

FY2021 Financial Model
Town of Boxborough

	FY21 Proposed Budget	FY20 Budget		FY21 vs FY20	FY21 vs FY20
<u>Summary of Expenditures</u>					
Town Government	\$ 1,302,120	\$ 1,234,830	\$ 67,290	5.45%	
Protection	\$ 3,142,425	\$ 2,889,560	\$ 252,865	8.75%	
Public Works	\$ 1,238,845	\$ 1,182,790	\$ 56,055	4.74%	
Health Services	\$ 185,480	\$ 167,380	\$ 17,400	10.40%	
Culture & Recreation	\$ 477,100	\$ 448,780	\$ 28,320	6.31%	
Subtotal - Town Government	\$ 6,345,970	\$ 5,923,340	\$ 422,630	7.13%	
A/B Regional School	\$ 11,686,465	\$ 11,522,285	\$ 164,180	1.42%	
Vocational/Technical Schools	\$ 349,090	\$ 363,150	\$ (14,060)	-3.87%	
Subtotal - Education	\$ 12,035,555	\$ 11,885,435	\$ 150,120	1.26%	
Debt Service	\$ 948,485	\$ 1,087,110	\$ (138,625)	-12.75%	
Employee Benefits	\$ 2,277,945	\$ 2,192,965	\$ 84,980	3.88%	
Reserve Fund	\$ 150,000	\$ 150,000	\$ -	0.00%	
Subtotal - Other	\$ 3,376,430	\$ 3,430,075	\$ (53,645)	-1.56%	
Total Budget	\$ 21,757,955	\$ 21,238,850	\$ 519,105	2.44%	
ATM FY20 Warrant Articles Within 2 1/2 (R&A)		\$ 140,005	included above		
ATM FY20 Warrant Articles Within 2 1/2		\$ 1,650,632	\$ (1,650,632)		
ATM FY21 Warrant Articles Within 2 1/2	\$ -		\$ -	-82%	
STM FY19 Warrant Articles Within 2 1/2 -May		\$ 939	\$ (939)		
STM FY20 Warrant Articles Within 2 1/2 -May			\$ -		
STM FY20 Warrant Articles Within 2 1/2 -Dec	\$ 176,286		\$ 176,286		
ATM FY20 Warrant Articles CPC		\$ 68,250	\$ (68,250)	-100.00%	
ATM FY21 Warrant Articles CPC			\$ -		
Overlay Reserve (known after tax rate setting)	\$ 320,000	\$ 319,324	\$ 676	0.21%	
<u>Total Budget, Articles, Overlay</u>	\$ 22,254,241	\$ 23,277,995	\$ (1,023,754)	-4.40%	

**FY2021 Financial Model
Town of Boxborough**

	FY21 Proposed Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20
Sources of Funds				
Estimated State Aid	\$ 273,842	\$ 273,842	\$ -	0.00%
State Aid (Cherry Sheet Assessments)	\$ (76,025)	\$ (76,025)	\$ -	0.00%
State Aid (Chapter 70)	\$ 22,674	\$ 22,674	\$ -	0.00%
Total Estimated State Aid	\$ 220,491	\$ 220,491	\$ -	0.00%
Estimated Local Receipts	\$ 1,500,000	\$ 1,580,000	\$ (80,000)	-5.06%
Total State Aid and Local Revenue	\$ 1,720,491	\$ 1,800,491	\$ (80,000)	-4.44%
Prior Year Levy Limit	\$ 21,990,284	\$ 21,219,522	\$ 770,762	3.63%
Allowed 2 1/2 Growth - Revenue Tax Increase	\$ 549,757	\$ 530,488	\$ 19,269	3.63%
Tax Rate	\$ 16.72	16.42		
New Growth (estimate determined by Town Policy Makers)	\$ 3,050,000	\$ 240,274	\$ (189,278)	-78.78%
Current Year Levy Limit	\$ 22,591,037	\$ 21,990,284	\$ 600,753	2.73%
One Time Capital Exclusion Articles	\$ -	\$ -	\$ -	0.00%
Exempt Debt Service (Net of State Reimbursement)	\$ 397,647	\$ 432,897	\$ (35,250)	-8.14%
Maximum Allowable Levy	\$ 22,988,684	\$ 22,423,181	\$ 565,503	2.52%
Total Available Funds	\$ 24,709,175	\$ 24,223,672	\$ 485,503	2.00%
Total Funds Required to meet Total Expenses (excess capacity)	\$ (2,454,934)	\$ (945,677)	\$ (1,509,257)	159.60%

FY2021 Financial Model
Town of Boxborough

	FY21 Proposed Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20
<u>For Tax Rate Calculation</u>				
Operating Budget	\$ 21,757,955	\$ 21,238,850	\$ 519,105	2.44%
ATM 2019 Warrant Articles Within 2 1/2		\$ 1,650,632	\$ (1,650,632)	-100.00%
ATM 2020 Warrant Articles Within 2 1/2	\$ -	\$ -		
STM 2019 Warrant Articles Within 2 1/2		\$ 939		
STM 2019/20 Warrant Articles Within 2 1/2	\$ 176,286	\$ -	\$ 175,347	18673.81%
ATM 2019 Warrant Articles CPC	\$ -	\$ 68,250	\$ -	0.00%
ATM 2020 Warrant Articles CPC		\$ -		
Overlay Reserve - raised on tax recap	\$ 320,000	\$ 319,324	\$ 676	0.21%
Other Deficit Funds - raised on tax recap	\$ -	\$ -	\$ -	
Less: Funding Sources				
Available Funds - Free Cash (to reduce tax rate)	\$ -	\$ -	\$ -	
Available Funds - Free Cash (Warrant Articles)		\$ (763,839)	\$ 763,839	-100.00%
Available Funds - Free Cash (Warrant Articles-STM)-Dec	\$ (176,286)	\$ -	\$ (176,286)	
Available Funds - Cable Funds (RRA)	\$ -	\$ (77,500)	\$ 77,500	-100.00%
Available Funds - CPA Funds	\$ -	\$ (68,250)	\$ 68,250	-100.00%
Available Funds - Transfer Unexpended Prior Year Articles	\$ -	\$ -	\$ -	
Available Funds - TNC	\$ -	\$ (332)	\$ 332	
Available Funds - Sale of Lots		\$ (9,900)	\$ 9,900	
To be Borrowed	\$ -	\$ (800,000)	\$ 800,000	0.00%
State Aid (Cherry Sheets - Assessments)	\$ (220,491)	\$ (220,491)	\$ -	0.00%
Local Receipts	\$ (1,500,000)	\$ (1,580,000)	\$ 80,000	-5.06%
(Estimated) Amount to be Raised by Tax Levy	\$ 20,357,464	\$ 19,757,682	\$ 668,032	3.38%
Total Valuation (Assessor sets tax rate)	\$ 1,184,729,592	\$ 1,181,679,592	\$ 3,050,000	0.26%
Estimated tax rate	\$ 17.18	\$ 16.72	\$ 0.46	2.77%
Average Single Family Assessment FY19 Valuation	\$ 608,661	\$ 608,661		
Average Single Family Tax Bill at Proposed Rate	\$ 10,459	\$ 10,177	\$ 281.75	

**FY2021 Budget Summary
Town of Boxborough**

	FY21 Submitted Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
114 Total Salary	100	0	100	10000.0%	0	0	0
114 Total Other	65	65	0	0.0%	59	57	57
114 Total Moderator	165	65	100	153.8%	59	57	57
119 Total Salary	0	0	0	0.0%	0	0	0
119 Total Other	170	170	0	0.0%	37	150	129
119 Total Town Constable	170	170	0	0.0%	37	150	129
122 Total Salary	2,000	2,000	0	0.0%	800	2,000	1,600
122 Total Other	3,030	2,885	145	5.0%	1,379	2,865	2,501
122 Total Select Board	5,030	4,885	145	3.0%	2,179	4,865	4,101
123 Total Salary	211,085	192,150	18,935	9.9%	66,352	139,200	136,643
123 Total Other	4,225	4,515	(290)	-6.4%	1,859	5,000	3,872
123 Total Town Administrator	215,310	196,665	18,645	9.5%	68,212	144,200	140,515
131 Total Salary	3,075	3,000	75	2.5%	0	0	0
131 Total Other	375	375	0	0.0%	187	375	194
131 Total Town Finance Comm	3,450	3,375	75	2.2%	187	375	194
135 Total Salary	89,750	79,005	10,745	13.6%	35,579	75,640	75,068
135 Total Other	36,175	37,335	(1,160)	-3.1%	13,647	39,585	38,360
135 Total Accountant	125,925	116,340	9,585	8.2%	49,227	115,225	113,428
141 Total Salary	83,260	80,005	3,255	4.1%	35,579	78,531	69,389
141 Total Other	13,790	13,860	(70)	-0.5%	7,276	18,970	19,307
141 Total Assessor	97,050	93,865	3,185	3.4%	42,855	97,501	88,696
145 Total Salary	75,520	71,575	3,945	5.5%	33,228	78,531	61,796

**FY2021 Budget Summary
Town of Boxborough**

	FY21 Submitted Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
145 Total Other	30,040	25,990	4,050	15.6%	6,313	19,690	19,072
145 Total Treasurer/Collector	105,560	97,565	7,995	8.2%	39,541	98,221	80,868
151 Total Salary	0	0	0	0.0%	0	0	0
151 Total Other	78,400	87,600	(9,200)	-10.5%	25,964	87,600	90,649
151 Total Legal	78,400	87,600	(9,200)	-10.5%	25,964	87,600	90,649
152 Total Salary	0	0	0	0.0%	0	0	0
152 Total Other	345	320	25	7.8%	225	320	200
152 Total Personnel Board	345	320	25	7.8%	225	320	200
156 Total Salary	6,000	5,000	1,000	20.0%	5,000	0	0
156 Total Other	164,310	151,210	13,100	8.7%	79,544	138,340	130,170
156 Total Technology	170,310	156,210	14,100	9.0%	84,544	138,340	130,170
161 Total Salary	53,160	50,690	2,470	4.9%	22,407	49,715	49,303
161 Total Other	1,705	1,830	(125)	-6.8%	597	1,855	1,855
161 Total Town Clerk	54,865	52,520	2,345	4.5%	23,004	51,570	51,158
162 Total Salary	8,845	7,280	1,565	21.5%	720	7,742	6,721
162 Total Other	9,355	7,560	1,795	23.7%	4,331	6,575	6,574
162 Total Elect. & Registr.	18,200	14,840	3,360	22.6%	5,051	14,317	13,295

**FY2021 Budget Summary
Town of Boxborough**

	FY21 Submitted Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
171 Total Salary	0	0	0	0.0%	0	0	0
171 Total Other	2,150	2,150	0	0.0%	694	2,150	899
171 Total Conservation Comm	2,150	2,150	0	0.0%	694	2,150	899
175 Total Salary	76,780	84,525	(7,745)	-9.2%	11,731	78,076	48,718
175 Total Other	9,300	5,030	4,270	84.9%	10,122	4,805	7,487
175 Total Planning Board	86,080	89,555	(3,475)	-3.9%	21,853	82,881	56,205
176 Total Salary	3,075	3,000	75	2.5%	0	0	0
176 Total Other	225	225	0	0.0%	0	225	0
176 Total ZBA	3,300	3,225	75	2.3%	0	225	0
179 Total Salary	0	0	0	0.0%	0	0	0
179 Total Other	200	200	0	0.0%	0	200	7
179 Total Ag Comm	200	200	0	0.0%	0	200	7
182 Total Salary	0	0	0	0.0%	0	0	0
182 Total Other	3,500	0	3,500	350000.0%	0	0	0
182 Total Economic Development	3,500	0	3,500	350000.0%	0	0	0
192 Total Salary	226,765	212,660	14,105	6.6%	91,151	185,846	183,168
192 Total Other	49,055	47,655	1,400	2.9%	17,760	43,875	36,890
192 Total Town Hall	275,820	260,315	15,505	6.0%	108,912	229,721	220,058
196 Total Salary	0	0	0	0.0%	0	0	0
196 Total Other	54,190	52,865	1,325	2.5%	19,267	12,555	12,552
196 Total Facilities	54,190	52,865	1,325	2.5%	19,267	12,555	12,552

**FY2021 Budget Summary
Town of Boxborough**

	FY21 Submitted Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
199 Total Salary	0	0	0	0.0%	0	0	0
199 Total Other	500	500	0	0.0%	224	1,200	1,137
199 Total Sustainability Comm	500	500	0	0.0%	224	1,200	1,137
Total Salaries - Town Government	839,415	790,890	48,525	6.1%	302,548	695,281	632,406
Total Other - Town Government	461,105	442,340	18,765	4.2%	189,484	386,392	371,912
Total Town Government	1,300,520	1,233,230	67,290	5.5%	492,032	1,081,673	1,004,318
	1,300,520	1,233,230	67,290	5.5%	492,032	1,081,673	1,004,318

**FY2021 Budget Summary
Town of Boxborough**

	FY21 Submitted Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
210 Total Salary	1,323,825	1,210,305	113,520	9.4%	551,784	1,154,403	1,149,306
210 Total Other	209,415	190,295	19,120	10.0%	101,195	178,265	176,056
210 Total Police	1,533,240	1,400,600	132,640	9.5%	652,980	1,332,668	1,325,362
215 Total Salary	345,910	317,570	28,340	8.9%	125,312	308,256	300,141
215 Total Other	54,425	54,425	0	0.0%	31,215	48,380	45,642
215 Total Dispatch	400,335	371,995	28,340	7.6%	156,528	356,636	345,784
220 Total Salary	950,555	879,350	71,205	8.1%	333,948	855,111	782,144
220 Total Other	136,010	117,870	18,140	15.4%	57,455	111,065	135,417
220 Total Fire	1,086,565	997,220	89,345	9.0%	391,403	966,176	917,561
241 Total Salary	85,300	82,020	3,280	4.0%	35,659	78,478	67,942
241 Total Other	15,715	13,755	1,960	14.2%	6,133	15,155	6,865
241 Total Building Insp	101,015	95,775	5,240	5.5%	41,792	93,633	74,808
292 Total Salary	16,885	16,405	480	2.9%	6,927	15,588	14,486
292 Total Other	4,385	4,385	0	0.0%	1,035	4,385	1,263
292 Total ACO	21,270	20,790	480	2.3%	7,962	19,973	15,749
299 Total Salary	0	45	(45)	-100.0%	45	45	45
299 Total Other	0	0	0	0.0%	0	20	0
299 Total Field Driver	0	45	(45)	-100.0%	45	65	45
Total Salaries - Protection	2,722,475	2,508,185	214,290	8.5%	1,053,674	2,414,326	2,314,675
Total Other - Protection	419,950	381,375	38,575	10.1%	197,034	357,915	365,589
Total Protection	3,142,425	2,889,560	252,865	8.8%	1,250,708	2,772,241	2,680,264
	3,142,425	2,889,560	252,865	8.8%	1,250,708	2,772,241	2,680,264

**FY2021 Budget Summary
Town of Boxborough**

	FY21 Submitted Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
300 Total Salary	1,600	1,600	0	0.0%	800	1,600	1,200
300 Total Other	0	0	0	0.0%	0	0	0
300 Total School Committee	1,600	1,600	0	0.0%	800	1,600	1,200
310 Total Salary	0	0	0	0.0%	0	0	0
310 Total Other	213,910	252,005	(38,095)	-15.1%	94,630	191,845	163,641
310 Total Minuteman	213,910	252,005	(38,095)	-15.1%	94,630	191,845	163,641
311 Total Salary	0	0	0	0.0%	0	0	0
311 Total Other	47,820	46,250	1,570	3.4%	11,788	66,300	35,686
311 Total Assabet	47,820	46,250	1,570	3.4%	11,788	66,300	35,686
312 Total Salary	0	0	0	0.0%	0	0	0
312 Total Other	87,360	64,895	22,465	34.6%	12,503	49,000	42,553
312 Total Nashoba	87,360	64,895	22,465	34.6%	12,503	49,000	42,553
320 Total Salary	0	0	0	0.0%	0	0	0
320 Total Other	11,686,465	11,522,285	164,180	1.4%	5,761,145	11,351,355	11,351,353
320 Total ABRSD	11,686,465	11,522,285	164,180	1.4%	5,761,145	11,351,355	11,351,353
Total Salaries - Education	1,600	1,600	0	0.0%	800	1,600	1,200
Total Other - Education	12,035,555	11,885,435	150,120	1.3%	5,880,065	11,658,500	11,593,233
Total Education	12,037,155	11,887,035	150,120	1.3%	5,880,865	11,660,100	11,594,433
	12,037,155	11,887,035	150,120	1.3%	5,880,865	11,660,100	11,594,433

**FY2021 Budget Summary
Town of Boxborough**

	FY21 Submitted Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
422 Total Salary	613,030	584,070	28,960	5.0%	248,708	562,273	521,476
422 Total Other	156,460	137,770	18,690	13.6%	39,653	129,270	114,088
422 Total DPW	769,490	721,840	47,650	6.6%	288,361	691,543	635,564
423 Total Salary	65,865	63,850	2,015	3.2%	13,261	64,636	59,538
423 Total Other	135,800	135,800	0	0.0%	13,653	133,800	53,532
423 Total Snow & Ice	201,665	199,650	2,015	1.0%	26,914	198,436	113,071
424 Total Salary	0	0	0	0.0%	0	0	0
424 Total Other	3,000	3,500	(500)	-14.3%	378	3,500	2,244
424 Total Street Lighting	3,000	3,500	(500)	-14.3%	378	3,500	2,244
425 Total Salary	0	0	0	0.0%	0	0	0
425 Total Other	41,615	28,500	13,115	46.0%	20,882	23,500	35,988
425 Total Hager Well	41,615	28,500	13,115	46.0%	20,882	23,500	35,988
429 Total Salary	0	0	0	0.0%	0	0	0
429 Total Other	87,175	77,500	9,675	12.5%	45,019	77,500	75,835
429 Total Fuel	87,175	77,500	9,675	12.5%	45,019	77,500	75,835
431 Total Salary	0	0	0	0.0%	0	0	0
431 Total Other	10,000	0	10,000	100.0%	0	10,000	9,881
431 Total Hazardous Waste	10,000	0	10,000	100.0%	0	10,000	9,881
433 Total Salary	0	0	0	0.0%	0	0	0
433 Total Other	120,400	146,300	(25,900)	-17.7%	73,452	122,570	141,542
433 Total Transfer Station	120,400	146,300	(25,900)	-17.7%	73,452	122,570	141,542

