

FY2020 Financial Model
Town of Boxborough

	FY20 Approved Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19
<u>Summary of Expenditures</u>				
Town Government	\$ 1,234,830	\$ 1,083,273	\$ 145,557	13.44%
Protection	\$ 2,889,560	\$ 2,772,241	\$ 117,319	4.23%
Public Works	\$ 1,182,790	\$ 1,133,283	\$ 44,507	3.93%
Health Services	\$ 167,380	\$ 149,283	\$ 18,097	12.12%
Culture & Recreation	\$ 448,780	\$ 442,557	\$ 6,223	1.41%
Subtotal - Town Government	\$ 5,923,340	\$ 5,580,637	\$ 342,703	6.14%
A/B Regional School	\$ 11,522,285	\$ 11,351,355	\$ 170,930	1.51%
Vocational/Technical Schools	\$ 363,150	\$ 307,145	\$ 56,005	18.23%
Subtotal - Education	\$ 11,885,435	\$ 11,658,500	\$ 226,935	1.95%
Debt Service	\$ 1,087,110	\$ 1,142,657	\$ (55,547)	-4.86%
Employee Benefits	\$ 2,192,965	\$ 1,928,991	\$ 263,974	13.68%
Reserve Fund	\$ 150,000	\$ 200,000	\$ (50,000)	-25.00%
Subtotal - Other	\$ 3,430,075	\$ 3,271,648	\$ 158,427	4.84%
Total Budget	\$ 21,238,850	\$ 20,510,785	\$ 728,065	3.55%
Including R&A Articles:			\$ 868,070	4.23%
ATM FY20 Warrant Articles Within 2 1/2 (R&A)	\$ 140,005		\$ 140,005	
ATM FY20 Warrant Articles Within 2 1/2	\$ 1,650,632		\$ 1,650,632	
ATM FY19 Warrant Articles Within 2 1/2		\$ 1,531,075	\$ (1,531,075)	-42.14%
STM FY19 Warrant Articles Within 2 1/2	\$ 939		\$ 939	
STM FY18 Warrant Articles Within 2 1/2 -Feb		\$ 1,356,361	\$ (1,356,361)	
STM FY18 Warrant Articles Within 2 1/2 -Dec		\$ 209,182	\$ (209,182)	
ATM FY20 Warrant Articles CPC	\$ 68,250		\$ 68,250	
ATM FY19 Warrant Articles CPC		\$ 409,650	\$ (409,650)	-83.34%
Overlay Reserve (known after tax rate setting)	\$ 320,000	\$ 320,632	\$ (632)	-0.20%
<u>Total Budget, Articles, Overlay</u>	\$ 23,418,676	\$ 24,337,685	\$ (919,008)	-3.78%

**FY2020 Financial Model
Town of Boxborough**

	FY20 Approved Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19
Sources of Funds				
Estimated State Aid	\$ 273,842	\$ 266,449	\$ 7,393	2.77%
State Aid (Cherry Sheet Assessments)	\$ (76,025)	\$ (72,420)	\$ (3,605)	4.98%
State Aid (Chapter 70)	\$ 22,674	\$ 19,141	\$ 3,533	18.46%
Total Estimated State Aid	\$ 220,491	\$ 213,170	\$ 7,321	3.43%
Estimated Local Receipts	\$ 1,580,000	\$ 1,446,000	\$ 134,000	9.27%
Total State Aid and Local Revenue	\$ 1,800,491	\$ 1,659,170	\$ 141,321	8.52%
Prior Year Levy Limit	\$ 21,219,522	\$ 20,321,470	\$ 898,052	4.42%
Allowed 2 1/2 Growth - Revenue Tax Increase	\$ 530,488	\$ 508,037	\$ 22,451	4.42%
Tax Rate	\$ 16.42		16.44	
New Growth (estimate determined by Town Policy Makers)	14,632,994	\$ 390,015	23,723,479	-38.39%
Current Year Levy Limit	\$ 21,990,284	\$ 21,219,522	\$ 770,762	3.63%
One Time Capital Exclusion Articles	\$ -	\$ -	\$ -	0.00%
Exempt Debt Service (Net of State Reimbursement)	\$ 432,896.80	\$ 458,186	\$ (25,289)	-5.52%
Maximum Allowable Levy	\$ 22,423,180	\$ 21,677,708	\$ 745,473	3.44%
Total Available Funds	\$ 24,223,671	\$ 23,336,878	\$ 886,794	3.80%
Total Funds Required to meet Total Expenses (excess capacity)	\$ (804,995)	\$ 1,000,807	\$ (1,805,802)	-180.43%

FY2020 Financial Model
Town of Boxborough

	FY20 Approved Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19
<u>For Tax Rate Calculation</u>				
Operating Budget	\$ 21,238,850	\$ 20,510,785	\$ 728,065	3.55%
ATM 2020 Warrant Articles Within 2 1/2	\$ 1,650,632		\$ 119,557	7.81%
ATM 2019 Warrant Articles Within 2 1/2		\$ 1,531,075		
STM 2020 Warrant Articles Within 2 1/2	\$ 939		\$ (1,564,604)	-99.94%
STM 2019 Warrant Articles Within 2 1/2		\$ 1,565,543		
ATM 2020 Warrant Articles CPC	\$ 68,250		\$ (341,400)	-83.34%
ATM 2019 Warrant Articles CPC		\$ 409,650		
Overlay Reserve - raised on tax recap	\$ 320,000	\$ 320,632	\$ (632)	-0.20%
Other Deficit Funds - raised on tax recap	\$ -	\$ 4,239	\$ (4,239)	-100.00%
Less: Funding Sources				
Available Funds - Free Cash (to reduce tax rate)	\$ -	\$ -	\$ -	
Available Funds - Free Cash (Warrant Articles)	\$ (763,839)	\$ (699,528)	\$ (64,311)	9.19%
Available Funds - Free Cash (Warrant Articles-STM)-Dec&Feb	\$ -	\$ (260,543)	\$ 260,543	-100.00%
Available Funds - Cable Funds (RRA)	\$ (77,500)	\$ (82,000)	\$ 4,500	-5.49%
Available Funds - CPA Funds	\$ (68,250)	\$ (409,650)	\$ 341,400	-83.34%
Available Funds - Transfer Unexpended Prior Year Articles	\$ -	\$ (14,647)	\$ 14,647	-100.00%
Available Funds - TNC	\$ (332)			
Available Funds - Sale of Lots	\$ (9,900)	\$ -	\$ (9,900)	
Available Funds - Refunding Bond Proceeds (Feb 18)	\$ -	\$ (95,000)	\$ 95,000	-100.00%
To be Borrowed (ATM17 & STM Feb 18, Bonded May 18)	\$ -	\$ (1,210,000)	\$ 1,210,000	-94.62%
To be Borrowed	\$ (800,000)	\$ (734,900)	\$ (65,100)	
State Aid (Cherry Sheets - Assessments)	\$ (220,491)	\$ (213,170)	\$ (7,321)	3.43%
Local Receipts	\$ (1,580,000)	\$ (1,446,000)	\$ (134,000)	9.27%
(Estimated) Amount to be Raised by Tax Levy	\$ 19,758,359	\$ 19,176,486	\$ 582,205	3.04%
Total Valuation (Assessor sets tax rate)	\$ 1,181,679,592	\$ 1,167,873,673	\$ 14,632,994	1.25%
Estimated tax rate	\$ 16.72	\$ 16.42	\$ 0.30	1.83%
Average Single Family Assessment FY19 Valuation	\$ 608,661	\$ 608,661		
Average Single Family Tax Bill at Proposed Rate	\$ 10,177	\$ 9,994	\$ 183.16	

**FY2020 Budget Summary
Town of Boxborough**

	FY20 Submitted Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
114 Total Salary	0	0	0	0.0%	0	0	0
114 Total Other	65	57	8	14.0%	57	50	50
114 Total Moderator	65	57	8	14.0%	57	50	50
119 Total Salary	0	0	0	0.0%	0	0	0
119 Total Other	170	150	20	13.3%	129	150	108
119 Total Town Constable	170	150	20	13.3%	129	150	108
122 Total Salary	2,000	2,000	0	0.0%	1,600	2,000	1,800
122 Total Other	2,885	2,865	20	0.7%	2,502	3,265	12,884
122 Total Select Board	4,885	4,865	20	0.4%	4,102	5,265	14,684
123 Total Salary	192,150	139,200	52,950	38.0%	136,643	117,600	117,600
123 Total Other	4,515	5,000	(485)	-9.7%	3,872	2,700	2,694
123 Total Town Administrator	196,665	144,200	52,465	36.4%	140,515	120,300	120,294
131 Total Salary	3,000	0	3,000	300000.0%	0	0	0
131 Total Other	375	375	0	0.0%	194	400	295
131 Total Town Finance Comm	3,375	375	3,000	800.0%	194	400	295
135 Total Salary	79,005	75,640	3,365	4.4%	75,068	72,777	72,776
135 Total Other	37,335	39,585	(2,250)	-5.7%	38,361	37,180	37,171
135 Total Accountant	116,340	115,225	1,115	1.0%	113,428	109,957	109,947
141 Total Salary	80,005	78,531	1,474	1.9%	69,389	73,777	66,467
141 Total Other	13,860	18,970	(5,110)	-26.9%	19,306	13,475	21,982
141 Total Assessor	93,865	97,501	(3,636)	-3.7%	88,695	87,252	88,450
145 Total Salary	71,575	78,531	(6,956)	-8.9%	61,796	75,596	71,634
145 Total Other	25,990	19,690	300	1.5%	19,072	19,140	18,928
145 Total Treasurer/Collector	97,565	98,221	(6,656)	-6.8%	80,868	94,736	90,562
151 Total Salary	0	0	0	0.0%	0	0	0

FY2020 Budget Summary
Town of Boxborough

	FY20 Submitted Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
151 Total Other	87,600	87,600	0	0.0%	90,649	67,600	124,871
151 Total Legal	87,600	87,600	0	0.0%	90,649	67,600	124,871

**FY2020 Budget Summary
Town of Boxborough**

	FY20 Submitted Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
152 Total Salary	0	0	0	0.0%	0	0	0
152 Total Other	320	320	0	0.0%	200	320	240
152 Total Personnel Board	320	320	0	0.0%	200	320	240
156 Total Salary	5,000	0	5,000	500000.0%	0	0	0
156 Total Other	151,210	138,340	12,870	9.3%	130,172	129,070	112,210
156 Total Technology	156,210	138,340	17,870	12.9%	130,172	129,070	112,210
161 Total Salary	50,690	49,715	975	2.0%	49,303	48,760	48,759
161 Total Other	1,830	1,855	(25)	-1.3%	1,855	2,725	1,576
161 Total Town Clerk	52,520	51,570	950	1.8%	51,158	51,485	50,335
162 Total Salary	7,280	7,742	(462)	-6.0%	6,721	3,658	2,624
162 Total Other	7,560	6,575	985	15.0%	6,575	6,990	6,597
162 Total Elect. & Registr.	14,840	14,317	523	3.7%	13,296	10,648	9,221
171 Total Salary	0	0	0	0.0%	0	0	0
171 Total Other	2,150	2,150	0	0.0%	899	2,150	1,552
171 Total Conservation Comm	2,150	2,150	0	0.0%	899	2,150	1,552
175 Total Salary	84,525	78,076	6,449	8.3%	48,718	73,322	73,321
175 Total Other	5,030	4,805	225	4.7%	7,488	3,880	3,726
175 Total Planning Board	89,555	82,881	6,674	8.1%	56,205	77,202	77,048
176 Total Salary	3,000	0	3,000	300000.0%	0	0	0
176 Total Other	225	225	0	0.0%	0	210	0
176 Total ZBA	3,225	225	3,000	1333.3%	0	210	0

**FY2020 Budget Summary
Town of Boxborough**

	FY20 Submitted Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
179 Total Salary	0	0	0	0.0%	0	0	0
179 Total Other	200	200	0	0.0%	7	1,300	813
179 Total Ag Comm	200	200	0	0.0%	7	1,300	813
192 Total Salary	212,660	185,846	26,814	14.4%	183,168	180,627	175,057
192 Total Other	47,655	43,875	3,780	8.6%	36,889	47,910	44,141
192 Total Town Hall	260,315	229,721	30,594	13.3%	220,057	228,537	219,199
196 Total Salary	0	0	0	0.0%	0	0	0
196 Total Other	52,865	12,555	40,310	321.1%	12,552	12,240	12,240
196 Total Facilities	52,865	12,555	40,310	321.1%	12,552	12,240	12,240
199 Total Salary	0	0	0	0.0%	0	0	0
199 Total Other	500	1,200	(700)	-58.3%	1,137	500	479
199 Total Energy Comm	500	1,200	(700)	-58.3%	1,137	500	479
Total Salaries - Town Government	790,890	695,281	95,609	13.8%	632,404	648,117	630,039
Total Other - Town Government	442,340	386,392	49,948	12.9%	371,914	351,255	402,559
Total Town Government	1,233,230	1,081,673	145,557	13.5%	1,004,319	999,372	1,032,598
	1,233,230	1,081,673	145,557	13.5%	1,004,319	999,372	1,032,598

**FY2020 Budget Summary
Town of Boxborough**

	FY20 Submitted Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
210 Total Salary	1,210,305	1,154,403	55,902	4.8%	1,149,306	1,083,447	1,113,101
210 Total Other	190,295	178,265	12,030	6.7%	176,056	153,975	153,696
210 Total Police	1,400,600	1,332,668	67,932	5.1%	1,325,362	1,237,422	1,266,798
215 Total Salary	317,570	308,256	9,314	3.0%	300,141	295,608	296,473
215 Total Other	54,425	48,380	6,045	12.5%	45,642	35,405	36,828
215 Total Dispatch	371,995	356,636	15,359	4.3%	345,784	331,013	333,301
220 Total Salary	879,350	855,111	24,239	2.8%	782,144	838,429	760,687
220 Total Other	117,870	111,065	6,805	6.1%	135,417	109,400	107,515
220 Total Fire	997,220	966,176	31,044	3.2%	917,561	947,829	868,201
241 Total Salary	82,020	78,478	3,542	4.5%	67,942	72,777	64,728
241 Total Other	13,755	15,155	(1,400)	-9.2%	6,865	21,585	6,613
241 Total Building Insp	95,775	93,633	2,142	2.3%	74,808	94,362	71,341
291 Total Salary	2,490	2,445	45	1.8%	611	1,660	1,200
291 Total Other	645	645	0	0.0%	344	550	421
291 Total ACO	3,135	3,090	45	1.5%	955	2,210	1,621
292 Total Salary	16,405	15,588	817	5.2%	14,486	14,997	14,143
292 Total Other	4,385	4,385	0	0.0%	1,263	3,635	663
292 Total ACO Dog & Cat	20,790	19,973	817	4.1%	15,749	18,632	14,806
299 Total Salary	45	45	0	0.0%	45	45	45
299 Total Other	0	20	(20)	-100.0%	0	20	0
299 Total Field Driver	45	65	(20)	-30.8%	45	65	45
Total Salaries - Protection	2,508,185	2,414,326	93,859	3.9%	2,314,675	2,306,963	2,250,377
Total Other - Protection	381,375	357,915	23,460	6.6%	365,589	324,570	305,736
Total Protection	2,889,560	2,772,241	117,319	4.2%	2,680,264	2,631,533	2,556,113
	2,889,560	2,772,241	117,319	4.2%	2,680,264	2,631,533	2,556,113

**FY2020 Budget Summary
Town of Boxborough**

	FY20 Submitted Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
300 Total Salary	1,600	1,600	0	0.0%	1,200	0	0
300 Total Other	0	0	0	0.0%	0	0	0
300 Total School Committee	1,600	1,600	0	0.0%	1,200	0	0
310 Total Salary	0	0	0	0.0%	0	0	0
310 Total Other	252,005	191,845	60,160	31.4%	163,641	165,232	179,244
310 Total Minuteman	252,005	191,845	60,160	31.4%	163,641	165,232	179,244
311 Total Salary	0	0	0	0.0%	0	0	0
311 Total Other	46,250	66,300	-20,050	-30.2%	35,686	48,864	30,657
311 Total Assabet	46,250	66,300	-20,050	-30.2%	35,686	48,864	30,657
312 Total Salary	0	0	0	0.0%	0	0	0
312 Total Other	64,895	49,000	15,895	32.4%	42,553	0	0
312 Total Nashoba	64,895	49,000	15,895	32.4%	42,553	0	0
320 Total Salary	0	0	0	0.0%	0	0	0
320 Total Other	11,522,285	11,351,355	170,930	1.5%	11,351,353	11,593,781	11,593,781
320 Total ABRSD	11,522,285	11,351,355	170,930	1.5%	11,351,353	11,593,781	11,593,781
Total Salaries - Education	1,600	1,600	0	0.0%	1,200	0	0
Total Other - Education	11,885,435	11,658,500	226,935	1.9%	11,593,233	11,807,877	11,803,682
Total Education	11,887,035	11,660,100	226,935	1.9%	11,594,433	11,807,877	11,803,682
	11,887,035	11,660,100	226,935	1.9%	11,594,433	11,807,877	11,803,682

