

# FY2025 BUDGET BOOK



**John C. Curran, Town Manager**

**Michael A. Riley, Chair of Select Board**

**Dave Gagliardi, Chair of the Finance Committee**







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# Town of Billerica

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Operating Budget Fiscal Year 2024  
Capital Improvement Program Fiscal Year 2024

**Town Manager**  
John Curran

**Select Board (As of 2/20/2023)**  
Chair Person, Michael Riley  
Vice Chair Person, Kimberly J. Conway  
Secretary, Andrew N. Deslaurier  
John J. Burrows  
Michael S. Rosa

**Finance Committee (As of 2/20/2023)**  
Chairman, David Gagliardi  
Vice Chairman, John Mulloy  
Secretary, Mary McBride  
Donald Damon  
Sharon Healey  
Philip Newfell  
Patrick Logue  
Larry Norman  
Douglas Fogerty  
Doug Meagher  
Darlene Torre  
Brian Dorrington, 1<sup>st</sup> Associate  
Joshua Mahoney, 2<sup>nd</sup> Associate

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# Section 1: Introduction

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# Town Manager's Budget Message

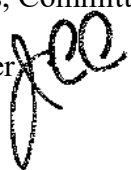
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## MEMORANDUM

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**TO:** All Department Heads, Boards, Committees and Commissions

**FROM:** John C. Curran, Town Manager 

**DATE:** December 15, 2024

**SUBJECT:** Fiscal Year 2025 Budget Process and Timeline

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As provided in the Billerica Town Charter adopted March 3, 1979 and revised in 2017 in Section 3-3(8) the Town Manager shall prepare and submit a proposed budget to the Finance Committee, the budget process is defined below to give you notice as to what the process is and the timeline and obligations that it requires. I have also attached a timeline table to this memo for your use.

Specifically, Section 3-3(8) states, “He (Town Manager) shall prepare and submit in the manner provided in Article 5, a proposed annual operation budget and a proposed capital outlay program.”

Article I, Section 6 of the Billerica General By-Laws requires the budget to be submitted to the Finance Committee at least 60 days prior to Town Meeting. Town Meeting will be called on May 7, 2024. Therefore, the budget must be submitted to Finance Committee by March 8, 2024. Accordingly, the budget will be ratified by the Select Board at the last regular meeting before this date – March 4th. The department head budget requests are due by Tuesday, January 5, 2024.

### **Budget Process**

According to Massachusetts Department of Revenue (DOR) Commissioner Geoffrey Snyder preliminary revenue collections for November totaled \$2.253 billion, \$131 million or 5.5% less than actual collections in November 2022, and \$274 million or 10.9% below benchmark.

FY2024 year-to-date collections totaled approximately \$14.097 billion, which is \$146 million or 1.0% more than collections in the same period of FY2023, but \$627 million or 4.3% less than the year-to-date benchmark. At this time there is nothing to suggest that local aid will be impacted negatively.

Local receipts are strong and projected to remain that way in FY2025. New growth is stable and the five-year average is the highest it has been in the last 20 years. Consequently, this Office is

proceeding with a level service budget and proceeding ahead with Long-term capital planning unabated.

Last year the Town budget had a significantly smaller levy increase than the prior year. Increases to the budget were a result of Union contract settlements for the Clerks, Fire Fighters, Department Heads, Paramedics, and DPW employees. These contract settlements had limited impact on the levy for FY2024.

The Fiscal Year 2025 budget format will be conservative like it was last year. Therefore, this office is directing departments to submit a level service budget. Any additions must be offset by budget reductions in other parts of your budget. This directive is intended to minimize impacts of non-discretionary spending items.

The Town's retirement contribution is expected to increase similarly to last year at \$1,017,242 or 6.60% and Health Care is level funded. The Police Union Contracts are the only unsettled contracts. Union Contracts will have the biggest budget impact as most unions settled between 3% and 4% for this fiscal year. The addition of a Finance Director and a Deputy Director in Public Works are the only anticipated personnel changes to the budget. Additionally, a new debt stabilization policy will affect the budget.

Budget files are attached. Please do not make changes to the Excel spreadsheets. The expended year to date column will be left blank and will be filled in later by the Accounting Department. Please do not overwrite formulas. Please ask for assistance from this office if you are unsure of how to input budget data. Listed below are the general budget guidelines to assist you in this process.

### **Personnel**

- All salaries should be calculated on 52.2 weeks.
- Do not attempt to upgrade any employees in your budget submission.
- Do not add hours to part-time employees.
- Employees should receive step raises.

### **Expenditures**

- Level fund electric and natural gas bills.

### **Capital**

- One-time expenses up to \$10,000 should be included in the Supplies and Expenses line item (5400).
- One-time expenses above \$10,000 should be included in a separate Capital Budget.

### **Five-Year Capital Budget**

- Please prepare a Five-Year Capital Budget, as well as a long-term Capital Plan.
- It is okay for this budget to be a wish list.



# Fiscal Year 2025 Financial Outlook

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The Town remains very strong financially. It is currently rated Aa2 by Moody's and an AA+ by S&P in January of 2022 –

“The rating reflects our view of the Town's very strong and growing economy, supported by Billerica's access to the Boston Metropolitan Statistical Area (MSA), with wealth and income indicators well above the national averages, as well as its stable financial operations. Notwithstanding a very minor draw on reserves after transfers out to the Capital Fund expected in fiscal 2021, Billerica maintains good financial flexibility, with available reserves remaining well above 20% of expenditures. The Town also maintains \$20.7 million in excess levy capacity. –  
*S&P*

The Town's new growth is \$3.6 million. The Billerica Mall project is under construction and there are several Life Science GMP projects permitted in Billerica. However, none of these life science projects have started construction therefore the financial benefit has not been fully captured in the new growth number.

Local receipts, Excise receipts and Local Aid are all projected to be stable revenue sources.

## **Revenue**

The Town has an excess levy capacity of \$22 million – this year's budget will cut into the excess levy capacity due to the significant budget deficit in the school department. Billerica is fortunate to have the financial leverage to fix this problem without decimating school programs.

Regardless, Billerica's excess levy capacity is still among the highest in the Commonwealth. This puts the Town in an excellent position for revenue resources in the foreseeable future.

The significance of this may be better recognized by comparing this to the value of an equity loan. Homeowners often seek a pre-approved line of credit to do repairs or finance another family endeavor. It is often used in emergency cases. The School Budget is one of these cases.

Similarly, Towns with excess capacity have a line of credit to tap into if additional revenues are needed. The Town is currently planning to address some very specific large capital needs. The Town can tap into excess revenue capacity for this purpose. The Select Board has also adopted a new Debt Stabilization policy to plan for this new capital plan. The Town has increased the amount of debt service to be borne by the tax levy by \$1 Million.

The Town approved funding for a \$50 Million new Public Works Facility at the Fall 2023 Town Meeting. Additionally, the Town's Capital Facilities Committee is studying the possibility of constructing a new COA facility and a Recreational Facility, a potential cost to these endeavors

could be as much as \$41 Million. The Town continues to move forward on the completion of the Sewer Distribution System. This Comprehensive Wastewater Management Plan (CWMP) has a projected cost of \$200 Million over the next 20 years. The next Sewer project, Needs Area 4, will add 4.36 miles of sewer and will serve 199 homes. Once this project is completed, 88.6% of the Town will be on sewer.

Towns that do not have excess capacity do not have revenue for these purposes. Their only recourse is to seek a proposition two and a half override.

Additionally, the Town has been experiencing record new growth over the past nine years. The five-year average new growth is \$3.4 million. Seventy-four percent of all costs are funded through the tax levy. The levy is the most dependable and predictable source of revenue. In Billerica's case, the levy has grown 4.58% as an average in the last five years. This year's levy will grow by \$11.4 million.

In addition, the Town receives Local Aid (state monies) and local receipts (Town fees, building, excise, etc.). Local Aid is stable but it does not grow significantly. The State has not significantly increased this funding since 2013. Consequently, Billerica uses the same number every year and for forecasting purposes. The Town currently receives approximately \$28 million in Local Aid.

The Town also receives local receipts that fund the General Fund in the amount of \$13.4 million and another \$5.8 million and \$6.8 million that fund the Water and Sewer Enterprise Funds respectively. Local receipts on average have increased 4% over the past five years. Water rates are slated to increase 3% a year to fund a \$50 million Capital Improvement Plan and wastewater rates are recommended for 6 to 7 percent increases to fund the Town's \$240 million Comprehensive Wastewater Management Plan, which includes expanding the sewer collection system for the last 10% of the Town.

The outlook for revenue expectations is positive in the short term and it is expected to be positive in the long term. Most major projects continue to move forward. The 279 Boston Road project has commenced. The Billerica Mall site is ongoing. This includes an Amazon Fresh Grocery Store, a 110 Grill and Starbucks, as well as 200 units of housing. The Housing, the supermarket and the sitework will continue to advance over the next year.

All these projects and several others that are in the permit pipeline ensure that Billerica's revenue base for the future will remain strong and continue to grow.

## **Costs and Investments**

### ***Costs***

The strong revenue picture positions the Town well to handle many of the projected costs and investments ahead for the Town. The operating costs have several big drivers. Pension costs are on payment schedule to be fully vested by 2035. Each year the projected increase for pension costs is 6.50% out to 2037.

The OPEB Liability for the Town was as high as \$270 million. It is currently at \$248 million due primarily to two policies enacted by the Town. The first stops the practice of 90% health care coverage for retirees hired after July 1, 2016. The second was an annual appropriation starting at \$1 million scheduled to increase by 15% every year (this increase was changed to 5% annually this year). The Town is exploring discontinuing Medicare Reimbursement for future retirees – this will help to decrease the OPEB liability in the future. The Town is requesting an appropriation of \$2.43 Million in the Town Budget. More details on the OPEB policies can be viewed on page 337. The Health Insurance is level funded this year due to a strong Health Care Trust Fund. Two labor contracts remain unsettled – Police Patrol and Superior Officer's Unions.

### ***Investments***

Long-Term Investments include the continued commitment to the new Billerica Memorial High School. This year the Town issued \$7.38 Million in debt related to the Peggy Hannon Rizza Project and \$6.78 Million for the Howe School Project. The debt service on both of these projects will be subsidized with CPA funds. The Town issued just over \$92 Million instead of the projected \$100 Million for the High School. This was possible due to savings and bond premium income applied to the principal. These debt costs are being controlled by the implementation of a Debt Stabilization Fund and Policy. This involves the Town putting away funds over time to pay \$51.1 million in debt service over 21 years. This will help to reduce the impact these projects have on the tax rate.

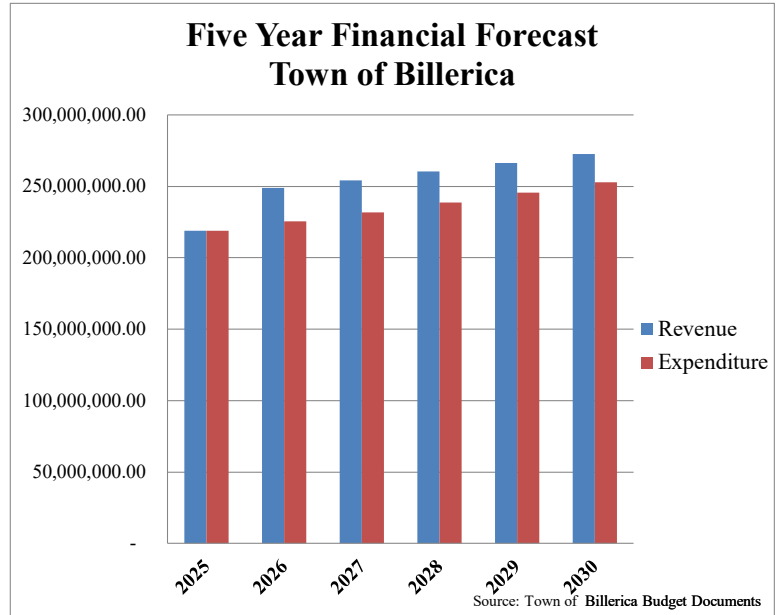
To prepare for this additional debt the Town adjusted the Debt Stabilization Policy by increasing the levy commitment from \$9 Million to \$15 Million over 10 years. This will allow the Town to take on additional debt with a forecasted cumulative tax impact of \$254 on the median single-family home over 10 years starting from Fiscal Year 2024

The Town has budgeted \$2.5 million annually for Capital and Infrastructure projects around Town. Additionally, the Town receives approximately \$1.325 million in Chapter 90 Funds from the State for roadway improvements. In FY2024 the Town received an additional \$600,000 in Chapter 90 funds bringing the total to \$1.925 million.

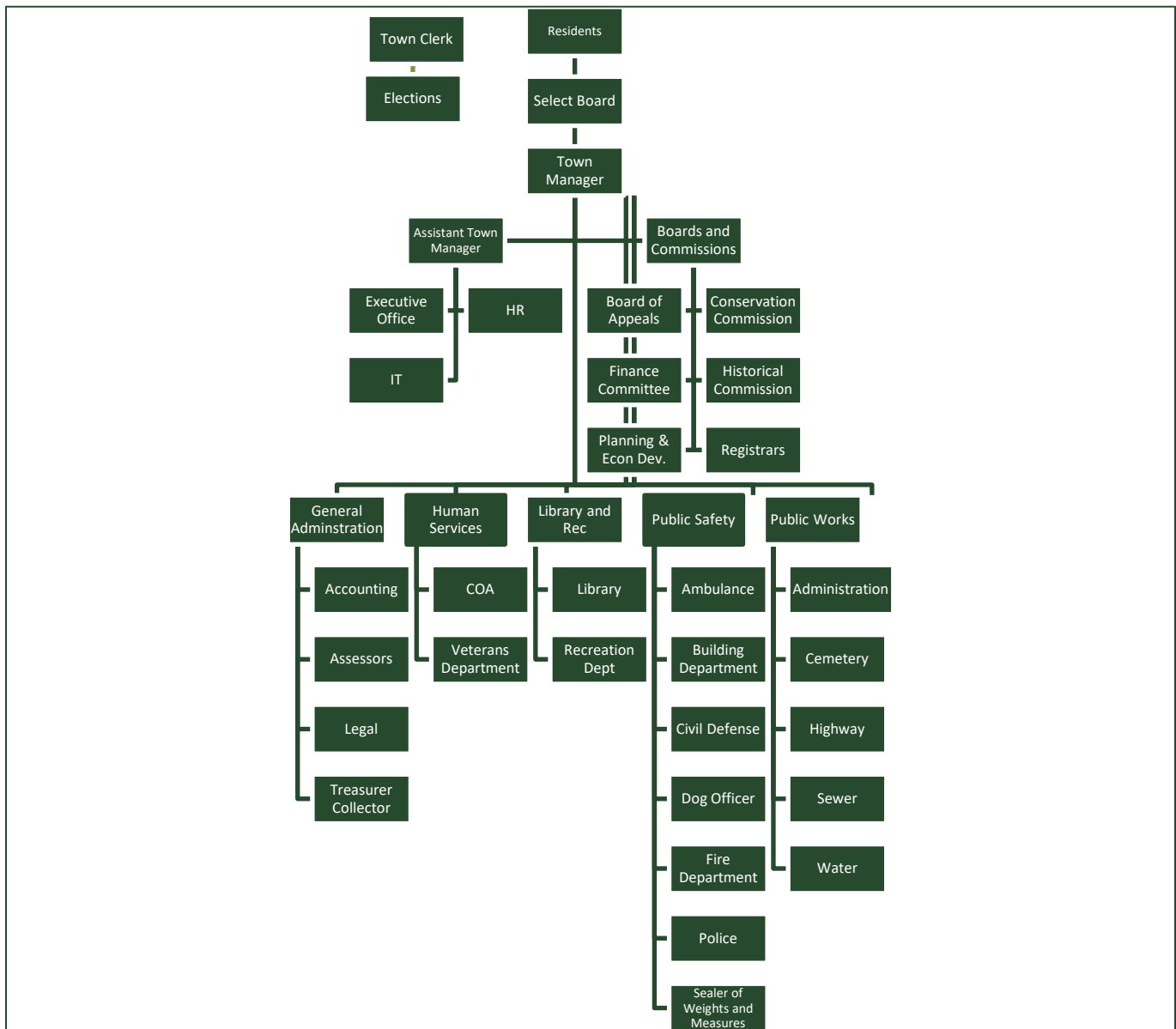


### ***Five Year Forecast***

Factoring all these anticipated revenues and expenditures shows the Town in an excellent position to continue investing in infrastructure and controlling costs. More detail of this analysis can be seen on page 47 of this report.



# Organizational Chart



# A Citizens Guide to the Budget

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Municipal budgets can be scary, confusing, and dense. Billerica's annual budget is no exception. In past years the full budget document has totaled over 300+ pages. This budget will include a glossary of acronyms, definitions of commonly used terms, timelines, financial policies, and procedures to help educate the public on the future of the Town. Please take a few moments to learn about the process and important dates that we must abide by.

## The Budget Process

The Town of Billerica's current government structure was formulated in 1979. On the first Saturday in April the citizens of Billerica participate in the Town election.

During the Town election they have the opportunity to vote for the **Select Board**. The Board consists of five members, and is responsible for the leadership and coordination of Town affairs. Members are elected for terms of three years. The Selectmen appoint the **Town Manager** to be the Chief Administrator of the Town.

The Town Manager prepares the Capital and Operating Budget based on a judgment of the needs of the Town after consultation with department heads and the Finance Committee.

The budget is eventually presented to the Select Board and Finance Committee who then makes recommendations for the Town Meeting Members. At Town Meeting the budget will be debated and voted on. After successful passage the budget will take effect at the start of the fiscal year, July 1.

## Budget Calendar FY25 (Approval 2025 Spring Town Meeting)

### July

Fiscal Year begins

### August / September

Budget Update / CIP Goals for Fall Town Meeting

### October

Fall Town Meeting (First Tuesday in October)

### November

Free Cash Certification

### December

Notify department heads, boards and committee about the budget directives for ensuing fiscal year

### January

Department head respondent deadline

### February / March

School Superintendent must provide TM with ratified School Budget

SB must ratify prior to Fincom Deadline

60 days prior to Town Meeting the TM will file a summary budget with FinCom

### May

Spring Town Meeting (First Tuesday in May)



# Community Profile

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**Name:** Town of Billerica

**Settled:**1652

**Incorporated:**1655

**Total Area:**26.4 square miles

**County:** Middlesex

**Est. Population:** 43,784

**Form of Government:**  
Town Manager, Select Board, Representative Town Meeting

**Town Manager:** John C. Curran

**School Structure:** K-12

**Town Hall Address:** 365 Boston Road

The Town of Billerica is a medium sized suburban community located in Middlesex County. It is located 20 miles north-west of Boston along Route 3. Billerica is home to 43,784 residents many whom take advantage of the Billerica Public School system that runs K-12.

The Town of Billerica has a proud history. It was settled in 1652 and incorporated in 1655. The Town is made up of several neighborhoods that stretch the 26.4 square miles of land area. Each neighborhood has their own distinct characteristics that distinguish them from one another. Nutting Lake, North Billerica, Pinehurst, The Pines and Garden City are among the most popular areas to live.

The public school system consists of five elementary schools, two middle schools, and one high school. The Town is also proud to announce that the new high school has opened its doors for learning and the athletic use!

Billerica is also home to a large amount of commercial space. The Town is split in half by route 3, borders route 95, 495, and is not far from route 93. This makes the town an ideal partner for many commercial industries. Billerica has a state of the art technology park that includes business like EMD Serono and E-Ink. These companies are on the cutting edge of technology and medical research including cures for cancer. Billerica also has many restaurants and places to shop.

The Town is in a strong position financially and has a Aa2 rating from Moody's and a AA+ from Standard and Poor's. The Town also has over 22 million dollars of excess levy capacity. This has given the town flexibility to deliver high quality services to its residents while not taxing the full available amount.

The Town of Billerica is currently an exciting place to be. Future development, a recently completed new high school, and many other exciting opportunities are on the horizon.

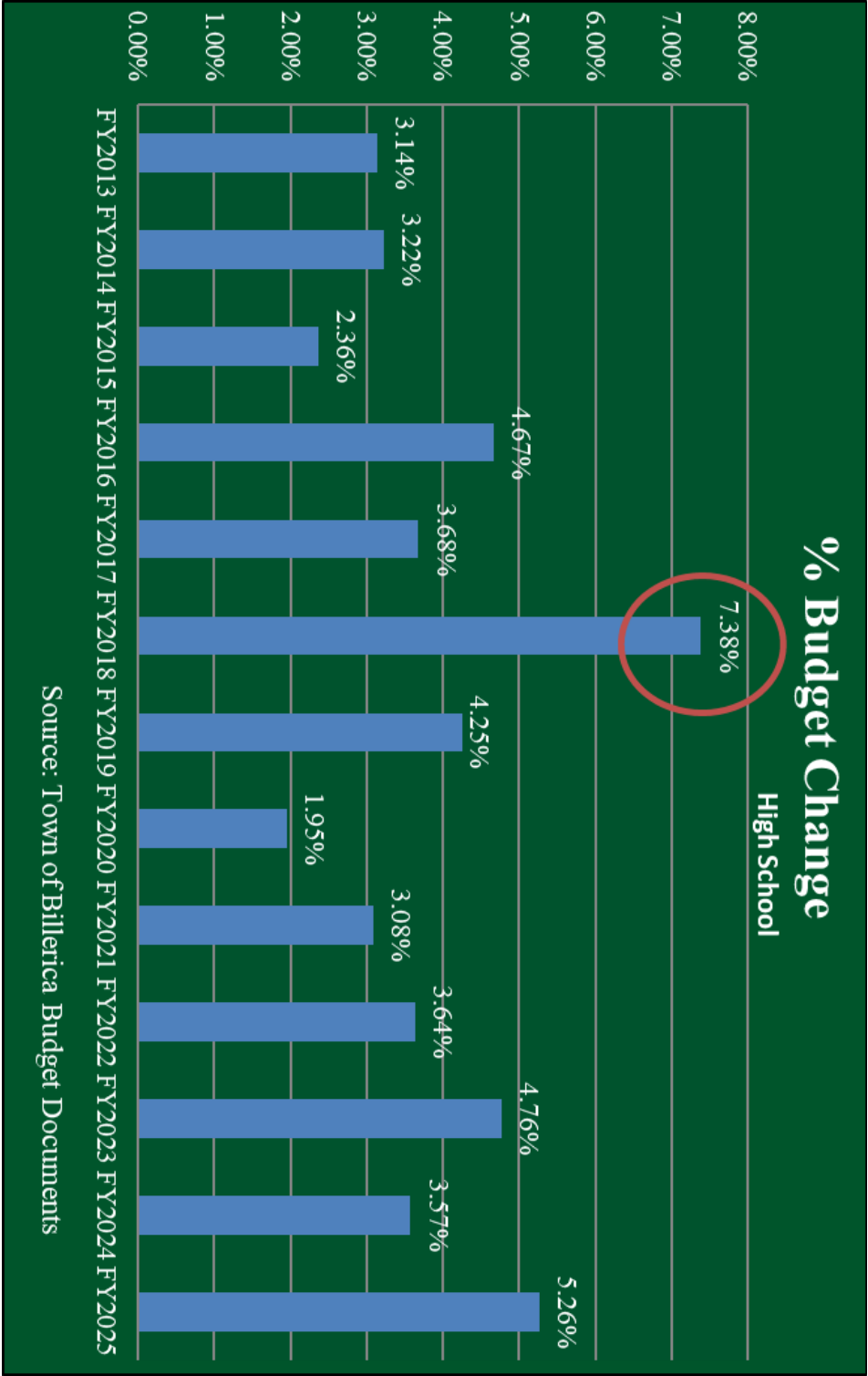
# Section 2: Budget Overview

# Fiscal Year 2025 Budget Summary

## Fiscal Year 2025 Budget Summary

| Department                               | FY2022<br>BUDGET      | FY2023<br>BUDGET      | FY 2024<br>BUDGET     | FY2025<br>BUDGET      | \$ INC/DEC           | % INC/DEC      |
|------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------|----------------|
| General Government                       | \$ 8,136,098          | \$ 8,682,318          | \$ 8,559,475          | \$ 9,025,994          | \$ 466,519           | 5.45%          |
| Public Safety                            | 21,581,578            | 21,924,232            | 22,360,540            | 22,666,353            | 305,813              | 1.37%          |
| Public Works                             | 9,298,188             | 9,699,473             | 10,486,192            | 11,481,911            | 995,719              | 9.50%          |
| Library and Recreation                   | 2,180,131             | 2,178,024             | 2,245,652             | 2,364,379             | 118,727              | 5.29%          |
| Human Services                           | 944,856               | 875,911               | 845,224               | 785,352               | (59,872)             | -7.08%         |
| <b>Total Town Departments</b>            | <b>42,140,851</b>     | <b>43,359,958</b>     | <b>44,497,083</b>     | <b>46,323,989</b>     | <b>1,826,906</b>     | <b>4.11%</b>   |
| Billerica Public Education               | 69,433,698            | 73,447,001            | 76,958,996            | 82,845,065            | 5,886,069            | 7.65%          |
| Shawshreen Technical                     | 10,101,796            | 10,011,652            | 10,618,654            | 11,139,241            | 520,587              | 4.90%          |
| <b>Total Education</b>                   | <b>79,535,494</b>     | <b>83,458,653</b>     | <b>87,577,650</b>     | <b>93,984,306</b>     | <b>6,406,656</b>     | <b>7.32%</b>   |
| <b>Town/School Shared Costs</b>          | <b>44,743,732</b>     | <b>47,717,831</b>     | <b>48,842,146</b>     | <b>51,643,153</b>     | <b>2,801,007</b>     | <b>5.73%</b>   |
| <b>TOTAL</b>                             | <b>\$ 166,420,077</b> | <b>\$ 174,536,441</b> | <b>\$ 180,916,879</b> | <b>\$ 191,951,448</b> | <b>\$ 11,034,569</b> | <b>6.10%</b>   |
| <b>Water Enterprise Fund Budget</b>      | <b>\$ 7,184,434</b>   | <b>\$ 7,315,982</b>   | <b>\$ 7,658,942</b>   | <b>\$ 6,849,290</b>   | <b>\$ (809,651)</b>  | <b>-10.57%</b> |
| <b>Wastewater Enterprise Fund Budget</b> | <b>\$ 8,828,369</b>   | <b>\$ 9,266,825</b>   | <b>\$ 9,369,124</b>   | <b>\$ 9,558,006</b>   | <b>\$ 188,881</b>    | <b>2.02%</b>   |
| <b>Total Budgets</b>                     | <b>\$ 182,432,880</b> | <b>\$ 191,119,248</b> | <b>\$ 197,944,945</b> | <b>\$ 208,358,744</b> | <b>\$ 10,413,799</b> | <b>5.26%</b>   |

# Fiscal Year 2025 Budget Changes





# Financial Recap FY25

| TOWN OF BILLERICA FINANCIAL RECAP FISCAL YEAR 2025 SPRING |                       |                       |                       |                       | Page 1                |
|-----------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|                                                           | FINAL<br>BUDGET FY21  | FINAL<br>BUDGET FY22  | FINAL<br>BUDGET FY23  | FINAL<br>BUDGET FY24  | Final<br>BUDGET FY25  |
| <b><i>USES OF FUNDING (AMOUNTS TO BE RAISED):</i></b>     |                       |                       |                       |                       |                       |
| <b>APPROPRIATIONS:</b>                                    |                       |                       |                       |                       |                       |
| GENERAL FUND BUDGET (Includes all TM R&A)                 | 148,290,309.00        | 152,835,680.00        | 160,051,443.00        | 165,495,170.00        | 175,512,497.00        |
| School Contracts Budget Amendment                         |                       |                       |                       |                       |                       |
| Spring 2020 ATM Article 4, IUPE Budget Adjustment         | 41,000.00             |                       |                       |                       |                       |
| Spring 2020 ATM Article 5, IAFF Budget Adjustment         | 60,000.00             |                       |                       |                       |                       |
| Water Enterprise Budget                                   | 6,566,188.00          | 7,184,433.98          | 7,315,981.66          | 7,658,941.76          | 6,849,290.34          |
| Water Enterprise Capital Budget                           |                       |                       |                       |                       |                       |
| Wastewater Enterprise Budget                              | 8,388,219.00          | 8,828,369.00          | 9,266,825.00          | 9,369,124.00          | 9,558,005.53          |
| CPA Budget Article                                        | 1,608,000.00          | 1,000,000.00          | 1,100,000.00          | 2,967,613.00          | 1,100,000.00          |
| PEG Access                                                |                       |                       |                       | 220,789.00            |                       |
| Spring 2023 ATM Article 8 DPW                             |                       |                       |                       | 328,000.00            |                       |
| Spring 2023 ATM Article 27 Flushing program               |                       |                       |                       | 100,000.00            |                       |
| Spring 2023 ATM Article 28 Sewer Pumps                    |                       |                       |                       | 100,000.00            |                       |
| Spring 2023 ATM Article 29 Sewer SCADA                    |                       |                       |                       | 250,000.00            |                       |
| Spring 2023 ATM Article 30 Assessors vehicle              |                       |                       |                       | 35,000.00             |                       |
| Spring 2023 ATM Article 31 Assessors Legal                |                       |                       |                       | 215,000.00            |                       |
| Spring 2023 ATM Article 32 Zoning Recodification          |                       |                       |                       | 65,000.00             |                       |
| Article 5 Debt Stabilization                              |                       |                       |                       | 1,800,000.00          |                       |
| Spring 2023 ATM Article 7 Paramedics                      |                       |                       |                       | 189,000.00            |                       |
| FALL 2023 ATM Article 12 Town Capital                     |                       |                       |                       | 1,185,000.00          |                       |
| FALL 2023 ATM Article 13 School Capital                   |                       |                       |                       | 1,000,000.00          |                       |
| FALL 2023 ATM Article 15 Town Center                      |                       |                       |                       | 2,150,000.00          |                       |
| FALL 2023 ATM Article 18 Hydrants                         |                       |                       |                       | 100,000.00            |                       |
| FALL 2023 ATM Article 19 SCADA                            |                       |                       |                       | 425,000.00            |                       |
| FALL 2023 ATM Article 21 Fire Station Boiler              |                       |                       |                       | 140,000.00            |                       |
| FALL 2023 ATM Article 22 Spot Repair MBTA Sewer           |                       |                       |                       | 150,000.00            |                       |
| <b>TOTAL APPROPRIATIONS</b>                               | <b>173,459,346.00</b> | <b>183,956,712.98</b> | <b>190,093,302.97</b> | <b>193,943,637.76</b> | <b>193,019,792.87</b> |
| <b>OTHER LOCAL EXPENDITURES / DEFICITS:</b>               |                       |                       |                       |                       |                       |
| TAX TITLE PURPOSES                                        |                       |                       | 50,000.00             | 50,000.00             | 50,000.00             |
| CHARTER SCHOOL ASSESSMENT                                 |                       |                       |                       |                       |                       |
| SCHOOL CHOICE                                             |                       |                       |                       |                       |                       |
| COUNTY RETIREMENT                                         | 12,782,396.00         | 13,584,397.00         | 14,484,999.00         | 15,421,706.24         | 16,438,951.00         |
| DEBT & INTEREST                                           | 41,500.00             |                       | 196,608.00            |                       |                       |
| FINAL JUDGMENTS                                           | 60,000.00             | 60,000.00             | 60,000.00             | 60,000.00             | 60,000.00             |
| OVERLAY DEFICITS                                          |                       |                       |                       |                       |                       |
| CHERRY SHEET OFFSETS                                      | 54,332.00             | 69,952.00             | 83,767.00             | 90,887.00             | 90,887.00             |
| REVENUE DEFICIT                                           |                       |                       |                       |                       |                       |
| SNOW / ICE DEFICIT                                        | 337,134.00            | 667,970.00            | 864,799.00            | 685,206.59            | 600,000.00            |
| PROJECTED SNOW / ICE REIMBURSEMENT                        |                       |                       |                       |                       |                       |
| OVERLAY RESERVE                                           | 2,700,113.80          | 2,750,778.15          | 2,580,582.00          | 2,651,260.95          | 2,651,260.95          |
| OTHER - MEDICARE/UNEMPLOYMENT                             |                       |                       |                       | 4,838.37              |                       |
| OTHER - UNFORESEEN CHARGES/ASSESSMENTS                    |                       |                       |                       |                       |                       |
| <b>TOTAL OTHER LOCAL EXPENDITURES</b>                     | <b>15,975,475.80</b>  | <b>17,133,097.15</b>  | <b>18,320,755.00</b>  | <b>18,963,899.15</b>  | <b>19,891,098.95</b>  |
| <b>STATE AND COUNTY CHARGES</b>                           | <b>4,910,024.00</b>   | <b>5,236,423.00</b>   | <b>5,706,527.00</b>   | <b>5,870,204.00</b>   | <b>5,870,204.00</b>   |
| <b>TOTAL USES OF FUNDING</b>                              | <b>194,344,845.80</b> | <b>206,326,233.13</b> | <b>214,120,584.97</b> | <b>218,777,740.91</b> | <b>218,781,095.82</b> |

|                                        | FINAL<br>BUDGET FY21  | FINAL<br>BUDGET FY22  | FINAL<br>BUDGET FY23  | FINAL<br>BUDGET FY24  | Final<br>BUDGET FY25  |
|----------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b><u>SOURCES OF FUNDING:</u></b>      |                       |                       |                       |                       |                       |
| AMEND PY NEW GROWTH                    |                       | 196,636.00            |                       | 144,426.00            |                       |
| PROPERTY TAXES 2 1/2 LEVY LIMIT        | 145,413,418.00        | 152,963,054.00        | 161,608,505.00        | 170,190,824.00        | 178,182,171.00        |
| NEW GROWTH                             | 3,622,194.00          | 4,703,780.00          | 4,286,897.00          | 3,645,440.00          | 750,000.00            |
| AMEND PY NEW GROWTH                    |                       |                       |                       |                       |                       |
| <b>TOTAL PROPERTY TAXES</b>            | <b>149,035,612.00</b> | <b>157,666,834.00</b> | <b>165,895,402.00</b> | <b>173,836,264.00</b> | <b>178,932,171.00</b> |
| ADD CPA                                |                       |                       |                       |                       |                       |
| ADD DEBT EXCLUSION                     | 5,614,093.75          | 5,588,843.75          | 5,674,376.00          | 5,544,523.00          | 5,794,443.76          |
| DOR ROUNDING                           |                       |                       |                       |                       |                       |
| LESS FREE CASH TO REDUCE LEVY          |                       |                       |                       |                       |                       |
| LESS EXCESS LEVY CAPACITY              | -21,543,740.18        | -25,665,709.62        | -26,566,423.00        | -28,766,748.09        | -22,694,149.94        |
| WATER LEVY                             | 1,566,188.00          | 1,784,433.98          | 1,565,981.66          | 1,808,941.76          | 999,290.34            |
| SEWER LEVY                             | 2,588,219.00          | 2,428,369.00          | 2,516,825.00          | 2,519,124.00          | 2,708,005.53          |
| GENERAL FUND LEVY                      | 128,951,558.57        | 133,377,165.15        | 140,920,548.34        | 146,285,973.15        | 158,325,168.95        |
| <b>TOTAL PROPERTY TAXES - ADJUSTED</b> | <b>133,105,965.57</b> | <b>137,589,968.13</b> | <b>145,003,355.00</b> | <b>150,614,038.91</b> | <b>162,032,464.82</b> |

**SOURCES OF FUNDING (cont):**

**STATE ESTIMATED REVENUES:**

|                                            |                      |                      |                      |                      |                      |
|--------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| CHAPTER 70 - SCHOOL AID                    | 19,348,854.00        | 19,489,674.00        | 19,777,194.00        | 20,069,934.00        | 20,069,934.00        |
| CHARTER TUITION ASSESSMENT REIMBURSEME     | 97,524.00            | 77,854.00            | 257,451.00           | 229,824.00           | 229,824.00           |
| SCHOOL LUNCH - OFFSET                      |                      |                      |                      |                      |                      |
| LOTTERY                                    | 6,183,385.00         | 6,399,803.00         | 6,745,392.00         | 6,961,245.00         | 6,961,245.00         |
| VETERANS' BENEFITS                         | 245,253.00           | 335,661.00           | 249,959.00           | 206,243.00           | 206,243.00           |
| EXEMPTIONS - VETS, BLIND & SURVIVING SPOU: | 263,219.00           | 247,596.00           | 250,540.00           | 251,222.00           | 251,222.00           |
| STATE OWNED LAND                           | 139,497.00           | 172,480.00           | 221,395.00           | 256,581.00           | 256,581.00           |
| PUBLIC LIBRARIES - OFFSET                  | 54,332.00            | 69,952.00            | 83,767.00            | 90,887.00            | 90,887.00            |
| <b>TOTAL STATE ESTIMATED REVENUES</b>      | <b>26,332,064.00</b> | <b>26,793,020.00</b> | <b>27,585,698.00</b> | <b>28,065,936.00</b> | <b>28,065,936.00</b> |

**LOCAL ESTIMATED REVENUES:**

|                                       |                      |                      |                      |                      |                      |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| MOTOR VEHICLE EXCISE                  | 6,500,000.00         | 6,750,000.00         | 7,150,000.00         | 7,150,000.00         | 7,150,000.00         |
| OTHER EXCISES (HOTEL/MOTEL)           | 1,500,000.00         | 1,000,000.00         | 1,300,000.00         | 1,300,000.00         | 1,300,000.00         |
| PENALTIES & INTEREST                  | 350,000.00           | 400,000.00           | 400,000.00           | 400,000.00           | 400,000.00           |
| P.I.L.O.T.                            | 50,000.00            | 100,000.00           | 100,000.00           | 100,000.00           | 100,000.00           |
| CHARGES FOR SERVICES - WATER          |                      |                      |                      |                      |                      |
| CHARGES FOR SERVICES - SEWER          |                      |                      |                      |                      |                      |
| FEES (Includes Ambulance Receipts)    | 2,500,000.00         | 2,500,000.00         | 2,500,000.00         | 2,500,000.00         | 2,500,000.00         |
| DEPARTMENTAL REVENUE-LIBRARY          | 7,000.00             |                      |                      |                      |                      |
| DEPARTMENTAL REVENUE-CEMETERY         | 110,000.00           | 110,000.00           | 110,000.00           | 110,000.00           | 110,000.00           |
| OTHER DEPARTMENTAL REVENUE            | 250,000.00           | 300,000.00           | 300,000.00           | 300,000.00           | 300,000.00           |
| LICENSES & PERMITS                    | 1,000,000.00         | 1,600,000.00         | 1,200,000.00         | 1,200,000.00         | 1,200,000.00         |
| FINES & FORFEITS                      | 125,000.00           | 70,000.00            | 70,000.00            | 70,000.00            | 70,000.00            |
| INTEREST EARNINGS                     | 225,000.00           | 245,000.00           | 245,000.00           | 245,000.00           | 245,000.00           |
| MISC. STATE AND OTHER REVENUE         | 125,000.00           | 65,000.00            | 65,000.00            | 65,000.00            | 65,000.00            |
| NON RECURRING REVENUE                 |                      | 365.00               |                      |                      |                      |
| <b>TOTAL LOCAL ESTIMATED REVENUES</b> | <b>12,742,000.00</b> | <b>13,140,365.00</b> | <b>13,440,000.00</b> | <b>13,440,000.00</b> | <b>13,440,000.00</b> |

|                                                                 | FINAL<br>BUDGET FY21  | FINAL<br>BUDGET FY22  | FINAL<br>BUDGET FY23  | FINAL<br>BUDGET FY24  | Final<br>BUDGET FY25  |
|-----------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>ENTERPRISE REVENUE</b>                                       |                       |                       |                       |                       |                       |
| CHARGES FOR SERVICES - WATER                                    | 5,000,000.00          | 5,400,000.00          | 5,750,000.00          | 5,850,000.00          | 5,850,000.00          |
| CHARGES FOR SERVICES - WATER BACKFLOW AND CROSS CONNECTION FEES |                       |                       |                       |                       |                       |
| CHARGES FOR SERVICES - NEW REVENUE                              |                       |                       |                       |                       |                       |
| CHARGES FOR SERVICES - SEWER                                    | 5,800,000.00          | 6,400,000.00          | 6,750,000.00          | 6,850,000.00          | 6,850,000.00          |
| <b>TOTAL ENTERPRISE REVENUES</b>                                | <b>10,800,000.00</b>  | <b>11,800,000.00</b>  | <b>12,500,000.00</b>  | <b>12,700,000.00</b>  | <b>12,700,000.00</b>  |
| <b>OTHER AVAILABLE FUNDS:</b>                                   |                       |                       |                       |                       |                       |
| CPA REVENUE                                                     | 1,608,000.00          | 1,000,000.00          | 1,100,000.00          | 1,100,000.00          | 1,100,000.00          |
| CPA Appropriation                                               |                       | 830,000.00            | 1,148,055.00          | 1,867,613.00          |                       |
| Amount Certified for Tax Title Purposes                         |                       |                       |                       |                       |                       |
| WASTE WATER PLANT EXPANSION FUND                                | 860,000.00            | 875,000.00            |                       |                       |                       |
| WASTE WATER INFLOW / INFIL. FUND                                |                       | 50,000.00             |                       |                       |                       |
| WATER CONSERVATION FUND                                         | 100,000.00            | 400,000.00            |                       |                       |                       |
| SEWER RATE RELIEF                                               |                       |                       |                       |                       |                       |
| BACKFLOW AND CROSS-CONN. FEES                                   |                       |                       |                       |                       |                       |
| BOND PREMIUMS                                                   |                       |                       |                       |                       |                       |
| WATER CONSERVATION FUND May                                     |                       | 65,000.00             |                       |                       |                       |
| PREVIOUS WARRANT ARTICLES                                       |                       |                       |                       |                       |                       |
| SALE OF LOTS & GRAVES TRUST                                     |                       | 65,000.00             | 205,000.00            |                       |                       |
| CEMETERY PERPETUAL CARE INTEREST                                |                       |                       |                       |                       |                       |
| TELECOMMUNICATIONS REVOLVING                                    |                       |                       |                       |                       |                       |
| WETLAND PROTECTION FUND                                         |                       |                       |                       |                       |                       |
| DEBT STABILIZATION APPROPRIATION                                | 1,160,000.00          | 1,774,447.00          | 2,012,616.97          | 2,444,669.00          | 1,350,000.00          |
| DEBT STABILIZATION APPROPRIATION                                |                       |                       |                       |                       |                       |
| FREE CASH                                                       | 2,253,200.00          | 7,500,000.00          | 5,627,000.00          | 5,857,000.00          |                       |
| FREE CASH May Public Safety Contracts                           |                       |                       |                       |                       |                       |
| FREE CASH May                                                   |                       |                       |                       |                       |                       |
| WATER ENTERPRISE RETAINED EARNINGS                              | 600,000.00            | 2,859,500.00          | 2,285,000.00          | 1,125,000.00          |                       |
| WASTEWATER ENTERPRISE RETAINED EARNIN                           | 1,050,000.00          | 860,000.00            | 2,095,000.00          | 1,000,000.00          |                       |
| FREE CASH TO REDUCE THE TAX LEVY                                |                       |                       |                       |                       |                       |
| LOTTERY SURPLUS                                                 |                       |                       |                       |                       |                       |
| OVERLAY SURPLUS                                                 | 3,000,000.00          |                       | 1,000,000.00          | 250,000.00            |                       |
| STABILIZATION FUND SCHOOL                                       |                       |                       |                       |                       |                       |
| STABILIZATION FUND TOWN                                         |                       |                       |                       |                       |                       |
| OVERLAY SURPLUS School Contract                                 |                       |                       |                       |                       |                       |
| RINK REVOLVING FUND                                             | 121,187.00            | 120,203.00            | 118,860.00            | 92,695.00             | 92,695.00             |
| Reauthorization of Old Articles DPW Trucks                      |                       |                       |                       |                       |                       |
| Reauthorization of Old Article 25 AFTM 2019                     |                       | 443,750.00            |                       |                       |                       |
| LAND FUND                                                       | 213,500.00            |                       |                       |                       |                       |
| PEG Access Fund                                                 | 160,320.00            | 159,980.00            |                       | 220,789.00            |                       |
| MISC. REVENUE FUNDS                                             |                       |                       |                       |                       |                       |
| BUDGET TRANSFERS                                                | 110,000.00            |                       |                       |                       |                       |
| SIDEWALK FUND                                                   | 128,610.00            |                       |                       |                       |                       |
| CHAPTER 90 - HIGHWAY                                            |                       |                       |                       |                       |                       |
| <b>TOTAL OTHER AVAILABLE FUNDS</b>                              | <b>11,364,817.00</b>  | <b>17,002,880.00</b>  | <b>15,591,531.97</b>  | <b>13,957,766.00</b>  | <b>2,542,695.00</b>   |
| <b>TOTAL SOURCES OF FUNDING</b>                                 | <b>194,344,846.57</b> | <b>206,326,233.13</b> | <b>214,120,584.97</b> | <b>218,777,740.91</b> | <b>218,781,095.82</b> |
| <b>PROJECTED SURPLUS (DEFICIT)</b>                              | <b>0.77</b>           | <b>(0.00)</b>         | <b>0.00</b>           | <b>(0.00)</b>         | <b>(0.00)</b>         |

# Budget Detail

| Town of Billerica Budget Detail<br>FY2025 Page 1 |                               | BUDGETED<br>FY2021 | EXPENDED<br>FY2021 | BUDGETED<br>FY2022 | EXPENDED<br>FY2022 | BUDGETED<br>FY2023 | EXPENDED<br>FY2023 | BUDGETED<br>FY 2024 | DEPT REQ<br>FY 2025 | TOWN MGR<br>FY 2025 | FIN COM<br>FY 2025 | Budget<br>Change | %<br>Change |
|--------------------------------------------------|-------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|---------------------|--------------------|------------------|-------------|
| 122 - Select Board                               |                               |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    |                  |             |
| 5110                                             | Personnel                     | 66,976             | 59,413             | 67,825             | 67,825             | 67,658             | 67,658             | 83,402              | 90,924              | 90,924              | 90,924             | 7,522            | 9.02%       |
| 5190                                             | Contractual Obligations       | 500                | 500                | 500                | -                  | 500                | 285                | 500                 | 500                 | 500                 | 500                | -                | 0.00%       |
| 5400                                             | Supplies & Expenses           | 4,500              | 4,500              | 4,500              | 4,495              | 4,500              | 4,494              | 4,500               | 4,500               | 4,500               | 4,500              | -                | 0.00%       |
| 5200                                             | Contract Services/Leases      | 1,500              | 1,500              | 1,500              | 1,498              | 1,500              | 952                | 1,500               | 1,500               | 1,500               | 1,500              | -                | 0.00%       |
| 7044                                             | Assessments and Dues          | 28,942             | 25,943             | 28,942             | 27,575             | 28,942             | 24,481             | 28,942              | 28,942              | 28,942              | 28,942             | 0                | 0.00%       |
| 5800                                             | Capital Outlay                | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | -           |
|                                                  | TOTAL                         | 102,418            | 91,856             | 103,267            | 101,393            | 103,100            | 97,870             | 118,844             | 126,367             | 126,367             | 126,367            | 7,523            | 6.33%       |
| 123 - Town Manager                               |                               |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    |                  |             |
| 5110                                             | Personnel                     | 660,447            | 654,203            | 489,153            | 489,153            | 649,262            | 649,262            | 681,033             | 717,160             | 717,160             | 717,160            | 36,128           | 5.30%       |
| 5120                                             | Permanent Part Time           | 70,514             | 70,514             | 62,312             | 61,763             | 66,767             | 66,767             | 38,024              | 39,545              | 39,545              | 39,545             | 1,521            | 4.00%       |
| 5130                                             | Overtime                      | 10,000             | 10,000             | 10,000             | 1,369              | 10,000             | 10,000             | -                   | -                   | -                   | -                  | -                | -           |
| 5190                                             | Contractual Obligations       | \$16,470           | 16,470             | \$16,470           | \$10,323           | \$14,393           | \$14,393           | \$42,512            | \$43,115            | \$43,115            | \$43,115           | \$604            | 1.42%       |
| 5400                                             | Supplies & Expenses           | 28,400             | 29,400             | 28,400             | 23,848             | 48,400             | 34,384             | 48,400              | 48,400              | 48,400              | 48,400             | -                | 0.00%       |
| 5200                                             | Contract Services/Leases      | 25,000             | 14,804             | 18,000             | 4,704              | 25,000             | 15,000             | 25,000              | 25,000              | 25,000              | 25,000             | -                | 0.00%       |
| 7037                                             | Comm. Plan./Proj./Tech. Asst. | 10,000             | 10,000             | 10,000             | 4,953              | 10,000             | 5,348              | 10,000              | 10,000              | 10,000              | 10,000             | -                | 0.00%       |
| 7050                                             | Pensions                      | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | -           |
| 7051                                             | Emp. Medical Exams            | 85,000             | 80,357             | 85,000             | 77,925             | 85,000             | 84,524             | 85,000              | 85,000              | 85,000              | 85,000             | -                | 0.00%       |
| 7053                                             | Prof. Training/Development    | 15,500             | 10,500             | 25,000             | 3,509              | 15,000             | 10,024             | 15,000              | 15,000              | 15,000              | 15,000             | -                | 0.00%       |
| 7061                                             | Pr. Town Rep./TM Handouts     | 6,000              | 9,100              | 15,000             | 15,000             | 12,000             | 11,674             | 12,000              | 12,000              | 12,000              | 12,000             | -                | 0.00%       |
| 7064                                             | Contract Retro                | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | -           |
| 7094                                             | Assessment Center             | -                  | -                  | 32,000             | 31,964             | -                  | -                  | -                   | -                   | -                   | -                  | -                | -           |
| 7095                                             | Substance Abuse Program       | 20,000             | 20,000             | 20,000             | 20,000             | 20,000             | 20,000             | 20,000              | 20,000              | 20,000              | 20,000             | -                | 0.00%       |
| 5800                                             | Capital Outlay                | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | -           |
|                                                  | TOTAL                         | 947,331            | 925,348            | 811,334            | 744,510            | 955,822            | 921,376            | 976,969             | 1,015,221           | 1,015,221           | 1,015,221          | 38,252           | 3.92%       |
| 125 - Systems Admin.                             |                               |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    |                  |             |
| 5110                                             | Personnel                     | 114,111            | 114,100            | 116,507            | 116,061            | 118,954            | 118,953            | 122,522             | 127,423             | 127,423             | 127,423            | 4,901            | 4.00%       |
| 5190                                             | Contractual Obligations       | 783                | 783                | 1,827              | 1,827              | 1,827              | 1,827              | 1,827               | 1,827               | 1,827               | 1,827              | -                | 0.00%       |
| 5400                                             | Supplies & Expenses           | 10,000             | 10,000             | 10,000             | 8,134              | 20,000             | 19,987             | 20,000              | 20,000              | 20,000              | 20,000             | -                | 0.00%       |
| 5200                                             | Contract Services/Leases      | 478,600            | 477,941            | 482,300            | 482,300            | 500,800            | 500,800            | 508,200             | 551,000             | 551,000             | 551,000            | 42,800           | 8.42%       |
| 5800                                             | Capital Outlay                | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | -           |
|                                                  | TOTAL                         | 603,494            | 602,824            | 610,634            | 608,321            | 641,581            | 641,567            | 652,549             | 700,250             | 700,250             | 700,250            | 47,701           | 7.31%       |
| 129 - Cable Advisory Committee                   |                               |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    |                  |             |
| 5120                                             | Permanent Part Time           | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | 0.00%       |
| 5400                                             | Supplies & Expenses           | -                  | -                  | -                  | -                  | -                  | -                  | 5,000               | 5,000               | 5,000               | 5,000              | -                | 0.00%       |
|                                                  | TOTAL                         | -                  | -                  | -                  | -                  | -                  | -                  | 5,000               | 5,000               | 5,000               | 5,000              | -                | 0.00%       |
| 131 - Finance Committee                          |                               |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    |                  |             |
| 5120                                             | Permanent Part Time           | 2,000              | 542                | 2,000              | -                  | 2,000              | 1,335              | 2,000               | 2,000               | 2,000               | 2,000              | -                | 0.00%       |
| 5400                                             | Supplies & Expenses           | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | -           |
| 5200                                             | Contract Services/Leases      | 1,600              | 470                | 1,600              | 590                | 1,600              | 427                | 1,600               | 1,600               | 1,600               | 1,600              | -                | 0.00%       |
| 7063                                             | Reserve Fund                  | 84,520             | -                  | 84,520             | -                  | 84,520             | -                  | 84,520              | 84,520              | 84,520              | 84,520             | -                | 0.00%       |
|                                                  | TOTAL                         | 88,120             | 1,012              | 88,120             | 590                | 88,120             | 1,762              | 88,120              | 88,120              | 88,120              | 88,120             | -                | 0.00%       |
| 135 - Town Accountant                            |                               |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    |                  |             |
| 5110                                             | Personnel                     | 243,262            | 243,262            | 255,997            | 225,996            | 277,338            | 277,338            | 287,500             | 451,127             | 451,127             | 451,127            | 163,627          | 56.91%      |
| 5190                                             | Contractual Obligations       | 12,493             | 12,493             | 12,493             | 12,493             | 12,493             | 10,893             | 12,493              | 12,493              | 12,493              | 12,493             | -                | 0.00%       |
| 5400                                             | Supplies & Expenses           | 1,500              | 1,466              | 1,500              | 1,500              | 1,500              | 1,500              | 1,500               | 1,500               | 1,500               | 1,500              | -                | 0.00%       |
| 5200                                             | Contract Services/Leases      | 500                | 349                | 500                | 424                | 500                | 488                | 500                 | 500                 | 500                 | 500                | -                | 0.00%       |
| 7062                                             | Town Audit                    | 60,000             | 60,000             | 64,000             | 64,000             | 64,000             | 64,000             | 64,000              | 64,000              | 64,000              | 64,000             | -                | 0.00%       |
| 5800                                             | Capital Outlay                | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | -           |
|                                                  | TOTAL                         | 317,755            | 317,570            | 334,490            | 304,413            | 355,831            | 354,219            | 365,993             | 529,620             | 529,620             | 529,620            | 163,627          | 44.71%      |
| 141 - Assessor                                   |                               |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    |                  |             |
| 5110                                             | Personnel                     | 493,346            | 493,346            | 512,301            | 512,301            | 495,886            | 453,751            | 502,137             | 533,549             | 533,549             | 533,549            | 31,413           | 6.26%       |
| 5120                                             | Permanent Part Time           | 3,000              | 3,000              | 3,000              | 3,000              | 3,000              | 3,000              | 3,000               | -                   | -                   | -                  | (3,000)          | -100.00%    |
| 5190                                             | Contractual Obligations       | 17,253             | 17,253             | 17,253             | 17,253             | 13,860             | 7,982              | 13,777              | 14,277              | 14,277              | 14,277             | 500              | 3.63%       |
| 5400                                             | Supplies & Expenses           | 3,250              | 2,021              | 3,250              | 2,927              | 3,250              | 3,067              | 3,250               | 3,250               | 3,250               | 3,250              | -                | 0.00%       |
| 5200                                             | Contract Services/Leases      | 39,500             | 39,500             | 38,300             | 38,300             | 38,300             | 38,197             | 38,300              | 48,300              | 48,300              | 48,300             | 10,000           | 26.11%      |
| 5800                                             | Capital Outlay                | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | -           |
|                                                  | TOTAL                         | 556,349            | 555,120            | 574,104            | 573,781            | 554,296            | 505,997            | 560,464             | 599,376             | 599,376             | 599,376            | 38,912           | 6.94%       |
| 145 - Treasurer/Collector                        |                               |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    |                  |             |
| 5110                                             | Personnel                     | 534,007            | 534,007            | 551,061            | 543,321            | 557,108            | 510,756            | 498,643             | 560,734             | 560,734             | 560,734            | 62,091           | 12.45%      |
| 5120                                             | Permanent Part Time           | 20,409             | 20,409             | 20,409             | 20,409             | 20,409             | 20,409             | 20,409              | -                   | -                   | -                  | (20,409)         | -100.00%    |
| 5130                                             | Overtime                      | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | -           |
| 5190                                             | Contractual Obligations       | 15,911             | 15,844             | 19,894             | 18,844             | 20,694             | 20,694             | 18,544              | 14,110              | 14,110              | 14,110             | (4,434)          | -23.91%     |
| 5400                                             | Supplies & Expenses           | 67,008             | 56,900             | 66,708             | 61,512             | 66,708             | 60,310             | 66,708              | 57,500              | 57,500              | 57,500             | (9,208)          | -13.80%     |
| 5200                                             | Contract Services/Leases      | 92,554             | 64,665             | 92,554             | 68,371             | 72,554             | 66,891             | 72,554              | 72,554              | 72,554              | 72,554             | -                | 0.00%       |
| 5235                                             | Tax Revenue Collection        | 50,000             | 18,949             | 50,000             | 35,043             | 50,000             | 67,112             | 50,000              | 50,000              | 50,000              | 50,000             | -                | 0.00%       |

| Town of Billerica Budget Detail<br>FY2025 Page 2 | BUDGETED<br>FY2021 | EXPENDED<br>FY2021 | BUDGETED<br>FY2022 | EXPENDED<br>FY2022 | BUDGETED<br>FY2023 | EXPENDED<br>FY2023 | BUDGETED<br>FY 2024 | DEPT REQ<br>FY 2025 | TOWN MGR<br>FY 2025 | FIN COM<br>FY 2025 | Budget<br>Change | %<br>Change   |
|--------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|---------------------|---------------------|--------------------|------------------|---------------|
| <b>192 - Town Hall/Buildings</b>                 |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                |               |
| 5110 Personnel                                   | 56,471             | -                  | 186,201            | 186,171            | 277,965            | 285,695            | 297,827             | 380,581             | 380,581             | 380,581            | 82,754           | 27.79%        |
| 5130 Overtime                                    |                    |                    | -                  | -                  | 25,000             | 25,000             | 25,000              | 25,000              | 25,000              | 25,000             | -                | 0.00%         |
| 5190 Contractual Obligations                     | -                  | -                  | 7,702              | 6,879              | 9,529              | 7,184              | 9,529               | 10,329              | 10,329              | 10,329             | 800              | 8.40%         |
| 5200 Contract Services/Leases                    | 40,000             | -                  | 40,000             | 41,424             | 42,500             | 38,196             | 49,500              | 52,500              | 52,500              | 52,500             | 3,000            | 6.06%         |
| 5400 Postage                                     | 145,000            | 140,465            | 145,000            | 119,585            | 145,000            | 147,054            | 145,000             | 145,000             | 145,000             | 145,000            | -                | 0.00%         |
| 5400 Custodial Supplies                          | 4,000              | 11,619             | 8,000              | 10,417             | 12,000             | 11,973             | 12,000              | 15,000              | 15,000              | 15,000             | 3,000            | 25.00%        |
| 5400 Supplies & Expenses                         | 25,000             | 29,785             | 25,000             | 25,000             | 35,000             | 33,564             | 30,000              | 30,000              | 30,000              | 30,000             | -                | 0.00%         |
| 7059 Cleaning Services                           | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | 0.00%         |
| 5256 Utilities                                   | 40,000             | 40,000             | 50,000             | 52,371             | 100,000            | 42,551             | 100,000             | 100,000             | 100,000             | 100,000            | -                | 0.00%         |
| 7058 Building Maintenance                        | 155,100            | 160,770            | 155,100            | 155,100            | 184,500            | 190,534            | 184,500             | 192,000             | 192,000             | 192,000            | 7,500            | 4.07%         |
| 7055 Telephone                                   | 90,000             | 80,313             | 90,000             | 81,978             | 90,000             | 73,431             | 90,000              | 90,000              | 90,000              | 90,000             | -                | 0.00%         |
| 7065 Abandoned Buildings                         | 3,500              | 15,674             | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | 0.00%         |
| 706x Masonic Building                            |                    | -                  | 50,000             | 12,959             | 50,000             | 20,993             | 50,000              | 50,000              | 50,000              | 50,000             | -                | 0.00%         |
| 5800 Capital Outlay                              | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | 0.00%         |
| <b>TOTAL</b>                                     | <b>559,071</b>     | <b>478,626</b>     | <b>757,003</b>     | <b>691,884</b>     | <b>971,494</b>     | <b>876,175</b>     | <b>993,356</b>      | <b>1,090,410</b>    | <b>1,090,410</b>    | <b>1,090,410</b>   | <b>97,054</b>    | <b>9.77%</b>  |
| <b>691 - Historical Commission</b>               |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                | 0.00%         |
| 5400 Supplies & Expenses                         | 50                 | 10                 | 50                 | -                  | 50                 | 50                 | 50                  | 50                  | 50                  | 50                 | -                | 0.00%         |
| 5200 Contract Services/Leases                    | 250                | 248                | 250                | -                  | 250                | 250                | 250                 | 250                 | 250                 | 250                | -                | 0.00%         |
| <b>TOTAL</b>                                     | <b>300</b>         | <b>258</b>         | <b>300</b>         | <b>-</b>           | <b>300</b>         | <b>300</b>         | <b>300</b>          | <b>300</b>          | <b>300</b>          | <b>300</b>         | <b>-</b>         | <b>0.00%</b>  |
| <b>910 - Town Systemwide</b>                     |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                | 0.00%         |
| 7080 Town Retirements                            | 190,000            | 176,244            | 250,000            | 250,000            | 250,000            | 250,000            | 200,000             | 200,000             | 200,000             | 200,000            | -                | 0.00%         |
| xxxx Town Settlements                            | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | 0.00%         |
| 7088 Town Electric                               | 1,596,640          | 1,573,256          | 1,976,640          | 1,957,196          | 1,976,640          | 1,915,928          | 1,976,640           | 1,976,640           | 1,976,640           | 1,976,640          | -                | 0.00%         |
| 7095 Streetlights                                | 165,000            | 165,000            | 165,000            | 161,765            | 165,000            | 165,000            | 65,000              | -                   | -                   | -                  | (65,000)         | -100.00%      |
| 7096 Legal                                       | 245,000            | 208,053            | 245,000            | 240,165            | 245,000            | 238,690            | 245,000             | 257,000             | 257,000             | 257,000            | 12,000           | 4.90%         |
| 7098 Town Fuel                                   | 315,000            | 350,096            | 415,000            | 465,000            | 465,000            | 413,446            | 465,000             | 465,000             | 465,000             | 465,000            | -                | 0.00%         |
| <b>TOTAL</b>                                     | <b>2,511,640</b>   | <b>2,472,649</b>   | <b>3,051,640</b>   | <b>3,074,126</b>   | <b>3,101,640</b>   | <b>2,983,064</b>   | <b>2,951,640</b>    | <b>2,898,640</b>    | <b>2,898,640</b>    | <b>2,898,640</b>   | <b>(53,000)</b>  | <b>-1.80%</b> |
| <b>TOTAL GENERAL GOVERNMENT</b>                  | <b>7,364,233</b>   | <b>6,957,748</b>   | <b>8,136,098</b>   | <b>7,671,190</b>   | <b>8,682,318</b>   | <b>7,870,910</b>   | <b>8,559,475</b>    | <b>9,025,996</b>    | <b>9,025,996</b>    | <b>9,025,996</b>   | <b>466,521</b>   | <b>5.45%</b>  |
| <b>210 - Police Department</b>                   |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                | 0.00%         |
| 5110 Personnel                                   | 5,853,685          | 5,739,676          | 5,973,428          | 5,862,871          | 6,043,241          | 5,822,858          | 5,833,673           | 5,813,699           | 5,813,699           | 5,813,699          | (19,974)         | -0.34%        |
| 5120 Permanent Part Time                         | 5,000              | 1,067              | 5,000              | 1,530              | 5,000              | 5,000              | 5,000               | 5,000               | 5,000               | 5,000              | -                | 0.00%         |
| 5130 Overtime                                    | 745,000            | 745,000            | 780,000            | 778,826            | 780,000            | 780,000            | 789,250             | 789,250             | 789,250             | 789,250            | -                | 0.00%         |
| 5190 Contractual Obligations                     | 1,650,014          | 1,650,014          | 1,695,916          | 1,677,568          | 1,629,372          | 1,629,372          | 1,498,123           | 1,488,992           | 1,488,992           | 1,488,992          | (9,131)          | -0.61%        |
| 5400 Supplies & Expenses                         | 298,350            | 262,924            | 298,350            | 288,327            | 338,777            | 319,762            | 338,277             | 338,227             | 338,227             | 338,227            | (50)             | -0.01%        |
| 5256 Utilities                                   | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | 0.00%         |
| 5200 Contract Services/Leases                    | 204,100            | 132,835            | 206,700            | 156,031            | 214,950            | 150,949            | 258,650             | 258,650             | 258,650             | 258,650            | -                | 0.00%         |
| 5800 Capital Outlay                              | 165,600            | 212,800            | 212,800            | 212,800            | 241,952            | 240,270            | 273,952             | 289,043             | 289,043             | 289,043            | 15,091           | 5.51%         |
| <b>TOTAL</b>                                     | <b>8,921,749</b>   | <b>8,744,316</b>   | <b>9,172,194</b>   | <b>8,977,952</b>   | <b>9,253,292</b>   | <b>8,948,211</b>   | <b>8,996,925</b>    | <b>8,982,861</b>    | <b>8,982,861</b>    | <b>8,982,861</b>   | <b>(14,064)</b>  | <b>-0.16%</b> |
| <b>220 - Fire Department</b>                     |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                | 0.00%         |
| 5110 Personnel                                   | 6,562,497          | 6,545,426          | 6,549,300          | 6,515,857          | 6,667,681          | 6,667,681          | 7,061,389           | 7,257,374           | 7,257,374           | 7,257,374          | 195,985          | 2.78%         |
| 5120 Permanent Part Time                         | 49,589             | 49,320             | 52,001             | 50,996             | 67,276             | 66,912             | 67,276              | 34,976              | 34,976              | 34,976             | (32,300)         | -48.01%       |
| 5130 Overtime                                    | 778,217            | 778,217            | 794,559            | 794,122            | 811,250            | 811,250            | 811,250             | 850,000             | 850,000             | 850,000            | 38,750           | 4.78%         |
| 5190 Contractual Obligations                     | 1,137,661          | 1,137,661          | 1,194,420          | 1,194,420          | 1,192,397          | 1,192,397          | 1,226,586           | 1,341,369           | 1,341,369           | 1,341,369          | 114,783          | 9.36%         |
| 5400 Supplies & Expenses                         | 322,635            | 296,860            | 319,110            | 308,739            | 325,760            | 305,549            | 339,240             | 349,840             | 349,840             | 349,840            | 10,600           | 3.12%         |
| 5200 Contract Services/Leases                    | 161,031            | 161,031            | 196,031            | 170,537            | 199,610            | 178,065            | 195,840             | 196,240             | 196,240             | 196,240            | 400              | 0.20%         |
| 5256 Utilities                                   | 44,000             | 34,057             | 64,000             | 51,378             | 70,000             | 61,161             | 70,000              | 70,000              | 70,000              | 70,000             | -                | 0.00%         |
| 5800 Capital Outlay                              | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | 0.00%         |
| <b>TOTAL</b>                                     | <b>9,055,630</b>   | <b>9,002,572</b>   | <b>9,169,421</b>   | <b>9,086,049</b>   | <b>9,333,974</b>   | <b>9,283,015</b>   | <b>9,771,581</b>    | <b>10,099,799</b>   | <b>10,099,799</b>   | <b>10,099,799</b>  | <b>328,218</b>   | <b>3.36%</b>  |
| <b>231 - Ambulance</b>                           |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                | 0.00%         |
| 5110 Personnel                                   | 1,110,979          | 1,148,979          | 1,194,695          | 1,191,448          | 1,190,829          | 1,379,829          | 1,358,255           | 1,318,101           | 1,318,101           | 1,318,101          | (40,154)         | -2.96%        |
| 5120 Permanent Part Time                         | 15,000             | 15,000             | 15,000             | 6,392              | 15,000             | 15,000             | 15,000              | 15,000              | 15,000              | 15,000             | -                | 0.00%         |
| 5130 Overtime                                    | 237,000            | 237,000            | 237,000            | 236,015            | 237,000            | 237,000            | 244,100             | 244,100             | 244,100             | 244,100            | -                | 0.00%         |
| 5190 Contractual Obligations                     | 186,096            | 183,933            | 199,482            | 194,177            | 186,564            | 186,564            | 185,741             | 205,449             | 205,449             | 205,449            | 19,708           | 10.61%        |
| 5400 Supplies & Expenses                         | 118,200            | 106,695            | 118,200            | 117,898            | 124,610            | 118,200            | 152,610             | 152,610             | 152,610             | 152,610            | -                | 0.00%         |
| 5200 Contract Services/Leases                    | 113,800            | 116,800            | 113,800            | 114,200            | 119,950            | 119,950            | 119,950             | 136,890             | 136,890             | 136,890            | 16,940           | 14.12%        |
| 5800 Capital Outlay                              | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | 0.00%         |
| <b>TOTAL</b>                                     | <b>1,781,076</b>   | <b>1,808,407</b>   | <b>1,878,178</b>   | <b>1,860,130</b>   | <b>1,873,952</b>   | <b>2,062,953</b>   | <b>2,075,655</b>    | <b>2,072,150</b>    | <b>2,072,150</b>    | <b>2,072,150</b>   | <b>(3,505)</b>   | <b>-0.17%</b> |
| <b>241 - Building Department</b>                 |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                | 0.00%         |
| 5110 Personnel                                   | 624,051            | 607,987            | 655,259            | 655,259            | 694,548            | 694,548            | 718,013             | 694,874             | 694,874             | 694,874            | (23,140)         | -3.22%        |
| 5120 Permanent Part Time                         | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | 0.00%         |
| 5130 Overtime                                    | 10,000             | 10,000             | 15,000             | 14,305             | 15,000             | 15,000             | 15,000              | 15,000              | 15,000              | 15,000             | -                | 0.00%         |
| 5190 Contractual Obligations                     | 46,140             | 16,140             | 44,490             | 44,490             | 45,440             | 45,440             | 41,540              | 40,540              | 40,540              | 40,540             | (1,000)          | -2.41%        |
| 5400 Supplies & Expenses                         | 11,800             | 7,735              | 10,200             | 8,408              | 11,500             | 10,597             | 10,500              | 10,500              | 10,500              | 10,500             | -                | 0.00%         |
| 5200 Contract Services/Leases                    | 14,375             | 2,370              | 14,375             | 6,447              | 4,375              | 4,375              | 4,375               | 4,375               | 4,375               | 4,375              | -                | 0.00%         |
| 5800 Capital Outlay                              | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | 0.00%         |
| <b>TOTAL</b>                                     | <b>706,366</b>     | <b>644,232</b>     | <b>739,324</b>     | <b>728,909</b>     | <b>770,863</b>     | <b>769,960</b>     | <b>789,428</b>      | <b>765,289</b>      | <b>765,289</b>      | <b>765,289</b>     | <b>(24,139)</b>  | <b>-3.13%</b> |
| <b>244 - Sealer Weights and Measures</b>         |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                | 0.00%         |
| 5120 Permanent Part Time                         |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                | 0.00%         |
| 5400 Supplies & Expenses                         |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                | 0.00%         |
| 5200 Contract Services/Leases                    | 12,500             | 12,500             | 12,500             | 12,500             | 13,500             | 13,500             | 16,000              | 16,000              | 16,000              | 16,000             | -                | 0.00%         |
| <b>TOTAL</b>                                     | <b>12,500</b>      | <b>12,500</b>      | <b>12,500</b>      | <b>12,500</b>      | <b>13,500</b>      | <b>13,500</b>      | <b>16,000</b>       | <b>16,000</b>       | <b>16,000</b>       | <b>16,000</b>      | <b>-</b>         | <b>0.00%</b>  |
| <b>291 - Emergency Management</b>                |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                | 0.00%         |
| 5110 Personnel                                   | 13,231             | 13,231             | 13,509             | 13,509             | 52,000             | 52,000             | 53,560              | 55,167              | 55,167              | 55,167             | 1,607            | 3.09%         |
| 5400 Supplies & Expenses                         | 8,000              | 8,000              | 8,000              | 5,796              | 8,000              | 8,000              | 8,000               | 8,000               | 8,000               | 8,000              | -                | 0.00%         |
| 5190 Contractual Obligations                     | 5,400              | 5,400              | 5,400              | 4,407              | 5,400              | 5,400              | 5,400               | 5,400               | 5,400               | 5,400              | -                | 0.00%         |
| 5800 Capital Outlay                              | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | 0.00%         |
| <b>TOTAL</b>                                     | <b>26,631</b>      | <b>26,631</b>      | <b>26,909</b>      | <b>23,712</b>      | <b>65,400</b>      | <b>65,400</b>      | <b>66,960</b>       | <b>68,567</b>       | <b>68,567</b>       | <b>68,567</b>      | <b>1,607</b>     | <b>2.46%</b>  |
| <b>292 - Animal Control</b>                      |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                | 0.00%         |
| 5110 Personnel                                   | 63,626             | 63,626             | 66,457             | 66,457             | 67,852             | 67,713             | 75,664              | 72,683              | 72,683              | 72,683             | (2,980)          | -4.39%        |
| 5120 Permanent Part Time                         | 28,981             | 27,753             | 31,481             | 30,397             | 32,380             | 30,779             | 32,380              | 34,686              | 34,686              | 34,686             | 2,305            | 7.12%         |
| 5130 Overtime                                    | 14,000             | 5,980              | 14,000             | 14,000             | 14,000             | 7,435              | 14,000              | 14,000              | 14,000              | 14,000             | -                | 0.00%         |
| 5190 Contractual Obligations                     | 2,550              | 2,150              | 2,550              | 1,750              | 5,025              | 4,125              | 5,475               | 4,575               | 4,575               | 4,575              | (900)            | -17.91%       |
| 5400 Supplies & Expenses                         | 6,500              | 4,853              | 6,500              | 3,832              | 6,500              | 5,177              | 6,500               | 6,500               | 6,500               | 6,500              | -                | 0.00%         |
| 5200 Contract Services/Leases                    | 6,500              | 5,676              | 6,500              | 5,416              | 6,500              | 4,285              | 6,500               | 6,500               | 6,500               | 6,500              | -                | 0.00%         |
| 5256 Utilities                                   | 5,500              | 4,744              | 5,500              | 5,400              | 5,500              | 5,056              | 5,500               | 5,500               | 5,500               | 5,500              | -                | 0.00%         |
| 5800 Capital Outlay                              | -                  | -                  | -                  | -                  | -                  | -                  | -                   | -                   | -                   | -                  | -                | 0.00%         |
| <b>TOTAL</b>                                     | <b>127,657</b>     | <b>114,782</b>     | <b>132,987</b>     | <b>127,252</b>     | <b>137,758</b>     | <b>124,570</b>     | <b>146,019</b>      | <b>144,444</b>      | <b>144,444</b>      | <b>144,444</b>     | <b>(1,575)</b>   | <b>-1.14%</b> |
| <b>510 - Board of Health</b>                     |                    |                    |                    |                    |                    |                    |                     |                     |                     |                    | -                | 0.00%         |
| 5110 Personnel                                   | 291,689            | 282,061            | 307,506            | 307,50             |                    |                    |                     |                     |                     |                    |                  |               |



| Town of Billerica Budget Detail          |                          | BUDGETED          | EXPENDED          | BUDGETED          | EXPENDED          | BUDGETED          | EXPENDED          | BUDGETED          | DEPT REQ          | TOWN MGR          | FIN COM           | Budget           | %             |
|------------------------------------------|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| FY2025 Page 3                            |                          | FY2021            | FY2021            | FY2022            | FY2022            | FY2023            | FY2023            | FY 2024           | FY 2025           | FY 2025           | FY 2025           | Change           | Chapge        |
| <b>410 - Engineering</b>                 |                          |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   | -                |               |
| 5110                                     | Personnel                | 616,072           | 616,072           | 736,390           | 719,129           | 850,266           | 835,131           | 899,820           | 1,058,642         | 1,058,642         | 1,058,642         | 158,822          | 17.65%        |
| 5130                                     | Overtime                 | 29,000            | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                |               |
| 5190                                     | Contractual Obligations  | 14,825            | 14,825            | 18,550            | 14,760            | 19,060            | 19,060            | 19,510            | 20,410            | 20,410            | 20,410            | 900              | 4.61%         |
| 5400                                     | Supplies & Expenses      | 8,000             | 7,184             | 8,000             | 7,929             | 8,000             | 7,701             | 8,000             | 8,000             | 8,000             | 8,000             | -                | 0.00%         |
| 5200                                     | Contract Services/Leases | 120,266           | 118,015           | 227,066           | 220,427           | 227,066           | 210,459           | 226,661           | 227,111           | 227,111           | 227,111           | 450              | 0.20%         |
| 5800                                     | Capital Outlay           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                |               |
|                                          | <b>TOTAL</b>             | <b>788,163</b>    | <b>756,096</b>    | <b>990,006</b>    | <b>962,245</b>    | <b>1,104,392</b>  | <b>1,072,351</b>  | <b>1,153,991</b>  | <b>1,314,163</b>  | <b>1,314,163</b>  | <b>1,314,163</b>  | <b>160,172</b>   | <b>13.88%</b> |
| <b>421 - Public Works Administration</b> |                          |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   | -                |               |
| 5110                                     | Personnel                | 675,517           | 675,517           | 700,420           | 700,420           | 732,239           | 726,153           | 771,094           | 724,507           | 724,507           | 724,507           | (46,588)         | -6.04%        |
| 5120                                     | Permanent Part Time      | 262,080           | 49,602            | 262,080           | 130,238           | 262,080           | 102,184           | 262,080           | 262,080           | 262,080           | 262,080           | -                | 0.00%         |
| 5130                                     | Overtime                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                |               |
| 5190                                     | Contractual Obligations  | 33,137            | -                 | 36,437            | 35,437            | 33,827            | 33,827            | 33,827            | 22,734            | 22,734            | 22,734            | (11,093)         | -32.79%       |
| 5400                                     | Supplies & Expenses      | 3,000             | 595               | 3,000             | 2,734             | 3,000             | 2,883             | 3,000             | 3,000             | 3,000             | 3,000             | -                | 0.00%         |
| 5200                                     | Contract Services/Leases | 17,325            | -                 | 17,325            | 17,325            | 21,825            | 21,825            | 51,825            | 51,375            | 51,375            | 51,375            | (450)            | -0.87%        |
| 5800                                     | Capital Outlay           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                |               |
|                                          | <b>TOTAL</b>             | <b>991,059</b>    | <b>725,714</b>    | <b>1,019,262</b>  | <b>886,154</b>    | <b>1,052,971</b>  | <b>886,872</b>    | <b>1,121,826</b>  | <b>1,063,696</b>  | <b>1,063,696</b>  | <b>1,063,696</b>  | <b>(58,131)</b>  | <b>-5.18%</b> |
| <b>422 - Highway Department</b>          |                          |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   | -                |               |
| 5110                                     | Personnel                | 1,056,711         | 975,509           | 1,104,388         | 938,982           | 1,105,823         | 939,208           | 1,149,273         | 1,248,683         | 1,248,683         | 1,248,683         | 99,410           | 8.65%         |
| 5130                                     | Overtime Regular         | 76,681            | 52,059            | 76,681            | 68,983            | 76,681            | 61,132            | 66,681            | 66,681            | 66,681            | 66,681            | -                | 0.00%         |
| 5150                                     | Temporary/Seasonal       | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                |               |
| 5190                                     | Contractual Obligations  | 30,150            | 18,336            | 30,350            | 27,961            | 30,350            | 30,350            | 30,350            | 30,350            | 30,350            | 30,350            | -                | 0.00%         |
| 5400                                     | Supplies & Expenses      | 453,100           | 414,104           | 453,100           | 450,191           | 463,100           | 423,856           | 473,100           | 473,100           | 473,100           | 473,100           | -                | 0.00%         |
| 5200                                     | Contract Services/Leases | 322,293           | 267,774           | 322,293           | 321,342           | 322,293           | 320,750           | 322,293           | 337,293           | 337,293           | 337,293           | 15,000           | 4.65%         |
| 5256                                     | Utilities                | 13,100            | 9,493             | 13,100            | 12,619            | 13,100            | 21,708            | 13,100            | 13,100            | 13,100            | 13,100            | -                | 0.00%         |
| 5800                                     | Capital Outlay           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                |               |
|                                          | <b>TOTAL</b>             | <b>1,952,035</b>  | <b>1,737,275</b>  | <b>1,999,912</b>  | <b>1,820,077</b>  | <b>2,011,347</b>  | <b>1,797,004</b>  | <b>2,054,797</b>  | <b>2,169,207</b>  | <b>2,169,207</b>  | <b>2,169,207</b>  | <b>114,410</b>   | <b>5.57%</b>  |
| <b>423 - Snow and Ice</b>                |                          |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   | -                |               |
| 5131                                     | Snow Overtime            | 70,000            | 168,980           | 70,000            | 167,360           | 70,000            | 150,321           | 70,000            | 70,000            | 70,000            | 70,000            | -                | 0.00%         |
| 5278                                     | Snow and Sand Expenses   | 350,000           | 350,000           | 350,000           | 1,117,439         | 350,000           | 954,885           | 350,000           | 350,000           | 350,000           | 350,000           | -                | 0.00%         |
|                                          | <b>TOTAL</b>             | <b>420,000</b>    | <b>518,980</b>    | <b>420,000</b>    | <b>1,284,799</b>  | <b>420,000</b>    | <b>1,105,206</b>  | <b>420,000</b>    | <b>420,000</b>    | <b>420,000</b>    | <b>420,000</b>    | <b>-</b>         | <b>0.00%</b>  |
| <b>433 - Solid Waste</b>                 |                          |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   | -                |               |
| 5285                                     | Solid Waste              | 3,359,776         | 3,223,432         | 3,472,055         | 3,261,508         | 3,679,720         | 3,368,426         | 4,299,490         | 5,013,100         | 5,013,100         | 5,013,100         | 713,610          | 16.60%        |
|                                          | <b>TOTAL</b>             | <b>3,359,776</b>  | <b>3,223,432</b>  | <b>3,472,055</b>  | <b>3,261,508</b>  | <b>3,679,720</b>  | <b>3,368,426</b>  | <b>4,299,490</b>  | <b>5,013,100</b>  | <b>5,013,100</b>  | <b>5,013,100</b>  | <b>713,610</b>   | <b>16.60%</b> |
| <b>650 - Parks/Trees</b>                 |                          |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   | -                |               |
| 5110                                     | Personnel                | 498,298           | 481,856           | 515,947           | 507,203           | 528,804           | 547,591           | 569,861           | 598,703           | 598,703           | 598,703           | 28,842           | 5.06%         |
| 5120                                     | Permanent Part Time      | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                |               |
| 5130                                     | Overtime                 | 99,850            | 99,768            | 99,850            | 85,305            | 99,850            | 99,850            | 99,850            | 99,850            | 99,850            | 99,850            | -                | 0.00%         |
| 5190                                     | Contractual Obligations  | 17,124            | 15,253            | 17,124            | 15,483            | 17,124            | 17,124            | 17,124            | 17,124            | 17,124            | 17,124            | -                | 0.00%         |
| 5400                                     | Supplies & Expenses      | 67,925            | 65,377            | 85,925            | 82,131            | 85,925            | 70,451            | 85,925            | 85,925            | 85,925            | 85,925            | -                | 0.00%         |
| 7093                                     | Mosquito Control         | 15,000            | 14,873            | 15,000            | 15,000            | 15,000            | 13,872            | 15,000            | 15,000            | 15,000            | 15,000            | -                | 0.00%         |
| 5200                                     | Contract Services/Leases | 140,830           | 129,368           | 140,830           | 138,490           | 135,830           | 113,939           | 135,830           | 135,830           | 135,830           | 135,830           | -                | 0.00%         |
| 5256                                     | Utilities                | 2,500             | 2,500             | 2,500             | 3,297             | 2,500             | 4,088             | 2,500             | 2,500             | 2,500             | 2,500             | -                | 0.00%         |
| 5800                                     | Capital Outlay           | 120,000           | 115,193           | 88,800            | 52,242            | 97,000            | 93,812            | 82,000            | 80,000            | 80,000            | 80,000            | (2,000)          | -2.44%        |
|                                          | <b>TOTAL</b>             | <b>961,527</b>    | <b>924,188</b>    | <b>965,976</b>    | <b>899,152</b>    | <b>982,033</b>    | <b>960,727</b>    | <b>1,008,090</b>  | <b>1,034,932</b>  | <b>1,034,932</b>  | <b>1,034,932</b>  | <b>26,842</b>    | <b>2.66%</b>  |
| <b>491 - Cemetery</b>                    |                          |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   | -                |               |
| 5110                                     | Personnel                | 294,957           | 290,136           | 296,781           | 296,781           | 275,357           | 287,526           | 296,970           | 315,785           | 315,785           | 315,785           | 18,815           | 6.34%         |
| 5120                                     | Permanent Part Time      | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                |               |
| 5130                                     | Overtime                 | 58,200            | 31,008            | 58,200            | 56,988            | 58,200            | 39,694            | 58,200            | 58,200            | 58,200            | 58,200            | -                | 0.00%         |
| 5190                                     | Contractual Obligations  | 10,296            | 8,455             | 10,296            | 8,788             | 49,752            | 25,786            | 7,128             | 7,128             | 7,128             | 7,128             | -                | 0.00%         |
| 5400                                     | Supplies & Expenses      | 43,000            | 13,022            | 43,000            | 35,074            | 43,000            | 42,582            | 43,000            | 43,000            | 43,000            | 43,000            | -                | 0.00%         |
| 7093                                     | Mosquito Control         | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                |               |
| 5200                                     | Contract Services/Leases | 20,450            | 7,915             | 20,450            | 20,155            | 20,450            | 18,887            | 20,450            | 20,450            | 20,450            | 20,450            | -                | 0.00%         |
| 5256                                     | Utilities                | 2,250             | 2,250             | 2,250             | 2,250             | 2,250             | 5,906             | 2,250             | 2,250             | 2,250             | 2,250             | -                | 0.00%         |
| 5800                                     | Capital Outlay           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | 20,000            | 20,000            | 20,000            | 20,000           |               |
| 5800                                     | Perpetual Care           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                |               |
|                                          | <b>TOTAL</b>             | <b>429,153</b>    | <b>352,786</b>    | <b>430,977</b>    | <b>420,036</b>    | <b>449,009</b>    | <b>420,381</b>    | <b>427,998</b>    | <b>466,813</b>    | <b>466,813</b>    | <b>466,813</b>    | <b>38,815</b>    | <b>8.31%</b>  |
| <b>TOTAL PUBLIC WORKS</b>                |                          | <b>8,901,713</b>  | <b>8,238,471</b>  | <b>9,298,188</b>  | <b>9,533,971</b>  | <b>9,699,473</b>  | <b>9,610,967</b>  | <b>10,486,192</b> | <b>11,481,911</b> | <b>11,481,911</b> | <b>11,481,911</b> | <b>995,718</b>   | <b>8.67%</b>  |
| <b>300 - Billerica Public Schools</b>    |                          |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   | -                |               |
| 5166                                     | Professional Salaries    | 55,250,753        | 55,250,753        | 56,079,514        | 56,079,514        | 59,692,192        | 59,692,192        | 62,282,851        | 67,265,479        | 67,265,479        | 67,265,479        | 4,982,628        | 8.00%         |
| 5170                                     | Clerical Salaries        | -                 | -                 | 1,070,183         | 1,070,183         | 1,102,288         | 1,102,288         | 1,143,624         | 1,235,114         | 1,235,114         | 1,235,114         | 91,490           | 8.00%         |
| 5180                                     | Other Salaries           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                |               |
| 5466                                     | Supplies & Expenses      | 1,811,927         | 1,811,927         | 1,839,106         | 1,839,106         | 1,894,279         | 1,894,279         | 2,774,279         | 2,940,736         | 2,940,736         | 2,940,736         | 166,457          | 6.00%         |
| 5266                                     | Contract Services/Leases | 8,575,678         | 8,575,678         | 8,704,314         | 8,704,314         | 8,965,443         | 8,965,443         | 8,965,443         | 9,503,370         | 9,503,370         | 9,503,370         | 537,927          | 6.00%         |
| 5267                                     | Utilities                | 1,422,878         | 1,422,878         | 1,444,221         | 1,444,221         | 1,487,547         | 1,487,547         | 1,487,547         | 1,576,800         | 1,576,800         | 1,576,800         | 89,253           | 6.00%         |
| 5866                                     | Capital Outlay           | 291,980           | 291,980           | 296,360           | 296,360           | 305,251           | 305,251           | 305,251           | 323,566           | 323,566           | 323,566           | 18,315           | 6.00%         |
|                                          | <b>TOTAL</b>             | <b>67,353,216</b> | <b>67,353,216</b> | <b>69,433,698</b> | <b>69,433,698</b> | <b>73,447,001</b> | <b>73,447,001</b> | <b>76,958,996</b> | <b>82,845,065</b> | <b>82,845,065</b> | <b>82,845,065</b> | <b>5,886,069</b> | <b>7.65%</b>  |
| <b>310 - Shawsheen Technical School</b>  |                          |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   | -                |               |
| 5300                                     | Operating Costs          | 9,807,569         | 9,807,569         | 10,101,796        | 9,718,263         | 10,011,652        | 10,000,885        | 10,618,654        | 11,139,241        | 11,139,241        | 11,139,241        | 520,587          | 4.90%         |
| 5800                                     | Capital Outlay           | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                |               |
|                                          | <b>TOTAL</b>             | <b>9,807,569</b>  | <b>9,807,569</b>  | <b>10,101,796</b> | <b>9,718,263</b>  | <b>10,011,652</b> | <b>10,000,885</b> | <b>10,618,654</b> | <b>11,139,241</b> | <b>11,139,241</b> | <b>11,139,241</b> | <b>520,587</b>   | <b>4.90%</b>  |
| <b>TOTAL PUBLIC EDUCATION</b>            |                          | <b>77,160,785</b> | <b>77,160,785</b> | <b>79,535,494</b> | <b>79,151,961</b> | <b>83,458,653</b> | <b>83,447,886</b> | <b>87,577,650</b> | <b>93,984,306</b> | <b>93,984,306</b> | <b>93,984,306</b> | <b>6,406,656</b> | <b>7.32%</b>  |

| Town of Billerica Budget Detail             |                                       | BUDGETED          | EXPENDED          | BUDGETED          | EXPENDED          | BUDGETED          | EXPENDED          | BUDGETED          | DEPT REQ          | TOWN MGR          | FIN COM           | Budget           | %              |
|---------------------------------------------|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|----------------|
| FY2025 Page 4                               |                                       | FY2021            | FY2021            | FY2022            | FY2022            | FY2023            | FY2023            | FY 2024           | FY 2025           | FY 2025           | FY 2025           | Change           | Chapge         |
| <b>610 - Public Library</b>                 |                                       |                   |                   |                   |                   |                   |                   | -                 |                   |                   |                   |                  |                |
| 5110                                        | Personnel                             | 867,421           | 867,421           | 903,158           | 903,158           | 894,513           | 890,834           | 940,018           | 985,451           | 985,451           | 985,451           | 45,433           | 4.83%          |
| 5120                                        | Permanent Part Time                   | 405,812           | 344,461           | 398,339           | 366,571           | 368,706           | 356,567           | 381,173           | 388,716           | 388,716           | 388,716           | 7,543            | 1.98%          |
| 5190                                        | Contractual Obligations               | 26,363            | 26,363            | 27,448            | 27,448            | 22,021            | 22,021            | 22,879            | 22,879            | 22,879            | 22,879            | -                | 0.00%          |
| 5400                                        | Supplies & Expenses                   | 224,835           | 212,331           | 226,869           | 226,202           | 231,159           | 231,076           | 223,944           | 226,295           | 226,295           | 226,295           | 2,351            | 1.05%          |
| 5200                                        | Contract Services/Leases              | 82,684            | 75,285            | 82,974            | 82,549            | 84,634            | 83,696            | 84,634            | 84,634            | 84,634            | 84,634            | (0)              | 0.00%          |
| 7059                                        | Cleaning Service                      | 27,300            | 23,021            | 27,300            | 23,619            | 27,846            | 25,200            | 28,705            | 33,600            | 33,600            | 33,600            | 4,895            | 17.05%         |
| 5256                                        | Utilities                             | 25,000            | 25,000            | 25,000            | 21,696            | 25,000            | 27,809            | 25,000            | 25,000            | 25,000            | 25,000            | -                | 0.00%          |
| 5800                                        | Capital Outlay                        | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                | -              |
|                                             | <b>TOTAL</b>                          | <b>1,659,415</b>  | <b>1,573,882</b>  | <b>1,691,087</b>  | <b>1,651,243</b>  | <b>1,653,879</b>  | <b>1,637,203</b>  | <b>1,706,354</b>  | <b>1,766,575</b>  | <b>1,766,575</b>  | <b>1,766,575</b>  | <b>60,221</b>    | <b>3.53%</b>   |
| <b>630 - Recreation Department</b>          |                                       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                |
| 5110                                        | Personnel                             | 339,275           | 247,444           | 305,028           | 305,028           | 312,429           | 287,891           | 316,840           | 373,456           | 373,456           | 373,456           | 56,617           | 17.87%         |
| 5120                                        | Permanent Part Time                   | 57,700            | 52,403            | 57,700            | 57,700            | 70,000            | 70,000            | 82,742            | 75,000            | 75,000            | 75,000            | (7,742)          | -9.36%         |
| 5190                                        | Contractual Obligations               | 6,332             | 6,332             | 5,200             | 5,200             | 7,350             | 5,350             | 7,350             | 9,350             | 9,350             | 9,350             | 2,000            | 27.21%         |
| 5400                                        | Supplies & Expenses                   | 12,680            | 12,257            | 11,580            | 10,814            | 11,580            | 11,151            | 11,580            | 11,580            | 11,580            | 11,580            | -                | 0.00%          |
| 5200                                        | Contract Services/Leases              | 58,836            | 48,622            | 65,836            | 65,836            | 76,586            | 75,586            | 74,586            | 83,718            | 83,718            | 83,718            | 9,132            | 12.24%         |
| 5256                                        | Utilities                             | 3,000             | 2,993             | 3,000             | 3,000             | 3,000             | 4,709             | 3,000             | 3,000             | 3,000             | 3,000             | -                | 0.00%          |
| 5800                                        | Capital Outlay                        | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                | -              |
|                                             | <b>TOTAL</b>                          | <b>477,823</b>    | <b>370,051</b>    | <b>448,344</b>    | <b>447,578</b>    | <b>480,945</b>    | <b>454,687</b>    | <b>496,098</b>    | <b>556,104</b>    | <b>556,104</b>    | <b>556,104</b>    | <b>60,006</b>    | <b>12.10%</b>  |
| <b>91070 - Civic Events/Organizations</b>   |                                       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                |
| 7067                                        | VFW-P, DAV, VFW-S                     | 600               | -                 | 600               | 200               | 600               | 200               | 600               | 600               | 600               | 600               | -                | 0.00%          |
| 7068                                        | Memorial Day/Homcoming                | 11,000            | 403               | 11,000            | 11,000            | 11,000            | 3,024             | 11,000            | 11,000            | 11,000            | 11,000            | -                | 0.00%          |
| 7097                                        | Festival Account                      | 5,000             | -                 | 7,500             | 2,788             | 10,000            | 7,876             | 10,000            | 10,000            | 10,000            | 10,000            | -                | 0.00%          |
| 7098                                        | 350th Celebration                     | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                | -              |
| 7076                                        | Middlesex Canal                       | 1,500             | -                 | 1,500             | -                 | 1,500             | -                 | 1,500             | -                 | -                 | -                 | (1,500)          | -100.00%       |
| 7077                                        | Beautification                        | 15,000            | 1,319             | 15,000            | 7,383             | 15,000            | 3,658             | 15,000            | 15,000            | 15,000            | 15,000            | -                | 0.00%          |
| 7084                                        | Scholarship Account                   | 5,100             | 5,100             | 5,100             | 5,100             | 5,100             | 4,464             | 5,100             | 5,100             | 5,100             | 5,100             | -                | 0.00%          |
|                                             | <b>TOTAL</b>                          | <b>38,200</b>     | <b>6,822</b>      | <b>40,700</b>     | <b>26,471</b>     | <b>43,200</b>     | <b>19,222</b>     | <b>43,200</b>     | <b>41,700</b>     | <b>41,700</b>     | <b>41,700</b>     | <b>(1,500)</b>   | <b>-3.47%</b>  |
|                                             | <b>TOTAL LIBRARY &amp; RECREATION</b> | <b>2,175,438</b>  | <b>1,950,755</b>  | <b>2,180,131</b>  | <b>2,125,292</b>  | <b>2,178,024</b>  | <b>2,111,112</b>  | <b>2,245,652</b>  | <b>2,364,379</b>  | <b>2,364,379</b>  | <b>2,364,379</b>  | <b>118,727</b>   | <b>5.29%</b>   |
| <b>543 - Veterans Services</b>              |                                       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                |
| 5110                                        | Personnel                             | 131,046           | 131,046           | 136,760           | 98,520            | 141,255           | 122,131           | 141,770           | 157,988           | 157,988           | 157,988           | 16,217           | 11.44%         |
| 5190                                        | Contractual Obligations               | 5,434             | 4,934             | 5,434             | 5,434             | 5,434             | 4,434             | 5,434             | 5,434             | 5,434             | 5,434             | -                | 0.00%          |
| 5400                                        | Supplies & Expenses                   | 5,210             | 4,937             | 5,210             | 2,345             | 5,210             | 3,590             | 11,610            | 14,956            | 14,956            | 14,956            | 3,346            | 28.82%         |
| 5200                                        | Contract Services/Leases              | 1,785             | 339               | 1,785             | 968               | 1,785             | 60                | 1,785             | -                 | -                 | -                 | (1,785)          | -100.00%       |
| 5280                                        | Veterans Benefits                     | 400,000           | 346,158           | 400,000           | 272,136           | 300,000           | 243,117           | 250,000           | 150,000           | 150,000           | 150,000           | (100,000)        | -40.00%        |
|                                             | <b>TOTAL</b>                          | <b>543,475</b>    | <b>487,414</b>    | <b>549,189</b>    | <b>379,402</b>    | <b>453,684</b>    | <b>373,332</b>    | <b>410,599</b>    | <b>328,378</b>    | <b>328,378</b>    | <b>328,378</b>    | <b>(82,221)</b>  | <b>-20.02%</b> |
| <b>541 - Council on Aging</b>               |                                       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                |
| 5110                                        | Personnel                             | 232,402           | 323,402           | 257,658           | 257,525           | 271,152           | 271,152           | 279,052           | 299,722           | 299,722           | 299,722           | 20,669           | 7.41%          |
| 5120                                        | Permanent Part Time                   | 22,484            | 22,484            | 26,224            | 26,224            | 36,489            | 25,352            | 42,087            | 43,768            | 43,768            | 43,768            | 1,680            | 3.99%          |
| 5190                                        | Contractual Obligations               | 9,450             | 7,050             | 10,850            | 7,750             | 10,850            | 8,250             | 9,750             | 9,750             | 9,750             | 9,750             | -                | 0.00%          |
| 5400                                        | Supplies & Expenses                   | 42,270            | 41,443            | 42,270            | 36,588            | 42,270            | 36,588            | 42,270            | 42,270            | 42,270            | 42,270            | -                | 0.00%          |
| 5200                                        | Contract Services/Leases              | 41,665            | 41,337            | 41,665            | 41,559            | 44,465            | 41,559            | 44,465            | 44,465            | 44,465            | 44,465            | -                | 0.00%          |
| 5256                                        | Utilities                             | 17,000            | 11,464            | 17,000            | 13,378            | 17,000            | 13,378            | 17,000            | 17,000            | 17,000            | 17,000            | -                | 0.00%          |
| 5800                                        | Capital Outlay                        | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                | -              |
|                                             | <b>TOTAL</b>                          | <b>365,272</b>    | <b>447,180</b>    | <b>395,667</b>    | <b>383,025</b>    | <b>422,227</b>    | <b>396,280</b>    | <b>434,625</b>    | <b>456,974</b>    | <b>456,974</b>    | <b>456,974</b>    | <b>22,349</b>    | <b>5.14%</b>   |
| <b>561 - Commission on Disabilities</b>     |                                       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                |
| 5400                                        | Supplies & Expenses                   | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                | -              |
| 5200                                        | Contract Services/Leases              | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                | -              |
|                                             | <b>TOTAL</b>                          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>         | <b>-</b>       |
| <b>563 - Housing Partnership</b>            |                                       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                |
| 5150                                        | Temporary/Seasonal                    | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                | -              |
| 5400                                        | Supplies & Expenses                   | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                | -              |
|                                             | <b>TOTAL</b>                          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>          | <b>-</b>         | <b>-</b>       |
|                                             | <b>TOTAL HUMAN SERVICES</b>           | <b>908,747</b>    | <b>934,594</b>    | <b>944,856</b>    | <b>762,427</b>    | <b>875,911</b>    | <b>769,612</b>    | <b>845,224</b>    | <b>785,352</b>    | <b>785,352</b>    | <b>785,352</b>    | <b>(59,872)</b>  | <b>-7.08%</b>  |
| <b>710 - Capital</b>                        |                                       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                |
| 7155                                        | Equipment                             | 500,000           | 500,000           | 500,000           | 500,000           | 500,000           | 500,000           | 500,000           | 500,000           | 500,000           | 500,000           | -                | 0.00%          |
| 7145                                        | Contracts                             | 1,500,000         | 1,500,000         | 1,500,000         | 1,500,000         | 2,000,000         | 2,000,000         | 2,000,000         | 2,000,000         | 2,000,000         | 2,000,000         | -                | 0.00%          |
|                                             | <b>TOTAL</b>                          | <b>2,000,000</b>  | <b>2,000,000</b>  | <b>2,000,000</b>  | <b>2,000,000</b>  | <b>2,500,000</b>  | <b>2,500,000</b>  | <b>2,500,000</b>  | <b>2,500,000</b>  | <b>2,500,000</b>  | <b>2,500,000</b>  | <b>-</b>         | <b>0.00%</b>   |
| <b>710 - Debt and Interest</b>              |                                       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                |
|                                             |                                       | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                | -              |
| 7150                                        | Debt Principal - Town                 | 320,000           | 315,000           | 260,000           | 245,000           | 823,000           | 823,000           | 820,000           | 1,061,625         | 1,061,625         | 1,061,625         | 241,625          | 29.47%         |
| 7140                                        | Debt Principal - School               | 480,000           | 480,000           | 475,000           | 475,000           | 443,000           | 443,000           | 394,000           | 391,000           | 391,000           | 391,000           | (3,000)          | -0.76%         |
| 7550                                        | Debt Interest - Town                  | 68,050            | 68,050            | 53,575            | 53,575            | 609,065           | 690,065           | 515,461           | 560,334           | 560,334           | 560,334           | 44,873           | 8.71%          |
| 7160                                        | Debt Interest - School                | 106,775           | 106,775           | 89,331            | 80,305            | 90,038            | 90,037            | 58,583            | 47,151            | 47,151            | 47,151            | (11,431)         | -19.51%        |
| 7580                                        | New Debt - Town Interest              | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                 | -                | -              |
| 7130                                        | Temporary Borrowing - Town            | 350,000           | 17,950            | 350,000           | 142,416           | 350,000           | 299,167           | 350,000           | 350,000           | 350,000           | 350,000           | -                | 0.00%          |
| 7150                                        | Temporary Borrowing - Debt Excl       | 90,000            | 131,500           | 90,000            | 90,000            | -                 | 186,358           | -                 | -                 | -                 | -                 | -                | -              |
| 7170                                        | High School Exclusion - Principal     | 1,785,000         | 1,785,000         | 1,865,000         | 1,865,000         | 1,950,000         | 1,950,000         | 2,040,000         | 2,325,000         | 2,325,000         | 2,325,000         | 285,000          | 13.97%         |
| 7170                                        | High School Exclusion - Interest      | 3,266,331         | 3,266,331         | 3,177,081         | 3,177,081         | 3,083,831         | 3,083,831         | 2,986,331         | 3,047,881         | 3,047,881         | 3,047,881         | 61,550           | 2.06%          |
| 75XP                                        | Parker Debt Exclusion - Principal     | 320,000           | 320,000           | 320,000           | 320,000           | 320,000           | 320,000           | 320,000           | 320,000           | 320,000           | 320,000           | -                | 0.00%          |
| 75XI                                        | Parker Debt Exclusion - Interest      | 152,763           | 152,763           | 136,763           | 13,763            | 123,963           | 123,962           | 107,963           | 101,563           | 101,563           | 101,563           | (6,400)          | -5.93%         |
| 75XO                                        | Debt Stabilization Appropriation      | 91,101            | -                 | -                 | -                 | -                 | -                 | -                 | 1,055,895         | 1,055,895         | 1,055,895         | 1,055,895        | -              |
|                                             | <b>TOTAL</b>                          | <b>7,030,020</b>  | <b>6,643,369</b>  | <b>6,816,750</b>  | <b>6,462,140</b>  | <b>7,792,896</b>  | <b>8,009,420</b>  | <b>7,592,337</b>  | <b>9,260,449</b>  | <b>9,260,449</b>  | <b>9,260,449</b>  | <b>1,668,112</b> | <b>21.41%</b>  |
|                                             |                                       |                   |                   |                   |                   |                   |                   | <b>5,794,444</b>  |                   |                   |                   | <b>-</b>         | <b>-</b>       |
| <b>91070 - Town/School Shared Costs</b>     |                                       |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                  |                |
| 7010                                        | Bldg/Auto/Liab Insurance              | 1,331,000         | 1,361,261         | 1,331,000         | 1,331,000         | 1,441,000         | 1,300,623         | 1,527,460         | 1,527,460         | 1,527,460         | 1,527,460         | -                | 0.00%          |
| 7012                                        | Health Insurance                      | 16,744,339        | 16,744,339        | 17,163,339        | 17,163,339        | 17,163,339        | 17,163,339        | 17,163,339        | 17,163,339        | 17,163,339        | 17,163,339        | -                | 0.00%          |
| 7020                                        | Workers' Compensation                 | 866,000           | 687,377           | 866,000           | 736,578           | 866,000           | 737,323           | 866,000           | 866,000           | 866,000           | 866,000           | -                | 0.00%          |
| 7030                                        | Unemployment Comp.                    | 100,000           | 5,160             | 100,000           | 47,338            | 100,000           | 77,800            | 100,000           | 100,000           | 100,000           | 100,000           | -                | 0.00%          |
| 7042                                        | Medicare                              | 1,133,240         | 1,250,360         | 1,133,240         | 1,303,492         | 1,358,240         | 1,358,808         | 1,358,240         | 1,358,240         | 1,358,240         | 1,358,240         | -                | 0.00%          |
| 7052                                        | County Retirement Assessment          | 12,782,396        | 12,782,396        | 13,584,397        | 13,587,241        | 14,484,999        | 14,484,999        | 15,421,709        | 16,438,951        | 16,438,951        | 16,438,951        | 1,017,242        | 6.60%          |
| 7052                                        | OPEB Trust Contribution               | 1,520,875         | 1,520,875         | 1,749,006         | 1,749,006         | 2,011,357         | 2,011,357         | 2,313,061         | 2,428,714         | 2,428,714         | 2,428,714         | 115,653          | 5.00%          |
|                                             | <b>TOTAL</b>                          | <b>34,477,850</b> | <b>34,351,768</b> | <b>35,926,982</b> | <b>35,917,994</b> | <b>37,424,935</b> | <b>37,134,249</b> | <b>38,749,809</b> | <b>39,882,704</b> | <b>39,882,704</b> | <b>39,882,704</b> | <b>1,132,895</b> | <b>2.92%</b>   |
| <b>TOTAL TOWN &amp; SCHOOL SHARED COSTS</b> |                                       | <b>43,507,870</b> | <b>42,995,137</b> | <b>44,7</b>       |                   |                   |                   |                   |                   |                   |                   |                  |                |

