

**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	\$ 982,651	\$ 947,699	\$ 34,952	3.69%
Protection	\$ 2,649,730	\$ 2,564,974	\$ 84,756	3.30%
Public Works	\$ 1,086,002	\$ 1,061,949	\$ 24,053	2.26%
Health Services	\$ 130,986	\$ 128,171	\$ 2,815	2.20%
Culture & Recreation	\$ 425,685	\$ 422,222	\$ 3,463	0.82%
<b>Subtotal - Town Government</b>	<b>\$ 5,275,054</b>	<b>\$ 5,125,015</b>	<b>\$ 150,039</b>	<b>2.93%</b>
A/B Regional School	\$ 11,593,781	\$ 11,503,148	\$ 90,633	0.79%
Vocational/Technical Schools	\$ 214,096	\$ 197,492	\$ 16,604	-16.33%
<b>Subtotal - Education</b>	<b>\$ 11,807,877</b>	<b>\$ 11,700,640</b>	<b>\$ 107,237</b>	<b>0.92%</b>
Debt Service	\$ 1,266,415	\$ 1,122,858	\$ 143,557	12.78%
Employee Benefits	\$ 1,790,246	\$ 1,507,248	\$ 282,998	18.78%
Reserve Fund	\$ 185,000	\$ 185,000	\$ -	0.00%
<b>Subtotal - Other</b>	<b>\$ 3,241,661</b>	<b>\$ 2,815,106</b>	<b>\$ 426,555</b>	<b>15.15%</b>
<b>Total Budget</b>	<b>\$ 20,324,592</b>	<b>\$ 19,640,761</b>	<b>\$ 683,831</b>	<b>3.48%</b>
ATM 2018 Warrant Articles Within 2 1/2	\$ 1,588,180		\$ 1,588,180	
ATM 2017 Warrant Articles Within 2 1/2		\$ 1,226,357	\$ (1,226,357)	29.50%
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>\$ 22,237,472</b>	<b>\$ 21,298,080</b>	<b>\$ 939,392</b>	<b>4.41%</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	\$ 1,340,000	\$ 1,325,000	\$ 15,000	1.13%
<b>Total State Aid and Local Revenue</b>	<b>\$ 1,824,096</b>	<b>\$ 1,800,366</b>	<b>\$ 23,730</b>	<b>1.32%</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>\$ 21,539,023</b>	<b>\$ 21,093,016</b>	<b>\$ 446,008</b>	<b>2.11%</b>
<b>Total Funds Required to meet Total Expenses (w Adjusted Tax Levy)</b>	<b>\$ 698,449</b>	<b>\$ 205,064</b>	<b>\$ 493,384</b>	<b>240.60%</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	\$ 20,324,592	\$ 19,640,761	\$ 683,831	3.48%
ATM 2018 Warrant Articles Within 2 1/2	\$ 1,588,180			
ATM 2017 Warrant Articles Within 2 1/2		\$ 1,226,357	\$ 361,823	29.50%
ATM 2018 Warrant Articles CPC	\$ 99,700			
ATM 2017 Warrant Articles CPC		\$ 204,020	\$ (104,320)	-51.13%
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)	\$ (250,000)	\$ (350,000)	\$ 100,000	-28.57%
Available Funds - Free Cash (Warrant Articles)	\$ (469,940)	\$ (231,640)	\$ (238,300)	102.88%
Available Funds - Cable Funds (RRA)	\$ (96,000)	\$ (117,500)	\$ 21,500	-18.30%
Available Funds - Stabilization		\$ (62,500)	\$ 62,500	-100.00%
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)	
To be Borrowed	\$ (1,010,000)	\$ (811,500)	\$ (198,500)	24.46%
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	\$ (1,340,000)	\$ (1,325,000)	\$ (15,000)	1.13%
<b>(Estimated) Amount to be Raised by Tax Levy</b>	<b>\$ 18,470,736</b>	<b>\$ 17,717,337</b>	<b>\$ 753,399</b>	<b>4.25%</b>
Total Valuation (Assessor sets tax rate)	\$ 1,056,976,024	\$ 1,053,976,024	\$ 3,000,000	0.28%
Estimated tax rate	\$ 17.48	\$ 16.81	\$ 0.67	3.96%
Average Single Family Assessment FY16 Valuation	\$ 563,020	\$ 563,020		
Average Single Family Tax Bill at Proposed Rate	\$ 9,839	\$ 9,464		

**Revision Summary  
Town of Boxborough**

	Prior Revision
Total Budget V7b15	Total
	20,344,316
Total Articles + Overlay V7b15	<u>1,911,380</u>
Total Budget to Fund V7b15	<u>22,255,696</u>

Rev 8b15  
4/5/2017

		Previous Line	Changes This	New Line
		Total	Revision	Total
145 Treasurer Collector	FinCom cut from Conferences/Training	1,000	(200)	800
161 Town Clerk	FinCom cut from Conferences/Training	1,290	(600)	690
179 Ag Comm	FinCom did not vote increase (Late Submission)	1,300	(1,100)	200
192 Town Hall	FinCom cut from Conferences/Training	2,200	(1,960)	240
210 Police	FinCom cut from Dues/Memberships	8,450	(2,000)	6,450
215 Dispatch	FinCom cut from Equipment Maint/Service	14,105	(5,000)	9,105
630 Rec Com Salary	FinCom did not vote increase (Late Submission)	33,043	(7,734)	25,309
630 Rec Com Other	FinCom Reduced in Prior Vote/Did not re-vote increase (Late Submission)/	9,030	(1,130)	7,900
Total Budget Rev 8b15			<u>20,324,592</u>	

4/5/2017

		Previous Line	Changes This	New Line
		Total	Revision	Total
210 Police	Photocopier Update	7,000	1,500	8,500
Total Articles + Overlay Rev 8b15			<u>1,912,880</u>	
Total Budget to Fund Rev 8b15			<u>22,237,472</u>	

**FY2018 Budget Summary  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual	
114 Total Salary	0	0	0	0.0%	0	0	0	
114 Total Other	50	50	0	0.0%	50	50	50	
114 Total Moderator	50	50	0	0.0%	50	50	50	
119 Total Salary	0	0	0	0.0%	0	0	0	
119 Total Other	150	145	5	3.4%	90	175	72	
119 Total Town Constable	150	145	5	3.4%	90	175	72	
122 Total Salary	2,000	2,000	0	0.0%	1,000	2,000	2,000	
122 Total Other	3,265	2,818	447	15.9%	2,427	2,119	3,574	122 Total Other - Additional office and appreciation event supplies
122 Total Selectmen	5,265	4,818	447	9.3%	3,427	4,119	5,574	
123 Total Salary	117,600	113,100	4,500	4.0%	77,557	108,750	108,750	
123 Total Other	2,700	2,700	0	0.0%	2,025	2,875	2,787	
123 Total Town Administrator	120,300	115,800	4,500	3.9%	79,582	111,625	111,537	
131 Total Salary	0	0	0	0.0%	0	0	0	
131 Total Other	400	480	(80)	-16.7%	282	480	341	131 Total Other - Lower conference attendance
131 Total Town Finance Comm	400	480	(80)	-16.7%	282	480	341	
135 Total Salary	72,420	69,609	2,811	4.0%	47,729	66,908	66,907	
135 Total Other	37,180	36,390	790	2.2%	35,119	36,708	35,685	
135 Total Accountant	109,600	105,999	3,601	3.4%	82,848	103,616	102,593	
141 Total Salary	73,420	70,609	2,811	4.0%	48,729	67,908	67,907	
141 Total Other	13,475	14,990	(1,515)	-10.1%	12,507	17,964	19,877	141 Total Other - Decrease in consulting services
141 Total Assessor	86,895	85,599	1,296	1.5%	61,236	85,872	87,784	
145 Total Salary	75,231	72,350	2,881	4.0%	49,931	67,908	69,580	
145 Total Other	18,940	16,745	2,195	13.1%	11,470	8,350	16,208	145 Total Other - Payroll Service rates increased due to add'l reporting requirements
145 Total Treasurer/Collector	94,171	89,095	5,076	5.7%	61,401	76,258	85,789	

## FY2018 Budget Summary Town of Boxborough

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual	
151 Total Salary	0	0	0	0.0%	0	0	0	
151 Total Other	67,600	48,500	19,100	39.4%	24,760	53,500	46,577	151 Total Other - Successor agreements for 3 unions to be negotiated
151 Total Legal	67,600	48,500	19,100	39.4%	24,760	53,500	46,577	
152 Total Salary	0	0	0	0.0%	0	0	0	
152 Total Other	320	320	0	0.0%	260	320	200	
152 Total Personnel Board	320	320	0	0.0%	260	320	200	
156 Total Salary	0	0	0	0.0%	0	0	0	
156 Total Other	129,070	123,312	5,758	4.7%	62,932	95,319	82,643	
156 Total Technology	129,070	123,312	5,758	4.7%	62,932	95,319	82,643	
161 Total Salary	48,525	47,823	702	1.5%	33,110	46,006	46,005	
161 Total Other	2,125	2,043	82	4.0%	1,031	2,120	1,988	
161 Total Town Clerk	50,650	49,866	784	1.6%	34,141	48,126	47,994	
162 Total Salary	3,658	6,400	(2,742)	-42.8%	3,879	4,028	3,988	162 Total Salary - No federal/state elections; possibly 2 local elections
162 Total Other	6,990	6,312	678	10.7%	3,915	5,632	5,256	162 Total Other - Possibly 2 local elections
162 Total Elect. & Registr.	10,648	12,712	(2,064)	-16.2%	7,794	9,660	9,244	
171 Total Salary	0	0	0	0.0%	0	0	0	
171 Total Other	2,150	2,150	0	0.0%	884	2,150	1,683	
171 Total Conservation Comm	2,150	2,150	0	0.0%	884	2,150	1,683	
175 Total Salary	72,965	70,154	2,811	4.0%	48,001	67,453	67,452	
175 Total Other	3,880	6,445	(2,565)	-39.8%	3,024	7,330	6,929	175 Total Other - Decrease in consulting services
175 Total Planning Board	76,845	76,599	246	0.3%	51,025	74,783	74,381	
176 Total Salary	0	0	0	0.0%	0	0	0	
176 Total Other	210	210	0	0.0%	90	210	20	
176 Total ZBA	210	210	0	0.0%	90	210	20	

**FY2018 Budget Summary  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual	
179 Total Salary	0	0	0	0.0%	0	0	0	
179 Total Other	200	200	0	0.0%	0	100	51	
179 Total Ag Comm	200	200	0	0.0%	0	100	51	
192 Total Salary	179,717	174,444	5,273	3.0%	118,138	172,420	162,148	
192 Total Other	47,910	45,160	2,750	6.1%	32,895	43,723	101,999	192 Total Other - Increase in blgs & grounds mainenance; Replenishment of postage reser
192 Total Town Hall	227,627	219,604	8,023	3.7%	151,033	216,143	264,147	
196 Total Salary	0	0	0	0.0%	0	0	0	
196 Total Other	0	11,940	(11,940)	-100.0%	8,955	11,700	11,700	196 Total Other - New Lease: See Warrant Article
196 Total Facilities Leases	0	11,940	(11,940)	-100.0%	8,955	11,700	11,700	
199 Total Salary	0	0	0	0.0%	0	0	0	
199 Total Other	500	300	200	66.7%	0	150	315	199 Total Other - Outreach for new program
199 Total Energy Comm	500	300	200	66.7%	0	150	315	
Total Salaries - Town Government	645,536	626,489	19,047	3.0%	428,074	671,057	594,739	
Total Other - Town Government	337,115	321,210	15,905	5.0%	202,716	302,356	337,955	
Total Town Government	982,651	947,699	34,952	3.7%	630,790	973,413	932,694	
	982,651	947,699	34,952	3.7%	630,790	973,413	932,694	

