

**FY2019 Financial Model  
Town of Boxborough**

	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18
<b><u>Summary of Expenditures</u></b>				
Town Government	\$ 1,078,488	\$ 987,132	\$ 77,141	7.81%
Protection	\$ 2,720,952	\$ 2,631,533	\$ 83,304	3.17%
Public Works	\$ 1,133,283	\$ 1,088,667	\$ 44,616	4.10%
Health Services	\$ 149,283	\$ 131,366	\$ 17,917	13.64%
Culture & Recreation	\$ 442,557	\$ 427,495	\$ 15,062	3.52%
<b>Subtotal - Town Government</b>	<b>\$ 5,524,563</b>	<b>\$ 5,266,193</b>	<b>\$ 258,370</b>	<b>4.91%</b>
A/B Regional School	\$ 11,351,355	\$ 11,593,781	\$ (242,426)	-2.09%
Vocational/Technical Schools	\$ 307,145	\$ 214,096	\$ 93,049	43.46%
<b>Subtotal - Education</b>	<b>\$ 11,658,500</b>	<b>\$ 11,807,877</b>	<b>\$ (149,377)</b>	<b>-1.27%</b>
Debt Service	\$ 1,142,657	\$ 1,266,415	\$ (123,758)	-9.77%
Employee Benefits	\$ 1,913,491	\$ 1,790,246	\$ 123,245	6.88%
Reserve Fund	\$ 200,000	\$ 185,000	\$ 15,000	8.11%
<b>Subtotal - Other</b>	<b>\$ 3,256,148</b>	<b>\$ 3,241,661</b>	<b>\$ 14,487</b>	<b>0.45%</b>
<b>Total Budget</b>	<b>\$ 20,439,211</b>	<b>\$ 20,315,731</b>	<b>\$ 123,480</b>	<b>0.61%</b>
ATM FY19 Warrant Articles Within 2 1/2	\$ 1,531,075		\$ 1,531,075	
ATM FY18 Warrant Articles Within 2 1/2		\$ 1,588,180	\$ (1,588,180)	
STM FY18 Warrant Articles Within 2 1/2 -May	\$ -		\$ -	90.83%
STM FY18 Warrant Articles Within 2 1/2 -Feb	\$ 1,356,361		\$ 1,356,361	
STM FY18 Warrant Articles Within 2 1/2 -Dec	\$ 209,182		\$ 209,182	
STM FY17 Warrant Articles Within 2 1/2		\$ 34,548	\$ (34,548)	
ATM FY19 Warrant Articles CPC	\$ 409,650		\$ 409,650	310.88%
ATM FY18 Warrant Articles CPC		\$ 99,700	\$ (99,700)	
One Time Capital Exclusion Articles	\$ -		\$ -	0.00%
Snow and Ice Deficit	\$ -	\$ -	\$ -	0.00%
Overlay Reserve (known after tax rate setting)	\$ 225,000	\$ 229,368	\$ (4,368)	-1.90%
<b>Total Budget, Articles, Overlay</b>	<b>\$ 24,170,479</b>	<b>\$ 22,267,527</b>	<b>\$ 1,902,952</b>	<b>8.55%</b>

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Town of Boxborough**

	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18
<b>Sources of Funds</b>				
Estimated State Aid	\$ 266,443	\$ 257,030	\$ 9,413	3.66%
State Aid (Cherry Sheet Assessments)	\$ (73,935)	\$ (72,069)	\$ (1,866)	2.59%
State Aid (Chapter 70)	\$ 18,681	\$ 14,937	\$ 3,744	25.07%
State Aid (Construction Reimbursement -school)	\$ -	\$ 284,091	\$ (284,091)	-100.00%
<b>Total Estimated State Aid</b>	<b>\$ 211,189</b>	<b>\$ 483,989</b>	<b>\$ (272,800)</b>	<b>-56.36%</b>
Estimated Local Receipts	\$ 1,610,000	\$ 1,610,000	\$ -	0.00%
<b>Total State Aid and Local Revenue</b>	<b>\$ 1,821,189</b>	<b>\$ 2,093,989</b>	<b>\$ (272,800)</b>	<b>-13.03%</b>
Prior Year Levy Limit	\$ 20,536,968	\$ 19,172,288	\$ 1,364,679	7.12%
Allowed 2 1/2 Growth - Revenue Tax Increase	\$ 513,424	\$ 479,307	\$ 34,117	7.12%
Tax Rate	16.44		16.81	
New Growth (estimate determined by Town Policy Makers)	10,000,000		52,669,376	
<b>Current Year Levy Limit</b>	<b>\$ 21,214,792</b>	<b>\$ 20,536,968</b>	<b>\$ 677,824</b>	<b>3.30%</b>
One Time Capital Exclusion Articles	\$ -	\$ -	\$ -	0.00%
Exempt Debt Service (Net of State Reimbursement)	\$ 423,486	\$ 492,209	\$ (68,723)	-13.96%
<b>Maximum Allowable Levy</b>	<b>\$ 21,638,278</b>	<b>\$ 21,029,177</b>	<b>\$ 609,102</b>	<b>2.90%</b>
Exclude Allowable 2 1/2 Growth	\$ (513,424)	\$ (479,307)		
<b>Adjusted Maximum Allowable Levy</b>	<b>\$ 21,124,854</b>	<b>\$ 20,549,870</b>		
<b>Total Available Funds (Excluding Allowable 2 1/2 Growth)</b>	<b>\$ 22,946,043</b>	<b>\$ 22,643,859</b>	<b>\$ 302,185</b>	<b>1.33%</b>
<b>Total Funds Required to meet Total Expenses (w Adjusted Tax Levy)</b>	<b>\$ 1,224,436</b>	<b>\$ (376,332)</b>	<b>\$ 1,600,768</b>	<b>-425.36%</b>

**FY2019 Financial Model  
Town of Boxborough**

	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18
<b>For Tax Rate Calculation</b>				
Operating Budget	\$ 20,439,211	\$ 20,315,731	\$ 123,480	0.61%
ATM 2018 Warrant Articles Within 2 1/2	\$ 1,531,075		\$ (57,105)	-3.60%
ATM 2017 Warrant Articles Within 2 1/2		\$ 1,588,180		
STM 2018 Warrant Articles Within 2 1/2	\$ 1,565,543		\$ 1,530,995	4431.50%
STM 2017 Warrant Articles Within 2 1/2		\$ 34,548		
ATM 2018 Warrant Articles CPC	\$ 409,650		\$ 309,950	310.88%
ATM 2017 Warrant Articles CPC		\$ 99,700		
Overlay Reserve - raised on tax recap	\$ 225,000	\$ 229,368	\$ (4,368)	-1.90%
Less: Funding Sources				
Available Funds - Free Cash (to reduce tax rate)		\$ (253,100)	\$ 253,100	-100.00%
Available Funds - Free Cash (Warrant Articles)	\$ (699,528)	\$ (469,940)	\$ (229,588)	48.85%
Available Funds - Free Cash (Warrant Articles-STM)-Dec&Feb	\$ (260,543)	\$ (34,548)	\$ (225,995)	654.15%
Available Funds - Cable Funds (RRA)	\$ (82,000)	\$ (96,000)	\$ 14,000	-14.58%
Available Funds - Stabilization	\$ -	\$ -	\$ -	
Available Funds - CPA Funds	\$ (409,650)	\$ (99,700)	\$ (309,950)	310.88%
Available Funds - Transfer Unexpended Prior Year Articles	\$ (14,647)	\$ -	\$ (14,647)	
Available Funds - Unexpended Bond Proceeds		\$ -	\$ -	
Available Funds - Refunding Bond Proceeds (Feb 18)	\$ (95,000)	\$ (17,000)	\$ (78,000)	458.82%
To be Borrowed (ATM17 & STM Feb 18, Closing May18)	\$ (1,210,000)	\$ (1,010,000)	\$ (200,000)	92.56%
To be Borrowed	\$ (734,900)		\$ (734,900)	
State Aid (Cherry Sheets - Assessments)	\$ (211,189)	\$ (199,898)	\$ (11,291)	5.65%
State Aid (Construction Reimbursement - School)	\$ -	\$ (284,091)	\$ 284,091	-100.00%
Local Receipts	\$ (1,610,000)	\$ (1,610,000)	\$ -	0.00%
<b>(Estimated) Amount to be Raised by Tax Levy</b>	<b>\$ 18,843,022</b>	<b>\$ 18,193,250</b>	<b>\$ 649,772</b>	<b>3.57%</b>
Total Valuation (Assessor sets tax rate)	\$ 1,116,645,400	\$ 1,106,645,400	\$ 10,000,000	0.90%
Estimated tax rate	\$ 16.87	\$ 16.44	\$ 0.43	2.64%
Average Single Family Assessment FY18 Valuation	\$ 576,600	\$ 576,600		
Average Single Family Tax Bill at Proposed Rate	\$ 9,730	\$ 9,479	\$ 250.93	

**FY2019 Budget Summary  
Town of Boxborough**

	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
114 Total Salary	0	0	0	0.0%	0	0	0
114 Total Other	57	50	7	14.0%	50	50	50
114 Total Moderator	57	50	7	14.0%	50	50	50
119 Total Salary	0	0	0	0.0%	0	0	0
119 Total Other	150	150	0	0.0%	90	145	109
119 Total Town Constable	150	150	0	0.0%	90	145	109
122 Total Salary	2,000	2,000	0	0.0%	1,000	2,000	2,000
122 Total Other	2,865	3,265	(400)	-12.3%	2,411	2,818	2,760
122 Total Selectmen	4,865	5,265	(400)	-7.6%	3,411	4,818	4,760
123 Total Salary	136,315	117,600	18,715	15.9%	85,036	113,100	112,220
123 Total Other	4,700	2,700	25	0.9%	2,013	2,700	2,688
123 Total Town Administrator	141,015	120,300	18,740	15.6%	87,049	115,800	114,907
131 Total Salary	0	0	0	0.0%	0	0	0
131 Total Other	375	400	(25)	-6.3%	245	480	282
131 Total Town Finance Comm	375	400	(25)	-6.3%	245	480	282
135 Total Salary	75,640	72,777	2,863	3.9%	52,625	69,609	69,060
135 Total Other	39,585	37,180	2,405	6.5%	29,353	36,390	35,774
135 Total Accountant	115,225	109,957	5,268	4.8%	81,978	105,999	104,834
141 Total Salary	78,531	73,777	4,754	6.4%	47,454	70,609	70,060
141 Total Other	18,970	13,475	5,495	40.8%	5,456	14,990	21,083
141 Total Assessor	97,501	87,252	10,249	11.7%	52,910	85,599	91,143
145 Total Salary	78,531	75,596	2,935	3.9%	54,933	72,350	71,800
145 Total Other	19,690	19,140	550	2.9%	13,727	16,745	14,843
145 Total Treasurer/Collector	98,221	94,736	3,485	3.7%	68,661	89,095	86,643

**FY2019 Budget Summary  
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	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
151 Total Salary	0	0	0	0.0%	0	0	0
151 Total Other	87,600	67,600	20,000	29.6%	56,265	48,500	48,018
151 Total Legal	87,600	67,600	20,000	29.6%	56,265	48,500	48,018
152 Total Salary	0	0	0	0.0%	0	0	0
152 Total Other	320	320	0	0.0%	240	320	260
152 Total Personnel Board	320	320	0	0.0%	240	320	260
156 Total Salary	0	0	0	0.0%	0	0	0
156 Total Other	138,340	129,070	9,270	7.2%	78,579	123,312	108,399
156 Total Technology	138,340	129,070	9,270	7.2%	78,579	123,312	108,399
161 Total Salary	49,715	48,760	955	2.0%	35,533	47,823	47,462
161 Total Other	1,855	2,725	(870)	-31.9%	1,080	2,043	2,043
161 Total Town Clerk	51,570	51,485	85	0.2%	36,613	49,866	49,505
162 Total Salary	7,742	3,658	4,084	111.6%	855	6,400	5,527
162 Total Other	6,575	6,990	(415)	-5.9%	2,490	6,312	6,312
162 Total Elect. & Registr.	14,317	10,648	3,669	34.5%	3,346	12,712	11,839
171 Total Salary	0	0	0	0.0%	0	0	0
171 Total Other	2,150	2,150	0	0.0%	1,269	2,150	1,043
171 Total Conservation Comm	2,150	2,150	0	0.0%	1,269	2,150	1,043
175 Total Salary	78,076	73,322	4,754	6.5%	52,897	70,154	69,605
175 Total Other	4,805	3,880	925	23.8%	2,942	6,445	3,867
175 Total Planning Board	82,881	77,202	5,679	7.4%	55,839	76,599	73,472
176 Total Salary	0	0	0	0.0%	0	0	0
176 Total Other	225	210	15	7.1%	0	135	90
176 Total ZBA	225	210	15	7.1%	0	135	90

**FY2019 Budget Summary  
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	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
179 Total Salary	0	0	0	0.0%	0	0	0
179 Total Other	200	1,300	(1,100)	-84.6%	0	200	100
179 Total Ag Comm	200	1,300	(1,100)	-84.6%	0	200	100
192 Total Salary	185,846	180,627	5,219	2.9%	123,285	174,444	171,541
192 Total Other	43,875	47,910	(4,035)	-8.4%	25,758	45,160	56,530
192 Total Town Hall	229,721	228,537	1,184	0.5%	149,043	219,604	228,071
196 Total Salary	0	0	0	0.0%	0	0	0
196 Total Other	12,555	0	315	2.6%	10,200	11,940	11,940
196 Total Facilities Leases	12,555	0	315	2.6%	10,200	11,940	11,940
199 Total Salary	0	0	0	0.0%	0	0	0
199 Total Other	1,200	500	700	140.0%	0	300	45
199 Total Energy Comm	1,200	500	700	140.0%	0	300	45
<b>Total Salaries - Town Government</b>	<b>692,396</b>	<b>648,117</b>	<b>44,279</b>	<b>6.8%</b>	<b>453,619</b>	<b>694,165</b>	<b>619,274</b>
<b>Total Other - Town Government</b>	<b>386,092</b>	<b>339,015</b>	<b>32,862</b>	<b>9.7%</b>	<b>232,167</b>	<b>332,516</b>	<b>316,235</b>
<b>Total Town Government</b>	<b>1,078,488</b>	<b>987,132</b>	<b>77,141</b>	<b>7.8%</b>	<b>685,786</b>	<b>1,026,681</b>	<b>935,509</b>
	<del>1,078,488</del>	<del>987,132</del>	<del>77,141</del>	<del>7.8%</del>	<del>685,786</del>	<del>1,026,681</del>	<del>935,509</del>

**FY2019 Budget Summary  
Town of Boxborough**

	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
210 Total Salary	1,140,458	1,083,447	57,011	5.3%	793,411	1,063,333	1,069,941
210 Total Other	166,965	153,975	12,990	8.4%	125,827	144,740	152,025
<b>210 Total Police</b>	<b>1,307,423</b>	<b>1,237,422</b>	<b>70,001</b>	<b>5.7%</b>	<b>919,239</b>	<b>1,208,073</b>	<b>1,221,966</b>
215 Total Salary	291,517	295,608	(4,091)	-1.4%	215,112	285,936	304,142
215 Total Other	48,380	35,405	12,975	36.6%	32,241	36,395	34,689
<b>215 Total Dispatch</b>	<b>339,897</b>	<b>331,013</b>	<b>8,884</b>	<b>2.7%</b>	<b>247,352</b>	<b>322,331</b>	<b>338,831</b>
220 Total Salary	845,806	838,429	7,377	0.9%	538,824	819,259	735,042
220 Total Other	111,065	109,400	1,665	1.5%	65,995	109,480	91,909
<b>220 Total Fire</b>	<b>956,871</b>	<b>947,829</b>	<b>9,042</b>	<b>1.0%</b>	<b>604,819</b>	<b>928,739</b>	<b>826,951</b>
241 Total Salary	78,478	72,777	5,701	7.8%	52,625	72,211	69,060
241 Total Other	15,155	21,585	(12,545)	-58.1%	2,472	11,215	5,364
<b>241 Total Building Insp</b>	<b>93,633</b>	<b>94,362</b>	<b>(6,844)</b>	<b>-7.3%</b>	<b>55,097</b>	<b>83,426</b>	<b>74,424</b>
291 Total Salary	2,445	1,660	785	47.3%	1,078	2,787	1,139
291 Total Other	645	550	95	17.3%	311	545	401
<b>291 Total ACO</b>	<b>3,090</b>	<b>2,210</b>	<b>880</b>	<b>39.8%</b>	<b>1,389</b>	<b>3,332</b>	<b>1,540</b>
292 Total Salary	15,588	14,997	591	3.9%	10,242	14,158	13,221
292 Total Other	4,385	3,635	750	20.6%	1,665	4,850	1,416
<b>292 Total ACO Dog &amp; Cat</b>	<b>19,973</b>	<b>18,632</b>	<b>1,341</b>	<b>7.2%</b>	<b>11,907</b>	<b>19,008</b>	<b>14,637</b>
299 Total Salary	45	45	0	0.0%	45	45	45
299 Total Other	20	20	0	0.0%	0	20	0
<b>299 Total Field Driver</b>	<b>65</b>	<b>65</b>	<b>0</b>	<b>0.0%</b>	<b>45</b>	<b>65</b>	<b>45</b>
<b>Total Salaries - Protection</b>	<b>2,374,337</b>	<b>2,306,963</b>	<b>67,374</b>	<b>2.9%</b>	<b>1,611,337</b>	<b>2,257,729</b>	<b>2,192,589</b>
<b>Total Other - Protection</b>	<b>346,615</b>	<b>324,570</b>	<b>15,930</b>	<b>4.9%</b>	<b>228,511</b>	<b>307,245</b>	<b>285,803</b>
<b>Total Protection</b>	<b>2,720,952</b>	<b>2,631,533</b>	<b>83,304</b>	<b>3.2%</b>	<b>1,839,848</b>	<b>2,564,974</b>	<b>2,478,393</b>
	<del>2,720,952</del>	2,631,533	83,304	3.2%	1,839,848	2,564,974	2,478,393