# Financial Recap FY25

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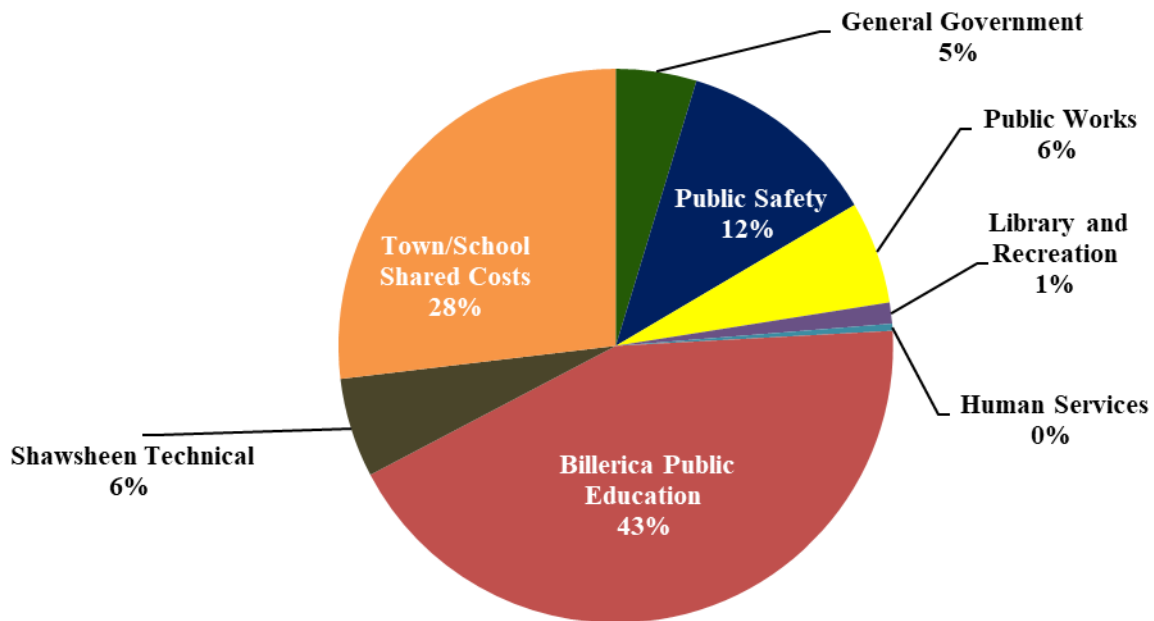
## TOWN OF BILLERICA FINANCIAL RECAP FISCAL YEAR 2025 SPRING Summary Table

| Uses of Funding                        |                          |
|----------------------------------------|--------------------------|
| FY2025 Budget                          | 191,951,448.00           |
| Water Enterprise Budget                | \$ 6,849,290.00          |
| Wastewater Enterprise Budget           | 9,558,005.53             |
| Debt & Interest                        | -                        |
| Snow and Ice Deficit Projection        | 600,000.00               |
| Overlay Appropriation                  | 2,651,261.00             |
| State and County Assessments           | 5,870,204.00             |
| CPA Appropriation                      | 1,100,000.00             |
| Other Funded Items                     | 140,887.00               |
| PEG Access Article                     | -                        |
| Final Judgements                       | 60,000.00                |
| <b>Total FY2025 Uses of Funding</b>    | <b>\$ 218,781,095.53</b> |
| Sources of Funding                     |                          |
| Total Property Taxes                   | \$ 162,032,465.00        |
| Local Aid                              | 28,065,936.00            |
| Local Receipts                         | 13,440,000.00            |
| Water Enterprise Receipts              | 5,850,000.00             |
| Wastewater Enterprise Receipts         | 6,850,000.00             |
| CPA Revenue                            | 1,100,000.00             |
| Miscellaneous Funds                    | 1,350,000.00             |
| Overlay Surplus                        | -                        |
| PEG Access                             | -                        |
| Rink Revolving Fund                    | 92,695.00                |
| <b>Total FY2025 Sources of Funding</b> | <b>\$ 218,781,096.00</b> |
| <b>Difference</b>                      | <b>\$ 0.47</b>           |

# Allocation of Resources FY25

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FY2025 Allocation of Resources



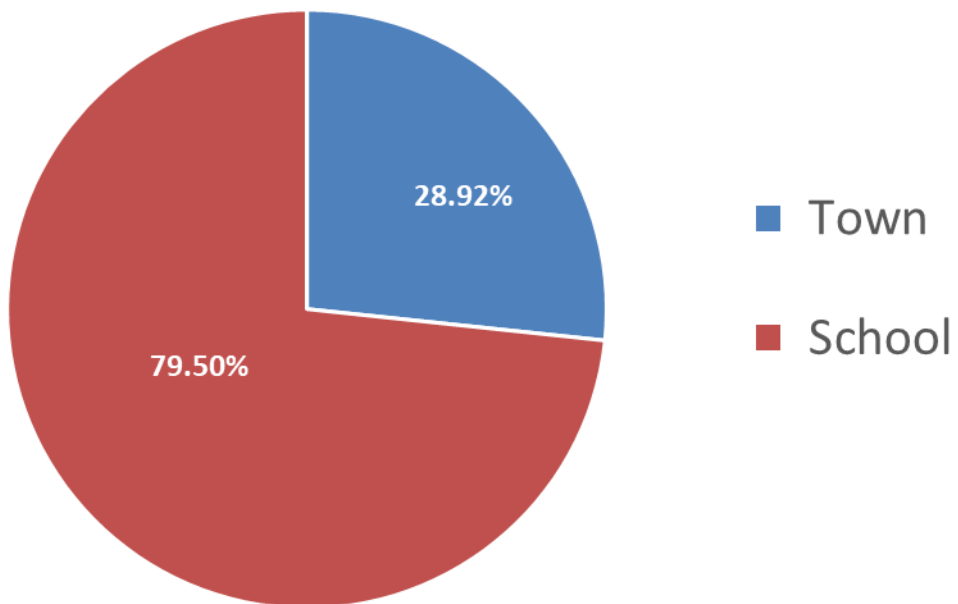
Source: FY2025 Billerica Budget Documents



# FTE Analysis

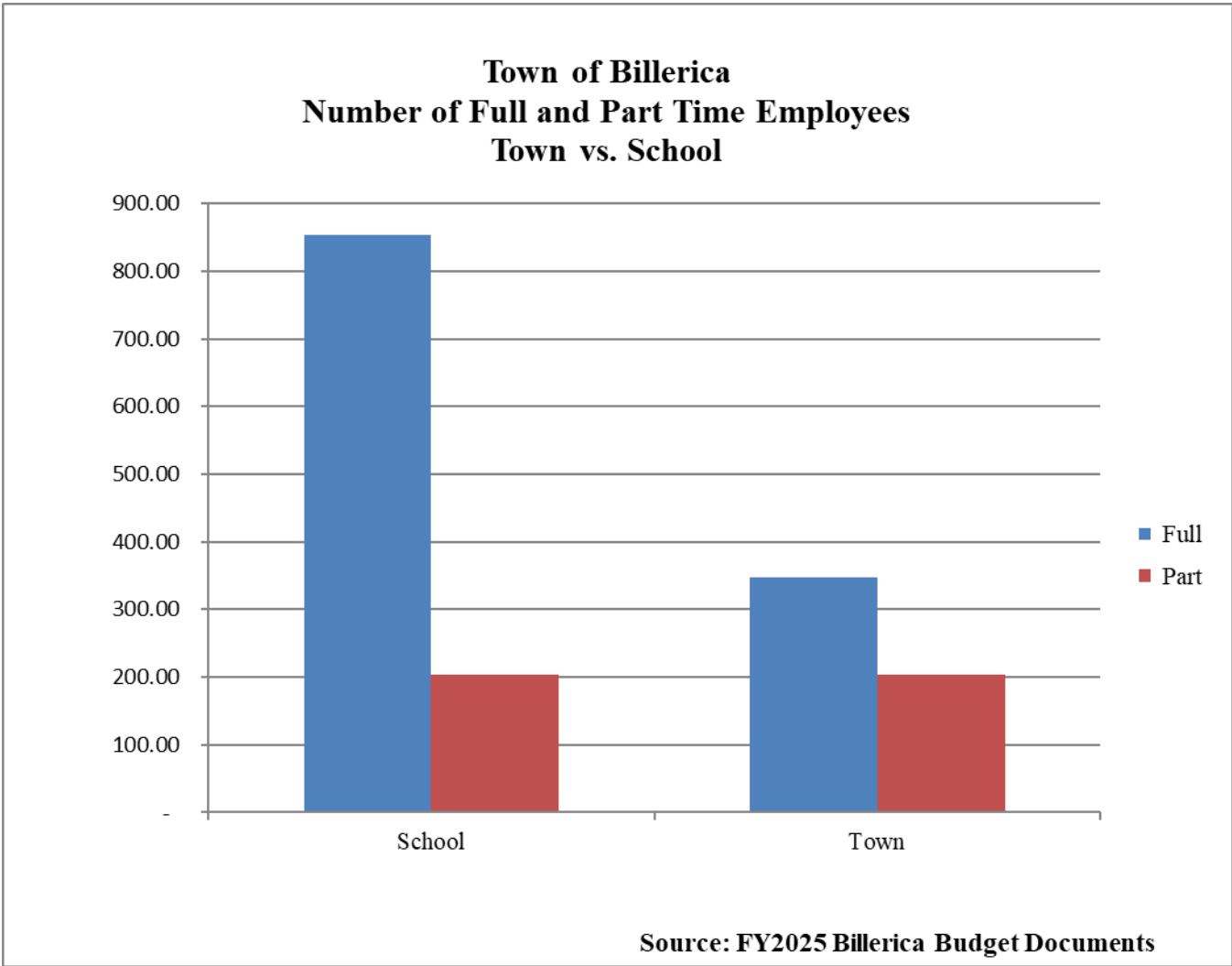
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**Town vs. School FTE's  
Fiscal Year 2025**

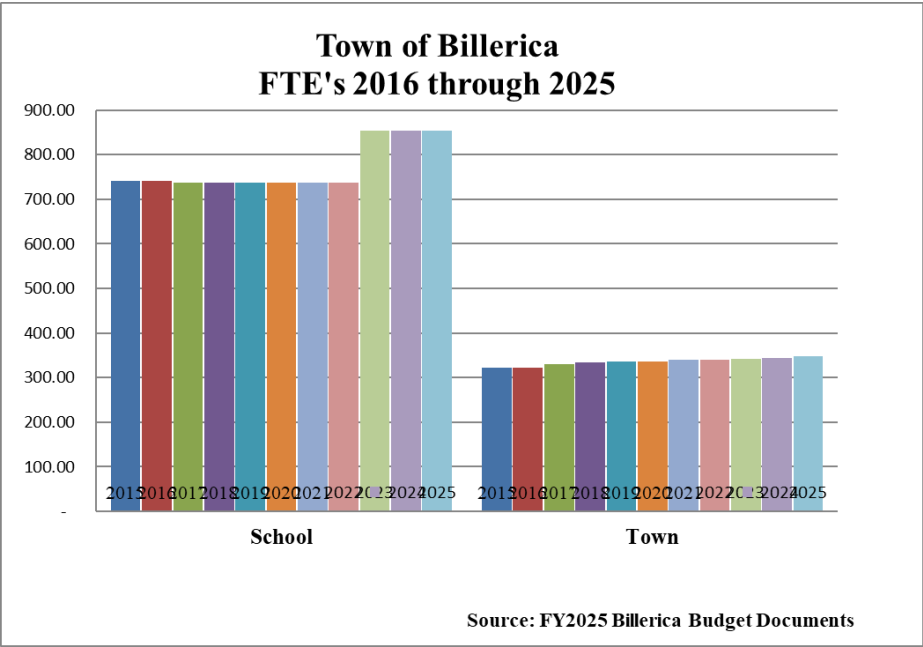
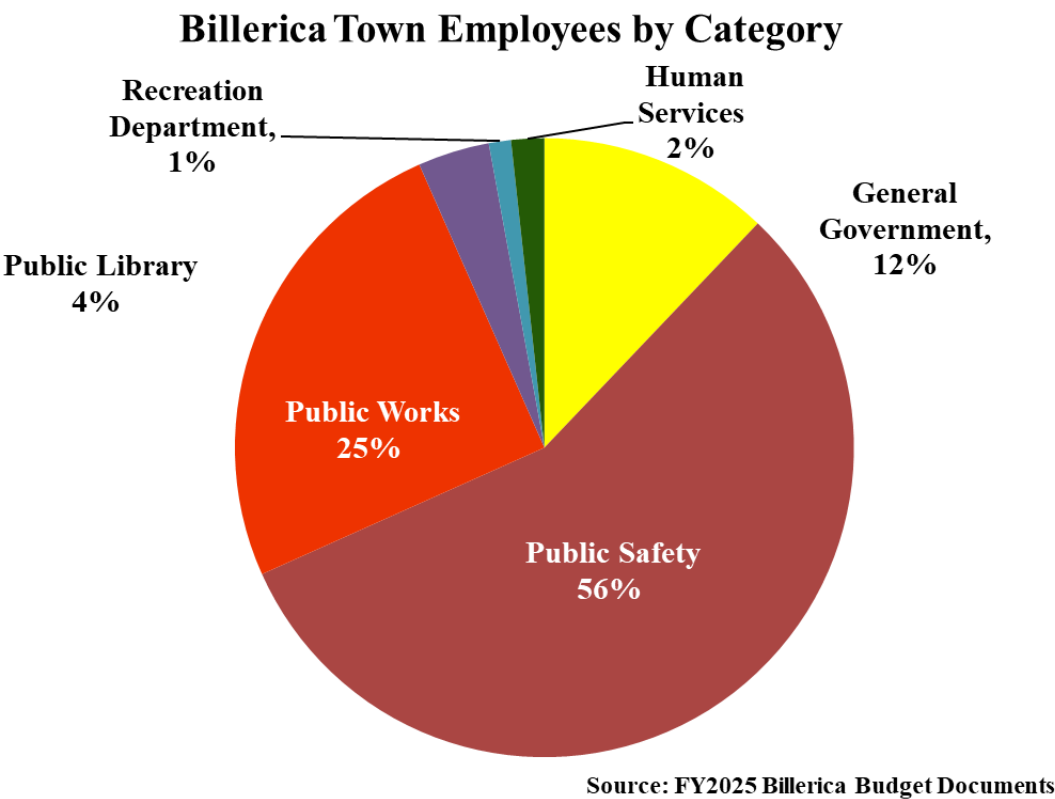


**Source: FY2025 Billerica Budget Documents**

# FTE Analysis



# FTE Analysis



# FTE Analysis

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## Town of Billerica Number of Employees

|              | School          | Town          | Total           |
|--------------|-----------------|---------------|-----------------|
| Full         | 853.00          | 347.00        | 1,200.00        |
| Part         | 204.00          | 35.00         | 239.00          |
| <b>Total</b> | <b>1,057.00</b> | <b>382.00</b> | <b>1,439.00</b> |

## Town of Billerica Number of FTEs

|      | School | Town   | Total    |
|------|--------|--------|----------|
| 2015 | 741.00 | 322.00 | 1,063.00 |
| 2016 | 741.00 | 322.00 | 1,063.00 |
| 2017 | 737.00 | 329.50 | 1,066.50 |
| 2018 | 737.00 | 335.00 | 1,072.00 |
| 2019 | 737.00 | 336.00 | 1,073.00 |
| 2020 | 737.00 | 336.00 | 1,073.00 |
| 2021 | 737.00 | 340.00 | 1,077.00 |
| 2022 | 737.00 | 341.00 | 1,078.00 |
| 2023 | 853.00 | 343.00 | 1,196.00 |
| 2024 | 853.00 | 344.00 | 1,197.00 |
| 2025 | 853.00 | 347.00 | 1,200.00 |

## Billerica Town Employees by Category Fiscal Year 2025

|                       | FTEs | Percentage |
|-----------------------|------|------------|
| General Government    | 42   | 12%        |
| Public Safety         | 195  | 56%        |
| Public Works          | 87   | 25%        |
| Public Library        | 13   | 4%         |
| Recreation Department | 4    | 1%         |
| Human Services        | 6    | 2%         |

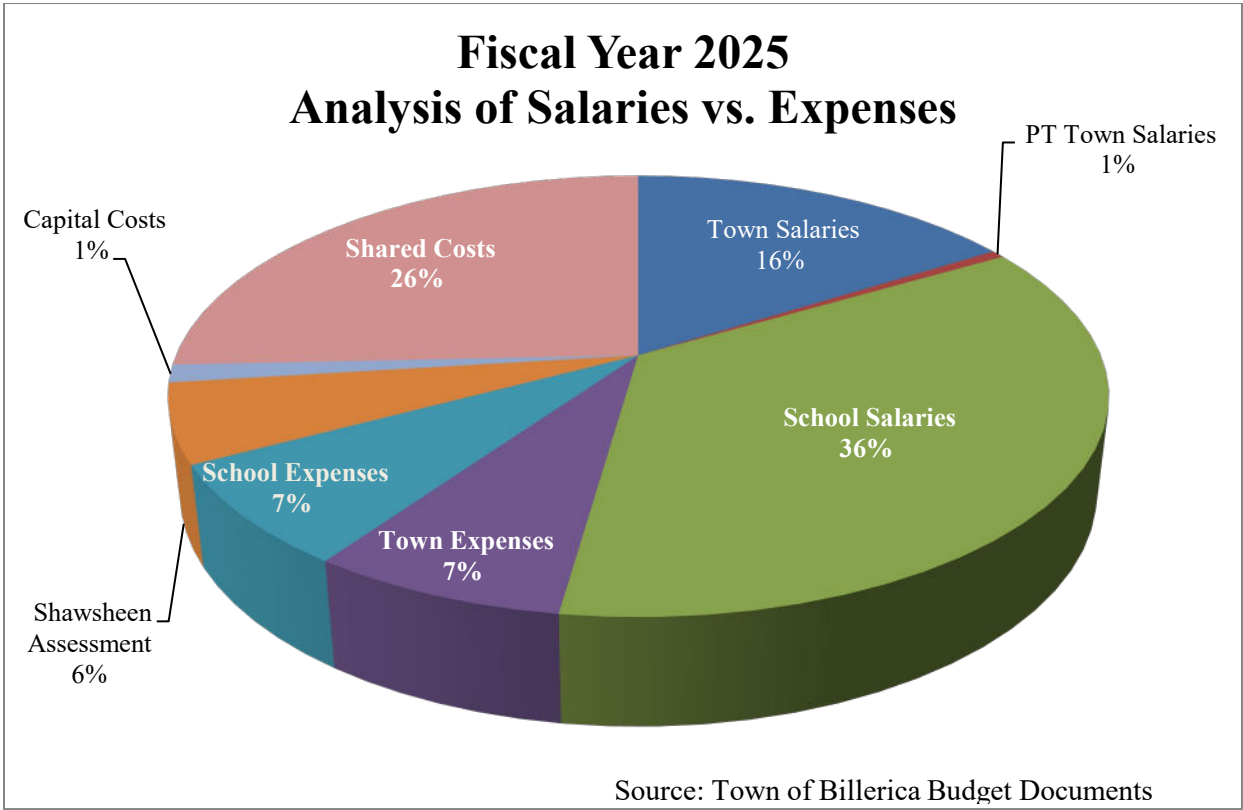
|       |     |      |
|-------|-----|------|
| Total | 347 | 100% |
|-------|-----|------|

# FY25 Budget Summary By Cost Center

| FISCAL YEAR 2025 BUDGET SUMMARY BY COST CENTER |      |                                   |             |                |                |               |           |          |
|------------------------------------------------|------|-----------------------------------|-------------|----------------|----------------|---------------|-----------|----------|
|                                                |      |                                   | FY2023      | FY2024         | FY2025         |               |           |          |
|                                                |      |                                   | BUDGET      | BUDGET         | BUDGET         | \$ INC/DEC    | % INC/DEC | % Budget |
| <b>Personnel</b>                               |      |                                   |             |                |                |               |           |          |
| Town Salaries                                  | 5110 | Personnel                         | 23,410,080  | 24,111,065     | 25,069,896     | 958,831       | 3.98%     | 13.06%   |
| PT Town Salaries                               | 5120 | Permanent Part Time               | 1,110,557   | 1,102,587      | 1,071,452      | (31,135)      | -2.82%    | 0.56%    |
| Town Salaries                                  | 5132 | Flushing Program                  | -           | -              | -              | -             | 0.00%     | 0.00%    |
| Town Salaries                                  | 5150 | Temporary/Seasonal                | -           | -              | -              | -             | 0.00%     | 0.00%    |
| Town Salaries                                  | 5130 | Overtime                          | 2,140,056   | 2,138,690      | 2,173,234      | 34,544        | 1.62%     | 1.13%    |
| Town Salaries                                  | 5131 | Snow Overtime                     | 70,000      | 70,000         | 70,000         | -             | 0.00%     | 0.04%    |
| Town Salaries                                  | 5190 | Contractual Obligations           | 3,391,460   | 3,272,158      | 3,389,978      | 117,820       | 3.60%     | 1.77%    |
|                                                | xxxx | Contract Settlements              | -           | -              | -              | -             | 0.00%     | 0.00%    |
| School Salaries                                | 5166 | School Salaries                   | 59,692,192  | 62,282,851     | 67,265,479     | 4,982,628     | 8.00%     | 35.04%   |
| School Salaries                                | 5170 | School Clerical Salaries          | 1,102,288   | 1,143,624      | 1,235,114      | 91,490        | 8.00%     | 0.64%    |
| <b>Total Salaries</b>                          |      |                                   | 90,916,634  | 94,120,975     | 100,275,153    | 6,154,178     | 6.54%     | 52.24%   |
| <b>Expenses</b>                                |      |                                   |             |                |                |               |           |          |
| Town Expenses                                  | 5200 | Contract Services/Leases          | 2,366,634   | 2,442,442      | 2,574,055      | 131,613       | 5.39%     | 1.34%    |
| Town Expenses                                  | 5400 | Supplies & Expenses               | 2,067,499   | 2,118,844      | 2,129,478      | 10,634        | 0.50%     | 1.11%    |
| Town Expenses                                  | 5256 | Utilities                         | 238,350     | 238,350        | 238,350        | -             | 0.00%     | 0.12%    |
| Town Expenses                                  | **** | Other Expenses                    | 855,488     | 806,345        | 817,243        | 10,898        | 1.35%     | 0.43%    |
| Town Expenses                                  | 5800 | Capital Outlay                    | 338,952     | 355,952        | 389,043        | 33,091        | 9.30%     | 0.20%    |
| Town Expenses                                  | 5278 | Snow and Sand Expenses            | 350,000     | 350,000        | 350,000        | -             | 0.00%     | 0.18%    |
| Town Expenses                                  | 5280 | Veterans Benefits                 | 300,000     | 250,000        | 150,000        | (100,000)     | -40.00%   | 0.08%    |
| Town Expenses                                  | 5285 | Solid Waste                       | 3,679,720   | 4,299,490      | 5,013,100      | 713,610       | 16.60%    | 2.61%    |
| Town Expenses                                  | 7088 | Town Electric                     | 1,976,640   | 1,976,640      | 1,976,640      | -             | 0.00%     | 1.03%    |
| Town Expenses                                  | 7095 | Streetslights                     | 185,000     | 85,000         | 20,000         | (65,000)      | -76.47%   | 0.01%    |
| Town Expenses                                  | 7098 | Fuel                              | 465,000     | 465,000        | 465,000        | -             | 0.00%     | 0.24%    |
| Town Expenses                                  | 7096 | Legal                             | 245,000     | 245,000        | 257,000        | 12,000        | 4.90%     | 0.13%    |
| <b>Total Town Expenses</b>                     |      |                                   | 13,068,283  | 13,633,063     | 14,379,909     | 746,846       | 5.48%     | 7.49%    |
| <b>School Expenses</b>                         |      |                                   |             |                |                |               |           |          |
| School Expenses                                | 5266 | School Contract Services/Leases   | 8,965,443   | 8,965,443      | 9,503,370      | 537,927       | 6.00%     | 4.95%    |
| School Expenses                                | 5267 | School Utilities                  | 1,487,547   | 1,487,547      | 1,576,800      | 89,253        | 6.00%     | 0.82%    |
| School Expenses                                | 5466 | School Supplies & Expenses        | 1,894,279   | 2,774,279      | 2,940,736      | 166,457       | 6.00%     | 1.53%    |
| School Expenses                                | 5866 | School Capital Outlay             | 305,251     | 305,251        | 323,566        | 18,315        | 6.00%     | 0.17%    |
| Shawsheen Assessment                           | 5300 | Shawsheen Assessment              | 10,011,652  | 10,618,654     | 11,139,241     | 520,587       | 4.90%     | 5.80%    |
| <b>Total School Expenses</b>                   |      |                                   | 22,664,172  | 24,151,174     | 25,483,713     | 1,332,539     | 5.52%     | 13.28%   |
| <b>Capital Costs</b>                           |      |                                   |             |                |                |               |           |          |
| Capital Costs                                  | 7155 | Equipment                         | 500,000     | 500,000        | 500,000        | -             | 0.00%     | 0.26%    |
| Capital Costs                                  | 7145 | Contracts                         | 2,000,000   | 2,000,000      | 2,000,000      | -             | 0.00%     | 1.04%    |
|                                                |      |                                   | 2,500,000   | 2,500,000      | 2,500,000      | -             | 0.00%     | 1.30%    |
| <b>Shared Costs</b>                            |      |                                   |             |                |                |               |           |          |
| Shared Costs                                   | 7010 | Bldg/Auto/Liab Insurance          | 1,441,000   | 1,527,460      | 1,527,460      | -             | 0.00%     | 0.80%    |
| Shared Costs                                   | 7012 | Health Insurance                  | 17,163,339  | 17,163,339     | 17,163,339     | -             | 0.00%     | 8.94%    |
| Shared Costs                                   | 7051 | Emp. Medical Exams                | 85,000      | 85,000         | 85,000         | -             | 0.00%     | 0.04%    |
| Shared Costs                                   | 7052 | County Retirement Assessment/OPEB | 16,496,356  | 17,734,770     | 18,867,665     | 1,132,895     | 6.39%     | 9.83%    |
| Shared Costs                                   | 7063 | Reserve Fund                      | 84,520      | 84,520         | 84,520         | -             | 0.00%     | 0.04%    |
| Shared Costs                                   | 7042 | Medicare                          | 1,358,240   | 1,358,240      | 1,358,240      | -             | 0.00%     | 0.71%    |
| Shared Costs                                   | 7020 | Workers' Compensation             | 866,000     | 866,000        | 866,000        | -             | 0.00%     | 0.45%    |
| Shared Costs                                   | 7030 | Unemployment Comp.                | 100,000     | 100,000        | 100,000        | -             | 0.00%     | 0.05%    |
| Shared Costs                                   | 7130 | Temporary Borrowing - Town        | 350,000     | 350,000        | 350,000        | -             | 0.00%     | 0.18%    |
| Shared Costs                                   | 7140 | Debt Principal/ST                 | 443,000     | 394,000        | 391,000        | (3,000)       | -0.76%    | 0.20%    |
| Shared Costs                                   | 7150 | Debt Principal - Town             | 823,000     | 820,000        | 1,061,625      | 241,625       | 29.47%    | 0.55%    |
| Shared Costs                                   | 7160 | Debt Interest - School            | 90,038      | 58,583         | 47,151         | (11,432)      | -19.51%   | 0.02%    |
| Shared Costs                                   | 7170 | New Debt - School Interest        | 5,033,831   | 5,026,331      | 5,372,881      | 346,550       | 100.00%   | 2.80%    |
| Shared Costs                                   | 7180 | New Debt - Town Principal         | -           | -              | -              | -             | 0.00%     | 0.00%    |
| Shared Costs                                   | 7550 | Debt Interest - Town              | 609,065     | 515,461        | 560,334        | 44,873        | 8.71%     | 0.29%    |
| Shared Costs                                   | 7570 | New Debt - School Principal       | -           | -              | -              | -             | 0.00%     | 0.00%    |
| Shared Costs                                   | 7580 | New Debt - Town Interest          | -           | -              | -              | -             | 0.00%     | 0.00%    |
| Shared Costs                                   | 75XP | Parker Debt Exclusion Principal   | 320,000     | 320,000        | 320,000        | -             | 0.00%     | 0.17%    |
| Shared Costs                                   | 75XI | Parker Debt Exclusion Interest    | 123,963     | 107,963        | 101,563        | (6,400)       | -5.93%    | 0.05%    |
| Shared Costs                                   | 75XO | Debt Stabilization Appropriation  | -           | -              | 1,055,895      | 1,055,895     | 0.00%     | 0.55%    |
| <b>Total Shared Costs</b>                      |      |                                   | 45,387,352  | 46,511,667     | 49,312,673     | 2,801,006     | 6.02%     | 25.69%   |
| <b>Total Budget</b>                            |      |                                   | 174,536,441 | \$ 180,916,879 | \$ 191,951,448 | \$ 11,034,569 | 6.10%     |          |



# Analysis of Salaries vs. Expenses

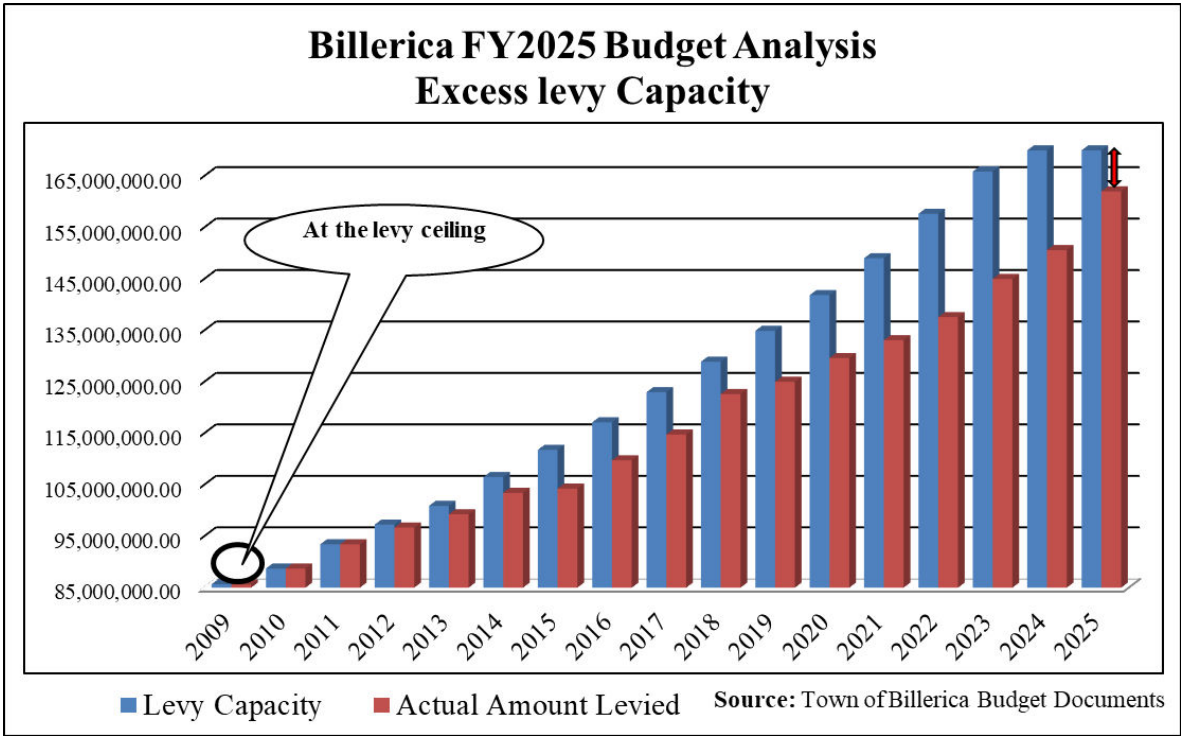
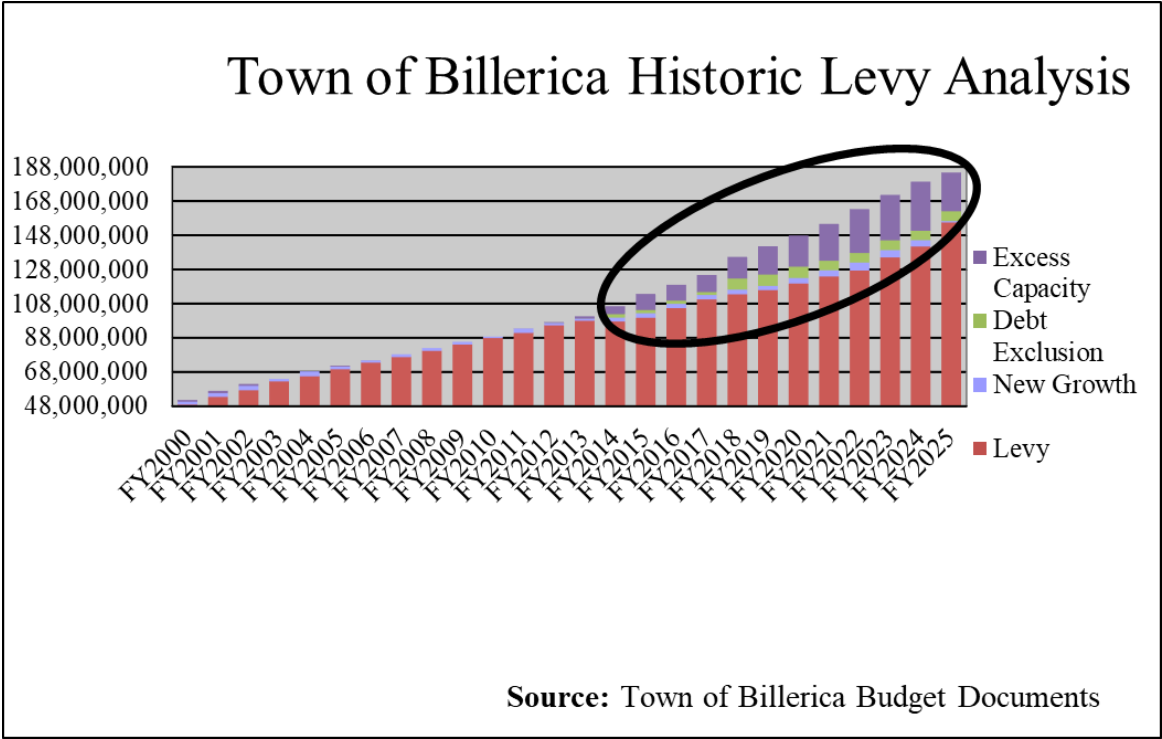


**Town of Billerica**  
**Fiscal Year 2025**

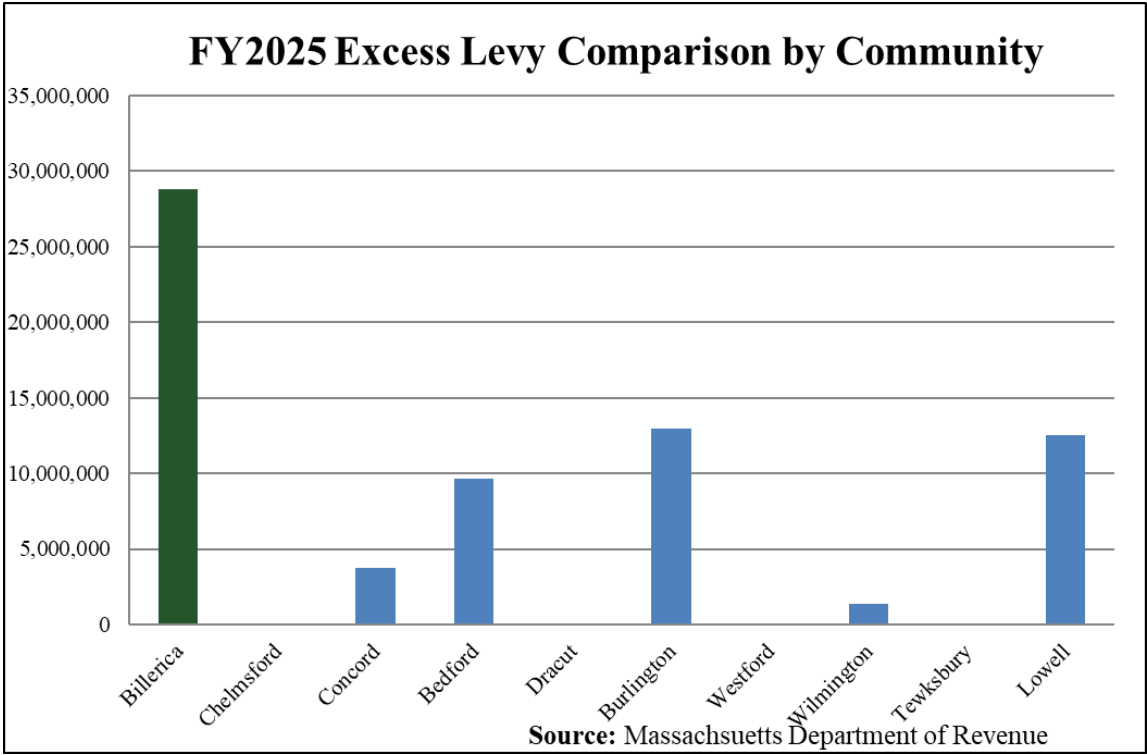
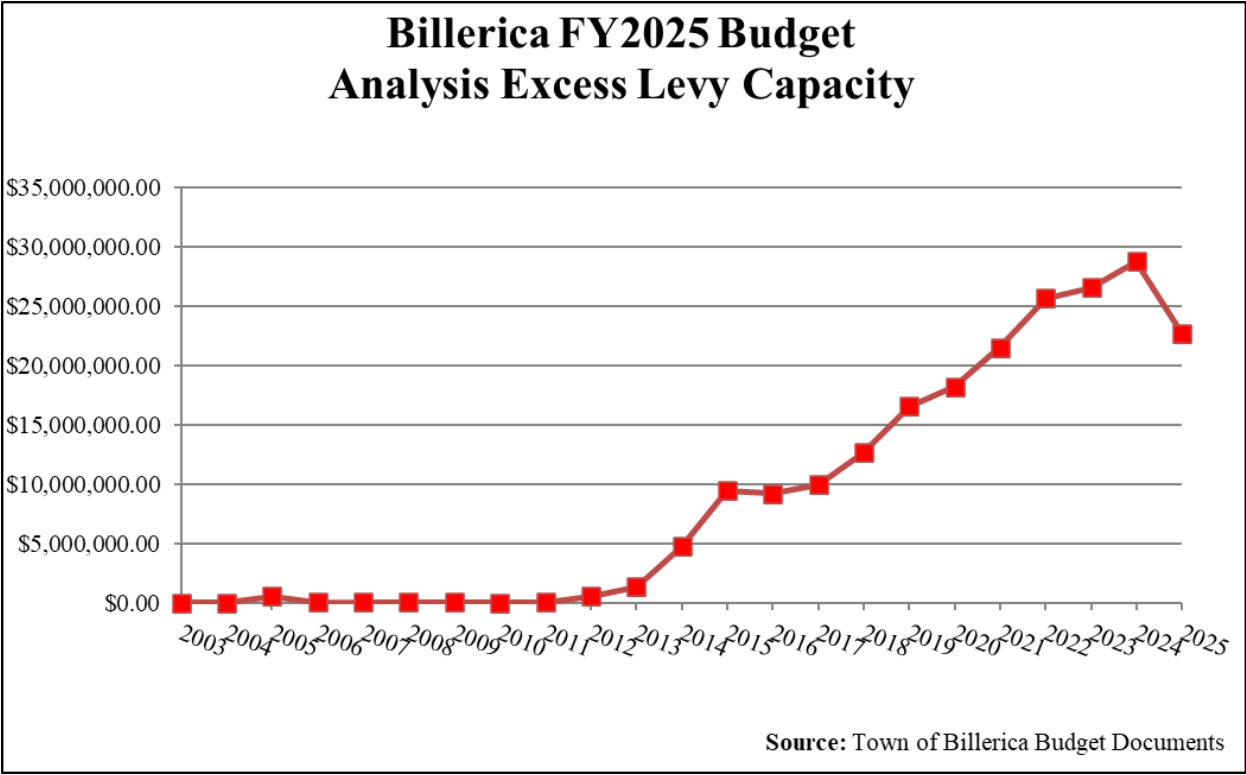
**Analysis of Salaries vs. Expenses**

|                       |                       |                |
|-----------------------|-----------------------|----------------|
| Town Salaries         | \$ 30,703,109         | 16.00%         |
| PT Town Salaries      | 1,071,452             | 0.56%          |
| School Salaries       | 68,500,593            | 35.69%         |
| <b>Total Salaries</b> | <b>100,275,154</b>    | <b>52.24%</b>  |
|                       |                       |                |
| Town Expenses         | 14,379,908            | 7.49%          |
| School Expenses       | 14,344,472            | 7.47%          |
| Shawsheen Assessment  | 11,139,241            | 5.80%          |
| Capital Costs         | 2,500,000             | 1.30%          |
| Shared Costs          | 49,312,673            | 25.69%         |
| <b>Total Expenses</b> | <b>91,676,294</b>     | <b>47.76%</b>  |
|                       |                       |                |
| <b>Total Budget</b>   | <b>\$ 191,951,448</b> | <b>100.00%</b> |

# Levy Analysis

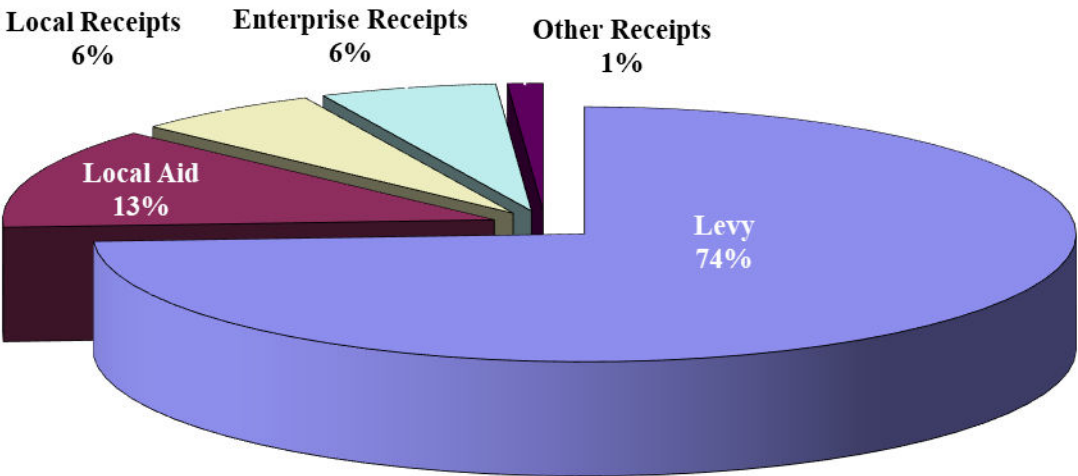


# Levy Analysis

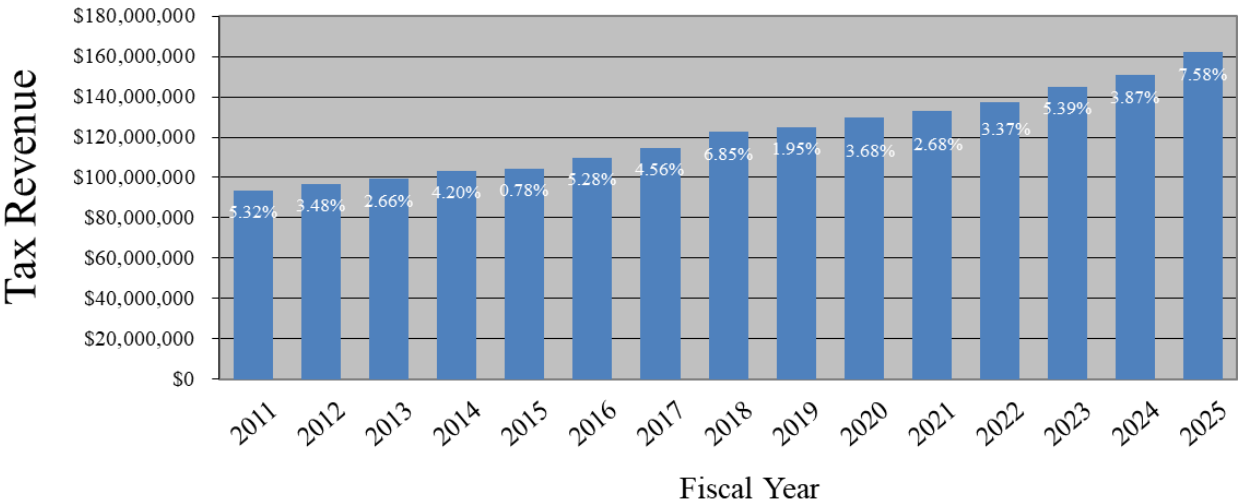


# Revenue Sources and Trends

Billerica FY2025 Budget Analysis Revenue Breakdown



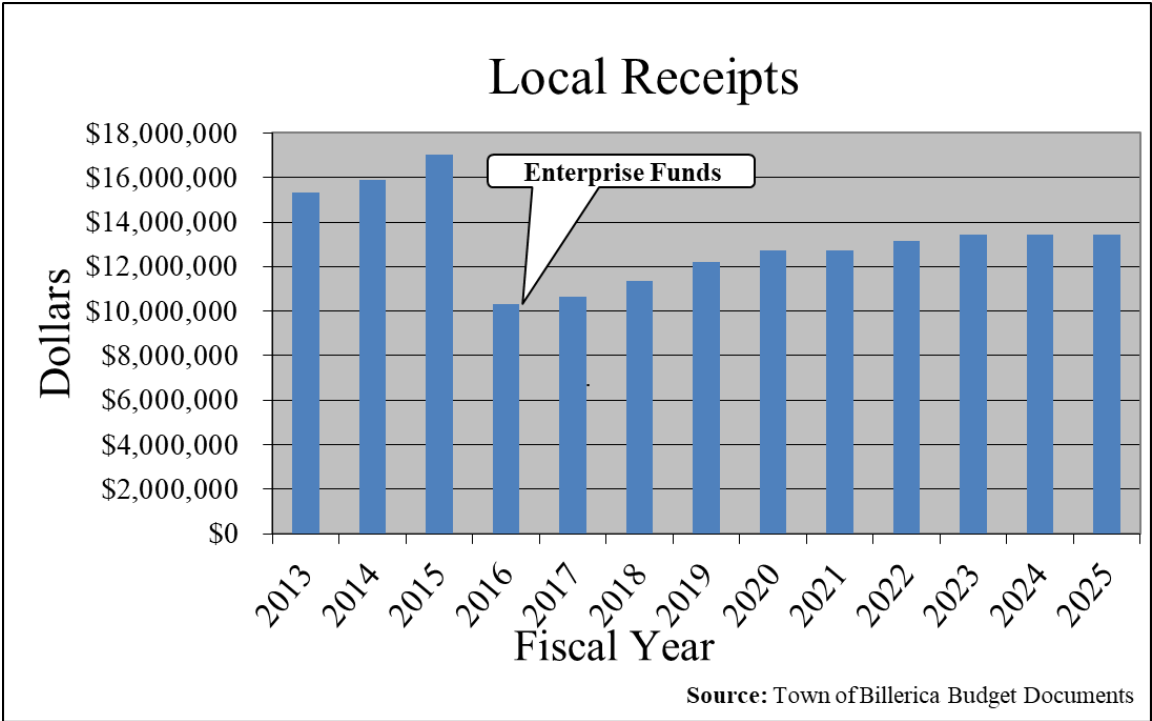
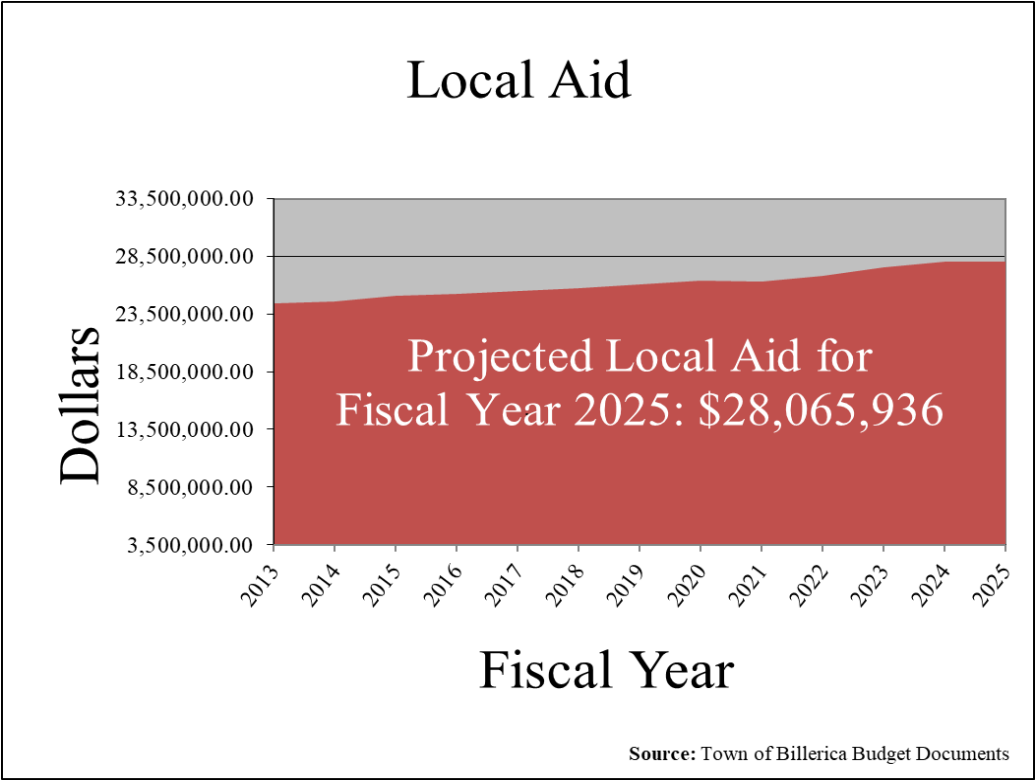
Source: Town of Billerica Budget Documents



Total Projected FY2025 Levy: \$162,653,236

Source: Town of Billerica Budget Documents

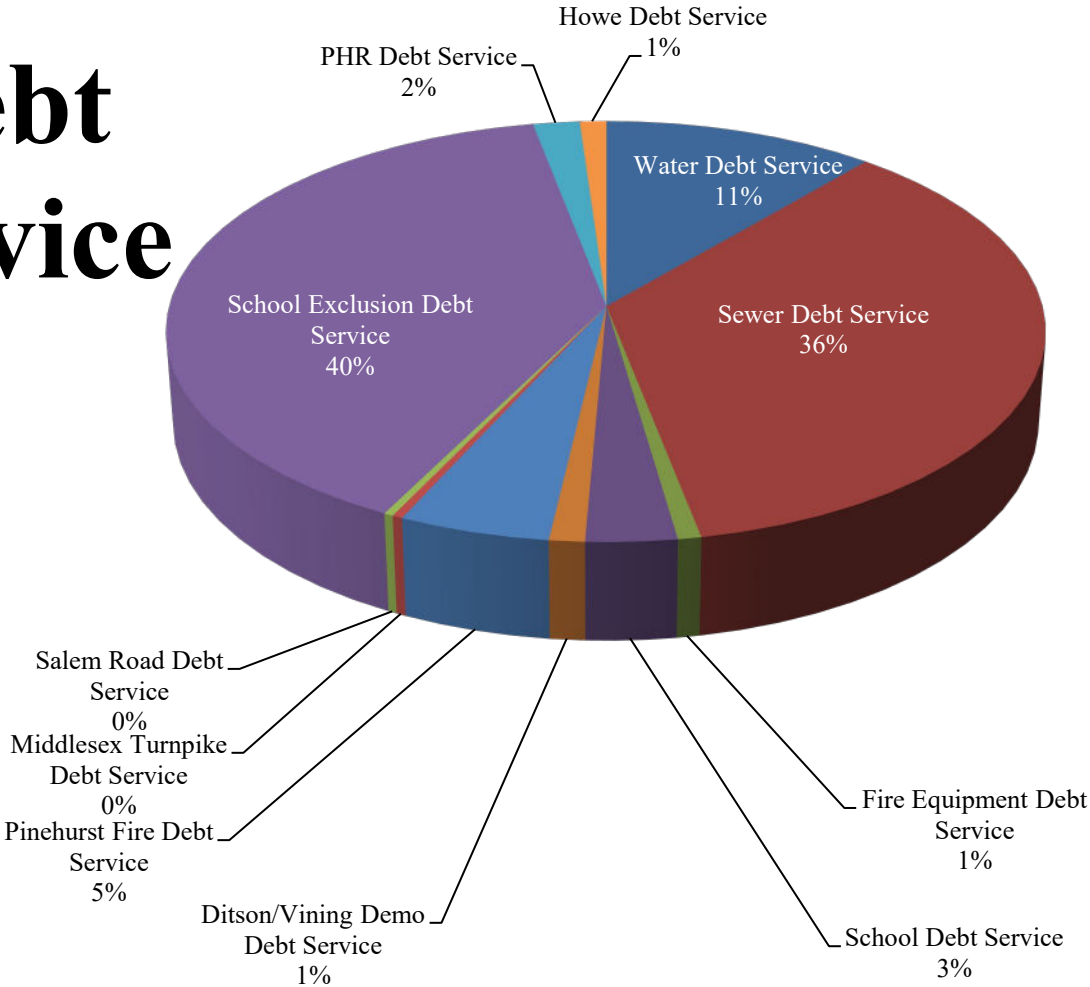
# Revenue Sources and Trends





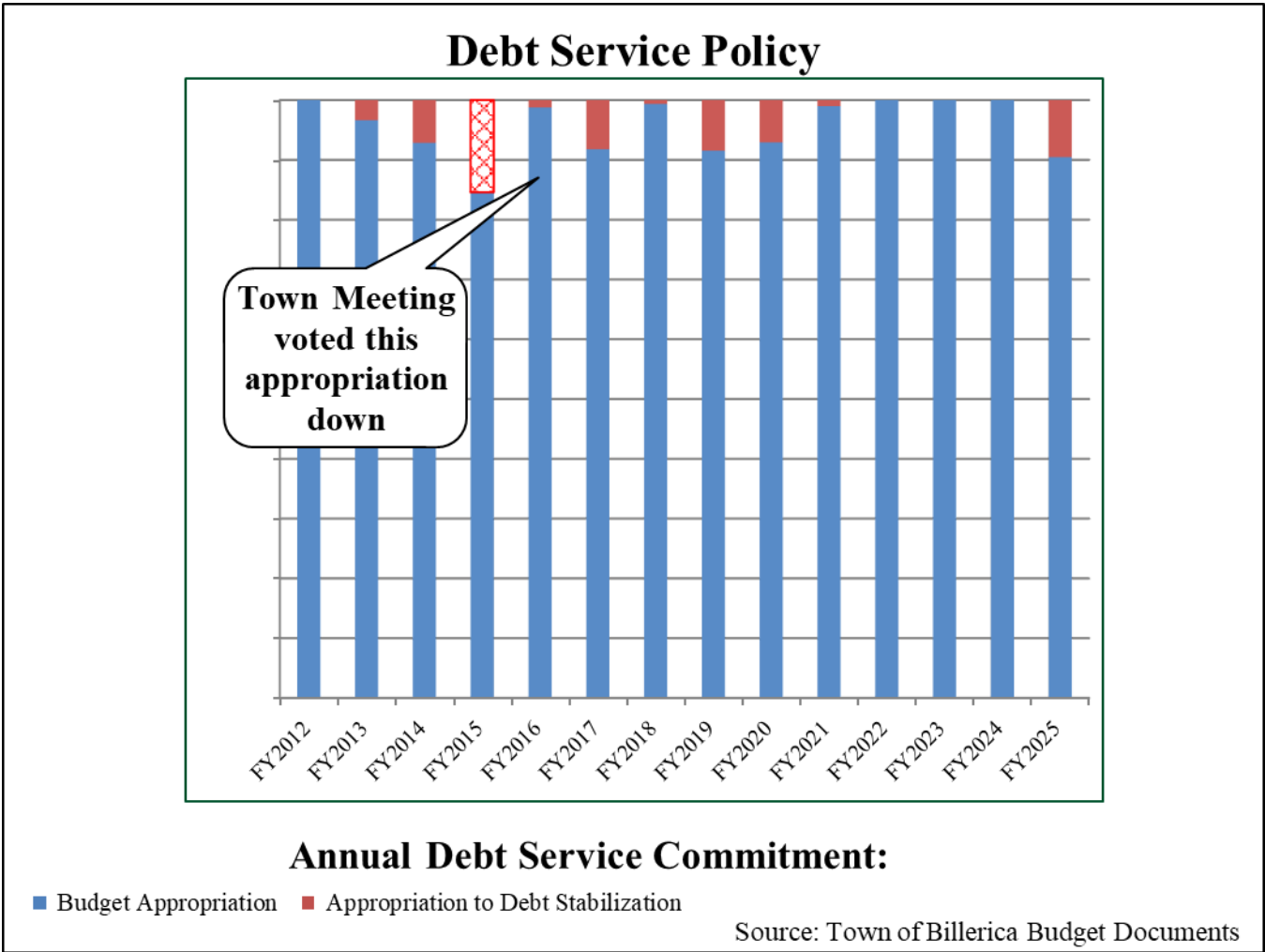
# Debt Service

## Debt Service

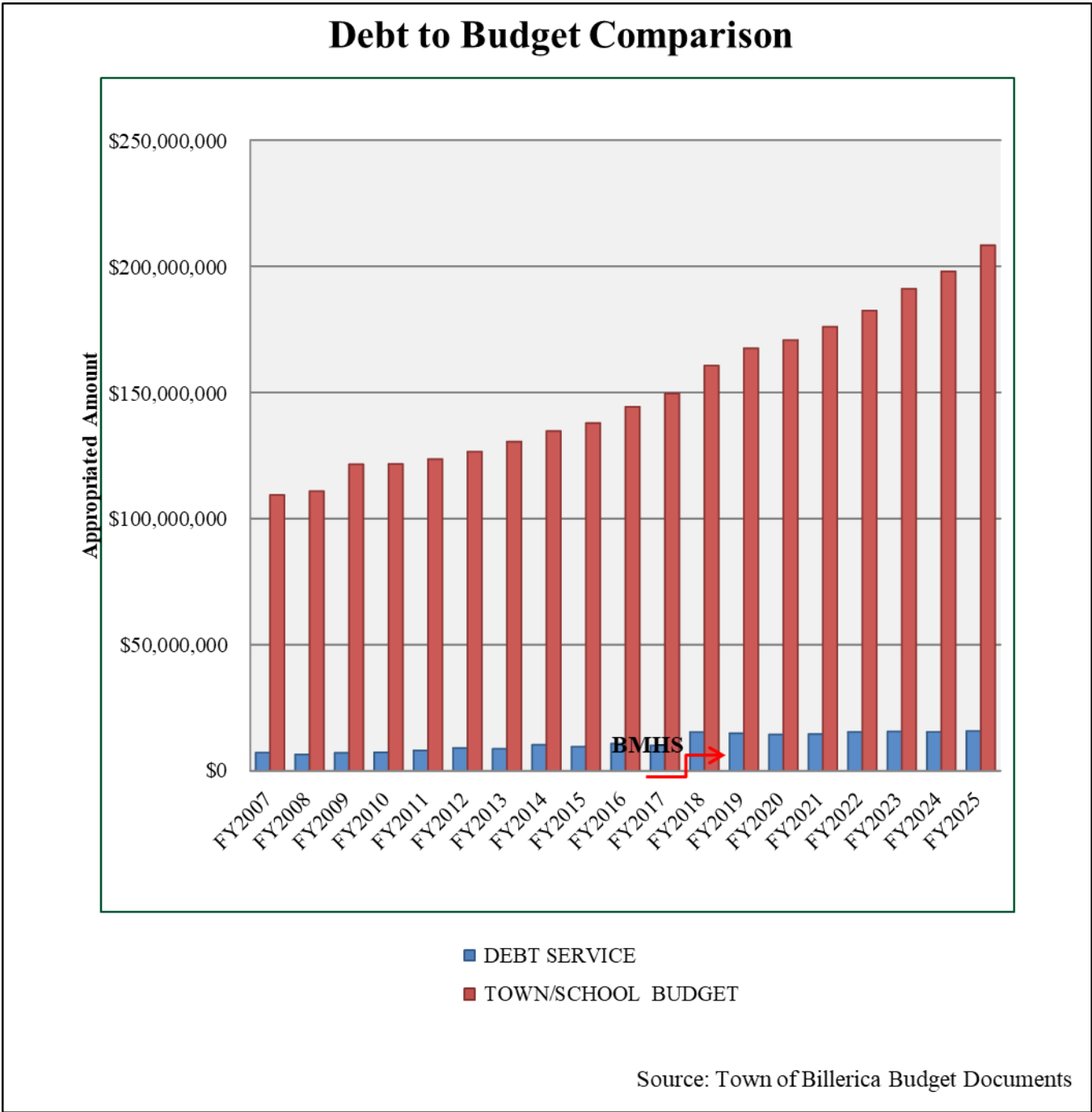


Source: Town of Billerica Budget Documents

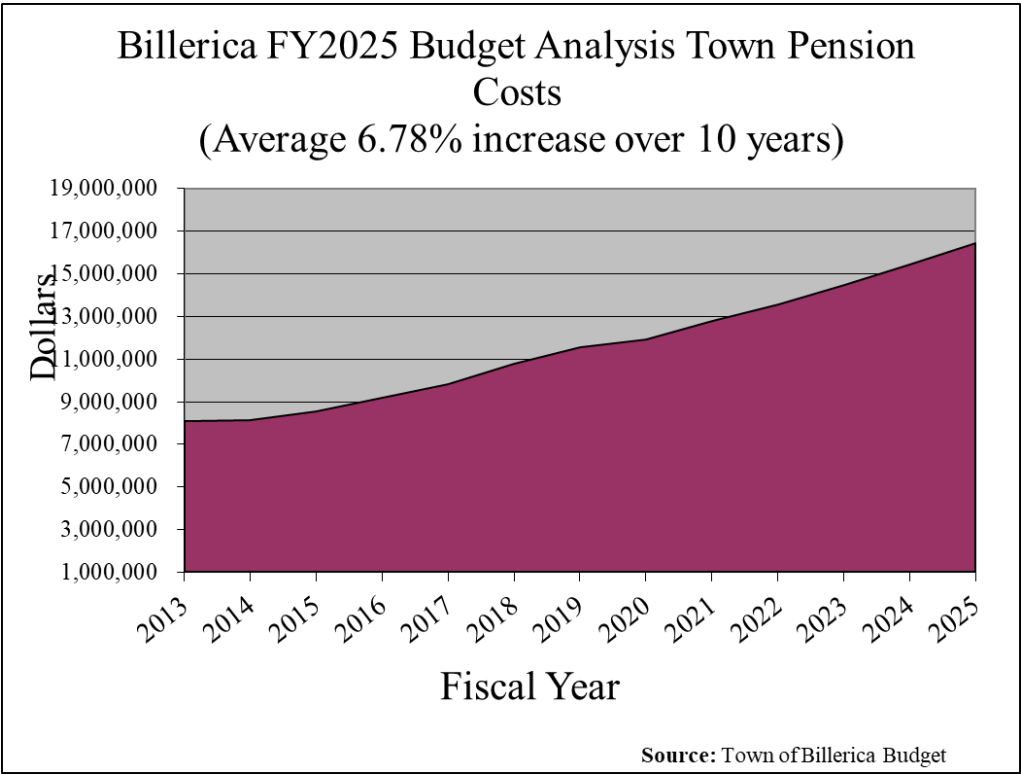
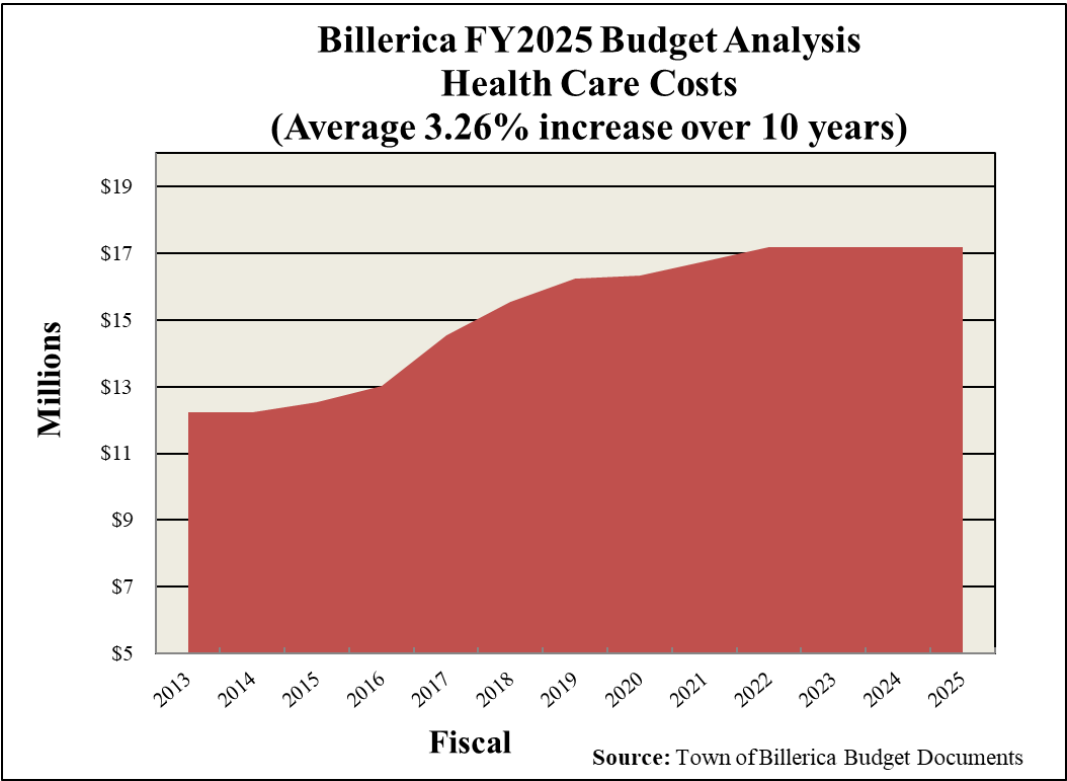
# Debt Service



# Debt Service

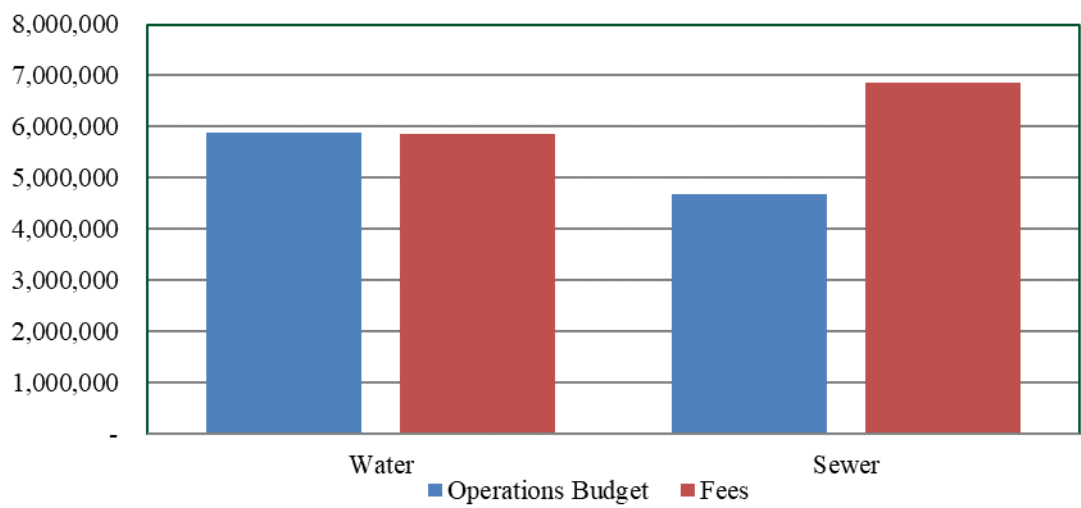


# Pension / Health Care

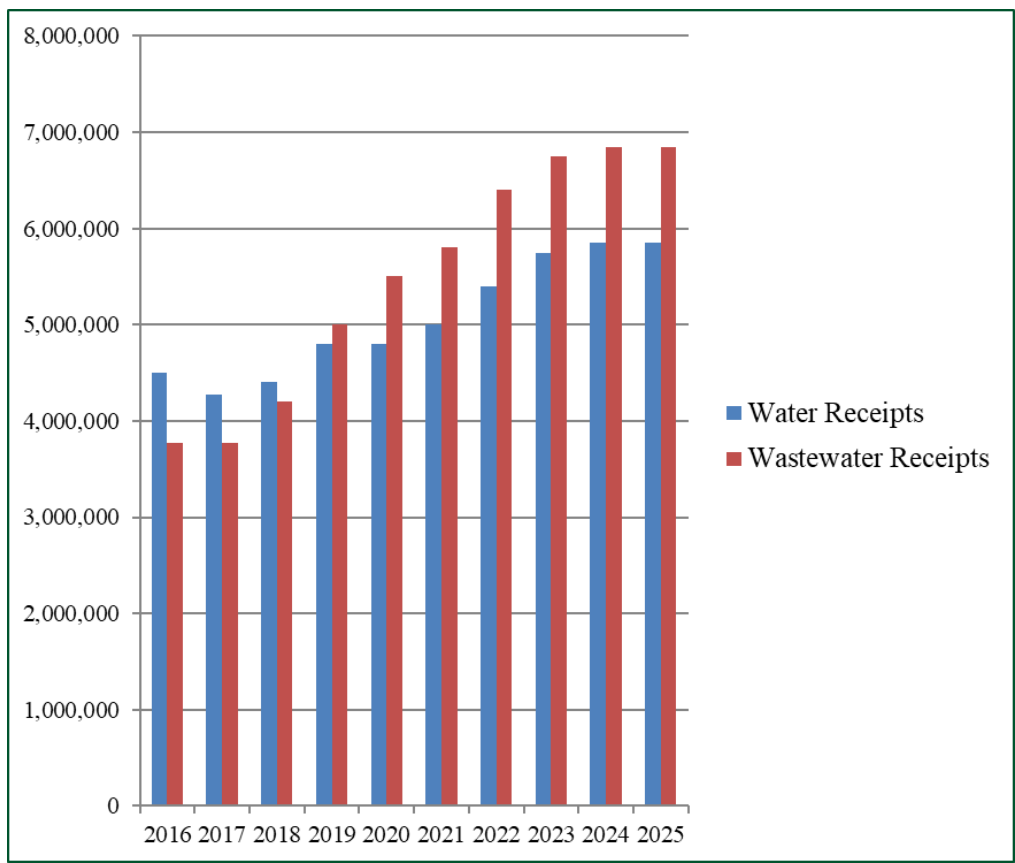


# Enterprise Accounts

## Enterprise Operations Costs vs. Fees Collected



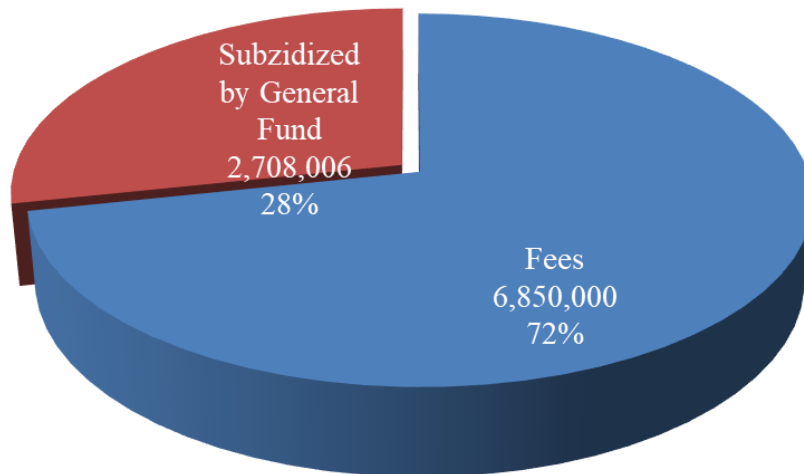
Source: Town of Billerica Budget



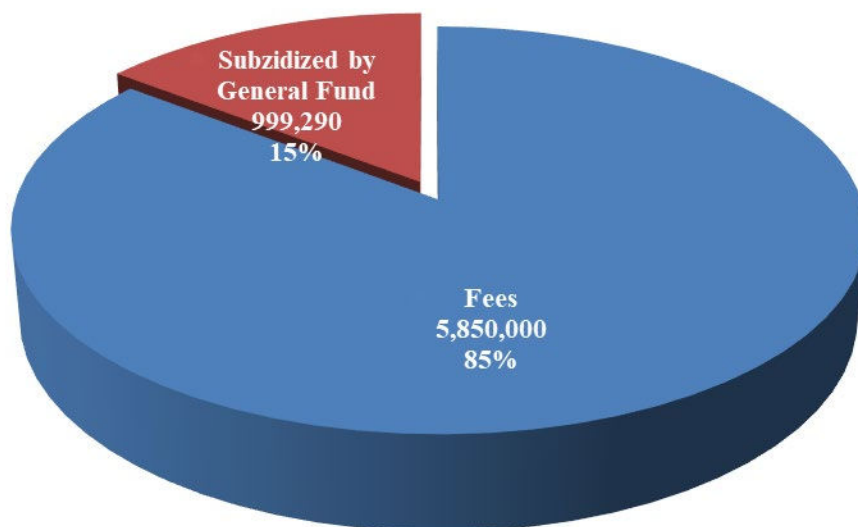


# Enterprise Accounts

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**Wastewater**



**Water**

# Five Year Forecast

## TOWN OF BILLERICA FIVE YEAR FINANCIAL FORECAST

|                                                | Proposed<br>BUDGET FY2025  | PROJECTED<br>BUDGET FY2026 | PROJECTED<br>BUDGET FY2027 | PROJECTED<br>BUDGET FY2028 | PROJECTED<br>BUDGET FY2029 | PROJECTED<br>BUDGET FY2030 |
|------------------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>USES OF FUNDING (AMOUNTS TO BE RAISED):</b> |                            |                            |                            |                            |                            |                            |
| <b>APPROPRIATIONS:</b>                         |                            |                            |                            |                            |                            |                            |
| GENERAL FUND BUDGET (Includes all TM R&A)      | 175,512,497.00             | 180,339,090.67             | 185,298,415.66             | 190,394,122.09             | 195,629,960.45             | 201,009,784.36             |
| WATER ENTERPRISE                               | 6,849,290.34               | 6,986,276.15               | 7,126,001.67               | 7,268,521.70               | 7,413,892.14               | 7,562,169.98               |
| WASTE WATER ENTERPRISE                         | 9,558,005.53               | 9,749,165.64               | 9,944,148.96               | 10,143,031.93              | 10,345,892.57              | 10,552,810.42              |
| OVERLAY APPROPRIATION                          |                            | 0.00                       | 0.00                       | 0.00                       | 0.00                       | 0.00                       |
| DEBT AND INTEREST                              |                            | 196,608.00                 | 196,608.00                 | 196,608.00                 | 196,608.00                 | 196,608.00                 |
| CPA APPROPRIATION                              | 1,100,000.00               | 1,100,000.00               | 1,100,000.00               | 1,100,000.00               | 1,100,000.00               | 1,100,000.00               |
| <b>TOTAL APPROPRIATIONS</b>                    | <b>193,019,792.87</b>      | <b>198,371,140.46</b>      | <b>203,665,174.29</b>      | <b>209,102,283.73</b>      | <b>214,686,353.16</b>      | <b>220,421,372.77</b>      |
| <b>OTHER LOCAL EXPENDITURES / DEFICITS:</b>    |                            |                            |                            |                            |                            |                            |
| TAX TITLE PURPOSES                             | 50,000.00                  | 50,000.00                  | 50,000.00                  | 50,000.00                  | 50,000.00                  | 50,000.00                  |
| COUNTY RETIREMENT                              | 16,438,951.00              | 17,589,677.57              | 18,820,955.00              | 20,138,421.85              | 21,548,111.38              | 23,056,479.18              |
| FINAL JUDGMENTS                                | 60,000.00                  | 60,000.00                  | 60,000.00                  | 60,000.00                  | 60,000.00                  | 60,000.00                  |
| CHERRY SHEET OFFSETS                           | 90,887.00                  | 90,887.00                  | 90,887.00                  | 90,887.00                  | 90,887.00                  | 90,887.00                  |
| SNOW / ICE DEFICIT                             | 600,000.00                 | 600,000.00                 | 600,000.00                 | 600,000.00                 | 600,000.00                 | 600,000.00                 |
| OVERLAY RESERVE                                | 2,651,260.95               | 2,651,260.95               | 2,651,260.95               | 2,651,260.95               | 2,651,260.95               | 2,651,260.95               |
| <b>TOTAL OTHER LOCAL EXPENDITURES</b>          | <b>19,891,098.95</b>       | <b>21,041,825.52</b>       | <b>22,273,102.95</b>       | <b>23,590,569.80</b>       | <b>25,000,259.33</b>       | <b>26,508,627.13</b>       |
| <b>STATE AND COUNTY CHARGES</b>                | <b>5,870,204.00</b>        | <b>5,899,555.02</b>        | <b>5,929,052.80</b>        | <b>5,958,698.06</b>        | <b>5,988,491.55</b>        | <b>6,018,434.01</b>        |
| <b>TOTAL USES OF FUNDING</b>                   | <b>218,781,095.82</b>      | <b>225,312,521.00</b>      | <b>231,867,330.03</b>      | <b>238,651,551.59</b>      | <b>245,675,104.04</b>      | <b>252,948,433.90</b>      |
| <b>SOURCES OF FUNDING:</b>                     |                            |                            |                            |                            |                            |                            |
| PROPERTY TAXES 2 1/2 LEVY LIMIT                | 178,182,171.00             | 183,405,475.28             | 188,759,362.16             | 194,247,096.21             | 199,872,023.62             | 205,637,574.21             |
| NEW GROWTH                                     | 750,000.00                 | 750,000.00                 | 750,000.00                 | 750,000.00                 | 750,000.00                 | 750,000.00                 |
| AMEND FY2012 NEW GROWTH                        |                            |                            |                            |                            |                            |                            |
| <b>TOTAL PROPERTY TAXES</b>                    | <b>178,932,171.00</b>      | <b>184,155,475.28</b>      | <b>189,509,362.16</b>      | <b>194,997,096.21</b>      | <b>200,622,023.62</b>      | <b>206,387,574.21</b>      |
| ADD DEBT EXCLUSION TEMPORARY                   | 0.00                       | 0.00                       | 0.00                       | 0.00                       | 0.00                       | 0.00                       |
| ADD DEBT EXCLUSION HS PRINCIPAL                | 2,325,000.00               | 2,135,000.00               | 2,235,000.00               | 2,340,000.00               | 2,445,000.00               | 2,560,000.00               |
| ADD DEBT EXCLUSION HS INTEREST                 | 3,047,881.26               | 2,884,331.26               | 2,777,581.25               | 2,665,831.25               | 2,548,831.25               | 2,427,356.25               |
| ADD DEBT EXCLUSION PARKER PRINCIPAL            | 320,000.00                 | 320,000.00                 | 320,000.00                 | 375,000.00                 | 375,000.00                 | 375,000.00                 |
| ADD DEBT EXCLUSION PARKER INTEREST             | 101,562.50                 | 101,562.50                 | 94,362.50                  | 81,562.50                  | 70,312.50                  | 59,062.50                  |
| ADD DEBT EXCLUSION HS PRINCIPAL                |                            |                            |                            |                            |                            |                            |
| ADD DEBT EXCLUSION HS INTEREST                 |                            |                            |                            |                            |                            |                            |
| LESS EXCESS LEVY CAPACITY                      | -22,694,149.94             |                            |                            |                            |                            |                            |
| <b>TOTAL PROPERTY TAXES - ADJUSTED</b>         | <b>162,032,464.82</b>      | <b>189,596,369.04</b>      | <b>194,936,305.91</b>      | <b>200,459,489.96</b>      | <b>206,061,167.37</b>      | <b>211,808,992.96</b>      |
| TOWN OF BILLERICA FIVE YEAR FINANCIAL FORECAST |                            |                            |                            |                            |                            |                            |
|                                                | PROJECTED<br>BUDGET FY2025 | PROJECTED<br>BUDGET FY2026 | PROJECTED<br>BUDGET FY2027 | PROJECTED<br>BUDGET FY2028 | PROJECTED<br>BUDGET FY2029 | PROJECTED<br>BUDGET FY2030 |
| <b>SOURCES OF FUNDING (cont):</b>              |                            |                            |                            |                            |                            |                            |
| <b>STATE ESTIMATED REVENUES:</b>               |                            |                            |                            |                            |                            |                            |
| CHAPTER 70 - SCHOOL AID                        | 20,069,934.00              | 20,069,934.00              | 20,069,934.00              | 20,069,934.00              | 20,069,934.00              | 20,069,934.00              |
| CHARTER TUITION ASSESSMENT REIMBURSEMENT       | 229,824.00                 | 229,824.00                 | 229,824.00                 | 229,824.00                 | 229,824.00                 | 229,824.00                 |
| LOTTERY                                        | 6,961,245.00               | 6,961,245.00               | 6,961,245.00               | 6,961,245.00               | 6,961,245.00               | 6,961,245.00               |
| VETERANS' BENEFITS                             | 206,243.00                 | 206,243.00                 | 206,243.00                 | 206,243.00                 | 206,243.00                 | 206,243.00                 |
| EXEMPTIONS - VETS, BLIND & SURVIVING SPOUSE    | 251,222.00                 | 251,222.00                 | 251,222.00                 | 251,222.00                 | 251,222.00                 | 251,222.00                 |
| ELDERLY EXEMPTIONS                             | 0.00                       | 0.00                       | 0.00                       | 0.00                       | 0.00                       | 0.00                       |
| STATE OWNED LAND                               | 256,581.00                 | 256,581.00                 | 256,581.00                 | 256,581.00                 | 256,581.00                 | 256,581.00                 |
| PUBLIC LIBRARIES - OFFSET                      | 90,887.00                  | 90,887.00                  | 90,887.00                  | 90,887.00                  | 90,887.00                  | 90,887.00                  |
| <b>TOTAL STATE ESTIMATED REVENUES</b>          | <b>28,065,936.00</b>       | <b>28,065,936.00</b>       | <b>28,065,936.00</b>       | <b>28,065,936.00</b>       | <b>28,065,936.00</b>       | <b>28,065,936.00</b>       |
| <b>LOCAL ESTIMATED REVENUES:</b>               |                            |                            |                            |                            |                            |                            |
| MOTOR VEHICLE EXCISE                           | 7,150,000.00               | 7,221,500.00               | 7,293,715.00               | 7,366,652.15               | 7,440,318.67               | 7,514,721.86               |
| OTHER EXCISES (HOTEL/MOTEL)                    | 1,300,000.00               | 2,323,000.00               | 2,346,230.00               | 2,369,692.30               | 2,393,389.22               | 2,417,323.12               |
| PENALTIES & INTEREST                           | 400,000.00                 | 404,000.00                 | 408,040.00                 | 412,120.40                 | 416,241.60                 | 420,404.02                 |
| P.I.L.O.T.                                     | 100,000.00                 | 101,000.00                 | 102,010.00                 | 103,030.10                 | 104,060.40                 | 105,101.01                 |
| FEES                                           | 2,500,000.00               | 2,525,000.00               | 2,550,250.00               | 2,575,752.50               | 2,601,510.03               | 2,627,525.13               |
| DEPARTMENTAL REVENUE-LIBRARY                   | 0.00                       | 0.00                       | 0.00                       | 0.00                       | 0.00                       | 0.00                       |
| DEPARTMENTAL REVENUE-CEMETERY                  | 110,000.00                 | 111,100.00                 | 112,211.00                 | 113,333.11                 | 114,466.44                 | 115,611.11                 |
| OTHER DEPARTMENTAL REVENUE                     | 300,000.00                 | 303,000.00                 | 306,030.00                 | 309,090.30                 | 312,181.20                 | 315,303.02                 |
| LICENSES & PERMITS                             | 1,200,000.00               | 1,212,000.00               | 1,224,120.00               | 1,236,361.20               | 1,248,724.81               | 1,261,212.06               |
| FINES & FORFEITS                               | 70,000.00                  | 70,700.00                  | 71,407.00                  | 72,121.07                  | 72,842.28                  | 73,570.70                  |
| INTEREST EARNINGS                              | 245,000.00                 | 247,450.00                 | 249,924.50                 | 252,423.75                 | 254,947.98                 | 257,497.46                 |
| MISC. STATE AND OTHER REVENUE                  | 65,000.00                  | 65,650.00                  | 66,306.50                  | 66,969.57                  | 67,639.26                  | 68,315.65                  |
| NON RECURRING REVENUE                          | 0.00                       | 0.00                       | 0.00                       | 0.00                       | 0.00                       | 0.00                       |
| <b>TOTAL LOCAL ESTIMATED REVENUES</b>          | <b>13,440,000.00</b>       | <b>14,584,400.00</b>       | <b>14,730,244.00</b>       | <b>14,877,546.44</b>       | <b>15,026,321.90</b>       | <b>15,176,585.12</b>       |
| <b>ENTERPRISE REVENUE</b>                      |                            |                            |                            |                            |                            |                            |
| CHARGES FOR SERVICES - WATER                   | 5,850,000.00               | 6,025,500.00               | 6,206,265.00               | 6,392,452.95               | 6,584,226.54               | 6,781,753.33               |
| CHARGES FOR SERVICES - SEWER                   | 6,850,000.00               | 6,987,000.00               | 7,126,740.00               | 7,269,274.80               | 7,414,660.30               | 7,562,953.50               |
| <b>TOTAL ENTERPRISE REVENUE</b>                | <b>12,700,000.00</b>       | <b>13,012,500.00</b>       | <b>13,333,005.00</b>       | <b>13,661,727.75</b>       | <b>13,998,886.83</b>       | <b>14,344,706.84</b>       |
| <b>OTHER AVAILABLE FUNDS:</b>                  |                            |                            |                            |                            |                            |                            |
| CPA REVENUE                                    | 1,100,000.00               | 1,100,000.00               | 1,100,000.00               | 1,200,000.00               | 1,200,000.00               | 1,200,000.00               |
| OVERLAY                                        | 0.00                       | 0.00                       | 0.00                       | 0.00                       | 0.00                       | 0.00                       |
| DEBT STABILIZATION                             | 1,350,000.00               | 1,060,000.00               | 1,035,000.00               | 1,010,000.00               | 1,035,000.00               | 1,035,000.00               |
| WATER ENTERPRISE RETAINED EARNINGS             |                            | 500,000.00                 | 500,000.00                 | 500,000.00                 | 500,000.00                 | 500,000.00                 |
| WASTEWATER ENTERPRISE RETAINED EARNINGS        |                            | 389,429.39                 | 389,429.39                 | 389,429.39                 | 389,429.39                 | 389,429.39                 |
| RINK REVOLVING FUND                            | 92,695.00                  | 92,695.00                  | 92,695.00                  | 92,695.00                  | 92,695.00                  | 92,695.00                  |
| MISC. REVENUE FUNDS                            |                            | 50,000.00                  | 50,000.00                  | 50,000.00                  | 50,000.00                  | 50,000.00                  |
| <b>TOTAL OTHER AVAILABLE FUNDS</b>             | <b>2,542,695.00</b>        | <b>3,581,553.78</b>        | <b>3,167,124.39</b>        | <b>3,242,124.39</b>        | <b>3,267,124.39</b>        | <b>3,267,124.39</b>        |
| <b>TOTAL SOURCES OF FUNDING</b>                | <b>218,781,095.82</b>      | <b>248,840,758.82</b>      | <b>254,232,615.30</b>      | <b>260,306,824.54</b>      | <b>266,419,436.49</b>      | <b>272,663,345.31</b>      |
| <b>PROJECTED SURPLUS (DEFICIT)</b>             | <b>(0.00)</b>              | <b>23,528,237.82</b>       | <b>22,365,285.26</b>       | <b>21,655,272.95</b>       | <b>20,744,332.46</b>       | <b>19,714,911.41</b>       |

# Budget Changes

## FY2025 Budget Changes Summary

### Major or Notable Budget Changes

| Department                        | Reason                                                                                                                                                                                                                                       | Change              | % of Change    |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------|
| 162 - Election Department         | This budget is increasing significantly because there is three elections in the next fiscal year as opposed to two.                                                                                                                          | \$ 45,813           | 0.415%         |
| 125 - Systems Admin.              | Due to a retirement of the IT Person from Billerica Police the Town is contracting TechMD for infasturcture support.                                                                                                                         | 47,701              | 0.432%         |
| 135 - Accounting                  | This budget is increasing due to the addition of the Finance Director Position.                                                                                                                                                              | 163,627             | 1.483%         |
| 192 - Town Hall/Buildings         | A position from the Highway Department was moved into this department and downgraded to allow for the hiring of a Building Maintenance Craftsman. As well as cost of living adjustments and step increases for                               | 97,054              | 0.880%         |
| 910 - Town Systemwide             | The Town has completed its streetlight program and consequently not funded this line in the budget. Streetlights will remain as a line item if future needs arise.                                                                           | (53,000)            | -0.480%        |
| 241 - Building Department         | This budget is decreasing this year. The Building Department implemented online permitting in December of 2023. There are two prinicpal clerks in this department that handle building permits, due to online permitting only one is funded. | (24,139)            | -0.219%        |
| 433 - Solid Waste                 | This is one of the largest increases in this year's budget. Fuel prices, disposal and recycle costs have caused this increase.                                                                                                               | 713,610             | 6.467%         |
| 543 - Veteran's Services          | The Chapter 115 account is being reduced by \$100,000 due to lack of demand for services. There are approximately 39 clients being served at this time.                                                                                      | (82,221)            | -0.745%        |
| 220 - Fire Depatment              | This increase reflects the COLA increase in the new contract and associated overtime.                                                                                                                                                        | 328,218             | 2.974%         |
| 421 - Public Works Administration | Two positions were removed -- the Operations Supervisor and the Municipal Billing Director. They were replaced with a Deputy Director and a Municipal Billing Clerk. The net impact was \$70,000.                                            | (58,131)            | -0.527%        |
| 491 - Cemetery Department         | \$20,000 added for the paving of cemetery roads.                                                                                                                                                                                             | 38,815              | 0.352%         |
| 410 - Engineering Department      | Engineer transferred into this office from DPW Admin. plus COLA.                                                                                                                                                                             | 160,172             | 1.452%         |
| <b>Total Town Major Changes</b>   |                                                                                                                                                                                                                                              | <b>\$ 1,331,706</b> | <b>12.484%</b> |

### Minor/Contractual Changes

| Department                     | Change            |
|--------------------------------|-------------------|
| Town Minor/Contractual Changes | \$ 495,200 4.488% |

|                           |                     |                |
|---------------------------|---------------------|----------------|
| <b>Total Town Changes</b> | <b>\$ 1,826,906</b> | <b>16.971%</b> |
|---------------------------|---------------------|----------------|

### FY2025 Budget Changes Summary

| Education Changes                            |                                                                                                                                                                           |                      |                |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------------|
| Education                                    |                                                                                                                                                                           | \$ 5,886,069         | 53.342%        |
| Shawsheen                                    |                                                                                                                                                                           | 520,587              | 4.718%         |
| <b>Total Education Changes</b>               |                                                                                                                                                                           | <b>\$ 6,406,656</b>  | <b>58.060%</b> |
| Town/School Shared Cost Changes              |                                                                                                                                                                           |                      |                |
|                                              |                                                                                                                                                                           | Change               |                |
| Debt                                         | Debt has increased because of the issuance of debt for the Howe, PHR and BMHS projects. It has also increased by \$1.05 Million due to the new debt stabilization policy. | 1,668,112            | 15.117%        |
| Retirement                                   | Middlesex County Retirement increase by 6.5% each year.                                                                                                                   | 1,017,242            | 9.219%         |
| OPEB                                         | This line item increases 5% due to OPEB Policy                                                                                                                            | 115,653              | 1.048%         |
| <b>Total Town/School Shared Cost Changes</b> |                                                                                                                                                                           | <b>\$ 2,801,007</b>  | <b>25.384%</b> |
| <b>Total Budget Changes</b>                  |                                                                                                                                                                           | <b>\$ 11,034,569</b> | <b>100%</b>    |

# Section 3:

# General Administration

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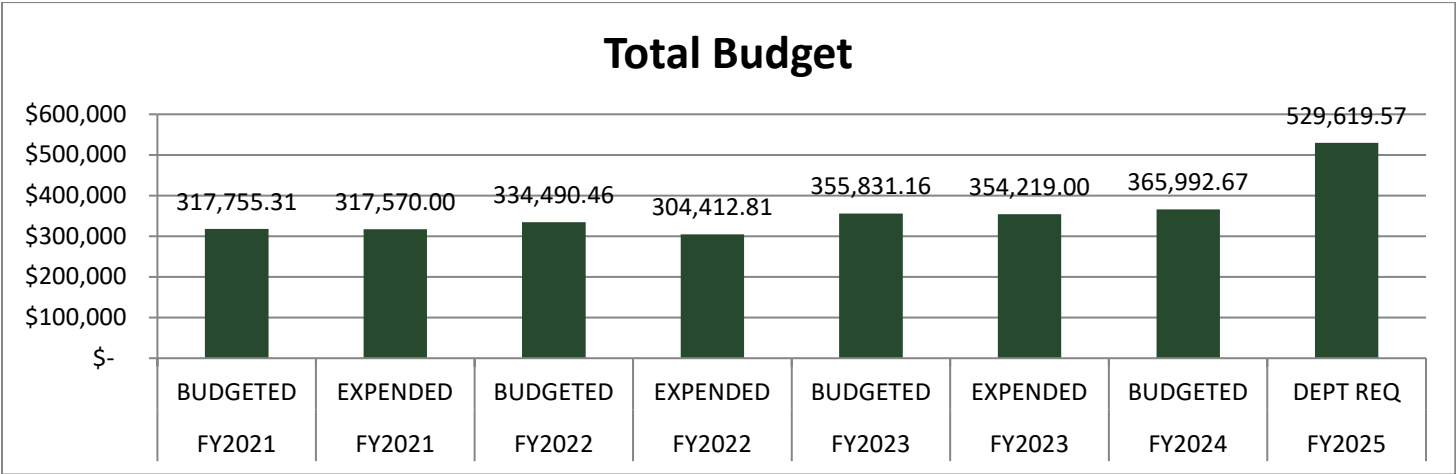
# Accounting

## Department Explanation

The Town’s Accounting Department ensures that all financial transactions and activities are carried out in accordance with Federal, State, and Local laws. The Accounting Department helps maintain the Town’s credit rating and provides the Town Manager’s office with financial management assistance. Accounting also facilitates the annual audit of the Town’s finances.