**FY2018 Budget Summary  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual	
210 Total Salary	1,105,715	1,063,333	42,382	4.0%	745,341	1,053,802	1,129,733	
210 Total Other	151,975	144,740	7,235	5.0%	122,996	104,140	105,777	210 Total Other - Vehicles & service increased pricing
210 Total Police	1,257,690	1,208,073	49,617	4.1%	868,337	1,157,942	1,235,510	
215 Total Salary	295,594	285,936	9,658	3.4%	209,334	279,984	279,792	
215 Total Other	35,405	36,395	(990)	-2.7%	30,151	36,420	35,871	
215 Total Dispatch	330,999	322,331	8,668	2.7%	239,485	316,404	315,664	
220 Total Salary	836,838	819,259	17,579	2.1%	503,647	804,221	709,923	
220 Total Other	109,400	109,480	(80)	-0.1%	53,596	107,980	92,680	
220 Total Fire	946,238	928,739	17,499	1.9%	557,243	912,201	802,603	
241 Total Salary	72,420	72,211	209	0.3%	47,729	69,863	64,445	
241 Total Other	21,585	11,215	10,370	92.5%	3,065	9,775	3,062	241 Total Other - Increased inspection consulting
241 Total Building Insp	94,005	83,426	10,579	12.7%	50,794	79,638	67,507	
291 Total Salary	1,627	2,787	(1,160)	-41.6%	529	2,746	1,363	291 Total Salary - Reduced hours per historic average
291 Total Other	550	545	5	0.9%	267	450	468	
291 Total ACO	2,177	3,332	(1,155)	-34.7%	796	3,196	1,831	
292 Total Salary	14,921	14,158	763	5.4%	9,153	11,507	11,507	292 Total Salary - Placement on Compensation Schedule
292 Total Other	3,635	4,850	(1,215)	-25.1%	2,301	2,850	4,665	292 Total Other - Reduced vehicle/mileage expenses
292 Total ACO Dog & Cat	18,556	19,008	(452)	-2.4%	11,454	14,357	16,172	
299 Total Salary	45	45	0	0.0%	45	45	45	
299 Total Other	20	20	0	0.0%	0	25	2	
299 Total Field Driver	65	65	0	0.0%	45	70	47	
<b>Total Salaries - Protection</b>	<b>2,327,160</b>	<b>2,257,729</b>	<b>69,431</b>	<b>3.1%</b>	<b>1,515,778</b>	<b>2,222,168</b>	<b>2,196,807</b>	
<b>Total Other - Protection</b>	<b>322,570</b>	<b>307,245</b>	<b>15,325</b>	<b>5.0%</b>	<b>212,376</b>	<b>261,640</b>	<b>242,526</b>	
<b>Total Protection</b>	<b>2,649,730</b>	<b>2,564,974</b>	<b>84,756</b>	<b>3.3%</b>	<b>1,728,154</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 3/21	FY16 Budget	FY16 Actual	
310 Total Salary	0	0	0	0.0%	0	0	0	
310 Total Other	165,232	197,492	(32,260)	-16.3%	148,122	165,340	165,340	310 Total Other - Out-of-district tuition & transportation (6 students)
310 Total Minuteman	165,232	197,492	(32,260)	-16.3%	148,122	165,340	165,340	
311 Total Salary	0	0	0	0.0%	0	0	0	
311 Total Other	48,864	0	48,864		0	0	0	311 Total Other - Out of district tuition & transportation (1 student)
311 Total Assabet	48,864	0	48,864		0	0	0	
312 Total Salary	0	0	0	0.0%	0	0	0	
312 Total Other	0	0	0	0.0%	0	0	0	
312 Total Nashoba	0	0	0	0.0%	0	0	0	
320 Total Salary	0	0	0	0.0%	0	0	0	
320 Total Other	11,593,781	11,503,148	90,633	0.8%	8,627,361	11,120,240	11,120,240	320 Total Other - Includes RJGrey Minuteman program formerly in Minuteman assessme
320 Total ABRSD	11,593,781	11,503,148	90,633	0.8%	8,627,361	11,120,240	11,120,240	
Total Salaries - Education	0	0	0	0.0%	0	0	0	
Total Other - Education	11,807,877	11,700,640	107,237	0.9%	8,775,483	11,285,580	11,285,580	
Total Education	11,807,877	11,700,640	107,237	0.9%	8,775,483	11,285,580	11,285,580	

## FY2018 Budget Summary Town of Boxborough

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual	
422 Total Salary	546,505	537,008	9,497	1.8%	359,975	521,287	505,925	
422 Total Other	111,070	94,150	16,920	18.0%	61,843	89,500	90,092	422 Total Other - Includes playing fields maintenance
422 Total DPW	657,575	631,158	26,417	4.2%	421,817	610,787	596,016	
423 Total Salary	64,015	62,881	1,134	1.8%	56,358	60,739	38,258	
423 Total Other	128,800	105,875	22,925	21.7%	149,262	106,610	114,854	423 Total Other - New plow, increased road treatment materials
423 Total Snow & Ice	192,815	168,756	24,059	14.3%	205,620	167,349	153,113	
424 Total Salary	0	0	0	0.0%	0	0	0	
424 Total Other	5,000	5,500	(500)	-9.1%	3,216	3,000	4,375	424 Total Other - Reduced per historic average
424 Total Street Lighting	5,000	5,500	(500)	-9.1%	3,216	3,000	4,375	
425 Total Salary	0	0	0	0.0%	0	0	0	
425 Total Other	23,500	27,800	(4,300)	-15.5%	31,557	22,400	19,868	425 Total Other - Cyclical cleaning every 5 years (completed FY17)
425 Total Hager Well	23,500	27,800	(4,300)	-15.5%	31,557	22,400	19,868	
429 Total Salary	0	0	0	0.0%	0	0	0	
429 Total Other	76,175	75,300	875	1.2%	50,405	72,075	63,992	
429 Total Fuel	76,175	75,300	875	1.2%	50,405	72,075	63,992	
431 Total Salary	0	0	0	0.0%	0	0	0	
431 Total Other	0	10,000	(10,000)	-100.0%	5,470	0	0	431 Total Other - Hazardous Waste collectin every other year
431 Total Hazardous Waste	0	10,000	(10,000)	-100.0%	5,470	0	0	
433 Total Salary	0	0	0	0.0%	0	0	0	
433 Total Other	124,800	133,350	(8,550)	-6.4%	82,225	130,100	111,972	433 Total Other - Reduced tonnage
433 Total Transfer Station	124,800	133,350	(8,550)	-6.4%	82,225	130,100	111,972	
491 Total Salary	5,137	9,085	(3,948)	-43.5%	1,541	8,953	4,237	491 Total Salary - Reduced hours per historic average
491 Total Other	1,000	1,000	0	0.0%	208	1,000	12,643	
491 Total Cemetery	6,137	10,085	(3,948)	-39.1%	1,749	9,953	16,880	
<b>Total Salaries - Public Works</b>	<b>615,657</b>	<b>608,974</b>	<b>6,683</b>	<b>1.1%</b>	<b>417,873</b>	<b>590,979</b>	<b>548,421</b>	
<b>Total Other - Public Works</b>	<b>470,345</b>	<b>452,975</b>	<b>17,370</b>	<b>3.8%</b>	<b>384,185</b>	<b>424,685</b>	<b>417,795</b>	
<b>Total Public Works</b>	<b>1,086,002</b>	<b>1,061,949</b>	<b>24,053</b>	<b>2.3%</b>	<b>802,058</b>	<b>1,015,664</b>	<b>966,216</b>	

**FY2018 Budget Summary  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual	
505 Total Salary	1,003	1,003	0	0.0%	494	988	988	
505 Total Other	200	216	(16)	-7.4%	6	98	155	505 Total Other - Reduced mileage per historic average
505 Total Animal Inspector	1,203	1,219	(16)	-1.3%	500	1,086	1,142	
511 Total Salary	501	501	0	0.0%	250	500	500	
511 Total Other	41,605	40,467	1,138	2.8%	19,120	39,290	39,028	
511 Total BoH	42,106	40,968	1,138	2.8%	19,370	39,790	39,528	
529 Total Salary	26,435	25,302	1,133	4.5%	15,425	24,320	21,374	
529 Total Other	775	545	230	42.2%	171	680	199	529 Total Other - New membership dues
529 Total Community Services	27,210	25,847	1,363	5.3%	15,596	25,000	21,573	
541 Total Salary	50,802	50,034	768	1.5%	32,350	47,908	45,474	
541 Total Other	5,675	5,675	0	0.0%	2,877	5,100	5,099	
541 Total COA	56,477	55,709	768	1.4%	35,227	53,008	50,573	
543 Total Salary	3,000	4,068	(1,068)	-26.3%	1,668	4,008	2,725	543 Total Salary - Reduced hours per historic average
543 Total Other	990	360	630	175.0%	202	355	345	543 Total Other - Includes Veterans Memorial Committee supplies
543 Total Veterans	3,990	4,428	(438)	-9.9%	1,870	4,363	3,071	
Total Salaries - Health Services	81,741	80,908	833	1.0%	50,187	77,724	71,062	
Total Other - Health Services	49,245	47,263	1,982	4.2%	22,376	45,523	44,827	
Total Health Services	130,986	128,171	2,815	2.2%	72,562	123,247	115,888	

## FY2018 Budget Summary Town of Boxborough

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual	
610 Total Salary	244,876	243,191	1,685	0.7%	156,321	234,065	233,444	
610 Total Other	139,650	134,700	4,950	3.7%	67,173	129,329	129,328	
610 Total Library	384,526	377,891	6,635	1.8%	223,493	363,394	362,772	
630 Total Salary	25,309	25,481	(172)	-0.7%	24,571	26,722	26,065	
630 Total Other	7,900	10,840	(2,940)	-27.1%	7,029	9,800	11,729	630 Total Other - Decreased due to fields maintenance moved to DPW
630 Total Rec Comm	33,209	36,321	(3,112)	-8.6%	31,600	36,522	37,794	
670 Total Salary	0	0	0	0.0%	0	0	0	
670 Total Other	1,800	1,500	300	20.0%	348	1,500	19,096	670 Total Other - Increased bldg & grounds routine maintenance
670 Total Steele Farm	1,800	1,500	300	20.0%	348	1,500	19,096	
691 Total Salary	0	0	0	0.0%	0	0	0	
691 Total Other	3,550	4,045	(495)	-12.2%	1,824	4,045	5,199	691 Total Other - Reduced heating costs per average
691 Total Hist Comm	3,550	4,045	(495)	-12.2%	1,824	4,045	5,199	
692 Total Salary	0	0	0	0.0%	0	0	0	
692 Total Other	1,200	965	235	24.4%	308	965	856	692 Total Other - Replacement of non-consumable supplies
692 Total Public Celebr	1,200	965	235	24.4%	308	965	856	
699 Total Salary	0	0	0	0.0%	0	0	0	
699 Total Other	1,400	1,500	(100)	-6.7%	529	1,500	1,301	699 Total Other - Reduced per historic average
699 Total AB Cultural Council	1,400	1,500	(100)	-6.7%	529	1,500	1,301	
<b>Total Salaries - Culture &amp; Rec</b>	<b>270,185</b>	<b>268,672</b>	<b>1,513</b>	<b>0.6%</b>	<b>180,891</b>	<b>260,787</b>	<b>259,510</b>	
<b>Total Other - Culture &amp; Rec</b>	<b>155,500</b>	<b>153,550</b>	<b>1,950</b>	<b>1.3%</b>	<b>77,210</b>	<b>147,139</b>	<b>167,510</b>	
<b>Total Culture &amp; Rec</b>	<b>425,685</b>	<b>422,222</b>	<b>3,463</b>	<b>0.8%</b>	<b>258,101</b>	<b>407,926</b>	<b>427,020</b>	