**FY2020 Budget Summary
Town of Boxborough**

	FY20 Submitted Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
422 Total Salary	584,070	562,273	21,797	3.9%	521,476	548,823	489,850
422 Total Other	137,770	129,270	8,500	6.6%	114,088	111,070	110,902
422 Total DPW	721,840	691,543	30,297	4.4%	635,564	659,893	600,752
423 Total Salary	63,850	64,636	(786)	-1.2%	59,538	64,337	52,070
423 Total Other	135,800	133,800	2,000	1.5%	53,532	128,800	104,034
423 Total Snow & Ice	199,650	198,436	1,214	0.6%	113,071	193,137	156,104
424 Total Salary	0	0	0	0.0%	0	0	0
424 Total Other	3,500	3,500	0	0.0%	2,244	5,000	3,694
424 Total Street Lighting	3,500	3,500	0	0.0%	2,244	5,000	3,694
425 Total Salary	0	0	0	0.0%	0	0	0
425 Total Other	28,500	23,500	5,000	21.3%	35,988	23,500	41,896
425 Total Hager Well	28,500	23,500	5,000	21.3%	35,988	23,500	41,896
429 Total Salary	0	0	0	0.0%	0	0	0
429 Total Other	77,500	77,500	0	0.0%	75,835	76,175	73,459
429 Total Fuel	77,500	77,500	0	0.0%	75,835	76,175	73,459
431 Total Salary	0	0	0	0.0%	0	0	0
431 Total Other	0	10,000	(10,000)	-100.0%	9,881	0	0
431 Total Hazardous Waste	0	10,000	(10,000)	-100.0%	9,881	0	0
433 Total Salary	0	0	0	0.0%	0	0	0
433 Total Other	146,300	122,570	23,730	19.4%	141,542	124,800	115,169
433 Total Transfer Station	146,300	122,570	23,730	19.4%	141,542	124,800	115,169
491 Total Salary	5,000	5,234	(5,234)	-100.0%	2,070	5,162	4,086
491 Total Other	500	1,000	(500)	-50.0%	541	1,000	216
491 Total Cemetery	5,500	6,234	(5,734)	-92.0%	2,611	6,162	4,301
Total Salaries - Public Works	652,920	632,143	15,777	2.5%	583,084	618,322	546,006

**FY2020 Budget Summary
Town of Boxborough**

	FY20 Submitted Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Total Other - Public Works	529,870	501,140	28,730	5.7%	433,652	470,345	449,370
Total Public Works	1,182,790	1,133,283	44,507	3.9%	1,016,736	1,088,667	995,376
	1,182,790	1,133,283	44,507	3.9%	1,016,736	1,088,667	995,376

**FY2020 Budget Summary
Town of Boxborough**

	FY20 Submitted Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
505 Total Salary	990	990	0	0.0%	988	1,008	988
505 Total Other	150	200	(50)	-25.0%	3	200	26
505 Total Animal Inspector	1,140	1,190	(50)	-4.2%	991	1,208	1,014
511 Total Salary	505	501	4	0.8%	500	501	500
511 Total Other	45,050	42,700	2,350	5.5%	39,990	41,605	37,535
511 Total BoH	45,555	43,201	2,354	5.4%	40,490	42,106	38,035
529 Total Salary	0	27,604	(27,604)	-100.0%	14,732	26,560	25,252
529 Total Other	6,225	975	5,250	538.5%	310	775	659
529 Total Community Services	6,225	28,579	(22,354)	-78.2%	15,042	27,335	25,911
541 Total Salary	71,575	60,748	10,827	17.8%	52,850	51,052	59,307
541 Total Other	8,700	11,675	(2,975)	-25.5%	11,656	5,675	9,457
541 Total COA	80,275	72,423	7,852	10.8%	64,505	56,727	68,764
543 Total Salary	0	2,900	(2,900)	-100.0%	926	3,000	1,868
543 Total Other	34,185	990	33,195	3353.0%	22,069	990	585
543 Total Veterans	34,185	3,890	30,295	778.8%	22,995	3,990	2,453
Total Salaries - Health Services	73,070	92,743	(19,673)	-21.2%	69,995	82,121	87,915
Total Other - Health Services	94,310	56,540	37,770	66.8%	74,028	49,245	48,262
Total Health Services	167,380	149,283	18,097	12.1%	144,023	131,366	136,177
	167,380	149,283	18,097	12.1%	144,023	131,366	136,177

**FY2020 Budget Summary
Town of Boxborough**

	FY20 Submitted Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
610 Total Salary	238,565	248,656	(10,091)	-4.1%	214,983	245,661	249,408
610 Total Other	153,400	148,000	5,400	3.6%	139,150	139,650	127,594
610 Total Library	391,965	396,656	(4,691)	-1.2%	354,133	385,311	377,003
630 Total Salary	31,790	29,621	2,169	7.3%	25,031	26,204	23,592
630 Total Other	12,175	8,430	3,745	44.4%	7,155	8,030	7,596
630 Total Rec Comm	43,965	38,051	5,914	15.5%	32,186	34,234	31,187
670 Total Salary	0	0	0	0.0%	0	0	0
670 Total Other	2,000	1,800	200	11.1%	1,728	1,800	1,800
670 Total Steele Farm	2,000	1,800	200	11.1%	1,728	1,800	1,800
691 Total Salary	0	0	0	0.0%	0	0	0
691 Total Other	8,050	3,450	4,600	133.3%	3,526	3,550	9,665
691 Total Hist Comm	8,050	3,450	4,600	133.3%	3,526	3,550	9,665
692 Total Salary	0	0	0	0.0%	0	0	0
692 Total Other	1,400	1,200	200	16.7%	345	1,200	1,184
692 Total Public Celebr	1,400	1,200	200	16.7%	345	1,200	1,184
699 Total Salary	0	0	0	0.0%	0	0	0
699 Total Other	1,400	1,400	0	0.0%	1,400	1,400	1,203
699 Total AB Cultural Council	1,400	1,400	0	0.0%	1,400	1,400	1,203
Total Salaries - Culture & Rec	270,355	278,277	(7,922)	-2.8%	240,014	271,865	273,000
Total Other - Culture & Rec	178,425	164,280	14,145	8.6%	153,303	155,630	149,042
Total Culture & Rec	448,780	442,557	6,223	1.4%	393,317	427,495	422,042
	448,780	442,557	6,223	1.4%	393,317	427,495	422,042

**FY2020 Budget Summary
Town of Boxborough**

	FY20 Submitted Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
710 Total Salary	0	0	0	0.0%	0	0	0
710 Total Other	870,000	930,000	(60,000)	-6.5%	920,000	1,112,000	1,112,000
710 Total Retirement of LT Debt	870,000	930,000	(60,000)	-6.5%	920,000	1,112,000	1,112,000
751 Total Salary	0	0	0	0.0%	0	0	0
751 Total Other	217,110	212,657	4,453	2.1%	215,061	154,415	154,414
751 Total Debt Interest	217,110	212,657	4,453	2.1%	215,061	154,415	154,414
830 Total Salary	0	0	0	0.0%	0	0	0
830 Total Other	943,155	843,801	99,354	11.8%	843,801	791,841	791,841
830 Total County Retirement Assmt	943,155	843,801	99,354	11.8%	843,801	791,841	791,841
912 Total Salary	0	0	0	0.0%	0	0	0
912 Total Other	193,320	181,440	11,880	6.5%	145,329	163,605	144,261
912 Total Other Insurance	193,320	181,440	11,880	6.5%	145,329	163,605	144,261
915 Total Salary	0	0	0	0.0%	0	0	0
915 Total Other	1,056,490	903,750	152,740	16.9%	836,934	834,800	751,290
915 Total Employee Benefits	1,056,490	903,750	152,740	16.9%	836,934	834,800	751,290
Total Salaries - Administration	0	0	0	0.0%	0	0	0
Total Other - Administration	3,280,075	3,071,648	208,427	6.8%	2,961,125	3,056,661	2,953,806
Total Administration	3,280,075	3,071,648	208,427	6.8%	2,961,125	3,056,661	2,953,806
	3,280,075	3,071,648	208,427	6.8%	2,961,125	3,056,661	2,953,806
132 Total Salary	0	0	0	0.0%	0	0	0
132 Total Other	150,000	200,000	(50,000)	-25.0%	128,555	185,000	169,268
132 Total Reserve Fund	150,000	200,000	(50,000)	-25.0%	128,555	185,000	169,268

**FY2020 Budget Summary
Town of Boxborough**

	FY20 Submitted Budget	FY19 Budget	FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual	
Total Salaries - Town Government	790,890	695,281	95,609	13.8%	632,404	648,117	630,039	
Total Salaries - Protection	2,508,185	2,414,326	93,859	3.9%	2,314,675	2,306,963	2,250,377	
Total Salaries - Public Works	652,920	632,143	15,777	2.5%	583,084	618,322	546,006	
Total Salaries - Health Services	73,070	92,743	(19,673)	-21.2%	69,995	82,121	87,915	
Total Salaries - Culture & Rec	270,355	278,277	(7,922)	-2.8%	240,014	271,865	273,000	
Total Salaries	4,295,420	4,112,770	177,650	4.3%	3,840,172	3,927,388	3,787,338	
Total Other - Town Government	442,340	386,392	49,948	12.9%	371,914	351,255	402,559	
Total Other - Protection	381,375	357,915	23,460	6.6%	365,589	324,570	305,736	
Total Other - Public Works	529,870	501,140	28,730	5.7%	433,652	470,345	449,370	
Total Other - Health Services	94,310	56,540	37,770	66.8%	74,028	49,245	48,262	
Total Other - Culture & Rec	178,425	164,280	14,145	8.6%	153,303	155,630	149,042	
Total Town Other	1,626,320	1,466,267	154,053	10.5%	1,398,486	1,351,045	1,354,968	
Total Town Government	1,233,230	1,081,673	145,557	13.5%	1,004,319	999,372	1,032,598	
Total Protection	2,889,560	2,772,241	117,319	4.2%	2,680,264	2,631,533	2,556,113	
Total Public Works	1,182,790	1,133,283	44,507	3.9%	1,016,736	1,088,667	995,376	
Total Health Services	167,380	149,283	18,097	12.1%	144,023	131,366	136,177	
Total Culture & Rec	448,780	442,557	6,223	1.4%	393,317	427,495	422,042	
Total Town Expenses	5,921,740	5,579,037	331,703	5.9%	5,238,659	5,278,433	5,142,306	
Total Other - Education	11,887,035	11,660,100	226,935	1.9%	11,594,433	11,807,877	11,803,682	
Total Other - Administration	3,280,075	3,071,648	208,427	6.8%	2,961,125	3,056,661	2,953,806	
Total Reserve Fund	150,000	200,000	(50,000)	-25.0%	128,555	185,000	169,268	
Total Other Costs	15,317,110	14,931,748	385,362	2.6%	14,684,113	15,049,538	14,926,756	
Total Expenses	21,238,850	20,510,785	717,065	3.5%	19,794,216	20,327,971	19,899,794	
					79,942		27,509	Encumbered

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

FY2020 Budget Worksheet
114-Moderator

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
001-114-5599-0000	Moderator Other Exp	65	57		8	14.04%	57	50	50
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	65	57		8	14.04%	57	50	50
	Total Moderator	65	57		8	14.04%	57	50	50
Notes:									
Mass Moderators Membership Dues \$20; Annual Conference \$30; FinCom added meal variance \$7									

**FY2020 Budget Worksheet
119-Town Constable**

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
001-119-5599-0000	Town Constable Other Exp	170	150		20	13.33%	129	150	108
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	170	150		20	13.33%	129	150	108
	Total Town Constable	170	150		20	13.33%	129	150	108
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									

**FY2020 Budget Worksheet
122-Select Board**

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-122-5110-0000	Select Board Salaries	2,000	2,000		0	0.00%	1,600	2,000	1,800
001-122-5306-0000	Select Board Consulting				0	0.00%		0	9,710
001-122-5317-0000	Select Board Printing Services	50	50		0	0.00%	166	100	61
001-122-5420-0000	Select Board Office Supplies	75	75		0	0.00%		175	36
001-122-5490-0000	Select Board Events	750	750		0	0.00%	450	1,000	1,093
001-122-5711-0000	Select Board Travel	300	300		0	0.00%	170	300	316
001-122-5712-0000	Select Board Training/Conferences	460	460		0	0.00%	467	460	439
001-122-5730-0000	Select Board Dues	1,250	1,230		20	1.63%	1,248	1,230	1,230
	Other Misc Expenses -History								
	Total Salary	2,000	2,000		0	0.00%	1,600	2,000	1,800
	Total Other	2,885	2,865		20	0.70%	2,502	3,265	12,884
	Total Select Board	4,885	4,865		20	0.41%	4,102	5,265	14,684
Notes:									
Printing Services: Business cards for potentially 1 new selectman									
Office supplies: Nameplate for potentially 1 new selectman; stationery for holiday greetings									
(Did not include any funding for misc exp for committee without budget)									
Events: FY18 & FY19 events included revised menu and additional gatherings									
Travel: Mileage and parking associated with outside meetings attended by selectmen									
Training/Conferences: MMA @ 2 @ \$180; Other \$100									
Dues: MMA \$750; and 495MW \$500 (based on FY19)									

**FY2020 Budget Worksheet
123-Town Administrator**

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-123-5111-0000	Town Administrator Salary	127,920	139,200		(11,280)	-8.10%	136,643	117,600	117,600
001-123-5112-0000	Asst Town Administrator Salary	64,230			64,230				
001-123-5710-0000	Town Administrator Lodging/Meals	495	790		(295)				
001-123-5711-0000	Town Administrator Mileage	2,900	3,025		(125)	-4.13%	3,281	2,700	2,694
001-123-5712-0000	Town Administrator Training/Conferenc	690	895		(205)		180		
001-123-5730-0000	Town Administrator Dues	430	290		140		411		
	Total Salary	192,150	139,200		52,950	38.04%	136,643	117,600	117,600
	Total Other	4,515	5,000		(485)	-9.70%	3,872	2,700	2,694
	Total Town Administrator	196,665	144,200		52,465	36.38%	140,515	120,300	120,294
Notes:									
Salary: Current TA Contract; Add ATA for 10 months @ Step 5 (Removed to Article)									
Mileage: Per current contract 5,000 miles @ IRS rate \$0.58									
Relocated from 192 per FinCom/BoS in FY19:									
Lodging/Meals: MMMA Spring or Fall conferences \$320, MMA Annual Mtg \$175									
Training/Conferences: MMMA Spring or Fall \$150, MMA Ann Mtg x2 @ \$180 ea, MMMA & MMPA Prog dev 3@\$40+1@\$60,									
Dues: MMMA \$200 (based on Salary), STAM \$30, MAPPO \$50, Mass ASPA \$150									

FY2020 Budget Worksheet
131-Finance Comm

		FY20 Submitted	FY19		FY20	FY20		FY18	FY18	
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual	
001-131-5124-0000	Meeting Secretary	3,000			3,000	300000.00%				
001-131-5712-0000	Finance Comm Conference	185		185	0	0.00%			200	95
001-131-5730-0000	Finance Comm Dues	190		190	0	0.00%	180		200	180
	Other Misc Expenses -History						14			20
	Total Salary	3,000	0		3,000	300000.00%	0	0	0	
	Total Other	375	375		0	0.00%	194	400	295	
	Total Town Finance Comm	3,375	375		3,000	800.00%	194	400	295	
Notes:										
Meeting Secretary 24 meetings @ \$125/meeting (Removed to Article)										

FY2020 Budget Worksheet
132-Reserve Fund

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
		150,000	200,000					185,000	
001-132-5960-0000	Reserve Fund				(50,000)	-25.00%	128,555		169,268
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	150,000	200,000		(50,000)	-25.00%	128,555	185,000	169,268
	Total Reserve Fund	150,000	200,000		(50,000)	-25.00%	128,555	185,000	169,268
Notes:									
Reduced per TA to account for increases in individual budgets									

**FY2020 Budget Worksheet
135-Town Accountant**

		FY20 Submitted	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name	Budget	Budget						
001-135-5112-0000	Accountant Salary	79,005	75,640		3,365	4.45%	75,068	72,777	72,776
001-135-5301-0000	Accountant Audit	22,000	22,000		0	0.00%	22,000	22,000	22,000
001-135-5305-0000	Accountant Software Support	13,240	14,740		(1,500)	-10.18%	14,738	12,750	12,748
001-135-5420-0000	Accountant Office Supplies	200	200		0	0.00%	144	200	41
001-135-5711-0000	Accountant Travel	1,020	1,175		(155)	-13.19%	813	400	587
001-135-5712-0000	Accountant Training/Conferences	825	1,415		(590)	-41.70%	615	1,775	1,670
001-135-5730-0000	Accountant Dues	50	55		(5)	-9.09%	50	55	125
	Other Misc Expenses -History								
	Total Salary	79,005	75,640		3,365	4.45%	75,068	72,777	72,776
	Total Other	37,335	39,585		(2,250)	-5.68%	38,361	37,180	37,171
	Total Accountant	116,340	115,225		1,115	0.97%	113,428	109,957	109,947
Notes:									
Salary: Grade 15, Step 6; 1.9% Wage Adjustment									
Software Support: Vadar Accountant's Module \$2,905.51, 5th year Collection Module (0% Financing 5 years) \$6072.80, plus 4 users on Web-Based Hosting 3@\$990/1@\$800, CRT (Collector Receipt Turnover) Upgrade (year 2) \$490									
Supplies: budget binders, printer supplies, etc									
Travel: March 140 miles + \$300 hotel, June 225 miles + \$325 hotel, Nov 20 miles, Capital Proj 100 miles, update/misc									
Training/Conferences: March Conference \$355; June Annual Mtg \$190; Fall Conference \$75; Capital Projects Acctg \$125; Law update/misc									
Dues: Massachusetts Municipal Auditors and Accountants Assoc									