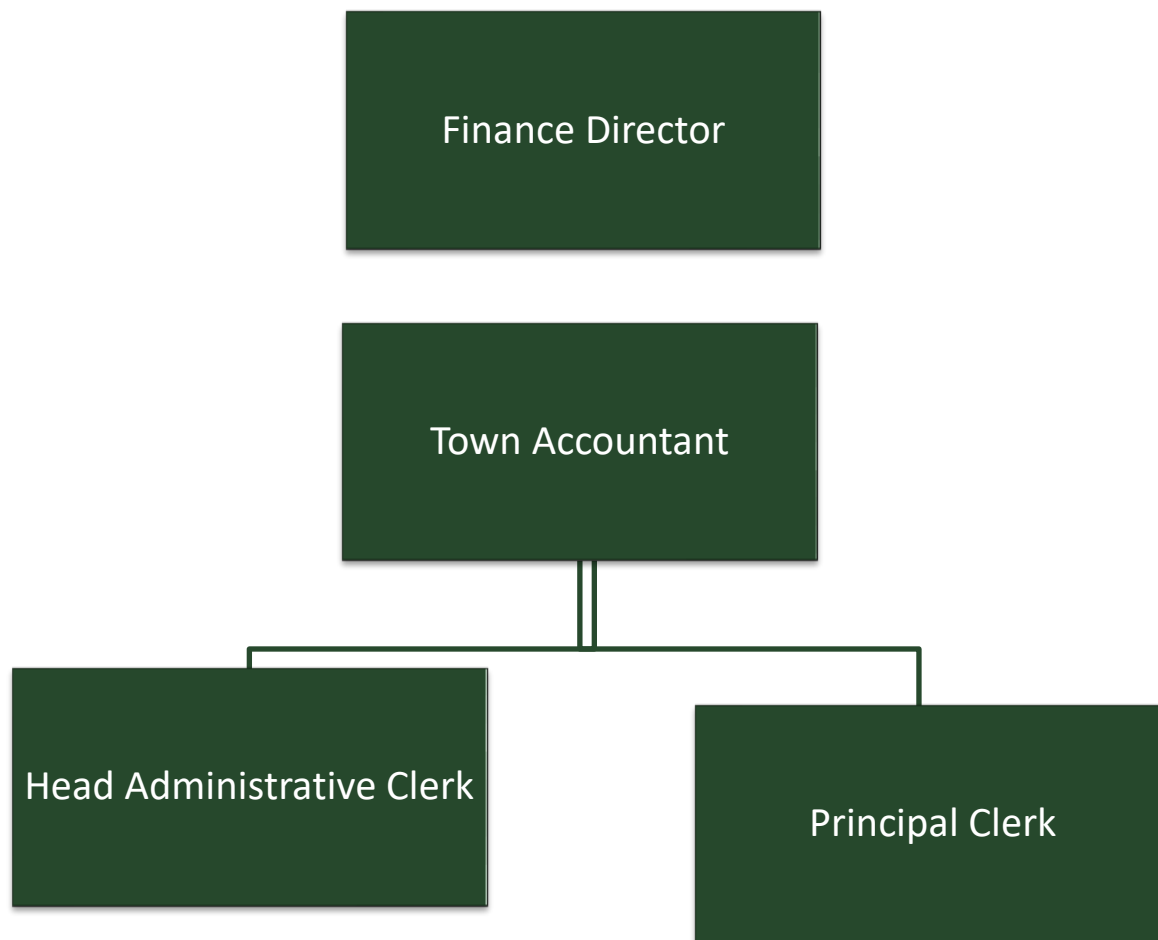
## Budget Narrative

In FY25 the Accounting Department budget will increase by \$160,000 for contractual obligations and the addition of the Finance Director position.





## Organizational Chart



ACCOUNTING

Personnel Services

Full Time  
Part Time/Seasonal  
Overtime  
Contractual Obligations

|       |            |            |            |            |            |            |            |            |            |             |
|-------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
|       | FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|       | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| Total | \$ 243,262 | \$ 243,262 | \$ 255,997 | \$ 225,996 | \$ 277,338 | \$ 277,338 | \$ 287,500 | \$ 451,127 | \$ 451,127 | \$ 451,127  |
|       |            |            |            |            |            |            |            |            |            |             |
|       | \$ 12,493  | \$ 12,493  | \$ 12,493  | \$ 12,493  | \$ 12,493  | \$ 10,893  | \$ 12,493  | \$ 12,493  | \$ 12,493  | \$ 12,493   |
|       |            |            |            |            |            |            |            |            |            |             |
|       | \$ 255,755 | \$ 255,755 | \$ 268,490 | \$ 238,489 | \$ 289,831 | \$ 288,231 | \$ 299,993 | \$ 463,620 | \$ 463,620 | \$ 463,620  |

Expenses

Supplies and Expenses  
Contract Services/Leases  
Town Audit  
Capital Outlay

|  |           |           |           |           |           |           |           |           |           |           |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|  | \$ 1,500  | \$ 1,466  | \$ 1,500  | \$ 1,500  | \$ 1,500  | \$ 1,500  | \$ 1,500  | \$ 1,500  | \$ 1,500  | \$ 1,500  |
|  | \$ 500    | \$ 349    | \$ 500    | \$ 424    | \$ 500    | \$ 488    | \$ 500    | \$ 500    | \$ 500    | \$ 500    |
|  | \$ 60,000 | \$ 60,000 | \$ 64,000 | \$ 64,000 | \$ 64,000 | \$ 64,000 | \$ 64,000 | \$ 64,000 | \$ 64,000 | \$ 64,000 |
|  |           |           |           |           |           |           |           |           |           |           |
|  |           |           |           |           |           |           |           |           |           |           |

Total Expenses

|  |           |           |           |           |           |           |           |           |           |           |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|  | \$ 62,000 | \$ 61,815 | \$ 66,000 | \$ 65,924 | \$ 66,000 | \$ 65,988 | \$ 66,000 | \$ 66,000 | \$ 66,000 | \$ 66,000 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

TOTAL BUDGET

%Change

|  |            |            |            |            |            |            |            |            |            |            |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
|  | \$ 317,755 | \$ 317,570 | \$ 334,490 | \$ 304,413 | \$ 355,831 | \$ 354,219 | \$ 365,993 | \$ 529,620 | \$ 529,620 | \$ 529,620 |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

Dept Req FY2025 TM Rec FY2025 Fin Com Rec.

Difference \$ 163,626.90  
% 44.71%

| Position                  | FTE | FTE | FTE | FTE |
|---------------------------|-----|-----|-----|-----|
| Finance Director          | 0   | 1   | 1   | 1   |
| Town Accountant           | 1   | 1   | 1   | 1   |
| Head Administrative Clerk | 1   | 1   | 1   | 1   |
| Principal Clerk           | 1   | 1   | 1   | 1   |
| Total Staffing            | 3   | 4   | 4   | 4   |

**ACCOUNTING DEPARTMENT  
SALARY INFORMATION FY2025 DEPARTMENT REQUESTED**

| NAME                    | POSITION                  | STEP | ANN. DATE  | BASE SALARY          | SICK LEAVE INCENTIVE | LONGEVITY           | TOTAL SALARY BENEFIT |
|-------------------------|---------------------------|------|------------|----------------------|----------------------|---------------------|----------------------|
| Virginia Picardi        | Head Administrative Clerk | 7    | 4/1/2001   | \$ 73,034.47         | \$ 1,000.00          | \$ 3,900.00         | \$ 77,934.47         |
| Jill Folta              | Principal Clerk           | 7    | 12/18/2000 | \$ 59,587.05         | \$ 1,000.00          | \$ 3,200.00         | \$ 63,787.05         |
|                         |                           |      |            |                      |                      |                     | \$ -                 |
| Paul Watson             | Finance Director          | 8/9  | 6/29/2024  | \$ 200,667.43        | \$ -                 | \$ 3,393.00         | \$ 204,060.43        |
| TBD                     | Town Accountant           | 8    | 6/29/2024  | \$ 117,837.62        |                      |                     | \$ 117,837.62        |
|                         |                           |      |            |                      |                      |                     |                      |
| <b>DEPARTMENT TOTAL</b> |                           |      |            | <b>\$ 451,126.57</b> | <b>\$ 2,000.00</b>   | <b>\$ 10,493.00</b> | <b>\$ 463,619.57</b> |

Total Full time     \$ 451,126.57  
Total Contract       \$ 12,493.00  
Total                    \$ 463,619.57

**ACCOUNTING DEPARTMENT  
SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION**

| NAME                    | POSITION                  | STEP | ANN. DATE  | BASE SALARY          | SICK LEAVE INCENTIVE | LONGEVITY        | TOTAL SALARY BENEFIT |
|-------------------------|---------------------------|------|------------|----------------------|----------------------|------------------|----------------------|
| Virginia Picardi        | Head Administrative Clerk | 7    | 4/1/2001   | \$ 73,034.47         | \$ 1,000.00          | \$ 3,900.00      | \$ 77,934.47         |
| Jill Folta              | Principal Clerk           | 7    | 12/18/2000 | \$ 59,587.05         | \$ 1,000.00          | \$ 3,200.00      | \$ 63,787.05         |
|                         |                           |      |            |                      |                      |                  |                      |
| Paul Watson             | Finance Director          | 8/9  | 6/29/2024  | \$ 200,667.43        | \$ -                 | \$ 3,393.00      | \$ 204,060.43        |
| TBD                     | Town Accountant           | 8    | 6/29/2024  | \$ 117,837.62        | \$ -                 | \$ -             | \$ 117,837.62        |
|                         |                           |      |            |                      |                      |                  |                      |
| <b>DEPARTMENT TOTAL</b> |                           |      |            | <b>\$ 451,126.57</b> | <b>\$ 2,000</b>      | <b>\$ 10,493</b> | <b>\$ 463,619.57</b> |

|                 |               |
|-----------------|---------------|
| Total Full time | \$ 451,126.57 |
| Total Contract  | \$ 12,493.00  |
| Total           | \$ 463,619.57 |

**ACCOUNTING DEPARTMENT  
SALARY INFORMATION FY2024 BUDGETED**

| NAME                    | POSITION                  | STEP | ANN. DATE  | BASE SALARY          | SICK LEAVE INCENTIVE | LONGEVITY           | TOTAL SALARY BENEFIT |
|-------------------------|---------------------------|------|------------|----------------------|----------------------|---------------------|----------------------|
| Virginia Picardi        | Head Administrative Clerk | 7    | 4/1/2001   | \$ 68,180.05         | \$ 1,000.00          | \$ 3,900.00         | \$ 73,080.05         |
| Jill Folta              | Principal Clerk           | 7    | 12/18/2000 | \$ 55,626.45         | \$ 1,000.00          | \$ 3,200.00         | \$ 59,826.45         |
|                         |                           |      |            |                      |                      |                     | \$ -                 |
| Paul Watson             | Town Accountant           | 9    | 9/11/2000  | \$ 158,137.61        | \$ -                 | \$ 3,393.00         | \$ 161,530.61        |
| IUPE Settlement         |                           |      | 1/0/1900   | \$ 5,555.56          | \$ -                 | \$ -                | \$ 5,555.56          |
|                         |                           |      |            |                      |                      |                     | \$ -                 |
|                         |                           |      |            |                      |                      |                     |                      |
| <b>DEPARTMENT TOTAL</b> |                           |      |            | <b>\$ 287,499.67</b> | <b>\$ 2,000.00</b>   | <b>\$ 10,493.00</b> | <b>\$ 294,437.11</b> |

Total Full time     \$ 287,499.67  
Total Contract       \$ 12,493.00  
Total                    \$ 299,992.67

DESCRIPTION/DETAIL

ACCOUNTING

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| \$ 1,500 | \$ 1,466 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500    |

Department Town Mgr. Fin Com

Supplies and Expenses

\$ 1,500 \$ 1,500 \$ 1,500

Total Supplies & Expenses \$ 1,500 \$ 1,500 \$ 1,500

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025 | FY2025      |
|----------|----------|----------|----------|----------|----------|----------|----------|--------|-------------|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC | FIN COM REC |
| \$ 500   | \$ 349   | \$ 500   | \$ 424   | \$ 500   | \$ 488   | \$ 500   | \$ 500   | \$ 500 | \$ 500      |

Department Town Mgr. Fin Com

Contract Services/Leases

Provides for professional development of staff, dues in professional associations, staff training (including MUNIS), and MMAAAA annual school and conferences.

Total Contract Services/Leases \$ 500 \$ 500 \$ 500

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 60,000 | \$ 60,000 | \$ 64,000 | \$ 64,000 | \$ 64,000 | \$ 64,000 | \$ 64,000 | \$ 64,000 | \$ 64,000 | \$ 64,000   |

Town Audit

Provides for annual audit.

Department Town Mgr. Fin Com

\$ 64,000 \$ 64,000 \$ 64,000  
Total Town Audit \$ 64,000 \$ 64,000 \$ 64,000

# Assessors

## Department Explanation

The Town of Billerica's Assessing Department is responsible for the annual valuation of all real and personal property for taxation purposes as overseen by the Board of Assessors. The Board and staff are tasked with annual reporting to and approval by the Bureau of Local Assessment with the Division of Local Services of the MA Department of Revenue. This process also includes administration of applications for abatement and for appeals to the MA Appellate Tax Board.

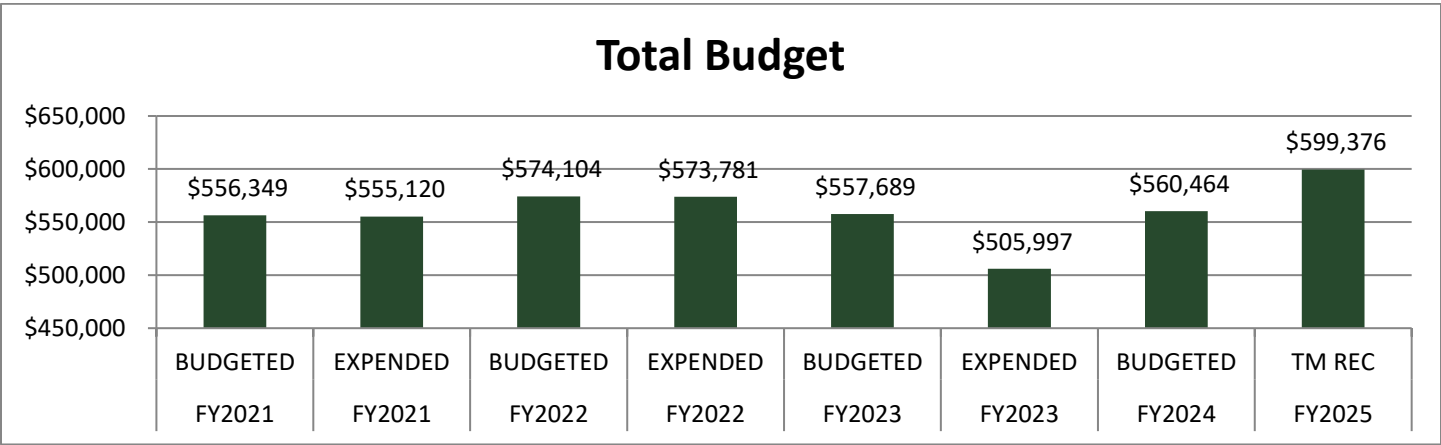
The Assessing Department is also responsible for the administration of motor vehicle excise tax bill abatements and exemptions.

The Assessing Department is also responsible for the administration of statutory tax exemptions for qualifying seniors, disabled veterans, blind persons and financial qualification for the Senior Work Tax Relief Program.

In addition, the Assessing Department is a source of public information regarding a wide variety of properties and parcels within the Town, and its records are commonly used by appraisers, attorneys, realtors and the general public.

## Budget Narrative

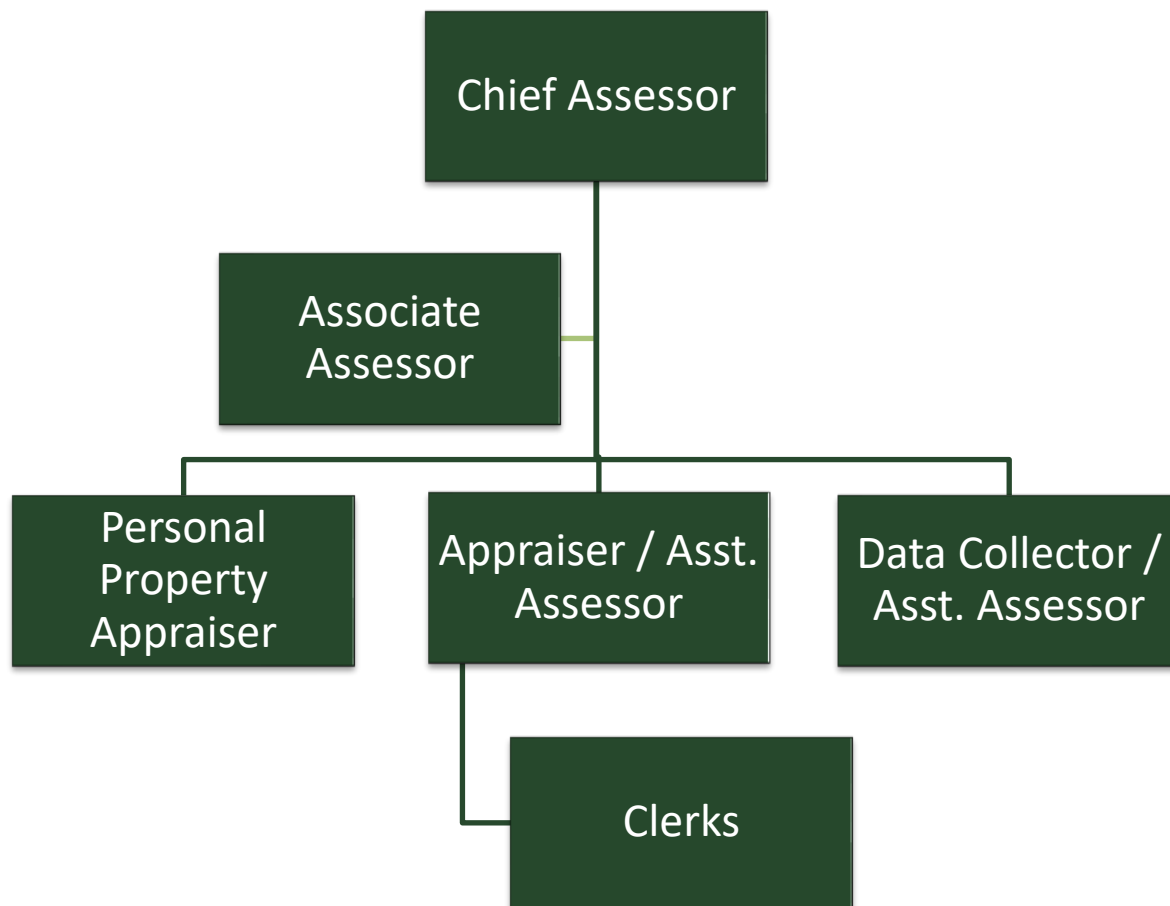
The Assessing Department will see an increase in their budget of about \$40,000 in FY25 due to contractual obligations and an increase in the cost of appraisals and consulting.



# Assessors

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## Organizational Chart





# Assessors

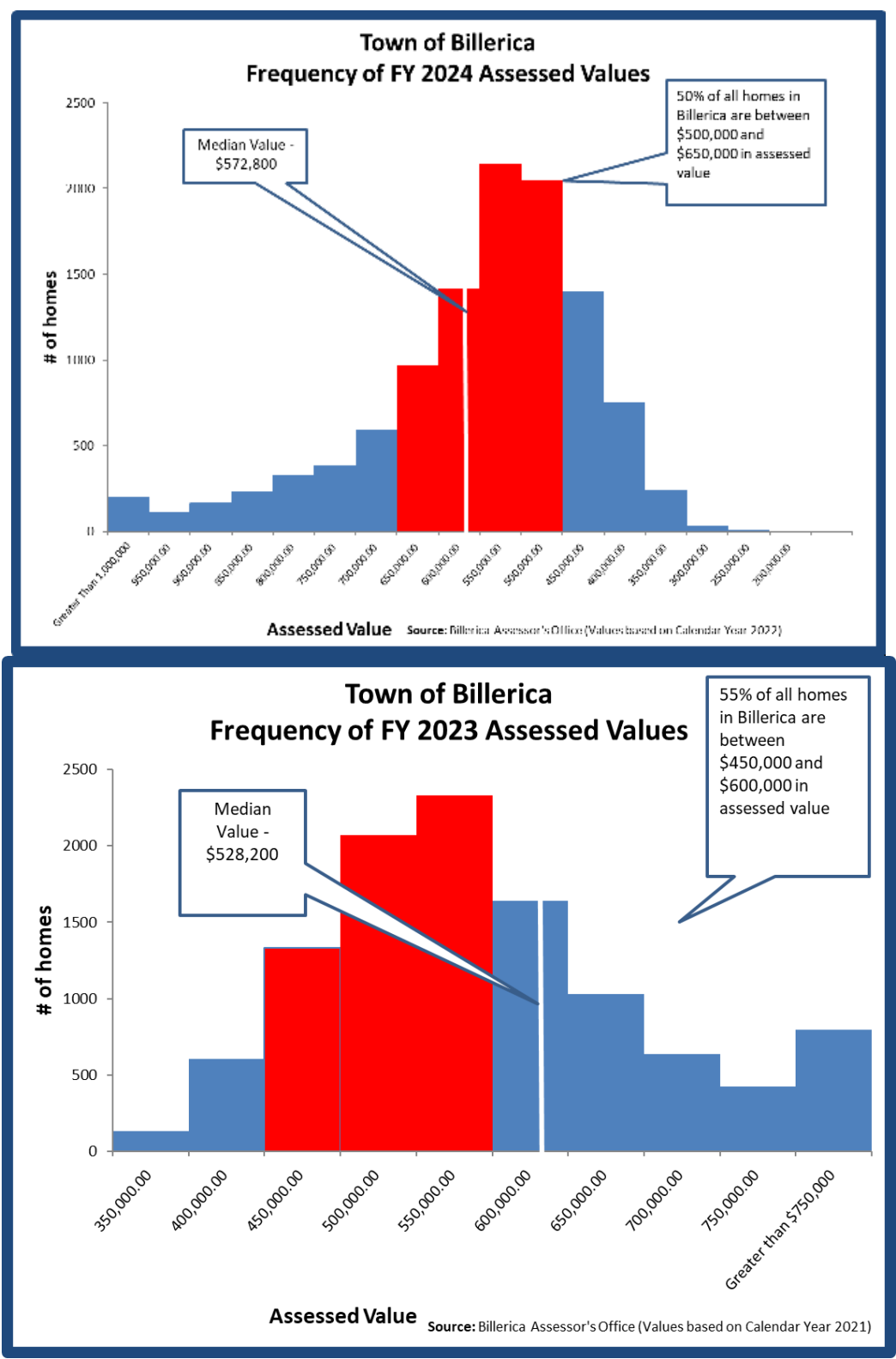
## Programs and Services

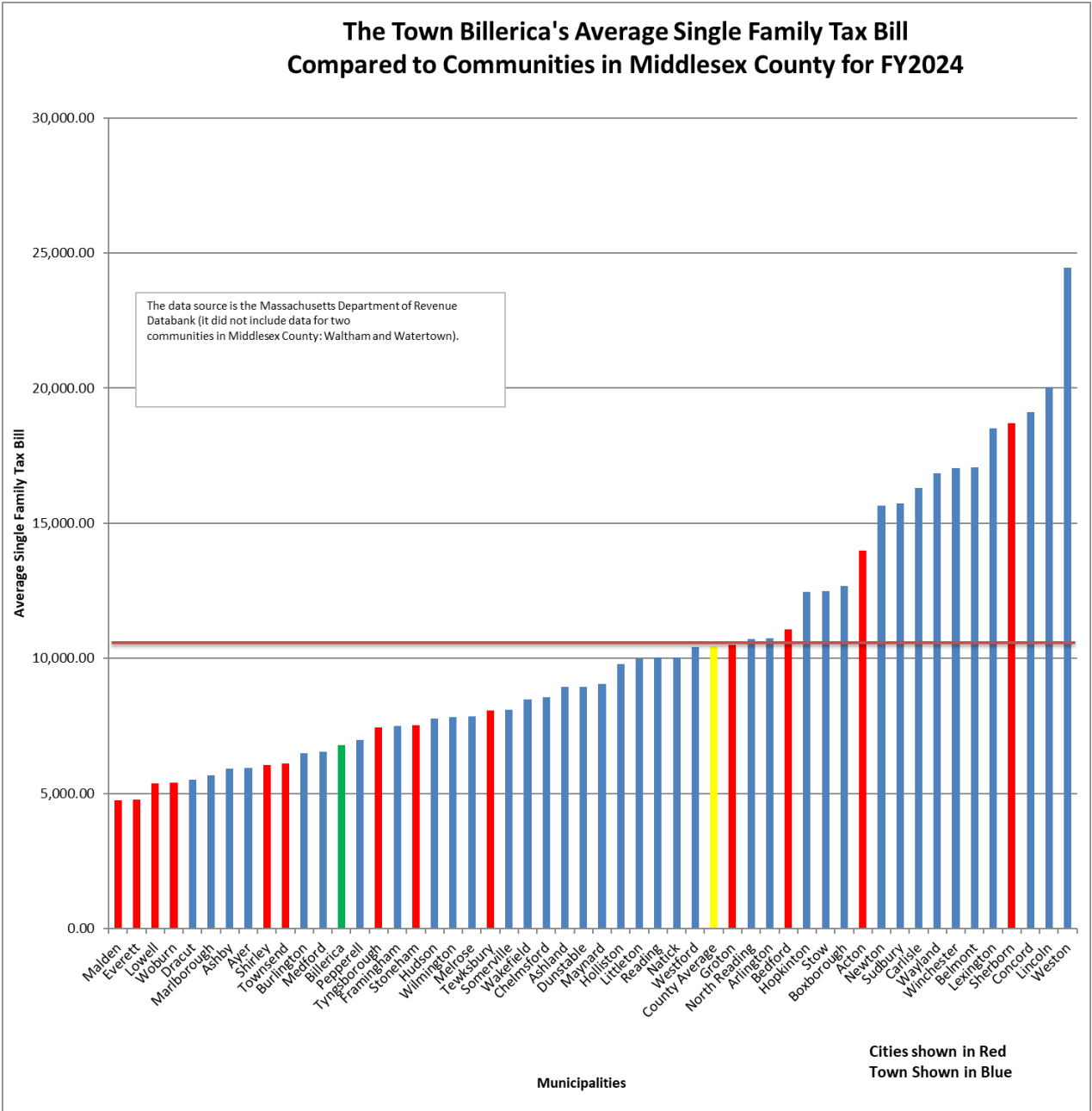
The Board of Assessors Office is responsible for the valuation of all real and personal property along with the administration of motor vehicle excise tax and public information used by appraisers, realtors, attorneys, and the general public.

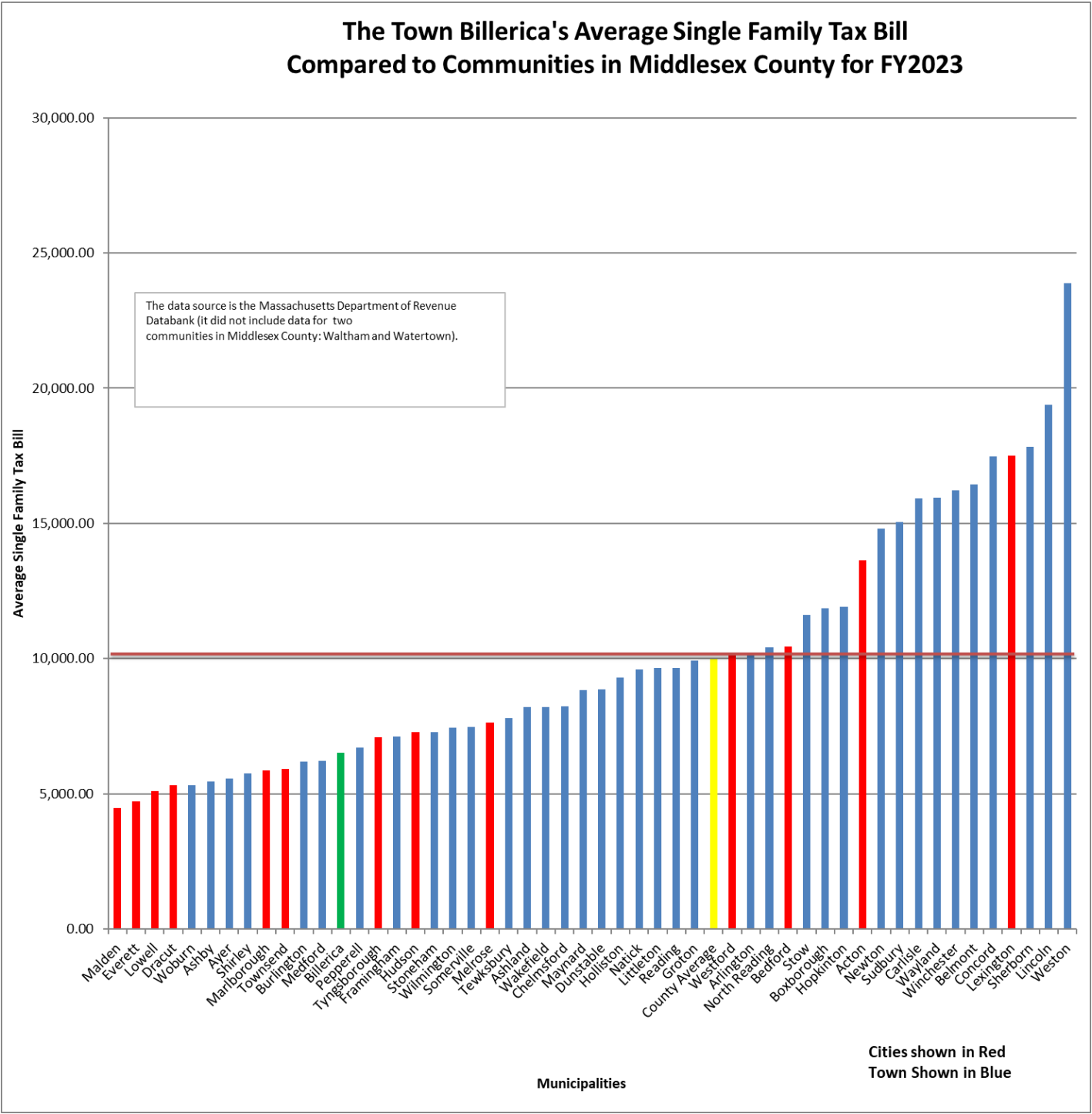
## Statistics

*Residential Single-Family Home – Median Assessed Value*

| Fiscal Year | Assessed Value | Tax Rate | Annual Taxes | Tax Increase |
|-------------|----------------|----------|--------------|--------------|
| 2020        | 405,800        | \$12.99  | \$5,271.34   | \$161.07     |
| 2021        | 417,400        | \$13.00  | \$5,426.20   | \$154.86     |
| 2022        | 451,700        | \$12.64  | \$5,709.49   | \$283.29     |
| 2023        | 525,400        | \$11.87  | \$6,236.73   | \$527.01     |
| 2024        | 572,800        | \$11.29  | \$6,466.91   | \$197.18     |







ASSESSOR

|                         | FY2021<br>BUDGETED | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
|-------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| Full Time               | \$ 493,346         | \$ 493,346         | \$ 512,301         | \$ 512,301         | \$ 495,886         | \$ 453,751         | \$ 502,137         | \$ 533,549         | \$ 533,549       | \$ 533,549            |
| Part Time/Seasonal      | \$ 3,000           | \$ 3,000           | \$ 3,000           | \$ 3,000           | \$ 3,000           | \$ 3,000           | \$ 3,000           | \$ -               | \$ -             | \$ -                  |
| Overtime                |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Contractual Obligations | \$ 17,253          | \$ 17,253          | \$ 17,253          | \$ 17,253          | \$ 17,253          | \$ 7,982           | \$ 13,777          | \$ 14,277          | \$ 14,277        | \$ 14,277             |
| Total                   | \$ 513,599         | \$ 513,599         | \$ 532,554         | \$ 532,554         | \$ 516,139         | \$ 464,733         | \$ 518,914         | \$ 547,826         | \$ 547,826       | \$ 547,826            |

Expenses

|                          |           |           |           |           |           |           |           |           |           |           |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Supplies and Expenses    | \$ 3,250  | \$ 2,021  | \$ 3,250  | \$ 2,927  | \$ 3,250  | \$ 3,067  | \$ 3,250  | \$ 3,250  | \$ 3,250  | \$ 3,250  |
| Contract Services/Leases | \$ 39,500 | \$ 39,500 | \$ 38,300 | \$ 38,300 | \$ 38,300 | \$ 38,197 | \$ 38,300 | \$ 48,300 | \$ 48,300 | \$ 48,300 |
| Utilities                | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      |
| Capital Outlay           | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      |
| Total Expenses           | \$ 42,750 | \$ 41,521 | \$ 41,550 | \$ 41,227 | \$ 41,550 | \$ 41,264 | \$ 41,550 | \$ 51,550 | \$ 51,550 | \$ 51,550 |

TOTAL BUDGET

|            |            |            |            |            |            |            |            |            |            |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| \$ 556,349 | \$ 555,120 | \$ 574,104 | \$ 573,781 | \$ 557,689 | \$ 505,997 | \$ 560,464 | \$ 599,376 | \$ 599,376 | \$ 599,376 |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

|                               | FY2024 | FY2025 | TM Rec.<br>FY2025 | Fin Com Rec.<br>FY2025 | Budget Change<br>6.94% |
|-------------------------------|--------|--------|-------------------|------------------------|------------------------|
| Position                      | FTE    | FTE    | FTE               | FTE                    |                        |
| Principal Clerk               | 2      | 2      | 2                 | 2                      |                        |
| Senior Clerk                  | 1      | 1      | 1                 | 1                      |                        |
| Appraiser/Asst. Assessor      | 1      | 1      | 1                 | 1                      |                        |
| Chief Assessor                | 1      | 1      | 1                 | 1                      |                        |
| Personal Property Appraiser   | 1      | 1      | 1                 | 1                      |                        |
| Data Collector/Asst. Assessor | 1      | 1      | 1                 | 1                      |                        |
| Total Staffing                | 7      | 7      | 7                 | 7                      | \$ 38,913              |

|                    | FY2024 | Dep. Req<br>FY2025 | TM Rec.<br>FY2025 | Fin Com Rec.<br>FY2025 |
|--------------------|--------|--------------------|-------------------|------------------------|
| Position           | PTE    | PTE                | PTE               | PTE                    |
| Associate Assessor | 2      | 2                  | 2                 | 2                      |

## ASSESSORS DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME              | POSITION                    | STEP | ANN. DATE  | BASE SALARY   | SICK LEAVE INCENTIVE | BPAA CONTR.OBLIG. | LONGEVITY   | TOTAL SALARY BENEFIT |
|-------------------|-----------------------------|------|------------|---------------|----------------------|-------------------|-------------|----------------------|
| John Spiedel      | Assessor                    | 0    | 7/16/2021  | \$ 118,714.01 | -                    | -                 |             | \$ 118,714.01        |
| Maureen Ray       | Head Administrative Clerk   | 5/6  | 2/12/2018  | \$ 68,569.64  | 1,000.00             | -                 | 3,200.00    | \$ 72,769.64         |
| Kellie Schiavo    | Principal Clerk             | 6/7  | 7/8/2018   | \$ 59,543.15  | 1,000.00             | -                 | 1,200.00    | \$ 61,743.15         |
| Robert Rowton     | Data Collector / Asst. Assr | 1/2  | 7/5/2023   | \$ 52,973.91  | 500.00               | 250.00            |             | \$ 53,723.91         |
| Renee Giordano    | Senior Clerk                | 1/2  | 9/11/2023  | \$ 46,482.62  | 1,000.00             | -                 |             | \$ 47,482.62         |
| Chad Theriault    | Personal Property Appr.     | 9    | 10/17/2011 | \$ 96,889.80  | 500.00               | 250.00            | 1,827.00    | \$ 99,466.80         |
| Cyndi Sorensen    | Appraiser / Asst. Assessor  | 3/4  | 10/2/2006  | \$ 87,376.07  | 500.00               | 250.00            | 2,800.00    | \$ 90,926.07         |
| Rick Ladd         | Associate Assessor          |      |            | 1,500.00      | -                    | -                 | -           | \$ 1,500.00          |
| Rich Scanlon      | Associate Assessor          |      |            | 1,500.00      | -                    | -                 | -           | \$ 1,500.00          |
|                   |                             |      |            |               |                      |                   |             | \$ -                 |
|                   |                             |      |            |               |                      |                   |             | \$ -                 |
| DEPARTMENT TOTAL: |                             |      |            | \$ 533,549.21 | \$ 4,500.00          | \$ 750.00         | \$ 9,027.00 | \$ 547,826.21        |

|                 |               |
|-----------------|---------------|
| Total Full Time | \$ 533,549.21 |
| Total Part Time | \$ -          |
| Total Contract  | \$ 14,277.00  |
| Total           | \$ 547,826.21 |

## ASSESSORS DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME             | POSITION                    | STEP | ANN. DATE  | BASE SALARY   | SICK LEAVE INCENTIVE | BPAA CONTR.OBLIG. | LONGEVITY   | TOTAL SALARY BENEFIT |
|------------------|-----------------------------|------|------------|---------------|----------------------|-------------------|-------------|----------------------|
| John Spiedel     | Assessor                    | 0    | 7/16/2021  | 118,714.01    | -                    | -                 | -           | \$ 118,714.01        |
| Maureen Ray      | Head Administrative Clerk   | 5/6  | 2/12/2018  | 68,569.64     | 1,000.00             | -                 | 3,200.00    | \$ 72,769.64         |
| Kellie Schiavo   | Principal Clerk             | 6/7  | 7/8/2018   | 59,543.15     | 1,000.00             | -                 | 1,200.00    | \$ 61,743.15         |
| Robert Rowton    | Data Collector / Asst. Assr | 1/2  | 7/5/2023   | 52,973.91     | 500.00               | 250.00            | -           | \$ 53,723.91         |
| Renee Giordano   | Senior Clerk                | 1/2  | 9/11/2023  | 46,482.62     | 1,000.00             | -                 | -           | \$ 47,482.62         |
| Chad Theriault   | Personal Property Appr.     | 9    | 10/17/2011 | 96,889.80     | 500.00               | 250.00            | 1,827.00    | \$ 99,466.80         |
| Cyndi Sorensen   | Appraiser / Asst. Assessor  | 3/4  | 10/2/2006  | 87,376.07     | 500.00               | 250.00            | 2,800.00    | \$ 90,926.07         |
| Rick Ladd        | Associate Assessor          |      |            | 1,500.00      | -                    | -                 | -           | \$ 1,500.00          |
| Rich Scanlon     | Associate Assessor          |      |            | 1,500.00      | -                    | -                 | -           | \$ 1,500.00          |
|                  |                             |      |            |               | -                    | -                 | -           | \$ -                 |
|                  |                             |      |            |               | -                    | -                 | -           | \$ -                 |
| DEPARTMENT TOTAL |                             |      |            | \$ 533,549.21 | \$ 4,500.00          | \$ 750.00         | \$ 9,027.00 | \$ 547,826.21        |

|                 |               |
|-----------------|---------------|
| Total Full Time | \$ 533,549.21 |
| Total Part Time |               |
| Total Contract  | \$ 14,277.00  |
| Total           | \$ 547,826.21 |

## ASSESSORS DEPARTMENT SALARY INFORMATION FY2024 BUDGETED

| NAME               | POSITION                    | STEP | ANN. DATE  | BASE SALARY   | SICK LEAVE INCENTIVE | BPAA CONTR.OBLIG. | LONGEVITY   | TOTAL SALARY BENEFIT |
|--------------------|-----------------------------|------|------------|---------------|----------------------|-------------------|-------------|----------------------|
| John Spiedel       | Assessor                    | 2/3  | 7/16/2021  | \$ 105,562.97 | \$ -                 | \$ -              | \$ -        | \$ 105,562.97        |
| Maureen Ray        | Principal Clerk             | 6/7  | 2/12/2018  | \$ 54,315.00  | \$ 1,000.00          | \$ -              | \$ 2,700.00 | \$ 58,015.00         |
| Kellie Schiavo     | Principal Clerk             | 5/6  | 7/8/2018   | \$ 53,447.73  | \$ 1,000.00          | \$ -              | \$ 1,200.00 | \$ 55,647.73         |
| Liesl Catanzaro    | Data Collector / Asst. Assr | 8/9  | 10/28/2013 | \$ 64,612.02  | \$ 1,000.00          | \$ 250.00         | \$ -        | \$ 65,862.02         |
| Margaret Disarcina | Senior Clerk                | 1/2  | 8/31/2022  | \$ 43,457.45  | \$ 500.00            | \$ -              | \$ -        | \$ 43,957.45         |
| Chad Theriault     | Personal Property Appr.     | 9    | 10/17/2011 | \$ 93,163.27  | \$ 500.00            | \$ 250.00         | \$ 1,827.00 | \$ 95,740.27         |
| Cyndi Sorensen     | Appraiser / Asst. Assessor  | 2/3  | 10/2/2006  | \$ 76,119.60  | \$ 500.00            | \$ 250.00         | \$ 2,800.00 | \$ 79,669.60         |
| Rick Ladd          | Associate Assessor          | 0    |            | \$ 1,500.00   | \$ -                 | \$ -              | \$ -        | \$ 1,500.00          |
| Rich Scanlon       | Associate Assessor          | 0    |            | \$ 1,500.00   | \$ -                 | \$ -              | \$ -        | \$ 1,500.00          |
| IUPE Settlement    |                             |      |            | \$ 8,333.34   | \$ -                 | \$ -              | \$ -        | \$ 8,333.34          |
| BPAA Settlement    |                             |      |            | \$ 3,125.22   | \$ -                 | \$ -              | \$ -        | \$ 3,125.22          |
|                    |                             |      |            |               | \$ -                 | \$ -              | \$ -        | \$ -                 |
| DEPARTMENT TOTAL   |                             |      |            | \$ 505,136.60 | \$ 4,500.00          | \$ 750.00         | \$ 8,527.00 | \$ 518,913.60        |

|                 |               |
|-----------------|---------------|
| Total Full Time | \$ 502,136.60 |
| Total Part Time | \$ 3,000.00   |
| Total Contract  | \$ 13,777.00  |
| Total           | \$ 518,913.60 |

# Assessors

## DESCRIPTION/DETAIL

### ASSESSORS

| FY2021<br>BUDGETED | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| \$ 3,250           | \$ 2,021           | \$ 3,250           | \$ 2,927           | \$ 3,250           | \$ 3,067           | \$ 3,250           | \$ 3,250           | \$ 3,250         | \$ 3,250              |

#### Supplies and Expenses

5410 Publications & Books

|                                                      | Department | Town Mgr. | Fin Com. |
|------------------------------------------------------|------------|-----------|----------|
| NE RE Journal Subscription                           | \$ 150     | \$ 150    | \$ 150   |
| Cole's Information Services - PP                     | \$ 400     | \$ 400    | \$ 400   |
| Appraisal Institute Valuation Insight & Perspectives | \$ 75      | \$ 75     | \$ 75    |
| Appraisal Journal                                    | \$ 75      | \$ 75     | \$ 75    |
| NADA Blue Books                                      | \$ 75      | \$ 75     | \$ 75    |
| general office supply allocation                     | \$ 600     | \$ 600    | \$ 600   |

5512 Recording of Deeds

|                                                                |        |        |        |
|----------------------------------------------------------------|--------|--------|--------|
| Copies of Deeds & Plans from North Middlesex Registry of Deeds | \$ 275 | \$ 275 | \$ 275 |
|----------------------------------------------------------------|--------|--------|--------|

5226 Car Allowance

|                                                                                               |          |          |          |
|-----------------------------------------------------------------------------------------------|----------|----------|----------|
| Mileage allowance for Assessors to use their own vehicles for field work on the Town's behalf | \$ 1,600 | \$ 1,600 | \$ 1,600 |
|-----------------------------------------------------------------------------------------------|----------|----------|----------|

#### Total Supplies & Expenses

| Department | Town Mgr. | Fin Com. |
|------------|-----------|----------|
| \$ 3,250   | \$ 3,250  | \$ 3,250 |

| FY2021<br>BUDGETED | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| \$ 39,500          | \$ 39,500          | \$ 38,300          | \$ 38,300          | \$ 38,300          | \$ 38,197          | \$ 38,300          | \$ 48,300          | \$ 48,300        | \$ 48,300             |

#### Contract Services/Leases

|                              |                                                                                                          |           |           |           |
|------------------------------|----------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|
| 5200 Mapping                 | Annual Update of Assessors Maps & Abutters List Software                                                 | \$ 400    | \$ 400    | \$ 400    |
|                              | Blue-Line Printing of Assessors Maps                                                                     | \$ 200    | \$ 200    | \$ 200    |
| 5212 Forms                   | State Forms for abatements, exemptions, Forms of List for Personal Property, Patriot PRC's & I & E Forms | \$ 400    | \$ 400    | \$ 400    |
| 5216 Bdg of Deeds/Comt Books | Binding of Tax Commitment Books                                                                          | \$ 200    | \$ 200    | \$ 200    |
| 5220 Professional            | Appraisals & Consulting in Defense of Values at the Appellate Tax Board                                  | \$ 26,500 | \$ 26,500 | \$ 26,500 |
|                              | Patriot Software Licensing Fee & Assessors Website Support & Maintenance                                 | \$ 17,500 | \$ 17,500 | \$ 17,500 |
| 5224 Fees & Memberships      | Middlesex County Assessors Assoc.                                                                        | \$ 100    | \$ 100    | \$ 100    |
|                              | Mass Assoc of Assessing Officers                                                                         | \$ 400    | \$ 400    | \$ 400    |
|                              | Northeast Reg Assoc of Assessing Officers                                                                | \$ 50     | \$ 50     | \$ 50     |
|                              | Intl Assoc of Assessing Officers                                                                         | \$ 500    | \$ 500    | \$ 500    |
|                              | Mass Chapter of IAAO                                                                                     | \$ 50     | \$ 50     | \$ 50     |
|                              | Misc Conferences/Seminars/Meetings/Workshops - MAAO/IAAO                                                 | \$ 2,000  | \$ 2,000  | \$ 2,000  |
|                              |                                                                                                          | \$ -      | \$ 48,300 | \$ 48,300 |



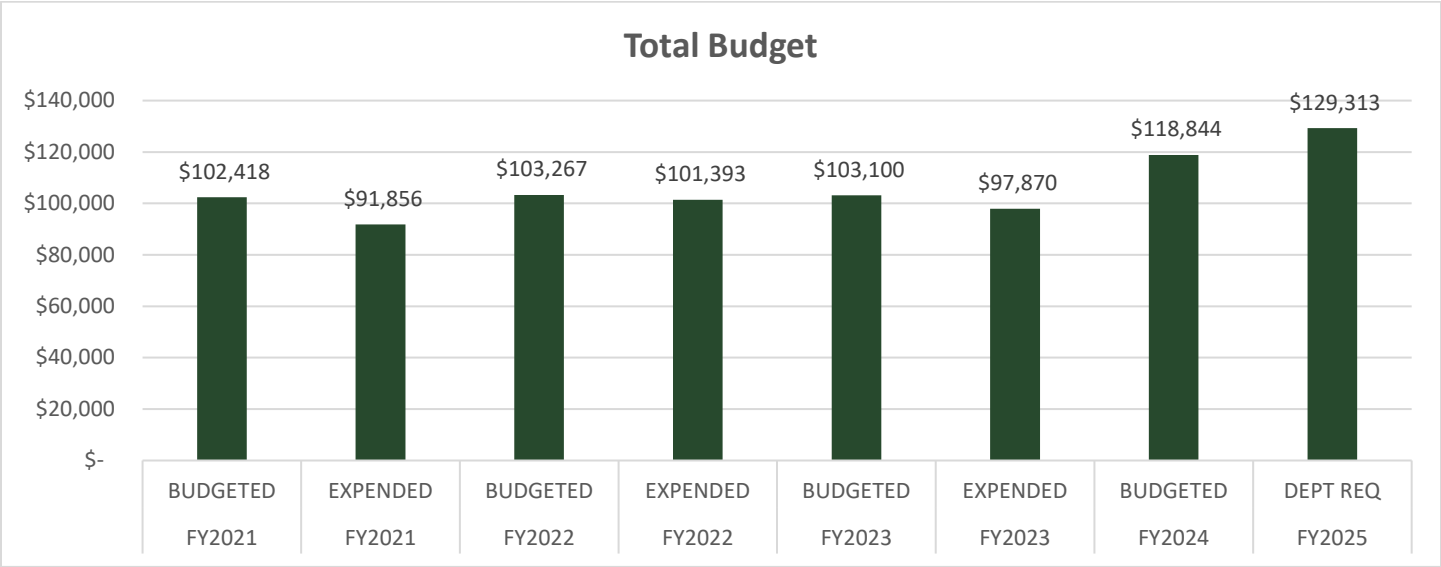
# Select Board

## Department Explanation

The Billerica Select Board is the executive board of Town Government they are also responsible for the leadership and coordination of Town affairs. The Board has appointing power of the Town Manager, multiple different boards, and sets the long term policy of Town. The Board is also the licensing authority and the road commissioners for the Town of Billerica.

## Budget Narrative

In FY25 the Select Board budget will increase due to contractual obligations.



## Programs and Services

The Billerica Select Board provides many services to the residents of Billerica. They are open and accessible members of the community willing to help serve the needs of community. The Board is the licensing authority and makes sure all rules and regulations are followed. Most importantly they set the policy for the direction of the Town.



Andrew Deslaurier flips the coin at the first game on new PHR field!

# Select Board

---

*Apply for a Board or Committee*



## APPLICATION FOR TOWN BOARDS, COMMITTEES, AND COMMISSIONS BILLERICA, MA

**"GOOD GOVERNMENT STARTS WITH YOU"**

If you are interested in serving on an appointed Town committee, please fill out this form and mail to:

**Select Board  
Billerica Town Hall  
365 Boston Road  
Billerica, MA 01821**

Filling out this form in no way assures appointment. All vacancies will be filled by citizens deemed most qualified to serve in a particular capacity.

### Applying for (please check one):

☐ **Regular Member Only**

☐ **Alternate Member Only**

☐ **Will Accept Either**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Amount of Time Available: \_\_\_\_\_

Interest in What Town Committees: \_\_\_\_\_

Present Business Affiliation and Work: \_\_\_\_\_

Business Experience: \_\_\_\_\_

Education or Special Training: \_\_\_\_\_

| Date Appointed/Elected | Town Offices Held | Term Expired |
|------------------------|-------------------|--------------|
| _____                  | _____             | _____        |
| _____                  | _____             | _____        |
| _____                  | _____             | _____        |

Reason for Applying: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Please Note: All Appointees of the Select Board are required to read the Code of Conduct. By checking this box, you agree to adhere to the Code of Conduct set forth by the Select Board Policies and Procedures, Section 38.0.**

Select Board

Personnel Services

|                         |           |           |           |           |           |           |           |           |           |           |           |
|-------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Full Time               | \$ 53,873 | \$ 46,311 | \$ 54,723 | \$ 54,723 | \$ 54,723 | \$ 54,556 | \$ 54,556 | \$ 70,300 | \$ 76,022 | \$ 76,022 | \$ 76,022 |
| Part Time/Seasonal      | \$ 13,102 | \$ 13,102 | \$ 13,102 | \$ 13,102 | \$ 13,102 | \$ 13,102 | \$ 13,102 | \$ 13,102 | \$ 14,902 | \$ 14,902 | \$ 14,902 |
| Overtime                |           |           |           |           |           |           |           |           |           |           |           |
| Contractual Obligations | \$ 500    | \$ 500    | \$ 500    | \$ -      | \$ -      | \$ 500    | \$ 285    | \$ 500    | \$ 500    | \$ 500    | \$ 500    |
| Total                   | \$ 67,476 | \$ 59,913 | \$ 68,325 | \$ 67,825 | \$ 68,158 | \$ 67,943 | \$ 83,902 | \$ 91,424 | \$ 91,424 | \$ 91,424 | \$ 91,424 |

Expenses

|                          |           |           |           |           |           |           |           |           |           |           |           |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Supplies and Expenses    | \$ 4,500  | \$ 4,500  | \$ 4,500  | \$ 4,495  | \$ 4,500  | \$ 4,494  | \$ 4,500  | \$ 4,500  | \$ 4,500  | \$ 4,500  | \$ 4,500  |
| Contract Services/Leases | \$ 1,500  | \$ 1,500  | \$ 1,500  | \$ 1,498  | \$ 1,500  | \$ 952    | \$ 1,500  | \$ 1,500  | \$ 1,500  | \$ 1,500  | \$ 1,500  |
| Assessments & Dues       | \$ 28,942 | \$ 25,943 | \$ 28,942 | \$ 27,575 | \$ 28,942 | \$ 24,481 | \$ 28,942 | \$ 31,889 | \$ 31,889 | \$ 31,889 | \$ 31,889 |
| Capital Outlay           | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      |
| Total Expenses           | \$ 34,942 | \$ 31,943 | \$ 34,942 | \$ 33,568 | \$ 34,942 | \$ 29,927 | \$ 34,942 | \$ 37,889 | \$ 37,889 | \$ 37,889 | \$ 37,889 |

TOTAL BUDGET

|  |            |           |            |            |            |           |            |            |            |            |            |
|--|------------|-----------|------------|------------|------------|-----------|------------|------------|------------|------------|------------|
|  | \$ 102,418 | \$ 91,856 | \$ 103,267 | \$ 101,393 | \$ 103,100 | \$ 97,870 | \$ 118,844 | \$ 129,313 | \$ 129,313 | \$ 129,313 | \$ 129,313 |
|--|------------|-----------|------------|------------|------------|-----------|------------|------------|------------|------------|------------|

| Position           | FY2024 |  | FY2025 |  | FY2025 |  | FY2025 |  | FY2025 |  | To |
|--------------------|--------|--|--------|--|--------|--|--------|--|--------|--|----|
|                    | FTE    |  | FTE    |  | FTE    |  | FTE    |  | FTE    |  |    |
| Conf. Exec. Assist | 1      |  | 1      |  | 1      |  | 1      |  | 1      |  |    |
| Total Staffing     | 1      |  | 1      |  | 1      |  | 1      |  | 1      |  |    |

Difference P.Y. \$ 10,468.77  
% 8.81%

# Select Board

## SELECT BOARD SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                    | POSITION                   | STEP | ANN. DATE | BASE SALARY         | SICK LEAVE INCENTIVE | TOTAL SALARY BENEFIT |
|-------------------------|----------------------------|------|-----------|---------------------|----------------------|----------------------|
| Dawn McDowell           | Confidential Secretary BOS | 8/9  | 3/28/2022 | \$ 76,021.83        | \$ 500.00            | \$ 76,521.83         |
| Andrew Deslaurier       | Chair Person               |      | 4/5/2009  | \$ 2,000.00         | \$ -                 | \$ 2,000.00          |
| Mike Riley              | Vice Chair Person          |      | 4/5/2021  | \$ 1,800.00         | \$ -                 | \$ 1,800.00          |
| Kim Conway              | Secretary                  |      | 4/5/2014  | \$ 1,800.00         | \$ -                 | \$ 1,800.00          |
| Mike Rosa               | Select Board Member        |      | 4/5/2014  | \$ 1,800.00         | \$ -                 | \$ 1,800.00          |
| John Burrows            | Select Board Member        |      | 4/5/2020  | \$ 1,800.00         | \$ -                 | \$ 1,800.00          |
|                         |                            |      |           | \$ -                | \$ -                 | \$ -                 |
| Dawn McDowell           | Recording Clerk            |      |           | \$ 5,702.40         | \$ -                 | \$ 5,702.40          |
| Persons, Sundry         | TM Tellers                 |      |           |                     |                      |                      |
| <b>DEPARTMENT TOTAL</b> |                            |      |           | <b>\$ 90,924.23</b> | <b>\$ 500.00</b>     | <b>\$ 91,424.23</b>  |

|                 |                     |
|-----------------|---------------------|
| Total Full Time | \$ 76,021.83        |
| Total Part Time | \$ 14,902.40        |
| Total Contract  | \$ 500.00           |
| <b>Total</b>    | <b>\$ 91,424.23</b> |

## SELECT BOARD SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                    | POSITION               | STEP | ANN. DATE | BASE SALARY         | SICK LEAVE INCENTIVE | TOTAL SALARY BENEFIT |
|-------------------------|------------------------|------|-----------|---------------------|----------------------|----------------------|
| Dawn McDowell           | Confidential Secretary | 8/9  | 3/28/2022 | \$ 76,021.83        | \$ 500.00            | \$ 76,521.83         |
| Andrew Deslaurier       | Chair Person           |      | 4/5/2009  | \$ 2,000.00         |                      | \$ 2,000.00          |
| Mike Riley              | Vice Chair Person      |      | 4/5/2021  | \$ 1,800.00         |                      | \$ 1,800.00          |
| Kim Conway              | Secretary              |      | 4/5/2014  | \$ 1,800.00         |                      | \$ 1,800.00          |
| Mike Rosa               | Select Board Member    |      | 4/5/2014  | \$ 1,800.00         |                      | \$ 1,800.00          |
| John Burrows            | Select Board Member    |      | 4/5/2020  | \$ 1,800.00         |                      | \$ 1,800.00          |
|                         |                        |      |           |                     |                      | \$ -                 |
| Dawn McDowell           | Recording Clerk        |      |           | \$ 5,702.40         |                      | \$ 5,702.40          |
| Persons, Sundry         |                        |      |           |                     |                      | \$ -                 |
| <b>DEPARTMENT TOTAL</b> |                        |      |           | <b>\$ 90,924.23</b> | <b>\$ 500.00</b>     | <b>\$ 91,424.23</b>  |

|                 |                     |
|-----------------|---------------------|
| Total Full Time | \$ 76,021.83        |
| Total Part Time | \$ 14,902.40        |
| Total Contract  | \$ 500.00           |
| <b>Total</b>    | <b>\$ 91,424.23</b> |

## SELECT BOARD SALARY INFORMATION FY2024 TOWN RECOMMENDATION

| NAME                    | POSITION               | STEP | ANN. DATE | BASE SALARY        | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|-------------------------|------------------------|------|-----------|--------------------|----------------------|-------------|----------------------|
| Dawn McDowell           | Confidential Secretary | 7/8  | 3/28/2022 | \$ 70,300.06       | \$ 500.00            |             | \$ -                 |
| Andrew Deslaurier       | Chair Person           |      | 4/5/2009  | \$ 2,000.00        |                      |             | \$ 2,000.00          |
| Mike Riley              | Vice Chair Person      |      | 4/5/2021  | \$ 1,800.00        |                      |             | \$ 1,800.00          |
| Kim Conway              | Secretary              |      | 4/5/2014  | \$ -               |                      |             | \$ -                 |
| Mike Rosa               | Select Board Member    |      | 4/5/2014  | \$ 1,800.00        |                      |             | \$ 1,800.00          |
| John Burrows            | Select Board Member    |      | 4/5/2020  | \$ 1,800.00        |                      |             | \$ 1,800.00          |
|                         |                        |      |           |                    |                      |             | \$ -                 |
| Dawn McDowell           | Recording Clerk        |      |           | \$ 5,702.40        |                      |             | \$ 5,702.40          |
| <b>DEPARTMENT TOTAL</b> |                        |      |           | <b>\$83,402.46</b> | <b>\$ 500.00</b>     | <b>\$ -</b> | <b>\$ 83,902.46</b>  |

|                 |                     |
|-----------------|---------------------|
| Total Full Time | \$ 70,300.06        |
| Total Part Time | \$ 13,102.40        |
| Total Contract  | \$ 500.00           |
| <b>Total</b>    | <b>\$ 83,902.46</b> |

DESCRIPTION/DETAIL

Select Board

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| \$ 4,500 | \$ 4,500 | \$ 4,500 | \$ 4,495 | \$ 4,500 | \$ 4,494 | \$ 4,500 | \$ 4,500 | \$ 4,500 | \$ 4,500    |

DepartmeTOWN Mgr Fin Com

Supplies and Expenses  
Sundry items (binders, paper, pens, etc.)  
\$ 500 \$ 500 \$ 500

Town Meeting & BOS various items  
\$ 1,000 \$ 1,000 \$ 1,000

Travel In-State  
\$ 3,000 \$ 3,000 \$ 3,000

Total Supplies & Expenses  
\$ 4,500 \$ 4,500 \$ 4,500

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,498 | \$ 1,500 | \$ 952   | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500    |

DepartmeTOWN Mgr Fin Com

Contract Services/Leases

Police details at Town Meeting  
TM Details \$ 1,500 \$ 1,500 \$ 1,500

Total Contract Services/Leases  
\$ 1,500 \$ 1,500 \$ 1,500

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 28,942 | \$ 25,943 | \$ 28,942 | \$ 27,575 | \$ 28,942 | \$ 24,481 | \$ 28,942 | \$ 31,889 | \$ 31,889 | \$ 31,889   |

DepartmeTOWN Mgr Fin Com

Assessment & Dues  
NMCOG Assessment \$ 15,733 \$ 15,733 \$ 15,733  
Middlesex 3 \$ 5,000 \$ 5,000 \$ 5,000  
Mass Municipal Association \$ 8,156 \$ 8,156 \$ 8,156  
Other Associations \$ 3,000 \$ 3,000 \$ 3,000  
Total Assessments \$ 31,889 \$ 31,889 \$ 31,889

# Cable

## Budget Narrative

The Cable budget will remain the same in FY25.

|                           | FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
|                           | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| <b>ADVISORY COMMITTEE</b> |          |          |          |          |          |          |          |          |          |             |
| Services                  |          |          |          |          |          |          |          |          |          |             |
| Full Time                 |          |          |          |          |          |          |          |          |          |             |
| Part Time/Seasonal        |          |          |          |          |          |          |          |          |          |             |
| Overtime                  |          |          |          |          |          |          |          |          |          |             |
| Contractual Obligations   |          |          |          |          |          |          |          |          |          |             |
| Total                     |          |          |          |          |          |          |          | \$ -     | \$ -     | \$ -        |
| Expenses                  |          |          |          |          |          |          |          |          |          |             |
| Supplies and Expenses     | \$ -     | \$ -     | \$ -     | \$ -     |          |          | \$ 500   | \$ 500   | \$ 500   | \$ 500      |
| Contract Services/Leases  | \$ -     | \$ -     | \$ -     | \$ -     |          |          | \$ 4,500 | \$ 4,500 | \$ 4,500 | \$ 4,500    |
| Utilities                 |          |          |          |          |          |          |          |          |          |             |
| Capital Outlay            |          |          |          |          |          |          |          |          |          |             |
| Total Expenses            | \$ -     | \$ -     | \$ -     | \$ -     |          |          | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000    |
| BUDGET                    | \$ -     | \$ -     | \$ -     | \$ -     |          |          | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000    |

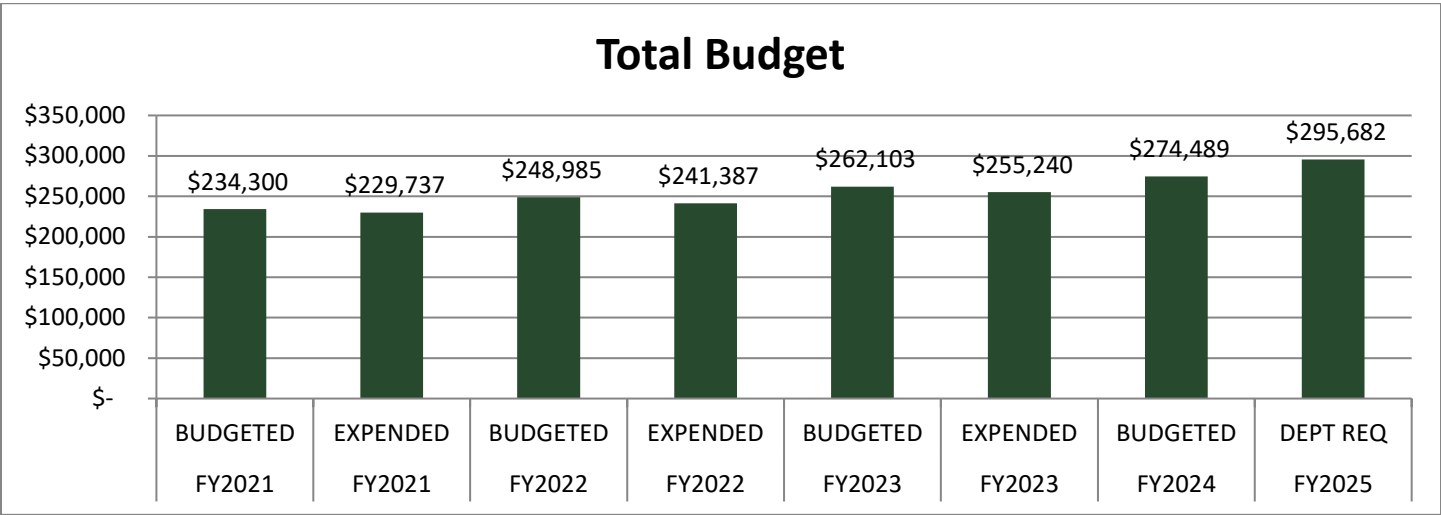
# Conservation Commission

## Department Explanation

The Conservation Department coordinates the efforts of the Conservation Commission whose key purposes is to administer the Massachusetts Wetlands Protection Act, M.G.L. Ch. 131, s. 40, including the Massachusetts Stormwater Policy when applicable, and the Town of Billerica Wetlands Protection Bylaw and to protect and acquire land for preservation and conservation/ recreation purposes. Department staff works closely with the Commission, serving as a liaison between the Commission and the community including residents, landowners, businesses, engineers, consultants, and land use professionals, as well as various government agencies and departments.

## Budget Narrative

In FY25 the Conservation budget will increase about \$20,000 for contractual obligations.





# Conservation Commission

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## Programs and Services

The Billerica Conservation Commission is comprised of seven members appointed by the Board of Selectmen for a term of three (3) years each. The following Conservation Commission Members served in calendar year 2023: Paul Hayes (Chair through June 2023), William Bulens (Chair effective July 2023), JoAnne Giovino (Vice-Chair), Diane DePaso (Secretary), Jack Bowen, Betsy Gallagher (resigned May 2023), Jeff Connell, and Christine Aras. The Conservation Department works closely with the Conservation Commission, serving as a liaison between the Commission and the community including residents, landowners, businesses, engineers, land use consultants, attorneys, utility companies, stormwater peer reviewers, Town departments and various federal and state government agencies. During 2023, Conservation Department staff consisted of Isabel Tourkantonis - Director of Environmental Affairs; Mike DeVito - Conservation Land Use Assistant; and Kristina Bernard -Principal Clerk.



*The Commission thanks Betsy Gallagher for her 17 years of volunteer service and invaluable contribution to the protection and preservation of the Town's natural resources.*

The Conservation Commission serves three primary purposes:

- Administers and enforces state and local wetlands protection laws, as well as the state's Massachusetts Stormwater Management Policy when a projects triggers review under the Massachusetts Wetlands Protection Act;
- Manages Town-owned conservation land and monitors conservation easements and restrictions; and
- Educates the public about the Town's natural resources.

### **Regulatory Review**

The Billerica Conservation Commission is the official municipal agency specifically charged with the protection of Billerica's natural resources. One of the key duties and responsibilities of the Commission is to administer and enforce the Massachusetts Wetlands Protection Act (M.G.L. Ch.131, Sec. 40) and its Regulations (310 C.M.R. 10.00) and the Billerica Wetlands Protection Bylaw (Article XXII of the General Bylaws). The Commission maintains an active regulatory review schedule since the Town has two major waterways with extensive watershed areas including the Concord River, which is the Town's sole public drinking water source, and the Shawsheen River.

The Commission generally meets twice a month, on the 2nd and 4th Wednesday of every month. In 2023, the Commission held eighteen (18) public meetings and reviewed the following wetlands applications associated with small to large-scale projects: thirty-four (34) Notices of Intent; one (1) Abbreviated Notice of Intent; three (3) Notices of Resource Area Delineation; two (2) Requests for Determination of Applicability; two (2) Requests for Extension Permits; and thirty-one (31) Requests for Certificate of Compliance (as-built reviews). Formal permits and/or and approvals issued by the Commission included: thirty-three (33) Orders of Conditions; one (1) Order of Resource Area Delineation; two (2) Determinations of Applicability; two (2)

# Conservation Commission

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Extension Permits; and thirty (30) Certificates of Compliance. The difference in the number of permit decisions versus the number of applications filed is the result of hearings on certain projects that continued from one year to the next.



Staff also reviewed several emergency and maintenance-related project work involving septic system failures, and roadway and drainage infrastructure repairs, which posed an immediate threat to the environment and/or public safety.

In addition, Conservation staff reviewed, and in many cases completed site visits associated with approximately three hundred and ninety-four (394) building applications for various construction projects. Staff also reviewed approximately fifty-two (52) Occupancy Permit requests. Site plan reviews are also regularly completed by Conservation staff as part of the Planning Board and Zoning Board of Appeals review processes.

Throughout the year Conservation staff also reviewed twenty-eight (28) tree safety issues reported by residents and collaborated with the Billerica Parks and Trees Division when needed. Staff also facilitated technical review meeting with stormwater peer reviewers, attended daily site visits and inspections required for new and ongoing wetlands application reviews and construction activities to ensure project sites

remain in compliance with permit conditions (*e.g.*, are properly stabilized and that adequate short and long-term best management practices are implemented to protect nearby wetlands and waterways).

Enforcement Orders and violation notices are issued when significant violations of state or local wetlands protection laws and regulations occur. During 2023, Department staff actively worked on resolving enforcement matters and violations that required mitigation and restoration of altered wetland resource areas and/or buffer zone. Conservation staff responded to and investigated numerous complaints of potential wetland violations (*i.e.*, tree clearing, alteration of vegetation, filling, grading, building activities, etc.) and recommended appropriate corrective-action to restore impacted wetland and buffer zone areas.

## ***Coordination and Collaboration***

Each year the Commission, primarily through the Conservation Department, coordinates and collaborates with local, state and federal environmental agencies on matters pertaining to wetlands permitting, wetlands violations and enforcement, the management and protection of open space lands, and invasive species management – these include but are not limited to the Massachusetts Department of Environmental Protection (MassDEP), Massachusetts Environmental Policy Act Office (MEPA), Division of Conservation Services (DCS), Department of Conservation and Recreation (DCR), National Park Service (NPS), Massachusetts Department of Transportation (MassDOT), Shawsheen River Watershed Association (SRWA), Sudbury Valley Trustees (SVT), Sudbury, Assabet & Concord Wild and Scenic River Stewardship Council, OARS, local Eagle Scout Troops and Town Departments.

As a member of the stormwater group, Conservation staff participated in technical meetings with staff from DPW- Engineering Division and the Board of Health Department to review and discuss the Town's Stormwater Management Program and overall compliance with the U.S Environmental Protection (EPA) National Pollutant Discharge Elimination System (NPDES) Small MS4 General Permit. This permit controls water pollution by regulating point sources that discharge pollutants (litter, sand, bacteria, chemicals such as fertilizer and herbicides from lawns, and oil and gas from cars) into water systems. The program is aimed at keeping stormwater, which drains to wetlands and waterbodies clean.

# Conservation Commission

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## ***Beaver Management Program***

The Conservation Department oversees the funds needed to manage the Town's Beaver Management Program. The Department manages the beaver management consultant and works closely with the Board of Health, which is authorized by the state to issue emergency beaver permits whenever human health, safety or property is threatened. To address serious public concerns associated with beaver-related flooding and to protect the Town's roadways and infrastructure, the Town retained the services of Beaver Solutions, LLC in the year 2000 to develop and implement a town-wide Municipal Beaver Management Program. Currently, approximately sixty (60) beaver problem/conflict sites are successfully managed by this Program. This is achieved by utilizing innovative water control devices, which are specially designed road Culvert Protective Fences or Flexible Pond Leveler pipes installed through beaver dams and designed to prevent detection from beavers. Approximately forty-five (46) of these problem/conflict sites are successfully managed non-lethally. The remaining fourteen (15) "No Damming Zones" (critical and highly sensitive zones – *e.g.*, high flood prone areas, commuter rail) are managed with beaver trapping and dam breaching.

## ***Land Management***

A substantial portion of the Commission and staff's time involves working to protect Billerica's wetland resources (*i.e.*, vegetated wetlands, floodplain, waterways, riverfront, ponds, etc.) by coordinating and overseeing the regulatory permitting review of activities that may affect these sensitive resource areas. Another key function of the Commission is to protect and preserve the Town's natural resources by acquiring land for conservation, preservation and passive recreational purposes and acting as trustees in perpetuity of the Town's conservation land.

The Commission continued proactive steps to open passive recreational opportunities for residents along the Concord River. Construction of the Katie Durand Memorial Park progressed in 2023 with the help and management of the Town's Engineering Division/DPW. The park provides canoe/kayak access to the National Wild and Scenic River designated stretch of the Concord River. The park is handicap accessible and includes picnic tables, interpretive signage about the river and wildlife, a circular access road with parking and associated stormwater management, and a memorial area and pollinator garden honoring Katie Durand, former Conservation Assistant. Additionally, funds were previously approved for the survey and design of a canoe/kayak put-in along the Shawsheen River at the end of Sheridan Street. The project, which includes a small parking area with educational signage, is in the early stage of design.

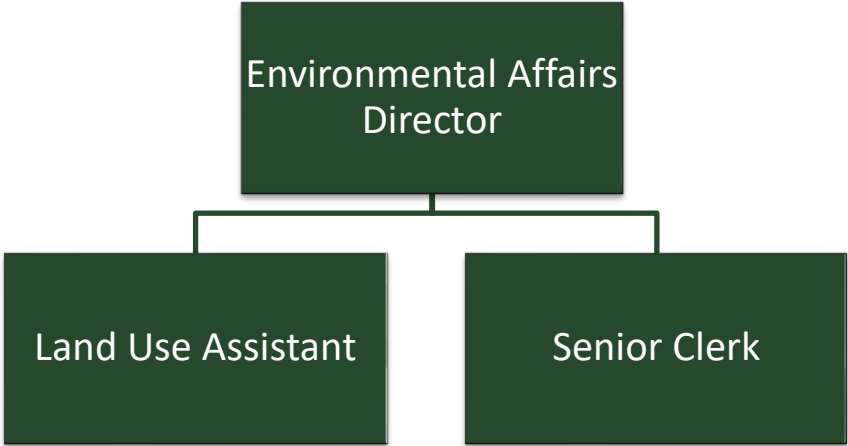
## ***Outreach and Education***

A goal of the Commission and Conservation Department is to continue to raise public awareness on the importance of protecting the Town's natural resources. Informational *wetlands protection* fliers and tri-fold brochures, which demonstrate the Town's commitment to resource land preservation, are available through the Conservation Department and Conservation Commission webpage. The color brochures include geographical information system (GIS) based maps that illustrate the location of Town recreational and conservation properties and provide information on walking trails, playground, open space, and other amenities, as well as interesting historical facts. The brochures serve as valuable tools for individuals and community organizations to become better acquainted with the recreational and natural areas of Town.

# Conservation Commission

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## Organizational Chart



# Conservation Commission

CONSERVATION COMMISSION

Personnel Services

|                         |            |            |            |            |            |            |            |            |            |            |
|-------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Full Time               | \$ 194,142 | \$ 194,142 | \$ 208,633 | \$ 203,042 | \$ 219,327 | \$ 219,327 | \$ 229,965 | \$ 249,863 | \$ 249,863 | \$ 249,863 |
| Part Time/Seasonal      | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Overtime                | \$ 2,892   | \$ 2,892   | \$ 3,136   | \$ 3,761   | \$ 3,260   | \$ 0       | \$ 3,358   | \$ 3,653   | \$ 3,653   | \$ 3,653   |
| Contractual Obligations | \$ 14,866  | \$ 13,959  | \$ 15,316  | \$ 13,284  | \$ 17,616  | \$ 14,738  | \$ 19,266  | \$ 20,266  | \$ 20,266  | \$ 20,266  |
| Total                   | \$ 211,900 | \$ 210,993 | \$ 227,085 | \$ 220,086 | \$ 240,203 | \$ 234,065 | \$ 252,589 | \$ 273,782 | \$ 273,782 | \$ 273,782 |

Expenses

|                          |           |           |           |           |           |           |           |           |           |           |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Supplies and Expenses    | \$ 4,500  | \$ 3,359  | \$ 4,000  | \$ 2,191  | \$ 4,000  | \$ 3,725  | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  |
| Contract Services/Leases | \$ 2,900  | \$ 1,190  | \$ 2,900  | \$ 2,647  | \$ 2,900  | \$ 2,450  | \$ 2,900  | \$ 2,900  | \$ 2,900  | \$ 2,900  |
| Beaver Dam Control       | \$ 15,000 | \$ 14,195 | \$ 15,000 | \$ 16,463 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 |
| Capital Outlay           | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      |
| Total Expenses           | \$ 22,400 | \$ 18,744 | \$ 21,900 | \$ 21,301 | \$ 21,900 | \$ 21,175 | \$ 21,900 | \$ 21,900 | \$ 21,900 | \$ 21,900 |

TOTAL BUDGET

|            |            |            |            |            |            |            |            |            |            |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| \$ 234,300 | \$ 229,737 | \$ 248,985 | \$ 241,387 | \$ 262,103 | \$ 255,240 | \$ 274,489 | \$ 295,682 | \$ 295,682 | \$ 295,682 |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

| Position                     | FY2024 |  | FY2025 |  | FY2025 |  | FY2025 |  | FY2025 |  | Difference PY \$ | 21,193 |
|------------------------------|--------|--|--------|--|--------|--|--------|--|--------|--|------------------|--------|
|                              | FTE    |  | FTE    |  | FTE    |  | FTE    |  | FTE    |  |                  |        |
| Dir. Environmental Affairs   | 1      |  | 1      |  | 1      |  | 1      |  | 1      |  |                  |        |
| Senior Clerk                 | 1      |  | 1      |  | 1      |  | 1      |  | 1      |  |                  |        |
| Conservation/Land Use Assist | 1      |  | 1      |  | 1      |  | 1      |  | 1      |  |                  |        |
| Total Staffing               | 3      |  | 3      |  | 3      |  | 3      |  | 3      |  |                  |        |

Dep. Rec. TM Rec. Fin Com Rec.

Difference PY \$ 21,193

% PY 7.72%

# Conservation Commission

## CONSERVATION COMMISSION SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                  | POSITION           | STEP | ANN. DATE | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | MILEAGE      | TOTAL SALARY BENEFIT |
|-----------------------|--------------------|------|-----------|---------------|----------------------|-------------|--------------|----------------------|
| Isabel Tourkantonis   | Env. Dir           | 5    | 12/2/2013 | 117,592.89    | 1,000.00             | 2,100.00    | 5,808.00     | \$ 126,500.89        |
| Michael DeVito        | Land Use Assistant | 5    | 8/27/2018 | 72,683.42     | 1,000.00             | 1,650.00    | 5,808.00     | \$ 81,141.42         |
| Kristina Bernard      | Principal Clerk    | 7    | 8/29/2012 | 59,587.05     | 1,000.00             | 1,900.00    | -            | \$ 62,487.05         |
| Overtime for meetings |                    |      |           | 3,652.80      | -                    | -           | -            | \$ 3,652.80          |
|                       |                    |      |           | -             |                      |             |              | \$ -                 |
|                       |                    |      |           | -             |                      |             |              | \$ -                 |
|                       |                    |      |           |               |                      |             |              |                      |
| DEPARTMENT TOTAL      |                    |      |           | \$ 249,863.37 | \$ 3,000.00          | \$ 5,650.00 | \$ 11,616.00 | \$ 273,782.17        |

Total Full time \$249,863.37  
Total Part time \$0.00  
Total Overtime \$3,652.80  
Total Contract \$20,266.00  
Total **\$273,782.17**

## CONSERVATION COMMISSION SALARY INFORMATION 2025 DEPARTMENT REQUESTED

| NAME                  | POSITION           | STEP | ANN. DATE | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | MILEAGE      | TOTAL SALARY BENEFIT |
|-----------------------|--------------------|------|-----------|---------------|----------------------|-------------|--------------|----------------------|
| Isabel Tourkantonis   | Env. Dir           | 5    | 12/2/2013 | \$ 117,592.89 | \$ 1,000.00          | \$ 2,100.00 | \$ 5,808.00  | \$ 126,500.89        |
| Michael DeVito        | Land Use Assistant | 5    | 8/27/2018 | \$ 72,683.42  | \$ 1,000.00          | \$ 1,650.00 | \$ 5,808.00  | \$ 81,141.42         |
| Kristina Bernard      | Principal Clerk    | 7    | 8/29/2012 | \$ 59,587.05  | \$ 1,000.00          | \$ 1,900.00 |              | \$ 62,487.05         |
| Overtime for meetings |                    |      |           | \$ 3,652.80   |                      |             |              | \$ 3,652.80          |
|                       |                    |      |           |               |                      |             |              | \$ -                 |
|                       |                    |      |           |               |                      |             |              | \$ -                 |
|                       |                    |      |           |               |                      |             |              |                      |
| DEPARTMENT TOTAL      |                    |      |           | \$ 249,863.37 | \$ 3,000.00          | \$ 5,650.00 | \$ 11,616.00 | \$ 273,782.17        |

Total Full time \$249,863.37  
Total Part time \$0.00  
Total Overtime \$3,652.80  
Total Contract \$20,266.00  
Total **\$273,782.17**

## CONSERVATION COMMISSION SALARY INFORMATION FY2024 BUDGETED

| NAME                  | POSITION               | STEP | ANN. DATE | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | MILEAGE      | TOTAL SALARY BENEFIT |
|-----------------------|------------------------|------|-----------|---------------|----------------------|-------------|--------------|----------------------|
| Isabel Tourkantonis   | Environmental Director | 5    | 12/2/2013 | 98,787.82     | 500.00               | 2,100.00    | 5,808.00     | \$ 107,195.82        |
| Michael DeVito        | Land Use Assistant     | 5    | 8/27/2018 | 67,852.34     | 500.00               | 1,650.00    | 5,808.00     | \$ 75,810.34         |
| Kristina Bernard      | Senior Clerk           | 7    | 8/29/2012 | 53,185.82     | 1,000.00             | 1,900.00    | -            | \$ 56,085.82         |
| Overtime for meetings | Senior Clerk           | 0    | 1/0/1900  | 3,358.24      | -                    | -           | -            | \$ 3,358.24          |
| IUPE Settlement       |                        |      |           | 2,777.78      |                      |             |              | \$ 2,777.78          |
| BPAA Settlement       |                        |      |           | 7,361.06      |                      |             |              | \$ 7,361.06          |
|                       |                        |      |           |               |                      |             |              | \$ -                 |
| DEPARTMENT TOTAL      |                        |      |           | \$ 233,323.06 | \$ 2,000.00          | \$ 5,650.00 | \$ 11,616.00 | \$ 252,589.06        |

Total Full time \$229,964.82  
Total Part time \$0.00  
Total Overtime \$3,358.24  
Total Contract \$19,266.00  
Total **\$252,589.06**



# Conservation Commission

DESCRIPTION/DETAIL

CONSERVATION COMMISSION

| FY2021                                                              |  | FY2021       |  | FY2022       |  | FY2022       |  | FY2023       |  | FY2023       |  | FY2024       |  | FY2025       |  | FY2025           |  |
|---------------------------------------------------------------------|--|--------------|--|--------------|--|--------------|--|--------------|--|--------------|--|--------------|--|--------------|--|------------------|--|
| BUDGETED                                                            |  | EXPENDED     |  | BUDGETED     |  | EXPENDED     |  | BUDGETED     |  | EXPENDED     |  | BUDGETED     |  | DEPT REQ     |  | FY2025<br>TM REC |  |
| \$ 4,500.00                                                         |  | \$ 3,359.00  |  | \$ 4,000.00  |  | \$ 2,190.96  |  | \$ 4,000.00  |  | \$ 3,725.00  |  | \$ 4,000.00  |  | \$ 4,000.00  |  | \$ 4,000.00      |  |
| Supplies and Expenses                                               |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| See also description narrative (attached)                           |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| I. Publications/Books                                               |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| Total = \$100.00                                                    |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
|                                                                     |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| II. Office Supplies                                                 |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| Total = \$1000.00                                                   |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| Signage and Education                                               |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| Total Supplies and Expenses - \$1100.00                             |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| FY2021                                                              |  | FY2021       |  | FY2022       |  | FY2022       |  | FY2023       |  | FY2023       |  | FY2024       |  | FY2025       |  | FY2025           |  |
| BUDGETED                                                            |  | EXPENDED     |  | BUDGETED     |  | EXPENDED     |  | BUDGETED     |  | EXPENDED     |  | BUDGETED     |  | DEPT REQ     |  | FY2025<br>TM REC |  |
| \$ 2,900.00                                                         |  | \$ 1,190.00  |  | \$ 2,900.00  |  | \$ 2,647.10  |  | \$ 2,900.00  |  | \$ 2,450.00  |  | \$ 2,900.00  |  | \$ 2,900.00  |  | \$ 2,900.00      |  |
| Contract Services/Leases                                            |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| Memberships: Society of Wetlands Scientist (2), Membership for NEWA |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| Licenses: Professional Wetland Scientist Certification              |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| SUASCO and OARS Fees for water chestnut management                  |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| Millage:                                                            |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| Clothing 2 people at \$450 per SEIU Contract                        |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| Sick Leave Incentive:                                               |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| Total Contract Services/Leases                                      |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| FY2021                                                              |  | FY2021       |  | FY2022       |  | FY2022       |  | FY2023       |  | FY2023       |  | FY2024       |  | FY2025       |  | FY2025           |  |
| BUDGETED                                                            |  | EXPENDED     |  | BUDGETED     |  | EXPENDED     |  | BUDGETED     |  | EXPENDED     |  | BUDGETED     |  | DEPT REQ     |  | FY2025<br>TM REC |  |
| \$ 15,000.00                                                        |  | \$ 14,195.00 |  | \$ 15,000.00 |  | \$ 16,463.00 |  | \$ 15,000.00 |  | \$ 15,000.00 |  | \$ 15,000.00 |  | \$ 15,000.00 |  | \$ 15,000.00     |  |
| Beaver Control                                                      |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |
| Total Beaver Control                                                |  |              |  |              |  |              |  |              |  |              |  |              |  |              |  |                  |  |

| Department | Town Mgr. | Fin Com |
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# Elections

## Department Explanation

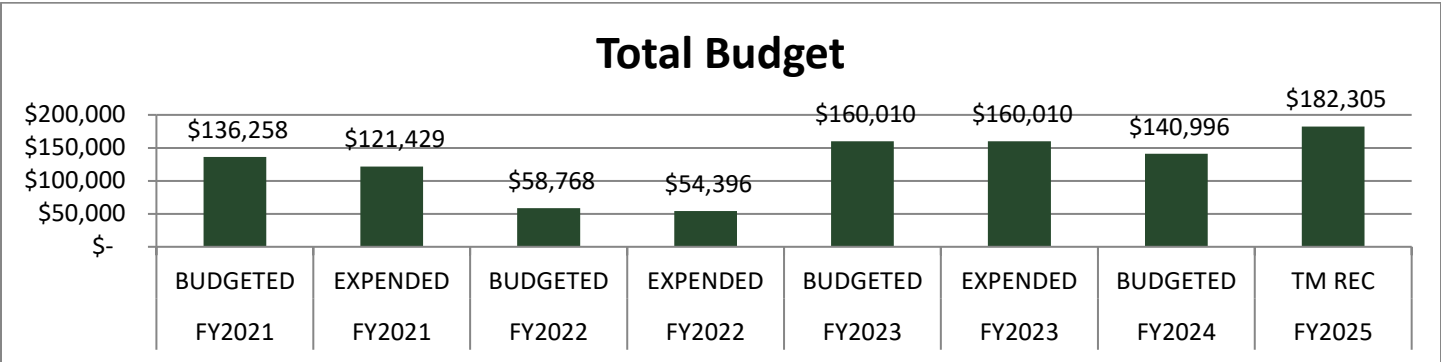
This account is used to budget for the next fiscal year’s elections. In FY24 the Town will be holding two elections. Please see below for the dates and race.

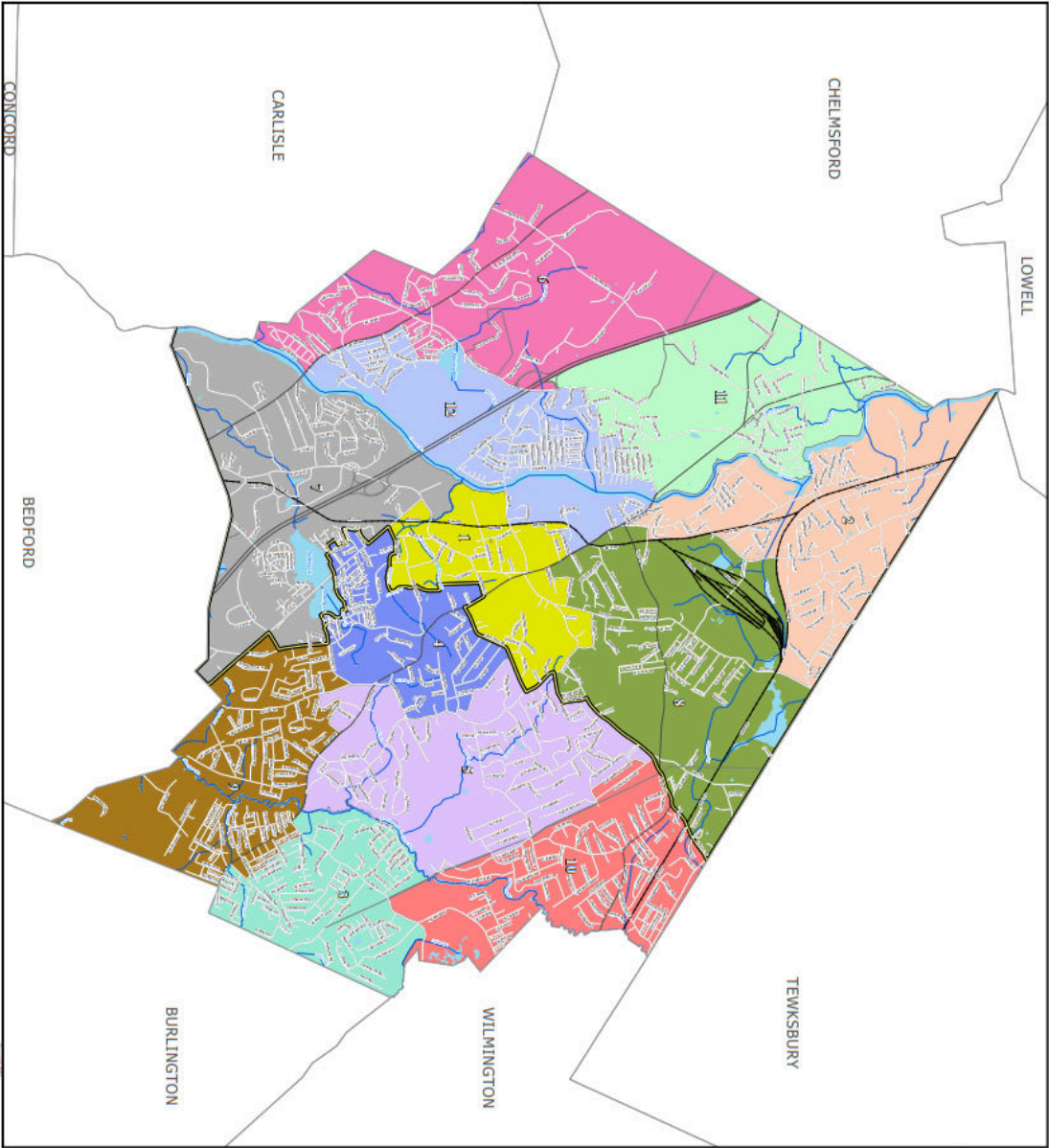
|                                          |
|------------------------------------------|
| State Primary – September 3, 2024        |
| Presidential Election – November 5, 2024 |
| Local Election – April 5, 2025           |

## Budget Narrative

The Elections budget will increase in FY25 due to there being one more election than last year.

A large part of the budget also comes from upkeep, maintenance, and preparation for the elections. Coding the machines and upkeep is needed to hold an accurate election. The budget also includes supplies, and food for the poll workers.





Map Prepared for the Town of Billerica  
Courtesy of William F. O'Brien, Corinna Latham  
Secretary of the Commonwealth

| 2020 Population -- 42,119 |                 |                   |            |
|---------------------------|-----------------|-------------------|------------|
|                           | Minimum 5%      | Target Population | Maximum 5% |
|                           | 3,334           | 3,510             | 3,686      |
| Precinct Boundaries       |                 |                   |            |
| Precinct                  | 2020 Population | Variance          |            |
| 1                         | 3,381           | -3.68             |            |
| 2                         | 3,539           | 0.83              |            |
| 3                         | 3,647           | 3.90              |            |
| 4                         | 3,676           | 4.73              |            |
| 5                         | 3,671           | 4.59              |            |
| 6                         | 3,403           | -3.05             |            |
| 7                         | 3,391           | -3.39             |            |
| 8                         | 3,339           | -4.87             |            |
| 9                         | 3,674           | 4.67              |            |
| 10                        | 3,676           | 4.73              |            |
| 11                        | 3,337           | -4.93             |            |
| 12                        | 3,385           | -3.56             |            |

Population is based on the official U.S. 2020 Census data from Census Bureau.  
Boundaries effective December 31, 2021.



| ELECTIONS                |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |                         |            |
|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|-------------------------|------------|
| Personnel Services       |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |                         |            |
|                          | FY2021<br>BUDGETED | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |                         |            |
| Full Time                |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |                         |            |
| Part Time/Seasonal       |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |                         |            |
| Overtime                 |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |                         |            |
| Contractual Obligations  |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |                         |            |
| Total                    | \$ 63,186          | \$ 63,186          | \$ 22,367          | \$ 18,969          | \$ 75,396          | \$ 75,396          | \$ 64,254          | \$ 78,746          | \$ 78,746        | \$ 78,746             |                         | \$ 78,746  |
| Expenses                 |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |                         |            |
| Supplies and Expenses    | \$ 4,210           | \$ 4,070           | \$ 1,580           | \$ 966             | \$ 2,760           | \$ 2,760           | \$ 4,160           | \$ 4,755           | \$ 4,755         | \$ 4,755              |                         | \$ 4,755   |
| Contract Services/Leases | \$ 68,862          | \$ 54,173          | \$ 34,821          | \$ 34,461          | \$ 81,854          | \$ 81,854          | \$ 72,562          | \$ 103,308         | \$ 103,308       | \$ 103,308            |                         | \$ 103,308 |
| Utilities                |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |                         |            |
| Capital Outlay           |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |                         |            |
| Total Expenses           | \$ 73,072          | \$ 58,243          | \$ 36,401          | \$ 35,426          | \$ 84,614          | \$ 84,614          | \$ 76,742          | \$ 108,063         | \$ 108,063       | \$ 108,063            |                         | \$ 108,063 |
| TOTAL BUDGET             | \$ 136,258         | \$ 121,429         | \$ 58,768          | \$ 54,396          | \$ 160,010         | \$ 160,010         | \$ 140,996         | \$ 186,809         | \$ 186,809       | \$ 186,809            |                         | \$ 186,809 |
|                          |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       | Difference \$ 45,813.12 |            |
|                          |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       | % 32.49%                |            |

# Elections

## ELECTIONS DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                   | POSITION           | Number | Hourly Rate   | Hourly Rate   | BASE SALARY  | TOTAL SALARY |
|------------------------|--------------------|--------|---------------|---------------|--------------|--------------|
|                        |                    |        | Calendar 2021 | Calendar 2022 |              | BENEFIT      |
| 3 Elections            | Wardens            | 12     | 16.5          | 16.5          | 9,504.00     | \$ 9,504.00  |
| 3 Elections            | Clerks             | 12     | 16.5          | 16.5          | 9,504.00     | \$ 9,504.00  |
| 3 Elections            | Deputy Wardens     | 12     | 15            | 15            | 8,640.00     | \$ 8,640.00  |
| 3 Elections            | Deputy Clerks      | 12     | 15            | 15            | 8,640.00     | \$ 8,640.00  |
| 3 Elections            | Inspectors         | 24     | 15            | 15            | 17,280.00    | \$ 17,280.00 |
| 3 Elections            | Deputy Inspectors  | 24     | 15            | 15            | 17,280.00    | \$ 17,280.00 |
| 3 Elections            | Clerks (Town Hall) | 4      | Per Contract- | 0             | 4,503.57     | \$ 4,503.57  |
| 2 Early Voting (Local) | Precinct Officers  | 6      | 0             | 16.5          | 1,980.00     | \$ 1,980.00  |
| Asst Town Clerk Early  | 0                  | 1      | 0             | 31.43         | 1,414.35     | \$ 1,414.35  |
| DEPARTMENT TOTAL       |                    |        |               |               | \$ 78,745.92 | \$ 78,745.92 |

## ELECTIONS DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT RECOMMENEDATION

| NAME                         | POSITION           | Number | Hourly Rate   | Hourly Rate   | BASE SALARY  | TOTAL SALARY |
|------------------------------|--------------------|--------|---------------|---------------|--------------|--------------|
|                              |                    |        | Calendar 2021 | Calendar 2022 |              | BENEFIT      |
| 3 Elections                  | Wardens            | 12     | \$ 16.50      | \$ 16.50      | \$ 9,504.00  | \$ 9,504.00  |
| 3 Elections                  | Clerks             | 12     | \$ 16.50      | \$ 16.50      | \$ 9,504.00  | \$ 9,504.00  |
| 3 Elections                  | Deputy Wardens     | 12     | \$ 15.00      | \$ 15.00      | \$ 8,640.00  | \$ 8,640.00  |
| 3 Elections                  | Deputy Clerks      | 12     | \$ 15.00      | \$ 15.00      | \$ 8,640.00  | \$ 8,640.00  |
| 3 Elections                  | Inspectors         | 24     | \$ 15.00      | \$ 15.00      | \$ 17,280.00 | \$ 17,280.00 |
| 3 Elections                  | Deputy Inspectors  | 24     | \$ 15.00      | \$ 15.00      | \$ 17,280.00 | \$ 17,280.00 |
| 3 Elections                  | Clerks (Town Hall) | 4      | Per Contract- |               | \$ 4,503.57  | \$ 4,503.57  |
| 2 Early Voting (Local)       | Precinct Officers  | 6      | 0.00          | 16.50         | \$1,980      | \$ 1,980.00  |
| Asst Town Clerk Early Voting |                    | 1      |               | 31.43         | \$ 1,414.35  | \$ 1,414.35  |
| DEPARTMENT TOTAL             |                    |        |               |               | \$ 78,745.92 | \$ 78,745.92 |

## ELECTIONS DEPARTMENT SALARY INFORMATION FY2024 TOWN BUDGETED

| NAME                   | POSITION           | Number | Hourly Rate   | Hourly Rate   | BASE SALARY  | TOTAL SALARY |
|------------------------|--------------------|--------|---------------|---------------|--------------|--------------|
|                        |                    |        | Calendar 2024 | Calendar 2025 |              | BENEFIT      |
| 1 Election             | Wardens            | 12     | \$ 15.10      | \$ 16.50      | \$ 6,336.00  | \$ 6,336.00  |
| 1 Election             | Clerks             | 12     | \$ 15.10      | \$ 16.50      | \$ 6,336.00  | \$ 6,336.00  |
| 1 Election             | Deputy Wardens     | 12     | \$ 13.78      | \$ 15.00      | \$ 5,760.00  | \$ 5,760.00  |
| 1 Election             | Deputy Clerks      | 12     | \$ 13.78      | \$ 15.00      | \$ 5,760.00  | \$ 5,760.00  |
| 1 Election             | Inspectors         | 24     | \$ 13.78      | \$ 15.00      | \$ 11,520.00 | \$ 11,520.00 |
| 1 Election             | Deputy Inspectors  | 24     | \$ 13.78      | \$ 15.00      | \$ 11,520.00 | \$ 11,520.00 |
| 1 Election             | Clerks (Town Hall) | 4      | Per Contract- | 1/0/1900      | \$ 4,548.00  | \$ 4,548.00  |
| 1 Early Voting (Local) | Precinct Officers  | 14     | 0.00          | 16.50         | \$12,474     | \$ 12,474.00 |
| DEPARTMENT TOTAL       |                    |        |               |               | \$ 64,254.00 | \$ 64,254.00 |

# Elections

## DESCRIPTION/DETAIL

| FY2021<br>BUDGETED | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| \$ 4,210.00        | \$ 4,070.00        | \$ 1,580.00        | \$ 965.59          | \$ 2,760.00        | \$ 2,760.00        | \$ 4,160.00        | \$ 4,755.00        | \$ 4,755.00      | \$ 4,755.00           |

Department Town Mgr. Fin Com

### Supplies and Expenses

#### Food for Election Workers

Each Precinct is allocated \$40.00 per election.