**FY2018 Budget Summary  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual	
710 Total Salary	0	0	0	0.0%	0	0	0	
710 Total Other	1,112,000	955,000	157,000	16.4%	830,000	985,000	985,000	710 Total Other - New bond issue for ATM 15 & ATM 16 authorizations
710 Total Retirement of LT Debt	1,112,000	955,000	157,000	16.4%	830,000	985,000	985,000	
751 Total Salary	0	0	0	0.0%	0	0	0	
751 Total Other	154,415	167,858	(13,443)	-8.0%	157,872	188,438	188,438	751 Total Other - Re-funding of previous debt resulted in lower interest rates
751 Total Debt Interest	154,415	167,858	(13,443)	-8.0%	157,872	188,438	188,438	
830 Total Salary	0	0	0	0.0%	0	0	0	
830 Total Other	791,841	671,055	120,786	18.0%	671,055	629,903	629,903	830 Total Other - Increased assessment result of recent actuarial study
830 Total County Retirement Assmt	791,841	671,055	120,786	18.0%	671,055	629,903	629,903	
912 Total Salary	0	0	0	0.0%	0	0	0	
912 Total Other	73,285	72,637	648	0.9%	68,570	62,600	45,111	
912 Total Other Insurance	73,285	72,637	648	0.9%	68,570	62,600	45,111	
915 Total Salary	0	0	0	0.0%	0	0	0	
915 Total Other	834,800	677,800	157,000	23.2%	531,417	632,750	671,986	915 Total Other - Increased health insurance premiums; 5 new enrollees
915 Total Employee Benefits	834,800	677,800	157,000	23.2%	531,417	632,750	671,986	
945 Total Salary	0	0	0	0.0%	0	0	0	
945 Total Other	90,320	85,756	4,564	5.3%	82,026	81,391	71,202	945 Total Other - Premiums for additional assets
945 Total Liability Insurance	90,320	85,756	4,564	5.3%	82,026	81,391	71,202	
Total Salaries - Administration	0	0	0	0.0%	0	0	0	
Total Other - Administration	3,056,661	2,630,106	426,555	16.2%	2,340,940	2,580,082	2,591,640	
Total Administration	3,056,661	2,630,106	426,555	16.2%	2,340,940	2,580,082	2,591,640	
132 Total Salary	0	0	0	0.0%	0	0	0	
132 Total Other	185,000	185,000	0	0.0%	45,632	185,000	225,749	
132 Total Reserve Fund	185,000	185,000	0	0.0%	45,632	185,000	225,749	

**FY2018 Budget Summary  
Town of Boxborough**

	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual
Total Salaries - Town Government	645,536	626,489	19,047	3.0%	428,074	671,057	594,739
Total Salaries - Protection	2,327,160	2,257,729	69,431	3.1%	1,515,778	2,222,168	2,196,807
Total Salaries - Public Works	615,657	608,974	6,683	1.1%	417,873	590,979	548,421
Total Salaries - Health Services	81,741	80,908	833	1.0%	50,187	77,724	71,062
Total Salaries - Culture & Rec	270,185	268,672	1,513	0.6%	180,891	260,787	259,510
<b>Total Salaries</b>	<b>3,940,279</b>	<b>3,842,772</b>	<b>97,507</b>	<b>2.5%</b>	<b>2,592,803</b>	<b>3,822,715</b>	<b>3,670,538</b>
Total Other - Town Government	337,115	321,210	15,905	5.0%	202,716	302,356	337,955
Total Other - Protection	322,570	307,245	15,325	5.0%	212,376	261,640	242,526
Total Other - Public Works	470,345	452,975	17,370	3.8%	384,185	424,685	417,795
Total Other - Health Services	49,245	47,263	1,982	4.2%	22,376	45,523	44,827
Total Other - Culture & Rec	155,500	153,550	1,950	1.3%	77,210	147,139	167,510
<b>Total Town Other</b>	<b>1,334,775</b>	<b>1,282,243</b>	<b>52,532</b>	<b>4.1%</b>	<b>898,863</b>	<b>1,181,343</b>	<b>1,210,613</b>
Total Town Government	982,651	947,699	34,952	3.7%	630,790	973,413	932,694
Total Protection	2,649,730	2,564,974	84,756	3.3%	1,728,154	2,483,808	2,439,333
Total Public Works	1,086,002	1,061,949	24,053	2.3%	802,058	1,015,664	966,216
Total Health Services	130,986	128,171	2,815	2.2%	72,562	123,247	115,888
Total Culture & Rec	425,685	422,222	3,463	0.8%	258,101	407,926	427,020
<b>Total Town Expenses</b>	<b>5,275,054</b>	<b>5,125,015</b>	<b>150,039</b>	<b>2.9%</b>	<b>3,491,666</b>	<b>5,004,058</b>	<b>4,881,151</b>
Total Other - Education	11,807,877	11,700,640	107,237	0.9%	8,775,483	11,285,580	11,285,580
Total Other - Administration	3,056,661	2,630,106	426,555	16.2%	2,340,940	2,580,082	2,591,640
Total Reserve Fund	185,000	185,000	0	0.0%	45,632	185,000	225,749
<b>Total Other Costs</b>	<b>15,049,538</b>	<b>14,515,746</b>	<b>533,792</b>	<b>3.7%</b>	<b>11,162,055</b>	<b>14,050,662</b>	<b>14,102,969</b>
<b>Total Expenses</b>	<b>20,324,592</b>	<b>19,640,761</b>	<b>683,831</b>	<b>3.5%</b>	<b>14,608,089</b>	<b>19,054,720</b>	<b>18,758,371</b>

Reserve Fund Total Shown for History Purposes Only. Not calculated in totals below

**FY2017 Proposed Articles  
Town of Boxborough**

Article Count	Dept	Description	Amount	Funding Source
<b><u>Annual Town Meeting</u></b>				
1		Choose Town Officers		
2		Receive Reports		
3		Set Salaries and Compensation of Elected Officers		
4		Amend FY18 Personnel Plan & Classification and Compensation Schedule		
5		Town Operating Budget	20,324,592	17K toward Debt; 16K ACO Veh&Hlth; 10K Hager
CPA				
8	Reserves	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)
8		Administrative and operating expenses 5%	5,000	CPA (FY18)
9	171	Transfer to Conservation Trust for Future Purchase	5,000	CPA (Open Sp)
10A	177	Boxborough Rental Assistance Program	37,650	CPA (Housing)
10B	177	Transfer to Housing Trust for Regional Housing Services	3,025	CPA (Housing)
11A	161	Town Clerk Records Preservation Phase 3	10,000	CPA (Historic)
11B	491	North Cemetery Restoration	9,025	CPA (Historic)
12	670	Steele Farm Farmhouse Preservation	30,000	CPA (Avail Funds)
	Total		<u>99,700</u>	Appropriations Total
Sense of the Meeting				
6		Move Town Meeting to April		
7		Welcoming Town		
General Bylaw Amendments & New Bylaws				
44	135	General Bylaw - Revolving Funds		
Special Legislation				
		<del>Establish Special Rev Fund for receipts and expenses for Hager Well</del>		

**FY2017 Proposed Articles  
Town of Boxborough**

Article Count	Dept	Description	Amount	Funding Source
<b>Land Issues</b>				
		<del>Municipal Facility Land Purchase</del>	<del>TBD</del>	
41		Release of existing easement & acceptance of easement		
42		Transfer custody & control "Cobleigh" land		
		<del>Road Acceptance Emanuel Drive Extension cul de sac</del>		
<b>Financial (Non Capital)</b>				
	950	<del>Transfer to Stabilization Fund</del>	<del>TBD</del>	
13	950	Transfer to OPEB Trust Fund	62,500	Free Cash
14	Multi	Close Completed Articles to General Fund		
45	Multi	Departmental Revolving Funds Expense Limits		
15	196	Rental Community Center	12,240	R&A -Budget
16	122	Cable Infrastructure Appropriation	96,000	Cable Fund
17	135	Prior Year Bill	40	Free Cash
	135	<del>Certification Stipend</del>		<del>1,000 R&amp;A -Budget</del>
35	175	MS4 Stormwater Permit Consultant	50,000	Free Cash
	210	<del>Police Supplemental Budget</del>	<del>???</del>	<del>Free Cash</del>
	215	<del>Dispatch Supplemental Budget</del>	<del>???</del>	<del>Free Cash</del>
		<del>Municipal Facility Architecture/Site Plans</del>	<del>TBD</del>	
19	422	Snow & Ice Deficit	55,000	Free Cash
43	422	Chapter 90 Highway Reimbursement Program	-	
18	541	Veteran's Memorial Design Study	10,000	Free Cash
<b>Capital Equipment &amp; Infrastructure</b>				
28A	156	Technology: Hardware/Software upgrades [7 desktops (\$9275), 1 server (\$17040), 2 UPSs (\$2520) and 2 1 switches (\$9700 4850)]	31,400	Free Cash
20A	162	Voting Booths	8,000	Free Cash
	192	<del>Town Hall: Front Walkway &amp; Signage</del>	<del>54,800</del>	<del>Free Cash</del>
20B	192	Town Hall: Exterior Paint touchup	10,000	Free Cash
20C	192	Town Hall: Replace water heater	7,000	Free Cash
	192	<del>Town Hall: Grange Meeting Room supplemental funding</del>	<del>-----</del>	<del>TBD</del>
	210/220/			
21	422/610	Town-wide: Wireless access points (Police, Fire (2), DPW, Library)	5,600	Free Cash