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310 Total Salary	0	0	0	0.0%	0	0	0
310 Total Other	191,845	165,232	26,613	16.1%	97,896	197,492	197,492
310 Total Minuteman	191,845	165,232	26,613	16.1%	97,896	197,492	197,492
311 Total Salary	0	0	0	0.0%	0	0	0
311 Total Other	66,300	48,864	17,436	35.7%	28,359	0	0
311 Total Assabet	66,300	48,864	17,436	35.7%	28,359	0	0
312 Total Salary	0	0	0	0.0%	0	0	0
312 Total Other	49,000	0	49,000	100.0%	0	0	0
312 Total Nashoba	49,000	0	49,000	100.0%	0	0	0
320 Total Salary	0	0	0	0.0%	0	0	0
320 Total Other	11,351,355	11,593,781	(242,426)	-2.1%	8,695,337	11,503,148	11,503,148
320 Total ABRSD	11,351,355	11,593,781	(242,426)	-2.1%	8,695,337	11,503,148	11,503,148
Total Salaries - Education	0	0	0	0.0%	0	0	0
Total Other - Education	11,658,500	11,807,877	(149,377)	-1.3%	8,821,592	11,700,640	11,700,640
Total Education	11,658,500	11,807,877	(149,377)	-1.3%	8,821,592	11,700,640	11,700,640

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422 Total Salary	562,273	548,823	13,450	2.5%	347,574	537,008	506,522
422 Total Other	129,270	111,070	18,200	16.4%	77,877	94,150	134,824
422 Total DPW	691,543	659,893	31,650	4.8%	425,451	631,158	641,345
423 Total Salary	64,636	64,337	299	0.5%	50,652	62,881	60,051
423 Total Other	133,800	128,800	5,000	3.9%	101,541	105,875	160,875
423 Total Snow & Ice	198,436	193,137	5,299	2.7%	152,193	168,756	220,926
424 Total Salary	0	0	0	0.0%	0	0	0
424 Total Other	3,500	5,000	(1,500)	-30.0%	2,819	5,500	4,784
424 Total Street Lighting	3,500	5,000	(1,500)	-30.0%	2,819	5,500	4,784
425 Total Salary	0	0	0	0.0%	0	0	0
425 Total Other	23,500	23,500	0	0.0%	30,469	27,800	43,662
425 Total Hager Well	23,500	23,500	0	0.0%	30,469	27,800	43,662
429 Total Salary	0	0	0	0.0%	0	0	0
429 Total Other	77,500	76,175	1,325	1.7%	45,146	75,300	73,727
429 Total Fuel	77,500	76,175	1,325	1.7%	45,146	75,300	73,727
431 Total Salary	0	0	0	0.0%	0	0	0
431 Total Other	10,000	0	10,000	100.0%	0	10,000	5,470
431 Total Hazardous Waste	10,000	0	10,000	100.0%	0	10,000	5,470
433 Total Salary	0	0	0	0.0%	0	0	0
433 Total Other	122,570	124,800	(2,230)	-1.8%	87,654	133,350	113,154
433 Total Transfer Station	122,570	124,800	(2,230)	-1.8%	87,654	133,350	113,154
491 Total Salary	5,234	5,162	72	1.4%	1,303	9,085	2,967
491 Total Other	1,000	1,000	0	0.0%	14	1,000	664
491 Total Cemetery	6,234	6,162	72	1.2%	1,317	10,085	3,631
Total Salaries - Public Works	632,143	618,322	13,821	2.2%	399,529	608,974	569,539
Total Other - Public Works	501,140	470,345	30,795	6.5%	345,520	452,975	537,159
Total Public Works	1,133,283	1,088,667	44,616	4.1%	745,048	1,061,949	1,106,698
	1,133,283	1,088,667	44,616	4.1%	745,048	1,061,949	1,106,698

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505 Total Salary	990	1,008	(18)	-1.8%	494	1,003	988
505 Total Other	200	200	0	0.0%	16	216	6
505 Total Animal Inspector	1,190	1,208	(18)	-1.5%	510	1,219	994
511 Total Salary	501	501	0	0.0%	250	501	500
511 Total Other	42,700	41,605	1,095	2.6%	18,369	40,467	38,306
511 Total BoH	43,201	42,106	1,095	2.6%	18,619	40,968	38,806
529 Total Salary	27,604	26,560	1,044	3.9%	14,774	25,302	23,188
529 Total Other	975	775	200	25.8%	289	545	420
529 Total Community Services	28,579	27,335	1,244	4.6%	15,063	25,847	23,607
541 Total Salary	60,748	51,052	9,696	19.0%	34,217	50,034	46,682
541 Total Other	11,675	5,675	6,000	105.7%	1,900	5,675	5,635
541 Total COA	72,423	56,727	15,696	27.7%	36,116	55,709	52,318
543 Total Salary	2,900	3,000	(100)	-3.3%	1,069	4,068	2,553
543 Total Other	990	990	0	0.0%	84	360	202
543 Total Veterans	3,890	3,990	(100)	-2.5%	1,152	4,428	2,755
Total Salaries - Health Services	92,743	82,121	10,622	12.9%	50,803	80,908	73,910
Total Other - Health Services	56,540	49,245	7,295	14.8%	20,657	47,263	44,569
Total Health Services	149,283	131,366	17,917	13.6%	71,461	128,171	118,479
	149,283	131,366	17,917	13.6%	71,461	128,171	118,479

**FY2019 Budget Summary  
Town of Boxborough**

	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
610 Total Salary	248,656	245,661	2,995	1.2%	172,595	243,191	230,113
610 Total Other	148,000	139,650	8,350	6.0%	81,569	134,700	137,457
610 Total Library	396,656	385,311	11,345	2.9%	254,164	377,891	367,569
630 Total Salary	29,621	26,204	3,417	13.0%	21,833	25,481	25,820
630 Total Other	8,430	8,030	400	5.0%	5,230	10,840	10,836
630 Total Rec Comm	38,051	34,234	3,817	11.1%	27,064	36,321	36,655
670 Total Salary	0	0	0	0.0%	0	0	0
670 Total Other	1,800	1,800	0	0.0%	541	1,500	760
670 Total Steele Farm	1,800	1,800	0	0.0%	541	1,500	760
691 Total Salary	0	0	0	0.0%	0	0	0
691 Total Other	3,450	3,550	(100)	-2.8%	2,194	4,045	2,931
691 Total Hist Comm	3,450	3,550	(100)	-2.8%	2,194	4,045	2,931
692 Total Salary	0	0	0	0.0%	0	0	0
692 Total Other	1,200	1,200	0	0.0%	444	965	945
692 Total Public Celebr	1,200	1,200	0	0.0%	444	965	945
699 Total Salary	0	0	0	0.0%	0	0	0
699 Total Other	1,400	1,400	0	0.0%	570	1,500	1,248
699 Total AB Cultural Council	1,400	1,400	0	0.0%	570	1,500	1,248
Total Salaries - Culture & Rec	278,277	271,865	6,412	2.4%	194,429	268,672	255,932
Total Other - Culture & Rec	164,280	155,630	8,650	5.6%	90,549	153,550	154,176
Total Culture & Rec	442,557	427,495	15,062	3.5%	284,977	422,222	410,109
	442,557	427,495	15,062	3.5%	284,977	422,222	410,109

**FY2019 Budget Summary  
Town of Boxborough**

	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
710 Total Salary	0	0	0	0.0%	0	0	0
710 Total Other	930,000	1,112,000	(182,000)	-16.4%	987,000	955,000	955,000
710 Total Retirement of LT Debt	930,000	1,112,000	(182,000)	-16.4%	987,000	955,000	955,000
751 Total Salary	0	0	0	0.0%	0	0	0
751 Total Other	212,657	154,415	58,242	37.7%	105,051	167,858	212,515
751 Total Debt Interest	212,657	154,415	58,242	37.7%	105,051	167,858	212,515
830 Total Salary	0	0	0	0.0%	0	0	0
830 Total Other	843,801	791,841	51,960	6.6%	791,841	671,055	671,055
830 Total County Retirement Assmt	843,801	791,841	51,960	6.6%	791,841	671,055	671,055
912 Total Salary	0	0	0	0.0%	0	0	0
912 Total Other	89,195	73,285	15,910	21.7%	68,833	72,637	80,243
912 Total Other Insurance	89,195	73,285	15,910	21.7%	68,833	72,637	80,243
915 Total Salary	0	0	0	0.0%	0	0	0
915 Total Other	888,250	834,800	53,450	6.4%	565,318	677,800	707,187
915 Total Employee Benefits	888,250	834,800	53,450	6.4%	565,318	677,800	707,187
945 Total Salary	0	0	0	0.0%	0	0	0
945 Total Other	92,245	90,320	1,925	2.1%	74,299	85,756	82,909
945 Total Liability Insurance	92,245	90,320	1,925	2.1%	74,299	85,756	82,909
Total Salaries - Administration	0	0	0	0.0%	0	0	0
Total Other - Administration	3,056,148	3,056,661	(513)	0.0%	2,592,343	2,630,106	2,708,909
Total Administration	3,056,148	3,056,661	(513)	0.0%	2,592,343	2,630,106	2,708,909
132 Total Salary	0	0	0	0.0%	0	0	0
132 Total Other	200,000	185,000	15,000	8.1%	26,037	185,000	168,294
132 Total Reserve Fund	200,000	185,000	15,000	8.1%	26,037	185,000	168,294

**FY2019 Budget Summary  
Town of Boxborough**

	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual	
Total Salaries - Town Government	692,396	648,117	44,279	6.8%	453,619	694,165	619,274	
Total Salaries - Protection	2,374,337	2,306,963	67,374	2.9%	1,611,337	2,257,729	2,192,589	
Total Salaries - Public Works	632,143	618,322	13,821	2.2%	399,529	608,974	569,539	
Total Salaries - Health Services	92,743	82,121	10,622	12.9%	50,803	80,908	73,910	
Total Salaries - Culture & Rec	278,277	271,865	6,412	2.4%	194,429	268,672	255,932	
<b>Total Salaries</b>	<b>4,069,896</b>	<b>3,927,388</b>	<b>142,508</b>	<b>3.6%</b>	<b>2,709,717</b>	<b>3,910,448</b>	<b>3,711,245</b>	
Total Other - Town Government	386,092	339,015	32,862	9.7%	232,167	332,516	316,235	
Total Other - Protection	346,615	324,570	15,930	4.9%	228,511	307,245	285,803	
Total Other - Public Works	501,140	470,345	30,795	6.5%	345,520	452,975	537,159	
Total Other - Health Services	56,540	49,245	7,295	14.8%	20,657	47,263	44,569	
Total Other - Culture & Rec	164,280	155,630	8,650	5.6%	90,549	153,550	154,176	
<b>Total Town Other</b>	<b>1,454,667</b>	<b>1,338,805</b>	<b>95,532</b>	<b>7.1%</b>	<b>917,404</b>	<b>1,293,549</b>	<b>1,337,942</b>	
Total Town Government	1,078,488	987,132	77,141	7.8%	685,786	1,026,681	935,509	
Total Protection	2,720,952	2,631,533	83,304	3.2%	1,839,848	2,564,974	2,478,393	
Total Public Works	1,133,283	1,088,667	44,616	4.1%	745,048	1,061,949	1,106,698	
Total Health Services	149,283	131,366	17,917	13.6%	71,461	128,171	118,479	
Total Culture & Rec	442,557	427,495	15,062	3.5%	284,977	422,222	410,109	
<b>Total Town Expenses</b>	<b>5,524,563</b>	<b>5,266,193</b>	<b>238,040</b>	<b>4.5%</b>	<b>3,627,121</b>	<b>5,203,997</b>	<b>5,049,188</b>	
Total Other - Education	11,658,500	11,807,877	(149,377)	-1.3%	8,821,592	11,700,640	11,700,640	
Total Other - Administration	3,056,148	3,056,661	(513)	0.0%	2,592,343	2,630,106	2,708,909	Reserve Fund Total
Total Reserve Fund	200,000	185,000	15,000	8.1%	26,037	185,000	168,294	Shown for History
Total Other Costs	14,914,648	15,049,538	(134,890)	-0.9%	11,439,972	14,515,746	14,577,843	Purposes Only. Not
								calculated in totals below
<b>Total Expenses</b>	<b>20,439,211</b>	<b>20,315,731</b>	<b>103,150</b>	<b>0.5%</b>	<b>15,041,055</b>	<b>19,719,743</b>	<b>19,458,737</b>	
							45,777	Encumbered

**FY2019 Proposed Articles  
Town of Boxborough**

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 FY19 Personnel Plan & Classification and Compensation Schedule		
5		Town Operating Budget	20,439,211	
6A	210	Fund Cost Items of 1st Year of Collective Bargaining Agreement Police		TBD
6B	215	Fund Cost Items of 1st Year of Collective Bargaining Agreement Dispatch		TBD
6C	220	Fund Cost Items of 1st Year of Collective Bargaining Agreement Fire		TBD
<b>CPA</b>				
7	Reserves	Open Space Reserve 10% (increases balance to 75.2K)	21,000	CPA (FY19)
		Housing Reserve 10% (increases balance to 42,955)	21,000	CPA (FY19)
		Historic Reserve 10% (increases balance to 21K)	21,000	CPA (FY19)
		FY19 Budget Reserve	132,000	CPA (FY19)
		Administrative and operating expenses <5%	5,000	CPA (FY19)
8	171	Transfer to Conservation Trust for Future Purchase	10,000	CPA (Open Sp)
9	630	Flerra Playground	62,000	CPA (Open Sp)
10	177	Boxborough Rental Assistance Program	37,650	CPA (Housing)
				CPA (Historic??Open
11	543	Veterans Memorial Park	105,000	Sp)
12	670	Steele Farm Farmhouse Preservation	190,000	CPA (Historic)
	Total		<u>409,650</u>	Appropriations Total
<b>Financial (Non Capital)</b>				
13	122	Consultant to perform due diligence on unknown parcel(s) for potential fire &	100,000	Free Cash
14	210	Police: Additional Officer	-	Zero Net Impact
15	950	Transfer to Stabilization Fund	250,000	Free Cash
16	950	Transfer to OPEB Trust Fund	100,000	Free Cash
17	Multi	Close Completed Articles to General Fund/Capital Projects Fund		TBD

**FY2019 Proposed Articles  
Town of Boxborough**

Count	Dept	Description	Amount	Funding Source
18	Multi	Departmental Revolving Funds Expense Limits		
19	122	Cable Infrastructure Appropriation	82,000	Cable Fund
20	145	OPEB Actuarial Study	11,000	Free Cash
21	199	Energy Committee: Recycling Education	1,500	Free Cash
<b>Capital Equipment &lt;15K</b>				
22	162	Elections: Voting Machine	5,700	Free Cash
23	192	Town Hall: Repoint Foundation	10,000	Free Cash
24	210	Police: E-Ticketing Hardware/Software	7,000	Free Cash
25	210	Police: Speed Awareness Trailer	9,975	Free Cash
26	422	DPW: Cirus Salt Spreader Control System	12,000	Free Cash
27	422	DPW: Office Furnishings	15,000	Free Cash
28	610	Library: Exterior Announcements Sign	15,000	Free Cash
<b>Capital Equipment &gt; 15K</b>				
29	156	Technology: Hardware/Software upgrades	55,000	Free Cash
30	192	Town Hall: Grange Meeting Room supplemental funding	179,000	Brrw/FlrArt/FC
31	210	Police: Additional Cruiser	46,000	Borrowing
32	220	Fire: Command Vehicle	52,900	Borrowing
33	422	DPW: Road Paving	300,000	Borrowing
34	422	DPW: A Tractor; B Hot Box	110,000	Borrowing
35	422	DPW: Facility improvements (new building) A Door & C Lift	62,000	Borrowing
		B Design/Construction & D IT	62,000	Free Cash
36	610	Library: Exterior Painting	25,000	Free Cash
37	630	Rec Com: Skate Park	20,000	Free Cash
Total			1,531,075	
<b>Sense of the Meeting</b>				
38	122	BoS Gender Neutral Language		
39	122	Broadcasting of Public Meetings		

**FY2019 Proposed Articles  
Town of Boxborough**

Count	Dept	Description	Amount	Funding Source
<b>Zoning Bylaw Amendments</b>				
40	175	Zoning Bylaw Amendments - Solar Bylaw		
41	175	Zoning Bylaw Amendments - Definition Gross Floor Area (s 2136)		
42	175	Zoning Bylaw Amendments - Gross Floor Area added to Section 4203		
43	175	Zoning Bylaw Amendments - Marijuana Moratorium Extension		
<b>Non-Financial Consent</b>				
44	122	Bid Bylaw Amendment		
45	122	Disposition of Town Property Bylaw Amendment		
46	422	Chapter 90 Highway Reimbursement Program		

**FY2019 Proposed Articles  
Town of Boxborough**

Count	Dept	Description	Amount	Funding Source	
	Available Funds		Current Balance 2/27/18	Used	
				New Balance	
		Free Cash	1,616,406.52	699,527.77	916,878.75
		Stabilization	1,320,051.12	-	1,570,051.12
		Borrowing		734,900.00	
		Cable Fund	364,050.32	82,000.00	282,050.32
		arrant Article Surplus	22,357.51	14,647.23	7,710.28
		Raise & Appropriate		-	-
		PA - Estimated FY19	188,430.22	5,000.00	120,430.22
		Reserve Open/Rec	70,200.00	72,000.00	19,200.00
		Reserve Housing	2,280.00	37,650.00	(14,370.00)
		Reserve Historical	1,975.00	295,000.00	(272,025.00)
		ear Reserve/Certified	284,921.00		284,921.00
				<u>1,434,427.77</u>	FC, Stab, Borrow
				96,647.23	Other Sources
				<u>409,650.00</u>	CPA
				<u>1,940,725.00</u>	

