	786,450	764,400	748,650	736,050	718,500	706,000	644,000	632,141	14,451,043	-	-
General Fund - School Debt																					
Net Outstanding Principal Long-Term	480,000	475,000	443,000	394,000	391,000	176,000	172,000	172,000	132,000	133,000	133,000	35,000	35,000	-	-	-	-	-	-	-	-
Net Outstanding Interest Long-Term	106,775	89,331	90,038	58,583	47,151	37,858	30,358	23,258	16,758	10,833	5,373	2,275	1,138	-	-	-	-	-	-	-	-
	586,775	564,331	533,038	452,583	438,151	213,858	202,358	195,258	148,758	143,833	138,373	37,275	36,138	-	-	-	-	-	-	-	-
Enterprise Fund - Sewer Debt																					
Net Outstanding Principal Long-Term	3,783,455	4,331,842	4,310,622	4,337,428	4,276,705	4,063,756	4,115,595	4,069,241	4,103,709	4,038,022	3,894,191	3,235,091	3,261,560	3,228,710	3,261,561	2,202,215	2,236,509	1,372,777	1,389,046	1,400,666	1,347,649
Net Outstanding Interest Long-Term	986,480	1,060,947	1,021,335	1,044,726	957,814	874,763	792,237	710,627	631,492	555,638	535,081	422,725	366,297	308,309	253,605	197,245	155,291	112,651	87,192	61,482	36,566
	4,769,935	5,392,788	5,331,957	5,382,154	5,234,519	4,938,519	4,907,832	4,779,868	4,735,202	4,593,660	4,429,272	3,657,816	3,627,857	3,538,019	3,515,167	2,399,460	2,391,800	1,485,428	1,476,238	1,462,148	1,384,215
Enterprise Fund - Water Debt																					
Net Outstanding Principal Long-Term	2,114,729	2,542,216	2,489,902	2,502,587	1,373,016	1,148,481	1,160,526	1,157,689	699,971	557,374	544,900	552,552	560,331	568,239	576,278	584,452	592,761	601,209	604,798	603,529	542,405
Net Outstanding Interest Long-Term	348,972	377,546	357,259	313,645	274,459	235,695	196,968	158,160	130,384	116,520	105,934	96,051	86,710	77,243	67,444	57,525	47,589	37,529	27,311	17,189	8,136
	2,463,702	2,919,762	2,847,160	2,816,233	1,647,475	1,384,176	1,357,494	1,315,849	830,365	673,894	650,834	648,613	647,041	645,482	643,722	641,977	640,350	638,738	632,109	620,718	550,541
Short-Term Debt																					
General Fund	245,000	245,000	350,000	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
Sewer Fund	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	150,000	150,000	150,000	150,000
Water Fund	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	25,000	25,000	25,000	25,000
	420,000	420,000	525,000	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	420,000
Totals																					
Net Outstanding Principal Long-Term	6,693,185	7,509,056	8,066,523	8,054,016	6,850,721	6,188,237	6,233,121	6,183,930	5,620,680	5,413,396	5,202,091	4,452,643	4,486,891	4,426,949	4,462,839	3,411,667	3,404,270	2,548,986			
Net Outstanding Interest Long-Term	1,510,277	1,581,399	2,077,696	1,824,654	1,649,374	1,480,765	1,313,387	1,148,619	998,244	868,990	802,838	655,460	572,794	492,601	414,549	335,770	271,880	207,321			
Short-Term Interest	420,000	420,000	525,000	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			
Actual Debt	8,623,461	9,510,457	10,669,220	10,298,670	8,920,095	8,089,002	7,966,508	7,752,549	7,038,925	6,702,286	6,424,929	5,528,104	5,479,686	5,339,550	5,297,389	4,167,437	4,096,150	3,176,307			
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			
Debt Stabilization Transfer	442,539	(544,457)	(1,603,220)	(1,232,670)	145,905	976,998	1,099,492	1,313,451	2,027,075	2,363,714	2,641,071	3,537,896	3,586,314	3,726,450	3,768,611	4,898,563	4,869,850	5,889,693			
General Fund - Exempted Debt																					
Net Outstanding Principal Long-Term	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	3,505,000	3,640,000	3,630,000
Net Outstanding Interest Long-Term	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	1,427,350	1,286,650	1,146,800
	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	4,932,350	4,928,650	4,776,800

The debt schedules in this Section
are the most current and up to date
schedules.

Actual Debt Service as of Feb 1, 2023
General Fund - Town Debt

Date of Issue	Purpose / Date of Vote	Issued	Type of Payment	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	Total
2-May-13	Surface Drain May-01 / Art # 10 / \$200,000	\$ 84,000 GOB-Refunded	Principal Interest	5,000 500	10,000 200	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	35,000 2,700
2-May-13	Surface Drain May-00 / Art # 11 / \$100,000	\$ 44,000 GOB-Refunded	Principal Interest	5,000 300	5,000 100	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	20,000 1,600
2-May-13	Fire Trucks - Ladder Truck May-11 / Art # 27 / \$1,500,000	\$ 1,500,000 GOB	Principal Interest	100,000 28,250	100,000 23,250	100,000 19,250	100,000 14,250	100,000 12,250	100,000 10,000	100,000 6,000	100,000 3,000	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,000,000 184,750
26-Sep-19	Engineering - Middlesex Turnpike May-13 / Art # 27 / \$1,180,000	\$ 115,000 GOB	Principal Interest	60,000 4,250	55,000 1,375	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	115,000 8,803
27-Sep-19	Land Acquisition - Middlesex Turnpike May-13 / Art # 27 / \$1,180,000	\$ 420,000 GOB	Principal Interest	45,000 19,075	45,000 16,825	45,000 14,575	45,000 12,325	40,000 10,200	40,000 8,200	40,000 6,200	40,000 4,200	40,000 2,400	40,000 800	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	420,000 105,966
28-Jan-22	Middlesex Corp Park - Betterment	\$ 702,000 GOB	Principal Interest	- -	- -	52,000 36,803	50,000 23,750	50,000 21,250	50,000 18,750	50,000 16,250	50,000 13,750	50,000 11,250	50,000 8,750	50,000 6,500	50,000 4,750	50,000 3,500	50,000 2,500	50,000 1,500	50,000 500	- -	- -	- -	- -	- -	- -	702,000 169,803
28-Jan-22	Building Demolitions	\$ 2,201,000	Principal Interest	- -	- -	111,000 100,560	110,000 66,560	110,000 61,060	110,000 55,560	110,000 50,060	110,000 44,560	110,000 39,060	110,000 33,560	110,000 28,600	110,000 24,750	110,000 22,000	110,000 19,800	110,000 17,600	110,000 15,400	110,000 13,200	110,000 10,931	110,000 8,594	110,000 6,188	110,000 3,713	110,000 1,238	2,201,000 622,922
28-Sep-19	Traffic Signal - Salem Street Oct-15 / Art # 31 / \$4,000,000	\$ 135,000 GOB	Principal Interest	25,000 6,125	25,000 4,875	25,000 3,625	25,000 2,375	20,000 1,250	15,000 375	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	135,000 22,356
29-Sep-19	Sidewalk - Salem Street Oct-15 / Art # 31 / \$4,000,000	\$ 175,000 GOB	Principal Interest	20,000 7,950	20,000 6,950	20,000 5,950	20,000 4,950	20,000 3,950	15,000 3,075	15,000 2,325	15,000 1,575	15,000 900	15,000 300	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	175,000 42,596
28-Jan-22	Firehurst Fire Station	\$ 10,000,000 GOB	Principal Interest	- -	- -	470,000 428,302	470,000 283,500	470,000 260,000	470,000 236,500	470,000 213,000	470,000 189,500	470,000 166,000	470,000 142,500	470,000 121,350	470,000 104,900	470,000 93,150	470,000 83,750	465,000 74,400	465,000 65,100	465,000 55,800	465,000 46,210	465,000 36,328	465,000 26,156	465,000 15,694	465,000 5,231	9,360,000 2,647,371
Net Outstanding Principal Long-Term				315,000	280,000	823,000	820,000	810,000	800,000	785,000	785,000	685,000	685,000	630,000	630,000	630,000	630,000	625,000	625,000	575,000	575,000	575,000	575,000	575,000	575,000	11,425,000
Net Outstanding Interest Long-Term				68,050	53,575	609,065	407,700	369,950	332,450	293,825	256,575	219,600	185,900	156,450	134,400	118,650	106,050	93,500	81,000	69,000	57,141	44,922	32,344	19,406	6,469	3,026,043
				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
				383,050	313,575	1,432,065	1,227,700	1,179,950	1,132,450	1,078,825	1,041,575	904,600	870,900	786,450	764,400	748,650	736,050	718,500	706,000	644,000	632,141	619,922	607,344	594,406	581,469	14,451,043

Actual Debt Service as of Feb 1, 2023
General Fund - School Debt

Date of Issue	Purpose / Date of Vote	Issued	Type of Payment	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
15-May-11	Building Remodeling - Schools May-08 / Art # 24 / \$1,553,000	\$ 1,453,000 GOB	Principal Interest	75,000 28,675	70,000 26,425	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	295,000 119,200
28-Jan-22	Building Remodeling - Schools May-08 / Art # 24 / \$1,553,000	\$ 542,000 GOB - Refunded	Principal Interest			50,000 35,307	60,000 22,480	61,000 19,455	61,000 16,405	62,000 13,330	62,000 10,230	62,000 7,130	62,000 4,030	62,000 1,240	- -	- -	542,000 129,607
15-May-11	Building Remodeling - Schools May-09 / Art # 15 / \$871,628	\$ 871,000 GOB	Principal Interest	45,000 17,125	45,000 15,775	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	180,000 71,200
28-Jan-22	Building Remodeling - Schools May-09 / Art # 15 / \$871,628	\$ 324,000 GOB - Refunded	Principal Interest			33,000 21,043	39,000 13,215	40,000 11,240	35,000 9,365	35,000 7,615	35,000 5,865	35,000 4,115	36,000 2,340	36,000 720	- -	- -	324,000 75,518
2-May-13	Building Remodeling (Rink) - Schools Oct-11 / Art # 16 / \$750,000 Auth	\$ 750,000 GOB	Principal Interest	40,000 16,100	40,000 14,100	40,000 12,500	35,000 10,500	35,000 9,800	35,000 9,013	35,000 7,613	35,000 6,563	35,000 5,513	35,000 4,463	35,000 3,413	35,000 2,275	35,000 1,138	550,000 139,988
2-May-13	Ditson School May-98 / Art # 1 / \$18,000,000	\$ 2,160,000 GOB - Refunded	Principal Interest	215,000 30,263	215,000 21,663	215,000 13,063	215,000 6,613	210,000 2,231	- -	- -	- -	- -	- -	- -	- -	- -	1,500,000 160,156
2-May-13	Rink - School - Refunded 12/02 Oct-00 / Art # 39 / \$500,000 Auth	\$ 234,000 GOB - Refunded	Principal Interest	20,000 2,000	20,000 1,200	20,000 400	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	110,000 8,700
6-Dec-16	Ditson School May-98 / Art # 1 / \$18,000,000	\$ 210,000 GOB - Refunded	Principal Interest	40,000 2,900	40,000 1,750	40,000 600	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	210,000 14,950
6-Dec-16	School Building Remolding Oct-05 / Art # 15 / \$1,000,000	\$ 465,000 GOB - Refunded	Principal Interest	45,000 9,713	45,000 8,419	45,000 7,125	45,000 5,775	45,000 4,425	45,000 3,075	40,000 1,800	40,000 600	- -	- -	- -	- -	- -	450,000 65,006
Net Outstanding Principal Long-Term				480,000	475,000	443,000	394,000	391,000	176,000	172,000	172,000	132,000	133,000	133,000	35,000	35,000	4,161,000
Net Outstanding Interest Long-Term				106,775	89,331	90,038	58,583	47,151	37,858	30,358	23,258	16,758	10,833	5,373	2,275	1,138	784,325
				586,775	564,331	533,038	452,583	438,151	213,858	202,358	195,258	148,758	143,833	138,373	37,275	36,138	4,945,325

Actual Debt Service as of Feb 1, 2023
General Fund - Exempted Debt

Date of Issue	Purpose / Date of Vote	Issued	Type of Payment	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
2-May-13	Parker School Construction Oct-09 / Art # 3 / \$33,607,436 Auth	\$ 13,285,000	Principal	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
				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
12-May-17	Hign School Construction Feb-2016 / Art # 1 / \$175,997,289 Auth	\$ 85,310,000	Principal	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
				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
26-Sep-19	Hign School Construction Feb-2016 / Art # 1 / \$175,997,289 Auth	\$ 3,090,000	Principal	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
				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
	Hign School Construction Feb-2016 / Art # 1 / \$175,997,289 Auth	Interest	Interest	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
				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
				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	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
				Net Outstanding Interest Long-Term	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
					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	5,352,756

2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	Total

0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,115,000
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
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
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
155,000	155,000	155,000	155,000	155,000	150,000	150,000	-	-	-	-	-	-	-	3,090,000
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
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
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