FY2020 Budget Worksheet
141-Assessor

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-141-5112-0000	Assessor Salary	79,005	77,531		1,474	1.90%	69,389	72,777	64,967
001-141-5154-0000	Assessor Certification Stipend	1,000	1,000		0	0.00%		1,000	1,500
001-141-5305-0000	Assessor Software Support	4,410	4,200		210	5.00%	4,200	4,000	4,000
001-141-5306-0000	Assessor Consulting	6,300	11,600		(5,300)	-45.69%	13,850	6,300	16,300
001-141-5312-0000	Assessor Legal Notices	150	230		(80)	-34.78%	319	150	113
001-141-5399-0000	Assessor GIS Map Updates	0	0		0	0.00%		0	
001-141-5420-0000	Assessor Office Supplies	500	300		200	66.67%	422	500	324
001-141-5711-0000	Assessor Mileage	500	725		(225)	-31.03%	32	625	320
001-141-5712-0000	Assessor Training/Conferences	1,150	855		295	34.50%	323	1,125	240
001-141-5730-0000	Assessor Dues/Subscriptions	850	1,060		(210)	-19.81%	161	775	686
	Other Misc Expenses -History								
	Total Salary	80,005	78,531		1,474	1.88%	69,389	73,777	66,467
	Total Other	13,860	18,970		(5,110)	-26.94%	19,306	13,475	21,982
	Total Assessor	93,865	97,501		(3,636)	-3.73%	88,695	87,252	88,450
Notes:									
Salary: Grade 15, Step 6; 1.9% Wage Adjustment									
Software Support: Patriot (Property Valuation); Increase in contracted annual fee									
Consulting: Contracted costs for Commercial & Industrial valuation services; Additional funds in FY19 required to ensure completion of quinquennial certification									
Legal Notices: Yearly Tax Classification Hearing (FY19 Certification year requires multiple published legal notices)									
Office Supplies: envelopes, general office supplies, printer toner									
Mileage: The decreased amount reflects increased use of Building Inspector's truck for inspections.									
Training/Conferences- Includes Assistant training: Muni Law \$50; MCAA & WCAA 6 @ \$35 ea; MAAO Conferences 4 @ \$85 each; MAAO Summer & Winter School 2 @ \$275 ea									
Assessor Dues: Mass. Assoc. of Assessing Offices (MAAO) Dues: \$100; Middlesex County Assessors Association (MCAA) Dues: \$50; Multiple Listing Service (MLS) Dues: \$350; Marshall & Swift Residential Cost Approach									

FY2020 Budget Worksheet
141-Assessor

Manual \$350.	WCAA = Worc. County Assoc. of Assessing Officers.	
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**FY2020 Budget Worksheet
145-Treasurer - Collector**

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-145-5112-0000	Treasurer/Collector Salary	71,575	77,531		(5,956)	-7.68%	61,796	74,596	70,634
001-145-5154-0000	Treasurer/Collector Certification Stipend	0	1,000		(1,000)	-100.00%		1,000	1,000
001-145-5301-0000	Treasurer Payroll Service	6,100	6,600		(500)	-7.58%	5,103	6,250	5,835
001-145-5311-0000	Treasurer/Collector Performance Bond	840	840		0	0.00%	1,404	840	838
001-145-5313-0000	Treasurer Banking Fees	1,500	1,500		0	0.00%	4,648	1,500	1,524
001-145-5314-0000	Treasurer Lockbox Svc	6,000							
001-145-5316-0000	Treasurer/Collector Tax Title Foreclosur	2,000	1,000		1,000	100.00%		1,000	851
001-145-5317-0000	Treasurer/Collector Printing Services	1,500	1,650		(150)	-9.09%	1,149	400	1,297
001-145-5345-0000	Treasurer/Collector Postage	6,000	6,300		(300)	-4.76%	5,171	7,100	3,501
001-145-5420-0000	Treasurer/Collector Office Supplies	500	250		250	100.00%	1,005	500	537
001-145-5711-0000	Treasurer/Collector Travel	500	500		0	0.00%	347	500	370
001-145-5712-0000	Treasurer/Collector Training/Conference	1,000	1,000		0	0.00%	195	1,000	95
001-145-5730-0000	Treasurer/Collector Dues	50	50		0	0.00%	50	50	80
	Other Misc Expenses -History								4,000
	Total Salary	71,575	78,531		(6,956)	-8.86%	61,796	75,596	71,634
	Total Other	25,990	19,690		300	1.52%	19,072	19,140	18,928
	Total Treasurer/Collector	97,565	98,221		(6,656)	-6.78%	80,868	94,736	90,562
Notes:									
Salary: Grade 15, Step 2; 1.9% Wage Adjustment; eligible for Treasurer's exam in FY21									
Payroll: Includes 3 additional payroll runs									
Performance Bond: Higher for combined position									
Bank Fees: Costs for a potential BAN **Added Lockbox Service									
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									
Postage: Boston Globe uses bulk postage rates & combined envelopes, Kelley & Ryan charges postage only for MVE									
Office Supplies: reducing this to be inline with the last few FY averages. No significant purchases needed									

FY2020 Budget Worksheet
145-Treasurer - Collector

Travel: Mileage/lodging to MCTA school & conference as well as other meetings	
Training/Conferences: registration for MCTA School and Cape Conference	
Dues: Mass Collector's & Treasurer's Association (MCTA)	

FY2020 Budget Worksheet
151-Legal

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
001-151-5311-0000	Legal Services	85,000	85,000		0	0.00%	86,502	65,000	120,073
001-151-5399-0000	Legal Expenses	2,600	2,600		0	0.00%	4,147	2,600	4,798
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	87,600	87,600		0	0.00%	90,649	67,600	124,871
	Total Legal	87,600	87,600		0	0.00%	90,649	67,600	124,871
Notes:									
FY20 was calculated based upon FY18 “base” of \$65,000 plus \$20,000 for litigation									

FY2020 Budget Worksheet
152-Personnel Board

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-152-5712-0000	Personnel Board Training/Conferences	120	120		0	0.00%		120	40
001-152-5730-0000	Personnel Board Dues	200	200		0	0.00%	200	200	200
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	320	320		0	0.00%	200	320	240
	Total Personnel Board	320	320		0	0.00%	200	320	240
Notes:									
Training/Conferences: Attendance for up to 2 members at MMPA's annual Labor Law Seminar @ \$60									

FY2020 Budget Worksheet
156-Technology

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-156-5154-0000	Technology Liaison Stipend	5,000			5,000	500000.00%			
001-156-5306-0000	Technology Consulting	115,180	103,720		11,460	11.05%	96,977	92,000	78,954
001-156-5341-0000	Technology Telephone (VOIP & Copper)	7,810	7,900		(90)	-1.14%	7,508	7,700	6,914
001-156-5341-0610	Technology Telephone (Library)	0	0		0	0.00%	0	1,300	1,073
001-156-5343-0000	Technology Internet Access	8,080	7,360		720	9.78%	7,490	7,740	7,688
001-156-5344-0000	Technology Website Hosting	6,000	3,620		2,380	65.75%	3,450	2,450	2,450
001-156-5422-0000	Technology Software	9,140	10,740		(1,600)	-14.90%	8,769	12,880	10,306
001-156-5582-0000	Technology Hardware	5,000	5,000		0	0.00%	5,976	5,000	4,825
	Other Misc Expenses -History								
	Total Salary	5,000	0		5,000	500000.00%	0	0	0
	Total Other	151,210	138,340		12,870	9.30%	130,172	129,070	112,210
	Total Technology	156,210	138,340		17,870	12.92%	130,172	129,070	112,210
Notes:									
See Summary Page									

FY2020 Budget Worksheet
156-Summary

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
CONSULTING	115,180	103,720	92,000	92,457	11,460
Managed Services - Firewall Town	5,015	5,015	5,055	5,012	
Managed Services - Firewall Library	1,785	1,785	1,785	1,785	
Guardian Eye Lite - to cover 240 endpoints (active devices on the WAN with unique IP addresses):	50,000	42,780	42,780	42,780	FY20: Increased # devices plus % escalation on per device cost
70 PC's (Desktop, Laptops and Rugged Tablets)					
07 Servers (BPS01, 02 and 03 – BTH01, 04 and 05)					
70 Phones					
93 Others (Switches, UPS's, WAP's, printers, etc)					
Guardian General support: 36 hrs/month [rate is blend of \$135/hr for network-related services and \$95/hour for desktop services: 12 mos @ 20 hrs/month @ \$135/hr AND 12 mos @ 16 hrs/month @ \$95/hr]	50,640	50,640	25,920	25,920	0.1
Phone (time & materials) 2 hrs/month @ \$135/mo	3,240	0	12,960	12,960	New phone system installed in FY18; Maint svc cut for new system; Now needed for add'tl support
Phone Maintenance (Shoretel Hardware Support)	4,500	3,500	3,500	4,000	First full year following initial coverage
PHONE	7,810	7,900	9,000	8,900	(90)
VoIP (12 @ \$390)	4,680	4,800	4,800	4,800	
7 Copper @\$35/mo: 2@ Publ Safety, 2@TH, 1@TS, 1@DPW, 1@Library	2,940	2,940	2,400	2,400	
Pole Charges (annual)	190	160	500	500	
Library Verizon @\$100/mo, AT&T@\$8/mo -new phone system	0	0	1,300	1,200	
INTERNET ACCESS	8,080	7,360	7,740	6,225	720
Email hosting based on # accounts	1,440	720	720	480	Added boards & committees (double)
Email archiving based on # accounts	1,500	1,500	2,000	1,000	FY18 Actual less than budgeted

FY2020 Budget Worksheet
156-Summary

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
Domain Registration (3/7/18-3/6/19)	400	400	400	125	
Secondary ISP @ Public Safety \$210/mo (rate increased)	2,520	2,520	2,400	2,400	
FiOS \$175/mo	2,100	2,100	2,100	2,100	
Library Internet \$10/mo	120	120	120	120	

FY2020 Budget Worksheet
156-Summary

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
WEBSITE HOSTING	6,000	3,620	2,450	2,750	2,380
Annual Fee	6,000				New Agreement including upgrade
SOFTWARE	9,140	10,740	12,880	7,980	(1,600)
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	
Time & Materials	0	0			
MapGeo scaling update (FY18)	0	0	2,000		Reduced \$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	
Nitro Pro (replaces Adobe pdf) 2@ \$180	360	240	480	480	
Sophos (Anti-virus software) renewal (2/3/18-2/2/21)	0	0	2,900		Reduced \$2,900 Next renewal FY21
HARDWARE	5000	5,000	5,000	5,000	0
Server Warranties 5 @ \$1000	5,000				
TOTAL	151,210	138,340	129,070	123,312	12,870

**FY2020 Budget Worksheet
161-Town Clerk**

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-161-5110-0000	Town Clerk Salary	49,690	48,715		975	2.00%	48,303	47,760	47,759
001-161-5154-0000	Town Clerk Certification Stipend	1,000	1,000		0	0.00%	1,000	1,000	1,000
001-161-5311-0000	Town Clerk Performance Bond	100	100		0	0.00%	100	100	
001-161-5317-0000	Town Clerk Printing Services	0	0		0	0.00%		50	
001-161-5345-0000	Town Clerk Postage	305	305		0	0.00%	297	305	571
001-161-5420-0000	Town Clerk Office Supplies	200	400		(200)	-50.00%	289	400	830
001-161-5443-0000	Town Clerk Equipment Maintenance	175	0		175	17500.00%		160	
001-161-5711-0000	Town Clerk Travel	750	200		550	275.00%	969	270	65
001-161-5712-0000	Town Clerk Training/Conferences	150	700		(550)	-78.57%	100	1,290	50
001-161-5730-0000	Town Clerk Dues	150	150		0	0.00%	100	150	60
	Other Misc Expenses -History								
	Total Salary	50,690	49,715		975	1.96%	49,303	48,760	48,759
	Total Other	1,830	1,855		(25)	-1.35%	1,855	2,725	1,576
	Total Town Clerk	52,520	51,570		950	1.84%	51,158	51,485	50,335
Notes:									
Salary: Elected Max Step @ 67.5% (27 hours/week); 2% Wage Adjustment									
Postage: Pre-stamped envelopes 500 @ \$296.55 + 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									

**FY2020 Budget Worksheet
162-Elections & Registrars**

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
001-162-5110-0000	Registrar Salary	1,715	1,711		4	0.23%	1,711	1,711	1,711
001-162-5125-0000	Election Workers	5,565	6,031		(466)	-7.73%	5,010	1,947	914
001-162-5243-0000	Elect. & Registr. Equipment Maint	3,500	3,475		25	0.72%	4,624	3,275	2,262
001-162-5317-0000	Elect. & Registr. Printing Services	1,860	1,045		815	77.99%	237	1,945	
001-162-5345-0000	Elect. & Registr. Postage	2,105	1,960		145	7.40%	1,147	1,675	4,335
001-162-5420-0000	Elect. & Registr. Office Supplies	35	35		0	0.00%	188	35	
001-162-5490-0000	Elect. & Registr. Refreshments	60	60		0	0.00%	58	60	
	Other Misc Expenses -History						320		
	Total Salary	7,280	7,742		(462)	-5.97%	6,721	3,658	2,624
	Total Other	7,560	6,575		985	14.98%	6,575	6,990	6,597
	Total Elect. & Registr.	14,840	14,317		523	3.65%	13,296	10,648	9,221
Notes:									
Salary: Proposed changes - Registrar Chair \$1,000, registrars \$270, Election Workers \$12.75/hr,									
Election Workers Wages & Clerk Wages increase by 1.9%. There are likely to be 3 elections scheduled for FY20									
Equipment Maintenance: Memory Card programming (Automark Handicapped Accessible terminal) \$1000 x2 Town El + \$1,200 for Pres.Prim. =\$3,200, Contract \$225, Printing Cartridges \$75									
Printing Services: Ballot printing 3000 @ \$0.27/ballot plus shipping \$870 x2(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									

**FY2020 Budget Worksheet
171-Conservation Comm**

		FY20 Submitted	FY19		FY20	FY20	FY19	FY18	FY18		
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual		
		1,150	1,150					1,150			
001-171-5243-0000	Conservation Comm Equipment Maint					0	0.00%		280		740
001-171-5599-0000	Conservation Comm Other Supplies			70	70	0	0.00%		41	70	
001-171-5712-0000	Conservation Comm Conferences			230	230	0	0.00%			230	125
001-171-5730-0000	Conservation Comm Dues			700	700	0	0.00%		578	700	687
	Other Misc Expenses -History										
	Total Salary			0	0	0	0.00%		0	0	0
	Total Other	2,150	2,150	0	0.00%	899	2,150	1,552			
	Total Conservation Comm	2,150	2,150	0	0.00%	899	2,150	1,552			
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											

**FY2020 Budget Worksheet
175-Planning Board**

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-175-5110-0000	Planning Board Salary	545	545		0	0.00%	491	545	545
001-175-5112-0000	Town Planner Salary	80,980	77,531		3,449	4.45%	48,227	72,777	72,776
001-175-5124-0000	Meeting Secretary	3,000			3,000	100.00%			
001-175-5305-0000	Planning Board Software Support	0	0		0	0.00%		0	
001-175-5306-0000	Planning Board Consulting	1,200	1,200		0	0.00%	3,575	500	416
001-175-5312-0000	Planning Board Legal Notices	450	225		225	100.00%	582	200	139
001-175-5599-0000	Planning Board Other Office Exp	400	400		0	0.00%	737	400	284
001-175-5711-0000	Planning Board Travel	800	800		0	0.00%	528	675	795
001-175-5712-0000	Planning Board Conferences	330	330		0	0.00%	255	285	290
001-175-5730-0000	Planning Board Dues	1,850	1,850		0	0.00%	1,810	1,820	1,802
	Other Misc Expenses -History								
	Total Salary	84,525	78,076		6,449	8.26%	48,718	73,322	73,321
	Total Other	5,030	4,805		225	4.68%	7,488	3,880	3,726
	Total Planning Board	89,555	82,881		6,674	8.05%	56,205	77,202	77,048
Notes:									
Planning Bd Salary: Proposed Increase to \$175 per member to align with other elected boards									
Planner Salary: Grade 15, Step 7; 1.9% Wage Adjustment									
Meeting Secretary: Per request of BSB, est 24 meetings @ \$125/meeting (Removed to Article)									
Consluting: Town Engineer services as needed									
Legal Notices: vary year to year, based on actuals and number of Town Meetings									
Other Office Exp: Plotter supplies and subscription to The Beacon									
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									
Dues: American Planning Association (APA) \$270, Massachusetts Chapter of the American Planning Association									

FY2020 Budget Worksheet
175-Planning Board

(MassAPA) \$41, American Institute of Certified Planners (AICP) \$135, Minuteman Advisory Group on Interlocal Coordination (MAGIC) based on population (est. \$1,400)	
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**FY2020 Budget Worksheet
176-Zoning Board**

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
		3,000							
001-176-5124-0000	Meeting Secretary				3,000	#####			
001-176-5312-0000	ZBA Advertising/Legal Notices	100	100		0	0.00%	0	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%		75	
001-176-5730-0000	ZBA Dues	0	0		0	0.00%		0	
	Other Misc Expenses -History								
	Total Salary	3,000	0		3,000	#####	0	0	0
	Total Other	225	225		0	0.00%	0	210	0
	Total ZBA	3,225	225		3,000	1333.33%	0	210	0
Notes:									
Meeting Secretary: Per request of BSB, est 24 meetings @ \$125/meeting (Removed to Article)									
Legal Notices: Incresed cost in FY19 for Bylaw revision notices, case by case basis									

