

**FY2018 Financial Model  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17
<b><u>Summary of Expenditures</u></b>				
Town Government	\$ 986,392	\$ 947,699	\$ 38,693	4.08%
Protection	\$ 2,668,981	\$ 2,564,974	\$ 104,007	4.05%
Public Works	\$ 1,090,610	\$ 1,061,949	\$ 28,661	2.70%
Health Services	\$ 130,121	\$ 128,171	\$ 1,950	1.52%
Culture & Recreation	\$ 430,021	\$ 422,222	\$ 7,799	1.85%
<b>Subtotal - Town Government</b>	<b>\$ 5,306,125</b>	<b>\$ 5,125,015</b>	<b>\$ 181,110</b>	<b>3.53%</b>
A/B Regional School	\$ 11,696,836	\$ 11,503,148	\$ 193,688	1.68%
Vocational/Technical Schools	\$ 162,160	\$ 197,492	\$ (35,332)	-34.56%
<b>Subtotal - Education</b>	<b>\$ 11,858,996</b>	<b>\$ 11,700,640</b>	<b>\$ 158,356</b>	<b>1.35%</b>
Debt Service	\$ 1,266,415	\$ 1,122,858	\$ 143,557	12.78%
Employee Benefits	\$ 1,800,676	\$ 1,507,248	\$ 293,428	19.47%
Reserve Fund	\$ 185,000	\$ 185,000	\$ -	0.00%
<b>Subtotal - Other</b>	<b>\$ 3,252,091</b>	<b>\$ 2,815,106</b>	<b>\$ 436,985</b>	<b>15.52%</b>
<b>Total Budget</b>	<b>\$ 20,417,212</b>	<b>\$ 19,640,761</b>	<b>\$ 776,451</b>	<b>3.95%</b>
ATM 2018 Warrant Articles Within 2 1/2	\$ 1,551,015		\$ 1,551,015	
ATM 2017 Warrant Articles Within 2 1/2		\$ 1,226,357	\$ (1,226,357)	26.47%
STM 2018 Warrant Articles Within 2 1/2	\$ -		\$ -	
STM 2017 Warrant Articles Within 2 1/2		\$ -	\$ -	
ATM 2018 Warrant Articles CPC	\$ 99,700		\$ 99,700	
ATM 2017 Warrant Articles CPC		\$ 204,020	\$ (204,020)	-51.13%
STM 2018 Warrant Articles CPC	\$ -		\$ -	
STM 2017 Warrant Articles CPC		\$ -	\$ -	
One Time Capital Exclusion Articles	\$ -		\$ -	0.00%
Snow and Ice Deficit	\$ -	\$ -	\$ -	0.00%
Overlay Reserve (known after tax rate setting)	\$ 225,000	\$ 226,942	\$ (1,942)	-0.86%
<b>Total Budget, Articles, Overlay</b>	<b>\$ 22,292,927</b>	<b>\$ 21,298,080</b>	<b>\$ 994,847</b>	<b>4.67%</b>

**FY2018 Financial Model  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17
<b>Sources of Funds</b>				
Estimated State Aid	\$ 257,033	\$ 262,302	\$ (5,269)	-2.01%
State Aid (Cherry Sheet Assessments)	\$ (71,892)	\$ (71,027)	\$ (865)	1.22%
State Aid (Chapter 70)	\$ 14,864		\$ 14,864	
State Aid (Construction Reimbursement -school)	\$ 284,091	\$ 284,091	\$ -	0.00%
<b>Total Estimated State Aid</b>	<b>\$ 484,096</b>	<b>\$ 475,366</b>	<b>\$ 8,730</b>	<b>1.84%</b>
Estimated Local Receipts	\$ 1,325,000	\$ 1,325,000	\$ -	0.00%
<b>Total State Aid and Local Revenue</b>	<b>\$ 1,809,096</b>	<b>\$ 1,800,366</b>	<b>\$ 8,730</b>	<b>0.48%</b>
Prior Year Levy Limit	\$ 19,172,288	\$ 18,468,545	\$ 703,743	3.81%
Allowed 2 1/2 Growth - Revenue Tax Increase	\$ 479,307	\$ 461,714	\$ 17,594	3.81%
Tax Rate	16.81		16.36	
New Growth (estimate determined by Town Policy Makers)	3,000,000		14,794,000	
<b>Current Year Levy Limit</b>	<b>\$ 19,702,026</b>	<b>\$ 19,172,288</b>	<b>\$ 529,737</b>	<b>2.76%</b>
One Time Capital Exclusion Articles	\$ -	\$ -	\$ -	0.00%
Exempt Debt Service (Net of State Reimbursement)	\$ 492,209	\$ 582,075	\$ (89,866)	-15.44%
<b>Maximum Allowable Levy</b>	<b>\$ 20,194,235</b>	<b>\$ 19,754,363</b>	<b>\$ 439,871</b>	<b>2.23%</b>
Exclude Allowable 2 1/2 Growth	\$ (479,307)	\$ (461,714)		
<b>Adjusted Maximum Allowable Levy</b>	<b>\$ 19,714,927</b>	<b>\$ 19,292,650</b>		
<b>Total Available Funds (Excluding Allowable 2 1/2 Growth)</b>	<b>\$ 21,524,023</b>	<b>\$ 21,093,016</b>	<b>\$ 431,008</b>	<b>2.04%</b>
<b>Total Funds Required to meet Total Expenses (w Adjusted Tax Levy)</b>	<b>\$ 768,904</b>	<b>\$ 205,064</b>	<b>\$ 563,839</b>	<b>274.96%</b>

**FY2018 Financial Model  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17
<b>For Tax Rate Calculation</b>				
Operating Budget	\$ 20,417,212	\$ 19,640,761	\$ 776,451	3.95%
ATM 2018 Warrant Articles Within 2 1/2	\$ 1,551,015			
ATM 2017 Warrant Articles Within 2 1/2		\$ 1,226,357	\$ 324,658	26.47%
STM 2018 Warrant Articles Within 2 1/2	\$ -			
ATM 2018 Warrant Articles CPC	\$ 99,700			
ATM 2017 Warrant Articles CPC		\$ 204,020	\$ (104,320)	-51.13%
STM 2018 Warrant Articles CPC	\$ -			
STM 2017 Warrant Articles CPC		\$ -	\$ -	
Overlay Reserve - raised on tax recap	\$ 225,000	\$ 226,942	\$ (1,942)	-0.86%
Less: Funding Sources				
Available Funds - Free Cash (to reduce tax rate)		\$ (350,000)	\$ 350,000	-100.00%
Available Funds - Free Cash (Warrant Articles)		\$ (231,640)	\$ 231,640	-100.00%
Available Funds - Cable Funds (RRA)		\$ (117,500)	\$ 117,500	100.00%
Available Funds - Stabilization		\$ (62,500)	\$ 62,500	
Available Funds - Overlay Surplus		\$ -	\$ -	
Available Funds - CPA Funds	\$ (99,700)	\$ (204,020)	\$ 104,320	-51.13%
Available Funds - Transfer Unexpended Prior Year Articles		\$ -	\$ -	
Available Funds - Unexpended Bond Proceeds		\$ (3,217)	\$ 3,217	-100.00%
Available Funds - Refunding Bond Proceeds	\$ (17,000)		\$ (17,000)	
Available Funds - Special Revenue	\$ (30,000)	\$ -	\$ (30,000)	
To be Borrowed	\$ (300,000)	\$ (811,500)	\$ 511,500	-63.03%
State Aid (Cherry Sheets - Assessments)	\$ (200,005)	\$ (191,275)	\$ (8,730)	4.56%
State Aid (Construction Reimbursement - School)	\$ (284,091)	\$ (284,091)	\$ -	0.00%
Local Receipts	\$ (1,325,000)	\$ (1,325,000)	\$ -	0.00%
<b>(Estimated) Amount to be Raised by Tax Levy</b>	<b>\$ 20,037,131</b>	<b>\$ 17,717,337</b>	<b>\$ 2,319,794</b>	<b>13.09%</b>
Total Valuation (Assessor sets tax rate)	\$ 1,056,976,024	\$ 1,053,976,024	\$ 3,000,000	0.28%
Estimated tax rate	\$ 18.96	\$ 16.81	\$ 2.15	12.77%
Average Single Family Assessment FY16 Valuation	\$ 563,020	\$ 563,020		
Average Single Family Tax Bill at Proposed Rate	\$ 10,673	\$ 9,464		

**Revision Summary  
Town of Boxborough**

	Prior Revision Total
Total Budget V2	20,225,204
Total Articles + Overlay V2	<u>225,000</u>
Total Budget to Fund V2	<u><u>20,450,204</u></u>

Rev 3  
2/3/2017

			Previous Line Total	Changes This Revision	New Line Total
Model	Estimated State Aid	Preliminary Governor's Budget Released			
Model		Debt calc in revenue sources			
Available Funds		ACO IMA funds, Stabilization updated estimates			
135	Town Accountant	Software	11,810	800	12,610
210	Police	Reduced Vehicle Maintenance & reorganized IoD	1,265,100	(500)	1,264,600
215	Dispatch	Reorganized and added 1 Membership	40,305	100	40,405
292	ACO D&C	Compensation Schedule Placement	14,441	556	14,997
292	ACO D&C	Included Summary Notes			
310	Minuteman	Estimated pending Application Acceptance	-	121,284	121,284
311	Assabet	Estimated pending Application Acceptance	-	32,928	32,928
422	DPW	Reorganized Field and Maintenance	107,630	3,440	111,070
433	Transfer Station	New recycling vendor	3,000	3,200	6,200
692	Public Celebr	New tent & supplies	1,000	200	1,200
915	Employee Benefits	Health Insurance	750,000	30,000	780,000
Total Budget Rev 3				<u>20,417,212</u>	

2/3/2017

			Previous Line Total	Changes This Revision	New Line Total
CPA Articles Multi		All Articles Totaled and Added to Model	-	99,700	99,700
Articles Multi		All Articles Totaled and Added to Model	-	1,551,015	1,551,015
Total Articles + Overlay Rev 3				<u>1,875,715</u>	
Total Budget to Fund Rev 3				<u><u>22,292,927</u></u>	

**FY2018 Budget Summary  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
100 Total Salary	0	0	0	0%	0	0	0
100 Total Other	0	11,940	(11,940)	-100%	5,970	11,700	11,700
100 Total General Gov't	0	11,940	(11,940)	-100%	5,970	11,700	11,700
114 Total Salary	0	0	0	0%	0	0	0
114 Total Other	50	50	0	0%	50	50	50
114 Total Moderator	50	50	0	0%	50	50	50
119 Total Salary	0	0	0	0%	0	0	0
119 Total Other	100	145	(45)	-31%	72	175	72
119 Total Town Constable	100	145	(45)	-31%	72	175	72
122 Total Salary	2,000	2,000	0	0%	1,000	2,000	2,000
122 Total Other	3,265	2,818	447	16%	2,148	2,119	3,574
122 Total Selectmen	5,265	4,818	447	9%	3,148	4,119	5,574
123 Total Salary	117,600	113,100	4,500	4%	51,560	108,750	108,750
123 Total Other	2,700	2,700	0	0%	1,350	2,875	2,787
123 Total Town Administrator	120,300	115,800	4,500	4%	52,910	111,625	111,537
131 Total Salary	0	0	0	0%	0	0	0
131 Total Other	400	480	(80)	-17%	176	480	341
131 Total Town Finance Comm	400	480	(80)	-17%	176	480	341
135 Total Salary	72,777	69,609	3,168	5%	31,730	66,908	66,907
135 Total Other	37,590	36,390	1,200	3%	18,078	36,708	35,685
135 Total Accountant	110,367	105,999	4,368	4%	49,808	103,616	102,593
141 Total Salary	73,777	70,609	3,168	4%	32,730	67,908	67,907
141 Total Other	13,550	14,990	(1,440)	-10%	12,267	17,964	19,877
141 Total Assessor	87,327	85,599	1,728	2%	44,997	85,872	87,784
145 Total Salary	75,596	72,350	3,246	4%	32,530	67,908	69,580
145 Total Other	19,240	16,745	2,495	15%	5,709	8,350	16,208
145 Total Treasurer/Collector	94,836	89,095	5,741	6%	38,239	76,258	85,789

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Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
151 Total Salary	0	0	0	0%	0	0	0
151 Total Other	67,600	48,500	19,100	39%	16,406	53,500	46,577
151 Total Legal	67,600	48,500	19,100	39%	16,406	53,500	46,577
152 Total Salary	0	0	0	0%	0	0	0
152 Total Other	320	320	0	0%	260	320	200
152 Total Personnel Board	320	320	0	0%	260	320	200
156 Total Salary	0	0	0	0%	0	0	0
156 Total Other	129,070	123,312	5,758	5%	39,428	95,319	82,643
156 Total Technology	129,070	123,312	5,758	5%	39,428	95,319	82,643
161 Total Salary	48,760	47,823	937	2%	22,347	46,006	46,005
161 Total Other	2,525	2,043	482	24%	770	2,120	1,988
161 Total Town Clerk	51,285	49,866	1,419	3%	23,117	48,126	47,994
162 Total Salary	2,753	6,400	(3,647)	-57%	3,879	4,028	3,988
162 Total Other	4,560	6,312	(1,752)	-28%	3,690	5,632	5,256
162 Total Elect. & Registr.	7,313	12,712	(5,399)	-42%	7,569	9,660	9,244
171 Total Salary	0	0	0	0%	0	0	0
171 Total Other	2,150	2,150	0	0%	654	2,150	1,683
171 Total Conservation Comm	2,150	2,150	0	0%	654	2,150	1,683
175 Total Salary	73,322	70,154	3,168	5%	32,003	67,453	67,452
175 Total Other	5,780	6,445	(665)	-10%	2,680	7,330	6,929
175 Total Planning Board	79,102	76,599	2,503	3%	34,683	74,783	74,381
176 Total Salary	0	0	0	0%	0	0	0
176 Total Other	210	210	0	0%	0	210	20
176 Total ZBA	210	210	0	0%	0	210	20

**FY2018 Budget Summary  
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179 Total Salary	0	0	0	0%	0	0	0
179 Total Other	200	200	0	0%	0	100	51
179 Total Ag Comm	200	200	0	0%	0	100	51
192 Total Salary	180,627	174,444	6,183	4%	80,354	172,420	162,148
192 Total Other	49,370	45,160	4,210	9%	14,905	43,723	101,999
192 Total Town Hall	229,997	219,604	10,393	5%	95,258	216,143	264,147
199 Total Salary	0	0	0	0%	0	0	0
199 Total Other	500	300	200	67%	0	150	315
199 Total Energy Comm	500	300	200	67%	0	150	315
<b>Total Salaries - Town Government</b>	<b>647,212</b>	<b>626,489</b>	<b>20,723</b>	<b>3%</b>	<b>288,133</b>	<b>671,057</b>	<b>594,739</b>
<b>Total Other - Town Government</b>	<b>339,180</b>	<b>321,210</b>	<b>17,970</b>	<b>6%</b>	<b>124,614</b>	<b>302,356</b>	<b>337,955</b>
<b>Total Town Government</b>	<b>986,392</b>	<b>947,699</b>	<b>38,693</b>	<b>4%</b>	<b>412,747</b>	<b>973,413</b>	<b>932,694</b>
	986,392	947,699	38,693	4%	412,747	973,413	932,694

**FY2018 Budget Summary  
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	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
210 Total Salary	1,106,125	1,063,333	42,792	4%	507,100	1,053,802	1,129,733
210 Total Other	158,475	144,740	13,735	9%	99,442	104,140	105,777
<b>210 Total Police</b>	<b>1,264,600</b>	<b>1,208,073</b>	<b>56,527</b>	<b>5%</b>	<b>606,543</b>	<b>1,157,942</b>	<b>1,235,510</b>
215 Total Salary	295,608	285,936	9,672	3%	141,991	279,984	279,792
215 Total Other	40,405	36,395	4,010	11%	28,080	36,420	35,871
<b>215 Total Dispatch</b>	<b>336,013</b>	<b>322,331</b>	<b>13,682</b>	<b>4%</b>	<b>170,071</b>	<b>316,404</b>	<b>315,664</b>
220 Total Salary	838,429	819,259	19,170	2%	339,221	804,221	709,923
220 Total Other	110,900	109,480	1,420	1%	42,823	107,980	92,680
<b>220 Total Fire</b>	<b>949,329</b>	<b>928,739</b>	<b>20,590</b>	<b>2%</b>	<b>382,044</b>	<b>912,201</b>	<b>802,603</b>
241 Total Salary	75,577	72,211	3,366	5%	31,730	69,863	64,445
241 Total Other	21,755	11,215	10,540	94%	1,474	9,775	3,062
<b>241 Total Building Insp</b>	<b>97,332</b>	<b>83,426</b>	<b>13,906</b>	<b>17%</b>	<b>33,204</b>	<b>79,638</b>	<b>67,507</b>
291 Total Salary	1,660	2,787	(1,127)	-40%	529	2,746	1,363
291 Total Other	550	545	5	1%	169	450	468
<b>291 Total ACO</b>	<b>2,210</b>	<b>3,332</b>	<b>(1,122)</b>	<b>-34%</b>	<b>697</b>	<b>3,196</b>	<b>1,831</b>
292 Total Salary	14,997	14,158	839	6%	6,102	11,507	11,507
292 Total Other	4,435	4,850	(415)	-9%	1,998	2,850	4,665
<b>292 Total ACO Dog &amp; Cat</b>	<b>19,432</b>	<b>19,008</b>	<b>424</b>	<b>2%</b>	<b>8,100</b>	<b>14,357</b>	<b>16,172</b>
299 Total Salary	45	45	0	0%	45	45	45
299 Total Other	20	20	0	0%	0	25	2
<b>299 Total Field Driver</b>	<b>65</b>	<b>65</b>	<b>0</b>	<b>0%</b>	<b>45</b>	<b>70</b>	<b>47</b>
<b>Total Salaries - Protection</b>	<b>2,332,441</b>	<b>2,257,729</b>	<b>74,712</b>	<b>3%</b>	<b>1,026,718</b>	<b>2,222,168</b>	<b>2,196,807</b>
<b>Total Other - Protection</b>	<b>336,540</b>	<b>307,245</b>	<b>29,295</b>	<b>10%</b>	<b>173,986</b>	<b>261,640</b>	<b>242,526</b>
<b>Total Protection</b>	<b>2,668,981</b>	<b>2,564,974</b>	<b>104,007</b>	<b>4%</b>	<b>1,200,704</b>	<b>2,483,808</b>	<b>2,439,333</b>
	<b>2,668,981</b>	<b>2,564,974</b>	<b>104,007</b>	<b>4%</b>	<b>1,200,704</b>	<b>2,483,808</b>	<b>2,439,333</b>