**FY2021 Budget Summary
Town of Boxborough**

	FY21 Submitted Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
491 Total Salary	5,000	5,000	0	0.0%	2,500	5,234	2,070
491 Total Other	500	500	0	0.0%	118	1,000	541
491 Total Cemetery	5,500	5,500	0	0.0%	2,618	6,234	2,611
Total Salaries - Public Works	683,895	652,920	30,975	4.7%	264,469	632,143	583,084
Total Other - Public Works	554,950	529,870	25,080	4.7%	193,155	501,140	433,652
Total Public Works	1,238,845	1,182,790	56,055	4.7%	457,624	1,133,283	1,016,736
	1,238,845	1,182,790	56,055	4.7%	457,624	1,133,283	1,016,736

**FY2021 Budget Summary
Town of Boxborough**

	FY21 Submitted Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
505 Total Salary	3,550	990	2,535	256.1%	359	990	988
505 Total Other	0	150	(150)	-100.0%	0	200	3
505 Total Animal Inspector	3,550	1,140	2,385	209.2%	359	1,190	991
511 Total Salary	600	505	95	18.8%	250	501	500
511 Total Other	45,700	45,050	650	1.4%	14,888	42,700	39,990
511 Total BoH	46,300	45,555	745	1.6%	15,138	43,201	40,490
529 Total Salary	0	0	0	0.0%	0	27,604	14,732
529 Total Other	7,175	6,225	275	4.4%	2,550	975	310
529 Total Community Services	7,175	6,225	275	4.4%	2,550	28,579	15,042
541 Total Salary	74,520	71,575	2,945	4.1%	32,228	60,748	52,850
541 Total Other	8,990	8,700	290	3.3%	3,073	11,675	11,656
541 Total COA	83,510	80,275	3,235	4.0%	35,302	72,423	64,505
543 Total Salary	0	0	0	0.0%	0	2,900	926
543 Total Other	44,945	34,185	10,760	31.5%	17,887	990	22,069
543 Total Veterans	44,945	34,185	10,760	31.5%	17,887	3,890	22,995
Total Salaries - Health Services	78,670	73,070	5,575	7.6%	32,837	92,743	69,995
Total Other - Health Services	106,810	94,310	11,825	12.5%	38,399	56,540	74,028
Total Health Services	185,480	167,380	17,400	10.4%	71,236	149,283	144,023
	185,480	167,380	17,400	10.4%	71,236	149,283	144,023

**FY2021 Budget Summary
Town of Boxborough**

	FY21 Submitted Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
610 Total Salary	249,695	238,565	11,130	4.7%	99,189	248,656	214,983
610 Total Other	168,700	153,400	15,300	10.0%	58,907	148,000	139,150
610 Total Library	418,395	391,965	26,430	6.7%	158,095	396,656	354,133
630 Total Salary	34,855	31,790	3,065	9.6%	25,357	29,621	25,031
630 Total Other	13,900	12,175	1,725	14.2%	4,692	8,430	7,155
630 Total Rec Comm	48,755	43,965	4,790	10.9%	30,049	38,051	32,186
670 Total Salary	0	0	0	0.0%	0	0	0
670 Total Other	2,000	2,000	0	0.0%	124	1,800	1,728
670 Total Steele Farm	2,000	2,000	0	0.0%	124	1,800	1,728
691 Total Salary	0	0	0	0.0%	0	0	0
691 Total Other	5,050	8,050	(3,000)	-37.3%	1,173	3,450	3,526
691 Total Hist Comm	5,050	8,050	(3,000)	-37.3%	1,173	3,450	3,526
692 Total Salary	0	0	0	0.0%	0	0	0
692 Total Other	1,500	1,400	100	7.1%	0	1,200	345
692 Total Public Celebr	1,500	1,400	100	7.1%	0	1,200	345
699 Total Salary	0	0	0	0.0%	0	0	0
699 Total Other	1,400	1,400	0	0.0%	215	1,400	1,400
699 Total AB Cultural Council	1,400	1,400	0	0.0%	215	1,400	1,400
Total Salaries - Culture & Rec	284,550	270,355	14,195	5.3%	124,545	278,277	240,014
Total Other - Culture & Rec	192,550	178,425	14,125	7.9%	65,110	164,280	153,303
Total Culture & Rec	477,100	448,780	28,320	6.3%	189,656	442,557	393,317
	477,100	448,780	28,320	6.3%	189,656	442,557	393,317

**FY2021 Budget Summary
Town of Boxborough**

	FY21 Submitted Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
710 Total Salary	0	0	0	0.0%	0	0	0
710 Total Other	735,000	870,000	(135,000)	-15.5%	385,000	930,000	920,000
710 Total Retirement of LT Debt	735,000	870,000	(135,000)	-15.5%	385,000	930,000	920,000
751 Total Salary	0	0	0	0.0%	0	0	0
751 Total Other	213,485	217,110	(3,625)	-1.7%	99,453	212,657	215,061
751 Total Debt Interest	213,485	217,110	(3,625)	-1.7%	99,453	212,657	215,061
830 Total Salary	0	0	0	0.0%	0	0	0
830 Total Other	1,008,915	943,155	65,760	7.0%	943,152	843,801	843,801
830 Total County Retirement Assmt	1,008,915	943,155	65,760	7.0%	943,152	843,801	843,801
912 Total Salary	0	0	0	0.0%	0	0	0
912 Total Other	205,900	193,320	12,580	6.5%	153,769	181,440	145,329
912 Total Other Insurance	205,900	193,320	12,580	6.5%	153,769	181,440	145,329
915 Total Salary	0	0	0	0.0%	0	0	0
915 Total Other	1,063,130	1,056,490	6,640	0.6%	377,342	903,750	836,934
915 Total Employee Benefits	1,063,130	1,056,490	6,640	0.6%	377,342	903,750	836,934
Total Salaries - Administration	0	0	0	0.0%	0	0	0
Total Other - Administration	3,226,430	3,280,075	(53,645)	-1.6%	1,958,716	3,071,648	2,961,125
Total Administration	3,226,430	3,280,075	(53,645)	-1.6%	1,958,716	3,071,648	2,961,125
	3,226,430	3,280,075	(53,645)	-1.6%	1,958,716	3,071,648	2,961,125
132 Total Salary	0	0	0	0.0%	0	0	0
132 Total Other	150,000	150,000	0	0.0%	35,650	200,000	128,555
132 Total Reserve Fund	150,000	150,000	0	0.0%	35,650	200,000	128,555

**FY2021 Budget Summary
Town of Boxborough**

	FY21 Submitted Budget	FY20 Budget	FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Total Salaries - Town Government	839,415	790,890	48,525	6.1%	302,548	695,281	632,406
Total Salaries - Protection	2,722,475	2,508,185	214,290	8.5%	1,053,674	2,414,326	2,314,675
Total Salaries - Public Works	683,895	652,920	30,975	4.7%	264,469	632,143	583,084
Total Salaries - Health Services	78,670	73,070	5,575	7.6%	32,837	92,743	69,995
Total Salaries - Culture & Rec	284,550	270,355	14,195	5.3%	124,545	278,277	240,014
Total Salaries	4,609,005	4,295,420	313,560	7.3%	1,778,074	4,112,770	3,840,174
Total Other - Town Government	461,105	442,340	18,765	4.2%	189,484	386,392	371,912
Total Other - Protection	419,950	381,375	38,575	10.1%	197,034	357,915	365,589
Total Other - Public Works	554,950	529,870	25,080	4.7%	193,155	501,140	433,652
Total Other - Health Services	106,810	94,310	11,825	12.5%	38,399	56,540	74,028
Total Other - Culture & Rec	192,550	178,425	14,125	7.9%	65,110	164,280	153,303
Total Town Other	1,735,365	1,626,320	108,370	6.7%	683,183	1,466,267	1,398,484
Total Town Government	1,300,520	1,233,230	67,290	5.5%	492,032	1,081,673	1,004,318
Total Protection	3,142,425	2,889,560	252,865	8.8%	1,250,708	2,772,241	2,680,264
Total Public Works	1,238,845	1,182,790	56,055	4.7%	457,624	1,133,283	1,016,736
Total Health Services	185,480	167,380	17,400	10.4%	71,236	149,283	144,023
Total Culture & Rec	477,100	448,780	28,320	6.3%	189,656	442,557	393,317
Total Town Expenses	6,344,370	5,921,740	421,930	7.1%	2,461,257	5,579,037	5,238,658
Total Other - Education	12,037,155	11,887,035	150,120	1.3%	5,880,865	11,660,100	11,594,433
Total Other - Administration	3,226,430	3,280,075	(53,645)	-1.6%	1,958,716	3,071,648	2,961,125
Total Reserve Fund	150,000	150,000	0	0.0%	35,650	200,000	128,555
Total Other Costs	15,413,585	15,317,110	96,475	0.6%	7,875,232	14,931,748	14,684,113
Total Expenses	21,757,955	21,238,850	518,405	2.4%	10,300,839	20,510,785	19,794,215

FY2021 Budget Worksheet
114-Moderator

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-114-5110-0000	Moderator Salary	100			100	10000.00%			
001-114-5599-0000	Moderator Other Exp	65	65		0	0.00%	59	57	57
	Total Salary	100	0		100	10000.00%	0	0	0
	Total Other	65	65		0	0.00%	59	57	57
	Total Moderator	165	65		100	153.85%	59	57	57
Notes:									
Stipend proposed per FinCom									

**FY2021 Budget Worksheet
119-Town Constable**

		FY21 Submitted Budget	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name								
001-119-5599-0000	Town Constable Other Exp	170	170		0	0.00%	37	150	129
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	170	170		0	0.00%	37	150	129
	Total Town Constable	170	170		0	0.00%	37	150	129
Notes:									
3 Elections, 3 Town Meeting Warrants, 3 Bylaw/ZBA postings = 9 at 6 locations @ \$3 each=\$162 plus 1 mile x 9 x \$0.58 = \$5									

FY2021 Budget Worksheet
122-Select Board

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-122-5110-0000	Select Board Salaries	2,000	2,000		0	0.00%	800	2,000	1,600
001-122-5306-0000	Select Board Consulting				0	0.00%			
001-122-5317-0000	Select Board Printing Services	50	50		0	0.00%		50	166
001-122-5420-0000	Select Board Office Supplies	75	75		0	0.00%		75	
001-122-5490-0000	Select Board Events	750	750		0	0.00%	323	750	450
001-122-5711-0000	Select Board Travel	300	300		0	0.00%	64	300	170
001-122-5712-0000	Select Board Training/Conferences	480	460		20	4.35%	224	460	467
001-122-5730-0000	Select Board Dues	1,375	1,250		125	10.00%	767	1,230	1,248
	Other Misc Expenses -History								
	Total Salary	2,000	2,000		0	0.00%	800	2,000	1,600
	Total Other	3,030	2,885		145	5.03%	1,379	2,865	2,501
	Total Select Board	5,030	4,885		145	2.97%	2,179	4,865	4,101
Notes:									
Printing Services: Business cards for potentially 1 new member									
Office supplies: Nameplate for potentially 1 new member; stationery for holiday greetings									
(Did not include any funding for misc exp for committee without budget)									
Events: Employee/Volunteer Thank You BBQ									
Travel: Mileage and parking associated with outside meetings attended by Select Board									
Training/Conferences: MMA @ 2 @ \$190; Other \$100									
Dues: MMA \$775; and 495MW \$600									

**FY2021 Budget Worksheet
123-Town Administrator**

		FY21 Submitted	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name	Budget	Budget						
001-123-5111-0000	Town Administrator Salary	131,760	127,920		3,840	3.00%	57,612	139,200	136,643
001-123-5112-0000	Asst Town Administrator Salary	79,325	64,230		15,095	23.50%	8,740		
001-123-5710-0000	Town Administrator Lodging/Meals	495	495		0	0.00%	39	790	
001-123-5711-0000	Town Administrator Mileage	3,190	2,900		290	10.00%	1,218	3,025	3,281
001-123-5712-0000	Town Administrator Training/Conference	110	690		(580)	-84.06%	410	895	180
001-123-5730-0000	Town Administrator Dues	430	430		0	0.00%	192	290	411
	Total Salary	211,085	192,150		18,935	9.85%	66,352	139,200	136,643
	Total Other	4,225	4,515		(290)	-6.42%	1,859	5,000	3,872
	Total Town Administrator	215,310	196,665		18,645	9.48%	68,212	144,200	140,515
Notes:									
Salary: Current TA Contract; ATA Grade 9, Step 1 (PY budgeted @ 10 mo, position regraded)									
Lodging/Meals: MMMA Spring or Fall conferences \$320, MMA Annual Mtg \$175									
Mileage: Per current contract 5,000 miles @ IRS rate \$0.58, plus 500 miles for ATA									
Training/Conferences: MMMA Spring or Fall \$150, MMA Ann Mtg x2 @ \$190 ea, MMMA & MMHR Prog dev 3@\$40+1@\$60, MCPPO \$400 (year 2 cert)									
Dues: MMMA \$200 (based on Salary), STAM \$30, MAPPO \$50, Mass ASPA \$150									

FY2021 Budget Worksheet
131-Finance Comm

		FY21 Submitted Budget	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
001-131-5124-0000	Meeting Secretary	3,075	3,000		75	2.50%		185 190 190 7	
001-131-5712-0000	Finance Comm Conference	185	185		0	0.00%			
001-131-5730-0000	Finance Comm Dues	190	190		0	0.00%	180		180
	Other Misc Expenses -History								14
	Total Salary	3,075	3,000		75	2.50%	0	0	0
	Total Other	375	375		0	0.00%	187	375	194
	Total Town Finance Comm	3,450	3,375		75	2.22%	187	375	194
Notes:									
Meeting Secretary: (Added by Article) est 24 meetings @ \$128/meeting approx 2.6% increase									

**FY2021 Budget Worksheet
132-Reserve Fund**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
		150,000	150,000					200,000	
001-132-5960-0000	Reserve Fund					0	0.00%		35,650
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	150,000	150,000		0	0.00%	35,650	200,000	128,555
	Total Reserve Fund	150,000	150,000		0	0.00%	35,650	200,000	128,555
Notes:									
Reduced in FY20 to account for increases in individual budgets									

**FY2021 Budget Worksheet
135-Town Accountant**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-135-5112-0000	Accountant Salary	89,750	79,005		10,745	13.60%	35,579	75,640	75,068
001-135-5301-0000	Accountant Audit	22,000	22,000		0	0.00%		22,000	22,000
001-135-5305-0000	Accountant Software Support	11,240	13,240		(2,000)	-15.11%	13,238	14,740	14,738
001-135-5420-0000	Accountant Office Supplies	200	200		0	0.00%	93	200	144
001-135-5711-0000	Accountant Travel	1,285	1,020		265	25.98%	42	1,175	813
001-135-5712-0000	Accountant Training/Conferences	1,400	825		575	69.70%	224	1,415	615
001-135-5730-0000	Accountant Dues	50	50		0	0.00%	50	55	50
	Other Misc Expenses -History								
	Total Salary	89,750	79,005		10,745	13.60%	35,579	75,640	75,068
	Total Other	36,175	37,335		(1,160)	-3.11%	13,647	39,585	38,360
	Total Accountant	125,925	116,340		9,585	8.24%	49,227	115,225	113,428
Notes:									
Salary: Grade 9 Step 6 New Classification Plan, Regraded to Finance Director Classification									
Software Support: Vadar Accountant's Module \$2,990, Collection Module \$3,990, plus 4 users on Web-Based Hosting 3@\$990/1@\$800, CRT (Collector Receipt Turnover) \$490 (Paid off Collector conversion)									
Supplies: budget binders, printer supplies, etc									
Travel: March 140 miles + \$300 hotel, June 225 miles + \$325 hotel, Nov 20 miles, Capital Proj 100 miles, Procurement 120 miles + parking, update/misc									
Training/Conferences: March Conference \$355; June Annual Mtg \$190; Fall Conference \$75; Capital Projects Acctg \$125; Procurement \$400 (Year 2 recert); MMA conference; Law update/misc									
Dues: Massachusetts Municipal Auditors and Accountants Assoc									

FY2021 Budget Worksheet
141-Assessor

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-141-5112-0000	Assessor Salary	82,260	79,005		3,255	4.12%	35,579	77,531	69,389
001-141-5154-0000	Assessor Certification Stipend	1,000	1,000		0	0.00%		1,000	
001-141-5305-0000	Assessor Software Support	4,410	4,410		0	0.00%	4,410	4,200	4,200
001-141-5306-0000	Assessor Consulting	6,300	6,300		0	0.00%	2,380	11,600	13,850
001-141-5312-0000	Assessor Legal Notices	65	150		(85)	-56.67%		230	319
001-141-5399-0000	Assessor GIS Map Updates		0		0	0.00%		0	
001-141-5420-0000	Assessor Office Supplies	1,400	500		900	180.00%	73	300	422
001-141-5711-0000	Assessor Mileage	400	500		(100)	-20.00%	138	725	32
001-141-5712-0000	Assessor Training/Conferences	1,015	1,150		(135)	-11.74%	165	855	323
001-141-5730-0000	Assessor Dues/Subscriptions	200	850		(650)	-76.47%	110	1,060	161
	Other Misc Expenses -History								
	Total Salary	83,260	80,005		3,255	4.07%	35,579	78,531	69,389
	Total Other	13,790	13,860		(70)	-0.51%	7,276	18,970	19,307
	Total Assessor	97,050	93,865		3,185	3.39%	42,855	97,501	88,696
Notes:									
Salary: Grade 8 Step 9 New Classification Plan									
Software Support: Patriot (Property Valuation)									
Consulting: Contracted costs for Commercial & Industrial valuation services; Additional funds in FY19 required to ensure completion of quinquennial certification. FY21 proposed article to ensure completion of cyclical inspections by 2024 REVAL.									
Legal Notices: Yearly Tax Classification Hearing (FY19 Certification yr required multiple published legal notices)									
Office Supplies: envelopes, general office supplies, printer toner (\$890)									
Mileage: Uses Building Inspector's truck for inspections.									
Training/Conferences- Includes Assistant training: MCAA & WCAA 6 @ \$50 ea; MAAO Conferences 4 @ \$85 each; MAAO Summer or Winter School 1 @ \$375									
Assessor Dues: Mass. Assoc. of Assessing Offices (MAAO) Dues: \$100; Middlesex County Assessors Association									