Debt Schedules

Debt Schedules

Actual Debt Service as of Feb 1, 2023

Sewer Enterprise Fund

Date of Issue	Purpose/Date of Vote	Type of Payment	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	Total
2-May-13	Sewer - Contract 32 River Pines May-02 / Art #11 / \$7,500,000	\$ 1,857,000 Principal GOB-Remained Interest	180,000	180,000	175,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	990,000 89,200
15-May-11	Sewer - Brown and Rodgers Pump May-08 / Art #21 / \$3,000,000	\$ 3,000,000 Principal GOB Interest	150,000	150,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	600,000 253,500
1/28/2022	Sewer - Brown and Rodgers Pump May-08 / Art #21 / \$3,000,000	\$ 1,161,000 Principal GOB-Remained Interest	-	-	109,000	131,000	129,000	129,000	133,000	133,000	133,000	132,000	132,000	-	-	-	-	-	-	-	-	-	-	-	-	1,161,000 276,944
6-Jun-12	Sewer Bonds - Tertiary Treatment May-07 / Art #2 / \$9,000,000	\$ 8,909,952 Principal CW-07-21 Interest MMAT	456,941	466,154	475,553	485,142	494,924	504,903	515,083	525,468	536,063	546,872	557,898	-	-	-	-	-	-	-	-	-	-	-	-	6,451,965 993,160 47,606
2-May-13	Sewer - Contract 32 River Pines May-02 / Art #11 / \$7,500,000	\$ 1,639,000 Principal GOB-Remained Interest	160,000	160,000	155,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	795,000 79,100
2-May-13	Sewer - Contract 32B River Pines II May-02 / Art #9 / \$5,500,000	\$ 2,834,000 Principal GOB-Remained Interest	275,000	270,000	265,000	255,000	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,870,000 16,2156
2-May-13	Wastewater Treatment Oct-08 / Art #2 / \$3,083,000	\$ 200,000 Principal GOB Interest	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	-	-	-	-	-	-	-	-	-	532,000 185,588
2-May-13	Sewer Bonds - Contract 14B Oct-11 / Art #22 / \$9,000,000	\$ 357,000 Principal GOB Interest	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	-	-	-	-	-	-	-	-	-	215,000 62,558
2-May-13	Sewer Bonds - Pump Stations Oct-10 / Art #22 / \$3,700,000	\$ 355,000 Principal GOB Interest	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	15,000	-	-	-	-	-	-	-	-	-	255,000 62,558
1-Jul-15	Sewer Bonds - Pump Stations Oct-10 / Art #22 / \$3,700,000	\$ 1,422,038 Principal CW-10-24 Remainor Interest	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	-	-	-	-	-	-	-	-	-	1,277,350 239,826 13,472
1-Jul-15	Sewer Treatment Plant Oct-11 / Art #22 / \$7,500,000	\$ 6,892,829 Principal CW-12-18A Interest MMAT	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 6,2035
1-Jul-15	Sewer Bond - Contract 34B Oct-11 / Art #22 / \$9,000,000	\$ 9,000,000 Principal CW-12-08 Interest MMAT	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 1,377,000 85,049
1-Jul-15	Sewer - Pump Stations May-12 / Art #20 / \$5,586,000	\$ 4,486,535 Principal CW-12-18 Interest MMAT	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	-	-	-	-	-	-	-	-	-	3,798,255 688,686 42,482
9-Dec-16	Sewer Design - Area 2 & 8 Oct-13 / Art #24 / \$800,000	\$ 882,000 Principal GOB Interest	90,000	90,000	90,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	-	-	-	-	-	-	-	-	-	790,000 108,363
15-Jul-17	Sewer - Pump Stations May-12 / Art #20 / \$5,586,000	\$ 160,182 Principal CW-12-18 Interest MMAT	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	-	-	-	-	-	-	159,703 32,718 2,403
15-Jul-17	Sewer Bonds - Critical Needs Oct-13 / Art #20 / \$4,966,600	\$ 4,568,100 Principal CW-14-20 Interest MMAT	197,096	201,380	205,757	210,238	214,797	219,666	224,736	229,709	234,088	239,176	244,374	249,685	255,112	260,656	266,321	272,109	278,023	-	-	-	-	-	-	4,388,317 99,303 57,212
15-Jul-17	Sewer Bonds - Area 2 & 8 May-14 / Art #20 / \$14,000,000	\$ 9,724,962 Principal CW-14-21 Interest MMAT	419,595	428,714	438,032	447,552	457,279	467,177	477,311	487,746	498,437	509,178	520,244	531,551	543,104	554,907	566,967	579,290	591,880	-	-	-	-	-	-	9,724,962 2,133,318 121,575
26-Sep-19	Sewer - Design Area 4 & 6 May-17 / Art #24 / \$2,100,000	\$ 325,000 Principal GOB Interest	85,000	80,000	80,000	80,000	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	325,000 41,108
26-Sep-19	Sewer - Design Area 4 & 6 May-17 / Art #24 / \$2,100,000	\$ 705,000 Principal GOB Interest	235,000	235,000	235,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	705,000 72,860
26-Sep-19	Sewer - Pump Stations May-12 / Art #20 / \$5,586,000	\$ 160,182 Principal CW-12-18 Interest MMAT	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	-	-	-	-	-	-	159,703 32,718 2,403
15-Jul-17	Sewer - Pump Stations May-12 / Art #20 / \$5,586,000	\$ 160,182 Principal CW-12-18 Interest MMAT	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	-	-	-	-	-	-	159,703 32,718 2,403
15-Jul-17	Sewer Bonds - Critical Needs Oct-13 / Art #20 / \$4,966,600	\$ 4,568,100 Principal CW-14-20 Interest MMAT	197,096	201,380	205,757	210,238	214,797	219,666	224,736	229,709	234,088	239,176	244,374	249,685	255,112	260,656	266,321	272,109	278,023	-	-	-	-	-	-	4,388,317 99,303 57,212
15-Jul-17	Sewer Bonds - Area 2 & 8 May-14 / Art #20 / \$14,000,000	\$ 9,724,962 Principal CW-14-21 Interest MMAT	419,595	428,714	438,032	447,552	457,279	467,177	477,311	487,746	498,437	509,178	520,244	531,551	543,104	554,907	566,967	579,290	591,880	-	-	-	-	-	-	9,724,962 2,133,318 121,575
26-Sep-19	Sewer - Design Area 4 & 6 May-17 / Art #24 / \$2,100,000	\$ 325,000 Principal GOB Interest	85,000	80,000	80,000	80,000	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	325,000 41,108
26-Sep-19	Sewer - Design Area 4 & 6 May-17 / Art #24 / \$2,100,000	\$ 705,000 Principal GOB Interest	235,000	235,000	235,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	705,000 72,860
26-Sep-19	Sewer - Pump Stations May-12 / Art #20 / \$5,586,000	\$ 160,182 Principal CW-12-18 Interest MMAT	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	-	-	-	-	-	-	159,703 32,718 2,403
15-Jul-17	Sewer - Pump Stations May-12 / Art #20 / \$5,586,000	\$ 160,182 Principal CW-12-18 Interest MMAT	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	-	-	-	-	-	-	159,703 32,718 2,403
15-Jul-17	Sewer Bonds - Critical Needs Oct-13 / Art #20 / \$4,966,600	\$ 4,568,100 Principal CW-14-20 Interest MMAT	197,096	201,380	205,757	210,238	214,797	219,666	224,736	229,709	234,088	239,176	244,374	249,685	255,112	260,656	266,321	272,109	278,023	-	-	-	-	-	-	4,388,317 99,303 57,212
15-Jul-17	Sewer Bonds - Area 2 & 8 May-14 / Art #20 / \$14,000,000	\$ 9,724,962 Principal CW-14-21 Interest MMAT	419,595	428,714	438,032	447,552	457,279	467,177	477,311	487,746	498,437	509,178	520,244	531,551	543,104	554,907	566,967	579,290	591,880	-	-	-	-	-	-	9,724,962 2,133,318 121,575
26-Sep-19	Sewer - Design Area 4 & 6 May-17 / Art #24 / \$2,100,000	\$ 325,000 Principal GOB Interest	85,000	80,000	80,000	80,000	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	325,000 41,108
26-Sep-19	Sewer - Design Area 4 & 6 May-17 / Art #24 / \$2,100,000	\$ 705,000 Principal GOB Interest	235,000	235,000	235,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	705,000 72,860
26-Sep-19	Sewer - Pump Stations May-12 / Art #20 / \$5,586,000	\$ 160,182 Principal CW-12-18 Interest MMAT	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	-	-	-	-	-	-	159,703 32,718 2,403
15-Jul-17	Sewer - Pump Stations May-12 / Art #20 / \$5,586,000	\$ 160,182 Principal CW-12-18 Interest MMAT	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	-	-	-	-	-	-	159,703 32,718 2,403
15-Jul-17	Sewer Bonds - Critical Needs Oct-13 / Art #20 / \$4,966,600	\$ 4,568,100 Principal CW-14-20 Interest MMAT	197,096	201,380	205,757	210,238	214,797	219,666	224,736	229,709	234,088	239,176	244,374	249,685	255,112	260,656	266,321	272,109	278,023	-	-	-	-	-	-	4,388,317 99,303 57,212
15-Jul-17	Sewer Bonds - Area 2 & 8 May-14 / Art #20 / \$14,000,000	\$ 9,724,962 Principal CW-14-21 Interest MMAT	419,595	428,714	438,032	447,552	457,279	467,177	477,311	487,746	498,437	509,178	520,244	531,551	543,104	554,907	566,967	579,290	591,880	-	-	-	-	-	-	9,724,962 2,133,318 121,575
26-Sep-19	Sewer - Design Area 4 & 6 May-17 / Art #24 / \$2,100,000	\$ 325,000 Principal GOB Interest	85,000	80,000	80,000	80,000	2,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	325,000 41,108
26-Sep-19	Sewer - Design Area 4 & 6 May-17 / Art #24 / \$2,100,000	\$ 705,000 Principal GOB Interest	235,000	235,000	235,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	705,000 72,860
26-Sep-19	Sewer - Pump Stations May-12 / Art #20 / \$5,586,000	\$ 160,182 Principal CW-12-18 Interest MMAT	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	-	-	-	-	-	-	159,703 32,718 2,403
15-Jul-17	Sewer - Pump Stations May-12 / Art #20 / \$5,586,000	\$ 160,182 Principal CW-12-18 Interest MMAT	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	-	-	-	-	-	-	159,703 32,718 2,403
15-Jul-17	Sewer Bonds - Critical Needs Oct-13 / Art #20 / \$4,966,600	\$ 4,568,100 Principal CW-14-20 Interest MMAT	197,096	201,380	205,757	210,238	214,797	219,666	224,736	229,709	234,088	239,176	244,374	249,685	255,112	260,656	266,321	272,109	278,023	-	-	-	-	-	-	4,388,317 99,303 57,212
15-Jul-17	Sewer Bonds - Area 2 & 8 May-14 / Art #20 / \$14,000,000	\$ 9,724,962 Principal CW-14-21 Interest MMAT	419,595	428,714	438,032	447,552	457,279	467,177	477,311	487,746	498,437	509,178	520,244	531,551	543,104	554,907	566,967	579,290	591,880	-	-	-	-	-	-	9,724,962 2,133,318 121,575
26-Sep-19																										