**FY2017 Proposed Articles  
Town of Boxborough**

Article Count	Dept	Description	Amount	Funding Source
	192/210/ 220/610/			
28B	691	Town Facilities: Access Control System	60,000	Free Cash
22A-E	210	Police: Carpeting 10.5K, interior lighting 15K, interior paint 10K, duct cleaning 6K, server room HVAC 8K	49,500	Free Cash
23A-B	210	Police: Office furniture 5K, Copier <del>Lease vs-Purchase 8.5K 7K, Motorcycle Pr</del>	13,500	Free Cash
29A-B	210	Police: Repave Parking Lot 75K & Landscaping 10K	85,000	Borrowing
30	220	Fire: Repave Parking Lot	90,000	Borrowing
24	220	Fire: 1 Laptop (second grant funded)	6,000	Free Cash
31A	220	Fire: Mobile & Portable Radios	26,000	Free Cash
31B	220	Public Safety Radio Upgrade Continuation	100,000	Borrowing
	<del>241</del>	<del>Building Dept: Permitting Software</del>	<del>—————</del>	<del>23,000 Free Cash</del>
33	422	DPW: Road Paving	300,000	Borrowing
32B	422	DPW: Dump Truck	210,000	Borrowing
32C	422	DPW: Pickup Truck	60,000	Borrowing
	422	<del>DPW: Office Doors &amp; Windows &amp; Furniture</del>	<del>—————</del>	<del>10,000 Free Cash</del>
32D	422	DPW: Refurbish Loader	20,000	Borrowing
34	422	DPW: Garage Roof	50,000	Free Cash
32A	422	DPW: Radios	50,000	Borrowing
25	433	DPW: Dumpster (Metal & Wood)	10,400	Free Cash
26	491	South Cemetery: Stone Wall (East Boundary)	15,000	Free Cash
27	610	Library: Carpeting	95,000	Borrowing
	Total		<u>1,588,180</u>	

Zoning Bylaw Amendments

36	175	Zoning Bylaw Amendments - Section 9004 Penalty (implement tiered fining system)
37	175	Zoning Bylaw Amendments - New "Building Trade" category, definition and parking
38	175	Zoning Bylaw Amendments - Amend use tables for landscape service/contractors
39	175	Zoning Bylaw Amendments - establish moratorium on retail sale of marijuana
40	175	Zoning Bylaw Amendments - accessory signage on buildings

**FY2017 Proposed Articles  
Town of Boxborough**

Article Count	Dept	Description	Amount	Funding Source	
	Available Funds		Current Balance	Used	New Balance
	Free Cash		1,695,655.00	469,939.78	975,715.22
	(Budget)			250,000.00	
	Stabilization		1,300,337.89		1,300,337.89
	Borrowing			1,010,000.00	
	Cable Fund		375,000.00	96,000.00	279,000.00
	Warrant Article Surplus		15,654.10		15,654.10
	Raise & Appropriate			12,240.00	(12,240.00)
	CPA - Estimated FY18		233,307.36	5,000.00	13,307.36
	Reserve Open/Rec		74,500.00	5,000.00	69,500.00
	Reserve Housing		68,535.00	40,675.00	27,860.00
	Reserve Historical		21,000.00	19,025.00	1,975.00
	Prior Year Reserve/Certified		106,530.00	30,000.00	76,530.00
				1,729,939.78	FC, Stab, Borrow
				108,240.00	Other Sources
				99,700.00	CPA
				1,937,879.78	

**FY2018 Available Funds  
Town of Boxborough**

		Amount	Original Source	
Unexpended Articles:	ATM14, Art21	Expanded Veterans Svc	2,026.48	Free Cash
	ATM14, Art32	Community Svc Coord	11,344.68	Free Cash
	ATM16, Art12	Soil Testing 405 Middle	1,899.95	Free Cash
	ATM16, Art13	Borrowing Funds	298.14	Free Cash
		<b>15,569.25</b>		
	ATM13, Art15	Terrain Mower	4.29	Borrowed
	ATM16, Art16	Library A/V	80.56	Borrowed
		<b>Total Available</b>	<b>15,654.10</b>	
Other Sources:		ReFunding Proceeds (Paydown Debt	17,000.00	Appropriate to Use as Funding Source in Budget
		ACO IMA Transfers est	16,000.00	Reduced Health/Medic Budget
		ABRSD Hager Well reimbursement	10,000.00	Increased Local Revenue
			<b>43,000.00</b>	
Free Cash:		FY15 Certification	1,587,281	
		Additional Revenue (under-estimated)	442,104	
		Unexpended Funds GF Budget	313,877	
		Uses (Articles ATM16 & STM16)	(631,640)	
		Additional Returns, Income, Transfers in	18,581	
		FY16 Certification	1,730,203	
		STM 12/12/16	(34,548)	
		<b>Free Cash Available</b>	<b>1,695,655</b>	
Stabilization:		FY16 Balance	1,352,041	
		Additions (ATM16)	-	
		Uses (ATM16)	(62,500)	
		Interest (Est)	20,000	
		<b>FY17 Balance (estimated)</b>	<b>1,309,541</b>	
Local Revenues:		FY16 Estimates	1,437,000	(Includes Year 1 Beaverbrook Bldg Permits)
		FY16 Actual	1,992,131	(Includes Full Pmt Beaverbrook Bldg Permits)
		FY17 Estimates	1,325,000	
		FY17 Actual (YTD 3/8/17)	1,368,521	
		<b>FY18 Estimate</b>	<b>1,340,000</b>	

**FY2018 Budget Worksheet  
114-Moderator**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual
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 3/21	FY16 Budget	FY16 Actual
001-119-5599-0000	Town Constable Other Exp	150	145	5	3.45%	90	175	72
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	150	145	5	3.45%	90	175	72
	Total Town Constable	150	145	5	3.45%	90	175	72
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 3/21	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%	18	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%	261	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%	2,427	2,119	3,574
	Total Selectmen	5,265	4,818	447	9.28%	3,427	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 3/21	FY16 Budget	FY16 Actual
001-123-5111-0000	Town Administrator Salary	117,600	113,100	4,500	3.98%	77,557	108,750	108,750
001-123-5711-0000	Town Administrator Mileage	2,700	2,700	0	0.00%	2,025	2,875	2,787
	Total Salary	117,600	113,100	4,500	3.98%	77,557	108,750	108,750
	Total Other	2,700	2,700	0	0.00%	2,025	2,875	2,787
	Total Town Administrator	120,300	115,800	4,500	3.89%	79,582	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 3/21	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						106		
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	400	480		(80)	-16.67%	282	480	341
	Total Town Finance Comm	400	480		(80)	-16.67%	282	480	341



**FY2018 Budget Worksheet  
132-Reserve Fund**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual
Account Number	Account Name								
001-132-5960-0000	Reserve Fund	185,000	185,000		0	0.00%	45,632	185,000	225,749
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	185,000	185,000		0	0.00%	45,632	185,000	225,749
	Total Reserve Fund	185,000	185,000		0	0.00%	45,632	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 3/21	Budget	Actual
001-135-5112-0000	Accountant Salary	72,420	69,609		2,811	4.04%	47,729	66,908	66,907
001-135-5301-0000	Accountant Audit	22,000	23,000		(1,000)	-4.35%	22,000	22,000	22,000
001-135-5305-0000	Accountant Software Support	12,750	11,810		940	7.96%	11,810	12,803	11,810
001-135-5420-0000	Accountant Office Supplies	200	200		0	0.00%	145	500	101
001-135-5711-0000	Accountant Travel	400	200		200	100.00%	470	250	678
001-135-5712-0000	Accountant Training/Conferences	1,775	1,125		650	57.78%	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	72,420	69,609		2,811	4.04%	47,729	66,908	66,907
	Total Other	37,180	36,390		790	2.17%	35,119	36,708	35,685
	Total Accountant	109,600	105,999		3,601	3.40%	82,848	103,616	102,593
Notes:									
Salary: Grade 15, Step 4; Special Article request for Certification Stipend									
Software Support: Vadar Accountant's Module (5% increase), 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 180 miles plus parking, Capital Proj 100 miles, misc									
Training/Conferences: March Conference \$600; June Annual Mtg \$525; Procurement Training \$600; <del>Capital Projects Aetg \$125</del> ; Law update/misc									
Dues: Massachusetts Municipal Auditors and Accountants Assoc									