**FY2020 Budget Worksheet
179-Agricultural Comm**

		FY20 Submitted	FY19 Budget		FY20	FY20	FY19	FY18	FY18		
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual		
		45	45					1,100			
001-179-5599-0000	Ag Comm Other Office Supplies					0	0.00%		7		
001-179-5711-0000	Ag Comm Travel					0	0.00%			45	
001-179-5712-0000	Ag Comm Conferences					0	0.00%			155	
	Other Misc Expenses -History										
	Total Salary					0	0.00%		0	0	0
	Total Other					200	200		0	0.00%	7
	Total Ag Comm			200	200	0	0.00%	7	1,300	813	
Notes:											
Other: Signage purchase in FY18											
Mileage for Conferences											
Mass Assoc Ag Coms Ann Mtg \$35											
Harvest NE Conference \$120											

**FY2020 Budget Worksheet
192-Town Hall**

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-192-5115-0000	Town Hall Clerical Salary	212,660	185,846		26,814	14.43%	183,168	180,627	175,057
001-192-5210-0000	TH Electricity	7,300	7,000		300	4.29%	5,563	7,300	5,040
001-192-5212-0000	TH Heating	4,200	3,800		400	10.53%	3,908	4,000	3,902
001-192-5241-0000	TH Bldg/Grounds Maint Service	4,615	4,615		0	0.00%	3,558	4,700	5,041
001-192-5271-0000	TH Equipment Lease	8,220	7,250		970	13.38%	6,115	6,840	6,830
001-192-5305-0000	TH Software Support	0	0		0	0.00%		0	
001-192-5312-0000	TH Advertising/Legal Notices	1,100	1,100		0	0.00%	1,738	1,120	1,828
001-192-5317-0000	TH Printing Services	5,510	5,510		0	0.00%	3,849	5,160	6,138
001-192-5345-0000	TH Postage	8,035	7,525		510	6.78%	5,181	7,800	6,110
001-192-5420-0000	TH Office Supplies	700	700		0	0.00%	606	700	762
001-192-5421-0000	TH Copier Supplies	1,050	1,050		0	0.00%	999	1,430	1,070
001-192-5441-0000	TH Bldg/Grounds Maint Supplies	750	750		0	0.00%	1,154	750	668
001-192-5443-0000	TH Equipment Maint Supplies	2,000	2,000		0	0.00%	1,468	2,830	2,269
001-192-5490-0000	TH Meals/Refreshments	100	100		0	0.00%	460	100	
001-192-5599-0000	TH Cleaning Supplies	1,000	1,000		0	0.00%	801	1,000	930
001-192-5710-0000	TH Lodging/Meals	0	0		0	0.00%		1,500	1,426
001-192-5711-0000	TH Travel	0	0		0	0.00%		640	170
001-192-5712-0000	TH Training/Conferences	850	850		0	0.00%	500	240	535
001-192-5730-0000	TH Dues	0	0		0	0.00%		1,200	1,138
001-192-5799-0000	TH Other Expenses	2,225	625		1,600	256.00%	990	600	284
	Other Misc Expenses -History								
	Total Salary	212,660	185,846		26,814	14.43%	183,168	180,627	175,057
	Total Other	47,655	43,875		3,780	8.62%	36,889	47,910	44,141
	Total Town Hall	260,315	229,721		30,594	13.32%	220,057	228,537	219,199
Notes:									
FY16 Other Misc Expenses -History includes Lift replacement; HVAC (west) replacement included in Bldg/Grnds									

FY2020 Budget Worksheet
192-Town Hall

FY17 Other Misc Expenses -History includes Front Steps	
See Summary Page	

**FY2020 Budget Worksheet
192-Summary**

		<u>FY19</u>	<u>FY18</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES</u>
ELECTRICITY						
Based on 5-year consumption average (61,000kw @ current rate)	7,300	7,300	7,000	7,300	7,900	300
HEATING						
Seeing increased costs	4,200	4,200	3,800	4,000	4,400	400
BLG/GROUNDS MAINT SVC						
Parking Lot striping \$825, Fire Alarm Svc \$825, Fire Ext Svc \$165, Septic \$300 (last done in FY15)	2,115	4,615	4,615	4,700	3,000	0
General Maintenance recommended by Inspector of Buildings	2,500		2,115			
			2,500			
EQUIPMENT LEASE						
Xerox copier (new lease) \$400/mo (includes cost of supplies; decrease in copier supplies below)	4,800	8,220	7,250	6,840	6,771	970
Pitney Bowes postage meter (12 mos. @ \$285)	3,420		3,862	3,456		
			3,388	3,324		
SOFTWARE SUPPORT						
		0	0	0	0	0
ADVERTISING/LEGAL NOTICES						
Advertising \$250 for job ads in local paper & MMA on-line \$150	400	1,100	1,100	1,120	1,120	0
			400			
Legal notices - public hearings and bid solicitations	700		700			
PRINTING SVC						
Town Report (2017: \$2,052)	2,100	5,510	5,510	5,160	3,800	0
STM Warrant (Dec 2017 \$1,237)	1,300		2,100	1,800		
ATM Warrant (May 2017 \$1,775)	1,800		1,300	1,200		
Envelopes	160		1,800	1,800		
STM Banner date modification	75		160	160		
ATM Banner date modification	75		75	100		

**FY2020 Budget Worksheet
192-Summary**

	<u>FY19</u>	<u>FY18</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES</u>	
POSTAGE	8,035	7,525	7,800	5,700		510
General	6,500	6,000	6,000	4,500	Rate increase \$0.47 to \$0.50 plus 2.9% on Certified mail	
STM Warrant (Dec 2017 \$572) (Sept 2018 \$620)	600	600	600			
ATM Warrant (May 2017 \$631) (May 2018 \$579)	700	700	1,000	1,000		
Bulk permit fee	235	225	220	200	Rate Increase from \$225	
OFFICE SUPPLIES	700	700	700	700		0
Pens, pencils, clips, staples, notepads, file folders, binders, labels, etc.	700					
COPIER SUPPLIES	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	750	750	750	1,000		0
HVAC items, plumbing, floor coverings, wall coverings, electrical, paint, glass, doors, window coverings, hand or power tools	750					
EQUIPMENT MAINT SUPPLIES	2,000	2,000	2,830	1,000		0
Defibrillator battery (every 3 years) Due FY21						
Misc supplies computers, clocks, etc	2,000					
MEALS/REFRESHMENTS	100	100	100	100		0
For meetings hosted by Boxborough (e.g. CTC, MMA)	100					
CLEANING SUPPLIES	1,000	1,000	1,000	1,000		0
Toilet paper, paper towels, tissues, cleaning products	1,000					
LODGING/MEALS	0	0	1,500	1,874		0
MMMA Spring and Fall conferences	615					

**FY2020 Budget Worksheet
192-Summary**

		<u>FY19</u>	<u>FY18</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES</u>
ICMA conference: 5 nights @\$185, State Dinner \$60, other meals \$140	1,125					
MMA Annual Meeting (includes parking, based on FY18)	175					

**FY2020 Budget Worksheet
192-Summary**

	<u>FY19</u>	<u>FY18</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES</u>
TRAVEL	0	0	640	544	0
ICMA Baltimore (air fare & shuttles) @\$360 + parking	495				
TRAINING/CONFERENCES	850	850	240	3,205	0
MMMA Spring and Fall conferences	300				
ICMA conference	665				
MMA Annual Meeting	180				
MMMA and MMPA prof devel (6 @ \$40 + 1 @ \$60)	300				
Muni Law seminar	50				
ATFC	65				
procurement					
misc.	850	850			
DUES	0	0	1,200	1,146	0
ICMA \$960, MMMA \$120 \$210, STAM \$30, and MAPPO \$50	1,250				
(ICMA and MMMA based on salary)					
OTHER EXPENSES	2,225	625	600	600	1,600
Water cooler (avg \$25/mo)	325	325	300		
Physical & Drug Screening for New Hires	400				
Flags: US, POW, Town Flag @ TH; 5 service & US @ VTM	800				
Furniture	700	300	300		
TOTAL	47,655	43,875	47,910	50,860	3,780

FY2020 Budget Worksheet
196-Facilities

		FY20 Submitted	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual	
Account Number	Account Name	Budget	Budget							
		12,865	12,555					12,240		
001-196-5270-0000	Community Center Lease			12,865	12,555	310	2.47%		12,552	12,240
001-196-5280-0000	Cleaning Services			25,000		25,000	100.00%			
001-196-5281-0000	Landscaping			15,000		15,000	100.00%			
	Other Misc Expenses -History									
	Total Salary	0	0	0	0.00%	0	0	0	0	
	Total Other	52,865	12,555	40,310	321.07%	12,552	12,240	12,240	12,240	
	Total Facilities	52,865	12,555	40,310	321.07%	12,552	12,240	12,240	12,240	
Notes:										
Year 3 of 3-year Lease - Community Center										
2-3x weekly cleaning service for Library, TH, PD, FD, DPW 5@5,000/yr (Removed to Article)										
Spring/Fall cleanup, & Fertilizing service for Library, TH, PD, Museum, DPW 5@5,000/yr (Removed to Article)										

FY2020 Budget Worksheet
199-Energy Comm

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-199-5351-0000	Energy Comm Programs	0	600		(600)	-100.00%	1,052	200	479
001-199-5441-0000	Energy Comm Maint Supplies				0	0.00%		0	
001-199-5599-0000	Energy Comm Other Office Supplies	500	600		(100)	-16.67%	85	300	
001-199-5711-0000	Energy Comm Travel				0	0.00%		0	
001-199-5712-0000	Energy Comm Conferences				0	0.00%		0	
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	500	1,200		(700)	-58.33%	1,137	500	479
	Total Energy Comm	500	1,200		(700)	-58.33%	1,137	500	479
Notes:									
Upcoming projects include: Reducing household waste through increased recycling									

FY2020 Budget Worksheet
210-Police

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-210-5112-0000	Police Salary -Chief	135,533	131,585		3,948	3.00%	130,569	122,909	126,524
001-210-5113-0000	Police Salary -Lieutenant	85,666	83,987		1,679	2.00%	83,344	82,340	82,339
001-210-5114-0000	Police Salary -FT Officer	811,639	767,651		43,988	5.73%	749,199	655,071	661,024
001-210-5115-0000	Police Salary -Clerical	56,548	55,010		1,538	2.80%	54,593	53,932	53,934
001-210-5124-0000	Police Salary -Special Officer	0	12,853		(12,853)	-100.00%	4,389	12,672	8,434
001-210-5125-0000	Police Salary -Lock Up Attendants	4,077	4,001		76	1.90%	1,546	6,763	2,205
001-210-5134-0000	Police OT	99,542	80,225		19,317	24.08%	112,663	135,065	168,017
001-210-5144-0000	Police -Town Detail	14,800	14,091		709	5.03%	10,294	13,195	6,625
001-210-5154-0000	Police -Stipend	2,500	5,000		(2,500)	-50.00%	2,708	1,500	4,000
001-210-5173-0000	Police -Accident Coverage	0	0		0			0	
001-210-5210-0000	Police Electricity	14,040	13,200		840	6.36%	12,950	13,200	13,822
001-210-5212-0000	Police Heating	2,400	2,400		0	0.00%	1,875	2,400	2,097
001-210-5241-0000	Police Bldg/Grounds Maint Svc	11,400	6,000		5,400	90.00%	9,223	5,000	2,537
001-210-5242-0000	Police Vehicle Maint Svc	24,660	24,660		0	0.00%	24,350	20,000	21,724
001-210-5243-0000	Police Equipment Maint Svc	7,600	7,600		0	0.00%	833	4,000	3,450
001-210-5341-0000	Police Cell Phones	9,000	8,400		600	7.14%	8,397	8,400	9,598
001-210-5342-0000	Police Mobile Communication	3,980	3,980		0	0.00%	2,513	3,980	2,993
001-210-5343-0000	Police Internet Access	3,975	3,975		0	0.00%	5,115	4,495	3,899
001-210-5443-0000	Police Equipment Maint Supply	14,500	14,500		0	0.00%	12,110	9,500	9,747
001-210-5490-0000	Police Meals/Refreshments	600	600		0	0.00%	628	600	1,455
001-210-5591-0000	Police Uniforms	23,400	23,400		0	0.00%	28,071	18,400	16,796
001-210-5599-0000	Police Other Expense	5,350	5,350		0	0.00%	5,859	4,050	5,067
001-210-5712-0000	Police Training/Conferences	11,500	9,500		2,000	21.05%	10,323	9,500	10,387
001-210-5730-0000	Police Dues/Memberships	9,890	8,700		1,190	13.68%	8,061	8,450	8,108
001-210-5840-0000	Police Vehicle Purchase	48,000	46,000		2,000	4.35%	45,747	42,000	42,016
	Other Misc Expenses -History								
	Total Salary	1,210,305	1,154,403		55,902	4.84%	1,149,306	1,083,447	1,113,101

FY2020 Budget Worksheet
210-Police

	Total Other	190,295	178,265	12,030	6.75%	176,056	153,975	153,696
	Total Police	1,400,600	1,332,668	67,932	5.10%	1,325,362	1,237,422	1,266,798
Notes: See Summary Page								

**FY2020 Budget Worksheet
210-Summary**

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

FY2020 Budget Worksheet
210-Summary

		<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>
State Inspection \$35/ea. x 8	280		280	280	
Supplies/Wipers/Fluids/Bulbs/Etc. (rounded)	500		500	500	

**FY2020 Budget Worksheet
210-Summary**

		<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>
EQUIPMENT MAINT SERVICE		7,600	7,600	4,000	4,000
Fingerprint Scanner Annual Maintenance	3,600		3,600		
Specialty Equipment (firearms, radar/LIDAR units, evidence collection tools, breath test devices, etc...) and other contractors	4,000		4,000		
CELL PHONES		9,000	8,400	8,400	9,369
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	3,400
\$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	4,495	2,790
Legal resources and investigative subscriptions:					
TransUnion	300		300	300	
Comcast.net services	0		0	460	
eFax	200		200	200	
jpgpr.net Public Relations/Media Services	2,150		2,150	2,150	
IACP.Net	525		525	525	
PMAM Human Capital Management	600		600	60	
Police Executive Research Forum	200		200	200	
N.E. Association of Insurance Fraud Investigators	0		0	60	
EQUIPMENT SUPPLY		14,500	14,500	9,500	8,250
Ammunition, batteries, cartridges, accessories, and other items to maintain all police and detention related equipment.	14,500				

**FY2020 Budget Worksheet
210-Summary**

		<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>
MEALS AND REFRESHMENTS		600	600	600	750
Prisoner meals and refreshments for community events, professional development or training.	600				
UNIFORM & GEAR		23,400	23,400	18,400	16,950
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	4,050	3,431
Office supplies, mileage, business cards, ID cards, advertising, health and psychological screenings, printing needs etc....	5,350				
TRAINING AND CONFERENCES		11,500	9,500	9,500	12,500
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				

**FY2020 Budget Worksheet
210-Summary**

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>
DUES AND MEMBERSHIPS	9,890	8,700	8,450	6,000
Communities for Restorative Justice	1,500	1,500	1,500	
Domestic Violence Victim Assistance	2,500	1,300	1,300	
FBI LEEDA	350	350	350	
International Chiefs Association	190	150	150	
MA Chiefs Association	1,225	1,225	1,225	
Central Massachusetts Chiefs of Police Association	100	100	100	
Middlesex Chiefs Association	250	250	250	
Massachusetts Accreditation Association	1,500	1,500	1,250	
New England State Police Information Network	100	100	100	
Central Massachusetts Law Enforcement Council	750	750	750	
Coalition of Accreditation Managers	0	50	50	
Plymouth County Cooperative Bid	425	425	425	
Harvard Sportsman Club	1,000	1,000	1,000	
VEHICLE REPLACEMENT	48,000	46,000	42,000	40,000
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	48,000			
TOTAL	190,295	178,265	153,975	144,740

**FY2020 Budget Worksheet
210-Summary**

NOTES/CHANGES

	840
Police Station Electricity has averaged \$1,170 per month	
	0
Maintain based on previous usage	
	5,400
New FY20: Adding \$5,000 for grounds maintance, lawn treatment and sprinkler service (Removed to Article per FinCom/BSB) - \$900 reserved for sprinkler svc	
New FY20: For Jail Cell Doors, Locks, Cleaning, Plumbing, Painting as required by MA CMR Codes	
	0

FY2020 Budget Worksheet
210-Summary
NOTES/CHANGES

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**FY2020 Budget Worksheet
210-Summary**

NOTES/CHANGES

	0
	600
	0
	0
Based on actual usage and services	
No longer used	
No longer used	
	0
(Add'tl officer added per article in FY19)	

**FY2020 Budget Worksheet
210-Summary**

NOTES/CHANGES

	0
	0
CBA increase by \$300 for 11 officers (Add'tl officer added per article in FY19)	
	0
	2,000

**FY2020 Budget Worksheet
210-Summary**

NOTES/CHANGES

	1,190
Requested increase from DVSN	
\$40 increase	
FY19 Dues increased from \$1,250	
No longer used	
	2,000
Increase in Vehicle and Equipment	
cost; FY19 cost was kept down by	
trading in an additional vehicle	
	12,030