FY2021 Budget Worksheet

141-Assessor

(MCAA) Dues: \$50\$100; Multiple Listing Service (MLS) Dues: \$350Free; Marshall & Swift Residential Cost- Approach Manual \$350. WCAA = Worc. County Assoc. of Assessing Officers.	
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**FY2021 Budget Worksheet
145-Treasurer - Collector**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-145-5112-0000	Treasurer/Collector Salary	74,520	71,575		2,945	4.11%	32,228	77,531	61,796
001-145-5154-0000	Treasurer/Collector Certification Stipend	1,000	0		1,000	100.00%	1,000	1,000	
001-145-5301-0000	Treasurer Payroll Service	6,400	6,100		300	4.92%	2,558	6,600	5,103
001-145-5311-0000	Treasurer/Collector Performance Bond	840	840		0	0.00%	838	840	1,404
001-145-5313-0000	Treasurer Banking Fees	5,000	1,500		3,500	233.33%		1,500	4,648
001-145-5314-0000	Treasurer Lockbox Svc	6,500	6,000		500	8.33%	250		
001-145-5316-0000	Treasurer/Collector Tax Title Foreclosur	1,500	2,000		(500)	-25.00%	466	1,000	
001-145-5317-0000	Treasurer/Collector Printing Services	2,750	1,500		1,250	83.33%	567	1,650	1,149
001-145-5345-0000	Treasurer/Collector Postage	5,500	6,000		(500)	-8.33%	1,264	6,300	5,171
001-145-5420-0000	Treasurer/Collector Office Supplies	600	500		100	20.00%	319	250	1,005
001-145-5711-0000	Treasurer/Collector Travel	650	500		150	30.00%		500	347
001-145-5712-0000	Treasurer/Collector Training/Conference	250	1,000		(750)	-75.00%		1,000	195
001-145-5730-0000	Treasurer/Collector Dues	50	50		0	0.00%	50	50	50
	Other Misc Expenses -History								
	Total Salary	75,520	71,575		3,945	5.51%	33,228	78,531	61,796
	Total Other	30,040	25,990		4,050	15.58%	6,313	19,690	19,072
	Total Treasurer/Collector	105,560	97,565		7,995	8.19%	39,541	98,221	80,868
Notes:									
Salary: Grade 8 Step 5 New Classification Plan									
Stipend: Certified Treasurer not previously budgeted									
Payroll: Average Payroll cost is \$208.50 over 26 periods + W2 and Affordable Care Act Mailing and Printing cost which were not previously budgeted									
Performance Bond: FY19, purchased 2 bonds due to turnover, only partially refunded									
Bank Fees: Continuing Disclosure Cost which is a document required to determine our financial status for borrowing and bond rating is \$2500 + other possible Short Term borrowing issuance costs									
Lockbox: Increase Includes costs courier and mailing services									

FY2021 Budget Worksheet
145-Treasurer - Collector

Tax Title: Some new properties entering Tax Title, following FinCom directive to minimally fund	
Printing Services: Envelopes for payables and RE/PP Bill printing through Boston Globe; Increase is due to more timely sending of Excise, Personal Property and Real Estate Demands, Warrants, Marks and Tax Title	
Postage: Boston Globe uses bulk postage rates & combined envelopes, Kelley & Ryan charges postage only for MVE	
Office Supplies: General Office needs	
Travel: Mileage/lodging for week long Mass Collector Treasurer Association school at Umass Amherst	
Training/Conferences: registration for MCTA School	
Dues: Mass Collector's & Treasurer's Association (MCTA)	

FY2021 Budget Worksheet
151-Legal

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-151-5311-0000	Legal Services	75,000	85,000		(10,000)	-11.76%	25,498	85,000	86,502
001-151-5399-0000	Legal Expenses	3,400	2,600		800	30.77%	466	2,600	4,147
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	78,400	87,600		(9,200)	-10.50%	25,964	87,600	90,649
	Total Legal	78,400	87,600		(9,200)	-10.50%	25,964	87,600	90,649
Notes:									
Actual Expenses have been on average 4% of service fees; expenses include phone charges, research fees, mileage for onsite visits, etc									

**FY2021 Budget Worksheet
152-Personnel Board**

		FY21 Submitted Budget	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name								
001-152-5712-0000	Personnel Board Training/Conferences	120	120		0	0.00%		120	
001-152-5730-0000	Personnel Board Dues	225	200		25	12.50%	225	200	200
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	345	320		25	7.81%	225	320	200
	Total Personnel Board	345	320		25	7.81%	225	320	200
Notes:									
Training/Conferences: Attendance for up to 2 members at MMHR's annual Labor Law Seminar @ \$60									
Dues: Rate increased in FY20									

FY2021 Budget Worksheet
156-Technology

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-156-5154-0000	Technology Liaison Stipend	6,000	5,000		1,000	20.00%	5,000		
001-156-5306-0000	Technology Consulting	62,860	115,180		(52,320)	15.87%	58,979	103,720	96,977
001-156-5310-0000	Technology Contracted Services	70,600			70,600				
001-156-5341-0000	Technology Telephone (VOIP & Copper)	8,030	7,810		220	2.82%	3,151	7,900	7,508
001-156-5341-0610	Technology Telephone (Library)	0	0		0	0.00%		0	0
001-156-5343-0000	Technology Internet Access	5,560	8,080		(2,520)	-31.19%	2,099	7,360	7,490
001-156-5344-0000	Technology Website Hosting	8,400	6,000		2,400	40.00%	6,000	3,620	3,450
001-156-5422-0000	Technology Software	8,860	9,140		(280)	-3.06%	8,284	10,740	8,769
001-156-5582-0000	Technology Hardware	0	5,000		(5,000)	-100.00%	1,030	5,000	5,976
	Other Misc Expenses -History								
	Total Salary	6,000	5,000		1,000	20.00%	5,000	0	0
	Total Other	164,310	151,210		13,100	8.66%	79,544	138,340	130,170
	Total Technology	170,310	156,210		14,100	9.03%	84,544	138,340	130,170
Notes:									
See Summary Page									

FY2021 Budget Worksheet
156-Summary

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
CONSULTING-Time&Materials	62,860	58,380	54,140	42,380	42,880	4,480
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 @ \$140/hr AND 12 mos @ 16 hrs/month @ \$100/hr]	55,000	50,640	50,640	25,920	25,920	3% increase on all managed services
Phone (time & materials) 2 hrs/month @ \$140/mo	3,360	3,240	0	12,960	12,960	
Phone Maintenance (Shoretel Hardware Support)	4,500	4,500	3,500	3,500	4,000	
CONTRACTED SERVICES-Managed Services	70,600	56,800	49,580	49,620	49,577	13,800
Managed Services - Firewall Town	5,400	5,015	5,015	5,055	5,012	(FY20: \$1,311.51/qtr)
Managed Services - Firewall Library	1,850	1,785	1,785	1,785	1,785	(FY20: \$446.25/qtr)
Guardian Eye Lite - to cover 240 endpoints (active devices on the WAN with unique IP addresses):	46,350	50,000	42,780	42,780	42,780	(FY20: \$11,250/qtr)
70 PC's (Desktop, Laptops and Rugged Tablets)						3% increase on all managed services
07 Servers (BPS01, 02 and 03 – BTH01, 04 and 05)						
70 Phones						
93 Others (Switches, UPS's, WAP's, printers, etc)						
Anti-Spam Service & Archive	12,000					Installed On-Prem Service FY20
						**Moved from Internet Access
Server Warranties 5 @ \$1000	5,000					**Moved from Hardware
PHONE	8,030	7,810	7,900	9,000	8,900	220
VoIP (12 @ \$395)	4,740	4,680	4,800	4,800	4,800	
7 Copper @\$37/mo: 2@ Publ Safety, 2@TH, 1@TS, 1@DPW, 1@Library	3,100	2,940	2,940	2,400	2,400	
Pole Charges (annual)	190	190	160	500	500	
Library Verizon @\$100/mo, AT&T@\$8/mo -new phone system		0		1,300	1,200	

**FY2021 Budget Worksheet
156-Summary**

	FY21	FY20	FY19	FY18	FY17	NOTES/CHANGES
INTERNET ACCESS	5,560	8,080	7,360	7,740	6,225	(2,520)
Email hosting based on # accounts	0	1,440	720	720	480	**Moved to Contract Services
Email archiving based on # accounts	0	1,500	1,500	2,000	1,000	**Moved to Contract Services
Domain Registration (3/7/18-3/6/19)	400	400	400	400	125	
Secondary ISP @ Public Safety \$245/mo (rate increased)	2,940	2,520	2,520	2,400	2,400	
FiOS \$175/mo	2,100	2,100	2,100	2,100	2,100	
Library Internet \$10/mo	120	120	120	120	120	
WEBSITE HOSTING	8,400	6,000	3,620	2,450	2,750	2,400
Annual Fee	8,400					New Agreement including upgrade, yr 2 of 3
SOFTWARE	8,860	9,140	10,740	12,880	7,980	(280)
MapGeo Subscription fee, property record cards		3,500	3,000	3,000	3,000	
Spatial IQ Maintaining Tier (incl parcel updates)		3,280	2,500	2,500	2,500	
CAI Technologies (AxisGIS system)	2,400					
CAI Technologies (tax map maintenance)	1,600	0	0			
MapGeo scaling update (FY18)		0	0	2,000		
			500	500	500	Property Records Card Link
MapGeo CAMA Uploader Installation & Subscription		500	3,000			New for FY 19. \$2500 is one-time implementation fee; recurring subscription cost will be \$500/yr.
ArcGIS maintenance	1,500	1,500	1,500	1,500	1,500	
Nitro Pro (replaces Adobe pdf) 2@ \$180	360	360	240	480	480	
Sophos (Anti-virus software) renewal (2/3/18-2/2/21)	3,000	0	0	2,900		Reduced \$2,900 Next renewal FY21
HARDWARE	0	5,000	5,000	5,000	5,000	(5,000)
Server Warranties 5 @ \$1000						**Moved to Contracted Services
TOTAL	164,310	151,210	138,340	129,070	123,312	13,100

FY2021 Budget Worksheet
161-Town Clerk

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-161-5110-0000	Town Clerk Salary	52,160	49,690		2,470	4.97%	22,407	48,715	48,303
001-161-5154-0000	Town Clerk Certification Stipend	1,000	1,000		0	0.00%		1,000	1,000
001-161-5311-0000	Town Clerk Performance Bond	100	100		0	0.00%	100	100	100
001-161-5317-0000	Town Clerk Printing Services	0	0		0	0.00%		0	
001-161-5345-0000	Town Clerk Postage	310	305		5	1.64%		305	297
001-161-5420-0000	Town Clerk Office Supplies	200	200		0	0.00%	301	400	289
001-161-5443-0000	Town Clerk Equipment Maintenance	175	175		0	0.00%		0	
001-161-5711-0000	Town Clerk Travel	620	750		(130)	-17.33%	46	200	969
001-161-5712-0000	Town Clerk Training/Conferences	150	150		0	0.00%	50	700	100
001-161-5730-0000	Town Clerk Dues	150	150		0	0.00%	100	150	100
	Other Misc Expenses -History								
	Total Salary	53,160	50,690		2,470	4.87%	22,407	49,715	49,303
	Total Other	1,705	1,830		(125)	-6.83%	597	1,855	1,855
	Total Town Clerk	54,865	52,520		2,345	4.46%	23,004	51,570	51,158
Notes:									
Salary: (Elected) Grade 7, Step 13 @ 67.5% (27 hours/week)									
Postage: Pre-stamped envelopes 500 @ \$306 + shipping									
Office Supplies: Security Bond paper for vital records, Certificate paper for Business Certificates & Cemetery Deeds, permanent pens, mailing labels									
Equipment Maintenance: \$175 for printer cartridge for state printer									
Travel: Fall or Spring Conference: \$130 meals, Room (2 nights) \$330; Winter conference--meals only: \$45; 2 local conferences--meals only \$50; mileage 336 miles @ \$0.58 = \$195									
Training/Conferences: Registration fees--\$50 x 2 + \$25 x 2 = \$150									
Dues: Mass Assoc Town Clerks \$100, Middlesex County Assoc Town Clerks \$50									

**FY2021 Budget Worksheet
162-Elections & Registrars**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-162-5110-0000	Registrar Salary	1,750	1,715		35	2.04%	720	1,711	1,711
001-162-5125-0000	Election Workers	7,095	5,565		1,530	27.49%		6,031	5,010
001-162-5243-0000	Elect. & Registr. Equipment Maint	6,000	3,500		2,500	71.43%	899	3,475	4,624
001-162-5317-0000	Elect. & Registr. Printing Services	1,080	1,860		(780)	-41.94%	829	1,045	237
001-162-5345-0000	Elect. & Registr. Postage	2,180	2,105		75	3.56%	2,567	1,960	1,147
001-162-5420-0000	Elect. & Registr. Office Supplies	35	35		0	0.00%	36	35	188
001-162-5490-0000	Elect. & Registr. Refreshments	60	60		0	0.00%		60	58
	Other Misc Expenses -History								320
	Total Salary	8,845	7,280		1,565	21.50%	720	7,742	6,721
	Total Other	9,355	7,560		1,795	23.74%	4,331	6,575	6,574
	Total Elect. & Registr.	18,200	14,840		3,360	22.64%	5,051	14,317	13,295
Notes:									
Salary: Stipend increases approx 2.6%; Wages increased to 1/1/21 Minimum wage									
There are 3 elections scheduled for FY21									
Equipment Maintenance: Memory Card programming -Automark Handicapped Accessible terminal: \$1000 for Town El, Voting Machine Cards: \$1,400 for State Prim; \$1,600 for Pres. Elec; \$500 Town Elec; \$1,500 poll pads=\$6,000; Contract \$225, Printing Cartridges \$75									
Printing Services: Ballot printing 3000 @ \$0.27/ballot plus shipping \$870 (rounded); Census mailing 6 @\$35 per 500 = 3000 return envelopes \$210									
Postage: Census 6 boxes @ \$282.85 per 500 = \$1697.10 + \$16 shipping = \$1713; Postcards 500 @\$0.78 = \$390									
Office Supplies: Pens, Tape, Stickers									

**FY2021 Budget Worksheet
171-Conservation Comm**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-171-5243-0000	Conservation Comm Equipment Maint	1,150	1,150		0	0.00%		1,150	280
001-171-5599-0000	Conservation Comm Other Supplies	70	70		0	0.00%		70	41
001-171-5712-0000	Conservation Comm Conferences	230	230		0	0.00%		230	
001-171-5730-0000	Conservation Comm Dues	700	700		0	0.00%	694	700	578
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	2,150	2,150		0	0.00%	694	2,150	899
	Total Conservation Comm	2,150	2,150		0	0.00%	694	2,150	899
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									

FY2021 Budget Worksheet
175-Planning Board

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-175-5110-0000	Planning Board Salary	1,000	545		455	83.49%	164	545	491
001-175-5112-0000	Town Planner Salary	72,705	80,980		(8,275)	-10.22%	11,192	77,531	48,227
001-175-5124-0000	Meeting Secretary	3,075	3,000		75	2.50%	375		
001-175-5305-0000	Planning Board Software Support		0		0	0.00%		0	
001-175-5306-0000	Planning Board Consulting	5,000	1,200		3,800	316.67%	8,737	1,200	3,575
001-175-5312-0000	Planning Board Legal Notices	450	450		0	0.00%		225	582
001-175-5599-0000	Planning Board Other Office Exp	500	400		100	25.00%	21	400	737
001-175-5711-0000	Planning Board Travel	800	800		0	0.00%		800	528
001-175-5712-0000	Planning Board Conferences	1,000	330		670	203.03%		330	255
001-175-5730-0000	Planning Board Dues	1,550	1,850		(300)	-16.22%	1,364	1,850	1,810
	Other Misc Expenses -History								
	Total Salary	76,780	84,525		(7,745)	-9.16%	11,731	78,076	48,718
	Total Other	9,300	5,030		4,270	84.89%	10,122	4,805	7,487
	Total Planning Board	86,080	89,555		(3,475)	-3.88%	21,853	82,881	56,205
Notes:									
Planning Bd Salary: Increase stipend to \$200/member									
Planner Salary: Grade 8, Step 4 New Compensation Plan									
Meeting Secretary: (Added by Article) est 24 meetings @ \$128/meeting approx 2.6% increase									
Consluting: Town Engineer services as needed and for engineering plans related to transportation improvements									
Legal Notices: vary year to year, based on actuals and number of Town Meetings									
Other Office Exp: Plotter supplies and subscription to The Beacon, planning board onboarding booklet									
Travel: Estimate 80 evening and 33 off-site meetings, and travel to the Southern New England American Planning Association Conference at IRS rate									
Conferences: Southern New England American Planning Association Conference (\$265) and variable from year to year depending on offerings and regional issues, and Northeast ArcGIS Users Group Spring Conference \$75									

FY2021 Budget Worksheet
175-Planning Board

Dues: American Planning Association and MassAPA Chapter (APA) \$110, Engaging Local Government Leaders (ELGL) \$40, Minuteman Advisory Group on Interlocal Coordination (MAGIC) based on population (est. \$1,400)	
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**FY2021 Budget Worksheet
176-Zoning Board**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-176-5124-0000	Meeting Secretary	3,075	3,000		75	2.50%			
001-176-5312-0000	ZBA Advertising/Legal Notices	100	100		0	0.00%		100	0
001-176-5599-0000	ZBA Other Office Supplies	35	35		0	0.00%		35	
001-176-5712-0000	ZBA Conferences	90	90		0	0.00%		90	
001-176-5730-0000	ZBA Dues		0		0	0.00%		0	
	Other Misc Expenses -History								
	Total Salary	3,075	3,000		75	2.50%	0	0	0
	Total Other	225	225		0	0.00%	0	225	0
	Total ZBA	3,300	3,225		75	2.33%	0	225	0
Notes:									
Meeting Secretary: (Added by Article) est 24 meetings @ \$128/meeting approx 2.6% increase									
Legal Notices: For Bylaw revision notices, case by case basis									