**FY2018 Budget Summary  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
310 Total Salary	0	0	0	0%	0	0	0
310 Total Other	129,232	197,492	(68,260)	-35%	118,497	165,340	165,340
310 Total Minuteman	129,232	197,492	(68,260)	-35%	118,497	165,340	165,340
311 Total Salary	0	0	0	0%	0	0	0
311 Total Other	32,928	0	32,928	3292800%	0	0	0
311 Total Assabet	32,928	0	32,928	3292800%	0	0	0
312 Total Salary	0	0	0	0%	0	0	0
312 Total Other	0	0	0	0%	0	0	0
312 Total Nashoba	0	0	0	0%	0	0	0
320 Total Salary	0	0	0	0%	0	0	0
320 Total Other	11,696,836	11,503,148	193,688	2%	5,751,574	11,120,240	11,120,240
320 Total ABRSD	11,696,836	11,503,148	193,688	2%	5,751,574	11,120,240	11,120,240
Total Salaries - Education	0	0	0	0%	0	0	0
Total Other - Education	11,858,996	11,700,640	158,356	1%	5,870,071	11,285,580	11,285,580
Total Education	11,858,996	11,700,640	158,356	1%	5,870,071	11,285,580	11,285,580

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	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
422 Total Salary	545,766	537,008	8,758	2%	247,523	521,287	505,925
422 Total Other	111,070	94,150	16,920	18%	42,846	89,500	90,092
422 Total DPW	656,836	631,158	25,678	4%	290,369	610,787	596,016
423 Total Salary	64,337	62,881	1,456	2%	6,930	60,739	38,258
423 Total Other	133,800	105,875	27,925	26%	31,180	106,610	114,854
423 Total Snow & Ice	198,137	168,756	29,381	17%	38,110	167,349	153,113
424 Total Salary	0	0	0	0%	0	0	0
424 Total Other	5,000	5,500	(500)	-9%	2,034	3,000	4,375
424 Total Street Lighting	5,000	5,500	(500)	-9%	2,034	3,000	4,375
425 Total Salary	0	0	0	0%	0	0	0
425 Total Other	23,500	27,800	(4,300)	-15%	12,653	22,400	19,868
425 Total Hager Well	23,500	27,800	(4,300)	-15%	12,653	22,400	19,868
429 Total Salary	0	0	0	0%	0	0	0
429 Total Other	76,175	75,300	875	1%	26,997	72,075	63,992
429 Total Fuel	76,175	75,300	875	1%	26,997	72,075	63,992
431 Total Salary	0	0	0	0%	0	0	0
431 Total Other	0	10,000	(10,000)	-100%	5,470	0	0
431 Total Hazardous Waste	0	10,000	(10,000)	-100%	5,470	0	0
433 Total Salary	0	0	0	0%	0	0	0
433 Total Other	124,800	133,350	(8,550)	-6%	56,408	130,100	111,972
433 Total Transfer Station	124,800	133,350	(8,550)	-6%	56,408	130,100	111,972
491 Total Salary	5,162	9,085	(3,923)	-43%	828	8,953	4,237
491 Total Other	1,000	1,000	0	0%	35	1,000	12,643
491 Total Cemetery	6,162	10,085	(3,923)	-39%	863	9,953	16,880
Total Salaries - Public Works	615,265	608,974	6,291	1%	255,282	590,979	548,421
Total Other - Public Works	475,345	452,975	22,370	5%	177,622	424,685	417,795
Total Public Works	1,090,610	1,061,949	28,661	3%	432,904	1,015,664	966,216
	1,090,610	1,061,949	28,661	3%	432,904	1,015,664	966,216

**FY2018 Budget Summary  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
505 Total Salary	1,008	1,003	5	0%	494	988	988
505 Total Other	200	216	(16)	-7%	6	98	155
505 Total Animal Inspector	1,208	1,219	(11)	-1%	500	1,086	1,142
511 Total Salary	501	501	0	0%	250	500	500
511 Total Other	40,760	40,467	293	1%	8,938	39,290	39,028
511 Total BoH	41,261	40,968	293	1%	9,188	39,790	39,528
529 Total Salary	26,560	25,302	1,258	5%	10,524	24,320	21,374
529 Total Other	775	545	230	42%	171	680	199
529 Total Community Services	27,335	25,847	1,488	6%	10,695	25,000	21,573
541 Total Salary	51,052	50,034	1,018	2%	21,480	47,908	45,474
541 Total Other	5,675	5,675	0	0%	1,830	5,100	5,099
541 Total COA	56,727	55,709	1,018	2%	23,310	53,008	50,573
543 Total Salary	3,000	4,068	(1,068)	-26%	610	4,008	2,725
543 Total Other	590	360	230	64%	301	355	345
543 Total Veterans	3,590	4,428	(838)	-19%	911	4,363	3,071
Total Salaries - Health Services	82,121	80,908	1,213	1%	33,358	77,724	71,062
Total Other - Health Services	48,000	47,263	737	2%	11,246	45,523	44,827
Total Health Services	130,121	128,171	1,950	2%	44,604	123,247	115,888

**FY2018 Budget Summary  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
610 Total Salary	246,181	243,191	2,990	1%	105,427	234,065	233,444
610 Total Other	139,650	134,700	4,950	4%	40,427	129,329	129,328
610 Total Library	385,831	377,891	7,940	2%	145,854	363,394	362,772
630 Total Salary	27,240	25,481	1,759	7%	23,948	26,722	26,065
630 Total Other	8,900	10,840	(1,940)	-18%	6,431	9,800	11,729
630 Total Rec Comm	36,140	36,321	(181)	0%	30,379	36,522	37,794
670 Total Salary	0	0	0	0%	0	0	0
670 Total Other	1,800	1,500	300	20%	52	1,500	19,096
670 Total Steele Farm	1,800	1,500	300	20%	52	1,500	19,096
691 Total Salary	0	0	0	0%	0	0	0
691 Total Other	3,550	4,045	(495)	-12%	680	4,045	5,199
691 Total Hist Comm	3,550	4,045	(495)	-12%	680	4,045	5,199
692 Total Salary	0	0	0	0%	0	0	0
692 Total Other	1,200	965	235	24%	308	965	856
692 Total Public Celebr	1,200	965	235	24%	308	965	856
699 Total Salary	0	0	0	0%	0	0	0
699 Total Other	1,500	1,500	0	0%	529	1,500	1,301
699 Total AB Cultural Council	1,500	1,500	0	0%	529	1,500	1,301
Total Salaries - Culture & Rec	273,421	268,672	4,749	2%	129,375	260,787	259,510
Total Other - Culture & Rec	156,600	153,550	3,050	2%	48,428	147,139	167,510
Total Culture & Rec	430,021	422,222	7,799	2%	177,802	407,926	427,020

**FY2018 Budget Summary  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
710 Total Salary	0	0	0	0%	0	0	0
710 Total Other	1,112,000	955,000	157,000	16%	600,000	985,000	985,000
710 Total Retirement of LT Debt	1,112,000	955,000	157,000	16%	600,000	985,000	985,000
751 Total Salary	0	0	0	0%	0	0	0
751 Total Other	154,415	167,858	(13,443)	-8%	83,924	188,438	188,438
751 Total Debt Interest	154,415	167,858	(13,443)	-8%	83,924	188,438	188,438
830 Total Salary	0	0	0	0%	0	0	0
830 Total Other	791,841	671,055	120,786	18%	671,055	629,903	629,903
830 Total County Retirement Assmt	791,841	671,055	120,786	18%	671,055	629,903	629,903
912 Total Salary	0	0	0	0%	0	0	0
912 Total Other	73,285	72,637	648	1%	52,685	62,600	45,111
912 Total Other Insurance	73,285	72,637	648	1%	52,685	62,600	45,111
915 Total Salary	0	0	0	0%	0	0	0
915 Total Other	847,800	677,800	170,000	25%	352,468	632,750	671,986
915 Total Employee Benefits	847,800	677,800	170,000	25%	352,468	632,750	671,986
945 Total Salary	0	0	0	0%	0	0	0
945 Total Other	87,750	85,756	1,994	2%	81,563	81,391	71,202
945 Total Liability Insurance	87,750	85,756	1,994	2%	81,563	81,391	71,202
Total Salaries - Administration	0	0	0	0%	0	0	0
Total Other - Administration	3,067,091	2,630,106	436,985	17%	1,841,695	2,580,082	2,591,640
Total Administration	3,067,091	2,630,106	436,985	17%	1,841,695	2,580,082	2,591,640
132 Total Salary	0	0	0	0%	0	0	0
132 Total Other	185,000	185,000	0	0%	19,500	185,000	225,749
132 Total Reserve Fund	185,000	185,000	0	0%	19,500	185,000	225,749

**FY2018 Budget Summary  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual	
Total Salaries - Town Government	647,212	626,489	20,723	3%	288,133	671,057	594,739	
Total Salaries - Protection	2,332,441	2,257,729	74,712	3%	1,026,718	2,222,168	2,196,807	
Total Salaries - Public Works	615,265	608,974	6,291	1%	255,282	590,979	548,421	
Total Salaries - Health Services	82,121	80,908	1,213	1%	33,358	77,724	71,062	
Total Salaries - Culture & Rec	273,421	268,672	4,749	2%	129,375	260,787	259,510	
<b>Total Salaries</b>	<b>3,950,460</b>	<b>3,842,772</b>	<b>107,688</b>	<b>3%</b>	<b>1,732,866</b>	<b>3,822,715</b>	<b>3,670,538</b>	
Total Other - Town Government	339,180	321,210	17,970	6%	124,614	302,356	337,955	
Total Other - Protection	336,540	307,245	29,295	10%	173,986	261,640	242,526	
Total Other - Public Works	475,345	452,975	22,370	5%	177,622	424,685	417,795	
Total Other - Health Services	48,000	47,263	737	2%	11,246	45,523	44,827	
Total Other - Culture & Rec	156,600	153,550	3,050	2%	48,428	147,139	167,510	
<b>Total Town Other</b>	<b>1,355,665</b>	<b>1,282,243</b>	<b>73,422</b>	<b>6%</b>	<b>535,895</b>	<b>1,181,343</b>	<b>1,210,613</b>	
Total Town Government	986,392	947,699	38,693	4%	412,747	973,413	932,694	
Total Protection	2,668,981	2,564,974	104,007	4%	1,200,704	2,483,808	2,439,333	
Total Public Works	1,090,610	1,061,949	28,661	3%	432,904	1,015,664	966,216	
Total Health Services	130,121	128,171	1,950	2%	44,604	123,247	115,888	
Total Culture & Rec	430,021	422,222	7,799	2%	177,802	407,926	427,020	
<b>Total Town Expenses</b>	<b>5,306,125</b>	<b>5,125,015</b>	<b>181,110</b>	<b>4%</b>	<b>2,268,761</b>	<b>5,004,058</b>	<b>4,881,151</b>	
Total Other - Education	11,858,996	11,700,640	158,356	1%	5,870,071	11,285,580	11,285,580	
Total Other - Administration	3,067,091	2,630,106	436,985	17%	1,841,695	2,580,082	2,591,640	Reserve Fund Total
Total Reserve Fund	185,000	185,000	0	0%	19,500	185,000	225,749	Shown for History
Total Other Costs	15,111,087	14,515,746	595,341	4%	7,731,266	14,050,662	14,102,969	Purposes Only. Not
								calculated in totals below
<b>Total Expenses</b>	<b>20,417,212</b>	<b>19,640,761</b>	<b>776,451</b>	<b>4%</b>	<b>9,980,526</b>	<b>19,054,720</b>	<b>18,758,371</b>	
								32,472 Encumbered

**FY2017 Proposed Articles  
Town of Boxborough**

Dept	Description	Amount	Funding Source
<b><u>Annual Town Meeting</u></b>			
	Choose Town Officers		
	Receive Reports		
	Set Salaries and Compensation of Elected Officers		
	Amend FY18 Personnel Plan & Classification and Compensation Schedule		
	Town Operating Budget	20,417,212	17K toward Debt; 20K ACO Veh&Hlth; 10K Hager
<b>CPA</b>			
	Administrative and operating expenses 5%	5,000	CPA (FY18)
	Open Space Reserve 10% (increases balance to 75.2K)	21,000	CPA (FY18)
	Housing Reserve 10% (increases balance to 42,955)	21,000	CPA (FY18)
	Historic Reserve 10% (increases balance to 21K)	21,000	CPA (FY18)
	FY18 Budget Reserve	112,000	CPA (FY18)
171	Transfer to Conservation Trust for Future Purchase	5,000	CPA (Open Sp)
177	Boxborough Rental Assistance Program	37,650	CPA (Housing)
177	Transfer to Housing Trust for Regional Housing Services	3,025	CPA (Housing)
161	Town Clerk Records Preservation Phase 3	10,000	CPA (Historic)
491	North Cemetery Restoration	9,025	CPA (Historic)
670	Steele Farm Farmhouse Preservation	30,000	CPA (Avail Funds)
	<b>Total</b>	<b>99,700</b>	<b>Appropriations Total</b>
<b>Sense of the Meeting</b>			
	Move Town Meeting to April		
<b>General Bylaw Amendments &amp; New Bylaws</b>			
135	General Bylaw - Revolving Funds		
<b>Special Legislation</b>			
	Establish Special Rev Fund for receipts and expenses for Hager Well		

**FY2017 Proposed Articles  
Town of Boxborough**

Dept	Description	Amount	Funding Source
<b>Land Issues</b>			
	Municipal Facility Land Purchase	TBD	
	Release of existing easement & acceptance of easement		
	Transfer custody & control "Cobleigh" land		
	Road Acceptance -Emanuel Drive Extension cul-de-sac		
<b>Financial (Non Capital)</b>			
950	Transfer to Stabilization Fund	TBD	
950	Transfer to OPEB Trust Fund	62,500	
Multi	Close Completed Articles to General Fund		
Multi	Departmental Revolving Funds Expense Limits		
<b>STM?</b>	100 Rental Community Center	12,240	R&A -Budget
	122 Cable Infrastructure Appropriation	TBD	Cable Fund
<b>STM?</b>	135 Prior Year Bill	40	Free Cash
	135 Certification Stipend	1,000	R&A -Budget
	175 MS4 Stormwater Permit Consultant	30,000	
<b>STM?</b>	210 Police Supplemental Budget	???	R&A -Budget
<b>STM?</b>	215 Dispatch Supplemental Budget	???	R&A -Budget
	Municipal Facility Architecture/Site Plans	TBD	
	422 Chapter 90 Highway Reimbursement Program	-	
	541 Veteran's Memorial Design Studay	5K-10K	
<b>Capital Equipment &amp; Infrastructure</b>			
	Technology: Hardware/Software upgrades [7 desktops (\$9275), 1 server (\$17040), 2 UPSs (\$2520) and 2 switches (\$9700)]		
156		38,535	Free Cash
162	Voting Booths	8,000	Free Cash
192	Town Hall: Front Walkway & Signage	54,800	
192	Town Hall: Exterior Paint touchup	9,000	Free Cash
192	Town Hall: Replace water heater	6,500	Free Cash
192	Town Hall: Grange Meeting Room supplemental funding	TBD	
210/220/			
422/610	Town-wide: Wireless access points (Police, Fire, DPW, Library)	14,000	



**FY2017 Proposed Articles  
Town of Boxborough**

Dept	Description	Amount	Funding Source
192/210/ 220/610/ 691	Town Facilities: Access Control System	60,000	
210	Carpeting 10.5K, int lighting 15K, int paint 10K, duct cleaning 6K, server HVAC 8K Office furniture 5K, parking lot & landscaping 60K+	114,500	FC/Borrowing
210	Copier Lease vs 7K, Motorcycle Program 4500	11,500	
220	Fire: Laptops	12,000	
220	Public Safety Radio Upgrade Continuation	97,000	
220	Fire: Mobile & Portable Radios	26,000	
220	Fire: Repave Parking Lot	90,000	Borrowing
241	Building Dept: Permitting Software	23,000	
422	DPW: Road Paving	300,000	Borrowing
422	DPW Dump Truck	210,000	Borrowing
422	DPW Pickup Truck	60,000	Borrowing
422	DPW: Office Doors & Windows & Furniture	10,000	Free Cash
422	DPW: Refurbish Loader	75,000	
422	DPW Garage Roof	50,000	
422	DPW: Radios	50,000	
433	DPW: Dumpster (Metal & Wood)	10,400	
491	South Cemetery Stone Wall	15,000	
610	Library Carpeting	100,000	Borrowing
Total		<u>1,551,015</u>	

**Zoning Bylaw Amendments**

175	Zoning Bylaw Amendments - Section 9004 Penalty (implement tiered fining system)
175	Zoning Bylaw Amendments - New "Building Trade" category, definition and parking
175	Zoning Bylaw Amendments - Amend use tables for landscape service/contractors
175	Zoning Bylaw Amendments - establish moratorium on retail sale of marijuana
175	Zoning Bylaw Amendments - accessory signage on buildings

**FY2017 Proposed Articles  
Town of Boxborough**

Dept	Description	Amount	Funding Source
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**FY2018 Available Funds  
Town of Boxborough**