**FY2018 Budget Worksheet  
141-Assessor**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual
001-141-5112-0000	Assessor Salary	72,420	69,609	2,811	4.04%	47,729	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%	311	540	479
001-141-5712-0000	Assessor Training/Conferences	1,125	1,200	(75)	-6.25%	322	1,100	1,184
001-141-5730-0000	Assessor Dues	775	765	10	1.31%	686	800	813
	Other Misc Expenses -History							
	Total Salary	73,420	70,609	2,811	3.98%	48,729	67,908	67,907
	Total Other	13,475	14,990	(1,515)	-10.11%	12,507	17,964	19,877
	Total Assessor	86,895	85,599	1,296	1.51%	61,236	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	FY17	FY18	FY18	FY17	FY16	FY16	
		Submitted Budget	Budget	vs FY17	vs FY17	YTD 3/21	Budget	Actual	
001-145-5112-0000	Treasurer/Collector Salary	74,231	71,350	2,881	4.04%	48,931	66,908	68,580	
001-145-5154-0000	Treasurer/Collector Certification Stipend	1,000	1,000	0	0.00%	1,000	1,000	1,000	
001-145-5301-0000	Treasurer Payroll Service	6,250	3,700	2,550	68.92%	4,149	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	400	350	50	14.29%	158	350	483	
001-145-5345-0000	Treasurer/Collector Postage	7,100	7,100	0	0.00%	5,430		4,223	
001-145-5420-0000	Treasurer/Collector Office Supplies	500	1,000	(500)	-50.00%	363	125	330	
001-145-5711-0000	Treasurer/Collector Travel	500	500	0	0.00%	285	500	439	
001-145-5712-0000	Treasurer/Collector Training/Conference	800	1,000	(200)	-20.00%	170	400	735	
001-145-5730-0000	Treasurer/Collector Dues	50	70	(20)	-28.57%	50	70	50	
	Other Misc Expenses -History								
	Total Salary	75,231	72,350	2,881	3.98%	49,931	67,908	69,580	
	Total Other	18,940	16,745	2,195	13.11%	11,470	8,350	16,208	
	Total Treasurer/Collector	94,171	89,095	5,076	5.70%	61,401	76,258	85,789	
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 3/21	FY16 Budget	FY16 Actual
001-151-5311-0000	Legal Services	65,000	45,000	20,000	44.44%	24,534	50,000	44,320
001-151-5399-0000	Legal Expenses	2,600	3,500	(900)	-25.71%	226	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%	24,760	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>24,760</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 3/21	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 3/21	FY16 Budget	FY16 Actual
001-156-5306-0000	Technology Consulting	92,000	92,457		(457)	-0.49%	39,187	67,424	57,342
001-156-5341-0000	Technology Telephone (VOIP & Copper)	7,700	7,700		0	0.00%	4,970	10,000	6,562
001-156-5341-0610	Technology Telephone (Library)	1,300	1,200		100	8.33%	814	1,200	1,242
001-156-5343-0000	Technology Internet Access	7,740	6,225		1,515	24.34%	5,464	4,665	5,941
001-156-5344-0000	Technology Website Hosting	2,450	2,750		(300)	-10.91%	2,450	2,450	2,450
001-156-5422-0000	Technology Software	12,880	7,980		4,900	61.40%	6,767	480	440
001-156-5582-0000	Technology Hardware	5,000	5,000		0	0.00%	3,281	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%	62,932	95,319	82,643
	Total Technology	129,070	123,312		5,758	4.67%	62,932	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 3/21	Budget	Actual
001-161-5110-0000	Town Clerk Salary	47,525	46,823		702	1.50%	32,110	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	400	180		220	122.22%	226	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	690	865		(175)	-20.23%	303	865	78
001-161-5730-0000	Town Clerk Dues	150	150		0	0.00%	60	150	60
	Other Misc Expenses -History								
	Total Salary	48,525	47,823		702	1.47%	33,110	46,006	46,005
	Total Other	2,125	2,043		82	4.01%	1,031	2,120	1,988
	Total Town Clerk	50,650	49,866		784	1.57%	34,141	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 3/21	FY16 Budget	FY16 Actual
001-162-5110-0000	Registrar Salary	1,711	1,711	0	0.00%	855	1,711	1,711
001-162-5125-0000	Election Workers	1,947	4,689	(2,742)	-58.48%	3,024	2,317	2,277
001-162-5243-0000	Elect. & Registr. Equipment Maint	3,275	3,475	(200)	-5.76%	3,599	2,825	3,225
001-162-5317-0000	Elect. & Registr. Printing Services	1,945	1,045	900	86.12%	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	60	90	(30)	-33.33%	34	60	19
	Other Misc Expenses -History					127		417
	Total Salary	3,658	6,400	(2,742)	-42.84%	3,879	4,028	3,988
	Total Other	6,990	6,312	678	10.74%	3,915	5,632	5,256
	Total Elect. & Registr.	10,648	12,712	(2,064)	-16.24%	7,794	9,660	9,244
Notes:								
Registrar Salaries are determined by the Compensation Schedule								
Election Workers Wages increase to \$11 minimum wage; Clerk Wages increase to \$12.76 per hour. There are likely to be 2 elections scheduled for FY18								
Equipment Maintenance: Memory Card programming \$1,500 x2, Contract \$200, Printing Cartridges \$75								
Printing Services: Ballot printing 3,000 @ \$0.27/ballot plus shipping \$870 x2(rounded); 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**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 3/21	Budget	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%	230	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%	884	2,150	1,683
	Total Conservation Comm	2,150	2,150		0	0.00%	884	2,150	1,683
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 3/21	Budget	Actual	
001-175-5110-0000	Planning Board Salary	545	545	0	0.00%	273	545	545	
001-175-5112-0000	Town Planner Salary	72,420	69,609	2,811	4.04%	47,729	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	500	3,120	(2,620)	-83.97%		720	500	
001-175-5312-0000	Planning Board Legal Notices	200	200	0	0.00%	321	200	196	
001-175-5599-0000	Planning Board Other Office Exp	400	400	0	0.00%	235	660	404	
001-175-5711-0000	Planning Board Travel	675	675	0	0.00%	463	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	72,965	70,154	2,811	4.01%	48,001	67,453	67,452	
	Total Other	3,880	6,445	(2,565)	-39.80%	3,024	7,330	6,929	
	Total Planning Board	76,845	76,599	246	0.32%	51,025	74,783	74,381	
Notes:									
Planner Salary: Grade 15, Step 4 increase includes 2.5% step, 2% COLA									
Consluting: Town Engineer services as needed									
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 3/21	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%	55	135	20
001-176-5712-0000	ZBA Conferences	75	75		0	0.00%	35	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%	90	210	20
	Total ZBA	210	210		0	0.00%	90	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 3/21	FY16 Budget	FY16 Actual
001-179-5599-0000	Ag Comm Other Office Supplies	0	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:									
Other: 12 more Right to Farm Signs									
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 3/21	FY16 Budget	FY16 Actual
001-192-5115-0000	Town Hall Clerical Salary	179,717	174,444	5,273	3.02%	118,138	172,420	162,148
001-192-5210-0000	TH Electricity	7,300	7,900	(600)	-7.59%	3,714	8,903	5,103
001-192-5212-0000	TH Heating	4,000	4,400	(400)	-9.09%	1,978	4,300	2,597
001-192-5241-0000	TH Bldg/Grounds Maint Service	4,700	3,000	1,700	56.67%	2,095	3,000	29,803
001-192-5271-0000	TH Equipment Lease	6,840	6,771	69	1.02%	4,524	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	5,160	3,800	1,360	35.79%	1,511	4,160	4,949
001-192-5345-0000	TH Postage	7,800	5,700	2,100	36.84%	3,108	1,500	2,225
001-192-5420-0000	TH Office Supplies	700	700	0	0.00%	346	700	626
001-192-5421-0000	TH Copier Supplies	1,430	1,300	130	10.00%	307	1,670	1,850
001-192-5441-0000	TH Bldg/Grounds Maint Supplies	750	1,000	(250)	-25.00%	44	1,000	523
001-192-5443-0000	TH Equipment Maint Supplies	2,830	1,000	1,830	183.00%	915	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%	507	1,000	1,074
001-192-5710-0000	TH Lodging/Meals	1,500	1,874	(374)	-19.96%	1,266	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	240	3,205	(2,965)	-92.51%	1,595	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%	271	600	346
	Other Misc Expenses -History					9,000		37,236
	Total Salary	179,717	174,444	5,273	3.02%	118,138	172,420	162,148
	Total Other	47,910	45,160	2,750	6.09%	32,895	43,723	101,999
	Total Town Hall	227,627	219,604	8,023	3.65%	151,033	216,143	264,147
Notes:								
FY16 Other Misc Expenses -History includes Lift replacement; HVAC (west) replacement included in Bldg/Grnds								
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>		5,160	3,800
Town Report	1,800		
STM Warrant	1,200		
ATM Warrant	1,800		
Envelopes	160		
STM Banner date modification	100		
ATM Banner date modification	100		
			1,360

**FY2018 Budget Worksheet  
192-Summary**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES</b>
<b>POSTAGE</b>		7,800	5,700
General	6,000		
STM Warrant	600		
ATM Warrant	1,000		
Bulk permit fee	220		
			2,100
<b>OFFICE SUPPLIES</b>		700	700
Pens, pencils, clips, staples, notepads, file folders, binders, labels, etc.			
			0
<b>COPIER SUPPLIES</b>		1,430	1,300
Paper 35 cases @ \$30	1,050		
Toner 3 @ \$100	300		
Staples	80		
			130
<b>BLDG/GROUNDS MAINT SUPPLIES</b>		750	1,000
HVAC items, plumbing, floor coverings, wall coverings, electrical, paint, glass, doors, window coverings, hand or power tools			
			(250)
			Reduced based on actual expenditure in last year.
<b>EQUIPMENT MAINT SUPPLIES</b>		2,830	1,000
Defibrillator battery (every 3 years)			
Misc supplies computers, clocks, etc			
			1,830
			Based on average; line item had been underbudgeted in recent years.
<b>MEALS/REFRESHMENTS</b>		100	100
For meetings hosted by Boxborough (e.g. CTC, MMA)			
			0
<b>CLEANING SUPPLIES</b>		1,000	1,000
Toilet paper, paper towels, tissues, cleaning products			
			0
<b>LODGING/MEALS</b>		1,500	1,874
MMA Annual Mtg; MMA Spring and Fall Conferences; ICMA			
			(374)

**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>	2,200	3,205	(1,005)
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>49,870</b>	<b>45,160</b>	<b>4,710</b>

**FY2018 Budget Worksheet  
196-Facilities Leases**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual
001-196-5270-0000	Community Center Lease		11,940	(11,940)	-100.00%	8,955	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%	8,955	11,700	11,700
	<b>Total Facilities Leases</b>	<b>0</b>	<b>11,940</b>	<b>(11,940)</b>	<b>-100.00%</b>	<b>8,955</b>	<b>11,700</b>	<b>11,700</b>
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  
199-Energy Comm**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 3/21	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
	Total Energy Comm	500	300		200	66.67%	0	150	315
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 Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual
001-210-5112-0000	Police Salary -Chief	122,909	120,499		2,410	2.00%	82,641	117,750	117,750
001-210-5113-0000	Police Salary -Lieutenant	81,936	80,725		1,211	1.50%	55,361	75,700	77,605
001-210-5114-0000	Police Salary -FT Officer	655,071	599,100		55,971	9.34%	417,571	616,325	604,706
001-210-5115-0000	Police Salary -Clerical	53,932	53,068		864	1.63%	36,401	52,484	52,484
001-210-5124-0000	Police Salary -Special Officer	12,672	12,423		249	2.00%	22,221	12,236	26,183
001-210-5125-0000	Police Salary -Lock Up Attendants	6,763	6,630		133	2.01%	1,987	6,533	2,494
001-210-5134-0000	Police OT	135,059	176,441		(41,382)	-23.45%	126,467	157,997	238,887
001-210-5144-0000	Police -Town Detail	13,195	12,947		248	1.92%	1,691	13,277	8,124
001-210-5154-0000	Police -Stipend	1,500	1,500		0	0.00%	1,000	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%	8,325	12,000	13,311
001-210-5212-0000	Police Heating	2,400	3,300		(900)	-27.27%	817	3,700	1,659
001-210-5241-0000	Police Bldg/Grounds Maint Svc	5,000	5,000		0	0.00%	5,894	3,500	5,466
001-210-5242-0000	Police Vehicle Maint Svc	20,000	17,500		2,500	14.29%	15,409	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%	5,165	9,369	8,553
001-210-5342-0000	Police Mobile Communication	3,980	3,400		580	17.06%	1,773	3,400	3,978
001-210-5343-0000	Police Internet Access	4,495	2,790		1,705	61.11%	690	2,790	1,621
001-210-5443-0000	Police Equipment Maint Supply	9,500	8,250		1,250	15.15%	5,792	8,250	8,586
001-210-5490-0000	Police Meals/Refreshments	600	750		(150)	-20.00%	154	750	543
001-210-5591-0000	Police Uniforms	18,400	16,950		1,450	8.55%	13,399	16,950	16,754
001-210-5599-0000	Police Other Expense	4,050	3,431		619	18.04%	5,162	3,431	5,451
001-210-5712-0000	Police Training/Conferences	9,500	12,500		(3,000)	-24.00%	9,667	12,500	13,549
001-210-5730-0000	Police Dues/Memberships	6,450	6,000		450	7.50%	7,786	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>1,105,715</b>	<b>1,063,333</b>		<b>42,382</b>	<b>3.99%</b>	<b>745,341</b>	<b>1,053,802</b>	<b>1,129,733</b>
	<b>Total Other</b>	<b>151,975</b>	<b>144,740</b>		<b>7,235</b>	<b>5.00%</b>	<b>122,996</b>	<b>104,140</b>	<b>105,777</b>
	<b>Total Police</b>	<b>1,257,690</b>	<b>1,208,073</b>		<b>49,617</b>	<b>4.11%</b>	<b>868,337</b>	<b>1,157,942</b>	<b>1,235,510</b>

Note: FY16 Other Misc Expense is Travel, unbudgeted

**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>	20,000	17,500	2,500
Maintenance and repair of eight vehicles:	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		
4 Tires mount and balanced \$530 x 2 times a yr. x 8 (-1)	7,950		
Accident Deductible \$500/ea. x 2 times a year	1,000		
4 flat Tire replacements with Mount/Bal	530		
Fleet car wash	1,000		
Non warranty Repairs \$500/ea. x 8	8,000		
Batteries and Electrical Repairs \$250/ea. x 8	2,000		
State Inspection \$35/ea. x 8	280		
Supplies/Wipers/Fluids/Bulbs/Etc. (rounded)	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**

	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGES</b>
<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		
jpgpr.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**