**FY2021 Budget Worksheet
179-Agricultural Comm**

		FY21 Submitted Budget	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name								
001-179-5599-0000	Ag Comm Other Office Supplies				0	0.00%			7
001-179-5711-0000	Ag Comm Travel	45	45		0	0.00%		45	
001-179-5712-0000	Ag Comm Conferences	155	155		0	0.00%		155	
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	200	200		0	0.00%	0	200	7
	Total Ag Comm	200	200		0	0.00%	0	200	7
Notes:									
Other: Signage purchase in FY18									
Mileage for Conferences									
Mass Assoc Ag Coms Ann Mtg \$35									
Harvest NE Conference \$120									

**FY2021 Budget Worksheet
182-Economic Development**

		FY21								
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19	
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual	
		2,750								
001-182-5351-0000	EDC Outreach			2,750	2,750	275000%				
001-182-5599-0000	EDC Other Supplies			500	500	50000%				
001-182-5730-0000	EDC Dues			250	250	25000%				
	Other Misc Expenses -History									
	Total Salary			0	0	0%	0		0	0
	Total Other			3,500	0	3,500	350000%		0	0
	Total Economic Development	3,500	0	3,500	350000%	0	0	0		
Notes:										
Outreach: Business Breakfast, Small Business Day, etc										
Supplies: Business Brochure										
Dues: Stand Up Business Association										

FY2021 Budget Worksheet
192-Town Hall

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-192-5115-0000	Town Hall Clerical Salary	226,765	212,660		14,105	6.63%	91,151	185,846	183,168
001-192-5210-0000	TH Electricity	7,300	7,300		0	0.00%	2,939	7,000	5,563
001-192-5212-0000	TH Heating	4,200	4,200		0	0.00%	546	3,800	3,908
001-192-5241-0000	TH Bldg/Grounds Maint Service	4,490	4,615		(125)	-2.71%	3,972	4,615	3,558
001-192-5271-0000	TH Equipment Lease	8,220	8,220		0	0.00%	3,223	7,250	6,115
001-192-5305-0000	TH Software Support	0	0		0	0.00%		0	
001-192-5312-0000	TH Advertising/Legal Notices	1,500	1,100		400	36.36%	613	1,100	1,738
001-192-5317-0000	TH Printing Services	4,510	5,510		(1,000)	-18.15%	1,271	5,510	3,849
001-192-5345-0000	TH Postage	7,785	8,035		(250)	-3.11%	2,894	7,525	5,181
001-192-5420-0000	TH Office Supplies	700	700		0	0.00%	274	700	606
001-192-5421-0000	TH Copier Supplies	1,050	1,050		0	0.00%	346	1,050	999
001-192-5441-0000	TH Bldg/Grounds Maint Supplies	900	750		150	20.00%	221	750	1,154
001-192-5443-0000	TH Equipment Maint Supplies	3,000	2,000		1,000	50.00%	773	2,000	1,468
001-192-5490-0000	TH Meals/Refreshments	500	100		400	400.00%	102	100	460
001-192-5599-0000	TH Cleaning Supplies	1,000	1,000		0	0.00%	294	1,000	801
001-192-5710-0000	TH Lodging/Meals	0	0		0	0.00%	57	0	
001-192-5711-0000	TH Travel	75	0		75	7500.00%	66	0	
001-192-5712-0000	TH Training/Conferences	850	850		0	0.00%		850	500
001-192-5730-0000	TH Dues	0	0		0	0.00%		0	
001-192-5799-0000	TH Other Expenses	2,975	2,225		750	33.71%	167	625	990
	Other Misc Expenses -History								
	Total Salary	226,765	212,660		14,105	6.63%	91,151	185,846	183,168
	Total Other	49,055	47,655		1,400	2.94%	17,760	43,875	36,890
	Total Town Hall	275,820	260,315		15,505	5.96%	108,912	229,721	220,058
Notes:									
See Summary Page									

FY2021 Budget Worksheet
192-Summary

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES</u>
ELECTRICITY	7,300	7,300	7,000	7,300	7,900	0
Based on 5-year consumption average (61,000kw @ current rate) 7,300						
HEATING	4,200	4,200	3,800	4,000	4,400	0
Seeing increased costs 4,200						
BLG/GROUNDS MAINT SVC	4,490	4,615	4,615	4,700	3,000	(125)
Parking Lot striping \$825, Fire Alarm Svc \$825, Fire Ext Svc 1,990		2,115	2,115			
\$165, Septic \$300 (last done in FY15), Bi-Annual Additional Deep Cleaning Service						
General Maintenance recommended by Inspector of Buildings 2,500		2,500	2,500			
EQUIPMENT LEASE	8,220	8,220	7,250	6,840	6,771	0
Xerox copier (new lease) \$400/mo (includes cost of supplies; decrease in copier supplies below) 4,800		4,800	3,862	3,456		
Pitney Bowes postage meter (12 mos. @ \$285) 3,420		3,420	3,388	3,324		
SOFTWARE SUPPORT	0	0	0	0	0	0
ADVERTISING/LEGAL NOTICES	1,500	1,100	1,100	1,120	1,120	400
Advertising \$250 for job ads in local paper & MMA on-line \$150 800		400	400			
Legal notices - public hearings and bid solicitations 700		700	700			
PRINTING SVC	4,510	5,510	5,510	5,160	3,800	(1,000)
Town Report (2019: \$675) 800		2,100	2,100	1,800		
STM Warrant (Dec 2018 \$750) 900		1,300	1,300	1,200		
ATM Warrant (May 2019 \$2,500) 2,500		1,800	1,800	1,800		
Envelopes 160		160	160	160		
STM Banner date modification 75		75	75	100		
ATM Banner date modification 75		75	75	100		

FY2021 Budget Worksheet
192-Summary

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES</u>
POSTAGE	7,785	8,035	7,525	7,800	5,700	(250)
General	6,500	6,500	6,000	6,000	4,500	No rate increase FY20-21
	400	600	600	600		
STM Warrant (Dec 2017 \$572) (Sept 2018 \$620) (Dec 2019 \$400)						
ATM Warrant (May 2017 \$631) (May 2018 \$579) (May 2019 \$600)	650	700	700	1,000	1,000	
Bulk permit fee	235	235	225	220	200	Rate Increase from \$225
OFFICE SUPPLIES	700	700	700	700	700	0
Pens, pencils, clips, staples, notepads, file folders, binders, labels, etc.	700					
COPIER SUPPLIES	1,050	1,050	1,050	1,430	1,300	0
Paper 35 cases @ \$30	1,050			1,050		
Toner 3 @ \$100 -Now included in Lease cost				300		
Staples - Now included in Lease cost				80		
BLDG/GROUNDS MAINT SUPPLIES	900	750	750	750	1,000	150
HVAC items, plumbing, floor coverings, wall coverings, electrical, paint, glass, doors, window coverings, hand or power tools	900					
EQUIPMENT MAINT SUPPLIES	3,000	2,000	2,000	2,830	1,000	1,000
Defibrillator battery (every 3 years) Due FY21	1,000					
Misc supplies computers, clocks, etc	2,000					
MEALS/REFRESHMENTS	500	100	100	100	100	400
For meetings (Budget/Capital Saturdays, Staff Meetings, Special Projects, etc)	500					
CLEANING SUPPLIES	1,000	1,000	1,000	1,000	1,000	0
Toilet paper, paper towels, tissues, cleaning products	1,000					

FY2021 Budget Worksheet
192-Summary

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES</u>
LODGING/MEALS	0	0	0	1,500	1,874	0
TRAVEL	75	0	0	640	544	75
Mileage Reimbursement for Town Hall employees	75					
TRAINING/CONFERENCES	850	850	850	240	3,205	0
misc. training for Town Hall Staff	850	850	850			
DUES	0	0	0	1,200	1,146	0
OTHER EXPENSES	2,975	2,225	625	600	600	750
Water cooler (avg \$25/mo)	325	325	325	300		
Physical & Drug Screening for New Hires	400	400				
Flags: US, POW, Town Flag @ TH; 5 service & US @ VTM	800	800				
Town Meeting Child Care (\$500 ATM, \$250 STM)	750					
Furniture	700	700	300	300		
TOTAL	49,055	48,755	43,875	47,910	50,860	300

FY2021 Budget Worksheet
196-Facilities

		FY21 Submitted	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name	Budget	Budget						
001-196-5270-0000	Community Center Lease	13,190	12,865		325	2.53%	5,360	12,555	12,552
001-196-5280-0000	Cleaning Services	25,400	25,000		400	1.60%	10,555		
001-196-5281-0000	Landscaping	15,600	15,000		600	4.00%	3,352		
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	54,190	52,865		1,325	2.51%	19,267	12,555	12,552
	Total Facilities	54,190	52,865		1,325	2.51%	19,267	12,555	12,552
Notes:									
FY2020 was Year 3 of 3-year Lease - Community Center; estimate 2.5% increase									
2-3x weekly cleaning service for Library, TH, PD, FD, DPW 5@5,000/yr (Approved as Article)									
Spring/Fall cleanup & Fertilizing service for Library, TH, PD, Museum, DPW 5@3,000/yr (Approved as Article)									

**FY2021 Budget Worksheet
199-Sustainability Comm**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-199-5351-0000	Sustainability Comm Programs	500	0		500	50000.00%		600	1,052
001-199-5441-0000	Sustainability Comm Maint Supplies				0	0.00%		0	
001-199-5599-0000	Sustainability Comm Other Office Supplies		500		(500)	-100.00%	153	600	85
001-199-5711-0000	Sustainability Comm Travel				0	0.00%		0	
001-199-5712-0000	Sustainability Comm Conferences				0	0.00%	71	0	
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	500	500		0	0.00%	224	1,200	1,137
	Total Sustainability Comm	500	500		0	0.00%	224	1,200	1,137
Notes:									
Funds allocated for printing, education programs, etc									

FY2021 Budget Worksheet
210-Police

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-210-5112-0000	Police Salary -Chief	135,533	135,533		0	0.00%	61,039	131,585	130,569
001-210-5113-0000	Police Salary -Lieutenant	89,750	85,666		4,084	4.77%	38,581	83,987	83,344
001-210-5114-0000	Police Salary -FT Officer	856,159	811,639		44,520	5.49%	353,855	767,651	749,199
001-210-5115-0000	Police Salary -Clerical	58,632	56,548		2,084	3.69%	25,469	55,010	54,593
001-210-5124-0000	Police Salary -Special Officer	0	0		0	0.00%	2,262	12,853	4,389
001-210-5125-0000	Police Salary -Lock Up Attendants	4,182	4,077		105	2.58%	0	4,001	1,546
001-210-5134-0000	Police OT	161,385	99,542		61,843	62.13%	68,967	80,225	112,663
001-210-5144-0000	Police -Town Detail	15,684	14,800		884	5.97%	1,611	14,091	10,294
001-210-5154-0000	Police -Stipend	2,500	2,500		0	0.00%	0	5,000	2,708
001-210-5210-0000	Police Electricity	14,160	14,040		120	0.85%	5,458	13,200	12,950
001-210-5212-0000	Police Heating	2,400	2,400		0	0.00%	320	2,400	1,875
001-210-5241-0000	Police Bldg/Grounds Maint Svc	11,400	11,400		0	0.00%	5,191	6,000	9,223
001-210-5242-0000	Police Vehicle Maint Svc	24,660	24,660		0	0.00%	10,302	24,660	24,350
001-210-5243-0000	Police Equipment Maint Svc	19,600	7,600		12,000	157.89%		7,600	833
001-210-5341-0000	Police Cell Phones	9,000	9,000		0	0.00%	4,240	8,400	8,397
001-210-5342-0000	Police Mobile Communication	3,980	3,980		0	0.00%	1,236	3,980	2,513
001-210-5343-0000	Police Internet Access	3,975	3,975		0	0.00%	4,133	3,975	5,115
001-210-5443-0000	Police Equipment Maint Supply	14,500	14,500		0	0.00%	2,704	14,500	12,110
001-210-5490-0000	Police Meals/Refreshments	600	600		0	0.00%	120	600	628
001-210-5591-0000	Police Uniforms	23,400	23,400		0	0.00%	13,475	23,400	28,071
001-210-5599-0000	Police Other Expense	5,350	5,350		0	0.00%	669	5,350	5,859
001-210-5712-0000	Police Training/Conferences	11,500	11,500		0	0.00%	4,339	9,500	10,323
001-210-5730-0000	Police Dues/Memberships	9,890	9,890		0	0.00%	2,223	8,700	8,061
001-210-5840-0000	Police Vehicle Purchase	55,000	48,000		7,000	14.58%	46,786	46,000	45,747
	Total Salary	1,323,825	1,210,305		113,520	9.38%	551,784	1,154,403	1,149,306
	Total Other	209,415	190,295		19,120	10.05%	101,195	178,265	176,056
	Total Police	1,533,240	1,400,600		132,640	9.47%	652,980	1,332,668	1,325,362

**FY2021 Budget Worksheet
210-Summary**

		<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>	
ELECTRICITY		14,160	14,040	13,200	13,200	11,500		120
Police Station (including Dispatch and server room) electricity expenses.	14,160						Police Station Electricity has averaged \$1,180 per month	
HEATING/GAS		2,400	2,400	2,400	2,400	3,300		0
Heating costs (natural gas) for 4 furnaces and 2 hot water (on-demand) heaters.	2,400						Maintain based on previous usage	
BUILDING & GROUNDS MAINTAINANCE		11,400	11,400	6,000	5,000	5,000		0
Access control, Plumbers, Electricians, drinking water, septic pumping, misc. hardware, appliances, fixtures, decontamination, rug cleaning, duct cleaning, filters, bulbs, fire extinguishers, pest control, tools and cleaning supplies....	5,900		5,900	5,000				
Detention Area Service Contract	4,500		4,500					
Fire Alarm Inspection (\$750) & Maintenance (\$250)	1,000		1,000	1,000				
VEHICLE MAINTAINANCE		24,660	24,660	24,660	20,000	17,500		0
Maintenance and repair of eight vehicles:	2,200		2,200	2,200	2,200			
LOF & Tire Rotation \$55/ea. x 5 times x 8 units								
Vehicle Alignment \$125/ea. x 1 time x 8 units	1,000		1,000	1,000	1,000			
4 Tires mount and balanced \$530 x 2 times a yr. x 8 (-1)	7,950		7,950	7,950	7,950			
Brakes \$525/ea. x 8 tires (2 units) Pad replacement, calipers, rotors and labor	4,200		4,200	4,200				
Accident Deductible \$500/ea. x 2 times a year	1,000		1,000	1,000	1,000			
4 flat Tire replacements with Mount/Bal	530		530	530	530			
Fleet car wash	1,000		1,000	1,000	1,000			
Non warranty Repairs \$500/ea. x 8	4,000		4,000	4,000	8,000			
Batteries and Electrical Repairs \$250/ea. x 8	2,000		2,000	2,000	2,000			
State Inspection \$35/ea. x 8	280		280	280	280			
Supplies/Wipers/Fluids/Bulbs/Etc. (rounded)	500		500	500	500			

**FY2021 Budget Worksheet
210-Summary**

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>	
EQUIPMENT MAINT SERVICE	19,600	7,600	7,600	4,000	4,000		12,000
Fingerprint Scanner Annual Maintenance	3,600	3,600	3,600				
Taser Managed Service	12,000					Program approved at ATM19	
Specialty Equipment (firearms, radar/LIDAR units, evidence collection tools, breath test devices, etc...) and other contractors	4,000	4,000	4,000				
CELL PHONES	9,000	9,000	8,400	8,400	9,369		0
13 phones totaling \$650/month. Plus a \$1,200 Replacement (2 year lifespan - 50% of devices swapped/upgraded a year), maintenance and accessories	9,000						
MOBILE COMMUNICATIONS	3,980	3,980	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						
INTERNET SERVICES	3,975	3,975	3,975	4,495	2,790		0
Legal resources and investigative subscriptions:						Based on actual usage and services	
TransUnion	300	300	300	300			
Comcast.net services	0	0	0	460		No longer used	
eFax	200	200	200	200			
jpgpr.net Public Relations/Media Services	2,150	2,150	2,150	2,150			
IACP.Net	525	525	525	525			
PMAM Human Capital Management	600	600	600	60			
Police Executive Research Forum	200	200	200	200			
N.E. Association of Insurance Fraud Investigators	0	0	0	60		No longer used	
EQUIPMENT SUPPLY	14,500	14,500	14,500	9,500	8,250		0
Ammunition, batteries, cartridges, accessories, and other items to maintain all police and detention related equipment.	14,500						

**FY2021 Budget Worksheet
210-Summary**

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
MEALS AND REFRESHMENTS	600	600	600	600	750	0
Prisoner meals and refreshments for community events, professional development or training.	600					
UNIFORM & GEAR	23,400	23,400	23,400	18,400	16,950	0
Contractual obligation to provide uniforms, clothing, gear and related equipment and supplies. \$1250 + \$500 cleaning = \$1,750 per officer. X 12 = \$21,000 and \$1,450 for Chief and \$950 for dept/special officers.	23,400					
OTHER EXPENSES	5,350	5,350	5,350	4,050	3,431	0
Office supplies, mileage, business cards, ID cards, advertising, health and psychological screenings, printing needs etc....	5,350					
TRAINING AND CONFERENCES	11,500	11,500	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.)	11,500					

**FY2021 Budget Worksheet
210-Summary**

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
DUES AND MEMBERSHIPS	9,890	9,890	8,700	8,450	6,000	0
Communities for Restorative Justice	1,500	1,500	1,500	1,500		
Domestic Violence Victim Assistance	2,500	2,500	1,300	1,300		
FBI LEEDA	350	350	350	350		
International Chiefs Association	190	190	150	150		
MA Chiefs Association	1,225	1,225	1,225	1,225		
Central Massachusetts Chiefs of Police Association	100	100	100	100		
Middlesex Chiefs Association	250	250	250	250		
Massachusetts Accreditation Association	1,500	1,500	1,500	1,250		
New England State Police Information Network	100	100	100	100		
Central Massachusetts Law Enforcement Council	750	750	750	750		
Coalition of Accreditation Managers	0	0	50	50		
Plymouth County Cooperative Bid	425	425	425	425		
Harvard Sportsman Club	1,000	1,000	1,000	1,000		
VEHICLE REPLACEMENT	55,000	48,000	46,000	42,000	40,000	7,000
Replacing oldest/least reliable vehicle in the fleet. New Chevrolet Tahoe type vehicle will be inserted into marked patrol fleet as a front line cruiser	55,000					
TOTAL	209,415	190,295	178,265	153,975	144,740	19,120