FY2020 Budget Worksheet
215-Dispatch

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-215-5114-0000	Dispatch Salary FT	245,139	206,313		38,826	18.82%	193,782	198,886	194,163
001-215-5116-0000	Dispatch Salary PT	14,809	9,401		5,408	57.53%	4,675	9,808	10,138
001-215-5134-0000	Dispatch OT FT	54,872	89,292		(34,420)	-38.55%	98,934	86,914	92,173
001-215-5154-0000	Dispatch Stipend	2,750	3,250		(500)	-15.38%	2,750		
001-215-5210-0000	Dispatch Electric	1,140	600		540	90.00%	941	600	1,089
001-215-5243-0000	Dispatch Equipment Maint Svc	24,030	20,055		3,975	19.82%	18,283	9,105	6,196
001-215-5305-0000	Dispatch Software/Records Mgt	20,500	20,000		500	2.50%	19,186	18,200	18,767
001-215-5341-0000	Dispatch Telephone/Radios	1,000	1,000		0	0.00%	563	1,000	4,013
001-215-5591-0000	Dispatch Uniforms	2,150	1,800		350	19.44%	1,397	1,800	1,274
001-215-5599-0000	Dispatch Office Expense	3,050	2,700		350	12.96%	2,763	2,500	3,293
001-215-5712-0000	Dispatch Training	1,000	1,000		0	0.00%	953	1,000	971
001-215-5730-0000	Dispatch Dues/Subscriptions	1,555	1,225		330	26.94%	1,556	1,200	1,225
	Other Misc Expenses -History								
	Total Salary	317,570	308,256		9,314	3.02%	300,141	295,608	296,473
	Total Other	54,425	48,380		6,045	12.49%	45,642	35,405	36,828
	Total Dispatch	371,995	356,636		15,359	4.31%	345,784	331,013	333,301
Notes:									
See Summary Page									

**FY2020 Budget Worksheet
215-Summary**

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
ELECTRICITY	1,140	600	600	375	540
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	20,055	9,105	7,300	3,975
<i>Radios, Specialty Equipment Needs, Electrical Repairs, and related Supplies</i>					Some contracts re-organized from software/records FY18
Copier Serv. Contract	1,200	800	800	670	Usage under estimated - Contract price reflects actual usage/cost
Generator Maintenance Contract Annual P&M	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		
Specialty Items	1,500	1,500	1,500		
Misc. Repairs	1,250	1,250	1,250		
Misc. Equipment Replacement	1,500	1,500	1,500		
DSS Corp. IP phone recording service	75	75	75	75	Increase to vendor contract pricing
Criminal Justice Information Service (CJIS) router	730	730	730	730	Increase to vendor contract pricing
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	6,000	0		The general practice is to plan on a maintenance budget of 10% of the cost of system. This was a \$500K system and that would be \$50K. Awaiting Service Contract Quotes. Budget 100% cut FY18, Budget Halved FY19, Full budget submitted FY20

**FY2020 Budget Worksheet
215-Summary**

		<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
Access Control & Video Camera Service Contract (New FY19)	2,300		2,300	0		Service Contract Quote came back less than originally expected (\$5000)

**FY2020 Budget Worksheet
215-Summary**

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

**FY2020 Budget Worksheet
215-Summary**

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>	
DUES AND MEMBERSHIPS	1,555	1,225	1,200	0		330
RangeCast IP based radio monitoring service	500	500	500	500		
Weather Display	600	600	600	600		
APCO International	330				Association of Public-Safety Communications Officials (APCO) added as it was unintentionally previously omitted. (Member since 2016)	
Mass Communications Supervisors Assn	125	125	100			
TOTAL	54,425	48,380	35,405	36,395		6,045

FY2020 Budget Worksheet
220-Fire

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-220-5112-0000	Fire Salary -Chief	115,253	110,290		4,963	4.50%	118,704	105,038	105,038
001-220-5114-0000	Fire Salary -FT FF/EMT	332,168	321,509		10,659	3.32%	321,013	319,760	319,686
001-220-5116-0000	Fire Salary -PD FF	276,749	271,589		5,160	1.90%	172,749	267,290	195,140
001-220-5124-0000	Fire Salary -On Call	59,315	58,209		1,106	1.90%	23,784	57,385	25,589
001-220-5134-0000	Fire OT	95,365	93,014		2,351	2.53%	145,393	88,956	115,233
001-220-5154-0000	Fire Longevity Stipend	500	500		0	0.00%	500		
001-220-5210-0000	Fire Electricity	6,200	6,200		0	0.00%	6,630	6,200	5,685
001-220-5212-0000	Fire Heating	6,200	6,200		0	0.00%	5,968	6,200	6,419
001-220-5241-0000	Fire Bldg/Grounds Maint Svc	5,400	5,400		0	0.00%	5,469	5,400	2,624
001-220-5242-0000	Fire Vehicle Maint Svc	28,225	23,000		5,225	22.72%	69,088	23,000	22,379
001-220-5243-0000	Fire Equipment Maint Svc	15,100	14,500		600	4.14%	10,817	14,500	15,826
001-220-5301-0000	Fire Ambulance Billing	9,500	9,500		0	0.00%	5,865	9,500	5,345
001-220-5302-0000	Fire Medical Services	3,200	2,400		800	33.33%	1,447	2,400	3,389
001-220-5303-0000	Fire ALS/Paramedic Svc	1,100	1,100		0	0.00%			275
001-220-5341-0000	Fire Mobile Communications	4,680	4,500		180	4.00%	4,251	4,500	5,003
001-220-5441-0000	Fire Bldg/Grounds Maint Supply	1,600	1,600		0	0.00%	1,766	1,600	2,927
001-220-5443-0000	Fire Veh/Equipment Maint Supply	11,500	11,500		0	0.00%	4,767	11,500	7,568
001-220-5500-0000	Fire Medical Supply	6,500	6,500		0	0.00%	2,015	6,500	6,497
001-220-5591-0000	Fire Uniforms	8,900	8,900		0	0.00%	6,231	8,900	10,948
001-220-5712-0000	Fire Training/Conferences	1,600	1,600		0	0.00%	12	1,600	1,939
001-220-5730-0000	Fire Dues	3,550	3,550		0	0.00%	4,180	3,000	3,224
001-220-5731-0000	Fire Certification/License	2,015	2,015		0	0.00%	755	2,000	1,510
001-220-5799-0000	Fire Other Expenses	2,600	2,600		0	0.00%	6,154	2,600	5,956
	Other Misc Expenses -History								
	Total Salary	879,350	855,111		24,239	2.83%	782,144	838,429	760,687
	Total Other	117,870	111,065		6,805	6.13%	135,417	109,400	107,515
	Total Fire	997,220	966,176		31,044	3.21%	917,561	947,829	868,201

FY2020 Budget Worksheet
220-Fire

Notes:	
See Summary Page	

**FY2020 Budget Worksheet
220-Summary**

		<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>	
ELECTRICITY		6,200	6,200	6,200	7,000		0
Fire Station electricity expenses, (Lights, A/C, Heat Pumps)	6,200					Five year avg of \$6,094. FY18 average month \$500	
HEATING/GAS		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. FY18 average month \$474 (FY16 & 17 were unseasonably warm winters)	
BUILDING AND GROUNDS MAINTENANCE SERVICE		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 MAINTENANCE SERVICE		28,225	23,000	23,000	20,000		5,225
5 Pumpers serviced 1/yr x \$1600	8,000		8,000	8,000		Five year avg of \$21,619; FY19 projected to be 30K as of Dec	
Ambulance service 3/yr x \$150	450		450	450			
Brush Engine service 2/yr x \$200	400		400	400			
Inspections 7 x \$150	1,050		1,050	1,050			
Command Car serviced 4 x \$50 + Inspection x2	460		235	235			
Tires, Batteries, Brakes, Chassis Service, Pump Work etc	17,865		12,865	12,865			
EQUIPMENT MAINTAINENCE SERVICE		15,100	14,500	14,500	17,950		600
5 Pump Tests	1,550		1,150	1,150		Five year average of \$12,753	
Rescue Tools Serviced	2,000		1,800	1,800			
SCBA Flow Test	1,600		1,600	1,600			
Plymovent Service Contract	2,300		2,300	2,300			
Multi Gas Meters Service	350		350	350			
Ladder Testing	650		650	650			
SCBA Compressor Service 2x \$700	1,400		1,400	1,400			

FY2020 Budget Worksheet
220-Summary

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>
Radio/Equipment misc repairs etc	5,250	5,250	5,250		

**FY2020 Budget Worksheet
220-Summary**

		<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>	
AMBULANCE BILLING		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		3,200	2,400	2,400	2,000		800
Pre Employment Physicals \$800 x 4	3,200					Have been hiring an average of three new hires a year (per diem and full time)	
ALS/PARAMEDIC SVC		1,100	1,100	0	0		0
Non CMERA Paramedic Intercepts (ALS) \$275 per call x 4 calls	1,100						
MOBILE COMMUNICATIONS		4,680	4,500	4,500	3,300		180
Mobile Data Terminal access fee 5 units x \$40/mo	2,400		2,400	2,400			
Cellular Phones 5 Phones @ \$145/mo total	1,740		1,560	1,560		1phone added for E64 @\$15/mo	
Repair/Maintenance/Replacement est	540		540	400			
BLDG/GROUNDS MAINTAINENCE SUPPLIES		1,600	1,600	1,600	1,200		0
Toilet Paper, Soap, Paper Towels, Cleaning Supplies, Bottle Water, Hardware Needs, etc...	1,600						
VEHICLE/EQUIPMENT MAINTAINENCE SUPPLIES		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	5,750		0
Medical Supplies, Equipment, Medication, Oxygen.	6,500						
UNIFORMS		8,900	8,900	8,900	8,900		0
Uniforms, clothing, and related equipment per contracts							
Full-Time \$900 x 5	4,500		4,500	4,500			
Chief \$950 + \$500 Cleaning	1,450		1,450	1,450			

**FY2020 Budget Worksheet
220-Summary**

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>
Per-Diem's \$100 x 29	2,950	2,950	2,950		

**FY2020 Budget Worksheet
220-Summary**

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>
TRAINING AND CONFERENCES	1,600	1,600	1,600	2,900	0
Professional Development	300	300	300		
Lodging	250	250	250		
Monthly Meetings \$55 x 12	660	660	660		
Academy Classes \$20 x 6	120	120	120		
Text Books	270	270	200		
DUES	3,550	3,550	3,000	3,300	0
Fire Dist 14 Dues	3,000	3,000	2,400		
IAFC Membership	250	250	240		
NFPA Membership	300	300	300		
CERTIFICATIONS / LICENSE	2,015	2,015	2,000	2,000	0
Controlled Substance	300	300	300		
Ambulance License	600	600	600		
Car Seat Recertification	100	100	100		
EMT Recertification \$145 x 7	1,015	1,015	1,015		
OTHER EXPENSES	2,600	2,600	2,600	2,100	0
Ecore Scheduler Subscription	780	780	780		
eDispatch, Subscription	1,128	1,128	1,128		
Office supplies, business cards, Subscriptions, etc...	692	692			
TOTAL	117,870	111,065	109,400	109,480	6,805

**FY2020 Budget Worksheet
241-Building Inspector**

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-241-5112-0000	Building Insp Salary	79,005	75,640		3,365	4.45%	67,942	72,777	64,728
001-241-5124-0000	Building Insp Salary Coverage	3,015	2,838		177			0	
001-241-5242-0000	Building Insp Vehicle Maint Svc	720	120		600	500.00%	88	120	85
001-241-5305-0000	Building Insp Software Support	5,500	5,500		0				
001-241-5306-0000	Building Insp Consulting	3,000	5,000		(2,000)	-40.00%	5,688	18,000	4,795
001-241-5341-0000	Building Insp Cell Phone	615	615		0		615		582
001-241-5599-0000	Building Insp Office Supplies	1,530	1,530		0	0.00%	350	500	247
001-241-5711-0000	Building Insp Mileage	400	400		0	0.00%		555	378
001-241-5712-0000	Building Insp Training/Conferences	1,850	1,850		0	0.00%	50	2,280	375
001-241-5730-0000	Building Insp Dues	140	140		0	0.00%	75	130	150
	Other Misc Expenses -History								
	Total Salary	82,020	78,478		3,542	4.51%	67,942	72,777	64,728
	Total Other	13,755	15,155		(1,400)	-9.24%	6,865	21,585	6,613
	Total Building Insp	95,775	93,633		2,142	2.29%	74,808	94,362	71,341
Notes:									
Salary: Grade 15, Step 6; 1.9% Wage Adjustment									
Coverage: 80 hours @ \$38/hr									
Vehicle Maint Svc: Oil & Inspection. FY20 increase for new tires									
Software Support: Permit Pro Annual Service Agreement									
Consulting: Have contracted for services to help oversee Toll Brothers (Town Center project).									
Cell Phone: \$51/month									
Office Supplies: Electrical & Plumbing Code Books (\$550), Additional books relative to new code (\$480); Misc supplies, storage etc. (\$500)									
Mileage: (personal vehicle for trainings & Fire call-in) 700 miles @ IRS rate									
Training/Conferences: NE @ Umass Amherst (\$670), MetroWest (\$75), Procurement Training (\$695); New code year training as available									

FY2020 Budget Worksheet
241-Building Inspector

Dues: MBCIA (\$75) & MW Building Officials (\$65)	
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FY2020 Budget Worksheet
291-Animal Ctrl

		FY20 Submitted	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-291-5116-0000	ACO Salary	2,490	2,445		45	1.84%	611	1,660	1,200
001-291-5341-0000	ACO Telephone	325	325		0	0.00%	277	325	300
001-291-5711-0000	ACO Travel	320	320		0	0.00%	67	225	121
001-291-5799-0000	ACO Other Expenses				0	0.00%			
	Other Misc Expenses -History								
	Total Salary	2,490	2,445		45	1.84%	611	1,660	1,200
	Total Other	645	645		0	0.00%	344	550	421
	Total ACO	3,135	3,090		45	1.46%	955	2,210	1,621
Notes: Rounded Totals									
Salary: Est 120 hours @ \$20.75; Based on 1st Q FY18, Better reporting is still flexing totals									
Telephone: 12 mo @ \$26									
Travel: Mileage Reimb submitted quarterly Est 110 calls @ 5 mi @ IRS rate									

FY2020 Budget Worksheet
292-Animal Ctrl -Dogs & Cats

		FY20 Submitted	FY19		FY20	FY20		FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-292-5115-0000	ACO Dog & Cat Salary	16,405	15,588		817	5.24%	14,486	14,997	14,143
001-292-5242-0000	ACO Dog & Cat Vehicle Maint Svc	1,885	1,885		0	0.00%	2,198	1,135	735
001-292-5270-0000	ACO Dog & Cat Rental of Facilities	600	600		0	0.00%	600	600	600
001-292-5302-0000	ACO Dog & Cat Veterinary Svc	300	300		0	0.00%		300	
001-292-5341-0000	ACO Dog & Cat Telephone	800	800		0	0.00%	1,063	800	892
001-292-5599-0000	ACO Dog & Cat Supplies	500	500		0	0.00%	112	500	478
001-292-5711-0000	ACO Dog & Cat Travel	0	0		0	0.00%		0	0
001-292-5712-0000	ACO Dog & Cat Training/Conferences	300	300		0	0.00%		300	174
	2/3 Cost Share Reduced Expenses @ YE						(2,710)		(2,216)
	Total Salary	16,405	15,588		817	5.24%	14,486	14,997	14,143
	Total Other	4,385	4,385		0	0.00%	1,263	3,635	663
	Total ACO Dog & Cat	20,790	19,973		817	4.09%	15,749	18,632	14,806
Notes:									
Salary: Grade 10, Step 6; 1.9% Wage Adjustment, Step increase. 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									

**FY2020 Budget Worksheet
292-Summary**

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

**FY2020 Budget Worksheet
292-Summary**

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>
TOTAL	4,385	4,385	3,635	4,850	0

FY2020 Budget Worksheet
299-Field Driver

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-299-5124-0000	Field Driver Salary	45	45		0	0.00%	45	45	45
001-299-5711-0000	Field Driver Mileage		20		(20)	-100.00%	0	20	
	Other Misc Expenses -History								
	Total Salary	45	45		0	0.00%	45	45	45
	Total Other	0	20		(20)	-100.00%	0	20	0
	Total Field Driver	45	65		(20)	-30.77%	45	65	45
Notes:									
Stipend per Compensation Plan									
Mileage removed; Using Town Vehicle									

**FY2020 Budget Worksheet
300-School Committee**

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
001-300-5110-0000	School Committee Salary	1,600	1,600		0	0.00%	1,200		
	Total Salary	1,600	1,600		0	0.00%	1,200	0	0
	Total Other	0	0		0	0.00%	0	0	0
	Total School Committee	1,600	1,600		0	0.00%	1,200	0	0
Notes:									
Added as an amendment to Article 3 during ATM 2018, \$400 per member									

**FY2020 Budget Worksheet
310-Minuteman**

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
001-310-5320-0000	Minuteman Tuition	212,675	148,500		64,175	43.22%	124,796	121,284	135,096
001-310-5330-0000	Minuteman Transportation	36,200	36,000		200	0.56%	31,500	36,000	36,200
001-310-5601-0000	Minuteman Assessment	3,130	7,345		(4,215)	-57.39%	7,345	7,948	7,948
	RJGrey Program Assessment				0			0	
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	252,005	191,845		60,160	31.36%	163,641	165,232	179,244
	Total Minuteman	252,005	191,845		60,160	31.36%	163,641	165,232	179,244
Notes:									
Tuition Based on 6 current students & 2 anticipated students, escalated FY19 rate plus SPED and Capital fee*									
\$6100/per student new fee									
Current Transportation Estimate perdiem rate									
Assessment is Prior de-regionalization Capital obligations only									

FY2020 Budget Worksheet
311-Assabet

		FY20 Submitted	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual	
Account Number	Account Name	Budget	Budget							
		17,290	33,000					16,464		
001-311-5320-0000	Assabet Tuition					(15,710)	-47.61%		8,236	24,696
001-311-5330-0000	Assabet Transportation			28,960	33,300	(4,340)	-13.03%		27,450	5,961
001-311-5601-0000	Assabet Assessment			0	0.00%		0			
	Total Salary	0	0	0	0.00%	0	0	0	0	
	Total Other	46,250	66,300	(20,050)	-30.24%	35,686	48,864	30,657		
	Total Assabet	46,250	66,300	(20,050)	-30.24%	35,686	48,864	30,657		
Notes:										
Tuition: Based on 1 current students @ escalated FY19 rate										
Transportation: Transportation by bus company company										