	<u><b>FY18</b></u>	<u><b>FY17</b></u>	<u><b>NOTES/CHANGES</b></u>
<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>153,975</b>	<b>144,740</b>	<b>9,235</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 3/21	Budget	Actual
001-215-5114-0000	Dispatch Salary FT	198,886	192,550		6,336	3.29%	134,171	186,418	188,615
001-215-5116-0000	Dispatch Salary PT	9,794	9,583		211	2.20%	12,915	9,376	14,721
001-215-5134-0000	Dispatch OT FT	86,914	83,803		3,111	3.71%	62,248	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%	442	400	468
001-215-5243-0000	Dispatch Equipment Maint Svc	9,105	7,300		1,805	24.73%	1,243	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%	4,581	4,130	1,901
001-215-5591-0000	Dispatch Uniforms	1,800	1,800		0	0.00%	429	1,800	1,545
001-215-5599-0000	Dispatch Office Expense	2,500	2,500		0	0.00%	2,485	2,500	2,630
001-215-5712-0000	Dispatch Training	1,000	1,000		0	0.00%	1,231	1,000	140
001-215-5730-0000	Dispatch Dues/Subscriptions	1,200			1,200				
	Other Misc Expenses -History								
	Total Salary	295,594	285,936		9,658	3.38%	209,334	279,984	279,792
	Total Other	35,405	36,395		(990)	-2.72%	30,151	36,420	35,871
	Total Dispatch	330,999	322,331		8,668	2.69%	239,485	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 3/21	Budget	Actual
001-220-5112-0000	Fire Salary -Chief	105,038	100,998		4,040	4.00%	69,266	97,113	97,113
001-220-5114-0000	Fire Salary -FT FF/EMT	319,760	313,087		6,673	2.13%	215,350	297,707	305,528
001-220-5116-0000	Fire Salary -PD FF	265,980	263,005		2,975	1.13%	132,886	259,046	174,255
001-220-5124-0000	Fire Salary -On Call	57,104	56,260		844	1.50%	22,592	60,085	25,682
001-220-5134-0000	Fire OT	88,956	85,909		3,047	3.55%	63,554	90,270	107,345
001-220-5210-0000	Fire Electricity	6,200	7,000		(800)	-11.43%	3,882	6,000	5,980
001-220-5212-0000	Fire Heating	6,200	7,000		(800)	-11.43%	3,125	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%	15,750	20,000	21,169
001-220-5243-0000	Fire Equipment Maint Svc	14,500	17,950		(3,450)	-19.22%	4,900	18,450	10,265
001-220-5301-0000	Fire Ambulance Billing	9,500	7,180		2,320	32.31%	3,046	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 Mobile Communications	4,500	3,300		1,200	36.36%	2,170	2,800	2,775
001-220-5441-0000	Fire Bldg/Grounds Maint Supply	1,600	1,200		400	33.33%	1,162	1,200	2,725
001-220-5443-0000	Fire Veh/Equipment Maint Supply	11,500	13,500		(2,000)	-14.81%	4,207	13,500	8,611
001-220-5500-0000	Fire Medical Supply	6,500	5,750		750	13.04%	4,189	5,750	6,029
001-220-5591-0000	Fire Uniforms	8,900	8,900		0	0.00%	1,850	8,900	9,273
001-220-5712-0000	Fire Training/Conferences	1,600	2,900		(1,300)	-44.83%	661	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%	750	2,000	1,664
001-220-5799-0000	Fire Other Expenses	2,600	2,100		500	23.81%	2,499	2,100	2,711
	Total Salary	836,838	819,259		17,579	2.15%	503,647	804,221	709,923
	Total Other	109,400	109,480		(80)	-0.07%	53,596	107,980	92,680
	Total Fire	946,238	928,739		17,499	1.88%	557,243	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>	14,500	17,950	(3,450)
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	5,250		

**FY2018 Budget Worksheet  
220-Summary**

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



**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>109,400</b>	<b>109,480</b>	<b>(80)</b>

**FY2018 Budget Worksheet  
241-Building Inspector**

Account Number	Account Name	FY18	FY17	FY18	FY18	FY17	FY16	FY16	
		Submitted Budget	Budget	vs FY17	vs FY17	YTD 3/21	Budget	Actual	
001-241-5112-0000	Building Insp Salary	72,420	69,609	2,811	4.04%	47,729	68,581	64,445	
001-241-5124-0000	Building Insp Salary Coverage	0	2,602	(2,602)	-100.00%		1,282	0	
001-241-5242-0000	Building Insp Vehicle Maint Svc	120	100	20	20.00%	85	100	53	
001-241-5306-0000	Building Insp Consulting	18,000	7,500	10,500	140.00%	1,161	7,500	1,009	
001-241-5599-0000	Building Insp Office Supplies	500	1,845	(1,345)	-72.90%	878	1,000	924	
001-241-5711-0000	Building Insp Mileage	555	270	285	105.56%	446	300	397	
001-241-5712-0000	Building Insp Training/Conferences	2,280	1,375	905	65.82%	420	750	555	
001-241-5730-0000	Building Insp Dues	130	125	5	4.00%	75	125	125	
	Other Misc Expenses -History								
	Total Salary	72,420	72,211	209	0.29%	47,729	69,863	64,445	
	Total Other	21,585	11,215	10,370	92.47%	3,065	9,775	3,062	
	Total Building Insp	94,005	83,426	10,579	12.68%	50,794	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) 1000 miles @ IRS rate									
Training/Conferences: NE @ Umass Amherst (\$660), MetroWest (\$75), Procurement Training (\$695); 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 3/21	FY16 Budget	FY16 Actual
001-291-5116-0000	ACO Salary	1,627	2,787	(1,160)	-41.61%	529	2,746	1,363
001-291-5341-0000	ACO Telephone	325	325	0	0.00%	175	300	303
001-291-5711-0000	ACO Travel	225	220	5	2.27%	92	0	165
001-291-5799-0000	ACO Other Expenses			0	0.00%		150	0
	Other Misc Expenses -History							
	Total Salary	1,627	2,787	(1,160)	-41.61%	529	2,746	1,363
	Total Other	550	545	5	0.92%	267	450	468
	Total ACO	2,177	3,332	(1,155)	-34.66%	796	3,196	1,831
Notes: Rounded Totals								
Salary: Est 80 hours @ \$20.34 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 3/21	Budget	Actual
001-292-5114-0000	ACO Dog & Cat Salary	14,921	14,158		763	5.39%	9,153	11,507	11,507
001-292-5242-0000	ACO Dog & Cat Vehicle Maint Svc	1,135			1,135		35		
001-292-5270-0000	ACO Dog & Cat Rental of Facilities	600	600		0	0.00%	450	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%	357	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	14,921	14,158		763	5.39%	9,153	11,507	11,507
	Total Other	3,635	4,850		(1,215)	-25.05%	2,301	2,850	4,665
	Total ACO Dog & Cat	18,556	19,008		(452)	-2.38%	11,454	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>			1,135	0	1,135
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	15		
<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					
<b>SUPPLIES</b>			500	500	0
Leashes, catch poles, crates, food, gloves, bowls and other misc supplies					
<b>TRAVEL</b>			0	3,000	(3,000)
Mileage reimbursement for use of personal vehicle					POV no longer used, costs transferred to vehicle maintenance
<b>TRAINING</b>			300	0	300
State certification training					
			<b>3,635</b>	<b>4,850</b>	<b>(1,215)</b>
		<b>TOTAL</b>			

**FY2018 Budget Worksheet  
299-Field Driver**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	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 3/21	FY16 Budget	FY16 Actual
001-310-5320-0000	Minuteman Tuition	121,284			121,284				
001-310-5330-0000	Minuteman Transportation	36,000			36,000				
001-310-5601-0000	Minuteman Assessment	7,948	165,293		(157,345)	-95.19%	148,122	165,340	165,340
	RJGrey Assessment	0	32,199		(32,199)				
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	165,232	197,492		(32,260)	-16.33%	148,122	165,340	165,340
	<b>Total Minuteman</b>	<b>165,232</b>	<b>197,492</b>		<b>(32,260)</b>	<b>-16.33%</b>	<b>148,122</b>	<b>165,340</b>	<b>165,340</b>
Notes:									
Tuition Based on 3 current students & 3 anticipated students Confirmed 2/28/17									
One Transportation Estimate perdiem rate									
Assessment is Capital obligations only									
Breakout RJGrey Assessment to show changes w/ ABRSD									

**FY2018 Budget Worksheet  
311-Assabet**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 3/21	Budget	Actual
001-311-5320-0000	Assabet Tuition	16,464			16,464				
001-311-5330-0000	Assabet Transportation	32,400			32,400				
001-311-5601-0000	Assabet Assessment		0		0	0.00%			
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	48,864	0		48,864	4886400.00%	0	0	0
	<b>Total Assabet</b>	<b>48,864</b>	<b>0</b>		<b>48,864</b>	<b>4886400.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Notes:									
Based on 2 Applications 2/28/17; Confirmed 1 application 3/27/17									
One Transportation Estimate per diem rate									



**FY2018 Budget Worksheet  
312-Nashoba**

		FY18							
		Submitted	FY17		FY18	FY18	FY17	FY16	FY16
Account Number	Account Name	Budget	Budget		vs FY17	vs FY17	YTD 3/21	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**

		FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual
001-320-5601-0000	ABRSD Assessment	11,565,110	11,503,148	61,962	0.54%	8,627,361	11,120,240	11,120,240
001-320-5601-0000	RJGrey Assessment	28,671		28,671				
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	11,593,781	11,503,148	90,633	0.79%	8,627,361	11,120,240	11,120,240
	Total ABRSD	11,593,781	11,503,148	90,633	0.79%	8,627,361	11,120,240	11,120,240
Notes:								
Supt Budget approved 2/2/17; Public Meeting approved 2/16/17								

**FY2018 Budget Worksheet  
320-Summary**

School Year 2017-2018

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

Analysis of Assessments - Projected State Aid Numbers

TABLE 6 - 2/16/17

	<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	\$82,326,048	\$69,903,047	\$12,423,001
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	\$770,725	\$654,423	\$116,302
<b>TOTAL INSIDE DEBT LIMIT</b>	<b>\$84,274,491</b>	<b>\$71,560,839</b>	<b>\$12,713,652</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>\$86,090,491</b>	<b>\$73,172,539</b>	<b>\$12,917,952</b>
<b>SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS</b>	<b>\$829,912</b>	<b>\$704,678</b>	<b>\$125,234</b>
<b>TOTAL REGIONAL DISTRICT EXPENDITURES</b>	<b>\$86,920,403</b>	<b>\$73,877,217</b>	<b>\$13,043,186</b>
<b>OTHER FINANCING SOURCES:</b>			
CHAPTER 70 BASE AID	\$14,804,931	\$12,570,867	\$2,234,064
CHARTER SCHOOL AID	\$25,350	\$21,525	\$3,825
REGIONAL SCHOOL TRANSPORTATION (Cherry Sheet)	\$1,307,373	\$1,110,090	\$197,283
REGIONAL BONUS AID & MISC REVENUES	\$179,000	\$151,989	\$27,011
TRANSFER FROM RESERVES (Excess & Deficiency)	\$450,000	\$382,095	\$67,905
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$16,766,654</b>	<b>\$14,236,566</b>	<b>\$2,530,088</b>
<b>TOWN ASSESSMENTS</b>	<b>\$70,153,749</b>	<b>\$59,640,651</b>	<b>\$10,513,098</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>\$70,153,749</b>	<b>\$59,640,651</b>	<b>\$10,513,098</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>\$70,153,749</b>	<b>\$58,397,052</b>	<b>\$11,756,697</b>
	(\$829,912)	(\$666,996)	(\$162,916)
	<b>\$69,323,837</b>	<b>\$57,730,056</b>	<b>\$11,593,781</b>