	Amount	Original Source	
Unexpended Articles:			
ATM14, Art21	2,026.48	Expanded Veterans Svc	Free Cash
ATM14, Art32	11,344.68	Community Svc Coord	Free Cash
ATM07, Art09	1,257.95	Fire Sta Cap Impr	Stabilization
STM13, Art05	5,105.77	Transfer Sta Reconfiguration	FC/Transf
ATM14, Art22D	694.96	Town Wide Computer Upgrade	Free Cash
ATM16, Art13	298.14	Borrowing Funds	Free Cash
	<b>20,727.98</b>		
ATM13, Art15	4.29	Terrain Mower	Borrowed
ATM15, Art20G	346.62	Chipper	Borrowed
ATM16, Art16	80.56	Library A/V	Borrowed
	<b>21,159.45</b>		
			ATM12Art16 (FC)
			9yr
			20yr
			8yr
Other Sources:			
	17,000.00	ReFunding Proceeds (Paydown Debt)	
	20,000.00	ACO IMA Transfers est	
	10,000.00	ABRSD Hager Well reimbursement	
	<b>47,000.00</b>		
Free Cash:			
	1,587,281	FY15 Certification	
	442,104	Additional Revenue (under-estimated)	
	313,877	Unexpended Funds GF Budget	
	(631,640)	Uses (Articles ATM16 & STM16)	
	18,581	Additional Returns, Income, Transfers in	
	1,730,203	FY16 Certification	
	(34,548)	STM 12/12/16	
	<b>1,695,655</b>	Free Cash Available	
Stabilization:			
	1,352,041	FY16 Balance	
	-	Additions (ATM16)	
	(62,500)	Uses (ATM16)	
	20,000	Interest (Est)	
	<b>1,309,541</b>	FY17 Balance (estimated)	
Local Revenues:			
	1,437,000	FY16 Estimates	(Includes Year 1 Beaverbrook Bldg Permits)
	1,992,131	FY16 Actual	(Includes Full Pmt Beaverbrook Bldg Permits)
	1,325,000	FY17 Estimates	
	689,869	FY17 Actual (YTD 1/30/17)	
	<b>1,325,000</b>	FY18 Estimate	

**FY2018 Budget Worksheet  
100-General Govt**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-100-5270-0000	Community Center Lease		11,940		(11,940)	-100.00%	5,970	11,700	11,700
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	0	11,940		(11,940)	-100.00%	5,970	11,700	11,700
	Total General Gov't	0	11,940		(11,940)	-100.00%	5,970	11,700	11,700
Notes:									
New Lease agreement for FY18 TBD (current negotiations 2.5% increase per year for 3 years); Article worded to add to budget									

**FY2018 Budget Worksheet  
114-Moderator**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
Account Number	Account Name								
001-114-5599-0000	Moderator Other Exp	50	50		0	0.00%	50	50	50
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	50	50		0	0.00%	50	50	50
	Total Moderator	50	50		0	0.00%	50	50	50
Notes:									
Mass Moderators Membership Dues \$20; Annual Conference \$30									

**FY2018 Budget Worksheet  
119-Town Constable**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-119-5599-0000	Town Constable Other Exp	100	145	(45)	-31.03%	72	175	72
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	100	145	(45)	-31.03%	72	175	72
	<b>Total Town Constable</b>	<b>100</b>	<b>145</b>	<b>(45)</b>	<b>-31.03%</b>	<b>72</b>	<b>175</b>	<b>72</b>
Notes:								
1 Election, 2 Town Meeting Warrants, 2 Bylaw/ZBA postings = 5 at 6 locations @ \$3 each plus 3 miles (rounded up in case of extra STM or other duties)								

**FY2018 Budget Worksheet  
122-Selectmen**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-122-5110-0000	Selectmen Salaries	2,000	2,000	0	0.00%	1,000	2,000	2,000
001-122-5306-0000	Selectmen Consulting	0	0	0	0.00%		0	1,159
001-122-5317-0000	Selectmen Printing Services	100	96	4	4.17%		48	100
001-122-5420-0000	Selectmen Office Supplies	175	62	113	182.26%		11	60
001-122-5490-0000	Selectmen Events	1,000	710	290	40.85%	727	600	706
001-122-5711-0000	Selectmen Travel	300	300	0	0.00%		300	144
001-122-5712-0000	Selectmen Training/Conferences	460	420	40	9.52%	209	460	210
001-122-5730-0000	Selectmen Dues	1,230	1,230	0	0.00%	1,212	700	1,195
	Other Misc Expenses -History							
	Total Salary	2,000	2,000	0	0.00%	1,000	2,000	2,000
	Total Other	3,265	2,818	447	15.86%	2,148	2,119	3,574
	Total Selectmen	5,265	4,818	447	9.28%	3,148	4,119	5,574
Notes:								
Printing Services: Bus. cards for potentially 2 new selectmen in May 2018 @ \$46								
Office Supplies: Nameplates for potentially 2 new selectmen @ \$11 ; stationary for holiday greetings; \$100 to cover misc exp for committee with no budget								
Events: due to additional food and beverages at Appreciation BBQ								
Travel: Mileage and parking associated with outside meetings attended by selectmen								
Training/Conferences: MMA Annual Meeting 2 selectmen @ \$170; DLS Muni Law Seminar or New Officials Finance Forum 2 selectmen @ \$60								
Dues: MMA \$730, 495/MW Partnership \$500								

**FY2018 Budget Worksheet  
123-Town Administrator**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-123-5111-0000	Town Administrator Salary	117,600	113,100	4,500	3.98%	51,560	108,750	108,750
001-123-5711-0000	Town Administrator Mileage	2,700	2,700	0	0.00%	1,350	2,875	2,787
	Total Salary	117,600	113,100	4,500	3.98%	51,560	108,750	108,750
	Total Other	2,700	2,700	0	0.00%	1,350	2,875	2,787
	Total Town Administrator	120,300	115,800	4,500	3.89%	52,910	111,625	111,537
Notes:								
Salary: Negotiated increase per contract								
Mileage: Per contract 5,000 miles @ IRS rate								



**FY2018 Budget Worksheet  
131-Finance Comm**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-131-5712-0000	Finance Comm Conference	200	280		(80)	-28.57%		280	165
001-131-5730-0000	Finance Comm Dues	200	200		0	0.00%	176	200	176
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	400	480		(80)	-16.67%	176	480	341
	Total Town Finance Comm	400	480		(80)	-16.67%	176	480	341

**FY2018 Budget Worksheet  
132-Reserve Fund**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-132-5960-0000	Reserve Fund	185,000	185,000		0	0.00%	19,500	185,000	225,749
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	185,000	185,000		0	0.00%	19,500	185,000	225,749
	Total Reserve Fund	185,000	185,000		0	0.00%	19,500	185,000	225,749

**FY2018 Budget Worksheet  
135-Town Accountant**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-135-5112-0000	Accountant Salary	72,777	69,609		3,168	4.55%	31,730	66,908	66,907
001-135-5301-0000	Accountant Audit	22,000	23,000		(1,000)	-4.35%	5,000	22,000	22,000
001-135-5305-0000	Accountant Software Support	12,610	11,810		800	6.77%	11,810	12,803	11,810
001-135-5420-0000	Accountant Office Supplies	200	200		0	0.00%	103	500	101
001-135-5711-0000	Accountant Travel	700	200		500	250.00%	470	250	678
001-135-5712-0000	Accountant Training/Conferences	2,025	1,125		900	80.00%	645	1,100	1,046
001-135-5730-0000	Accountant Dues	55	55		0	0.00%	50	55	50
	Other Misc Expenses -History								
	Total Salary	72,777	69,609		3,168	4.55%	31,730	66,908	66,907
	Total Other	37,590	36,390		1,200	3.30%	18,078	36,708	35,685
	Total Accountant	110,367	105,999		4,368	4.12%	49,808	103,616	102,593
Notes:									
Salary: Grade 15, Step 4; Special Article request for Certification Stipend									
Software Support: Vadar Accountant's Module, 3rd year Collection Module (0% Financing 5 years), plus 4 users on Web-Based Hosting (add one to current usage)									
Supplies: budget binders, printer supplies, etc									
Travel: March 140 miles, June 225 miles, Procurement \$450, plus additional training classes									
Training/Conferences: March Conference \$600; June Annual Mtg \$525; Procurement Training \$775; Capital Projects Acctg \$125									
Dues: Massachusetts Municipal Auditors and Accountants Assoc									

**FY2018 Budget Worksheet  
141-Assessor**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-141-5112-0000	Assessor Salary	72,777	69,609		3,168	4.55%	31,730	66,908	66,907
001-141-5154-0000	Assessor Certification Stipend	1,000	1,000		0	0.00%	1,000	1,000	1,000
001-141-5305-0000	Assessor Software Support	4,000	4,000		0	0.00%	4,000	4,000	4,000
001-141-5306-0000	Assessor Consulting	6,300	7,800		(1,500)	-19.23%	6,800	9,900	9,900
001-141-5312-0000	Assessor Legal Notices	150	150		0	0.00%	113	275	285
001-141-5399-0000	Assessor GIS Map Updates	0	0		0	0.00%		500	2,500
001-141-5420-0000	Assessor Office Supplies	500	500		0	0.00%	276	849	715
001-141-5711-0000	Assessor Mileage	625	575		50	8.70%	250	540	479
001-141-5712-0000	Assessor Training/Conferences	1,200	1,200		0	0.00%	255	1,100	1,184
001-141-5730-0000	Assessor Dues	775	765		10	1.31%	574	800	813
	Other Misc Expenses -History								
	Total Salary	73,777	70,609		3,168	4.49%	32,730	67,908	67,907
	Total Other	13,550	14,990		(1,440)	-9.61%	12,267	17,964	19,877
	Total Assessor	87,327	85,599		1,728	2.02%	44,997	85,872	87,784

Notes:

Salary: Grade 15, Step 4 increase includes 2.5% step, 2% COLA  
Software Support: Patriot (Property Valuation)  
Consulting: Contracted costs for Commercial & Industrial valuation services  
Legal Notices: est 1 ATB notice in newspaper  
Office Supplies: envelopes, general office supplies, printer toner  
Mileage/Travel: Inspections \$150; Conferences \$350; Meals/Tolls \$125  
Training/Conferences: Continuing Education Fall & Winter Conferences \$75 each; Summer Conference \$700;  
Assessors' School \$275; Annual Meeting \$75  
Assessor Dues: Mass. Assoc. of Assessing Offices (MAAO) Dues: \$50; Middlesex County Assessors Association (MCAA) Dues: \$25; Multiple Listing Service (MLS) Dues: \$348; Marshall & Swift Cost Tables Subscription: \$350

**FY2018 Budget Worksheet  
145-Treasurer - Collector**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual	
001-145-5112-0000	Treasurer/Collector Salary	74,596	71,350	3,246	4.55%	32,530	66,908	68,580	
001-145-5154-0000	Treasurer/Collector Certification Stipend	1,000	1,000	0	0.00%		1,000	1,000	
001-145-5301-0000	Treasurer Payroll Service	6,250	3,700	2,550	68.92%	1,687	3,700	5,620	
001-145-5311-0000	Treasurer/Collector Performance Bond	840	525	315	60.00%	838	525	258	
001-145-5313-0000	Treasurer Banking Fees	1,500	1,500	0	0.00%	28	1,680	1,546	
001-145-5316-0000	Treasurer/Collector Tax Title Foreclosure	1,000	1,000	0	0.00%		1,000	2,524	
001-145-5317-0000	Treasurer/Collector Printing Services	500	350	150	42.86%	158	350	483	
001-145-5345-0000	Treasurer/Collector Postage	7,100	7,100	0	0.00%	2,449		4,223	
001-145-5420-0000	Treasurer/Collector Office Supplies	500	1,000	(500)	-50.00%	77	125	330	
001-145-5711-0000	Treasurer/Collector Travel	500	500	0	0.00%	253	500	439	
001-145-5712-0000	Treasurer/Collector Training/Conference	1,000	1,000	0	0.00%	170	400	735	
001-145-5730-0000	Treasurer/Collector Dues	50	70	(20)	-28.57%	50	70	50	
	Other Misc Expenses -History								
	Total Salary	75,596	72,350	3,246	4.49%	32,530	67,908	69,580	
	Total Other	19,240	16,745	2,495	14.90%	5,709	8,350	16,208	
	<b>Total Treasurer/Collector</b>	<b>94,836</b>	<b>89,095</b>	<b>5,741</b>	<b>6.44%</b>	<b>38,239</b>	<b>76,258</b>	<b>85,789</b>	
Notes:									
FY16 Actual is Combined Treasurer 145 and Collector 146 total expenses									
Payroll: This has been averaging \$6K a year. Increases in reporting for Affordable Care Act									
Performance Bond: With the office combined this will be the new yearly amount									
Bank Fees: This has been the average over the last few years									
Tax Title: There are not many properties entering Tax Title, following FinCom directive to minimally fund									
Printing Services: Covers envelopes for payable checks as well as Treasurer/Collector envelopes									
Postage: This is for the pre-printed postal envelopes used for tax bills									
Office Supplies: reducing this to be inline with the last few FY averages. No significant purchases needed									
Travel: Mileage/lodging to MCTA school & conference as well as other meetings									
Training/Conferences: registration for MCTA School and Cape Conference									
Dues: Reduced to cover just MCTA dues									

**FY2018 Budget Worksheet  
151-Legal**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-151-5311-0000	Legal Services	65,000	45,000	20,000	44.44%	16,308	50,000	44,320
001-151-5399-0000	Legal Expenses	2,600	3,500	(900)	-25.71%	98	3,500	2,257
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	67,600	48,500	19,100	39.38%	16,406	53,500	46,577
	<b>Total Legal</b>	<b>67,600</b>	<b>48,500</b>	<b>19,100</b>	<b>39.38%</b>	<b>16,406</b>	<b>53,500</b>	<b>46,577</b>
Notes:								
Three collective bargaining agreements will be negotiated in FY18. Proposed increase is based on actuals for the past year plus the amount expended for bargaining during the last round of negotiations (Actual \$20,625)								

**FY2018 Budget Worksheet  
152-Personnel Board**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-152-5712-0000	Personnel Board Training/Conferences	120	120	0	0.00%	60	120	
001-152-5730-0000	Personnel Board Dues	200	200	0	0.00%	200	200	200
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	320	320	0	0.00%	260	320	200
	Total Personnel Board	320	320	0	0.00%	260	320	200
Notes:								
Training/Conferences: Attendance for up to 2 members at MMPA's annual Labor Law Seminar @ \$60								

**FY2018 Budget Worksheet  
156-Technology**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-156-5306-0000	Technology Consulting	92,000	92,457		(457)	-0.49%	27,678	67,424	57,342
001-156-5341-0000	Technology Telephone (VOIP & Copper)	7,700	7,700		0	0.00%	3,331	10,000	6,562
001-156-5341-0610	Technology Telephone (Library)	1,300	1,200		100	8.33%	514	1,200	1,242
001-156-5343-0000	Technology Internet Access	7,740	6,225		1,515	24.34%	4,354	4,665	5,941
001-156-5344-0000	Technology Website Hosting	2,450	2,750		(300)	-10.91%		2,450	2,450
001-156-5422-0000	Technology Software	12,880	7,980		4,900	61.40%	3,500	480	440
001-156-5582-0000	Technology Hardware	5,000	5,000		0	0.00%	51	9,100	8,666
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	129,070	123,312		5,758	4.67%	39,428	95,319	82,643
	Total Technology	129,070	123,312		5,758	4.67%	39,428	95,319	82,643
Notes:									
See Summary Page									



**FY2018 Budget Worksheet  
156-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGES</b>
<b>CONSULTING</b>	92,000	92,457	(457)
Managed Services - Firewall Town	5,055		Guardian Services
Managed Services - Firewall Library	1,785		Intend to issue RFP for consulting
Guardian Eye Lite (59 devices @ \$60/device/month; 1 @ \$25/month)	42,780		services to ensure we are still getting the best pricing for services
Phone (time & materials) 8 hrs/month @ \$135/hr	12,960		
Misc (time & materials) 16 hrs/month @ \$135/hr	25,920		
SmartNet Subscription Support - VoIP Annual fee. Service enables our IT consultant to call Cisco and start a ticket with the Cisco engineers who will help identify and resolve the issue	3,500		
<b>PHONE</b>	9,000	8,900	100
VoIP (12 @ \$400)	4,800		
6 Copper: 2@ Publ Safety, 2@TH, 1@TS, 1@DPW 6@\$/mo34	2,400		
Misc Calls	500		
Library Verizon @\$100/mo, AT&T@\$8/mo	1,300		
<b>INTERNET ACCESS</b>	7,740	6,225	1,515
Email hosting based on # accounts	720		(underbudgeted in FY17)
Email archiving based on # accounts	2,000		(underbilled in FY17)
Domain Registration (3/7/18-3/6/19)	400		rate increased 1/1/17
Secondary ISP @ Pubulic Safety \$200/mo	2,400		
FiOS \$175/mo	2,100		
Library Internet \$10/mo	120		
<b>WEBSITE HOSTING</b>	2,450	2,750	(300)
Annual Fee (VTS)			

**FY2018 Budget Worksheet  
156-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGES</b>
<b>SOFTWARE</b>	12,880	7,980	4,900
MapGeo annual fee \$3000	3,000		
MapGeo property records card link 500	500		
MapGeo parcel updates	2,500		
MapGeo scaling update	2,000		(FY18 cost only) provides consistency in scale of each map and increases legibility and alleviates measuring
ArcGIS maintenance	1,500		
Adobe Acrobat 2 @~\$240	480		
Sophos renewal (2/3/18-2/2/21)	2,900		
<b>HARDWARE</b>	5,000	5,000	0
Server Warranties 5 @ \$1000			
<b>TOTAL</b>	<b>129,070</b>	<b>123,312</b>	<b>5,758</b>