FY2021 Budget Worksheet
215-Dispatch

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-215-5114-0000	Dispatch Salary FT	270,577	245,139		25,438	10.38%	101,085	206,313	193,782
001-215-5116-0000	Dispatch Salary PT	15,148	14,809		339	2.29%	1,092	9,401	4,675
001-215-5134-0000	Dispatch OT FT	57,435	54,872		2,563	4.67%	23,136	89,292	98,934
001-215-5154-0000	Dispatch Stipend	2,750	2,750		0	0.00%		3,250	2,750
001-215-5210-0000	Dispatch Electric	1,140	1,140		0	0.00%	399	600	941
001-215-5243-0000	Dispatch Equipment Maint Svc	24,030	24,030		0	0.00%	7,071	20,055	18,283
001-215-5305-0000	Dispatch Software/Records Mgt	20,500	20,500		0	0.00%	20,684	20,000	19,186
001-215-5341-0000	Dispatch Telephone/Radios	1,000	1,000		0	0.00%	249	1,000	563
001-215-5591-0000	Dispatch Uniforms	2,150	2,150		0	0.00%	840	1,800	1,397
001-215-5599-0000	Dispatch Office Expense	3,050	3,050		0	0.00%	1,256	2,700	2,763
001-215-5712-0000	Dispatch Training	1,000	1,000		0	0.00%	218	1,000	953
001-215-5730-0000	Dispatch Dues/Subscriptions	1,555	1,555		0	0.00%	500	1,225	1,556
	Other Misc Expenses -History								
	Total Salary	345,910	317,570		28,340	8.92%	125,312	308,256	300,141
	Total Other	54,425	54,425		0	0.00%	31,215	48,380	45,642
	Total Dispatch	400,335	371,995		28,340	7.62%	156,528	356,636	345,784
Notes:									
See Summary Page									

**FY2021 Budget Worksheet
215-Summary**

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>	
ELECTRICITY	1,140	1,140	600	600	375		0
Power at the Hager and Swanson Communications sites averages increased from \$50 to \$95/month	1,140					Addition of new radio equipment and HVAC environmental controls FY18	
EQUIPMENT REPAIR & MAINT SERVICE	24,030	24,030	20,055	9,105	7,300		0
<i>Radios, Specialty Equipment Needs, Electrical Repairs, and related Supplies</i>							
Copier Serv. Contract	1,200	1,200	800	800	670		
Generator Maintenance Contract Annual P&M	975	975	900				
Generator Extended Service Contract		0	2,500	750	750	New 5-year Contract \$2500 in FY19	
Other Radio Equipment R/M	2,500	2,500	2,500	2,500			
Specialty Items	1,500	1,500	1,500	1,500			
Misc. Repairs	1,250	1,250	1,250	1,250			
Misc. Equipment Replacement	1,500	1,500	1,500	1,500			
DSS Corp. IP phone recording service	75	75	75	75	75		
Criminal Justice Information Service (CJIS) router	730	730	730	730	730		
Service and repair to the new integrated Communications System, equipment, services and connectivity. FY19 budget it was noted that this will increase in FY20 with the proposed additional service contracts.	12,000	12,000	6,000	0			
Access Control & Video Camera Service Contract (New FY19)	2,300	2,300	2,300	0		Service Contract Quote came back less than originally expected (\$5000)	

**FY2021 Budget Worksheet
215-Summary**

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>	
SOFTWARE/RECORDS MAINT and SERVICE CONTRACTS	20,500	20,500	20,000	18,200	19,290		0
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	20,500				15,965		
DISPATCH TELEPHONE/RADIO COMMUNICATIONS	1,000	1,000	1,000	1,000	4,130		0
Dispatch Cell phone backup \$800; \$200 R/M	1,000						
DISPATCH UNIFORMS	2,150	2,150	1,800	1,800	1,800		0
Contractual Uniform Allowance							
4 Full Time Dispatchers @ \$350/ea	1,750	1,750	1,400	1,400		Added one "replacement" Dispatcher's uniform.	
4 Part Time Dispatchers @ \$100/ea	400	400	400	400			
DISPATCH OFFICE EXPENSES	3,050	3,050	2,700	2,500	2,500		0
Printer 1: B/W High Capacity Toner	555	555	555	355			
Printer 2: Color toner \$261/ea x 4 colors	1,045	1,045	1,045	1,045			
Printer Fuser Kit (2 replaced every other year OR 1 per year)	350	350					
Paper, file folders, labels, dispatch cleaning and disinfectant supplies, general office supplies and occasionally file drawers or paper shredders	1,100	1,100	1,100	1,100			
DISPATCH TRAINING	1,000	1,000	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						

**FY2021 Budget Worksheet
215-Summary**

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>	
DUES AND MEMBERSHIPS	1,555	1,555	1,225	1,200	0		0
RangeCast IP based radio monitoring service	500	500	500	500	500		
Weather Display	600	600	600	600	600		
APCO International	330	330				Association of Public-Safety Communications Officials (APCO) added as it was unintentionally previously omitted. (Member since 2016)	
Mass Communications Supervisors Assn	125	125	125	100			
TOTAL	54,425	54,425	48,380	35,405	36,395		0

FY2021 Budget Worksheet
220-Fire

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-220-5112-0000	Fire Salary -Chief	126,000	115,253		10,747	9.32%	51,231	110,290	118,704
001-220-5114-0000	Fire Salary -FT FF/EMT	340,078	332,168		7,910	2.38%	131,342	321,509	321,013
001-220-5116-0000	Fire Salary -PD FF	283,907	276,749		7,158	2.59%	65,508	271,589	172,749
001-220-5124-0000	Fire Salary -On Call	60,849	59,315		1,534	2.59%	7,570	58,209	23,784
001-220-5134-0000	Fire OT	139,221	95,365		43,856	45.99%	78,297	93,014	145,393
001-220-5154-0000	Fire Longevity Stipend	500	500		0	0.00%		500	500
001-220-5210-0000	Fire Electricity	6,300	6,200		100	1.61%	3,360	6,200	6,630
001-220-5212-0000	Fire Heating	6,200	6,200		0	0.00%	1,070	6,200	5,968
001-220-5241-0000	Fire Bldg/Grounds Maint Svc	5,400	5,400		0	0.00%	1,157	5,400	5,469
001-220-5242-0000	Fire Vehicle Maint Svc	32,000	28,225		3,775	13.37%	24,245	23,000	69,088
001-220-5243-0000	Fire Equipment Maint Svc	15,100	15,100		0	0.00%	4,228	14,500	10,817
001-220-5301-0000	Fire Ambulance Billing	9,500	9,500		0	0.00%	2,381	9,500	5,865
001-220-5302-0000	Fire Medical Services	5,360	3,200		2,160	67.50%	2,488	2,400	1,447
001-220-5303-0000	Fire ALS/Paramedic Svc	1,100	1,100		0	0.00%	275	1,100	
001-220-5341-0000	Fire Mobile Communications	4,680	4,680		0	0.00%	1,554	4,500	4,251
001-220-5441-0000	Fire Bldg/Grounds Maint Supply	2,500	1,600		900	56.25%	406	1,600	1,766
001-220-5443-0000	Fire Veh/Equipment Maint Supply	11,500	11,500		0	0.00%	1,601	11,500	4,767
001-220-5500-0000	Fire Medical Supply	6,500	6,500		0	0.00%	985	6,500	2,015
001-220-5591-0000	Fire Uniforms	18,300	8,900		9,400	105.62%	4,689	8,900	6,231
001-220-5712-0000	Fire Training/Conferences	2,000	1,600		400	25.00%	89	1,600	12
001-220-5730-0000	Fire Dues	3,575	3,550		25	0.70%	3,975	3,550	4,180
001-220-5731-0000	Fire Certification/License	2,595	2,015		580	28.78%	445	2,015	755
001-220-5799-0000	Fire Other Expenses	3,400	2,600		800	30.77%	4,508	2,600	6,154
	Other Misc Expenses -History								
	Total Salary	950,555	879,350		71,205	8.10%	333,948	855,111	782,144
	Total Other	136,010	117,870		18,140	15.39%	57,455	111,065	135,417
	Total Fire	1,086,565	997,220		89,345	8.96%	391,403	966,176	917,561

FY2021 Budget Worksheet
220-Fire

Notes:	
See Summary Page	

**FY2021 Budget Worksheet
220-Summary**

		<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>	
ELECTRICITY		6,300	6,200	6,200	6,200	7,000		100
Fire Station electricity expenses, (Lights, A/C, Heat Pumps)	6,300						Five year avg of \$6,168; average month \$514	
HEATING/GAS		6,200	6,200	6,200	6,200	7,000		0
Heating costs (natural gas) for 3 furnaces and 1 hot water heater	6,200						Five year avg of \$5,718; average month \$477	
BUILDING AND GROUNDS MAINTENANCE SERVICE		5,400	5,400	5,400	5,400	5,400		0
Plumbers, Electricians, septic pumping, misc. hardware, appliances, fixtures, rug cleaning, bulbs, fire extinguishers, fire alarm, tools, supplies....	5,400							
VEHICLE MAINTAINENCE SERVICE		32,000	28,225	23,000	23,000	20,000		3,775
5 Pumpers serviced 1/yr x \$1600	8,000		8,000	8,000	8,000		Five year avg of \$31,309	
Ambulance service 3/yr x \$150	450		450	450	450			
Brush Engine service 2/yr x \$200	400		400	400	400			
Inspections 7 x \$150	1,050		1,050	1,050	1,050			
Command Car serviced 4 x \$50 + Inspection x2	460		460	235	235			
Tires, Batteries, Brakes, Chassis Service, Pump Work etc	21,640		17,865	12,865	12,865		Repairs & Maintenance are increasing with age of fleet	
EQUIPMENT MAINTAINENCE SERVICE		15,100	15,100	14,500	14,500	17,950		0
5 Pump Tests	1,550		1,550	1,150	1,150		Five year average of \$10,952	
Rescue Tools Serviced	2,000		2,000	1,800	1,800			
SCBA Flow Test	1,600		1,600	1,600	1,600			
Plymovent Service Contract	2,300		2,300	2,300	2,300			
Multi Gas Meters Service	350		350	350	350			
Ladder Testing	650		650	650	650			
SCBA Compressor Service 2x \$700	1,400		1,400	1,400	1,400			
Radio/Equipment misc repairs etc	5,250		5,250	5,250	5,250			

**FY2021 Budget Worksheet
220-Summary**

		<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>	
AMBULANCE BILLING		9,500	9,500	9,500	9,500	7,180		0
345 Medical Runs 2014, 381 Medical Runs 2015, 456 Medical Runs 2016, 445 Medical Runs 2017, 403 Medical runs 2018 (as of 11/6/18)	9,500						Spoke with Medical Billing CEO: Recommends 0% increase	
MEDICAL SERVICES		5,360	3,200	2,400	2,400	2,000		2,160
Pre Employment Physicals \$800 x 5; HepB testing \$40 x16; Hep Shots \$360 x 2	5,360						Have been hiring an average of three new hires a year (per diem and full time)	
ALS/PARAMEDIC SVC		1,100	1,100	1,100	0	0		0
Non CMERA Paramedic Intercepts (ALS) \$275 per call x 4 calls	1,100						covers ALS fees from other agencies	
MOBILE COMMUNICATIONS		4,680	4,680	4,500	4,500	3,300		0
Mobile Data Terminal access fee 5 units x \$40/mo	2,400		2,400	2,400	2,400			
Cellular Phones 5 Phones @ \$145/mo total	1,740		1,740	1,560	1,560			
Repair/Maintenance/Replacement est	540		540	540	400			
BLDG/GROUNDS MAINTAINENCE SUPPLIES		2,500	1,600	1,600	1,600	1,200		900
Toilet Paper, Soap, Paper Towels, Cleaning Supplies, Bottle Water, Hardware Needs, etc...	2,500						5 year avg. \$2,243	
VEHICLE/EQUIPMENT MAINTAINENCE SUPPLIES		11,500	11,500	11,500	11,500	13,500		0
Fire Equipment, Radio Equipment, Batteries, Vehicle Equipment and other related equipment	11,500							
MEDICAL SUPPLIES		6,500	6,500	6,500	6,500	5,750		0
Medical Supplies, Equipment, Medication, Oxygen.	6,500							

FY2021 Budget Worksheet
220-Summary

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>
UNIFORMS	18,300	8,900	8,900	8,900	8,900	9,400
Uniforms, clothing, and related equipment per contracts						
Full-Time \$900 x 5	4,500	4,500	4,500	4,500		
Chief \$950 + \$500 Cleaning	1,450	1,450	1,450	1,450		
Structural Gear \$4,000x2	8,000					union gets new every 5 years, needed for new per diem hires if existing gear doesn't fit.
Per-Diem's \$100 \$150 x 29	4,350	2,950	2,950	2,950		Increased uniform costs (adjusted from \$100 ea to \$150)
TRAINING AND CONFERENCES	2,000	1,600	1,600	1,600	2,900	400
Professional Development	700	300	300	300		increase training for chief & officers
Lodging	250	250	250	250		
Monthly Meetings \$55 x 12	660	660	660	660		
Academy Classes \$20 x 6	120	120	120	120		
Text Books	270	270	270	200		
DUES	3,575	3,550	3,550	3,000	3,300	25
Fire Dist 14 Dues	3,000	3,000	3,000	2,400		
IAFC Membership	250	250	250	240		
NEFC Membership	25					
NFPA Membership	300	300	300	300		
CERTIFICATIONS / LICENSE	2,595	2,015	2,015	2,000	2,000	580
Controlled Substance	300	300	300	300		
Ambulance License	600	600	600	600		
Car Seat Recertification	100	100	100	100		
EMT Recertification \$145 x-7 11	1,595	1,015	1,015	1,015		increased to include new hires
OTHER EXPENSES	3,400	2,600	2,600	2,600	2,100	800
Ecore Scheduler Subscription	780	780	780	780		
eDispatch, Subscription	1,128	1,128	1,128	1,128		
Iam Responding Subscription	800					to manage call responses & respond time
Office supplies, business cards, Subscriptions, etc...	692	692	692			
TOTAL	136,010	117,870	111,065	109,400	109,480	24,945

**FY2021 Budget Worksheet
241-Building Inspector**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-241-5112-0000	Building Insp Salary	82,260	79,005		3,255	4.12%	35,579	75,640	67,942
001-241-5124-0000	Building Insp Salary Coverage	3,040	3,015		25	0.83%	79	2,838	
001-241-5242-0000	Building Insp Vehicle Maint Svc	620	720		(100)	-13.89%	453	120	88
001-241-5305-0000	Building Insp Software Support	5,500	5,500		0	0.00%	4,998	5,500	
001-241-5306-0000	Building Insp Consulting	3,000	3,000		0	0.00%		5,000	5,688
001-241-5341-0000	Building Insp Cell Phone	2,055	615		1,440	234.15%	257	615	615
001-241-5591-0000	Building Insp Uniforms	400			400	100.00%			
001-241-5599-0000	Building Insp Office Supplies	1,750	1,530		220	14.38%	170	1,530	350
001-241-5711-0000	Building Insp Mileage	400	400		0	0.00%		400	
001-241-5712-0000	Building Insp Training/Conferences	1,850	1,850		0	0.00%	145	1,850	50
001-241-5730-0000	Building Insp Dues	140	140		0	0.00%	110	140	75
	Other Misc Expenses -History								
	Total Salary	85,300	82,020		3,280	4.00%	35,659	78,478	67,942
	Total Other	15,715	13,755		1,960	14.25%	6,133	15,155	6,865
	Total Building Insp	101,015	95,775		5,240	5.47%	41,792	93,633	74,808
Notes:									
Salary: Grade 8, Step 9 New Compensation Plan									
Coverage: 80 hours @ \$38/hr (Grade 15 Max Step)									
Vehicle Maint Svc: Oil & Inspection. \$500 maintenance service									
Software Support: Permit Pro Annual Service Agreement									
Consulting: Have contracted for services to help oversee Toll Brothers (Town Center project).									
Cell Phone: \$51/month; Add 3 tablets for inspectors at \$40/mo ea									
Office Supplies: Electrical & Plumbing Code Books (\$550), Additional books relative to new code (\$700; increased from \$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									

FY2021 Budget Worksheet
241-Building Inspector

year training as available	
Dues: MBCIA (\$75) & MW Building Officials (\$65)	

**FY2021 Budget Worksheet
292-Animal Ctrl**

		FY21 Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-292-5115-0000	ACO Salary	16,885	16,405		480	2.93%	6,927	15,588	14,486
001-292-5242-0000	ACO Vehicle Maint Svc	1,885	1,885		0	0.00%	328	1,885	2,198
001-292-5270-0000	ACO Rental of Facilities	600	600		0	0.00%	250	600	600
001-292-5302-0000	ACO Veterinary Svc	300	300		0	0.00%		300	
001-292-5341-0000	ACO Telephone	800	800		0	0.00%	447	800	1,063
001-292-5599-0000	ACO Supplies	500	500		0	0.00%	10	500	112
001-292-5711-0000	ACO Travel	0	0		0	0.00%		0	
001-292-5712-0000	ACO Training/Conferences	300	300		0	0.00%		300	
	2/3 Cost Share Reduced Expenses @ YE								(2,710)
	Total Salary	16,885	16,405		480	2.93%	6,927	15,588	14,486
	Total Other	4,385	4,385		0	0.00%	1,035	4,385	1,263
	Total ACO	21,270	20,790		480	2.31%	7,962	19,973	15,749
Notes:									
Salary: Grade 4, Step 5 on New Compensation Plan. This is Boxborough's share of Salary expense									
See Summary Page									
Vehicle Maintenance added / Travel deleted FY17									
**Other Expense Costs are shared with Littleton and Stow, IMA % share transferred back to general fund at Year End									