12 Precincts x \$45.00 x 3 Elections

| Elections | Precincts | Rate     |
|-----------|-----------|----------|
| 3         | 12        | \$ 45.00 |
| 3         | 1         | \$ 45.00 |

|             |             |             |
|-------------|-------------|-------------|
| \$ 1,620.00 | \$ 1,620.00 | \$ 1,620.00 |
| \$ 135.00   | \$ 135.00   | \$ 135.00   |

#### Supplies for conducting Elections:

Ballot Marking Pens, light bulbs, paper rolls & inkers for  
vote scanners, toner cartridges for printer, secrecy sleeves, red pencils fo polls  
laminating sleeves, alphabetical index tabs,  
Auto Mark ink cartridges, etc.  
batterys for Accu-vote Units

|             |             |             |
|-------------|-------------|-------------|
| \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 |
|-------------|-------------|-------------|

|        |             |             |             |
|--------|-------------|-------------|-------------|
| Total: | \$ 4,755.00 | \$ 4,755.00 | \$ 4,755.00 |
|--------|-------------|-------------|-------------|

| FY2021<br>BUDGETED | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| \$ 68,862.00       | \$ 54,173.00       | \$ 34,821.00       | \$ 34,460.71       | \$ 81,854.00       | \$ 81,854.00       | \$ 72,581.80       | \$ 103,308.00      | \$ 103,308.00    | \$ 103,308.00         |

### Contract Services/Leases

Fiscal Year 2024 has 2 Elections

Department Town Mgr. Fin Com

#### Police Detail for Elections

| Officers | Hours | Rate     | Elections | Total        |
|----------|-------|----------|-----------|--------------|
| 6        | 16    | \$ 68.00 | 3         | \$ 19,584.00 |
| 6        | 8     | \$ 68.00 | 3         | \$ 9,792.00  |
| 2        | 4     | \$ 68.00 | 3         | \$ 1,632.00  |

|              |              |              |
|--------------|--------------|--------------|
| \$ 19,584.00 | \$ 19,584.00 | \$ 19,584.00 |
| \$ 9,792.00  | \$ 9,792.00  | \$ 9,792.00  |
| \$ 1,632.00  | \$ 1,632.00  | \$ 1,632.00  |
| \$ 31,008.00 | \$ 31,008.00 | \$ 31,008.00 |

#### Custodians for Elections

| Custodians | Hours | Rate     | Elections | Total        |
|------------|-------|----------|-----------|--------------|
| 10         | 17    | \$ 45.00 | 3         | \$ 22,950.00 |

|              |              |              |
|--------------|--------------|--------------|
| \$ 22,950.00 | \$ 22,950.00 | \$ 22,950.00 |
|--------------|--------------|--------------|

#### Professional Services

Town Election - April 6, 2025

Accuvote Coding including chips for individual scanners,  
ballots, ballot printing, absentee ballots, instructions, Gems  
upload, \$ 20,000.00  
Computer program for Touch Screen Marking \$ 5,000.00  
Accuvote Rental (2) machines@1,400.00 \$ 2,800.00

|              |              |              |
|--------------|--------------|--------------|
| \$ 20,000.00 | \$ 20,000.00 | \$ 20,000.00 |
| \$ 5,000.00  | \$ 5,000.00  | \$ 5,000.00  |
| \$ 2,800.00  | \$ 2,800.00  | \$ 2,800.00  |

State Primary - September 3, 2024

Accuvote Coding, chips and GEMS upload \$ 5,000.00  
Accuvote Rental (2) machines@1,400.00 \$ 2,800.00

|             |             |             |
|-------------|-------------|-------------|
| \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| \$ 2,800.00 | \$ 2,800.00 | \$ 2,800.00 |

Presidential Election - November 5, 2024

Accuvote Coding, chips and GEMS upload \$ 5,000.00  
Accuvote Rental (2) machines@1,400.00 \$ 2,800.00

|             |             |             |
|-------------|-------------|-------------|
| \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| \$ 2,800.00 | \$ 2,800.00 | \$ 2,800.00 |

#### Maintenance Contract

13 Accuvote Machines x \$300/machine \$3,900  
6 Touch Screen Marking Machines x \$225/m: \$ 1,350.00  
2 Poll Pads X 325 \$700

|               |               |               |
|---------------|---------------|---------------|
| \$3,900       | \$ 3,900.00   | \$ 3,900.00   |
| \$1,350       | \$ 1,350.00   | \$ 1,350.00   |
| \$700         | \$ 700.00     | \$ 700.00     |
| \$ 103,308.00 | \$ 103,308.00 | \$ 103,308.00 |

# Finance Committee

## Department Explanation

The Finance Committee is a volunteer board which according to the General By-Laws shall consist of eleven (11) members and two (2) associate members, to be appointed by the Town Moderator for terms of three (3) years each so arranged that as nearly an equal number of such terms as is possible shall expire each year. Each member shall be a registered voter of the Town, and shall not be a Town Officer. The Town Accountant serves in an advisory capacity but does not have voting rights.

The Committee serves as a fiscal advisory body to Town Meeting, considers the overall financial needs of the Town, and works with the Town Manager to formulate the budget.

## Budget Narrative

The Finance Committee budget stays consistent with past years. The committee continues to budget for printing of the budget and association fees. It also employs a part time recording secretary to produce the meeting minutes in a timely fashion.

## Programs and Services

The Committee’s main job is to examine financial matters that will affect the Town. They have the ability to recommend articles to Town Meeting and approve / disapprove unforeseen expenditures by the Town. Their guidance is sought throughout the budget process to create a document that reflects the values of Billerica.

The Finance Committee also has many advisory duties throughout Town. Members also hold positions in other committees in their capacity as FinCom members. Some of these include the Housing Partnership Committee, Town Manager Screen Committee, Street Acceptance Committee, Master Plan, CPC, and a spot on the Collective Bargaining negotiation team.



# Finance Committee

## Budget Detail

| FINANCE COMMITTEE                 |           |          |           |          |           |          |           |           |           |             |           |           |
|-----------------------------------|-----------|----------|-----------|----------|-----------|----------|-----------|-----------|-----------|-------------|-----------|-----------|
| Personnel Services                |           |          |           |          |           |          |           |           |           |             |           |           |
|                                   | FY2021    | FY2021   | FY2022    | FY2022   | FY2023    | FY2023   | 2024      | 2025      | 2025      | 2025        | 2025      | 2025      |
|                                   | BUDGETED  | EXPENDED | BUDGETED  | EXPENDED | BUDGETED  | EXPENDED | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |           |           |
| Full Time                         |           |          |           |          |           |          |           |           |           |             |           |           |
| Part Time/Seasonal                | \$ 2,000  | \$ 542   | \$ 2,000  | \$ -     | \$ 2,000  | \$ 1,335 | \$ 2,000  | \$ 2,000  | \$ 2,000  | \$ 2,000    | \$ 2,000  | \$ 2,000  |
| Overtime                          |           |          |           |          |           |          |           |           |           |             |           |           |
| Contractual Obligations           |           |          |           |          |           |          |           |           |           |             |           |           |
| Total                             | \$ 2,000  | \$ 542   | \$ 2,000  | \$ -     | \$ 2,000  | \$ 1,335 | \$ 2,000  | \$ 2,000  | \$ 2,000  | \$ 2,000    | \$ 2,000  | \$ 2,000  |
| Expenses                          |           |          |           |          |           |          |           |           |           |             |           |           |
| Supplies and Expenses             |           |          |           |          |           |          |           |           |           |             |           |           |
| Contract Services/Leases          | \$ 1,600  | \$ 470   | \$ 1,600  | \$ 590   | \$ 1,600  | \$ 427   | \$ 1,600  | \$ 1,600  | \$ 1,600  | \$ 1,600    | \$ 1,600  | \$ 1,600  |
| Reserve Fund                      | \$ 84,520 | \$ -     | \$ 84,520 | \$ -     | \$ 84,520 | \$ -     | \$ 84,520 | \$ 84,520 | \$ 84,520 | \$ 84,520   | \$ 84,520 | \$ 84,520 |
| Total Expenses                    | \$ 86,120 | \$ 470   | \$ 86,120 | \$ 590   | \$ 86,120 | \$ 427   | \$ 86,120 | \$ 86,120 | \$ 86,120 | \$ 86,120   | \$ 86,120 | \$ 86,120 |
| TOTAL BUDGET                      | \$ 88,120 | \$ 1,012 | \$ 88,120 | \$ 590   | \$ 88,120 | \$ 1,762 | \$ 88,120 | \$ 88,120 | \$ 88,120 | \$ 88,120   | \$ 88,120 | \$ 88,120 |
| Dep. Req. TM. Rec. Fin. Com. Rec. |           |          |           |          |           |          |           |           |           |             |           |           |
| Position                          | 2024      | 2025     | 2025      | 2025     | 2025      |          |           |           |           |             |           |           |
| FTE                               |           |          |           |          |           |          |           |           |           |             |           |           |
| Clerk P/T                         | 0.2       | 0.2      | 0.2       | 0.2      | 0.2       |          |           |           |           |             |           |           |
| Total Staffing                    | 0.2       | 0.2      | 0.2       | 0.2      | 0.2       |          |           |           |           |             |           |           |



# Finance Committee

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**FINANCE COMMITTEE**  
**SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION**

| NAME             | POSITION        | STEP | ANN. DATE | BASE SALARY | TOTAL SALARY<br>BENEFIT |
|------------------|-----------------|------|-----------|-------------|-------------------------|
|                  | Recording Clerk |      |           | \$ 2,000.00 | \$ 2,000.00             |
|                  |                 |      |           |             |                         |
| DEPARTMENT TOTAL |                 |      |           | \$ 2,000.00 | \$ 2,000.00             |

\* Based on \$500 a quarter.

**FINANCE COMMITTEE**  
**SALARY INFORMATION 2025 DEPARTMENT REQUESTED**

| NAME             | POSITION        | STEP | ANN. DATE | BASE SALARY | TOTAL SALARY<br>BENEFIT |
|------------------|-----------------|------|-----------|-------------|-------------------------|
|                  | Recording Clerk |      |           | \$ 2,000.00 | \$ 2,000.00             |
|                  |                 |      |           |             |                         |
| DEPARTMENT TOTAL |                 |      |           | \$ 2,000.00 | \$ 2,000.00             |

\* Based on \$500 a quarter.

**FINANCE COMMITTEE**  
**SALARY INFORMATION FY2024 DEPARTMENT RECOMMENDED**

| NAME             | POSITION        | STEP | ANN. DATE | BASE SALARY | TOTAL SALARY<br>BENEFIT |
|------------------|-----------------|------|-----------|-------------|-------------------------|
|                  | Recording Clerk |      |           | \$ 2,000.00 | \$ 2,000.00             |
|                  |                 |      |           |             |                         |
| DEPARTMENT TOTAL |                 |      |           | \$ 2,000.00 | \$ 2,000.00             |

# Finance Committee

## DESCRIPTION/DETAIL

### FINANCE COMMITTEE

| FY2021                       | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025 | FY2025      |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|--------|-------------|
| BUDGETED                     | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC | FIN COM REC |
|                              |          |          |          |          |          | \$ -     | \$ -     | \$ -   | \$ -        |
| Department Town Mgr. Fin Com |          |          |          |          |          |          |          |        |             |

### Supplies and Expenses

|                   |  |  |  |  |  |  |  |  |  |
|-------------------|--|--|--|--|--|--|--|--|--|
| Legal Notices     |  |  |  |  |  |  |  |  |  |
| Meetings/Hearings |  |  |  |  |  |  |  |  |  |
| \$ -              |  |  |  |  |  |  |  |  |  |
| \$ -              |  |  |  |  |  |  |  |  |  |

### Contract Services/Leases

| FY2021                       | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| BUDGETED                     | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| \$ 1,600                     | \$ 470   | \$ 1,600 | \$ 590   | \$ 1,600 | \$ 427   | \$ 1,600 | \$ 1,600 | \$ 1,600 | \$ 1,600    |
| Department Town Mgr. Fin Com |          |          |          |          |          |          |          |          |             |

|                                              |  |  |  |  |  |  |          |          |          |
|----------------------------------------------|--|--|--|--|--|--|----------|----------|----------|
| Printing                                     |  |  |  |  |  |  |          |          |          |
| 350 Copies of Budget/Warrant Recommendations |  |  |  |  |  |  | \$ 1,600 | \$ 1,600 | \$ 1,600 |
| Fees & Memberships                           |  |  |  |  |  |  | \$ 1,600 | \$ 1,600 | \$ 1,600 |
| Association of Finance                       |  |  |  |  |  |  |          |          |          |
| Committee MMA Applications                   |  |  |  |  |  |  |          |          |          |

### Total Contract Services/Leases

|          |          |          |          |
|----------|----------|----------|----------|
| \$ 1,600 | \$ 1,600 | \$ 1,600 | \$ 1,600 |
|----------|----------|----------|----------|

### Reserve Fund

| FY2021                       | FY2021   | FY2022    | FY2022   | FY2023    | FY2023   | FY2024    | FY2025    | FY2025    | FY2025      |
|------------------------------|----------|-----------|----------|-----------|----------|-----------|-----------|-----------|-------------|
| BUDGETED                     | EXPENDED | BUDGETED  | EXPENDED | BUDGETED  | EXPENDED | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 84,520                    |          | \$ 84,520 |          | \$ 84,520 |          | \$ 84,520 | \$ 84,520 | \$ 84,520 | \$ 84,520   |
| Department Town Mgr. Fin Com |          |           |          |           |          |           |           |           |             |

|                    |           |           |           |
|--------------------|-----------|-----------|-----------|
| Total Reserve Fund | \$ 84,520 | \$ 84,520 | \$ 84,520 |
|--------------------|-----------|-----------|-----------|

# Historical Commission

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## Committee Explanation

The Historical Commission is a volunteer board that shall consist of no less than three (3) or more than seven (7) members appointed by the Select Board for terms of three (3) years each so arranged that as nearly an equal number of such terms as is possible shall expire each year.

It shall be the duty of the Historical Commission to plan for community-wide historic preservation, and to preserve categorized historically significant properties, structures and landmarks.

## Budget Narrative

The budget for the Historical Commission will remain the same in FY25.

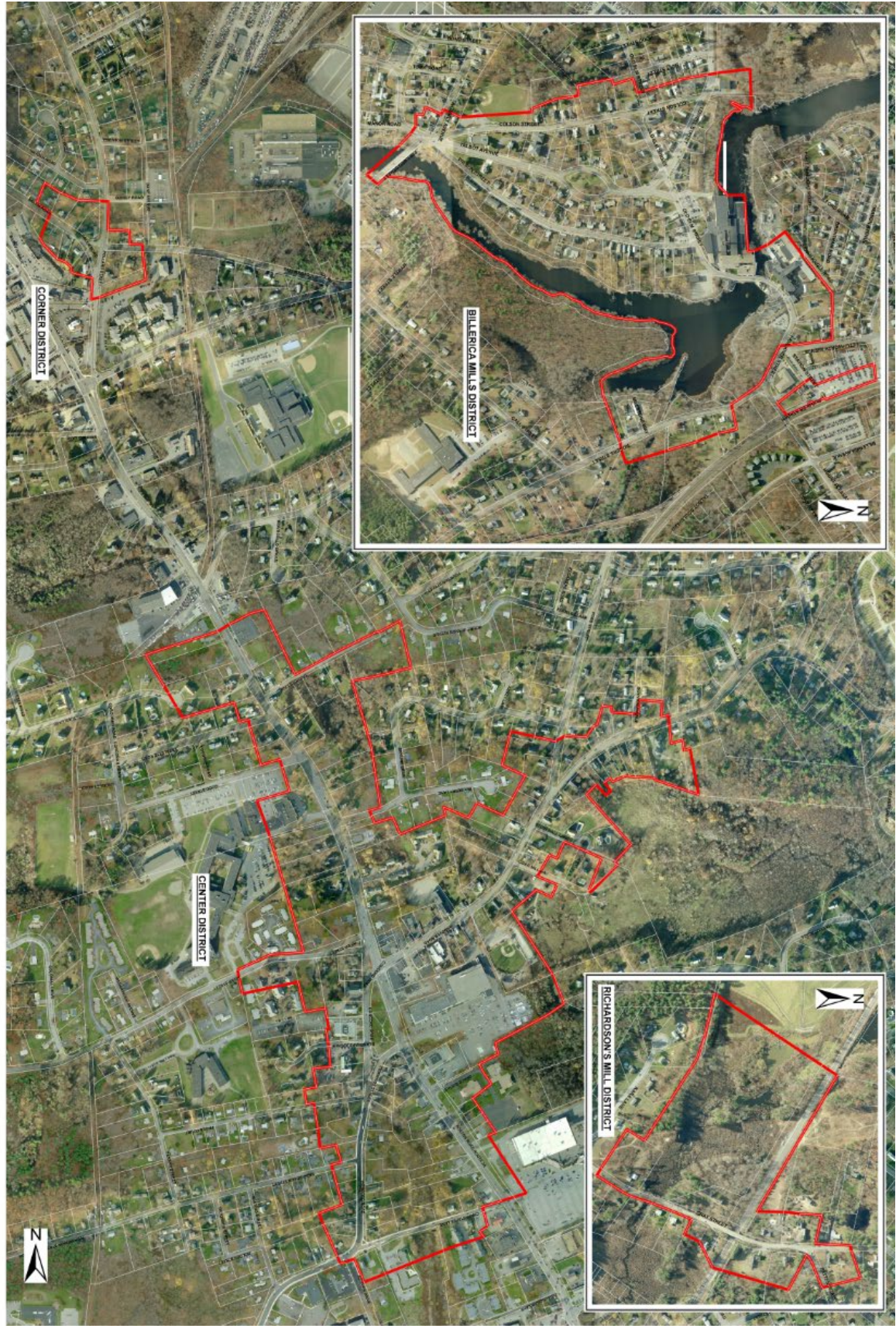




# HISTORIC DISTRICTS

SCALE 1 inch = 200 feet

0 150 300 600 900 1,200 Feet



# Historical Commission

## Budget Detail

|                              | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
|------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| <b>HISTORICAL COMMISSION</b> |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| <i>Personnel Services</i>    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Full Time                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Part Time/Seasonal           |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Overtime                     |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Contractual Obligations      |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Total                        |                    |                    |                    |                    |                    |                    | \$ -               | \$ -             | \$ -                  |
| <i>Expenses</i>              |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Supplies and Expenses        |                    | \$ 50              |                    | \$ 50              | \$ 50              | \$ 50              | \$ 50              | \$ 50            | \$ 50                 |
| Contract Services/Leases     |                    | \$ 250             |                    | \$ 250             | \$ 250             | \$ 250             | \$ 250             | \$ 250           | \$ 250                |
| Utilities                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Capital Outlay               |                    |                    |                    |                    |                    |                    | \$ -               | \$ -             | \$ -                  |
| Total Expenses               | \$ -               | \$ 300             | \$ -               | \$ 300             | \$ 300             | \$ 300             | \$ 300             | \$ 300           | \$ 300                |
| <b>TOTAL BUDGET</b>          | \$ -               | \$ 300             | \$ -               | \$ 300             | \$ 300             | \$ 300             | \$ 300             | \$ 300           | \$ 300                |



# Historical Commission

DESCRIPTION/DETAIL

| HISTORICAL COMMISSION |          |          |          |          |          |          |          |        |             |  |    |
|-----------------------|----------|----------|----------|----------|----------|----------|----------|--------|-------------|--|----|
| FY2021                | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025 | FY2025      |  |    |
| BUDGETED              | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC | FIN COM REC |  |    |
| \$ 50                 | \$ 50    | \$ 50    | \$ 50    | \$ 50    | \$ 50    | \$ 50    | \$ 50    | \$ 50  | \$ 50       |  | 50 |

|                       |  |  |  |  |  |  |  |  |  |            |                   |
|-----------------------|--|--|--|--|--|--|--|--|--|------------|-------------------|
| Supplies and Expenses |  |  |  |  |  |  |  |  |  |            |                   |
|                       |  |  |  |  |  |  |  |  |  | Department | Town Mgr. Fin Com |
|                       |  |  |  |  |  |  |  |  |  | \$ 50      | \$ 50 \$ 50       |
| Total                 |  |  |  |  |  |  |  |  |  | \$ 50      | \$ 50             |

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025 | FY2025      |  |     |
|----------|----------|----------|----------|----------|----------|----------|----------|--------|-------------|--|-----|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC | FIN COM REC |  |     |
| \$ 250   | \$ 250   | \$ 250   | \$ 250   | \$ 250   | \$ 250   | \$ 250   | \$ 250   | \$ 250 | \$ 250      |  | 250 |

|                          |  |  |  |  |  |  |  |  |  |            |                   |
|--------------------------|--|--|--|--|--|--|--|--|--|------------|-------------------|
| Contract Services/Leases |  |  |  |  |  |  |  |  |  |            |                   |
|                          |  |  |  |  |  |  |  |  |  | Department | Town Mgr. Fin Com |
|                          |  |  |  |  |  |  |  |  |  | \$ 250     | \$ 250 \$ 250     |
| Total                    |  |  |  |  |  |  |  |  |  | \$ 250     | \$ 250            |

# Planning & Community Development

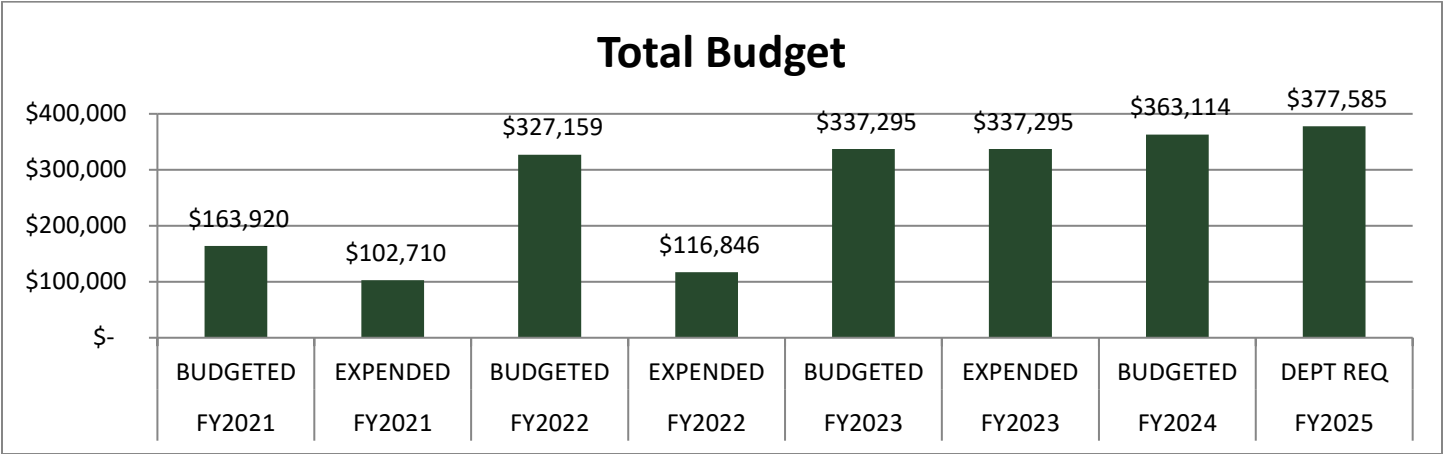
## Department Explanation

The Town of Billerica’s Planning and Economic Development Department went through a re-organization near the end of fiscal year 2022. The newly created Planning and Community Development Department combines previously separate planning and economic development functions.

The Mission of the department is to provide high quality technical planning expertise to the Town of Billerica, to undertake projects that improve the quality of life for residents and encourage appropriate investment to increase the tax base.

## Budget Narrative

The Planning and Community Development Department will see an increase of about \$14,000 this year due to contractual obligations and an additional \$5,000 for Professional Services.





# Planning & Community Development

| PLANNING AND COMMUNITY DEVELOPMENT BUDGET |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |  |
|-------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|--|
|                                           | FY2021<br>BUDGETED | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |  |

|                         |            |           |            |           |            |            |            |            |            |            |  |
|-------------------------|------------|-----------|------------|-----------|------------|------------|------------|------------|------------|------------|--|
| Personnel Services      |            |           |            |           |            |            |            |            |            |            |  |
| Full Time               | \$ 127,605 | \$ 67,163 | \$ 250,844 | \$ 80,390 | \$ 260,980 | \$ 260,980 | \$ 285,084 | \$ 299,555 | \$ 299,555 | \$ 299,555 |  |
| Part Time/Seasonal      | \$ -       | \$ -      | \$ -       | \$ -      | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |  |
| Overtime                | \$ 3,315   | \$ 3,315  | \$ 3,315   | \$ 6,361  | \$ 3,315   | \$ 3,315   | \$ 4,500   | \$ -       | \$ -       | \$ -       |  |
| Contractual Obligations | \$ -       | \$ -      | \$ -       | \$ 1,000  | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |  |
| Total                   | \$ 130,920 | \$ 70,478 | \$ 254,159 | \$ 87,751 | \$ 264,295 | \$ 264,295 | \$ 289,584 | \$ 299,555 | \$ 299,555 | \$ 299,555 |  |

|                          |            |            |            |            |            |            |            |            |            |            |  |
|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--|
| Expenses                 |            |            |            |            |            |            |            |            |            |            |  |
| Supplies and Expenses    | \$ 1,500   | \$ 732     | \$ 1,500   | \$ 1,008   | \$ 1,500   | \$ 1,500   | \$ 1,880   | \$ 1,880   | \$ 1,880   | \$ 1,880   |  |
| Contract Services/Leases | \$ 31,500  | \$ 31,500  | \$ 71,500  | \$ 28,088  | \$ 71,500  | \$ 71,500  | \$ 71,650  | \$ 76,150  | \$ 76,150  | \$ 76,150  |  |
| Utilities                | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |  |
| Capital Outlay           | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |  |
| Total Expenses           | \$ 33,000  | \$ 32,232  | \$ 73,000  | \$ 29,096  | \$ 73,000  | \$ 73,000  | \$ 73,530  | \$ 78,030  | \$ 78,030  | \$ 78,030  |  |
| TOTAL BUDGET             | \$ 163,920 | \$ 102,710 | \$ 327,159 | \$ 116,846 | \$ 337,295 | \$ 337,295 | \$ 363,114 | \$ 377,585 | \$ 377,585 | \$ 377,585 |  |

| Position                                       | FY2024 | Dep. Req.<br>FY2025 | TM Rec.<br>FY2025 | Fin. Com Rec.<br>FY2025 | PY Difference |       |
|------------------------------------------------|--------|---------------------|-------------------|-------------------------|---------------|-------|
|                                                | FTE    | FTE                 | FTE               | FTE                     | \$            | %     |
| Director of Planning and Community Development | 1      | 1                   | 1                 | 1                       |               |       |
| Senior Planner                                 | 1      | 1                   | 1                 | 1                       |               |       |
| Associate Planner                              | 1      | 1                   | 1                 | 1                       |               |       |
| Principal Clerk                                |        |                     |                   |                         |               |       |
| Total Staffing                                 | 3      | 3                   | 3                 | 3                       | \$ 14,471.33  | 3.99% |

# Planning & Community Development

## PLANNING AND COMMUNITY DEVELOPMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                | POSITION                                       | STEP | ANN. DATE | BASE SALARY   | Sick Bonus | Longevity | TOTAL SALARY BENEFIT |
|---------------------|------------------------------------------------|------|-----------|---------------|------------|-----------|----------------------|
| Erika Oliver Jerram | Director of Planning and Community Development | 9    | 4/4/2022  | \$ 139,020.45 |            |           | \$ 139,020.45        |
| Katherine Malgieri  | Senior Planner                                 | 3/4  | 6/21/2022 | \$ 97,030.34  |            |           | \$ 97,030.34         |
| Jane Merrill        | Associate Planner                              | 1/2  | 9/11/2023 | \$ 63,504.63  |            |           | \$ 63,504.63         |
|                     |                                                |      |           | \$ -          |            |           | \$ -                 |
|                     |                                                |      |           |               |            |           |                      |
|                     |                                                |      |           |               |            |           |                      |
| DEPARTMENT TOTAL    |                                                |      |           | \$ 299,555.41 | \$ -       | \$ -      | \$ 299,555.41        |

|                 |               |
|-----------------|---------------|
| Total Full time | \$ 299,555.41 |
| Total Part time | \$ -          |
| Overtime        | \$ -          |
| Total Contract  | \$ -          |
| Total           | \$ 299,555.41 |

## PLANNING AND COMMUNITY DEVELOPMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                | POSITION                                       | STEP | ANN. DATE | BASE SALARY   | Sick Bonus | Longevity | TOTAL SALARY BENEFIT |
|---------------------|------------------------------------------------|------|-----------|---------------|------------|-----------|----------------------|
| Erika Oliver Jerram | Director of Planning and Community Development | 9    | 4/4/2022  | \$ 139,020.45 |            |           | \$ 139,020.45        |
| Katherine Malgieri  | Senior Planner                                 | 3/4  | 6/21/2022 | \$ 97,030.34  |            |           | \$ 97,030.34         |
| Jane Merrill        | Associate Planner                              | 1/2  | 9/11/2023 | \$ 63,504.63  |            |           | \$ 63,504.63         |
|                     |                                                |      |           |               |            |           | \$ -                 |
|                     |                                                |      |           |               |            |           |                      |
|                     |                                                |      |           |               |            |           |                      |
| DEPARTMENT TOTAL    |                                                |      |           | \$ 299,555.41 | \$ -       | \$ -      | \$ 299,555.41        |

|                 |               |
|-----------------|---------------|
| Total Full time | \$ 299,555.41 |
| Total Part time | \$ -          |
| Overtime        |               |
| Total Contract  | \$ -          |
| Total           | \$ 299,555.41 |

## PLANNING AND COMMUNITY DEVELOPMENT SALARY INFORMATION FY2024 BUDGETED

| NAME                | POSITION                                       | STEP | ANN. DATE | BASE SALARY  | Sick Bonus | Longevity | TOTAL SALARY BENEFIT |
|---------------------|------------------------------------------------|------|-----------|--------------|------------|-----------|----------------------|
| Erika Oliver Jerram | Director of Planning and Community Development | 9    | 4/4/2022  | \$133,673.51 |            |           | \$133,673.51         |
| Katherine Malgieri  | Senior Planner                                 | 2/3  | 6/21/2022 | \$87,097.09  |            |           | \$87,097.09          |
| Kerri Rufo          | Head Clerk                                     | 5/6  | 6/25/2019 | \$ 58,186.28 |            |           | \$58,186.28          |
|                     |                                                |      |           |              |            |           |                      |
| BPAA Settlement     |                                                |      |           | \$ 6,127.20  |            |           | \$6,127.20           |
| DEPARTMENT TOTAL    |                                                |      |           | \$285,084.08 | \$0.00     | \$0.00    | \$285,084.08         |

|                 |               |
|-----------------|---------------|
| Total Full time | \$285,084.08  |
| Total Part time | \$ -          |
| Overtime        | \$ 4,500.00   |
| Total Contract  | \$ -          |
| Total           | \$ 289,584.08 |

# Planning & Community Development

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| \$ 1,500 | \$ 732   | \$ 1,500 | \$ 1,008 | \$ 1,500 | \$ 1,500 | \$ 1,880 | \$ 1,880 | \$ 1,880 | \$ 1,880    |

Supplies and Expenses

OFFICE SUPPLIES

ECONOMIC DEVELOPMENT SUBSCRIPTIONS AND MEMBERSHIPS (CoSTAR)

EDUCATION & TRAINING

FOR LEGAL NOTICES ASSOCIATED WITH AMENDMENTS TO THE RULES AND REGULATIONS AND ZONING BY LAWS

Total Supplies & Expenses

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 31,500 | \$ 31,500 | \$ 71,500 | \$ 28,088 | \$ 71,500 | \$ 71,500 | \$ 71,650 | \$ 76,150 | \$ 76,150 | \$ 76,150   |

Contract Services/Leases

5214 PRINTING

5262 MAPS

5225 MEMBERSHIPS/FEES

5370 IN STATE TRAVEL

| Department                                                   | Town Mgr.    | Fin Com      |
|--------------------------------------------------------------|--------------|--------------|
| PRINTING                                                     | \$ 200.00    | \$ 200.00    |
| ZONING MAP UPDATE TWICE A YEAR AND ASSESSORS MAP PURCHASE    | \$ -         | \$ -         |
| APA/AICP DUES FOR TWO CERTIFIED PLANNERS                     | \$ 1,300.00  | \$ 1,300.00  |
| MILEAGE FOR SITE VISTS, INSPECTIONS RECORDING AND TITLE WORK | \$ 150.00    | \$ 150.00    |
| COMMUNITY DEVELOPMENT PROFESSIONAL SERVICES                  | \$ 74,500.00 | \$ 74,500.00 |
|                                                              | \$ 76,150.00 | \$ 76,150.00 |

# Registrar

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## Department Explanation

The Registrars Department oversees the census process for the Town of Billerica. This includes the mailing to all residents, upkeep of records, registering residents to vote, and creation of the resident listing book.

## Budget Narrative

In FY25 the registrar's budget slightly increase due to a cost-of-living adjustment for full-time personnel.

REGISTRARS

Personnel Services

|                         |           |           |           |           |           |           |           |           |           |           |
|-------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Full Time               | \$ 46,330 | \$ 46,330 | \$ 49,215 | \$ 49,208 | \$ 52,145 | \$ 51,992 | \$ 56,936 | \$ 58,807 | \$ 58,807 | \$ 58,807 |
| Part Time/Seasonal      | \$ 3,205  | \$ 3,205  | \$ 3,441  | \$ 3,441  | \$ 3,441  | \$ 3,441  | \$ 3,441  | \$ 3,441  | \$ 3,441  | \$ 3,441  |
| Overtime                | \$ 2,000  | \$ 1,606  | \$ 2,000  | \$ -      | \$ 2,000  | \$ 2,000  | \$ 3,000  | \$ 3,000  | \$ 3,000  | \$ 3,000  |
| Contractual Obligations | \$ 1,000  | \$ 1,000  | \$ 1,000  | \$ 1,000  | \$ 1,000  | \$ 1,000  | \$ 1,000  | \$ 1,000  | \$ 1,000  | \$ 1,000  |
| Total                   | \$ 52,535 | \$ 52,141 | \$ 55,656 | \$ 53,649 | \$ 58,587 | \$ 58,433 | \$ 64,377 | \$ 66,248 | \$ 66,248 | \$ 66,248 |

Expenses

|                          |           |          |           |          |           |          |           |           |           |           |
|--------------------------|-----------|----------|-----------|----------|-----------|----------|-----------|-----------|-----------|-----------|
| Supplies and Expenses    | \$ 9,625  | \$ 4,945 | \$ 10,000 | \$ 5,191 | \$ 10,070 | \$ 5,749 | \$ 10,420 | \$ 10,420 | \$ 10,420 | \$ 10,420 |
| Contract Services/Leases | \$ 3,300  | \$ 3,300 | \$ 3,275  | \$ 600   | \$ 3,300  | \$ 3,300 | \$ 3,800  | \$ 3,800  | \$ 3,800  | \$ 3,800  |
| Utilities                |           |          |           |          |           |          |           |           |           |           |
| Capital Outlay           |           |          |           |          |           |          |           |           |           |           |
| Total Expenses           | \$ 12,925 | \$ 8,245 | \$ 13,275 | \$ 5,791 | \$ 13,370 | \$ 9,049 | \$ 14,220 | \$ 14,220 | \$ 14,220 | \$ 14,220 |

TOTAL BUDGET

|  |           |           |           |           |           |           |           |           |           |           |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|  | \$ 65,460 | \$ 60,386 | \$ 68,931 | \$ 59,440 | \$ 71,957 | \$ 67,482 | \$ 78,597 | \$ 80,468 | \$ 80,468 | \$ 80,468 |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

| Position       | FY2024 |  | FY2025 |  | FY2025 |  | FY2025 |  | FY2025 |  | Difference \$ | %     |
|----------------|--------|--|--------|--|--------|--|--------|--|--------|--|---------------|-------|
|                | FTE    |  | FTE    |  | FTE    |  | FTE    |  | FTE    |  |               |       |
| Senior Clerk   | 1      |  | 1      |  | 1      |  | 1      |  | 1      |  | 1,871         |       |
| Senior Clerk   | 0      |  | 0      |  | 0      |  | 0      |  | 0      |  |               |       |
| Total Staffing | 1      |  | 1      |  | 1      |  | 1      |  | 1      |  |               | 2.38% |

## REGISTRARS DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                    | POSITION          | STEP | ANN. DATE | BASE SALARY         | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|-------------------------|-------------------|------|-----------|---------------------|----------------------|-------------|----------------------|
| Lori A. Blake           | Senior Clerk      | 7    | 12/04/17  | 56,972.65           | 1,000.00             | -           | 57,972.65            |
| Donna McCoy             | Town Clk-BD. Mem. | 0    |           | 1,834.10            | -                    | -           | 1,834.10             |
| Bd. of Registrars       | Members -3        | 0    |           | 3,441.24            | -                    | -           | 3,441.24             |
| Overtime/PT             | Overtime/PT       | 0    |           | 3,000.00            | -                    | -           | 3,000.00             |
|                         |                   |      |           |                     | -                    | -           | -                    |
|                         |                   |      |           |                     |                      |             | \$ -                 |
| <b>DEPARTMENT TOTAL</b> |                   |      |           | <b>\$ 65,247.99</b> | <b>\$ 1,000.00</b>   | <b>\$ -</b> | <b>\$ 66,247.99</b>  |

|                 |    |           |
|-----------------|----|-----------|
| Total Full Time | \$ | 58,806.75 |
| Total Part Time | \$ | 3,441.24  |
| Total Overtime  | \$ | 3,000.00  |
| Contract Oblig. | \$ | 1,000.00  |
| Total Contract  | \$ | 66,247.99 |

## REGISTRARS DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                    | POSITION          | STEP | ANN. DATE | BASE SALARY         | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|-------------------------|-------------------|------|-----------|---------------------|----------------------|-------------|----------------------|
| Lori A. Blake           | Senior Clerk      | 7.00 | 12/4/2017 | 56,972.65           | 1,000.00             |             | 57,972.65            |
| Donna McCoy             | Town Clk-BD. Mem. |      |           | 1,834.10            |                      |             | 1,834.10             |
| Bd. of Registrars       | Members -3        |      |           | 3,441.24            |                      |             | 3,441.24             |
| Overtime/PT             | Overtime/PT       |      |           | 3,000.00            |                      |             | 3,000.00             |
|                         |                   |      |           |                     |                      |             | -                    |
|                         |                   |      |           |                     |                      |             | \$ -                 |
| <b>DEPARTMENT TOTAL</b> |                   |      |           | <b>\$ 65,247.99</b> | <b>\$ 1,000.00</b>   | <b>\$ -</b> | <b>\$ 66,247.99</b>  |

|                 |    |           |
|-----------------|----|-----------|
| Total Full Time | \$ | 58,806.75 |
| Total Part Time | \$ | 3,441.24  |
| Total Overtime  | \$ | 3,000.00  |
| Contract Oblig. | \$ | 1,000.00  |
| Total Contract  | \$ | 66,247.99 |

## REGISTRARS DEPARTMENT SALARY INFORMATION FY2024 BUDGETED

| NAME                    | POSITION          | STEP | ANN. DATE | BASE SALARY         | SICK LEAVE<br>INCENTIVE | LONGEVITY   | TOTAL SALARY<br>BENEFT |
|-------------------------|-------------------|------|-----------|---------------------|-------------------------|-------------|------------------------|
| TBD                     | Senior Clerk      | -    | 1/0/1900  | -                   | -                       | -           | \$ -                   |
| Lori A.Blake            | Senior Clerk      | 6/7  | 12/4/2017 | 52,323.74           | 1,000.00                | -           | \$ 53,323.74           |
| Shirley Schult          | Town Clk-BD. Mem. | 0    |           | 1,834.10            | -                       | -           | \$ 1,834.10            |
| Bd. of Registrars       | Members -3        | 0    |           | 3,441.24            | -                       | -           | \$ 3,441.24            |
| Overtime/PT             | Overtime/PT       | 0    |           | 3,000.00            | -                       | -           | \$ 3,000.00            |
| IUPE Settlement         | 0                 | 0    |           | 2,777.78            | \$ -                    | \$ -        | \$ 2,777.78            |
|                         |                   |      |           |                     |                         |             | \$ -                   |
| <b>DEPARTMENT TOTAL</b> |                   |      |           | <b>\$ 63,376.86</b> | <b>\$ 1,000.00</b>      | <b>\$ -</b> | <b>\$ 64,376.86</b>    |

|                 |    |           |
|-----------------|----|-----------|
| Total Full Time | \$ | 56,935.62 |
| Total Part Time | \$ | 3,441.24  |
| Total Overtime  | \$ | 3,000.00  |
| Contract Oblig. | \$ | 1,000.00  |
| Total Contract  | \$ | 64,376.86 |



DESCRIPTION/DETAIL

REGISTRARS

| FY2021      | FY2021      | FY2022       | FY2022      | FY2023       | FY2023      | FY2024       | FY2025       | FY2025       | FY2025       |
|-------------|-------------|--------------|-------------|--------------|-------------|--------------|--------------|--------------|--------------|
| BUDGETED    | EXPENDED    | BUDGETED     | EXPENDED    | BUDGETED     | EXPENDED    | BUDGETED     | DEPT REC     | TM REC       | FN COM REC   |
| \$ 9,625.00 | \$ 4,945.00 | \$ 10,000.00 | \$ 5,191.00 | \$ 10,070.00 | \$ 5,749.00 | \$ 10,420.00 | \$ 10,420.00 | \$ 10,420.00 | \$ 10,420.00 |

Supplies and Expenses

Office Supplies such as pens, pencils, calendar pads, envelopes, legal pads, typewriter ribbons, computer supplies, Repair to Typewriters

| Department | Town Mgr. | Fin Com   |
|------------|-----------|-----------|
| \$ 700.00  | \$ 700.00 | \$ 700.00 |
| \$ 200.00  | \$ 200.00 | \$ 200.00 |

Census Costs:

Conversion of VRIS data file, Printing notices;  
Prepare for mailing, Delivery to post office  
Printing of dog licenses  
Confirmation Notices/2nd mailings  
Total Census Cost  
30% of Census costs to be paid by School Dept.  
70% of Census costs to be paid by Town

|              |             |             |
|--------------|-------------|-------------|
| \$ 13,600.00 | \$ 4,080.00 | \$ 9,520.00 |
|--------------|-------------|-------------|

Total Supplies & Expenses

|              |              |              |
|--------------|--------------|--------------|
| \$ 9,520.00  | \$ 9,520.00  | \$ 9,520.00  |
| \$ 10,420.00 | \$ 10,420.00 | \$ 10,420.00 |

| FY2021      | FY2021      | FY2022      | FY2022    | FY2023      | FY2023      | FY2024      | FY2025      | FY2025      | FY2025      |
|-------------|-------------|-------------|-----------|-------------|-------------|-------------|-------------|-------------|-------------|
| BUDGETED    | EXPENDED    | BUDGETED    | EXPENDED  | BUDGETED    | EXPENDED    | BUDGETED    | DEPT REC    | TM REC      | FN COM REC  |
| \$ 3,300.00 | \$ 3,300.00 | \$ 3,275.00 | \$ 600.00 | \$ 3,300.00 | \$ 3,300.00 | \$ 3,800.00 | \$ 3,800.00 | \$ 3,800.00 | \$ 3,800.00 |

Contract Services/Leases

| Department | Town Mgr. | Fin Com |
|------------|-----------|---------|
|------------|-----------|---------|

Printing -Resident Listing Books (Mandated by State Law)  
Bookbinding - Permanent binding of Street List (Mandated by State Law)  
Advertising - MGL, Chap. 51, Sect. 6 - 31) Voter Registration Session-1 Election  
Repairs to equipment - computer, Frad,Scanners and/or printer

Printing Voter Registration Forms & File Cards-Voter Maintenance

TOTAL

|             |             |             |             |
|-------------|-------------|-------------|-------------|
| \$ 3,200.00 | \$ 3,200.00 | \$ 3,200.00 | \$ 3,200.00 |
| \$ 200.00   | \$ 200.00   | \$ 200.00   | \$ 200.00   |
| \$ -        | \$ -        | \$ -        | \$ -        |
| \$ -        | \$ -        | \$ -        | \$ -        |
| \$ 400.00   | \$ 400.00   | \$ 400.00   | \$ 400.00   |
| \$ 3,800.00 | \$ 3,800.00 | \$ 3,800.00 | \$ 3,800.00 |

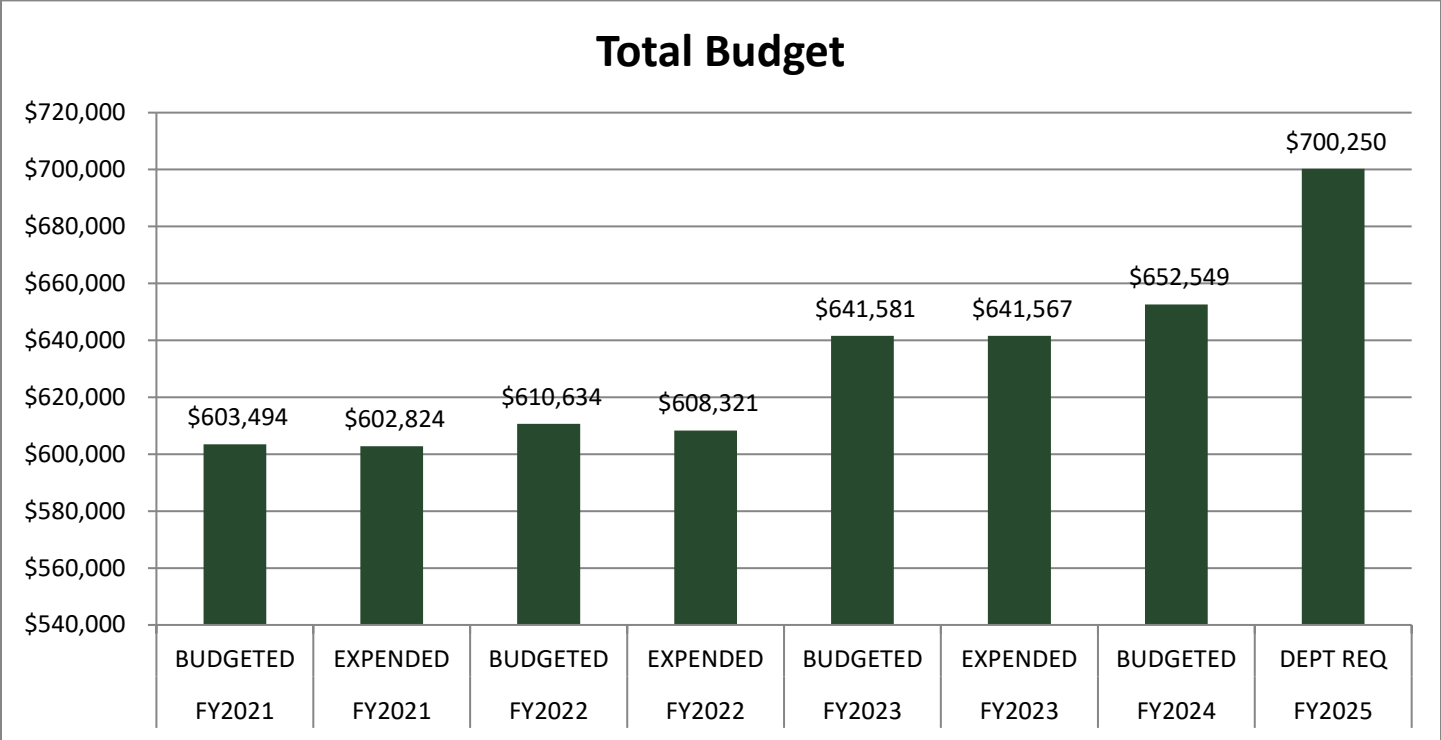
# Systems Administration

## Department Explanation

Systems Administration has become an increasingly important part of municipal government. Knowledge of networks, hardware, operating systems, and software programs has become a necessary part of running a municipality. Systems Administration also facilitates any upgrades to our technological capabilities and provides IT support.

## Budget Narrative

The Systems Administration budget will increase a little less than \$50,000 in FY25. This is due to contractual obligations. As well as the addition of infrastructure support under the Contract Services/ Leases line item in the description detail.



## Programs and Services

Systems Administration provides IT support throughout Town Hall and Town buildings. This department also is the holder and liaison of many licenses for software programs throughout the Town. This includes MUNIS, our accounting and tax software; People GIS which the engineers, assessors, and the building department use for our interactive maps and permitting process; and Civic Plus, the company that helped build the current Billerica website. The department also performs routine maintenance on our networks, computers, and servers to keep the Town free of intruders.

# Systems Administration

| SYSTEMS ADMIN |          |          |          |          |          |          |          |          |        |             |        |
|---------------|----------|----------|----------|----------|----------|----------|----------|----------|--------|-------------|--------|
|               | FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025 | FY2025      | FY2025 |
|               | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC | FIN COM REC |        |

|                         |            |            |            |            |            |            |            |            |            |            |  |
|-------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--|
| Personnel Services      |            |            |            |            |            |            |            |            |            |            |  |
| Full Time               | \$ 114,111 | \$ 114,100 | \$ 116,507 | \$ 116,061 | \$ 118,954 | \$ 118,953 | \$ 122,522 | \$ 127,423 | \$ 127,423 | \$ 127,423 |  |
| Part Time/Seasonal      |            |            |            |            |            |            |            |            |            |            |  |
| Overtime                |            |            |            |            |            |            |            |            |            |            |  |
| Contractual Obligations | \$ 783     | \$ 783     | \$ 1,827   | \$ 1,827   | \$ 1,827   | \$ 1,827   | \$ 1,827   | \$ 1,827   | \$ 1,827   | \$ 1,827   |  |
| Total                   | \$ 114,894 | \$ 114,883 | \$ 118,334 | \$ 117,888 | \$ 120,781 | \$ 120,780 | \$ 124,349 | \$ 129,250 | \$ 129,250 | \$ 129,250 |  |

|                          |            |            |            |            |            |            |            |            |            |            |  |
|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--|
| Expenses                 |            |            |            |            |            |            |            |            |            |            |  |
| Supplies and Expenses    | \$ 10,000  | \$ 10,000  | \$ 10,000  | \$ 8,134   | \$ 20,000  | \$ 19,987  | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000  |  |
| Contract Services/Leases | \$ 478,600 | \$ 477,941 | \$ 482,300 | \$ 482,300 | \$ 500,800 | \$ 500,800 | \$ 508,200 | \$ 551,000 | \$ 551,000 | \$ 551,000 |  |
| Utilities                |            |            |            |            |            |            |            |            |            |            |  |
| Capital Outlay           | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |  |
| Total Expenses           | \$ 488,600 | \$ 487,941 | \$ 492,300 | \$ 490,434 | \$ 520,800 | \$ 520,787 | \$ 528,200 | \$ 571,000 | \$ 571,000 | \$ 571,000 |  |

|                |            |            |            |              |               |              |            |            |            |            |  |
|----------------|------------|------------|------------|--------------|---------------|--------------|------------|------------|------------|------------|--|
| TOTAL BUDGET   | \$ 603,494 | \$ 602,824 | \$ 610,634 | \$ 608,321   | \$ 641,581    | \$ 641,567   | \$ 652,549 | \$ 700,250 | \$ 700,250 | \$ 700,250 |  |
|                |            | Dep Req    | TM Rec.    | Fin Com Rec. |               |              |            |            |            |            |  |
|                | FY2024     | FY2025     | FY2025     | FY2025       |               |              |            |            |            |            |  |
| Position       | FTE        | FTE        | FTE        | FTE          |               |              |            |            |            |            |  |
| MIS Director   | 1          | 1          | 1          | 1            |               |              |            |            |            |            |  |
| Total Staffing | 1          | 1          | 1          | 1            |               |              |            |            |            |            |  |
|                |            |            |            |              | Difference PY | \$ 47,700.89 |            |            |            |            |  |
|                |            |            |            |              | % PY          | 7.31%        |            |            |            |            |  |

# Systems Administration

## SYSTEMS ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME             | POSITION     | STEP | ANN. DATE | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|------------------|--------------|------|-----------|---------------|----------------------|-------------|----------------------|
| Chris Bartlett   | MIS Director | 9    | 2/20/2012 | \$ 127,423.15 | \$ -                 | \$ 1,827.00 | \$ 129,250.15        |
|                  |              |      |           |               |                      |             |                      |
| DEPARTMENT TOTAL |              |      |           | \$ 127,423.15 | \$ -                 | \$ 1,827.00 | \$ 129,250.15        |

|                  |               |
|------------------|---------------|
| Total Full Time: | \$ 127,423.15 |
| Total Contract:  | \$ 1,827.00   |
| Total            | \$ 129,250.15 |

## SYSTEMS ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME             | POSITION     | STEP | ANN. DATE | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|------------------|--------------|------|-----------|---------------|----------------------|-------------|----------------------|
| Chris Bartlett   | MIS Director | 9    | 2/20/2012 | \$ 127,423.15 |                      | \$ 1,827.00 | \$ 129,250.15        |
|                  |              |      |           |               |                      |             |                      |
| DEPARTMENT TOTAL |              |      |           | \$ 127,423.15 | \$ -                 | \$ 1,827.00 | \$ 129,250.15        |

|                  |               |
|------------------|---------------|
| Total Full Time: | \$ 127,423.15 |
| Total Contract:  | \$ 1,827.00   |
| Total            | \$ 129,250.15 |

## SYSTEMS ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2024 TOWN MANAGER RECOMMENDATION

| NAME             | POSITION     | STEP | ANN. DATE | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|------------------|--------------|------|-----------|---------------|----------------------|-------------|----------------------|
| Chris Bartlett   | MIS Director | 9    | 2/20/2012 | \$ 122,522.26 |                      | \$ 1,827.00 | \$ 124,349.26        |
|                  |              |      |           |               |                      |             |                      |
| DEPARTMENT TOTAL |              |      |           | \$ 122,522.26 | \$ -                 | \$ 1,827.00 | \$ 124,349.26        |

|                  |               |
|------------------|---------------|
| Total Full Time: | \$ 122,522.26 |
| Total Contract:  | \$ 1,827.00   |
| Total            | \$ 124,349.26 |

# Systems Administration

## DESCRIPTION/DETAIL

### SYSTEMS ADMIN

| FY2021    | FY2021    | FY2022    | FY2022   | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|-----------|-------------|
| EXPENDED  | EXPENDED  | EXPENDED  | EXPENDED | EXPENDED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 8,134 | \$ 20,000 | \$ 19,987 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000   |

#### Supplies and Expenses

Department Town Mgr. Fin Com

\$ 20,000 \$ 20,000 \$ 20,000

\$ 20,000 \$ 20,000 \$ 20,000

| FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| EXPENDED   | EXPENDED   | EXPENDED   | EXPENDED   | EXPENDED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 478,600 | \$ 477,941 | \$ 482,300 | \$ 482,300 | \$ 500,800 | \$ 500,800 | \$ 508,200 | \$ 551,000 | \$ 551,000 | \$ 551,000  |

Department Town Mgr. Fin Com

#### Contract Services/Leases

|                                                         | FY2024     | Change      |            |            |            |
|---------------------------------------------------------|------------|-------------|------------|------------|------------|
| Infrastructure Support (ICS/TechMD)                     | \$ -       | \$ 42,000   | \$ 42,000  | \$ 42,000  | \$ 42,000  |
| Barry Comm (Network/Phone) Service Contract             | \$ 23,000  | \$ 1,000    | \$ 24,000  | \$ 24,000  | \$ 24,000  |
| Adobe (Acrobat Pro & Photoshop)                         | \$ 6,000   |             | \$ 6,000   | \$ 6,000   | \$ 6,000   |
| Efax                                                    | \$ 4,500   | \$ 500      | \$ 5,000   | \$ 5,000   | \$ 5,000   |
| VEEAM Backup                                            | \$ 3,500   | -           | \$ 3,500   | \$ 3,500   | \$ 3,500   |
| Backupify (NEW O365 Backup Service)                     | \$ 6,000   | -           | \$ 6,000   | \$ 6,000   | \$ 6,000   |
| SonicWall Firewall                                      | \$ 3,000   | (3,000.00)  |            |            |            |
| Munis Maintenance Support ASP software                  | \$ 250,000 | -           | \$ 250,000 | \$ 250,000 | \$ 250,000 |
| Comcast Fiber Internet for Town & Public Safety         | \$ 11,500  | -           | \$ 11,500  | \$ 11,500  | \$ 11,500  |
| Comcast OFFNET (Separate phone traffic/Backup Internet) | \$ -       | 6,400.00    | \$ 6,400   | \$ 6,400   | \$ 6,400   |
| Autocad Maintenance (DLT Solutions/Microdesk)           | \$ 2,500   | -           | \$ 2,500   | \$ 2,500   | \$ 2,500   |
| ArcGIS                                                  | \$ 3,000   | -           | \$ 3,000   | \$ 3,000   | \$ 3,000   |
| Sophos AntiVirus (Covers Public Safety As Well)         | \$ 12,000  | 6,000.00    | \$ 18,000  | \$ 18,000  | \$ 18,000  |
| PC Leases (All Other Sites, BUYOUT YEAR)                | \$ 16,000  | (16,000.00) | \$ -       | \$ -       | \$ -       |
| PeopleGIS (MapsOnline, Forms)                           | \$ 10,000  | -           | \$ 10,000  | \$ 10,000  | \$ 10,000  |
| PeopleGIS (Permitting)                                  | \$ 5,000   | -           | \$ 5,000   | \$ 5,000   | \$ 5,000   |
| PeopleGIS (FIRE Dept Permitting)                        | \$ 5,000   | -           | \$ 5,000   | \$ 5,000   | \$ 5,000   |
| Costar (Assessor & Planning)                            | \$ 6,000   | -           | \$ 6,000   | \$ 6,000   | \$ 6,000   |
| PRTG                                                    | \$ -       | 2,000.00    | \$ 2,000   | \$ 2,000   | \$ 2,000   |
| VMware Maintenance                                      | \$ 2,000   | (2,000.00)  |            |            |            |
| Office 365                                              | \$ 41,000  | -           | \$ 41,000  | \$ 41,000  | \$ 41,000  |
| T3500 Plotter                                           | \$ -       | 1,100.00    | \$ 1,100   | \$ 1,100   | \$ 1,100   |
| Copiers & Printers (Lease Costs)                        | \$ 68,000  | 3,000.00    | \$ 71,000  | \$ 71,000  | \$ 71,000  |
| Website Annual Maintenance (CivicPlus)                  | \$ 9,200   | 1,800.00    | \$ 11,000  | \$ 11,000  | \$ 11,000  |
| Server/Storage Lease (Year 4 of 5)                      | \$ 21,000  | -           | \$ 21,000  | \$ 21,000  | \$ 21,000  |
| Total Contract Services/Leases                          | \$ 508,200 | \$ 42,800   | \$ 551,000 | \$ 551,000 | \$ 551,000 |

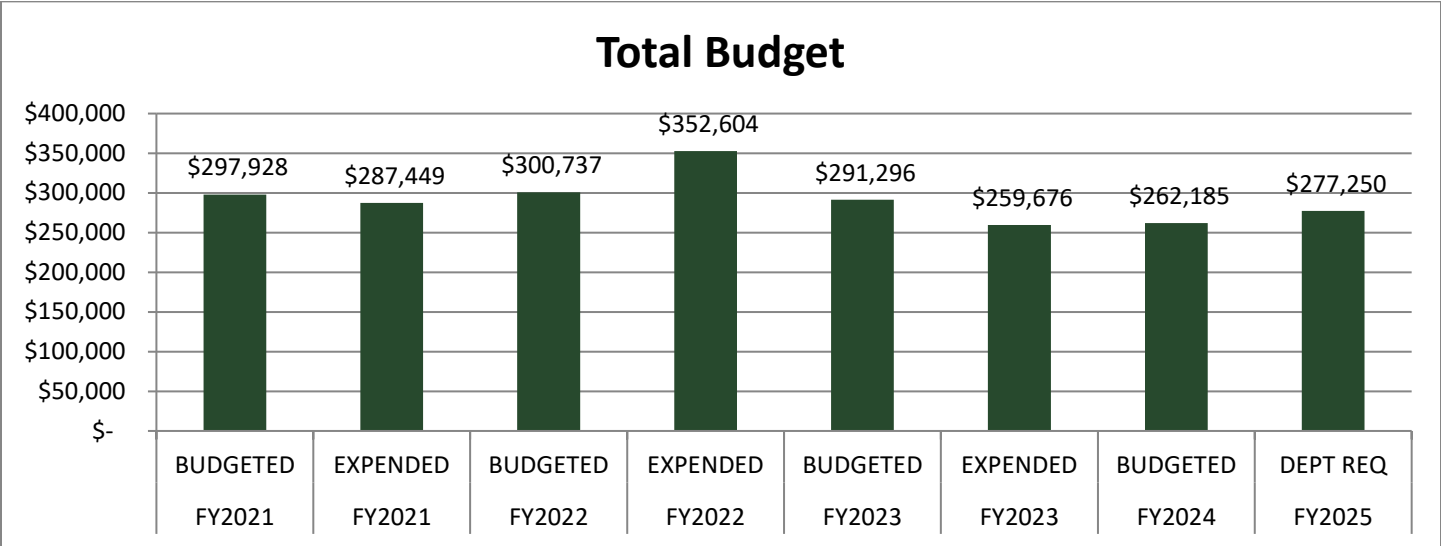
# Town Clerk

## Department Explanation

The Town Clerk’s Office is the holder of all vital records, keeper of the Town seal, registrar of voters, facilitates elections, and posts notices for public meetings. The Town Clerk is an elected position that serves the residents for a three-year term.

## Budget Narrative

The Town Clerk budget will see an increase around \$15,000 primarily due to contractual obligations. Furthermore \$900 for the cost of pages for the Vital Records Book has been added to the FY25 budget.



## Programs and Services

The Town Clerk provides services to the residents in multiple ways. All vital records including birth, marriage, and death certificates can be purchased in the Clerk’s office. You must also register your dog with the Town Clerk. The Town Clerk is also the Public Access Officer and the Burial Agent for the Town.

Whenever you vote in an election located in Billerica this was orchestrated by the Clerk’s office. If you want to register to vote you must also do that with the Town Clerk. The Clerk’s Office also posts all public meetings and municipal bids. If you need to find an agenda or minutes from a past meeting this is the place to look!



New Town Clerk  
Donna McCoy

TOWN CLERK

Personnel Services

|                         |            |            |            |            |            |            |            |            |            |            |
|-------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Full Time               | \$ 281,778 | \$ 272,860 | \$ 285,387 | \$ 251,634 | \$ 279,846 | \$ 252,904 | \$ 253,770 | \$ 267,652 | \$ 267,652 | \$ 267,652 |
| Part Time/Seasonal      |            |            |            |            |            |            |            |            |            |            |
| Overtime                |            |            |            |            |            |            |            |            |            |            |
| Contractual Obligations | \$ 12,000  | \$ 12,000  | \$ 12,000  | \$ 98,772  | \$ 7,700   | \$ 5,251   | \$ 4,610   | \$ 4,893   | \$ 4,893   | \$ 4,893   |
| Total                   | \$ 293,778 | \$ 284,860 | \$ 297,387 | \$ 350,406 | \$ 287,546 | \$ 258,155 | \$ 258,380 | \$ 272,545 | \$ 272,545 | \$ 272,545 |

Expenses

|                          |          |          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Supplies and Expenses    | \$ 2,025 | \$ 1,391 | \$ 2,025 | \$ 1,003 | \$ 2,025 | \$ 33    | \$ 2,075 | \$ 2,075 | \$ 2,075 | \$ 2,075 |
| Contract Services/Leases | \$ 1,325 | \$ 437   | \$ 1,325 | \$ 1,195 | \$ 1,725 | \$ 1,488 | \$ 1,730 | \$ 2,630 | \$ 2,630 | \$ 2,630 |
| Utilities                |          |          |          |          |          |          |          |          |          |          |
| Capital Outlay           | \$ 800   | \$ 761   | \$ -     |          | \$ -     | \$ -     | \$ -     | \$ -     | \$ -     | \$ -     |
| Total Expenses           | \$ 4,150 | \$ 2,589 | \$ 3,350 | \$ 2,198 | \$ 3,750 | \$ 1,521 | \$ 3,805 | \$ 4,705 | \$ 4,705 | \$ 4,705 |

TOTAL BUDGET

|  |            |            |            |            |            |            |            |            |            |            |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
|  | \$ 297,928 | \$ 287,449 | \$ 300,737 | \$ 352,604 | \$ 291,296 | \$ 259,676 | \$ 262,185 | \$ 277,250 | \$ 277,250 | \$ 277,250 |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

DEPT REQ    TM REC    FIN COM REC    Difference    \$ 15,065.30  
FY2024    FY2025    FY2025    %    5.75%

| Position        | FTE | FTE | FTE | FTE |
|-----------------|-----|-----|-----|-----|
| Senior Clerk    | 1   | 1   | 1   | 1   |
| Principal Clerk | 1   | 1   | 1   | 1   |
| Asst Town Clerk | 1   | 1   | 1   | 1   |
| Town Clerk      | 1   | 1   | 1   | 1   |
| Total Staffing  | 4   | 4   | 4   | 4   |



## TOWN CLERK SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                    | POSITION        | STEP | ANN. DATE | BASE SALARY          | SICK LEAVE         |                    | TOTAL SALARY         |
|-------------------------|-----------------|------|-----------|----------------------|--------------------|--------------------|----------------------|
|                         |                 |      |           |                      | INCENTIVE          | LONGEVITY          | BENEFIT              |
| Donna McCoy             | Town Clerk      | 2/3  | 4/7/2023  | \$ 97,822.09         | 0                  | \$ 3,393           | \$ 101,215.09        |
| Liesl Catanzano         | Asst Town Clerk | 7/8  | 5/30/2023 | \$ 73,401.93         | 500                | \$ -               | \$ 73,901.93         |
| Krystle Moran           | Principal Clerk | 2/3  | 8/29/2022 | \$ 50,635.43         | 1000               | \$ -               | \$ 51,635.43         |
| TBD                     | Senior Clerk    | 1/2  | 2/1/2024  | \$ 45,792.66         | 0                  | \$ -               | \$ 45,792.66         |
|                         |                 |      |           |                      |                    |                    | \$ -                 |
|                         |                 |      |           |                      |                    |                    | \$ -                 |
| <b>DEPARTMENT TOTAL</b> |                 |      |           | <b>\$ 267,652.11</b> | <b>\$ 1,500.00</b> | <b>\$ 3,393.00</b> | <b>\$ 272,545.11</b> |

|                 |               |
|-----------------|---------------|
| Total Full time | \$ 267,652.11 |
| Total Contract  | \$ 4,893.00   |
| Total           | \$ 272,545.11 |

## TOWN CLERK SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                    | POSITION        | STEP | ANN. DATE | BASE SALARY          | SICK LEAVE         |                    | TOTAL SALARY         |
|-------------------------|-----------------|------|-----------|----------------------|--------------------|--------------------|----------------------|
|                         |                 |      |           |                      | INCENTIVE          | LONGEVITY          | BENEFIT              |
| Donna McCoy             | Town Clerk      | 2/3  | 4/7/2023  | \$ 97,822.09         |                    | \$ 3,393           | \$ 101,215.09        |
| Liesl Catanzano         | Asst Town Clerk | 7/8  | 5/30/2023 | \$ 73,401.93         | \$ 500             |                    | \$ 73,901.93         |
| Krystle Moran           | Principal Clerk | 2/3  | 8/29/2022 | \$ 50,635.43         | \$ 1,000           |                    | \$ 51,635.43         |
| TBD                     | Senior Clerk    | 1/2  | 2/1/2024  | \$ 45,792.66         |                    |                    | \$ 45,792.66         |
|                         |                 |      |           |                      |                    |                    | \$ -                 |
|                         |                 |      |           |                      |                    |                    | \$ -                 |
|                         |                 |      |           |                      |                    |                    | \$ -                 |
| <b>DEPARTMENT TOTAL</b> |                 |      |           | <b>\$ 267,652.11</b> | <b>\$ 1,500.00</b> | <b>\$ 3,393.00</b> | <b>\$ 272,545.11</b> |

|                 |               |
|-----------------|---------------|
| Total Full time | \$ 267,652.11 |
| Total Contract  | \$ 4,893.00   |
| Total           | \$ 272,545.11 |

## TOWN CLERK SALARY INFORMATION FY2024 PERSONNEL

| NAME                    | POSITION        | STEP | ANN. DATE | BASE SALARY          | SICK LEAVE         |                    | TOTAL SALARY         |
|-------------------------|-----------------|------|-----------|----------------------|--------------------|--------------------|----------------------|
|                         |                 |      |           |                      | INCENTIVE          | LONGEVITY          | BENEFIT              |
| Krystle Moran           | Senior Clerk    | 2/3  | 8/29/2022 | \$ 45,195.65         | \$ 1,000           | \$ -               | \$ 46,195.65         |
| Bilkis Dugla            | Principal Clerk | 2/3  | 5/3/2022  | \$ 46,043.35         | \$ 1,000           | \$ -               | \$ 47,043.35         |
| Stephanie Odell         | Asst Town Clerk | 5/6  | 7/21/2008 | \$ 66,519.62         | \$ -               | \$ 2,610           | \$ 69,129.62         |
| TBD                     | Town Clerk*     | 1/2  | 4/7/2023  | \$ 90,455.63         | \$ -               | \$ -               | \$ 90,455.63         |
| IUPE Settlement         |                 |      |           | \$ 5,555.56          |                    |                    | \$ 5,555.56          |
|                         |                 |      |           |                      |                    |                    | \$ -                 |
|                         |                 |      |           |                      |                    |                    |                      |
| <b>DEPARTMENT TOTAL</b> |                 |      |           | <b>\$ 253,769.81</b> | <b>\$ 2,000.00</b> | <b>\$ 2,610.00</b> | <b>\$ 258,379.81</b> |

|                 |               |
|-----------------|---------------|
| Total Full time | \$ 253,769.81 |
| Total Contract  | \$ 4,610.00   |
| Total           | \$ 258,379.81 |

# Town Clerk

|          |          |          |          |          |          |          |          |          |             |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| \$ 2,025 | \$ 1,391 | \$ 2,025 | \$ 1,003 | \$ 2,025 | \$ 33    | \$ 2,075 | \$ 2,075 | \$ 2,075 | \$ 2,075    |

|                               |  |  |  |  |  |            |           |         |
|-------------------------------|--|--|--|--|--|------------|-----------|---------|
| Supplies and Expenses         |  |  |  |  |  | Department | Town Mgr. | Fin Com |
|                               |  |  |  |  |  | 800        | 800       | 800     |
| General Office Supplies       |  |  |  |  |  |            |           |         |
| Town Meeting Record Book      |  |  |  |  |  | 300        | 300       | 300     |
| Dues:                         |  |  |  |  |  |            |           |         |
| IIMC                          |  |  |  |  |  | 275        | 275       | 275     |
| MA Town Clerks Assoc.         |  |  |  |  |  | 150        | 150       | 150     |
| NE Town Clerks/ Assoc.        |  |  |  |  |  | 50         | 50        | 50      |
| Middlesex Town Clerks' Assoc. |  |  |  |  |  | 50         | 50        | 50      |
| Dog Tags                      |  |  |  |  |  | 450        | 450       | 450     |

|          |          |          |          |          |          |          |          |          |             |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| \$ 1,325 | \$ 437   | \$ 1,325 | \$ 1,195 | \$ 1,725 | \$ 1,488 | \$ 1,730 | \$ 2,630 | \$ 2,630 | \$ 2,630    |

|                                                    |  |  |  |            |           |          |
|----------------------------------------------------|--|--|--|------------|-----------|----------|
| Contract Services/Leases                           |  |  |  | Department | Town Mgr. | Fin Com  |
|                                                    |  |  |  |            |           |          |
| Maintenance Agreements - Time Clock                |  |  |  | \$275      | \$275     | \$275    |
| Bookbinding - Vital Records Book (Mandated by Law) |  |  |  | \$300      | \$300     | \$300    |
| Bookbinding - Town Report (Mandated)               |  |  |  | \$175      | \$175     | \$175    |
| Printing                                           |  |  |  | \$200      | \$200     | \$200    |
| Acid-Free Paper-(For Vital Records)                |  |  |  | \$100      | \$100     | \$100    |
| Pages for Vital Records Book,                      |  |  |  | \$900      | \$900     | \$900    |
| Advertising - (Ballot Position Drawing)            |  |  |  | \$300      | \$300     | \$300    |
| Typewriter Maintenance                             |  |  |  | \$380      | \$380     | \$380    |
| Total Contract Services/Leases                     |  |  |  | \$ 2,630   | \$ 2,630  | \$ 2,630 |

# Town Manager

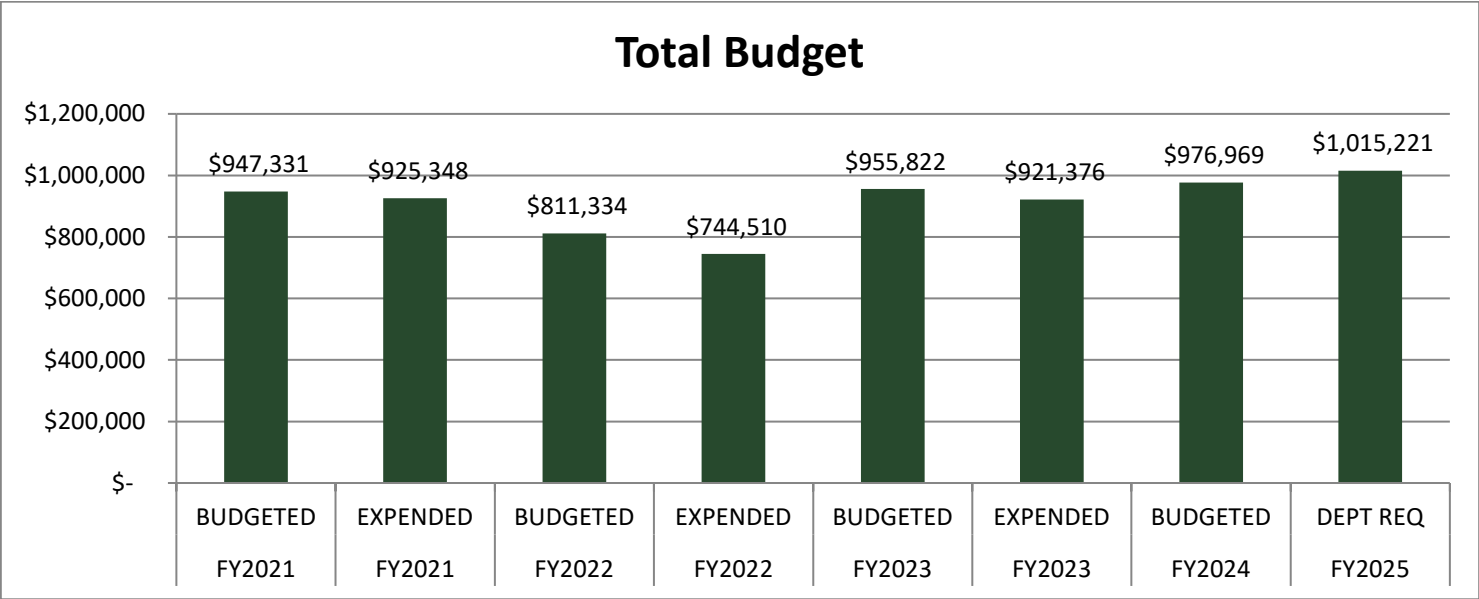
## Department Explanation

The Billerica Town Manager is the senior appointed office of the town and is responsible for the effective operation of the Town's administration. The Town Manager directs the administration of departments, provides high quality customer service, advises various boards and commissions, and recommends actions related to the needs of the town.

The Town Manager is responsible for the effective administration of Town services. Within the Manager's budget it houses his direct staff, but also includes a Human Resources Director and the Substance Abuse Director. The Town Manager's direct staff includes the Assistant Town Manager, a Director of Administrative Services, and a Confidential Secretary who help carry out the day to day operations and long range plans of the Selectmen.

## Budget Narrative

In FY25 the Town Manager's budget will increase a little under \$40,000 due to contractual obligations.



# Town Manager

## Major Project Update

### New DPW Facility

Over the last year the Town has been working with Weston and Sampson, the architect, and PMA Consultants, the owner's project manager, to finalize the design of the facility. After months of design work, meetings with neighbors, geotechnical and site surveying, the Project was finally ready for



Town Meeting in the fall of 2023. Town meeting voted to fund the \$50 Million project overwhelmingly. The project team will be going through the permitting process during the Winter of 2024 and expects to start Construction on the project sometime in the Spring of 2025. Above is a rendering of the New DPW Facility which will be located off of Treble Cove Road near the existing Water Treatment Facility.

### North Billerica Fire Station

Last year reports came back from the assessment of the North Billerica Fire Station with recommendations to fix the structural issues of the building and the living quarters. The second phase of this assessment is to evaluate the



quality of life and living quarter improvements that should be addressed. The Town is working with the designer, Galante Architecture, on identifying a scope of work for the second phase. The site of the North Billerica Fire Station is challenging due to the Concord River and Wetlands surrounding the facility. At this time the Town plans to renovate the existing facility. An article will be going before Town Meeting in FY2025 for funding.

### Recreation & Council on Aging (COA) Facilities

Over the last year the Town has been working with

Abacus Architects, the designer hired for the project and the COA team, Recreation Department, and Capital Facilities Committee to finalize the design. The first question the Capital Facility Committee had to answer was whether the facilities would be combined or separated and then where would they be located if separate. After various stakeholder engagement meetings and design exercises it was decided by the Committee to recommend two separate facilities to the Select Board. The Council on Aging to be rebuilt in its current location and for a Recreation Facility to be built at the Peggy Hannon Rizza Recreation Complex. Over the fall Abacus worked on cost estimates for these two projects, the budget is around \$41 Million dollars for both facilities to be built. In Spring 2024 the Town will be submitting an article to Town Meeting for funding.

TOWN MANAGER

Personnel Services

|                         |            |            |            |            |            |            |            |            |            |            |
|-------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Full Time               | \$ 660,447 | \$ 654,203 | \$ 489,153 | \$ 489,153 | \$ 649,262 | \$ 649,262 | \$ 681,033 | \$ 717,160 | \$ 717,160 | \$ 717,160 |
| Part Time/Seasonal      | \$ 70,514  | \$ 70,514  | \$ 62,312  | \$ 61,763  | \$ 66,767  | \$ 66,767  | \$ 38,024  | \$ 39,545  | \$ 39,545  | \$ 39,545  |
| Overtime                | \$ 10,000  | \$ 10,000  | \$ 10,000  | \$ 10,000  | \$ 10,000  | \$ 10,000  | \$ -       | \$ -       | \$ -       | \$ -       |
| Contractual Obligations | \$ 16,470  | \$ 16,470  | \$ 16,470  | \$ 16,470  | \$ 14,393  | \$ 14,393  | \$ 42,512  | \$ 43,115  | \$ 43,115  | \$ 43,115  |
| Total                   | \$ 757,431 | \$ 751,187 | \$ 577,934 | \$ 562,608 | \$ 740,422 | \$ 740,422 | \$ 761,569 | \$ 799,821 | \$ 799,821 | \$ 799,821 |

Expenses

|                                |            |            |            |            |            |            |            |            |            |            |
|--------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Supplies and Expenses          | \$ 28,400  | \$ 29,400  | \$ 28,400  | \$ 23,848  | \$ 48,400  | \$ 34,384  | \$ 48,400  | \$ 48,400  | \$ 48,400  | \$ 48,400  |
| Contract Services/Leases       | \$ 25,000  | \$ 14,804  | \$ 18,000  | \$ 4,704   | \$ 25,000  | \$ 15,000  | \$ 25,000  | \$ 25,000  | \$ 25,000  | \$ 25,000  |
| Comm. Plan./Proj./Tech. Asst.  | \$ 10,000  | \$ 10,000  | \$ 10,000  | \$ 4,953   | \$ 10,000  | \$ 5,348   | \$ 10,000  | \$ 10,000  | \$ 10,000  | \$ 10,000  |
| Pensions                       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Emp. Medical Exams             | \$ 85,000  | \$ 80,357  | \$ 85,000  | \$ 77,925  | \$ 85,000  | \$ 84,524  | \$ 85,000  | \$ 85,000  | \$ 85,000  | \$ 85,000  |
| Prof. Training/Dev.            | \$ 15,500  | \$ 10,500  | \$ 25,000  | \$ 3,509   | \$ 15,000  | \$ 10,024  | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 15,000  |
| Printing Town Rep./TM Handouts | \$ 6,000   | \$ 9,100   | \$ 15,000  | \$ 15,000  | \$ 12,000  | \$ 11,674  | \$ 12,000  | \$ 12,000  | \$ 12,000  | \$ 12,000  |
| Contract Retro                 | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Assessment Center              | \$ -       | \$ -       | \$ -       | \$ 32,000  | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Substance Abuse Program        | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000  | \$ 20,000  |
| Capital Outlay                 | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Total Expenses                 | \$ 189,900 | \$ 174,161 | \$ 233,400 | \$ 181,903 | \$ 215,400 | \$ 180,954 | \$ 215,400 | \$ 215,400 | \$ 215,400 | \$ 215,400 |

TOTAL BUDGET

|            |            |            |            |            |            |            |              |              |              |
|------------|------------|------------|------------|------------|------------|------------|--------------|--------------|--------------|
| \$ 947,331 | \$ 925,348 | \$ 811,334 | \$ 744,510 | \$ 965,822 | \$ 921,376 | \$ 976,969 | \$ 1,015,221 | \$ 1,015,221 | \$ 1,015,221 |
|------------|------------|------------|------------|------------|------------|------------|--------------|--------------|--------------|

FTE

| Position                            | FY2024 |  | FY2025 |  | TM. Rec. FY2025 |  | Fin Com Rec. FY2025 |  | Difference PY % |  |
|-------------------------------------|--------|--|--------|--|-----------------|--|---------------------|--|-----------------|--|
|                                     | FTE    |  | FTE    |  | FTE             |  | FTE                 |  |                 |  |
| Town Manager                        | 1      |  | 1      |  | 1               |  | 1                   |  |                 |  |
| Assistant Town Manager              | 1      |  | 1      |  | 1               |  | 1                   |  |                 |  |
| Confidential Secretary              | 1      |  | 1      |  | 1               |  | 1                   |  |                 |  |
| Principal Clerk                     | 0      |  | 0      |  | 0               |  | 0                   |  |                 |  |
| Human Resources Director            | 1      |  | 1      |  | 1               |  | 1                   |  |                 |  |
| Economic Development Director       | 0      |  | 0      |  | 0               |  | 0                   |  |                 |  |
| Bldg Maintenance                    | 0      |  | 0      |  | 0               |  | 0                   |  |                 |  |
| Director of Administrative Services | 1      |  | 1      |  | 1               |  | 1                   |  |                 |  |
| Total Staffing                      | 5      |  | 5      |  | 5               |  | 5                   |  |                 |  |

PTE

| Position                    | FY2024 |     | FY2025 |  | TM. Rec. FY2025 |  | Fin Com Rec. FY2025 |  |
|-----------------------------|--------|-----|--------|--|-----------------|--|---------------------|--|
|                             | PTE    |     | PTE    |  | PTE             |  | PTE                 |  |
| Part Time Senior Clerk      |        |     | 0      |  | 0               |  | 0                   |  |
| Public Information Officer  |        | 0.5 | 0      |  | 0               |  | 0                   |  |
| Substance Abuse Coordinator |        | 0.5 | 0.5    |  | 0.5             |  | 0.5                 |  |
| Total Staffing              | 1      |     | 0.5    |  | 0.5             |  | 0.5                 |  |

# Town Manager

## TOWN MANAGER DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME             | POSITION                            | STEP | ANN. DATE  | BASE SALARY   | CLOTHING/CAR ALLOWANCE | RETIREMENT LONGEVITY | TOTAL SALARY BENEFIT |
|------------------|-------------------------------------|------|------------|---------------|------------------------|----------------------|----------------------|
| John Curran      | Town Manager                        | 0    | 1/4/2010   | \$ 230,248    | \$ 7,000               | \$ 32,722            | \$ 269,970.34        |
| Clancy Main      | Assistant Town Manager              | 9    | 5/1/2017   | \$ 185,528    | \$ -                   | \$ -                 | \$ 185,528.32        |
| Susan Michelini  | Confidential Secretary              | 10   | 11/27/2000 | \$ 82,194     | \$ -                   | \$ 3,393             | \$ 85,587.09         |
| Robert Maynard   | Director of Administrative Services | 3/4  | 6/6/2022   | \$ 97,104     | \$ -                   | \$ -                 | \$ 97,103.54         |
| TBD              | Public Information Officer          | 10   | 7/1/2022   | \$ -          | \$ -                   | \$ -                 | \$ -                 |
| Mike Higgins     | Substance Abuse Coordinator         | 1    | 9/6/2014   | \$ 39,545     | \$ -                   | \$ -                 | \$ 39,545.16         |
| Michele Rivera   | Human Resources Director            | 7/8  | 8/8/2022   | \$ 122,086    | \$ -                   | \$ -                 | \$ 122,086.33        |
| Overtime         |                                     |      |            |               |                        |                      | \$ -                 |
| DEPARTMENT TOTAL |                                     |      |            | \$ 756,705.44 | \$ 7,000.00            | \$ 36,115.34         | \$ 799,820.78        |

Town Manager Salary includes \$7,000 Car Allowance

|                 |               |
|-----------------|---------------|
| Total Full time | \$ 717,160.28 |
| Total Part Time | \$ 39,545.16  |
| Overtime        | \$ -          |
| Total Contract  | \$ 43,115.34  |
| Total           | \$ 799,820.78 |

## TOWN MANAGER DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME             | POSITION                            | STEP | ANN. DATE  | BASE SALARY   | CLOTHING/CAR ALLOWANCE | RETIREMENT LONGEVITY | TOTAL SALARY BENEFIT |
|------------------|-------------------------------------|------|------------|---------------|------------------------|----------------------|----------------------|
| John Curran      | Town Manager                        |      | 1/4/2010   | 230,248.00    | \$ 7,000.00            | 32,722.34            | \$ 269,970.34        |
| Clancy Main      | Assistant Town Manager              | 0    | 5/1/2017   | \$ 185,528    |                        |                      | \$ 185,528.32        |
| Susan Michelini  | Confidential Secretary              | 10   | 11/27/2000 | \$ 82,194     |                        | \$ 3,393.00          | \$ 85,587.09         |
| Robert Maynard   | Director of Administrative Services | 3/4  | 6/6/2022   | \$ 97,104     |                        |                      | \$ 97,103.54         |
| TBD              | Public Information Officer          | 10   | 7/1/2022   |               |                        |                      | \$ -                 |
| Mike Higgins     | Substance Abuse Coordinator         | 1    | 9/6/2014   | \$ 39,545     |                        |                      | \$ 39,545.16         |
| Michele Rivera   | Human Resources Director            | 7/8  | 8/8/2022   | \$ 122,086    |                        |                      | \$ 122,086.33        |
|                  |                                     |      |            |               |                        |                      | \$ -                 |
| Overtime         |                                     |      |            |               |                        |                      | \$ -                 |
| DEPARTMENT TOTAL |                                     |      |            | \$ 756,705.44 | \$ 7,000.00            | \$ 36,115.34         | \$ 799,820.78        |

Town Manager Salary includes \$7,000 Car Allowance

|                 |               |
|-----------------|---------------|
| Total Full time | \$ 717,160.28 |
| Total Part Time | \$ 39,545.16  |
| Overtime        | \$ -          |
| Total Contract  | \$ 43,115.34  |
| Total           | \$ 799,820.78 |

# Town Manager

## TOWN MANAGER DEPARTMENT SALARY INFORMATION FY2024 BUDGETED

| NAME             | POSITION                            | STEP | ANN. DATE  | BASE SALARY   | SICK LEAVE INCENTIVE | CLOTHING/CAR ALLOWANCE | RETIREMENT LONGEVITY* | TOTAL SALARY BENEFIT |
|------------------|-------------------------------------|------|------------|---------------|----------------------|------------------------|-----------------------|----------------------|
| John Curran      | Town Manager                        | 0    | 1/4/2010   | \$ 223,542    | \$ -                 | \$ 7,000.00            | \$ 32,118.77          | \$ 262,660.70        |
| Clancy Main      | Assistant Town Manager              | 9    | 5/1/2017   | \$ 178,393    | \$ -                 | \$ -                   | \$ -                  | \$ 178,392.61        |
| Susan Michelini  | Confidential Secretary              | 10   | 11/27/2000 | \$ 79,033     | \$ -                 | \$ -                   | \$ 3,393.00           | \$ 82,425.78         |
| Robert Maynard   | Director of Administrative Services | 2/3  | 6/6/2022   | \$ 87,176     | \$ -                 | \$ -                   | \$ -                  | \$ 87,176.01         |
| TBD              | Public Information Officer          | 10   | 7/1/2022   | \$ -          | \$ -                 | \$ -                   | \$ -                  | \$ -                 |
| Mike Higgins     | Substance Abuse Coordinator         | 1    | 9/6/2014   | \$ 38,024     | \$ -                 | \$ -                   | \$ -                  | \$ 38,024.19         |
| Michele Rivera   | Human Resources Director            | 6/7  | 8/8/2022   | \$ 112,889    | \$ -                 | \$ -                   | \$ -                  | \$ 112,889.29        |
|                  |                                     |      |            |               | \$ -                 | \$ -                   | \$ -                  | \$ -                 |
| Overtime         |                                     |      |            |               |                      |                        |                       | \$ -                 |
|                  |                                     |      |            |               |                      |                        |                       | \$ -                 |
| DEPARTMENT TOTAL |                                     |      |            | \$ 719,056.81 | \$ -                 | \$ 7,000.00            | \$ 35,511.77          | \$ 761,568.58        |

Town Manager Salary includes \$4,000 Car Allowance

|                 |               |
|-----------------|---------------|
| Total Full time | \$ 681,032.62 |
| Total Part Time | \$ 38,024.19  |
| Overtime        | \$ -          |
| Total Contract  | \$ 42,511.77  |
| Total           | \$ 761,568.58 |



## Town Manager

DESCRIPTION/DETAIL

TOWN MANAGER

| FY2021<br>BUDGETED                                                                                  | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |            |           |           |
|-----------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|------------|-----------|-----------|
| \$ 28,400                                                                                           | \$ 29,400          | \$ 28,400          | \$ 23,848          | \$ 48,400          | \$ 34,384          | \$ 48,400          | \$ 48,400          | \$ 48,400        | \$ 48,400             | Department | Town Mgr. | Fin Com   |
| Supplies and Expenses                                                                               |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
|                                                                                                     |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
| Expenses, professional development, Boards and Commissions                                          |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 28,400  | \$ 28,400 | \$ 28,400 |
|                                                                                                     |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 20,000  | \$ 20,000 | \$ 20,000 |
|                                                                                                     |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 48,400  | \$ 48,400 | \$ 48,400 |
| FY2021<br>BUDGETED                                                                                  | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |            |           |           |
| \$ 25,000                                                                                           | \$ 14,804          | \$ 18,000          | \$ 4,704           | \$ 25,000          | \$ 15,000          | \$ 25,000          | \$ 25,000          | \$ 25,000        | \$ 25,000             | Department | Town Mgr. | Fin Com   |
| Contract Services/Leases                                                                            |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
| Performance Management Program/Technical and Professional Assistance                                |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 25,000  | \$ 25,000 | \$ 25,000 |
|                                                                                                     |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ -       | \$ -      | \$ -      |
|                                                                                                     |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ -       | \$ -      | \$ -      |
|                                                                                                     |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 25,000  | \$ 25,000 | \$ 25,000 |
| FY2021<br>BUDGETED                                                                                  | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |            |           |           |
| \$ 10,000                                                                                           | \$ 10,000          | \$ 10,000          | \$ 4,953           | \$ 10,000          | \$ 5,348           | \$ 10,000          | \$ 10,000          | \$ 10,000        | \$ 10,000             | Department | Town Mgr. | Fin Com   |
| Community Planning/Projects/Technical Asst.                                                         |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
| Community Project Technical Assistance                                                              |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 5,000   | \$ 5,000  | \$ 5,000  |
| Middlesex 3 TMA Billerica/Alewife Shuttle                                                           |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 5,000   | \$ 5,000  | \$ 5,000  |
| Total Community Planning/Projects/Technical Asst.                                                   |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 10,000  | \$ 10,000 | \$ 10,000 |
| FY2021<br>BUDGETED                                                                                  | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |            |           |           |
|                                                                                                     |                    | \$ -               |                    |                    |                    | \$ -               | \$ -               | \$ -             | \$ -                  | Department | Town Mgr. | Fin Com   |
| Pensions                                                                                            |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
| This funds benefits to Widows of certain former employees                                           |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
| Total Connell/Strunk/Husson Pensions                                                                |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ -       | \$ -      | \$ -      |
| FY2021<br>BUDGETED                                                                                  | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |            |           |           |
| \$ 85,000                                                                                           | \$ 80,357          | \$ 85,000          | \$ 77,925          | \$ 85,000          | \$ 84,524          | \$ 85,000          | \$ 85,000          | \$ 85,000        | \$ 85,000             | Department | Town Mgr. | Fin Com   |
| Employee Medical Exams                                                                              |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
| This funds pre-employment exams for new employees and medical reviews/exams for injured employees.  |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 85,000  | \$ 85,000 | \$ 85,000 |
| This account is utilized for Public Safety :ie Police amd Fire Workers Compensation (111F Claims)   |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
| Total Employee Medical Exams                                                                        |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 85,000  | \$ 85,000 | \$ 85,000 |
| FY2021<br>BUDGETED                                                                                  | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |            |           |           |
| \$ 15,500                                                                                           | \$ 10,500          | \$ 25,000          | \$ 3,509           | \$ 15,000          | \$ 10,024          | \$ 15,000          | \$ 15,000          | \$ 15,000        | \$ 15,000             | Department | Town Mgr. | Fin Com   |
| Professional Training/Development                                                                   |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
| This funds Training and Development for Town employees.                                             |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 15,000  | \$ 15,000 | \$ 15,000 |
|                                                                                                     |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 15,000  | \$ 15,000 | \$ 15,000 |
| FY2021<br>BUDGETED                                                                                  | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |            |           |           |
| \$ 6,000                                                                                            | \$ 9,100           | \$ 15,000          | \$ 15,000          | \$ 12,000          | \$ 11,674          | \$ 12,000          | \$ 12,000          | \$ 12,000        | \$ 12,000             | Department | Town Mgr. | Fin Com   |
| Printing Town Report and Town Meeting Book                                                          |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
| This Account funds the printing of the Annual Report and the Booklet and Handouts for Town Meeting. |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 12,000  | \$ 12,000 | \$ 12,000 |
| Total Printing Town Report and Town Meeting Book                                                    |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 12,000  | \$ 12,000 | \$ 12,000 |
| FY2021<br>BUDGETED                                                                                  | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |            |           |           |
|                                                                                                     |                    |                    |                    |                    |                    | \$ -               | \$ -               | \$ -             | \$ -                  | Department | Town Mgr. | Fin Com   |
| Contract Retro                                                                                      |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
|                                                                                                     |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ -       | \$ -      | \$ -      |
|                                                                                                     |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ -       | \$ -      | \$ -      |
| FY2021<br>BUDGETED                                                                                  | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |            |           |           |
| \$ -                                                                                                |                    | \$ 32,000          | \$ 31,964          |                    |                    | \$ -               | \$ -               | \$ -             | \$ -                  | Department | Town Mgr. | Fin Com   |
| Assessment Center                                                                                   |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
| Total Assessment Center                                                                             |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ -       | \$ -      | \$ -      |
| FY2021<br>BUDGETED                                                                                  | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |            |           |           |
|                                                                                                     |                    | \$ -               |                    |                    |                    | \$ -               | \$ -               | \$ -             | \$ -                  | Department | Town Mgr. | Fin Com   |
| Capital Outlay                                                                                      |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
|                                                                                                     |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ -       | \$ -      | \$ -      |
| FY2021<br>BUDGETED                                                                                  | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |            |           |           |
| \$ 20,000.00                                                                                        | \$ 20,000.00       | \$ 20,000.00       | \$ 20,000.00       | \$ 20,000.00       | \$ 20,000.00       | \$ 20,000.00       | \$ 20,000.00       | \$ 20,000.00     | \$ 20,000.00          | Department | Town Mgr. | Fin Com   |
| Substance Abuse Prevention Program                                                                  |                    |                    |                    |                    |                    |                    |                    |                  |                       |            |           |           |
| Committee                                                                                           |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 15,000  | \$ 15,000 | \$ 15,000 |
| BARP                                                                                                |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 5,000   | \$ 5,000  | \$ 5,000  |
|                                                                                                     |                    |                    |                    |                    |                    |                    |                    |                  |                       | \$ 20,000  | \$ 20,000 | \$ 20,000 |

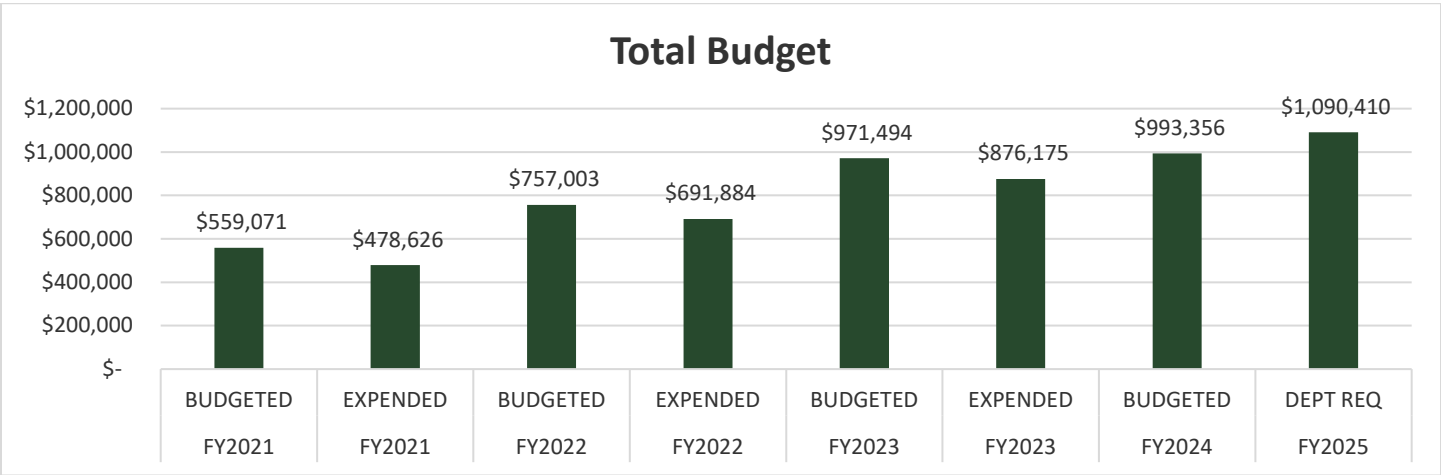
# Town Hall / Buildings

## Budget Explanation

The Town has been committed to centralizing and taking better care of all Town owned buildings. The reorganization of this department helps to fulfil this goal. The Town hired a Director of Facilities, two fulltime and one part time laborer to help care for the buildings. No FTE’s were added these positions were redistributed from other portions of the budget. In FY2023 the Building Maintenance Craftsman from the Library was transferred into this Department.

## Budget Narrative

The Town Hall budget will increase by around \$97,000 this year due to contractual increases for personnel and the redistribution of a Building Maintenance craftsman position. The Town transferred a position from the Highway Department to the Facilities Department.