ActualDebt Service as of Feb 1, 2023
Water Enterprise Fund

Date of Issue	Purpose / Date of Vote	Type of Payment	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	Total
26-Oct-06	Water Treatment Facility Oct-98 / Art #9 / \$25,000,000 & May-14	Principal Interest	171,518 16,203	172,258 12,133	177,447 7,947	181,717 4,017	185,079 -	188,913 -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,240,656 60,512
16-Dec-07	Water Treatment Facility Oct-98 / Art #9 / \$25,000,000 & May-14	Principal Interest	20,552 -	20,552 -	20,552 -	20,553 -	20,553 -	20,553 -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	143,867 -
1-Nov-03	Water Treatment Facility Oct-98 / Art #9 / \$25,000,000 & May-14	Principal Interest	423,553 28,632	433,924 18,576	449,090 8,337	455,542 -	459,099 -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	2,693,155 94,013
1-Feb-07	Water Treatment Facility Oct-98 / Art #9 / \$25,000,000 & May-14	Principal Interest	335,023 22,579	342,424 14,652	354,666 6,572	358,989 -	359,993 -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	2,077,755 74,151
1-Nov-03	Water Treatment Facility Oct-98 / Art #9 / \$25,000,000 & May-14	Principal Interest	199,721 13,459	205,184 8,720	210,561 3,920	214,207 -	213,855 -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,237,196 44,186
2-May-13	Water Treatment Facility Oct-98 / Art #9 / \$25,000,000	Principal Interest	65,000 6,500	65,000 3,900	65,000 1,300	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	260,000 20,800
2-May-13	Water Treatment May-01 / Art #14 / \$7,000,000	Principal Interest	25,000 3,666	25,000 2,906	25,000 2,156	25,000 1,406	25,000 781	25,000 266	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	175,000 15,422
2-May-13	Water Bonds - Distribution May-01 / Art #10 / \$240,000 Auth	Principal Interest	10,000 1,000	10,000 600	10,000 200	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	40,000 3,200
9-Dec-16	Water Treatment Facility Jun-02 / Art #1 / \$3,387,135	Principal Interest	105,000 25,763	105,000 22,613	105,000 19,594	105,000 16,575	105,000 13,425	100,000 10,350	100,000 7,350	100,000 4,350	95,000 1,425	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,090,000 150,431
15-May-11	Water Treatment Facility Jun-02 / Art #1 / \$3,387,135	Principal Interest	10,000 600	10,000 300	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	30,000 1,800
15-Mar-08	Water - Tower/Farm Tank May-06 / Art #23 / \$1,542,000	Principal Interest	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -
9-Dec-16	Water Bonds - Distribution May-06 / Art #24 / \$2,500,000	Principal Interest	105,000 25,763	105,000 22,613	105,000 19,594	105,000 16,575	105,000 13,425	100,000 10,350	100,000 7,350	100,000 4,350	95,000 1,425	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,090,000 150,431
1-Nov-09	Water Bonds - Distribution May-06 / Art #24 / \$2,500,000	Principal Interest	25,000 5,478	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	50,000 16,840
1-Nov-09	Water - Consent Decree May-06 / Art #23 / \$1,542,000	Principal Interest	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -
15-May-11	Water - Crosby Hill Tank Oct-08 / Art #20 / \$685,000	Principal Interest	65,000 1,950	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	130,000 5,850
26-Sep-19	Water Mains - Allen Rd May-17 / Art #26 / \$1,250,000	Principal Interest	90,000 1,997	5,000 3,488	5,000 3,238	5,000 2,988	5,000 2,738	5,000 2,488	5,000 2,238	5,000 1,988	5,000 1,738	5,000 1,513	5,000 1,313	5,000 1,113	5,000 937	5,000 800	5,000 663	5,000 513	5,000 363	5,000 219	5,000 75	- -	- -	- -	90,000 30,403
26-Sep-19	Water Mains - Allen Rd May-17 / Art #26 / \$1,250,000	Principal Interest	810,000 17,634	45,000 30,775	45,000 28,525	45,000 26,275	40,000 24,150	40,000 22,150	40,000 20,150	40,000 18,150	40,000 16,150	40,000 14,350	40,000 12,750	40,000 11,150	40,000 9,750	40,000 8,650	40,000 7,550	40,000 6,350	40,000 5,150	40,000 4,000	40,000 2,850	40,000 1,650	35,000 525	735,000 286,509	
26-Sep-19	Water Mains - Salem Road Reconst Oct-15 / Art #31 / \$4,000,000	Principal Interest	835,000 18,325	45,000 32,025	45,000 29,775	45,000 27,515	45,000 25,275	45,000 23,025	45,000 20,775	45,000 18,525	45,000 16,275	40,000 14,350	40,000 12,750	40,000 11,150	40,000 9,750	40,000 8,650	40,000 7,550	40,000 6,350	40,000 5,150	40,000 4,000	40,000 2,850	40,000 1,650	35,000 525	760,000 294,075	
26-Sep-19	Water Meters - Radio Read May-17 / Art #25 / \$4,000,000	Principal Interest	1,305,000 35,267	145,000 60,175	145,000 52,925	145,000 45,675	145,000 38,425	145,000 31,175	145,000 23,925	145,000 16,675	145,000 9,425	145,000 2,900	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,305,000 316,567
26-Sep-19	Water Meters - Radio Read May-17 / Art #25 / \$4,000,000	Principal Interest	2,180,000 60,253	275,000 102,125	275,000 88,375	275,000 74,625	275,000 60,875	270,000 47,250	270,000 33,750	270,000 20,250	270,000 6,750	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	2,180,000 494,253
26-Sep-19	Water Bonds - Distribution May-06 / Art #24 / \$2,500,000	Principal Interest	215,000 5,694	20,000 9,800	20,000 8,800	20,000 7,800	20,000 6,800	20,000 5,800	20,000 4,800	25,000 3,675	25,000 2,425	25,000 1,300	20,000 400	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	215,000 57,294
28-Apr-21	Water - Ozone System - Phase 1 May-19 / Art #28 / \$10,024,400	Principal Interest MMAT	9,316,240 DWP-19-04 MMAT	396,433 94,715 9,472	403,028 133,798 13,380	409,734 127,752 12,775	416,550 115,357 11,536	423,481 109,005 10,901	430,526 109,005 10,901	437,689 102,547 10,255	444,971 95,982 9,588	452,374 89,307 8,931	459,900 82,522 8,252	467,552 75,623 7,562	475,331 68,610 6,861	483,239 61,480 6,148	491,278 54,231 5,423	499,452 46,862 4,686	507,761 39,371 3,937	516,209 31,754 3,175	524,798 24,011 2,401	533,529 16,139 1,614	542,405 8,136 814	9,316,240 1,498,809 149,881	
Net Outstanding Principal Long-Term			1,642,626	2,114,729	2,542,216	2,489,902	2,502,897	1,373,016	1,148,481	1,160,526	1,157,689	699,971	557,374	544,900	552,552	560,331	568,239	576,278	584,452	592,761	601,209	604,798	603,529	542,405	25,188,398
Net Outstanding Interest Long-Term			296,284	348,972	377,259	357,259	313,645	274,459	235,695	196,868	158,160	116,520	105,934	96,061	86,710	77,243	67,444	57,525	47,599	37,629	27,311	17,189	603,529	8,136	3,693,659
Short-Term Interest / MMAT Fees			-	-	9,472	13,380	12,775	12,161	11,536	10,901	10,255	9,588	8,931	8,252	7,562	6,861	6,148	5,423	4,686	3,937	3,175	2,401	1,614	814	149,881
Total Debt Service			1,938,910	2,463,702	2,919,762	2,847,160	2,816,233	1,647,475	1,384,176	1,357,794	1,315,849	830,365	673,894	650,834	648,613	647,041	645,482	643,722	641,977	640,350	638,728	632,109	620,718	550,541	28,822,057

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
Select Board Final Goals
Fiscal Year 2023**

1. GOAL: Commit to a Capital Planning Vision for the future of Billerica

Objective 1 – Feasibility Study for Rec / COA – Intergenerational Center & Other Options

- o **Task 1.1.1 – Award Contract for an OPM (Complete)**
Left Field was selected as the OPM in August of 2022. They engaged and managing the designer selection process.
- o **Task 1.1.2 – Award Contract for Designer / Architect**
The Designer RFQ was put on the street on November 2nd. Sixteen firms requested the RFQ. The list is being shortlisted for interviews.
- o **Task 1.1.3 – Complete Study Feasibility Study**
- o **Task 1.1.4 – Bring Warrant Article to Fall Town Meeting**

Objective 2 – Feasibility Study / Next Steps for Next School Project

- o **Task 1.2.1 – Dore and Whittier Complete Study**
Ongoing
- o **Task 1.2.2 –LOI MSBA**
Projected for April 2023
- o **Task 1.2.3 – Discussion about other School Projects**

Objective 3 – Determine future use of Masonic Hall

- o **Task 1.3.1 – Complete Lease with the Food Pantry for 1st Floor**
Draft lease is circulating.
- o **Task 1.3.2 – Complete Construction on 1st Floor**
Funding is being requested in Spring from CPA Funds. PRA is putting project costs together.
- o **Task 1.3.3 – CPA Application for Front Façade and 2nd Floor Feasibility / Construction**
Funding is being requested in Spring from CPA Funds. PRA is putting project costs together.

Objective 4 – Sustainability Vision

- o **Task 1.4.1. Assessment of Fleet with National Grid for Potential Electric Vehicles**

The Town has met with National Grid in September. A scope was potential EV vehicles was drafted. NGrid needs an understanding of our existing fleet to make recommendations to the Town. The DPW is modifying the Gas Buddy system to monitor vehicle gass consumption by vehicle so that we can use this information for the study.

- o **Task 1.4.2.-Complete weatherization projects for Town buildings (Completed)**

Installed LED lights in Town Hall, Library and COA. Weatherization was also done in these buildings. This was done with a \$200,000 grant from the Green Communities Program. Once the town receives the credits for these projects we will be reimbursed and eligible to apply for the next project.

- o **Task 1.4.3- Assessment on Carbon Neutrality by 2050**

- o **Task 1.4.4- Review Sustainability Incentives as part of Zoning re-codification**

This will be incorporated into zoning audit.

Objective 5 – Town Center Project

- o **Task 1.5.1- Present updated plan to Select Board (Completed)**

The revised Stantech Plan was presented in September 2022.

- o **Task 1.5.2- Meet with all affected stakeholders**

First round of meetings with stakeholders is complete.

- o **Task 1.5.3- Conduct a public meeting to secure community support**

- o **Task 1.5.4 – Secure multiple funding sources**

Appropriated \$1 Million from Overlay Surplus to fund design phase.

Objective 6—CPA Project Applications

- o **Task 1.6.1- 50/70 Baseball Field, MBTA Right of way, Open Space and Recreation Plan**

These have been approved by Town Meeting in the fall of 2022.

- o **Task 1.6.2 – Masonic 1st Floor Construction**

Eligibility form has been submitted to CPC

- o **Task 1.6.3 – Masonic Façade Design Project**

Approved as an eligible project by CPC

- o **Task 1.6.4 – Community Garden**

Approved as an eligible project by CPC

- o **Task 1.6.5 – Kohlrausch Park**

Eligibility form has been submitted to CPC

o **Task 1.6.5 – Auditorium**

Eligibility form has been submitted to CPC

2. GOAL: Continue and/or Complete Infrastructure Projects

Objective 1 – DPW Facility

- o **Task 2.1.1 – Complete Article 97 Land Swap Process (Completed July)**
- o **Task 2.1.2 – Award contract for Architect**
Weston and Sampson is the Design firm.
- o **Task 2.1.3 – Award contract for OPM**
PMA was awarded the OPM Contract
- o **Task 2.1.4 – Complete Design**
- o **Task 2.1.5 – Acquire Construction Funding at Fall Town Meeting**

Objective 2 – North Billerica Fire Station

- o **Task 2.2.1 – Complete Structural Study**
\$25,000 awarded at Fall Town Meeting.

Objective 3 – Complete Design of Katie Durand Memorial Boat Launch

- o **Task 2.3.1 – Advertise Construction Bid**
Bid Awarded in August of 2022 to Belko Landscaping
- o **Task 2.3.1 – Begin Construction for Phase 1**
Site is done and binder coat of asphalt has been put down.

Objective 4 – Boston Road North Project

- o **Task 2.4.1 – Secure TIP Funding (Completed)**
- o **Task 2.4.2 – Bid Project (Completed)**
- o **Task 2.4.3 – Start Surveying (Completed)**
- o **Task 2.4.4 – Tree Removal (Completed)**

Objective 5 – Peggy Hannon Rizza Project

- o **Task 2.5.1 – Complete Field Project**
95% Complete – some finish work to be completed in Spring
- o **Task 2.5.2 – Complete Bubba Shack**
45% Complete—expected to be complete in the Spring

Objective 5 – Roads and Sidewalks

- o **Task 2.6.1 – Call Street Paving and Sidewalk Project (Ongoing)**
 - o **Task 2.6.2 – Heritage Road Paving and Sidewalk Project (Completed)**
 - o **Task 2.6.3 –Pollard Street Paving and Sidewalk Project (Ongoing)**
 - o **Task 2.6.4 - Cleremore Road Paving and Sidewalk Project (Completed)**
 - o **Task 2.6.5 - French Street Paving and Sidewalk Project (Completed)**
- Many other streets were paved as well.