**FY2019 Available Funds  
Town of Boxborough**

	Amount	Original Source	
Unexpended Articles:			
ATM16, Art11	3,500.00	Free Cash	
ATM16, Art17	215.33	Free Cash	
ATM17, Art24	108.99	Free Cash	
ATM07, Art7	1,257.95	Stabilization	
ATM13, Art15	4.29	Borrowed	9yr
ATM15, Art20D	1.64	Borrowed	7yr
ATM16, Art14	2,100.00	Borrowed	17yr
ATM16, Art16	9.80	Borrowed	8yr
ATM16, Art29	406.03	Borrowed	7yr
ATM16, Art33	106.25	Borrowed	7yr
<b>Total Available</b>			
	<b>7,710.28</b>		
Other Sources:			
	13,500.00	Reduced Health/Medic Budget	
	10,000.00	Increased Local Revenue	
	<b>23,500.00</b>		
Free Cash:			
FY16 Certification	1,730,203		
Additional Revenue (under-estimated)	612,500		
Unexpended Funds GF Budget	238,000		
Uses (Articles ATM17 & STM16)	(757,588)		
Additional Returns, Income, Transfers in	53,835		
FY17 Certification	1,876,950		
STM 12/4/17	(209,182)		
STM 2/26/18	(51,361)		
Free Cash Available	<b>1,616,407</b>		Percentage of FY18 7.96%
Stabilization:			
FY17 Balance	1,310,250		6.45%
Additions (ATM17)	-		
Uses/Additions (ATM18)	-		
Interest (Est) (YTD 1/22/18 \$9801.20)	20,000		
FY18 Balance (estimated)	<b>1,330,250</b>		Percentage of FY19 6.51%
Local Revenues:			
FY17 Estimates	1,325,000		
FY17 Actual	1,937,902		
FY18 Estimates	1,610,000		
FY18 Actual (YTD 1/18/18)	489,772		
FY19 Estimate	<b>1,610,000</b>		

**FY2019 Budget Worksheet  
114-Moderator**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-114-5599-0000	Moderator Other Exp	57	50	7	14.00%	50	50	50
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	57	50	7	14.00%	50	50	50
	Total Moderator	57	50	7	14.00%	50	50	50
Notes:								
Mass Moderators Membership Dues \$20; Annual Conference \$30; FinCom added meal variance \$7								

**FY2019 Budget Worksheet  
119-Town Constable**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-119-5599-0000	Town Constable Other Exp	150	150	0	0.00%	90	145	109
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	150	150	0	0.00%	90	145	109
	<b>Total Town Constable</b>	<b>150</b>	<b>150</b>	<b>0</b>	<b>0.00%</b>	<b>90</b>	<b>145</b>	<b>109</b>
Notes:								
2 Election, 2 Town Meeting Warrants, 2 Bylaw/ZBA postings = 6 at 6 locations @ \$3 each plus 3 miles (rounded up in case of extra STM or other duties)								

**FY2019 Budget Worksheet  
122-Selectmen**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 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	0.00%		0	
001-122-5317-0000	Selectmen Printing Services	50	100	(50)	-50.00%		96	333
001-122-5420-0000	Selectmen Office Supplies	75	175	(100)	-57.14%	36	62	18
001-122-5490-0000	Selectmen Events	750	1,000	(250)	-25.00%	550	710	727
001-122-5711-0000	Selectmen Travel	300	300	0	0.00%	205	300	261
001-122-5712-0000	Selectmen Training/Conferences	460	460	0	0.00%	389	420	209
001-122-5730-0000	Selectmen Dues	1,230	1,230	0	0.00%	1,230	1,230	1,212
	Other Misc Expenses -History							
	Total Salary	2,000	2,000	0	0.00%	1,000	2,000	2,000
	Total Other	2,865	3,265	(400)	-12.25%	2,411	2,818	2,760
	Total Selectmen	4,865	5,265	(400)	-7.60%	3,411	4,818	4,760
Notes:								
Printing Services: Business cards for potentially 1 new selectman (2 potentials in FY18)								
Office supplies: Nameplate for potentially 1 new selectman; stationery for holiday greetings (Did not include any funding for misc exp for committee without budget)								
Events: Decreased based on FY18 event, and look back at FY16 & 17								
Travel: Mileage and parking associated with outside meetings attended by selectmen								
Training/Conferences: MMA @ 2 @ \$180; Other \$100								
Dues: MMA \$730; and 495MW \$500 (based on FY18)								

**FY2019 Budget Worksheet  
123-Town Administrator**

		FY19 Submitted Budget	FY18 Budget		FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-123-5111-0000	Town Administrator Salary	136,315	117,600		18,715	15.91%	85,036	113,100	112,220
001-123-5710-0000	Town Administrator Lodging/Meals	790							
001-123-5711-0000	Town Administrator Mileage	2,725	2,700		25	0.93%	2,013	2,700	2,688
001-123-5712-0000	Town Administrator Training/Conferenc	895							
001-123-5730-0000	Town Administrator Dues	290							
	<b>Total Salary</b>	<b>136,315</b>	<b>117,600</b>		<b>18,715</b>	<b>15.91%</b>	<b>85,036</b>	<b>113,100</b>	<b>112,220</b>
	<b>Total Other</b>	<b>4,700</b>	<b>2,700</b>		<b>25</b>	<b>0.93%</b>	<b>2,013</b>	<b>2,700</b>	<b>2,688</b>
	<b>Total Town Administrator</b>	<b>141,015</b>	<b>120,300</b>		<b>18,740</b>	<b>15.58%</b>	<b>87,049</b>	<b>115,800</b>	<b>114,907</b>
Notes:									
Salary: Current TA Contract July plus unused vacation pay; Est New TA; <del>ATA/HRM 9 mos</del>									
Mileage: Per current contract 5,000 miles @ IRS rate									

**FY2019 Budget Worksheet  
131-Finance Comm**

		FY19 Submitted Budget	FY18 Budget		FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
Account Number	Account Name								
001-131-5712-0000	Finance Comm Conference	185	200		(15)	-7.50%	45	280	
001-131-5730-0000	Finance Comm Dues	190	200		(10)	-5.00%	180	200	176
	Other Misc Expenses -History						20		106
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	375	400		(25)	-6.25%	245	480	282
	Total Town Finance Comm	375	400		(25)	-6.25%	245	480	282

**FY2019 Budget Worksheet  
132-Reserve Fund**

		FY19 Submitted Budget	FY18 Budget		FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
Account Number	Account Name								
001-132-5960-0000	Reserve Fund	200,000	185,000		15,000	8.11%	26,037	185,000	168,294
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	200,000	185,000		15,000	8.11%	26,037	185,000	168,294
	Total Reserve Fund	200,000	185,000		15,000	8.11%	26,037	185,000	168,294

**FY2019 Budget Worksheet  
135-Town Accountant**

		FY19							
		Submitted	FY18		FY19	FY19	FY18	FY17	FY17
Account Number	Account Name	Budget	Budget		vs FY18	vs FY18	YTD 4/1	Budget	Actual
001-135-5112-0000	Accountant Salary	75,640	72,777		2,863	3.93%	52,625	69,609	69,060
001-135-5301-0000	Accountant Audit	22,000	22,000		0	0.00%	15,000	23,000	22,000
001-135-5305-0000	Accountant Software Support	14,740	12,750		1,990	15.61%	12,748	11,810	11,810
001-135-5420-0000	Accountant Office Supplies	200	200		0	0.00%	138	200	163
001-135-5711-0000	Accountant Travel	1,175	400		775	193.75%	442	200	916
001-135-5712-0000	Accountant Training/Conferences	1,415	1,775		(360)	-20.28%	975	1,125	835
001-135-5730-0000	Accountant Dues	55	55		0	0.00%	50	55	50
	Other Misc Expenses -History								
	Total Salary	75,640	72,777		2,863	3.93%	52,625	69,609	69,060
	Total Other	39,585	37,180		2,405	6.47%	29,353	36,390	35,774
	Total Accountant	115,225	109,957		5,268	4.79%	81,978	105,999	104,834
Notes:									
Salary: Grade 15, Step 5; 1.4% Wage Adjustment									
Software Support: Vadar Accountant's Module \$2,905.51, 4th year Collection Module (0% Financing 5 years) \$6072.80, plus 4 users on Web-Based Hosting 3@\$990/1@\$800, CRT Upgrade (year 1 install) \$1,990									
Supplies: budget binders, printer supplies, etc									
Travel: March 140 miles + \$280 hotel, June 225 miles + \$325 hotel, Procurement 180 miles plus parking, Capital Proj 100 miles, update/misc (transferred March & June hotel from Conferences)									
Training/Conferences: March Conference \$355; June Annual Mtg \$190; Procurement Training \$695; Capital Projects Acctg \$125; Law update/misc									
Dues: Massachusetts Municipal Auditors and Accountants Assoc									

**FY2019 Budget Worksheet  
141-Assessor**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-141-5112-0000	Assessor Salary	77,531	72,777	4,754	6.53%	46,454	69,609	69,060
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	4,200	4,000	200	5.00%	4,000	4,000	4,000
001-141-5306-0000	Assessor Consulting	11,600	6,300	5,300	84.13%		7,800	13,800
001-141-5312-0000	Assessor Legal Notices	230	150	80	53.33%	113	150	113
001-141-5399-0000	Assessor GIS Map Updates	0	0	0	0.00%		0	
001-141-5420-0000	Assessor Office Supplies	300	500	(200)	-40.00%	286	500	410
001-141-5711-0000	Assessor Mileage	725	625	100	16.00%	218	575	672
001-141-5712-0000	Assessor Training/Conferences	855	1,125	(270)	-24.00%	240	1,200	1,316
001-141-5730-0000	Assessor Dues/Subscriptions	1,060	775	285	36.77%	599	765	773
	Other Misc Expenses -History							
	<b>Total Salary</b>	<b>78,531</b>	<b>73,777</b>	<b>4,754</b>	<b>6.44%</b>	<b>47,454</b>	<b>70,609</b>	<b>70,060</b>
	<b>Total Other</b>	<b>18,970</b>	<b>13,475</b>	<b>5,495</b>	<b>40.78%</b>	<b>5,456</b>	<b>14,990</b>	<b>21,083</b>
	<b>Total Assessor</b>	<b>97,501</b>	<b>87,252</b>	<b>10,249</b>	<b>11.75%</b>	<b>52,910</b>	<b>85,599</b>	<b>91,143</b>

Notes:

Salary: Grade 15, Step 6 (New Hire); 1.4% Wage Adjustment  
Software Support: Patriot (Property Valuation); Increase in contracted annual fee  
Consulting: Contracted costs for Commercial & Industrial valuation services; Additional funds required to ensure completion of quinquennial certification  
Legal Notices: Certification year requires multiple published legal notices  
Office Supplies: envelopes, general office supplies, printer toner  
Mileage/Travel: Certification year will require additional inspections and field review; calculated on amount actually spent in FY17, plus additional \$50 (94 miles)  
Training/Conferences: Continuing education required to maintain MAA designation: Muni Law \$50; MCAA & WCAA 3 @ \$35 ea; MAAO Fall & Winter Conference 2 @ \$75 each; MAAO Summer & Winter School 2 @ \$275 ea  
Assessor Dues: Mass. Assoc. of Assessing Offices (MAAO) Dues: \$50; Middlesex County Assessors Association (MCAA) Dues: \$25; Multiple Listing Service (MLS) Dues: \$350; Prior Removed Marshall & Swift residential (\$-350), Newly added commercial \$635

**FY2019 Budget Worksheet  
145-Treasurer - Collector**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-145-5112-0000	Treasurer/Collector Salary	77,531	74,596	2,935	3.93%	53,933	71,350	70,800
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	6,600	6,250	350	5.60%	4,727	3,700	5,282
001-145-5311-0000	Treasurer/Collector Performance Bond	840	840	0	0.00%	838	525	838
001-145-5313-0000	Treasurer Banking Fees	1,500	1,500	0	0.00%		1,500	278
001-145-5316-0000	Treasurer/Collector Tax Title Foreclosure	1,000	1,000	0	0.00%	412	1,000	0
001-145-5317-0000	Treasurer/Collector Printing Services	1,650	400	1,250	312.50%	923	350	158
001-145-5345-0000	Treasurer/Collector Postage	6,300	7,100	(800)	-11.27%	2,283	7,100	6,589
001-145-5420-0000	Treasurer/Collector Office Supplies	250	500	(250)	-50.00%		1,000	363
001-145-5711-0000	Treasurer/Collector Travel	500	500	0	0.00%	370	500	398
001-145-5712-0000	Treasurer/Collector Training/Conference	1,000	1,000	0	0.00%	95	1,000	888
001-145-5730-0000	Treasurer/Collector Dues	50	50	0	0.00%	80	70	50
	Other Misc Expenses -History					4,000		
	Total Salary	78,531	75,596	2,935	3.88%	54,933	72,350	71,800
	Total Other	19,690	19,140	550	2.87%	13,727	16,745	14,843
	Total Treasurer/Collector	98,221	94,736	3,485	3.68%	68,661	89,095	86,643
Notes:								
Salary: Grade 15, Step 6; 1.4% Wage Adjustment								
Payroll: Additional supplemental payrolls as needed for record keeping have increased total fees								
Performance Bond: Higher for combined position								
Bank Fees: Added issuance costs for a potential BAN in 2019 -Eliminated								
Tax Title: There are not many properties entering Tax Title, following FinCom directive to minimally fund								
Printing Services: Envelopes for payables and RE/PP Bill printing through Boston Globe								
Postage: Boston Globe uses bulk postage rates & combined envelopes, Kelley & Ryan charges postage only for MVE								
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: Mass Collector's & Treasurer's Association (MCTA)								

**FY2019 Budget Worksheet  
151-Legal**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-151-5311-0000	Legal Services	85,000	65,000	20,000	30.77%	55,508	45,000	47,142
001-151-5399-0000	Legal Expenses	2,600	2,600	0	0.00%	757	3,500	876
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	87,600	67,600	20,000	29.59%	56,265	48,500	48,018
	<b>Total Legal</b>	<b>87,600</b>	<b>67,600</b>	<b>20,000</b>	<b>29.59%</b>	<b>56,265</b>	<b>48,500</b>	<b>48,018</b>
Notes:								
Increase attributable to pending litigation (\$40,000)								
(FY18 was calculated based upon FY17 "base" of \$45,000 plus \$20,000 for collective bargaining. CB will hopefully be complete by FY19.)								

**FY2019 Budget Worksheet  
152-Personnel Board**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-152-5712-0000	Personnel Board Training/Conferences	120	120	0	0.00%	40	120	60
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%	240	320	260
	<b>Total Personnel Board</b>	<b>320</b>	<b>320</b>	<b>0</b>	<b>0.00%</b>	<b>240</b>	<b>320</b>	<b>260</b>
Notes:								
Training/Conferences: Attendance for up to 2 members at MMPA's annual Labor Law Seminar @ \$60								

**FY2019 Budget Worksheet  
156-Technology**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-156-5306-0000	Technology Consulting	103,720	92,000	11,720	12.74%	51,588	92,457	79,707
001-156-5341-0000	Technology Telephone (VOIP & Copper)	7,900	7,700	200	2.60%	4,973	7,700	6,712
001-156-5341-0610	Technology Telephone (Library)	0	1,300	(1,300)	-100.00%	818	1,200	1,215
001-156-5343-0000	Technology Internet Access	7,360	7,740	(380)	-4.91%	6,119	6,225	6,603
001-156-5344-0000	Technology Website Hosting	3,620	2,450	1,170	47.76%	2,450	2,750	2,450
001-156-5422-0000	Technology Software	10,740	12,880	(2,140)	-16.61%	7,806	7,980	7,284
001-156-5582-0000	Technology Hardware	5,000	5,000	0	0.00%	4,825	5,000	4,427
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	138,340	129,070	9,270	7.18%	78,579	123,312	108,399
	Total Technology	138,340	129,070	9,270	7.18%	78,579	123,312	108,399
Notes:								
See Summary Page								

**FY2019 Budget Worksheet  
156-Summary**

	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGES</b>
<b>CONSULTING</b>	103,720	92,000	92,457	11,720
Managed Services - Firewall Town	5,015			
Managed Services - Firewall Library	1,785			
Guardian Eye Lite (59 devices @ \$60/device/month; 1 @ \$25/month)	42,780			
Guardian General support: 36 hrs/month [rate is blend of \$135/hr for network-related services and \$95/hour for desktop services: 12 mos @ 20 hrs/month @ \$135/hr AND 12 mos @ 16 hrs/month @ \$95/hr]	50,640			Increased from 16 hrs/month to 36 hours/month to add first level triage support
Phone (time & materials) 8 hrs/month @ \$135/hr	0			New phone system installed in FY 18 (previously had allocated 8 hrs/month @ \$135 for total of \$12,960)
Phone Maintenance (previously SmartNet Subscription Support)	3,500			To cover potential service (April - June 2019) when first year of service ends
<b>PHONE</b>	7,900	9,000	8,900	(1,100)
VoIP (12 @ \$400)	4,800			
7 Copper @\$35/mo: 2@ Publ Safety, 2@TH, 1@TS, 1@DPW, 1@Library	2,940			
Misc Calls	160			
Library Verizon @\$100/mo, AT&T@\$8/mo -new phone system	0	0		
<b>INTERNET ACCESS</b>	7,360	7,740	6,225	(380)
Email hosting based on # accounts	720			
Email archiving based on # accounts	1,500			FY18 Actual less than budgeted
Domain Registration (3/7/18-3/6/19)	400			
Secondary ISP @ Public Safety \$210/mo (rate increased)	2,520			
FiOS \$175/mo	2,100			
Library Internet \$10/mo	120			
<b>WEBSITE HOSTING</b>	3,620	2,450	2,750	1,170
Annual Fee (VTS)	3,620			Includes upgrade cost of \$3,500 spread over 3 years @ \$1,170/yr

**FY2019 Budget Worksheet  
156-Summary**

	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>SOFTWARE</b>	10,740	12,880	7,980	(2,140)
MapGeo annual fee	3,000			
MapGeo property records card link	500			
MapGeo parcel updates	2,500			
MapGeo scaling update (FY18)	0			Reduced \$2,000
MapGeo CAMA Uploader Installation & Subscription	3,000			New for FY 19. \$2500 is one-time implementation fee; recurring subscription cost will be \$500/yr.
ArcGIS maintenance	1,500			
Adobe Acrobat 1 @~\$240	240			
Sophos (Anti-virus software) renewal (2/3/18-2/2/21)	0			Reduced \$2,900 Next renewal FY21
<b>HARDWARE</b>	5000	5,000	5,000	0
Server Warranties 5 @ \$1000	5,000			
<b>TOTAL</b>	<b>138,340</b>	<b>129,070</b>	<b>123,312</b>	<b>9,270</b>