Town Hall / Buildings

TOWN HALL/BUILDINGS

Personnel Services

|                         |           |      |            |            |            |            |            |            |            |            |            |            |
|-------------------------|-----------|------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Full Time               | \$ 43,082 |      | \$ 170,351 | \$ 170,351 |            | \$ 255,261 | \$ 262,980 | \$ 273,973 | \$ 355,277 | \$ 355,277 | \$ 355,277 | \$ 355,277 |
| Part Time/Seasonal      | \$ 13,389 |      | \$ 15,850  | \$ 15,820  |            | \$ 22,705  | \$ 22,705  | \$ 23,854  | \$ 25,304  | \$ 25,304  | \$ 25,304  | \$ 25,304  |
| Overtime                |           |      | \$ -       |            |            | \$ 25,000  | \$ 25,000  | \$ 25,000  | \$ 25,000  | \$ 25,000  | \$ 25,000  | \$ 25,000  |
| Contractual Obligations |           |      | \$ 7,702   | \$ 6,879   |            | \$ 9,529   | \$ 7,184   | \$ 9,529   | \$ 10,329  | \$ 10,329  | \$ 10,329  | \$ 10,329  |
| Total                   | \$ 56,471 | \$ - | \$ 193,903 | \$ 193,050 | \$ 312,494 | \$ 317,879 | \$ 332,356 | \$ 415,910 | \$ 415,910 | \$ 415,910 | \$ 415,910 | \$ 415,910 |

Expenses

|                       |            |            |            |            |            |            |            |            |            |            |            |            |
|-----------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Contract Services     | \$ 40,000  | \$ -       | \$ 40,000  | \$ 41,424  | \$ 42,500  | \$ 38,196  | \$ 49,500  | \$ 52,500  | \$ 52,500  | \$ 52,500  | \$ 52,500  | \$ 52,500  |
| Postage               | \$ 145,000 | \$ 140,465 | \$ 145,000 | \$ 119,585 | \$ 145,000 | \$ 147,054 | \$ 145,000 | \$ 145,000 | \$ 145,000 | \$ 145,000 | \$ 145,000 | \$ 145,000 |
| Custodial Supplies    | \$ 4,000   | \$ 11,619  | \$ 8,000   | \$ 10,417  | \$ 12,000  | \$ 11,973  | \$ 12,000  | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 15,000  |
| Supplies and Expenses | \$ 25,000  | \$ 29,785  | \$ 25,000  | \$ 25,000  | \$ 35,000  | \$ 33,564  | \$ 30,000  | \$ 30,000  | \$ 30,000  | \$ 30,000  | \$ 30,000  | \$ 30,000  |
| Cleaning Service      | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Utilities             | \$ 40,000  | \$ 40,000  | \$ 50,000  | \$ 52,371  | \$ 100,000 | \$ 42,551  | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 | \$ 100,000 |
| Building Maintenance  | \$ 155,100 | \$ 160,770 | \$ 155,100 | \$ 155,100 | \$ 184,500 | \$ 190,534 | \$ 184,500 | \$ 192,000 | \$ 192,000 | \$ 192,000 | \$ 192,000 | \$ 192,000 |
| Telephone             | \$ 90,000  | \$ 80,313  | \$ 90,000  | \$ 81,978  | \$ 90,000  | \$ 73,431  | \$ 90,000  | \$ 90,000  | \$ 90,000  | \$ 90,000  | \$ 90,000  | \$ 90,000  |
| Abandoned Buildings   | \$ 3,500   | \$ 15,674  | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Masonic Building      | \$ -       | \$ -       | \$ 50,000  | \$ 12,959  | \$ 50,000  | \$ 20,993  | \$ 50,000  | \$ 50,000  | \$ 50,000  | \$ 50,000  | \$ 50,000  | \$ 50,000  |
| Capital Outlay        | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Total Expenses        | \$ 502,600 | \$ 478,626 | \$ 563,100 | \$ 498,834 | \$ 659,000 | \$ 558,296 | \$ 661,000 | \$ 674,500 | \$ 674,500 | \$ 674,500 | \$ 674,500 | \$ 674,500 |

TOTAL BUDGET

|  |            |            |            |            |            |            |            |              |              |              |              |              |
|--|------------|------------|------------|------------|------------|------------|------------|--------------|--------------|--------------|--------------|--------------|
|  | \$ 559,071 | \$ 478,626 | \$ 757,003 | \$ 691,884 | \$ 971,494 | \$ 876,175 | \$ 993,356 | \$ 1,090,410 | \$ 1,090,410 | \$ 1,090,410 | \$ 1,090,410 | \$ 1,090,410 |
|--|------------|------------|------------|------------|------------|------------|------------|--------------|--------------|--------------|--------------|--------------|

|                |                |                |                     |            |            |
|----------------|----------------|----------------|---------------------|------------|------------|
| TM Rec. FY2024 | TM Rec. FY2025 | TM Rec. FY2025 | Fin Com Rec. FY2025 | Difference | Percentage |
|                |                |                |                     | \$ 97,054  | 9.77%      |

| Position                     | FTE | FTE | FTE | FTE |
|------------------------------|-----|-----|-----|-----|
| Facilities Director          | 1   | 1   | 1   | 1   |
| Laborer                      | 2   | 2   | 2   | 2   |
| Building Maintenance Craftsm | 1   | 2   | 2   | 2   |
| Total Staffing               | 4   | 5   | 5   | 5   |

# Town Hall / Buildings

## TOWN HALL/BUILDING DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                    | POSITION             | STEP | ANN. DATE  | BASE SALARY   | SICK LEAVE<br>INCENTIVE | CLOTHING/CAR/<br>LICENSE | TOTAL SALARY<br>BENEFIT |
|-------------------------|----------------------|------|------------|---------------|-------------------------|--------------------------|-------------------------|
| Bob Sallesse            | Facilities Director  | 8/9  | 9/19/2016  | \$ 113,425.51 | \$ -                    | \$ 4,902.00              | \$ 118,327.51           |
| Derick Tsoukalas        | Building Maintenance | 4/5  | 12/7/2020  | \$ 64,338.96  | \$ 600.00               | \$ 800.00                | \$ 65,738.96            |
| Trent Giacobbe          | Laborer              | 3/4  | 3/1/2021   | \$ 54,739.80  | \$ 600.00               | \$ 800.00                | \$ 56,139.80            |
| Rick Thorne             | Laborer NU           | 5/6  | 3/1/2021   | \$ 25,303.91  | \$ -                    | \$ -                     | \$ 25,303.91            |
| Kevin Rudy              | Bldg Craftsman       | 9    | 11/7/2011  | \$ 70,797.23  | \$ -                    | \$ 1,827.00              | \$ 72,624.23            |
| Chris Ciano             | Laborer              | 1/2  | 10/23/2023 | \$ 51,975.28  | \$ -                    | \$ 800.00                | \$ 52,775.28            |
| <b>DEPARTMENT TOTAL</b> |                      |      |            | \$ 380,580.69 | \$ 1,200.00             | \$ 9,129.00              | \$ 390,909.69           |

Total Full Time \$ 355,276.77  
 Total Part Time \$ 25,303.91  
 Total Contract \$ 10,329.00  
 Overtime \$ 25,000.00  
 Total \$ 415,909.69

## TOWN HALL/BUILDING DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                    | POSITION             | STEP | ANN. DATE  | BASE SALARY   | SICK LEAVE<br>INCENTIVE | CLOTHING/CAR/<br>LICENSE | TOTAL SALARY<br>BENEFIT |
|-------------------------|----------------------|------|------------|---------------|-------------------------|--------------------------|-------------------------|
| Bob Sallesse            | Facilities Director  | 8/9  | 9/19/2016  | \$ 113,425.51 |                         | \$ 4,902.00              | \$ 118,327.51           |
| Derick Tsoukalas        | Building Maintenance | 4/5  | 12/7/2020  | \$ 64,338.96  | \$ 600.00               | \$ 800.00                | \$ 65,738.96            |
| Trent Giacobbe          | Laborer              | 3/4  | 3/1/2021   | \$ 54,739.80  | \$ 600.00               | \$ 800.00                | \$ 56,139.80            |
| Rick Thorne             | Laborer NU           | 5/6  | 3/1/2021   | \$ 25,303.91  |                         |                          | \$ 25,303.91            |
| Kevin Rudy              | Bldg Craftsman       | 9    | 11/7/2011  | \$ 70,797.23  |                         | \$ 1,827.00              | \$ 72,624.23            |
| Chris Ciano             | Laborer              | 1/2  | 10/23/2023 | \$ 51,975.28  |                         | \$ 800.00                | \$ 52,775.28            |
| <b>DEPARTMENT TOTAL</b> |                      |      |            | \$ 380,580.69 | \$ 1,200.00             | \$ 9,129.00              | \$ 390,909.69           |

Total Full Time \$ 355,276.77  
 Total Part Time \$ 25,303.91  
 Total Contract \$ 10,329.00  
 Overtime \$ 25,000.00  
 Total \$ 415,909.69

# Town Hall / Buildings

## TOWN HALL DEPARTMENT SALARY INFORMATION FY2024 BUDGETED

| NAME                    | POSITION            | STEP | ANN. DATE | BASE SALARY   | SICK LEAVE<br>INCENTIVE | CLOTHING/CAR/<br>LICENSE | TOTAL SALARY<br>BENEFIT |
|-------------------------|---------------------|------|-----------|---------------|-------------------------|--------------------------|-------------------------|
| Bob Sallese             | Facilities Director | 7/8  | 9/19/2016 | \$ 104,700.47 | \$ -                    | \$ 4,902.00              | \$ 109,602.47           |
| Derick Tsoukalas        | Laborer             | 3/4  | 12/7/2020 | \$ 48,496.71  | \$ 600.00               | \$ 800.00                | \$ 49,896.71            |
| Trent Giacobbe          | Laborer             | 2/3  | 3/1/2021  | \$ 46,475.19  | \$ 600.00               | \$ 800.00                | \$ 47,875.19            |
| Rick Thorne             | Laborer NU          | 4/5  | 3/1/2021  | \$ 23,853.61  | \$ -                    | \$ -                     | \$ 23,853.61            |
| Kevin Rudy              | Bldg Craftsman      | 9    | 11/7/2011 | \$ 68,074.25  | \$ -                    | \$ 1,827.00              | \$ 69,901.25            |
| BMEA Settlement         |                     |      | 1/0/1900  | \$ 6,226.67   |                         |                          | \$ 6,226.67             |
|                         |                     |      |           |               |                         |                          |                         |
| <b>DEPARTMENT TOTAL</b> |                     |      |           | \$ 297,826.91 | \$ 1,200.00             | \$ 8,329.00              | \$ 307,355.91           |

|                 |    |            |
|-----------------|----|------------|
| Total Full Time | \$ | 273,973.29 |
| Total Part Time | \$ | 23,853.61  |
| Total Contract  | \$ | 9,529.00   |
| Overtime        | \$ | 25,000.00  |
| Total           | \$ | 307,355.91 |

Town Hall / Buildings

| DESCRIPTION DETAIL                                                         |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
|----------------------------------------------------------------------------|--------------------|--------------------|--------------------|----------------------------------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| TOWN HALL/BUILDINGS                                                        |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| FY2021<br>BUDGETED                                                         | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED                           | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
| \$ 145,000                                                                 | \$ 140,465         | \$ 145,000         | \$ 119,585         | \$ 145,000                                   | \$ 147,054         | \$ 145,000         | \$ 145,000         | \$ 145,000       | \$ 145,000            |
| 0                                                                          |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Department      Town Mgr.      Fin Com                                     |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Postage                                                                    |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
|                                                                            |                    |                    | Projected          | Rate                                         | Amount             |                    |                    |                  |                       |
| Postage                                                                    |                    |                    | 85,000.00          | 0.390                                        | \$ 33,150.00       | \$ 33,150.00       | \$ 33,150.00       | \$ 33,150.00     | \$ 33,150.00          |
| Daily Usage                                                                |                    |                    | 55,000.00          | 0.365                                        | \$ 20,075.00       | \$ 20,075.00       | \$ 20,075.00       | \$ 20,075.00     | \$ 20,075.00          |
| Real Estate Tax Bills                                                      |                    |                    | 3,000.00           | 0.365                                        | \$ 1,095.00        | \$ 1,095.00        | \$ 1,095.00        | \$ 1,095.00      | \$ 1,095.00           |
| Personal Property Tax Bills                                                |                    |                    | 2,000.00           | 0.365                                        | \$ 730.00          | \$ 730.00          | \$ 730.00          | \$ 730.00        | \$ 730.00             |
| Demand Notices Real/Pers                                                   |                    |                    | 55,000.00          | 0.365                                        | \$ 20,075.00       | \$ 20,075.00       | \$ 20,075.00       | \$ 20,075.00     | \$ 20,075.00          |
| Excise Bills                                                               |                    |                    | 10,000.00          | 0.365                                        | \$ 3,650.00        | \$ 3,650.00        | \$ 3,650.00        | \$ 3,650.00      | \$ 3,650.00           |
| Excise Demand Bills/ Warrants                                              |                    |                    | 15,000.00          | 0.365                                        | \$ 5,475.00        | \$ 5,475.00        | \$ 5,475.00        | \$ 5,475.00      | \$ 5,475.00           |
| Tax Title                                                                  |                    |                    | 38,000.00          | 0.365                                        | \$ 13,870.00       | \$ 13,870.00       | \$ 13,870.00       | \$ 13,870.00     | \$ 13,870.00          |
| Water/Sewer                                                                |                    |                    | 7,500.00           | 0.365                                        | \$ 2,737.50        | \$ 2,737.50        | \$ 2,737.50        | \$ 2,737.50      | \$ 2,737.50           |
| Water/Sewer Demands                                                        |                    |                    | 270,500.00         |                                              | \$ 100,857.50      | \$ 19,142.50       | \$ 19,142.50       | \$ 19,142.50     | \$ 19,142.50          |
| TOTALS                                                                     |                    |                    |                    |                                              |                    | \$ 25,000.00       | \$ 25,000.00       | \$ 25,000.00     | \$ 25,000.00          |
|                                                                            |                    |                    |                    |                                              |                    | \$ 145,000.00      | \$ 145,000.00      | \$ 145,000.00    | \$ 145,000.00         |
| FY2021<br>BUDGETED                                                         | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED                           | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
| \$ 4,000                                                                   | \$ 11,619          | \$ 8,000           | \$ 10,417          | \$ 12,000                                    | \$ 11,973          | \$ 12,000          | \$ 15,000          | \$ 15,000        | \$ 15,000             |
| Custodial Supplies                                                         |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Department      Town Mgr.      Fin Com                                     |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Custodial supplies for the Town Hall, Library and Recreation, Masonic, PHR |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 15,000          | \$ 15,000        | \$ 15,000             |
| Total Custodial Supplies                                                   |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 15,000          | \$ 15,000        | \$ 15,000             |
| FY2021<br>BUDGETED                                                         | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED                           | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
| \$ 25,000                                                                  | \$ 29,785          | \$ 25,000          | \$ 25,000          | \$ 35,000                                    | \$ 33,564          | \$ 30,000          | \$ 30,000          | \$ 30,000        | \$ 30,000             |
| Department      Town Mgr.      Fin Com                                     |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Supplies and Expenses                                                      |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 30,000          | \$ 30,000        | \$ 30,000             |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 30,000          | \$ 30,000        | \$ 30,000             |
| FY2021<br>BUDGETED                                                         | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED                           | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
|                                                                            |                    |                    |                    |                                              |                    | \$ -               |                    |                  |                       |
| Cleaning Service                                                           |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| FY2021<br>BUDGETED                                                         | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED                           | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
| \$ 40,000                                                                  | \$ 40,000          | \$ 50,000          | \$ 52,371          | \$ 100,000                                   | \$ 42,551          | \$ 100,000         | \$ 100,000         | \$ 100,000       | \$ 100,000            |
| Department      Town Mgr.      Fin Com                                     |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Utilities                                                                  |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 100,000         | \$ 100,000       | \$ 100,000            |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 100,000         | \$ 100,000       | \$ 100,000            |
| FY2021<br>BUDGETED                                                         | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED                           | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
| \$ 155,100                                                                 | \$ 160,770         | \$ 155,100         | \$ 155,100         | \$ 184,500                                   | \$ 190,534         | \$ 184,500         | \$ 192,000         | \$ 192,000       | \$ 192,000            |
| Building Maintenance                                                       |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Town Hall - Building Maintance/Service Contracts                           |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| HVAC Contract - ENE                                                        |                    |                    | \$ 150,000         | (Howe, new chillers library, TH and Masonic) |                    |                    |                    |                  |                       |
| Elevator Contract - BBE                                                    |                    |                    | 21,000             | Eagle United                                 |                    |                    |                    |                  |                       |
| Elevator Annual Inspection                                                 |                    |                    | 13,500             | Protection One                               |                    |                    |                    |                  |                       |
| Sprinkler Contract                                                         |                    |                    | 5,000              |                                              |                    |                    |                    |                  |                       |
| Generator Service Contract                                                 |                    |                    | 2,500              |                                              |                    |                    |                    |                  |                       |
| Security Contract - Ultraguard and other Contracts                         |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Total                                                                      |                    |                    | \$ 192,000         |                                              |                    |                    |                    |                  |                       |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 192,000         | \$ 192,000       | \$ 192,000            |
| FY2021<br>BUDGETED                                                         | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED                           | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
| \$ 90,000                                                                  | \$ 80,313          | \$ 90,000          | \$ 81,978          | \$ 90,000                                    | \$ 73,431          | \$ 90,000          | \$ 90,000          | \$ 90,000        | \$ 90,000             |
| Department      Town Mgr.      Fin Com                                     |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Telephone                                                                  |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 90,000          | \$ 90,000        | \$ 90,000             |
| Total:                                                                     |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 90,000          | \$ 90,000        | \$ 90,000             |
| FY2021<br>BUDGETED                                                         | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED                           | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
| \$ 3,500                                                                   | \$ 15,674          |                    |                    |                                              |                    | \$ -               | \$ -               | \$ -             | \$ -                  |
| Department      Town Mgr.      Fin Com                                     |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Abondoned Building                                                         |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Maintenance and Upkeep                                                     |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ -               | \$ -             | \$ -                  |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ -               | \$ -             | \$ -                  |
| FY2021<br>BUDGETED                                                         | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED                           | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
|                                                                            |                    | \$ 50,000          | \$ 12,959          | \$ 50,000                                    | \$ 20,993          | \$ 50,000          | \$ 50,000          | \$ 50,000        | \$ 50,000             |
| Department      Town Mgr.      Fin Com                                     |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Town Buildings                                                             |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Maintenance and Upkeep                                                     |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 50,000          | \$ 50,000        | \$ 50,000             |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 50,000          | \$ 50,000        | \$ 50,000             |
| FY2021<br>BUDGETED                                                         | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED                           | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
|                                                                            |                    |                    |                    |                                              |                    | \$ -               |                    |                  |                       |
| Department      Town Mgr.      Fin Com                                     |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Capital Outlay                                                             |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| FY2021<br>BUDGETED                                                         | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED                           | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
| \$ 40,000                                                                  | \$ -               | \$ 40,000          | \$ 41,424          | \$ 42,500                                    | \$ 38,196          | \$ 49,500          | \$ 52,500          | \$ 52,500        | \$ 52,500             |
| Department      Town Mgr.      Fin Com                                     |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Contractual Services                                                       |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Valley Collaborative                                                       |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
| Playground Inspection                                                      |                    |                    |                    |                                              |                    |                    |                    |                  |                       |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 50,000          | \$ 50,000        | \$ 50,000             |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 2,500           | \$ 2,500         | \$ 2,500              |
|                                                                            |                    |                    |                    |                                              |                    |                    | \$ 52,500          | \$ 52,500        | \$ 52,500             |





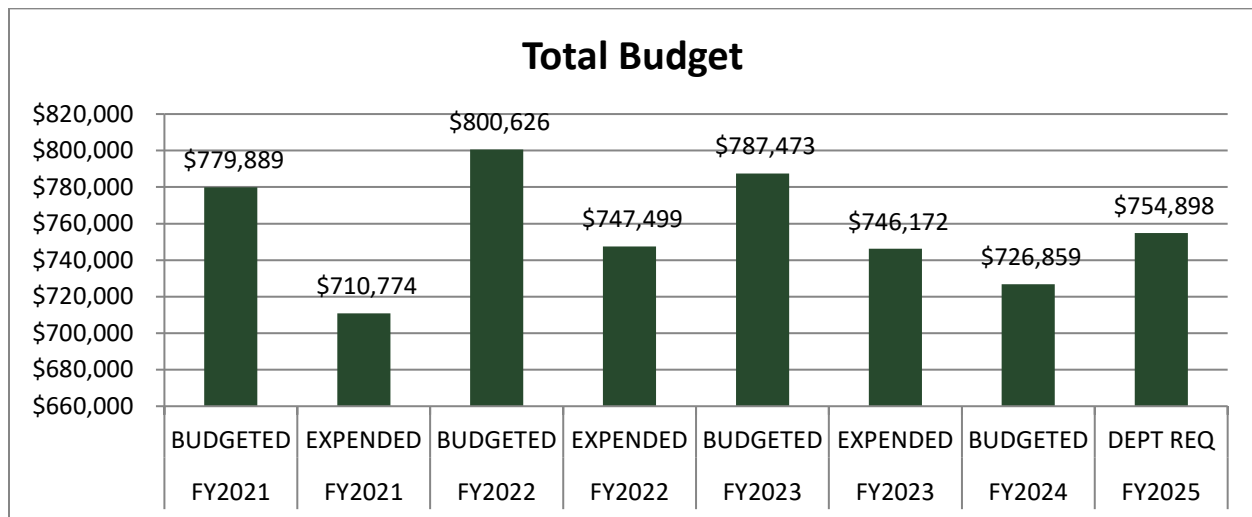
# Treasurer / Collector

## Department Explanation

The Treasurer/Collector is responsible for the timely billing and collection of all of the Town's revenues as well as being the source of disbursing all of the payments by the Town and the Middlesex Retirement System. The Treasurer functions as the disbursing agent for the Town, issuing over 75,000 paychecks, direct deposit vouchers and vendor checks annually.

## Budget Narrative

The Treasurer / Collector budget will be increasing by \$28,000 due to contractual obligations for full-time personnel services.



# Treasurer / Collector

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## Programs and Services

The Collector of Taxes issues and receipts more than 200,000 tax, utility and departmental bills annually. This Department is also responsible for adherence to Federal Statutes and Massachusetts General Laws regarding these obligations due to the Town.

The Treasurer/Collector's Office will meet its statutory duties of maximizing Town revenues and paying the Town's obligation while providing the highest level of customer service possible, while safeguarding all public assets. For the convenience of individuals making payment to the Town, online options for the payment of tax and utility bills as well as Town services have been added to the methods in which payments can be made to the Town. Currently 40% of our payments come from tax services, 10% online, 20% from a lockbox, and 30% from the counter.

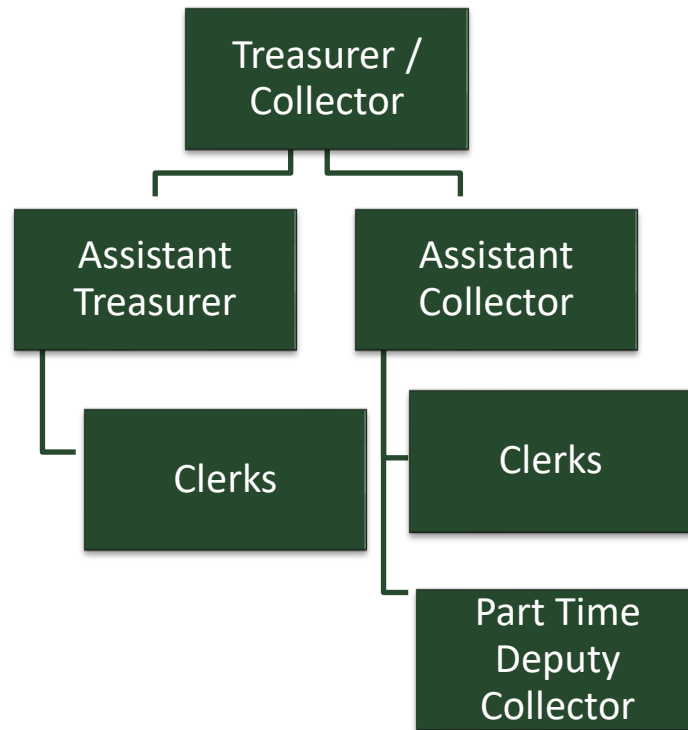
The consolidation of this Department provides a distinct opportunity to achieve operational efficiencies through cross training of personnel. Furthermore, the shared resources, both financial and technical, shall provide additional operational efficiencies.

This Department is also responsible for the administration, withholding and disbursement of all payroll liabilities in compliance with Federal and State laws and local contracts. The Treasurer is responsible for the coordination and issuance of short-term and long-term debt obligations required to fund the Town's capital improvement program. As well as the 455 members who are part of our retirement system.

# Treasurer / Collector

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## Organizational Chart



Treasurer / Collector

TREASURER/COLLECTOR

Personnel Services

|                         |            |            |            |            |            |            |            |            |            |            |
|-------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Full Time               | \$ 534,007 | \$ 534,007 | \$ 551,061 | \$ 543,321 | \$ 557,108 | \$ 510,756 | \$ 498,643 | \$ 560,734 | \$ 560,734 | \$ 560,734 |
| Part Time/Seasonal      | \$ 20,409  | \$ 20,409  | \$ 20,409  | \$ 20,409  | \$ 20,409  | \$ 20,409  | \$ 20,409  | \$ -       | \$ -       | \$ -       |
| Overtime                |            |            |            |            |            |            |            | \$ -       | \$ -       | \$ -       |
| Contractual Obligations | \$ 15,911  | \$ 15,844  | \$ 19,894  | \$ 18,844  | \$ 20,694  | \$ 20,694  | \$ 18,544  | \$ 14,110  | \$ 14,110  | \$ 14,110  |

Total

|  |            |            |            |            |            |            |            |            |            |            |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
|  | \$ 570,327 | \$ 570,260 | \$ 591,364 | \$ 582,574 | \$ 598,211 | \$ 551,859 | \$ 537,597 | \$ 574,844 | \$ 574,844 | \$ 574,844 |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

Expenses

|                          |           |           |           |           |           |           |           |           |           |           |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Supplies and Expenses    | \$ 67,008 | \$ 56,900 | \$ 66,708 | \$ 61,512 | \$ 66,708 | \$ 60,310 | \$ 66,708 | \$ 57,500 | \$ 57,500 | \$ 57,500 |
| Contract Services/Leases | \$ 92,554 | \$ 64,665 | \$ 92,554 | \$ 68,371 | \$ 72,554 | \$ 66,891 | \$ 72,554 | \$ 72,554 | \$ 72,554 | \$ 72,554 |
| Tax Revenue Collection   | \$ 50,000 | \$ 18,949 | \$ 50,000 | \$ 35,043 | \$ 50,000 | \$ 67,112 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| Capital Outlay           |           |           |           |           |           |           |           | \$ -      | \$ -      | \$ -      |

Total Expenses

|  |            |            |            |            |            |            |            |            |            |            |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
|  | \$ 209,562 | \$ 140,514 | \$ 209,262 | \$ 164,925 | \$ 189,262 | \$ 194,313 | \$ 189,262 | \$ 180,054 | \$ 180,054 | \$ 180,054 |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

TOTAL BUDGET

|  |            |            |            |            |            |            |            |            |            |            |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
|  | \$ 779,889 | \$ 710,774 | \$ 800,626 | \$ 747,499 | \$ 787,473 | \$ 746,172 | \$ 726,859 | \$ 754,898 | \$ 754,898 | \$ 754,898 |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

Dep. Req  
FY2025

TM Rec.  
FY2025

Fin Com Rec  
FY2025

Difference PY \$ 28,039.34

% PY 3.86%

| Position                  | FTE | FTE | FTE | FTE |
|---------------------------|-----|-----|-----|-----|
| Treasurer/Collector       | 1   | 1   | 1   | 1   |
| Assistant Treasurer       | 1   | 1   | 1   | 1   |
| Assistant Collector       | 1   | 1   | 1   | 1   |
| Administrative Head Clerk | 1   | 1   | 1   | 1   |
| Head Clerk                | 0   | 0   | 0   | 0   |
| Principal Clerk           | 4   | 4   | 4   | 4   |
| Senior Clerk              | 0   | 0   | 0   | 0   |
| Water meter reader/repair | 0   | 0   | 0   | 0   |
| Deputy Collector          |     |     |     |     |
| Total Staffing            | 8   | 8   | 8   | 8   |

Dep. Req  
FY2025

TM Rec.  
FY2025

Fin Com Rec  
FY2025

| Position         | PTE | PTE | PTE | PTE |
|------------------|-----|-----|-----|-----|
| Deputy Collector | 2   | 2   | 2   | 2   |

# Treasurer / Collector

## TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT RECOMMENDATION

| NAME               | POSITION            | STEP | ANN. DATE  | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|--------------------|---------------------|------|------------|---------------|----------------------|-------------|----------------------|
| Elaine Russo       | Treasurer/Collector | 4/5  | 9/22/2008  | \$ 108,095.02 | \$ 500.00            | \$ 2,610.00 | \$ 111,205.02        |
| Mary Ann Schafer   | Asst. Collector     | 2/3  | 12/19/2016 | \$ 82,839.29  | \$ 1,000.00          | \$ 1,650.00 | \$ 85,489.29         |
| Kimberly Sandeffer | Principal Clerk     | 5/6  | 7/8/2019   | \$ 57,253.21  | \$ 1,000.00          |             | \$ 58,253.21         |
| Theresa Bourgeois  | Principal Clerk     | 7    | 4/17/2007  | \$ 59,587.05  | \$ 1,000.00          | \$ 2,700.00 | \$ 63,287.05         |
| Kerri Taylor       | Head Clerk          | 3/4  | 8/18/2023  | \$ 57,841.23  | \$ 1,000.00          |             | \$ 58,841.23         |
| Olivia Canario     | Asst. Treasurer     | 2/3  | 7/12/2021  | \$ 96,795.66  | \$ 1,000.00          | \$ 1,650.00 | \$ 99,445.66         |
| Nere Fuentes       | Principal Clerk     | 2/3  | 1/4/2023   | \$ 49,959.76  |                      |             | \$ 49,959.76         |
| Valerie Bowlan     | Principal Clerk     | 1/2  | 10/30/2023 | \$ 48,362.72  |                      |             | \$ 48,362.72         |
|                    |                     |      |            |               |                      |             | \$ -                 |
|                    |                     |      |            |               |                      |             | \$ -                 |
|                    |                     |      |            |               |                      |             | \$ -                 |
| DEPARTMENT TOTAL   |                     |      |            | \$ 560,733.94 | \$ 5,500             | \$ 8,610    | \$ 574,843.94        |

|                 |               |
|-----------------|---------------|
| Total Full Time | \$ 560,733.94 |
| Total Part Time | \$ -          |
| Overtime        | \$ -          |
| Total Contract  | \$ 14,110     |
| Total Salaries  | \$ 574,843.94 |

## TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME               | POSITION            | STEP | ANN. DATE  | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|--------------------|---------------------|------|------------|---------------|----------------------|-------------|----------------------|
| Elaine Russo       | Treasurer/Collector | 4/5  | 9/22/2008  | \$ 108,095.02 | \$ 500.00            | \$ 2,610.00 | \$ 111,205.02        |
| Mary Ann Schafer   | Asst. Collector     | 2/3  | 12/19/2016 | \$ 82,839.29  | \$ 1,000.00          | \$ 1,650.00 | \$ 85,489.29         |
| Kimberly Sandeffer | Principal Clerk     | 5/6  | 7/8/2019   | \$ 57,253.21  | \$ 1,000.00          | \$ -        | \$ 58,253.21         |
| Theresa Bourgeois  | Principal Clerk     | 7    | 4/17/2007  | \$ 59,587.05  | \$ 1,000.00          | \$ 2,700.00 | \$ 63,287.05         |
| Kerri Taylor       | Head Clerk          | 3/4  | 8/18/2023  | \$ 57,841.23  | \$ 1,000.00          | \$ -        | \$ 58,841.23         |
| Olivia Canario     | Asst. Treasurer     | 2/3  | 7/12/2021  | \$ 96,795.66  | \$ 1,000.00          | \$ 1,650.00 | \$ 99,445.66         |
| Nere Fuentes       | Principal Clerk     | 2/3  | 1/4/2023   | \$ 49,959.76  | \$ -                 | \$ -        | \$ 49,959.76         |
| Valerie Bowlan     | Principal Clerk     | 1/2  | 10/30/2023 | \$ 48,362.72  | \$ -                 | \$ -        | \$ 48,362.72         |
|                    |                     |      |            |               |                      |             | \$ -                 |
|                    |                     |      |            |               |                      |             | \$ -                 |
|                    |                     |      |            |               |                      |             | \$ -                 |
| DEPARTMENT TOTAL   |                     |      |            | \$ 560,733.94 | \$ 5,500             | \$ 8,610    | \$ 574,843.94        |

|                 |               |
|-----------------|---------------|
| Total Full Time | \$ 560,733.94 |
| Total Part Time | \$ -          |
| Overtime        | \$ -          |
| Total Contract  | \$ 14,110     |
| Total Salaries  | \$ 574,843.94 |

# Treasurer / Collector

## TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

| NAME               | POSITION                  | STEP | ANN. DATE  | BASE SALARY  | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|--------------------|---------------------------|------|------------|--------------|----------------------|-------------|----------------------|
| Elaine Russo       | Treasurer/Collector       | 3/4  | 9/22/2008  | \$ 99,953.53 | \$ 500.00            | \$ 2,610.00 | 103,063.53           |
| McKenna, Carole    | Administrative Head Clerk | 7    | 6/3/1963   | \$ 68,180.05 | \$ 1,000.00          | \$ 4,434.00 | 73,614.05            |
| Mary Ann Schafer   | Asst. Collector           | 1/2  | 12/19/2016 | \$ 74,358.81 | \$ 500.00            | \$ 1,650.00 | 76,508.81            |
| Kimberly Sandeffer | Principal Clerk           | 4/5  | 7/8/2019   | \$ 51,392.05 | \$ 1,000.00          | \$ -        | 52,392.05            |
| Theresa Bourgeois  | Principal Clerk           | 7    | 4/17/2007  | \$ 55,626.45 | \$ 1,000.00          | \$ 2,700.00 | 59,326.45            |
| Kerri Taylor       | Principal Clerk           | 4/5  | 2/24/2020  | \$ 50,141.58 | \$ 1,000.00          | \$ -        | 51,141.58            |
| Olivia Canario     | Asst. Treasurer           | 2/3  | 7/12/2021  | \$ 78,373.37 | \$ 500.00            | \$ 1,650.00 | 80,523.37            |
| Nere Fuentes       | Principal Clerk           | 1/2  | 1/4/2023   | \$ 44,844.93 | \$ -                 | \$ -        | 44,844.93            |
| Krouchune, Russell | Deputy Collector          |      | 9/22/2008  | \$ 10,204.68 | \$ -                 | \$ -        | 10,204.68            |
| Mount, James       | Deputy Collector          |      | 9/1/2006   | 10,204.68    | -                    | -           | 10,204.68            |
| IUPE Settlement    |                           |      |            | \$ 13,888.90 |                      |             | 13,888.90            |
| BPAA Settlement    |                           |      |            | \$ 6,728.51  |                      |             | 6,728.51             |
|                    |                           |      |            |              |                      |             | -                    |
|                    |                           |      |            |              |                      |             | -                    |
|                    |                           |      |            |              |                      |             | -                    |
|                    |                           |      |            |              |                      |             | -                    |
| DEPARTMENT TOTAL   |                           |      |            | 563,897.53   | 5,500.00             | 13,044.00   | 582,441.53           |

|                 |               |
|-----------------|---------------|
| Total Full Time | 498,643.24    |
| Total Part Time | 20,409.36     |
| Overtime        | -             |
| Total Contract  | 18,544.00     |
| Total Salaries  | \$ 537,596.60 |

# Treasurer / Collector

## DESCRIPTION/DETAIL

### TREASURER/COLLECTOR

#### Supplies and Expenses

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 67,008 | \$ 56,900 | \$ 66,708 | \$ 61,512 | \$ 66,708 | \$ 60,310 | \$ 66,708 | \$ 57,500 | \$ 57,500 | \$ 57,500   |

|                              | Department  | Town Mgr.   | Fin Com     |
|------------------------------|-------------|-------------|-------------|
| Office Supplies, W. B. Mason | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
| Other printed supplies       | \$ 750.00   | \$ 750.00   | \$ 750.00   |
| US overnight                 | \$ 100.00   | \$ 100.00   | \$ 100.00   |
| Collectors                   | \$ 150.00   | \$ 150.00   | \$ 150.00   |
|                              | \$ -        | \$ -        | \$ -        |
|                              | \$ -        | \$ -        | \$ -        |

#### FY25 Bill Processing - Supplies & Expense

|                           |         |               |          | Expensed Tax & Water/Sewer Billing supplies for FY2024 |              |              |              |
|---------------------------|---------|---------------|----------|--------------------------------------------------------|--------------|--------------|--------------|
| Water Bills               | Amount  | Cost per Bill |          | Water Bills                                            | \$ 4,837.50  |              |              |
| Water Demand Bills        | 45,000  | \$0.3000      | \$13,500 | Water Demand Bills                                     | \$ 537.50    |              |              |
| Water Envelopes           | 5,000   | \$0.3000      | \$1,500  | Water Envelopes                                        | \$ 5,912.50  |              |              |
| Water Return Envelopes    | 55,000  |               | \$0      | Water Return Envelopes                                 | \$ 4,837.50  |              |              |
|                           | 45,000  |               | \$0      | 15K inserts tx bills (i.c.)                            | \$ 905.00    |              |              |
| Tax Bills                 | 65,000  | \$0.3000      | \$19,500 | Tax Bills                                              | \$ 6,987.50  |              |              |
| Tax Demand Bills          | 5,000   | \$0.3000      | \$1,500  | Tax Demand Bills                                       | \$ 537.50    |              |              |
| Tax Envelopes             | 75,000  |               | \$0      | Tax Envelopes                                          | \$ 8,062.50  |              |              |
| Tax Return Envelopes      | 60,000  |               | \$0      | Tax Return Envelopes                                   | \$ 6,450.00  |              |              |
| Excise Tax Bills          | 60,000  | \$0.3000      | \$18,000 | post cards (wtr bill)                                  | \$ 688.00    |              |              |
| Excise Tax Demand Bills   | 25,000  |               | \$0      | Excise Tax Bills                                       | \$ 6,450.00  |              |              |
| Excise Tax Envelopes      | 65,000  |               | \$0      | Excise Tax Demand Bills                                | \$ 2,687.50  |              |              |
| ExciseTax Return Envelope | 60,000  |               | \$0      | Excise Tax Envelopes                                   | \$ 6,987.50  |              |              |
| Total                     | 565,000 |               | \$54,000 | ExciseTax Return Envelopes                             | \$ 6,450.00  |              |              |
|                           |         |               |          | 13K inserts wtr bills (i.c.)                           | \$ 877.00    |              |              |
|                           |         |               |          |                                                        | \$ 63,207.50 | \$54,000     | \$ 54,000.00 |
|                           |         |               |          | Total Supplies & Expenses                              | \$ 57,500.00 | \$ 57,500.00 | \$ 57,500.00 |

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 92,554 | \$ 64,665 | \$ 92,554 | \$ 68,371 | \$ 72,554 | \$ 66,891 | \$ 72,554 | \$ 72,554 | \$ 72,554 | \$ 72,554   |

|                                                 | Department   | Town Mgr.    | Fin Com      |
|-------------------------------------------------|--------------|--------------|--------------|
| Memberships                                     | \$ 600.00    | \$ 600.00    | \$ 600.00    |
| Local Travel/Meetings/Conferences               | \$ 2,000.00  | \$ 2,000.00  | \$ 2,000.00  |
| BookBinding/Pager & Other Misc                  | \$ 1,000.00  | \$ 1,000.00  | \$ 1,000.00  |
| Maintenance on equipment                        | \$ 315.00    | \$ 315.00    | \$ 315.00    |
| Bonding                                         | \$ 1,938.00  | \$ 1,938.00  | \$ 1,938.00  |
| Banking Services                                | \$ 40,000.00 | \$ 40,000.00 | \$ 40,000.00 |
| Checks & envelopes                              | \$ 6,000.00  | \$ 6,000.00  | \$ 6,000.00  |
| PO Box rental                                   | \$ 961.00    | \$ 961.00    | \$ 961.00    |
| Rental/Maintenance on PitneyBowes Postage Meter | \$ 2,040.00  | \$ 2,040.00  | \$ 2,040.00  |
| Document management                             | \$ 1,000.00  | \$ 1,000.00  | \$ 1,000.00  |
| Tyler Tech                                      | \$ 700.00    | \$ 700.00    | \$ 700.00    |

#### Bill Processing - Contract Services

|                                       |              |              |              |
|---------------------------------------|--------------|--------------|--------------|
| Pitney Bowes lease                    | \$ 12,000.00 | \$ 12,000.00 | \$ 12,000.00 |
| Pitney Bowes mail machine maintenance | \$ 4,000.00  | \$ 4,000.00  | \$ 4,000.00  |

Total Contract Services \$ 72,554.00 \$ 72,554.00 \$ 72,554.00

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 50,000 | \$ 18,949 | \$ 50,000 | \$ 35,043 | \$ 50,000 | \$ 67,112 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000   |

|                                | Department   | Town Mgr.    | Fin Com      |
|--------------------------------|--------------|--------------|--------------|
| Publication of Taxes           | \$ 5,000.00  | \$ 5,000.00  | \$ 5,000.00  |
| Legal Services for Foreclosure | \$ 35,000.00 | \$ 35,000.00 | \$ 35,000.00 |
| Recording costs                | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 |
| Total                          | \$ 50,000.00 | \$ 50,000.00 | \$ 50,000.00 |

# Section 4: Human Services

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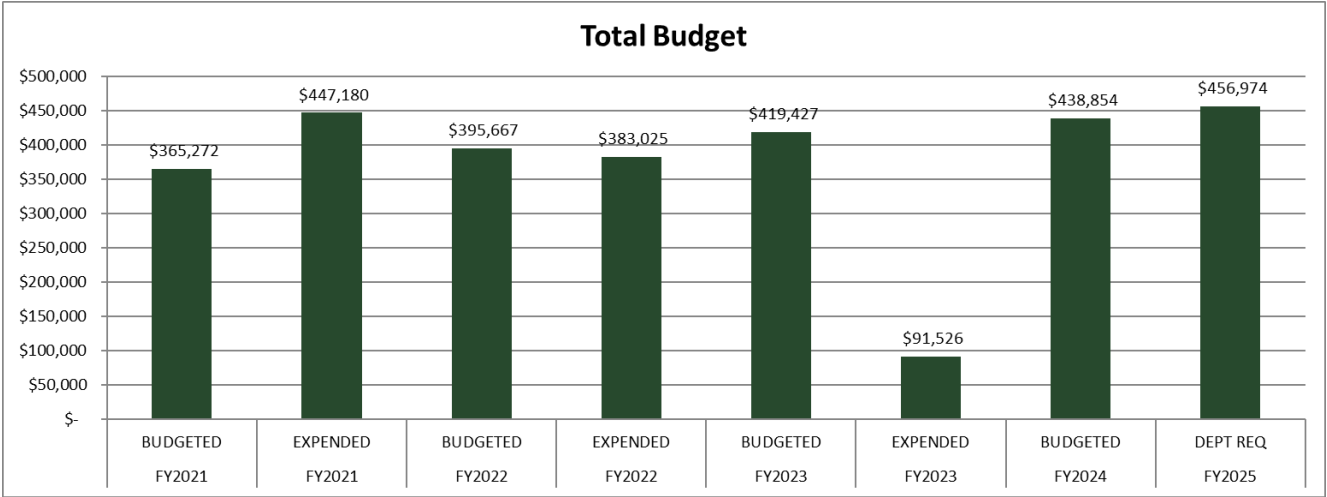
# Council on Aging

## Mission Statement

The focus of the Billerica Council on Aging (BCOA) included the solidification and growth of core programs, the building of many new partnerships that help us advance aging in place, the addition of programming to meet the needs of the younger seniors and those with dementia and an aggressive collaboration among departments to increase efficiencies and effectiveness in helping local seniors remain fully engaged and connected and preserve their dignity, health and independence. Built into our plans and programs is an overarching goal to change the image of the BCOA away from “a place for old people” to an active, caring and positive environment.

## Budget Narrative

The Council on Aging budget this year will increase by about \$18,000 due to contractual increases for employees.



# Council on Aging

## Programs and Services and Past Year Update

### Our Charter

At the Billerica Council on Aging, we are devoted to uplifting the lives of older adults in ways that preserve their dignity and encourage independence. We excel at social connections and engagement, solutions to a wide range of human services needs and preventative health programs working with a range of community partners to accomplish our goals.

Our impact is delivered through the following departments and functions-

### 1: Outreach / Human Services Areas

They assist seniors 60+ and their families so that older adults can age in place and family members can achieve peace of mind from thoughtful guidance and referrals. Support areas are:

|                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Transportation services</li><li>• Social and adult day health programs</li><li>• Food and fuel assistance</li><li>• Behavioral health</li><li>• Case management</li><li>• Advocating with support agencies</li><li>• Outreach to the homebound</li><li>• Educational programs</li><li>• Home care services</li></ul> | <ul style="list-style-type: none"><li>• Housing Financial and legal services</li><li>• Forms and applications assistance</li><li>• Safety (fraud/home safety)</li><li>• Support groups on-site and in community</li><li>• Close partnering with Board of Health and Substance Abuse Prevention</li><li>• Collaborative case management with police, fire, emergency management</li></ul> |
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### 2: Health and Wellness Programs

They work closely with other departments internally and externally to support families through:

|                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Companion Program serving Billerica and neighboring towns</li><li>• SHINE/Medicare assistance</li><li>• Foot care services</li><li>• Clinics (blood pressure, flu &amp; Covid, and diabetic shoes)</li><li>• Memory Café</li><li>• Walking group and monthly trail program</li><li>• Fitness room</li></ul> | <ul style="list-style-type: none"><li>• Grief Support Group</li><li>• Health education programming</li><li>• A wide range of fitness, exercise and mind-body classes</li><li>• Evidence-based health programs, presented by experts</li><li>• Reiki sessions</li><li>• Coordinates Billerica's annual Tax-Work-Off program for senior and veteran home owners.</li></ul> |
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### 3: Events and Activities Programming

The function focuses on the importance of human connectivity and engagement among patrons. Works closely with various groups of volunteers to organize and execute events. Partners with a wide range of entertainers, program leaders, topic experts, and exercise instructors to offer:

# Council on Aging

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|                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Pool playing</li> <li>• Monthly social events</li> <li>• Estate planning support</li> <li>• Entertainers (wide range)</li> <li>• Computer classes</li> <li>• Lectures (lifestyle &amp; history)</li> <li>• Horseshoes</li> <li>• Golf league</li> <li>• Bingo</li> </ul> | <ul style="list-style-type: none"> <li>• Group art &amp; craft socials</li> <li>• Ceramics</li> <li>• Holiday School Concerts</li> <li>• Floral Arranging and other crafts</li> <li>• Tech and legal support</li> <li>• Dancing (tap, Zumba, line)</li> <li>• Intergenerational activities</li> <li>• Active-Mind game groups</li> <li>• Social group gatherings of peers</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Plans, hosts, or supports community meal events for 50-250 people (Tree lighting, Cabot Holiday extravaganza, International and special Holiday meals, Firefighters BBQ, Temple Emeth Shalom Christmas meal, Yankee Doodle parade and booth).

## 4: Volunteer Services

The function manages the recruitment, training, and retention of over 150 active volunteers who support over 40% of the capacity of COA operations. Also within this function is the smooth running of the front desk as a central customer service hub for many seeking our support. In addition, this team manages the Gift Shop, where sales help defray program costs. Volunteers also perform a range of functions to include:

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Program, activity, and event support</li> <li>• Nutritional support ('Meals on Wheels,' fresh produce distribution &amp; meal events)</li> <li>• Events (helping with logistics, set-up, tear down, registration, monitoring)</li> <li>• Front desk, lobby greeter and projects support for staff</li> <li>• Directing all visitors and callers to the right staff/department</li> <li>• Daily gift shop sales, collections, displays and organization</li> <li>• Fitness room monitors</li> </ul> | <ul style="list-style-type: none"> <li>• Helping source volunteers to support key programs and events (Tax Work Off, AARP Tax Aide, Cabot Lunch, Yankee Doodle &amp; more)</li> <li>• Daily collection of event/class fees and processing with administration</li> <li>• Distribution of monthly newsletter throughout the community</li> </ul> <p>Each department depends on this resource to function effectively given our limited paid staff and the dramatic growth in membership in the past years.</p> |
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## 5: Administration

Supports every department with needed resources, process guidelines, logistics and relevant task management to be most effective. Works closely with the town's facilities department and onsite facilities to ensure the functionality, comfort, safety, sustainability, and efficiency of the building. Manages payroll processing and provides vital assistance for annual budget prep and presentation. Right hand to the director. Monitors HR compliance.

# Council on Aging

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## **6: Executive Leadership**

The Director focuses on building and sustaining regional leadership through long-range planning, increasing programmatic range, team motivation, skills enhancement and job satisfaction, community partnerships, financial sustainability as the aging population in town increases in number and need, boards collaboration, budget production and oversight, operational efficiency, and alignment with town's direction and focus for community health and well-being.

## **7: Other: Meals on Wheels**

Working closely with the site coordinator, we assist this AgeSpan program that delivers over 150 meals, Monday to Friday, to home-bound seniors in Billerica.

### **Some of our key accomplishments for the period July 1, 2022, December 2023**

- A very strengthened team working closely to excel at impact.
- A functional Social Services/Human services space to allow for improved case processing.
- A strong Administrative Coordinator who excels at time management, computer proficiency, attention to detail, communication, organization, adaptability, problem-solving, customer service, multi-tasking, confidentiality and the monthly design and production of the newsletter.
- Billerica Council on Aging (BCOA) hosted a learning exchange with Singapore's most respected Medical Center, Tan Tock Seng Hospital (TTSH) on Friday March 24<sup>th</sup>. Visiting case managers and clinicians detailed current and evolving strategies to prevent hospital readmissions among their older patients. In turn, BCOA staff and town leaders involved with post discharge support supporting the health and well-being of Billerica elders offered a rich backdrop of our ongoing community partnering and services (meals on wheels, transportation, outreach, companion services, etc.) to help seniors return safely to their local environments from acute care episodes. We were joined by Town Manager, John Curran, Chief of Police, Roy Frost and Joe Devlin, Director of Ambulance Services, for participated in sharing our local context.
- A very successful Volunteer Recognition Event on June 6th for close to 90 volunteers who had supported our work on numerous dimensions over the past 18 months.
- In its 7<sup>th</sup> year, continued strong relations with Lahey Medical enabled us to deliver two Lahey food markets through summer/fall 2022/2023 that delivered fresh produce to some 65 seniors for about 14 weeks each year to address nutritional insecurity.
- Together with our EMS group we won the Stroke Public Awareness Collaboration Project grant for \$6700. We took a multi-pronged March to June blitz using consumer marketing materials, giveaways, social media, educational tables, and a PSA on BATV to get the word out. The program ended on October 11th with a free lunch for 70 patrons. Chris Burke, MD Neurologist Lahey Hospital & Medical Center gave a very educational talk. Jeanne Teehan, project lead at the COA, worked with Lisa T Mabary RN, Stroke Nurse and Sharon Bourassa BSN, RN, CCRN, CPHQ, Stroke Nurse Coordinator, Lahey Hospital & Medical Center to pull this off.
- Oversight of the revised Property Tax Work off program for the town. A property tax relief benefit of \$1500 in exchange for helping municipal departments and schools, by

# Council on Aging

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qualified seniors and veterans for 100 hours. This year's program delivery required extensive coordination with the offices of the Select Board, Town Manager and Assessor. We also developed clear job definitions for volunteers.

- A very close relationship with the Friends organization that provided assistance in the amount of \$13,855 for 11 months in 2023. This included the subsidy of the annual cost of Zumba, Full Body Workout and Barre Fusion in the amount of \$2,880.
- At the June Annual Meeting of the Red Cross NE chapter, the COA and our Fire Department were honored for dedicating their time and efforts to furthering the Red Cross mission with the Red Cross Chandler Blackington Award. For over sixty years, Blackington was both a staff member and volunteer with the American Red Cross, in Disaster Service and public relations roles.
- For the first time we hosted ConversationsBillerica with the Yankee Doodle event on Sept 23<sup>rd</sup> so that members of the community can begin again to talk to each other as neighbors. Endorsed by Town Manager, John Curran and the Yankee Doodle Committee led by Taryn Gillis, Conversations is one of the approaches being embraced across the Commonwealth to help reduce loneliness and social isolation. Being disconnected from other people has serious consequences for both mental and physical health. Surgeon General Murty encouraged us to rebuild the fabric of community, a step at a time, after his country-wide study uncovered high levels of desperation and sadness among all age groups, economic brackets and more.
- In Fall 2022 and 2023 we hosted a Flu Clinic at the BCOA to deliver about 251 shots each year to residents who are 55 years old +, and individuals over 18 with chronic health conditions including pregnancy.
- The Director became part of a sub-committee consisting of Sandra Harris, Caitlin E. Coyle, PhD, director of the Center for Social & Demographic Research on Aging, Gerontology Institute at U Mass Boston. Jennifer Raymond, Chief Strategy Officer at AgeSpan to define the next phase of the Massachusetts movement to end loneliness. A country-wide listening tour gave the US Surgeon General deep insights into the fact that across our nation among people of all ages and socioeconomic backgrounds, social disconnection is far more commonplace than he had realized.

# Council on Aging

## COUNCIL ON AGING

### Personnel Services

Full Time  
Part Time/Seasonal  
Overtime  
Contractual Obligations

|       |            |            |            |            |            |            |            |            |            |             |
|-------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
|       | FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|       | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
|       | \$ 232,402 | \$ 323,402 | \$ 257,658 | \$ 257,525 | \$ 271,152 | \$ 271,152 | \$ 283,282 | \$ 299,722 | \$ 299,722 | \$ 299,722  |
|       | \$ 22,484  | \$ 22,484  | \$ 26,224  | \$ 26,224  | \$ 36,489  | \$ 25,352  | \$ 42,087  | \$ 43,768  | \$ 43,768  | \$ 43,768   |
|       | \$ 9,450   | \$ 7,050   | \$ 10,850  | \$ 7,750   | \$ 10,850  | \$ 8,250   | \$ 9,750   | \$ 9,750   | \$ 9,750   | \$ 9,750    |
| Total | \$ 264,337 | \$ 352,936 | \$ 294,732 | \$ 291,499 | \$ 318,492 |            | \$ 335,119 | \$ 353,239 | \$ 353,239 | \$ 353,239  |

### Expenses

Supplies and Expenses  
Contract Services/Leases  
Utilities  
Capital Outlay

|       |            |           |            |           |            |           |            |            |            |             |
|-------|------------|-----------|------------|-----------|------------|-----------|------------|------------|------------|-------------|
|       | FY2021     | FY2021    | FY2022     | FY2022    | FY2023     | FY2023    | FY2024     | FY2025     | FY2025     | FY2025      |
|       | BUDGETED   | EXPENDED  | BUDGETED   | EXPENDED  | BUDGETED   | EXPENDED  | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
|       | \$ 42,270  | \$ 41,443 | \$ 42,270  | \$ 36,588 | \$ 42,270  | \$ 36,588 | \$ 42,270  | \$ 42,270  | \$ 42,270  | \$ 42,270   |
|       | \$ 41,665  | \$ 41,337 | \$ 41,665  | \$ 41,559 | \$ 41,665  | \$ 41,559 | \$ 44,465  | \$ 44,465  | \$ 44,465  | \$ 44,465   |
|       | \$ 17,000  | \$ 11,464 | \$ 17,000  | \$ 13,378 | \$ 17,000  | \$ 13,378 | \$ 17,000  | \$ 17,000  | \$ 17,000  | \$ 17,000   |
|       | \$ -       | \$ -      | \$ -       | \$ -      | \$ -       | \$ -      | \$ -       | \$ -       | \$ -       | \$ -        |
| Total | \$ 100,935 | \$ 94,244 | \$ 100,935 | \$ 91,526 | \$ 100,935 | \$ 91,526 | \$ 103,735 | \$ 103,735 | \$ 103,735 | \$ 103,735  |

### TOT TOTAL BUDGET

|  |            |            |            |            |            |           |            |            |            |             |
|--|------------|------------|------------|------------|------------|-----------|------------|------------|------------|-------------|
|  | FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023    | FY2024     | FY2025     | FY2025     | FY2025      |
|  | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED  | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
|  | \$ 365,272 | \$ 447,180 | \$ 395,667 | \$ 383,025 | \$ 419,427 | \$ 91,526 | \$ 438,854 | \$ 456,974 | \$ 456,974 | \$ 456,974  |

| Town Funded | Position                   | Dept. Req. |        | TM Rec. |        | Fin Com Rec. |        | \$ 18,119.96 | Difference PY |
|-------------|----------------------------|------------|--------|---------|--------|--------------|--------|--------------|---------------|
|             |                            | FY2024     | FY2025 | FY2025  | FY2025 | FY2025       | FY2025 |              |               |
|             | COA Director               | FTE        | FTE    | FTE     | FTE    |              |        | 4.13%        | % PY          |
|             | Head Clerk                 | 1          | 1      | 1       | 1      |              |        |              |               |
|             | COA Program Coordinator    | 1          | 1      | 1       | 1      |              |        |              |               |
|             | COA Activities Coordinator | 1          | 1      | 1       | 1      |              |        |              |               |
|             | Total Staffing             | 1          | 1      | 1       | 1      |              |        |              |               |
|             |                            | 4.00       | 4.00   | 4.00    | 4.00   |              |        |              |               |

| Part Time Position       | FY2024 | Dept. Req. |      | TM Rec. |      | Fin Com Rec. |      |
|--------------------------|--------|------------|------|---------|------|--------------|------|
|                          |        | PTE        | PTE  | PTE     | PTE  | PTE          | PTE  |
| Outreach Associate       |        | 1          | 1    | 1       | 1    |              | 1    |
| Activity Assistant (COA) | 1      | 1          | 1    | 1       | 1    |              | 1    |
| Total Staffing           | 2.00   | 2.00       | 2.00 | 2.00    | 2.00 |              | 2.00 |

| Other Funding* | Position                            | Dept. Req. |        | TM Rec. |        | Fin Com Rec. |        |
|----------------|-------------------------------------|------------|--------|---------|--------|--------------|--------|
|                |                                     | FY2024     | FY2025 | FY2025  | FY2025 | FY2025       | FY2025 |
|                | 1-Health & Comm Program Coord*      | 1          | 1      | 1       | 1      |              | 1      |
|                | 1-Program Associates*               | 0.53       | 0.64   | 0.64    | 0.64   |              | 0.64   |
|                | 1-Program Associates*               |            | 0.21   | 0.21    | 0.21   |              | 0.21   |
|                | 1-Volunteer Services Coord.*        | 0.8        | 0.8    | 0.8     | 0.8    |              | 0.8    |
|                | 1-Transportation Coordinator (COA)* | 0.8        | 0.8    | 0.8     | 0.8    |              | 0.8    |
|                | 4-Van Drivers*                      | 1.25       | 1.43   | 1.43    | 1.43   |              | 1.43   |
|                | 1 - Outreach Associate              | 0.47       | 0.47   | 0.47    | 0.47   |              | 0.47   |
|                | Total Staffing                      | 4.85       | 5.35   | 5.35    | 5.35   |              | 5.35   |

\* Grant or fee funded by LRTA

# Council on Aging

## COUNCIL ON AGING SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                    | POSITION                        | STEP | ANN. DATE  | BASE SALARY       | SICK LEAVE INCENTIVE | LONGEVITY       | TOTAL SALARY BENEFIT |
|-------------------------|---------------------------------|------|------------|-------------------|----------------------|-----------------|----------------------|
| Jean Bushnell           | COA Director                    | 4/5  | 4/6/2016   | \$ 123,607.12     | \$ 500.00            | \$ 1,650.00     | \$ 125,757.12        |
| Christian Panasuk       | Head Clerk                      | 2/3  | 9/7/2022   | \$ 55,493.28      | \$ 1,000.00          |                 | \$ 56,493.28         |
| Jeanne Teehan           | COA Program Coordinator, FT     | 7    | 1/14/2013  | \$ 65,352.25      | \$ 1,000.00          | \$ 2,700.00     | \$ 69,052.25         |
| Melissa Paolicelli      | COA Activities Coordinator      | 5/6  | 6/3/2019   | \$ 55,269.06      | \$ 1,000.00          | \$ 1,900.00     | \$ 58,169.06         |
| Karen Cusack-Bouvier    | Outreach Associate              | 7/8  | 6/13/2016  | \$ 25,933.40      |                      |                 | \$ 25,933.40         |
| Lorraine Ronan          | Activity Assistant (COA), PT    | 3/4  | 7/10/2023  | \$ 17,834.17      |                      |                 | \$ 17,834.17         |
| Carolyn Savio           | Health & Comm. Prog. Coord., FT | 7/8  | 1/21/2020  | RESPITE/GRANT     |                      |                 | \$ -                 |
| David Lamore            | Program Associate, PT           | 6/7  | 6/1/2022   | RESPITEGRANT      |                      |                 | \$ -                 |
| Donna Robinson          | Volunteer Svcs Coord., PT       | 4/5  | 7/29/2019  | GRANT             |                      |                 | \$ -                 |
| John Pellegrino         | Transportation Coord.(COA), PT  | 4/5  | 2/1/2017   | TRANSP. GRANT     |                      |                 | \$ -                 |
| William Collins         | Van Driver, PT                  | 4/5  | 12/28/2016 | TRANSP. GRANT     |                      |                 | \$ -                 |
| David Gagliardi         | Van Driver, PT                  | 4/5  | 5/15/2017  | TRANSP. GRANT     |                      |                 | \$ -                 |
| Keith Weston            | Van Driver, PT                  | 4/5  | 6/23/2019  | TRANSP. GRANT     |                      |                 | \$ -                 |
| Warren Wingard          | Van Driver, PT                  | 4/5  | 8/25/2014  | TRANSP. GRANT     |                      |                 | \$ -                 |
|                         |                                 |      |            |                   |                      |                 |                      |
|                         |                                 |      |            |                   |                      |                 |                      |
| <b>DEPARTMENT TOTAL</b> |                                 |      |            | <b>343,489.28</b> | <b>3,500.00</b>      | <b>6,250.00</b> | <b>353,239.28</b>    |

Total Full time \$ 299,721.71  
Total Part time \$ 43,767.57  
Total Contract \$ 9,750.00  
Total \$ 353,239.28

## COUNCIL ON AGING SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                    | POSITION                        | STEP | ANN. DATE | BASE SALARY       | SICK LEAVE INCENTIVE | LONGEVITY       | TOTAL SALARY BENEFIT |
|-------------------------|---------------------------------|------|-----------|-------------------|----------------------|-----------------|----------------------|
| Jean Bushnell           | COA Director                    | 4/5  | 4/6/16    | \$ 123,607.12     | \$ 500.00            | \$ 1,650.00     | \$ 125,757.12        |
| Christian Panasuk       | Head Clerk                      | 2/3  | 9/7/22    | \$ 55,493.28      | \$ 1,000.00          | \$ -            | \$ 56,493.28         |
| Jeanne Teehan           | COA Program Coordinator, FT     | 7    | 1/14/13   | \$ 65,352.25      | \$ 1,000.00          | \$ 2,700.00     | \$ 69,052.25         |
| Melissa Paolicelli      | COA Activities Coordinator      | 5/6  | 6/3/19    | \$ 55,269.06      | \$ 1,000.00          | \$ 1,900.00     | \$ 58,169.06         |
| Karen Cusack-Bouvier    | Outreach Associate              | 7/8  | 6/13/16   | \$ 25,933.40      | \$ -                 | \$ -            | \$ 25,933.40         |
| Lorraine Ronan          | Activity Assistant (COA), PT    | 3/4  | 7/10/23   | \$ 17,834.17      | \$ -                 | \$ -            | \$ 17,834.17         |
| Carolyn Savio           | Health & Comm. Prog. Coord., FT | 7/8  | 1/21/20   | RESPITE/GRANT     | \$ -                 | \$ -            | \$ -                 |
| David Lamore            | Program Associate, PT           | 6/7  | 6/1/22    | RESPITEGRANT      | \$ -                 | \$ -            | \$ -                 |
| Donna Robinson          | Volunteer Svcs Coord., PT       | 4/5  | 7/29/19   | GRANT             | \$ -                 | \$ -            | \$ -                 |
| John Pellegrino         | Transportation Coord.(COA), PT  | 4/5  | 2/1/17    | TRANSP. GRANT     | \$ -                 | \$ -            | \$ -                 |
| William Collins         | Van Driver, PT                  | 4/5  | 12/28/16  | TRANSP. GRANT     | \$ -                 | \$ -            | \$ -                 |
| David Gagliardi         | Van Driver, PT                  | 4/5  | 5/15/17   | TRANSP. GRANT     | \$ -                 | \$ -            | \$ -                 |
| Keith Weston            | Van Driver, PT                  | 4/5  | 6/23/19   | TRANSP. GRANT     | \$ -                 | \$ -            | \$ -                 |
| Warren Wingard          | Van Driver, PT                  | 4/5  | 8/25/14   | TRANSP. GRANT     | \$ -                 | \$ -            | \$ -                 |
|                         |                                 |      |           |                   |                      |                 | \$ -                 |
|                         |                                 |      |           |                   |                      |                 | \$ -                 |
|                         |                                 |      |           |                   |                      |                 |                      |
| <b>DEPARTMENT TOTAL</b> |                                 |      |           | <b>343,489.28</b> | <b>3,500.00</b>      | <b>6,250.00</b> | <b>353,239.28</b>    |

Total Full time \$ 299,721.71  
Total Part time \$ 43,767.57  
Total Contract \$ 9,750.00  
Total \$ 353,239.28

# Council on Aging

## COUNCIL ON AGING SALARY INFORMATION FY2024 BUDGETED

| NAME                    | POSITION                        | STEP | ANN. DATE  | BASE SALARY       | SICK LEAVE INCENTIVE | LONGEVITY       | TOTAL SALARY BENEFIT |
|-------------------------|---------------------------------|------|------------|-------------------|----------------------|-----------------|----------------------|
| Jean Bushnell           | COA Director                    | 4/5  | 4/6/2016   | \$ 105,742.85     | \$ 500.00            | \$ 1,650.00     | \$ 107,892.85        |
| Christian Panasuk       | Head Clerk                      | 1/2  | 9/7/2022   | \$ 49,812.18      | \$ 1,000.00          |                 | \$ 50,812.18         |
| Jeanne Teehan           | COA Program Coordinator, FT     | 7    | 1/14/2013  | \$ 61,008.45      | \$ 1,000.00          | \$ 2,700.00     | \$ 64,708.45         |
| Melissa Paolicelli      | COA Activities Coordinator      | 4/5  | 6/3/2019   | \$ 49,611.08      | \$ 1,000.00          | \$ 1,900.00     | \$ 52,511.08         |
| Karen Cusack-Bouvier    | Outreach Associate              | 6/7  | 6/13/2016  | \$ 24,340.59      |                      |                 | \$ 24,340.59         |
| Heather Orlando         | Activity Assistant (COA), PT    | 3/4  | 10/11/2022 | \$ 17,746.68      |                      |                 | \$ 17,746.68         |
| Carolyn Savio           | Health & Comm. Prog. Coord., FT | 7/8  | 1/21/2020  | RESPITE/GRANT     |                      |                 | \$ -                 |
| David Lamore            | Program Associate, PT           | 6/7  | 6/1/2022   | RESPITEGRANT      |                      |                 | \$ -                 |
| Donna Robinson          | Volunteer Svcs Coord., PT       | 4/5  | 7/29/2019  | GRANT             |                      |                 | \$ -                 |
| John Pellegrino         | Transportation Coord.(COA), PT  | 4/5  | 2/1/2017   | TRANSP. GRANT     |                      |                 | \$ -                 |
| William Collins         | Van Driver, PT                  | 4/5  | 12/28/2016 | TRANSP. GRANT     |                      |                 | \$ -                 |
| David Gagliardi         | Van Driver, PT                  | 4/5  | 5/15/2017  | TRANSP. GRANT     |                      |                 | \$ -                 |
| Keith Weston            | Van Driver, PT                  | 4/5  | 6/23/2019  | TRANSP. GRANT     |                      |                 | \$ -                 |
| Warren Wingard          | Van Driver, PT                  | 4/5  | 8/25/2014  | TRANSP. GRANT     |                      |                 | \$ -                 |
| IUPE Settlement         |                                 |      |            | \$ 8,333.34       | \$ -                 | \$ -            | \$ 8,333.34          |
| BPAA Settlement         |                                 |      |            | \$ 4,544.45       | \$ -                 | \$ -            | \$ 4,544.45          |
|                         |                                 |      |            |                   |                      |                 | \$ -                 |
|                         |                                 |      |            |                   |                      |                 | \$ -                 |
|                         |                                 |      |            |                   |                      |                 | \$ -                 |
|                         |                                 |      |            |                   |                      |                 | \$ -                 |
|                         |                                 |      |            |                   |                      |                 | \$ -                 |
| <b>DEPARTMENT TOTAL</b> |                                 |      |            | <b>\$ 321,140</b> | <b>\$ 3,500</b>      | <b>\$ 6,250</b> | <b>\$ 330,889.61</b> |

Total Full time \$ 279,052.34  
 Total Part time \$ 42,087.27  
 Total Contract \$ 9,750.00  
 Total \$ 330,889.61



COUNCIL ON AGING

Supplies and Expenses

|                                                                                                                                                                                                                                                                                                                                                | FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025     |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|
|                                                                                                                                                                                                                                                                                                                                                | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEBT REQ  | FIN COURSE | Department |
|                                                                                                                                                                                                                                                                                                                                                | \$ 42,270 | \$ 41,443 | \$ 42,270 | \$ 36,588 | \$ 42,270 | \$ 41,084 | \$ 42,270 | \$ 42,270 | \$ 42,270  | Town Mgr.  |
| OFFICE SUPPLIES: WB Mason (\$6,110), Printing (\$500), Miscellaneous (\$330)                                                                                                                                                                                                                                                                   |           |           |           |           |           |           |           |           |            | 6,940 \$   |
| MILEAGE: Outreach, Home-Visits, Meetings, Conferences (\$1,200)                                                                                                                                                                                                                                                                                |           |           |           |           |           |           |           |           |            | 1,200 \$   |
| BUILDING SUPPLIES: Durkin (\$5,600), Comcast (\$420), Donahue Bros (\$4,500), O'Connor Hdw. (\$500), Water (\$700), Bain Pest (\$1,200), Standard Elec. (\$300), Chelmsford Lock (\$220), Misc. (\$50)                                                                                                                                         |           |           |           |           |           |           |           |           |            | 13,940 \$  |
| KITCHEN MAINTENANCE: Action King / CRS (\$1,600), United Rest. Supply (\$430), CS Ventilation (\$500), Martellfire (\$500)                                                                                                                                                                                                                     |           |           |           |           |           |           |           |           |            | 3,030 \$   |
| DUES: MCOA (\$1,900)                                                                                                                                                                                                                                                                                                                           |           |           |           |           |           |           |           |           |            | 1,900 \$   |
| BUILDING MAINTENANCE: United Elevator (\$2,500), Ocean Glass (\$1,000), In & Out Auto Doors (\$1,000), ENE Systems (\$1,000), LE Morgan Roofing (\$1,400), Electrician (\$1,000), Carpet Cleaning (\$600), Lindmark Plumbing (\$1,200), Irrigation System (\$250), Miscellaneous (\$310), Bldg Contingency (\$5,000), Up \$5000 Building Maint |           |           |           |           |           |           |           |           |            | 15,280 \$  |
|                                                                                                                                                                                                                                                                                                                                                |           |           |           |           |           |           |           |           |            | - \$       |
|                                                                                                                                                                                                                                                                                                                                                |           |           |           |           |           |           |           |           |            | - \$       |
| Total Supplies & Expenses                                                                                                                                                                                                                                                                                                                      |           |           |           |           |           |           |           |           |            | 42,270 \$  |

Contract Services/Leases

|      |                                                                                                                                                                                     |           |           |           |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|
| 5200 | MAINTENANCE: Custodian (\$24,024), Snow Removal (\$500)                                                                                                                             | \$ 24,524 | \$ 24,524 | \$ 24,524 |
| 5200 | BUILDING SECURITY: American Alarm (\$800), ASG Security (\$600), Life Support Systems - AED (\$400)                                                                                 | \$ 1,800  | \$ 1,800  | \$ 1,800  |
| 5200 | EQUIPMENT MAINTENANCE: Precision Fitness (\$681), Kiln Repair (\$300)                                                                                                               | \$ 981    | \$ 981    | \$ 981    |
| 5200 | PROFESSIONAL LICENSES / CONTRACTS: Stanford Univ - Chronic Disease Training License (\$260), My Senior Center - Xatus Solutions, (\$800), Tai Chi (\$1,700), Cardio-Boost (\$4,600) | \$ 7,160  | \$ 7,160  | \$ 7,160  |
| 5200 | Consultant for Licensed Social Worker                                                                                                                                               | \$ 10,000 | \$ 10,000 | \$ 10,000 |
|      | Total Contract Services and Leases                                                                                                                                                  | \$ 44,465 | \$ 44,465 | \$ 44,465 |

Utilities

|                             | FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025     |            |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|------------|
|                             | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEBT REQ  | FIN COURSE | Department |
|                             | \$ 17,000 | \$ 11,464 | \$ 17,000 | \$ 13,378 | \$ 17,000 | \$ 15,230 | \$ 17,000 | \$ 17,000 | \$ 17,000  | Town Mgr.  |
| NationalgridSupplier,       |           |           |           |           |           |           |           |           |            | 17,000 \$  |
| NationalgridSupplier,       |           |           |           |           |           |           |           |           |            | 17,000 \$  |
| US Solar LLC, Direct Energy |           |           |           |           |           |           |           |           |            | 17,000 \$  |
| Total Utilities             |           |           |           |           |           |           |           |           |            | 17,000 \$  |

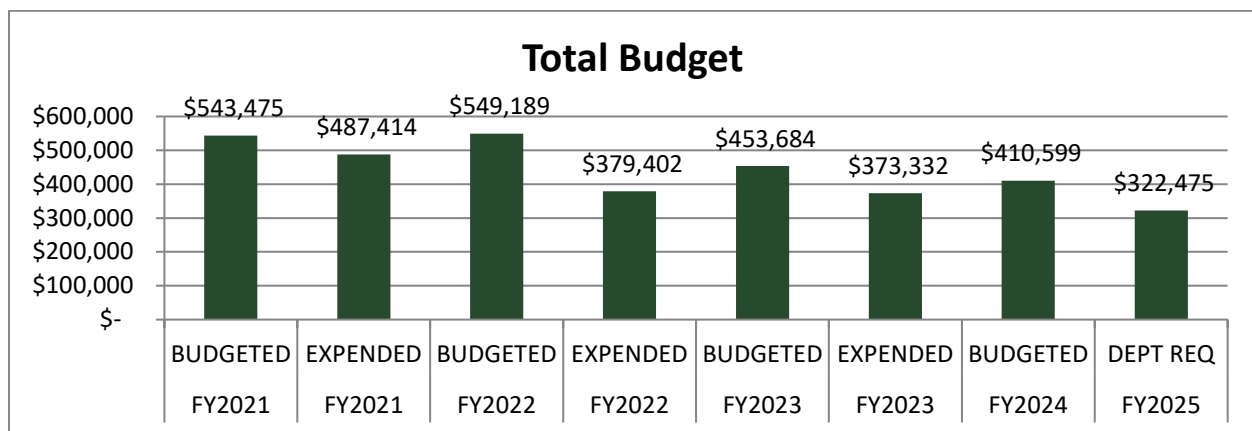
# Veterans Department

## Mission Statement

The Department of Veteran Services at the Town of Billerica places the rights to veteran's benefits and ample accessibility to resources at the forefront of our vision. The Town will achieve this by ensuring that the honor and respect earned for each and every veteran is recognized. The Director of Veteran Services will implement actions to be accessible to the Town of Billerica's Veterans in a multitude of facets to include in person outreach regiments. With forward thinking and strong interdepartmental relationships, The Department of Veterans Services will be a one stop shop for all Veteran's needs and their families.

## Budget Narrative

This year the budget will see roughly a \$88,000 decrease due to a reduction in the Veterans Benefits line item. The current Veterans Directors goal is to shift Veterans from State / Town benefits to Federal VA benefits. This moves the burden away from the local tax payers. Donnie is also certified to perform VA claims. Veterans will no longer need to go to Boston as Donnie can now handle all claims in Billerica! In this budget \$6,400 was added for Veteran outreach.



# Veterans Department

**VETERANS**

*Personnel Services*

|                         |            |            |            |            |            |            |            |            |            |            |
|-------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Full Time               | \$ 131,046 | \$ 131,046 | \$ 136,760 | \$ 98,520  | \$ 141,255 | \$ 122,131 | \$ 141,770 | \$ 152,085 | \$ 152,085 |            |
| Part Time/Seasonal      |            |            |            |            |            |            |            |            |            |            |
| Overtime                | \$ 5,434   | \$ 4,934   | \$ 5,434   | \$ 5,434   | \$ 5,434   | \$ 4,434   | \$ 5,434   | \$ 5,434   | \$ 5,434   | \$ 5,434   |
| Contractual Obligations |            |            |            |            |            |            |            |            |            |            |
| Total                   | \$ 136,480 | \$ 135,980 | \$ 142,194 | \$ 103,954 | \$ 146,689 | \$ 126,565 | \$ 147,204 | \$ 157,519 | \$ 157,519 | \$ 157,519 |

*Expenses*

|                          |            |            |            |            |            |            |            |            |            |            |
|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Supplies and Expenses    | \$ 5,210   | \$ 4,937   | \$ 5,210   | \$ 2,345   | \$ 5,210   | \$ 3,590   | \$ 11,610  | \$ 14,956  | \$ 14,956  | \$ 14,956  |
| Contract Services/Leases | \$ 1,785   | \$ 339     | \$ 1,785   | \$ 968     | \$ 1,785   | \$ 60      | \$ 1,785   | \$ -       | \$ -       | \$ -       |
| Utilities                |            |            |            |            |            |            |            |            |            |            |
| Capital Outlay           |            |            |            |            |            |            |            |            |            |            |
| Veterans Benefits        | \$ 400,000 | \$ 346,158 | \$ 400,000 | \$ 272,136 | \$ 300,000 | \$ 243,117 | \$ 250,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 |
| Total Expenses           | \$ 406,995 | \$ 351,434 | \$ 406,995 | \$ 275,449 | \$ 306,995 | \$ 246,767 | \$ 263,395 | \$ 164,956 | \$ 164,956 | \$ 164,956 |

**TOTAL BUDGET**

|                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>\$ 543,475</b> | <b>\$ 487,414</b> | <b>\$ 549,189</b> | <b>\$ 379,402</b> | <b>\$ 453,684</b> | <b>\$ 373,332</b> | <b>\$ 410,599</b> | <b>\$ 322,475</b> | <b>\$ 322,475</b> | <b>\$ 322,475</b> |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|

| Position       | Dep. Req. |        | TM. Rec. |        | Fin Com. Rec. |        | Difference PY |  | % PY    |
|----------------|-----------|--------|----------|--------|---------------|--------|---------------|--|---------|
|                | FY2024    | FY2025 | FY2025   | FY2025 | FY2025        | FY2025 |               |  |         |
| Director       | 1         | 1      | 1        | 1      | 1             | 1      |               |  |         |
| Head Clerk     | 1         | 1      | 1        | 1      | 1             | 1      |               |  |         |
| Total Staffing | 2         | 2      | 2        | 2      | 2             | 2      |               |  | -21.46% |

# Veterans Department

## SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                    | POSITION   | STEP | ANN. DATE | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|-------------------------|------------|------|-----------|---------------|----------------------|-------------|----------------------|
| Donald Jarvis           | Director   | 3/4  | 9/12/2022 | \$ 86,732.28  | \$ 500.00            |             | \$ 87,232.28         |
| Marie O' Rourke         | Head Clerk | 7    | 8/24/1981 | \$ 65,352.25  | \$ 600.00            | \$ 4,334.00 | \$ 70,286.25         |
|                         |            |      |           |               |                      |             |                      |
| <b>DEPARTMENT TOTAL</b> |            |      |           | \$ 152,084.53 | \$ 1,100.00          | \$ 4,334.00 | \$ 157,518.53        |

Total Full time \$ 152,084.53  
Total Contract \$ 5,434.00  
Total \$ 157,518.53

## SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                    | POSITION   | STEP | ANN. DATE | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|-------------------------|------------|------|-----------|---------------|----------------------|-------------|----------------------|
| Donald Jarvis           | Director   | 3/4  | 9/12/2022 | \$ 86,732.28  | \$ 500.00            |             | \$ 87,232.28         |
| Marie O' Rourke         | Head Clerk | 7    | 8/24/1981 | \$ 65,352.25  | \$ 600.00            | \$ 4,334.00 | \$ 70,286.25         |
|                         |            |      |           |               |                      |             |                      |
| <b>DEPARTMENT TOTAL</b> |            |      |           | \$ 152,084.53 | \$ 1,100.00          | \$ 4,334.00 | \$ 157,518.53        |

Total Full time \$ 152,084.53  
Total Contract \$ 5,434.00  
Total \$ 157,518.53

## SALARY INFORMATION FY2024 BUDGETED

| NAME                    | POSITION   | STEP | ANN. DATE | BASE SALARY  | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|-------------------------|------------|------|-----------|--------------|----------------------|-------------|----------------------|
| Donald Jarvis           | Director   | 1/2  | 9/12/2022 | \$74,858.91  | \$ 500.00            |             | \$ 75,358.91         |
| Marie O' Rourke         | Head Clerk | 7    | 8/24/1981 | \$61,008.45  | \$ 600.00            | \$ 4,334.00 | \$ 65,942.45         |
| IUPE Settlement         |            |      |           | \$2,777.78   |                      |             | \$ 2,777.78          |
| BPAA Settlement         |            |      |           | \$3,125.22   |                      |             | \$ 3,125.22          |
|                         |            |      |           |              |                      |             |                      |
| <b>DEPARTMENT TOTAL</b> |            |      |           | \$141,770.36 | \$ 1,100.00          | \$ 4,334.00 | \$ 147,204.36        |

Total Full time \$ 141,770.36  
Total Contract \$ 5,434.00  
Total \$ 147,204.36

# Veterans Department

## DESCRIPTION DETAIL

### VETERANS

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024    | FY2025    | FY2025    | FY2025      |
|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|-------------|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 5,210 | \$ 4,937 | \$ 5,210 | \$ 2,345 | \$ 5,210 | \$ 3,590 | \$ 11,610 | \$ 14,956 | \$ 14,956 | \$ 14,956   |

### Supplies and Expenses

|                                                                                                                                                 |           |           |           |           |           |           |           |           |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 5 sets of 4x6 Flags, consisting of 5 American, 5 State and 5 POW/MIA flags - \$600.00                                                           | \$ 600    | \$ 600    | \$ 600    | \$ 600    | \$ 600    | \$ 600    | \$ 600    | \$ 600    | \$ 600    |
| 3 12/18 flags for center & talbot oval                                                                                                          | \$ 918    | \$ 918    | \$ 918    | \$ 918    | \$ 918    | \$ 918    | \$ 918    | \$ 918    | \$ 918    |
| 2 15/12 flags Talbot Oval                                                                                                                       | 1,638     | 1,638     | 1,638     | 1,638     | 1,638     | 1,638     | 1,638     | 1,638     | 1,638     |
| Flags to be used to decorate Veterans' Graves on Memorial Day and Veterans' Day. The State will reimburse the Town 75% of the cost of the Flags | \$ 3,000  | \$ 3,000  | \$ 3,000  | \$ 3,000  | \$ 3,000  | \$ 3,000  | \$ 3,000  | \$ 3,000  | \$ 3,000  |
| Veteran Events/Outreach                                                                                                                         | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  |
| office supply allocation                                                                                                                        | \$ 800    | \$ 800    | \$ 800    | \$ 800    | \$ 800    | \$ 800    | \$ 800    | \$ 800    | \$ 800    |
| Veteran Mailer   Personal Letter (2x per year)                                                                                                  | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  | \$ 4,000  |
| Total Supplies and Expenses:                                                                                                                    | \$ 14,956 | \$ 14,956 | \$ 14,956 | \$ 14,956 | \$ 14,956 | \$ 14,956 | \$ 14,956 | \$ 14,956 | \$ 14,956 |

Department Town Mgr. Fin Com

### 5280 Veterans' Benefits

This is the projected amount of benefits for veterans/widows.

| FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 400,000 | \$ 346,158 | \$ 400,000 | \$ 272,136 | \$ 300,000 | \$ 243,117 | \$ 250,000 | \$ 150,000 | \$ 150,000 | \$ 150,000  |

This department is reimbursed by the Commonwealth at the rate of 75% for benefits extended on behalf of qualified Veterans/widows and dependents.

### Veterans' Benefits

|          |            |            |            |            |            |            |            |            |             |
|----------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
|          | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000 | \$ 150,000  |
| FY2021   | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
| BUDGETED | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 1,785 | \$ 339     | \$ 1,785   | \$ 968     | \$ 1,785   | \$ 60      | \$ 1,785   | \$ -       | \$ -       | \$ -        |

Department Town Mgr. Town Mgr.

### Contract Services/Leases

|                                                                                                                                                                                                                                            |      |      |      |      |      |      |      |      |      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|------|------|------|------|------|------|
| Northwestern Veterans' Service Officers Association Membership fee \$100.00                                                                                                                                                                | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Massachusetts Veterans' Services Agents Association Membership fee \$100.00 per year                                                                                                                                                       | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Vetrospec                                                                                                                                                                                                                                  | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Director travels approximately 3,000 miles per year. Verification of residency, special investigations, Appeals at State office, DES office, Veterans hospitals, local hospitals, monthly meetings, Executive and Advisory Board meetings, | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| meetings with the Commissioner of Veterans' Services and other State meetings.                                                                                                                                                             | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

# Section 5:

## Library and Recreation

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# Library

## Department Explanation

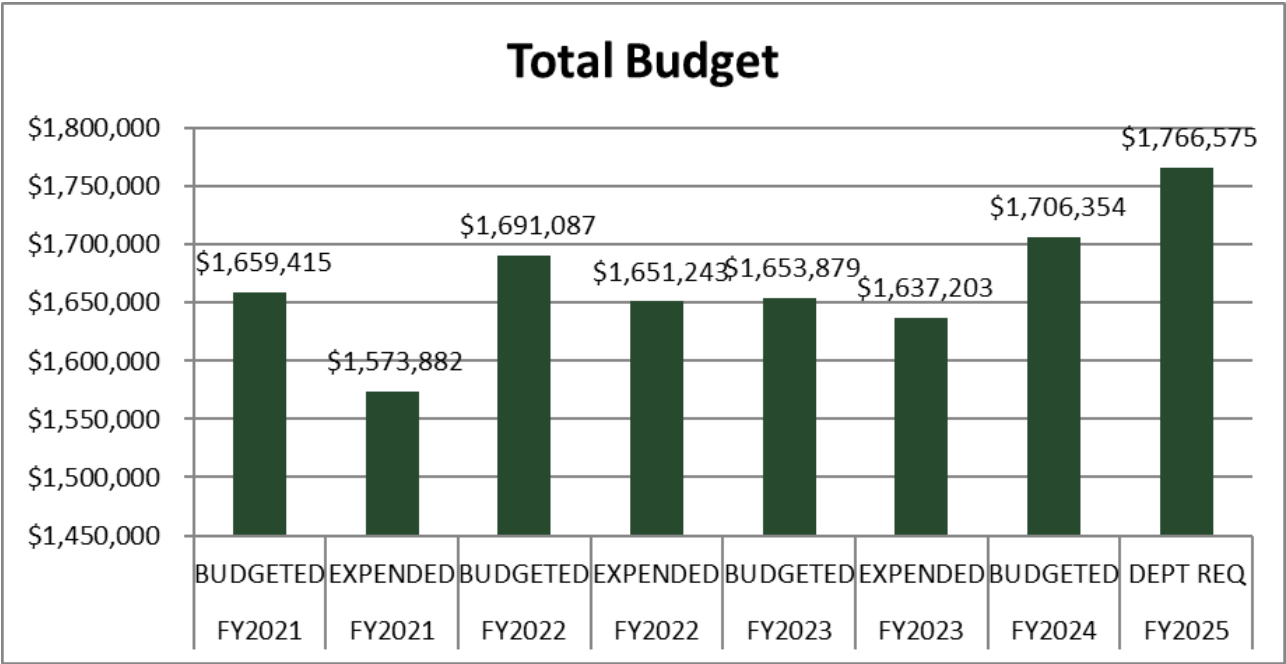
Billerica’s first public library was established in 1772. The Billerica Public Library opened in its current location in 2000.

Once upon a time, a public library was a collection of books. But it was really never only that. The mission of a public library is to allow whole community access to knowledge, information, literature and cultural participation. Every single day the Billerica Public Library aims to provide something necessary or enriching – for free—for **You** and every community member. We aim to do this even for those who don’t enter our door, just in case one day they do. The Billerica Public Library is all about **You!**

The roles of the library are to provide current, high-demand, high interest materials for leisure reading of all age groups; to encourage and foster an interest in reading by children; to serve as a support center for both formal and informal learning pursuits, and to do so in a cost-effective manner.

## Budget Narrative

The budget will be increasing by around \$60,000 this year. Most of this is due to step increases, and the nonunion cost of living adjustment.



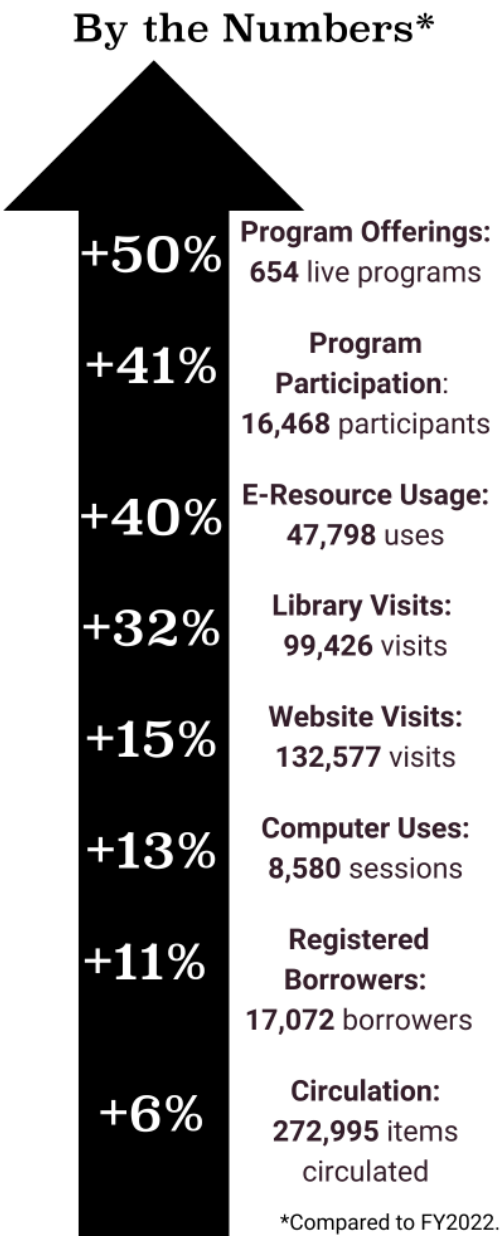
## Programs and Services and Past Year Update

**Mission:** The Billerica Public Library educates, entertains, and enriches the Billerica community by providing relevant collections, inviting spaces, engaging programs, and responsive services for all.

**Summary:** FY23 was a year of challenges and opportunities for the library. Despite facility issues, the library managed to resume community engagement activities, expand program offerings, increase collection usage, grow the number of registered borrowers, strengthen policies, and expand technology and online resource use.

**Achievements:**

- **Strategic Plan:** In FY23, the Library Board of Trustees approved a new strategic plan, which lays out goals and objectives for the library through FY27.
- **Summer Reading:** The summer 2022 reading challenge saw a 4% increase in participation compared to 2021, with 753 participants reading for 517,819 minutes.
- **Expanded Outreach:** Resumed and grew partnerships with the Billerica Council on Aging, the Billerica Public Schools, the Billerica Housing Authority, AARP, English-at-Large, the Board of Health, Planning and Community Development, the Boys and Girls Club, local assisted living facilities, and the Billerica Holiday Festival Committee.
- **Updated Policies:** The Library Board of Trustees approved revisions to 6 policies and the addition of 3 new policies covering material selection, facility use, programming, and patron safety.
- **Staffing:** We said goodbye to Henry Barker and welcomed Lindsay Kesten. In May, the Massachusetts Library Association named Reference and Local History Specialist Kathy Meagher Outstanding Library Support Staff of the Year.
- **Facilities:** FY23 had its fair share of building issues that were addressed, including smoking floor outlets, burst pipes, the elevator being out of service, and the new rooftop HVAC units being installed in phases.





Billerica Public Library Patron Registration

Full Name

Street

City, State, Zip

Telephone (best # to reach you)

Cell # (to receive text notifications)

Email

☐ Check if you would like to receive the library's e-newsletter and Wowbrary newsletter

Cardholder's Signature

Date

Massachusetts General Law (Ch.78 Sec. 7) states that circulation records of library materials are private. Please complete this form if you wish to grant permission to another person to pick up your holds. A note will be placed on your account to allow proxy access for all future transactions. Please note that any person in possession of your library card is automatically approved to pick up holds on your behalf.

I authorize the following person(s) to pick up library materials on my behalf:

Name

Name

For Patrons Under the Age of 14

Please note that children have full access to all materials in the library, including materials in the adult collection. Parents and guardians are responsible for monitoring their child's selection of library materials. The above privacy law applies to all patrons regardless of age. Please add your name to the authorization list above if you would like to pick up holds for your child.

Parent/Guardian Signature

Date

Hold, Overdue, and Billing Notifications

|                                                       |      |                          |        |                          |       |                          |
|-------------------------------------------------------|------|--------------------------|--------|--------------------------|-------|--------------------------|
| How would you like to receive notification for holds? | Text | <input type="checkbox"/> | E-mail | <input type="checkbox"/> | Phone | <input type="checkbox"/> |
| How would you like to receive overdue notices?        | Text | <input type="checkbox"/> | E-mail | <input type="checkbox"/> | Mail  | <input type="checkbox"/> |
| How would you like to receive billing notices?        | Text | <input type="checkbox"/> | E-mail | <input type="checkbox"/> | Mail  | <input type="checkbox"/> |

Tear this page out and apply for a library card below!