Objective 7 - Begin 100% Design Resolution for Bike Path with State

- o **Task 2.7.1 – Complete design plans**
75% Design Review at Mass DOT.
- o **Task 2.7.2 —Update geotechnical reports**
Survey work is done. Going before ConsCom for approval of Wet Lands flagginng
- o **Task 2.7.3—Develop right of ways plans with an appraiser**
Scheduled for Spring of 2023
- o **Task 2.7.4—Draft notice of intent**
Mass DOT is reviewing NOI
- o **Task 2.7.5—Bring easement acquisitions before 2023 Spring Town Meeting**

3. GOAL: Improve Efficiency of Town Operations

Objective 1 – Explore Re organization and Consolidation of Town IT Departments Due to Public Safety Retirements

- o **Task 3.1.1 – Meet with Town Departments and IT staff about potential re org**
- o **Task 3.1.3 – Conduct survey of IT Department structure in similar communities**
- o **Task 3.1.4 – Project staffing and cost needs**
- o **Task 3.1.5 – Present to Select Board for 2025 budget**

Objective 2 – Explore Re organization of Finance Department (Accounting, Treasurer, Assessor)

- o **Task 3.2.1 – Meet with Town Departments and finance staff about potential re org**
- o **Task 3.2.2 - Conduct survey of Finance Department structure in similar communities**
- o **Task 3.2.3- Project staffing and cost needs**
- o **Task 3.2.4- Present to Select Board for 2025 budget**

Objective 3—Personnel Improvements

- o **Task 3.4.1.- Rewrite the personnel by law**
HR Director is working on this and is planning to present to General Bylaw Review Committee.
- o **Task 3.4.2- Create D.E.I Task Force**
- o **Task 3.4.3- Update Town Employee Policies**
- o **Task 3.4.4- Update New Employee Process**

4. GOAL: Maximize Fiscal Efficiencies and Fiscal Strength

Objective 1 – Control Budget Cost

- o **Task 4.1.1 – Strive to meet 2.5% goal**

Objective 2 – Re-evaluate Debt Capacity based on Capital Planning Needs

- o **Task 4.2.1 – Woodard and Curran to reevaluate debt projections**
- o **Task 4.2.2 – Evaluate debt projections for current and future School projects**
- o **Task 4.2.3- Evaluate debt projections for current and future Town Projects (DPW, COA, Recreation)**

Objective 3 – Bond Rating Upkeep

- o **Task 4.3.1 – Formalize financial policies with Select Board**
- o **Task 4.3.2 – OPEB Policy Review**
- o **Task 4.3.3 – Update Economic Development information for Bond companies**

5. GOAL: Reinvigorate Economic Development

Objective 1 – Economic analysis of Billerica

- o **Task 5.1.1- Award contract to RKG (Completed)**

- o **Task 5.1.2- Complete the study (Completed)**
- o **Task 5.1.3- Report to Select Board (Completed November 21st)**

Objective 2 – Affordable Housing Visioning Plan

- o **Task 5.2.1— Have discussion/work session with Select Board and Capital Facilities Committee about their vision for affordable housing**
Work Session held November 22nd. Action Item to create zoning tools that are consistent with the Draft Housing Plan from 2021.
- o **Task 5.2.2- Use takeaway from meetings to create RFP for bid**
- o **Task 5.2.3- Award Contract to most advantageous proposal**
- o **Task 5.2.4—begin process and schedule public input sessions**

Objective 3 –Town Wide Marketing Plan

- o **Task 5.3.1—Use economic analysis of Billerica to create an RFP (Completed)**
- o **Task 5.3.2—Award RFP to most advantageous proposal (Completed)**
Contract awarded to Seven Letter OAN, LLC on November 28th
- o **Task 5.3.3.- Conduct stakeholder meetings and public input sessions**
- o **Task 5.3.4—Present preliminary plan to Select Board**

Objective 4- Zoning Audit / Evaluation

- o **Task 5.4.1 — Create an RFP to advertise bid (Completed)**
- o **Task 5.4.2 — Award Contract (Completed)**
Contract Awarded to Barrett Planning on November 14th
- o **Task 5.4.3 – Complete Audit**
- o **Task 5.4.4 – Use Zoning Audit, Town Wide Marketing Plan, Affordable Housing Visioning Study, and Economic Analysis to begin conversation about a Town Wide Zoning re-write.**

Section 14: Capital

Revenue Capacity

FY 2024 Revenue Summary				
	FY2023		FY2024	
Tax Levy	\$	145,003,356	\$	148,981,542
Local Aid		27,585,698		27,585,698
Local Receipts		13,440,000		13,440,000
Enterprise Receipts		12,500,000		12,700,000
Other Revenue Resources		15,591,532		3,481,530
Total Projected Revenue	\$	214,120,586	\$	206,188,770
Table 1				

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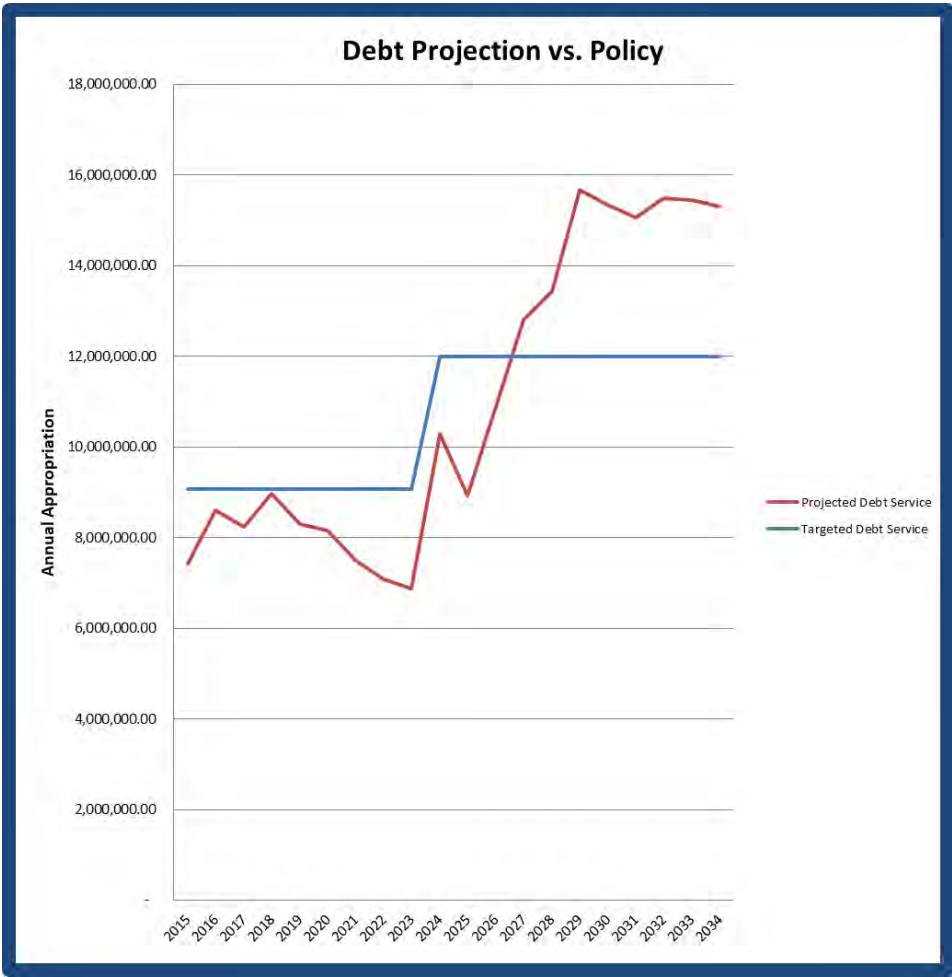
Capital Plan Narrative

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 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 appropriated \$2.012 million from the Debt Stabilization fund last year to fulfill the policy of remaining at the \$9.066 Million Debt Levy. This appropriation also ensured that the tax impact on the median household does not exceed \$200 annually.

This 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 \$21.2 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 has approximately \$22 million in the debt stabilization fund



as of the fall of 2022 (see Table 3). An additional \$30 million will be needed to maintain a \$9 to \$12 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 \$51.1 Million within the next 21 years through free cash appropriations and levy appropriations dictated by this policy.

Capital Plan Narrative

The Town Debt Stabilization Policy has two objectives. One is maintaining the general fund debt at \$9 - \$12 Million by using this fund. The second is using debt stabilization to buffer the impact of debt exclusions. It is projected that \$21 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 21 years is \$51.1 Million (see Table 2).

The Select Board will be reviewing the Financial Policies in March of 2023.

Town of Billerica Debt Stabilization Fund Schedule							
Fiscal Year	Beginning Balance	Interest	Appropriations		Draw Down		Ending Balance
			Levy	Free Cash	Wastewater et al	HS Debt Exclusion	
2016	9,094,440	173,191	0	1,800,000	0		11,067,631
2017	11,447,593	161,273	823,277	3,000,000	0		15,432,143
2018	15,423,143		60,434	1,800,000	0	-1,400,000	15,883,577
2019	15,883,577	112,101	766,198	1,800,000	0	-1,625,000	16,936,876
2020	18,283,776	347,392	641,324	1,800,000	0	-950,000	20,122,492
2021	20,249,673	404,993	91,101	1,800,000	0	-1,160,000	21,385,767
2022	21,385,767	427,715	1,983,849	1,800,000	-649,457	-1,125,000	23,822,875
2023	22,157,854	-132,123		1,800,000	-912,618	-1,100,000	21,813,113
2024	21,813,113	436,262	1,701,330	1,800,000	-812,760	-1,200,000	23,737,946
2025	23,737,946	474,759	3,079,905	1,800,000	0	-1,100,000	27,992,609
2026	27,992,609	559,852	1,095,998	1,800,000	0	-1,100,000	30,348,459
2027	30,348,459	606,969	0	1,800,000	-807,818	-1,100,000	30,847,611
2028	30,847,611	616,952	0	1,800,000	-1,433,859	-1,100,000	30,730,704
2029	30,730,704	614,614	0	1,800,000	-3,680,555	-1,050,000	28,414,763
2030	28,414,763	568,295	0	1,800,000	-3,343,916	-1,000,000	26,439,142
2031	26,439,142	528,783	0	1,800,000	-3,066,559	-1,000,000	24,701,367
2032	24,701,367	494,027	0	1,800,000	-3,498,348	-950,000	22,547,046
2033	22,547,046	450,941	0	1,800,000	-3,449,930	-950,000	20,398,056
2034	20,398,056	407,961	0	1,900,000	-3,309,795	-550,000	18,846,223
2035	18,846,223	376,924	0	1,900,000	-4,824,862	-500,000	15,798,285
2036	15,798,285	315,966	0	1,800,000	-3,694,910	-500,000	13,719,341
2037	13,719,341	274,387	0	1,800,000	-3,742,823	-450,000	11,600,905
2038	11,600,905	232,018	0	1,800,000	-3,257,154	-450,000	9,925,769
2039	9,925,769	198,515	0	1,800,000	-2,841,594	-400,000	8,682,690
2040	8,682,690	173,654	0	1,800,000	-2,816,114	-400,000	7,440,230
2041	7,440,230	148,805	0	1,800,000	-3,258,288		6,130,747
2042	6,130,747	122,615	0	1,800,000	-1,885,178		6,168,183
2043	6,168,183	123,364	0	1,800,000	-1,876,939		6,214,608
2044	6,214,608	124,292	0	1,800,000	-1,323,533		6,815,367
2045	6,815,367	136,307	0	1,800,000	-1,323,533		7,428,142
2046	7,428,142	148,563	1,491,467	1,800,000	0		10,868,172
2047	10,868,172	217,363	2,276,867	1,800,000	0		15,162,403
2048	15,162,403	303,248	3,116,867	1,800,000	0		20,382,519
2049	20,382,519	407,650	6,077,187	1,800,000	0		28,667,357
Totals		10,557,631	23,205,806	72,247,593	-29,790,477	-21,160,000	

Table 2

This is precipitated by anticipation of a significantly expanded capital plan. Specifically, three major projects will impact the capital plan. A new DPW facility, a new COA Center and a new Recreation Center. The last two items my ultimately be combined as an intergenerational center. For financial planning purposes, these projects are being assigned the following costs:

Project	Cost
DPW Facility	\$50,000,000
Recreation Center*	\$15,000,000
COA Center*	\$20,000,000

*May be combined as Intergenerational Center (IGC)

Generally Accepted Accounting Principles adopted by the Governmental Accounting Standards Board (GASB) dictate that debt service should not exceed ten percent (10%) of the overall budget. Conversely, having virtually no debt service is not a god practice for government entities. The Town of Billerica has a debt service budget that represents 7.84% of the budget. The Town Manager will be recommending to the Select Board consideration of modifying the static number of \$9.066 Million as the Debt Levy Target (DLT). It would be more efficient to change the DLT to a percentage of the budget or, alternatively, considering a higher static

Capital Plan Narrative

number for the DLT. In the graph above a static number of \$12 Million is used as an alternative. Changing the DLT will increase the impact on the levy. A DLT of \$12 Million is a \$3 Million increase or \$122 on the median single family household.

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. The Town has appropriated \$2.5 million 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 and Long Term Plans, the School Plan and Roadway Management Plans are attached and provide much greater detail. The High School was the biggest capital need in the School Plan that originated in August of 2012 and pay down of this debt is well underway. 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 as well as an elementary school project. These projects are assessed in the most recent School Capital Plan of January of 2023 (attached). 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 20 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.

Sewer Capacity and Wastewater Management Infrastructure

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, provides service to approximately 87% of the Town. The Town operates a Grade 7 Water Resource Recovery Facility (WRRF) with design capacity of 5.5 million gallons per day (MGD). In fiscal year 2022, the WRRF treated 1.423 billion gallons of wastewater with an average daily flow of 3.9 million gallons per day. The WRRF also treats over 20 million gallons of drinking water waste every year.

Capital Plan Narrative

The Town actively uses an Enterprise Fund to plan for the expansion of the sewer system. The Town has been aggressive in expanding the sewer system to serve most of the community. The following sewer contracts have been completed or are in progress:

- Sewer Contract 36 (Needs Area 3) included 5.2 miles of sewer infrastructure, 2.5 miles of water infrastructure, and 1.1 miles of new sidewalk. This project was completed in the summer of 2021 and 262 properties were provided sewer service.
- Sewer Contract 37 (Needs Area 4) in the Allen Road area is under design and funding is in place for an anticipated construction start in 2024. The project includes 4.4 miles of sewer infrastructure and 1.4 miles of water infrastructure. 199 properties will be provided sewer service.
- Sewer Contract 38 (Needs Area 6) in the Nashua Road/Concord Road area is under design. The project includes 3.7 miles of sewer infrastructure and 1.6 miles of water infrastructure. 166 properties will be provided sewer service.