FY2021 Budget Worksheet
292-Summary

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>	
VEHICLE REPAIR & MAINT SERVICE	1,885	1,885	1,885	1,135	0		0
Maintenance and repair of ACO vehicles:	275	275	275	275			
LOF & Tire Rotation \$55/ea. x 5 times							
Vehicle Alignment x 1/yr	125	125	125	125			
4 Tires mount and balanced x 1/yr	550	550	550	550			
1 flat Tire replacement with Mount/Bal	135	135	135	135			
Non warranty Repairs	500	500	500	500			
Battery and Electrical Repairs	250	250	250	250			
State Inspection	35	35	35	35			
Supplies/Wipers/Fluids/Bulbs/Etc	15	15	15	15			
RENTAL OF FACILITIES	600	600	600	600	600		0
Dog Kennels	600						
VETERINARY SERVICES	300	300	300	300	150		0
Emergency Services and euthanasia for unclaimed animals	300						
TELEPHONE	800	800	800	800	600		0
Cellphone \$600 /yr; repair, maintenance, and/or replacement \$200	800						
SUPPLIES	500	500	500	500	500		0
Leashes, catch poles, crates, food, gloves, bowls and other misc supplies	500						
TRAVEL	0	0	0	0	3,000	POV no longer used, costs transferred to vehicle maintenance	0
TRAINING	300	300	300	300	0		0
State certification training	300						
TOTAL	4,385	4,385	4,385	3,635	4,850		0

**FY2021 Budget Worksheet
300-School Committee**

		FY21 Submitted Budget	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name								
001-300-5110-0000	School Committee Salary	1,600	1,600		0	0.00%	800	1,600	1,200
	Total Salary	1,600	1,600		0	0.00%	800	1,600	1,200
	Total Other	0	0		0	0.00%	0	0	0
	Total School Committee	1,600	1,600		0	0.00%	800	1,600	1,200
Notes:									
Added as an amendment to Article 3 during ATM 2018, \$400 per member									

**FY2021 Budget Worksheet
310-Minuteman**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-310-5320-0000	Minuteman Tuition	174,580	212,675		(38,095)	-17.91%	84,900	148,500	124,796
001-310-5330-0000	Minuteman Transportation	36,200	36,200		0	0.00%	3,600	36,000	31,500
001-310-5601-0000	Minuteman Assessment	3,130	3,130		0	0.00%	6,130	7,345	7,345
	RJGrey Program Assessment				0				
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	213,910	252,005		(38,095)	-15.12%	94,630	191,845	163,641
	Total Minuteman	213,910	252,005		(38,095)	-15.12%	94,630	191,845	163,641
Notes:									
Tuition Based on 3 current students & 3 anticipated students, escalated FY20 rate plus SPED and Capital fee*									
\$6100/per student fee									
Current Transportation Estimate per diem rate									
Assessment is Prior de-regionalization Capital obligations only									

FY2021 Budget Worksheet
311-Assabet

		FY21 Submitted Budget	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name								
001-311-5320-0000	Assabet Tuition	17,050	17,290		(240)	-1.39%	8,428	33,000	8,236
001-311-5330-0000	Assabet Transportation	30,770	28,960		1,810	6.25%	3,360	33,300	27,450
001-311-5601-0000	Assabet Assessment				0	0.00%			
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	47,820	46,250		1,570	3.39%	11,788	66,300	35,686
	Total Assabet	47,820	46,250		1,570	3.39%	11,788	66,300	35,686
Notes:									
Tuition: Based on 1 current students @ escalated FY20 rate									
Transportation: Transportation by bus company company *Add \$7.50/day for additional student*									

FY2021 Budget Worksheet
312-Nashoba

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-312-5320-0000	Nashoba Tuition	56,590	35,935		20,655	57.48%	8,983	16,600	16,603
001-312-5330-0000	Nashoba Transportation	30,770	28,960		1,810	6.25%	3,520	32,400	25,950
001-312-5601-0000	Nashoba Assessment				0	0.00%			
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	87,360	64,895		22,465	34.62%	12,503	49,000	42,553
	Total Nashoba	87,360	64,895		22,465	34.62%	12,503	49,000	42,553
Notes:									
Tuition: Based on 2 current students plus 1 anticipated student @ escalated FY20 rate									
Transportation: Transportation by bus company company *Add \$7.50/day for additional student*									

**FY2021 Budget Worksheet
320-ABRSD**

		FY21 Submitted Budget	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name								
001-320-5601-0000	ABRSD Assessment	11,652,182	11,489,952		162,230	1.41%	5,761,145	11,320,775	11,351,353
001-320-5601-0000	RJGrey Program Assessment	34,283	32,333		1,950	6.03%		30,580	
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	11,686,465	11,522,285		164,180	1.42%	5,761,145	11,351,355	11,351,353
	Total ABRSD	11,686,465	11,522,285		164,180	1.42%	5,761,145	11,351,355	11,351,353
Notes:									
Superintendents presentation 1/3/20 version 2									
Breakout RJGrey Assessment to show changes w/ ABRSD									

FY2021 Budget Worksheet
422-Public Works

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-422-5112-0000	DPW Salary -Director	100,786	100,786		0	0.00%	45,388	97,850	97,091
001-422-5114-0000	DPW Salary	436,825	410,502		26,323	6.41%	171,464	394,358	346,271
001-422-5115-0000	DPW Salary -Clerical	57,212	55,146		2,066	3.75%	24,837	53,644	53,231
001-422-5134-0000	DPW OT	18,207	17,636		571	3.24%	7,021	16,421	24,884
001-422-5210-0000	DPW Electricity	12,500	12,500		0	0.00%	2,003	12,500	7,125
001-422-5210-0630	Playing Fields Electricity	1,300	1,300		0	0.00%	315	1,300	468
001-422-5212-0000	DPW Heating	7,500	5,000		2,500	50.00%	1,142	5,000	6,440
001-422-5241-0000	DPW Bldg/Grounds Maint Svc	13,220	13,220		0	0.00%	2,729	11,600	8,882
001-422-5241-0630	Playing Fields Maintenance	7,920	6,030		1,890	31.34%	3,337	4,900	2,747
001-422-5242-0000	DPW Vehicle Maint Svc	23,000	23,000		0	0.00%	1,116	18,000	12,575
001-422-5302-0000	DPW Medical Svc	1,500	1,500		0	0.00%	165	1,000	2,092
001-422-5331-0000	DPW Street Maint Supply	10,000	10,000		0	0.00%	1,305	7,700	9,312
001-422-5341-0000	DPW Cell Phones	5,000	5,000		0	0.00%	1,932	5,000	4,488
001-422-5399-0000	DPW Other Services	21,000	11,000		10,000	90.91%	6,171	11,000	5,147
001-422-5441-0000	DPW Bldg/Grounds Maint Supply	6,000	6,000		0	0.00%	2,510	5,000	7,519
001-422-5441-0630	Playing Fields Maintenance Supply	8,000	8,000		0	0.00%	27	8,000	9,360
001-422-5442-0000	DPW Vehicle Maint Supply	15,000	12,000		3,000	25.00%	8,983	17,000	23,279
001-422-5580-0000	DPW Tools/Equipment	8,000	8,000		0	0.00%	2,782	8,000	1,677
001-422-5591-0000	DPW Uniforms	8,500	8,500		0	0.00%	1,144	8,500	7,350
001-422-5599-0000	DPW Other Office Exp	2,000	1,500		500	33.33%	1,216	750	2,275
001-422-5712-0000	DPW Training/Conferences	5,000	4,200		800	19.05%	2,080	3,000	2,698
001-422-5730-0000	DPW Dues	400	400		0	0.00%	659	400	395
001-422-5731-0000	DPW Certification/License	620	620		0	0.00%	40	620	260
	Total Salary	613,030	584,070		28,960	4.96%	248,708	562,273	521,476
	Total Other	156,460	137,770		18,690	13.57%	39,653	129,270	114,088
	Total DPW	769,490	721,840		47,650	6.60%	288,361	691,543	635,564

FY2021 Budget Worksheet
422-Summary

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>
ELECTRICITY	12,500	12,500	12,500	4,500	4,000	0
DPW 577 Mass Ave	2,500	2,500	2,500	4,500		
DPW 873 Mass Ave	10,000	10,000	10,000	0		
Add Rec 3 Fields @ \$25/mo/6mo and \$200/mo/6 mo	1,300	1,300	1,300	1,300		
HEATING/GAS	7,500	5,000	5,000	4,000	4,000	2,500
Natural Gas 577 Mass Ave	3,500	1,000	1,000	4,000		
Natural Gas 873 Mass Ave	4,000	4,000	4,000	0		
BUILDING & GROUNDS MAINTENANCE SVC					6,500	0
DPW:	13,220	13,220	11,600	11,600		
Fire Extinguisher Service 25*\$13 each	325	325				
Line Striping Streets \$2400+Parking & Stops \$2050,	4,450	4,450				Starting in FY21 will stripe Town Hall, Museum and Transfer Station every other year
Catch Basin Cleaning	5,000	5,000				
Generator Service	2,420	2,420				Contract for minor & major service (2)
Misc (Electrician/Plumber)	1,025	1,025				
Playing Fields:	7,920	6,030	4,900	4,900		1,890
Irrigation On/Off \$1200/\$750,	1,950	1,950				Separate maintenance at Playing Fields
Ball field Machinery Rental 2x\$400	2,200	800				
Porta-Potties 3x7mo @\$100 plus full year at Steele Farm @ \$100/mo for ADA accessible unit	3,300	2,810				Upgrade all units to ADA
Misc (Irrigation work)	470	470				
VEHICLE MAINTENANCE	23,000	23,000	18,000	18,000	18,000	0
Inspections	1,800	1,800	1,800	1,800		
Tires	4,000	4,000	4,000	6,000		
Oil Changes 18x2/yr @\$250	9,000	9,000	9,000	9,000		
RBG and outsource repairs	6,200	6,200	1,200	550		
Misc Filters/Brakes/Rotors/Tire Repair etc	2,000	2,000	2,000			
MEDICAL SVC	1,500	1,500	1,000	1,000	1,000	0
DOT Physicals 7@\$150 (Rotating), Drug Testing 8@\$55	1,500					For Hoisting License renewals

**FY2021 Budget Worksheet
422-Summary**

		<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>	
STREET MAINT SUPPLY		10,000	10,000	7,700	7,700	9,500		0
Street Signs, Cones, Barricades, Work Zone Safety Signs	1,500		1,000	1,000	1,700		work zone signs/street signs to meet new law	
Cold Patch/Hot Top	5,500		4,700	4,700	4,000		plan to use new hot box for more patching work	
Structures/Blocks (estimated average year)	3,000		2,000	2,000	2,000			
CELL PHONES		5,000	5,000	5,000	5,000	3,000		0
9 phones @ \$400/mo + 1 replacement @\$200	5,000							
OTHER SERVICES		21,000	11,000	11,000	4,000	7,500		10,000
Street Sweeper Contract Service	20,000		10,000	10,000	0		Need to perform twice a yr per MS4.	
Out of Town Police Details, Towing, etc	1,000		1,000	1,000	4,000			
BLDG & GRNDS SUPPLY						7,000		0
DPW: Cleaning Supplies, Trash Bags, Restroom Supplies, Rakes, Shovels, Brooms, ***New FY19: Cemetery Grounds \$1000 for loam, fertilizer, seed, etc.	6,000	6,000	6,000	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	8,000	8,000			
VEHICLE MAINT SUPPLY		15,000	12,000	17,000	17,000	17,000		3,000
Oil, Stabilizer, Winterizer, Bulbs, Filters, Belts, Cutting Edges, Teeth, Rust Inhibitor/Paint, Mower Blades, Whips, Hydraulic Parts, Covers, etc	15,000						With new mechanic \$8,415 spent to-date. \$17,000 spent last year without mechanic. Request \$15,000 for FY21	
TOOLS/EQUIPMENT		8,000	8,000	8,000	8,000	8,000		0
Socket Sets, Drills, Vehicle Engine Scanner, Tool Box, Airgas/Welding supplies, Crimping Tool, Jack	8,000							

**FY2021 Budget Worksheet
422-Summary**

	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>	
UNIFORMS & CLEANING	8,500	8,500	8,500	6,500	6,800		0
Director Allowance per Contract	950	950	950				
Boots 2 ea 16@\$200 (avg) =\$3,200, T-shirts/Sweatshirts/seasonal jackets/Socks/Gloves/Eyewear/etc	7,550	7,550	7,550				
OTHER OFFICE EXPENSES	2,000	1,500	750	750	750		500
Office supplies, printing needs, advertising, etc...	2,000					Tried knockoff toner for printers, didn't work well. Toner is apprx. \$600 for both, twice a yr.	
TRAINING AND CONFERENCES	5,000	4,200	3,000	3,000	500		800
In house training	2,300	2,300				Bay State Roads will come to garage	
CDL training	2,200	1,400				New training for second long-time employee	
New England Grows Convention, mileage, etc	500	500	500	500			
			2,500	2,500		FY18 & 19: Procurement \$800, Well Technician \$1000, Hoisting \$700	
DUES AND MEMBERSHIPS	400	400	400	200	200		0
Mass Highway \$100, NBM \$50, WCHA \$50, APWA \$200	400						
CERTIFICATION/LICENSE	620	620	620	620	400		0
Hoisting Renewal 5@\$60, Class 2 Renewal 4@80	620						
TOTAL	156,460	137,770	129,270	111,070	94,150		18,690

**FY2021 Budget Worksheet
423-Snow & Ice**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-423-5126-0000	S&I Seasonal Wages	6,173	6,018		155	2.58%	855	5,905	6,543
001-423-5134-0000	S&I OT	59,692	57,832		1,860	3.22%	12,406	58,731	52,996
001-423-5243-0000	S&I Equipment Maint Svc	13,000	13,000		0	0.00%		11,000	9,424
001-423-5442-0000	S&I Vehicle Maint Supply	8,000	8,000		0	0.00%	3,742	10,000	4,897
001-423-5490-0000	S&I Meals/Refreshments	800	800		0	0.00%		800	295
001-423-5531-0000	S&I Street Maint Supply	100,000	100,000		0	0.00%	9,911	100,000	28,166
001-423-5820-0000	S&I Equipment	14,000	14,000		0	0.00%		12,000	10,750
	Other Misc Expenses -History								
	Total Salary	65,865	63,850		2,015	3.16%	13,261	64,636	59,538
	Total Other	135,800	135,800		0	0.00%	13,653	133,800	53,532
	Total Snow & Ice	201,665	199,650		2,015	1.01%	26,914	198,436	113,071
Notes:									
***May not reduce funding									
Salary: Average hours; new hires at lower rates									
Equipment/Vehicles: Increased maintenance due to aging fleet. PY in-house repairs will be outsourced due to employee retirement									
Vehicle Maintenance Supply: Reduction due to some work outsourced									
Street Maintenance: Consistently overspent and use of RFT. FY18 5 year average cost \$111,500; FY19 5 year avg \$108,000; Four trucks have salt spreader controls									
Equipment: Anticipated replacing 1 plow each year, average life 7-10 years, 14 plows in fleet, or as deemed necessary. Truck bodies and hyddraulic lines and fitting will need to be replaced on older trucks if trucks are not replaced per Capital Plan.									
Fuel: May be allocated to S&I instead of in Fuel line for overspending allowance; Avg 3-year use is 2045g unleaded, 3300g diesel = \$13,000									

FY2021 Budget Worksheet
424-Street Lighting

		FY21 Submitted	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name	Budget	Budget						
001-424-5210-0000	Street Lighting	3,000	3,500		(500)	-14.29%	378	3,500	2,244
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	3,000	3,500		(500)	-14.29%	378	3,500	2,244
	Total Street Lighting	3,000	3,500		(500)	-14.29%	378	3,500	2,244
Notes:									
5 Accounts, based on reduced billing and FY18/FY19 average									

**FY2021 Budget Worksheet
425-Hager Well**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-425-5210-0000	Hager Well Electric	2,500	2,500		0	0.00%	537	2,500	3,125
001-425-5243-0000	Hager Well Maint Svc	25,000	9,820		15,180	154.58%	15,041	5,820	20,132
	Wastewater Maint Svc	1,000	1,000		0	0.00%			
001-425-5304-0000	Hager Well Monitoring Contract	7,705	8,220		(515)	-6.27%	5,305	8,220	12,731
	Wastewater Monitoring Contract	5,410	6,960		(1,550)	-22.27%		6,960	
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	41,615	28,500		13,115	46.02%	20,882	23,500	35,988
	Total Hager Well	41,615	28,500		13,115	46.02%	20,882	23,500	35,988
Notes:									
Electric: Heater unit at Well Site, yearly average \$2.6K									
Maintenance Svc: Testing, Lab Fees, General Maintenance & repairs. Generator and transfer switch Servicing \$1,300. Per MassDEP the Hager well storage tank must be cleaned and relined. The cost to complete the work is approximately \$10,000 (one time increase). Increase Maintenance service \$5,180 due to FY actuals showing budget consistantly being overspent									
Monitoring Contracts: FY21 contract rates: \$641.85/month for Hager well (\$7,702.20/yr) and \$450.89 per month for wastewater (\$5,410.68). PY Budgets drafted during new contracting.									
** 70-80% reimbursed by AB Regional School District into GF Revenue									

FY2021 Budget Worksheet
429-Fuel

		FY21 Submitted	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name	Budget	Budget						
001-429-5399-0000	Fuel System Testing/Maint Svc	7,000	7,000		0	0.00%	5,551	7,000	7,785
001-429-5536-0000	Fuel	80,175	70,500		9,675	13.72%	39,468	70,500	68,050
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	87,175	77,500		9,675	12.48%	45,019	77,500	75,835
	Total Fuel	87,175	77,500		9,675	12.48%	45,019	77,500	75,835
Notes:									
Testing Svc: Cyclical Testing pd early in year \$5250; Maintenance service as needed									
Departments have used approixmately 600 gallons more this year than last as of 11/1. Estimate an overall increase in general usage by 1800 gal. Additionally, we have added 1 vehicle to the fleet, the Roll-Off Truck at 5 trips expects 2,500 gal. Price and winter weather can affect these totals, tank fillups occur as needed.									
Fuel:		Price	Est Gallons		Total				
FY21 Estimates	Unleaded	2.25	24,300		54,675				
	Diesel	2.55	10,000		25,500				
					80,175				
For Reference:	FY20 Unleaded Estimates	2.25	20,000		45,000				
	FY20 Diesel Estimates	2.55	10,000		25,500				
					70,500				

**FY2021 Budget Worksheet
431-Hazardous Waste**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
		10,000	0					10,000	9,881
001-431-5399-0000	Hazardous Waste Disposal					10,000	0.00%		
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	10,000	0		10,000	100.00%	0	10,000	9,881
	Total Hazardous Waste	10,000	0		10,000	100.00%	0	10,000	9,881
Notes:									
Hazardous Waste Day scheduled every other year. Sustainability committee is currently looking into the option of joining Devens HHW									

FY2021 Budget Worksheet
433-Transfer Station

		FY21								
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19	
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual	
		1,700	2,100					2,100		
001-433-5210-0000	Transfer Sta Electric					(400)	-19.05%		226	1,165
001-433-5241-0000	Transfer Sta Bldg/Ground Maint			7,500	6,000	1,500	25.00%		1,376	3,840
001-433-5290-0000	Transfer Sta Bulk Recycling			6,200	6,200	0	0.00%		985	5,159
001-433-5291-0000	Transfer Sta Trucking			5,000	37,000	(32,000)	-86.49%		26,857	56,281
001-433-5292-0000	Transfer Sta Tonnage Tipping			100,000	95,000	5,000	5.26%		44,007	75,097
	Other Misc Expenses -History									
	Total Salary	0	0	0	0.00%	0	0	0		
	Total Other	120,400	146,300	(25,900)	-17.70%	73,452	122,570	141,542		
	Total Transfer Station	120,400	146,300	(25,900)	-17.70%	73,452	122,570	141,542		
Notes:										
Electric: Still working on finding energy efficiencies for compactors. Reduced based on recent actuals										
Maintenance: Porta-potty \$100/mo; Maint on Compactors; Required semi-annual 3rd party inspections \$1,500; included 1 compactor rental previously billed with trucking										
Recycling: CRT, lightbulbs, etc										
Trucking: should have some funding availablefor trucking in case our truck has issues.										