PUBLIC LIBRARY

Personnel Services

|                         | FY2021       | FY2021       | FY2022       | FY2022       | FY2023       | FY2023       | FY2024       | FY2025       | FY2025       | FY2025       |
|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                         | BUDGETED     | EXPENDED     | BUDGETED     | EXPENDED     | BUDGETED     | EXPENDED     | BUDGETED     | DEPT REQ     | TM REC       | FIN COM REC  |
| Full Time               | \$ 867,421   | \$ 867,421   | \$ 903,158   | \$ 903,158   | \$ 894,513   | \$ 890,834   | \$ 940,018   | \$ 985,451   | \$ 985,451   | \$ 985,451   |
| Part Time/Seasonal      | \$ 405,812   | \$ 344,461   | \$ 398,339   | \$ 366,571   | \$ 368,706   | \$ 356,567   | \$ 381,173   | \$ 388,716   | \$ 388,716   | \$ 388,716   |
| Overtime                |              |              |              |              |              |              |              |              |              |              |
| Contractual Obligations | \$ 26,363    | \$ 26,363    | \$ 27,448    | \$ 27,448    | \$ 22,021    | \$ 22,021    | \$ 22,879    | \$ 22,879    | \$ 22,879    | \$ 22,879    |
| Total                   | \$ 1,299,596 | \$ 1,238,245 | \$ 1,328,944 | \$ 1,297,177 | \$ 1,285,240 | \$ 1,269,422 | \$ 1,344,071 | \$ 1,397,047 | \$ 1,397,047 | \$ 1,397,047 |

Expenses

|                          |            |            |            |            |            |            |            |            |            |            |
|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Supplies and Expenses    | \$ 224,835 | \$ 212,331 | \$ 226,869 | \$ 226,202 | \$ 231,159 | \$ 231,076 | \$ 223,944 | \$ 226,295 | \$ 226,295 | \$ 226,295 |
| Contract Services/Leases | \$ 82,684  | \$ 75,285  | \$ 82,974  | \$ 82,549  | \$ 84,634  | \$ 83,696  | \$ 84,634  | \$ 84,634  | \$ 84,634  | \$ 84,634  |
| Cleaning Service         | \$ 27,300  | \$ 23,021  | \$ 27,300  | \$ 23,619  | \$ 27,946  | \$ 25,200  | \$ 28,705  | \$ 33,600  | \$ 33,600  | \$ 33,600  |
| Utilities                | \$ 25,000  | \$ 25,000  | \$ 25,000  | \$ 21,696  | \$ 25,000  | \$ 27,809  | \$ 25,000  | \$ 25,000  | \$ 25,000  | \$ 25,000  |
| Capital Outlay           | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Total Expenses           | \$ 359,819 | \$ 335,637 | \$ 362,143 | \$ 354,066 | \$ 368,639 | \$ 367,781 | \$ 362,283 | \$ 369,529 | \$ 369,529 | \$ 369,529 |

TOTAL BUDGET

|  |              |              |              |              |              |              |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|  | \$ 1,659,415 | \$ 1,573,882 | \$ 1,691,087 | \$ 1,651,243 | \$ 1,653,879 | \$ 1,637,203 | \$ 1,706,354 | \$ 1,766,575 | \$ 1,766,575 | \$ 1,766,575 |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|

| Position                  | FY2024 |     | FY2025 |     | TM Rec. FY2025 |     | Fin Com Rec. FY2025 |     | 12% Needed from Friends | 4.03% |
|---------------------------|--------|-----|--------|-----|----------------|-----|---------------------|-----|-------------------------|-------|
|                           | FTE    | PTE | FTE    | PTE | FTE            | PTE | FTE                 | PTE |                         |       |
| Director                  | 1      |     | 1      |     | 1              |     | 1                   |     |                         |       |
| Asst. Director            | 1      |     | 1      |     | 1              |     | 1                   |     |                         |       |
| Librarian I               | 3      |     | 3      |     | 3              |     | 3                   |     |                         |       |
| Librarian II              | 3      |     | 3      |     | 3              |     | 3                   |     |                         |       |
| Librarian III             | 2      |     | 2      |     | 2              |     | 2                   |     |                         |       |
| Librarian Associate       | 0      |     | 0      |     | 0              |     | 0                   |     |                         |       |
| Library Asst I III        | 3      |     | 3      |     | 3              |     | 3                   |     |                         |       |
| Building Mftrce Craftsman | 0      |     | 0      |     | 0              |     | 0                   |     |                         |       |
| Total Staffing            | 13     |     | 13     |     | 13             |     | 13                  |     |                         |       |

| Position          | FY2024 |     | FY2025 |     | TM Rec. FY2025 |     | Fin Com Rec. FY2025 |     |
|-------------------|--------|-----|--------|-----|----------------|-----|---------------------|-----|
|                   | FTE    | PTE | FTE    | PTE | FTE            | PTE | FTE                 | PTE |
| Librarian I       | 0.7067 |     | 0.7067 |     | 0.7067         |     | 0.7067              |     |
| Librarian II      | 0.4667 |     | 0.4667 |     | 0.4667         |     | 0.4667              |     |
| Librarian II      | 0.6000 |     | 0.6000 |     | 0.6000         |     | 0.6000              |     |
| Librarian II      | 0.5333 |     | 0.5333 |     | 0.5333         |     | 0.5333              |     |
| Library Asst. III | 0.9067 |     | 0.9067 |     | 0.9067         |     | 0.9067              |     |
| Library Asst. III | 0.6533 |     | 0.6533 |     | 0.6533         |     | 0.6533              |     |
| Library Asst. III | 0.5333 |     | 0.5333 |     | 0.5333         |     | 0.5333              |     |
| Library Asst. III |        |     |        |     |                |     |                     |     |
| Library Asst. III |        |     |        |     |                |     |                     |     |
| Librarian III     | 0.6267 |     | 0.6267 |     | 0.6267         |     | 0.6267              |     |
| Librarian III     |        |     |        |     |                |     |                     |     |
| Total Staffing    | 5.03   |     | 5.03   |     | 5.03           |     | 5.03                |     |

## LIBRARY DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                                                  | POSITION            | STEP | ANN. DATE  | BASE SALARY            | SICK LEAVE INCENTIVE | LONGEVITY           | TOTAL SALARY BENEFIT |
|-------------------------------------------------------|---------------------|------|------------|------------------------|----------------------|---------------------|----------------------|
| <b>FULL-TIME</b>                                      |                     |      |            |                        |                      |                     |                      |
| Joseph St. Germain                                    | Lib. Director       | 5    | 6/22/2016  | \$ 128,325.26          | \$ 500.00            | \$ 1,650.00         | \$ 130,475.26        |
| Kathleen Kenny                                        | Asst. Lib. Director | 3/4  | 1/3/2022   | \$ 98,811.80           | \$ -                 | \$ -                | \$ 98,811.80         |
| Lisa Gadbois                                          | Lib. I              | 9    | 4/17/1998  | \$ 94,549.32           | \$ -                 | \$ 3,393.00         | \$ 97,942.32         |
| Sharon Lomison                                        | Lib. I              | 9    | 10/27/2014 | \$ 94,549.32           | \$ -                 | \$ -                | \$ 94,549.32         |
| Abhar Sheikh                                          | Lib. I              | 9    | 8/13/2012  | \$ 94,549.32           | \$ -                 | \$ -                | \$ 94,549.32         |
| Cindi Haggerty                                        | Lib II              | 8/9  | 1/13/2017  | \$ 72,911.75           | \$ -                 | \$ -                | \$ 72,911.75         |
| Lindsay Kesten                                        | Lib II              | 2/3  | 4/18/2023  | \$ 57,139.65           | \$ -                 | \$ -                | \$ 57,139.65         |
| Michelle Paquin                                       | Lib. II             | 9    | 10/7/1996  | \$ 74,439.91           | \$ -                 | \$ 3,393.00         | \$ 77,832.91         |
| Diane Fowler                                          | Lib III             | 9    | 4/3/2000   | \$ 68,567.76           | \$ -                 | \$ 3,393.00         | \$ 71,960.76         |
| Laura Persson                                         | Lib III             | 6/7  | 4/15/2019  | \$ 61,517.68           | \$ -                 | \$ -                | \$ 61,517.68         |
| Matthew Pustizzi                                      | Lib Asst III        | 9    | 3/24/2008  | \$ 49,573.77           | \$ -                 | \$ 2,610.00         | \$ 52,183.77         |
| Rebecca Zahora                                        | Lib Asst III        | 9    | 1/5/2016   | \$ 49,573.77           | \$ -                 | \$ -                | \$ 49,573.77         |
| Myles Sullivan                                        | Lib Asst III        | 4/5  | 6/4/2021   | \$ 40,941.71           | \$ -                 | \$ -                | \$ 40,941.71         |
| <b>PART-TIME</b>                                      |                     |      |            |                        |                      |                     |                      |
| Georgine Carbone                                      | Lib Asst III        | 3/4  | 10/20/2021 | \$ 26,371.51           | \$ -                 | \$ -                | \$ 26,371.51         |
| Lisa Botte                                            | Lib I               | 9    | 1/14/2019  | \$ 66,814.85           | \$ -                 | \$ 2,473.33         | \$ 69,288.18         |
| Margedda Bou-Nassif                                   | Lib Asst III        | 9    | 9/6/2005   | \$ 44,946.88           | \$ -                 | \$ 2,366.40         | \$ 47,313.28         |
| Marion DePiero                                        | Lib. II             | 9    | 9/20/2000  | \$ 34,738.62           | \$ -                 | \$ -                | \$ 34,738.62         |
| Amanda McAvoy                                         | Lib II              | 1/2  | 1/8/2023   | \$ 33,322.06           | \$ -                 | \$ -                | \$ 33,322.06         |
| Shannon Hagel                                         | Lib Asst III        | 9    | 5/3/2011   | \$ 26,439.34           | \$ -                 | \$ 974.40           | \$ 27,413.74         |
| Kathleen Meagher                                      | Lib III             | 9    | 9/16/1996  | \$ 42,969.13           | \$ -                 | \$ 2,126.28         | \$ 45,095.41         |
| Mia Graceffa                                          | Lib II              | 5/6  | 5/3/2021   | \$ 34,203.38           | \$ -                 | \$ -                | \$ 34,203.38         |
| Shelvers (54 hrs.)                                    |                     |      |            | \$ 44,000.00           | \$ -                 | \$ -                | \$ 44,000.00         |
| Substitute and Casual - Weekend, Sick & Vac. Coverage |                     |      |            | \$ 34,910.53           | \$ -                 | \$ -                | \$ 34,910.53         |
| <b>DEPARTMENT TOTAL</b>                               |                     |      |            | <b>\$ 1,374,167.32</b> | <b>\$ 500.00</b>     | <b>\$ 22,379.41</b> | <b>\$ 1,397,047</b>  |

|                 |                 |
|-----------------|-----------------|
| Total Full time | 985,451.01      |
| Total Part Time | 388,716.31      |
| Total Contract  | 22,879.41       |
| Total           | \$ 1,397,046.73 |

## LIBRARY DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                                                  | POSITION            | STEP | ANN. DATE  | BASE SALARY     | SICK LEAVE INCENTIVE | LONGEVITY    | TOTAL SALARY BENEFIT |
|-------------------------------------------------------|---------------------|------|------------|-----------------|----------------------|--------------|----------------------|
| <b>FULL-TIME</b>                                      |                     |      |            |                 |                      |              |                      |
| Joseph St. Germain                                    | Lib. Director       | 5    | 6/22/2016  | \$ 128,325.26   | \$ 500.00            | \$ 1,650.00  | \$ 130,475.26        |
| Kathleen Kenny                                        | Asst. Lib. Director | 3/4  | 1/3/2022   | \$ 98,811.80    |                      |              | \$ 98,811.80         |
| Lisa Gadbois                                          | Lib. I              | 9    | 4/17/1998  | \$ 94,549.32    |                      | \$ 3,393.00  | \$ 97,942.32         |
| Sharon Lomison                                        | Lib. I              | 9    | 10/27/2014 | \$ 94,549.32    |                      |              | \$ 94,549.32         |
| Abhar Sheikh                                          | Lib. I              | 9    | 8/13/2012  | \$ 94,549.32    |                      |              | \$ 94,549.32         |
| Cindi Haggerty                                        | Lib II              | 8/9  | 1/13/2017  | \$ 72,911.75    |                      |              | \$ 72,911.75         |
| Lindsay Kesten                                        | Lib II              | 2/3  | 4/18/2023  | \$ 57,139.65    |                      |              | \$ 57,139.65         |
| Michelle Paquin                                       | Lib. II             | 9    | 10/7/1996  | \$ 74,439.91    |                      | \$ 3,393.00  | \$ 77,832.91         |
| Diane Fowler                                          | Lib III             | 9    | 4/3/2000   | \$ 68,567.76    |                      | \$ 3,393.00  | \$ 71,960.76         |
| Laura Persson                                         | Lib III             | 6/7  | 4/15/2019  | \$ 61,517.68    |                      |              | \$ 61,517.68         |
| Matthew Pustizzi                                      | Lib Asst III        | 9    | 3/24/2008  | \$ 49,573.77    |                      | \$ 2,610.00  | \$ 52,183.77         |
| Rebecca Zahora                                        | Lib Asst III        | 9    | 1/5/2016   | \$ 49,573.77    |                      |              | \$ 49,573.77         |
| Myles Sullivan                                        | Lib Asst III        | 4/5  | 6/4/2021   | \$ 40,941.71    |                      |              | \$ 40,941.71         |
| <b>PART-TIME</b>                                      |                     |      |            |                 |                      |              |                      |
| Georgine Carbone                                      | Lib Asst III        | 3/4  | 10/20/2021 | \$ 26,371.51    |                      |              | \$ 26,371.51         |
| Lisa Botte                                            | Lib I               | 9    | 1/14/2019  | \$ 66,814.85    |                      | \$ 2,473.33  | \$ 69,288.18         |
| Margeda Bou-Nassif                                    | Lib Asst III        | 9    | 9/6/2005   | \$ 44,946.88    |                      | \$ 2,366.40  | \$ 47,313.28         |
| Marion DePiero                                        | Lib. II             | 9    | 9/20/2000  | \$ 34,738.62    |                      |              | \$ 34,738.62         |
| Amanda McAvoy                                         | Lib II              | 1/2  | 1/8/2023   | \$ 33,322.06    |                      |              | \$ 33,322.06         |
| Shannon Hagel                                         | Lib Asst III        | 9    | 5/3/2011   | \$ 26,439.34    |                      | \$ 974.40    | \$ 27,413.74         |
| Kathleen Meagher                                      | Lib III             | 9    | 9/16/1996  | \$ 42,969.13    |                      | \$ 2,126.28  | \$ 45,095.41         |
| Mia Graceffa                                          | Lib II              | 5/6  | 5/3/2021   | \$ 34,203.38    |                      |              | \$ 34,203.38         |
| Shelvers (54 hrs.)                                    |                     |      |            | \$ 44,000.00    |                      |              | \$ 44,000.00         |
| Substitute and Casual - Weekend, Sick & Vac. Coverage |                     |      |            | \$ 34,910.53    |                      |              | \$ 34,910.53         |
| <b>DEPARTMENT TOTAL</b>                               |                     |      |            |                 |                      |              |                      |
|                                                       |                     |      |            | \$ 1,374,167.32 | \$ 500.00            | \$ 22,379.41 | \$ 1,397,046.73      |

|                 |                 |
|-----------------|-----------------|
| Total Full time | 985,451.01      |
| Total Part Time | 388,716.31      |
| Total Contract  | 22,879.41       |
| Total           | \$ 1,397,046.73 |

## LIBRARY DEPARTMENT SALARY INFORMATION FY2024 BUDGET

| NAME                         | POSITION            | STEP | ANN. DATE  | BASE SALARY            | SICK LEAVE INCENTIVE | LONGEVITY           | TOTAL SALARY BENEFIT |
|------------------------------|---------------------|------|------------|------------------------|----------------------|---------------------|----------------------|
| <b>FULL-TIME</b>             |                     |      |            |                        |                      |                     |                      |
| Joseph St. Germain           | Lib. Director       | 5    | 6/22/2016  | \$ 119,795.80          | \$ 500.00            | \$ 1,650.00         | \$ 121,945.80        |
| Kathleen Kenny               | Asst. Lib. Director | 1/2  | 1/3/2022   | \$ 88,696.18           | \$ -                 | \$ -                | \$ 88,696.18         |
| Lisa Gadbois                 | Lib. I              | 9    | 4/17/1998  | \$ 90,912.81           | \$ -                 | \$ 3,393.00         | \$ 94,305.81         |
| Sharon Lomison               | Lib. I              | 9    | 10/27/2014 | \$ 90,912.81           | \$ -                 | \$ -                | \$ 90,912.81         |
| Abhar Sheikh                 | Lib. I              | 9    | 8/13/2012  | \$ 90,912.81           | \$ -                 | \$ -                | \$ 90,912.81         |
| Cindi Haggerty               | Lib II              | 6/7  | 1/13/2017  | \$ 67,424.62           | \$ -                 | \$ -                | \$ 67,424.62         |
| Henry Barker                 | Lib II              | 1/2  | 9/30/2021  | \$ 56,103.24           | \$ -                 | \$ -                | \$ 56,103.24         |
| Michelle Paquin              | Lib. II             | 9    | 10/7/1996  | \$ 71,576.83           | \$ -                 | \$ 3,393.00         | \$ 74,969.83         |
| Diane Fowler                 | Lib III             | 9    | 4/3/2000   | \$ 65,930.54           | \$ -                 | \$ 3,393.00         | \$ 69,323.54         |
| Laura Persson                | Lib III             | 4/5  | 4/15/2019  | \$ 56,890.16           | \$ -                 | \$ -                | \$ 56,890.16         |
| Matthew Pustizzi             | Lib Asst III        | 9    | 3/24/2008  | \$ 47,667.08           | \$ -                 | \$ 2,610.00         | \$ 50,277.08         |
| Rebecca Zahora               | Lib Asst III        | 7/8  | 1/5/2016   | \$ 46,760.70           | \$ -                 | \$ -                | \$ 46,760.70         |
| Myles Sullivan               | Lib Asst III        | 1/2  | 6/4/2021   | \$ 37,866.53           | \$ -                 | \$ -                | \$ 37,866.53         |
| BPAA Settlement              |                     |      |            | \$ 8,567.71            |                      |                     | \$ 8,567.71          |
| <b>PART-TIME</b>             |                     |      |            |                        |                      |                     |                      |
| Georgine Carbone             | Lib Asst III        | 1/2  | 10/20/2021 | \$ 24,390.84           | \$ -                 | \$ -                | \$ 24,390.84         |
| Lisa Botte                   | Lib I               | 9    | 1/14/2019  | \$ 64,245.05           | \$ -                 | \$ 2,473.33         | \$ 66,718.38         |
| Margeda Bou-Nassif           | Lib Asst III        | 9    | 9/6/2005   | \$ 43,218.15           | \$ -                 | \$ 2,366.40         | \$ 45,584.55         |
| Marion DePierro              | Lib. II             | 9    | 9/20/2000  | \$ 33,402.52           | \$ -                 | \$ -                | \$ 33,402.52         |
| Ellen Dobi                   | Lib II              | 9    | 1/7/2013   | \$ 38,174.31           | \$ -                 | \$ -                | \$ 38,174.31         |
| Shannon Hagel                | Lib Asst III        | 9    | 5/3/2011   | \$ 25,422.44           | \$ -                 | \$ 974.40           | \$ 26,396.84         |
| Kathleen Meagher             | Lib III             | 9    | 9/16/1996  | \$ 41,316.47           | \$ -                 | \$ 2,126.28         | \$ 43,442.75         |
| Mia Graceffa                 | Lib. II             | 5/6  | 3/17/2020  | \$ 31,630.21           | \$ -                 | \$ -                | \$ 31,630.21         |
| Shelvers (65 hrs.)           | \$ -                | 0    | 1/0/1900   | \$ 45,805.50           | \$ -                 | \$ -                | \$ 45,805.50         |
| Substitute and Casual - Week | \$ -                | 0    | 1/0/1900   | \$ 33,567.82           | \$ -                 | \$ -                | \$ 33,567.82         |
|                              |                     |      |            |                        |                      |                     | \$ -                 |
|                              |                     |      |            |                        |                      |                     | \$ -                 |
|                              |                     |      |            |                        |                      |                     |                      |
| <b>DEPARTMENT TOTAL</b>      |                     |      |            | <b>\$ 1,321,191.13</b> | <b>\$ 500.00</b>     | <b>\$ 22,379.41</b> | <b>\$1,344,071</b>   |

|                 |                 |
|-----------------|-----------------|
| Total Full time | 940,017.82      |
| Total Part Time | 381,173.32      |
| Total Contract  | 22,879.41       |
| Total           | \$ 1,344,070.54 |

# Library

| FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 224,835 | \$ 212,331 | \$ 226,869 | \$ 226,202 | \$ 231,159 | \$ 231,076 | \$ 223,944 | \$ 226,295 | \$ 226,295 | \$ 226,295  |

|                                  | Department                                                                                                                                                                                                                                 | Town Mgr.  | Fin Com                          |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------|
| Supplies and Expenses            |                                                                                                                                                                                                                                            | Prior Year |                                  |
| Computer equipment & accessories | Maintaining and replacing 70 public and staff computers on a rotating basis, plus numerous printers and other accessories                                                                                                                  | \$ 10,824  | \$ 10,824 \$ 10,824 \$ 10,824    |
| Total from Book and Publications |                                                                                                                                                                                                                                            | \$ 199,615 | \$ 201,966 \$ 201,966 \$ 201,966 |
| Operating Materials              | Barcode labels; security cases; book jacket covers; video boxes; fibre attaching tape; book tape; pressure sensitive spine labels; microfiche reader/printer cartridges; plastic library cards; printer cartridges, local history supplies | \$ 13,005  | \$ 13,005 \$ 13,005 \$ 13,005    |
| Custodial Supplies               | Provision for toilet paper, paper towels, hand soap, cleaning products, ice melt                                                                                                                                                           |            | \$ - \$ -                        |
| Electrical Supplies              | Provision for light bulbs and other electrical supplies                                                                                                                                                                                    | \$ -       | \$ - \$ -                        |
| Plumbing Supplies                | Provision for plumbing supplies for 6 bathrooms and two kitchen facilities                                                                                                                                                                 | \$ -       | \$ - \$ -                        |
|                                  | Water Purifier                                                                                                                                                                                                                             | \$ 500     | \$ 500 \$ 500                    |
| Total Supplies & Expenses        |                                                                                                                                                                                                                                            | \$ 223,944 | \$ 226,295 \$ 226,295 \$ 226,295 |

|           |           |           |           |           |           |           |           | \$ -      |             |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 82,684 | \$ 75,285 | \$ 82,974 | \$ 82,549 | \$ 84,634 | \$ 83,696 | \$ 84,634 | \$ 84,634 | \$ 84,634 | \$ 84,634   |

|                                                                                                                                                                                                                                       | Department | Town Mgr. | Fin Com                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|-------------------------------|
| Contract Services/Leases                                                                                                                                                                                                              |            |           |                               |
| Annual membership and shared maintenance costs for central site and peripheral equipment, as well as, central site staffing as a participant in the Merrimack Valley Library Consortium                                               |            | \$63,574  | \$63,574 \$63,574 \$63,574    |
| Provision for 9 Trustees' Membership in the Mass. Library Trustees Assoc., Membership for the Director in the American Library Assoc. Membership for the Director and Asst. Director in the Mass. and New England Library Association |            | \$ 770    | \$ 770 \$ 770 \$ 770          |
| HVAC service contract                                                                                                                                                                                                                 |            | \$ 5,100  | \$ 5,100 \$ 5,100 \$ 5,100    |
| Automatic door maintenance/Contract                                                                                                                                                                                                   |            | \$ 2,393  | \$ 2,393 \$ 2,393 \$ 2,393    |
| Provision for the advertising of job postings and bid announcements                                                                                                                                                                   |            | \$ 102    | \$ 102 \$ 102 \$ 102          |
| Provision for irrigation system turn on and winterizing                                                                                                                                                                               |            | \$ 364    | \$ 364 \$ 364 \$ 364          |
| Copy machine maintenance                                                                                                                                                                                                              |            | \$ 1,769  | \$ 1,769 \$ 1,769 \$ 1,769    |
| Provision for maintenance and repair of various mechanical, plumbing and electrical systems and numerous pieces of audiovisual and electronic equipment.                                                                              |            | \$ 9,364  | \$ 9,364 \$ 9,364 \$ 9,364    |
| Central station connection for burglar alarm                                                                                                                                                                                          |            | \$ 424    | \$ 424 \$ 424 \$ 424          |
| Allowance for use of personal vehicle to attend meetings around the state.                                                                                                                                                            |            | \$774     | \$774 \$774 \$774             |
| Total Contract Services                                                                                                                                                                                                               |            | \$ 84,634 | \$ 84,634 \$ 84,634 \$ 84,634 |

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 27,300 | \$ 23,021 | \$ 27,300 | \$ 23,619 | \$ 27,846 | \$ 25,200 | \$ 28,705 | \$ 33,600 | \$ 33,600 | \$ 33,600   |

|                                                        |  |          |          |          |          |  |  |  |  |
|--------------------------------------------------------|--|----------|----------|----------|----------|--|--|--|--|
| Total Cleaning Service                                 |  |          |          |          |          |  |  |  |  |
| Professional Cleaning Service for after hours cleaning |  |          |          |          |          |  |  |  |  |
| Total Cleaning Service                                 |  | \$28,705 | \$33,600 | \$33,600 | \$33,600 |  |  |  |  |

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 21,696 | \$ 25,000 | \$ 27,809 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000   |

|                                                                   | Department | Town Mgr. | Fin Com           |
|-------------------------------------------------------------------|------------|-----------|-------------------|
| Utilities                                                         |            |           |                   |
| Provision for gas heat - 35,000 sq ft. building                   |            |           |                   |
| Provision for electricity - \$59,000.                             |            |           |                   |
| Provision for dedicated telephone in elevator per ADA regulations |            |           |                   |
| Total Utilities                                                   |            | \$25,000  | \$25,000 \$25,000 |

# Recreation

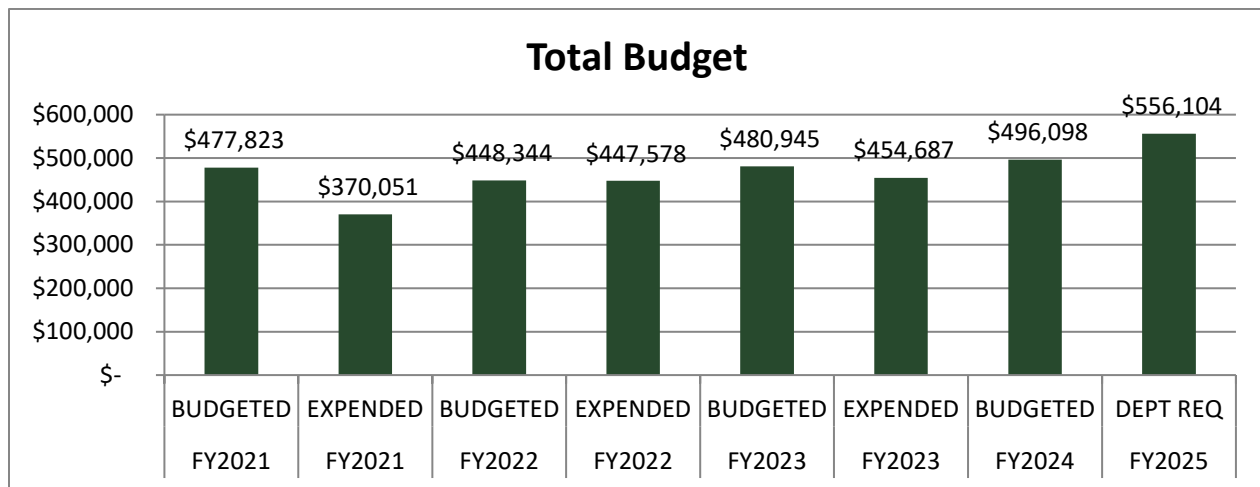


## Mission Statement

The primary goal of the Recreation Department is to offer high quality affordable recreational programs, services, trips and special events to the citizens of Billerica. Our recreational, educational and cultural programming reflects the interest and diversity of our community. We are committed to improving parks and recreation facilities to ensure a safe and pleasant experience for visitors.

## Budget Narrative

In FY25 the Recreation Department will see a \$60,000 increase. This is due to salaries having to be increased to recruit staff for the department.



## Programs and Services

The Recreation Department has continued evolving into a one-stop shop for all of the residents' leisure and recreational needs. We have continuously taken on the challenge of increasing the programs we offer anyone from Pre-K through Seniors. Whether you're 1 or 100, we have something for you! Our department has also paid particular attention to improving how we are marketing ourselves both online and in various other formats. With the recent addition of our new website and registration software system, we are also now able to accept payment by credit card. We believe this has made accessing our services a much more convenient process for our participants.

In addition to programming, the Recreation Department also offers various other services including discount ticket sales to theatre, sports events, and local business, as well as offering trips and tours both near and far. This year we have been exceptionally excited to increase the number and quality of special events being offered to the town!

# Recreation

## RECREATION

### Personnel/ Services

|                              |            |            |            |            |            |            |            |            |            |            |
|------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| 5110 Full Time               | \$ 339,275 | \$ 247,444 | \$ 305,028 | \$ 305,028 | \$ 312,429 | \$ 287,891 | \$ 316,840 | \$ 373,456 | \$ 373,456 | \$ 373,456 |
| 5120 Part Time/Permanent     | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| 5150 Part Time/Seasonal      | \$ 57,700  | \$ 52,403  | \$ 57,700  | \$ 57,700  | \$ 70,000  | \$ 70,000  | \$ 82,742  | \$ 75,000  | \$ 75,000  | \$ 75,000  |
| Overtime                     |            |            |            |            |            |            |            |            |            |            |
| 5190 Contractual Obligations | \$ 6,332   | \$ 6,332   | \$ 5,200   | \$ 5,200   | \$ 7,350   | \$ 5,350   | \$ 7,350   | \$ 9,350   | \$ 9,350   | \$ 9,350   |
| Total                        | \$ 403,307 | \$ 306,179 | \$ 367,928 | \$ 367,928 | \$ 389,779 | \$ 363,241 | \$ 406,932 | \$ 457,806 | \$ 457,806 | \$ 457,806 |

### Expenses

|                          |           |           |           |           |           |           |           |           |           |           |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Supplies and Expenses    | \$ 12,680 | \$ 12,257 | \$ 11,580 | \$ 10,814 | \$ 11,580 | \$ 11,151 | \$ 11,580 | \$ 11,580 | \$ 11,580 | \$ 11,580 |
| Contract Services/Leases | \$ 58,836 | \$ 48,622 | \$ 65,836 | \$ 65,836 | \$ 76,586 | \$ 75,586 | \$ 74,586 | \$ 83,718 | \$ 83,718 | \$ 83,718 |
| Warrant Articles         |           |           |           |           |           |           |           |           |           |           |
| Utilities                | \$ 3,000  | \$ 2,993  | \$ 3,000  | \$ 3,000  | \$ 3,000  | \$ 4,709  | \$ 3,000  | \$ 3,000  | \$ 3,000  | \$ 3,000  |
| Capital Outlay           |           |           |           |           |           |           |           | \$ -      | \$ -      | \$ -      |
| Total Expenses           | \$ 74,516 | \$ 63,872 | \$ 80,416 | \$ 79,650 | \$ 91,166 | \$ 91,446 | \$ 89,166 | \$ 98,298 | \$ 98,298 | \$ 98,298 |

### TOTAL BUDGET

|  | FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|--|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
|  | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
|  | \$ 477,823 | \$ 370,051 | \$ 448,344 | \$ 447,578 | \$ 480,945 | \$ 454,687 | \$ 496,098 | \$ 556,104 | \$ 556,104 | \$ 556,104  |

Difference PY \$ 60,006.43  
% 12.10%

|                           | FY2024    | FY2025  | FY2025       | FY2025 | FY2025 |
|---------------------------|-----------|---------|--------------|--------|--------|
|                           | Dep. Req. | TM Rec. | Fin Com Rec. |        |        |
| Position                  | FTE       | FTE     | FTE          | FTE    | FTE    |
| Director, Recreation      | 1         | 1       | 1            | 1      | 1      |
| Assistant Director        | 1         | 1       | 1            | 1      | 1      |
| Program Services Director | 1         | 1       | 1            | 1      | 1      |
| Senior Clerk              | 1         | 1       | 1            | 1      | 1      |
| Playground Coordinator    | 0         | 0       | 0            | 0      | 0      |
| Total Staffing            | 4.0       | 4.0     | 4.0          | 4.0    | 4.0    |

|                     | FY2024    | FY2025  | FY2025       | FY2025 | FY2025 |
|---------------------|-----------|---------|--------------|--------|--------|
|                     | Dep. Req. | TM Rec. | Fin Com Rec. |        |        |
| Position            | PTE       | PTE     | PTE          | PTE    | PTE    |
| Program Coordinator | 0.7       | 0.0     | 0            | 0      | 0      |
| Coordinator         | 0.0       | 0.0     | 0            | 0      | 0      |
| Total Staffing      | 0.7       | 0.0     | 0.0          | 0.0    | 0.0    |



# Recreation

## DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                        | POSITION                   | STEP | ANN. DATE  | BASE SALARY          | SICK LEAVE INCENTIVE | LONGEVITY          | TOTAL SALARY BENEFIT |
|-----------------------------|----------------------------|------|------------|----------------------|----------------------|--------------------|----------------------|
| <b>Full Time</b>            |                            |      |            |                      |                      |                    |                      |
| David Grubb                 | Rec Director               | 5    | 8/6/2016   | \$ 128,325.26        | \$ 1,000.00          | \$ 1,650.00        | \$ 130,975.26        |
| Jessie Hampson              | Asst Rec Dir.              | 4/5  | 11/27/2023 | \$ 103,777.92        | \$ 1,000.00          |                    | \$ 104,777.92        |
| Lori Boucher                | Principal Clerk            | 7    | 9/25/2000  | \$ 59,587.05         | \$ 1,000.00          | \$ 3,700.00        | \$ 64,287.05         |
| Paul McCarthy               | Program Services Director  | 4/5  | 12/11/2023 | \$ 81,765.90         | \$ 1,000.00          |                    | \$ 82,765.90         |
| <b>Part Time - Seasonal</b> | Program Staff + Lifeguards |      |            | \$ 75,000.00         |                      |                    | \$ 75,000.00         |
|                             |                            |      |            |                      |                      |                    |                      |
| <b>DEPARTMENT TOTAL</b>     |                            |      |            | <b>\$ 448,456.13</b> | <b>\$ 4,000.00</b>   | <b>\$ 5,350.00</b> | <b>\$ 457,806.13</b> |

Total Full Time \$ 373,456.13  
Total Part Time \$ -  
Total Seasonal \$ 75,000.00  
Total Contract \$ 9,350.00  
Total \$ 457,806.13

## DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                        | POSITION                   | STEP | ANN. DATE  | BASE SALARY          | SICK LEAVE INCENTIVE | LONGEVITY          | TOTAL SALARY BENEFIT |
|-----------------------------|----------------------------|------|------------|----------------------|----------------------|--------------------|----------------------|
| <b>Full Time</b>            |                            |      |            |                      |                      |                    |                      |
| David Grubb                 | Rec Director               | 5    | 8/6/2016   | \$ 128,325.26        | \$ 1,000.00          | \$ 1,650.00        | \$ 130,975.26        |
| Jessie Hampson              | Asst Rec Dir.              | 4/5  | 11/27/2023 | \$ 103,777.92        | \$ 1,000.00          |                    | \$ 104,777.92        |
| Lori Boucher                | Principal Clerk            | 7    | 9/25/2000  | \$ 59,587.05         | \$ 1,000.00          | \$ 3,700.00        | \$ 64,287.05         |
| Paul McCarthy               | Program Services Director  | 4/5  | 12/11/2023 | \$ 81,765.90         | \$ 1,000.00          |                    | \$ 82,765.90         |
| <b>Part Time - Seasonal</b> | Program Staff + Lifeguards |      |            | \$ 75,000.00         |                      |                    | \$ 75,000.00         |
|                             |                            |      |            |                      |                      |                    |                      |
| <b>DEPARTMENT TOTAL</b>     |                            |      |            | <b>\$ 448,456.13</b> | <b>\$ 4,000.00</b>   | <b>\$ 5,350.00</b> | <b>\$ 457,806.13</b> |

Total Full Time \$ 373,456.13  
Total Part Time \$ -  
Total Seasonal \$ 75,000.00  
Total Contract \$ 9,350.00  
Total \$ 457,806.13

## DEPARTMENT SALARY INFORMATION FY2024 BUDGET

| NAME                        | POSITION                   | STEP | ANN. DATE | BASE SALARY          | SICK LEAVE INCENTIVE | LONGEVITY          | TOTAL SALARY BENEFIT |
|-----------------------------|----------------------------|------|-----------|----------------------|----------------------|--------------------|----------------------|
| <b>Full Time</b>            |                            |      |           |                      |                      |                    |                      |
| David Grubb                 | Rec Director               | 5    | 8/6/2016  | \$ 109,776.79        | \$ 500.00            | \$ 1,650.00        | \$ 111,926.79        |
| TBD                         | Asst Rec Dir.              | 2/3  | 3/1/2023  | \$ 76,466.33         | \$ 500.00            |                    | \$ 76,966.33         |
| Lori Boucher                | Principal Clerk            | 7    | 9/25/2000 | \$ 55,626.45         | \$ 1,000.00          | \$ 3,200.00        | \$ 59,826.45         |
| Kierstin Pane               | Program Coordinator        | 4/5  | 4/25/2022 | \$ 74,969.94         | \$ 500.00            |                    | \$ 75,469.94         |
| <b>Part Time - Seasonal</b> | Program Staff + Lifeguards |      |           | \$ 75,000.00         |                      |                    | \$ 75,000.00         |
| IUPE Settlement             |                            |      |           | \$ 2,777.78          |                      |                    | \$ 2,777.78          |
| BPAA Settlement             |                            |      |           | \$ 4,964.42          |                      |                    | \$ 4,964.42          |
|                             |                            |      |           |                      |                      |                    | \$ -                 |
| <b>DEPARTMENT TOTAL</b>     |                            |      |           | <b>\$ 399,581.71</b> | <b>\$ 2,500.00</b>   | <b>\$ 4,850.00</b> | <b>\$ 406,931.71</b> |

Total Full Time \$ 316,839.51  
Total Part Time \$ -  
Total PT-Seasor \$ 82,742.20  
Total Contract \$ 7,350.00  
Total \$ 406,931.71

**DESCRIPTION/DETAIL**

**RECREATION**

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 12,680 | \$ 12,257 | \$ 11,580 | \$ 10,814 | \$ 11,580 | \$ 11,151 | \$ 11,580 | \$ 11,580 | \$ 11,580 | \$ 11,580   |

Department Town Mgr. Fin Com

**Supplies and Expenses**

Legal Notices  
Meals  
Uniform & Equipment  
Recreation Materials  
Professional Development  
Office Supplies

Placement of legal notices in Newspaper/Online  
Provide meals to HOC Work Program.  
To purchase clothing and equipment required for field visits and programs  
Materials needed to run programs and special events, including beach and other safety equipment.  
Attendance at State and National Recreation and Park Association Conferences.  
General office supply allocation

|        |        |        |          |          |          |        |          |          |        |
|--------|--------|--------|----------|----------|----------|--------|----------|----------|--------|
| \$ 250 | \$ 250 | \$ 250 | \$ 1,000 | \$ 1,000 | \$ 1,000 | \$ 300 | \$ 7,030 | \$ 2,500 | \$ 500 |
|--------|--------|--------|----------|----------|----------|--------|----------|----------|--------|

**Total Supplies & Expenses**

|           |           |           |           |           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| \$ 11,580 | \$ 11,580 | \$ 11,580 | \$ 11,580 | \$ 11,580 | \$ 11,580 | \$ 11,580 | \$ 11,580 | \$ 11,580 | \$ 11,580 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

**Contract Services**

Recreation brochure, program flyers and/or special event flyers printed.  
Water & Wetland - Nuttings Lake Algae/Water Treatment  
Nashoba Analytical - Micozzi Beach Water Testing  
MyRec Registration Software Annual Contract  
Warren Security - Facility Alarm  
Porta-a-Potty Rentals  
Membership in professional organizations (NRPA,MRPA)  
Rental and purchase of equipment and repair of recreational equipment and sites. (examples: special event rentals, beach maintenance, splash pad repair, etc) ADA Services

**Total Contract Services**

|          |          |          |           |           |           |        |          |        |          |           |          |           |
|----------|----------|----------|-----------|-----------|-----------|--------|----------|--------|----------|-----------|----------|-----------|
| \$ 6,000 | \$ 6,000 | \$ 6,000 | \$ 13,700 | \$ 13,700 | \$ 13,700 | \$ 800 | \$ 5,282 | \$ 936 | \$ 2,000 | \$ 15,000 | \$ 5,000 | \$ 83,718 |
|----------|----------|----------|-----------|-----------|-----------|--------|----------|--------|----------|-----------|----------|-----------|

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| \$ 3,000 | \$ 2,993 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 4,709 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000    |

Department Town Mgr. Fin Com

**Utilities**

gas and telephone service

**Total Utilities**

|          |          |          |          |          |          |          |          |          |          |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000 |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|

# Town Civic Events

## Budget Explanation

This account is used to pay for civic events held throughout the year. This account includes money for the New Year's Eve party hosted by the Recreation Department and the Memorial Day Parade hosted by the Veterans Department.

It also includes money for the scholarship foundation, the Middlesex Canal Association, The Artscape Banners, and the Beautification Committee.

## Budget Narrative

This budget is decreasing by \$1,500 due to the Middlesex Canal not expending this allocation over the last four years.

|                                 | FY2021           | FY2021          | FY2022           | FY2022           | FY2023           | FY2023           | FY2024           | FY2025           | FY2025           | FY2025           |
|---------------------------------|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Town Civic Events/Organizations | BUDGETED         | EXPENDED        | BUDGETED         | EXPENDED         | BUDGETED         | EXPENDED         | BUDGETED         | DEPT REQ.        | TM REC           | FIN COM REC      |
| 7067 VFW-P, DAV, VFW-S          | \$ 600           | \$ -            | \$ 600           | \$ 200           | \$ 600           | \$ 200           | \$ 600           | \$ 600           | \$ 600           | \$ 600           |
| 7068 MEMORIAL DAY/HOMECOMING    | \$ 11,000        | \$ 403          | \$ 11,000        | \$ 11,000        | \$ 11,000        | \$ 3,024         | \$ 11,000        | \$ 11,000        | \$ 11,000        | \$ 11,000        |
| 7097 FESTIVAL ACCOUNT           | \$ 5,000         | \$ -            | \$ 7,500         | \$ 2,788         | \$ 10,000        | \$ 7,876         | \$ 10,000        | \$ 10,000        | \$ 10,000        | \$ 10,000        |
| 7076 MIDDLESEX CANAL            | \$ 1,500         | \$ -            | \$ 1,500         | \$ -             | \$ 1,500         |                  | \$ 1,500         | \$ -             | \$ -             | \$ -             |
| 7077 BEAUTIFICATION             | \$ 15,000        | \$ 1,319        | \$ 15,000        | \$ 7,383         | \$ 15,000        | \$ 3,658         | \$ 15,000        | \$ 15,000        | \$ 15,000        | \$ 15,000        |
| 7084 SCHOLARSHIP FOUNDATION     | \$ 5,100         | \$ 5,100        | \$ 5,100         | \$ 5,100         | \$ 5,100         | \$ 4,464         | \$ 5,100         | \$ 5,100         | \$ 5,100         | \$ 5,100         |
| <b>TOTAL BUDGET</b>             | <b>\$ 38,200</b> | <b>\$ 6,822</b> | <b>\$ 40,700</b> | <b>\$ 26,471</b> | <b>\$ 43,200</b> | <b>\$ 19,222</b> | <b>\$ 43,200</b> | <b>\$ 41,700</b> | <b>\$ 41,700</b> | <b>\$ 41,700</b> |

# Section 6: Public Education

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# Public Education

PUBLIC EDUCATION

Personnel Services

|                 | FY2021<br>BUDGETED | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| Personnel       | \$ 55,250,753      | \$ 55,250,753      | \$ 56,079,514      | \$ 56,079,514      | \$ 59,692,192      | \$ 59,692,192      | \$ 62,282,851      | \$ 67,265,479      | \$ 67,265,479    | \$ 67,265,479         |
| Overtime        |                    | \$ 1,070,183       | \$ 1,070,183       | \$ 1,070,183       | \$ 1,102,288       | \$ 1,102,288       | \$ 1,143,624       | \$ 1,235,114       | \$ 1,235,114     | \$ 1,235,114          |
| Total Personnel | \$ 55,250,753      | \$ 55,250,753      | \$ 57,149,697      | \$ 57,149,697      | \$ 60,794,480      | \$ 60,794,480      | \$ 63,426,475      | \$ 68,500,593      | \$ 68,500,593    | \$ 68,500,593         |

Expenses

|                          |               |               |               |               |               |               |               |               |               |               |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Supplies and Expenses    | \$ 1,811,927  | \$ 1,811,927  | \$ 1,839,106  | \$ 1,839,106  | \$ 1,894,279  | \$ 1,894,279  | \$ 2,774,279  | \$ 2,940,736  | \$ 2,940,736  | \$ 2,940,736  |
| Contract Services/Leases | \$ 8,575,678  | \$ 8,575,678  | \$ 8,704,314  | \$ 8,704,314  | \$ 8,965,443  | \$ 8,965,443  | \$ 8,965,443  | \$ 9,503,370  | \$ 9,503,370  | \$ 9,503,370  |
| Utilities                | \$ 1,422,878  | \$ 1,422,878  | \$ 1,444,221  | \$ 1,444,221  | \$ 1,487,547  | \$ 1,487,547  | \$ 1,487,547  | \$ 1,576,800  | \$ 1,576,800  | \$ 1,576,800  |
| Capital Outlay           | \$ 291,980    | \$ 291,980    | \$ 296,360    | \$ 296,360    | \$ 305,251    | \$ 305,251    | \$ 305,251    | \$ 323,566    | \$ 323,566    | \$ 323,566    |
| Total Expenses           | \$ 12,102,463 | \$ 12,102,463 | \$ 12,284,000 | \$ 12,284,000 | \$ 12,652,520 | \$ 12,652,520 | \$ 13,532,520 | \$ 14,344,472 | \$ 14,344,472 | \$ 14,344,472 |
| TOTAL BUDGET             | \$ 67,353,216 | \$ 67,353,216 | \$ 69,433,698 | \$ 69,433,698 | \$ 73,447,001 | \$ 73,447,001 | \$ 76,958,996 | \$ 82,845,065 | \$ 82,845,065 | \$ 82,845,065 |

Difference \$ 5,886,069.23  
Percentage 7.65%



## Expenses

Total Expenses

TOTAL BUDGET

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157

# Section 7: Public Safety

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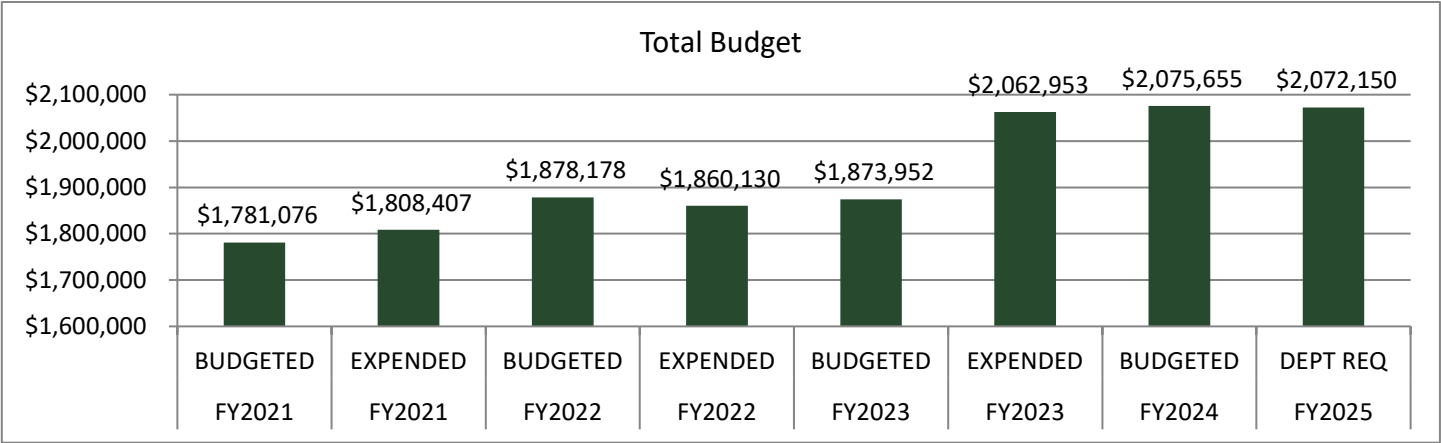
# Ambulance

## Department Explanation

The Town of Billerica Emergency Medical Services is currently staffed with 1 fulltime Supervisor and 16 full time paramedics. The Department provides Advanced Life Support to the Town 24 hours a day, 7 days a week.

## Budget Narrative

In FY25 the Ambulance budget will decrease by about \$3,000, during the last round of negotiations the Union agreed to a Wage Scale adjustment in the first year of the three-year contract and no cost-of-living adjustments. Additionally, new staff were hired at a lower rate than what had been in the FY24 budget.





| AMBULANCE | FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025 | FY2025      |
|-----------|----------|----------|----------|----------|----------|----------|----------|----------|--------|-------------|
|           | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC | FIN COM REC |

|                         |              |              |              |              |              |              |              |              |              |              |
|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Personnel Services      |              |              |              |              |              |              |              |              |              |              |
| Full Time               | \$ 1,110,979 | \$ 1,148,979 | \$ 1,194,695 | \$ 1,191,448 | \$ 1,190,829 | \$ 1,379,829 | \$ 1,358,255 | \$ 1,318,101 | \$ 1,318,101 | \$ 1,318,101 |
| Part Time/Seasonal      | \$ 45,000    | \$ 45,000    | \$ 45,000    | \$ 6,392     | \$ 45,000    | \$ 45,000    | \$ 45,000    | \$ 15,000    | \$ 45,000    | \$ 15,000    |
| Overtime                | \$ 237,000   | \$ 237,000   | \$ 237,000   | \$ 236,015   | \$ 237,000   | \$ 237,000   | \$ 244,100   | \$ 244,100   | \$ 244,100   | \$ 244,100   |
| Contractual Obligations | \$ 186,096   | \$ 183,933   | \$ 199,482   | \$ 194,177   | \$ 186,564   | \$ 186,564   | \$ 185,741   | \$ 205,449   | \$ 205,449   | \$ 205,449   |

|       |              |              |              |              |              |              |              |              |              |              |
|-------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Total | \$ 1,549,076 | \$ 1,584,912 | \$ 1,646,178 | \$ 1,628,032 | \$ 1,629,392 | \$ 1,818,393 | \$ 1,803,095 | \$ 1,782,650 | \$ 1,782,650 | \$ 1,782,650 |
|-------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|

|                          |            |            |            |            |            |            |            |            |            |            |
|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Expenses                 |            |            |            |            |            |            |            |            |            |            |
| Supplies and Expenses    | \$ 118,200 | \$ 106,695 | \$ 118,200 | \$ 117,898 | \$ 124,610 | \$ 124,610 | \$ 152,610 | \$ 152,610 | \$ 152,610 | \$ 152,610 |
| Contract Services/Leases | \$ 113,800 | \$ 116,800 | \$ 113,800 | \$ 114,200 | \$ 119,950 | \$ 119,950 | \$ 119,950 | \$ 136,890 | \$ 136,890 | \$ 136,890 |
| Utilities                | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Capital Outlay           | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |

|                |            |            |            |            |            |            |            |            |            |            |
|----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Total Expenses | \$ 232,000 | \$ 223,495 | \$ 232,000 | \$ 232,098 | \$ 244,560 | \$ 244,560 | \$ 272,560 | \$ 289,500 | \$ 289,500 | \$ 289,500 |
|----------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

|              |              |              |              |              |              |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| TOTAL BUDGET | \$ 1,781,076 | \$ 1,808,407 | \$ 1,878,178 | \$ 1,860,130 | \$ 1,873,952 | \$ 2,062,953 | \$ 2,075,655 | \$ 2,072,150 | \$ 2,072,150 | \$ 2,072,150 |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|

| Position       | FY2024 |  | Dep. Req. FY2025 |  | TM. Rec. FY2025 |  | Fin Com Rec. FY2025 |  |  |  |
|----------------|--------|--|------------------|--|-----------------|--|---------------------|--|--|--|
|                | FTE    |  | FTE              |  | FTE             |  | FTE                 |  |  |  |
| EMT-Supervisor | 1      |  | 1                |  | 1               |  | 1                   |  |  |  |
| EMT-P          | 16     |  | 16               |  | 16              |  | 16                  |  |  |  |
| PER DIEM       |        |  |                  |  |                 |  |                     |  |  |  |
| Total Staffing | 17     |  | 17               |  | 17              |  | 17                  |  |  |  |

\$ (3,505.66)  
-0.17%

# Ambulance

## AMBULANCE DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                    | POSITION         | STEP  | ANN. DATE  | BASE SALARY            | SPECIALTY PAY       | SICK BONUS EDUC PAY | SHIFT DIFF          | HOLIDAY PAY         | TOTAL SALARY BENEFIT   |
|-------------------------|------------------|-------|------------|------------------------|---------------------|---------------------|---------------------|---------------------|------------------------|
| Devlin, Joseph          | EMT-P/Supervisor | 15    | 10/28/1993 | \$ 130,072.99          | \$ 626.40           | \$ 1,370.00         | \$ -                | \$ 9,968.10         | \$ 142,037.49          |
| Branchaud, Robert       | EMT-P            | 11    | 1/20/2016  | \$ 80,175.70           | \$ 626.40           | \$ 2,820.00         | \$ 3,273.84         | \$ 5,954.89         | \$ 92,850.83           |
| Courtemanche, Blayke    | EMT-P            | 2/3   | 7/17/2023  | \$ 68,377.78           | \$ 3,758.40         | \$ 1,000.00         | \$ 2,792.09         | \$ 5,111.73         | \$ 81,040.00           |
| Halloran, Joseph        | EMT-P            | 3/4   | 11/14/2021 | \$ 69,299.63           | \$ 626.40           | \$ 5,500.00         | \$ 2,829.73         | \$ 5,186.49         | \$ 83,442.25           |
| Jenness, Charles        | EMT-P            | 6     | 5/16/2021  | \$ 72,617.60           | \$ 626.40           | \$ 3,080.00         | \$ 2,965.22         | \$ 5,417.09         | \$ 84,706.31           |
| Lavallee, Joel          | EMT-P            | 2/3   | 10/19/2022 | \$ 68,043.63           | \$ 626.40           | \$ 3,600.00         | \$ 2,778.45         | \$ 5,097.04         | \$ 80,145.52           |
| Lawhon, Joanne M.       | EMT-P            | 2/3   | 6/12/2023  | \$ 67,169.69           | \$ 626.40           | \$ 1,000.00         | \$ 2,742.76         | \$ 5,030.94         | \$ 76,569.79           |
| McKenney, Shane         | EMT-P            | 2/3   | 6/11/2023  | \$ 67,169.69           | \$ 626.40           | \$ 1,000.00         | \$ 2,742.76         | \$ 5,030.94         | \$ 76,569.79           |
| Nichols, Catherine      | EMT-P            | 9     | 2/17/2017  | \$ 77,062.38           | \$ 2,192.40         | \$ 3,600.00         | \$ 3,146.72         | \$ 5,733.37         | \$ 91,734.87           |
| Noel, Michael           | EMT-P            | 13/14 | 3/13/2013  | \$ 83,932.55           | \$ 626.40           | \$ 3,250.00         | \$ 3,406.11         | \$ 6,185.38         | \$ 97,400.44           |
| Nuttoli, Enrico         | EMT-P            | 15    | 11/26/2004 | \$ 86,784.76           | \$ 626.40           | \$ 3,525.00         | \$ 3,543.71         | \$ 6,425.17         | \$ 100,905.04          |
| O'Brien, Robert         | EMT-P            | 15    | 11/23/2004 | \$ 86,784.76           | \$ 3,758.40         | \$ 3,250.00         | \$ 3,543.71         | \$ 6,425.17         | \$ 103,762.04          |
| Raso, Brandon           | EMT-P            | 1/2   | 8/30/2023  | \$ 66,885.84           | \$ 3,758.40         | \$ 835.83           | \$ 2,731.17         | \$ 5,016.40         | \$ 79,227.64           |
| Silvia, Shaun           | EMT-P            | 10    | 10/3/2015  | \$ 78,603.63           | \$ 626.40           | \$ 2,775.00         | \$ 3,209.65         | \$ 5,843.04         | \$ 91,057.72           |
| Tolls, Sebastian        | EMT-P            | 2/3   | 11/5/2022  | \$ 67,966.52           | \$ 626.40           | \$ 525.00           | \$ 2,775.30         | \$ 5,097.04         | \$ 76,990.26           |
| Westling, Leigh         | EMT-P            | 10/11 | 1/3/2016   | \$ 79,392.68           | \$ 626.40           | \$ -                | \$ 3,209.65         | \$ 5,843.04         | \$ 89,071.77           |
| Replacement             | EMT-P            |       | 2/1/2023   | \$ 67,760.88           | \$ 626.40           | \$ 500.00           | \$ 2,461.95         | \$ 4,688.66         | \$ 76,037.89           |
|                         |                  |       |            |                        |                     |                     |                     |                     | \$ -                   |
| <b>DEPARTMENT TOTAL</b> |                  |       |            | <b>\$ 1,318,100.71</b> | <b>\$ 21,610.80</b> | <b>\$ 37,630.83</b> | <b>\$ 48,152.82</b> | <b>\$ 98,054.49</b> | <b>\$ 1,523,549.65</b> |

|                 |                 |
|-----------------|-----------------|
| Total Full time | \$ 1,318,100.71 |
| Total Part time | \$ 15,000.00    |
| Overtime        | \$ 242,500.00   |
| Overtime        | \$ 1,600.00     |
| Total Contract  | \$ 205,448.94   |
| Total           | \$ 1,782,649.65 |

## AMBULANCE DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                    | POSITION         | STEP  | ANN. DATE  | BASE SALARY            | SPECIALTY Pay       | SICK BONUS EDUC PAY | SHIFT DIFF          | Retirement HOLIDAY PAY | TOTAL SALARY BENEFIT   |
|-------------------------|------------------|-------|------------|------------------------|---------------------|---------------------|---------------------|------------------------|------------------------|
| Devlin, Joseph          | EMT-P/Supervisor | 15    | 10/28/1993 | \$ 130,072.99          | \$ 626.40           | \$ 1,370.00         |                     | \$ 9,968.10            | \$ 142,037.49          |
| Branchaud, Robert       | EMT-P            | 11    | 1/20/2016  | \$ 80,175.70           | \$ 626.40           | \$ 2,820.00         | \$ 3,273.84         | \$ 5,954.89            | \$ 92,850.83           |
| Courtemanche, Blayke    | EMT-P            | 2/3   | 7/17/2023  | \$ 68,377.78           | \$ 3,758.40         | \$ 1,000.00         | \$ 2,792.09         | \$ 5,111.73            | \$ 81,040.00           |
| Halloran, Joseph        | EMT-P            | 3/4   | 11/14/2021 | \$ 69,299.63           | \$ 626.40           | \$ 5,500.00         | \$ 2,829.73         | \$ 5,186.49            | \$ 83,442.25           |
| Jenness, Charles        | EMT-P            | 6     | 5/16/2021  | \$ 72,617.60           | \$ 626.40           | \$ 3,080.00         | \$ 2,965.22         | \$ 5,417.09            | \$ 84,706.31           |
| Lavallee, Joel          | EMT-P            | 2/3   | 10/19/2022 | \$ 68,043.63           | \$ 626.40           | \$ 3,600.00         | \$ 2,778.45         | \$ 5,097.04            | \$ 80,145.52           |
| Lawhon, Joanne M.       | EMT-P            | 2/3   | 6/12/2023  | \$ 67,169.69           | \$ 626.40           | \$ 1,000.00         | \$ 2,742.76         | \$ 5,030.94            | \$ 76,569.79           |
| McKenney, Shane         | EMT-P            | 2/3   | 6/11/2023  | \$ 67,169.69           | \$ 626.40           | \$ 1,000.00         | \$ 2,742.76         | \$ 5,030.94            | \$ 76,569.79           |
| Nichols, Catherine      | EMT-P            | 9     | 2/17/2017  | \$ 77,062.38           | \$ 2,192.40         | \$ 3,600.00         | \$ 3,146.72         | \$ 5,733.37            | \$ 91,734.87           |
| Noel, Michael           | EMT-P            | 13/14 | 3/13/2013  | \$ 83,932.55           | \$ 626.40           | \$ 3,250.00         | \$ 3,406.11         | \$ 6,185.38            | \$ 97,400.44           |
| Nuttoli, Enrico         | EMT-P            | 15    | 11/26/2004 | \$ 86,784.76           | \$ 626.40           | \$ 3,525.00         | \$ 3,543.71         | \$ 6,425.17            | \$ 100,905.04          |
| O'Brien, Robert         | EMT-P            | 15    | 11/23/2004 | \$ 86,784.76           | \$ 3,758.40         | \$ 3,250.00         | \$ 3,543.71         | \$ 6,425.17            | \$ 103,762.04          |
| Raso, Brandon           | EMT-P            | 1/2   | 8/30/2023  | \$ 66,885.84           | \$ 3,758.40         | \$ 835.83           | \$ 2,731.17         | \$ 5,016.40            | \$ 79,227.64           |
| Silvia, Shaun           | EMT-P            | 10    | 10/3/2015  | \$ 78,603.63           | \$ 626.40           | \$ 2,775.00         | \$ 3,209.65         | \$ 5,843.04            | \$ 91,057.72           |
| Tolls, Sebastian        | EMT-P            | 2/3   | 11/5/2022  | \$ 67,966.52           | \$ 626.40           | \$ 525.00           | \$ 2,775.30         | \$ 5,097.04            | \$ 76,990.26           |
| Westling, Leigh         | EMT-P            | 10/11 | 1/3/2016   | \$ 79,392.68           | \$ 626.40           | \$ -                | \$ 3,209.65         | \$ 5,843.04            | \$ 89,071.77           |
| Replacement             | EMT-P            |       | 2/1/2023   | \$ 67,760.88           | \$ 626.40           | \$ 500.00           | \$ 2,461.95         | \$ 4,688.66            | \$ 76,037.89           |
|                         |                  |       |            |                        |                     |                     |                     |                        | \$ -                   |
|                         |                  |       |            |                        |                     |                     |                     |                        | \$ -                   |
| <b>DEPARTMENT TOTAL</b> |                  |       |            | <b>\$ 1,318,100.71</b> | <b>\$ 21,610.80</b> | <b>\$ 37,630.83</b> | <b>\$ 48,152.82</b> | <b>\$ 98,054.49</b>    | <b>\$ 1,523,549.65</b> |

|                 |                 |
|-----------------|-----------------|
| Total Full time | \$ 1,318,100.71 |
| Total Part time | \$ 15,000.00    |
| Overtime        | \$ 242,500.00   |
| Wellness OT     | \$ 1,600.00     |
| Total Contract  | \$ 205,448.94   |
| Total           | \$ 1,782,649.65 |

# Ambulance

## AMBULANCE DEPARTMENT SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

| NAME                    | POSITION         | STEP | ANN. DATE  | BASE SALARY            | SPECIALTY PAY       | SICK BONUS<br>EDUC PAY | SHIFT DIFF          | HOLIDAY PAY         | TOTAL SALARY<br>BENEFIT |
|-------------------------|------------------|------|------------|------------------------|---------------------|------------------------|---------------------|---------------------|-------------------------|
| Devlin, Joseph          | EMT-P/Supervisor | 8/9  | 10/28/1993 | \$ 111,750.06          | \$ 626.40           | \$ 1,845.00            | \$ -                | \$ 8,652.78         | \$ 122,874.24           |
| Branchaud, Robert       | EMT-P            | 4    | 1/20/2016  | \$ 67,965.44           | \$ 626.40           | \$ 2,820.00            | \$ 2,775.26         | \$ 5,086.08         | \$ 79,273.18            |
| King, Benjamin          | EMT-P            | 1/2  | 8/7/2022   | \$ 63,019.31           | \$ 3,758.40         | \$ 3,472.00            | \$ 2,461.95         | \$ 4,754.69         | \$ 77,466.35            |
| Halloran, Joseph        | EMT-P            | 2/3  | 11/14/2021 | \$ 65,320.74           | \$ 626.40           | \$ 3,250.00            | \$ 2,775.26         | \$ 4,910.57         | \$ 76,882.97            |
| Jenness, Charles        | EMT-P            | 3    | 5/16/2021  | \$ 66,472.52           | \$ 626.40           | \$ 1,000.00            | \$ 2,537.90         | \$ 4,979.85         | \$ 75,616.67            |
| Lavallee, Joel          | EMT-P            | 1/2  | 10/19/2022 | \$ 62,441.61           | \$ 626.40           | \$ 2,952.00            | \$ 2,461.95         | \$ 4,688.66         | \$ 73,170.62            |
| Nichols, Catherine      | EMT-P            | 4    | 2/17/2017  | \$ 67,965.44           | \$ 2,192.40         | \$ 3,250.00            | \$ 2,775.26         | \$ 5,086.08         | \$ 81,269.18            |
| Noel, Michael           | EMT-P            | 5    | 3/13/2013  | \$ 69,324.21           | \$ 626.40           | \$ 2,775.00            | \$ 2,830.73         | \$ 5,182.80         | \$ 80,739.14            |
| Nuttoli, Enrico         | EMT-P            | 6    | 11/26/2004 | \$ 70,711.16           | \$ 626.40           | \$ 3,525.00            | \$ 2,887.38         | \$ 5,281.45         | \$ 83,031.39            |
| O'Brien, Robert         | EMT-P            | 6    | 11/23/2004 | \$ 70,711.16           | \$ 3,758.40         | \$ 3,250.00            | \$ 2,887.38         | \$ 5,281.45         | \$ 85,888.39            |
| Tolls, Sebastian        | EMT-P            | 2/3  | 11/5/2022  | \$ 65,381.36           | \$ 626.40           | \$ 652.00              | \$ 2,461.95         | \$ 4,910.57         | \$ 74,032.28            |
| Shircliff, Leigh        | EMT-P            | 4    | 1/3/2016   | \$ 67,965.44           | \$ 626.40           | \$ 1,000.00            | \$ 2,775.26         | \$ 5,086.08         | \$ 77,453.18            |
| Silvia, Shaun           | EMT-P            | 4    | 10/3/2015  | \$ 67,965.44           | \$ 626.40           | \$ 2,250.00            | \$ 2,775.26         | \$ 5,086.08         | \$ 78,703.18            |
| Voutselas, Christopher  | EMT-P            | 5    | 12/9/2011  | \$ 69,324.21           | \$ 626.40           | \$ 1,000.00            | \$ 2,830.74         | \$ 5,182.75         | \$ 78,964.10            |
| Youden, Thomas          | EMT-P            | 5    | 10/11/2009 | \$ 69,324.21           | \$ 626.40           | \$ 1,000.00            | \$ 2,830.74         | \$ 5,182.75         | \$ 78,964.10            |
| Dermody, Jamie          | EMT-P            | 1/2  | 1/2/2023   | \$ 61,806.14           | \$ 626.40           | \$ 1,000.00            | \$ 2,461.95         | \$ 4,688.66         | \$ 70,583.15            |
| Replacement             | EMT-P            |      | 2/1/2023   | \$ 61,806.14           | \$ 626.40           | \$ 500.00              | \$ 2,461.95         | \$ 4,688.66         | \$ 70,083.15            |
| Paramedics Contract     |                  |      |            | \$ 179,000.00          | \$ -                | \$ -                   | \$ -                | \$ -                | \$ 179,000.00           |
|                         |                  |      |            |                        |                     |                        |                     |                     |                         |
|                         |                  |      |            |                        |                     |                        |                     |                     |                         |
| <b>DEPARTMENT TOTAL</b> |                  |      |            | <b>\$ 1,358,254.62</b> | <b>\$ 18,478.80</b> | <b>\$ 35,541.00</b>    | <b>\$ 42,990.92</b> | <b>\$ 88,729.96</b> | <b>\$ 1,543,995.30</b>  |

|                 |                 |
|-----------------|-----------------|
| Total Full time | \$ 1,358,254.62 |
| Total Part time | \$ 15,000       |
| Overtime        | \$ 242,500.00   |
| Wellness        | \$ 1,600.00     |
| Total Contract  | \$ 185,740.68   |
| Total           | \$ 1,803,095.30 |

DESCRIPTION DETAIL

AMBULANCE

| FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 118,200 | \$ 106,696 | \$ 118,200 | \$ 117,898 | \$ 124,610 | \$ 124,610 | \$ 152,610 | \$ 152,610 | \$ 152,610 | \$ 152,610  |

Supplies and Expenses

|            |                                                                                                                                                                                                  |               |               |               |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------|
| 23120-5422 | Includes throw-away gowns per OSHA regulations, rubber gloves, disinfectant, laundry detergent, extra strength hand cleaner, mops, shovels and other miscellaneous items as required.            | \$ 2,750.00   | \$ 2,750.00   | \$ 2,750.00   |
| 23120-5426 | Includes cost for various disposable supplies, oxygen, medications; training equipment, including IV supplies, EKG equipment, simulators and mannequins to aid in maintaining skill proficiency. | \$ 77,000.00  | \$ 77,000.00  | \$ 77,000.00  |
| 23120-5429 | Vehicle repair and maintenance for two frontline ambulances and two back-ups.                                                                                                                    | \$ 50,000.00  | \$ 50,000.00  | \$ 50,000.00  |
| 23120-5440 | Purchase of vehicle safety equipment and personal protective gear.                                                                                                                               | \$ 1,760.00   | \$ 1,760.00   | \$ 1,760.00   |
| 23120-5444 | Uniforms @\$950/man for 17 Medics and per diems plus \$800 start-up or replacement costs.                                                                                                        | \$ 20,000.00  | \$ 20,000.00  | \$ 20,000.00  |
| 23120-54   | General office supply allocation                                                                                                                                                                 | \$ 1,100.00   | \$ 1,100.00   | \$ 1,100.00   |
|            |                                                                                                                                                                                                  | \$ 152,610.00 | \$ 152,610.00 | \$ 152,610.00 |

| FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 113,800 | \$ 116,800 | \$ 113,800 | \$ 114,200 | \$ 119,950 | \$ 119,950 | \$ 119,950 | \$ 136,890 | \$ 136,890 | \$ 136,890  |

Contract Services/Leases

|            |                                                                                                                                                                                                                  |              |              |              |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|
| 23130-5214 | New England Medical Billing                                                                                                                                                                                      | \$ 80,000.00 | \$ 80,000.00 | \$ 80,000.00 |
| 23130-5224 | Cost of Medical Control Physician's fee (\$12,000), professional development (5,500) and fees for ambulance certification (1,000) licensing re-imbursement (1,500)                                               | \$ 20,000.00 | \$ 20,000.00 | \$ 20,000.00 |
| 23130-5230 | Cost for replacement or repair of washer or dryer, maintenance of garage doors, garage area, EMT quarters, and day room, miscellaneous repairs to electrical equipment.                                          | \$ 3,850.00  | \$ 3,850.00  | \$ 3,850.00  |
| 23130-5236 | Computer Report Writing Maintenance/Contract (AmbuPro) \$11,000<br>Stryker Maintenance agreement (LifePak 15s, Lucas Devices, Power stretchers/Power Load Systems) \$20600<br>First Net Data for Laptops \$1,440 | \$ 33,040.00 | \$ 33,040.00 | \$ 33,040.00 |
|            |                                                                                                                                                                                                                  | \$ 136,890   | \$ 136,890   | \$ 136,890   |

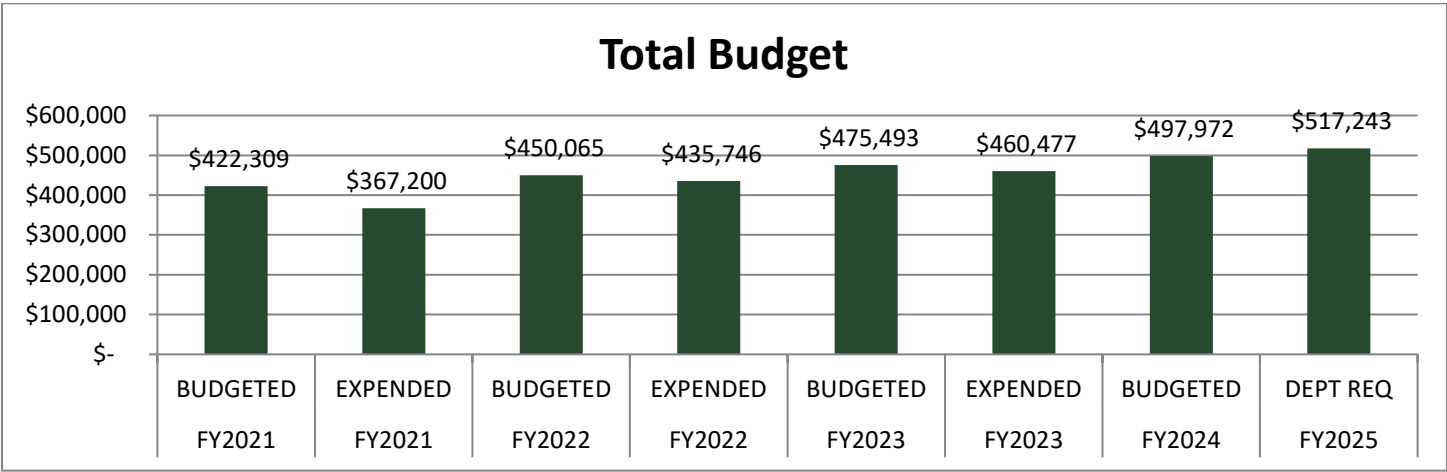
# Board of Health

## Department Explanation

The Billerica Board of Health is responsible for protection of public health, welfare, safety, and environment in the Town of Billerica. The Board of Health enforces Massachusetts General Law and State Sanitary Codes as it pertains to restaurants, retail food, tobacco, public and semi-public swimming pools, sun tanning establishments, health clubs, ice rinks, stables, hotels / motels, housing and nuisance complaints, and on-site sewage disposal systems.

## Budget Narrative

The Billerica Board of Health’s budget will increase almost \$20,000 this year due to salary step increases for union and non-union personnel.



# Board of Health

## Programs and Services and Past Year Update

The Board of Health presents this as its annual report for 2023. The Board of Health is responsible for the protection of public health, welfare, safety and the environment in the Town of Billerica. This is accomplished through several public health programs that include ensuring a safe and healthy community through public health nursing programs, enforcement of environmental health codes, implementation of community health programs, and emergency preparedness activities.

Five dedicated community members form the Board of Health, appointed by the Town Manager for a three year term. The Board deliberates on and establishes public health policy and priorities for the Town, enacts regulations, and provides guidance on policy to the Health Department staff. The Board of Health consists of the following members:

Robert Reader, Chair  
Sandra Giroux, Vice Chair  
Amit Gandhi, Ph.D., Secretary  
Marie O'Rourke, Member  
Chris Ravin Member (new member November 2022)

In an effort to fulfill the goals of the Board of Health, the Health Department is staffed with professional environmental, public health, and support staff. The Health Department staff for 2023 was comprised of the following individuals:

Kristel Bennett, Director of Public Health  
Christine L. West, R.N., Public Health Nurse  
Phavy Pheng, Health Agent  
Joanne White, Head Administrative Clerk  
Shelagh Collins, Health Agent  
Bethany Slack, Community Services Coordinator

During 2023, the Health Department conducted the following services:

|                                           |      |
|-------------------------------------------|------|
| Building Permit Reviews                   | 1872 |
| Complaint Investigations                  | 159  |
| Food Service Establishment Permits Issued | 200  |
| Food Service Inspections and Complaints   | 439  |
| Temporary Food Services Permits Issued    | 23   |
| Asbestos Removal Permits Issued           | 21   |
| Disposal Works Installer Permits Issued   | 28   |
| Funeral Director Permits Issued           | 4    |
| Health Club Permits Issued                | 7    |
| Horse & Barn Permits Issued               | 15   |
| Hotel Permits Issued                      | 3    |
| Ice Rink Operator Permits Issued          | 2    |

# Board of Health

|                                                 |    |
|-------------------------------------------------|----|
| Manufactured Housing Community Permits Issued   | 1  |
| Needles & Syringes Permits Issued               | 4  |
| Precreation Day Camp Permits Issued             | 1  |
| Recombinant DNA Permits Issued                  | 3  |
| Septage Hauler Permits Issued                   | 10 |
| Septic System Permits Issued – New Construction | 6  |
| Septic System Permits Issued – Repair/Upgrade   | 7  |
| Suntanning Salon Establishment Permits Issued   | 2  |
| Swimming Pool Permits Issued                    | 15 |
| Transitory Gathering Permits Issued             | 7  |
| Title 5 Inspector Permits Issued                | 6  |
| Tobacco Permits Issued                          | 37 |
| Well Permits Issued                             | 10 |
| Board of Health Stormwater Management Approvals | 3  |
| Board of Health Variances                       | 5  |
| Board of Health Waivers                         | 12 |

During 2023, the Public Health Nurse conducted the following services for residents:

| <b>Service Provided</b>                                                          | <b>Number of Residents</b> |
|----------------------------------------------------------------------------------|----------------------------|
| Blood Pressures                                                                  | 48                         |
| Blood Sugar Test/Cholesterol Testing                                             | 7                          |
| Cholesterol Testing                                                              | 10                         |
| Investigation and Control of Communicable Disease (Confirmed and Probable Cases) | 166                        |
| Lab reported COVID-19 cases                                                      | 1,145                      |
| COVID-19 Vaccines (Dose 1 & 2 and Boosters                                       | 420                        |
| Flu Vaccine (Clinics and Homebound)                                              | 481                        |
| Pneumonia Vaccine                                                                | 0                          |
| Shingles Vaccine                                                                 | 10                         |
| Lead Screenings                                                                  | 0                          |
| Mantoux (TB) Tests                                                               | 1                          |
| Tuberculosis follow-up/medication compliance                                     | 7                          |
| Vitamin B12 Injections                                                           | 8                          |
| Annual medical records Camp Inspection                                           | 1                          |

In addition to the services provided above, the Public Health Nurse provides community Wellness Updates and makes referrals for residents. The Public Health Nurse coordinates with school nurses on vaccine requirements, control of Town Communicable Diseases, COVID-19 cases and contacts and student physicals. The Public Health Nurse manages the Need Drop Off Program which is a free service to Billerica residents. The Public Health Nurse continues to coordinate community COVID-19 updates, continues COVID-19 Case Investigations for the community and coordinated several COVID-19 clinics.

# Board of Health

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During 2023, the Community Services Coordinator continued connecting Billerica residents to local, state, and federal resources and programs. In collaboration with other town departments, the Community Services Coordinator assisted 87 residents in 2023, with requests ranging from food and housing insecurity to hoarding and cluttering to financial needs.

In addition to connecting residents with resources, the Community Services Coordinator collaborates with the Billerica Public Library and Council on Aging to offer seminars on hoarding and decluttering. As part of a regional hoarding task force, the Community Services Coordinator helped implement grant funding to assist residents living in cluttered homes. The Community Services Coordinator also worked with The Salvation Army and AgeSpan to expand and develop new programs for supplemental food assistance and utility arrears relief. In the upcoming year, the Community Services Coordinator looks forward to meeting residents, outreaching at community events, and publicizing resources and services that can benefit the community.



## Town of Billerica

[illegible]

|                         |            |            |            |            |            |            |            |            |            |            |
|-------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Full Time               | \$ 291,689 | \$ 282,061 | \$ 307,506 | \$ 307,506 | \$ 325,622 | \$ 324,757 | \$ 346,993 | \$ 357,689 | \$ 357,689 | \$ 357,669 |
| Part Time/Seasonal      | \$ 70,145  | \$ 40,189  | \$ 82,634  | \$ 74,324  | \$ 82,612  | \$ 80,452  | \$ 83,719  | \$ 88,494  | \$ 88,494  | \$ 88,494  |
| Overtime                | \$ 4,500   | \$ 4,500   | \$ 4,500   | \$ 4,500   | \$ 4,500   | \$ 4,041   | \$ 4,500   | \$ 4,500   | \$ 4,500   | \$ 4,500   |
| Contractual Obligations | \$ 30,616  | \$ 24,273  | \$ 30,616  | \$ 24,276  | \$ 31,883  | \$ 25,872  | \$ 31,883  | \$ 35,683  | \$ 35,683  | \$ 35,683  |

|       |            |            |            |            |            |            |            |            |            |            |
|-------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Total | \$ 396,950 | \$ 351,023 | \$ 425,256 | \$ 410,606 | \$ 444,616 | \$ 435,122 | \$ 467,095 | \$ 486,366 | \$ 486,366 | \$ 486,366 |
|-------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

[illegible]

|                |           |           |           |           |           |           |           |           |           |           |
|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Total Expenses | \$ 25,359 | \$ 16,177 | \$ 24,809 | \$ 25,139 | \$ 30,877 | \$ 25,355 | \$ 30,877 | \$ 30,877 | \$ 30,877 | \$ 30,877 |
|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

|              |            |            |            |            |            |            |            |            |            |            |
|--------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| TOTAL BUDGET | \$ 422,309 | \$ 367,200 | \$ 450,065 | \$ 435,746 | \$ 475,493 | \$ 460,477 | \$ 497,972 | \$ 517,243 | \$ 517,243 | \$ 517,243 |
|--------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

|        |           |          |              |       |
|--------|-----------|----------|--------------|-------|
|        | Dep. Req. | TM. Rec. | Fin Com Rec. | %     |
| FY2024 | FY2025    | FY2025   | FY2025       | 3.87% |

| Position                             | FTE      | FTE      | FTE      | FTE      |
|--------------------------------------|----------|----------|----------|----------|
| Director                             | 1        | 1        | 1        | 1        |
| Health Agent F/T                     | 2        | 2        | 2        | 2        |
| Head Administrative Clerk/Rec. Clerk | 1        | 1        | 1        | 1        |
| <b>Total Staffing</b>                | <b>4</b> | <b>4</b> | <b>4</b> | <b>4</b> |

|                                | Dap. Req. |        | TM. Rec. |        | Fin Com Rec. |     |
|--------------------------------|-----------|--------|----------|--------|--------------|-----|
|                                | FY2024    | FY2025 | FY2025   | FY2025 |              |     |
| Position                       | PTE       | PTE    | PTE      | PTE    |              |     |
| Community Services Coordinator | 0.5       | 0.5    | 0.5      | 0.5    | 0.5          | 0.5 |
| Public Health Nurse P/T        | 0.5       | 0.5    | 0.5      | 0.5    | 0.5          | 0.5 |
| <b>Total Staffing</b>          | 1         | 1      | 1        | 1      | 1            | 1   |

# Board of Health

## BOARD OF HEALTH DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME             | POSITION                       | STEP | ANN. DATE  | FT BASE SALARY | PT BASE SALARY | CAR ALLOWANCE | SICK LEAVE INCENTIVE | LONGEVITY    | TOTAL SALARY BENEFIT |
|------------------|--------------------------------|------|------------|----------------|----------------|---------------|----------------------|--------------|----------------------|
| Kristel Bennett  | Director of BOH                | 5    | 11/18/2019 | \$ 117,592.89  | \$ -           | \$ 5,808.00   | \$ 500.00            | \$ 1,650.00  | \$ 125,550.89        |
| Phavy Pheng      | Health Agent                   | 5    | 7/8/2002   | \$ 83,530.96   | \$ -           | \$ 5,808.00   | \$ 500.00            | \$ 3,300.00  | \$ 93,138.96         |
| Joanne White     | Head Administrative Clerk      | 7    | 8/14/2002  | \$ 73,034.47   | \$ -           | \$ -          | \$ 1,000.00          | \$ 3,700.00  | \$ 77,734.47         |
| Shelagh Collins  | Health Agent                   | 5    | 1/31/2019  | \$ 83,530.96   | \$ -           | \$ 5,808.00   | \$ 500.00            | \$ 1,650.00  | \$ 91,488.96         |
| Christine West   | Public Health Nurse            | 5    | 5/12/2003  | \$ -           | \$ 48,948.55   | \$ 3,432.00   | \$ 267.00            | \$ 1,760.00  | \$ 54,407.55         |
| Bethany Slack    | Community Services Coordinator | 1    | 9/7/2021   | \$ -           | \$ 39,545.16   | \$ -          | \$ -                 | \$ -         | \$ 39,545.16         |
|                  | 0                              |      |            | \$ -           | \$ -           | \$ -          | \$ -                 | \$ -         | \$ -                 |
|                  | 0                              |      |            | \$ -           | \$ -           | \$ -          | \$ -                 | \$ -         | \$ -                 |
|                  |                                |      |            | \$ -           | \$ -           | \$ -          | \$ -                 | \$ -         | \$ -                 |
| DEPARTMENT TOTAL |                                |      |            | \$ 357,689.29  | \$ 88,493.70   | \$ 20,856.00  | \$ 2,767.00          | \$ 12,060.00 | \$ 481,865.99        |

|                 |               |
|-----------------|---------------|
| Total Full Time | \$ 357,689.29 |
| Total Part Time | \$ 88,493.70  |
| Total Overtime  | \$ 4,500.00   |
| Total Contract  | \$ 35,683.00  |
| Total Salaries  | \$ 486,365.99 |

## BOARD OF HEALTH DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME             | POSITION                       | STEP | ANN. DATE  | FT BASE SALARY | PT BASE SALARY | CAR ALLOWANCE | SICK LEAVE INCENTIVE | LONGEVITY    | TOTAL SALARY BENEFIT |
|------------------|--------------------------------|------|------------|----------------|----------------|---------------|----------------------|--------------|----------------------|
| Kristel Bennett  | Director of BOH                | 5    | 11/18/2019 | \$ 117,592.89  |                | \$ 5,808.00   | \$ 500               | \$ 1,650.00  | \$ 125,550.89        |
| Phavy Pheng      | Health Agent                   | 5    | 7/8/2002   | \$ 83,530.96   |                | \$ 5,808.00   | \$ 500.00            | \$ 3,300.00  | \$ 93,138.96         |
| Joanne White     | Head Administrative Clerk      | 7    | 8/14/2002  | \$ 73,034.47   |                |               | \$ 1,000.00          | \$ 3,700.00  | \$ 77,734.47         |
| Shelagh Collins  | Health Agent                   | 5    | 1/31/2019  | \$ 83,530.96   |                | \$ 5,808.00   | \$ 500.00            | \$ 1,650.00  | \$ 91,488.96         |
| Christine West   | Public Health Nurse            | 5    | 5/12/2003  |                | \$ 48,948.55   | \$ 3,432.00   | \$ 267.00            | \$ 1,760.00  | \$ 54,407.55         |
| Bethany Slack    | Community Services Coordinator | 1    | 9/7/2021   |                | \$ 39,545.16   |               |                      |              | \$ 39,545.16         |
|                  |                                |      |            |                |                |               |                      |              | \$ -                 |
|                  |                                |      |            |                |                |               |                      |              | \$ -                 |
|                  |                                |      |            |                |                |               |                      |              | \$ -                 |
| DEPARTMENT TOTAL |                                |      |            | \$ 357,689.29  | \$ 88,493.70   | \$ 20,856.00  | \$ 2,767.00          | \$ 12,060.00 | \$ 481,865.99        |

|                 |               |
|-----------------|---------------|
| Total Full Time | \$ 357,689.29 |
| Total Part Time | \$ 88,493.70  |
| Total Overtime  | \$ 4,500.00   |
| Total Contract  | \$ 35,683.00  |
| Total Salaries  | \$ 486,365.99 |

## BOARD OF HEALTH DEPARTMENT SALARY INFORMATION FY2024 BUDGET

| NAME             | POSITION                  | STEP | ANN. DATE  | FT BASE SALARY | PT BASE SALARY | CAR ALLOWANCE | SICK LEAVE INCENTIVE | LONGEVITY   | TOTAL SALARY BENEFIT |
|------------------|---------------------------|------|------------|----------------|----------------|---------------|----------------------|-------------|----------------------|
| Kristel Bennett  | Director of BOH           | 4/5  | 11/18/2019 | \$ 109,776.79  | \$ -           | \$ 5,808.00   | \$ 500               | \$ -        | \$ 116,084.79        |
| Phavy Pheng      | Health Agent              | 5    | 7/8/2002   | \$ 77,978.87   | \$ -           | \$ 5,808.00   | \$ 500               | \$ 3,300    | \$ 87,586.87         |
| Joanne White     | Head Administrative Clerk | 6/7  | 8/14/2002  | \$ 67,878.62   | \$ -           | \$ -          | \$ 1,000             | \$ 3,200    | \$ 72,078.62         |
| Shelagh Collins  | Health Agent              | 4/5  | 2/11/2019  | \$ 75,829.64   | \$ -           | \$ 5,808.00   | \$ 500               | \$ -        | \$ 82,137.64         |
| Christine West   | P. H. Nurse I             | 5    | 5/12/2003  | \$ -           | \$ 45,695.06   | \$ 3,432.00   | \$ 267               | \$ 1,760    | \$ 51,154.06         |
| Bethany Slack    | Community Serv            | 1    | 9/7/2021   | \$ -           | \$ 38,024.19   | 0             | 0                    | 0           | \$ 38,024.19         |
| IUPE Settlement  |                           |      |            | \$ 2,777.78    | \$ -           | 0             | 0                    | 0           | \$ 2,777.78          |
| BPAA Settlement  |                           |      |            | \$ 12,750.86   | \$ -           | 0             | 0                    | 0           | \$ 12,750.86         |
| DEPARTMENT TOTAL |                           |      |            | \$ 346,992.55  | \$ 83,719.25   | \$ 20,856.00  | \$ 2,767.00          | \$ 8,260.00 | \$ 462,594.80        |

|                 |               |
|-----------------|---------------|
| Total Full Time | \$ 346,992.55 |
| Total Part Time | \$ 83,719.25  |
| Total Overtime  | \$ 4,500.00   |
| Total Contract  | \$ 31,883.00  |
| Total Salaries  | \$ 467,094.80 |

BOARD OF HEALTH

|  | FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
|  | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM/REC   | FIN COM/REC |
|  | \$ 2,895 | \$ 2,699 | \$ 2,345 | \$ 2,970 | \$ 2,345 | \$ 984   | \$ 2,345 | \$ 2,345 | \$ 2,345 | \$ 2,345    |

Department Town Mgr. Fin Com

ADMINISTRATION  
Supplies and Expenses  
51010-5400

Books & Publications  
Update of Mass. General Laws, Regulations updates, Medical books (PDR New Edition), Public Health Journals, Wellness brochures (high blood pressure, stroke, cholesterol, diabetes, weight management, stress, etc)

\$ 200 \$ 200 \$ 200

Signs  
Chemicals  
Recording of Deeds

Various signs as needed for the department  
Chemical dye for testing septic systems, etc.  
Recording fees necessary for nuisance liens, cease & desist orders, public health orders, etc.

\$ 350 \$ 350 \$ 350

Drugs & Supplies and Op Drugs (ointments, pain relievers, cough suppressants)

Supplies (alcohol) pads, gloves, syringes, padded mailers for lead specimens, diabetic test strips, cholesterol test strips, calibration controls, gauze pads, band-aids, general office supplies)

\$ 1,645 \$ 1,645 \$ 1,645

Standard Office Supplies  
Standard Office Supplies (pens, paper, pads, padded mailers, printer cartridges, labels, etc.

Total Supplies & Expenses

\$ 2,345 \$ 2,345 \$ 2,345

Contractual Obligations  
51010-5190

Car  
Allowance Longevity Sick Leave Incentive

|            |             |             |           |                                                                                      |  |  |  |  |  |  |
|------------|-------------|-------------|-----------|--------------------------------------------------------------------------------------|--|--|--|--|--|--|
| K. Bennett | \$ 5,808.00 | \$ 3,300.00 | \$ 500.00 | Car Allowance for 3 inspectors and 1 Nurse<br>@ \$22.00/day x 22 days/mo x 12 months |  |  |  |  |  |  |
| P. Pheng   | \$ 5,808.00 | \$ 500.00   | \$ 500.00 |                                                                                      |  |  |  |  |  |  |
| S. Collins | \$ 5,808.00 | \$ 500.00   | \$ 500.00 |                                                                                      |  |  |  |  |  |  |
| C. West    | \$ 3,423.00 | \$ 3,200.00 | \$ 267.00 |                                                                                      |  |  |  |  |  |  |
| J. White   | \$ 1,760.00 | \$ 1,000.00 |           |                                                                                      |  |  |  |  |  |  |

Subtotal Contractual Obligations

\$ - \$ - \$ -

|  | FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
|  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM/REC    | FIN COM/REC |
|  | \$ 22,464 | \$ 13,478 | \$ 22,464 | \$ 22,169 | \$ 28,532 | \$ 24,371 | \$ 28,532 | \$ 28,532 | \$ 28,532 | \$ 28,532   |

Department Town Mgr. Fin Com

Contract Services/Leases  
51030-5200

Advertising  
Professional

Advertising public hearing, clinics, regulations, etc  
Uniforms/protective clothing  
Field Equipment protective gear, chlorine & quaternary test strips, etc.

\$ 350 \$ 350 \$ 350  
\$ 2,800 \$ 2,800 \$ 2,800

Contract Services

Book binding, nuisance abatement (demo condemned properties, etc.)  
emergency abatements, emergency professional services, etc.  
Dr. Guyesky for Well Child Clinics, Flu & Pneumonia Clinics  
6 clinics @ \$150.00 each, Flu Clinics on call @ \$250.00  
Food consultant services, hoarding consultant/professional organizer, septic consultant services  
Public health interns  
Brochure, flyers, materials, and carbonless inspection forms  
Food Plain, GIS, Soil Land Maps & Lamination  
MAHAB (\$255), MHOA (\$240), NEHA (\$100), MEHA (\$120), REHS/RS License (\$130), CP-FSL License (\$130), Mass Safety Council (\$105)  
Attendance at annual public health conference and public health trainings  
Repair and calibration of medical equipment (blood pressure cuffs (7) adult, large, pediatric,  
6 total glucometers, (4) glucometer elite, (1) sure step, (1) advantage,  
(1) Pro Act cholesterol machine  
Electronic case management and data system

\$ 1,684 \$ 1,684 \$ 1,684  
\$ 1,400 \$ 1,400 \$ 1,400  
\$ 10,000 \$ 10,000 \$ 10,000  
\$ 3,000 \$ 3,000 \$ 3,000  
\$ 2,200 \$ 2,200 \$ 2,200  
\$ 80 \$ 80 \$ 80  
\$ 1,300 \$ 1,300 \$ 1,300  
\$ 3,000 \$ 3,000 \$ 3,000  
\$ 150 \$ 150 \$ 150

Biohazard Pick Up

Biological waste pick up cost

\$ 1,068 \$ 1,068 \$ 1,068  
\$ 1,500 \$ 1,500 \$ 1,500

Total Contract Services

\$ 28,532 \$ 28,532 \$ 28,532

# Building Department

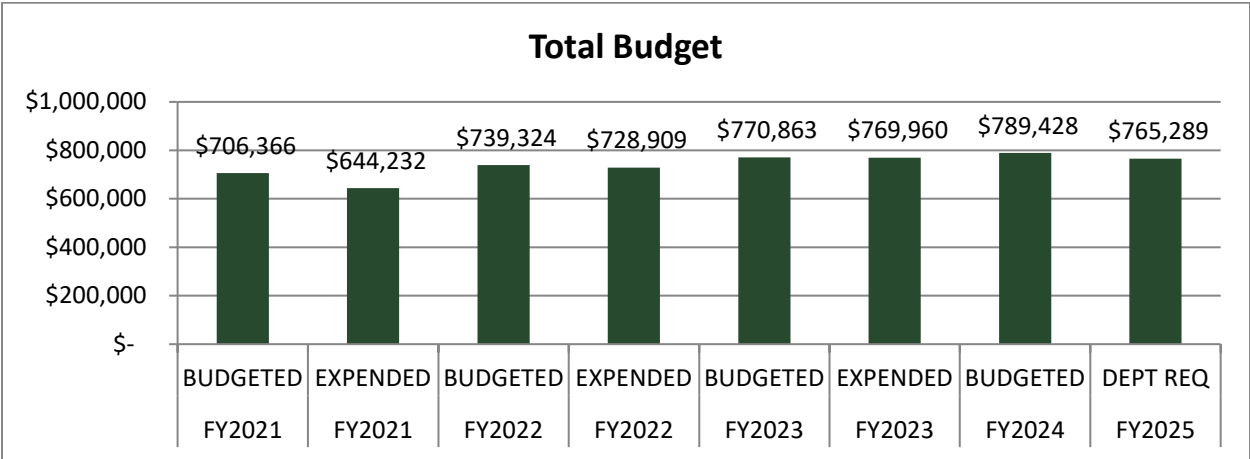
## Department Explanation

The Building Department is responsible for the review, inspection and permitting of new construction and/or alterations to any structures within the Town.

In addition, the Building Department is charged with the enforcement of Town Zoning By-Laws as set forth in the Zoning By-Laws.

## Budget Narrative

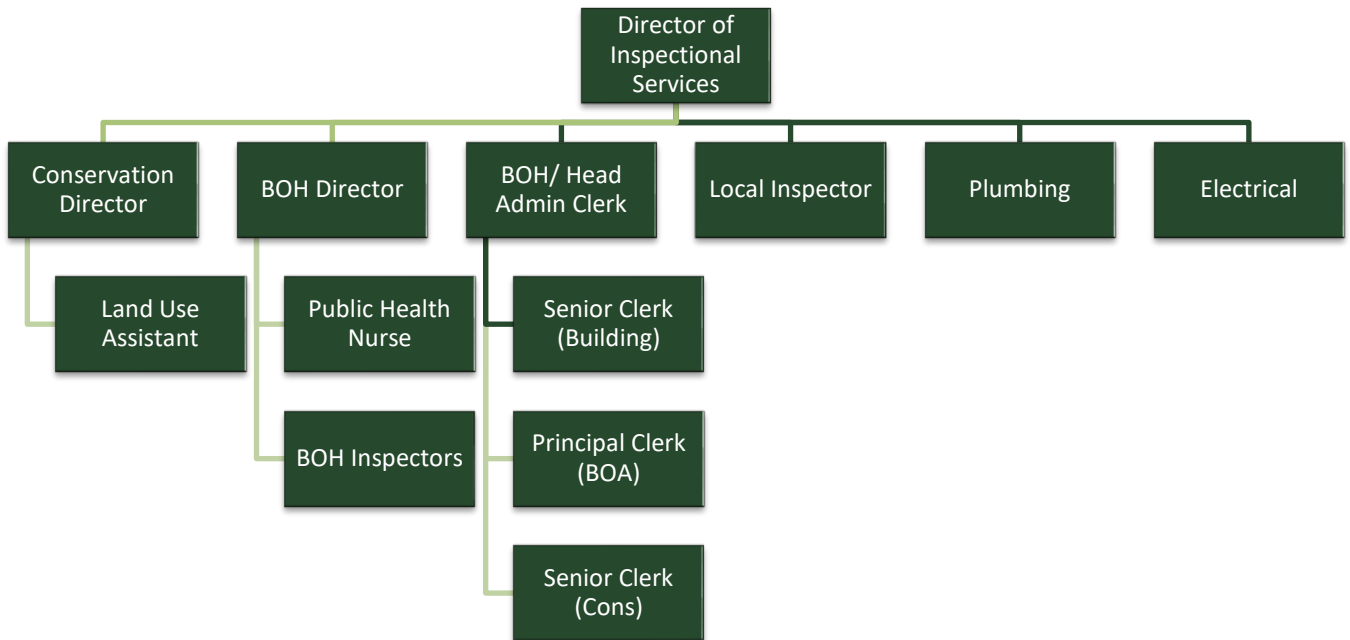
In FY25 the budget is decreasing by \$24,000 due to the attrition of one of the clerks from the office. The Building Department is able to accomplish this because of their transition to online permitting during FY24.



# Building Department

## Organizational Chart

Attached below is the new organizational chart as described above. The lighter shade of green depicts the new responsibility of the Director of Inspectional Services (Building Commissioner).



# Building Department

## Programs and Services and Past Year Update

I hereby submit my report as Building Commissioner for the Fiscal Year 2023 (**July 1, 2022 thru June 30, 2023**) **plus the next 6 months (thru end of December 12/31/23)**. The Building Department is charged with the enforcement of the Massachusetts State Building Code, Architectural Access Board Regulations, Town of Billerica Zoning By-Law, and all other pertinent laws and regulations, including The Massachusetts State Electrical Code, Massachusetts State Plumbing & Gas Codes. The total fees collected by this department were \$1,121,041.93.

### PERMIT ISSUANCE INFORMATION

| <u>Permit type</u>                   | <u>Number of Permits</u> |
|--------------------------------------|--------------------------|
| Above Ground Pool                    | 27                       |
| Additions                            | 69                       |
| Additions - Closed Porch             | 07                       |
| Additions – Open Porch               | 88                       |
| Antenna / Satellite Dish             | 08                       |
| Attached Garage                      | 10                       |
| Bathroom Renovation                  | 28                       |
| Carport                              | 01                       |
| Demolition                           | 22                       |
| Detached Garage / Accessory Building | 00                       |
| Detached Garage                      | 09                       |
| Foundation                           | 53                       |
| Inground Pool                        | 10                       |
| Insulation                           | 287                      |
| Kitchen Renovation                   | 18                       |
| Mobile Home / Trailer                | 00                       |
| New Construction                     | 61                       |
| Renovations                          | 282                      |
| Re-Occupancy                         | 13                       |
| Re-Roof                              | 284                      |
| Roof                                 | 18                       |
| Sheds                                | 37                       |
| Siding                               | 60                       |
| Siding / Roofing / Windows           | 24                       |
| Solar                                | 205                      |
| Temporary Tents                      | 28                       |
| Windows                              | 149                      |
| Wood / Coal Stove                    | 10                       |

# Building Department

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|                             |                |
|-----------------------------|----------------|
| Total Building Permits:     | 1,808.00       |
| Total Building Permit Fees: | \$1,229,118.00 |

|                             |             |
|-----------------------------|-------------|
| Total Plumbing Permits:     | 383.00      |
| Total Plumbing Permit Fees: | \$31,940.00 |

|                        |             |
|------------------------|-------------|
| Total Gas Permits:     | 392.00      |
| Total Gas Permit Fees: | \$21,305.00 |

|                               |              |
|-------------------------------|--------------|
| Total Electrical Permits:     | 686.00       |
| Total Electrical Permit Fees: | \$139,754.00 |

|                                |             |
|--------------------------------|-------------|
| Total Sheet Metal Permits:     | 152.00      |
| Total Sheet Metal Permit Fees: | \$70,008.00 |

|                       |                |
|-----------------------|----------------|
| Total Fees collected: | \$1,492,125.00 |
|-----------------------|----------------|

## **PERMIT RELATED FIELD INSPECTIONS**

| <u>Inspection Type</u> | <u>Number of Inspections</u> |
|------------------------|------------------------------|
| Sheet Metal            | 49                           |
| Plumbing               | 215                          |
| Gas                    | 164                          |
| Electrical             | 791                          |
| Building               | 2,905                        |

Total Permit Related Field Inspections: 4,124

## **ZONING REPORT**

|                            |     |
|----------------------------|-----|
| Sign Permits/ Reviews      | 53  |
| Grandfathered Lot Review   | 6   |
| Certificates of Inspection | 55  |
| Licenses (Alcohol)         | 34  |
| Zoning Review              | 201 |
| Non-Criminal Citations     | 3   |
| General Correspondence     | 03  |

Respectfully submitted,

Mark LaLumiere  
Building Commissioner  
Director of Permitting

# Building Department

**BUILDING**

*Personnel Services*

|                         |         |         |         |         |         |         |         |         |         |         |         |
|-------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Full Time               | 624,051 | 607,987 | 655,259 | 655,259 | 694,548 | 694,548 | 718,013 | 694,874 | 694,874 | 694,874 | 694,874 |
| Part Time/Seasonal      | -       |         | -       |         | -       | -       | -       | -       | -       | -       | -       |
| Overtime                | 10,000  | 10,000  | 15,000  | 14,305  | 15,000  | 15,000  | 15,000  | 15,000  | 15,000  | 15,000  | 15,000  |
| Contractual Obligations | 46,140  | 16,140  | 44,490  | 44,490  | 45,440  | 45,440  | 41,540  | 40,540  | 40,540  | 40,540  | 40,540  |
| Total                   | 680,191 | 634,127 | 714,749 | 714,054 | 754,988 | 754,988 | 774,553 | 750,414 | 750,414 | 750,414 | 750,414 |

*Expenses*

|                          |        |        |        |        |        |        |        |        |        |        |        |
|--------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Supplies and Expenses    | 11,800 | 7,735  | 10,200 | 8,408  | 11,500 | 10,597 | 10,500 | 10,500 | 10,500 | 10,500 | 10,500 |
| Contract Services/Leases | 14,375 | 2,370  | 14,375 | 6,447  | 4,375  | 4,375  | 4,375  | 4,375  | 4,375  | 4,375  | 4,375  |
| Warrant Articles         |        |        |        |        |        |        |        |        |        |        |        |
| Utilities                |        |        |        |        |        |        |        |        |        |        |        |
| Capital Outlay           | -      | -      | -      | -      | -      | -      | -      | -      | -      | -      | -      |
| Total Expenses           | 26,175 | 10,105 | 24,575 | 14,855 | 15,875 | 14,972 | 14,875 | 14,875 | 14,875 | 14,875 | 14,875 |

**TOTAL BUDGET**

|                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |                   |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>\$ 706,366</b> | <b>\$ 644,232</b> | <b>\$ 739,324</b> | <b>\$ 728,909</b> | <b>\$ 770,863</b> | <b>\$ 769,960</b> | <b>\$ 789,428</b> | <b>\$ 765,289</b> | <b>\$ 765,289</b> | <b>\$ 765,289</b> | <b>\$ 765,289</b> | <b>\$ 765,289</b> |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|

Dep. Req.      TM. Rec.      Fin Com Rec.  
FY2024      FY2025      FY2025      FY2025

Difference PY      \$ (24,139.78)  
%      -3.06%

| Position                   | FTE      | FTE      | FTE      | FTE      |
|----------------------------|----------|----------|----------|----------|
| Inspector of Buildings     | 1        | 1        | 1        | 1        |
| Inspector of Wires         | 1        | 1        | 1        | 1        |
| Plumbing and Gas Inspector | 1        | 1        | 1        | 1        |
| Local Inspector            | 2        | 2        | 2        | 2        |
| Principal Clerk            | 1        | 1        | 1        | 1        |
| Senior Clerk               | 2        | 2        | 2        | 2        |
| <b>Total Staffing</b>      | <b>8</b> | <b>8</b> | <b>8</b> | <b>8</b> |



# Building Department

## BUILDING DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME             | POSITION                        | STEP | ANN. DATE | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | Mileage      | TOTAL SALARY BENEFIT |
|------------------|---------------------------------|------|-----------|---------------|----------------------|-------------|--------------|----------------------|
| Mark LaLumiere   | Director of Permitting Services | 5    | 9/21/2010 | 155,153.88    | 500.00               | 2,100.00    | 5,808.00     | \$ 163,561.88        |
| Daniel Vitale    | Inspector of Wires              | 5    | 11/7/2005 | 105,821.51    | 500.00               | 2,800.00    | 5,808.00     | \$ 114,929.51        |
| Edward Sullivan  | Plumbing & Gas Inspector        | 5    | 9/17/2012 | 105,821.51    | 500.00               | 2,100.00    | 5,808.00     | \$ 114,229.51        |
| Andrew Ungerson  | Local Inspector                 | 5    | 6/14/2021 | 105,821.51    | 500.00               |             | 5,808.00     | \$ 112,129.51        |
| Chris Guerrieo   | Local Inspector                 | 5    | 5/30/2017 | 105,821.51    | 500.00               |             | 5,808.00     | \$ 112,129.51        |
| TBD              | Senior Clerk                    | 7    | 7/1/2025  |               |                      |             |              | \$ -                 |
| Kim Smith        | Senior Clerk                    | 7    | 7/23/2018 | 56,846.72     | 1,000.00             |             |              | \$ 57,846.72         |
| Elizabeth Ellis  | Principal Clerk                 | 7    | 1/30/2017 | 59,587.05     | 1,000.00             |             |              | \$ 60,587.05         |
|                  |                                 |      |           |               | -                    |             |              | \$ -                 |
|                  |                                 |      |           |               | -                    |             |              | \$ -                 |
| DEPARTMENT TOTAL |                                 |      |           | \$ 694,873.71 | \$ 4,500.00          | \$ 7,000.00 | \$ 29,040.00 | \$ 735,413.71        |

|                 |               |
|-----------------|---------------|
| Total Full Time | \$ 694,873.71 |
| Total Part Time | \$ -          |
| Total Overtime  | \$ 15,000.00  |
| Total Contract  | \$ 40,540.00  |
| Total           | \$ 750,413.71 |

## BUILDING DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME             | POSITION                        | STEP | ANN. DATE | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | Mileage      | TOTAL SALARY BENEFIT |
|------------------|---------------------------------|------|-----------|---------------|----------------------|-------------|--------------|----------------------|
| Mark LaLumiere   | Director of Permitting Services | 9    | 9/21/2010 | \$ 155,153.88 | \$ 500.00            | \$ 2,100.00 | \$ 5,808.00  | \$ 163,561.88        |
| Daniel Vitale    | Inspector of Wires              | 5    | 11/7/2005 | \$ 105,821.51 | \$ 500.00            | \$ 2,800.00 | \$ 5,808.00  | \$ 114,929.51        |
| Edward Sullivan  | Plumbing & Gas Inspector        | 5    | 9/17/2012 | \$ 105,821.51 | \$ 500.00            | \$ 2,100.00 | \$ 5,808.00  | \$ 114,229.51        |
| Andrew Ungerson  | Local Inspector                 | 5    | 6/14/2021 | \$ 105,821.51 | \$ 500.00            |             | \$ 5,808.00  | \$ 112,129.51        |
| Chris Guerrieo   | Local Inspector                 | 5    | 5/30/2017 | \$ 105,821.51 | \$ 500.00            |             | \$ 5,808.00  | \$ 112,129.51        |
| TBD              | Senior Clerk                    | 7    | 7/1/2025  |               |                      |             |              | \$ -                 |
| Kim Smith        | Senior Clerk                    | 7    | 7/23/2018 | \$ 56,846.72  | \$ 1,000.00          |             |              | \$ 57,846.72         |
| Elizabeth Ellis  | Principal Clerk                 | 7    | 1/30/2017 | \$ 59,587.05  | \$ 1,000.00          |             |              | \$ 60,587.05         |
|                  |                                 |      |           |               |                      |             |              | \$ -                 |
|                  |                                 |      |           |               |                      |             |              | \$ -                 |
| DEPARTMENT TOTAL |                                 |      |           | \$ 694,873.71 | \$ 4,500.00          | \$ 7,000.00 | \$ 29,040.00 | \$ 735,413.71        |

|                 |               |
|-----------------|---------------|
| Total Full Time | \$ 694,873.71 |
| Total Part Time | \$ -          |
| Total Overtime  | \$ 15,000.00  |
| Total Contract  | \$ 40,540.00  |
| Total           | \$ 750,413.71 |

## BUILDING DEPARTMENT SALARY INFORMATION FY2024 BUDGET

| NAME             | POSITION                        | STEP | ANN. DATE | BASE SALARY   | SICK LEAVE INCENTIVE | LONGEVITY   | Mileage      | TOTAL SALARY BENEFIT |
|------------------|---------------------------------|------|-----------|---------------|----------------------|-------------|--------------|----------------------|
| Mark LaLumiere   | Director of Permitting Services | 5    | 9/21/2010 | \$ 149,186.42 | \$ 500.00            | \$ 2,100.00 | 5,808.00     | \$ 157,594.42        |
| Daniel Vitale    | Inspector of Wires              | 5    | 11/7/2005 | \$ 98,787.82  | \$ 500.00            | \$ 2,800.00 | 5,808.00     | \$ 107,895.82        |
| Edward Sullivan  | Plumbing & Gas Inspector        | 5    | 9/17/2012 | \$ 98,787.82  | \$ 500.00            | \$ 2,100.00 | 5,808.00     | \$ 107,195.82        |
| Andrew Ungerson  | Local Inspector                 | 5    | 6/14/2021 | \$ 98,787.82  | \$ 500.00            |             | 5,808.00     | \$ 105,095.82        |
| Chris Guerrieo   | Local Inspector                 | 5    | 5/30/2017 | \$ 98,787.82  | \$ 500.00            |             | 5,808.00     | \$ 105,095.82        |
| Brienne Orourke  | Senior Clerk                    | 2/3  | 7/1/1995  | \$ 43,889.27  | \$ 1,000.00          | \$ -        |              | \$ 44,889.27         |
| Kim Smith        | Senior Clerk                    | 5/6  | 7/23/2018 | \$ 51,027.30  | \$ 1,000.00          |             |              | \$ 52,027.30         |
| Elizabeth Ellis  | Principal Clerk                 | 6/7  | 1/30/2017 | \$ 54,396.96  | \$ 1,000.00          |             |              | \$ 55,396.96         |
| IUPE Settlement  |                                 |      |           | \$ 8,333.34   | \$ -                 |             |              | \$ 8,333.34          |
| BPAA Settlement  |                                 |      |           | 16,028.92     | \$ -                 |             |              | \$ 16,028.92         |
|                  |                                 |      |           |               |                      |             |              | \$ -                 |
|                  |                                 |      |           |               |                      |             |              | \$ -                 |
| DEPARTMENT TOTAL |                                 |      |           | \$ 718,013.49 | \$ 5,500.00          | \$ 7,000.00 | \$ 29,040.00 | \$ 759,553.49        |

|                 |               |
|-----------------|---------------|
| Total Full Time | \$ 718,013.49 |
| Total Part Time |               |
| Total Overtime  | \$ 15,000.00  |
| Total Contract  | \$ 41,540.00  |
| Total           | \$ 774,553.49 |

# Building Department

## DESCRIPTION DETAIL

### BUILDING DEPARTMENT

|  | FY2021    | FY2021   | FY2022    | FY2022   | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|--|-----------|----------|-----------|----------|-----------|-----------|-----------|-----------|-----------|-------------|
|  | BUDGETED  | EXPENDED | BUDGETED  | EXPENDED | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REC  | TM REC    | FIN COM REC |
|  | \$ 11,800 | \$ 7,735 | \$ 10,200 | \$ 8,408 | \$ 11,500 | \$ 10,597 | \$ 10,500 | \$ 10,500 | \$ 10,500 | \$ 10,500   |

Department Town Mgr. Fin Com

### Supplies and Expenses

#### Publications/Books

Updated building, plumbing & electrical code books, monthly publications  
CD rom discs, Mass. General Law updates. Zoning law publications

\$ 1,500 \$ 1,500 \$ 1,500

#### Office Supplies

General Office Supply Allocation (Centralized Supplies)

\$ 3,500 \$ 3,500 \$ 3,500

#### Hardware

General hardware and specialized tools & equipment

\$ 750 \$ 750 \$ 750

#### Protective Clothing

To purchase protective clothing and equipment.