While the WRRF is fully built out, a \$10 million contract was recently completed for Phase 3 renovations at the WRRF. The project included a new Operations Building, post aeration drain system, new chemical tanks and lab upgrades, and improvements to the Waterview Ave and Salem Road Pump Stations.

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 MGD. 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. In 2020, the plant underwent a \$9M upgrade to replace aging infrastructure including the ozone system, chemical storage tanks, water meters and instrumentation, and ancillary systems throughout the plant.

The Town has MassDEP approval to withdraw 5.34 MGD on an annual average. The town's metered annual water consumption in calendar year 2021 was approximately 1.387 billion gallons, with an average of 3.8 million gallons of water used per day. The highest daily pumping occurred on June 7, 2021 when 8.113 million gallons were produced. The following water projects have recently been completed or are in progress:

Capital Plan Narrative

- Boston Road Water Main Replacement was completed in 2020. The project included the installation of 1,500 linear feet of 12” ductile iron water mains from the Concord River Bridge to Floyd Street.
- Chelmsford Road Water Main Replacement was completed in 2022. The project included the installation of 1,700 linear feet of 12” ductile iron water mains from Rangeway Road northerly towards the Chelmsford Town Line.
- Boston Road Water Main Cleaning and Lining from Floyd Street to River Street is under design. The project will rehabilitate the existing 12” water main.
- Boston Road Water Main Replacement from Tufts Lane to a point near the Crosby Hill standpipe is under design. The project will replace the 8” water main in Boston Road with a new 12” water main.

Town of Billerica - Long Term Capital Plan FY24 to FY28

Department	Project	Funding Source	TM Action	FY23	FY24	FY25	FY26	FY27	FY28
DPW - Administration	Design New DPW Facility Construct New Highway Facility	Bond Bond		1,600,000					
DPW - Cemetery, Parks and Trees Division	Cemetery Expansion Fox Hill Cemetery Nich Wall	Bond Sale of Lots and Graves			35,000,000				
DPW - Wastewater	Facility Improvements Co Mag Pump Station CIP Phase 3 Improvements Design Sewer System Expansion Needs Area and Salem Road Downstream Sewer Improvements Design Sewer System Expansion Needs Area 3 (36) Construction Sewer System Expansion Needs Area 4 and 6 Design (Contract 37,38) Sewer System Expansion Needs Area 4 and 6 (Contract 37,38) WWTF CIP Phase 3 Improvements Sewer System Expansion Needs Area 7 Design (Contract 39) Sewer System Expansion Needs Area 9 Design (Contract 40) Sewer System Expansion Needs Area 7 (Contract 39) Sewer System Expansion Needs Area 9 (Contract 40) Concord River Interceptor Improvements Pump Station CIP Phase 4	Bond Bond Bond Bond Bond Bond Bond Bond Bond Bond Bond Grant	Art 32, ATM 2007 Fall 2018 TM, Art. 14 TBD TBD Art. 23, ATM, 2017 TBD TBD TBD TBD TBD TBD						
DPW - Engineering - Highway	Roadway Management Sidewalk Construction & Rehab MTP Concord to Manning Bikepath Design and Takings Allen Road Improvements Roger Street Roadway and Sidewalk Improvements Drainage Improvements, Frost Street	Chapter 90/Budget Chapter 90/Budget Chapter 90/Budget Budget Bond Authorization Chapter 90/Budget Free Cash	TBD TBD TBD TBD Art. 19, ATM, 2014 N/A Article 18, FTM 2018	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
DPW - Highway	Car/Truck Wash	Bond	TBD			1,311,800			
DPW - Engineering - Sewer	Vactor Truck	Free Cash	Article 19, STM 2014	190,000					
DPW - Water	Water Main Program Water main Replacement Allen Rd Frost Street Drainage and Water main Replacement WTP Residuals Processing Facility WTP Ozone Improvements Design WTP Ozone Improvements Water Meter replacement - Town Wide	Free Cash Bond Bond/Fees Fall 2018 TM, Art. 14 TBD Bond Bond/Fees	TBD Article 26, ATM 2017 TBD TBD TBD TBD Article 25, ATM 2017						
Police	Upgrade Police Radio System	Bonding	TBD						
Fire Department	Fire Pumper - Engine 2 Fire Pumper - Engine 8 Fire Pumper - Engine 7 Brush Truck Pinehurst Station	Bonding Free Cash Bonding	TBD TBD TBD TBD TBD						
Recreation	Micozzi Beach Facility Design Design and Build 2 Neighborhood Parks	Bond Reserves	TBD TBD						
Town Hall	Intergenerational Center HVAC Rebuild	Bonding ARPA	TBD N/A		1,600,000		35,000,000		
Council on Aging	Generator for Entire Building Rubber and Copper Roof Replacement	Reserves Reserves	TBD TBD						
Library	Exterior Maintenance/Coupla HVAC Rebuild	Reserves ARPA	TBD N/A		1,800,000				
Town Manager	Town Center Traffic Roadway Improvements Howe School PHR Reconstruction Codification of Town Bylaws and Policies	Reserves Appropriation CPA/General Bond A Art. 15 ATM 2021 Reserves	TBD CPA Fund CPA/General Bond A Art. 15 ATM 2021 TBD		10,000,000	11,000,000	25,000,000		
Total Town Water and Sewer Funded				\$9,290,000	\$63,500,000	\$27,861,800	\$63,700,000	\$3,000,000	\$3,000,000
Town less W&S				\$1,440,000	\$12,100,000	\$13,861,800	\$0	\$0	\$0
				\$7,850,000	\$51,400,000	\$14,000,000	\$63,700,000	\$3,000,000	\$3,000,000
Total Town Departments				\$ 9,290,000	\$ 63,500,000	\$ 27,861,800	\$ 63,700,000	\$ 3,000,000	\$ 3,000,000

Capital Plan

Town of Billerica - Five Year Capital Plan FY24 to FY28

Department	Project	Funding Source	FY23	FY24	FY25	FY26	FY27	FY28
DPW - Parks and Trees	Landscaping Equipment	Budget/Free Cash	60,000	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 Infiltration Removal Program	I/I Funds	100,000	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	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						
	Hydrants and Valves	Budget	200,000	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						
	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	ARPA	225,000					
	Police Radio System-Upgrade to Digital,							
	Replace Repeaters and Recievers/Strategic							
	Public Safety Technology Plan	ARPA	685,000.00					
	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	10,000
Fire Department	Expand capacity to townwide fiber network	Budget	35,000					
	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 2011 Ford Taurus	Budget	60,000					60000
	Replace 2015 Ford Taurus/w Explorer	Budget						
	Replace 2012 Ford Taurus/w Explorer	Budget		60,000				
	Replace 2009 Ford Taurus w/ Explorer	Budget						
	Replace 2002 Ford Explorer	Budget			60000			
	Replace Asphalt Driveway E4, E5	Budget	50,000	50,000				
	New Reporting Software	Budget	19,540	10,992	11,468			
	Zetron Dispatch and Fire Station Alert System	ARPA	195,000					
	Radio Master Alarm Boxes	Budget						
Technology	Desk Top Computer upgrade	Budget						
	Upgrade Phone System and Network							
	Infrastructure	Budget						
	E-Mail Server Upgrades	Budget						
Recreation	Printer and other non computer upgrades	Budget						
Town Hall	Micozzi Beach Paddle Boats	Budget						
	Nutting Lake Assessment	Budget						
Town Hall	Point Exterior (four Phases)/Windows	Free Cash						
	Auditorium	ARPA		2,000,000				
	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	State Appropriation	40,000					
	Building Alarm and Cameras	Budget	15,000					
	Art Room and Floor Replacement	Budget						
	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			2,113,540	3,050,992	791,468	720,000	570,000	630,000
Funded through FY2022 Budget			\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Projected Outstanding Requests			1,613,540	2,550,992	291,468	220,000	70,000	130,000

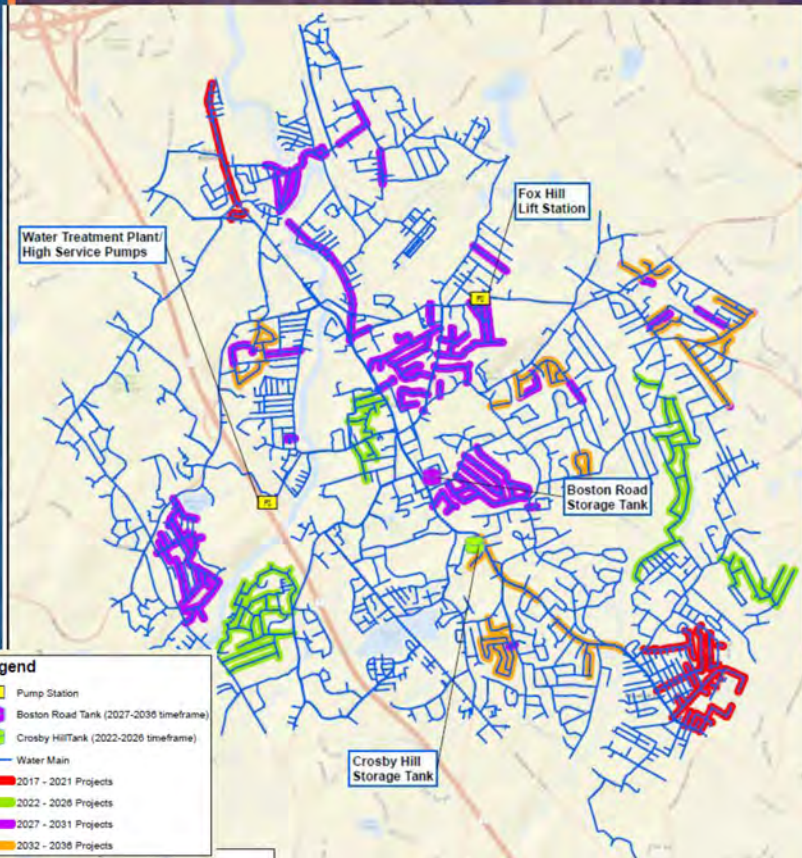
Capital Plan

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												
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												
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												
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				

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)



Paving & Pavement Preservation 2023

REPAVING METHODS

Pavement Reclamation: This is a rehabilitation technique in which the entire existing asphalt pavement and a certain depth of the existing underlying materials are uniformly crushed, pulverized, or blended, resulting in a stabilized base course. The base course is then graded to provide a proper cross section and pitch, followed by paving. Asphalt is then placed, in two layers, to a 4-inch depth. This technique is used typically on roadways where the distresses are significant or where grade adjustments are necessary.

Milling and Overlay: This is a rehabilitation technique in which the existing surface is milled (also called grinding or cold planing), followed by approximately 1 ½” layer of asphalt placement. The milling process will reshape the roadway, removing high points and will produce a relatively smooth, skid resistant surface. Milling allows us to maintain reveal on existing curbing to remain, or at driveways, where elevation is key to maintaining proper drainage. This technique is used typically on roadways where the condition is still fairly good.

Leveling and Overlay: This is a rehabilitation technique in which an initial layer of asphalt is placed directly onto the existing pavement to fill low spots in the pavement, and reshape the roadway, followed by approximately 1 ½” layer of asphalt placement. Leveling is used in areas where we have more flexibility in elevations. This technique is used typically on roadways where the condition is still fairly good.

PRESERVATION METHODS

Pavement Preservation is a preventative maintenance treatment that extends the life of the road surface in an economical way, while minimizing the inconvenience to residents and the traveling public while the work is taking place. Over the long-term, it is less expensive to maintain the road surface than to reconstruct it when it fails. These repair methods are further described below:

Fog Sealing: A Fog Seal is a thin liquid layer applied to the surface of a paved road in relatively good condition. The intent of this treatment is to seal the pavement, rejuvenate and restore the wearing surface, and provide resistance to deterioration due to the weather and sun. After a Fog Seal, the cracks are sealed with a liquid asphalt sealer. Fog Sealing typically requires minimal preparation, and only a few hours of road closure the day of the treatment.

Crack Sealing: Crack Sealing is the placement of a sealant material into cracks of an existing pavement surface to prevent excess water and moisture from penetrating the asphalt. This is a preventative measure to keep the road from deteriorating further. Crack Sealing can be done as a standalone treatment or in conjunction with other treatments listed below. The Crack Sealing treatment cools in minutes and does not require road closures.

Microsurfacing: A Microsurfacing is a thin layer (3/8”) preventative maintenance treatment applied to an existing paved surface in two layers. This treatment adds a tough wearing coat that will seal and protect the existing pavement and give it a new friction course. Crack Sealing is applied to the pavement prior to Microsurfacing. Some of the cast iron structures in the street may be adjusted to final grade prior to application if deemed necessary. Minor patching and other pavement repairs are also done prior to installation of this treatment.

Cape Seal: A complete Cape seal application is done in several steps. First a full width coating of rubberized chip seal material is applied. The chip seal has a surface that can be driven on for a short time and it is rougher than standard asphalt. It has some loose chips. About a week after the chip seal, the roads will receive a microsurface coating. The finished microsurfaced road will be very similar to a standard paved surface. The “Cape Seal” term describes the complete multi-layer treatment. Some of the cast iron structures in the street may be adjusted to final grade prior to application if deemed necessary. Minor patching and other pavement repairs are also done prior to installation of this treatment.