FY2021 Budget Worksheet
491-Cemetery

		FY21 Submitted	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name	Budget	Budget						
		5,000	5,000					5,234	
001-491-5124-0000	Cemetery Superintendent Salary				0	0.00%			2,070
001-491-5154-0000	Cemetery Superintendent Stipend				0	0.00%	2,500		
001-491-5441-0000	Cemetery Grounds Maint Supplies		0		0	0.00%	118	550	216
001-491-5599-0000	Cemetery Other Expenses	500	500		0	0.00%		450	225
	Other Misc Expenses -History								100
	Total Salary	5,000	5,000		0	0.00%	2,500	5,234	2,070
	Total Other	500	500		0	0.00%	118	1,000	541
	Total Cemetery	5,500	5,500		0	0.00%	2,618	6,234	2,611
Notes:									
Salary: Changed to Stipend for Current Employee duty coverage in FY20									
Grounds Maint Supplies: Moved to DPW 422 in FY20									
Other Expenses: Flags, Vaults, Misc Repair supplies									

FY2021 Budget Worksheet
505-Animal Inspector

		FY21 Submitted							
		Budget	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name								
001-505-5116-0000	Animal Inspector Salary	1,015	990		25	2.53%	359	990	988
001-299-5124-0000	Field Driver Salary	45	45		0	0.00%		45	45
001-291-5116-0000	ACO Salary	2,490	2,490		0	0.00%		2,445	611
001-505-5711-0000	Animal Inspector Mileage		150		(150)	-100.00%		200	3
	Total Salary	3,550	990		2,535	256.06%	359	990	988
	Total Other	0	150		(150)	-100.00%	0	200	3
	Total Animal Inspector	3,550	1,140		2,385	209.21%	359	1,190	991
Notes:									
Salary: 2.6% increased Stipend proposed									
Moved Field Driver and ACO Other to consolidate for simplicity. Prior Year amounts still represented in old dept									

**FY2021 Budget Worksheet
511-Board of Health**

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-511-5110-0000	BoH Salaries	600	505		95	18.81%	250	501	500
001-511-5241-0000	Landfill Monitoring	6,500	6,850		(350)	-5.11%		6,500	4,970
001-511-5302-0000	Nursing Services	6,615	6,300		315	5.00%	4,618	5,870	5,864
001-511-5399-0000	BoH Mosquito Control	17,500	17,500		0	0.00%	150	16,800	16,155
001-511-5599-0000	BoH Other Office Expense	150	150		0	0.00%		130	
001-511-5602-0000	BoH Health Agent Services	14,385	13,700		685	5.00%	10,120	12,850	12,851
001-511-5730-0000	BoH Dues	150	150		0	0.00%		150	150
001-511-5799-0000	BoH Other Expenses	400	400		0	0.00%		400	
	Other Misc Expenses -History								
	Total Salary	600	505		95	18.81%	250	501	500
	Total Other	45,700	45,050		650	1.44%	14,888	42,700	39,990
	Total BoH	46,300	45,555		745	1.64%	15,138	43,201	40,490
Notes:									
Salary: Increase to \$200 per member per FinCom recommendation									
Landfill Monitoring: Bi-Annual testing 2 @ \$3,100; sample collection 2@\$325; additional testing may be required for positive results									
Nursing & Health Agent: New rates to be determined Jan 2020; Estimate 5% increase									
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.									

FY2021 Budget Worksheet
529-Community Services

		FY21 Submitted	FY20		FY21	FY21	FY20	FY19	FY19		
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual		
		6,200	6,000					27,604	14,732		
001-529-5116-0000	Community Svc Coord Salary			0	0	0.00%					
001-529-5317-0000	Community Svc Printing			6,200	200	3.33%	2,550				
001-529-5351-0000	Community Svc Programs			675							
001-529-5599-0000	Community Svc Other Office Expense			0	0	0.00%				200	
001-529-5711-0000	Community Svc Travel			300	0	300	30000.00%			300	310
001-529-5712-0000	Community Svc Training/Conferences			0	0	0.00%				250	
001-529-5730-0000	Community Svc Dues			225	(225)	-100.00%				225	
	Other Misc Expenses -History										
	Total Salary	0	0	0	0.00%	0	27,604	14,732			
	Total Other	7,175	6,225	275	4.42%	2,550	975	310			
	Total Community Services	7,175	6,225	275	4.42%	2,550	28,579	15,042			
Notes:											
Salary: Position Combined with COA Coordinator											
Printing: 4 editions of Boxborough Bee, layout, printing and delivery to all households											
Programming: Well-Being Committee, continue community walks w/ guest lectures, previously funded by CHNA											
Office expenses: Combined with COA Coordinator											
Travel: Social Work Intern travel to meetings and clients											
Training: Combined with COA Coordinator											
Dues: National Association of Social Workers membership fee, professional organization											

FY2021 Budget Worksheet
541-COA

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-541-5112-0000	COA Salary	74,520	71,575		2,945	4.11%	32,228	60,748	52,850
001-541-5317-0000	COA Printing	2,750	2,750		0	0.00%	496	750	495
001-541-5345-0000	COA Postage	2,300	2,300		0	0.00%	1,000	1,800	1,800
001-541-5351-0000	COA Programs	1,500	1,500		0	0.00%	90	1,500	923
001-541-5380-0000	COA Van Dispatch Svc		0		0	0.00%		6,000	6,500
001-541-5599-0000	COA Other Office Expense	400	350		50	14.29%	271	350	183
001-541-5711-0000	COA Mileage	300	300		0	0.00%	14	100	
001-541-5712-0000	COA Training/Conferences	450	250		200	80.00%	170	200	180
001-541-5730-0000	COA Dues	1,290	1,250		40	3.20%	1,032	975	1,575
	Other Misc Expenses -History								
	Total Salary	74,520	71,575		2,945	4.11%	32,228	60,748	52,850
	Total Other	8,990	8,700		290	3.33%	3,073	11,675	11,656
	Total COA	83,510	80,275		3,235	4.03%	35,302	72,423	64,505
Notes:									
Salary: Grade 8, Step 5 on new Compensation Plan									
Printing: 10 newsletters @ \$275 plus labels; anticipate Middlesex Savings gift; increased distribution									
Postage: 10 newsletters @ \$230. Increase in distribution, possible rate increase									
Programs: Supplements instructor fees (with Revolving and Grant funds) and program supplies									
Office Exp: Newsletter mailing labels, tab closures, office chair, misc									
Mileage: Home visits and workshops									
Training/Conferences: Attend MCOA Conference, 3 days									
Dues: MCOA \$265 (fee increase); Minuteman Senior Svc \$775 (based on constituency, may go up with 2020 Census results); Xavus Senior Center Database \$250									
Other available Funds: Formula Grant: \$8,554 to offset instructor fees, professional dev, birthday cards, etc.;									
\$12 per senior according to 2010 census (712 seniors; 2019 town census count is 1266 seniors)									
Class Revolving Fund: Approx \$10,000 income from participant fees to pay instructors									

FY2021 Budget Worksheet
543-Veterans

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-543-5116-0000	Veterans PT		0		0	0.00%		2,900	926
001-543-5306-0000	Veterans District Services	15,945	15,185		760	5.00%	7,914		
001-543-5351-0000	Veterans VMC Outreach	750	750		0	0.00%	145	400	400
001-543-5599-0000	Veterans Other Supplies	600	600		0	0.00%		350	217
001-543-5711-0000	Veterans Travel				0	0.00%		100	
001-543-5712-0000	Veterans Training/Conferences				0	0.00%		100	
001-543-5730-0000	Veterans Dues				0	0.00%		40	50
001-543-5770-0000	Veterans Benefits	27,650	17,650		10,000	56.66%	9,828		21,403
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	2,900	926
	Total Other	44,945	34,185		10,760	31.48%	17,887	990	22,069
	Total Veterans	44,945	34,185		10,760	31.48%	17,887	3,890	22,995
Notes:									
Salary: Changed to Regional District services in FY20									
District Services: Regional District amount based on 4 hours/week, projected 5% increase									
Veterans Memorial Committee: Outreach supplies, etc; addit'l for Veteran's day celebration									
Supplies: Bronze medallions replace 5-6 additional @ \$55 ea; Marker Flags									
Travel: covered in district services									
Training/Conference: covered in district services									
Dues: covered in district services									
Benefits: Based on 1 full year actuals									

FY2021 Budget Worksheet
610-Library

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-610-5110-0000	Library Trustees Stipend	1,200			1,200	120000.00%			
001-610-5112-0000	Library Director Salary	72,800	72,800		0	0.00%	32,788	70,000	69,184
001-610-5116-0000	Library PT Salary	175,695	165,765		9,930	5.99%	66,401	178,656	145,799
001-610-5210-0000	Library Electricity	16,500	16,500		0	0.00%	5,729	16,000	16,338
001-610-5212-0000	Library Heating	8,000	7,700		300	3.90%	331	7,700	6,390
001-610-5241-0000	Library Bldg/Ground Maint Svc	27,600	26,100		1,500	5.75%	9,163	20,000	19,231
001-610-5305-0000	Library Software Support	3,000	2,700		300	11.11%	593	2,700	2,430
001-610-5345-0000	Library Postage	300	300		0	0.00%	138	300	70
001-610-5351-0000	Library Programs	3,500	1,000		2,500	250.00%	605	1,000	905
001-610-5441-0000	Library Bldg/Ground Maint Supplies	2,500	3,100		(600)	-19.35%	521	3,000	1,376
001-610-5520-0000	Library Materials	82,000	72,000		10,000	13.89%	25,989	72,000	72,251
001-610-5599-0000	Library Other Supplies	3,500	2,700		800	29.63%	740	2,700	2,812
001-610-5711-0000	Library Travel	800	800		0	0.00%	175	800	616
001-610-5712-0000	Library Training/Conferences	5,000	5,000		0	0.00%	101	5,000	2,105
001-610-5730-0000	Library Dues	16,000	15,500		500	3.23%	14,822	16,800	14,626
	Other Misc Expenses -History								
	Total Salary	249,695	238,565		11,130	4.67%	99,189	248,656	214,983
	Total Other	168,700	153,400		15,300	9.97%	58,907	148,000	139,150
	Total Library	418,395	391,965		26,430	6.74%	158,095	396,656	354,133
Notes:									
See Summary Page									
Library Materials must =19.5% total budget AND total budget must meet Municipal Appropriation Requirement (MAR) of \$403,485									
There is a 6% increase in operating budget largely from the increase in material budget and programing budget. The increase is necessary to maintain the library's normal operation and to meet MBLC's certification qualification. (Please see notes page for detail.)									

FY2021 Budget Worksheet 610-Library Notes

Note about State Aid requirements:

MAR:

Public libraries need to be certified by the MA Library Board of Commissioners in order to receive state aide (\$8,000-\$9,000 annually), enjoy interlibrary loan services, share resources with neighboring libraries, and be eligible to apply for grants under the federal Library Services and Technology Act.

To be certified, a library needs to 1) provide library services, 2) be appropriated with "a figure of at least the average of the last 3 years' municipal appropriations to the library for operations, increased by 2.5%, and 3) spend at least 19% of its operating budget acquiring library materials for circulation.

The formula for municipal appropriation requirement (MAR) is the average of "the prior 3 years' municipal appropriations for operating expenses or the MAR figure, **whichever is higher**" times 1.025.

MAR for FY21 is $[(FY18\ MAR + FY19\ MAR + FY20\ MAR)/3] \times 1.025$

FY18 MAR or appropriated budget whichever is higher	385,311
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FY19 MAR or appropriated budget whichever is higher	396,656
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FY 20 MAR or appropriated budget whichever is higher	398,965	*Includes \$7,000 fund transfer.
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Average	393,644
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Increase by 2.5%	403,485	Material budget requirement	19% Material budget	\$	76,662.17
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The formula for municipal appropriation requirement (MAR) is the average of "the prior 3 years' municipal appropriations for operating expenses or the MAR figure, whichever is higher" times 1.025.

The library's FY21 budget will need to be greater than \$403,485 in order to qualify for certification.

Material Expense:

To qualify for state aid, library material budget should be equal to or greater than 19% of the operating budget . Our material budget needs to be at least \$76,662.

**FY2021 Budget Worksheet
610-Summary**

		<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>	
ELECTRICITY		16,500	16,500	16,000	15,000	15,000		0
Library & Pump	16,500							
HEATING/GAS		8,000	7,700	7,700	7,000	7,700		300
Heating costs (natural gas)	8,000						Based on FY20 spending.	
BUILDING & GROUNDS MAINTAINANCE SERVICE		27,600	26,100	20,000	20,000	15,350		1,500
	27,600		22,000					
HVAC system, water pump, irrigation system, A/V, copy machine lease & coin operation system contract, fire suppression system, alarm testing & maintenance, fire extinguishers, roof maintenance, etc							AV system 3-year service contract ends in FY20. Expected renewal cost \$7,000. Building Inspector has also indicated that he will complete the roof inspection, therefore taken off the library's budget.	
Seasonal deep cleaning (scrub restroom floors \$450, steam clean carpet \$3300, scrub lobby floor \$350)			4,100				With regular cleaning by the cleaning company, there is not such a huge need for deep cleaning in FY21.	
SOFTWARE SUPPORT		3,000	2,700	2,700	2,700	2,700		300
Wowbrary, Envisionware, PCRes, Deep Freeze, Bitdefender, Plymouth Rock (Tixkeeper and Eventkeeper), Mobile Print Services	3,000						Deepfreeze license is good until September 2020. Will need to be renewed in FY21.	
POSTAGE		300	300	300	350	350		0
Book Returns	300						Based on FY19 expense.	
PROGRAMS		3,500	1,000	1,000	1,000	1,000		2,500
Summer Reading, Movie Licensing, Other Program costs	3,500						\$2,500 increase for general adult programing that is not senior specific. This will allow us more flexibility in program planning.	
BUILDING & GROUNDS SUPPLIES		2,500	3,100	3,000	3,000	3,000		(600)
drinking water, misc. hardware, appliances, fixtures, bulbs, tools, cleaning supplies , ...	2,500						Cleaning supply is now provided by the cleaning company and taken off the library's budget.	