FY17 Assessments	\$67,050,245	\$55,547,097	\$11,503,148
increase	\$2,273,592	\$2,182,959	\$90,633
%	3.4%	3.9%	0.8%
FY16 Assessments	\$64,291,249	\$53,171,009	\$11,120,240
increase	\$5,032,588	\$4,559,047	\$473,541
%	7.8%	8.6%	4.3%
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**

2/02/2017  
FY18 Table 6

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

	<b>GROSS</b>	<b>ACTON</b>	<b>BOXBOROUGH</b>
<b>EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY ACTON OR BOXBOROUGH)</b>			
BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)	\$341,700.00	\$290,137.47	\$51,562.53
SBAB REIMBURSEMENT BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)	(\$284,091.00)	(\$241,221.67)	(\$42,869.33)
HAGER WELL (WATER & SEWER) (Authorized FY00)	\$72,300.00	\$61,389.93	\$10,910.07
TWIN SCHOOLS (Authorized FY03)	\$1,475,000.00	\$1,252,422.50	\$222,577.50
SBAB REIMBURSEMENT TWIN SCHOOLS (Authorized FY03)	(\$922,673.00)	(\$783,441.64)	(\$139,231.36)
<b>TOTAL OUTSIDE DEBT LIMIT</b>	<b>\$682,236.00</b>	<b>\$579,286.59</b>	<b>\$102,949.41</b>
<b>SCHOOL RELATED DEBT SERVICE AUTHORIZED BY BOXBOROUGH TOWN MEETING:</b>			
REPLACEMENT OF PORTION OF BLANCHARD MEMORIAL ROOF (Authorized FY12)	\$19,038.00	\$16,165.17	\$2,872.83
REPLACEMENT OF WINDOWS (Authorized FY13)	\$8,069.00	\$6,851.39	\$1,217.61
SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL (Authorized FY13)	\$5,900.00	\$5,009.69	\$890.31
<b>TOTAL TOWN OF BOXBOROUGH SCHOOL DEBT SERVICE</b>	<b>\$33,007.00</b>	<b>\$28,026.24</b>	<b>\$4,980.76</b>
<b>SCHOOL RELATED DEBT SERVICE AUTHORIZED BY ACTON TOWN MEETING:</b>			
CONANT SCHOOL (Authorized FY10)	\$18,251.25	\$15,497.14	\$2,754.11
SCHOOL FACILITIES (Authorized FY10)	\$73,005.00	\$61,988.55	\$11,016.45
DOUGLAS ROOF (Authorized FY09)	\$23,412.50	\$19,879.55	\$3,532.95
<b>TOTAL TOWN OF ACTON SCHOOL DEBT SERVICE</b>	<b>\$114,668.75</b>	<b>\$97,365.24</b>	<b>\$17,303.51</b>
<b>SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS</b>	<b>\$829,911.75</b>	<b>\$704,678.07</b>	<b>\$125,233.68</b>
	(\$829,912.00)	(\$666,996.00)	(\$162,916.00)
	(\$0.25)	\$37,682.07	(\$37,682.32)

**FY2018 Budget Worksheet  
422-Public Works**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual
001-422-5112-0000	DPW Salary -Director	84,055	84,055	0	0.00%	57,638	82,812	82,812
001-422-5113-0000	DPW Salary - Business Admin	55,370		55,370				
001-422-5114-0000	DPW Salary	390,780	385,210	5,570	1.45%	251,786	373,037	355,408
001-422-5115-0000	DPW Salary -Clerical		51,741	(51,741)	-100.00%	35,485	51,184	51,184
001-422-5134-0000	DPW OT	16,300	16,002	298	1.86%	15,065	14,254	16,521
001-422-5210-0000	DPW Electricity	4,500	4,000	500	12.50%	3,009	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%	2,409	4,000	2,801
001-422-5241-0000	DPW Bldg/Grounds Maint Svc	11,600	6,500	5,100	78.46%	11,535	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%	10,701	12,000	18,890
001-422-5302-0000	DPW Medical Svc	1,000	1,000	0	0.00%	348	900	430
001-422-5331-0000	DPW Street Maint Supply	7,700	9,500	(1,800)	-18.95%	6,334	9,500	9,056
001-422-5341-0000	DPW Cell Phones	5,000	3,000	2,000	66.67%	2,878	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%	3,543	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%	7,631	19,000	16,972
001-422-5580-0000	DPW Tools/Equipment	8,000	8,000	0	0.00%	3,093	8,000	5,665
001-422-5591-0000	DPW Uniforms	6,500	6,800	(300)	-4.41%	3,414	6,000	6,039
001-422-5599-0000	DPW Other Office Exp	750	750	0	0.00%	786	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%	100	200	100
001-422-5731-0000	DPW Certification/License	620	400	220	55.00%	120	400	435
	<b>Total Salary</b>	<b>546,505</b>	<b>537,008</b>	<b>9,497</b>	<b>1.77%</b>	<b>359,975</b>	<b>521,287</b>	<b>505,925</b>
	<b>Total Other</b>	<b>111,070</b>	<b>94,150</b>	<b>16,920</b>	<b>17.97%</b>	<b>61,843</b>	<b>89,500</b>	<b>90,092</b>
	<b>Total DPW</b>	<b>657,575</b>	<b>631,158</b>	<b>26,417</b>	<b>4.19%</b>	<b>421,817</b>	<b>610,787</b>	<b>596,016</b>
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**

Account Number	Account Name	FY18	FY17	FY18	FY18	FY17	FY16	FY16
		Submitted Budget	Budget	vs FY17	vs FY17	YTD 3/21	Budget	Actual
001-423-5126-0000	S&I Seasonal Wages	5,794	5,708	86	1.51%	6,918	5,623	3,136
001-423-5134-0000	S&I OT	58,221	57,173	1,048	1.83%	49,440	55,116	35,123
001-423-5243-0000	S&I Equipment Maint Svc	11,000	9,000	2,000	22.22%	5,830	10,774	12,962
001-423-5442-0000	S&I Vehicle Maint Supply	10,000	10,200	(200)	-1.96%	5,068	10,200	10,017
001-423-5490-0000	S&I Meals/Refreshments	800	1,000	(200)	-20.00%	535		201
001-423-5531-0000	S&I Street Maint Supply	95,000	85,675	9,325	10.88%	137,829	85,636	91,675
001-423-5820-0000	S&I Equipment	12,000		12,000				
	Other Misc Expenses -History							
	Total Salary	64,015	62,881	1,134	1.80%	56,358	60,739	38,258
	Total Other	128,800	105,875	22,925	21.65%	149,262	106,610	114,854
	Total Snow & Ice	192,815	168,756	24,059	14.26%	205,620	167,349	153,113
Notes:						Difference Budget to Actual:		
***May not reduce funding						Salary	6,523	22,481
Salary: Average hours						Other	(43,387)	(8,244)
Equipment/Vehicles: Aging fleet, increased maintenance due to several hard winters. Still catching up						Total	(36,864)	14,236
Meals: Still testing averages						Deficit funding source:		
Street Maintenance: Consistently overspent and use of RFT. Increase to 5 year average cost						ATM 55K		IFT 5K
Equipment: Replace 1 plow each year, average life 7-10 years, 14 plows in fleet								/RFT

**FY2018 Budget Worksheet  
424-Street Lighting**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual
Account Number	Account Name								
001-424-5210-0000	Street Lighting	5,000	5,500		(500)	-9.09%	3,216	3,000	4,375
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	5,000	5,500		(500)	-9.09%	3,216	3,000	4,375
	Total Street Lighting	5,000	5,500		(500)	-9.09%	3,216	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 3/21	FY16 Budget	FY16 Actual
001-425-5210-0000	Hager Well Electric	2,500	2,800	(300)	-10.71%	1,678	2,400	2,320
001-425-5243-0000	Hager Well Maint Svc	21,000	25,000	(4,000)	-16.00%	29,878	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%	31,557	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>31,557</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 Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual
Account Number	Account Name							
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%	45,082	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%	50,405	72,075	63,992
	<b>Total Fuel</b>	<b>76,175</b>	<b>75,300</b>	<b>875</b>	<b>1.16%</b>	<b>50,405</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**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	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 3/21	Budget	Actual
001-433-5210-0000	Transfer Sta Electric	2,100	1,650		450	27.27%	1,442	1,100	2,040
001-433-5241-0000	Transfer Sta Bldg/Ground Maint	8,500	4,500		4,000	88.89%	2,917	4,500	3,998
001-433-5290-0000	Transfer Sta Bulk Recycling	6,200	2,200		4,000	181.82%	1,871	3,500	2,189
001-433-5291-0000	Transfer Sta Trucking	49,000	53,000		(4,000)	-7.55%	33,765	51,000	47,072
001-433-5292-0000	Transfer Sta Tonnage Tipping	59,000	72,000		(13,000)	-18.06%	42,229	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%	82,225	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>82,225</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 3/21	FY16 Budget	FY16 Actual
001-491-5124-0000	Cemetery Superintendent Salary	5,137	9,085	(3,948)	-43.46%	1,541	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%	173	450	28
	Other Misc Expenses -History							11,800
	<b>Total Salary</b>	<b>5,137</b>	<b>9,085</b>	<b>(3,948)</b>	<b>-43.46%</b>	<b>1,541</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>208</b>	<b>1,000</b>	<b>12,643</b>
	<b>Total Cemetery</b>	<b>6,137</b>	<b>10,085</b>	<b>(3,948)</b>	<b>-39.15%</b>	<b>1,749</b>	<b>9,953</b>	<b>16,880</b>
Notes:								
Salary: Recent history for tracking actual hours, include 1.5% COLA; estimate 220 hours @ \$23.35/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 3/21	FY16 Budget	FY16 Actual
001-505-5116-0000	Animal Inspector Salary	1,003	1,003	0	0.00%	494	988	988
001-505-5711-0000	Animal Inspector Mileage	200	216	(16)	-7.41%	6	98	155
	Total Salary	1,003	1,003	0	0.00%	494	988	988
	Total Other	200	216	(16)	-7.41%	6	98	155
	Total Animal Inspector	1,203	1,219	(16)	-1.31%	500	1,086	1,142
Notes:								
Salary: Stipend was not increased per Compensation plan in FY17. Increasing 1.5% 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 3/21	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%	1,695	6,500	4,970
001-511-5302-0000	Nursing Services	5,586	5,320		266	5.00%	5,319	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	12,239	11,657		582	4.99%	11,656	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	41,605	40,467		1,138	2.81%	19,120	39,290	39,028
	Total BoH	42,106	40,968		1,138	2.78%	19,370	39,790	39,528
Notes:									
Landfill Monitoring: Bi-Annual testing 2 @ \$2500, additional testing may be required for positive results									
Nursing & Health Agent: Increase 0.17 per person on 2010 Census									
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 3/21	FY16 Budget	FY16 Actual
001-529-5116-0000	Community Svc Coord Salary	26,435	25,302	1,133	4.48%	15,425	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	26,435	25,302	1,133	4.48%	15,425	24,320	21,374
	Total Other	775	545	230	42.20%	171	680	199
	Total Community Services	27,210	25,847	1,363	5.27%	15,596	25,000	21,573
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 3/21	Budget	Actual
001-541-5116-0000	COA Salary	50,802	50,034		768	1.53%	32,350	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%	1,047	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	50,802	50,034		768	1.53%	32,350	47,908	45,474
	Total Other	5,675	5,675		0	0.00%	2,877	5,100	5,099
	Total COA	56,477	55,709		768	1.38%	35,227	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 3/21	FY16 Budget	FY16 Actual
001-543-5116-0000	Veterans PT	3,000	4,068	(1,068)	-26.25%	1,668	4,008	2,725
001-543-5351-0000	Veterans VMC Outreach	400		400	40000.00%			
001-543-5599-0000	Veterans Other Supplies	350	150	200	133.33%	128	200	218
001-543-5711-0000	Veterans Travel	100	70	30	42.86%	73	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%	1,668	4,008	2,725
	Total Other	990	360	630	175.00%	202	355	345
	Total Veterans	3,990	4,428	(438)	-9.89%	1,870	4,363	3,071
Notes:								
Salary: Wednesday morning office hours 2 hr/wk @ 20.65, plus training hours, plus appointments								
Veterans Memorial Committee: Outreach supplies, etc								
Supplies: Bronze medalions 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**