\$ 1,750 \$ 1,750 \$ 1,750

#### Tablets Service

Monthly wireless service for tablets \$45 per tablet per month. \$225 per month @ 12 months

\$ 3,000 \$ 3,000 \$ 3,000

### Total Supplies & Expenses

\$ 10,500 \$ 10,500 \$ 10,500

Department Town Mgr. Fin Com

|  | FY2021    | FY2021   | FY2022    | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|--|-----------|----------|-----------|----------|----------|----------|----------|----------|----------|-------------|
|  | BUDGETED  | EXPENDED | BUDGETED  | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REC | TM REC   | FIN COM REC |
|  | \$ 14,375 | \$ 2,370 | \$ 14,375 | \$ 6,447 | \$ 4,375 | \$ 4,375 | \$ 4,375 | \$ 4,375 | \$ 4,375 | \$ 4,375    |

### Contract Services

#### Forms

All forms for department, Building, Plumbing & Gas, Electrical  
permit applications, inspection sheets, occupancy application, stop  
work orders, maps, business cards & gas tags

\$ 1,500 \$ 1,500 \$ 1,500

Fees & Memberships Building, Plumbing & Gas and Electrical Inspectors  
Meeting dues, membership fees, license renewals.

\$ 2,875 \$ 2,875 \$ 2,875

### Total Contract Services

\$ 4,375 \$ 4,375 \$ 4,375

# Emergency Management

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## Department Explanation

The Billerica Emergency Management Department is comprised of 1 full-time Director and 32 volunteers. Our volunteers are members of the Billerica Auxiliary Police Department and the Billerica Citizens Emergency Response Team.

The Billerica Emergency Management Department is the Town agency responsible for coordinating federal, state, local, voluntary, and private resources during emergencies and disasters. Our department provides leadership to: develop plans for effective response to all hazards, disasters, or threats; train emergency personnel to protect the public, provide information to the citizens, and assist individuals, families, and businesses to mitigate against, prepare for, and respond to and recover from emergencies, both natural and manmade.

Billerica EMA has worked on and completed over the last two years a complete and functional Mass Care Sheltering Plan which can meet the sheltering needs for Billerica residents. However, during a large scale regional event or prolonged emergency response situations we realized that our local shelter resources could become overburdened. This department was also essential during the COVID-19 pandemic. With their help the Town was able to conduct testing and vaccine clinics with relative ease. They also made it possible for the Town to procure N-95 mask during some of the toughest times in the pandemic. Bill Laurendeau has also been the main point of contact for FEMA and MEMA reimbursements.

# Emergency Management

|  | FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025 | FY2025      |
|--|----------|----------|----------|----------|----------|----------|----------|----------|--------|-------------|
|  | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC | FIN COM REC |

|                         |           |           |           |           |           |           |           |           |           |           |
|-------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Personnel Services      |           |           |           |           |           |           |           |           |           |           |
| Full Time               | \$ 13,231 | \$ 13,231 | \$ 13,509 | \$ 13,509 | \$ 52,000 | \$ 52,000 | \$ 53,560 | \$ 55,167 | \$ 55,167 | \$ 55,167 |
| Part Time/Seasonal      |           |           |           |           |           |           |           |           |           |           |
| Overtime                |           |           |           |           |           |           |           |           |           |           |
| Contractual Obligations |           |           |           |           |           |           |           |           |           |           |

|       |           |           |           |           |           |           |           |           |           |           |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Total | \$ 13,231 | \$ 13,231 | \$ 13,509 | \$ 13,509 | \$ 52,000 | \$ 52,000 | \$ 53,560 | \$ 55,167 | \$ 55,167 | \$ 55,167 |
|-------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

|                          |          |          |          |          |          |          |          |          |          |          |
|--------------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Expenses                 |          |          |          |          |          |          |          |          |          |          |
| Supplies and Expenses    | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 5,796 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 |
| Contract Services/Leases | \$ 5,400 | \$ 5,400 | \$ 5,400 | \$ 4,407 | \$ 5,400 | \$ 5,400 | \$ 5,400 | \$ 5,400 | \$ 5,400 | \$ 5,400 |
| Utilities                |          |          |          |          |          |          |          |          |          |          |
| Capital Outlay           |          |          |          |          |          |          |          |          |          |          |

|                |           |           |           |           |           |           |           |           |           |           |
|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Total Expenses | \$ 13,400 | \$ 13,400 | \$ 13,400 | \$ 10,203 | \$ 13,400 | \$ 13,400 | \$ 13,400 | \$ 13,400 | \$ 13,400 | \$ 13,400 |
| TOTAL BUDGET   | \$ 26,631 | \$ 26,631 | \$ 26,909 | \$ 23,712 | \$ 65,400 | \$ 65,400 | \$ 66,960 | \$ 68,567 | \$ 68,567 | \$ 68,567 |

|                | FY2024 | Dep. Req.<br>FY2025 | TM. Rec.<br>FY2025 | Fin Com Rec.<br>FY2025 |  | Difference PY |       |
|----------------|--------|---------------------|--------------------|------------------------|--|---------------|-------|
| Position       | PTE    | PTE                 | PTE                | PTE                    |  | \$            | 1,607 |
| Director       | 1      | 1                   | 1                  | 1                      |  |               |       |
| Total Staffing | 1      | 1                   | 1                  | 1                      |  |               | 2.40% |

# Emergency Management

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**EMERGENCY MANAGEMENT DEPARTMENT  
SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION**

| NAME               | POSITION | BASE SALARY  | TM RECOMM.   |
|--------------------|----------|--------------|--------------|
| William Laurendeau | Director | \$ 55,166.80 | \$ 55,166.80 |
|                    |          |              |              |
| DEPARTMENT TOTAL   |          | \$ 55,166.80 | \$ 55,166.80 |

**EMERGENCY MANAGEMENT DEPARTMENT  
SALARY INFORMATION FY2025 DEPARTMENT REQUESTED**

| NAME               | POSITION | BASE SALARY  | TOTAL SALARY BENEFIT |
|--------------------|----------|--------------|----------------------|
| William Laurendeau | Director | \$ 55,166.80 | \$ 55,166.80         |
|                    |          |              |                      |
| DEPARTMENT TOTAL   |          | \$ 55,166.80 | \$ 55,166.80         |

**EMERGENCY MANAGEMENT DEPARTMENT  
SALARY INFORMATION FY2024 BUDGET**

| NAME               | POSITION | BASE SALARY  | TM RECOMM.   |
|--------------------|----------|--------------|--------------|
| William Laurendeau | Director | \$ 53,560.00 | \$ 53,560.00 |
|                    |          |              |              |
| DEPARTMENT TOTAL   |          | \$ 53,560.00 | \$ 53,560.00 |

# Emergency Management

CIVIL DEFENSE

DESCRIPTION/DETAIL

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025      |
|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | FIN COM REC |
| \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 5,796 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000    |

Department Town Mgr. Fin Com

Supplies and Expenses

General Repairs and maintenance of rolling equipment  
Vehicles consist of 4 Aux. Police Cruisers, 2 Lighting Plant, 2 Support Trucks

\$ 8,000 \$ 8,000 \$ 8,000

Training aids/publications for EMA members

Total Supplies & Expenses \$ 8,000 \$ 8,000 \$ 8,000

Contract Services/Leases

Maint. Agreement on Billerica Emergency Radio System Repeater  
Comcast bill for EMA connection at 65 Alexander Road

Department Town Mgr. Fin Com  
\$5,400 \$5,400 \$ 5,400  
\$5,400 \$5,400 \$5,400

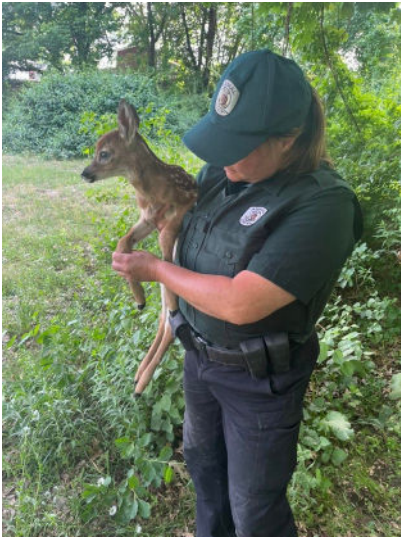


## Department Explanation

The Animal Control Division goal is to provide safety to both animals and people in the Town of Billerica. Our goal is achieved through educating the public, enforcing state and local laws and resolving issues in a timely manner while promoting the care and well-being of all. This division also services Tewksbury.

The Town employs two full-time Animal Control Officers (ACO), Christine Gualtieri and Ashley Chmiel and one part-time official, Casey Smith. Beginning on July 1, 2014, Animal Control began officially reporting to the Police Chief. In the past, this function fell under the Town Manager's Office.

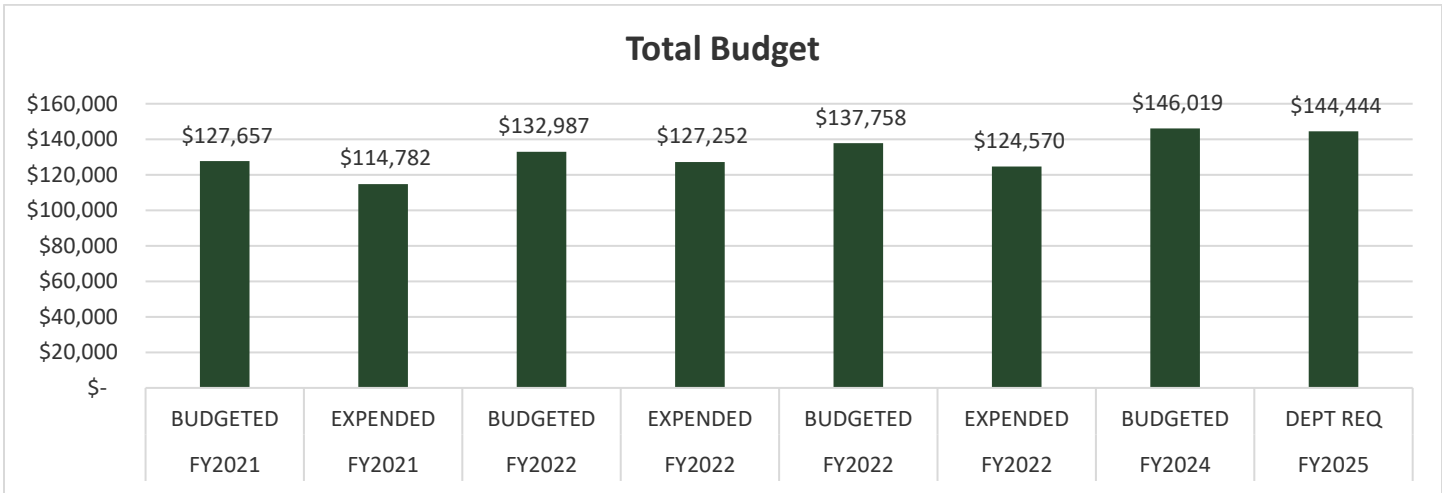
The Town also has an agreement that our Animal Control is partially shared with Tewksbury. They contribute \$3,000 a month towards this budget.



To reach Animal Control by telephone please call 978-671-0909. For emergencies please call 978-667-1212.

## Budget Narrative

The Animal Control Department saw a small decrease in their budget this year due to contractual negotiations with the Police having not settled. One animal control officer is funded by Tewksbury, therefore the salary is not recognized in the budget number.



ANIMAL CONTROL OFFICER

Personnel Services

|                         |            |           |            |            |            |            |            |            |            |            |
|-------------------------|------------|-----------|------------|------------|------------|------------|------------|------------|------------|------------|
| Full Time               | \$ 63,626  | \$ 63,626 | \$ 66,457  | \$ 66,457  | \$ 66,457  | \$ 67,713  | \$ 75,664  | \$ 72,683  | \$ 72,683  | \$ 72,683  |
| Part Time/Seasonal      | \$ 28,981  | \$ 27,753 | \$ 31,481  | \$ 30,397  | \$ 32,380  | \$ 30,779  | \$ 32,380  | \$ 34,686  | \$ 34,686  | \$ 34,686  |
| Overtime                | \$ 14,000  | \$ 5,980  | \$ 14,000  | \$ 14,000  | \$ 14,000  | \$ 7,435   | \$ 14,000  | \$ 14,000  | \$ 14,000  | \$ 14,000  |
| Contractual Obligations | \$ 2,550   | \$ 2,150  | \$ 2,550   | \$ 1,750   | \$ 5,025   | \$ 4,125   | \$ 5,475   | \$ 4,575   | \$ 4,575   | \$ 4,575   |
| Total                   | \$ 109,157 | \$ 99,509 | \$ 114,487 | \$ 112,604 | \$ 119,258 | \$ 110,062 | \$ 127,519 | \$ 125,944 | \$ 125,944 | \$ 125,944 |

Expenses

|                          |            |            |            |            |            |            |            |            |            |            |
|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Supplies and Expenses    | \$ 6,500   | \$ 4,853   | \$ 6,500   | \$ 3,832   | \$ 6,500   | \$ 5,177   | \$ 6,500   | \$ 6,500   | \$ 6,500   | \$ 6,500   |
| Contract Services/Leases | \$ 6,500   | \$ 5,676   | \$ 6,500   | \$ 5,416   | \$ 6,500   | \$ 4,285   | \$ 6,500   | \$ 6,500   | \$ 6,500   | \$ 6,500   |
| Utilities                | \$ 5,500   | \$ 4,744   | \$ 5,500   | \$ 5,400   | \$ 5,500   | \$ 5,056   | \$ 5,500   | \$ 5,500   | \$ 5,500   | \$ 5,500   |
| Capital Outlay           | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Total Expenses           | \$ 18,500  | \$ 15,273  | \$ 18,500  | \$ 14,648  | \$ 18,500  | \$ 14,518  | \$ 18,500  | \$ 18,500  | \$ 18,500  | \$ 18,500  |
| TOTAL BUDGET             | \$ 127,657 | \$ 114,782 | \$ 132,987 | \$ 127,252 | \$ 137,758 | \$ 124,570 | \$ 146,019 | \$ 144,444 | \$ 144,444 | \$ 144,444 |

| Position               | FY2024 |  | FY2025 |  | FY2025 |  | FY2025 |  | FY2025 |  | Difference PY \$ | (1,575) |
|------------------------|--------|--|--------|--|--------|--|--------|--|--------|--|------------------|---------|
|                        | FTE    |  | FTE    |  | FTE    |  | FTE    |  | FTE    |  | % PY             | -1.08%  |
| Animal Control Officer | 1      |  | 2      |  | 2      |  | 2      |  | 2      |  |                  |         |
| A/C Part Time          | 0.5    |  | 0.5    |  | 0.5    |  | 0.5    |  | 0.5    |  |                  |         |
| Total Staffing         | 1.5    |  | 2.5    |  | 2.5    |  | 2.5    |  | 2.5    |  |                  |         |



# Animal Control

## ANIMAL CONTROL DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                    | POSITION                 | STEP | ANN. DATE  | BASE SALARY          | SICK LEAVE INCENTIVE | LONGEVITY          | TOTAL SALARY BENEFIT |
|-------------------------|--------------------------|------|------------|----------------------|----------------------|--------------------|----------------------|
| Gualtieri, Christine    | Animal Control Officer   | 5    | 10/14/2013 | \$ 72,683.42         | \$ -                 | \$ 2,100.00        | \$ 74,783.42         |
| Chmiel, Ashley          | Animal Control Officer   | 5    | 9/20/2017  |                      | \$ -                 | \$ 1,650.00        | \$ 1,650.00          |
| Smith, Casey            | P/T Asst. Animal Control | 5    | 9/13/2017  | \$ 34,685.83         |                      | \$ 825.00          | \$ 35,510.83         |
|                         | 0                        |      |            | \$ -                 |                      |                    | \$ -                 |
| <b>DEPARTMENT TOTAL</b> |                          |      |            | <b>\$ 107,369.25</b> | <b>\$ -</b>          | <b>\$ 4,575.00</b> | <b>\$ 111,944.25</b> |

Total Full Time \$ 72,683.42  
Total Part Time \$ 34,685.83  
Total Contract \$ 4,575.00  
Overtime \$ 14,000.00  
Total \$ 125,944.25

## ANIMAL CONTROL DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                    | POSITION                 | STEP | ANN. DATE  | BASE SALARY          | SICK LEAVE INCENTIVE | LONGEVITY          | TOTAL SALARY BENEFIT |
|-------------------------|--------------------------|------|------------|----------------------|----------------------|--------------------|----------------------|
| Gualtieri, Christine    | Animal Control Officer   | 5    | 10/14/2013 | \$ 72,683.42         |                      | \$ 2,100.00        | \$ 74,783.42         |
| Chmiel, Ashley          | Animal Control Officer   | 5    | 9/20/2017  |                      |                      | \$ 1,650.00        | \$ 1,650.00          |
| Smith, Casey            | P/T Asst. Animal Control | 5    | 9/13/2017  | \$ 34,685.83         |                      | \$ 825.00          | \$ 35,510.83         |
|                         |                          |      |            |                      |                      |                    | \$ -                 |
| <b>DEPARTMENT TOTAL</b> |                          |      |            | <b>\$ 107,369.25</b> | <b>\$ -</b>          | <b>\$ 4,575.00</b> | <b>\$ 111,944.25</b> |

Total Full Time \$ 72,683.42  
Total Part Time \$ 34,685.83  
Total Contract \$ 4,575.00  
Overtime \$ 14,000.00  
Total \$ 125,944.25

## ANIMAL CONTROL DEPARTMENT SALARY INFORMATION FY2024 BUDGETED

| NAME                    | POSITION                 | STEP | ANN. DATE  | BASE SALARY          | SICK LEAVE INCENTIVE | LONGEVITY          | TOTAL SALARY BENEFIT |
|-------------------------|--------------------------|------|------------|----------------------|----------------------|--------------------|----------------------|
| Gualtieri, Christine    | Animal Control Officer   | 5    | 10/14/2013 | \$ 67,852.34         | \$ 400.00            | \$ 2,100.00        | \$ 70,352.34         |
| Chmiel, Ashley          | Animal Control Officer   | 5    | 9/20/2017  |                      | \$ 500.00            | \$ 1,650.00        | \$ 2,150.00          |
| Smith, Casey            | P/T Asst. Animal Control | 5    | 9/13/2017  | \$ 32,380.35         |                      | \$ 825.00          | \$ 33,205.35         |
| BPAA Settlement         |                          |      |            | \$ 7,811.50          |                      |                    | \$ 7,811.50          |
| <b>DEPARTMENT TOTAL</b> |                          |      |            | <b>\$ 108,044.18</b> | <b>\$ 900.00</b>     | <b>\$ 4,575.00</b> | <b>\$ 113,519.18</b> |

Total Full Time \$ 75,663.84  
Total Part Time \$ 32,380.35  
Total Contract \$ 5,475.00  
Overtime \$ 14,000.00  
Total \$ 127,519.18

## Town of Billerica

## 185

**Department Town Mgr. Fin Com**

**Department Town Mgr. Fin Com**

|    |       |    |       |
|----|-------|----|-------|
| \$ | 6,500 | \$ | 6,500 |
|----|-------|----|-------|

## Department Town Mgr. Fin Com

## 1

|    |       |    |       |
|----|-------|----|-------|
| \$ | 6,500 | \$ | 6,500 |
|----|-------|----|-------|

**Department** **Town Mgr.** **Fin Com**

|    |       |    |       |
|----|-------|----|-------|
| \$ | 5,500 | \$ | 5,500 |
|----|-------|----|-------|



# Fire Department

## Department Explanation

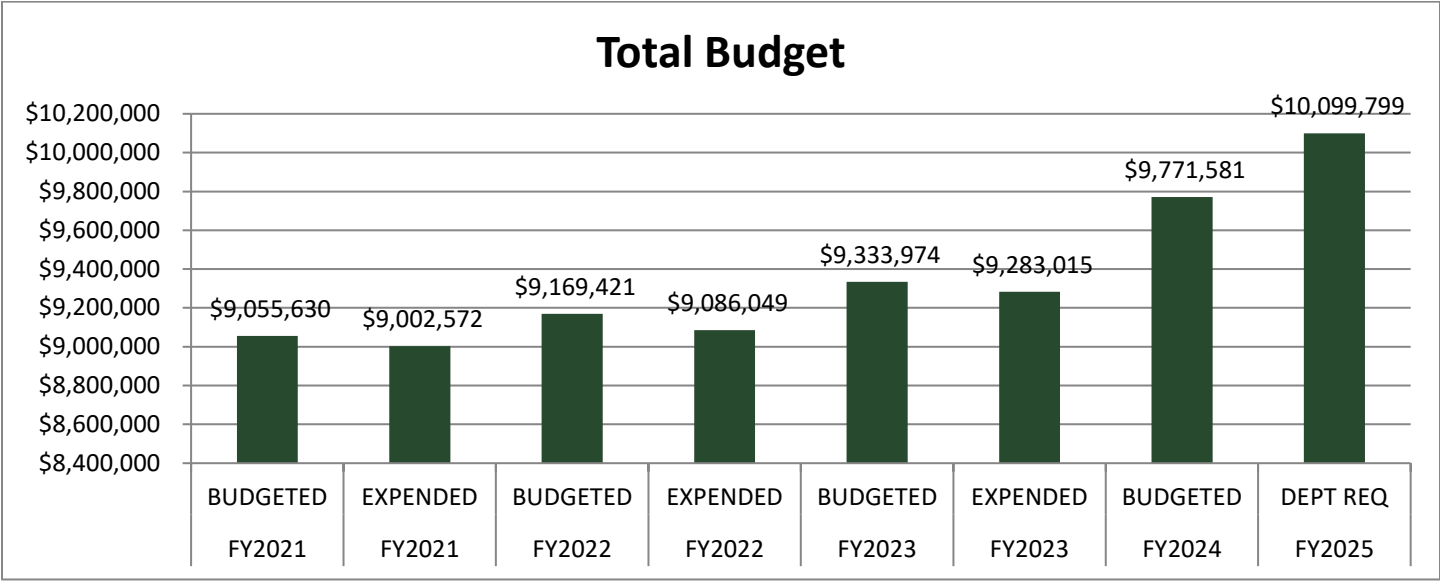
The Fire Department provides a range of services designed to protect lives and property from the adverse effects of disasters, fires, sudden medical emergencies or exposure to dangerous conditions.

The Department also continues to provide residents with the best possible fire protection, fire prevention education, and inspectional services possible.

The Billerica Fire Department is made up of a Fire Prevention Bureau, an Operations Division, and a Special Operations Division. These three divisions carry out the services that are expected by the residents of Billerica.

## Budget Narrative

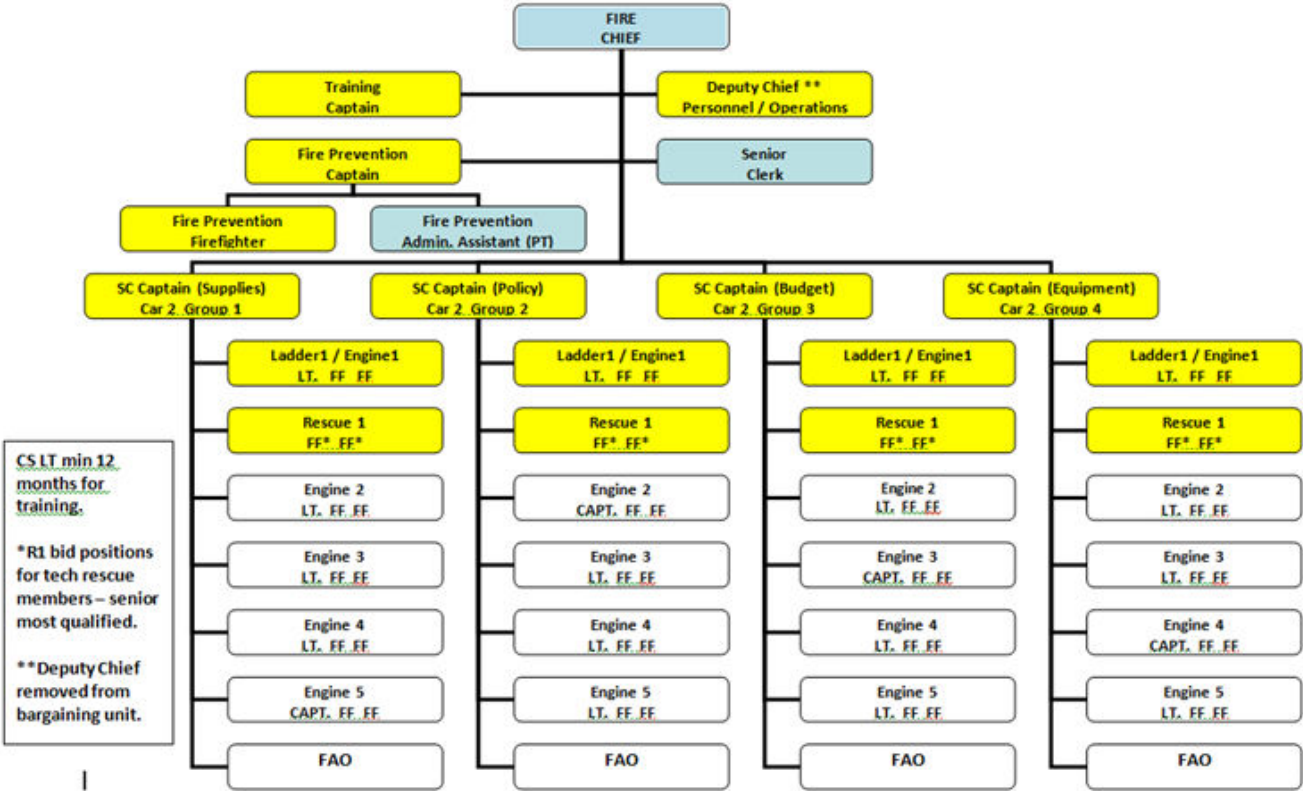
The Fire Department budget has increased roughly \$328,218 due to personnel. Specifically, cost of living adjustments and the addition of funds to the overtime budget. The head administrative clerk position was downgraded to a head clerk, and the part time secretary was upgraded to a full time senior clerk.



# Fire Department

## BILLERICA FIRE DEPARTMENT ORGANIZATION CHART

Billerica Fire Department  
Proposed Organization Chart



Fire Department

| FIRE DEPARTMENT | FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025 | FY2025      |
|-----------------|----------|----------|----------|----------|----------|----------|----------|----------|--------|-------------|
|                 | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REC | TM REC | FIN COM REC |

|                         |              |              |              |              |              |              |              |              |              |              |
|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Personnel Services      |              |              |              |              |              |              |              |              |              |              |
| Full Time               | \$ 6,562,497 | \$ 6,545,426 | \$ 6,549,300 | \$ 6,515,857 | \$ 6,667,681 | \$ 6,667,681 | \$ 7,061,389 | \$ 7,257,374 | \$ 7,257,374 | \$ 7,257,374 |
| Part Time/Seasonal      | \$ 49,589    | \$ 49,320    | \$ 52,001    | \$ 50,986    | \$ 67,276    | \$ 66,912    | \$ 67,276    | \$ 34,976    | \$ 34,976    | \$ 34,976    |
| Overtime                | \$ 778,217   | \$ 778,217   | \$ 794,559   | \$ 794,122   | \$ 811,250   | \$ 811,250   | \$ 811,250   | \$ 850,000   | \$ 850,000   | \$ 850,000   |
| Contractual Obligations | \$ 1,137,661 | \$ 1,137,661 | \$ 1,194,420 | \$ 1,194,420 | \$ 1,192,397 | \$ 1,192,397 | \$ 1,226,586 | \$ 1,341,369 | \$ 1,341,369 | \$ 1,341,369 |

|       |              |              |              |              |              |              |              |              |              |              |
|-------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Total | \$ 8,527,964 | \$ 8,510,624 | \$ 8,590,280 | \$ 8,555,395 | \$ 8,738,604 | \$ 8,738,240 | \$ 9,166,501 | \$ 9,483,719 | \$ 9,483,719 | \$ 9,483,719 |
|-------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|

|                          |            |            |            |            |            |            |            |            |            |            |
|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Expenses                 |            |            |            |            |            |            |            |            |            |            |
| Supplies and Expenses    | \$ 322,635 | \$ 296,860 | \$ 319,110 | \$ 308,739 | \$ 325,760 | \$ 305,549 | \$ 339,240 | \$ 349,840 | \$ 349,840 | \$ 349,840 |
| Contract Services/Leases | \$ 161,031 | \$ 161,031 | \$ 196,031 | \$ 170,537 | \$ 199,610 | \$ 178,065 | \$ 195,840 | \$ 196,240 | \$ 196,240 | \$ 196,240 |
| Utilities                | \$ 44,000  | \$ 34,057  | \$ 64,000  | \$ 51,378  | \$ 70,000  | \$ 61,161  | \$ 70,000  | \$ 70,000  | \$ 70,000  | \$ 70,000  |
| Capital Outlay           | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Total Expenses           | \$ 527,666 | \$ 491,948 | \$ 579,141 | \$ 530,654 | \$ 595,370 | \$ 544,775 | \$ 605,080 | \$ 616,080 | \$ 616,080 | \$ 616,080 |

|              |              |              |              |              |              |              |              |               |               |               |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|
| TOTAL BUDGET | \$ 9,055,630 | \$ 9,002,572 | \$ 9,169,421 | \$ 9,086,049 | \$ 9,333,974 | \$ 9,283,015 | \$ 9,771,581 | \$ 10,099,799 | \$ 10,099,799 | \$ 10,099,799 |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|

FIRE DEPARTMENT

| Position                  | FY2024 |  | FY2025 |  | FY2025 |  | FY2025 |  | Difference PY | % |
|---------------------------|--------|--|--------|--|--------|--|--------|--|---------------|---|
|                           | FTE    |  | FTE    |  | FTE    |  | FTE    |  |               |   |
| Fire Chief                | 1      |  | 1      |  | 1      |  | 1      |  |               |   |
| Deputy Chiefs             | 2      |  | 1      |  | 1      |  | 1      |  |               |   |
| Captains                  | 8      |  | 10     |  | 10     |  | 10     |  |               |   |
| Lieutenants               | 13     |  | 16     |  | 16     |  | 16     |  |               |   |
| Firefighters              | 53     |  | 49     |  | 49     |  | 49     |  |               |   |
| Fire Alarm Operators      | 4      |  | 4      |  | 4      |  | 4      |  |               |   |
| Administrative Head Clerk | 1      |  | 1      |  | 1      |  | 1      |  |               |   |
| Senior Clerk              | 0      |  | 1      |  | 1      |  | 1      |  |               |   |
| Total Staffing            | 82     |  | 83     |  | 83     |  | 83     |  |               |   |

| Position                  | FY2024 |  | FY2025 |  | FY2025 |  | FY2025 |  |
|---------------------------|--------|--|--------|--|--------|--|--------|--|
|                           | PTE    |  | PTE    |  | PTE    |  | PTE    |  |
| Fire Alarm Operators      | 0.5    |  | 0.5    |  | 0.5    |  | 0.5    |  |
| Administrative Head Clerk | 0.5    |  | 0      |  | 0      |  | 0      |  |
| Total Staffing            | 1      |  | 0.5    |  | 0.5    |  | 0.5    |  |

# Fire Department

FIRE DEPARTMENT  
SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                | POSITION         | STEP | ANN. DATE  | BASE SALARY     | RETIREMENT INCENTIVE | SICK BONUS   | EDUC PAY      | SHIFT DIFF    | SPEC PAY      | HOLIDAY PAY   | LONGEVITY    | TOTAL SALARY BENEFIT |
|---------------------|------------------|------|------------|-----------------|----------------------|--------------|---------------|---------------|---------------|---------------|--------------|----------------------|
| Robert Cole         | Chief            | 10   | 1/23/1995  | 215,707.35      | 0                    | -            | -             |               | -             | -             | -            | 215,707.35           |
| Stephen Kennedy     | Deputy Chief     | 9    | 9/12/2000  | 155,153.88      | 0                    |              |               |               |               |               | -            | 155,153.88           |
| Erik Szymanski      | Captain          | 10   | 11/26/1998 | 115,084.23      | 0                    | 2,000.00     | 6,700.00      | 5,400.00      | 1,500.00      | 7,165.21      | -            | 137,849.44           |
| Daniel LeClerc      | Captain SC       | 10   | 7/18/1993  | 118,536.64      | 0                    | 2,000.00     | 5,500.00      | 5,550.00      | 500.00        | 7,380.15      | -            | 139,466.79           |
| William Paskiewicz  | Captain          | 10   | 7/18/1993  | 115,084.23      | 0                    | 1,000.00     | 5,500.00      | 5,400.00      | 1,500.00      | 7,165.21      | -            | 135,649.44           |
| Matthew Battcock    | Captain SC       | 10   | 11/27/1998 | 112,570.41      | 0                    | 2,000.00     | 5,500.00      | 5,300.00      | 500.00        | 7,008.69      | -            | 132,879.10           |
| Joseph Bukoiemski   | Captain SC       | 10   | 7/25/1998  | 118,536.64      | 0                    | 2,000.00     | 5,500.00      | 5,550.00      | 1,500.00      | 7,380.15      | -            | 140,466.79           |
| James Miner         | Captain SC       | 10   | 7/18/1993  | 118,536.64      | 0                    | 2,000.00     | 6,700.00      | 5,550.00      | 500.00        | 7,380.15      | -            | 140,666.79           |
| David Feyler        | Captain          | 10   | 11/29/1993 | 115,084.23      | 0                    | -            | 5,500.00      | 5,400.00      | 500.00        | 7,165.21      | -            | 133,649.44           |
| Phillip Tamaro      | Captain          | 10   | 7/18/1993  | 115,084.23      | 0                    | 2,000.00     | 5,500.00      | 5,410.00      | -             | 7,165.21      | -            | 135,159.44           |
| Joseph Brangwynne   | Captain          | 7    | 5/28/2010  | 106,314.23      | 0                    | 2,000.00     | 8,000.00      | 5,000.00      | 6,347.29      | 6,619.18      | -            | 134,280.70           |
| Thomas Larkin       | Captain          | 9    | 4/5/2001   | 111,732.27      | 0                    | -            | 5,500.00      | 5,250.00      | 7,145.28      | 6,956.51      | -            | 136,584.06           |
| Joseph Keane        | Lieutenant       | 8    | 2/26/2005  | 94,773.06       | 0                    | -            | 5,500.00      | 4,460.00      | 500.00        | 5,900.62      | -            | 111,133.68           |
| David Forziati      | Lieutenant       | 10   | 6/14/1997  | 100,445.82      | 0                    | 2,000.00     | 1,440.00      | 4,730.00      | 1,500.00      | 6,253.81      | -            | 116,369.63           |
| Robert McIntyre     | Lieutenant       | 10   | 1/2/1998   | 100,445.82      | 0                    | -            | 5,500.00      | 4,730.00      | -             | 6,253.81      | -            | 116,929.63           |
| Frank Rao           | Lieutenant       | 6    | 4/4/2001   | 90,339.93       | 0                    | 1,000.00     | 6,700.00      | 3,630.00      | 500.00        | 5,624.61      | -            | 107,794.54           |
| William King        | Lieutenant       | 9    | 3/5/1999   | 97,520.21       | 0                    | 1,000.00     | 5,500.00      | 4,590.00      | 500.00        | 6,071.66      | -            | 115,181.87           |
| Jeff Strunk         | Lieutenant       | 9    | 7/6/2000   | 97,520.21       | 0                    | 1,000.00     | 6,700.00      | 4,590.00      | 500.00        | 6,071.66      | -            | 116,381.87           |
| Michael Iannelli    | Lieutenant       | 7    | 5/29/2010  | 92,381.87       | 0                    | -            | 5,500.00      | 4,350.00      | 500.00        | 5,751.74      | -            | 108,483.61           |
| Stephen Burgoyne    | Lieutenant       | 7    | 7/13/2013  | 92,381.87       | 0                    | -            | 6,700.00      | 4,350.00      | 500.00        | 5,751.74      | -            | 109,683.61           |
| Stephen Morrison    | Lieutenant       | 7    | 1/8/2012   | 92,381.87       | 0                    | -            | 6,700.00      | 4,350.00      | 500.00        | 5,751.74      | -            | 109,683.61           |
| Christopher Roberts | Lieutenant       | 7    | 7/14/2013  | 92,381.87       | 0                    | 1,000.00     | 5,500.00      | 4,350.00      | 500.00        | 5,751.74      | -            | 109,483.61           |
| Josephe Venezia     | Lieutenant       | 7    | 7/15/2013  | 92,381.87       | 0                    | -            | 5,500.00      | 4,350.00      | 1,500.00      | 5,751.74      | -            | 109,483.61           |
| Daniel Barilla      | Lieutenant       | 8    | 4/22/2007  | 94,773.06       | 0                    | -            | 5,500.00      | 4,460.00      | 500.00        | 5,900.62      | -            | 111,133.68           |
| Joseph Duggan       | Lieutenant       | 9    | 8/14/1999  | 99,928.12       | 0                    | 1,000.00     | 2,700.00      | 4,700.00      | 1,000.00      | 6,221.58      | -            | 115,549.69           |
| Lawrence Bavis      | Lieutenant       | 10   | 7/18/1993  | 95,390.14       | 0                    | 2,000.00     | 2,220.00      | 4,490.00      | -             | 5,939.04      | -            | 110,039.19           |
| John Conway         | Lieutenant       | 8    | 9/7/2007   | 94,773.06       | 0                    | -            | 2,760.00      | 4,460.00      | 2,500.00      | 5,900.62      | -            | 110,393.68           |
| Shawn Cantrell      | Lieutenant       | 10   | 1/3/1998   | 100,445.82      | 0                    | -            | 3,660.00      | 4,730.00      | 1,500.00      | 6,253.81      | -            | 116,589.63           |
| Thomas Maloney      | Firefighter      | 10   | 7/18/1993  | 86,408.12       | 0                    | 2,000.00     | 5,500.00      | 4,070.00      | 17,781.64     | 5,379.82      | -            | 121,139.57           |
| John McLaughlin     | Firefighter      | 10   | 7/25/1993  | 86,408.12       | 0                    | -            | 5,500.00      | 4,070.00      | 500.00        | 5,379.82      | -            | 101,857.93           |
| James Harries       | Firefighter      | 10   | 10/31/1994 | 86,408.12       | 0                    | -            | 8,000.00      | 4,070.00      | 500.00        | 5,379.82      | -            | 104,357.93           |
| John Spinosa        | Firefighter      | 10   | 10/28/1995 | 86,408.12       | 0                    | 1,000.00     | 2,220.00      | 4,070.00      | 13,461.23     | 5,379.82      | -            | 112,539.16           |
| Joshua Gillis       | Firefighter      | 10   | 6/13/1997  | 86,408.12       | 0                    | -            | -             | 4,070.00      | 500.00        | 5,379.82      | -            | 96,357.93            |
| Erik Ciampa         | Firefighter      | 10   | 11/28/1998 | 86,408.12       | 0                    | 2,000.00     | 5,500.00      | 4,070.00      | 500.00        | 5,379.82      | -            | 103,857.93           |
| Paul Dinsmore       | Firefighter      | 10   | 11/29/1998 | 86,408.12       | 0                    | -            | 5,500.00      | 4,070.00      | 500.00        | 5,379.82      | -            | 101,857.93           |
| Gary daSilva        | Firefighter      | 9    | 4/3/2001   | 83,891.38       | 0                    | 2,000.00     | 5,500.00      | 3,960.00      | 500.00        | 5,223.12      | -            | 101,074.50           |
| Justin Bates        | Firefighter      | 9    | 4/7/2001   | 79,668.93       | 0                    | 2,000.00     | 2,580.00      | 3,760.00      | 500.00        | 4,960.23      | -            | 93,469.16            |
| New Firefighter     | Firefighter      | 1/2  | 2/15/2024  | 65,934.49       | 0                    | 2,000.00     | 600.00        | 3,120.00      | -             | 4,105.12      | -            | 75,759.61            |
| New Firefighter     | Firefighter      | 1/2  | 2/15/2024  | 65,934.49       | 0                    | 2,000.00     | 600.00        | 3,120.00      | -             | 4,105.12      | -            | 75,759.61            |
| Shawn O'Connor      | Firefighter      | 8    | 2/27/2005  | 77,184.01       | 0                    | -            | -             | 3,640.00      | 500.00        | 4,805.52      | -            | 86,129.53            |
| Charles McDevitt**  | Firefighter      | 9    | 3/12/2000  | 85,962.77       | 0                    | -            | 1,440.00      | 3,930.00      | 17,692.54     | 5,352.09      | -            | 114,377.40           |
| Matthew Famolare    | Firefighter      | 10   | 10/29/1995 | 88,541.65       | 0                    | -            | 5,500.00      | 4,170.00      | 500.00        | 5,512.65      | -            | 104,224.30           |
| Keith McDonald      | Firefighter      | 8    | 9/8/2007   | 81,274.77       | 0                    | 1,000.00     | 2,400.00      | 3,830.00      | -             | 5,060.21      | -            | 93,564.98            |
| Kevin O'Brien       | Firefighter      | 8    | 9/9/2007   | 77,184.01       | 0                    | -            | -             | 3,640.00      | -             | 4,805.52      | -            | 85,629.53            |
| Richard Gutierrez   | Firefighter (RT) | 8    | 7/5/2008   | 83,712.66       | 0                    | -            | 2,400.00      | 3,950.00      | 500.00        | 5,211.99      | -            | 95,774.65            |
| Andrew Avant        | Firefighter      | 8    | 7/6/2008   | 81,274.77       | 0                    | 1,000.00     | 5,500.00      | 3,830.00      | 500.00        | 5,060.21      | -            | 97,164.98            |
| David Reinold       | Firefighter      | 7    | 5/30/2010  | 75,041.05       | 0                    | -            | -             | 3,540.00      | 500.00        | 4,672.10      | -            | 83,753.14            |
| Charles Rivanis     | Firefighter      | 8    | 6/18/2007  | 83,281.55       | 0                    | -            | 1,320.00      | 3,930.00      | 500.00        | 5,185.15      | -            | 94,216.70            |
| Robert Fitzmaurice  | Firefighter      | 7    | 9/4/2011   | 75,041.05       | 0                    | 1,000.00     | 3,240.00      | 3,540.00      | 500.00        | 4,672.10      | -            | 87,993.14            |
| Michael Ricci       | Firefighter (RT) | 7    | 9/5/2011   | 81,388.69       | 0                    | -            | 1,680.00      | 3,730.00      | 500.00        | 5,067.30      | -            | 92,365.99            |
| James Elder         | Firefighter      | 7    | 11/30/2013 | 79,018.22       | 0                    | -            | 5,500.00      | 3,730.00      | 500.00        | 4,919.72      | -            | 93,667.94            |
| David Marks         | Firefighter      | 7    | 12/1/2013  | 79,018.22       | 0                    | -            | 3,240.00      | 3,730.00      | 500.00        | 4,919.72      | -            | 91,407.94            |
| Jon Reinecker       | Firefighter      | 7    | 12/2/2013  | 79,018.22       | 0                    | 2,000.00     | 5,500.00      | 3,730.00      | 500.00        | 4,919.72      | -            | 95,667.94            |
| David Evans         | Firefighter      | 6/7  | 9/2/2014   | 74,706.88       | 0                    | -            | 1,320.00      | 3,540.00      | 500.00        | 4,651.29      | -            | 84,718.17            |
| Brett Fredrickson   | Firefighter      | 6    | 11/6/2015  | 76,977.30       | 0                    | -            | 5,500.00      | 3,630.00      | 500.00        | 4,792.65      | -            | 91,399.95            |
| New Firefighter     | Firefighter      | 1/2  | 2/15/2024  | 65,934.49       | 0                    | 2,000.00     | 600.00        | 3,120.00      | -             | 4,105.12      | -            | 75,759.61            |
| Luke Riberio        | Firefighter (RT) | 6    | 11/8/2015  | 81,244.12       | 0                    | 2,000.00     | 5,500.00      | 3,830.00      | 500.00        | 5,058.30      | -            | 98,132.43            |
| James Sullivan      | Firefighter      | 8    | 7/1/2006   | 81,274.77       | 0                    | 1,000.00     | -             | 3,830.00      | -             | 5,060.21      | -            | 91,164.98            |
| Ryan Arensbach      | Firefighter      | 6    | 5/23/2017  | 76,977.30       | 0                    | -            | 5,500.00      | 3,630.00      | 500.00        | 4,792.65      | -            | 91,399.95            |
| Timothy Copson      | Firefighter      | 6    | 5/22/2017  | 76,977.30       | 0                    | -            | 2,280.00      | 3,630.00      | 500.00        | 4,792.65      | -            | 88,179.95            |
| Sean O'Neill        | Firefighter (RT) | 6    | 1/2/2018   | 79,286.43       | 0                    | 2,000.00     | 6,700.00      | 3,630.00      | 1,500.00      | 4,936.42      | -            | 98,052.85            |
| Joseph Ferri        | Firefighter      | 6    | 1/3/2018   | 76,977.30       | 0                    | -            | 6,700.00      | 3,630.00      | 500.00        | 4,792.65      | -            | 92,599.95            |
| Kenneth Murnane     | Firefighter      | 6    | 1/4/2018   | 76,977.30       | 0                    | 1,000.00     | 900.00        | 3,630.00      | -             | 4,792.65      | -            | 87,299.95            |
| John Corbett        | Firefighter (RT) | 6    | 9/5/2018   | 79,286.43       | 0                    | 1,000.00     | 5,500.00      | 3,740.00      | 500.00        | 4,936.42      | -            | 94,962.85            |
| Stephen Pena        | Firefighter      | 5/6  | 11/10/2019 | 76,572.44       | 0                    | 1,000.00     | 5,500.00      | 3,610.00      | 500.00        | 4,767.44      | -            | 91,949.88            |
| Andrew Pierce       | Firefighter      | 5/6  | 11/11/2019 | 76,549.95       | 0                    | -            | 5,500.00      | 3,610.00      | 500.00        | 4,766.04      | -            | 90,925.99            |
| Patrick Gallegher   | Firefighter      | 5/6  | 3/2/2020   | 76,190.07       | 0                    | -            | 5,500.00      | 3,600.00      | 500.00        | 4,743.63      | -            | 90,533.71            |
| James Murphy        | Firefighter      | 4/5  | 4/6/2021   | 73,625.35       | 0                    | -            | 1,500.00      | 3,480.00      | 500.00        | 4,583.95      | -            | 83,689.30            |
| Daniel Coneeny      | Firefighter      | 4/5  | 4/7/2021   | 73,569.50       | 0                    | -            | 1,500.00      | 3,470.00      | 500.00        | 4,580.48      | -            | 83,619.98            |
| Joe Bukoiemski IV   | Firefighter      | 3/4  | 12/13/2021 | 71,653.01       | 0                    | -            | 3,060.00      | 3,390.00      | 500.00        | 4,461.16      | -            | 83,064.17            |
| Robert Allen        | Firefighter      | 3/4  | 12/14/2021 | 71,653.01       | 0                    | 1,000.00     | 1,500.00      | 3,390.00      | 500.00        | 4,461.16      | -            | 82,504.17            |
| Bryce Spinosa       | Firefighter      | 3/4  | 12/15/2021 | 71,653.01       | 0                    | 2,000.00     | 3,660.00      | 3,390.00      | 500.00        | 4,461.16      | -            | 85,664.17            |
| Adam Martell        | Firefighter      | 3/4  | 12/15/2021 | 72,082.65       | 0                    | 2,000.00     | 2,160.00      | 3,410.00      | 500.00        | 4,487.90      | -            | 84,640.56            |
| Calvin Pellegrino   | Firefighter      | 2/3  | 12/15/2021 | 69,258.60       | 0                    | 1,000.00     | 3,660.00      | 3,270.00      | -             | 4,312.08      | -            | 81,500.68            |
| Jacob Snook         | Firefighter      | 2/3  | 12/15/2021 | 69,258.60       | 0                    | 2,000.00     | 2,700.00      | 3,270.00      | -             | 4,312.08      | -            | 81,540.68            |
| James Sorenson      | Firefighter      | 2/3  | 12/15/2021 | 68,948.77       | 0                    | 1,000.00     | 900.00        | 3,260.00      | -             | 4,292.79      | -            | 78,401.55            |
| Ryan Strazzere      | Firefighter      | 2/3  | 12/15/2021 | 68,948.77       | 0                    | 2,000.00     | 600.00        | 3,260.00      | 500.00        | 4,292.79      | -            | 79,601.55            |
| Ellen O'Connor      | Head Clerk       | 7    | 11/17/2014 | 65,352.25       | 0                    | 1,000.00     | -             | -             | -             | -             | 1,900.00     | 68,252.25            |
| Diane Deloge        | Senior Clerk     | 7    | 5/12/2002  | 56,972.65       | 0                    | 1,000.00     | -             | -             | -             | -             | 3,700.00     | 61,672.65            |
| Marykathryn Hazel   | Dispatcher       | 8    | 12/8/2001  | 73,634.32       | 0                    | 100.00       | -             | 2,660.00      | 1,000.00      | 3,385.49      | 3,300.00     | 84,079.81            |
| John Pellegrino     | Dispatcher       | 8    | 1/4/2002   | 73,634.32       | 0                    | 100.00       | -             | -             | -             | 3,385.49      | 3,300.00     | 80,419.81            |
| Kelly McDonald      | Dispatcher       | 1/2  | 1/22/2024  | 54,645.66       | 0                    | 500.00       | -             | 1,720.00      | -             | 2,512.44      | -            | 59,378.10            |
| Christina Winitzer  | Dispatcher       | 8    | 6/12/2013  | 73,634.32       | 0                    | 100.00       | -             | 2,240.00      | -             | 3,385.49      | 2,100.00     | 81,459.81            |
| William Egan        | PT Dispatcher    | 8    | 4/17/2011  | 34,976.30       | 0                    | 100.00       | -             | 2,660.00      | -             | 3,216.21      | 2,100.00     | 43,052.51            |
|                     |                  |      |            |                 |                      |              |               |               |               |               |              | -                    |
| SUPER HOLIDAY       |                  |      |            | -               | 0                    |              | -             | -             | -             | 49,500.00     | -            | 49,500.00            |
| DETAIL COMP.        |                  |      |            | -               | 0                    |              | -             | -             | 42,000.00     | -             | -            | 42,000.00            |
| OUT OF GRADE        |                  |      |            | -               | 0                    | -            | -             | -             | 36,800.00     | -             | -            | 36,800.00            |
| 0                   |                  |      |            | -               | 0                    | -            | -             | -             | -             | -             | -            | -                    |
| 0                   |                  |      |            | -               | 0                    | -            | -             | -             | -             | -             | -            | -                    |
| 0                   |                  |      |            | -               | 0                    | -            | -             | -             | -             | -             | -            | -                    |
|                     |                  |      |            |                 |                      |              |               |               |               |               |              | -                    |
| DEPARTMENT TOTAL    |                  |      |            | \$ 7,292,350.51 | -                    | \$ 65,900.00 | \$ 295,440.00 | \$ 314,030.00 | \$ 180,227.98 | \$ 469,371.29 | \$ 16,400.00 | \$ 8,633,719.77</    |



# Fire Department

| FIRE DEPARTMENT<br>SALARY INFORMATION FY2025 DEPARTMENT REQUEST |                  |      |            |               |                      |             |             |             |              |              |             |                      |
|-----------------------------------------------------------------|------------------|------|------------|---------------|----------------------|-------------|-------------|-------------|--------------|--------------|-------------|----------------------|
| NAME                                                            | POSITION         | STEP | ANN. DATE  | BASE SALARY   | RETIREMENT INCENTIVE | SICK BONUS  | EDUC PAY    | SHIFT DIFF  | SPEC PAY     | HOLIDAY PAY  | LONGEVITY   | TOTAL SALARY BENEFIT |
|                                                                 |                  |      |            |               |                      |             |             |             |              |              |             |                      |
| Robert Cole                                                     | Chief            | 10   | 1/23/1995  | \$ 215,707.35 | 0.00                 |             |             |             |              |              |             | \$ 215,707.35        |
| Stephen Kennedy                                                 | Deputy Chief     | 9    | 9/12/2000  | \$ 155,153.88 | 0.00                 |             |             |             |              |              |             | \$ 155,153.88        |
| Erik Szymanski                                                  | Captain          | 10   | 11/26/1998 | \$ 115,084.23 | 0.00                 | \$ 2,000.00 | \$ 6,700.00 | \$ 5,400.00 | \$ 1,500.00  | \$ 7,165.21  |             | \$ 137,849.44        |
| Daniel LeClerc                                                  | Captain SC       | 10   | 7/18/1993  | \$ 118,536.64 | 0.00                 | \$ 2,000.00 | \$ 5,500.00 | \$ 5,550.00 | \$ 500.00    | \$ 7,380.15  |             | \$ 139,466.79        |
| William Paskiewicz                                              | Captain          | 10   | 7/18/1993  | \$ 115,084.23 | 0.00                 | \$ 1,000.00 | \$ 5,500.00 | \$ 5,400.00 | \$ 1,500.00  | \$ 7,165.21  |             | \$ 135,649.44        |
| Matthew Battcock                                                | Captain SC       | 10   | 11/27/1998 | \$ 112,570.41 | 0.00                 | \$ 2,000.00 | \$ 5,500.00 | \$ 5,300.00 | \$ 500.00    | \$ 7,008.69  |             | \$ 132,879.10        |
| Joseph Bukoiemski                                               | Captain SC       | 10   | 7/25/1998  | \$ 118,536.64 | 0.00                 | \$ 2,000.00 | \$ 5,500.00 | \$ 5,550.00 | \$ 1,500.00  | \$ 7,380.15  |             | \$ 140,466.79        |
| James Miner                                                     | Captain SC       | 10   | 7/18/1993  | \$ 118,536.64 | 0.00                 | \$ 2,000.00 | \$ 6,700.00 | \$ 5,550.00 | \$ 500.00    | \$ 7,380.15  |             | \$ 140,666.79        |
| David Feyler                                                    | Captain          | 10   | 11/29/1993 | \$ 115,084.23 | 0.00                 | \$ -        | \$ 5,500.00 | \$ 5,400.00 | \$ 500.00    | \$ 7,165.21  |             | \$ 133,649.44        |
| Phillip Tammaro                                                 | Captain          | 10   | 7/18/1993  | \$ 115,084.23 | 0.00                 | \$ 2,000.00 | \$ 5,500.00 | \$ 5,410.00 | \$ -         | \$ 7,165.21  |             | \$ 135,159.44        |
| Joseph Brangwynne                                               | Captain          | 7    | 5/28/2010  | \$ 106,314.23 | 0.00                 | \$ 2,000.00 | \$ 8,000.00 | \$ 5,000.00 | \$ 6,347.29  | \$ 6,619.18  |             | \$ 134,280.70        |
| Thomas Larkin                                                   | Captain          | 9    | 4/5/2001   | \$ 111,732.27 | 0.00                 | \$ -        | \$ 5,500.00 | \$ 5,250.00 | \$ 7,145.28  | \$ 6,956.51  |             | \$ 136,584.06        |
| Joseph Keane                                                    | Lieutenant       | 8    | 2/26/2005  | \$ 94,773.06  | 0.00                 | \$ -        | \$ 5,500.00 | \$ 4,460.00 | \$ 500.00    | \$ 5,900.62  |             | \$ 111,133.68        |
| David Forziati                                                  | Lieutenant       | 10   | 6/14/1997  | \$ 100,445.82 | 0.00                 | \$ 2,000.00 | \$ 1,440.00 | \$ 4,730.00 | \$ 1,500.00  | \$ 6,253.81  |             | \$ 116,369.63        |
| Robert McIntyre                                                 | Lieutenant       | 10   | 1/2/1998   | \$ 100,445.82 | 0.00                 | \$ -        | \$ 5,500.00 | \$ 4,730.00 | \$ -         | \$ 6,253.81  |             | \$ 116,929.63        |
| Frank Rao                                                       | Lieutenant       | 6    | 4/4/2001   | \$ 90,339.93  | 0.00                 | \$ 1,000.00 | \$ 6,700.00 | \$ 3,630.00 | \$ 500.00    | \$ 5,624.61  |             | \$ 107,794.54        |
| William King                                                    | Lieutenant       | 9    | 3/5/1999   | \$ 97,520.21  | 0.00                 | \$ 1,000.00 | \$ 5,500.00 | \$ 4,590.00 | \$ 500.00    | \$ 6,071.66  |             | \$ 115,181.87        |
| Jeff Strunk                                                     | Lieutenant       | 9    | 7/6/2000   | \$ 97,520.21  | 0.00                 | \$ 1,000.00 | \$ 6,700.00 | \$ 4,590.00 | \$ 500.00    | \$ 6,071.66  |             | \$ 116,381.87        |
| Michael Iannelli                                                | Lieutenant       | 7    | 5/29/2010  | \$ 92,381.87  | 0.00                 | \$ -        | \$ 5,500.00 | \$ 4,350.00 | \$ 500.00    | \$ 5,751.74  |             | \$ 108,483.61        |
| Stephen Burgoyne                                                | Lieutenant       | 7    | 7/13/2013  | \$ 92,381.87  | 0.00                 | \$ -        | \$ 6,700.00 | \$ 4,350.00 | \$ 500.00    | \$ 5,751.74  |             | \$ 109,683.61        |
| Stephen Morrison                                                | Lieutenant       | 7    | 1/8/2012   | \$ 92,381.87  | 0.00                 | \$ -        | \$ 6,700.00 | \$ 4,350.00 | \$ 500.00    | \$ 5,751.74  |             | \$ 109,683.61        |
| Christopher Roberts                                             | Lieutenant       | 7    | 7/14/2013  | \$ 92,381.87  | 0.00                 | \$ 1,000.00 | \$ 5,500.00 | \$ 4,350.00 | \$ 500.00    | \$ 5,751.74  |             | \$ 109,483.61        |
| Josephe Venezia                                                 | Lieutenant       | 7    | 7/15/2013  | \$ 92,381.87  | 0.00                 | \$ -        | \$ 5,500.00 | \$ 4,350.00 | \$ 1,500.00  | \$ 5,751.74  |             | \$ 109,483.61        |
| Daniel Barilla                                                  | Lieutenant       | 8    | 4/22/2007  | \$ 94,773.06  | 0.00                 | \$ -        | \$ 5,500.00 | \$ 4,460.00 | \$ 500.00    | \$ 5,900.62  |             | \$ 111,133.68        |
| Joseph Duggan                                                   | Lieutenant       | 9    | 8/14/1999  | \$ 99,928.12  | 0.00                 | \$ 1,000.00 | \$ 2,700.00 | \$ 4,700.00 | \$ 1,000.00  | \$ 6,221.58  |             | \$ 115,549.69        |
| Lawrence Bavis                                                  | Lieutenant       | 10   | 7/18/1993  | \$ 95,390.14  | 0.00                 | \$ 2,000.00 | \$ 2,220.00 | \$ 4,490.00 | \$ -         | \$ 5,939.04  |             | \$ 110,039.19        |
| John Conway                                                     | Lieutenant       | 8    | 9/7/2007   | \$ 94,773.06  | 0.00                 | \$ -        | \$ 2,760.00 | \$ 4,460.00 | \$ 2,500.00  | \$ 5,900.62  |             | \$ 110,393.68        |
| Shawn Cantrell                                                  | Lieutenant       | 10   | 1/3/1998   | \$ 100,445.82 | 0.00                 | \$ -        | \$ 3,660.00 | \$ 4,730.00 | \$ 500.00    | \$ 6,253.81  |             | \$ 116,589.63        |
| Thomas Maloney                                                  | Firefighter      | 10   | 7/18/1993  | \$ 86,408.12  | 0.00                 | \$ 2,000.00 | \$ 5,500.00 | \$ 4,070.00 | \$ 17,781.64 | \$ 5,379.82  |             | \$ 121,139.57        |
| John McLaughlin                                                 | Firefighter      | 10   | 7/25/1993  | \$ 86,408.12  | 0.00                 | \$ -        | \$ 5,500.00 | \$ 4,070.00 | \$ 500.00    | \$ 5,379.82  |             | \$ 101,857.93        |
| James Harries                                                   | Firefighter      | 10   | 10/31/1994 | \$ 86,408.12  | 0.00                 | \$ -        | \$ 8,000.00 | \$ 4,070.00 | \$ 500.00    | \$ 5,379.82  |             | \$ 104,357.93        |
| John Spinoso                                                    | Firefighter      | 10   | 10/28/1995 | \$ 86,408.12  | 0.00                 | \$ 1,000.00 | \$ 2,220.00 | \$ 4,070.00 | \$ 13,461.23 | \$ 5,379.82  |             | \$ 112,539.16        |
| Joshua Gillis                                                   | Firefighter      | 10   | 6/13/1997  | \$ 86,408.12  | 0.00                 | \$ -        | \$ -        | \$ 4,070.00 | \$ 500.00    | \$ 5,379.82  |             | \$ 96,357.93         |
| Erik Ciampa                                                     | Firefighter      | 10   | 11/28/1998 | \$ 86,408.12  | 0.00                 | \$ 2,000.00 | \$ 5,500.00 | \$ 4,070.00 | \$ 500.00    | \$ 5,379.82  |             | \$ 103,857.93        |
| Paul Dinsmore                                                   | Firefighter      | 10   | 11/29/1998 | \$ 86,408.12  | 0.00                 | \$ -        | \$ 5,500.00 | \$ 4,070.00 | \$ 500.00    | \$ 5,379.82  |             | \$ 101,857.93        |
| Gary daSilva                                                    | Firefighter      | 9    | 4/3/2001   | \$ 83,891.38  | 0.00                 | \$ 2,000.00 | \$ 5,500.00 | \$ 3,960.00 | \$ 500.00    | \$ 5,223.12  |             | \$ 101,074.50        |
| Justin Bates                                                    | Firefighter      | 9    | 4/7/2001   | \$ 79,668.93  | 0.00                 | \$ 2,000.00 | \$ 2,580.00 | \$ 3,760.00 | \$ 500.00    | \$ 4,960.23  |             | \$ 93,469.16         |
| New Firefighter                                                 | Firefighter      | 1/2  | 2/15/2024  | \$ 65,934.49  | 0.00                 | \$ 2,000.00 | \$ 600.00   | \$ 3,120.00 | \$ -         | \$ 4,105.12  |             | \$ 75,759.61         |
| New Firefighter                                                 | Firefighter      | 1/2  | 2/15/2024  | \$ 65,934.49  | 0.00                 | \$ 2,000.00 | \$ 600.00   | \$ 3,120.00 | \$ -         | \$ 4,105.12  |             | \$ 75,759.61         |
| Shawn O'Connor                                                  | Firefighter      | 8    | 2/27/2005  | \$ 77,184.01  | 0.00                 | \$ -        | \$ -        | \$ 3,640.00 | \$ 500.00    | \$ 4,805.52  |             | \$ 86,129.53         |
| Charles McDewitt**                                              | Firefighter      | 9    | 3/12/2000  | \$ 85,962.77  | 0.00                 | \$ -        | \$ 1,440.00 | \$ 3,930.00 | \$ 17,692.54 | \$ 5,352.09  |             | \$ 114,377.40        |
| Matthew Famolare                                                | Firefighter      | 10   | 10/29/1995 | \$ 88,541.65  | 0.00                 | \$ -        | \$ 5,500.00 | \$ 4,170.00 | \$ 500.00    | \$ 5,512.65  |             | \$ 104,224.30        |
| Keith McDonald                                                  | Firefighter      | 8    | 9/8/2007   | \$ 81,274.77  | 0.00                 | \$ 1,000.00 | \$ 2,400.00 | \$ 3,830.00 | \$ -         | \$ 5,060.21  |             | \$ 93,564.98         |
| Kevin O'Brien                                                   | Firefighter      | 8    | 9/9/2007   | \$ 77,184.01  | 0.00                 | \$ -        | \$ -        | \$ 3,640.00 | \$ -         | \$ 4,805.52  |             | \$ 85,629.53         |
| Richard Gutierrez                                               | Firefighter (RT) | 8    | 7/5/2008   | \$ 83,712.66  | 0.00                 | \$ -        | \$ 2,400.00 | \$ 3,950.00 | \$ 500.00    | \$ 5,211.99  |             | \$ 95,774.65         |
| Andrew Avant                                                    | Firefighter      | 8    | 7/6/2008   | \$ 81,274.77  | 0.00                 | \$ 1,000.00 | \$ 5,500.00 | \$ 3,830.00 | \$ 500.00    | \$ 5,060.21  |             | \$ 97,164.98         |
| David Reinold                                                   | Firefighter      | 7    | 5/30/2010  | \$ 75,041.05  | 0.00                 | \$ -        | \$ -        | \$ 3,540.00 | \$ 500.00    | \$ 4,672.10  |             | \$ 83,753.14         |
| Charles Rivanis                                                 | Firefighter      | 8    | 6/18/2007  | \$ 83,281.55  | 0.00                 | \$ -        | \$ 1,320.00 | \$ 3,930.00 | \$ 500.00    | \$ 5,185.15  |             | \$ 94,216.70         |
| Robert Fitzmaurice                                              | Firefighter      | 7    | 9/4/2011   | \$ 75,041.05  | 0.00                 | \$ 1,000.00 | \$ 3,240.00 | \$ 3,540.00 | \$ 500.00    | \$ 4,672.10  |             | \$ 87,993.14         |
| Michael Ricci                                                   | Firefighter (RT) | 7    | 9/5/2011   | \$ 81,388.69  | 0.00                 | \$ -        | \$ 1,680.00 | \$ 3,730.00 | \$ 500.00    | \$ 5,067.30  |             | \$ 92,365.99         |
| James Elder                                                     | Firefighter      | 7    | 11/30/2013 | \$ 79,018.22  | 0.00                 | \$ -        | \$ 5,500.00 | \$ 3,730.00 | \$ 500.00    | \$ 4,919.72  |             | \$ 93,667.94         |
| David Marks                                                     | Firefighter      | 7    | 12/1/2013  | \$ 79,018.22  | 0.00                 | \$ -        | \$ 3,240.00 | \$ 3,730.00 | \$ 500.00    | \$ 4,919.72  |             | \$ 91,407.94         |
| Jon Reinecker                                                   | Firefighter      | 7    | 12/2/2013  | \$ 79,018.22  | 0.00                 | \$ 2,000.00 | \$ 5,500.00 | \$ 3,730.00 | \$ 500.00    | \$ 4,919.72  |             | \$ 95,667.94         |
| David Evans                                                     | Firefighter      | 6/7  | 9/2/2014   | \$ 74,706.88  | 0.00                 | \$ -        | \$ 1,320.00 | \$ 3,540.00 | \$ 500.00    | \$ 4,651.29  |             | \$ 84,718.17         |
| Brett Fredrickson                                               | Firefighter      | 6    | 11/6/2015  | \$ 76,977.30  | 0.00                 | \$ -        | \$ 5,500.00 | \$ 3,630.00 | \$ 500.00    | \$ 4,792.65  |             | \$ 91,399.95         |
| New Firefighter                                                 | Firefighter      | 1/2  | 2/15/2024  | \$ 65,934.49  | 0.00                 | \$ 2,000.00 | \$ 600.00   | \$ 3,120.00 | \$ -         | \$ 4,105.12  |             | \$ 75,759.61         |
| Luke Riberio                                                    | Firefighter (RT) | 6    | 11/8/2015  | \$ 81,244.12  | 0.00                 | \$ 2,000.00 | \$ 5,500.00 | \$ 3,830.00 | \$ 500.00    | \$ 5,058.30  |             | \$ 98,132.43         |
| James Sullivan                                                  | Firefighter      | 8    | 7/1/2006   | \$ 81,274.77  | 0.00                 | \$ 1,000.00 | \$ -        | \$ 3,830.00 | \$ -         | \$ 5,060.21  |             | \$ 91,164.98         |
| Ryan Arensbach                                                  | Firefighter      | 6    | 5/23/2017  | \$ 76,977.30  | 0.00                 | \$ -        | \$ 5,500.00 | \$ 3,630.00 | \$ 500.00    | \$ 4,792.65  |             | \$ 91,399.95         |
| Timothy Copson                                                  | Firefighter      | 6    | 5/22/2017  | \$ 76,977.30  | 0.00                 | \$ -        | \$ 2,280.00 | \$ 3,630.00 | \$ 500.00    | \$ 4,792.65  |             | \$ 88,179.95         |
| Sean O'Neill                                                    | Firefighter (RT) | 6    | 1/2/2018   | \$ 79,286.43  | 0.00                 | \$ 2,000.00 | \$ 6,700.00 | \$ 3,630.00 | \$ 1,500.00  | \$ 4,936.42  |             | \$ 98,052.85         |
| Joseph Ferri                                                    | Firefighter      | 6    | 1/3/2018   | \$ 76,977.30  | 0.00                 | \$ -        | \$ 6,700.00 | \$ 3,630.00 | \$ 500.00    | \$ 4,792.65  |             | \$ 92,599.95         |
| Kenneth Murnane                                                 | Firefighter      | 6    | 1/4/2018   | \$ 76,977.30  | 0.00                 | \$ 1,000.00 | \$ 900.00   | \$ 3,630.00 | \$ -         | \$ 4,792.65  |             | \$ 87,299.95         |
| John Corbett                                                    | Firefighter (RT) | 6    | 9/5/2018   | \$ 79,286.43  | 0.00                 | \$ 1,000.00 | \$ 5,500.00 | \$ 3,740.00 | \$ 500.00    | \$ 4,936.42  |             | \$ 94,962.85         |
| Stephen Pena                                                    | Firefighter      | 5/6  | 11/10/2019 | \$ 76,572.44  | 0.00                 | \$ 1,000.00 | \$ 5,500.00 | \$ 3,610.00 | \$ 500.00    | \$ 4,767.44  |             | \$ 91,949.88         |
| Andrew Pierce                                                   | Firefighter      | 5/6  | 11/1/2019  | \$ 76,549.95  | 0.00                 | \$ -        | \$ 5,500.00 | \$ 3,610.00 | \$ 500.00    | \$ 4,766.04  |             | \$ 90,925.99         |
| Patrick Gallegher                                               | Firefighter      | 5/6  | 3/2/2020   | \$ 76,190.07  | 0.00                 | \$ -        | \$ 5,500.00 | \$ 3,600.00 | \$ 500.00    | \$ 4,743.63  |             | \$ 90,533.71         |
| James Murphy                                                    | Firefighter      | 4/5  | 4/6/2021   | \$ 73,625.35  | 0.00                 | \$ -        | \$ 1,500.00 | \$ 3,480.00 | \$ 500.00    | \$ 4,583.95  |             | \$ 83,689.30         |
| Daniel Coneeny                                                  | Firefighter      | 4/5  | 4/7/2021   | \$ 73,569.50  | 0.00                 | \$ -        | \$ 1,500.00 | \$ 3,470.00 | \$ 500.00    | \$ 4,580.48  |             | \$ 83,619.98         |
| Joe Bukoiemski IV                                               | Firefighter      | 3/4  | 12/13/2021 | \$ 71,653.01  | 0.00                 | \$ -        | \$ 3,060.00 | \$ 3,390.00 | \$ 500.00    | \$ 4,461.16  |             | \$ 83,064.17         |
| Robert Allen                                                    | Firefighter      | 3/4  | 12/14/2021 | \$ 71,653.01  | 0.00                 | \$ 1,000.00 | \$ 1,500.00 | \$ 3,390.00 | \$ 500.00    | \$ 4,461.16  |             | \$ 82,504.17         |
| Bryce Spinoso                                                   | Firefighter      | 3/4  | 12/15/2021 | \$ 71,653.01  | 0.00                 | \$ 2,000.00 | \$ 3,660.00 | \$ 3,390.00 | \$ 500.00    | \$ 4,461.16  |             | \$ 85,664.17         |
| Adam Martell                                                    | Firefighter      | 3/4  | 12/15/2021 | \$ 72,082.65  | 0.00                 | \$ 2,000.00 | \$ 2,160.00 | \$ 3,410.00 | \$ 500.00    | \$ 4,487.90  |             | \$ 84,640.56         |
| Calvin Pellegrino                                               | Firefighter      | 2/3  | 12/15/2021 | \$ 69,258.60  | 0.00                 | \$ 1,000.00 | \$ 3,660.00 | \$ 3,270.00 | \$ -         | \$ 4,312.08  |             | \$ 81,500.68         |
| Jacob Snook                                                     | Firefighter      | 2/3  | 12/15/2021 | \$ 69,258.60  | 0.00                 | \$ 2,000.00 | \$ 2,700.00 | \$ 3,270.00 | \$ -         | \$ 4,312.08  |             | \$ 81,540.68         |
| James Sorenson                                                  | Firefighter      | 2/3  | 12/15/2021 | \$ 68,948.77  | 0.00                 | \$ 1,000.00 | \$ 900.00   | \$ 3,260.00 | \$ -         | \$ 4,292.79  |             | \$ 78,401.55         |
| Ryan Strazere                                                   | Firefighter      | 2/3  | 12/15/2021 | \$ 68,948.77  | 0.00                 | \$ 2,000.00 | \$ 600.00   | \$ 3,260.00 | \$ 500.00    | \$ 4,292.79  |             | \$ 79,601.55         |
| Ellen O'Connor                                                  | Head Clerk       | 7    | 11/17/2014 | \$ 65,352.25  | 0.00                 | \$ 1,000.00 |             | \$ -        |              |              | \$ 1,900.00 | \$ 68,252.25         |
| Diane Deloge                                                    | Senior Clerk     | 7    | 5/12/2002  | \$ 56,972.65  | 0.00                 | \$ 1,000.00 |             | \$ -        |              | \$ 49,500.00 | \$ 3,700.00 | \$ 61,672.65         |
| Marykathryn Hazel                                               | Dispatcher       | 8    | 12/8/2001  | \$ 73,634.32  | 0.00                 | \$ 100.00   |             | \$ 2,660.00 | \$ 1,000.00  | \$ 3,385.49  | \$ 3,300.00 | \$ 84,079.81         |
| John Pellegrino                                                 | Dispatcher       | 8    | 1/4/2002   | \$ 73,634.32  | 0.00                 | \$ 100.00   |             | \$ -        | \$ -         | \$ 3,385.49  | \$ 3,300.00 | \$ 80,419.81         |
| Kelly McDonald                                                  | Dispatcher       | 1/2  | 1/22/2024  | \$ 54,645.66  | 0.00                 | \$ 500.00   |             | \$ 1,720.00 | \$ -         | \$ 2,512.44  | \$ -        | \$ 59,378.10         |
| Christina Winitzer                                              | Dispatcher       | 8    | 6/12/2013  | \$ 73,634.32  | 0.00                 | \$ 100.00   |             | \$ 2,240.00 | \$ -         | \$ 3,385.49  | \$ 2,100.00 | \$ 81,459.81         |

# Fire Department

FIRE DEPARTMENT  
SALARY INFORMATION FY2024 BUDGET

| NAME                           | POSITION           | STEP | ANN. DATE  | BASE SALARY     | RETIREMENT INCENTIVE | SICK BONUS   | EDUC PAY | SHIFT DIFF | SPEC PAY  | HOLIDAY PAY | LONGEVITY | TOTAL SALARY BENEFIT |
|--------------------------------|--------------------|------|------------|-----------------|----------------------|--------------|----------|------------|-----------|-------------|-----------|----------------------|
| Robert Cole                    | Chief              | 10   | 1/23/1995  | 184,007.20      | 0                    | -            | -        |            | -         | -           | -         | \$ 184,007.20        |
| Stephen Kennedy                | Deputy Chief       | 9    | 9/12/2000  | 148,043.23      | 0                    |              |          |            |           |             | -         | \$ 148,043.23        |
| Erik Szymanski                 | Captain            | 10   | 11/26/1998 | 105,170.63      | 0                    | 500.00       | 6,700.00 | 5,000.00   | 1,500.00  | 6,547.98    | -         | \$ 125,418.61        |
| Daniel LeClerc                 | Captain SC         | 10   | 7/18/1993  | 109,609.98      | 0                    | 400.00       | 5,500.00 | 5,150.00   | 500.00    | 6,824.38    | -         | \$ 127,984.36        |
| William Paskiewicz             | Captain            | 10   | 7/18/1993  | 106,417.57      | 0                    | 275.00       | 5,500.00 | 5,000.00   | 1,500.00  | 6,625.61    | -         | \$ 125,318.18        |
| Matthew Battcock               | Captain SC         | 10   | 11/27/1998 | 104,865.06      | 0                    | 400.00       | 5,500.00 | 4,840.00   | 500.00    | 6,528.95    | -         | \$ 122,634.02        |
| Joseph Bukoiemski              | Captain SC         | 10   | 7/25/1998  | 109,609.98      | 0                    | 500.00       | 5,500.00 | 5,150.00   | 1,500.00  | 6,824.38    | -         | \$ 129,084.36        |
| James Miner                    | Captain SC         | 10   | 7/18/1993  | 109,609.98      | 0                    | 500.00       | 6,700.00 | 5,150.00   | 500.00    | 6,824.38    | -         | \$ 129,284.36        |
| David Feyler                   | Captain            | 10   | 11/29/1993 | 106,417.57      | 0                    | 400.00       | 5,500.00 | 5,000.00   | 500.00    | 6,625.61    | -         | \$ 124,443.18        |
| Phillip Tammaro                | Captain            | 10   | 7/18/1993  | 106,417.57      | 0                    | 500.00       | 5,500.00 | 5,000.00   | 1,500.00  | 6,625.61    | -         | \$ 125,543.18        |
| Joseph Brangwynne              | Captain            | 7    | 5/28/2010  | 98,308.01       | 0                    | 400.00       | 8,000.00 | -          | 5,906.95  | 6,120.71    | -         | \$ 118,735.66        |
| Thomas Larkin                  | Captain            | 9    | 4/5/2001   | 103,318.03      | 0                    | 275.00       | 5,500.00 | -          | 6,182.49  | 6,432.64    | -         | \$ 121,708.15        |
| Thomas Joyce                   | Lieutenant         | 10   | 5/12/1985  | 92,881.53       | 0                    | 400.00       | 5,500.00 | 4,380.00   | 500.00    | 5,782.85    | -         | \$ 109,444.39        |
| David Forziati                 | Lieutenant         | 10   | 6/14/1997  | 92,881.53       | 0                    | 400.00       | 1,440.00 | 4,380.00   | 1,500.00  | 5,782.85    | -         | \$ 106,384.39        |
| Robert McIntyre                | Lieutenant         | 10   | 1/2/1998   | 92,881.53       | 0                    | -            | 5,500.00 | 4,350.00   | 500.00    | 5,782.85    | -         | \$ 109,014.39        |
| David Mahoney                  | Lieutenant         | 9    | 4/4/2001   | 90,176.24       | 0                    | 275.00       | 1,680.00 | 4,250.00   | 500.00    | 5,614.42    | -         | \$ 102,495.66        |
| William King                   | Lieutenant         | 9    | 3/5/1999   | 90,176.24       | 0                    | 275.00       | 5,500.00 | 4,250.00   | 500.00    | 5,614.42    | -         | \$ 106,315.66        |
| Jeff Strunk                    | Lieutenant         | 9    | 7/6/2000   | 87,295.49       | 0                    | -            | 6,700.00 | 4,250.00   | 500.00    | 5,435.06    | -         | \$ 104,180.55        |
| Michael Iannelli               | Lieutenant         | 7    | 5/29/2010  | 85,424.85       | 0                    | 400.00       | 5,500.00 | 4,030.00   | 500.00    | 5,318.60    | -         | \$ 101,173.45        |
| Stephen Burgoyne               | Lieutenant         | 7    | 7/13/2013  | 85,388.68       | 0                    | -            | 6,700.00 | 4,000.00   | 500.00    | 5,316.34    | -         | \$ 101,905.02        |
| Stephen Morrison               | Lieutenant         | 7    | 1/8/2012   | 85,424.85       | 0                    | 275.00       | 6,700.00 | 4,030.00   | 500.00    | 5,318.60    | -         | \$ 102,248.45        |
| Christopher Roberts            | Lieutenant         | 7    | 7/14/2013  | 85,388.68       | 0                    | 275.00       | 5,500.00 | 4,000.00   | 500.00    | 5,316.34    | -         | \$ 100,980.02        |
| Josephe Venezia                | Lieutenant         | 7    | 7/15/2013  | 85,352.51       | 0                    | 400.00       | 5,500.00 | 4,000.00   | 1,500.00  | 5,314.09    | -         | \$ 102,066.60        |
| Daniel Barilla                 | Lieutenant         | 8    | 4/22/2007  | 87,635.97       | 0                    | 400.00       | 5,500.00 | 4,130.00   | 500.00    | 5,456.26    | -         | \$ 103,622.24        |
| Joseph Duggan                  | Lieutenant         | 9    | 8/14/1999  | 91,572.97       | 0                    | 400.00       | 2,700.00 | 4,320.00   | 1,500.00  | 5,701.38    | -         | \$ 106,194.35        |
| Lawrence Bavis                 | Lieutenant         | 10   | 7/18/1993  | 89,914.36       | 0                    | -            | 2,220.00 | 4,240.00   | 500.00    | 5,598.12    | -         | \$ 102,472.48        |
| Matthew Famolare               | Lieutenant         | 10   | 10/29/1995 | 94,320.16       | 0                    | 275.00       | 5,500.00 | 4,450.00   | 1,500.00  | 5,872.42    | -         | \$ 111,917.59        |
| Shawn Cantrell                 | Lieutenant         | 10   | 1/3/1998   | 92,881.53       | 0                    | 400.00       | 3,660.00 | 4,350.00   | 1,500.00  | 5,782.85    | -         | \$ 108,574.39        |
| Thomas Maloney                 | Firefighter        | 10   | 7/18/1993  | 79,900.97       | 0                    | 400.00       | 5,500.00 | 3,775.00   | 16,480.18 | 4,974.68    | -         | \$ 111,030.83        |
| John McLaughlin                | Firefighter        | 10   | 7/25/1993  | 79,900.97       | 0                    | 400.00       | 5,500.00 | 3,775.00   | 500.00    | 4,974.68    | -         | \$ 95,050.65         |
| James Harries                  | Firefighter        | 10   | 10/31/1994 | 79,900.97       | 0                    | 275.00       | 8,000.00 | 3,775.00   | 500.00    | 4,974.68    | -         | \$ 97,425.65         |
| John Spinosa                   | Firefighter        | 10   | 10/28/1995 | 79,900.97       | 0                    | 275.00       | 2,220.00 | 3,775.00   | 12,485.14 | 4,974.68    | -         | \$ 103,630.78        |
| Joshua Gillis                  | Firefighter        | 10   | 6/13/1997  | 79,900.97       | 0                    | -            | -        | 3,775.00   | 500.00    | 4,974.68    | -         | \$ 89,150.65         |
| Erik Ciampa                    | Firefighter        | 10   | 11/28/1998 | 78,964.73       | 0                    | 275.00       | 5,500.00 | 3,700.00   | 500.00    | 4,916.39    | -         | \$ 93,856.12         |
| Paul Dinsmore                  | Firefighter        | 10   | 11/29/1998 | 78,964.73       | 0                    | 275.00       | 5,500.00 | 3,700.00   | 500.00    | 4,916.39    | -         | \$ 93,856.12         |
| Gary daSilva                   | Firefighter        | 9    | 4/3/2001   | 77,573.76       | 0                    | 400.00       | 5,500.00 | 3,670.00   | 500.00    | 4,829.78    | -         | \$ 92,473.54         |
| Justin Bates                   | Firefighter        | 9    | 4/7/2001   | 75,095.60       | 0                    | 400.00       | 2,580.00 | 3,550.00   | 500.00    | 4,675.49    | -         | \$ 86,801.10         |
| Mark Goodwin                   | Firefighter (RT)   | 9    | 9/23/2001  | 79,900.99       | 0                    | 500.00       | 1,140.00 | 3,775.00   | 500.00    | 4,974.68    | -         | \$ 90,790.67         |
| Joseph Keane                   | Firefighter        | 8    | 2/26/2005  | 75,154.19       | 0                    | 400.00       | 5,500.00 | 3,550.00   | 500.00    | 4,679.14    | -         | \$ 89,783.34         |
| Shawn O'Connor                 | Firefighter        | 8    | 2/27/2005  | 72,753.33       | 0                    | 275.00       | -        | 3,440.00   | 500.00    | 4,529.66    | -         | \$ 81,498.00         |
| Charles McDevitt**             | Firefighter        | 9    | 3/12/2000  | 78,775.29       | 0                    | 400.00       | 1,440.00 | -          | 16,255.07 | 4,904.59    | -         | \$ 101,774.95        |
| John Conway                    | Firefighter (RT)   | 8    | 9/7/2007   | 77,408.50       | 0                    | -            | 2,760.00 | 3,640.00   | 1,500.00  | 4,819.49    | -         | \$ 90,127.99         |
| Keith McDonald                 | Firefighter        | 8    | 9/8/2007   | 75,154.19       | 0                    | 275.00       | 2,400.00 | 3,540.00   | 500.00    | 4,679.14    | -         | \$ 86,548.34         |
| Kevin O'Brien                  | Firefighter        | 8    | 9/9/2007   | 72,753.33       | 0                    | -            | -        | 3,425.00   | 500.00    | 4,529.66    | -         | \$ 81,208.00         |
| Richard Gutierrez              | Firefighter (RT)   | 8    | 7/5/2008   | 77,408.50       | 0                    | -            | 2,400.00 | 3,650.00   | 500.00    | 4,819.49    | -         | \$ 88,777.99         |
| Andrew Avant                   | Firefighter        | 8    | 7/6/2008   | 75,154.19       | 0                    | 400.00       | 5,500.00 | 3,600.00   | 500.00    | 4,679.14    | -         | \$ 89,833.34         |
| David Reinold                  | Firefighter        | 7    | 5/30/2010  | 70,733.39       | 0                    | 275.00       | -        | 3,350.00   | 500.00    | 4,403.90    | -         | \$ 79,262.28         |
| Charles Rivanis                | Firefighter        | 8    | 6/18/2007  | 76,318.25       | 0                    | 400.00       | 1,320.00 | 3,600.00   | 500.00    | 4,751.62    | -         | \$ 86,889.86         |
| Robert Fitzmaurice             | Firefighter        | 7    | 9/4/2011   | 70,733.39       | 0                    | 275.00       | 3,240.00 | 3,350.00   | 500.00    | 4,403.90    | -         | \$ 82,502.28         |
| Michael Ricci                  | Firefighter (RT)   | 7    | 9/5/2011   | 75,259.54       | 0                    | -            | 1,680.00 | 3,560.00   | 500.00    | 4,685.70    | -         | \$ 85,685.24         |
| James Elder                    | Firefighter        | 7    | 11/30/2013 | 72,308.36       | 0                    | 275.00       | 5,500.00 | 3,450.00   | 500.00    | 4,501.96    | -         | \$ 86,535.31         |
| David Marks                    | Firefighter        | 7    | 12/1/2013  | 72,308.36       | 0                    | -            | 3,240.00 | 3,450.00   | 500.00    | 4,501.96    | -         | \$ 84,000.31         |
| Jon Reinecker                  | Firefighter        | 7    | 12/2/2013  | 72,272.20       | 0                    | -            | 5,500.00 | 3,450.00   | 500.00    | 4,499.71    | -         | \$ 86,221.91         |
| David Evans                    | Firefighter        | 6    | 9/2/2014   | 68,906.45       | 0                    | -            | 1,320.00 | 3,260.00   | 500.00    | 4,290.15    | -         | \$ 78,276.60         |
| Brett Fredrickson              | Firefighter        | 6    | 11/6/2015  | 71,180.36       | 0                    | 400.00       | 5,500.00 | 3,370.00   | 500.00    | 4,431.73    | -         | \$ 85,382.09         |
| Frank Rao                      | Firefighter        | 6    | 11/7/2015  | 71,180.36       | 0                    | -            | 6,700.00 | 3,370.00   | 500.00    | 4,431.73    | -         | \$ 86,182.09         |
| Luke Riberio                   | Firefighter        | 6    | 11/8/2015  | 73,315.60       | 0                    | -            | 5,500.00 | 3,470.00   | 500.00    | 4,564.67    | -         | \$ 87,350.27         |
| James Sullivan                 | Firefighter        | 8    | 7/1/2006   | 75,154.19       | 0                    | 500.00       | -        | 3,550.00   | 500.00    | 4,679.14    | -         | \$ 84,383.34         |
| Ryan Arensbach                 | Firefighter        | 6    | 5/23/2017  | 71,180.36       | 0                    | 400.00       | 5,500.00 | 3,370.00   | 500.00    | 4,431.73    | -         | \$ 85,382.09         |
| Timothy Copson                 | Firefighter        | 6    | 5/22/2017  | 71,180.36       | 0                    | -            | 2,280.00 | 3,370.00   | 500.00    | 4,431.73    | -         | \$ 81,762.09         |
| Sean O'Neill                   | Firefighter (RT)   | 6    | 1/2/2018   | 73,315.60       | 0                    | 500.00       | 6,700.00 | 3,440.00   | 1,500.00  | 4,564.67    | -         | \$ 90,020.27         |
| Joseph Ferri                   | Firefighter        | 6    | 1/3/2018   | 71,180.36       | 0                    | 400.00       | 6,700.00 | 3,340.00   | 500.00    | 4,431.73    | -         | \$ 86,552.09         |
| Kenneth Murnane                | Firefighter        | 6    | 1/4/2018   | 71,180.36       | 0                    | 500.00       | 600.00   | 3,340.00   | 500.00    | 4,431.73    | -         | \$ 80,552.09         |
| John Corbett                   | Firefighter (RT)   | 6    | 9/5/2018   | 73,122.78       | 0                    | 275.00       | 3,660.00 | 3,450.00   | 500.00    | 4,552.66    | -         | \$ 85,660.44         |
| Stephen Pena                   | Firefighter        | 5/6  | 11/10/2019 | 69,165.22       | 0                    | 400.00       | 3,660.00 | 3,300.00   | 500.00    | 4,306.26    | -         | \$ 81,331.48         |
| Andrew Pierce                  | Firefighter        | 5/6  | 11/11/2019 | 69,113.58       | 0                    | -            | 3,660.00 | 3,250.00   | 500.00    | 4,303.05    | -         | \$ 80,826.63         |
| Patrick Gallegher              | Firefighter        | 5/6  | 3/2/2020   | 68,287.38       | 0                    | 500.00       | 1,200.00 | 3,200.00   | 500.00    | 4,251.61    | -         | \$ 77,938.99         |
| James Murphy                   | Firefighter        | 4/5  | 4/6/2021   | 65,462.46       | 0                    | 500.00       | 1,200.00 | 3,100.00   | 500.00    | 4,075.73    | -         | \$ 74,838.19         |
| Daniel Coneeny                 | Firefighter        | 4/5  | 4/7/2021   | 65,412.80       | 0                    | 400.00       | 1,200.00 | 3,100.00   | 500.00    | 4,072.64    | -         | \$ 74,685.44         |
| Joe Bukoiemski IV              | Firefighter        | 3/4  | 12/13/2021 | 63,708.68       | 0                    | 500.00       | 1,200.00 | 3,000.00   | 500.00    | 3,966.54    | -         | \$ 72,875.22         |
| Robert Allen                   | Firefighter        | 3/4  | 12/14/2021 | 63,708.68       | 0                    | 400.00       | 1,200.00 | 3,000.00   | 500.00    | 3,966.54    | -         | \$ 72,775.22         |
| Bryce Spinosa                  | Firefighter        | 3/4  | 12/15/2021 | 63,708.68       | 0                    | 400.00       | 3,660.00 | 3,000.00   | 500.00    | 3,966.54    | -         | \$ 75,235.22         |
| Adam Martell                   | Firefighter        | 3/4  | 12/15/2021 | 64,090.69       | 0                    | 500.00       | 2,400.00 | 3,000.00   | 500.00    | 3,990.32    | -         | \$ 74,481.01         |
| Calvin Pellegrino              | Firefighter        | 2/3  | 12/15/2021 | 61,596.92       | 0                    | 500.00       | 900.00   | 2,900.00   | 500.00    | 3,835.06    | -         | \$ 70,231.98         |
| Jacob Snook                    | Firefighter        | 2/3  | 12/15/2021 | 61,596.92       | 0                    | 500.00       | 2,400.00 | 2,900.00   | 500.00    | 3,835.06    | -         | \$ 71,731.98         |
| James Sorenson                 | Firefighter        | 2/3  | 12/15/2021 | 61,327.88       | 0                    | 500.00       | 900.00   | 2,900.00   | 500.00    | 3,818.31    | -         | \$ 69,946.18         |
| Ryan Strazzere                 | Firefighter        | 2/3  | 12/15/2021 | 61,327.88       | 0                    | 500.00       | 900.00   | 2,900.00   | 500.00    | 3,818.31    | -         | \$ 69,946.18         |
| Maureen Dunton                 | Head Administrator | 7    | 3/2/1981   | 68,180.05       | 0                    | 1,000.00     | -        | -          | -         | -           | 4,434.00  | \$ 73,614.05         |
| Ellen O'Connor                 | PT Secretary       | 7    | 11/17/2014 | 41,130.37       | 0                    | 1,000.00     | -        | -          | -         | -           | 1,200.00  | \$ 43,330.37         |
| Marykathryn Hazel              | Dispatcher         | 8    | 12/8/2001  | 55,042.77       | 0                    | 300.00       | -        | 2,240.00   | -         | 2,741.59    | 3,300.00  | \$ 63,624.37         |
| John Pellegrino                | Dispatcher         | 8    | 1/4/2002   | 55,042.77       | 0                    | -            | -        | 2,240.00   | -         | 2,741.59    | 3,300.00  | \$ 63,324.37         |
| Diane Deloge                   | Dispatcher         | 8    | 5/12/2002  | 55,042.77       | 0                    | 500.00       | -        | -          | 2,000.00  | 2,741.59    | 3,300.00  | \$ 63,584.37         |
| Christina Winitzer             | Dispatcher         | 8    | 6/12/2013  | 55,042.77       | 0                    | -            | -        | 1,720.00   | -         | 2,741.59    | 2,100.00  | \$ 61,604.37         |
| William Egan                   | PT Dispatcher      | 8    | 4/17/2011  | 26,145.32       | 0                    | -            | -        | 2,240.00   | -         | 1,302.26    | 1,083.00  | \$ 30,770.57         |
| SUPER HOLIDAY                  |                    |      |            | 0               | 0                    |              | 0        | 0          | -         | 47,500.00   | 0         | \$ 47,500.00         |
| DETAIL COMP.                   |                    |      |            | 0               | 0                    |              | 0        | 0          | 42,000.00 | -           | 0         | \$ 42,000.00         |
| OUT OF GRADE                   |                    |      |            | 0               | 0                    | 0            | 0        | 0          | 34,000.00 | -           | 0         | \$ 34,000.00         |
| Fire Alarm Contract Settlement |                    |      |            | 90000           | 0                    | 0            | 0        | 0          | -         | -           | 0         |                      |
| IUPE Settlement                |                    |      |            | 5555.56         | 0                    | 0            | 0        | 0          | -         | -           | 0         |                      |
| Fire IAFF Settlement           |                    |      |            | 322186          | 0                    | 0            | 0        | 0          | -         | -           | 0         |                      |
| DEPARTMENT TOTAL               |                    |      |            | \$ 7,128,664.53 | 0.00                 | \$ 25,875.00 |          |            |           |             |           |                      |



| DESCRIPTION/DETAIL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |            |            |            |            |            |            |            |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| FY2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | FY2021     | FY2022     | FY2022     | FY2022     | FY2022     | FY2024     | FY2025     | FY2025     | FY2025      |
| BUDGETED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 322,635                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$ 296,860 | \$ 319,110 | \$ 308,739 | \$ 325,760 | \$ 305,549 | \$ 339,240 | \$ 349,840 | \$ 349,840 | \$ 349,840  |
| Supplies and Expenses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |            |            |            |            | Department | Town Mgr.  | Fin Com     |
| Used to purchase standards and laws which are updated annually                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |            |            |            |            |            | \$ 1,500   | \$ 1,500   | 1,500       |
| Books for New Hires ( 4 per year )                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |            |            |            |            |            |            |            |             |
| Used to purchase food for Fire Department personnel who are working at fire scenes                                                                                                                                                                                                                                                                                                                                                                                                                     |            |            |            |            |            |            | \$ 300     | \$ 300     | 300         |
| Used for repairs to the Town's fire stations, which are needed annually, and also for various building projects                                                                                                                                                                                                                                                                                                                                                                                        |            |            |            |            |            |            | \$ 12,000  | \$ 12,000  | 12,000      |
| Electrical Supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |            |            |            |            |            | \$ 3,000   | \$ 3,000   | 3,000       |
| Plumbing Supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |            |            |            |            |            | \$ 4,000   | \$ 4,000   | 4,000       |
| Used to purchase supplies to clean and maintain five stations and 24 motor vehicles                                                                                                                                                                                                                                                                                                                                                                                                                    |            |            |            |            |            |            | \$ 16,000  | \$ 16,000  | 16,000      |
| Used to purchase medical supplies for first aid kits (NARCAN, EpiPen), resuscitators and other life support equipment.                                                                                                                                                                                                                                                                                                                                                                                 |            |            |            |            |            |            | \$ 20,000  | \$ 20,000  | 20,000      |
| Filling and repair of portable fire extinguishers. Hydrostatic testing of tanks and extinguishers.                                                                                                                                                                                                                                                                                                                                                                                                     |            |            |            |            |            |            | \$ 4,500   | \$ 4,500   | 4,500       |
| Toner, parts and maintenance of department copiers                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |            |            |            |            |            |            | 11,500     | 11,500      |
| Exacom recording & 911 Secondary PSAP                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |            |            |            |            |            |            |             |
| General office supply allocation                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |            |            |            |            |            | \$ 4,300   | \$ 4,300   | 4,300       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |            |            |            |            |            |            |             |
| Uniforms & Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |            |            |            |            |            |            |            |             |
| Uniforms and equipment for all members. (Collective Bargaining Agreement Article 23).                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |            |            |            |            |            |            |             |
| Uniforms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |            |            |            |            |            | \$ 91,200  | \$ 91,200  | 91,200      |
| Gear for new hires                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |            |            |            |            |            | \$ 23,600  | \$ 23,600  | 23,600      |
| Damage Replacement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |            |            |            |            |            | \$ 5,000   | \$ 5,000   | 5,000       |
| Cleaning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |            |            |            |            |            | \$ 5,000   | \$ 5,000   | 5,000       |
| FAO uniforms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |            |            |            |            |            | \$ 4,000   | \$ 4,000   | 4,000       |
| Specialty teams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |            |            |            |            | \$ 27,750  | \$ 27,750  | 27,750      |
| New Replacement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |            |            |            |            | \$ 46,800  | \$ 46,800  | 46,800      |
| Training Materials Used for training of departmental personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |            |            |            |            | \$ 40,400  | \$ 40,400  | 40,400      |
| Hazmat exams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |            |            |            |            |            |            |            |             |
| EMT Recertification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |            |            |            |            |            |            |            |             |
| Supplies for 24 motor vehicles                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |            |            |            |            |            | \$ 28,990  | \$ 28,990  | 28,990      |
| Oil and Grease                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |            |            |            |            |            |            |            |             |
| Tires, Tubes & Chains (27 tires/yr)                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |            |            |            |            |            |            |            |             |
| Batteries                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |            |            |            |            |            |            |            |             |
| Welding Supplies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |            |            |            |            |            |            |            |             |
| Portable Radios                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |            |            |            |            |            |            |             |
| Gas Meters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |            |            |            |            |            |            |            |             |
| Total                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |            |            |            |            | \$ 349,840 | \$ 349,840 | 349,840     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |            |            |            |            |            |            |             |
| FY2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | FY2021     | FY2022     | FY2022     | FY2022     | FY2022     | FY2024     | FY2025     | FY2025     | FY2025      |
| BUDGETED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 161,031                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | \$ 161,031 | \$ 196,031 | \$ 170,537 | \$ 199,610 | \$ 178,065 | \$ 195,840 | \$ 196,240 | \$ 196,240 | \$ 196,240  |
| Contract Services/Leases                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |            |            |            |            |            | Department | Town Mgr.  | Fin Com     |
| Fire Alarm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |            |            |            |            |            | \$ 26,500  | \$ 26,500  | 26,500      |
| Repair & replacement of fire alarm wires, boxes, etc.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |            |            |            |            |            |            |             |
| Repairing & replacement of communication room equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |            |            |            |            |            |            |            |             |
| Police Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |            |            |            |            |            |            |            |             |
| CAD Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |            |            |            |            |            | \$ 33,200  | \$ 33,200  | 33,200      |
| Computer Aided Dispatch & Reporting software - maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |            |            |            |            |            |            |            |             |
| Fees & Memberships                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |            |            |            |            |            | \$ 6,785   | \$ 6,785   | 6,785       |
| International Association of Fire Chiefs                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |            |            |            |            |            |            |            |             |
| Massachusetts Chiefs Association                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |            |            |            |            |            |            |            |             |
| New England Chiefs Association                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |            |            |            |            |            |            |            |             |
| NFPA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |            |            |            |            |            |            |            |             |
| MIFDI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |            |            |            |            |            |            |             |
| Chiefs Conference Registration                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |            |            |            |            |            |            |            |             |
| District 6 Mutual Aid Association                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |            |            |            |            |            |            |            |             |
| Essex County Mutual Aid Association                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |            |            |            |            |            |            |            |             |
| District 6 Safe Trailer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |            |            |            |            |            |            |            |            |             |
| Rental & Leases                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |            |            |            |            | \$ 2,500   | \$ 2,500   | 2,500       |
| Copy machine - lease                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |            |            |            |            |            |            |            |             |
| Repairs To Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |            |            |            |            |            | \$ 80,000  | \$ 80,000  | 80,000      |
| Repair and maintenance of eight pumping engines, two ladder trucks, one rescue truck, one tank truck, two service trucks, four cars, three boats and six trailers. Repairs to radios, sirens, speakers, emergency generators, gas and diesel pumps, copy machine, and computers. Repairs to other equipment such as the "Jaws of Life", portable pumps, nozzles, portable generators and lights, etc. Repairs to stations: roof, heating and air conditioning equipment, garage doors and motors, etc. |            |            |            |            |            |            |            |            |             |
| Maintenance Contracts/                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |            |            |            |            |            | \$ 43,630  | \$ 43,630  | 43,630      |
| Six emergency generators                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |            |            |            |            |            |            |            |             |
| Compressor at Center station                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |            |            |            |            |            |            |            |            |             |
| Radio System Infrastructure equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |            |            |            |            |            |            |            |             |
| Plymout maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |            |            |            |            |            |            |            |             |
| Aerial Ladder Testing (NDT 2 trucks)                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |            |            |            |            |            |            |            |             |
| Pump Testing ( 8 Pumping Engines )                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |            |            |            |            |            |            |            |             |
| SCBA Harness Testing ( 56 Packs )                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |            |            |            |            |            |            |            |             |
| SCBA Tank Testing ( 30 per year )                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |            |            |            |            |            |            |            |             |
| State Inspection Stickers                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |            |            |            |            |            |            |            |             |
| Hydraulic Rescue Tools Testing ( 5 sets )                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |            |            |            |            |            |            |            |             |
| Garage Door Maintenance ( 5 stations )                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |            |            |            |            |            |            |            |            |             |
| Car Allowance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |            |            |            |            |            | \$ 3,625   | \$ 3,625   | 3,625       |
| Used to pay firefighters who attend the Massachusetts Firefighting Academy in Stow, Mass. (CBA)                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |            |            |            |            |            |            |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |            |            |            |            | \$ 196,240 | \$ 196,240 | 196,240     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |            |            |            |            |            |            |             |
| FY2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | FY2021     | FY2022     | FY2022     | FY2022     | FY2022     | FY2024     | FY2025     | FY2025     | FY2025      |
| BUDGETED                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 44,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | \$ 34,057  | \$ 64,000  | \$ 51,378  | \$ 70,000  | \$ 61,161  | \$ 70,000  | \$ 70,000  | \$ 70,000  | \$ 70,000   |
| Electricity & Heat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |            |            |            |            |            | Department | Town Mgr.  | Fin Com     |
| Cost of natural gas for heating in five stations and verizon utility                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |            |            |            |            |            | \$ 70,000  | \$ 70,000  | 70,000      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |            |            |            |            |            | \$ 70,000  | \$ 70,000  | 70,000      |



# Police

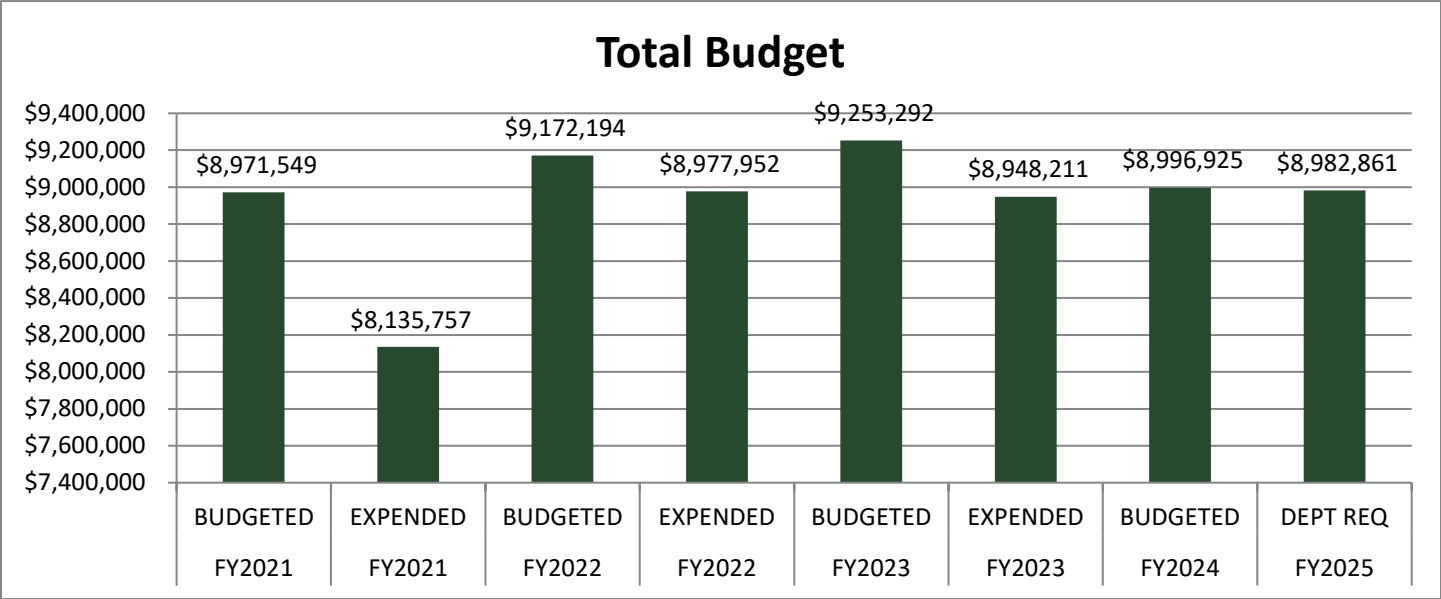
## Department Explanation

The Billerica Police Department is committed to the Community Policing Concept. To this end, the members of this department are dedicated to working harmoniously with other Town agencies and with the citizens of the Town of Billerica to create a safe and secure community environment and to help maintain the maximum quality of life to all residents herein, irrespective of race, creed, or cultural, social or political orientation.