**FY2021 Budget Worksheet
610-Summary**

		<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
MATERIALS		82,000	72,000	72,000	70,000	69,000	10,000
Adult Books	21,600		18,750	18,500			The increase in the material budget is to 1) meet the 19% operation budget requirement, and 2) fold database subscription into the library's operating budget to accurately reflect the operating cost. Museum passes are still sponsored by Friends.
Juvenile and Young Adult Books	19,500		18,750	18,500			
Audio	11,100		7,250	7,000			
Video	6,000		7,250	8,000			
Subscriptions	4,500		5,000	5,000			
Electronic Databases	14,300						
eBooks	5,000		15,000	15,000			
OTHER SUPPLIES		3,500	2,700	2,700	2,700	2,700	800
Stationary, book covers, other misc supplies	3,500						
TRAVEL		800	800	800	800	800	0
Mileage to meetings & training	800						
TRAINING AND CONFERENCES		5,000	5,000	5,000	1,000	1,000	0
Tuition, fees, and other related expenses associated with attending conferences and training seminars for Staff	1,000		1,000	1,000			
Continuing Education (Tuition Reimbursement)	4,000		4,000	4,000			
DUES AND MEMBERSHIPS		16,000	15,500	16,800	16,100	16,100	500
CWMARS Assessment (Overdrive 10% mandatory included)	15,500		15,000	16,800			The budget is based on CWMARS FY2021 proposed assessment. Increase is due to vendor price change.
ALA	100		100				
MBLC State eBook platform mandatory charge \$400	400		400				
TOTAL		168,700	153,400	148,000	139,650	134,700	15,300

FY2021 Budget Worksheet
630-Rec Comm

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-630-5126-0000	Rec Comm PT	34,855	31,790		3,065	9.64%	25,357	29,621	25,031
001-630-5241-0000	Rec Comm Contracted Svc	4,525	4,825		(300)	-6.22%	1,968	2,330	1,881
001-630-5351-0000	Rec Comm Programs	1,500			1,500	150000.00%		6,100	
001-630-5351-SUM	Rec Comm Flerra Playground	5,000	5,000		0	100.00%	2,649		3,847
001-630-5351-WNT	Rec Comm Winter	1,500	1,100		400	100.00%			978
001-630-5599-0000	Rec Comm Other Supplies	1,375	1,250		125	100.00%	75		448
	Other Misc Expenses -History								
	Total Salary	34,855	31,790		3,065	9.64%	25,357	29,621	25,031
	Total Other	13,900	12,175		1,725	14.17%	4,692	8,430	7,155
	Total Rec Comm	48,755	43,965		4,790	10.90%	30,049	38,051	32,186
Notes:									
Rec Comm PT: addtl Winter Counselor; update to Jan 2021 minimum wage for counselors, others 2.6% wage increase									
Contracted Services: Tent \$1,350+ July only plus extra 7 weeks @375/wk, POD \$550									
Programs: Split for tracking purposes- Adding a request for \$500 for a movie night in summer and \$1,000 to help compensate for the \$3K contract with AB cultural council and the Sargeant Memorial Library to help put on a Shakespeare Play for the community through the Brown Box Theater Company; Summer Playground \$5,000 for activity fees, crafts, games, refreshments; Winterfest \$1500 vendors & supplies, increased to include previously grant-funded human foosball									
Other Supplies: Summer staff uniforms \$1300 (doubled to provide 2 shirts per person), Winterfest/Program street banners update \$75									

FY2021 Budget Worksheet
670-Steele Farm

		FY21									
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19		
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual		
		800	800					600			
001-670-5210-0000	Steele Farm Electricity					0	0.00%		74		
001-670-5799-SFBD	Steele Farm Building Maint			600	600	0	0.00%		50	600	446
001-670-5799-SFGR	Steele Farm Grounds Maint			600	600	0	0.00%			600	171
	Other Misc Expenses -History										
	Total Salary			0	0	0	0.00%		0	0	0
	Total Other			2,000	2,000	0	0.00%		124	1,800	1,728
	Total Steele Farm	2,000	2,000	0	0.00%	124	1,800	1,728			
Notes:											
Electric: For heat to prevent basement shifting in winter											
Building Maintenance: Ongoing barn & preventative maintenance											
Grounds Maintenance: Gravel for trail and parking area maintenance											

FY2021 Budget Worksheet
691-Hist Comm

		FY21									
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19		
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual		
		1,200	1,200					900			
001-691-5210-0000	Hist Comm Electricity					0	0.00%		713		
001-691-5212-0000	Hist Comm Heating			2,000	2,000	0	0.00%		273	1,700	2,005
001-691-5241-0000	Hist Comm Building/Grounds Maint			1,500	4,500	(3,000)	-66.67%			500	50
001-691-5799-0000	Hist Comm Other Expense			350	350	0	0.00%		187	350	315
	Other Misc Expenses -History										
	Total Salary			0	0	0	0.00%		0	0	0
	Total Other	5,050	8,050	(3,000)	-37.27%	1,173	3,450	3,526			
	Total Hist Comm	5,050	8,050	(3,000)	-37.27%	1,173	3,450	3,526			
Notes:											
Electricity: Based on increased electrical usage from FY18 & FY19 due to dehumidification & police radios											
Heating: Est based on FY18 & FY19 Actual											
Blg/Grnds Maint: Only routine maintenance expected; history of RFT for small repairs; Addt'l for dehumidifier replacement in FY20											
Other Expense: Continuation of multi-year historical signage project											

**FY2021 Budget Worksheet
692-Public Celebr**

		FY21 Submitted Budget	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name								
001-692-5351-0000	Public Celebr Programs	1,000	1,000		0	0.00%		830	345
001-692-5599-0000	Public Celebr Other Supplies	500	400		100	25.00%		370	
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	1,500	1,400		100	7.14%	0	1,200	345
	Total Public Celebr	1,500	1,400		100	7.14%	0	1,200	345
Notes:									
Programs: Tree Lighting \$500 (additional LED bulbs & strings), Memorial Day \$250 (flowers/frames/awards), Fifer's Day \$250 (costume replacement/cleaning/decorations)									
Other Supplies: beverage container, new banners and lawn signs for tree lighting, Memorial Day, table cloths, etc									

**FY2021 Budget Worksheet
699-ABCC**

		FY21								
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19	
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual	
		1,400	1,400					1,400		
001-699-5799-0000	ABCC Other Exp					0	0.00%		215	1,400
	Total Salary	0	0		0	0.00%	0	0	0	
	Total Other	1,400	1,400		0	0.00%	215	1,400	1,400	
	Total AB Cultural Council	1,400	1,400		0	0.00%	215	1,400	1,400	
Notes:										
Additional Boxborough-based programs and initiatives										

FY2021 Budget Worksheet
710-Long Term Debt

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	FY19	
								Actual	
		215,000	220,000						
001-710-5910-0300	Blanchard Debt					0	0.00%		
001-710-5910-2006	Library/Land/Housing/School Debt					(5,000)	-2.27%	220,000	225,000
001-710-5910-2010	Fire/DPW Eq Debt					(115,000)	-100.00%		125,000
001-710-5910-2015	Fire/DPW/TH/School Debt					(10,000)	-5.26%		210,000
001-710-5910-2016	Paving/Fire Engine/DPW Eq/Vehicles					(5,000)	-3.03%	165,000	180,000
001-710-5910-2018	Paving/DPW Eq/DPW Building					0	0.00%		190,000
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	
	Total Other	735,000	870,000		(135,000)	-15.52%	385,000	930,000	
	Total Retirement of LT Debt	735,000	870,000		(135,000)	-15.52%	385,000	930,000	
Notes:									
Bonding in process earlier than originally anticipated due to purchase for DPW facility.									
FY19 BAN for May 2018 ATM 734,900; Also 800,000 unissued from ATM19; won't Bond until over 2mil possible in FY20 or definite in FY21									
2006 Debt refunded expires in 2022, 2024 & 2026; 2010 Debt expired in 2020;									
2015 Debt expires in 2030; 2016 Debt expires in 2036; 2018 Debt expires in 2033									

FY2021 Budget Worksheet
751-Debt Interest

		FY21							
		Submitted	FY20		FY21	FY21	FY20	FY19	FY19
Account Number	Account Name	Budget	Budget		vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-751-5915-0000	Interest Long Term	167,435	195,060		(27,625)	-14.16%	99,453	212,657	215,061
001-751-5925-0000	Interest Short Term	46,050	22,050		24,000	108.84%			
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	213,485	217,110		(3,625)	-1.67%	99,453	212,657	215,061
	Total Debt Interest	213,485	217,110		(3,625)	-1.67%	99,453	212,657	215,061
Notes:									
BAN of 2018 ATM articles (\$734,900) @ 3%									
BAN of 2019 ATM articles (\$800,000) @ 3%									
Long Term Borrowing expected FY21									

Debt Schedule 2021 Town of Boxborough

Date of Issue	Purpose	Type of Payment	Remaining Debt	Year Retired	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
07/01/05 (exempt)	Sewage Disposal-School (Refunding 12/23/16)	Principal Interest	180,000 16,200	2026	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	240,000 21,600	2026	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	60,000 1,800	2022	30,000 1,350	30,000 450														
07/01/05 (exempt)	Affordable Housing (Refunding 12/23/16)	Principal Interest	20,000 1,200	2024	5,000 525	5,000 375	5,000 225	5,000 75												
07/01/05 (exempt)	Library (Refunding 12/23/16)	Principal Interest	435,000 25,875	2024	110,000 11,400	110,000 8,100	110,000 4,800	105,000 1,575												
02/15/15	Departmental Equipment (Breakdown next page)	Principal Interest	920,000 87,994	2030	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	1,455,000 281,169	2036	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
06/12/18	DPW Bldg/Departmental Equipment/Paving (Breakdown next page)	Principal Interest	1,645,000 406,150	2033	180,000 74,600	175,000 65,600	170,000 56,850	150,000 48,350	140,000 40,850	140,000 33,850	135,000 26,850	130,000 20,100	85,000 13,600	85,000 10,200	85,000 7,650	85,000 5,100	85,000 2,550			
TOTAL ALL DEBT		Principal	4,955,000		735,000	705,000	630,000	595,000	440,000	350,000	265,000	260,000	215,000	185,000	170,000	150,000	130,000	45,000	40,000	40,000
		Interest	841,988		167,432	142,157	118,107	95,957	76,832	60,982	49,232	38,932	28,882	21,963	16,563	11,682	7,344	3,332	1,950	650
		Total	5,796,988		902,432	847,157	748,107	690,957	516,832	410,982	314,232	298,932	243,882	206,963	186,563	161,682	137,344	48,332	41,950	40,650
Total Exempt Debt		Principal	935,000		215,000	215,000	185,000	180,000	70,000	70,000	0	0	0	0						
		Interest	66,675		24,825	18,375	12,375	6,900	3,150	1,050	0	0	0	0						
		Total	1,001,675		239,825	233,375	197,375	186,900	73,150	71,050	0	0	0	0						
Total Non-exempt Debt		Principal	4,020,000		520,000	490,000	445,000	415,000	370,000	280,000	265,000	260,000	215,000	185,000	170,000	150,000	130,000	45,000	40,000	40,000
		Interest	775,313		142,607	123,782	105,732	89,057	73,682	59,932	49,232	38,932	28,882	21,963	16,563	11,682	7,344	3,332	1,950	650
		Total	4,795,313		662,607	613,782	550,732	504,057	443,682	339,932	314,232	298,932	243,882	206,963	186,563	161,682	137,344	48,332	41,950	40,650

**FY2021 Budget Worksheet
830-County Retirement Assmt**

		FY21 Submitted Budget	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name								
001-830-5690-0000	County Retirement Assessment	1,008,915	943,155		65,760	6.97%	943,152	843,801	843,801
	Other Misc Expenses -History				0				
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	1,008,915	943,155		65,760	6.97%	943,152	843,801	843,801
	Total County Retirement Assmt	1,008,915	943,155		65,760	6.97%	943,152	843,801	843,801
Notes:									
FY20 & FY21 Actuarial Study completed. Increase due to changing demographics in employee hires and 2 long-time employee retirements in recent years. Prompt Payment discount included									

**FY2021 Budget Worksheet
912-Insurance**

		FY21 Submitted	FY20 Budget		FY21 vs FY20	FY21 vs FY20	FY20 YTD 12/18	FY19 Budget	FY19 Actual
Account Number	Account Name	Budget	Budget						
001-912-5172-0000	Workers Comp Ins	35,000	35,000		0	0.00%	21,545	23,825	18,143
001-912-5173-0000	Police & Fire Accident Ins	50,375	42,610		7,765	18.22%	47,800	42,300	41,369
001-912-5174-0000	Unemployment	24,690	23,850		840	3.52%		23,070	
001-912-5741-0000	Liability Ins - Property/Casualty/Prof.	95,835	91,860		3,975	4.33%	84,424	92,245	85,816
	Other Misc Expenses -History				0				
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	205,900	193,320		12,580	6.51%	153,769	181,440	145,329
	Total Other Insurance	205,900	193,320		12,580	6.51%	153,769	181,440	145,329
Notes:									
Workers Comp: Increased due to claims - Preliminary estimate from MIIA rep; use prompt payment discount									
Police & Fire Accident Ins: Premium increase of 3% over FY20 actual \$42,800; Plus Insurer recommended increasing medical payments limits to \$300,000 (add'l cost of \$1,250 over FY18 premium); Included \$5,000 deductible not previously budgeted; Note for FY21: Police & Fire Premium for FY20 increased to \$42,800 due to 1 additional officer added FY19									
Unemployment: Calculated based upon one employees at maximum benefit (\$823/week, up from \$795/week), for maximum period of 30 weeks									
Liability Insurance:	FY20 base premium				\$91,919				
	Placed in service in 2020	Roll-off Truck			\$800				
	Increase estimated at 3%				\$2,782				
	Less est. prompt pay discount (3%)				-\$2,865				
					\$92,636				
	Lloyds (Steele Farmhouse 4/20-4/21)				\$1,000				
Crum & Forster: Underground Storage Tanks (UST) Premium 11/20-11/22					\$2,200				
					\$95,836				

**FY2021 Budget Worksheet
915-Employee Benefits**

		FY21						
		Submitted	FY20		FY21	FY21	FY20	FY19
Account Number	Account Name	Budget	Budget	vs FY20	vs FY20	YTD 12/18	Budget	Actual
001-915-5170-HLTH	Employee Benefits - Health Ins	994,500	995,490	(990)	-0.10%	346,947	845,500	772,583
001-915-5170-LIFE	Employee Benefits - Life Ins	2,000	2,000	0	0.00%	643	1,750	1,486
001-915-5170-LTD-	Employee Benefits - LTD Ins	5,000	5,000	0	0.00%	1,353	4,500	3,813
001-915-5170-FSA-	Employee Benefits - FSA Fee	1,130		1,130	113000.00%			
001-915-5171-MEDC	Employee Benefits - Medicare	75,000	68,000	7,000	10.29%	28,400	65,500	59,051
	Other Misc Expenses -History	(14,500)	(14,000)	(500)	3.57%		(13,500)	
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	1,063,130	1,056,490	6,640	0.63%	377,342	903,750	836,934
	Total Employee Benefits	1,063,130	1,056,490	6,640	0.63%	377,342	903,750	836,934
Notes:								
Health Insurance: Expect plan increase details Feb 2020. New total based on current enrollment plus 2 (with adjustments for pending retirements/hires); another possible adjustment, one change from HPHC/Tufts to Fallon could save about \$5,000.								
Life Ins 50/50 with eligible employees								
FSA fee has been paid from surplus, but should be funded now that surplus has been depleted; est 10 employees @ 5.25 ea/mo + \$500 annual fee								
Medicare: Based on total salary \$4,610,000 (total at draft) plus outside details (\$390K in FY19) * 1.45%								
Reduction will be added in actual lines, based on 2/3 of ACO IMA costs Health & Medicare								

**FY2021 Budget Summary
915-Summary**

Active Employees

Plan	Coverage	Enrollment	FY20 Monthly Premium (100%)	FY21 Increase	FY21 Total	FY21 Town Per Employee (75%)	FY21 Town Per Retiree (50%)	FY21 Town Total per plan per month	FY21 Grand Total per plan (Town portion)	Per Person Per Year
HPHC	Individual	1	\$ 908.00	10.5%	\$ 1,003.00	\$ 752.25		\$ 752.25	\$ 9,027.00	\$ 23,742.00
HPHC	Family	7	\$ 2,387.00	10.5%	\$ 2,638.00	\$ 1,978.50		\$ 13,849.50	\$ 166,194.00	
HPHC	Family Flex	3	\$ 2,387.00	10.5%	\$ 2,638.00	\$ 1,978.50		\$ 5,935.50	\$ 71,226.00	
HPHC	Individual Retiree	1	\$ 908.00	10.5%	\$ 1,003.00		\$ 501.50	\$ 501.50	\$ 6,018.00	
HPHC	Family Retiree	1	\$ 2,387.00	10.5%	\$ 2,638.00		\$ 1,319.00	\$ 1,319.00	\$ 15,828.00	
Tufts	Individual	6	\$ 860.00	10.5%	\$ 950.00	\$ 712.50		\$ 4,275.00	\$ 51,300.00	
Tufts	Family	7	\$ 2,335.00	10.5%	\$ 2,580.00	\$ 1,935.00		\$ 13,545.00	\$ 162,540.00	
Tufts	Family Flex	0	\$ 2,335.00	10.5%	\$ 2,580.00	\$ 1,935.00		\$ -	\$ -	
Tufts	Individual Retiree	0	\$ 860.00	10.5%	\$ 950.00		\$ 475.00	\$ -	\$ -	
Tufts	Family Retiree	1	\$ 2,335.00	10.5%	\$ 2,580.00		\$ 1,290.00	\$ 1,290.00	\$ 15,480.00	
Fallon Direct	Individual	1	\$ 654.00	10.5%	\$ 723.00	\$ 542.25		\$ 542.25	\$ 6,507.00	\$ 18,666.00
Fallon Direct	Family	0	\$ 1,749.00	10.5%	\$ 1,933.00	\$ 1,449.75		\$ -	\$ -	
Fallon Direct	Individual Retiree	0	\$ 654.00	10.5%	\$ 723.00		\$ 361.50	\$ -	\$ -	
Fallon Direct	Family Retiree	0	\$ 1,749.00	10.5%	\$ 1,933.00		\$ 966.50	\$ -	\$ -	
Fallon Select	Individual	7	\$ 703.00	10.5%	\$ 777.00	\$ 582.75		\$ 4,079.25	\$ 48,951.00	
Fallon Select	Family	10	\$ 1,877.00	10.5%	\$ 2,074.00	\$ 1,555.50		\$ 15,555.00	\$ 186,660.00	\$ 5,076.00
Fallon Select	Individual Retiree	1	\$ 703.00	10.5%	\$ 777.00		\$ 388.50	\$ 388.50	\$ 4,662.00	
Fallon Select	Family Retiree	3	\$ 1,877.00	10.5%	\$ 2,074.00		\$ 1,037.00	\$ 3,111.00	\$ 37,332.00	
Active Plan Employee Total		49						\$ 64,391.50	\$ 772,698.00	

*Total includes 2 additional enrollments at the highest family premium for planned new hires, plus one contingency

w/plan
change

Retired Employees

Plan	Coverage	Enrollment	Cal Yr 2020 Premium (100%)	Cal 21 est Inc 1%	Jul -Dec 2020 Town (50%)	Jan -Jun 2021 Town (50%)	Cal20 Town Total per plan per month	FY21 Grand Total per plan (Town portion)
Tufts Med Pref HMO	Individual	23	\$ 654.00	\$ 660.54	\$ 327.00	\$ 330.00	\$ 7,521.00	\$ 90,666.00
Tufts Med Pref HMO	Ind Flex	3	\$ 654.00	\$ 660.54	\$ 327.00	\$ 330.00	\$ 981.00	\$ 11,826.00
Tufts Med Suppl w PDP	Individual	23	\$ 860.00	\$ 868.60	\$ 430.00	\$ 434.00	\$ 9,890.00	\$ 119,232.00
Fallon Med Plus Premier	Individual	0	\$ 596.00	\$ 601.96	\$ 298.00	\$ 301.00	\$ -	\$ -
Fallon Med Plus Central	Individual	0	\$ 456.00	\$ 460.56	\$ 228.00	\$ 230.00	\$ -	\$ -
Retiree Plan Total		49					\$ 18,392.00	\$ 221,724.00

*Total includes 3 additional retirees at the lowest premium

** CY20 rates are set, so these would be true numbers

Total Budget Needed:

\$ 994,422.00