Cold In-Place Recycling: Cold In-place Recycling (CIR) is a preservation technique for reusing the existing road material to create a new roadway surface. The old road is ground up, mixed with some additives, and immediately placed back down on the road. Additives are based off a specific mix design. After one to two weeks, a hot mix asphalt wearing surface will be put on top of the new road, making it look very similar to a typical paved surface. All structures (catch basins, manholes, and water and gas gates) will have to be reset for this treatment. CIR is a cost-effective, long-lasting, greener alternative to conventional maintenance and rehabilitation techniques.

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost
2023					
	DESIGN PROJECTS				
ARPA Funds	BOSTON RD NORTH RECONSTRUCTION CONSTRUCTION SERVICES	BOSTON RD	RIVER ST	FLOYD ST	\$199,000.00
Local Funds - 2021 FTM Art 29	BOSTON RD NORTH RECONSTRUCTION EASEMENT COMPENSATION	BOSTON RD	RIVER ST	FLOYD ST	\$700,000.00
Local Funds - 2018 FTM Art 18	FROST STREET DRAINAGE DESIGN CONTRACT 2	FROST ST	TOWER FARM RD	PRATT ST	\$36,600.00
Local Funds - 2021 FTM Art 28	LEXINGTON RD/GLAD VALLEY INTERSECTION IMPROVEMENTS 25%- 100%, PERMITTING & EASEMENTS	LEXINGTON RD-01	GLAD VALLEY DR	BOSTON RD	\$500,000.00
Local Funds - 2017 STM Art 24, 2021 STM Art 22	SEWER CONTRACT 37/38 (NEEDS AREA 4 & 6) DESIGN	NEEDS AREA 4 & 6			\$2,594,000.00
Local Funds - 2021 STM Art 24	18" SEWER FORCEMAIN DESIGN		BROWN ST PS	ROGERS ST PS	\$875,000.00
Local Funds - 2022 STM Art 20	SEWER BETTERMENT RANGEWAY RD (PART OF NEEDS AREA 7) DESIGN	PART OF NEEDS AREA 7			\$750,000.00
Engineering Budget + 2022 STM Art 17	STORMWATER MANAGEMENT PY 5-6 & ASSET MANAGEMENT GRANT	TOWN WIDE			\$219,000.00
Local Funds - 2022 FTM Art 21	WATER SERVICE LINE INVENTORY AND LEAD SERVICE LINE REPLACEMENT PLAN	TOWNWIDE			\$750,000.00
Local Funds - 2022 FTM Art 20	WATER MAINS PROGRAM DESIGN	BOSTON RD	RIVER ST	FLOYD ST	\$200,000.00
Local Funds - 2022 FTM Art 18	WATER MAINS PROGRAM DESIGN	BOSTON RD	TUFTS LN	SM WATER TANK	\$225,000.00
CPC Funds - 2021 FTM Art 5	YANKEE DOODLE BIKE PATH 100%/FINAL BRIDGE DESIGN, ROW APPRAISALS	TOWN WIDE			\$350,000.00
Not Funded	YANKEE DOODLE BIKE PATH EASEMENTS	TOWN WIDE			\$2,500,000.00
CPC Funds - 2020 STM Art 30	SHERIDAN ST RIVER ACCESS	SHERIDAN ST			\$40,000.00

Local Funds - 2018 STM Art 21

STREET ACCEPTANCE

TOWN WIDE

\$50,000.00

Local Funds - 2022 STM Art 18	DPW FACILITY DESIGN		\$4,500,000.00
Local Funds - 2022 FTM Art 16	TOWN CENTER DESIGN	TOWN CENTER	\$1,000,000.00
Local Funds - 2021 STM Art 18	TOWN HALL PARKING LOT DESIGN	TOWN HALL	\$97,600.00

CONSTRUCTION PROJECTS					
Chapter 90 + Local Funds	ROADWAY MANAGEMENT	APPLE ORCHARD DR-01 (N)	LEXINGTON FARMS WAY	CUL DE SAC	\$123,924.03
		APPLE ORCHARD DR-02 (S)	LEXINGTON FARMS WAY	CUL DE SAC	\$34,966.10
		BALDWIN RD-17	PUTNEY CIR	BROOKDALE CIR	\$273,082.29
		BALDWIN RD-18	BROOKDALE CIR	ALTON ST	\$6,578.86
		BALDWIN RD-19	ALTON ST	NICKERSON DR	\$25,859.32
		BALDWIN RD-20	NICKERSON DR	ALLEN RD	\$26,532.76
		BRICK KILN RD	CHELMSFORD RD	ALPINE ST	\$86,523.41
		BUNKER ST	FRIENDSHIP ST	DEAD END	\$5,818.66
		CADY ST-01	MULCAHY LN	STEWART ST	\$10,409.74
		CADY ST-02	STEWART ST	FRIENDSHIP ST	\$10,984.14
		CALL ST-01	POLLARD ST	MYRTLE ST	\$13,435.38
		CALL ST-02	MYRTLE ST	SCHOOL DRWAY	\$33,451.04
		CALL ST-03	SCHOOL DRWAY	ROGERS ST	\$11,196.89
		CHELMSFORD RD-01	BOSTON RD	SURVEY CIR	\$425,579.62
		CHELMSFORD RD-02	SURVEY CIR	FINNWAY ST	\$24,164.32
		CHELMSFORD RD-03	FINNWAY ST	RANGEWAY RD	\$29,953.66
		CHELMSFORD RD-04	RANGEWAY RD	EXECUTIVE PARK DR	\$157,234.35
		CHELMSFORD RD-05	EXECUTIVE PARK DR	BRICK KILN RD	\$55,403.77
		CHELMSFORD RD-06	BRICK KILN RD	CHELMSFORD TL	\$17,767.76
		COUNTRY LN-01	LAKE ST	EXETER PL	\$27,513.31
		COUNTRY LN-02	EXETER PL	TERRY LN	\$13,813.02
		COUNTRY LN-03	TERRY LN	INGERSOLL RD	\$8,619.18
		COUNTRY LN-04	INGERSOLL RD	FRIENDSHIP ST	\$14,538.16
		ED HAYES WAY	GLAD VALLEY DR	DEAD END	\$10,304.85
		FENNER ST-01	STEWART ST	ROCKY LEDGE LN	\$3,122.01
		FENNER ST-02	ROCKY LEDGE LN	FRIENDSHIP ST	\$7,797.54
		FRIENDSHIP ST-01	MIDDLESEX TPK	PLENTY ST	\$8,795.95
		FRIENDSHIP ST-02	PLENTY ST	PEACE ST	\$8,634.54
		FRIENDSHIP ST-03	PEACE ST	CADY ST	\$8,744.47
		FRIENDSHIP ST-04	CADY ST	RHODES ST	\$8,592.34
		FRIENDSHIP ST-05	RHODES ST	ROCKY LEDGE LN	\$8,867.03
		FRIENDSHIP ST-06	FENNER ST	SWAN LN	\$10,060.54
		FRIENDSHIP ST-07	SWAN LN	CLINTON ST	\$7,183.33
		FRIENDSHIP ST-08	CLINTON ST	POND LN EXT	\$8,005.27
		FRIENDSHIP ST-09	POND LN EXT	COUNTRY LN	\$10,427.46

		FRIENDSHIP ST-10	COUNTRY LN	LEXINGTON RD	\$29,092.06
		GLENDAL ST	MCDONOUGH WAY	DEAD END	\$3,520.18
		INGERSOLL RD	COUNTRY LN	TERRY LN	\$17,647.56
		LAKE ST-01	LEXINGTON RD	COUNTRY RD	\$36,005.63
		LAKE ST-02	COUNTRY RD	POND LN EXT	\$11,375.98
		LAKE ST-03	POND LN EXT	RHODES ST	\$28,211.34
		LAKE ST-04	RHODES ST	PEACE ST	\$21,394.32
		LAKE ST-05	PEACE ST	MIDDLESEX TPK	\$20,127.59
		LEXINGTON FARMS WAY	LEXINGTON RD	APPLE ORCHARD RD	\$99,019.43
		MCDONOUGH WAY	MYRTLE ST	WEDGEMERE ST	\$14,380.64
		MYRTLE ST	CALL ST	MCDONOUGH WAY	\$24,380.72
		PEACE ST-01	LAKE ST	SOUTH ST	\$7,540.13
		PEACE ST-02	SOUTH ST	MULCAHY LN	\$7,588.07
		PEACE ST-03	MULCAHY LN	STEWART ST	\$9,389.15
		PEACE ST-04	STEWART ST	FRIENDSHIP ST	\$10,939.47
		PEACE ST-05	FRIENDSHIP ST	DEAD END	\$7,147.22
		PHR COMPLEX	PARKING LOT		\$13,338.00
		PLENTY ST-01	MULCAHY LN	STEWART ST	\$19,076.51
		PLENTY ST-02	STEWART ST	DEAD END	\$7,977.19
		PLENTY ST-03	FRIENDSHIP ST	DEAD END	\$17,448.84
		PLENTY ST-04	FRIENDSHIP ST	DEAD END	\$8,005.74
		POLLARD ST-01	TREBLE COVE RD	FORDWAY AVE	\$47,828.22
		POLLARD ST-02	FORDWAY AVE	CALL ST	\$16,484.30
		PURCELL DR-01	TUFTS LN	SPLIT	\$166,712.81
		PURCELL DR-02	PURCELL DR	CUL DE SAC	\$23,093.03
		PURCELL DR-03	PURCELL DR	CUL DE SAC	\$46,876.35
		RHODES ST-04	STEWART ST	FRIENDSHIP ST	\$11,056.38
		SOUTH ST-01	PEACE ST	DEAD END	\$27,267.83
		SOUTH ST-02	PEACE ST	RHODES ST	\$37,285.34
		STEWART ST-01	MIDDLESEX TPK	PLENTY ST	\$18,390.44
		SWAN LN	APOLLO AVE	FRIENDSHIP ST	\$47,101.03
		TUFTS LN-01	BOSTON RD	PURCELL DR	\$130,217.63
		TUFTS LN-02	PURCELL DR	DEAD END	\$10,017.89
		URBAN ST	BALDWIN RD	CUL DE SAC	\$66,869.28
		WEDGEMERE ST	MCDONOUGH WAY	DEAD END	\$8,343.77
				Subtotal:	\$2,609,035.17
Chapter 90 + Local Funds	TOWN-WIDE PATCHING	TOWN WIDE			\$188,925.00
Chapter 90 + Local Funds	PAVEMENT PRESERVATION	ANDOVER RD-21	SALEM RD	STAPLES ST	\$1,115.38
		ANDOVER RD-22	STAPLES ST	NEWPORT DR	\$1,810.59
		CAMPBELL RD	CONCORD RD	DEAD END	\$5,202.81
		CATHERINE AVE	PATRICK AVE	CHRISTINA AVE	\$41,482.14
		CONCORD RD-07	PAGES CT	RICHARDSON ST	\$3,590.93

CONCORD RD-08	RICHARDSON ST	CHARNSTAFFE LN	\$7,423.35
CONCORD RD-09	CHARNSTAFFE LN	KENMAR DR	\$1,062.02
CONCORD RD-10	KENMAR DR	WHITING ST	\$5,741.92
CONCORD RD-11	WHITING ST	CAITLIN DR	\$6,848.43
CONCORD RD-12	CATLIN DR	CAMPBELL RD	\$6,342.10
CONCORD RD-13	CAMPBELL RD	FRENCH ST	\$5,631.74
CONCORD RD-14	FRENCH ST	MIDDLESEX TPK	\$18,316.60
ELSIE AVE-01	RIVER ST	HURLBURT RD	\$1,554.82
ELSIE AVE-02	HURLBURT RD	LOON RD	\$334.53
ELSIE AVE-03	LOON RD	ACANTHIS RD	\$370.85
ELSIE AVE-04	ACANTHIS RD	KILSYTH RD	\$370.81
ELSIE AVE-05	KILSYTH RD	BRAEMORE RD	\$546.14
GRAY ST-04	HARVARD RD	BRIDGE	\$2,322.04
KAME TER	ROLLING HILL RD	CUL DE SAC	\$28,440.61
MAVERICK CIR-01	NILE ST	ALLARD WAY	\$119,961.07
MAVERICK CIR-02	ALLARD WAY	MUNROE WAY	\$8,782.49
MAVERICK CIR-03	MUNROE WAY	PATRICK AVE	\$3,335.83
MAVERICK CIR-04	PATRICK AVE	MERLE WAY	\$15,470.24
MAVERICK CIR-05	MERLE WAY	NILE ST	\$2,660.01
NILE ST	MAVERICK CIR	CUL DE SAC	\$68,745.24
PATRICK AVE-01	MAVERICK CIR	SAVAGE AVE	\$6,234.23
PATRICK AVE-02	SAVAGE AVE	CATHERINE AVE	\$7,447.54
PATRICK AVE-03	CATHERINE AVE	VALERIE AVE	\$7,201.15
POND LN EXT-01	LAKE ST	EXETER PL	\$5,840.42
POND LN EXT-02	EXETER PL	COVE ST	\$4,366.70
POND LN EXT-03	COVE ST	FRIENDSHIP ST	\$3,265.12
POND LN EXT-04	FRIENDSHIP ST	FARDON ST	\$4,261.98
ROLLING HILL RD-01	ALLEN RD	KAME TER	\$118,658.15
ROLLING HILL RD-02	KAME TER	CUL DE SAC	\$15,328.03
SALEM RD-15	CHARME RD	CAPTAIN GOOKIN AVE	\$1,671.08
SALEM RD-16	CAPTAIN GOOKIN AVE	GEORGIANA RD	\$876.51
SALEM RD-17	GEORGIANA RD	KITCHEN AVE	\$608.98
SALEM RD-18	KITCHEN AVE	BELMONT RD	\$1,880.34
SAVAGE AVE	CHRISTINA AVE	PATRICK AVE	\$38,213.00
TREBLE COVE RD-14	BIAGIOTTI WAY	JANICE RD	\$670,030.50
TREBLE COVE RD-15	JANICE RD	TREBLE TER	\$144,024.74
TREBLE COVE RD-16	TREBLE TER	WINNING ST	\$28,620.30
TREBLE COVE RD-17	WINNING ST	MEADOW GLEN RD	\$44,467.87
TREBLE COVE RD-18	MEADOW GLEN RD	CHARLES ANNA LN	\$27,348.26
TREBLE COVE RD-19	CHARLES ANNA LN	BRIDGE ST	\$9,962.03
TREBLE COVE RD-20	BRIDGE ST	JENKINS DR	\$6,880.58
TREBLE COVE RD-21	JENKINS DR	TREBLE COVE RD	\$3,056.51
TREBLE COVE RD-22	TREBLE COVE RD	BOSTON RD	\$205,882.48
VALERIE AVE-01	COOK ST	PATRICK AVE	\$69,661.14