**FY2019 Budget Worksheet  
161-Town Clerk**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-161-5110-0000	Town Clerk Salary	48,715	47,760	955	2.00%	34,533	46,823	46,462
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	0	50	(50)	-100.00%		0	
001-161-5345-0000	Town Clerk Postage	305	305	0	0.00%	300	300	
001-161-5420-0000	Town Clerk Office Supplies	400	400	0	0.00%	605	180	545
001-161-5443-0000	Town Clerk Equipment Maintenance	0	160	(160)	-100.00%		160	
001-161-5711-0000	Town Clerk Travel	200	270	(70)	-25.93%	65	288	837
001-161-5712-0000	Town Clerk Training/Conferences	700	1,290	(590)	-45.74%	50	865	501
001-161-5730-0000	Town Clerk Dues	150	150	0	0.00%	60	150	60
	Other Misc Expenses -History							
	Total Salary	49,715	48,760	955	1.96%	35,533	47,823	47,462
	Total Other	1,855	2,725	(870)	-31.93%	1,080	2,043	2,043
	Total Town Clerk	51,570	51,485	85	0.17%	36,613	49,866	49,505

Notes:

Salary: Elected Max Step @ 67.5% (27 hours/week); 2% Wage Adjustment

Printing Services:

Postage: Pre-stamped envelopes 500 @ 295 + shipping

Office Supplies: Security Bond paper for vital records, Certificate paper for Business Certificates & Cemetery Deeds, permanent pens, mailing labels

Training/Conferences: Fall or Spring \$600, Winter \$100

Travel: 375 miles @ IRS rate

Dues: Mass Assoc Town Clerks \$10, Middlesex County Assoc Town Clerks \$50

**FY2019 Budget Worksheet  
162-Elections & Registrars**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 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	6,031	1,947	4,084	209.76%		4,689	3,816
001-162-5243-0000	Elect. & Registr. Equipment Maint	3,475	3,275	200	6.11%	225	3,475	4,762
001-162-5317-0000	Elect. & Registr. Printing Services	1,045	1,945	(900)	-46.27%		1,045	532
001-162-5345-0000	Elect. & Registr. Postage	1,960	1,675	285	17.01%	2,265	1,672	760
001-162-5420-0000	Elect. & Registr. Office Supplies	35	35	0	0.00%		30	97
001-162-5490-0000	Elect. & Registr. Refreshments	60	60	0	0.00%		90	34
	Other Misc Expenses -History							127
	Total Salary	7,742	3,658	4,084	111.65%	855	6,400	5,527
	Total Other	6,575	6,990	(415)	-5.94%	2,490	6,312	6,312
	Total Elect. & Registr.	14,317	10,648	3,669	34.46%	3,346	12,712	11,839
Notes:								
Registrar Salaries are determined by the Compensation Schedule								
Election Workers Wages & Clerk Wages increase by 1.4%. There are likely to be 3 elections scheduled for FY19								
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 6 @ \$278 per 500 = 2500 envelopes +shipping = \$1968; Postcards 350 @\$0.75 = \$262								
Office Supplies: Pens, Tape, Stickers								

**FY2019 Budget Worksheet  
171-Conservation Comm**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-171-5243-0000	Conservation Comm Equipment Maint	1,150	1,150	0	0.00%	517	1,000	100
001-171-5599-0000	Conservation Comm Other Supplies	70	70	0	0.00%		100	98
001-171-5712-0000	Conservation Comm Conferences	230	230	0	0.00%	125	450	230
001-171-5730-0000	Conservation Comm Dues	700	700	0	0.00%	627	600	616
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	2,150	2,150	0	0.00%	1,269	2,150	1,043
	<b>Total Conservation Comm</b>	<b>2,150</b>	<b>2,150</b>	<b>0</b>	<b>0.00%</b>	<b>1,269</b>	<b>2,150</b>	<b>1,043</b>
Notes:								
Equipment Maint: Trail Markers \$200, Sand/Gravel/Mulch \$300, Boardwalk & Kiosk materials \$500, tools, etc \$150								
Other Supplies: Nameplate, etc								
Conferences: 2 @ \$115 MACC								
Dues: MACC 7 members \$640, Sudbury Valley Trustees \$60								

**FY2019 Budget Worksheet  
175-Planning Board**

Account Number	Account Name	FY19	FY18	FY19	FY19	FY18	FY17	FY17
		Submitted Budget	Budget	vs FY18	vs FY18	YTD 4/1	Budget	Actual
001-175-5110-0000	Planning Board Salary	545	545	0	0.00%	273	545	545
001-175-5112-0000	Town Planner Salary	77,531	72,777	4,754	6.53%	52,625	69,609	69,060
001-175-5305-0000	Planning Board Software Support	0	0	0	0.00%		0	
001-175-5306-0000	Planning Board Consulting	1,200	500	700	140.00%		3,120	0
001-175-5312-0000	Planning Board Legal Notices	225	200	25	12.50%	139	200	321
001-175-5599-0000	Planning Board Other Office Exp	400	400	0	0.00%	164	400	713
001-175-5711-0000	Planning Board Travel	800	675	125	18.52%	547	675	828
001-175-5712-0000	Planning Board Conferences	330	285	45	15.79%	290	260	220
001-175-5730-0000	Planning Board Dues	1,850	1,820	30	1.65%	1,802	1,790	1,785
	Other Misc Expenses -History							
	Total Salary	78,076	73,322	4,754	6.48%	52,897	70,154	69,605
	Total Other	4,805	3,880	925	23.84%	2,942	6,445	3,867
	Total Planning Board	82,881	77,202	5,679	7.36%	55,839	76,599	73,472
Notes:								
Planner Salary: Grade 15, Step 6; 1.4% Wage Adjustment; Additional Step								
Consluting: Town Engineer services as needed								
Legal Notices: vary year to year, based on actuals								
Other Office Exp: Plotter supplies & Beacon subscription								
Travel: Estimate 35 Evening & 20 Off-site meetings @ IRS rate								
Conferences: Vary year to year depending on offerings & regional issues								
Dues: APA \$270, Mass APA \$45, AICP \$135, MAGIC based on population (est \$1400)								

**FY2019 Budget Worksheet  
176-Zoning Board**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-176-5312-0000	ZBA Advertising/Legal Notices	100	100	0	0.00%	0	75	
001-176-5599-0000	ZBA Other Office Supplies	35	35	0	0.00%		60	55
001-176-5712-0000	ZBA Conferences	90	75	15	20.00%		75	35
001-176-5730-0000	ZBA Dues	0	0	0	0.00%		0	
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	225	210	15	7.14%	0	135	90
	Total ZBA	225	210	15	7.14%	0	135	90
Notes:								
Legal Notices: Increased cost for Bylaw revision notices, case by case basis								

**FY2019 Budget Worksheet  
179-Agricultural Comm**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-179-5599-0000	Ag Comm Other Office Supplies		1,100	(1,100)	-100.00%	0	50	100
001-179-5711-0000	Ag Comm Travel	45	45	0	0.00%		0	
001-179-5712-0000	Ag Comm Conferences	155	155	0	0.00%		150	
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	200	1,300	(1,100)	-84.62%	0	200	100
	<b>Total Ag Comm</b>	<b>200</b>	<b>1,300</b>	<b>(1,100)</b>	<b>-84.62%</b>	<b>0</b>	<b>200</b>	<b>100</b>
Notes:								
Other: Signage purchase in FY18								
Mileage for Conferences								
Mass Assoc Ag Coms Ann Mtg \$35								
Harvest NE Conference \$120								

**FY2019 Budget Worksheet  
192-Town Hall**

Account Number	Account Name	FY19	FY18	FY19	FY19	FY18	FY17	FY17	
		Submitted Budget	Budget	vs FY18	vs FY18	YTD 4/1	Budget	Actual	
001-192-5115-0000	Town Hall Clerical Salary	185,846	180,627	5,219	2.89%	123,285	174,444	171,541	
001-192-5210-0000	TH Electricity	7,000	7,300	(300)	-4.11%	3,335	7,900	5,309	
001-192-5212-0000	TH Heating	3,800	4,000	(200)	-5.00%	2,614	4,400	2,848	
001-192-5241-0000	TH Bldg/Grounds Maint Service	4,615	4,700	(85)	-1.81%	1,988	3,000	3,275	
001-192-5271-0000	TH Equipment Lease	7,250	6,840	410	5.99%	4,557	6,771	6,770	
001-192-5305-0000	TH Software Support	0	0	0	0.00%		0		
001-192-5312-0000	TH Advertising/Legal Notices	1,100	1,120	(20)	-1.79%	864	1,120	603	
001-192-5317-0000	TH Printing Services	5,510	5,160	350	6.78%	2,387	3,800	5,619	
001-192-5345-0000	TH Postage	7,525	7,800	(275)	-3.53%	4,072	5,700	5,614	
001-192-5420-0000	TH Office Supplies	700	700	0	0.00%	530	700	522	
001-192-5421-0000	TH Copier Supplies	1,050	1,430	(380)	-26.57%	432	1,300	1,155	
001-192-5441-0000	TH Bldg/Grounds Maint Supplies	750	750	0	0.00%	164	1,000	229	
001-192-5443-0000	TH Equipment Maint Supplies	2,000	2,830	(830)	-29.33%	716	1,000	1,804	
001-192-5490-0000	TH Meals/Refreshments	100	100	0	0.00%		100	88	
001-192-5599-0000	TH Cleaning Supplies	1,000	1,000	0	0.00%	648	1,000	893	
001-192-5710-0000	TH Lodging/Meals	0	1,500	(1,500)	-100.00%	1,426	1,874	1,711	
001-192-5711-0000	TH Travel	0	640	(640)	-100.00%	170	544	631	
001-192-5712-0000	TH Training/Conferences	850	240	610	254.17%	535	3,205	2,540	
001-192-5730-0000	TH Dues	0	1,200	(1,200)	-100.00%	1,138	1,146	1,098	
001-192-5799-0000	TH Other Expenses	625	600	25	4.17%	184	600	381	
	Other Misc Expenses -History							15,440	
	Total Salary	185,846	180,627	5,219	2.89%	123,285	174,444	171,541	
	Total Other	43,875	47,910	(4,035)	-8.42%	25,758	45,160	56,530	
	Total Town Hall	229,721	228,537	1,184	0.52%	149,043	219,604	228,071	
Notes:									
FY16 Other Misc Expenses -History includes Lift replacement; HVAC (west) replacement included in Bldg/Grnds									
FY17 Other Misc Expenses -History includes Front Steps									
See Summary Page									

**FY2019 Budget Worksheet  
192-Summary**

	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>	<b>NOTES</b>
<b>ELECTRICITY</b>	7,000	7,300	7,900	(300)
Based on 5-year consumption average (61,000kw @ current rate)	7,000			
<b>HEATING</b>	3,800	4,000	4,400	(200)
Based on 5-year cost average	3,800			
<b>BLG/GROUNDS MAINT SVC</b>	4,615	4,700	3,000	(85)
Parking Lot striping \$825, Fire Alarm Svc \$825, Fire Ext Svc \$165,	2,115			
Septic \$300 (last done in FY15)				
General Maintenance recommended by Inspector of Buildings	2,500			
<b>EQUIPMENT LEASE</b>	7,250	6,840	6,771	410
Ricoh copier (new lease) 1 mo @ \$287.32; 11 mos. @ \$324.96	3,862			New lease (includes cost of supplies; decrease in copier supplies below)
Pitney Bowes postage meter (12 mos. @ \$282.32)	3,388			
<b>SOFTWARE SUPPORT</b>	0	0	0	0
<b>ADVERTISING/LEGAL NOTICES</b>	1,100	1,120	1,120	(20)
Advertising \$250 for job ads in local paper & MMA on-line \$150	400			
Legal notices - public hearings and bid solicitations	700			
<b>PRINTING SVC</b>	5,510	5,160	3,800	350
Town Report (2017: \$2,052)	2,100			Increased based on FY17
STM Warrant (Dec 2017 \$1,237)	1,300			
ATM Warrant (May 2017 \$1,775)	1,800			
Envelopes	160			
STM Banner date modification	75			
ATM Banner date modification	75			

**FY2019 Budget Worksheet  
192-Summary**

	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>	<b>NOTES</b>
<b>POSTAGE</b>				
General	6,000	7,525	7,800	5,700 (275)
STM Warrant (Dec 2017 \$572)	600			
ATM Warrant (May 2017 \$631)	700			
Bulk permit fee	225			
<b>OFFICE SUPPLIES</b>		700	700	700 0
Pens, pencils, clips, staples, notepads, file folders, binders, labels, etc.	700			
<b>COPIER SUPPLIES</b>		1,050	1,430	1,300 (380)
Paper 35 cases @ \$30	1,050			
Toner 3 @ \$100 -Now included in Lease cost				
Staples - Now included in Lease cost				
<b>BLDG/GROUNDS MAINT SUPPLIES</b>		750	750	1,000 0
HVAC items, plumbing, floor coverings, wall coverings, electrical, paint, glass, doors, window coverings, hand or power tools	750			
<b>EQUIPMENT MAINT SUPPLIES</b>		2,000	2,830	1,000 (830)
Defibrillator battery (every 3 years) Due FY21				
Misc supplies computers, clocks, etc	2,000			
<b>MEALS/REFRESHMENTS</b>		100	100	100 0
For meetings hosted by Boxborough (e.g. CTC, MMA)	100			
<b>CLEANING SUPPLIES</b>		1,000	1,000	1,000 0
Toilet paper, paper towels, tissues, cleaning products	1,000			
<b>LODGING/MEALS</b>		0	1,500	1,874 (1,500)
<del>MMMA Spring and Fall conferences</del>	<del>615</del>			
<del>ICMA conference: 5 nights @ \$185, State Dinner \$60, other meals \$140</del>	<del>1,125</del>			
<del>MMA Annual Meeting (includes parking, based on FY18)</del>	<del>175</del>			

**FY2019 Budget Worksheet  
192-Summary**

	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>	<b>NOTES</b>
<b>TRAVEL</b>	0	640	544	(640)
ICMA Baltimore (air fare & shuttles) @\$360 + parking	495			
<b>TRAINING/CONFERENCES</b>	850	240	3,205	610
MMMA Spring and Fall conferences	300			
ICMA conference	665			
MMA Annual Meeting	180			
MMMA and MMPA prof devel (6 @ \$40 + 1 @ \$60)	300			
Muni Law seminar	50			
ATFC	65			
procurement				
misc.	850			
<b>DUES</b>	0	1,200	1,146	(1,200)
ICMA \$960, MMMA \$120 \$210, STAM \$30, and MAPPO \$50 (ICMA and MMMA based on salary)	1,250			
<b>OTHER EXPENSES</b>	625	600	600	25
Water cooler (avg \$25/mo)	325			
Furniture	300			
<b>TOTAL</b>	<b>43,875</b>	<b>47,910</b>	<b>45,160</b>	<b>(4,035)</b>

**FY2019 Budget Worksheet  
196-Facilities Leases**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-196-5270-0000	Community Center Lease	12,555		315	2.57%	10,200	11,940	11,940
	Other Misc Expenses -History		12,240					
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	12,555	0	315	2.57%	10,200	11,940	11,940
	<b>Total Facilities Leases</b>	<b>12,555</b>	<b>0</b>	<b>315</b>	<b>2.57%</b>	<b>10,200</b>	<b>11,940</b>	<b>11,940</b>
Notes:								
Year 2 of 3-year Lease								

**FY2019 Budget Worksheet  
199-Energy Comm**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-199-5351-0000	Energy Comm Programs	600	200	400	200.00%	0		
001-199-5441-0000	Energy Comm Maint Supplies		0	0	0.00%		0	
001-199-5599-0000	Energy Comm Other Office Supplies	600	300	300	100.00%		300	
001-199-5711-0000	Energy Comm Travel		0	0	0.00%		0	
001-199-5712-0000	Energy Comm Conferences		0	0	0.00%		0	45
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	1,200	500	700	140.00%	0	300	45
	<b>Total Energy Comm</b>	<b>1,200</b>	<b>500</b>	<b>700</b>	<b>140.00%</b>	<b>0</b>	<b>300</b>	<b>45</b>
Notes:								
Upcoming projects include: Reducing household waste through increased recycling								

**FY2019 Budget Worksheet  
210-Police**

		FY19							
		Submitted	FY18		FY19	FY19	FY18	FY17	FY17
Account Number	Account Name	Budget	Budget		vs FY18	vs FY18	YTD 4/1	Budget	Actual
001-210-5112-0000	Police Salary -Chief	131,585	122,909		8,676	7.06%	91,513	120,499	119,575
001-210-5113-0000	Police Salary -Lieutenant	83,987	82,340		1,647	2.00%	59,532	80,725	80,104
001-210-5114-0000	Police Salary -FT Officer	690,444	655,071		35,373	5.40%	469,235	599,100	609,986
001-210-5115-0000	Police Salary -Clerical	55,010	53,932		1,078	2.00%	38,999	53,068	52,670
001-210-5124-0000	Police Salary -Special Officer	12,853	12,672		181	1.43%	5,950	12,423	24,172
001-210-5125-0000	Police Salary -Lock Up Attendants	4,001	6,763		(2,762)	-40.84%	1,894	6,630	2,482
001-210-5134-0000	Police OT	144,812	135,065		9,747	7.22%	120,274	176,441	173,544
001-210-5144-0000	Police -Town Detail	13,766	13,195		571	4.33%	2,264	12,947	5,908
001-210-5154-0000	Police -Stipend	4,000	1,500		2,500	166.67%	3,750	1,500	1,500
001-210-5173-0000	Police -Accident Coverage	0	0		0				
001-210-5210-0000	Police Electricity	13,200	13,200		0	0.00%	9,014	11,500	12,619
001-210-5212-0000	Police Heating	2,400	2,400		0	0.00%	1,471	3,300	1,524
001-210-5241-0000	Police Bldg/Grounds Maint Svc	6,000	5,000		1,000	20.00%	2,115	5,000	6,956
001-210-5242-0000	Police Vehicle Maint Svc	24,660	20,000		4,660	23.30%	18,695	17,500	21,698
001-210-5243-0000	Police Equipment Maint Svc	7,600	4,000		3,600	90.00%	2,097	4,000	3,781
001-210-5341-0000	Police Cell Phones	8,400	8,400		0	0.00%	6,202	9,369	7,734
001-210-5342-0000	Police Mobile Communication	3,980	3,980		0	0.00%	2,153	3,400	2,651
001-210-5343-0000	Police Internet Access	3,975	4,495		(520)	-11.57%	3,478	2,790	865
001-210-5443-0000	Police Equipment Maint Supply	9,500	9,500		0	0.00%	7,749	8,250	6,366
001-210-5490-0000	Police Meals/Refreshments	600	600		0	0.00%	585	750	915
001-210-5591-0000	Police Uniforms	18,400	18,400		0	0.00%	11,597	16,950	19,561
001-210-5599-0000	Police Other Expense	4,050	4,050		0	0.00%	3,892	3,431	6,349
001-210-5712-0000	Police Training/Conferences	9,500	9,500		0	0.00%	7,957	12,500	12,782
001-210-5730-0000	Police Dues/Memberships	8,700	8,450		250	2.96%	6,808	6,000	9,041
001-210-5840-0000	Police Vehicle Purchase	46,000	42,000		4,000	9.52%	42,016	40,000	39,182
	Other Misc Expenses -History								
	Total Salary	1,140,458	1,083,447		57,011	5.26%	793,411	1,063,333	1,069,941
	Total Other	166,965	153,975		12,990	8.44%	125,827	144,740	152,025
	Total Police	1,307,423	1,237,422		70,001	5.66%	919,239	1,208,073	1,221,966