FY2020 Budget Worksheet
312-Nashoba

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
001-312-5320-0000	Nashoba Tuition	35,935	16,600		19,335	116.48%	16,603		
001-312-5330-0000	Nashoba Transportation	28,960	32,400		(3,440)	-10.62%	25,950		
001-312-5601-0000	Nashoba Assessment		0		0	0.00%			
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	64,895	49,000		15,895	32.44%	42,553	0	0
	Total Nashoba	64,895	49,000		15,895	32.44%	42,553	0	0
Notes:									
Tuition: Based on 1 current students @ escalated FY19 rate									
Transportation: Transportation by bus company company									

FY2020 Budget Worksheet
320-ABRSD

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
001-320-5601-0000	ABRSD Assessment	11,489,952	11,320,775		169,177	1.49%	11,351,353	11,565,110	11,593,781
001-320-5601-0000	RJGrey Program Assessment	32,333	30,580		1,753	5.73%		28,671	
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	11,522,285	11,351,355		170,930	1.51%	11,351,353	11,593,781	11,593,781
	Total ABRSD	11,522,285	11,351,355		170,930	1.51%	11,351,353	11,593,781	11,593,781
Notes:									
Initial Estimate 2.2% increase in base budget, adjusted for first year after Benefit Shares; Current Presentation at 1.51%									

**FY2020 Budget Worksheet
320-Summary 19-20**

**School Year 2019-2020
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
Recommended Budget Assessments - Projected State Aid Numbers
TABLE 6 - 1/18/19**

	GROSS BUDGET 2019-2020	ACTON 84.64% 89.64%	BOXBOROUGH 15.36% 10.36%
EXPENDITURES INSIDE DEBT LIMIT:			
OPERATING BUDGET	\$86,760,393	\$73,433,997	\$13,326,396
OPEB TRUST FUND CONTRIBUTION	\$900,000	\$761,760	\$138,240
MINUTEMAN ASSESSMENT	\$210,500	\$178,167	\$32,333
LOWER FIELDS CONSTRUCTION DEBT SERVICE	\$98,218	\$88,043	\$10,175
CAPITAL OUTLAY -BUILDINGS	\$1,250,000	\$1,058,000	\$192,000
TOTAL INSIDE DEBT LIMIT	\$89,219,111	\$75,519,966	\$13,699,145
EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY REGION):			
CONSTRUCTION DEBT SERVICE (FOR JHS & SHS/AUTHORIZED OUTSIDE PROP 2 1/2)	\$377,720	\$338,588	\$39,132
SH CONSTRUCTION/RENOVATION	\$1,385,280	\$1,241,765	\$143,515
	\$1,763,000	\$1,580,353	\$182,647
GROSS BUDGET-Subtotal	\$90,982,111	\$77,100,320	\$13,881,791
SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS	\$749,655	\$634,508	\$115,147
GROSS BUDGET TOTAL (Total Regional Expenditures)	\$91,731,766	\$77,734,828	\$13,996,938
OTHER FINANCING SOURCES:			
CHAPTER 70 BASE AID	\$15,187,441	\$12,854,650	\$2,332,791
CHARTER SCHOOL AID	\$30,000	\$25,392	\$4,608
REGIONAL SCHOOL TRANSPORTATION (Cherry Sheet)	\$1,907,131	\$1,614,196	\$292,935
REGIONAL BONUS AID & MISC REVENUES	\$410,000	\$347,024	\$62,976
TRANSFER FROM RESERVES (Excess & Deficiency)	\$690,000	\$584,016	\$105,984
TOTAL OTHER FINANCING SOURCES	\$18,224,572	\$15,425,278	\$2,799,294
TOWN ASSESSMENTS	\$73,507,194	\$62,309,550	\$11,197,644

FY2020 Budget Worksheet 320-Summary 19-20

Calculation of Final Assessments Per Appendix A to Revised Regional Agreement · FY20

Description	TOTAL	ACTON	BOXBOROUGH
Input Table 6 Result From FY20 Actual Budget	\$73,507,194	\$62,309,550	\$11,197,644
Year 6	\$0	-\$425,000	\$425,000
Final Assessment AT FIXED ASSESSMENT PER APPENDIX A	\$73,507,194	\$61,884,550	\$11,622,644
LESS DEBT PAID DIRECT BY TOWN- PER IMA Section 6	(\$749,655)	(\$649,296)	(\$100,359)
Amount due from each town	\$72,757,539	\$61,235,254	\$11,522,285
FY19 Assessments	\$71,333,313	\$59,981,958	\$11,351,355
increase	\$1,424,226	\$1,253,296	\$170,930
%	2.0%	2.09%	1.51%
FY18 Assessments	\$69,323,837	\$57,730,056	\$11,593,781
increase	\$2,009,476	\$2,251,902	-\$242,426
%	2.9%	3.90%	-2.09%
FY17 Assessments	\$67,050,245	\$55,547,097	\$11,503,148
increase	\$2,273,592	\$2,182,959	\$90,633
%	3.4%	3.9%	0.8%
FY16 Assessments	\$64,291,249	\$53,171,009	\$11,120,240
increase	\$2,758,996	\$2,376,088	\$382,908
%	4.3%	4.5%	3.4%
FY15 Assessments	\$60,284,722	\$49,690,145	\$10,594,577
FY15 additional assessment MCRS	\$451,297	\$384,255	\$67,042
	\$60,736,019	\$50,074,400	\$10,661,619
increase	\$3,555,230	\$3,096,609	\$458,621
%	5.9%	6.2%	4.3%

**FY2020 Budget Worksheet
320-Summary 19-20**

1/18/2019
FY20 Table 6

DETAILS OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS

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

	GROSS BUDGET	ACTON	BOXBOROUGH
BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)	\$0.00	\$0.00	\$0.00
SBAB REIMBURSEMENT BUILDING ADDITION BLANCHARD SCHOOL (Authorized FY06)	\$0.00	\$0.00	\$0.00
HAGER WELL (WATER & SEWER) (Authorized FY00)	\$68,913.00	\$58,327.96	\$10,585.04
TWIN SCHOOLS (Authorized FY03)	\$1,462,600.00	\$1,237,944.64	\$224,655.36
SBAB REIMBURSEMENT TWIN SCHOOLS (Authorized FY03)	(\$922,673.00)	(\$780,950.43)	(\$141,722.57)
TOTAL OUTSIDE DEBT LIMIT	\$608,840.00	\$515,322.18	\$93,517.82

SCHOOL RELATED DEBT SERVICE AUTHORIZED BY BOXBOROUGH TOWN MEETING:

REPLACEMENT OF PORTION OF BLANCHARD MEMORIAL ROOF (Authorized FY12)	\$18,138.00	\$15,352.00	\$2,786.00
REPLACEMENT OF WINDOWS (Authorized FY13)	\$7,708.00	\$6,524.05	\$1,183.95
SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL (Authorized FY13)	\$5,600.00	\$4,739.84	\$860.16
TOTAL TOWN OF BOXBOROUGH SCHOOL DEBT SERVICE	\$31,446.00	\$26,615.89	\$4,830.11

SCHOOL RELATED DEBT SERVICE AUTHORIZED BY ACTON TOWN MEETING:

CONANT SCHOOL (Authorized FY10)	\$17,351.00	\$14,685.89	\$2,665.11
SCHOOL FACILITIES (Authorized FY10)	\$69,405.00	\$58,744.39	\$10,660.61
DOUGLAS ROOF (Authorized FY09)	\$22,613.00	\$19,139.64	\$3,473.36
TOTAL TOWN OF ACTON SCHOOL DEBT SERVICE	\$109,369.00	\$92,569.92	\$16,799.08

SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS

GROSS BUDGET	ACTON	BOXBOROUGH
\$749,655.00	\$634,507.99	\$115,147.01
(\$749,655.00)	(\$649,296.00)	(\$100,359.00)
\$0.00	(\$14,788.01)	\$14,788.01

FY2020 Budget Worksheet
422-Public Works

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-422-5112-0000	DPW Salary -Director	100,786	97,850		2,936	3.00%	97,091	84,055	90,483
001-422-5113-0000	DPW Salary - Business Admin	0	0		0			3,057	
001-422-5114-0000	DPW Salary	410,502	394,358		16,144	4.09%	346,271	392,746	326,055
001-422-5115-0000	DPW Salary -Clerical	55,146	53,644		1,502	2.80%	53,231	52,583	52,582
001-422-5134-0000	DPW OT	17,636	16,421		1,215	7.40%	24,884	16,382	20,730
001-422-5210-0000	DPW Electricity	12,500	12,500		0	0.00%	7,125	4,500	5,465
001-422-5210-0630	Playing Fields Electricity	1,300	1,300		0	0.00%	468	1,300	715
001-422-5212-0000	DPW Heating	5,000	5,000		0	0.00%	6,440	4,000	5,111
001-422-5241-0000	DPW Bldg/Grounds Maint Svc	13,220	11,600		1,620	13.97%	8,882	11,600	10,490
001-422-5241-0630	Playing Fields Maintenance	6,030	4,900		1,130	23.06%	2,747	4,900	4,241
001-422-5242-0000	DPW Vehicle Maint Svc	23,000	18,000		5,000	27.78%	12,575	18,000	17,846
001-422-5302-0000	DPW Medical Svc	1,500	1,000		500	50.00%	2,092	1,000	1,296
001-422-5331-0000	DPW Street Maint Supply	10,000	7,700		2,300	29.87%	9,312	7,700	13,692
001-422-5341-0000	DPW Cell Phones	5,000	5,000		0	0.00%	4,488	5,000	4,492
001-422-5399-0000	DPW Other Services	11,000	11,000		0	0.00%	5,147	4,000	8,800
001-422-5441-0000	DPW Bldg/Grounds Maint Supply	6,000	5,000		1,000	20.00%	7,519	5,000	7,094
001-422-5441-0630	Playing Fields Maintenance Supply	8,000	8,000		0	0.00%	9,360	8,000	3,631
001-422-5442-0000	DPW Vehicle Maint Supply	12,000	17,000		(5,000)	-29.41%	23,279	17,000	13,810
001-422-5580-0000	DPW Tools/Equipment	8,000	8,000		0	0.00%	1,677	8,000	2,502
001-422-5591-0000	DPW Uniforms	8,500	8,500		0	0.00%	7,350	6,500	6,378
001-422-5599-0000	DPW Other Office Exp	1,500	750		750	100.00%	2,275	750	1,414
001-422-5712-0000	DPW Training/Conferences	4,200	3,000		1,200	40.00%	2,698	3,000	2,215
001-422-5730-0000	DPW Dues	400	400		0	0.00%	395	200	388
001-422-5731-0000	DPW Certification/License	620	620		0	0.00%	260	620	255
	Other Misc Expenses -History								1,068
	Total Salary	584,070	562,273		21,797	3.88%	521,476	548,823	489,850
	Total Other	137,770	129,270		8,500	6.58%	114,088	111,070	110,902

FY2020 Budget Worksheet
422-Public Works

	Total DPW	721,840	691,543		30,297	4.38%	635,564	659,893	600,752

**FY2020 Budget Worksheet
422-Summary**

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>
ELECTRICITY	12,500	12,500	4,500	4,000	0
DPW 577 Mass Ave	2,500	2,500	4,500		
DPW 873 Mass Ave	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	5,000	5,000	4,000	4,000	0
Natural Gas 577 Mass Ave	1,000	1,000	4,000		
Natural Gas 873 Mass Ave	4,000	4,000	0		
BUILDING & GROUNDS MAINTENANCE SVC				6,500	1,620
DPW:	13,220	11,600	11,600		
Fire Extinguisher Service 25*\$13 each	325				
Line Striping Streets \$2400+Parking & Stops \$2050,	4,450				
Catch Basin Cleaning	5,000				
Generator Service	2,420				Contract for minor & major service (2)
Misc (Electrician/Plumber)	1,025				
Playing Fields:	6,030	4,900	4,900		1,130
Irrigation On/Off \$1200/\$750,	1,950				Separate maintenance at Playing Fields
Ball field Machinery Rental 2x\$400	800				
Porta-Potties 3x7mo @\$55 plus full year at Steele Farm @ \$138/mo for ADA accessible unit	2,810				FY20 New Steele Farm placement
Misc (Irrigation work)	470				
VEHICLE MAINTENANCE	30,000	18,000	18,000	18,000	12,000
Inspections	1,800	1,800	1,800		
Tires	4,000	4,000	6,000		
Oil Changes 18x2/yr @\$250	9,000	9,000	9,000		
RBG and outsource repairs	13,200	1,200	550		Increase by 12,000 to outsource repairs due to main mechanic leaving

FY2020 Budget Worksheet
422-Summary

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>
Misc Filters/Brakes/Rotors/Tire Repair etc	2,000	2,000			
MEDICAL SVC	1,500	1,000	1,000	1,000	500
DOT Physicals 7@\$150 (Rotating), Drug Testing 8@\$55	1,500				For Hoisting License renewals

**FY2020 Budget Worksheet
422-Summary**

		<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>	
STREET MAINT SUPPLY		10,000	7,700	7,700	9,500		2,300
Street Signs, Cones, Barricades, Work Zone Safety Signs	2,000		1,000	1,700		additional work zone signage (FY18 included sweeper brooms \$500)	
Cold Patch/Hot Top	6,000		4,700	4,000		plan to use new hot box for more patching work	
Structures/Blocks (estimated average year)	2,000		2,000	2,000			
CELL PHONES		5,000	5,000	5,000	3,000		0
9 phones @ \$400/mo + 1 replacement @\$200	5,000						
OTHER SERVICES		11,000	11,000	4,000	7,500		0
Street Sweeper Contract Service	10,000		10,000	0			
Out of Town Police Details, Towing, etc	1,000		1,000	4,000			
BLDG & GRNDS SUPPLY					7,000		1,000
DPW: Cleaning Supplies, Trash Bags, Restroom Supplies, Rakes, Shovels, Brooms, ***New FY19: Cemetery Grounds \$1000 for loam, fertilizer, seed, etc.	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			
VEHICLE MAINT SUPPLY		12,000	17,000	17,000	17,000		(5,000)
Oil, Stabilizer, Winterizer, Bulbs, Filters, Belts, Cutting Edges, Teeth, Rust Inhibitor/Paint, Mower Blades, Whips, Hydraulic Parts, Covers, etc	12,000					More work will need to be done by vendors due to loss of person capable of doing work.	
TOOLS/EQUIPMENT		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						
UNIFORMS & CLEANING		8,500	8,500	6,500	6,800		0

FY2020 Budget Worksheet
422-Summary

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>
Director Allowance per Contract	950	950			
Boots 2 ea 16@\$200 (avg) =\$3,200, T-shirts/Sweatshirts/seasonal jackets/Socks/Gloves/Eyewear/etc	7,550	7,550			

**FY2020 Budget Worksheet
422-Summary**

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGE</u>
OTHER OFFICE EXPENSES	1,500	750	750	750	750
Office supplies, printing needs, advertising, etc...	1,500				
TRAINING AND CONFERENCES	4,200	3,000	3,000	500	1,200
In house training	2,300				Bay State Roads will come to garage
CDL training	1,400				New training for long-time employee
New England Grows Convention, mileage, etc	500	500	500		
		2,500	2,500		FY18 & 19: Procurement \$800, Well Technician \$1000, Hoisting \$700
DUES AND MEMBERSHIPS	400	400	200	200	0
Mass Highway \$100, NBM \$50, WCHA \$50, APWA \$200	400				(FY18 Mass Highway & Mass Arborists)
CERTIFICATION/LICENSE	620	620	620	400	0
Hoisting Renewal 5@\$60, Class 2 Renewal 4@80	620				
TOTAL	144,770	129,270	111,070	94,150	15,500

FY2020 Budget Worksheet
423-Snow & Ice

		FY20 Submitted	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name	Budget	Budget						
001-423-5126-0000	S&I Seasonal Wages	6,018	5,905		113	1.91%	6,543	5,822	7,721
001-423-5134-0000	S&I OT	57,832	58,731		(899)	-1.53%	52,996	58,515	44,349
001-423-5243-0000	S&I Equipment Maint Svc	13,000	11,000		2,000	18.18%	9,424	11,000	13,300
001-423-5442-0000	S&I Vehicle Maint Supply	8,000	10,000		(2,000)	-20.00%	4,897	10,000	8,678
001-423-5490-0000	S&I Meals/Refreshments	800	800		0	0.00%	295	800	378
001-423-5531-0000	S&I Street Maint Supply	100,000	100,000		0	0.00%	28,166	95,000	68,536
001-423-5820-0000	S&I Equipment	14,000	12,000		2,000	16.67%	10,750	12,000	13,142
	Other Misc Expenses -History								
	Total Salary	63,850	64,636		(786)	-1.22%	59,538	64,337	52,070
	Total Other	135,800	133,800		2,000	1.49%	53,532	128,800	104,034
	Total Snow & Ice	199,650	198,436		1,214	0.61%	113,071	193,137	156,104
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; Hoping to reduce cost further with purchase of salt spreader controls. Purchased second unit in FY19.									
Equipment: Replace 1 plow each year, average life 7-10 years, 14 plows in fleet									
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									

FY2020 Budget Worksheet
424-Street Lighting

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-424-5210-0000	Street Lighting	3,500	3,500		0	0.00%	2,244	5,000	3,694
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	3,500	3,500		0	0.00%	2,244	5,000	3,694
	Total Street Lighting	3,500	3,500		0	0.00%	2,244	5,000	3,694
Notes:									
5 Accounts, Average \$400/month total									