Account Number	Account Name	FY18	FY17	FY18	FY18	FY17	FY16	FY16
		Submitted Budget	Budget	vs FY17	vs FY17	YTD 3/21	Budget	Actual
001-610-5112-0000	Library Director Salary	85,800	82,476	3,324	4.03%	56,564	80,000	80,000
001-610-5116-0000	Library PT Salary	159,076	160,715	(1,639)	-1.02%	99,757	154,065	153,444
001-610-5210-0000	Library Electricity	15,000	15,000	0	0.00%	10,177	14,500	14,206
001-610-5212-0000	Library Heating	7,000	7,700	(700)	-9.09%	4,114	7,500	4,261
001-610-5241-0000	Library Bldg/Ground Maint Svc	20,000	15,350	4,650	30.29%	9,935	14,500	20,302
001-610-5305-0000	Library Software Support	2,700	2,700	0	0.00%	1,340	2,500	2,540
001-610-5345-0000	Library Postage	350	350	0	0.00%	112	375	380
001-610-5351-0000	Library Programs	1,000	1,000	0	0.00%	871	1,000	920
001-610-5441-0000	Library Bldg/Ground Maint Supplies	3,000	3,000	0	0.00%	1,392	3,000	2,508
001-610-5520-0000	Library Materials	70,000	69,000	1,000	1.45%	37,810	67,774	66,665
001-610-5599-0000	Library Other Supplies	2,700	2,700	0	0.00%	796	2,800	2,438
001-610-5711-0000	Library Travel	800	800	0	0.00%	488	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	244,876	243,191	1,685	0.69%	156,321	234,065	233,444
	Total Other	139,650	134,700	4,950	3.67%	67,173	129,329	129,328
	Total Library	384,526	377,891	6,635	1.76%	223,493	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 3/21	FY16 Budget	FY16 Actual
001-630-5126-0000	Rec Comm PT	25,309	25,481	(172)	-0.68%	24,571	26,722	26,065
001-630-5210-0000	Rec Comm Electricity	0	1,100	(1,100)	-100.00%	1,280	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%	4,316	6,200	5,000
001-630-5599-0000	Rec Comm Other Supplies	0	1,940	(1,940)	-100.00%	121	500	794
	Other Misc Expenses -History							988
	Total Salary	25,309	25,481	(172)	-0.68%	24,571	26,722	26,065
	Total Other	7,900	10,840	(2,940)	-27.12%	7,029	9,800	11,729
	Total Rec Comm	33,209	36,321	(3,112)	-8.57%	31,600	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 \$1300 <del>\$1250</del> , POD \$550; PortaPotties ***Moved to DPW422*** PLUS 1 potty for winterfest \$80.								
Programs: Summer Playground \$5000 for activity fees, crafts, games, refreshments; Winterfest \$1100 (music is increasing by \$100 this year)								
Other Supplies: Summer staff uniforms \$650, First Aid Kit, Cooler replacement, Hay for Winterfest/Fifer's, street banner, misc non-consumables. <del>Using this as misc spend for unexpected expenses or new opportunities for</del>								
***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 3/21	FY16 Budget	FY16 Actual
001-670-5210-0000	Steele Farm Electricity	600	500		100	20.00%	186	400	299
001-670-5799-SFBD	Steele Farm Building Maint	600	500		100	20.00%	84	600	18,156
001-670-5799-SFGR	Steele Farm Grounds Maint	600	500		100	20.00%	78	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%	348	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>348</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 3/21	FY16 Budget	FY16 Actual
001-691-5210-0000	Hist Comm Electricity	700	700	0	0.00%	606	700	537
001-691-5212-0000	Hist Comm Heating	2,000	2,500	(500)	-20.00%	1,150	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%	1,824	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>1,824</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**

Account Number	Account Name	FY18 Submitted Budget	FY17 Budget	FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	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 3/21	FY16 Budget	FY16 Actual
001-699-5799-0000	ABCC Other Exp	1,400	1,500	(100)	-6.67%	529	1,500	1,301
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	1,400	1,500	(100)	-6.67%	529	1,500	1,301
	Total AB Cultural Council	1,400	1,500	(100)	-6.67%	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 3/21	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%	230,000	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%	830,000	985,000	985,000
	Total Retirement of LT Debt	1,112,000	955,000		157,000	16.44%	830,000	985,000	985,000
Notes:									
New issuance of Bonds for FY15 & FY16 ATM expenditures									

**FY2018 Budget Worksheet  
751-Debt Interest**

		FY18 Submitted Budget	FY17 Budget		FY18 vs FY17	FY18 vs FY17	FY17 YTD 3/21	FY16 Budget	FY16 Actual
001-751-5915-0000	Interest Long Term	154,415	155,848		(1,433)	-0.92%	148,966	188,438	188,438
001-751-5925-0000	Interest Short Term		12,010		(12,010)	-100.00%	8,906	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%	157,872	188,438	188,438
	<b>Total Debt Interest</b>	<b>154,415</b>	<b>167,858</b>		<b>(13,443)</b>	<b>-8.01%</b>	<b>157,872</b>	<b>188,438</b>	<b>188,438</b>
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	2021	2022	2023	2024	2025	2026	2027	2,028	2,029	2,030	Total 2031-2036
07/01/97	School Building (exempt) (Refunding 07/01/05)	Principal Interest	335,000 6,700	2018	335,000 6,700													
07/01/05	Sewage Disposal - School (exempt) (Refunding 12/23/16)	Principal Interest	272,000 35,120	2026	32,000 6,920	30,000 6,300	30,000 5,700	30,000 4,950	30,000 4,050	30,000 3,150	30,000 2,250	30,000 1,350	30,000 450					
07/01/05	Water - School (exempt) (Refunding 12/23/16)	Principal Interest	378,000 47,280	2026	48,000 9,480	45,000 8,550	45,000 7,650	40,000 6,600	40,000 5,400	40,000 4,200	40,000 3,000	40,000 1,800	40,000 600					
07/01/05	Land Acquisition - Conservation (exempt) (Refunding 12/23/16)	Principal Interest	152,800 9,928	2022	32,800 3,328	30,000 2,700	30,000 2,100	30,000 1,350	30,000 450									
07/01/05	Affordable Housing (exempt) (Refunding 12/23/16)	Principal Interest	35,400 3,454	2024	5,400 854	5,000 750	5,000 650	5,000 525	5,000 375	5,000 225	5,000 75							
07/01/05	Library (exempt) (Refunding 12/23/16)	Principal Interest	778,800 75,163	2024	118,800 18,738	115,000 16,400	110,000 14,150	110,000 11,400	110,000 8,100	110,000 4,800	105,000 1,575							
04/15/10	Departmental Equipment (For breakdown see next page)	Principal Interest	365,000 21,288	2020	125,000 10,638	125,000 7,200	115,000 3,450											
02/15/15	Departmental Equipment (For breakdown see next page)	Principal Interest	1,535,000 202,650	2030	215,000 44,619	210,000 38,169	190,000 31,869	180,000 26,169	180,000 20,769	150,000 15,369	145,000 10,869	115,000 6,519	35,000 3,069	35,000 2,369	35,000 1,669	35,000 969	10,000 225	0 0
12/23/16	Departmental Equipment/Paving/Bldg Repair (For breakdown see next page)	Principal Interest	2,000,000 429,531	2035	200,000 53,138	180,000 49,338	165,000 45,888	160,000 41,838	135,000 37,413	125,000 33,513	120,000 29,838	115,000 26,313	105,000 23,013	95,000 20,013	95,000 17,163	95,000 14,313	90,000 11,538	320,000 26,219
<b>TOTAL ALL DEBT</b>		Principal Interest Total	5,852,000 831,114 6,683,114		1,112,000 154,414 1,266,414	740,000 129,407 869,407	690,000 111,457 801,457	555,000 92,832 647,832	530,000 76,557 606,557	460,000 61,257 521,257	445,000 47,607 492,607	300,000 35,982 335,982	210,000 27,132 237,132	130,000 22,382 152,382	130,000 18,832 148,832	130,000 15,282 145,282	100,000 11,763 111,763	320,000 26,219 346,219
<b>Total Exempt Debt</b>		Principal Interest Total	1,952,000 177,645 2,129,645		572,000 46,020 618,020	225,000 34,700 259,700	220,000 30,250 250,250	215,000 24,825 239,825	215,000 18,375 233,375	185,000 12,375 197,375	180,000 6,900 186,900	70,000 3,150 73,150	70,000 1,050 71,050	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0
<b>Total Non-exempt Debt</b>		Principal Interest Total	3,900,000 223,938 4,123,938		540,000 108,394 648,394	515,000 94,707 609,707	470,000 81,207 551,207	340,000 68,007 408,007	315,000 58,182 373,182	275,000 48,882 323,882	265,000 40,707 305,707	230,000 32,832 262,832	140,000 26,082 166,082	130,000 22,382 152,382	130,000 18,832 148,832	130,000 15,282 145,282	100,000 11,763 111,763	320,000 26,219 346,219

School Reimbursement 97 - 08                   374,472  
School Reimbursement 09 - 15               284,092  
School Reimbursement 16 - 18               284,091

## 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	
		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 3/21	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 3/21	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%	18,625	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%	68,570	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>68,570</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 3/21	FY16 Budget	FY16 Actual
001-915-5170-HLTH	Employee Benefits - Health Ins	780,000	615,000	165,000	26.83%	489,017	580,570	610,442
001-915-5170-LIFE	Employee Benefits - Life Ins	1,950	1,950	0	0.00%	1,178	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%	38,526	45,780	54,100
	Other Misc Expenses -History	(13,000)		(13,000)				
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	834,800	677,800	157,000	23.16%	531,417	632,750	671,986
	Total Employee Benefits	834,800	677,800	157,000	23.16%	531,417	632,750	671,986
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								
Reduction will occur in actual lines, based on 2/3 of ACO IMA costs 12500 Health & 500 Medicare								