Notes: See Summary Page

**FY2019 Budget Worksheet  
210-Summary**

	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>ELECTRICITY</b>	13,200	13,200	11,500	0
Police Station (including Dispatch and server room) electricity expenses.	13,200			Police Station Electricity has averaged \$1,100 per month
<b>HEATING/GAS</b>	2,400	2,400	3,300	0
Heating costs (natural gas) for 4 furnaces and 2 hot water (on-demand) heaters.	2,400			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>	6,000	5,000	5,000	1,000
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....	5,000			Maintaining this level based on a 5 yr. average
Fire Alarm Inspection (\$750) & Maintenance (\$250)	1,000			
<b>VEHICLE MAINTAINANCE</b>	24,660	20,000	17,500	4,660
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			
Brakes \$525/ea. x 8 tires (2 units)	4,200			Added FY19, is common expense overlooked in FY18. Pad replacement, calipers, rotors and labor
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	4,000			
Batteries and Electrical Repairs \$250/ea. x 8	2,000			
State Inspection \$35/ea. x 8	280			
Supplies/Wipers/Fluids/Bulbs/Etc. (rounded)	500			

**FY2019 Budget Worksheet  
210-Summary**

	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>EQUIPMENT MAINT SERVICE</b>	7,600	4,000	4,000	3,600
Fingerprint Scanner Annual Maintenance	3,600			
Specialty Equipment (firearms, radar/LIDAR units, evidence collection tools, breath test devices, etc...) and other contractors	4,000			Maintain this level based on a 5 yr. average. This line has consistently been used to cover unforeseen spending in other accounts. Equipment maintenance often gets pushed off for another year
<b>CELL PHONES</b>	8,400	8,400	9,369	0
12 phones totaling \$600/month. Plus a \$1,200 Replacement (2 year lifespan - 50% of devices swapped/upgraded a year), maintenance and accessories	8,400			
<b>MOBILE COMMUNICATIONS</b>	3,980	3,980	3,400	0
\$290 Monthly mobile Data Terminal access fee (48.37/mo.) for 6 units. Repair and Maintenance of \$500/Yr.	3,980			Increase based on actuals and 5 yr. average
<b>INTERNET SERVICES</b>	3,975	4,495	2,790	(520)
Legal resources and investigative subscriptions:				Based on actual usage and services
TransUnion	300			
	0			Reduced usage, will use other resources
Comcast.net services				
eFax	200			
jjpr.net Public Relations/Media Services	2,150			
IACP.Net	525			
PMAM Human Capital Management	600			
Police Executive Research Forum	200			
	0			Reduced usage, will use other resources
N.E. Association of Insurance Fraud Investigators				
<b>EQUIPMENT SUPPLY</b>	9,500	9,500	8,250	0
Ammunition, batteries, cartridges, accessories, and other items to maintain all police and detention related equipment.	9,500			Increase based on a 5 yr. average

**FY2019 Budget Worksheet  
210-Summary**

	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>MEALS AND REFRESHMENTS</b>	600	600	750	0
Prisoner meals and refreshments for community events, professional development or training.	600			
<b>UNIFORM &amp; GEAR</b>	18,400	18,400	16,950	0
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.	18,400			
<b>OTHER EXPENSES</b>	4,050	4,050	3,431	0
Office supplies, mileage, business cards, ID cards, advertising, health and psychological screenings, printing needs etc....	4,050			Increase based on a 5 yr. average (\$4,054.80)
<b>TRAINING AND CONFERENCES</b>	9,500	9,500	12,500	0
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.)	9,500			Reduction based on actuals and Chiefs completion of Master program (Contractual obligation)

**FY2019 Budget Worksheet  
210-Summary**

	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>DUES AND MEMBERSHIPS</b>	8,700	8,450	6,000	250
Communities for Restorative Justice	1,500			
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	1,500			FY19 Dues increased from \$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			
<b>VEHICLE REPLACEMENT</b>	46,000	42,000	40,000	4,000
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	46,000			Increase in Vehicle and Equipment cost; moving away from Ford to Chevrolet. Poor reliability with Fords and increased MPG with Chevrolet.
<b>TOTAL</b>	<b>166,965</b>	<b>153,975</b>	<b>144,740</b>	<b>12,990</b>

**FY2019 Budget Worksheet  
215-Dispatch**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-215-5114-0000	Dispatch Salary FT	195,995	198,886	(2,891)	-1.45%	140,271	192,550	190,218
001-215-5116-0000	Dispatch Salary PT	9,848	9,808	40	0.41%	8,147	9,583	17,128
001-215-5134-0000	Dispatch OT FT	85,674	86,914	(1,240)	-1.43%	66,695	83,803	96,795
001-215-5154-0000	Dispatch Stipend			0	0.00%			
001-215-5210-0000	Dispatch Electric	600	600	0	0.00%	755	375	779
001-215-5243-0000	Dispatch Equipment Maint Svc	20,055	9,105	10,950	120.26%	4,639	7,300	4,050
001-215-5305-0000	Dispatch Software/Records Mgt	20,000	18,200	1,800	9.89%	18,767	19,290	19,803
001-215-5341-0000	Dispatch Telephone/Radios	1,000	1,000	0	0.00%	2,657	4,130	4,823
001-215-5591-0000	Dispatch Uniforms	1,800	1,800	0	0.00%	574	1,800	914
001-215-5599-0000	Dispatch Office Expense	2,700	2,500	200	8.00%	3,293	2,500	2,605
001-215-5712-0000	Dispatch Training	1,000	1,000	0	0.00%	331	1,000	1,716
001-215-5730-0000	Dispatch Dues/Subscriptions	1,225	1,200	25	2.08%	1,225		
	Other Misc Expenses -History							
	Total Salary	291,517	295,608	(4,091)	-1.38%	215,112	285,936	304,142
	Total Other	48,380	35,405	12,975	36.65%	32,241	36,395	34,689
	<b>Total Dispatch</b>	<b>339,897</b>	<b>331,013</b>	<b>8,884</b>	<b>2.68%</b>	<b>247,352</b>	<b>322,331</b>	<b>338,831</b>
Notes:								
See Summary Page								

**FY2019 Budget Worksheet  
215-Summary**

	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>ELECTRICITY</b>	600	600	375	0
Power at the Hager and Swanson Communications sites averages \$50/month	600			Addition of new radio equipment and HVAC environmental controls FY18
<b>EQUIPMENT REPAIR &amp; MAINT SERVICE</b>	20,055	9,105	7,300	10,950
<i>Radios, Specialty Equipment Needs, Electrical Repairs, and related Supplies</i>				Some contracts re-organized from software/records FY18
Copier Serv. Contract	800			
Generator Maintenance Contract	900			New 5-year Contract
Generator Extended Service Contract	2,500			
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			Increase to vendor contract pricing
Criminal Justice Information Service (CJIS) router	730			Increase to vendor contract pricing
Service and repair to the new integrated Communications System, equipment, services and connectivity. This will increase next year with the proposed additional service contracts. (Budget cut FY18, Budget Halved FY19)	6,000			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. Awaiting Service Contract Quotes
Access Control & Video Camera Service Contract (New FY19)	2,300			Service Contract Quote came back less than originally expected (\$5000)
<b>SOFTWARE/RECORDS MAINT and SERVICE CONTRACTS</b>	20,000	18,200	19,290	1,800
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	20,000			Increased rates on contract from 16K

**FY2019 Budget Worksheet  
215-Summary**

	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>DISPATCH TELEPHONE/RADIO COMMUNICATIONS</b>	1,000	1,000	4,130	0
Dispatch Cell phone backup \$800; \$200 R/M	1,000			
<b>DISPATCH UNIFORMS</b>	1,800	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>	2,700	2,500	2,500	200
Printer 1: B/W High Capacity Toner	555			
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	1,000	0
Tuition, fees, travel (mileage) and other related expenses associated with attending conferences and training seminars for Dispatch Staff.	1,000			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>	1,225	1,200	0	25
RangeCast IP based radio monitoring service	500			
Weather Display	600			
Mass Communications Supervisors Assn	125			
<b>TOTAL</b>	<b>48,380</b>	<b>35,405</b>	<b>36,395</b>	<b>12,975</b>

**FY2019 Budget Worksheet**  
**220-Fire**

		FY19							
		Submitted	FY18		FY19	FY19	FY18	FY17	FY17
Account Number	Account Name	Budget	Budget		vs FY18	vs FY18	YTD 4/1	Budget	Actual
001-220-5112-0000	Fire Salary -Chief	110,290	105,038		5,252	5.00%	75,952	100,998	100,223
001-220-5114-0000	Fire Salary -FT FF/EMT	315,724	319,760		(4,036)	-1.26%	227,479	313,087	314,486
001-220-5116-0000	Fire Salary -PD FF	271,589	267,290		4,299	1.61%	142,004	263,005	190,240
001-220-5124-0000	Fire Salary -On Call	58,209	57,385		824	1.44%	17,379	56,260	30,197
001-220-5134-0000	Fire OT	89,994	88,956		1,038	1.17%	76,009	85,909	99,895
001-220-5210-0000	Fire Electricity	6,200	6,200		0	0.00%	4,010	7,000	5,804
001-220-5212-0000	Fire Heating	6,200	6,200		0	0.00%	4,092	7,000	4,665
001-220-5241-0000	Fire Bldg/Grounds Maint Svc	5,400	5,400		0	0.00%	1,129	5,400	2,384
001-220-5242-0000	Fire Vehicle Maint Svc	23,000	23,000		0	0.00%	20,375	20,000	19,546
001-220-5243-0000	Fire Equipment Maint Svc	14,500	14,500		0	0.00%	7,903	17,950	9,810
001-220-5301-0000	Fire Ambulance Billing	9,500	9,500		0	0.00%	4,157	7,180	5,611
001-220-5302-0000	Fire Medical Services	2,400	2,400		0	0.00%	1,817	2,000	1,026
001-220-5303-0000	Fire ALS/Paramedic Svc	1,100			1,100		275		420
001-220-5341-0000	Fire Mobile Communications	4,500	4,500		0	0.00%	2,908	3,300	4,003
001-220-5441-0000	Fire Bldg/Grounds Maint Supply	1,600	1,600		0	0.00%	670	1,200	2,364
001-220-5443-0000	Fire Veh/Equipment Maint Supply	11,500	11,500		0	0.00%	5,584	13,500	15,906
001-220-5500-0000	Fire Medical Supply	6,500	6,500		0	0.00%	2,123	5,750	5,797
001-220-5591-0000	Fire Uniforms	8,900	8,900		0	0.00%	3,154	8,900	7,174
001-220-5712-0000	Fire Training/Conferences	1,600	1,600		0	0.00%	588	2,900	670
001-220-5730-0000	Fire Dues	3,550	3,000		550	18.33%	3,224	3,300	2,814
001-220-5731-0000	Fire Certification/License	2,015	2,000		15	0.75%	1,460	2,000	895
001-220-5799-0000	Fire Other Expenses	2,600	2,600		0	0.00%	2,528	2,100	3,021
	Other Misc Expenses -History								
	Total Salary	845,806	838,429		7,377	0.88%	538,824	819,259	735,042
	Total Other	111,065	109,400		1,665	1.52%	65,995	109,480	91,909
	Total Fire	956,871	947,829		9,042	0.95%	604,819	928,739	826,951
Notes:									
See Summary Page									

**FY2019 Budget Worksheet  
220-Summary**

	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGE</b>
<b>ELECTRICITY</b>				0
Fire Station electricity expenses, (Lights, A/C, Heat Pumps) 6,200	6,200	6,200	7,000	Five year avg of \$6,120. FY17 average month \$500
<b>HEATING/GAS</b>				0
Heating costs (natural gas) for 3 furnaces and 1 hot water heater 6,200	6,200	6,200	7,000	Five year avg of \$5,424. FY17 average month \$452 (FY16 & 17 were unseasonably warm winters)
<b>BUILDING AND GROUNDS MAINTENANCE SERVICE</b>				0
Plumbers, Electricians, septic pumping, misc. hardware, appliances, fixtures, rug cleaning, bulbs, fire extinguishers, fire alarm, tools, supplies.... 5,400	5,400	5,400	5,400	
<b>VEHICLE MAINTAINENCE SERVICE</b>				0
5 Pumpers serviced 1/yr x \$1600 8,000	8,000	23,000	20,000	Five year avg of \$21,046
Ambulance service 3/yr x \$150 450	450			
Brush Engine service 2/yr x \$200 400	400			
Inspections 7 x \$150 1,050	1,050			
Command Car serviced 4 x \$50 + Inspection 235	235			
Tires, Batteries, Brakes, Chassis Service, Pump Work etc 12,865	12,865			
<b>EQUIPMENT MAINTAINENCE SERVICE</b>				
5 Pump Tests 1,150	1,150	14,500	17,950	Five year average of \$12,753
Rescue Tools Serviced 1,800	1,800			
SCBA Flow Test 1,600	1,600			
Plymovent Service Contract 2,300	2,300			
Multi Gas Meters Service 350	350			
Ladder Testing 650	650			
SCBA Compressor Service 2x \$700 1,400	1,400			
Radio/Equipment misc repairs etc 5,250	5,250			

**FY2019 Budget Worksheet  
220-Summary**

	<b>FY19</b>	<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, 456 Medical Runs 2016, 413 Medical Runs 2017 (as of 12/6/17)	9,500	9,500	7,180	Spoke with Medical Billing CEO: Recommends 0% increase
<b>MEDICAL SERVICES</b>				
Pre Employment Physicals \$800 x 3	2,400	2,400	2,000	Have been hiring an average of three new hires a year (per diem and full time)
<b>ALS/PARAMEDIC SVC</b>				
Non CMERA Paramedic Intercepts (ALS) \$275.00 per call x 4 calls	1,100	0	0	1,100
<b>MOBILE COMMUNICATIONS</b>				
Mobile Data Terminal access fee 5 units x \$40/mo	2,400	4,500	4,500	Includes new mobile data terminal to fleet in new engine
Cellular Phones 4 Phones @ \$130/mo total	1,560		3,300	
Repair/Maintenance/Replacement est	540			
<b>BLDG/GROUNDS MAINTAINENCE SUPPLIES</b>				
Toilet Paper, Soap, Paper Towels, Cleaning Supplies, Bottle Water, Hardware Needs, etc...	1,600	1,600	1,200	
<b>VEHICLE/EQUIPMENT MAINTAINENCE SUPPLIES</b>				
Fire Equipment, Radio Equipment, Batteries, Vehicle Equipment and other related equipment	11,500	11,500	13,500	
<b>MEDICAL SUPPLIES</b>				
Medical Supplies, Equipment, Medication, Oxygen.	6,500	6,500	5,750	Price increase in medications
<b>UNIFORMS</b>				
Uniforms, clothing, and related equipment per contracts		8,900	8,900	8,900
Full-Time \$900 x 5	4,500			
Chief \$950 + \$500 Cleaning	1,450			
Per-Diem's \$100 x 29	2,950			

**FY2019 Budget Worksheet  
220-Summary**

	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGE</b>
<b>TRAINING AND CONFERENCES</b>	1,600	1,600	2,900	0
Professional Development	300			
Lodging	250			
Monthly Meetings \$55 x 12	660			
Academy Classes \$20 x 6	120			
Text Books	270			
<b>DUES</b>	3,550	3,000	3,300	550
Fire Dist 14 Dues	3,000			Dues increased \$600, expected \$60
IAFC Membership	250			
NFPA Membership	300			
<b>CERTIFICATIONS / LICENSE</b>	2,015	2,000	2,000	15
Controlled Substance	300			
Ambulance License	600			
Car Seat Recertification	100			
EMT Recertification \$145 x 7	1,015			
<b>OTHER EXPENSES</b>	2,600	2,600	2,100	0
Ecore Scheduler Subscription	780			
eDispatch, Subscription	1,128			
Office supplies, business cards, Subscriptions, etc...	692			
<b>TOTAL</b>	<b>111,065</b>	<b>109,400</b>	<b>109,480</b>	<b>1,665</b>