**FY2018 Budget Worksheet  
161-Town Clerk**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-161-5110-0000	Town Clerk Salary	47,760	46,823		937	2.00%	21,347	45,006	45,005
001-161-5154-0000	Town Clerk Certification Stipend	1,000	1,000		0	0.00%	1,000	1,000	1,000
001-161-5311-0000	Town Clerk Performance Bond	100	100		0	0.00%		100	100
001-161-5317-0000	Town Clerk Printing Services	50	0		50	5000.00%		0	0
001-161-5345-0000	Town Clerk Postage	305	300		5	1.67%		300	1,079
001-161-5420-0000	Town Clerk Office Supplies	200	180		20	11.11%	91	200	575
001-161-5443-0000	Town Clerk Equipment Maintenance	160	160		0	0.00%		160	0
001-161-5711-0000	Town Clerk Travel	270	288		(18)	-6.25%	442	345	96
001-161-5712-0000	Town Clerk Training/Conferences	1,290	865		425	49.13%	178	865	78
001-161-5730-0000	Town Clerk Dues	150	150		0	0.00%	60	150	60
	Other Misc Expenses -History								
	Total Salary	48,760	47,823		937	1.96%	22,347	46,006	46,005
	Total Other	2,525	2,043		482	23.59%	770	2,120	1,988
	Total Town Clerk	51,285	49,866		1,419	2.85%	23,117	48,126	47,994
Notes:									
Salary: Elected Step 9 @ 67.5% (27 hours/week)									
Printing Services:									
Postage: Pre-stamped envelopes 500 @ 295 + shipping									
Office Supplies: Bond paper, Certificate paper, permanent pens mailing labels									
Training/Conferences: Fall \$600, Winter \$90, Spring \$600									
Travel: 500 miles @ IRS rate									
Dues: Mass Assoc Town Clerks \$10, Middlesex County Assoc Town Clerks \$50									

**FY2018 Budget Worksheet  
162-Elections & Registrars**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-162-5110-0000	Registrar Salary	1,745	1,711	34	1.99%	855	1,711	1,711
001-162-5125-0000	Election Workers	1,008	4,689	(3,681)	-78.50%	3,024	2,317	2,277
001-162-5243-0000	Elect. & Registr. Equipment Maint	1,775	3,475	(1,700)	-48.92%	3,374	2,825	3,225
001-162-5317-0000	Elect. & Registr. Printing Services	1,045	1,045	0	0.00%	65	1,045	153
001-162-5345-0000	Elect. & Registr. Postage	1,675	1,672	3	0.18%		1,672	1,410
001-162-5420-0000	Elect. & Registr. Office Supplies	35	30	5	16.67%	90	30	33
001-162-5490-0000	Elect. & Registr. Refreshments	30	90	(60)	-66.67%	34	60	19
	Other Misc Expenses -History					127		417
	Total Salary	2,753	6,400	(3,647)	-56.98%	3,879	4,028	3,988
	Total Other	4,560	6,312	(1,752)	-27.76%	3,690	5,632	5,256
	Total Elect. & Registr.	7,313	12,712	(5,399)	-42.47%	7,569	9,660	9,244
Notes:								
Registrar Salaries are determined by the Compensation Schedule								
Election Workers Wages increase to \$11 minimum wage; Proposing Clerk Wages increase to \$14 per hour. There is								
Equipment Maintenance: Memory Card programming \$1,500, Contract \$200, Printing Cartridges \$75								
Printing Services: Bollot printing 3,000 @ \$0.27/ballot plus shipping \$870; Census mailing 5 @ \$35 per 500 = 2500 return envelopes \$175								
Postage: Census mailing 5 @ \$278 per 500 = 2500 envelopes +shipping = \$1410; Postcards 350 @\$0.75 = \$262								
Office Supplies: Pens, Tape, Stickers								

**FY2018 Budget Worksheet  
171-Conservation Comm**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-171-5243-0000	Conservation Comm Equipment Maint	1,150	1,000	150	15.00%	40	1,000	978
001-171-5599-0000	Conservation Comm Other Supplies	70	100	(30)	-30.00%	58	100	0
001-171-5712-0000	Conservation Comm Conferences	230	450	(220)	-48.89%		411	115
001-171-5730-0000	Conservation Comm Dues	700	600	100	16.67%	556	639	590
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	2,150	2,150	0	0.00%	654	2,150	1,683
	<b>Total Conservation Comm</b>	<b>2,150</b>	<b>2,150</b>	<b>0</b>	<b>0.00%</b>	<b>654</b>	<b>2,150</b>	<b>1,683</b>
Notes:								
Equipment Maint: Trail Markers \$200, Sand/Gravel/Mulch \$300, Boardwalk & Kiosk materials \$500, tools, etc \$150								
Other Supplies: Nameplate, etc								
Conferences: 2 @ \$115 MACC								
Dues: MACC 7 members \$640, Sudbury Valley Trustees \$60								

**FY2018 Budget Worksheet  
175-Planning Board**

Account Number	Account Name	FY18	FY17	FY18	FY18	FY17	FY16	FY16	
		Submitted Budget	Budget	vs FY17	vs FY17	YTD 12/21	Budget	Actual	
001-175-5110-0000	Planning Board Salary	545	545	0	0.00%	273	545	545	
001-175-5112-0000	Town Planner Salary	72,777	69,609	3,168	4.55%	31,730	66,908	66,907	
001-175-5305-0000	Planning Board Software Support	0	0	0	0.00%		3,000	3,000	
001-175-5306-0000	Planning Board Consulting	2,400	3,120	(720)	-23.08%		720	500	
001-175-5312-0000	Planning Board Legal Notices	200	200	0	0.00%	150	200	196	
001-175-5599-0000	Planning Board Other Office Exp	400	400	0	0.00%	217	660	404	
001-175-5711-0000	Planning Board Travel	675	675	0	0.00%	308	700	677	
001-175-5712-0000	Planning Board Conferences	285	260	25	9.62%	220	260	375	
001-175-5730-0000	Planning Board Dues	1,820	1,790	30	1.68%	1,785	1,790	1,777	
	Other Misc Expenses -History								
	Total Salary	73,322	70,154	3,168	4.52%	32,003	67,453	67,452	
	Total Other	5,780	6,445	(665)	-10.32%	2,680	7,330	6,929	
	Total Planning Board	79,102	76,599	2,503	3.27%	34,683	74,783	74,381	
Notes:									
Planner Salary: Grade 15, Step 4 increase includes 2.5% step, 2% COLA									
Consluting: Town Engineer 20 hours @ \$120 MS4 Stormwater Permitting									
Legal Notices: vary year to year, based on actuals									
Other Office Exp: Plotter supplies & Beacon subscription									
Travel: Estimate 31 Evening & 17 Off-site meetings @ IRS rate									
Conferences: Vary year to year depending on offerings & regional issues									
Dues: APA \$255, Mass APA \$35, AICP \$135, MAGIC based on population (est \$1395)									

**FY2018 Budget Worksheet  
176-Zoning Board**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-176-5312-0000	ZBA Advertising/Legal Notices	100	75		25	33.33%		0	
001-176-5599-0000	ZBA Other Office Supplies	35	60		(25)	-41.67%		135	20
001-176-5712-0000	ZBA Conferences	75	75		0	0.00%		75	0
001-176-5730-0000	ZBA Dues	0	0		0	0.00%		0	0
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	210	210		0	0.00%	0	210	20
	Total ZBA	210	210		0	0.00%	0	210	20
Notes:									
Legal Notices: Increased cost for Bylaw revision notices									

**FY2018 Budget Worksheet  
179-Agricultural Comm**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-179-5599-0000	Ag Comm Other Office Supplies		50		(50)	-100.00%		100	0
001-179-5711-0000	Ag Comm Travel	45	0		45	4500.00%		0	16
001-179-5712-0000	Ag Comm Conferences	155	150		5	3.33%		0	35
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	200	200		0	0.00%	0	100	51
	<b>Total Ag Comm</b>	<b>200</b>	<b>200</b>		<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>100</b>	<b>51</b>
Notes:									
Mileage for Conferences									
Mass Assoc Ag Coms Ann Mtg \$35									
Harvest NE Conference \$120									



**FY2018 Budget Worksheet  
192-Town Hall**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-192-5115-0000	Town Hall Clerical Salary	180,627	174,444	6,183	3.54%	80,354	172,420	162,148
001-192-5210-0000	TH Electricity	7,300	7,900	(600)	-7.59%	2,524	8,903	5,103
001-192-5212-0000	TH Heating	4,000	4,400	(400)	-9.09%	455	4,300	2,597
001-192-5241-0000	TH Bldg/Grounds Maint Service	4,700	3,000	1,700	56.67%	1,770	3,000	29,803
001-192-5271-0000	TH Equipment Lease	6,840	6,771	69	1.02%	2,831	6,922	5,642
001-192-5305-0000	TH Software Support	0	0	0	0.00%		1,500	1,500
001-192-5312-0000	TH Advertising/Legal Notices	1,120	1,120	0	0.00%	362	700	871
001-192-5317-0000	TH Printing Services	3,860	3,800	60	1.58%	1,511	4,160	4,949
001-192-5345-0000	TH Postage	7,200	5,700	1,500	26.32%		1,500	2,225
001-192-5420-0000	TH Office Supplies	700	700	0	0.00%	228	700	626
001-192-5421-0000	TH Copier Supplies	1,430	1,300	130	10.00%	22	1,670	1,850
001-192-5441-0000	TH Bldg/Grounds Maint Supplies	750	1,000	(250)	-25.00%	26	1,000	523
001-192-5443-0000	TH Equipment Maint Supplies	2,830	1,000	1,830	183.00%	651	1,000	2,065
001-192-5490-0000	TH Meals/Refreshments	100	100	0	0.00%	45	100	62
001-192-5599-0000	TH Cleaning Supplies	1,000	1,000	0	0.00%	388	1,000	1,074
001-192-5710-0000	TH Lodging/Meals	1,900	1,874	26	1.39%	1,072	1,910	1,914
001-192-5711-0000	TH Travel	640	544	96	17.65%	210	550	571
001-192-5712-0000	TH Training/Conferences	3,200	3,205	(5)	-0.16%	1,510	3,095	1,985
001-192-5730-0000	TH Dues	1,200	1,146	54	4.71%	1,098	1,113	1,057
001-192-5799-0000	TH Other Expenses	600	600	0	0.00%	204	600	346
	Other Misc Expenses -History							37,236
	Total Salary	180,627	174,444	6,183	3.54%	80,354	172,420	162,148
	Total Other	49,370	45,160	4,210	9.32%	14,905	43,723	101,999
	Total Town Hall	229,997	219,604	10,393	4.73%	95,258	216,143	264,147
Notes:								
FY16 Other Misc Expenses -History includes Lift replacement and HVAC (west)								
See Summary Page								

**FY2018 Budget Worksheet  
192-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES</b>
<b>ELECTRICITY</b>	7,300	7,900	(600)
			Based on 5-year consumption average of 67,000 kwh
<b>HEATING</b>	4,000	4,400	(400)
			Based on 5-year cost average (too complicated to calculate cost based upon average consumption)
<b>BLG/GROUNDS MAINT SVC</b>	4,700	3,000	1,700
			Parking Lot striping was underbudgeted by \$500 in FY16 General Maintenance increase recommended by Inspector of Buildings
<b>EQUIPMENT LEASE</b>	6,840	6,771	69
Ricoh copier	3,456		
Pitney Bowes postage meter	3,324		
<b>SOFTWARE SUPPORT</b>	0	0	0
<b>ADVERTISING/LEGAL NOTICES</b>	1,120	1,120	0
Advertising est \$250 for job ads in local paper			
Legal notices - public hearings and bid solicitations			
<b>PRINTING SVC</b>	3,860	3,800	60
Town Report	1,800		
ATM Warrant	1,800		
Envelopes	160		
ATM Banner date modification	100		

**FY2018 Budget Worksheet  
192-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES</b>
<b>POSTAGE</b>	7,200	5,700	1,500
			Reserves have been depleted (had been building up for several years; in FY16 budget was reduced and reserves were drawn down)
<b>OFFICE SUPPLIES</b>	700	700	0
Pens, pencils, clips, staples, notepads, file folders, binders, labels, etc.			
<b>COPIER SUPPLIES</b>	1,430	1,300	130
Paper 35 cases @ \$30	1,050		
Toner 3 @ \$100	300		
Staples	80		
<b>BLDG/GROUNDS MAINT SUPPLIES</b>	750	1,000	(250)
HVAC items, plumbing, floor coverings, wall coverings, electrical, paint, glass, doors, window coverings, hand or power tools			Reduced based on actual expenditure in last year.
<b>EQUIPMENT MAINT SUPPLIES</b>	2,830	1,000	1,830
Defibrillator battery (every 3 years)			
Misc supplies computers, clocks, etc			Based on average; line item had been underbudgeted in recent years.
<b>MEALS/REFRESHMENTS</b>	100	100	0
For meetings hosted by Boxborough (e.g. CTC, MMA)			
<b>CLEANING SUPPLIES</b>	1,000	1,000	0
Toilet paper, paper towels, tissues, cleaning products			
<b>LODGING/MEALS</b>	1,900	1,874	26
MMA Annual Mtg; MMA Spring and Fall Conferences; ICMA			

**FY2018 Budget Worksheet  
192-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES</b>
<b>TRAVEL</b>	640	544	96
			Previously had underbudgeted by not including airport ground transportation
<b>TRAINING/CONFERENCES</b>	3,200	3,205	(5)
MMMA Spring and Fall conferences), ICMA conference, MMA Annual Meeting, MMMA and MMPA prof devel; Muni Law seminar, ATFC, procurement, gen'l			
<b>DUES</b>	1,200	1,146	54
ICMA, MMMA, STAM and MAPPO (ICMA and MMMA based on salary)			
<b>OTHER EXPENSES</b>	600	600	0
Water cooler	300		
Furniture	300		
<b>TOTAL</b>	<b>49,370</b>	<b>45,160</b>	<b>4,210</b>

**FY2018 Budget Worksheet  
199-Energy Comm**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-199-5351-0000	Energy Comm Programs	200			200				
001-199-5441-0000	Energy Comm Maint Supplies	0	0		0	0.00%		0	
001-199-5599-0000	Energy Comm Other Office Supplies	300	300		0	0.00%		150	315
001-199-5711-0000	Energy Comm Travel	0	0		0	0.00%		0	
001-199-5712-0000	Energy Comm Conferences	0	0		0	0.00%		0	
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	500	300		200	66.67%	0	150	315
	<b>Total Energy Comm</b>	<b>500</b>	<b>300</b>		<b>200</b>	<b>66.67%</b>	<b>0</b>	<b>150</b>	<b>315</b>
Notes:									
Several upcoming projects include: Creating an electronic SwapShop; Reducing household waster through increased recycling; Increasing energy efficiencies in town buildings; increased town-wide education on drought and water-saving/conservation methods									

**FY2018 Budget Worksheet  
210-Police**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-210-5112-0000	Police Salary -Chief	122,909	120,499		2,410	2.00%	54,940	117,750	117,750
001-210-5113-0000	Police Salary -Lieutenant	82,340	80,725		1,615	2.00%	36,804	75,700	77,605
001-210-5114-0000	Police Salary -FT Officer	655,071	599,100		55,971	9.34%	269,609	616,325	604,706
001-210-5115-0000	Police Salary -Clerical	53,932	53,068		864	1.63%	24,200	52,484	52,484
001-210-5124-0000	Police Salary -Special Officer	12,672	12,423		249	2.00%	20,360	12,236	26,183
001-210-5125-0000	Police Salary -Lock Up Attendants	6,763	6,630		133	2.01%	1,691	6,533	2,494
001-210-5134-0000	Police OT	135,065	176,441		(41,376)	-23.45%	97,940	157,997	238,887
001-210-5144-0000	Police -Town Detail	13,195	12,947		248	1.92%	932	13,277	8,124
001-210-5154-0000	Police -Stipend	1,500	1,500		0	0.00%	625	1,500	1,500
001-210-5173-0000	Police -Accident Coverage	22,678			22,678				
001-210-5210-0000	Police Electricity	13,200	11,500		1,700	14.78%	5,009	12,000	13,311
001-210-5212-0000	Police Heating	2,400	3,300		(900)	-27.27%	234	3,700	1,659
001-210-5241-0000	Police Bldg/Grounds Maint Svc	5,000	5,000		0	0.00%	5,519	3,500	5,466
001-210-5242-0000	Police Vehicle Maint Svc	24,500	17,500		7,000	40.00%	13,082	17,500	19,103
001-210-5243-0000	Police Equipment Maint Svc	4,000	4,000		0	0.00%	3,781	4,000	1,362
001-210-5341-0000	Police Cell Phones	8,400	9,369		(969)	-10.34%	2,583	9,369	8,553
001-210-5342-0000	Police Mobile Communication	3,980	3,400		580	17.06%	1,090	3,400	3,978
001-210-5343-0000	Police Internet Access	4,495	2,790		1,705	61.11%	529	2,790	1,621
001-210-5443-0000	Police Equipment Maint Supply	9,500	8,250		1,250	15.15%	4,506	8,250	8,586
001-210-5490-0000	Police Meals/Refreshments	600	750		(150)	-20.00%	106	750	543
001-210-5591-0000	Police Uniforms	18,400	16,950		1,450	8.55%	7,298	16,950	16,754
001-210-5599-0000	Police Other Expense	4,050	3,431		619	18.04%	3,151	3,431	5,451
001-210-5712-0000	Police Training/Conferences	9,500	12,500		(3,000)	-24.00%	7,636	12,500	13,549
001-210-5730-0000	Police Dues/Memberships	8,450	6,000		2,450	40.83%	5,737	6,000	3,629
001-210-5840-0000	Police Vehicle Purchase	42,000	40,000		2,000	5.00%	39,182	0	0
	Other Misc Expenses -History								2,211
	<b>Total Salary</b>	<b>1,106,125</b>	<b>1,063,333</b>		<b>42,792</b>	<b>4.02%</b>	<b>507,100</b>	<b>1,053,802</b>	<b>1,129,733</b>
	<b>Total Other</b>	<b>158,475</b>	<b>144,740</b>		<b>13,735</b>	<b>9.49%</b>	<b>99,442</b>	<b>104,140</b>	<b>105,777</b>
	<b>Total Police</b>	<b>1,264,600</b>	<b>1,208,073</b>		<b>56,527</b>	<b>4.68%</b>	<b>606,543</b>	<b>1,157,942</b>	<b>1,235,510</b>

Note:

**FY2018 Budget Worksheet**  
**210-Police**

FY16 Other Misc Expense is Travel, unbudgeted	
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**FY2018 Budget Worksheet  
210-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGES</b>
<b>ELECTRICITY</b>	13,200	11,500	1,700
Police Station (including Dispatch and server room) electricity expenses.			Police Station Electricity has averaged \$1,100 per month
<b>HEATING/GAS</b>	2,400	3,300	(900)
Heating costs (natural gas) for 4 furnaces and 2 hot water (on-demand) heaters.			Based on a 5 yr. average of \$2,241 (includes FY16 mild year). FY12 to FY15 average is \$2,386
<b>BUILDING &amp; GROUNDS MAINTAINANCE</b>	5,000	5,000	0
Access control, Plumbers, Electricians, drinking water, septic pumping, misc. hardware, appliances, fixtures, decontamination, rug cleaning, duct cleaning, filters, bulbs, fire extinguishers, pest control, tools and cleaning supplies....			Maintaining this level based on a 5 yr. average
<b>VEHICLE MAINTAINANCE</b>	24,500	17,500	7,000
Maintenance and repair of eight vehicles: 2,200	2,200		Increase based on actual average as this line has been historically under budgeted based on a 5 year history
LOF & Tire Rotation \$55/ea. x 5 times x 8 units			
Vehicle Alignment \$125/ea. x 1 time x 8 units 1,000	1,000		
4 Tires mount and balanced \$530 x 2 times a yr. x 8 (-1) 7,950	7,950		
Accident Deductible \$500/ea. x 2 times a year 1,000	1,000		
4 flat Tire replacements with Mount/Bal 530	530		
Fleet car wash 1,000	1,000		
Non warranty Repairs \$500/ea. x 8 8,000	8,000		
Batteries and Electrical Repairs \$250/ea. x 8 2,000	2,000		
State Inspection \$35/ea. x 8 280	280		
Supplies/Wipers/Fluids/Bulbs/Etc. (rounded) 500	500		
<b>EQUIPMENT MAINT SERVICE</b>	4,000	4,000	0
Specialty Equipment (firearms, radar/LIDAR units, evidence collection tools, breath test devices, etc...) and other contractors			Maintain this level based on a 5 yr. average. This line has consistently been used to cover unforeseen spending in other accounts. Equipment maintenance get pushed off for another year



**FY2018 Budget Worksheet  
210-Summary**

	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>CELL PHONES</b>	8,400	9,369	(969)
12 phones totaling \$600/month. Plus a \$1,200 Replacement (2 year lifespan - 50% of devices swapped/upgraded a year), maintenance and accessories			Including increase with New Officer
<b>MOBILE COMMUNICATIONS</b>	3,980	3,400	580
\$290 Monthly mobile Data Terminal access fee (48.37/mo.) for 6 units. Repair and Maintenance of \$500/Yr.			Increase based on actuals and 5 yr. average
<b>INTERNET SERVICES</b>	4,495	2,790	1,705
Legal resources and investigative subscriptions:			Based on actual usage and services
TransUnion	300		
Comcast.net services	460		
eFax	200		
jgpr.net Public Relations/Media Services	2,150		
IACP.Net	525		
PMAM Human Capital Management	600		
Police Executive Research Forum	200		
N.E. Association of Insurance Fraud Investigators	60		
<b>EQUIPMENT SUPPLY</b>	9,500	8,250	1,250
Ammunition, batteries, cartridges, accessories, and other items to maintain all police and detention related equipment.			Increase based on a 5 yr. average (\$9,508) and new officer. This line has consistently been used to cover unforeseen spending in other accounts. Equipment supplies often get deferred for another year
<b>MEALS AND REFRESHMENTS</b>	600	750	(150)
Prisoner meals and refreshments for community events, professional development or training.			Reduction based on actual usage and history

**FY2018 Budget Worksheet  
210-Summary**

	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>UNIFORM &amp; GEAR</b>	18,400	16,950	1,450
Contractual obligation to provide uniforms, clothing, gear and related equipment and supplies. \$950 + \$500 cleaning = \$1,450 per officer. X 12 = \$17,400 and \$1,000 for special officers.			Increased with New Jan. 1 Officer
<b>OTHER EXPENSES</b>	4,050	3,431	619
Office supplies, mileage, business cards, ID cards, advertising, health and psychological screenings, printing needs etc....			Increase based on a 5 yr. average (\$4,054.80). This line has consistently been used to cover unforeseen spending in other accounts
<b>TRAINING AND CONFERENCES</b>	9,500	12,500	(3,000)
Tuition, fees, travel, lodging and other related expenses associated with attending conferences and training seminars for Police Department Staff, for example: Chiefs conference/training, specialized training for department instructors (firearms, Taser, defensive tactics, etc.) or specialized training for investigators (computer crimes, sexual assaults, evidence collection, etc.)			Reduction based on actuals and Chiefs completion of Master program (Contractual obligation)
<b>DUES AND MEMBERSHIPS</b>	8,450	6,000	2,450
Communities for Restorative Justice	1,500		Increases to FBI LEEDA, Restorative Justice and DVVSN; Also, added membership to accreditation associations the Harvard Sportsman Club
Domestic Violence Victim Assistance	1,300		
FBI LEEDA	350		
International Chiefs Association	150		
MA Chiefs Association	1,225		
Central Massachusetts Chiefs of Police Association	100		
Middlesex Chiefs Association	250		
Massachusetts Accreditation Association	1,250		
New England State Police Information Network	100		
Central Massachusetts Law Enforcement Council	750		
Coalition of Accreditation Managers	50		
Plymouth County Cooperative Bid	425		
Harvard Sportsman Club	1,000		

**FY2018 Budget Worksheet  
210-Summary**

	<b><u>FY18</u></b>	<b><u>FY17</u></b>	<b><u>NOTES/CHANGES</u></b>
<b>VEHICLE REPLACEMENT</b>	42,000	40,000	2,000
Replacing oldest/least reliable vehicle in the fleet. New Ford Explorer type vehicle will be inserted into marked patrol fleet as a front line cruiser			5% Increase (Vehicle and Equipment) based on actuals from last year purchase (balance pd from Maintenance)
<b>TOTAL</b>	<b>158,475</b>	<b>144,740</b>	<b>13,735</b>

**FY2018 Budget Worksheet  
215-Dispatch**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-215-5114-0000	Dispatch Salary FT	198,886	192,550		6,336	3.29%	89,197	186,418	188,615
001-215-5116-0000	Dispatch Salary PT	9,808	9,583		225	2.35%	9,437	9,376	14,721
001-215-5134-0000	Dispatch OT FT	86,914	83,803		3,111	3.71%	43,357	81,190	73,456
001-215-5154-0000	Dispatch Stipend				0	0.00%		3,000	3,000
001-215-5210-0000	Dispatch Electric	600	375		225	60.00%	191	400	468
001-215-5243-0000	Dispatch Equipment Maint Svc	14,105	7,300		6,805	93.22%	954	7,300	9,581
001-215-5305-0000	Dispatch Software/Records Mgt	18,200	19,290		(1,090)	-5.65%	19,740	19,290	19,605
001-215-5341-0000	Dispatch Telephone/Radios	1,000	4,130		(3,130)	-75.79%	4,328	4,130	1,901
001-215-5591-0000	Dispatch Uniforms	1,800	1,800		0	0.00%	57	1,800	1,545
001-215-5599-0000	Dispatch Office Expense	2,500	2,500		0	0.00%	1,871	2,500	2,630
001-215-5712-0000	Dispatch Training	1,000	1,000		0	0.00%	939	1,000	140
001-215-5730-0000	Dispatch Dues/Subscriptions	1,200			1,200				
	Other Misc Expenses -History								
	Total Salary	295,608	285,936		9,672	3.38%	141,991	279,984	279,792
	Total Other	40,405	36,395		4,010	11.02%	28,080	36,420	35,871
	Total Dispatch	336,013	322,331		13,682	4.24%	170,071	316,404	315,664
Notes:									
See Summary Page									

**FY2018 Budget Worksheet  
215-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGES</b>
<b>ELECTRICITY</b>	600	375	225
Power at the Hager and Swanson Communications sites averages \$50/month			Addition of new radio equipment and HVAC environmental controls
<b>EQUIPMENT REPAIR &amp; MAINT SERVICE</b>	14,105	7,300	6,805
<i>Radios, Specialty Equipment Needs, Electrical Repairs, and related Supplies</i>			Some contracts re-organized from software/records
Copier Serv. Contract	800		
Generator Service Contract	750		
Other Radio Equipment R/M	2,500		
Specialty Items	1,500		
Misc. Repairs	1,250		
Misc. Equipment Replacement	1,500		
DSS Corp. IP phone recording service	75		
Criminal Justice Information Service (CJIS) router	730		
Service and repair to the new integrated Communications System, equipment, services and connectivity. This will increase next year with the proposed additional service contracts.	5,000		The general practice is to plan on a maintenance budget of 10% of the cost of system. This was a \$500K system and that would be \$50K. I would like to try a lesser amount (1%) and see what we experience
Access Control Service Contract (Not until FY19)	0		
Video Camera Service Contract (Not until FY19)	0		
<b>SOFTWARE/RECORDS MAINT and SERVICE CONTRACTS</b>	18,200	19,290	(1,090)
1) TriTech (IMC) Computer Aided Dispatch (CAD), Records Management System (RMS), Fire Management System (FMS), Emergency Medical Software (EMS), Administrative, Mobile Data Terminals (MDT), Investigations Module, Administrative Payroll and Time Tracking			Increased rates on contract from 16K

**FY2018 Budget Worksheet  
215-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGES</b>
<b>DISPATCH TELEPHONE/RADIO COMMUNICATIONS</b>	1,000	4,130	(3,130)
Dispatch Cell phone backup \$800; \$200 R/M			
<b>DISPATCH UNIFORMS</b>	1,800	1,800	0
Contractual Uniform Allowance			
4 Full Time Dispatchers @ \$350/ea	1,400		
4 Part Time Dispatchers @ \$100/ea	400		
<b>DISPATCH OFFICE EXPENSES</b>	2,500	2,500	0
Printer 1: B/W High Capacity Toner	355		
Printer 2: Color toner \$261/ea x 4 colors (Both are replaced 1.5 times yearly)	1,045		
Paper, file folders, labels, dispatch cleaning and disinfectant supplies, general office supplies and occasionally file drawers or paper shredders	1,100		
<b>DISPATCH TRAINING</b>	1,000	1,000	0
Tuition, fees, travel (mileage) and other related expenses associated with attending conferences and training seminars for Dispatch Staff.			This line has consistently been used to cover unforeseen spending in other accounts as grant awards have been used for dispatch training when available
<b>DUES AND MEMBERSHIPS</b>	1,200	0	1,200
RangeCast IP based radio monitoring service	500		
Weather Display	600		
Mass Communications Supervisors Assn	100		
<b>TOTAL</b>	<b>40,405</b>	<b>36,395</b>	<b>4,010</b>

**FY2018 Budget Worksheet  
220-Fire**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-220-5112-0000	Fire Salary -Chief	105,038	100,998		4,040	4.00%	46,048	97,113	97,113
001-220-5114-0000	Fire Salary -FT FF/EMT	319,760	313,087		6,673	2.13%	144,820	297,707	305,528
001-220-5116-0000	Fire Salary -PD FF	267,290	263,005		4,285	1.63%	89,756	259,046	174,255
001-220-5124-0000	Fire Salary -On Call	57,385	56,260		1,125	2.00%	15,697	60,085	25,682
001-220-5134-0000	Fire OT	88,956	85,909		3,047	3.55%	42,900	90,270	107,345
001-220-5210-0000	Fire Electricity	6,200	7,000		(800)	-11.43%	2,438	6,000	5,980
001-220-5212-0000	Fire Heating	6,200	7,000		(800)	-11.43%	633	6,500	4,009
001-220-5241-0000	Fire Bldg/Grounds Maint Svc	5,400	5,400		0	0.00%	1,565	5,400	2,593
001-220-5242-0000	Fire Vehicle Maint Svc	23,000	20,000		3,000	15.00%	13,093	20,000	21,169
001-220-5243-0000	Fire Equipment Maint Svc	16,000	17,950		(1,950)	-10.86%	8,218	18,450	10,265
001-220-5301-0000	Fire Ambulance Billing	9,500	7,180		2,320	32.31%	1,877	7,180	8,978
001-220-5302-0000	Fire Medical Services	2,400	2,000		400	20.00%	1,026	2,000	2,249
001-220-5341-0000	Fire Cell Phone	4,500	3,300		1,200	36.36%	1,270	2,800	2,775
001-220-5441-0000	Fire Bldg/Grounds Maint Supply	1,600	1,200		400	33.33%	1,031	1,200	2,725
001-220-5443-0000	Fire Veh/Equipment Maint Supply	11,500	13,500		(2,000)	-14.81%	4,135	13,500	8,611
001-220-5500-0000	Fire Medical Supply	6,500	5,750		750	13.04%	2,286	5,750	6,029
001-220-5591-0000	Fire Uniforms	8,900	8,900		0	0.00%	1,740	8,900	9,273
001-220-5712-0000	Fire Training/Conferences	1,600	2,900		(1,300)	-44.83%	320	2,900	611
001-220-5730-0000	Fire Dues	3,000	3,300		(300)	-9.09%	2,814	3,300	3,039
001-220-5731-0000	Fire Certification/License	2,000	2,000		0	0.00%	315	2,000	1,664
001-220-5799-0000	Fire Other Expenses	2,600	2,100		500	23.81%	63	2,100	2,711
	Total Salary	838,429	819,259		19,170	2.34%	339,221	804,221	709,923
	Total Other	110,900	109,480		1,420	1.30%	42,823	107,980	92,680
	Total Fire	949,329	928,739		20,590	2.22%	382,044	912,201	802,603
Notes:									
See Summary Page									

**FY2018 Budget Worksheet  
220-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGE</b>
<b>ELECTRICITY</b>	6,200	7,000	(800)
Fire Station electricity expenses, (Lights, A/C, Heat Pumps)			Five year avg of \$6,080. FY16 average month \$500
<b>HEATING/GAS</b>	6,200	7,000	(800)
Heating costs (natural gas) for 3 furnaces and 1 hot water heater			Five year avg of \$5,700. FY16 average month \$475 (FY16 was a mild winter)
<b>BUILDING AND GROUNDS MAINTENANCE SERVICE</b>	5,400	5,400	0
Plumbers, Electricians, septic pumping, misc. hardware, appliances, fixtures, rug cleaning, bulbs, fire extinguishers, fire alarm, tools, supplies....			
<b>VEHICLE MAINTAINENCE SERVICE</b>	23,000	20,000	3,000
5 Pumpers serviced 1/yr x \$1600	8,000		Four year avg of \$21,421 (FY12 was an off year)
Ambulance service 3/yr x \$150	450		
Brush Engine service 2/yr x \$200	400		
Inspections 7 x \$150	1,050		
Command Car serviced 4 x \$50 + Inspection	235		
Tires, Batteries, Brakes, Chassis Service, Pump Work etc			
<b>EQUIPMENT MAINTAINENCE SERVICE</b>	16,000	17,950	(1,950)
5 Pump Tests	1,150		Five year average of \$13,356
Rescue Tools Serviced	1,800		
SCBA Flow Test	1,600		
Plymovent Service Contract	2,300		
Multi Gas Meters Service	350		
Ladder Testing	650		
SCBA Compressor Service 2x \$700	1,400		
Radio/Equipment misc repairs etc	6,750		



**FY2018 Budget Worksheet  
220-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGE</b>
<b>AMBULANCE BILLING</b>	9,500	7,180	2,320
333 Medical Runs 2013, 345 Medical Runs 2014, 381 Medical Runs 2015, 428 Medical Runs 2016 (as of 12/13/16)			FY16 actual close to \$9,000; Spoke with Medical Billing CEO: Recommends increasing \$9,500 for projected increase in runs
<b>MEDICAL SERVICES</b>	2,400	2,000	400
Pre Employment Physicals \$800 x 3			Have been hiring an average of three new hires a year (per diem and full time)
<b>MOBILE COMMUNICATIONS</b>	4,500	3,300	1,200
Mobile Data Terminal access fee 5 units x \$40/mo	2,400		Includes new mobile data terminal to fleet in new engine
Cellular Phones 4 Phones @ \$130/mo	1,560		
Repair/Maintenance/Replacement est	400		
<b>BLDG/GROUNDS MAINTAINENCE SUPPLIES</b>	1,600	1,200	400
Toilet Paper, Soap, Paper Towels, Cleaning Supplies, Bottle Water, Hardware Needs, etc...			
<b>VEHICLE/EQUIPMENT MAINTAINENCE SUPPLIES</b>	11,500	13,500	(2,000)
Fire Equipment, Radio Equipment, Batteries, Vehicle Equipment and other related equipment			
<b>MEDICAL SUPPLIES</b>	6,500	5,750	750
Medical Supplies, Equipment, Medication, Oxygen.			Price increase in medications
<b>UNIFORMS</b>	8,900	8,900	0
Uniforms, clothing, and related equipment per contracts			
Full-Time \$900 x 5	4,500		
Chief \$950 + \$500 Cleaning	1,450		
Per-Diem's \$100 x 29	2,950		

**FY2018 Budget Worksheet  
220-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGE</b>
<b>TRAINING AND CONFERENCES</b>	1,600	2,900	(1,300)
Professional Development	300		
Lodging	250		
Monthly Meetings \$55 x 12	660		
Academy Classes \$20 x 6	120		
Text Books	200		
<b>DUES</b>	3,000	3,300	(300)
Fire Dist 14 Dues	2,400		
IAFC Membership	240		
NFPA Membership	300		
<b>CERTIFICATIONS / LICENSE</b>	2,000	2,000	0
Controlled Substance	300		
Ambulance License	600		
Car Seat Recertification	100		
EMT Recertification \$145 x 7	1,015		
<b>OTHER EXPENSES</b>	2,600	2,100	500
Ecore Scheduler Subscription	780		
eDispatch, Subscription	1,128		
Office supplies, business cards, Subscriptions, etc...			
<b>TOTAL</b>	<b>110,900</b>	<b>109,480</b>	<b>1,420</b>