**FY2020 Budget Worksheet
425-Hager Well**

		FY20 Submitted	FY19		FY20	FY20	FY19	FY18	FY18	
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual	
		2,500	2,500					2,500		
001-425-5210-0000	Hager Well Electric					0	0.00%		3,125	2,684
001-425-5243-0000	Hager Well Maint Svc			9,820	5,820	4,000	68.73%		20,132	39,213
	Wastewater Maint Svc			1,000		1,000				
001-425-5304-0000	Hager Well Monitoring Contract			8,220	8,220	0			12,731	
	Wastewater Monitoring Contract			6,960	6,960	0				
	Other Misc Expenses -History									
	Total Salary	0	0	0	0.00%	0	0	0		
	Total Other	28,500	23,500	5,000	21.28%	35,988	41,896			
	Total Hager Well	28,500	23,500	5,000	21.28%	35,988	41,896			
Notes:										
Electric: Heater unit at Well Site, yearly average \$2.5K										
Maintenance Svc: Testing, Lab Fees, General Maintenance & repairs. Generator and transfer switch Servicing \$1,300										
Monitoring Contracts: FY19 was based on Contract Rate \$685x12 from preexisting vendor because new bids were in process. New Operator now hired and contract rate is: \$669/month for well (\$8,020)-wastewater \$478/month (\$5,729)										
** 75-80% reimbursed by AB Regional School District into GF Revenue										

FY2020 Budget Worksheet
429-Fuel

		FY20 Submitted	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual	
Account Number	Account Name	Budget	Budget							
		7,000 70,500	7,000 70,500					7,000 69,175		
001-429-5399-0000	Fuel System Testing/Maint Svc			7,000	7,000	0	0.00%		7,785	5,494
001-429-5536-0000	Fuel			70,500	70,500	0	0.00%		68,050	67,965
	Other Misc Expenses -History									
	Total Salary	0	0	0	0.00%	0	0	0		
	Total Other	77,500	77,500	0	0.00%	75,835	76,175	73,459		
	Total Fuel	77,500	77,500	0	0.00%	75,835	76,175	73,459		
Notes:										
Testing Svc: Cyclical Testing pd early in year \$5250; Maintenance service as needed										
Fuel:		Price	Est Gallons		Total					
FY20 Estimates	Unleaded	2.25	20,000		45,000					
	Diesel	2.55	10,000		25,500					
					70,500					
For Reference:	FY19 Unleaded Estimates	2.20	20,000		44,000					
	FY19 Diesel Estimates	2.65	10,000		26,500					
					70,500					

**FY2020 Budget Worksheet
431-Hazardous Waste**

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
001-431-5399-0000	Hazardous Waste Disposal		10,000		(10,000)	0.00%	9,881	0	0
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	0	10,000		(10,000)	-100.00%	9,881	0	0
	Total Hazardous Waste	0	10,000		(10,000)	-100.00%	9,881	0	0
Notes:									
Hazardous Waste Day scheduled every other year. Would like to have Town become part of Devens HHW service.									

FY2020 Budget Worksheet
433-Transfer Station

		FY20 Submitted	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual		
Account Number	Account Name	Budget	Budget								
		2,100	2,100					2,100			
001-433-5210-0000	Transfer Sta Electric					0	0.00%		1,165		
001-433-5241-0000	Transfer Sta Bldg/Ground Maint			6,000	4,500	1,500	33.33%		3,840	8,500	4,742
001-433-5290-0000	Transfer Sta Bulk Recycling			6,200	6,200	0	0.00%		5,159	6,200	6,733
001-433-5291-0000	Transfer Sta Trucking			37,000	49,000	(12,000)	-24.49%		56,281	49,000	45,345
001-433-5292-0000	Transfer Sta Tonnage Tipping			95,000	60,770	34,230	56.33%		75,097	59,000	56,550
	Other Misc Expenses -History										
	Total Salary	0	0	0	0.00%	0	0	0			
	Total Other	146,300	122,570	23,730	19.36%	141,542	124,800	115,169			
	Total Transfer Station	146,300	122,570	23,730	19.36%	141,542	124,800	115,169			
Notes:											
Electric: Still working on finding energy efficiencies for compactors. Based on FY16/17 actuals											
Maintenance: Porta-potty \$100/mo; Maint on Compactors; Required semi-annual 3rd party inspections \$1,500											
Recycling: CRT, lightbulbs, etc											
Trucking: FY19 Rate metal-wood-SW \$405/haul @ 130 hauls; Haul Rate recycling \$355/haul @ 60 hauls (# hauls 3-year avg); includes 1 compactor rental											
Tipping: FY18 Tonnage ave. 975 tons @ \$73/ton for metal-wood-SW and tonnage ave. 340 ton @ \$75/tn for recycling (contract calls for up to \$104) (# tons 3-year avg)											

FY2020 Budget Worksheet
491-Cemetery

		FY20 Submitted	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual	
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual	
		5,000	5,234					5,162		
001-491-5124-0000	Cemetery Superintendent Salary				(5,234)	-100.00%	2,070			4,086
001-491-5154-0000	Cemetery Superintendent Stipend									
001-491-5441-0000	Cemetery Grounds Maint Supplies	0	550		(550)	-100.00%	216	550	14	
001-491-5599-0000	Cemetery Other Expenses	500	450		50	11.11%	225	450	202	
	Other Misc Expenses -History						100			
	Total Salary	5,000	5,234		(5,234)	-100.00%	2,070	5,162	4,086	
	Total Other	500	1,000		(500)	-50.00%	541	1,000	216	
	Total Cemetery	5,500	6,234		(5,734)	-91.98%	2,611	6,162	4,301	
Notes:										
Salary: Propose to change to Stipend for Current Employee duty coverage										
Grounds Maint Supplies: Moved to DPW 422										
Other Expenses: Flags, Vaults, Misc Repair supplies										

FY2020 Budget Worksheet
505-Animal Inspector

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-505-5116-0000	Animal Inspector Salary	990	990		0	0.00%	988	1,008	988
001-505-5711-0000	Animal Inspector Mileage	150	200		(50)	-25.00%	3	200	26
	Total Salary	990	990		0	0.00%	988	1,008	988
	Total Other	150	200		(50)	-25.00%	3	200	26
	Total Animal Inspector	1,140	1,190		(50)	-4.20%	991	1,208	1,014
Notes:									
Salary: Stipend was not increased per Compensation plan in FY18									
Mileage: Based on Call volume, plus annual inspections total based on history									

FY2020 Budget Worksheet
511-Board of Health

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-511-5110-0000	BoH Salaries	505	501		4	0.80%	500	501	500
001-511-5241-0000	Landfill Monitoring	6,850	6,500		350	5.38%	4,970	6,500	4,970
001-511-5302-0000	Nursing Services	6,300	5,870		430	7.33%	5,864	5,586	5,585
001-511-5399-0000	BoH Mosquito Control	17,500	16,800		700	4.17%	16,155	16,800	14,196
001-511-5599-0000	BoH Other Office Expense	150	130		20	15.38%		130	
001-511-5602-0000	BoH Health Agent Services	13,700	12,850		850	6.61%	12,851	12,239	12,239
001-511-5730-0000	BoH Dues	150	150		0	0.00%	150	150	150
001-511-5799-0000	BoH Other Expenses	400	400		0	0.00%		200	395
	Other Misc Expenses -History								
	Total Salary	505	501		4	0.80%	500	501	500
	Total Other	45,050	42,700		2,350	5.50%	39,990	41,605	37,535
	Total BoH	45,555	43,201		2,354	5.45%	40,490	42,106	38,035
Notes:									
Salary: Proposed increase to \$175 per member to align with other Elected Boards									
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 2019; Estimate 5-7% 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.; incidents have increased									

FY2020 Budget Worksheet
529-Community Services

		FY20									
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18		
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual		
		0	27,604					26,560			
001-529-5116-0000	Community Svc Coord Salary				(27,604)	-100.00%	14,732		25,252		
001-529-5317-0000	Community Svc Printing			6,000	6,000	600000.00%					
001-529-5599-0000	Community Svc Other Office Expense			0	200	(200)	-100.00%		200	174	
001-529-5711-0000	Community Svc Travel			0	300	(300)	-100.00%		310	100	50
001-529-5712-0000	Community Svc Training/Conferences			0	250	(250)	-100.00%			250	210
001-529-5730-0000	Community Svc Dues			225	225	0	0.00%			225	225
	Other Misc Expenses -History										
	Total Salary	0	27,604		(27,604)	-100.00%	14,732	26,560	25,252		
	Total Other	6,225	975		5,250	538.46%	310	775	659		
	Total Community Services	6,225	28,579		(22,354)	-78.22%	15,042	27,335	25,911		
Notes:											
Salary: Position Combined with COA Coordinator											
Printing: 4 editions of Boxborough Bee, layout, printing and delivery to all households (previously funded with											
Office expenses: Combined with COA Coordinator											
Travel: Combined with COA Coordinator											
Training: Combined with COA Coordinator											
Dues: National Association of Social Workers membership fee, professional organization											

**FY2020 Budget Worksheet
541-COA**

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-541-5116-0000	COA Salary	71,575	60,748		10,827	17.82%	52,850	51,052	59,307
001-541-5317-0000	COA Printing	2,750	750		2,000	266.67%	495	750	735
001-541-5345-0000	COA Postage	2,300	1,800		500	27.78%	1,800	1,800	1,059
001-541-5351-0000	COA Programs	1,500	1,500		0	0.00%	923	1,500	1,710
001-541-5380-0000	COA Van Dispatch Svc	0	6,000		(6,000)	-100.00%	6,500		4,500
001-541-5599-0000	COA Other Office Expense	350	350		0	0.00%	183	350	216
001-541-5711-0000	COA Mileage	300	100		200	200.00%		100	
001-541-5712-0000	COA Training/Conferences	250	200		50	25.00%	180	200	
001-541-5730-0000	COA Dues	1,250	975		275	28.21%	1,575	975	1,237
	Other Misc Expenses -History								
	Total Salary	71,575	60,748		10,827	17.82%	52,850	51,052	59,307
	Total Other	8,700	11,675		(2,975)	-25.48%	11,656	5,675	9,457
	Total COA	80,275	72,423		7,852	10.84%	64,505	56,727	68,764
Notes:									
Salary: Grade 13, MAX Step ; Grade 15 Step 2; Increased from Reduced Hours @ 35 hrs to 40hrs/week									
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)									
Dispatch: Expense added FY19 due to re-org at MART; Removed to support new position in Dept 192 (Added back upon removal of DA to Article)									
Office Exp: Newsletter mailing labels, tab closures, misc									
Mileage: Home visits and workshops									
Training/Conferences: Attend MCOA Conference									
Dues: MCOA \$225; Minuteman Senior Svc \$775 (based on constituency); Xavus Senior Center Database \$250									
Other available Funds: Formula Grant: \$8,555 to offset instructor fees, professional development, birthday cards, etc									
Class Revolving Fund: Approx \$10,000 income from participant fees to pay instructors									

FY2020 Budget Worksheet
543-Veterans

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-543-5116-0000	Veterans PT	0	2,900		(2,900)	-100.00%	926	3,000	1,868
001-543-5306-0000	Veterans District Services	15,185			15,185	100.00%			
001-543-5351-0000	Veterans VMC Outreach	750	400		350	87.50%	400	400	247
001-543-5599-0000	Veterans Other Supplies	600	350		250	71.43%	217	350	288
001-543-5711-0000	Veterans Travel		100		(100)	-100.00%		100	
001-543-5712-0000	Veterans Training/Conferences		100		(100)	-100.00%		100	
001-543-5730-0000	Veterans Dues		40		(40)	-100.00%	50	40	50
001-543-5770-0000	Veterans Benefits	17,650			17,650	100.00%	21,403		
	Other Misc Expenses -History								
	Total Salary	0	2,900		(2,900)	-100.00%	926	3,000	1,868
	Total Other	34,185	990		33,195	3353.03%	22,069	990	585
	Total Veterans	34,185	3,890		30,295	778.79%	22,995	3,990	2,453
Notes:									
Salary: Proposing Changing to Regional District services									
District Services: Regional District amount based on 4 hours/week									
Veterans Memorial Committee: Outreach supplies, etc; addit'l for Veteran's day opening celebration									
Supplies: Bronze medalions 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: Maximum benefit for 1 applicant for 12 months. Any additional will require RFT									

FY2020 Budget Worksheet
610-Library

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-610-5112-0000	Library Director Salary	72,800	70,000		2,800	4.00%	69,184	85,800	94,463
001-610-5116-0000	Library PT Salary	165,765	178,656		(12,891)	-7.22%	145,799	159,861	154,946
001-610-5210-0000	Library Electricity	16,500	16,000		500	3.13%	16,338	15,000	15,918
001-610-5212-0000	Library Heating	7,700	7,700		0	0.00%	6,390	7,000	7,650
001-610-5241-0000	Library Bldg/Ground Maint Svc	26,100	20,000		6,100	30.50%	19,231	20,000	24,230
001-610-5305-0000	Library Software Support	2,700	2,700		0	0.00%	2,430	2,700	2,557
001-610-5345-0000	Library Postage	300	300		0	0.00%	70	350	295
001-610-5351-0000	Library Programs	1,000	1,000		0	0.00%	905	1,000	908
001-610-5441-0000	Library Bldg/Ground Maint Supplies	3,100	3,000		100	3.33%	1,376	3,000	3,102
001-610-5520-0000	Library Materials	72,000	72,000		0	0.00%	72,251	70,000	69,834
001-610-5599-0000	Library Other Supplies	2,700	2,700		0	0.00%	2,812	2,700	1,816
001-610-5711-0000	Library Travel	800	800		0	0.00%	616	800	810
001-610-5712-0000	Library Training/Conferences	5,000	5,000		0	0.00%	2,105	1,000	299
001-610-5730-0000	Library Dues	15,500	16,800		(1,300)	-7.74%	14,626	16,100	175
	Other Misc Expenses -History								
	Total Salary	238,565	248,656		(10,091)	-4.06%	214,983	245,661	249,408
	Total Other	153,400	148,000		5,400	3.65%	139,150	139,650	127,594
	Total Library	391,965	396,656		(4,691)	-1.18%	354,133	385,311	377,003
Notes:									
See Summary Page									
Library Materials must =19.5% total budget. \$72,000+\$5,200 Library Fines = 19.5%									

**FY2020 Budget Worksheet
610-Summary**

		<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>	
ELECTRICITY		16,500	16,000	15,000	15,000		500
Library & Pump	16,500					Seeing steady rise during summer months	
HEATING/GAS		7,700	7,700	7,000	7,700		0
Heating costs (natural gas)	7,700						
BUILDING & GROUNDS MAINTAINANCE SERVICE		26,100	20,000	20,000	15,350		6,100
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	22,000					HVAC 3year contract ends FY20 (\$6,576); added rubber roof and drain inspection & roof snow removal	
Seasonal deep cleaning (scrub restroom floors \$450, steam clean carpet \$3300, scrub lobby floor \$350)	4,100						
SOFTWARE SUPPORT		2,700	2,700	2,700	2,700		0
Wowbrary, Envisionware, PCRes, Deep Freeze, Bitdefender, Mobile Print Services	2,700						
POSTAGE		300	300	350	350		0
Book Returns	300						
PROGRAMS		1,000	1,000	1,000	1,000		0
Summer Reading, Movie Licensing, Other Program costs	1,000						
BUILDING & GROUNDS SUPPLIES		3,100	3,000	3,000	3,000		100
drinking water, misc. hardware, appliances, fixtures, bulbs, tools, cleaning supplies, ...	3,100						

**FY2020 Budget Worksheet
610-Summary**

	<u>FY20</u>	<u>FY19</u>	<u>FY18</u>	<u>FY17</u>	<u>NOTES/CHANGES</u>	
MATERIALS	72,000	72,000	70,000	69,000		0
Books	18,750	18,500			Materials expenditure needs to be no less than 19% of the total operating budget. The 19% goal is achieved through the combination of materials cost and museum pass acquisitions made by Friends of the Library donations.	
Children's	18,750	18,500				
Audio	7,250	7,000				
Video	7,250	8,000				
Subscriptions	5,000	5,000				
Misc	15,000	15,000				
OTHER SUPPLIES	2,700	2,700	2,700	2,700		0
Stationary, book covers, other misc supplies	2,700					
TRAVEL	800	800	800	800		0
Mileage to meetings & training	800					
TRAINING AND CONFERENCES	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				
Continuing Education (Tuition Reimbursement)	4,000	4,000				
DUES AND MEMBERSHIPS	15,500	16,800	16,100	16,100		(1,300)
CWMARS Assessment (Overdrive 10% mandatory included)	15,000	16,800			Actual Reduced in FY19	
ALA	100					
MBLC State eBook platform mandatory charge \$400	400					
TOTAL	153,400	148,000	139,650	134,700		5,400