**FY2019 Budget Worksheet  
241-Building Inspector**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-241-5112-0000	Building Insp Salary	75,640	72,777	2,863	3.93%	52,625	69,609	69,060
001-241-5124-0000	Building Insp Salary Coverage	2,838	0	2,838			2,602	0
001-241-5242-0000	Building Insp Vehicle Maint Svc	120	120	0	0.00%	85	100	85
001-241-5305-0000	Building Insp Software Support	5,500						
001-241-5306-0000	Building Insp Consulting	5,000	18,000	(13,000)	-72.22%	903	7,500	2,598
001-241-5341-0000	Building Insp Cell Phone	615				429		
001-241-5599-0000	Building Insp Office Supplies	1,530	500	1,030	206.00%	152	1,845	1,580
001-241-5711-0000	Building Insp Mileage	400	555	(155)	-27.93%	378	270	446
001-241-5712-0000	Building Insp Training/Conferences	1,850	2,280	(430)	-18.86%	375	1,375	580
001-241-5730-0000	Building Insp Dues	140	130	10	7.69%	150	125	75
	Other Misc Expenses -History							
	Total Salary	78,478	72,777	5,701	7.83%	52,625	72,211	69,060
	Total Other	15,155	21,585	(12,545)	-58.12%	2,472	11,215	5,364
	Total Building Insp	93,633	94,362	(6,844)	-7.25%	55,097	83,426	74,424
Notes:								
Salary: Grade 16, Step 5; 1.4% Wage Adjustment								
Coverage: 80 hours @ \$34.99/hr								
Software Support: Permit Pro Annual Service Agreement								
Consulting: Have contracted for services to help oversee Toll Brothers (Town Center project).								
Cell Phone: \$51/month								
Office Supplies: Electrical & Plumbing Code Books (\$550), Additional books relative to new code (\$480); Misc supplies, storage etc. (\$500)								
Mileage: (personal vehicle for trainings & Fire call-in) 700 miles @ IRS rate								
Training/Conferences: NE @ Umass Amherst (\$670), MetroWest (\$75), Procurement Training (\$695); New code year training as available								
Dues: MBCIA (\$75) & MW Building Officials (\$65)								

**FY2019 Budget Worksheet  
291-Animal Ctrl**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-291-5116-0000	ACO Salary	2,445	1,660	785	47.29%	1,078	2,787	1,139
001-291-5341-0000	ACO Telephone	325	325	0	0.00%	200	325	275
001-291-5711-0000	ACO Travel	320	225	95	42.22%	111	220	126
001-291-5799-0000	ACO Other Expenses			0	0.00%			
	Other Misc Expenses -History							
	Total Salary	2,445	1,660	785	47.29%	1,078	2,787	1,139
	Total Other	645	550	95	17.27%	311	545	401
	<b>Total ACO</b>	<b>3,090</b>	<b>2,210</b>	<b>880</b>	<b>39.82%</b>	<b>1,389</b>	<b>3,332</b>	<b>1,540</b>
Notes: Rounded Totals								
Salary: Est 120 hours @ \$20.36; Based on 1st Q FY18, Better reporting is still flexing totals								
Telephone: 12 mo @ \$26								
Travel: Mileage Reimb submitted quarterly Est 120 calls @ 5 mi @ IRS rate								

**FY2019 Budget Worksheet  
292-Animal Ctrl -Dogs & Cats**

		FY19							
Account Number	Account Name	Submitted Budget	FY18 Budget		FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-292-5114-0000	ACO Dog & Cat Salary	15,588	14,997		591	3.94%	10,242	14,158	13,221
001-292-5242-0000	ACO Dog & Cat Vehicle Maint Svc	1,885	1,135		750	66.08%	35		93
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	300		0	0.00%		150	208
001-292-5341-0000	ACO Dog & Cat Telephone	800	800		0	0.00%	528	600	561
001-292-5599-0000	ACO Dog & Cat Supplies	500	500		0	0.00%	478	500	239
001-292-5711-0000	ACO Dog & Cat Travel	0	0		0	0.00%		3,000	819
001-292-5712-0000	ACO Dog & Cat Training/Conferences	300	300		0	0.00%	174		194
	2/3 Cost Share Reduced Expenses @ YE								(1,297)
	Total Salary	15,588	14,997		591	3.94%	10,242	14,158	13,221
	Total Other	4,385	3,635		750	20.63%	1,665	4,850	1,416
	Total ACO Dog & Cat	19,973	18,632		1,341	7.20%	11,907	19,008	14,637
Notes:									
Salary: Grade 10, Step 5; 1.4% Wage Adjustment, Step increase. This is Boxborough's 1/3 share of Salary expense									
See Summary Page									
Vehicle Maintenance added / Travel deleted FY17									
**Other Expense Costs are shared with Littleton and Stow, 2/3 transferred back to general fund at Year End									

**FY2019 Budget Worksheet  
292-Summary**

			<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>VEHICLE REPAIR &amp; MAINT SERVICE</b>			1,885	1,135	0	750
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		15				
<b>RENTAL OF FACILITIES</b>			600	600	600	0
Dog Kennels		600				
<b>VETERINARY SERVICES</b>			300	300	150	0
Emergency Services and euthanasia for unclaimed animals		300				
<b>TELEPHONE</b>			800	800	600	0
Cellphone \$600 /yr; repair, maintenance, and/or replacement \$200		800				
<b>SUPPLIES</b>			500	500	500	0
Leashes, catch poles, crates, food, gloves, bowls and other misc supplies		500				
<b>TRAVEL</b>			0	0	3,000	0
						POV no longer used, costs transferred to vehicle maintenance
<b>TRAINING</b>			300	300	0	0
State certification training		300				
<b>TOTAL</b>			<b>4,385</b>	<b>3,635</b>	<b>4,850</b>	<b>750</b>

**FY2019 Budget Worksheet  
299-Field Driver**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 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%		20	
	Other Misc Expenses -History							
	Total Salary	45	45	0	0.00%	45	45	45
	Total Other	20	20	0	0.00%	0	20	0
	Total Field Driver	65	65	0	0.00%	45	65	45
Notes:								
Stipend per Compensation Plan								
Est mileage, call based								

**FY2019 Budget Worksheet  
310-Minuteman**

		FY19 Submitted Budget	FY18 Budget		FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-310-5320-0000	Minuteman Tuition	148,500	121,284		27,216	22.44%	67,548		
001-310-5330-0000	Minuteman Transportation	36,000	36,000		0	0.00%	22,400		
001-310-5601-0000	Minuteman Assessment	7,345	7,948		(603)	-7.59%	7,948	165,293	197,492
	RJGrey Program Assessment		0		0			32,199	
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	191,845	165,232		26,613	16.11%	97,896	197,492	197,492
	<b>Total Minuteman</b>	<b>191,845</b>	<b>165,232</b>		<b>26,613</b>	<b>16.11%</b>	<b>97,896</b>	<b>197,492</b>	<b>197,492</b>
Notes:									
Tuition Based on 5 current students & 2 anticipated students, current FY18 rate (May need to transfer 1 tuition based on acceptance for 1 applicant to all three schools)									
Current Transportation Estimate per diem rate									
Assessment is Capital obligations only									
FY17 Breakout RJGrey Assessment to show changes w/ ABRSD									

**FY2019 Budget Worksheet  
311-Assabet**

		FY19							
		Submitted	FY18		FY19	FY19	FY18	FY17	FY17
Account Number	Account Name	Budget	Budget		vs FY18	vs FY18	YTD 4/1	Budget	Actual
001-311-5320-0000	Assabet Tuition	33,000	16,464		16,536	100.44%	24,696		
001-311-5330-0000	Assabet Transportation	33,300	32,400		900	2.78%	3,663		
001-311-5601-0000	Assabet Assessment		0		0	0.00%			
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	66,300	48,864		17,436	35.68%	28,359	0	0
	<b>Total Assabet</b>	<b>66,300</b>	<b>48,864</b>		<b>17,436</b>	<b>35.68%</b>	<b>28,359</b>	<b>0</b>	<b>0</b>
Notes:									
Tuition: Based on 2 current students @ FY18 rate, plus 1 New Applicant (known duplicate)									
Transportation: FY18 reduced actuals based on current student only. Additional student will necessitate Transportation by bus company, est \$180/day. Will re-quote for new pricing									

**FY2019 Budget Worksheet  
312-Nashoba**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-312-5320-0000	Nashoba Tuition	16,600		16,600				
001-312-5330-0000	Nashoba Transportation	32,400		32,400				
001-312-5601-0000	Nashoba Assessment	0	0	0	0.00%			
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	49,000	0	49,000	100.00%	0	0	0
	<b>Total Nashoba</b>	<b>49,000</b>	<b>0</b>	<b>49,000</b>	<b>100.00%</b>	<b>0</b>	<b>0</b>	<b>0</b>
Notes:								
Tuition: Based on 2 applications @ FY18 rate*escalation factor (known duplicate application)								
Transportation: Bus company per diem rate \$180								

**FY2019 Budget Worksheet  
320-ABRSD**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-320-5601-0000	ABRSD Assessment	11,320,775	11,565,110	(244,335)	-2.11%	8,695,337	11,503,148	11,503,148
001-320-5601-0000	RJGrey Program Assessment	30,580	28,671	1,909	6.66%			
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	11,351,355	11,593,781	(242,426)	-2.09%	8,695,337	11,503,148	11,503,148
	<b>Total ABRSD</b>	<b>11,351,355</b>	<b>11,593,781</b>	<b>(242,426)</b>	<b>-2.09%</b>	<b>8,695,337</b>	<b>11,503,148</b>	<b>11,503,148</b>
Notes:								
Next Draft of RSD budget expected after 1/20/18; Benefit percentages adjust total favorably, reduction in Health								
Breakout RJGrey Assessment to show changes w/ ABRSD								

**FY2019 Budget Worksheet  
320-Summary**

School Year 2018-2019

**ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT  
Preliminary Budget Assessments - Projected State Aid Numbers**

TABLE 6 - 1/18/18

	<b>GROSS BUDGET 2018-2019</b>	<b>ACTON 84.71% 83.80%</b>	<b>BOXBOROUGH 15.29% 16.20%</b>
<b>EXPENDITURES INSIDE DEBT LIMIT:</b>			
OPERATING BUDGET	\$84,723,974	\$71,769,678	\$12,954,296
OPEB TRUST FUND CONTRIBUTION	\$900,000	\$762,390	\$137,610
MINUTEMAN ASSESSMENT	\$200,000	\$169,420	\$30,580
LOWER FIELDS CONSTRUCTION DEBT SERVICE	\$125,318	\$111,282	\$14,036
CAPITAL OUTLAY -BUILDINGS	\$1,000,000	\$847,100	\$152,900
<b>TOTAL INSIDE DEBT LIMIT</b>	<b>\$86,949,292</b>	<b>\$73,659,871</b>	<b>\$13,289,421</b>
<b>EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY REGION):</b>			
CONSTRUCTION DEBT SERVICE (FOR JHS & SHS/AUTHORIZED OUTSIDE PROP 2 1/2)	\$379,320	\$336,836	\$42,484
SH CONSTRUCTION/RENOVATION	\$1,392,880	\$1,236,877	\$156,003
	<b>\$1,772,200</b>	<b>\$1,573,714</b>	<b>\$198,486</b>
<b>GROSS BUDGET-Subtotal</b>	<b>\$88,721,492</b>	<b>\$75,233,584</b>	<b>\$13,487,908</b>
<b>SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS</b>	\$766,552	\$649,346	\$117,206
<b>GROSS BUDGET TOTAL (Total Regional Expenditures)</b>	<b>\$89,488,044</b>	<b>\$75,882,931</b>	<b>\$13,605,113</b>
<b>OTHER FINANCING SOURCES:</b>			
CHAPTER 70 BASE AID	\$14,968,061	\$12,679,444	\$2,288,617
CHARTER SCHOOL AID	\$32,361	\$27,413	\$4,948
REGIONAL SCHOOL TRANSPORTATION (Cherry Sheet)	\$1,337,757	\$1,133,214	\$204,543
REGIONAL BONUS AID & MISC REVENUES	\$275,000	\$232,953	\$42,048
TRANSFER FROM RESERVES (Excess & Deficiency)	\$775,000	\$656,503	\$118,498
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$17,388,179</b>	<b>\$14,729,526</b>	<b>\$2,658,653</b>
<b>TOWN ASSESSMENTS</b>	<b>\$72,099,865</b>	<b>\$61,153,404</b>	<b>\$10,946,461</b>

## FY2019 Budget Worksheet 320-Summary

Calculation of Final Assessments Per Appendix A to Revised Regional Agreement · FY19

Description	TOTAL	ACTON	BOXBOROUGH
Project Total Benefit Amount	\$1,873,119		
Base Budgets	\$69,670,702	\$58,148,708	\$11,521,994
Benefit Percentage Shares		60.0%	40.0%
Share of Benefits	\$1,873,119	\$1,123,871	\$749,248
Reduce Base Budgets By Benefit Shares	\$67,797,583	\$57,024,837	\$10,772,746
Recalculated Assessment Percentages Based On Benefit Shares Applied To Base Budget	100.00%	84.11%	15.89%
Input Table 6 Result From FY19 Actual Budget	<b>\$72,099,865</b>	<b>\$61,153,404</b>	<b>\$10,946,461</b>
Assessment Percentages With Actual Budget		84.82%	15.18%
Shift In Percentage Shares		0.71%	-0.71%
<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>\$72,099,865</b>	<b>\$60,643,504</b>	<b>\$11,456,361</b>
	(\$766,552)	(\$661,546)	(\$105,006)
	<b>\$71,333,313</b>	<b>\$59,981,958</b>	<b>\$11,351,355</b>

FY18 Assessments	\$69,323,837	\$57,730,056	\$11,593,781
increase	\$2,009,476	\$2,251,902	-\$242,426
%	2.9%	3.90%	-2.09%
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	\$2,758,996	\$2,376,088	\$382,908
%	4.3%	4.5%	3.4%
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
%	5.9%	6.2%	4.3%

**FY2019 Budget Worksheet  
320-Summary**

12/14/2017  
FY19 Table 6

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

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

	<b>GROSS</b>	<b>ACTON</b>	<b>BOXBOROUGH</b>
BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)	\$0.00	\$0.00	\$0.00
SBAB REIMBURSEMENT BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)	\$0.00	\$0.00	\$0.00
HAGER WELL (WATER & SEWER) (Authorized FY00)	\$72,779.00	\$61,651.09	\$11,127.91
TWIN SCHOOLS (Authorized FY03)	\$1,472,200.00	\$1,247,100.62	\$225,099.38
SBAB REIMBURSEMENT TWIN SCHOOLS (Authorized FY03)	(\$922,673.00)	(\$781,596.30)	(\$141,076.70)
<b>TOTAL OUTSIDE DEBT LIMIT</b>	<b>\$622,306.00</b>	<b>\$527,155.41</b>	<b>\$95,150.59</b>

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

REPLACEMENT OF PORTION OF BLANCHARD MEMORIAL ROOF (Authorized FY12)	\$18,588.00	\$15,745.89	\$2,842.11
REPLACEMENT OF WINDOWS (Authorized FY13)	\$7,889.00	\$6,682.77	\$1,206.23
SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL (Authorized FY13)	\$5,750.00	\$4,870.83	\$879.18
<b>TOTAL TOWN OF BOXBOROUGH SCHOOL DEBT SERVICE</b>	<b>\$32,227.00</b>	<b>\$27,299.49</b>	<b>\$4,927.51</b>

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

CONANT SCHOOL (Authorized FY10)	\$17,801.00	\$15,079.23	\$2,721.77
SCHOOL FACILITIES (Authorized FY10)	\$71,205.00	\$60,317.76	\$10,887.24
DOUGLAS ROOF (Authorized FY09)	\$23,013.00	\$19,494.31	\$3,518.69
<b>TOTAL TOWN OF ACTON SCHOOL DEBT SERVICE</b>	<b>\$112,019.00</b>	<b>\$94,891.29</b>	<b>\$17,127.71</b>

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

	\$766,552.00	\$649,346.20	\$117,205.80
	(\$766,552.00)	(\$661,546.00)	(\$105,006.00)
	\$0.00	(\$12,199.80)	\$12,199.80

**FY2019 Budget Worksheet  
422-Public Works**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-422-5112-0000	DPW Salary -Director	97,850	84,055	13,795	16.41%	64,171	84,055	83,398
001-422-5113-0000	DPW Salary - Business Admin	0	3,057	(3,057)				
001-422-5114-0000	DPW Salary	394,358	392,746	1,612	0.41%	229,238	385,210	349,313
001-422-5115-0000	DPW Salary -Clerical	53,644	52,583	1,061	2.02%	38,021	51,741	51,344
001-422-5134-0000	DPW OT	16,421	16,382	39	0.24%	16,144	16,002	22,467
001-422-5210-0000	DPW Electricity	12,500	4,500	8,000	177.78%	3,231	4,000	4,367
001-422-5210-0630	Playing Fields Electricity	1,300	1,300	0	0.00%	610		
001-422-5212-0000	DPW Heating	5,000	4,000	1,000	25.00%	2,983	4,000	3,310
001-422-5241-0000	DPW Bldg/Grounds Maint Svc	11,600	11,600	0	0.00%	9,570	6,500	12,156
001-422-5241-0630	Playing Fields Maintenance	4,900	4,900	0	0.00%	2,256		
001-422-5242-0000	DPW Vehicle Maint Svc	18,000	18,000	0	0.00%	15,793	18,000	21,456
001-422-5302-0000	DPW Medical Svc	1,000	1,000	0	0.00%	941	1,000	438
001-422-5331-0000	DPW Street Maint Supply	7,700	7,700	0	0.00%	7,566	9,500	11,674
001-422-5341-0000	DPW Cell Phones	5,000	5,000	0	0.00%	3,339	3,000	3,891
001-422-5399-0000	DPW Other Services	11,000	4,000	7,000	175.00%	4,300	7,500	5,098
001-422-5441-0000	DPW Bldg/Grounds Maint Supply	5,000	5,000	0	0.00%	4,999	7,000	5,840
001-422-5441-0630	Playing Fields Maintenance Supply	8,000	8,000	0	0.00%	21		
001-422-5442-0000	DPW Vehicle Maint Supply	17,000	17,000	0	0.00%	12,607	17,000	13,063
001-422-5580-0000	DPW Tools/Equipment	8,000	8,000	0	0.00%	1,658	8,000	4,773
001-422-5591-0000	DPW Uniforms	8,500	6,500	2,000	30.77%	4,364	6,800	5,549
001-422-5599-0000	DPW Other Office Exp	750	750	0	0.00%	815	750	1,113
001-422-5712-0000	DPW Training/Conferences	3,000	3,000	0	0.00%	1,366	500	918
001-422-5730-0000	DPW Dues	400	200	200	100.00%	388	200	100
001-422-5731-0000	DPW Certification/License	620	620	0	0.00%		400	270
	Other Misc Expenses -History					1,068		40,808
	Total Salary	562,273	548,823	13,450	2.45%	347,574	537,008	506,522
	Total Other	129,270	111,070	18,200	16.39%	77,877	94,150	134,824
	Total DPW	691,543	659,893	31,650	4.80%	425,451	631,158	641,345