**FY2018 Budget Worksheet  
241-Building Inspector**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-241-5112-0000	Building Insp Salary	72,777	69,609		3,168	4.55%	31,730	68,581	64,445
001-241-5124-0000	Building Insp Salary Coverage	2,800	2,602		198	7.61%		1,282	0
001-241-5242-0000	Building Insp Vehicle Maint Svc	120	100		20	20.00%	50	100	53
001-241-5306-0000	Building Insp Consulting	18,000	7,500		10,500	140.00%	430	7,500	1,009
001-241-5599-0000	Building Insp Office Supplies	500	1,845		(1,345)	-72.90%	101	1,000	924
001-241-5711-0000	Building Insp Mileage	325	270		55	20.37%	423	300	397
001-241-5712-0000	Building Insp Training/Conferences	2,680	1,375		1,305	94.91%	395	750	555
001-241-5730-0000	Building Insp Dues	130	125		5	4.00%	75	125	125
	Other Misc Expenses -History								
	Total Salary	75,577	72,211		3,366	4.66%	31,730	69,863	64,445
	Total Other	21,755	11,215		10,540	93.98%	1,474	9,775	3,062
	Total Building Insp	97,332	83,426		13,906	16.67%	33,204	79,638	67,507
Notes:									
Salary: Grade 16, Step 4									
Coverage: 80 hours @ \$34.99/hr									
Consulting: Have contracted for services to help oversee Paddock Estates. Note that if additional projects come to fruition, this amount will be offset in GF by additional revenue as we plan to ask the project for funds for an inspector									
Office Supplies: Misc supplies & books									
Mileage: (personal vehicle for trainings) 600 miles @ IRS rate									
Training/Conferences: NE @ Umass Amherst (\$660), MetroWest (\$75), Procurement Training (\$695 + \$400 hotel); New code year training (\$850)									
Dues: MBCIA (\$75) & MW Building Officials (\$55)									

**FY2018 Budget Worksheet  
291-Animal Ctrl**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-291-5116-0000	ACO Salary	1,660	2,787	(1,127)	-40.44%	529	2,746	1,363
001-291-5341-0000	ACO Telephone	325	325	0	0.00%	100	300	303
001-291-5711-0000	ACO Travel	225	220	5	2.27%	69	0	165
001-291-5799-0000	ACO Other Expenses			0	0.00%		150	0
	Other Misc Expenses -History							
	Total Salary	1,660	2,787	(1,127)	-40.44%	529	2,746	1,363
	Total Other	550	545	5	0.92%	169	450	468
	Total ACO	2,210	3,332	(1,122)	-33.67%	697	3,196	1,831
Notes: Rounded Totals								
Salary: Est 80 hours @ \$20.75 Better reporting is still flexing totals								
Telephone: 12 mo @ \$26								
Travel: Mileage Reimb submitted quarterly Est 80 calls @ 5 mi @ IRS rate								

**FY2018 Budget Worksheet  
292-Animal Ctrl -Dogs & Cats**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-292-5114-0000	ACO Dog & Cat Salary	14,997	14,158		839	5.93%	6,102	11,507	11,507
001-292-5242-0000	ACO Dog & Cat Vehicle Maint Svc	1,935			1,935		35		
001-292-5270-0000	ACO Dog & Cat Rental of Facilities	600	600		0	0.00%	300	600	600
001-292-5302-0000	ACO Dog & Cat Veterinary Svc	300	150		150	100.00%	208	150	229
001-292-5341-0000	ACO Dog & Cat Telephone	800	600		200	33.33%	204	600	986
001-292-5599-0000	ACO Dog & Cat Supplies	500	500		0	0.00%	239	500	0
001-292-5711-0000	ACO Dog & Cat Travel	0	3,000		(3,000)	-100.00%	819	1,000	2,850
001-292-5712-0000	ACO Dog & Cat Training/Conferences	300			300		194		
	Other Misc Expenses -History								
	Total Salary	14,997	14,158		839	5.93%	6,102	11,507	11,507
	Total Other	4,435	4,850		(415)	-8.56%	1,998	2,850	4,665
	Total ACO Dog & Cat	19,432	19,008		424	2.23%	8,100	14,357	16,172
Notes:									
ACO salary reviewed by Pers. Board: Placed on Grade 10, Step 4									
Vehicle Maintenance added / Travel deleted									
Other increases to telephone and vet services are based on previous usage									
Training expenses for this position is required									
**Costs are shared with Littleton and Stow, transfers to general fund supplement Total Other expenses									

**FY2018 Budget Worksheet  
292-Summary**

			<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>VEHICLE REPAIR &amp; MAINT SERVICE</b>			1,935	0	1,935
Maintenance and repair of ACO vehicles: & Tire Rotation \$55/ea. x 5 times	LOF	275			
Vehicle Alignment x 1/yr		125			
4 Tires mount and balanced x 1/yr		550			
1 flat Tire replacement with Mount/Bal		135			
Non warranty Repairs		500			
Battery and Electrical Repairs		250			
State Inspection		35			
Supplies/Wipers/Fluids/Bulbs/Etc		65			
<b>RENTAL OF FACILITIES</b>			600	600	0
Dog Kennels					
<b>VETERINARY SERVICES</b>			300	150	150
Emergency Services and euthanasia for unclaimed animals					
<b>TELEPHONE</b>			800	600	200
Cellphone \$600 /yr; repair, maintenance, and/or replacement \$200					

**FY2018 Budget Worksheet  
292-Summary**

	<u><b>FY18</b></u>	<u><b>FY17</b></u>	<u><b>NOTES/CHANGES</b></u>
<b>SUPPLIES</b> Leashes, catch poles, crates, food, gloves, bowls and other misc supplies	500	500	0
<b>TRAVEL</b> Mileage reimbursement for use of personal vehicle	0	3,000	(3,000) POV no longer used, costs transferred to vehicle maintenance
<b>TRAINING</b> State certification training	300	0	300
<b>TOTAL</b>	<b>4,435</b>	<b>4,850</b>	<b>(415)</b>

**FY2018 Budget Worksheet  
299-Field Driver**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-299-5124-0000	Field Driver Salary	45	45	0	0.00%	45	45	45
001-299-5711-0000	Field Driver Mileage	20	20	0	0.00%		25	2
	Other Misc Expenses -History							
	Total Salary	45	45	0	0.00%	45	45	45
	Total Other	20	20	0	0.00%	0	25	2
	Total Field Driver	65	65	0	0.00%	45	70	47
Notes:								
Stipend per Compensation Plan								
Est mileage, call based								



**FY2018 Budget Worksheet  
310-Minuteman**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-310-5320-0000	Minuteman Tuition	121,284			121,284				
001-310-5330-0000	Minuteman Transportation				0				
001-310-5601-0000	Minuteman Assessment	7,948	197,492		(189,544)	-95.98%	118,497	165,340	165,340
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	129,232	197,492		(68,260)	-34.56%	118,497	165,340	165,340
	<b>Total Minuteman</b>	<b>129,232</b>	<b>197,492</b>		<b>(68,260)</b>	<b>-34.56%</b>	<b>118,497</b>	<b>165,340</b>	<b>165,340</b>
Notes:									
Tuition Based on 3 current students & 3 anticipated students									
Assessment is Capital obligations only									

**FY2018 Budget Worksheet  
311-Assabet**

		FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
Account Number	Account Name							
001-311-5320-0000	Assabet Tuition	32,928		32,928				
001-311-5330-0000	Assabet Transportation			0				
001-311-5601-0000	Assabet Assessment		0	0	0.00%			
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	32,928	0	32,928	3292800.00%	0	0	0
	<b>Total Assabet</b>	<b>32,928</b>	<b>0</b>	<b>32,928</b>	<b>3292800.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Notes:								

**FY2018 Budget Worksheet  
312-Nashoba**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/2	Budget	Actual
001-312-5320-0000	Nashoba Tuition								
001-312-5330-0000	Nashoba Transportation								
001-312-5601-0000	Nashoba Assessment		0		0	0.00%			
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	0	0		0	0.00%	0	0	0
	Total Nashoba	0	0		0	0.00%	0	0	0
Notes:									

**FY2018 Budget Worksheet  
320-ABRSD**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-320-5601-0000	ABRSD Assessment	11,696,836	11,503,148	193,688	1.68%	5,751,574	11,120,240	11,120,240
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	11,696,836	11,503,148	193,688	1.68%	5,751,574	11,120,240	11,120,240
	Total ABRSD	11,696,836	11,503,148	193,688	1.68%	5,751,574	11,120,240	11,120,240
Notes:								
Supt Budget preliminary 12/15/16								

**FY2018 Budget Worksheet  
320-Summary**

**School Year 2017-2018  
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
Analysis of Assessments - Projected State Aid Numbers  
DRAFT TABLE 6 - 12/19/16**

	<b>GROSS BUDGET 2017-2018</b>	<b>ACTON 84.91% 83.75%</b>	<b>BOXBOROUGH 15.09% 16.25%</b>
<b>EXPENDITURES INSIDE DEBT LIMIT:</b>			
OPERATING BUDGET	\$82,797,178	\$70,303,084	\$12,494,094
OPEB TRUST FUND CONTRIBUTION	\$900,000	\$764,190	\$135,810
MINUTEMAN ASSESSMENT	\$190,000	\$161,329	\$28,671
LOWER FIELDS CONSTRUCTION DEBT SERVICE	\$87,718	\$77,850	\$9,868
CAPITAL OUTLAY -BUILDINGS	\$714,750	\$606,894	\$107,856
<b>TOTAL INSIDE DEBT LIMIT</b>	<b>\$84,689,646</b>	<b>\$71,913,347</b>	<b>\$12,776,299</b>
<b>EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY REGION):</b>			
CONSTRUCTION DEBT SERVICE (FOR JHS & SHS/AUTHORIZED OUTSIDE PROP 2 1/2)	\$385,720	\$342,327	\$43,394
SH CONSTRUCTION/RENOVATION	\$1,430,280	\$1,269,374	\$160,907
	<b>\$1,816,000</b>	<b>\$1,611,700</b>	<b>\$204,300</b>
<b>GROSS BUDGET-Subtotal</b>	<b>\$86,505,646</b>	<b>\$73,525,047</b>	<b>\$12,980,599</b>
<b>SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS</b>	\$832,572	\$706,937	\$125,635
<b>TOTAL REGIONAL DISTRICT EXPENDITURES</b>	<b>\$87,338,218</b>	<b>\$74,231,983</b>	<b>\$13,106,234</b>
<b>OTHER FINANCING SOURCES:</b>			
CHAPTER 70 BASE AID	\$14,833,821	\$12,595,397	\$2,238,424
CHARTER SCHOOL AID	\$25,004	\$21,231	\$3,773
REGIONAL SCHOOL TRANSPORTATION (Cherry Sheet)	\$1,345,826	\$1,142,741	\$203,085
REGIONAL BONUS AID & MISC REVENUES	\$149,000	\$126,516	\$22,484
TRANSFER FROM RESERVES (Excess & Deficiency)	\$200,000	\$169,820	\$30,180
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$16,553,651</b>	<b>\$14,055,705</b>	<b>\$2,497,946</b>
<b>TOWN ASSESSMENTS</b>	<b>\$70,784,567</b>	<b>\$60,176,278</b>	<b>\$10,608,288</b>

## FY2018 Budget Worksheet 320-Summary

Calculation of Final Assessments Per Appendix A to Revised Regional Agreement ·FY18

Description	TOTAL	ACTON	BOXBOROUGH
Project Total Benefit Amount	\$1,873,119		
Base Budgets	\$68,102,867	\$56,675,977	\$11,426,890
Benefit Percentage Shares		82.5%	17.5%
Share of Benefits	\$1,873,119	\$1,545,323	\$327,796
Reduce Base Budgets By Benefit Shares	\$66,229,748	\$55,130,654	\$11,099,094
Recalculated Assessment Percentages Based On Benefit Shares Applied To Base Budget	100.00%	83.24%	16.76%
Input Table 6 Result From FY18 Actual Budget	<b>\$70,784,567</b>	<b>\$60,176,278</b>	<b>\$10,608,288</b>
Assessment Percentages With Actual Budget		85.01%	14.99%
Shift In Percentage Shares		1.77%	-1.77%
<b>Final Assessment AT FIXED ASSESSMENT % PER APPENDIX A LESS DEBT PAID DIRECT BY TOWN- PER IMA Section 6 Amount due from each town</b>	<b>\$70,784,567</b>	<b>\$58,922,155</b>	<b>\$11,862,412</b>
	(\$832,572)	(\$666,996)	(\$165,576)
	<b>\$69,951,995</b>	<b>\$58,255,159</b>	<b>\$11,696,836</b>

FY17 Assessments	\$67,050,245	\$55,547,097	\$11,503,148
increase	\$2,901,750	\$2,708,062	\$193,688
%	4.3%	4.9%	1.7%
FY16 Assessments	\$64,291,249	\$53,171,009	\$11,120,240
increase	\$5,660,746	\$5,084,150	\$576,596
%	8.8%	9.6%	5.2%
FY15 Assessments	\$60,284,722	\$49,690,145	\$10,594,577
FY15 additional assessment MCRS	\$451,297	\$384,255	\$67,042
increase	\$60,736,019	\$50,074,400	\$10,661,619
%	\$3,555,230	\$3,096,609	\$458,621
	5.9%	6.2%	4.3%

**FY2018 Budget Worksheet  
320-Summary**

12/19/2016  
FY18 Table 6

**DETAILS OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS**

**EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY ACTON OR BOXBOROUGH)**

BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)  
SBAB REIMBURSEMENT BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)  
HAGER WELL (WATER & SEWER) (Authorized FY00)  
TWIN SCHOOLS (Authorized FY03)  
SBAB REIMBURSEMENT TWIN SCHOOLS (Authorized FY03)  
**TOTAL OUTSIDE DEBT LIMIT**

**SCHOOL RELATED DEBT SERVICE AUTHORIZED BY BOXBOROUGH TOWN MEETING:**

REPLACEMENT OF PORTION OF BLANCHARD MEMORIAL ROOF (Authorized FY12)  
REPLACEMENT OF WINDOWS (Authorized FY13)  
SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL (Authorized FY13)  
**TOTAL TOWN OF BOXBOROUGH SCHOOL DEBT SERVICE**

**SCHOOL RELATED DEBT SERVICE AUTHORIZED BY ACTON TOWN MEETING:**

CONANT SCHOOL (Authorized FY10)  
SCHOOL FACILITIES (Authorized FY10)  
DOUGLAS ROOF (Authorized FY09)  
**TOTAL TOWN OF ACTON SCHOOL DEBT SERVICE**

**SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS**

<b>GROSS</b>	<b>ACTON</b>	<b>BOXBOROUGH</b>
\$341,700.00	\$290,137.47	\$51,562.53
(\$284,091.00)	(\$241,221.67)	(\$42,869.33)
\$74,960.00	\$63,648.54	\$11,311.46
\$1,475,000.00	\$1,252,422.50	\$222,577.50
(\$922,673.00)	(\$783,441.64)	(\$139,231.36)
<b>\$684,896.00</b>	<b>\$581,545.19</b>	<b>\$103,350.81</b>
\$19,038.00	\$16,165.17	\$2,872.83
\$8,069.00	\$6,851.39	\$1,217.61
\$5,900.00	\$5,009.69	\$890.31
<b>\$33,007.00</b>	<b>\$28,026.24</b>	<b>\$4,980.76</b>
\$18,251.25	\$15,497.14	\$2,754.11
\$73,005.00	\$61,988.55	\$11,016.45
\$23,412.50	\$19,879.55	\$3,532.95
<b>\$114,668.75</b>	<b>\$97,365.24</b>	<b>\$17,303.51</b>
\$832,571.75	\$706,936.67	\$125,635.08
(\$832,571.75)	(\$666,996.00)	(\$165,575.75)
\$0.00	\$39,940.67	(\$39,940.67)

**FY2018 Budget Worksheet  
422-Public Works**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-422-5112-0000	DPW Salary -Director	84,055	84,055	0	0.00%	38,318	82,812	82,812
001-422-5114-0000	DPW Salary	392,746	385,210	7,536	1.96%	173,523	373,037	355,408
001-422-5115-0000	DPW Salary -Clerical	52,583	51,741	842	1.63%	23,591	51,184	51,184
001-422-5134-0000	DPW OT	16,382	16,002	380	2.37%	12,092	14,254	16,521
001-422-5210-0000	DPW Electricity	4,500	4,000	500	12.50%	1,550	2,500	4,302
001-422-5210-0630	Playing Fields Electricity	1,300		1,300				
001-422-5212-0000	DPW Heating	4,000	4,000	0	0.00%	475	4,000	2,801
001-422-5241-0000	DPW Bldg/Grounds Maint Svc	11,600	6,500	5,100	78.46%	11,198	6,000	7,195
001-422-5241-0630	Playing Fields Maintenance	4,900		4,900				
001-422-5242-0000	DPW Vehicle Maint Svc	18,000	18,000	0	0.00%	3,204	12,000	18,890
001-422-5302-0000	DPW Medical Svc	1,000	1,000	0	0.00%	283	900	430
001-422-5331-0000	DPW Street Maint Supply	7,700	9,500	(1,800)	-18.95%	5,085	9,500	9,056
001-422-5341-0000	DPW Cell Phones	5,000	3,000	2,000	66.67%	1,987	2,500	2,553
001-422-5399-0000	DPW Other Services	4,000	7,500	(3,500)	-46.67%	5,023	10,250	6,696
001-422-5441-0000	DPW Bldg/Grounds Maint Supply	5,000	7,000	(2,000)	-28.57%	2,992	7,000	7,114
001-422-5441-0630	Playing Fields Maintenance Supply	8,000		8,000				
001-422-5442-0000	DPW Vehicle Maint Supply	17,000	17,000	0	0.00%	5,266	19,000	16,972
001-422-5580-0000	DPW Tools/Equipment	8,000	8,000	0	0.00%	2,093	8,000	5,665
001-422-5591-0000	DPW Uniforms	6,500	6,800	(300)	-4.41%	2,223	6,000	6,039
001-422-5599-0000	DPW Other Office Exp	750	750	0	0.00%	430	750	1,216
001-422-5712-0000	DPW Training/Conferences	3,000	500	2,500	500.00%	918	500	629
001-422-5730-0000	DPW Dues	200	200	0	0.00%		200	100
001-422-5731-0000	DPW Certification/License	620	400	220	55.00%	120	400	435
	Total Salary	545,766	537,008	8,758	1.63%	247,523	521,287	505,925
	Total Other	111,070	94,150	16,920	17.97%	42,846	89,500	90,092
	Total DPW	656,836	631,158	25,678	4.07%	290,369	610,787	596,016
Notes:								
Director Salary level funded pending contract negotiation								