**FY2020 Budget Worksheet
630-Rec Comm**

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
001-630-5126-0000	Rec Comm PT	31,790	29,621		2,169	7.32%	25,031	26,204	23,592
001-630-5210-0000	Rec Comm Electricity				0	0.00%		0	
001-630-5241-0000	Rec Comm Contracted Svc	4,825	2,330		2,495	107.08%	1,881	1,930	1,768
001-630-5351-0000	Rec Comm Programs		6,100		(6,100)	-100.00%		6,100	5,645
001-630-5351-SUMN	Rec Comm Flerra Playground	5,000			5,000	100.00%	3,847		
001-630-5351-WNTI	Rec Comm Winter	1,100			1,100	100.00%	978		
001-630-5599-0000	Rec Comm Other Supplies	1,250			1,250	100.00%	448		183
	Other Misc Expenses -History								
	Total Salary	31,790	29,621		2,169	7.32%	25,031	26,204	23,592
	Total Other	12,175	8,430		3,745	44.42%	7,155	8,030	7,596
	Total Rec Comm	43,965	38,051		5,914	15.54%	32,186	34,234	31,187
Notes:									
Rec Comm PT: Rates per Classification & Compensation Schedule, increase included for minimum wage adj Jan 2020 plus addtl Winter Counselor									
Electricity: ***Moved to DPW422 in FY18***									
Contracted Services: Tent \$1650 July only plus extra 7 weeks @375/wk, POD \$550; FY20: PortaPotty for Winterfest moved to DPW (year-round placement)									
Programs: Split for tracking purposes- Summer Playground \$5000 for activity fees, crafts, games, refreshments; Winterfest \$1100 vendors & supplies									
Other Supplies: Summer staff uniforms \$650, Winterfest/Program street banners 2@ \$300 ea									
*** All Fields maintenance moved to DPW: Electricity, Potties, Grounds in FY18***									

FY2020 Budget Worksheet
670-Steele Farm

		FY20 Submitted	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual		
Account Number	Account Name	Budget	Budget								
		800	600					600			
001-670-5210-0000	Steele Farm Electricity					200	33.33%		1,111		
001-670-5799-SFBD	Steele Farm Building Maint			600	600	0	0.00%		446	600	681
001-670-5799-SFGR	Steele Farm Grounds Maint			600	600	0	0.00%		171	600	607
	Other Misc Expenses -History										
	Total Salary	0	0		0	0.00%	0	0	0		
	Total Other	2,000	1,800		200	11.11%	1,728	1,800	1,800		
	Total Steele Farm	2,000	1,800		200	11.11%	1,728	1,800	1,800		
Notes:											
Electric: Continuing construction work and alarm system may significantly increase use											
Building Maintenance: Ongoing barn & preventative maintenance											
Grounds Maintenance: Gravel for trail and parking area maintenance											

FY2020 Budget Worksheet
691-Hist Comm

		FY20 Submitted									
			FY19		FY20	FY20	FY19	FY18	FY18		
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual		
		1,200	900					700			
001-691-5210-0000	Hist Comm Electricity					300	33.33%		1,155		
001-691-5212-0000	Hist Comm Heating			2,000	1,700	300	17.65%		2,005	2,000	1,908
001-691-5241-0000	Hist Comm Building/Grounds Maint			4,500	500	4,000	800.00%		50	500	6,567
001-691-5799-0000	Hist Comm Other Expense			350	350	0	0.00%		315	350	150
	Other Misc Expenses -History										
	Total Salary			0	0	0	0.00%		0	0	0
	Total Other	8,050	3,450	4,600	133.33%	3,526	3,550	9,665			
	Total Hist Comm	8,050	3,450	4,600	133.33%	3,526	3,550	9,665			
Notes:											
Electricity: Based on increased electrical usage from last year due to dehumidification & police radios											
Heating: Est based on FY18 Actual											
Blg/Grnds Maint: Only routine maintenance expected; history of RFT for small repairs; Addt'l \$2K for dehumidifier replacement											
Other Expense: Continuation of multi-year historical signage project											

**FY2020 Budget Worksheet
692-Public Celebr**

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
001-692-5351-0000	Public Celebr Programs	1,000	830		170	20.48%	345	830	1,002
001-692-5599-0000	Public Celebr Other Supplies	400	370		30	8.11%		370	181
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	1,400	1,200		200	16.67%	345	1,200	1,184
	Total Public Celebr	1,400	1,200		200	16.67%	345	1,200	1,184
Notes:									
Programs: Tree Lighting \$500 (additional LED bulbs & strings), Memorial Day \$200 (flowers/frames/awards), Fifer's Day \$300 (costume replacement/cleaning/decorations)									
Other Supplies: beverage container, banner, table cloths, etc									

**FY2020 Budget Worksheet
699-ABCC**

		FY20 Submitted Budget	FY19 Budget		FY20 vs FY19	FY20 vs FY19	FY19 Actual	FY18 Budget	FY18 Actual
Account Number	Account Name								
001-699-5799-0000	ABCC Other Exp	1,400	1,400		0	0.00%	1,400	1,400	1,203
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	1,400	1,400		0	0.00%	1,400	1,400	1,203
	Total AB Cultural Council	1,400	1,400		0	0.00%	1,400	1,400	1,203
Notes:									
Additional Boxborough-based programs and initiatives									

**FY2020 Budget Worksheet
710-Long Term Debt**

		FY20 Submitted	FY19		FY20	FY20		FY18	FY18		
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual		
001-710-5910-0300	Blanchard Debt					0	0.00%			335,000	335,000
001-710-5910-2006	Library/Land/Housing/School Debt			220,000	225,000	(5,000)	-2.22%		225,000	237,000	237,000
001-710-5910-2010	Fire/DPW Eq Debt			115,000	125,000	(10,000)	-8.00%		125,000	125,000	125,000
001-710-5910-2015	Fire/DPW/TH/School Debt			190,000	210,000	(20,000)	-9.52%		210,000	215,000	215,000
001-710-5910-2016	Paving/Fire Engine/DPW Eq/Vehicles			165,000	180,000	(15,000)	-8.33%		180,000	200,000	200,000
001-710-5910-2018	Paving/DPW Eq/DPW Building			180,000	190,000	(10,000)			180,000		
	Other Misc Expenses -History										
	Total Salary		0		0	0.00%	0	0	0		
	Total Other	870,000	930,000	(60,000)	-6.45%	920,000	1,112,000	1,112,000			
	Total Retirement of LT Debt	870,000	930,000	(60,000)	-6.45%	920,000	1,112,000	1,112,000			
Notes:											
Bonding in process earlier than originally anticipated due to purchase for DPW facility.											
FY19 BAN for May 2018 ATM 734,900; won't Bond until over 2mil likely in FY21											
2006 Debt refunded expires in 2022, 2024 & 2026; 2010 Debt expires in 2020;											
2015 Debt expires in 2030; 2016 Debt expires in 2036; 2018 Debt expires in 2033											

FY2020 Budget Worksheet
751-Debt Interest

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-751-5915-0000	Interest Long Term	195,060	212,657		(17,597)	-8.27%	215,061	154,415	154,414
001-751-5925-0000	Interest Short Term	22,050			22,050				
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	217,110	212,657		4,453	2.09%	215,061	154,415	154,414
	Total Debt Interest	217,110	212,657		4,453	2.09%	215,061	154,415	154,414
Notes:									
BAN of 2018 ATM articles (\$734,900) @ 3%									
Long Term Borrowing expected FY21									

Debt Schedule 2020
Town of Boxborough

Date of Issue	Purpose	Type of Payment	Remaining Debt	Year Retired	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038
07/01/05 (exempt)	Sewage Disposal-School (Refunding 12/23/16)	Principal Interest	210,000 21,900	2026	30,000 5,700	30,000 4,950	30,000 4,050	30,000 3,150	30,000 2,250	30,000 1,350	30,000 450												
07/01/05 (exempt)	Water - School (Refunding 12/23/16)	Principal Interest	285,000 29,250	2026	45,000 7,650	40,000 6,600	40,000 5,400	40,000 4,200	40,000 3,000	40,000 1,800	40,000 600												
07/01/05 (exempt)	Land Acquisition - Conservation (Refunding 12/23/16)	Principal Interest	90,000 3,900	2022	30,000 2,100	30,000 1,350	30,000 450																
07/01/05 (exempt)	Affordable Housing (Refunding 12/23/16)	Principal Interest	25,000 1,850	2024	5,000 650	5,000 525	5,000 375	5,000 225	5,000 75														
07/01/05 (exempt)	Library (Refunding 12/23/16)	Principal Interest	545,000 40,025	2024	110,000 14,150	110,000 11,400	110,000 8,100	110,000 4,800	105,000 1,575														
04/15/10	Departmental Equipment (Breakdown next page)	Principal Interest	115,000 3,450	2020	115,000 3,450																		
02/15/15	Departmental Equipment (Breakdown next page)	Principal Interest	1,110,000 119,863	2030	190,000 31,869	180,000 26,169	180,000 20,769	150,000 15,369	145,000 10,869	115,000 6,519	35,000 3,069	35,000 2,369	35,000 1,669	35,000 969	10,000 225								
12/23/16	Departmental Equipment/Paving/Bldg Repairs (Breakdown next page)	Principal Interest	1,620,000 327,056	2036	165,000 45,888	160,000 41,838	135,000 37,413	125,000 33,513	120,000 29,838	115,000 26,313	105,000 23,013	95,000 20,013	95,000 17,163	95,000 14,313	90,000 11,538	85,000 8,913	65,000 6,581	45,000 4,794	45,000 3,331	40,000 1,950	40,000 650		
06/12/18	DPW Bldg/Departmental Equipment/Paving (Breakdown next page)	Principal Interest	1,825,000 489,750	2033	180,000 83,600	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	5,825,000		870,000	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	1,037,044		195,057	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	6,862,044		1,065,057	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	1,155,000		220,000	215,000	215,000	185,000	180,000	70,000	70,000	0	0	0	0								
		Interest	96,925		30,250	24,825	18,375	12,375	6,900	3,150	1,050	0	0	0	0								
		Total	1,251,925		250,250	239,825	233,375	197,375	186,900	73,150	71,050	0	0	0	0								
Total Non-exempt Debt		Principal	4,670,000		650,000	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	940,119		164,807	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	5,610,119		814,807	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		

FY2020 Budget Worksheet
830-County Retirement Assmt

		FY20								
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18	
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual	
		943,155	843,801					791,841		
001-830-5690-0000	County Retirement Assessment					99,354	11.77%		843,801	791,841
	Other Misc Expenses -History					0				
	Total Salary	0	0		0	0.00%	0	0	0	
	Total Other	943,155	843,801		99,354	11.77%	843,801	791,841	791,841	
	Total County Retirement Assmt	943,155	843,801		99,354	11.77%	843,801	791,841	791,841	
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										

**FY2020 Budget Worksheet
912-Insurance**

		FY20							
		Submitted	FY19		FY20	FY20	FY19	FY18	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget	Actual
001-912-5172-0000	Workers Comp Ins	35,000	23,825		11,175	46.90%	18,143	12,025	13,192
001-912-5173-0000	Police & Fire Accident Ins	42,610	42,300		310	0.73%	41,369	39,000	39,847
001-912-5174-0000	Unemployment	23,850	23,070		780	3.38%		22,260	15,794
001-912-5741-0000	Liability Ins - Property/Casualty/Prof.	91,860	92,245		(385)	-0.42%	85,816	90,320	75,428
	Other Misc Expenses -History				0				
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	193,320	181,440		11,880	6.55%	145,329	163,605	144,261
	Total Other Insurance	193,320	181,440		11,880	6.55%	145,329	163,605	144,261
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 FY19 actual \$41,369; Plus Insurer recommended increasing medical payments limits to \$300,000 (add'l cost of \$1,250 over FY18 premium)									
Unemployment: Calculated based upon one employees at maximum benefit (\$795/week, up from \$769/week), for maximum period of 30 weeks									
Liability Insurance:									
	FY19 base premium				\$88,566				
	Placed in service in 2019	Police Car 2, Fire Car 2			\$1,600				
					\$90,166				
	Increase estimated at 3%				\$2,705				
					\$92,871				
	FY20 New Police Cruiser				\$800				
					\$93,671				
	Less est. prompt pay discount (3%)				-\$2,810				
					\$90,861				
	Lloyds (Steele Farmhouse 4/19-4/20)				\$1,000				

FY2020 Budget Worksheet
912-Insurance

Crum & Forster: Underground Storage Tanks (UST) Premium 11/18-11/20 paid \$2059.20					\$0		
					\$91,861		

**FY2020 Budget Worksheet
915-Employee Benefits**

		FY20						
		Submitted	FY19		FY20	FY20	FY19	FY18
Account Number	Account Name	Budget	Budget		vs FY19	vs FY19	Actual	Budget
001-915-5170-HLTH	Employee Benefits - Health Ins	995,490	845,500		149,990	17.74%	772,583	780,000
001-915-5170-LIFE	Employee Benefits - Life Ins	2,000	1,750		250	14.29%	1,486	1,950
001-915-5170-LTD-	Employee Benefits - LTD Ins	5,000	4,500		500	11.11%	3,813	5,850
001-915-5171-MEDC	Employee Benefits - Medicare	68,000	65,500		2,500	3.82%	59,051	60,000
	Other Misc Expenses -History	(14,000)	(13,500)		(500)	3.70%		(13,000)
	Total Salary	0	0		0	0.00%	0	0
	Total Other	1,056,490	903,750		152,740	16.90%	836,934	834,800
	Total Employee Benefits	1,056,490	903,750		152,740	16.90%	836,934	834,800
Notes:								
Health Insurance: Voted 7% plan increase Feb 2019. 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 \$4,500.								
Life Ins pp amt increased from provider								
Medicare: Based on total salary \$4,400,000 (total at draft) plus outside details (\$250K in FY18) * 1.45%								
Reduction will be added in actual lines, based on 2/3 of ACO IMA costs Health & Medicare								

**FY2020 Budget Summary
915-Summary**

Active Employees

Plan	Coverage	Enrollment	FY19 Monthly Premium (100%)	FY20 Increase	FY20 Total	FY20 Town Per Employee (75%)	FY20 Town Per Retiree (50%)	FY20 Town Total per plan per month	FY20 Grand Total per plan (Town portion)	Per Person Per Year
HPHC	Family	8	\$ 2,263.00	5.5%	\$ 2,387.00	\$ 1,790.25		\$ 14,322.00	\$ 171,864.00	\$ 21,483.00
HPHC	Family Flex	2	\$ 2,263.00	5.5%	\$ 2,387.00	\$ 1,790.25		\$ 3,580.50	\$ 42,966.00	
HPHC	Individual	1	\$ 861.00	5.5%	\$ 908.00	\$ 681.00		\$ 681.00	\$ 8,172.00	
HPHC	Family Retiree	1	\$ 2,263.00	5.5%	\$ 2,387.00		\$ 1,193.50	\$ 1,193.50	\$ 14,322.00	
HPHC	Individual Retiree	1	\$ 861.00	5.5%	\$ 908.00		\$ 454.00	\$ 454.00	\$ 5,448.00	
Tufts	Family	6	\$ 2,213.00	5.5%	\$ 2,335.00	\$ 1,751.25		\$ 10,507.50	\$ 126,090.00	
Tufts	Family Flex	1	\$ 2,213.00	5.5%	\$ 2,335.00	\$ 1,751.25		\$ 1,751.25	\$ 21,015.00	
Tufts	Individual	2	\$ 815.00	5.5%	\$ 860.00	\$ 645.00		\$ 1,290.00	\$ 15,480.00	
Tufts	Family Retiree	2	\$ 2,213.00	5.5%	\$ 2,335.00		\$ 1,167.50	\$ 2,335.00	\$ 28,020.00	
Tufts	Individual Retiree	0	\$ 815.00	5.5%	\$ 860.00		\$ 430.00	\$ -	\$ -	
Fallon Direct	Family	1	\$ 1,597.00	9.5%	\$ 1,749.00	\$ 1,311.75		\$ 1,311.75	\$ 15,741.00	
Fallon Direct	Individual	1	\$ 597.00	9.5%	\$ 654.00	\$ 490.50		\$ 490.50	\$ 5,886.00	
Fallon Direct	Family Retiree	1	\$ 1,597.00	9.5%	\$ 1,749.00		\$ 874.50	\$ 874.50	\$ 10,494.00	
Fallon Direct	Individual Retiree	0	\$ 597.00	9.5%	\$ 654.00		\$ 327.00	\$ -	\$ -	
Fallon Select	Family	14	\$ 1,714.00	9.5%	\$ 1,877.00	\$ 1,407.75		\$ 19,708.50	\$ 236,502.00	\$ 16,893.00
Fallon Select	Individual	7	\$ 642.00	9.5%	\$ 703.00	\$ 527.25		\$ 3,690.75	\$ 44,289.00	
Fallon Select	Family Retiree	2	\$ 1,714.00	9.5%	\$ 1,877.00		\$ 938.50	\$ 1,877.00	\$ 22,524.00	
Fallon Select	Individual Retiree	0	\$ 642.00	9.5%	\$ 703.00		\$ 351.50	\$ -	\$ -	
Active Plan Employee Total								\$ 64,067.75	\$ 768,813.00	\$ 4,590.00

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

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Retired Employees

Plan	Coverage	Enrollment	Cal Yr 2019 Premium (100%)	Cal 20 est Inc 1%	Jul -Dec 2019 Town (50%)	Jan -Jun 2020 Town (50%)	Cal19 Town Total per plan per month	FY20 Grand Total per plan (Town portion)
Tufts Medicare Preferred	Individual	23	\$ 634.00	\$ 640.34	\$ 317.00	\$ 320.00	\$ 7,291.00	\$ 87,906.00
Tufts Medicare Preferred	Ind Flex	3	\$ 634.00	\$ 640.34	\$ 317.00	\$ 320.00	\$ 951.00	\$ 11,466.00
Tufts Medicare Grp Suppl	Individual	21	\$ 860.00	\$ 868.60	\$ 430.00	\$ 434.00	\$ 9,030.00	\$ 108,864.00
Fallon Senior Plan	Individual	0	\$ 798.00	\$ 805.98	\$ 399.00	\$ 403.00	\$ -	\$ -
Retiree Plan Total								\$ 17,272.00
								\$ 208,236.00

*Total includes 3 additional retirees at the lowest premium

** CY19 rates are set, so these would be true numbers

Total Budget Needed: \$ 977,049.00