Notes: Other Expenses for replacement Vehicle burned in FY17

**FY2019 Budget Worksheet  
422-Summary**

	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGE</b>
<b>ELECTRICITY</b>			4,000	8,000
DPW 577 Mass Ave	2,500	12,500	4,500	
DPW 873 Mass Ave	10,000			
Add Rec 3 Fields @ \$25/mo/6mo and \$200/mo/6 mo	1,300	1,300	1,300	
<b>HEATING/GAS</b>		5,000	4,000	4,000
Natural Gas 577 Mass Ave	1,000			
Natural Gas 873 Mass Ave	4,000			
<b>BUILDING &amp; GROUNDS MAINTENANCE SVC</b>			6,500	0
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	11,600	11,600	Separate maintenance at Playing Fields
Playing Fields: Irrigation On/Off \$1200/\$750, Ball field Machinery Rental 2x\$400, Porta-Potties 3x7mo @\$77, Misc Irrigation work	4,900	4,900	4,900	
<b>VEHICLE MAINTENANCE</b>		18,000	18,000	18,000
Inspections	1,800			
Tires	4,000			
Oil Changes 18x2/yr @\$250	9,000			
RBG	1,200			
Misc Filters/Brakes/Rotors/Tire Repair etc	2,000			
<b>MEDICAL SVC</b>		1,000	1,000	1,000
DOT Physicals 4@\$150 (Rotating), Drug Testing 8@\$55	1,000			
<b>STREET MAINT SUPPLY</b>		7,700	7,700	9,500
Street Signs, Cones, Barricades, Work Zone Safety Signs	1,000			
Cold Patch/Hot Top	4,700			
Sweeper Brooms				
Structures/Blocks (estimated average year)	2,000			
<b>CELL PHONES</b>		5,000	5,000	3,000
9 phones @ \$400/mo + 1 replacement @\$200	5,000			

**FY2019 Budget Worksheet  
422-Summary**

	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGE</b>
<b>OTHER SERVICES</b>				
Street Sweeper Contract Service	10,000			
Out of Town Police Details, Towing, etc	1,000			
	11,000	4,000	7,500	7,000
<b>BLDG &amp; GRNDS SUPPLY</b>				
DPW: Cleaning Supplies, Trash Bags, Restroom Supplies, Rakes, Shovels, Brooms,	5,000	5,000	5,000	
Playing Fields: Picnic Tables 9x\$300, Maintenance Sprinkler heads est \$1000, Mulch \$850, Parking Lots Gravel \$2010, Fertilizer 2x\$720	8,000	8,000	8,000	
			7,000	0
<b>VEHICLE MAINT SUPPLY</b>				
Oil, Stabilizer, Winterizer, Bulbs, Filters, Belts, Cutting Edges, Teeth, Rust Inhibitor/Paint, Mower Blades, Whips, Hydraulic Parts, Covers, etc	17,000	17,000	17,000	
				Try to perform as much fleet maintenance in-house as possible
				0
<b>TOOLS/EQUIPMENT</b>				
Socket Sets, Drills, Vehicle Engine Scanner, Tool Box, Airgas/Welding supplies, Crimping Tool, Jack, Sweeper broom \$700	8,000	8,000	8,000	
				0
<b>UNIFORMS &amp; CLEANING</b>				
Director Allowance per Contract	950	8,500	6,500	6,800
Boots 2 ea 16@\$150=\$2,400, T-shirts/Sweatshirts/Socks/Gloves/Eyewear/etc, Weekly Cleaning 52x\$60=\$3120,	7,550			
				2,000
<b>OTHER OFFICE EXPENSES</b>				
Office supplies, printing needs etc...	750	750	750	
				0
<b>TRAINING AND CONFERENCES</b>				
Procurement Training	800	3,000	3,000	500
Well Technician Training (est)	1,000			
Hoisting Training (est)	700			
New England Grows Convention, mileage, hotel, etc	500			

**FY2019 Budget Worksheet  
422-Summary**

	<b>FY19</b>	<b>FY18</b>	<b>FY17</b>	<b>NOTES/CHANGE</b>
<b>DUES AND MEMBERSHIPS</b>	400	200	200	200
Mass Highway \$100, NBM \$50, WCHA \$50, APWA \$200	400			
<b>CERTIFICATION/LICENSE</b>	620	620	400	0
Hoisting Renewal 5@\$60, Class 2 Renewal 4@80	620			
<b>TOTAL</b>	<b>129,270</b>	<b>111,070</b>	<b>94,150</b>	<b>18,200</b>

**FY2019 Budget Worksheet  
423-Snow & Ice**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-423-5126-0000	S&I Seasonal Wages	5,905	5,822	83	1.43%	7,721	5,708	8,322
001-423-5134-0000	S&I OT	58,731	58,515	216	0.37%	42,932	57,173	51,729
001-423-5243-0000	S&I Equipment Maint Svc	11,000	11,000	0	0.00%	11,753	9,000	17,350
001-423-5442-0000	S&I Vehicle Maint Supply	10,000	10,000	0	0.00%	7,907	10,200	5,068
001-423-5490-0000	S&I Meals/Refreshments	800	800	0	0.00%	203	1,000	629
001-423-5531-0000	S&I Street Maint Supply	100,000	95,000	5,000	5.26%	68,536	85,675	137,829
001-423-5820-0000	S&I Equipment	12,000	12,000	0		13,142		
	Other Misc Expenses -History							
	Total Salary	64,636	64,337	299	0.46%	50,652	62,881	60,051
	Total Other	133,800	128,800	5,000	3.88%	101,541	105,875	160,875
	Total Snow & Ice	198,436	193,137	5,299	2.74%	152,193	168,756	220,926
Notes:								
***May not reduce funding								
Salary: Average hours								
Equipment/Vehicles: Aging fleet, increased maintenance due to several hard winters. Still catching up								
Meals: Still testing averages								
Street Maintenance: Consistently overspent and use of RFT. 5 year average cost \$111,500								
Equipment: Replace 1 plow each year, average life 7-10 years, 14 plows in fleet								

**FY2019 Budget Worksheet  
424-Street Lighting**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-424-5210-0000	Street Lighting	3,500	5,000	(1,500)	-30.00%	2,819	5,500	4,784
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	3,500	5,000	(1,500)	-30.00%	2,819	5,500	4,784
	Total Street Lighting	3,500	5,000	(1,500)	-30.00%	2,819	5,500	4,784
Notes:								
5 Accounts, Average \$400/month total; New invoicing from LELD for LED Poles								

**FY2019 Budget Worksheet  
425-Hager Well**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-425-5210-0000	Hager Well Electric	2,500	2,500	0	0.00%	1,777	2,800	2,433
001-425-5243-0000	Hager Well Maint Svc	5,820	21,000	(15,180)	-72.29%	28,692	25,000	41,229
	Wastewater Maint Svc							
001-425-5304-0000	Hager Well Monitoring Contract	8,220		8,220				
	Wastewater Monitoring Contract	6,960		6,960				
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	23,500	23,500	0	0.00%	30,469	27,800	43,662
	<b>Total Hager Well</b>	<b>23,500</b>	<b>23,500</b>	<b>0</b>	<b>0.00%</b>	<b>30,469</b>	<b>27,800</b>	<b>43,662</b>
Notes:								
Electric: Heater unit at Well Site, 4 year average \$2.4K								
Maintenance Svc: Testing, Lab Fees, General Maintenance (FY17 budget included 5-year cleaning, FY18 actual includes 5-year cleaning), Generator Servicing \$1000 (New FY18)								
Monitoring Contracts: broken out of Maint Svc for transparency & tracking, Current Contract Rate \$685x12;Bids for Well Maintenance in process, may adjust rate to reflect new contract								
** 75-80% reimbursed by AB Regional School District into GF Revenue								

**FY2019 Budget Worksheet  
429-Fuel**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-429-5399-0000	Fuel System Testing/Maint Svc	7,000	7,000	0	0.00%	5,639	7,000	6,545
001-429-5536-0000	Fuel	70,500	69,175	1,325	1.92%	39,506	68,300	67,182
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	77,500	76,175	1,325	1.74%	45,146	75,300	73,727
	<b>Total Fuel</b>	<b>77,500</b>	<b>76,175</b>	<b>1,325</b>	<b>1.74%</b>	<b>45,146</b>	<b>75,300</b>	<b>73,727</b>
Notes:								
Testing Svc: Cyclical Testing pd early in year \$5250; Maintenance service as needed								
Fuel:		Price	Est Gallons	Total				
FY19 Estimates	Unleaded	2.20	20,000	44,000				
	Diesel	2.65	10,000	26,500				
				70,500				
For Reference:	FY18 Unleaded Estimates	2.20	20,000	44,000				
	FY18 Diesel Estimates	2.65	9,500	25,175				
				69,175				

**FY2019 Budget Worksheet  
431-Hazardous Waste**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-431-5399-0000	Hazardous Waste Disposal	10,000	0	10,000	0.00%	0	10,000	5,470
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	10,000	0	10,000	100.00%	0	10,000	5,470
	<b>Total Hazardous Waste</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>100.00%</b>	<b>0</b>	<b>10,000</b>	<b>5,470</b>
Notes:								
Hazardous Waste Day scheduled every other year								

**FY2019 Budget Worksheet  
433-Transfer Station**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-433-5210-0000	Transfer Sta Electric	2,100	2,100	0	0.00%	1,445	1,650	2,170
001-433-5241-0000	Transfer Sta Bldg/Ground Maint	4,500	8,500	(4,000)	-47.06%	1,246	4,500	6,177
001-433-5290-0000	Transfer Sta Bulk Recycling	6,200	6,200	0	0.00%	5,358	2,200	4,321
001-433-5291-0000	Transfer Sta Trucking	49,000	49,000	0	0.00%	35,370	53,000	44,404
001-433-5292-0000	Transfer Sta Tonnage Tipping	60,770	59,000	1,770	3.00%	44,236	72,000	56,082
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	122,570	124,800	(2,230)	-1.79%	87,654	133,350	113,154
	<b>Total Transfer Station</b>	<b>122,570</b>	<b>124,800</b>	<b>(2,230)</b>	<b>-1.79%</b>	<b>87,654</b>	<b>133,350</b>	<b>113,154</b>
Notes:								
Electric: Still working on finding energy efficiencies for compactors. Based on FY16/17 actuals								
Maintenance: Porta-potty \$100/mo; Maint on Compactors; Railing for concrete wall (entrance gates in FY18)								
Recycling:								
Trucking: FY17 Reduced total tonnage; compactors reduced # hauls, plus wood/metal hauls								
Tipping: FY17 Reduced total tonnage average 925 tons @ \$64/ton								

**FY2019 Budget Worksheet  
491-Cemetery**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-491-5124-0000	Cemetery Superintendent Salary	5,234	5,162	72	1.39%	1,303	9,085	2,967
001-491-5441-0000	Cemetery Grounds Maint Supplies	550	550	0	0.00%	14	550	104
001-491-5599-0000	Cemetery Other Expenses	450	450	0	0.00%		450	560
	Other Misc Expenses -History							
	<b>Total Salary</b>	<b>5,234</b>	<b>5,162</b>	<b>72</b>	<b>1.39%</b>	<b>1,303</b>	<b>9,085</b>	<b>2,967</b>
	<b>Total Other</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.00%</b>	<b>14</b>	<b>1,000</b>	<b>664</b>
	<b>Total Cemetery</b>	<b>6,234</b>	<b>6,162</b>	<b>72</b>	<b>1.17%</b>	<b>1,317</b>	<b>10,085</b>	<b>3,631</b>
Notes:								
Salary: Recent history for tracking actual hours, estimate 220 hours @ \$23.79/hr, rounded								
Other Expenses: Maintenance, fertilizer, tools, sod, etc @ North Cemetery								

**FY2019 Budget Worksheet  
505-Animal Inspector**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-505-5116-0000	Animal Inspector Salary	990	1,008	(18)	-1.79%	494	1,003	988
001-505-5711-0000	Animal Inspector Mileage	200	200	0	0.00%	16	216	6
	Total Salary	990	1,008	(18)	-1.79%	494	1,003	988
	Total Other	200	200	0	0.00%	16	216	6
	Total Animal Inspector	1,190	1,208	(18)	-1.49%	510	1,219	994
Notes:								
Salary: Stipend was not increased per Compensation plan in FY18								
Mileage: Based on Call volume, plus annual inspections total based on history								

**FY2019 Budget Worksheet  
511-Board of Health**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-511-5110-0000	BoH Salaries	501	501	0	0.00%	250	501	500
001-511-5241-0000	Landfill Monitoring	6,500	6,500	0	0.00%		6,500	4,180
001-511-5302-0000	Nursing Services	5,870	5,586	284	5.08%	5,585	5,320	5,319
001-511-5399-0000	BoH Mosquito Control	16,800	16,800	0	0.00%		16,500	16,464
001-511-5599-0000	BoH Other Office Expense	130	130	0	0.00%		130	
001-511-5602-0000	BoH Health Agent Services	12,850	12,239	611	4.99%	12,239	11,657	11,656
001-511-5730-0000	BoH Dues	150	150	0	0.00%	150	150	150
001-511-5799-0000	BoH Other Expenses	400	200	200	100.00%	395	210	537
	Other Misc Expenses -History							
	Total Salary	501	501	0	0.00%	250	501	500
	Total Other	42,700	41,605	1,095	2.63%	18,369	40,467	38,306
	Total BoH	43,201	42,106	1,095	2.60%	18,619	40,968	38,806
Notes:								
Landfill Monitoring: Bi-Annual testing 2 @ \$2500, additional testing may be required for positive results								
Nursing & Health Agent: New rates to be determined Jan 2018								
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.; incidents have increased								

**FY2019 Budget Worksheet  
529-Community Services**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-529-5116-0000	Community Svc Coord Salary	27,604	26,560	1,044	3.93%	14,774	25,302	23,188
001-529-5599-0000	Community Svc Other Office Expense	200	200	0	0.00%	64	200	123
001-529-5711-0000	Community Svc Travel	300	100	200	200.00%		95	96
001-529-5712-0000	Community Svc Training/Conferences	250	250	0	0.00%		250	200
001-529-5730-0000	Community Svc Dues	225	225	0	0.00%	225		
	Other Misc Expenses -History							
	Total Salary	27,604	26,560	1,044	3.93%	14,774	25,302	23,188
	Total Other	975	775	200	25.81%	289	545	420
	Total Community Services	28,579	27,335	1,244	4.55%	15,063	25,847	23,607
Notes:								
Salary: Grade 13, Step 9; 1.4% Wage Adjustment*16hrs/wk								
Office expenses: periodic need for informational materials for community distribution								
Travel: Meetings, home visits et.								
Training: approximate cost of 1 annual conference providing 6 out of 30 required CEUs to maintain licensure								
Dues: National Association of Social Workers membership fee, professional organization								

**FY2019 Budget Worksheet  
541-COA**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-541-5116-0000	COA Salary	60,748	51,052	9,696	18.99%	34,217	50,034	46,682
001-541-5317-0000	COA Printing	750	750	0	0.00%		750	545
001-541-5345-0000	COA Postage	1,800	1,800	0	0.00%		1,800	2,037
001-541-5351-0000	COA Programs	1,500	1,500	0	0.00%	647	1,500	1,501
001-541-5380-0000	COA Van Dispatch Svc	6,000		6,000				
001-541-5599-0000	COA Other Office Expense	350	350	0	0.00%	16	350	289
001-541-5711-0000	COA Mileage	100	100	0	0.00%		100	
001-541-5712-0000	COA Training/Conferences	200	200	0	0.00%		200	50
001-541-5730-0000	COA Dues	975	975	0	0.00%	1,237	975	1,213
	Other Misc Expenses -History							
	Total Salary	60,748	51,052	9,696	18.99%	34,217	50,034	46,682
	Total Other	11,675	5,675	6,000	105.73%	1,900	5,675	5,635
	Total COA	72,423	56,727	15,696	27.67%	36,116	55,709	52,318
Notes:								
Salary: Grade 13, Max Step; 2% Wage Adjustment								
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								
Dispatch: Expense added due to re-org at MART								
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)								

**FY2019 Budget Worksheet  
543-Veterans**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-543-5116-0000	Veterans PT	2,900	3,000	(100)	-3.33%	1,069	4,068	2,553
001-543-5351-0000	Veterans VMC Outreach	400	400	0	0.00%	34		
001-543-5599-0000	Veterans Other Supplies	350	350	0	0.00%		150	128
001-543-5711-0000	Veterans Travel	100	100	0	0.00%		70	73
001-543-5712-0000	Veterans Training/Conferences	100	100	0	0.00%		100	
001-543-5730-0000	Veterans Dues	40	40	0	0.00%	50	40	
	Other Misc Expenses -History							
	Total Salary	2,900	3,000	(100)	-3.33%	1,069	4,068	2,553
	Total Other	990	990	0	0.00%	84	360	202
	Total Veterans	3,890	3,990	(100)	-2.51%	1,152	4,428	2,755
Notes:								
Salary: Wednesday morning office hours 2 hr/wk @ 21.04, 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								