		VALERIE AVE-02	PATRICK AVE	CHRISTINA AVE	\$11,354.37	
					Subtotal:	\$1,794,604.70
CPC Funds - 2020 STM Art 30, 2021 STM Art 16 Local Funds - 2022 FTM Art 16	KATIE DURAND MEMORIAL PARK CONSTRUCTION	CARTER AVE			\$310,100.00	
School Funds	DUTILE SCHOOL CULVERT CONSTRUCTION	DUTILE SCHOOL			\$169,950.00	
Local Funds - 2018 FTM Art 18 + Chapter 90	FROST STREET DRAINAGE CONSTRUCTION - CONTRACT 2	FROST ST	TOWER FARM RD	PRATT ST	\$700,000.00	
Local Funds - 2021 STM Art 18	TOWN HALL PARKING LOT CONSTRUCTION	TOWN HALL			\$346,150.00	
Local Funds - 2022 FTM Art 20	WATER MAINS PROGRAM CONSTRUCTION	BOSTON RD	RIVER ST	FLOYD ST	\$1,400,000.00	
Local Funds - 2022 FTM Art 18	WATER MAINS PROGRAM CONSTRUCTION	BOSTON RD	TUFTS LN	SM WATER TANK	\$1,700,000.00	
Local Funds - 2021 FTM Art 33	18" SEWER FORCEMAIN CONSTRUCTION		BROWN ST PS	ROGERS ST PS	\$14,000,000.00	
Local Funds - 2021 FTM Art 34	SEWER CONTRACT 37 (NEEDS AREA 4) CONSTRUCTION YR 1	NEEDS AREA 4			\$22,000,000.00	
State TIP	MIDDLESEX TURNPIKE CONSTRUCTION YR 6	MIDDLESEX TPK	PEARL RD	TOWN LINE	\$35,000,000.00	
State TIP & ARPA Funds	BOSTON RD NORTH CONSTRUCTION YR 2	BOSTON RD	RIVER ST	FLOYD ST	\$15,029,729.40	
					Total:	\$110,834,694.26

DESIGN PROJECTS					
Engineering Budget	STORMWATER MANAGEMENT	TOWN WIDE			\$80,000.00
Local Funds - 2022 STM Art 20	SEWER BETTERMENT RANGEWAY RD (PART OF NEEDS AREA 7) DESIGN	PART OF NEEDS AREA 7			\$750,000.00
ARPA Funds	BOSTON RD NORTH RECONSTRUCTION CONSTRUCTION SERVICES	BOSTON RD	RIVER ST	FLOYD ST	\$199,000.00
Local Funds - 2018 STM Art 21	STREET ACCEPTANCE	TOWN WIDE			\$50,000.00
CONSTRUCTION PROJECTS					
Chapter 90 + Local Funds Billerica Venture LLC sidewalk payment to ZBA (\$450,000)	ROADWAY MANAGEMENT	TOWN WIDE			\$2,750,000.00
		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
				Subtotal:	\$1,729,409.00
	MANNING RD SIDEWALK EXTENSION LEXINGTON RD RAMPS AND CROSSINGS CSPP	MANNING RD	MIDDLESEX TPK	LEXINGTON RD	\$120,000.00
Chapter 90 + Local Funds	TOWN-WIDE PATCHING	TOWN WIDE			\$188,925.00
Chapter 90 + Local Funds	PAVEMENT PRESERVATION	TOWN WIDE			\$250,000.00
Local Funds - 2022 STM Art 20	SEWER BETTERMENT RANGEWAY RD (PART OF NEEDS AREA 7) CONSTRUCTION	PART OF NEEDS AREA 7			\$3,500,000.00

Sewer	SEWER CONTRACT 37 (NEEDS AREA 4) CONSTRUCTION YR 2	NEEDS AREA 4				\$15,600,000.00	
Sewer	SEWER CONTRACT 38 (NEEDS AREA 6) CONSTRUCTION YR 1	NEEDS AREA 6				\$18,000,000.00	
Water	WATER MAIN REPLACEMENT	CHESTER RD	CHRISTINA AVE	PINEHURST AVE		\$469,182.00	
		WALTON ST-01	REXHAME ST	SAVOY ST		\$500,000.00	
		WALTON ST-02	SAVOY ST	RIO VISTA ST			
		WALTON ST-03	RIO VISTA ST	DYER ST			
		WALTON ST-04	DYER ST	BRANDON ST			
		WALTON ST-05	BRANDON ST	JUNIPER ST			
		WALTON ST-06	JUNIPER ST	NASHUA RD			
						Subtotal:	\$969,182.00
Not Funded	DPW FACILITY CONSTRUCTION YR 1					\$44,000,000.00	
State TIP & ARPA Funds	BOSTON RD NORTH CONSTRUCTION YR 3	BOSTON RD	RIVER ST	FLOYD ST		\$15,029,729.40	
State TIP	YANKEE DOODLE BIKE PATH CONSTRUCTION YR 1	TOWN WIDE				\$18,668,400.00	
							Total: \$121,884,645.40

2025

DESIGN PROJECTS					
Engineering Budget	STORMWATER MANAGEMENT	TOWN WIDE			\$60,000.00
Sewer	SEWER CONTRACT 39/40 (NEEDS AREA 7 & 9) DESIGN	NEEDS AREA 7 & 9			\$2,500,000.00
ARPA Funds	BOSTON RD NORTH RECONSTRUCTION CONSTRUCTION SERVICES	BOSTON RD	RIVER ST	FLOYD ST	\$199,000.00
Local Funds - 2018 STM Art 21	STREET ACCEPTANCE	TOWN WIDE			\$50,000.00
CONSTRUCTION PROJECTS					
Chapter 90 + Local Funds	ROADWAY MANAGEMENT	TOWN WIDE			\$2,750,000.00
	PAVEMENT PRESERVATION	TOWN WIDE			\$250,000.00
Sewer	SEWER CONTRACT 38 (NEEDS AREA 6) CONSTRUCTION YR 2	NEEDS AREA 6			\$18,000,000.00
State TIP	LEXINGTON RD/GLAD VALLEY INTERSECTION CONSTRUCTION	LEXINGTON RD-01	GLAD VALLEY DR	BOSTON RD	\$4,738,880.00
Not Funded	DPW FACILITY CONSTRUCTION YR 2				\$44,000,000.00
State TIP & ARPA Funds	BOSTON RD NORTH CONSTRUCTION YR 4	BOSTON RD	RIVER ST	FLOYD ST	\$15,029,729.40
State TIP	YANKEE DOODLE BIKE PATH CONSTRUCTION YR 2	TOWN WIDE			\$18,668,400.00
Total:					\$106,246,009.40

2026

DESIGN PROJECTS				
Engineering Budget	STORMWATER MANAGEMENT	TOWN WIDE		\$60,000.00
Local Funds - 2018 STM Art 21	STREET ACCEPTANCE	TOWN WIDE		\$50,000.00
CONSTRUCTION PROJECTS				
Chapter 90 + Local Funds	ROADWAY MANAGEMENT	TOWN WIDE		\$2,750,000.00
	PAVEMENT PRESERVATION	TOWN WIDE		\$250,000.00
Total:				\$3,110,000.00

2027

DESIGN PROJECTS					
Engineering Budget	STORMWATER MANAGEMENT	TOWN WIDE			\$60,000.00
Local Funds - 2018 STM Art 21	STREET ACCEPTANCE	TOWN WIDE			\$50,000.00
CONSTRUCTION PROJECTS					
Chapter 90 + Local Funds	ROADWAY MANAGEMENT	TOWN WIDE			\$2,750,000.00
	PAVEMENT PRESERVATION	TOWN WIDE			\$250,000.00
	ALLEN RD SIDEWALK ONLY CSPP	ALLEN RD	HEIDI LANE	TOWER FARM RD	\$80,000.00
	ANDOVER RD SIDEWALK ONLY CSPP	ANDOVER RD-04 ANDOVER RD-05	POND ST BOYNTON LN	BOYNTON LN LALIA LN	\$230,000.00
	Subtotal:				\$230,000.00
	ANDOVER RD SIDEWALK ONLY CSPP	ANDOVER RD-06 ANDOVER RD-07 ANDOVER RD-08	LALIA LN PONDOVER RD ALLEN RD EXT	PONDOVER RD ALLEN RD EXT ALLEN RD	\$700,000.00
	Subtotal:				\$700,000.00
	BELMONT RD SIDEWALK IMPROVEMENTS CSPP	BELMONT RD	14 BELMONT RD	STAFFORD LN	\$25,000.00
	BILLERICA AVE SIDEWALK ONLY AT NORTH BILLERICA TRAIN STATION CSPP	BILLERICA AVE	MT PLEASANT ST	POWER LINES	\$325,000.00
HIGH ST SIDEWALK ONLY CSPP	HIGH ST	MOUNT PLEASANT ST	HARDWOOD DR	\$295,000.00	

	HIGH ST	MOUNT PLEASANT ST	BURNHAM RD	\$455,000.00	
HIGH ST SIDEWALK ONLY	HIGH ST	POLLARD ST	ROGERS ST	\$250,000.00	
	HIGH ST	ROGERS ST	BRIDGE	\$250,000.00	
LAKE ST, LEXINGTON RD, LONGFELLOW LN REALIGNMENT CSPP	LEXINGTON RD	AT LAKE ST		\$355,000.00	
LEXINGTON RD SIDEWALK ONLY	LEXINGTON RD				
OLD ELM / TALBOT SIDEWALK ONLY CSPP	LOWELL ST-01	OLD ELM ST	COLSON ST	\$250,000.00	
	OLD ELM ST-07	COLSON ST	TALBOT AVE		
	OLD ELM ST-08	TALBOT AVE	TALBOT AVE		
	OLD ELM ST-09	TALBOT AVE	WILSON ST		
	OLD ELM ST-10	WILSON ST	FAULKNER ST		
	TALBOT AVE-02	CIRCLE	CIRCLE		
	TALBOT AVE-03	CIRCLE	OLD ELM ST		
				Subtotal:	\$250,000.00
PINEHURST AVE SIDEWALK ONLY CSPP	PINEHURST AVE	BOSTON RD	GLENSIDE AVE	\$185,000.00	
POLLARD ST SIDEWALK ONLY	POLLARD ST	CALL ST	HIGH ST	\$150,000.00	
	POLLARD ST	HIGH ST	FLOYD ST	\$250,000.00	
POND ST CROSSWALKS WITH SIGNAGE & RAMPS, MARLYN RD SIDEWALK IMPROVEMENTS CSPP	POND ST	HERITAGE RD	PONDOVER RD	\$105,000.00	
	MARLYN RD	POND ST	ROBERTS RD		
TREBLE COVE RD SIDEWALK ONLY TO VVP CONSTRUCTION CSPP	TREBLE COVE RD-13	VVP	REPUBLIC RD	\$125,000.00	
TREBLE COVE RD SIDEWALK ONLY TO VVP CSPP	TREBLE COVE RD-04	NASHUA RD	JUNIPER ST	\$870,000.00	
	TREBLE COVE RD-05	JUNIPER ST	BRANDON ST		
	TREBLE COVE RD-06	BRANDON ST	RIO VISTA ST		
	TREBLE COVE RD-07	RIO VISTA ST	DRIVEWAY		
	TREBLE COVE RD-08	DRIVEWAY	PEQUOT ST		
	TREBLE COVE RD-09	PEQUOT ST	GOLDENROD LN		
	TREBLE COVE RD-10	GOLDENROD RD	UNKNOWN		
	TREBLE COVE RD-11	UNKNOWN	GOLDENROD LN		
	TREBLE COVE RD-12	GOLDENROD LN	UNKNOWN		
				Subtotal:	\$870,000.00