**FY2018 Budget Worksheet  
422-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGE</b>
<b>ELECTRICITY</b>		4,000	1,800
DPW Mass Ave	4,500		Average \$375 +/- a month HWY
Add Rec 3 Fields @ \$25/mo/6mo and \$200/mo/6 mo	1,300		
<b>HEATING/GAS</b>	4,000	4,000	0
Heating costs (natural gas) for garage & office			Building gas consumption based on historical average
<b>BUILDING &amp; GROUNDS MAINTENANCE SVC</b>		6,500	10,000
DPW: Fire Extinguisher Service 25*\$13 each, Line Striping Streets \$2400+Parking & Stops \$2050, Catch Basin Cleaning \$5000, Generator Service \$800, Misc Electrician/Plumber	11,600		Separate maintenance at Playing Fields & Re-organized Street Services from Supply
Playing Fields: Irrigation On/Off \$1200/\$750, Ball field Machinery Rental 2x\$400, Porta-Potties 3x7mo @\$77, Misc Irrigation work	4,900		
<b>VEHICLE MAINTAINANCE</b>	18,000	18,000	0
Inspections	1,800		
Tires	6,000		
Oil Changes 18x2/yr @\$250	9,000		
RBG	550		
Misc Filters/Brakes/Rotors/Tire Repair etc			
<b>MEDICAL SVC</b>	1,000	1,000	0
DOT Physicals 4@\$150 (Rotating), Drug Testing 8@\$55			
<b>STREET MAINT SUPPLY</b>	7,700	9,500	(1,800)
Street Signs	1,200		Moved Line Striping and Catch Basin Cleaning to Blg/Grnds
Cold Patch/Hot Top	4,000		
Sweeper Brooms	500		
Structures/Blocks (estimated average year)	2,000		
<b>CELL PHONES</b>	5,000	3,000	2,000
9 phones @ \$400/mo + 1 replacement @\$200			New Cell Plan/Upgraded Phones in 2016

**FY2018 Budget Worksheet  
422-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGE</b>
<b>OTHER SERVICES</b>	4,000	7,500	(3,500)
Out of Town Police Details, Towing, etc			Moved Line Striping and Catch Basin Cleaning to Blg/Grnds
<b>BLDG &amp; GRNDS SUPPLY</b>		7,000	6,000
DPW: Cleaning Supplies, Trash Bags, Restroom Supplies, Rakes, Shovels, Brooms,	5,000		
Playing Fields: Picnic Tables 9x\$300, Maintenance Sprinkler heads est \$1000, Mulch \$850, Parking Lots Gravel \$2010, Fertilizer 2x\$720	8,000		
<b>VEHICLE MAINT SUPPLY</b>	17,000	17,000	0
Oil, Stabilizer, Winterizer, Bulbs, Filters, Belts, Cutting Edges, Teeth, Rust Inhibitor/Paint, Mower Blades, Whips, Hydraulic Parts, Covers, etc			Try to perform as much fleet maintenance in-house as possible
<b>TOOLS/EQUIPMENT</b>	8,000	8,000	0
Socket Sets, Drills, Vehicle Engine Scanner, Tool Box, Airgas/Welding supplies, Crimping Tool, Jack, Sweeper broom \$700			
<b>UNIFORMS &amp; CLEANING</b>	6,500	6,800	(300)
Boots 8@\$120, Tshirts \$350, Sweatshirts \$600, Socks/Gloves/Eyewear/etc, Weekly Cleaning 52x\$60=\$3120,			
<b>OTHER OFFICE EXPENSES</b>	750	750	0
Office supplies, printing needs etc...			
<b>TRAINING AND CONFERENCES</b>	3,000	500	2,500
Procurement Training	800		3 Additional trainings added
Well Technician Training (est)	1,000		
Hoisting Training (est)	700		
New England Grows Convention, mileage, hotel, etc	500		
<b>DUES AND MEMBERSHIPS</b>	200	200	0
Mass Highway, Mass Arborists			

**FY2018 Budget Worksheet  
422-Summary**

	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>
<b>CERTIFICATION/LICENSE</b> Hoisting Renewal 5@\$60, Class 2 Renewal 4@80	620	400	220
<b>TOTAL</b>	<b>111,070</b>	<b>94,150</b>	<b>16,920</b>

**FY2018 Budget Worksheet  
423-Snow & Ice**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-423-5126-0000	S&I Seasonal Wages	5,822	5,708		114	2.00%	320	5,623	3,136
001-423-5134-0000	S&I OT	58,515	57,173		1,342	2.35%	6,611	55,116	35,123
001-423-5243-0000	S&I Equipment Maint Svc	11,000	9,000		2,000	22.22%	1,602	10,774	12,962
001-423-5442-0000	S&I Vehicle Maint Supply	10,000	10,200		(200)	-1.96%	3,088	10,200	10,017
001-423-5490-0000	S&I Meals/Refreshments	800	1,000		(200)	-20.00%			201
001-423-5531-0000	S&I Street Maint Supply	100,000	85,675		14,325	16.72%	26,489	85,636	91,675
001-423-5820-0000	S&I Equipment	12,000			12,000				
	Other Misc Expenses -History								
	Total Salary	64,337	62,881		1,456	2.32%	6,930	60,739	38,258
	Total Other	133,800	105,875		27,925	26.38%	31,180	106,610	114,854
	Total Snow & Ice	198,137	168,756		29,381	17.41%	38,110	167,349	153,113
Notes:									
***May not reduce funding									
Salary: Average hours									
Equipment/Vehicles: Aging fleet, increased maintenance due to several hard winters. Still catching up									
Meals: Still testing averages									
Street Maintenance: Consistently overspent and use of RFT. Increase to 5 year average cost									
Equipment: Replace 1 plow each year, average life 7-10 years, 14 plows in fleet									

**FY2018 Budget Worksheet  
424-Street Lighting**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-424-5210-0000	Street Lighting	5,000	5,500	(500)	-9.09%	2,034	3,000	4,375
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	5,000	5,500	(500)	-9.09%	2,034	3,000	4,375
	Total Street Lighting	5,000	5,500	(500)	-9.09%	2,034	3,000	4,375
Notes:								
5 Accounts, Average \$406/month total								

**FY2018 Budget Worksheet  
425-Hager Well**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-425-5210-0000	Hager Well Electric	2,500	2,800	(300)	-10.71%	770	2,400	2,320
001-425-5243-0000	Hager Well Maint Svc	21,000	25,000	(4,000)	-16.00%	11,883	20,000	17,548
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	23,500	27,800	(4,300)	-15.47%	12,653	22,400	19,868
	<b>Total Hager Well</b>	<b>23,500</b>	<b>27,800</b>	<b>(4,300)</b>	<b>-15.47%</b>	<b>12,653</b>	<b>22,400</b>	<b>19,868</b>
Notes:								
Electric: Heater unit at Well Site, 4 year average \$2.4K								
Maintenance Svc: Contract Rate \$685x12 + Testing, Lab Fees, General Maintenance (FY17 included 5-year cleaning), Generator Servicing \$1000 (New)								
** 70-75% reimbursed by District into GF Revenue								

**FY2018 Budget Worksheet  
429-Fuel**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-429-5399-0000	Fuel System Testing/Maint Svc	7,000	7,000		0	0.00%	5,323	6,500	7,473
001-429-5536-0000	Fuel	69,175	68,300		875	1.28%	21,674	65,575	56,519
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	76,175	75,300		875	1.16%	26,997	72,075	63,992
	<b>Total Fuel</b>	<b>76,175</b>	<b>75,300</b>		<b>875</b>	<b>1.16%</b>	<b>26,997</b>	<b>72,075</b>	<b>63,992</b>
Notes:									
Testing Svc: Cyclical Testing pd early in year \$5250; Maintenance service as needed									
Fuel:		Price	Est Gallons		Total				
FY18 Based on 2	Unleaded	2.20	20,000		44,000				
year actual averages	Diesel	2.65	9,500		25,175				
New ACO vehicle added to fleet					69,175				
For Reference:									
	FY17 Unleaded Estimates	2.20	19,000		41,800				
	FY17 Diesel Estimates	2.65	10,000		26,500				
					68,300				

**FY2018 Budget Worksheet  
431-Hazardous Waste**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-431-5399-0000	Hazardous Waste Disposal	0	10,000		(10,000)	-100.00%	5,470	0	0
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	0	10,000		(10,000)	-100.00%	5,470	0	0
	Total Hazardous Waste	0	10,000		(10,000)	-100.00%	5,470	0	0
Notes:									
Hazardous Waste Day scheduled every other year									



**FY2018 Budget Worksheet  
433-Transfer Station**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-433-5210-0000	Transfer Sta Electric	2,100	1,650		450	27.27%	774	1,100	2,040
001-433-5241-0000	Transfer Sta Bldg/Ground Maint	8,500	4,500		4,000	88.89%	2,348	4,500	3,998
001-433-5290-0000	Transfer Sta Bulk Recycling	6,200	2,200		4,000	181.82%	671	3,500	2,189
001-433-5291-0000	Transfer Sta Trucking	49,000	53,000		(4,000)	-7.55%	23,301	51,000	47,072
001-433-5292-0000	Transfer Sta Tonnage Tipping	59,000	72,000		(13,000)	-18.06%	29,313	70,000	56,672
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	124,800	133,350		(8,550)	-6.41%	56,408	130,100	111,972
	<b>Total Transfer Station</b>	<b>124,800</b>	<b>133,350</b>		<b>(8,550)</b>	<b>-6.41%</b>	<b>56,408</b>	<b>130,100</b>	<b>111,972</b>
Notes:									
Electric: Still working on finding energy efficiencies for compactors. Based on FY16 actuals									
Maintenance: Porta-potty \$100/mo; Maint on Compactors; Overhaul entrance gates									
Recycling: No longer charging residents, qty items increased; Costs for per item increased									
Trucking: Reduced total tonnage; compactors reduced # hauls, plus wood/metal hauls									
Tipping: Reduced total tonnage average 925 tons @ \$64/ton									

**FY2018 Budget Worksheet  
491-Cemetery**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-491-5124-0000	Cemetery Superintendent Salary	5,162	9,085	(3,923)	-43.18%	828	8,953	4,237
001-491-5441-0000	Cemetery Grounds Maint Supplies	550	550	0	0.00%	35	550	815
001-491-5599-0000	Cemetery Other Expenses	450	450	0	0.00%		450	28
	Other Misc Expenses -History							11,800
	<b>Total Salary</b>	<b>5,162</b>	<b>9,085</b>	<b>(3,923)</b>	<b>-43.18%</b>	<b>828</b>	<b>8,953</b>	<b>4,237</b>
	<b>Total Other</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.00%</b>	<b>35</b>	<b>1,000</b>	<b>12,643</b>
	<b>Total Cemetery</b>	<b>6,162</b>	<b>10,085</b>	<b>(3,923)</b>	<b>-38.90%</b>	<b>863</b>	<b>9,953</b>	<b>16,880</b>
Notes:								
Salary: Recent history for tracking actual hours, include 2% COLA; estimate 220 hours @ \$23.46/hr, rounded								
Other Expenses: Maintenance, fertilizer, tools, sod, etc @ North Cemetery								

**FY2018 Budget Worksheet  
505-Animal Inspector**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-505-5116-0000	Animal Inspector Salary	1,008	1,003	5	0.50%	494	988	988
001-505-5711-0000	Animal Inspector Mileage	200	216	(16)	-7.41%	6	98	155
	Total Salary	1,008	1,003	5	0.50%	494	988	988
	Total Other	200	216	(16)	-7.41%	6	98	155
	Total Animal Inspector	1,208	1,219	(11)	-0.90%	500	1,086	1,142
Notes:								
Salary: Stipend was not increased per Compensation plan in FY17. Increasing 2% COLA for FY18								
Mileage: Based on Call volume, plus annual inspections total based on history								

**FY2018 Budget Worksheet  
511-Board of Health**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-511-5110-0000	BoH Salaries	501	501		0	0.00%	250	500	500
001-511-5241-0000	Landfill Monitoring	6,500	6,500		0	0.00%		6,500	4,970
001-511-5302-0000	Nursing Services	5,320	5,320		0	0.00%	2,660	4,900	5,066
001-511-5399-0000	BoH Mosquito Control	16,800	16,500		300	1.82%		16,500	16,811
001-511-5599-0000	BoH Other Office Expense	130	130		0	0.00%		130	26
001-511-5602-0000	BoH Health Agent Services	11,660	11,657		3	0.03%	5,828	10,900	11,317
001-511-5730-0000	BoH Dues	150	150		0	0.00%	150	150	150
001-511-5799-0000	BoH Other Expenses	200	210		(10)	-4.76%	300	210	689
	Other Misc Expenses -History								
	Total Salary	501	501		0	0.00%	250	500	500
	Total Other	40,760	40,467		293	0.72%	8,938	39,290	39,028
	Total BoH	41,261	40,968		293	0.72%	9,188	39,790	39,528
Notes:									
Landfill Monitoring: Bi-Annual testing 2 @ \$2500, additional testing may be required for positive results									
Nursing & Health Agent: Increase 3-5% expected, TBD at January Board Meeting									
Mosquito Control: Larvaecide & Helicopter Svc									
Office Expense: Card Printing, etc									
Dues: Mass Association of Health Boards									
Other Expenses: Veterinary expenses for testing of wildlife in domestic situations, etc.									

**FY2018 Budget Worksheet  
529-Community Services**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-529-5116-0000	Community Svc Coord Salary	26,560	25,302	1,258	4.97%	10,524	24,320	21,374
001-529-5599-0000	Community Svc Other Office Expense	200	200	0	0.00%	123	200	0
001-529-5711-0000	Community Svc Travel	100	95	5	5.26%	48	230	0
001-529-5712-0000	Community Svc Training/Conferences	250	250	0	0.00%		250	199
001-529-5730-0000	Community Svc Dues	225		225	22500.00%			
	Other Misc Expenses -History							
	Total Salary	26,560	25,302	1,258	4.97%	10,524	24,320	21,374
	Total Other	775	545	230	42.20%	171	680	199
	<b>Total Community Services</b>	<b>27,335</b>	<b>25,847</b>	<b>1,488</b>	<b>5.76%</b>	<b>10,695</b>	<b>25,000</b>	<b>21,573</b>
Notes:								
Salary: Grade 13 Increase to Step 8 and 2% increase = \$31.80*16hrs/wk								
Office expenses: periodic need for supplies and display materials								
Travel: work related meetings >=10 miles from office								
Training: approximate cost of 1 conference per year in pursuit of CEUs required for licensure								
Dues: Nat'l Assoc of Social Workers membership fee, professional organization								

**FY2018 Budget Worksheet  
541-COA**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-541-5116-0000	COA Salary	51,052	50,034		1,018	2.03%	21,480	47,908	45,474
001-541-5317-0000	COA Printing	750	750		0	0.00%		400	528
001-541-5345-0000	COA Postage	1,800	1,800		0	0.00%		1,600	1,835
001-541-5351-0000	COA Programs	1,500	1,500		0	0.00%	840	1,500	1,500
001-541-5599-0000	COA Other Office Expense	350	350		0	0.00%	27	350	295
001-541-5711-0000	COA Mileage	100	100		0	0.00%		100	0
001-541-5712-0000	COA Training/Conferences	200	200		0	0.00%		200	0
001-541-5730-0000	COA Dues	975	975		0	0.00%	963	950	942
	Other Misc Expenses -History								
	Total Salary	51,052	50,034		1,018	2.03%	21,480	47,908	45,474
	Total Other	5,675	5,675		0	0.00%	1,830	5,100	5,099
	Total COA	56,727	55,709		1,018	1.83%	23,310	53,008	50,573
Notes:									
Salary: Grade 13, Step 9 COLA increase only									
Printing: 4 newsletters @ \$165 plus labels; Hoping for Middlesex Savings gift again, expect to increase distribution									
Postage: 10 newsletters @ \$159. Expect an increase in distribution, possible rates									
Programs: Supplements instructor fees with Student fees and Grant funds									
Office Exp: Newsletter mailing labels, tab closures, misc									
Mileage: Home visits and workshops									
Training/Conferences: Anticipate 4 workshops @ \$50 each									
Dues: MCOA \$200; Minuteman Senior Svc \$775 (based on constituency)									

**FY2018 Budget Worksheet  
543-Veterans**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-543-5116-0000	Veterans PT	3,000	4,068	(1,068)	-26.25%	610	4,008	2,725
001-543-5599-0000	Veterans Other Supplies	350	150	200	133.33%	301	200	218
001-543-5711-0000	Veterans Travel	100	70	30	42.86%		115	88
001-543-5712-0000	Veterans Training/Conferences	100	100	0	0.00%			
001-543-5730-0000	Veterans Dues	40	40	0	0.00%		40	40
	Other Misc Expenses -History							
	Total Salary	3,000	4,068	(1,068)	-26.25%	610	4,008	2,725
	Total Other	590	360	230	63.89%	301	355	345
	Total Veterans	3,590	4,428	(838)	-18.93%	911	4,363	3,071
Notes:								
Salary: Wednesday morning office hours 2 hr/wk @ 20.75, plus training hours, plus appointments								
Supplies: Bronze medallions replace 6 additional								
Travel: Annual training, locations vary								
Training/Conference: Annual training usually paid by state, but may consider sending an additional officer								
Dues: Northeast Veterans Service								
**Any requests for Veteran's benefits will need to be handled with an RFT, they are unbudgeted and amounts vary								