**FY2019 Budget Worksheet  
610-Library**

		FY19							
		Submitted	FY18		FY19	FY19	FY18	FY17	FY17
Account Number	Account Name	Budget	Budget		vs FY18	vs FY18	YTD 4/1	Budget	Actual
001-610-5112-0000	Library Director Salary	0	85,800		(85,800)	-100.00%	62,040	82,476	81,844
001-610-5116-0000	Library PT Salary	248,656	159,861		88,795	55.55%	110,555	160,715	148,269
001-610-5210-0000	Library Electricity	16,000	15,000		1,000	6.67%	10,724	15,000	15,531
001-610-5212-0000	Library Heating	7,700	7,000		700	10.00%	5,357	7,700	6,157
001-610-5241-0000	Library Bldg/Ground Maint Svc	20,000	20,000		0	0.00%	18,958	15,350	23,450
001-610-5305-0000	Library Software Support	2,700	2,700		0	0.00%	2,557	2,700	2,415
001-610-5306-0000	Library Consulting	0			0				
001-610-5345-0000	Library Postage	300	350		(50)	-14.29%	150	350	341
001-610-5351-0000	Library Programs	1,000	1,000		0	0.00%	554	1,000	1,004
001-610-5441-0000	Library Bldg/Ground Maint Supplies	3,000	3,000		0	0.00%	1,370	3,000	3,024
001-610-5520-0000	Library Materials	72,000	70,000		2,000	2.86%	40,057	69,000	68,429
001-610-5599-0000	Library Other Supplies	2,700	2,700		0	0.00%	1,043	2,700	1,710
001-610-5711-0000	Library Travel	800	800		0	0.00%	488	800	803
001-610-5712-0000	Library Training/Conferences	5,000	1,000		4,000	400.00%	172	1,000	258
001-610-5730-0000	Library Dues	16,800	16,100		700	4.35%	140	16,100	14,334
	Other Misc Expenses -History								
	Total Salary	248,656	245,661		2,995	1.22%	172,595	243,191	230,113
	Total Other	148,000	139,650		8,350	5.98%	81,569	134,700	137,457
	Total Library	396,656	385,311		11,345	2.94%	254,164	377,891	367,569
Notes:									
See Summary Page									
Library Materials must =19.5% total budget. \$72,000+\$5,200 Library Fines = 19.5%									

**FY2019 Budget Worksheet  
610-Summary**

	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>ELECTRICITY</b>	16,000	15,000	15,000	1,000
Library & Pump	16,000			
<b>HEATING/GAS</b>	7,700	7,000	7,700	700
Heating costs (natural gas) for	7,700			
<b>BUILDING &amp; GROUNDS MAINTAINANCE SERVICE</b>	20,000	20,000	15,350	0
Plumbers, Electricians, septic pumping, fire extinguishers, pest control, irrigation ....	20,000			
<b>SOFTWARE SUPPORT</b>	2,700	2,700	2,700	0
	2,700			
<b>POSTAGE</b>	300	350	350	(50)
	300			
<b>PROGRAMS</b>	1,000	1,000	1,000	0
Summer Reading,	1,000			
<b>BUILDING &amp; GROUNDS SUPPLIES</b>	3,000	3,000	3,000	0
drinking water, misc. hardware, appliances, fixtures, bulbs, tools, cleaning supplies, ...	3,000			
<b>MATERIALS</b>	72,000	70,000	69,000	2,000
Books	18,500			
Children's	18,500			
Audio	7,000			
Video	8,000			
Subscriptions	5,000			
Misc	15,000			
<b>OTHER SUPPLIES</b>	2,700	2,700	2,700	0
Covers, ...	2,700			
<b>TRAVEL</b>	800	800	800	0
Mileage to meetings & training	800			

**FY2019 Budget Worksheet  
610-Summary**

	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
<b>TRAINING AND CONFERENCES</b>	5,000	1,000	1,000	4,000
Tuition, fees, travel, lodging and other related expenses associated with attending conferences and training seminars for Staff	1,000			
Continuing Education	4,000			
<b>DUES AND MEMBERSHIPS</b>	16,800	16,100	16,100	700
CWMARS Assessment (Overdrive 10% mandatory included)	16,800			
ALA				
State eBook platform mandatory charge \$400				
<b>TOTAL</b>	<b>148,000</b>	<b>139,650</b>	<b>134,700</b>	<b>8,350</b>

**FY2019 Budget Worksheet  
630-Rec Comm**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-630-5126-0000	Rec Comm PT	29,621	26,204	3,417	13.04%	21,833	25,481	25,820
001-630-5210-0000	Rec Comm Electricity		0	0	0.00%		1,100	1,390
001-630-5241-0000	Rec Comm Contracted Svc	2,330	1,930	400	20.73%	169	1,900	3,597
001-630-5351-0000	Rec Comm Programs	6,100	6,100	0	0.00%	4,931	5,900	4,803
001-630-5599-0000	Rec Comm Other Supplies			0	0.00%	130	1,940	1,046
	Other Misc Expenses -History							
	Total Salary	29,621	26,204	3,417	13.04%	21,833	25,481	25,820
	Total Other	8,430	8,030	400	4.98%	5,230	10,840	10,836
	Total Rec Comm	38,051	34,234	3,817	11.15%	27,064	36,321	36,655
Notes:								
Rec Comm PT: Rates per Classification & Compensation Schedule, increase included for Lead Director, still to be determined. Total increase 100 hours, adjusted through director and counselor positions								
Electricity: ***Moved to DPW422 in FY18***								
Contracted Services: Tent \$1700 (increase by \$400 to leave installed through Labor Day per resident/town board requests), POD \$550; PortaPotties (1 potty for winterfest \$80)								
Programs: Summer Playground \$5000 for activity fees, crafts, games, refreshments; Winterfest \$1100 vendors & supplies								
Other Supplies: Could be for Summer staff uniforms \$650, First Aid Kit, Cooler replacement, Hay for Winterfest/Fifer's, street banner, misc non-consumables. Will postpone additional purchases in order to increase staffing to necessary levels								
***All Fields maintenance moved to DPW: Electricity, Potties, Grounds in FY18***								

**FY2019 Budget Worksheet  
670-Steele Farm**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-670-5210-0000	Steele Farm Electricity	600	600	0	0.00%	356	500	334
001-670-5799-SFBD	Steele Farm Building Maint	600	600	0	0.00%	85	500	105
001-670-5799-SFGR	Steele Farm Grounds Maint	600	600	0	0.00%	101	500	321
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	1,800	1,800	0	0.00%	541	1,500	760
	<b>Total Steele Farm</b>	<b>1,800</b>	<b>1,800</b>	<b>0</b>	<b>0.00%</b>	<b>541</b>	<b>1,500</b>	<b>760</b>
Notes:								
Electric: Heater unit in basement of house to prevent foundation shifting, potential for additional usage with constr.								
Building Maintenance: Barn: adding stairs to loft and railing at open end								
Grounds Maintenance: Additional parking material as needed and/or more benches/tables								

**FY2019 Budget Worksheet  
691-Hist Comm**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-691-5210-0000	Hist Comm Electricity	900	700	200	28.57%	810	700	886
001-691-5212-0000	Hist Comm Heating	1,700	2,000	(300)	-15.00%	1,187	2,500	1,762
001-691-5241-0000	Hist Comm Building/Grounds Maint	500	500	0	0.00%	135	500	162
001-691-5799-0000	Hist Comm Other Expense	350	350	0	0.00%	62	345	122
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	3,450	3,550	(100)	-2.82%	2,194	4,045	2,931
	<b>Total Hist Comm</b>	<b>3,450</b>	<b>3,550</b>	<b>(100)</b>	<b>-2.82%</b>	<b>2,194</b>	<b>4,045</b>	<b>2,931</b>
Notes:								
Electricity: Based on increased electrical usage from last year due to dehumidification & police radios								
Heating: Est based 4 year average history rounded up								
Blg/Grnds Maint: Only routine maintenance expected								
Other Expense: Continuation of multi-year historical signage project								

**FY2019 Budget Worksheet  
692-Public Celebr**

		FY19 Submitted Budget	FY18 Budget		FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-692-5351-0000	Public Celebr Programs	830	830		0	0.00%	444	665	622
001-692-5599-0000	Public Celebr Other Supplies	370	370		0	0.00%		300	323
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	1,200	1,200		0	0.00%	444	965	945
	<b>Total Public Celebr</b>	<b>1,200</b>	<b>1,200</b>		<b>0</b>	<b>0.00%</b>	<b>444</b>	<b>965</b>	<b>945</b>
Notes:									
Programs: Tree Lighting \$300 (additional LED bulbs & strings), Memorial Day \$230 (flowers/frames), Fifer's Day \$300 (costume replacement/decorations)									
Other Supplies: beverage container, banner, table cloths, etc									

**FY2019 Budget Worksheet  
699-ABCC**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-699-5799-0000	ABCC Other Exp	1,400	1,400	0	0.00%	570	1,500	1,248
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	1,400	1,400	0	0.00%	570	1,500	1,248
	Total AB Cultural Council	1,400	1,400	0	0.00%	570	1,500	1,248
Notes:								
Additional Boxborough-based programs and initiatives								

**FY2019 Budget Worksheet  
710-Long Term Debt**

		FY19							
		Submitted	FY18		FY19	FY19	FY18	FY17	FY17
Account Number	Account Name	Budget	Budget		vs FY18	vs FY18	YTD 4/1	Budget	Actual
001-710-5910-0300	Blanchard Debt		335,000		(335,000)	-100.00%	335,000	340,000	340,000
001-710-5910-2006	Library/Land/Housing/School Debt	225,000	237,000		(12,000)	-5.06%	237,000	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	210,000	215,000		(5,000)	-2.33%	215,000	230,000	230,000
001-710-5910-2016	Paving/Fire Engine/DPW Eq/Vehicles	180,000	200,000		(20,000)	-10.00%	200,000		
001-710-5910-2018	Paving/DPW Eq/DPW Building	190,000			190,000				
	Other Misc Expenses -History								
	Total Salary		0		0	0.00%	0	0	0
	Total Other	930,000	1,112,000		(182,000)	-16.37%	987,000	955,000	955,000
	Total Retirement of LT Debt	930,000	1,112,000		(182,000)	-16.37%	987,000	955,000	955,000
Notes:									
No new Debt added in FY18, will likely Bond in FY19									

**FY2019 Budget Worksheet  
751-Debt Interest**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD	FY17 Budget	FY17 Actual
001-751-5915-0000	Interest Long Term	212,657	154,415	58,242	37.72%	105,051	155,848	202,110
001-751-5925-0000	Interest Short Term	0		0			12,010	10,406
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	212,657	154,415	58,242	37.72%	105,051	167,858	212,515
	<b>Total Debt Interest</b>	<b>212,657</b>	<b>154,415</b>	<b>58,242</b>	<b>37.72%</b>	<b>105,051</b>	<b>167,858</b>	<b>212,515</b>
Notes:								
BAN of 2017 ATM articles (\$1,010,000) @ 2.5%								

**Debt Schedule 15y  
Town of Boxborough**

Date of Issue	Purpose	Type of Payment	Remaining Debt	Year Retired	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
07/01/05 (exempt)	Sewage Disposal-School (Refunding 12/23/16)	Principal Interest	240,000 28,200	2026	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 (exempt)	Water - School (Refunding 12/23/16)	Principal Interest	330,000 37,800	2026	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 (exempt)	Land Acquisition - Conservation (Refunding 12/23/16)	Principal Interest	120,000 6,600	2022	30,000 2,700	30,000 2,100	30,000 1,350	30,000 450																
07/01/05 (exempt)	Affordable Housing (Refunding 12/23/16)	Principal Interest	30,000 2,600	2024	5,000 750	5,000 650	5,000 525	5,000 375	5,000 225	5,000 75														
07/01/05 (exempt)	Library (Refunding 12/23/16)	Principal Interest	660,000 56,425	2024	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 (Breakdown next page)	Principal Interest	240,000 10,650	2020	125,000 7,200	115,000 3,450																		
02/15/15	Departmental Equipment (Breakdown next page)	Principal Interest	1,320,000 158,031	2030	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								
12/23/16	Departmental Equipment/Paving/Bldg Repairs (Breakdown next page)	Principal Interest	1,800,000 376,394	2036	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	85,000 8,913	65,000 6,581	45,000 4,794	45,000 3,331	40,000 1,950	40,000 650		
5/??/18	DPW Bldg/Departmental Equipment/Paving (Breakdown next page)	Principal Interest	2,220,000 583,500	2033	190,000 83,250	190,000 76,125	185,000 69,000	185,000 62,063	175,000 55,125	165,000 48,563	165,000 42,375	160,000 36,188	155,000 30,188	150,000 24,375	100,000 18,750	100,000 15,000	100,000 11,250	100,000 7,500	100,000 3,750					
<b>TOTAL ALL DEBT</b>		Principal Interest Total	6,960,000 1,260,200 8,220,200		930,000 212,657 1,142,657	880,000 187,582 1,067,582	740,000 161,832 901,832	715,000 138,619 853,619	635,000 116,382 751,382	610,000 96,169 706,169	465,000 78,357 543,357	370,000 63,319 433,319	285,000 52,569 337,569	280,000 43,207 323,207	230,000 34,032 264,032	200,000 26,763 226,763	185,000 20,163 205,163	165,000 14,082 179,082	145,000 8,544 153,544	45,000 3,332 48,332	40,000 1,950 41,950	40,000 650 40,650		
<b>Total Exempt Debt</b>		Principal Interest Total	1,380,000 131,625 1,511,625		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								
<b>Total Non-exempt Debt</b>		Principal Interest Total	5,580,000 1,128,575 6,708,575		705,000 177,957 882,957	660,000 157,332 817,332	525,000 137,007 662,007	500,000 120,244 620,244	450,000 104,007 554,007	430,000 89,269 519,269	395,000 75,207 470,207	300,000 62,269 362,269	285,000 52,569 337,569	280,000 43,207 323,207	230,000 34,032 264,032	200,000 26,763 226,763	185,000 20,163 205,163	165,000 14,082 179,082	145,000 8,544 153,544	45,000 3,332 48,332	40,000 1,950 41,950	40,000 650 40,650		

**FY2019 Budget Worksheet  
830-County Retirement Assmt**

		FY19 Submitted Budget	FY18 Budget		FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-830-5690-0000	County Retirement Assessment	843,801	791,841		51,960	6.56%	791,841	671,055	671,055
	Other Misc Expenses -History				0				
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	843,801	791,841		51,960	6.56%	791,841	671,055	671,055
	<b>Total County Retirement Assmt</b>	<b>843,801</b>	<b>791,841</b>		<b>51,960</b>	<b>6.56%</b>	<b>791,841</b>	<b>671,055</b>	<b>671,055</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									

**FY2019 Budget Worksheet  
912-Other Insurance**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-912-5172-0000	Workers Comp Ins	23,825	12,025	11,800	98.13%	13,192	9,900	11,832
001-912-5173-0000	Police & Fire Accident Ins	42,300	39,000	3,300	8.46%	39,847	41,077	38,113
001-912-5174-0000	Unemployment	23,070	22,260	810	3.64%	15,794	21,660	30,298
	Other Misc Expenses -History			0				
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	89,195	73,285	15,910	21.71%	68,833	72,637	80,243
	<b>Total Other Insurance</b>	<b>89,195</b>	<b>73,285</b>	<b>15,910</b>	<b>21.71%</b>	<b>68,833</b>	<b>72,637</b>	<b>80,243</b>
Notes:								
Workers Comp: Increased due to claims - Very preliminary estimate (\$10,000 increase over \$14,562 FY18 actual) less 3% prompt payment discount of \$737								
Police & Fire Accident Ins: Premium increase of 3% over FY18 actual \$1,195; Plus Insurer recommended increasing medical payments limits to \$300,000 (add'l cost of \$1,250 over FY18 premium)								
Unemployment: Calculated based upon one employees at maximum benefit (\$769/week, up from \$742/week), for maximum period of 30 weeks								

**FY2019 Budget Worksheet  
915-Employee Benefits**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-915-5170-HLTH	Employee Benefits - Health Ins	830,000	780,000	50,000	6.41%	519,870	615,000	645,200
001-915-5170-LIFE	Employee Benefits - Life Ins	1,750	1,950	(200)	-10.26%	1,525	1,950	1,773
001-915-5170-LTD-	Employee Benefits - LTD Ins	4,500	5,850	(1,350)	-23.08%	2,984	5,850	4,330
001-915-5171-MEDC	Employee Benefits - Medicare	65,500	60,000	5,500	9.17%	40,940	55,000	55,884
	Other Misc Expenses -History	(13,500)	(13,000)	(500)	0.038462			
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	888,250	834,800	53,450	6.40%	565,318	677,800	707,187
	Total Employee Benefits	888,250	834,800	53,450	6.40%	565,318	677,800	707,187
Notes:								
Health Insurance: Preliminary estimates show 12-15% plan increase. Final approval in Feb 2018 has an average plan increase of only 7.5%. New total based on current enrollment plus 2 (with adjustments for pending retirements); another possible adjustment, one change from HPHC/Tufts to Fallon could save about \$5000.								
Medicare: Based on total salary \$4,124,217 (total at rev3) plus outside details (\$320K in FY17) & Union escalation estimate * 1.45%								
Reduction will be added in actual lines, based on 2/3 of ACO IMA costs Health & Medicare								

**FY2019 Budget Worksheet  
945-Liability Insurance**

Account Number	Account Name	FY19 Submitted Budget	FY18 Budget	FY19 vs FY18	FY19 vs FY18	FY18 YTD 4/1	FY17 Budget	FY17 Actual
001-945-5741-0000	Liability Ins - Property/Casualty/Prof.	92,245	90,320	1,925	2.13%	74,299	85,756	82,909
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	92,245	90,320	1,925	2.13%	74,299	85,756	82,909
	<b>Total Liability Insurance</b>	<b>92,245</b>	<b>90,320</b>	<b>1,925</b>	<b>2.13%</b>	<b>74,299</b>	<b>85,756</b>	<b>82,909</b>
Notes:								
FY18 base premium (\$84,585) & premiums on vehicles placed in service during FY18 (\$2,400) less prompt payment discount of 3% (No new additions expected in FY19)								
May revise to add ins on DPW office trailer, amt TBD								
UST coverage was added in November 2015; premium has been paid throug 11/29/18								
	FY18 base premium			\$84,585				
	Placed in service in 2018							
	DPW Dump Truck		\$1,600					
	DPW Pickup Truck		\$800					
	DPW Office Trailer -\$56			\$2,400				
				\$86,985				
	Increase estimated at 2%			\$1,740				
				\$88,725				
	873 Mass Avenue (potential new DPW Facility)			\$2,894				
				\$91,619				
	Less est. prompt pay discount (3%)			-\$2,749				
				\$88,870				
	Lloyds (Steele Farmhouse 4/19-4/20)			\$1,000				
	Crum & Forster: Underground Storage Tanks (UST)							
	Premium 11/18-11/20 based on FY17 + 5%			\$2,374				
				<b>\$92,244</b>				