WEBB BROOK RD SIDEWALK ONLY CSPP	WEBB BROOK RD	JENNIFER CI	BOSTON RD	\$1,100,000.00	
WHIPPLE RD SIDEWALK ONLY CSPP	WHIPPLE RD-02	ANDOVER RD	BRITTANY LN	\$115,000.00	
WHIPPLE RD CROSSWALKS WITH SIGNAGE & RAMPS CSPP	WHIPPLE RD	BRITTANY LN	GEORGE BROWN ST	\$75,000.00	
				Total:	\$9,300,000.00

BILLERICA PUBLIC SCHOOLS

MASTER PLAN UPDATE 2022/2023



Public Input Session

January 11, 2023



- CONDITION LEGEND**
- 5 Excellent
 - 4 Very Good
 - 3 Good/Maint.
 - 2 Fair/ Repair/ Replace
 - 1 Poor/ Replace

		BLMHS	LOCKE MS	MARSHALL MS	PARKER ES	DITSON ES	HAJAR ES	KENNEDY ES	DUTILE ES	HALLENBORG
1	Site & Civil	2	1	2	2	2	2	2	1	2
2	Site Accessibility / Play Areas	2	2	2	2	2	2	2	2	2
3	Exterior Building Elements	2	1	2	2	2	2	2	1	2
4	Interior Architectural Elements	2	2	2	2	2	2	2	2	2
5	Accessibility	2	1	2	2	2	2	2	2	1
6	Structural Elements	2	2	2	2	2	2	2	2	1
7	Mechanical Systems	2	1	1	2	2	1	1	1	1
8	Electrical Systems	2	1	1	2	2	1	1	1	1
9	Plumbing Systems	2	2	2	2	2	2	2	2	2
10	Fire Protection Systems	2	1	1	2	2	1	1	1	2
11	Hazardous Mat. Abatement	2	2	2	2	2	2	2	2	2
12	Functional Use of Space	2	2	2	2	2	2	2	2	2
		59	20	28	58	50	32	28	23	26



Summary of CIP Budgets by Building Age

	BUILDING GFA (SF)	BUILDING AGE (Yrs)	TOTAL CIP BUDGET	\$/SF COST
BILLERICA MEMORIAL HS	362,600	3	\$189,217	\$0.52
PARKER ES	89,780	10	\$1,830,677	\$20
DITSON ES	105,000	21	\$21,410,050	\$204
HALLENBORG ICE RINK	40,100	47	\$20,171,884	\$503
MARSHALL MS	165,500	50	\$68,566,336	\$414
HAJJAR ES	70,675	52	\$30,573,474	\$433
LOCKE MS	113,700	54	\$50,741,442	\$446
KENNEDY ES	54,000	56	\$23,608,847	\$437
DUTILE ES	47,560	57	\$23,577,889	\$496
			\$240,669,816	

Billerica Public Schools



Preliminary Space Needs Findings

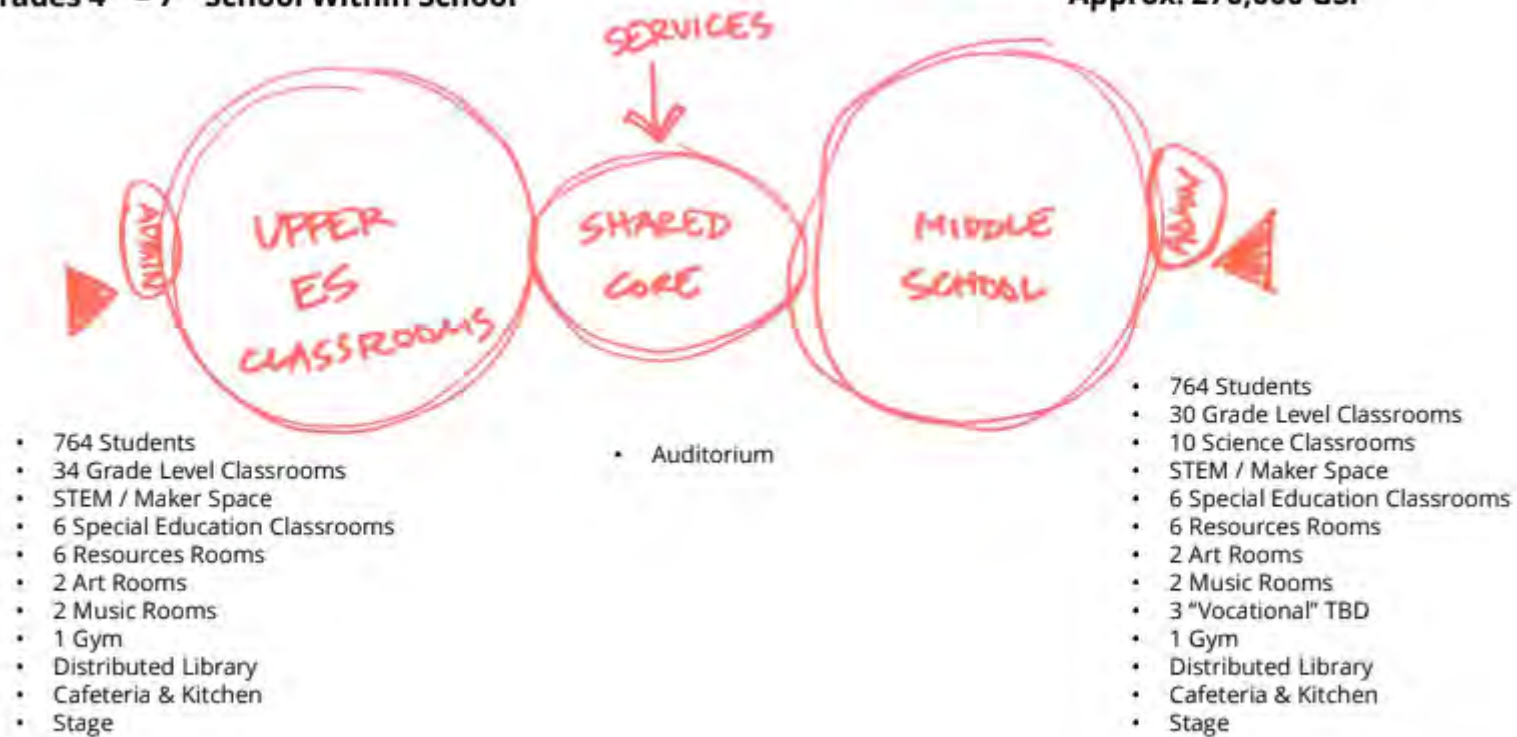
- Enrollment has declined over the last decade, but appears to be leveling out over the next decade.
- Locke MS and Marshall MS have the greatest number of completely interior and/windowless spaces.
- Dutile ES and Kennedy ES appear to be in the greatest educational need with Dutile still over capacity and still relying on modular classrooms for instructional space.
- The District appears to be occupying more total square footage than might be necessary.



Upper Elementary School & Middle School – Schools-within-school Model: Conceptual Planning Assumptions

Grades 4th – 7th School Within School

Approx. 270,000 GSF



Summary of Master Plan Models

What Grade Configuration?

Future of Middle School?

How Many ES's?

"A" Options

PreK, K-4th, 5th-7th

- Status Quo For Middle School Enrollments

- A.1 - Number of ES Unchanged
- A.2 - Reduce ES from 5 to 4
- A.3 - Reduce ES from 5 to 4
- A.4 - Reduce ES from 5 to 4

- Balance Middle School Enrollments

- A.5 - Number of ES Unchanged
- A.6 - Reduce ES from 5 to 4
- A.7 - Reduce ES from 5 to 4
- A.8 - Reduce ES from 5 to 4

- Consolidate Middle School Enrollments into one facility

- A.9 - Number of ES Unchanged
- A.10 - Reduce ES from 5 to 4
- A.11 - Reduce ES from 5 to 4
- A.12 - Reduce ES from 5 to 4

"B" Options

PreK, K-3rd, 4th-5th / 6th-7th

- Create Upper ES and MS on Separate Sites

- B.1 - Reduce ES from 5 to 4
- B.2 - Reduce ES from 5 to 3
- B.3 - Reduce ES from 5 to 3
- B.4 - Reduce ES from 5 to 3

- Consolidate Upper ES and MS Enrollments into one facility

- B.5 - Reduce ES from 5 to 4
- B.6 - Reduce ES from 5 to 3
- B.7 - Reduce ES from 5 to 3
- B.8 - Reduce ES from 5 to 3

Summary of Master Plan Models

What Grade Configuration?	Future of Middle School?	How Many ES's?	Cost?	Years?
"A" Options PreK, K-4 th , 5 th -7 th	Status Quo For Middle School Enrollments	• A.1 – Number of ES Unchanged	\$730.9M	50+
		• A.2 – Reduce ES from 5 to 4	\$620.3M	40+
		• A.3 – Reduce ES from 5 to 4	\$593.7M	40+
		• A.4 – Reduce ES from 5 to 4	\$634.2M	40+
	Balance Middle School Enrollments	• A.5 – Number of ES Unchanged	\$722.5M	50+
		• A.6 – Reduce ES from 5 to 4	\$611.9M	40+
		• A.7 – Reduce ES from 5 to 4	\$585.3M	40+
		• A.8 – Reduce ES from 5 to 4	\$623.0M	40+
	Consolidate Middle School Enrollments into one facility	• A.9 – Number of ES Unchanged	\$564.5M	40+
		• A.10 – Reduce ES from 5 to 4	\$473.5M	30+
		• A.11 – Reduce ES from 5 to 4	\$447.0M	30+
		• A.12 – Reduce ES from 5 to 4	\$473.6M	30+
"B" Options PreK, K-3 rd , 4 th -5 th / 6 th - 7 th	Create Upper ES and MS on Separate Sites	• B.1 – Reduce ES from 5 to 4	\$591.2M	40+
		• B.2 – Reduce ES from 5 to 3	\$493.4M	30+
		• B.3 – Reduce ES from 5 to 3	\$493.4M	30+
		• B.4 – Reduce ES from 5 to 3	\$599.9M	40+
	Consolidate Upper ES and MS Enrollments into one facility	• B.5 – Reduce ES from 5 to 4	\$463.9M	30+
		• B.6 – Reduce ES from 5 to 3	\$381.3M	20+
		• B.7 – Reduce ES from 5 to 3	\$381.3M	20+
		• B.8 – Reduce ES from 5 to 3	\$469.7M	30+

Summary of Preliminary Findings

- It appears projects can be undertaken on existing, occupied sites. Any Dutile project could benefit from off-site swing space.
- Options with fewer total projects and less time required are financially advantageous.
- Grade reconfiguration and/or consolidation result in higher initial investments, but significant cost savings over time.

I

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 is a 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 be 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 purposes. 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 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 charges; 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 goods 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 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 revenue.

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 April 30, 2021

Free Cash	\$ 1,327,366
Free Cash (Water Enterprise)	\$ 2,476,371
Free Cash (Sewer Enterprise)	\$ 1,567,861
Stabilization (town)	\$ 5,382,458
Stabilization (school)	\$ 839,310
Stabilization (debt)	\$ 22,471,522
Land Fund	\$ 420,483
Sale of Lots	\$ 182,874
Sewer Expansion	\$ 648,569
Inflow & Infiltration	\$ 614,456
Water Conservation	\$ 73,943
OPEB Trust	\$ 10,340,380

OPEB Trust Account

Article 11 Fall Town Meeting Oct 2012 from health insurance design savings	\$	400,000
Article 3 Spring Town Meeting May 2013 from country retirement discount		156,383
Article 4 Spring Town Meeting May 2013 from county retirement assessment being below 4%		255,536
Article 12 Spring Town Meeting May 2014 from country retirement discount		155,000
Article 20 Fall Town Meeting October 2015 from Free Cash		500,000
Article 13 Fall Town Meeting October 2017 from Meals Tax		500,000
Article 13 Fall Town Meeting October 2017 from Budget Appropriation		500,000
Article 3 Fall Town Meeting October 2018 from Budget Appropriation		1,150,000
Article 3 Fall Town Meeting October 2019 from Budget Appropriation		1,322,500
Article 3 Fall Town Meeting October 2020 from Budget Appropriation		1,520,875
Article 3 Fall Town Meeting October 2021 from Budget Appropriation		1,749,006
Article 3 Fall Town Meeting October 2022 from Budget Appropriation		2,011,357
Accumulated Interest		1,341,301
Prior Year Account Balance		11,561,958
FY2024 Projected Meals Tax Appropriation		500,000
FY2024 Budget Appropriation		1,813,061
Total FY2024 Appropriations		2,313,061
Total Projected Account Balance	\$	13,875,019