**FY2018 Budget Worksheet  
610-Library**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-610-5112-0000	Library Director Salary	86,320	82,476		3,844	4.66%	37,604	80,000	80,000
001-610-5116-0000	Library PT Salary	159,861	160,715		(854)	-0.53%	67,823	154,065	153,444
001-610-5210-0000	Library Electricity	15,000	15,000		0	0.00%	6,684	14,500	14,206
001-610-5212-0000	Library Heating	7,000	7,700		(700)	-9.09%	987	7,500	4,261
001-610-5241-0000	Library Bldg/Ground Maint Svc	20,000	15,350		4,650	30.29%	4,847	14,500	20,302
001-610-5305-0000	Library Software Support	2,700	2,700		0	0.00%		2,500	2,540
001-610-5345-0000	Library Postage	350	350		0	0.00%	102	375	380
001-610-5351-0000	Library Programs	1,000	1,000		0	0.00%	284	1,000	920
001-610-5441-0000	Library Bldg/Ground Maint Supplies	3,000	3,000		0	0.00%	1,078	3,000	2,508
001-610-5520-0000	Library Materials	70,000	69,000		1,000	1.45%	25,398	67,774	66,665
001-610-5599-0000	Library Other Supplies	2,700	2,700		0	0.00%	672	2,800	2,438
001-610-5711-0000	Library Travel	800	800		0	0.00%	237	800	770
001-610-5712-0000	Library Training/Conferences	1,000	1,000		0	0.00%		0	0
001-610-5730-0000	Library Dues	16,100	16,100		0	0.00%	137	14,580	14,340
	Other Misc Expenses -History								
	Total Salary	246,181	243,191		2,990	1.23%	105,427	234,065	233,444
	Total Other	139,650	134,700		4,950	3.67%	40,427	129,329	129,328
	Total Library	385,831	377,891		7,940	2.10%	145,854	363,394	362,772

Notes:

Library Bldg/Ground Maint includes increase in service contracts A/V & HVAC systems

Library Materials must =19.5% total budget. \$70,000+\$5,200 Library Fines = 19.5%

Library Dues include C/WMARS Assessment \$15,847 (Overdrive 10% mandatory included), State eBook platform mandatory charge \$400



**FY2018 Budget Worksheet  
630-Rec Comm**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-630-5126-0000	Rec Comm PT	27,240	25,481	1,759	6.90%	23,948	26,722	26,065
001-630-5210-0000	Rec Comm Electricity	0	1,100	(1,100)	-100.00%	1,204	1,200	1,326
001-630-5241-0000	Rec Comm Contracted Svc	1,800	1,900	(100)	-5.26%	1,312	1,900	3,622
001-630-5351-0000	Rec Comm Programs	6,100	5,900	200	3.39%	3,916	6,200	5,000
001-630-5441-0000	Rec Comm Grounds Maint							
001-630-5599-0000	Rec Comm Other Supplies	1,000	1,940	(940)	-48.45%		500	794
	Other Misc Expenses -History							988
	Total Salary	27,240	25,481	1,759	6.90%	23,948	26,722	26,065
	Total Other	8,900	10,840	(1,940)	-17.90%	6,431	9,800	11,729
	Total Rec Comm	36,140	36,321	(181)	-0.50%	30,379	36,522	37,794
Notes:								
Rec Comm PT: increased rate to \$11/hr on Salary Worksheet as minimum wage is increasing. This does not include a potential Director role modification in Summer Playground.								
Electricity: Unanticipated spike in electricity for the sprinklers at Fifer's field in FY17 YTD. ***Moved to DPW422***								
Contracted Services: Tent \$1250, POD \$550; PortaPotties ***Moved to DPW422***								
Programs: Summer Playground \$5000 for (some of which was included in "Other Supplies" previous years), Winterfest \$1100 (music is increasing by \$100 this year)								
Other Supplies: Using this as misc spend for unexpected expenses or new opportunities for programming.								
***All Fields maintenance is moving to DPW: Electricity, Potties, Grounds***								

**FY2018 Budget Worksheet  
670-Steele Farm**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-670-5210-0000	Steele Farm Electricity	600	500		100	20.00%	44	400	299
001-670-5799-SFBD	Steele Farm Building Maint	600	500		100	20.00%	8	600	18,156
001-670-5799-SFGR	Steele Farm Grounds Maint	600	500		100	20.00%		500	641
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	1,800	1,500		300	20.00%	52	1,500	19,096
	<b>Total Steele Farm</b>	<b>1,800</b>	<b>1,500</b>		<b>300</b>	<b>20.00%</b>	<b>52</b>	<b>1,500</b>	<b>19,096</b>
Notes:									
Electric: Planning for a colder winter (heater unit in basement of house to prevent foundation shifting)									
Building Maintenance: Barn: adding stairs to loft and railing at open end									
Grounds Maintenance: Additional parking material as needed and/or benches/tables									

**FY2018 Budget Worksheet  
691-Hist Comm**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-691-5210-0000	Hist Comm Electricity	700	700	0	0.00%	381	700	537
001-691-5212-0000	Hist Comm Heating	2,000	2,500	(500)	-20.00%	231	2,500	1,387
001-691-5241-0000	Hist Comm Building/Grounds Maint	500	500	0	0.00%	68	500	2,940
001-691-5799-0000	Hist Comm Other Expense	350	345	5	1.45%		345	335
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	3,550	4,045	(495)	-12.24%	680	4,045	5,199
	<b>Total Hist Comm</b>	<b>3,550</b>	<b>4,045</b>	<b>(495)</b>	<b>-12.24%</b>	<b>680</b>	<b>4,045</b>	<b>5,199</b>
Notes:								
Electricity: Summer climate control & basement dehumidification (new)								
Heating: Est for coldest winter in recent history								
Blg/Grnds Maint: Several repairs in recent years, using RFTs; No additional work anticipated								
Other Expense: Historical signs, Fire Extinguisher inspection								

**FY2018 Budget Worksheet  
692-Public Celebr**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-692-5351-0000	Public Celebr Programs	830	665		165	24.81%	213	665	551
001-692-5599-0000	Public Celebr Other Supplies	370	300		70	23.33%	95	300	305
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	1,200	965		235	24.35%	308	965	856
	<b>Total Public Celebr</b>	<b>1,200</b>	<b>965</b>		<b>235</b>	<b>24.35%</b>	<b>308</b>	<b>965</b>	<b>856</b>
Notes:									
Programs: Tree Lighting \$300 (additional LED bulbs & strings), Memorial Day \$230 (flowers/frames), Fifer's Day \$300 (new plaque/costume replacement)									
Other Supplies: Second Canopy for foul/overly sunny weather at events, beverage container, banner									

**FY2018 Budget Worksheet  
699-ABCC**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-699-5799-0000	ABCC Other Exp	1,500	1,500	0	0.00%	529	1,500	1,301
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	1,500	1,500	0	0.00%	529	1,500	1,301
	Total AB Cultural Council	1,500	1,500	0	0.00%	529	1,500	1,301
Notes:								
Additional Boxborough-based programs and initiatives								

**FY2018 Budget Worksheet  
710-Long Term Debt**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 12/21	Budget	Actual
001-710-5910-0300	Blanchard Debt	335,000	340,000		(5,000)	-1.47%	340,000	345,000	345,000
001-710-5910-2006	Library/Land/Housing/School Debt	237,000	260,000		(23,000)	-8.85%	260,000	260,000	260,000
001-710-5910-2010	Fire/DPW Eq Debt	125,000	125,000		0	0.00%		125,000	125,000
001-710-5910-2015	Fire/DPW/TH/School Debt	215,000	230,000		(15,000)	-6.52%		255,000	255,000
001-710-5910-2016	Paving/Fire Engine/DPW Eq/Vehicles	200,000			200,000				
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	1,112,000	955,000		157,000	16.44%	600,000	985,000	985,000
	Total Retirement of LT Debt	1,112,000	955,000		157,000	16.44%	600,000	985,000	985,000
Notes:									
New issuance of Bonds for FY15 & FY16 ATM expenditures									

**FY2018 Budget Worksheet  
751-Debt Interest**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-751-5915-0000	Interest Long Term	154,415	155,848	(1,433)	-0.92%	83,924	188,438	188,438
001-751-5925-0000	Interest Short Term		12,010	(12,010)	-100.00%		0	
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	154,415	167,858	(13,443)	-8.01%	83,924	188,438	188,438
	Total Debt Interest	154,415	167,858	(13,443)	-8.01%	83,924	188,438	188,438
Notes:								
New issuance of Bonds for FY15 & FY16 ATM expenditures								
Re-funding of prior year debt to reduce interest rate								





## Debt Schedule Town of Boxborough

Date of Issue	Purpose	Type of Payment	Remaining Debt	Year Retired	2018	2019	2020
04/15/10	FD Tanker	Principal	120,000	2020	40,000	40,000	40,000
		Interest	7,100		3,500	2,400	1,200
04/15/10	FD Pumper Truck	Principal	150,000	2020	50,000	50,000	50,000
		Interest	8,875		4,375	3,000	1,500
04/15/10	Hose Wagon	Principal	20,000	2019	10,000	10,000	
		Interest	875		575	300	
04/15/10	DPW Bucket Truck	Principal	36,000	2020	12,000	12,000	12,000
		Interest	2,130		1,050	720	360
04/15/10	DPW Dump Truck	Principal	39,000	2020	13,000	13,000	13,000
		Interest	2,308		1,138	780	390
04/15/10	Departmental Equipment 2010 Issuance	Principal	365,000	2020	125,000	125,000	115,000
		Interest	21,288		10,638	7,200	3,450

Date of Issue	Purpose	Type of Payment	Remaining Debt	Year Retired	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2,028	2,029	2,030	Total 2031-2036
12/23/16	FD Pumper Truck, Turnout Gear, Pickup Tru DPW Pickup Truck, Roller, Chipper, Loader ACO Pickup Truck Police Security, Fingerprinting Library A/V	Principal	1,288,000	2036	143,000	120,000	110,000	105,000	90,000	80,000	75,000	70,000	60,000	50,000	50,000	50,000	45,000	240,000
		Interest	280,155		33,980	31,350	29,050	26,375	23,450	20,900	18,575	16,400	14,450	12,800	11,300	9,800	8,375	23,350
12/23/16	TH HVAC, PD Bldg, Chimney&Roof	Principal	112,000	2033	12,000	15,000	10,000	10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	20,000
		Interest	23,176		2,908	2,638	2,388	2,138	1,913	1,763	1,613	1,463	1,313	1,163	1,013	863	713	1,294
12/23/16	Town-Wide Paving	Principal	600,000	2031	45,000	45,000	45,000	45,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	60,000
		Interest	126,200		16,250	15,350	14,450	13,325	12,050	10,850	9,650	8,450	7,250	6,050	4,850	3,650	2,450	1,575
12/23/16	Departmental Equipment 2016 Issuance	Principal	2,000,000	2020	200,000	180,000	165,000	160,000	135,000	125,000	120,000	115,000	105,000	95,000	95,000	95,000	90,000	320,000
		Interest	429,531		53,138	49,338	45,888	41,838	37,413	33,513	29,838	26,313	23,013	20,013	17,163	14,313	11,538	26,219

## Debt Schedule Town of Boxborough

Date of Issue	Purpose	Type of Payment	Remaining Debt	Year Retired	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2,028	2,029	2,030
05/17/12	DPW Generator	Principal	42,000	2029	4,000	4,000	4,000	4,000	4,000	4,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
		Interest	6,435		1,144	1,024	904	784	664	544	424	334	244	184	124	64	
05/17/12	DPW Mower	Principal	35,000	2024	5,000	5,000	5,000	5,000	5,000	5,000	5,000						
		Interest	4,200		1,050	900	750	600	450	300	150						
05/17/12	School Roof	Principal	150,000	2030	15,000	15,000	15,000	15,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
		Interest	23,775		4,038	3,588	3,138	2,688	2,238	1,938	1,638	1,338	1,038	838	638	438	225
05/13/13	Town Hall Windows	Principal	15,000	2020	5,000	5,000	5,000										
		Interest	900		450	300	150										
05/13/13	Emergency Vehicle	Principal	20,000	2019	10,000	10,000											
		Interest	900		600	300											
05/13/13	Ambulance	Principal	150,000	2022	30,000	30,000	30,000	30,000	30,000								
		Interest	13,500		4,500	3,600	2,700	1,800	900								
05/13/13	DPW Mower 2	Principal	70,000	2024	10,000	10,000	10,000	10,000	10,000	10,000	10,000						
		Interest	8,400		2,100	1,800	1,500	1,200	900	600	300						
05/13/13	DPW Dumpster	Principal	10,000	2019	5,000	5,000											
		Interest	450		300	150											
05/13/13	Police HVAC	Principal	15,000	2020	5,000	5,000	5,000										
		Interest	900		450	300	150										
05/13/13	School Windows	Principal	78,000	2029	6,000	6,000	6,000	6,000	6,000	6,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
		Interest	12,915		2,069	1,889	1,709	1,529	1,349	1,169	989	779	569	429	289	149	
05/13/13	School Security	Principal	30,000	2023	5,000	5,000	5,000	5,000	5,000	5,000							
		Interest	3,150		900	750	600	450	300	150							
05/12/14	Paving	Principal	160,000	2025	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000					
		Interest	21,600		4,800	4,200	3,600	3,000	2,400	1,800	1,200	600					
05/12/14	Fire Dept - Air Packs	Principal	190,000	2029	20,000	20,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
		Interest	29,475		5,119	4,519	3,919	3,469	3,019	2,569	2,119	1,669	1,219	919	619	319	
05/12/14	Communications System	Principal	340,000	2030	40,000	40,000	40,000	40,000	45,000	45,000	45,000	45,000					
		Interest	47,100		10,200	9,000	7,800	6,600	5,400	4,050	2,700	1,350					
05/12/14	Fire Dept - Brush Truck	Principal	120,000	2025	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000					
		Interest	16,200		3,600	3,150	2,700	2,250	1,800	1,350	900	450					
05/12/14	DPW - Dump Truck	Principal	110,000	2024	20,000	15,000	15,000	15,000	15,000	15,000	15,000						
		Interest	12,750		3,300	2,700	2,250	1,800	1,350	900	450						
02/15/15	Departmental Equipment 2015 Issuance	Principal	1,535,000	2030	215,000	210,000	190,000	180,000	180,000	150,000	145,000	115,000	35,000	35,000	35,000	35,000	10,000
		Interest	202,650		44,619	38,169	31,869	26,169	20,769	15,369	10,869	6,519	3,069	2,369	1,669	969	225

**FY2018 Budget Worksheet  
830-County Retirement Assmt**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-830-5690-0000	County Retirement Assessment	791,841	671,055		120,786	18.00%	671,055	629,903	629,903
	Other Misc Expenses -History				0				
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	791,841	671,055		120,786	18.00%	671,055	629,903	629,903
	<b>Total County Retirement Assmt</b>	<b>791,841</b>	<b>671,055</b>		<b>120,786</b>	<b>18.00%</b>	<b>671,055</b>	<b>629,903</b>	<b>629,903</b>
Notes:									
FY18 & FY19 Actuarial Study completed. Increase due to changing demographics in employee hires and 2 long-time employee retirements in recent years. Prompt Payment discount included									

**FY2018 Budget Worksheet  
912-Other Insurance**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-912-5172-0000	Workers Comp Ins	12,025	9,900		2,125	21.46%	11,832	10,000	10,002
001-912-5173-0000	Police & Fire Accident Ins	39,000	41,077		(2,077)	-5.06%	38,113	31,600	35,109
001-912-5174-0000	Unemployment	22,260	21,660		600	2.77%	2,739	21,000	0
	Other Misc Expenses -History				0				
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	73,285	72,637		648	0.89%	52,685	62,600	45,111
	<b>Total Other Insurance</b>	<b>73,285</b>	<b>72,637</b>		<b>648</b>	<b>0.89%</b>	<b>52,685</b>	<b>62,600</b>	<b>45,111</b>
Notes:									
Workers Comp (Any increase in premium will be due to increased salaries on which premium is based) FY 17 premium: \$12,324 less est. prompt payment discount of 2.5%									
Police & Fire Accident Ins: expect a modest increase over FY 17 premium of \$38,113									
Unemployment: Calculated based upon one employees at maximum benefit (\$742/week, up from \$722/week), for maximum period of 30 weeks									

**FY2018 Budget Worksheet  
915-Employee Benefits**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 12/21	FY16 Budget	FY16 Actual
001-915-5170-HLTH	Employee Benefits - Health Ins	780,000	615,000	165,000	26.83%	322,685	580,570	610,442
001-915-5170-LIFE	Employee Benefits - Life Ins	1,950	1,950	0	0.00%	884	1,250	1,767
001-915-5170-LTD-	Employee Benefits - LTD Ins	5,850	5,850	0	0.00%	2,695	5,150	5,678
001-915-5171-MEDC	Employee Benefits - Medicare	60,000	55,000	5,000	9.09%	26,204	45,780	54,100
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	847,800	677,800	170,000	25.08%	352,468	632,750	671,986
	<b>Total Employee Benefits</b>	<b>847,800</b>	<b>677,800</b>	<b>170,000</b>	<b>25.08%</b>	<b>352,468</b>	<b>632,750</b>	<b>671,986</b>
Notes:								
Health Insurance: 4 plans increased 8.4-13.4%; including 5 new family plans for replacement hires. Total based on current enrollment plus 2; some adjustments possible (one change from HPHC/Tufts to Fallon could save about \$4750)								
Medicare: Based on total salary \$3,950,460 (total at rev3)* 1.45% plus outside details								

**FY2018 Budget Worksheet  
945-Liability Insuance**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 TD 12/2	FY16 Budget	FY16 Actual
001-945-5741-0000	Liability Ins - Property/Casualty/Prof.	87,750	85,756		1,994	2.33%	81,563	81,391	71,202
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	87,750	85,756		1,994	2.33%	81,563	81,391	71,202
	Total Liability Insurance	87,750	85,756		1,994	2.33%	81,563	81,391	71,202
Notes:									
FY17 base premium (\$88,650) & premiums on vehicles placed in service during FY17 (TBD) less estimated participation credit (\$2,500), less prompt payment discount of 2.5% & premiums on potential FY 18 purchases (6 months of premiums @ \$TBD)									
**Calculation of FY 17 Budget had not considered Animal Control or Fire Dept. pick-ups									
UST coverage was added in November 2015; premium has been paid thorough 11/29/18									
		FY17 base premium			\$88,650				
	Placed in service in 2017	DPW Loader	\$1,517						
		DPW pickup truck	718						
		Fire pickup truck	718						
		ACO pick-up truck	898		3,851				
					\$92,501				
		Less: Participation credit			(2,500)				
					\$90,001				
		Less est. PP discount (2.5%)			(2,250)				
					\$87,751				