Every member of the Billerica Police Department will be expected to act with respect, sensitivity, personal discipline and reliability while following the department’s mission. Each officer is expected to understand his or her responsibility to the Police Department, other Town agencies and to its citizens and will act with the highest degree of integrity and professionalism. The Department is broken down into multiple divisions including Administration, Animal Control, Criminal, Communications, EMS, Honor Guard, K9, Patrol, Records, and Traffic.

## Budget Narrative

In FY25 the Police Budget will see a decrease due to the Police Contract not being settled, moreover there is no cost-of-living adjustment for this group.



POLICE DEPARTMENT

Personnel Services

|                         |              |              |              |              |              |              |              |              |              |              |
|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Full Time               | \$ 5,853,695 | \$ 5,739,676 | \$ 5,973,428 | \$ 5,962,871 | \$ 6,043,241 | \$ 5,822,858 | \$ 5,833,673 | \$ 5,813,699 | \$ 5,813,699 | \$ 5,813,699 |
| Part Time/Seasonal      | \$ 5,000     | \$ 1,067     | \$ 5,000     | \$ 1,530     | \$ 5,000     | \$ 5,000     | \$ 5,000     | \$ 5,000     | \$ 5,000     | \$ 5,000     |
| Overtime                | \$ 745,000   | \$ 745,000   | \$ 780,000   | \$ 778,826   | \$ 780,000   | \$ 780,000   | \$ 789,250   | \$ 789,250   | \$ 789,250   | \$ 789,250   |
| Contractual Obligations | \$ 1,650,014 | \$ 1,650,014 | \$ 1,695,916 | \$ 1,677,568 | \$ 1,629,372 | \$ 1,629,372 | \$ 1,498,123 | \$ 1,488,992 | \$ 1,488,992 | \$ 1,488,992 |
| Total                   | \$ 8,253,699 | \$ 8,135,757 | \$ 8,454,344 | \$ 8,320,794 | \$ 8,457,613 | \$ 8,237,230 | \$ 8,126,046 | \$ 8,096,941 | \$ 8,096,941 | \$ 8,096,941 |

Expenses

|                          |            |      |            |            |            |            |            |            |            |            |
|--------------------------|------------|------|------------|------------|------------|------------|------------|------------|------------|------------|
| Supplies and Expenses    | \$ 298,350 | \$ - | \$ 298,350 | \$ 288,327 | \$ 338,777 | \$ 319,762 | \$ 338,277 | \$ 338,227 | \$ 338,227 | \$ 338,227 |
| Contract Services/Leases | \$ 206,700 | \$ - | \$ 206,700 | \$ 156,031 | \$ 214,950 | \$ 150,949 | \$ 258,650 | \$ 258,650 | \$ 258,650 | \$ 258,650 |
| Utilities                |            |      |            |            |            |            |            |            |            |            |
| Capital Outlay           | \$ 212,800 | \$ - | \$ 212,800 | \$ 212,800 | \$ 241,952 | \$ 240,270 | \$ 273,952 | \$ 289,043 | \$ 289,043 | \$ 289,043 |

Total Expenses

|              |              |              |              |              |              |              |              |              |              |              |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| TOTAL BUDGET | \$ 8,971,549 | \$ 8,135,757 | \$ 9,172,194 | \$ 8,977,952 | \$ 9,253,292 | \$ 8,948,211 | \$ 8,996,925 | \$ 8,982,861 | \$ 8,982,861 | \$ 8,982,861 |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|

POLICE DEPARTMENT

Dep. Req. TM. Rec. Fin Com Rec.

| Position              | FY2024 FTE | FY2025 FTE | FY2025 FTE | FY2025 FTE |
|-----------------------|------------|------------|------------|------------|
| Chief of Police       | 1          | 1          | 1          | 1          |
| Deputy Chiefs         | 1          | 1          | 1          | 1          |
| Captains              | 0          | 0          | 0          | 0          |
| Lieutenants           | 8          | 8          | 8          | 8          |
| Sergeants             | 10         | 10         | 10         | 10         |
| Patrolmen             | 48         | 48         | 48         | 48         |
| Bldg. Maint Craftsman | 1          | 1          | 1          | 1          |
| Clerks/Tech           | 4          | 4          | 4          | 4          |
| Dispatch Supervisor   | 1          | 1          | 1          | 1          |
| Civilian Dispatchers  | 9          | 9          | 9          | 9          |
| Total Staffing        | 83         | 83         | 83         | 83         |

One Civilian Dispatcher is grant funded.  
Two Patrolmen are Grant funded.

Difference PY \$ (14,064)  
% -0.16%

|                       |                        |          | ANN.       | Sick/EMT/Desk   |          |           |            |           |             |            | TOTAL SALARY |
|-----------------------|------------------------|----------|------------|-----------------|----------|-----------|------------|-----------|-------------|------------|--------------|
| NAME                  | POSITION               | STEP     | DATE       | BASE SALARY     | BONUS    | EDUC PAY  | SHIFT DIFF | SPEC PAY  | HOLIDAY PAY | LONGEVITY  | BENEFIT      |
|                       |                        |          |            |                 |          |           |            |           |             | RETIREMENT |              |
| Roy Frost             | Police Chief           | St #4/5  | 12/21/1997 | 176,153.70      | -        | 44,886.68 | -          | -         | -           | 3,393.00   | \$ 224,433   |
| Ron Balboni           | Lt. Cmdr               | St #10   | 3/13/1988  | 105,931.65      | 1,500.00 | 35,593.03 | 2,847.45   | 12,711.80 | 9,902.88    | -          | \$ 168,487   |
| Gregory Katz          | Lt. Cmdr               | St #9    | 7/16/1995  | 103,347.95      | -        | 28,937.42 | 1,157.49   | 12,401.75 | 9,308.27    | -          | \$ 155,153   |
| Sean Coffey           | Lieutenant / Detective | St #9    | 3/1/1997   | 103,347.95      | 1,500.00 | 26,619.99 | 1,064.80   | 3,132.00  | 8,586.85    | -          | \$ 144,252   |
| John Harring          | Lieutenant / FTS       | St #9    | 9/4/1996   | 103,347.95      | 1,400.00 | 26,754.99 | -          | 3,672.00  | 8,586.85    | -          | \$ 143,762   |
| William West          | Lieutenant             | St #10   | 10/28/1993 | 105,931.65      | -        | 26,752.91 | 3,210.35   | 1,080.00  | 8,544.23    | -          | \$ 145,519   |
| Robert Beloin         | Lieutenant             | St #9    | 8/11/1996  | 103,347.95      | 1,500.00 | 25,836.99 | -          | -         | 8,343.12    | -          | \$ 139,028   |
| John Zarro            | Lt / Records           | St #9/10 | 1/8/1995   | 104,595.25      | -        | 26,148.81 | 8,367.62   | -         | 8,420.47    | -          | \$ 147,532   |
| Francis Mirasolo      | Lieutenant             | St #10   | 3/25/1994  | 105,931.65      | -        | 26,482.91 | 6,355.90   | -         | 8,544.23    | -          | \$ 147,315   |
| Magnan, Glen          | Asst. Chief            | St #8    | 6/10/2002  | 100,827.27      | 750.00   | 28,987.84 | 1,159.51   | 15,124.09 | 9,324.00    | -          | \$ 156,173   |
| Mark Gualtieri        | Sergeant/RRT           | St #10   | 3/13/1994  | 91,544.85       | 1,400.00 | 23,669.21 | 2,840.31   | 3,132.00  | 7,668.29    | -          | \$ 130,255   |
| Tara Connors          | Sergeant / SRO         | St #8/9  | 9/1/1999   | 88,978.21       | -        | 23,027.55 | 1,381.65   | 3,132.00  | 7,481.49    | -          | \$ 124,001   |
| Mark Tsoukalas        | Sergeant               | St #9    | 6/21/1999  | 89,312.05       | 1,400.00 | 18,488.81 | 2,773.32   | 3,132.00  | 7,206.74    | -          | \$ 122,313   |
| Nathan Landry         | Sergeant               | St #6    | 1/14/2013  | 82,935.12       | 1,400.00 | 8,293.51  | 6,634.81   | -         | 5,463.59    | -          | \$ 104,727   |
| Rocco Magliozzi       | Sergeant/K9            | St #6    | 3/10/2014  | 82,935.12       | 1,400.00 | 8,660.91  | 2,598.27   | 3,672.00  | 5,658.60    | -          | \$ 104,925   |
| Timothy McKenna       | Sgt/CJIS Admin         | St #8    | 1/12/2003  | 87,133.71       | 2,900.00 | -         | 7,221.26   | 3,132.00  | 5,920.00    | -          | \$ 106,307   |
| Brian West            | Patrolman              | St #9/10 | 12/2/1994  | 76,958.21       | 1,000.00 | 19,239.55 | 6,156.66   | -         | 6,283.42    | -          | \$ 109,638   |
| Andrew DeVito         | Provisional Sergeant   | St #9    | 7/27/1997  | 89,312.05       | 1,400.00 | 18,488.81 | 2,218.66   | 3,132.00  | 7,206.74    | -          | \$ 121,758   |
| Stephen Cogswell      | Patrolman              | St #8    | 6/4/2001   | 74,010.72       | 1,400.00 | 18,502.68 | 4,440.64   | -         | 6,059.96    | -          | \$ 104,414   |
| Paul Brady            | Ptl / Taser            | St #8    | 6/4/2001   | 74,010.72       | -        | 15,428.54 | 2,314.28   | 3,132.00  | 6,063.58    | -          | \$ 100,949   |
| Michael Henckler      | Patrolman              | St #8    | 6/4/2001   | 74,010.72       | -        | 14,802.14 | 5,920.86   | -         | 5,829.56    | -          | \$ 100,563   |
| Richard Avant         | Patrolman / Car Seat   | St #8    | 2/19/2002  | 74,010.72       | -        | 15,428.54 | 925.72     | 3,132.00  | 6,063.58    | -          | \$ 99,561    |
| Dwayne Eidens         | Patrolman              | St #7    | 8/1/2005   | 72,205.58       | 750.00   | 18,834.39 | 2,712.16   | 3,132.00  | 6,163.21    | -          | \$ 103,797   |
| Pedro Nieves          | Patrolman              | St #7/8  | 4/4/2005   | 72,662.05       | -        | -         | -          | -         | 4,821.51    | -          | \$ 77,484    |
| Ivonne Osgood         | Ptl / SRO              | St #7/8  | 4/4/2005   | 72,662.05       | -        | 15,158.81 | 1,136.91   | 3,132.00  | 5,959.82    | -          | \$ 98,050    |
| Edward Peterson       | Patrolman              | St #7    | 4/10/2006  | 72,205.58       | -        | -         | 2,166.17   | -         | 4,795.57    | -          | \$ 79,167    |
| Francis Rayne         | Patrolman              | St #7    | 4/10/2006  | 72,205.58       | 1,400.00 | 18,051.39 | 2,166.17   | -         | 5,919.46    | -          | \$ 99,743    |
| Scott Pelouquin       | Patrolman              | St #9    | 2/1/1998   | 75,860.98       | -        | 15,172.20 | -          | -         | 5,967.79    | -          | \$ 97,001    |
| Robert Heffernan      | Patrolman              | St #8    | 4/9/2001   | 74,010.72       | 1,000.00 | 15,428.54 | -          | 3,132.00  | 6,063.58    | -          | \$ 99,635    |
| Ian Taylor            | Patrolman              | St #8    | 5/12/2003  | 74,010.72       | -        | -         | 2,314.28   | 3,132.00  | 5,102.98    | -          | \$ 84,560    |
| John Slaney           | Patrolman              | St #9    | 5/19/1997  | 75,860.98       | -        | 15,172.20 | 4,551.66   | -         | 5,967.79    | -          | \$ 101,553   |
| Christopher Philbrook | Patrolman              | St #6    | 9/16/2013  | 70,444.47       | -        | -         | 2,113.33   | 2,646.00  | 4,783.41    | -          | \$ 79,987    |
| Patrick O'Brien       | Patrolman              | St #6    | 3/10/2014  | 70,444.47       | -        | -         | 2,192.71   | 2,646.00  | 4,783.41    | -          | \$ 80,067    |
| Sarah Croke           | Patrolman/SRO          | St #6    | 3/10/2014  | 70,444.47       | -        | 7,357.85  | 2,207.29   | 3,132.00  | 4,880.91    | -          | \$ 88,023    |
| Ryan Koles            | Patrolman/K9           | St #6    | 4/17/2012  | 70,444.47       | -        | 7,411.65  | 4,446.99   | 3,672.00  | 4,880.91    | -          | \$ 90,856    |
| Robert Simmons        | Patrolman              | St #6    | 5/21/2012  | 70,444.47       | 1,000.00 | 7,357.65  | 2,207.29   | 3,132.00  | 4,880.91    | -          | \$ 89,022    |
| Gilbert Ynostoza      | Patrolman              | St #5/6  | 9/8/2014   | 69,914.75       | 750.00   | 7,304.68  | 2,191.40   | 3,132.00  | 4,851.49    | -          | \$ 88,144    |
| Cory Bandouveres      | Patrolman              | St #5    | 9/9/2015   | 67,372.13       | -        | 7,001.81  | 2,100.54   | 2,646.00  | 4,592.08    | -          | \$ 83,713    |
| Raphael Mendez        | Patrolman              | St #6    | 9/4/2012   | 70,444.47       | -        | 5,481.78  | 2,192.71   | 2,646.00  | 4,783.42    | -          | \$ 85,548    |
| Thomas Huff           | Patrolman              | St #5    | 9/12/2016  | 67,372.13       | -        | -         | 5,389.77   | -         | 4,494.62    | -          | \$ 77,257    |
| Sean Dougherty        | Patrolman/SRO          | St #5    | 10/30/2017 | 67,372.13       | -        | 6,737.41  | 2,021.28   | -         | 4,494.62    | -          | \$ 80,625    |
| Phil O'Loughlin       | Patrolman              | St #7    | 1/16/2008  | 72,205.58       | -        | 7,220.56  | 5,776.45   | -         | 4,795.57    | -          | \$ 89,998    |
| Guanci, Justin        | Patrolman              | St #5    | 3/4/2019   | 67,372.13       | -        | 7,001.81  | 2,100.54   | 2,646.00  | 4,592.12    | -          | \$ 83,713    |
| Dixon, Nena           | Patrolman              | St #5    | 5/20/2019  | 67,372.13       | -        | -         | 4,042.33   | -         | 4,494.62    | -          | \$ 75,909    |
| Giampa, Anthony       | Patrolman              | St #4/5  | 1/6/2020   | 65,620.26       | -        | -         | 1,968.61   | -         | 4,364.86    | -          | \$ 71,954    |
| Micalizzi, Gregory    | Patrolman              | St #4/5  | 1/6/2020   | 65,620.26       | -        | 6,562.03  | 1,968.61   | -         | 4,364.86    | -          | \$ 78,516    |
| Ware, Paul            | Patrolman              | St #4/5  | 1/6/2020   | 65,620.26       | -        | -         | 5,249.62   | -         | 4,364.86    | -          | \$ 75,235    |
| DeVito, Christopher   | Patrolman              | St #4    | 3/22/2021  | 63,985.18       | -        | 4,798.89  | 1,919.56   | -         | 4,283.75    | -          | \$ 74,987    |
| Xu, Jian Yi           | Patrolman              | St #5    | 2/11/2019  | 67,372.13       | 1,000.00 | -         | 5,389.77   | -         | 4,494.62    | -          | \$ 78,257    |
| Cangiamila, John      | Patrolman              | St #5    | 10/30/2017 | 67,372.13       | -        | 6,737.21  | 5,389.77   | -         | 4,494.62    | -          | \$ 83,994    |
| Oleary, Brooke        | Patrolman              | St #3/5  | 7/28/2019  | 67,038.79       | -        | -         | 5,363.10   | -         | 4,466.85    | -          | \$ 76,869    |
| Promotion             | Sergeant               | St. #8   | 1/0/1900   | 13,122.56       | 1,400.00 | 2,624.51  | 787.35     | -         | 1,280.44    | -          | \$ 19,215    |
| Promotion             | Sergeant               | St. #8   | 1/0/1900   | 13,122.56       | 1,400.00 | 2,624.51  | 1,049.80   | -         | 1,280.44    | -          | \$ 19,477    |
| Promotion             | Sergeant               | St. #8   | 1/0/1900   | 13,122.56       | 1,400.00 | 2,624.51  | 1,049.80   | -         | 1,280.44    | -          | \$ 19,477    |
| Casey, Daniel L.      | Patrolman              | St #5    | 9/27/2017  | 67,372.13       | -        | 10,105.82 | 5,389.77   | -         | 4,494.62    | -          | \$ 87,362    |
| Coffey, Derek C.      | Patrolman              | St #1/2  | 2/20/2023  | 60,105.30       | 1,000.00 | 6,010.53  | 1,803.16   | -         | 4,022.39    | -          | \$ 72,941    |
| Lamarca, Joseph       | Patrolman              | St #1/2  | 9/18/2023  | 58,781.62       | -        | 5,878.16  | 1,763.45   | -         | 3,967.67    | -          | \$ 70,391    |
| Nawn Fraser, Brendan  | Patrolman              | St #2/3  | 5/8/2023   | 59,616.40       | 1,000.00 | 4,471.23  | -          | -         | 4,011.27    | -          | \$ 69,099    |
| Walker, Christopher   | Patrolman              | St #2/3  | 5/8/2023   | 59,616.40       | 1,000.00 | 5,961.64  | 1,788.49   | -         | 4,011.27    | -          | \$ 72,378    |
| Eldridge, John        | Patrolman              | St #1/2  | 7/17/2023  | 59,166.43       | 960.00   | -         | -          | -         | 3,978.37    | -          | \$ 64,105    |
| Duggan, John          | Patrolman              | St #1/2  | 2/12/2024  | 57,883.72       | -        | 5,788.37  | 1,736.51   | -         | 3,989.05    | -          | \$ 69,398    |
| Garriety, Paul        | Patrolman              | St #1/2  | 2/12/2024  | 57,883.72       | -        | 5,788.37  | 1,736.51   | -         | 3,850.11    | -          | \$ 69,259    |
| Replacement           | Patrolman              | St #2/3  | 2/20/2023  | 60,105.30       | -        | 6,010.53  | 1,803.16   | -         | 3,989.05    | -          | \$ 71,908    |
| Replacement           | Patrolman              | St #1    | 7/1/2023   | 57,020.02       | -        | 5,702.00  | 1,710.60   | -         | 3,850.11    | -          | \$ 68,283    |
| Replacement           | Patrolman              | St #1    | 7/1/2024   | 57,020.02       | -        | 5,702.00  | 1,710.60   | -         | 3,850.11    | -          | \$ 68,283    |
| Replacement           | Patrolman              | St #1    | 7/1/2024   | 57,020.02       | -        | 5,702.00  | 1,710.60   | -         | 3,850.11    | -          | \$ 68,283    |
| Replacement/SRO       | Patrolman              | 0        | 1/0/1900   | Funded by Grant | -        | -         | -          | -         | -           | -          |              |
| Replacement/SRO       | Patrolman              | 0        | 1/0/1900   | Funded by Grant | -        | -         | -          | -         | -           | -          |              |
| John Manzi            | Bldg Maint             | St # 9   | 11/16/2015 | 70,797.23       | -        | -         | -          | -         | -           | -          | \$ 70,797    |
| Beverly Ouano         | Head Clerk             | St #7    | 10/19/1998 | 65,352.25       | 1,000.00 | -         | -          | -         | -           | 4,650.00   | \$ 71,002    |
| DiSarcina, Margaret   | Principal Clerk        | St #3/4  | 8/31/2022  | 57,755.62       | 400.00   | -         | -          | -         | -           | -          | \$ 58,156    |
| Elizabeth Patriquin   | Head Clerk             | St #7    | 3/4/1996   | 65,352.25       | -        | -         | -          | -         | -           | 4,650.00   | \$ 70,002    |
| Paolucci, Valerie     | Head Clerk             | St # 6/7 | 7/3/2023   | 59,587.05       | 1,000.00 | -         | -          | -         | -           | 1,200.00   | \$ 61,787    |
| Maureen Lamarree      | Dispatch Supervisor    | St #8    | 4/27/2015  | 86,888.55       | -        | -         | -          | 626.40    | 4,627.78    | 1,800.00   | \$ 93,943    |
| Matthew Leung         | Dispatch               | St #7    | 10/1/2007  | 68,816.83       | 300.00   | -         | 2,610.00   | 2,192.40  | 3,727.66    | 2,500.00   | \$ 80,147    |
| Robin Smith           | Dispatch               | St #5/6  | 1/5/2015   | 62,219.24       | -        | -         | -          | 2,192.40  | 3,374.47    | 1,800.00   | \$ 69,586    |
| Freitas, Jillian      | Civilian Dispatcher    | St #2/3  | 3/19/2023  | 56,029.05       | -        | -         | 2,610.00   | 626.40    | 3,085.70    | -          | \$ 62,351    |
| Fullerto, Erica       | Civilian Dispatcher    | St #5    | 9/19/2022  | 60,107.78       | -        | -         | -          | 626.40    | 3,293.88    | -          | \$ 64,028    |
| Eldridge, Kristyna    | Civilian Dispatcher    | St #5    | 3/11/2019  | 60,107.78       | 400.00   | -         | 2,088.00   | 626.40    | 3,293.88    | 783.00     | \$ 67,299    |
| Mazza, Elena          | Civilian Dispatcher    | St #1/2  | 9/26/2023  | 55,171.89       | 229.25   | -         | 2,088.00   | 626.40    | 3,054.15    | -          | \$ 61,170    |
| Casey, Shane          | Civilian Dispatcher    | St #4/5  | 1/6/2020   | 59,349.35       | 400.00   | -         | 2,610.00   | 626.40    | 3,254.55    | 783.00     | \$ 67,023    |
| McLaughlin, John      | Civilian Dispatcher    | St #1/2  | 10/2/2023  | 55,140.93       | -        | -         | 2,088.00   | 626.40    | 3,054.15    | -          | \$ 60,909    |
| Segien, Christopher   | Civilian Dispatcher    | St #2/3  | 2/12/2023  | 56,188.80       | -        | -         | -          | 626.40    | 3,092.09    | -          | \$ 59,907    |
| Bilo, Barbara         | Per Diem Dispatcher    | St. #3   | 1/15/2021  | 5,000.00        | -        | -         | -          | -         | -           | -          | \$ 5,000     |
| Replacement           | Civilian Dispatcher    | Funded b | 7/1/2022   | -               | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 | -        | -         | -          | -         | -           | -          | \$ -         |
|                       |                        |          |            |                 |          |           |            |           |             |            |              |

|                 |                 |
|-----------------|-----------------|
| Total Full time | \$ 5,813,699.46 |
| PT/Seasonal     | \$ 5,000.00     |
| Wellness OT     | \$ 9,250.00     |
| Overtime        | \$ 780,000.00   |
| Total Contract  | \$ 1,488,992.00 |
| Total Salary    | \$ 8,096,941.00 |



|               |  |  |
|---------------|--|--|
| 2:15/5MT/Deck |  |  |
|---------------|--|--|

|                     |                      |                 | ANN.     |                 | Sick/EMT/Desk |               |               |               |               |              | TOTAL SALARY    |
|---------------------|----------------------|-----------------|----------|-----------------|---------------|---------------|---------------|---------------|---------------|--------------|-----------------|
| NAME                | POSITION             | STEP            | DATE     | BASE SALARY     | OIC BONUS     | EDUC PAY      | SHIFT DIFF    | SPEC PAY      | HOLIDAY PAY   | LONGEVITY    | BENEFIT         |
|                     |                      |                 |          |                 |               |               |               |               |               | RETIREMENT   |                 |
| Roy Frost           | Police Chief         | St #4/5         | 12/21/97 | 176,153.70      | -             | 44,886.68     | -             | -             | -             | 3,393.00     | 224,433.38      |
| Ron Balboni         | Lt. Cmdr             | St #10          | 03/13/88 | 105,931.65      | 1,500.00      | 35,593.03     | 2,847.45      | 12,711.80     | 9,902.88      | -            | 168,486.81      |
| Gregory Katz        | Lt. Cmdr             | St #9           | 07/16/95 | 103,347.95      | -             | 28,937.42     | 1,157.49      | 12,401.75     | 9,308.27      | -            | 155,152.88      |
| Sean Coffey         | Lieutenant / Detect  | St #9           | 03/01/97 | 103,347.95      | 1,500.00      | 26,619.99     | 1,064.80      | 3,132.00      | 8,586.85      | -            | 144,251.59      |
| John Harring        | Lieutenant / FTS     | St #9           | 09/04/96 | 103,347.95      | 1,400.00      | 26,754.99     | -             | 3,672.00      | 8,586.85      | -            | 143,761.79      |
| William West        | Lieutenant           | St #10          | 10/28/93 | 105,931.65      | -             | 26,752.91     | 3,210.35      | 1,080.00      | 8,544.23      | -            | 145,519.14      |
| Robert Beloin       | Lieutenant           | St #9           | 08/11/96 | 103,347.95      | 1,500.00      | 25,836.99     | -             | -             | 8,343.12      | -            | 139,028.06      |
| John Zarro          | Lt / Records         | St #9/10        | 01/08/95 | 104,595.25      |               | 26,148.81     | 8,367.62      | -             | 8,420.47      | -            | 147,532.16      |
| Francis Mirasolo    | Lieutenant           | St #10          | 03/25/94 | 105,931.65      | -             | 26,482.91     | 6,355.90      | -             | 8,544.23      | -            | 147,314.69      |
| Magnan, Glen        | Asst. Chief          | St #8           | 06/10/02 | 100,827.27      | 750.00        | 28,987.84     | 1,159.51      | 15,124.09     | 9,324.00      | -            | 156,172.71      |
| Mark Gualtieri      | Sergeant/RRT         | St #10          | 03/13/94 | 91,544.85       | 1,400.00      | 23,669.21     | 2,840.31      | 3,132.00      | 7,668.29      | -            | 130,254.66      |
| Tara Connors        | Sergeant / SRO       | St #8/9         | 09/01/99 | 88,978.21       | -             | 23,027.55     | 1,381.65      | 3,132.00      | 7,481.49      | -            | 124,000.90      |
| Mark Tsoukalas      | Sergeant             | St #9           | 06/21/99 | 89,312.05       | 1,400.00      | 18,488.81     | 2,773.32      | 3,132.00      | 7,206.74      | -            | 122,312.92      |
| Nathan Landry       | Sergeant             | St #6           | 01/14/13 | 82,935.12       | 1,400.00      | 8,293.51      | 6,634.81      | -             | 5,463.59      | -            | 104,727.03      |
| Rocco Magliozzi     | Sergeant/K9          | St #6           | 03/10/14 | 82,935.12       | 1,400.00      | 8,660.91      | 2,598.27      | 3,672.00      | 5,658.60      | -            | 104,924.90      |
| Timothy McKenna     | Sgt/CJIS Admin       | St #8           | 01/12/03 | 87,133.71       | 2,900.00      | -             | 7,221.26      | 3,132.00      | 5,920.00      | -            | 106,306.97      |
| Brian West          | Patrolman            | St #9/10        | 12/02/94 | 76,958.21       | 1,000.00      | 19,239.55     | 6,156.66      | -             | 6,283.42      | -            | 109,637.84      |
| Andrew DeVito       | Provisional Sergeant | St #9           | 07/27/97 | 89,312.05       | 1,400.00      | 18,488.81     | 2,218.66      | 3,132.00      | 7,206.74      | -            | 121,758.26      |
| Stephen Cogswell    | Patrolman            | St #8           | 06/04/01 | 74,010.72       | 1,400.00      | 18,502.68     | 4,440.64      |               | 6,059.96      | -            | 104,414.00      |
| Paul Brady          | Ptl / Taser          | St #8           | 06/04/01 | 74,010.72       | -             | 15,428.54     | 2,314.28      | 3,132.00      | 6,063.58      | -            | 100,949.12      |
| Michael Henckler    | Patrolman            | St #8           | 06/04/01 | 74,010.72       | -             | 14,802.14     | 5,920.86      | -             | 5,829.56      | -            | 100,563.28      |
| Richard Avant       | Patrolman / Car Seat | St #8           | 02/19/02 | 74,010.72       | -             | 15,428.54     | 925.72        | 3,132.00      | 6,063.58      | -            | 99,560.56       |
| Dwayne Eidens       | Patrolman            | St #7           | 08/01/05 | 72,205.58       | 750.00        | 18,834.39     | 2,712.16      | 3,132.00      | 6,163.21      | -            | 103,797.34      |
| Pedro Nieves        | Patrolman            | St #7/8         | 04/04/05 | 72,662.05       | -             | -             | -             | -             | 4,821.51      | -            | 77,483.56       |
| Ivonne Osgood       | Ptl / SRO            | St #7/8         | 04/04/05 | 72,662.05       | -             | 15,158.81     | 1,136.91      | 3,132.00      | 5,959.82      | -            | 98,049.59       |
| Edward Peterson     | Patrolman            | St #7           | 04/10/06 | 72,205.58       | -             | -             | 2,166.17      | -             | 4,795.57      | -            | 79,167.31       |
| Francis Rayne       | Patrolman            | St #7           | 04/10/06 | 72,205.58       | 1,400.00      | 18,051.39     | 2,166.17      | -             | 5,919.46      | -            | 99,742.60       |
| Scott Peloquin      | Patrolman            | St #9           | 02/01/98 | 75,860.98       | -             | 15,172.20     | -             | -             | 5,967.79      | -            | 97,000.97       |
| Robert Heffernan    | Patrolman            | St #8           | 04/09/01 | 74,010.72       | 1,000.00      | 15,428.54     |               | 3,132.00      | 6,063.58      | -            | 99,634.84       |
| Ian Taylor          | Patrolman            | St #8           | 05/12/03 | 74,010.72       | -             | -             | 2,314.28      | 3,132.00      | 5,102.98      | -            | 84,559.98       |
| John Slaney         | Patrolman            | St #9           | 05/19/97 | 75,860.98       | -             | 15,172.20     | 4,551.66      |               | 5,967.79      | -            | 101,552.63      |
| Christopher Philbin | Patrolman            | St #6           | 09/16/13 | 70,444.47       | -             | -             | 2,113.33      | 2,646.00      | 4,783.41      | -            | 79,987.21       |
| Patrick O'Brien     | Patrolman            | St #6           | 03/10/14 | 70,444.47       | -             | -             | 2,192.71      | 2,646.00      | 4,783.41      | -            | 80,066.59       |
| Sarah Croke         | Patrolman/SRO        | St #6           | 03/10/14 | 70,444.47       | -             | 7,357.85      | 2,207.29      | 3,132.00      | 4,880.91      | -            | 88,022.52       |
| Ryan Koles          | Patrolman/K9         | St #6           | 04/17/12 | 70,444.47       | -             | 7,411.65      | 4,446.99      | 3,672.00      | 4,880.91      | -            | 90,856.01       |
| Robert Simmons      | Patrolman            | St #6           | 05/21/12 | 70,444.47       | 1,000.00      | 7,357.65      | 2,207.29      | 3,132.00      | 4,880.91      | -            | 89,022.32       |
| Gilbert Ynostoza    | Patrolman            | St #5/6         | 09/08/14 | 69,914.75       | 750.00        | 7,304.68      | 2,191.40      | 3,132.00      | 4,851.49      | -            | 88,144.32       |
| Cory Bandouvere     | Patrolman            | St #5           | 09/09/15 | 67,372.13       | -             | 7,001.81      | 2,100.54      | 2,646.00      | 4,592.08      | -            | 83,712.56       |
| Raphael Mendez      | Patrolman            | St #6           | 09/04/12 | 70,444.47       | -             | 5,481.78      | 2,192.71      | 2,646.00      | 4,783.42      | -            | 85,548.38       |
| Thomas Huff         | Patrolman            | St #5           | 09/12/16 | 67,372.13       | -             | -             | 5,389.77      | -             | 4,494.62      | -            | 77,256.52       |
| Sean Dougherty      | Patrolman/SRO        | St #5           | 10/30/17 | 67,372.13       | -             | 6,737.41      | 2,021.28      | -             | 4,494.62      | -            | 80,625.44       |
| Phil O'Loughlin     | Patrolman            | St #7           | 01/16/08 | 72,205.58       | -             | 7,220.56      | 5,776.45      | -             | 4,795.57      | -            | 89,998.16       |
| Guanci, Justin      | Patrolman            | St #5           | 03/04/19 | 67,372.13       | -             | 7,001.81      | 2,100.54      | 2,646.00      | 4,592.12      | -            | 83,712.60       |
| Dixon, Nena         | Patrolman            | St #5           | 05/20/19 | 67,372.13       | -             | -             | 4,042.33      | -             | 4,494.62      | -            | 75,909.08       |
| Giampa, Anthony     | Patrolman            | St #4/5         | 01/06/20 | 65,620.26       | -             | -             | 1,968.61      | -             | 4,364.86      | -            | 71,953.72       |
| Micalizzi, Gregory  | Patrolman            | St #4/5         | 01/06/20 | 65,620.26       |               | 6,562.03      | 1,968.61      | -             | 4,364.86      | -            | 78,515.75       |
| Ware, Paul          | Patrolman            | St #4/5         | 01/06/20 | 65,620.26       | -             | -             | 5,249.62      | -             | 4,364.86      | -            | 75,234.74       |
| DeVito, Christopher | Patrolman            | St #4           | 03/22/21 | 63,985.18       | -             | 4,798.89      | 1,919.56      | -             | 4,283.75      | -            | 74,987.37       |
| Xu, Jian Yi         | Patrolman            | St #5           | 02/11/19 | 67,372.13       | 1,000.00      | -             | 5,389.77      | -             | 4,494.62      | -            | 78,256.52       |
| Cangiamila, John    | Patrolman            | St #5           | 10/30/17 | 67,372.13       | -             | 6,737.21      | 5,389.77      |               | 4,494.62      | -            | 83,993.73       |
| Oleary, Brooke      | Patrolman            | St #3/5         | 07/28/19 | 67,038.79       | -             | -             | 5,363.10      |               | 4,466.85      | -            | 76,868.74       |
| Promotion           | Sergeant             | St. #8          |          | 13,122.56       | 1,400.00      | 2,624.51      | 787.35        | -             | 1,280.44      |              | 19,214.86       |
| Promotion           | Sergeant             | St. #8          |          | 13,122.56       | 1,400.00      | 2,624.51      | 1,049.80      | -             | 1,280.44      |              | 19,477.31       |
| Promotion           | Sergeant             | St. #8          |          | 13,122.56       | 1,400.00      | 2,624.51      | 1,049.80      | -             | 1,280.44      |              | 19,477.31       |
| Casey, Daniel L.    | Patrolman            | St #5           | 09/27/17 | 67,372.13       | -             | 10,105.82     | 5,389.77      | -             | 4,494.62      | -            | 87,362.34       |
| Coffey, Derek C.    | Patrolman            | St #1/2         | 02/20/23 | 60,105.30       | 1,000.00      | 6,010.53      | 1,803.16      | -             | 4,022.39      | -            | 72,941.38       |
| Lamarca, Joseph     | Patrolman            | St #1/2         | 09/18/23 | 58,781.62       |               | 5,878.16      | 1,763.45      | -             | 3,967.67      | -            | 70,390.90       |
| Nawn Fraser, Brent  | Patrolman            | St #2/3         | 05/08/23 | 59,616.40       | 1,000.00      | 4,471.23      | -             | -             | 4,011.27      | -            | 69,098.90       |
| Walker, Christopher | Patrolman            | St #2/3         | 05/08/23 | 59,616.40       | 1,000.00      | 5,961.64      | 1,788.49      | -             | 4,011.27      | -            | 72,377.80       |
| Eldridge, John      | Patrolman            | St #1/2         | 07/17/23 | 59,166.43       | 960.00        | -             | -             | -             | 3,978.37      | -            | 64,104.80       |
| Duggan, John        | Patrolman            | St #1/2         | 02/12/24 | 57,883.72       | -             | 5,788.37      | 1,736.51      | -             | 3,989.05      | -            | 69,397.65       |
| Garritty, Paul      | Patrolman            | St #1/2         | 02/12/24 | 57,883.72       | -             | 5,788.37      | 1,736.51      | -             | 3,850.11      | -            | 69,258.71       |
| Replacement         | Patrolman            | St #2/3         | 02/20/23 | 60,105.30       | -             | 6,010.53      | 1,803.16      | -             | 3,989.05      | -            | 71,908.04       |
| Replacement         | Patrolman            | St #1           | 07/01/23 | 57,020.02       | -             | 5,702.00      | 1,710.60      | -             | 3,850.11      | -            | 68,282.73       |
| Replacement         | Patrolman            | St #1           | 07/01/24 | 57,020.02       | -             | 5,702.00      | 1,710.60      | -             | 3,850.11      | -            | 68,282.73       |
| Replacement/SRO     | Patrolman            |                 |          | Funded by Grant | -             | -             | -             | -             | -             | -            | -               |
| Replacement/SRO     | Patrolman            |                 |          | Funded by Grant | -             | -             | -             | -             | -             | -            | -               |
| John Manzi          | Bldg Maint           | St # 9          | 11/16/15 | 70,797.23       | -             | -             | -             | -             | -             | -            | 70,797.23       |
| Beverly Ouano       | Head Clerk           | St #7           | 10/19/98 | 65,352.25       | 1,000.00      | -             | -             | -             | -             | 4,650.00     | 71,002.25       |
| DiSarcina, Margaret | Principal Clerk      | St #3/4         | 08/31/22 | 57,755.62       | 400.00        |               |               |               |               | -            | 58,155.62       |
| Elizabeth Patriquin | Head Clerk           | St #7           | 03/04/96 | 65,352.25       | -             | -             | -             | -             | -             | 4,650.00     | 70,002.25       |
| Paolucci, Valerie   | Head Clerk           | St # 6/7        | 07/03/23 | 59,587.05       | 1,000.00      | -             | -             | -             | -             | 1,200.00     | 61,787.05       |
| Maureen Lamarre     | Dispatch Supervisor  | St #8           | 04/27/15 | 86,888.55       |               |               |               | 626.40        | 4,627.78      | 1,800.00     | 93,942.73       |
| Matthew Leung       | Dispatch             | St #7           | 10/01/07 | 68,816.83       | 300.00        | -             | 2,610.00      | 2,192.40      | 3,727.66      | 2,500.00     | 80,146.89       |
| Robin Smith         | Dispatch             | St #5/6         | 01/05/15 | 62,219.24       | -             | -             | -             | 2,192.40      | 3,374.47      | 1,800.00     | 69,586.11       |
| Freitas, Jillian    | Civilian Dispatcher  | St #2/3         | 03/19/23 | 56,029.05       |               |               | 2,610.00      | 626.40        | 3,085.70      | -            | 62,351.15       |
| Fullerto, Erica     | Civilian Dispatcher  | St #5           | 09/19/22 | 60,107.78       |               |               | -             | 626.40        | 3,293.88      | -            | 64,028.06       |
| Eldridge, Kristyna  | Civilian Dispatcher  | St #5           | 03/11/19 | 60,107.78       | 400.00        | -             | 2,088.00      | 626.40        | 3,293.88      | 783.00       | 67,299.06       |
| Mazza, Elena        | Civilian Dispatcher  | St #1/2         | 09/26/23 | 55,171.89       | 229.25        |               | 2,088.00      | 626.40        | 3,054.15      | -            | 61,169.69       |
| Casey, Shane        | Civilian Dispatcher  | St #4/5         | 01/06/20 | 59,349.35       | 400.00        | -             | 2,610.00      | 626.40        | 3,254.55      | 783.00       | 67,023.30       |
| McLaughlin, John    | Civilian Dispatcher  | St #1/2         | 10/02/23 | 55,140.93       |               |               | 2,088.00      | 626.40        | 3,054.15      | -            | 60,909.48       |
| Segien, Christopher | Civilian Dispatcher  | St #2/3         | 02/12/23 | 56,188.80       | -             | -             | -             | 626.40        | 3,092.09      | -            | 59,907.29       |
| Bilo, Barbara       | Per Diem Dispatcher  | St. #3          | 01/15/21 | 5,000.00        |               |               |               |               |               |              | 5,000.00        |
| Replacement         | Civilian Dispatcher  | Funded by Grant | 07/01/22 |                 | -             | -             | -             | -             | -             | -            |                 |
|                     |                      |                 |          |                 |               |               |               |               |               |              | -               |
|                     |                      |                 |          |                 |               |               |               |               |               |              | -               |
|                     |                      |                 |          |                 |               |               |               |               |               |              | -               |
| DEPARTMENT TOTAL    |                      |                 |          | \$ 5,818,699.46 | \$ 36,739.25  | \$ 734,816.88 | \$ 189,002.41 | \$ 121,939.64 | \$ 384,934.43 | \$ 21,559.00 | \$ 7,307,691.08 |

One Civilian Dispatcher is grant funded.

|                 |    |              |
|-----------------|----|--------------|
| Total Full time | \$ | 5,813,699.46 |
| PT/Seasonal     | \$ | 5,000.00     |
| Wellness OT     | \$ | 9,250.00     |
| Overtime        | \$ | 780,000.00   |
| Total Contract  | \$ | 1,488,992.00 |
| Total Salary    | \$ | 8,096,941.00 |

**POLICE DEPARTMENT**  
**SALARY INFORMATION FY2024 BUDGETED**

|                       |                        |                | ANN.      |                 | Sick/EMT/Desk |           |            |           |             |            | TOTAL SALARY |
|-----------------------|------------------------|----------------|-----------|-----------------|---------------|-----------|------------|-----------|-------------|------------|--------------|
| NAME                  | POSITION               | STEP           | DATE      | BASE SALARY     | BONUS         | EDUC PAY  | SHIFT DIFF | SPEC PAY  | HOLIDAY PAY | LONGEVITY  | BENEFIT      |
|                       |                        |                |           |                 |               |           |            |           |             | RETIREMENT |              |
| Roy Frost             | Police Chief           | St #2/3        | 12/21/97  | 166,383.36      | -             | 42,444.09 | -          | -         | -           | 3,393.00   | 212,220.45   |
| Gerald Roche          | Asst. Chief            | St #10         | 04/02/87  | 105,931.65      | -             | 12,182.14 | 1,218.21   | 15,889.75 | 8,643.12    | -          | 143,864.87   |
| Ron Balboni           | Lt. Cmdr               | St #10         | 03/13/88  | 105,931.65      | 1,500.00      | 35,593.03 | 2,847.45   | 12,711.80 | 9,902.88    | -          | 168,486.81   |
| Edward O'Mahoney      | Lieutenant             | St #9          | 01/22/95  | 103,347.95      | -             | 25,836.99 | 6,200.88   | -         | 8,343.12    | -          | 143,728.94   |
| Gregory Katz          | Lt. Cmdr               | St #9          | 07/16/95  | 103,347.95      | 1,500.00      | 28,937.42 | 1,157.49   | 12,401.75 | 9,308.27    | -          | 156,652.88   |
| Sean Coffey           | Lieutenant / Detective | St #9          | 03/01/97  | 103,347.95      | 750.00        | 26,619.99 | 1,064.80   | 3,132.00  | 8,586.85    | -          | 143,501.59   |
| John Harring          | Lieutenant / FTS       | St #9          | 09/04/96  | 103,347.95      | 1,400.00      | 26,106.99 | -          | 1,080.00  | 8,343.12    | -          | 140,278.06   |
| William West          | Lieutenant             | St #9/10       | 10/28/93  | 105,090.21      | -             | 26,542.55 | 7,431.91   | 1,080.00  | 8,544.24    | -          | 148,688.92   |
| Mark Gualtieri        | Sergeant/RRT           | St #9/10       | 03/13/94  | 90,004.99       | 1,400.00      | 23,284.25 | 2,794.11   | 3,132.00  | 7,424.37    | -          | 128,039.72   |
| Robert Beloin         | Lieutenant             | St #9          | 08/11/96  | 103,347.95      | 1,500.00      | 26,619.99 | 1,848.88   | 3,132.00  | 8,343.12    | -          | 144,791.94   |
| John Zarro            | Sgt / Records          | St #9          | 01/08/95  | 89,312.05       | 1,400.00      | 23,111.01 | 2,773.32   | 3,132.00  | 7,494.53    | -          | 127,222.92   |
| Francis Mirasolo      | Lieutenant             | St #9/10       | 03/25/94  | 104,050.79      | 1,400.00      | 26,795.70 | 8,574.62   | 3,132.00  | 8,361.63    | -          | 152,314.75   |
| Glen Magnan           | Sergeant               | St #8          | 06/10/02  | 87,133.71       | 1,400.00      | 21,783.43 | 2,614.01   | -         | 7,325.01    | -          | 120,256.16   |
| Tara Connors          | Sergeant / SRO         | St #8          | 09/01/99  | 87,133.71       | -             | 22,566.43 | 1,354.00   | 3,132.00  | 7,325.01    | -          | 121,511.15   |
| Mark Tsoukalas        | Sergeant               | St #8/9        | 06/21/99  | 87,225.52       | 1,400.00      | 18,071.50 | 6,325.03   | 3,132.00  | 6,972.74    | -          | 123,126.79   |
| Nathan Landry         | Sergeant               | St #6          | 01/14/13  | 82,935.12       | 1,400.00      | 8,293.51  | 6,634.81   | -         | 5,463.59    | -          | 104,727.03   |
| Brian West            | Patrolman              | St #9          | 12/02/94  | 75,860.98       | -             | 19,748.25 | 6,319.44   | 3,132.00  | 6,203.95    | -          | 111,264.62   |
| Andrew DeVito         | Provisional Sergeant   | St #9          | 07/27/97  | 89,312.05       | 1,400.00      | 17,862.41 | -          | -         | 6,972.75    | -          | 115,547.21   |
| Stephen Cogswell      | Patrolman              | St #8          | 6/4/01    | 74,010.72       | 1,400.00      | 18,502.68 | 4,440.64   | -         | 6,059.96    | -          | 104,414.00   |
| Paul Brady            | Ptl / Taser            | St #8          | 06/04/01  | 74,010.72       | -             | 15,428.54 | 2,314.28   | 3,132.00  | 6,180.58    | -          | 101,066.12   |
| Michael Henckler      | Patrolman              | St #8          | 06/04/01  | 74,010.72       | -             | 14,802.14 | 5,920.86   | -         | 5,829.56    | -          | 100,563.28   |
| Timothy McKenna       | Ptl / C/JIS Admin      | St #8          | 01/12/03  | 74,010.72       | 1,500.00      | -         | 2,314.28   | 3,132.00  | 5,102.98    | -          | 86,059.98    |
| Richard Avant         | Patrolman / Car Seat   | St #8          | 02/19/02  | 74,010.72       | 1,500.00      | 15,428.54 | 925.72     | 3,132.00  | 6,063.58    | -          | 101,060.56   |
| Dwayne Eidens         | Patrolman              | St #7          | 08/01/05  | 72,205.58       | 750.00        | 18,834.39 | 2,712.16   | 3,132.00  | 6,163.21    | -          | 103,797.34   |
| Pedro Nieves          | Patrolman              | St #7          | 04/04/05  | 72,205.58       | -             | -         | -          | -         | 4,795.57    | -          | 77,001.15    |
| Ivonne Osgood         | Ptl /SRO               | St #7          | 04/04/05  | 72,205.58       | -             | 15,067.52 | 1,130.07   | 3,132.00  | 5,928.68    | -          | 97,463.84    |
| Edward Peterson       | Provisional Sergeant   | St #7          | 04/10/06  | 85,008.50       | 1,400.00      | -         | 6,800.68   | -         | 4,990.57    | -          | 98,199.75    |
| Francis Rayne         | Patrolman              | St #7          | 04/10/06  | 72,205.58       | 1,400.00      | 18,051.39 | 2,166.17   | -         | 5,919.46    | -          | 99,742.60    |
| Scott Peloquin        | Patrolman              | St #9          | 02/01/98  | 75,860.98       | -             | 15,172.20 | -          | -         | 6,651.21    | -          | 97,684.39    |
| Robert Heffernan      | Patrolman              | St #8          | 04/09/01  | 74,010.72       | 1,000.00      | 15,428.54 | -          | 3,132.00  | 6,063.58    | -          | 99,634.84    |
| Ian Taylor            | Patrolman              | St #8          | 05/12/03  | 74,010.72       | -             | -         | 2,314.28   | 3,132.00  | 5,102.98    | -          | 84,559.98    |
| John Slaney           | Patrolman              | St #9          | 05/19/97  | 75,860.98       | -             | 15,172.20 | 4,551.66   | -         | 5,967.79    | -          | 101,552.63   |
| Christopher Philbrook | Patrolman              | St #5/6        | 09/16/13  | 69,797.04       | -             | -         | 2,093.91   | 2,646.00  | 4,685.90    | -          | 79,222.85    |
| Patrick O'Brien       | Patrolman              | St #5/6        | 03/10/14  | 68,325.61       | -             | -         | 2,049.77   | 2,646.00  | 4,685.90    | -          | 77,707.28    |
| Sarah Croke           | Patrolman/SRO          | St #5/6        | 03/10/14  | 68,325.61       | -             | 7,145.96  | 1,057.56   | 3,132.00  | 4,685.90    | -          | 84,347.03    |
| Rocco Magliozzi       | Patrolman              | St #5/6        | 03/10/14  | 68,325.61       | -             | 7,145.96  | 2,143.79   | 3,132.00  | 4,685.90    | -          | 85,433.26    |
| Ryan Koles            | Patrolman              | St #6          | 04/17/12  | 70,444.47       | -             | 7,309.05  | 4,385.43   | 2,646.00  | 4,783.41    | -          | 89,568.35    |
| Robert Simmons        | Patrolman              | St #6          | 05/21/12  | 70,444.47       | -             | 7,309.05  | 2,192.71   | 2,646.00  | 4,685.90    | -          | 87,278.13    |
| Gilbert Ynostoza      | Patrolman              | St #5          | 09/08/14  | 67,372.13       | -             | 7,050.41  | 2,115.12   | 3,132.00  | 4,592.08    | -          | 84,261.74    |
| Cory Bandouveres      | Patrolman              | St #5          | 09/09/15  | 67,372.13       | -             | 7,001.81  | 2,100.54   | 2,646.00  | 4,592.08    | -          | 83,712.56    |
| Raphael Mendez        | Patrolman              | St #6          | 09/04/12  | 70,444.47       | -             | 5,481.78  | 2,192.71   | 2,646.00  | 4,783.42    | -          | 85,548.38    |
| Thomas Huff           | Patrolman              | St #5          | 09/12/16  | 67,372.13       | -             | -         | 5,389.77   | -         | 4,494.62    | -          | 77,256.52    |
| Alexander Allen       | Patrolman              | St #5          | 10/30/17  | 67,372.13       | 1,000.00      | 6,737.21  | -          | -         | 4,494.62    | -          | 79,603.96    |
| Sean Dougherty        | Patrolman/SRO          | St #5          | 10/30/17  | 67,372.13       | -             | 7,050.61  | 2,115.24   | 3,132.00  | 4,689.62    | -          | 84,359.60    |
| Phil O'Loughlin       | Patrolman              | St #7          | 01/16/08  | 72,205.58       | -             | 7,220.56  | 5,776.45   | -         | 4,795.57    | -          | 89,998.16    |
| Guanci, Justin        | Patrolman              | St #4/5        | 03/04/19  | 65,101.18       | -             | 6,510.12  | 2,032.42   | 2,646.00  | 4,685.90    | -          | 80,975.62    |
| Dixon, Nena           | Patrolman              | St #4/5        | 05/20/19  | 64,387.46       | -             | -         | 3,863.25   | -         | 4,283.75    | -          | 72,534.46    |
| Giampa, Anthony       | Patrolman              | St #4          | 01/06/20  | 63,985.18       | -             | -         | 5,118.81   | -         | 4,283.75    | -          | 73,387.74    |
| Micalizzi, Gregory    | Patrolman              | St #4          | 01/06/20  | 63,985.18       | -             | -         | 5,118.81   | -         | 4,283.75    | -          | 73,387.74    |
| John Thatcher         | Patrolman              | St #4          | 01/06/20  | 63,985.18       | -             | -         | 5,118.81   | -         | 4,283.75    | -          | 73,387.74    |
| Ware, Paul            | Patrolman              | St #4          | 01/06/20  | 63,985.18       | -             | -         | 5,118.81   | -         | 4,283.75    | -          | 73,387.74    |
| DeVito, Christopher   | Patrolman              | St #3/4        | 03/22/21  | 62,274.69       | 750.00        | 4,670.60  | 1,868.24   | -         | 4,168.18    | -          | 73,731.71    |
| Xu, Jian Yi           | Patrolman              | St #4/5        | 02/11/19  | 65,295.84       | 1,000.00      | -         | 5,223.67   | -         | 4,283.75    | -          | 75,803.25    |
| Cangiamila, John      | Patrolman              | St #5          | 10/30/17  | 67,372.13       | 1,000.00      | 6,737.21  | 4,042.33   | -         | 4,494.62    | -          | 83,646.29    |
| Oleary, Brooke        | Patrolman              | St #1/2        | 01/17/22  | 60,327.53       | 460.00        | -         | 3,619.65   | -         | 3,989.05    | -          | 68,396.23    |
| Promotion             | Sergeant               | St. #8         | 01/00/00  | 13,122.56       | 1,400.00      | 2,624.51  | 787.35     | -         | 1,280.44    | -          | 19,214.86    |
| Promotion             | Sergeant               | St. #8         | 01/00/00  | 13,122.56       | 1,400.00      | 2,624.51  | 1,049.80   | -         | 1,280.44    | -          | 19,477.31    |
| Replacement           | Patrolman              | St #1/2        | 02/20/23  | 57,840.96       | -             | 5,784.10  | 1,735.23   | -         | 3,989.05    | -          | 69,349.34    |
| Replacement           | Patrolman              | St #1/2        | 02/20/23  | 57,840.96       | -             | 4,338.07  | 1,735.23   | -         | 3,989.05    | -          | 67,903.31    |
| Replacement           | Patrolman              | St #1/2        | 02/20/23  | 57,840.96       | -             | 4,338.07  | 1,735.23   | -         | 3,989.05    | -          | 67,903.31    |
| Replacement           | Patrolman              | St #1/2        | 02/20/23  | 57,840.96       | -             | -         | 1,735.23   | -         | 3,989.05    | -          | 63,565.24    |
| Replacement           | Patrolman              | St #1/2        | 02/20/23  | 57,840.96       | -             | -         | 1,735.23   | -         | 3,989.05    | -          | 63,565.24    |
| Replacement           | Patrolman              | St #1/2        | 05/01/23  | 57,840.96       | -             | -         | 1,735.23   | -         | 3,989.05    | -          | 63,565.24    |
| Replacement           | Patrolman              | St #1/2        | 07/01/23  | 57,413.39       | -             | 5,741.34  | 1,722.40   | -         | 3,989.05    | -          | 68,866.18    |
| Replacement           | Patrolman              | St #1          | 07/01/23  | 57,020.02       | -             | 5,702.00  | 1,710.60   | -         | 3,850.11    | -          | 68,282.73    |
| Replacement           | Patrolman              | St #1/2        | 02/20/23  | 57,840.96       | -             | 5,784.10  | 1,735.23   | -         | 3,989.05    | -          | 69,349.34    |
| Replacement           | Patrolman              | St #1          | 07/01/23  | 57,020.02       | -             | 5,702.00  | 1,710.60   | -         | 3,850.11    | -          | -            |
| Replacement/SRO       | Patrolman              |                |           | Funded by Grant | -             | -         | -          | -         | -           | -          | -            |
| Replacement/SRO       | Patrolman              |                |           | Funded by Grant | -             | -         | -          | -         | -           | -          | -            |
| John Manzi            | Bldg Maint             | St # 9         | 11/16/15  | 68,074.25       | -             | -         | -          | -         | -           | -          | 68,074.25    |
| Beverly Ouano         | Head Clerk             | St #7          | 10/19/98  | 61,008.45       | 1,000.00      | -         | -          | -         | -           | 3,900.00   | 65,908.45    |
| Replacement           | Head Clerk             | St #6          | 03/12/18  | 58,661.66       | -             | -         | -          | -         | -           | 1,200.00   | 59,861.66    |
| Elizabeth Patriquin   | Head Clerk             | St #7          | 03/04/96  | 61,008.45       | -             | -         | -          | -         | -           | 3,900.00   | 64,908.45    |
| Paolucci, Valerie     | Principal Clerk        | St # 6         | 03/12/18  | 53,487.14       | 1,000.00      | -         | -          | -         | -           | 1,200.00   | 55,687.14    |
| Maureen Lamarree      | Dispatch Supervisor    | St #8          | 04/27/15  | 83,000.00       | -             | -         | -          | 626.00    | 4,542.92    | -          | 88,168.92    |
| Matthew Leung         | Dispatch               | St #7          | 10/01/07  | 67,467.46       | -             | -         | 2,610.00   | 626.40    | 3,660.45    | 2,500.00   | 76,864.31    |
| Robin Smith           | Dispatch               | St #5/6        | 01/05/15  | 60,999.16       | -             | -         | -          | 626.40    | 3,440.59    | 783.00     | 65,849.15    |
| Replacement           | Civilian Dispatcher    | St #1/2        | 06/06/22  | 52,997.24       | -             | -         | 2,610.00   | 626.40    | 2,933.36    | -          | 59,167.00    |
| Fullerto, Erica       | Civilian Dispatcher    | St #4          | 09/19/22  | 57,491.51       | -             | -         | 2,610.00   | 626.40    | 3,093.73    | -          | 63,821.64    |
| Eldridge, Kristyna    | Civilian Dispatcher    | St #5          | 3/11/2019 | 58,929.10       | -             | -         | 2,088.00   | 626.40    | 3,235.17    | 783.00     | 65,661.67    |
| Guerrero, Brenda      | Civilian Dispatcher    | St #1/2        | 11/28/22  | 53,816.96       | -             | -         | 2,088.00   | 626.40    | 2,933.36    | -          | 59,464.72    |
| Casey, Shane          | Civilian Dispatcher    | St #4          | 01/06/20  | 57,491.51       | -             | -         | 2,088.00   | 626.40    | 3,109.84    | -          | 63,315.75    |
| Replacement           | Civilian Dispatcher    | St #1/2        | 6/6/2022  | 52,997.24       | -             | -         | 2,088.00   | 626.40    | 2,933.36    | -          | 58,645.00    |
| Bilo, Barbara         | Per Diem Dispatcher    | St. #3         | 1/15/2021 | 5,000.00        | -             | -         | -          | -         | -           | -          | 5,000.00     |
| Replacement           | Civilian Dispatcher    | unded by Grant | 7/1/2022  | -               | -             | -         | -          | -         | -           | -          | -            |
| 0                     |                        |                |           | -               | -             | -         | -          | -         | -           | -          | -            |
| IUPA Settlement       |                        |                | 1/0/1900  | 11,111.12       | -             | -         | -          | -         | -           | -          | 11,111.12    |
|                       |                        |                |           |                 |               |           |            |           |             |            | -            |
|                       |                        |                |           |                 |               |           |            |           |             |            |              |
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|                       |                        |                |           |                 |               |           |            |           |             |            |              |
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|                       |                        |                |           |                 |               |           |            |           |             |            |              |
|                       |                        |                |           |                 |               |           |            |           |             |            |              |

| POLICE DESCRIPTION DETAIL |          |            |            |            |            |            |            |            |             |
|---------------------------|----------|------------|------------|------------|------------|------------|------------|------------|-------------|
| FY 2021                   | FY 2021  | FY 2022    | FY 2022    | FY 2023    | FY 2023    | FY 2024    | FY 2025    | FY 2025    | FY 2025     |
| BUDGETED                  | EXPENDED | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 298,350                |          | \$ 298,350 | \$ 288,327 | \$ 338,777 | \$ 319,762 | \$ 338,277 | \$ 338,227 | \$ 338,227 | \$ 338,227  |

FY25

|                                                                                                                                                                                                                                                                                                                                                                                                   | Department | Town Mgr.  | Fin Com    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|------------|
| 5400 <i>Supplies and Expenses</i>                                                                                                                                                                                                                                                                                                                                                                 |            |            |            |
| 5401 Dispatch Expenses                                                                                                                                                                                                                                                                                                                                                                            | \$ 8,000   | \$ 8,000   | \$ 8,000   |
| 5402 Community Services - Traffic Safety Programs: School bus safety program materials, booklets, videos; seat belt and child seat educational materials; safety equipment, signs, cones, tape, and miscellaneous supplies. Maintenance and supplies for speed monitoring equipment.                                                                                                              | \$ 3,000   | \$ 3,000   | \$ 3,000   |
| 5403 Community Services - Citizen Police Acadmey/ RAD and other public awareness and informational programs; RAD protective gear; CRASE Training; Crime Prevention Displays, videos, specialized RAD crime prevention training. Personal Alert Program                                                                                                                                            | \$ 3,000   | \$ 3,000   | \$ 3,000   |
| 5404 K-9 Expensis- training, food, shelter, equipment and supplies as needed for k-9's                                                                                                                                                                                                                                                                                                            | \$ 10,000  | \$ 10,000  | \$ 10,000  |
| 5405 Community Services- Recruitment Programs; materials and supplies, Youth Engagement Programs with Recreation and BGC of Billerica; bicycle program, and repairs and replacements as needed                                                                                                                                                                                                    | \$ 10,000  | \$ 10,000  | \$ 10,000  |
| 5406 Firearms/Armorer/Tactical Training Programs: participation active shooter training; ammunition for dept.Academy Training; targets, range supplies, safety equipment; armorer's supplies and instructor training. TASER replacements and supplies. Additional Training conducted at Alexander Road and Schools (ASHER) for Scenario Based Training                                            | \$ 33,327  | \$ 33,327  | \$ 33,327  |
| 5407 NEMLEC/RRT/SWAT Program: Specialized ammunition and training gear, uniforms and communication equipment, including radios, pagers and various other supplies.                                                                                                                                                                                                                                | \$ 7,500   | \$ 7,500   | \$ 7,500   |
| 5408 Building Maintenance and Equipment: Custodial and janitorial supplies, building repair, plumbing and electrical supplies: locks, keys, hardware, tools, lockup area supplies and equipment, Elevator inspection and repairs                                                                                                                                                                  | \$ 17,000  | \$ 17,000  | \$ 17,000  |
| 5409 Technical Services Equipment/Supplies/Repairs: Including complete in-house computer system and CDMA/LTE Laptop mobile system; cost of LP gas for Block House; Laptop battery replacement: purchase , cartridges, computer system back up systems, 911 communications, video and audio recording tapes, replace PC's, UPS batteries and equipment and various other computer system supplies. | \$ 24,600  | \$ 24,600  | \$ 24,600  |
| 5410 Blank - former food for prisoners                                                                                                                                                                                                                                                                                                                                                            |            |            |            |
| 5411 Fleet Maintenance/Repair: Vehicle inspections, tires, batteries, engine oil, collision deductibles, car washes, and various other vehicle supplies and repairs.                                                                                                                                                                                                                              | \$ 80,500  | \$ 80,500  | \$ 80,500  |
| 5411 B Sub account for the purchase of car warranty extentions for new vehicles (only specialty assigned specialty vehicles).                                                                                                                                                                                                                                                                     | \$ 3,500   | \$ 3,500   | \$ 3,500   |
| 5412 Office Supplies/Equipment/PrintingPostage/Chief Personal Office Supply                                                                                                                                                                                                                                                                                                                       | \$ 9,900   | \$ 9,900   | \$ 9,900   |
| 5413 Behavioral Health Unit                                                                                                                                                                                                                                                                                                                                                                       | \$ 4,500   | \$ 4,500   | \$ 4,500   |
| 5414 Uniforms: Estimated cost for 68 officers and 10 dispatchers, including emergency replacement and cleaning allowance per contractual agreement.                                                                                                                                                                                                                                               | \$ 114,400 | \$ 114,400 | \$ 114,400 |
| 5415 Criminal Bureau/Photography Supplies; Fingerprint Supplies; 3SI; various other crime scene investigation related materials.                                                                                                                                                                                                                                                                  | \$ 6,000   | \$ 6,000   | \$ 6,000   |
| 5417 General Office Supplies for Records Department and Details                                                                                                                                                                                                                                                                                                                                   | \$ 3,000   | \$ 3,000   | \$ 3,000   |
|                                                                                                                                                                                                                                                                                                                                                                                                   | \$ 338,227 | \$ 338,227 | \$ 338,227 |

| FY 2021    | FY 2021  | FY 2022    | FY 2022    | FY 2023    | FY 2023    | FY 2024    | FY 2025    | FY 2025    | FY 2025     |
|------------|----------|------------|------------|------------|------------|------------|------------|------------|-------------|
| BUDGETED   | EXPENDED | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 206,700 |          | \$ 206,700 | \$ 156,031 | \$ 214,950 | \$ 150,949 | \$ 258,650 | \$ 258,650 | \$ 258,650 | \$ 258,650  |

|                                                                                                                                                                                                                                                                                                                              | Department | Town Mgr.  | Fin Com    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|------------|
| 5200 <i>Contract Services/Leases</i>                                                                                                                                                                                                                                                                                         |            |            |            |
| 5201 Professional Training: Firearms Instructor, Community Policing and Management Training, Computer Training for Officers and Dispatchers, MPAC and Power DMS Training, various seminars and updates; Recruit and In-Service Academy training, Training travel expenses.                                                   | \$ 83,700  | \$ 83,700  | \$ 83,700  |
| 5202 Blank                                                                                                                                                                                                                                                                                                                   |            |            | \$ -       |
| 5203 Consultation Services: Services related to Internal Investigations..                                                                                                                                                                                                                                                    | \$ 7,000   | \$ 10,000  | \$ 10,000  |
| 5204 Estimated cost for employeee wellness, On Site Academy wellness program, etc.                                                                                                                                                                                                                                           | \$ 16,000  | \$ 16,000  | \$ 16,000  |
| 5205 Estimated cost of various memberships including: MA, N.E.and International Chiefs of Police Assn., PERF, FBINA, SRO, Firearm Instructor's Assn., American Society of Law Enforcement, Crime Prevention Officer's Assn., National Pal Assn.                                                                              | \$ 5,000   | \$ 5,000   | \$ 5,000   |
| 5206 Contract Cleaning Service for Building.                                                                                                                                                                                                                                                                                 | \$ 500     | \$ 3,500   | \$ 3,500   |
| 5207 Contract Cost for Code red (On Solve) and Public Relations and Website Management Firm                                                                                                                                                                                                                                  | \$ 21,000  | \$ 15,000  | \$ 15,000  |
| 5208 Equipment Maintenance Contracts: Including In-House Computer System through ARMS, Recording equipment through Acorn, Communications Equipment through All-Comm, Portable Radios, console, mobile sets, repeater system, Identix System, Baracuda/Sonicwall security services and warranty, FirstNet Laptop Cell Carrier | \$ 90,800  | \$ 90,800  | \$ 90,800  |
| 5209 BAPER-NEMLEC Regional Communication System Microwave Link, yearly assessment. Satellite repeater land line expenses.                                                                                                                                                                                                    | \$ 8,650   | \$ 8,650   | \$ 8,650   |
| 5210 CHSB/Teletype Costs: Estimated cost of CJIS system and maintenance contract through CHSB and user fee. Maintance and user fee for Link to SP Fingerprint Sectik                                                                                                                                                         | \$ 2,000   | \$ 2,000   | \$ 2,000   |
| 5211 Blank                                                                                                                                                                                                                                                                                                                   |            |            |            |
| 5212 Laptop Maintenance and Replacement                                                                                                                                                                                                                                                                                      | \$ 12,000  | \$ 12,000  | \$ 12,000  |
| 5213 Flock Camera: Fee for 4 cameras at \$3,000 per camera, to assist with community safety                                                                                                                                                                                                                                  | \$ 12,000  | \$ 12,000  | \$ 12,000  |
| Total Contract Services                                                                                                                                                                                                                                                                                                      | \$ 258,650 | \$ 258,650 | \$ 258,650 |

| FY 2021    | FY 2021  | FY 2022    | FY 2022    | FY 2023    | FY 2023    | FY 2024    | FY 2025    | FY 2025    | FY 2025     |
|------------|----------|------------|------------|------------|------------|------------|------------|------------|-------------|
| BUDGETED   | EXPENDED | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 212,800 |          | \$ 212,800 | \$ 212,800 | \$ 241,952 | \$ 240,270 | \$ 273,952 | \$ 289,043 | \$ 289,043 | \$ 289,043  |

|                                                                                                 | Department | Town Mgr.  | Fin Com    |
|-------------------------------------------------------------------------------------------------|------------|------------|------------|
| 5800 Cost for purchase of 3 Replacement Police Cruisers (\$69,406.88) plus K9 Truck (80,822.35) | \$ 289,043 | \$ 289,043 | \$ 289,043 |
|                                                                                                 | \$ 289,043 | \$ 289,043 | \$ 289,043 |

# Sealer of Weights and Measure

## Department Explanation

The Sealer of Weights and Measures is responsible for enforcing the accuracy requirements and other standards relating to weighing and measuring devices used in the sale of food, fuels, and other products. There is no increase or decrease this year, this budget will remain the same.

|                           | FY2021<br>BUDGETED | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| <b>SEALER OF WEIGHTS</b>  |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| <i>Personnel Services</i> |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Full Time                 |                    |                    |                    |                    |                    |                    | \$ -               | \$ -               | \$ -             | \$ -                  |
| Part Time/Seasonal        |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Overtime                  |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Contractual Obligations   |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Total                     |                    |                    |                    |                    |                    |                    | \$ -               | \$ -               | \$ -             | \$ -                  |
| <i>Expenses</i>           |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Supplies and Expenses     |                    |                    |                    |                    |                    |                    | \$ -               | \$ -               | \$ -             | \$ -                  |
| Contract Services/Leases  | \$ 12,500          | \$ 12,500          | \$ 12,500          | \$ 12,500          | \$ 13,500          | \$ 13,500          | \$ 16,000          | \$ 16,000          | \$ 16,000        | \$ 16,000             |
| Utilities                 |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Capital Outlay            |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Total Expenses            | \$ 12,500          | \$ 12,500          | \$ 12,500          | \$ 12,500          | \$ 13,500          | \$ 13,500          | \$ 16,000          | \$ 16,000          | \$ 16,000        | \$ 16,000             |
| <b>TOTAL BUDGET</b>       | <b>\$ 12,500</b>   | <b>\$ 12,500</b>   | <b>\$ 12,500</b>   | <b>\$ 12,500</b>   | <b>\$ 13,500</b>   | <b>\$ 13,500</b>   | <b>\$ 16,000</b>   | <b>\$ 16,000</b>   | <b>\$ 16,000</b> | <b>\$ 16,000</b>      |

|                         | FY2024 | FY2025 |
|-------------------------|--------|--------|
| Position                | FTE    | FTE    |
| Weights & Measurer Insp |        |        |
| <b>Total Staffing</b>   | 0      | 0      |



# Section 8: Public Works

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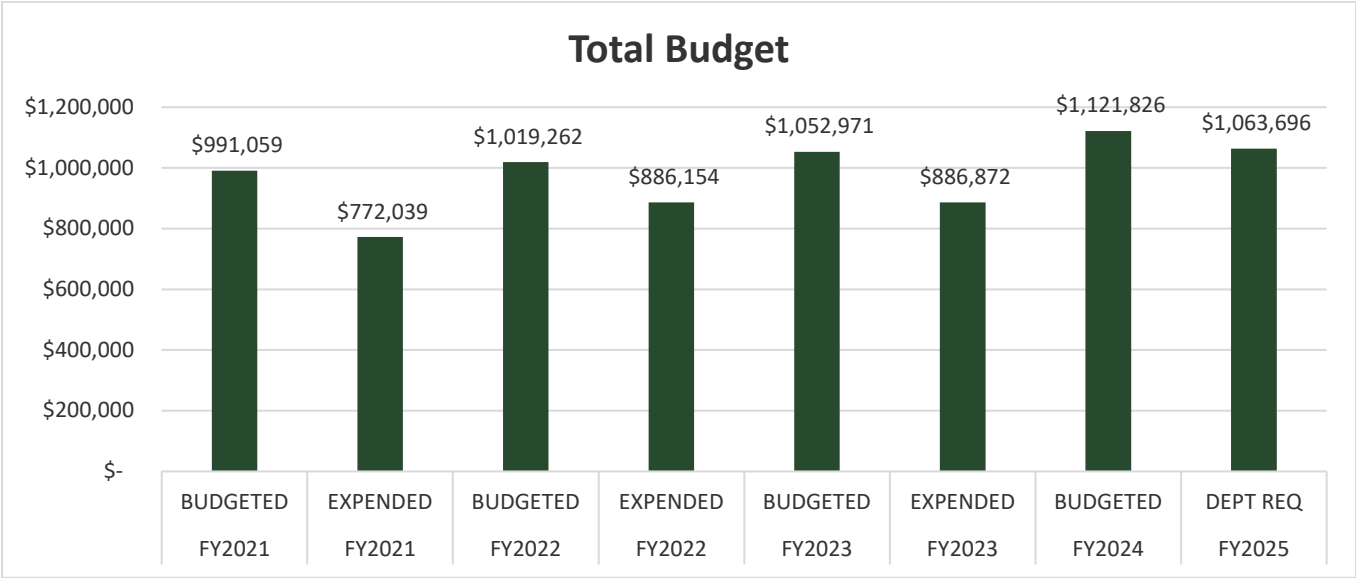
# Administration

## Department Explanation

The Public Works Administration Office manages all divisions of the Department of Public Works, and is directly responsible recycling / trash collection, street opening permits, occupancy permits, and the Department of Public Works social media accounts. The Department is made up of the Director of Public Works, an Operations Supervisor, a Recycling Coordinator, Billing Coordinator, and Clerical staff.

## Budget Narrative

In FY25, the Administration budget will decrease by roughly \$58,130. This is due to the Operations Supervisor being moved out of this Department and into the Engineering Division. As well as the retirement of the Municipal Billing Director. To replace these positions there is a Head Clerk and Deputy Director added to the FY2025 budget.



# Administration

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## Programs and Services and Past Year Update

The DPW Administration Office manages all Divisions of the Department of Public Works to ensure that the DPW is operating in the most cost effective and efficient manner possible, and works closely with other departments within the Town, providing technical support, plan review, and other miscellaneous support.

The Administration Office manages funding of all capital projects, including infrastructure repairs funded through State aid and Town capital funding. It is also responsible for Public Works related grant funding and federal reimbursement activities related to storms or other emergencies and manages all payroll and account payable activities of the Department of Public Works.

The Water and Sewer Billing is also managed by DPW Administration and is responsible for setting water and sewer rates, billing abatements, and final reads. The Billing Clerk and support staff from the DPW Administration answer customer calls and complaints throughout the day. There were 314 final water meter readings and 439 repairs scheduled for FY23. The Water Billing averages 30-40 calls a day and at least 5-6 walk-ins for meters, inquiries and or change of address.

Street Opening Permits are issued by DPW Administration, including inspection of all construction relating to Street Opening Permits performed in Town roads by developers, contractors, and homeowners, ensuring proper materials and methods are used. In FY23, the DPW issued and inspected 156 Street Opening Permits.

DPW Administration reviews Building Permit applications and Occupancy Permits (Sewer, Water, Highway, and Engineering sections), verifying that the requirements of each DPW Division have been met, proper permits have been obtained, and fees and billing are paid up to date. In FY23, the DPW reviewed 572 Building Permits, and 77 Occupancy Permits.

The Residential Trash and Recycling program is also managed by DPW Administration.

Automated recycling continued this year, together with continued mandatory recycling enforcement and the automated trash collection program, resulting in a recycling rate of 25%. Recycling diverted over 4,100 tons of material from the waste stream, saving the Town over \$357,000 in disposal costs. Sales of Official Overflow Bags for excess trash disposal resulted in \$64,000 being returned to the General Fund.

Mattress and Box Spring recycling (mandatory as of 11/1/2022 per Mass DEP) resulted in recycling of 510 mattresses and 257 box springs. Textile recycling through Helpsy resulted in recycling of over 6,000 pounds of textiles.

Also, in FY23, the DPW Administration Office processed 54 rebates out of the Water Conservation Rebate Program fund totaling \$8,275.00. Out of the 54 rebates, 23 were for washing machines at a rebate of \$225 each, 18 were for toilets at a rebate of \$100 each and 13 were for dishwashers at a rebate of \$100 each.

DPW ADMINISTRATION

Personnel Services

Full Time  
Part Time/Seasonal  
Overtime  
Contractual Obligations

|       |            |            |            |            |              |            |              |              |              |              |
|-------|------------|------------|------------|------------|--------------|------------|--------------|--------------|--------------|--------------|
|       | FY2021     | FY2021     | FY2022     | FY2022     | FY2023       | FY2023     | FY2024       | FY2025       | FY2025       | FY2025       |
|       | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED     | EXPENDED   | BUDGETED     | DEPT REQ     | TM REC       | FIN COM REC  |
|       |            |            |            |            |              |            |              |              |              |              |
|       | \$ 675,517 | \$ 675,517 | \$ 700,420 | \$ 700,420 | \$ 722,239   | \$ 726,153 | \$ 771,094   | \$ 724,507   | \$ 724,507   | \$ 724,507   |
|       | \$ 262,080 | \$ 49,602  | \$ 262,080 | \$ 130,238 | \$ 262,080   | \$ 102,184 | \$ 262,080   | \$ 262,080   | \$ 262,080   | \$ 262,080   |
|       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -         | \$ -       | \$ -         | \$ -         | \$ -         | \$ -         |
|       | \$ 33,137  | \$ 33,137  | \$ 36,437  | \$ 36,437  | \$ 33,827    | \$ 33,827  | \$ 33,827    | \$ 22,734    | \$ 22,734    | \$ 22,734    |
| Total | \$ 970,734 | \$ 758,256 | \$ 998,937 | \$ 866,095 | \$ 1,028,146 | \$ 862,164 | \$ 1,067,001 | \$ 1,009,321 | \$ 1,009,321 | \$ 1,009,321 |

Expenses

Supplies and Expenses  
Contract Services/Leases  
Utilities  
Capital Outlay

|                |           |           |           |           |           |           |           |           |           |           |
|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                | \$ 3,000  | \$ 595    | \$ 3,000  | \$ 2,734  | \$ 3,000  | \$ 2,883  | \$ 3,000  | \$ 3,000  | \$ 3,000  | \$ 3,000  |
|                | \$ 17,325 | \$ 13,188 | \$ 17,325 | \$ 17,325 | \$ 21,825 | \$ 21,825 | \$ 51,825 | \$ 51,375 | \$ 51,375 | \$ 51,375 |
|                | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      |
|                | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      |
| Total Expenses | \$ 20,325 | \$ 13,783 | \$ 20,325 | \$ 20,059 | \$ 24,825 | \$ 24,708 | \$ 54,825 | \$ 54,375 | \$ 54,375 | \$ 54,375 |

TOTAL BUDGET

|  |            |            |              |            |              |            |              |              |              |              |
|--|------------|------------|--------------|------------|--------------|------------|--------------|--------------|--------------|--------------|
|  | \$ 991,059 | \$ 772,039 | \$ 1,019,262 | \$ 886,154 | \$ 1,052,971 | \$ 886,872 | \$ 1,121,826 | \$ 1,063,696 | \$ 1,063,696 | \$ 1,063,696 |
|--|------------|------------|--------------|------------|--------------|------------|--------------|--------------|--------------|--------------|

Dep. Req. TM. Rec. Fin Com Rec.

FY2024

FY2025

FY2025

FY2025

Difference PY \$ (68,130.64)

% PY -5.18%

| Position                  | FTE | FTE | FTE | FTE |
|---------------------------|-----|-----|-----|-----|
| Director                  | 1   | 1   | 1   | 1   |
| Operations Supervisor     | 1   | 1   | 1   | 1   |
| Head Admin Clerk          | 1   | 1   | 1   | 1   |
| Principal Clerk           | 5   | 4   | 4   | 4   |
| Head Clerk                | 0   | 1   | 1   | 1   |
| Recycle/Solid Waste Coord | 0   | 0   | 0   | 0   |
| Meter Readers             | 1   | 1   | 1   | 1   |
| Billing Coordinator       | 1   | 1   | 1   | 1   |
| Part Time/Seasonal        | 9   | 9   | 9   | 9   |
| Total Staffing            | 9   | 9   | 9   | 9   |

Dep. Req. TM. Rec. Fin Com Rec.

FY2024

FY2025

FY2025

FY2025

| Position           | FTE | FTE | FTE | FTE |
|--------------------|-----|-----|-----|-----|
| Part Time/Seasonal | 9   | 9   | 9   | 9   |
| Total Staffing     | 9   | 9   | 9   | 9   |

# Administration

## DPW ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                    | POSITION                  | STEP | ANN. DATE  | BASE SALARY          | SICK LEAVE<br>INCENTIVE | LONGEVITY           | TOTAL SALARY<br>BENEFIT |
|-------------------------|---------------------------|------|------------|----------------------|-------------------------|---------------------|-------------------------|
| Fred Russell            | DPW Director              | 9    | 11/29/2021 | \$ 185,528.32        | \$ -                    | \$ -                | \$ 185,528.32           |
| TBD                     | Deputy Director           | 0    | 6/14/1999  | \$ 121,447.91        | \$ -                    | \$ -                | \$ 121,447.91           |
| Grant, Brenda           | Head Administrative Clerk | 7    | 6/26/1989  | \$ 73,034.47         | \$ 1,000.00             | \$ 5,434.00         | \$ 79,468.47            |
| Crandall, Patricia      | Principal Clerk           | 7    | 1/22/2006  | \$ 59,587.05         | \$ 1,000.00             | \$ 2,700.00         | \$ 63,287.05            |
| McKenna, Mary Fiona     | Principal Clerk           | 7    | 5/28/1996  | \$ 59,587.05         | \$ 1,000.00             | \$ 3,900.00         | \$ 64,487.05            |
| Rafferty, Mary Ann      | Head Clerk                | 7    | 1/16/2001  | \$ 65,352.25         | \$ 1,000.00             | \$ 3,700.00         | \$ 70,052.25            |
| Gagnon, Brittany        | Head Clerk                | 4    | 12/4/2006  | \$ 58,098.04         | \$ 1,000.00             | \$ -                | \$ 59,098.04            |
| O'Rourke, Brienne       | Principal Clerk           | 4    | 5/31/2022  | \$ 50,935.72         | \$ 1,000.00             | \$ -                | \$ 51,935.72            |
| Rettman, Kathleen       | Principal Clerk           | 3    | 5/22/2023  | \$ 50,935.72         | \$ 1,000.00             | \$ -                | \$ 51,935.72            |
|                         |                           |      |            |                      |                         |                     | \$ -                    |
| 0                       | Seasonal Employees        | 0    | 1/0/1900   | \$ 262,080.00        | \$ -                    | \$ -                | \$ 262,080.00           |
|                         |                           |      |            |                      |                         |                     | \$ -                    |
|                         |                           |      |            |                      |                         |                     | \$ -                    |
| <b>DEPARTMENT TOTAL</b> |                           |      |            | <b>\$ 986,586.54</b> | <b>\$ 7,000.00</b>      | <b>\$ 15,734.00</b> | <b>\$ 1,009,320.54</b>  |

|                                          |                      |                 |                 |
|------------------------------------------|----------------------|-----------------|-----------------|
| 6 Part time 20 hours per week X 36 Weeks | \$ 60,480.00         |                 |                 |
| 3 Part time 40 hours per week X 48 weeks | \$ 80,640.00         | Total Full Time | \$ 724,506.54   |
| 4 Part time 40 hours per week X 26 Weeks | \$ 58,240.00         | Total Seasonal  | \$ 262,080.00   |
| 2 Part time 40 hours per week X 16 Weeks | \$ 17,920.00         | Total Overtime  |                 |
| 2 Part time 40 hours per week X 8 Weeks  | \$ 8,960.00          | Total Contract  | \$ 22,734.00    |
| 4 Part time 40 hours per week X 16 Weeks | \$ 35,840.00         | Total           | \$ 1,009,320.54 |
|                                          | <u>\$ 262,080.00</u> |                 |                 |

# Administration

## DPW ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                    | POSITION                  | STEP | ANN. DATE  | BASE SALARY          | SICK LEAVE INCENTIVE | LONGEVITY           | TOTAL SALARY BENEFIT   |
|-------------------------|---------------------------|------|------------|----------------------|----------------------|---------------------|------------------------|
| Fred Russell            | DPW Director              | 9    | 11/29/2021 | \$ 185,528.32        | \$ -                 |                     | \$ 185,528.32          |
| TBD                     | Deputy Director           | 0    | 6/14/1999  | \$ 121,447.91        | \$ -                 | \$ -                | \$ 121,447.91          |
| Grant, Brenda           | Head Administrative Clerk | 7    | 6/26/1989  | \$ 73,034.47         | \$ 1,000.00          | \$ 5,434.00         | \$ 79,468.47           |
| Crandall, Patricia      | Principal Clerk           | 7    | 1/22/2006  | \$ 59,587.05         | \$ 1,000.00          | \$ 2,700.00         | \$ 63,287.05           |
| McKenna, Mary Fiona     | Principal Clerk           | 7    | 5/28/1996  | \$ 59,587.05         | \$ 1,000.00          | \$ 3,900.00         | \$ 64,487.05           |
| Rafferty, Mary Ann      | Head Clerk                | 7    | 1/16/2001  | \$ 65,352.25         | \$ 1,000.00          | \$ 3,700.00         | \$ 70,052.25           |
| Gagnon, Brittany        | Head Clerk                | 4    | 12/4/2006  | \$ 58,098.04         | \$ 1,000.00          | \$ -                | \$ 59,098.04           |
| O'Rourke, Brienne       | Principal Clerk           | 4    | 5/31/2022  | \$ 50,935.72         | \$ 1,000.00          | \$ -                | \$ 51,935.72           |
| Rettman, Kathleen       | Principal Clerk           | 3    | 5/22/2023  | \$ 50,935.72         | \$ 1,000.00          |                     | \$ 51,935.72           |
|                         |                           |      |            |                      |                      |                     | \$ -                   |
|                         | Seasonal Employees        |      |            | \$ 262,080.00        |                      |                     | \$ 262,080.00          |
|                         |                           |      |            |                      |                      |                     | \$ -                   |
|                         |                           |      |            |                      |                      |                     | \$ -                   |
|                         |                           |      |            |                      |                      |                     |                        |
| <b>DEPARTMENT TOTAL</b> |                           |      |            | <b>\$ 986,586.54</b> | <b>\$ 7,000.00</b>   | <b>\$ 15,734.00</b> | <b>\$ 1,009,320.54</b> |

\* Paid out of grade per prior administrative action.

|                          |                 |
|--------------------------|-----------------|
| Total Full Time          | \$ 724,506.54   |
| Total Part Time/Seasonal | \$ 262,080.00   |
| Total Overtime           |                 |
| Total Contract           | \$ 22,734.00    |
| Total                    | \$ 1,009,320.54 |

|                                          |                     |
|------------------------------------------|---------------------|
| 6 Part time 20 hours per week X 36 Weeks | \$ 60,480.00        |
| 3 Part time 40 hours per week X 48 weeks | \$ 80,640.00        |
| 4 Part time 40 hours per week X 26 Weeks | \$ 58,240.00        |
| 2 Part time 40 hours per week X 16 Weeks | \$ 17,920.00        |
| 2 Part time 40 hours per week X 8 Weeks  | \$ 8,960.00         |
| 4 Part time 40 hours per week X 16 Weeks | <u>\$ 35,840.00</u> |
|                                          | \$ 262,080.00       |

# Administration

## DPW ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2024 BUDGETED

| NAME                    | POSITION                | STEP | ANN. DATE  | BASE SALARY            | SICK LEAVE INCENTIVE | LONGEVITY           | TOTAL SALARY BENEFIT   |
|-------------------------|-------------------------|------|------------|------------------------|----------------------|---------------------|------------------------|
| Fred Russell            | DPW Director            | 8/9  | 11/29/2021 | \$ 175,639.31          | \$ -                 |                     | \$ 175,639.31          |
| Steve Robertson         | Operations Supervisor   | 5    | 6/14/1999  | \$ 109,776.79          | \$ 500.00            | \$ 3,300.00         | \$ 113,576.79          |
| Grant, Brenda           | Head Administrative C   | 7    | 6/26/1989  | \$ 68,180.05           | \$ 1,000.00          | \$ 4,434.00         | \$ 73,614.05           |
| Crandall, Patricia      | Principal Clerk         | 7    | 1/22/2006  | \$ 55,626.45           | \$ 1,000.00          | \$ 2,700.00         | \$ 59,326.45           |
| McKenna, Mary Fiona     | Principal Clerk         | 7    | 5/28/1996  | \$ 55,626.45           | \$ 1,000.00          | \$ 3,900.00         | \$ 60,526.45           |
| McCoy, Donna            | Principal Clerk         | 7    | 9/3/1997   | \$ 55,626.45           | \$ 1,000.00          | \$ 3,200.00         | \$ 59,826.45           |
| Rafferty, Mary Ann      | Principal Clerk         | 7    | 1/16/2001  | \$ 55,626.45           | \$ 1,000.00          | \$ 3,200.00         | \$ 59,826.45           |
| McDonough, Jennifer     | Head Clerk              | 7    | 12/4/2006  | \$ 61,008.45           | \$ 1,000.00          | \$ 2,700.00         | \$ 64,708.45           |
| Judy Dunn               | Municipal Billing Direc | 9    | 8/11/1997  | \$ 109,990.11          | \$ 500.00            | \$ 3,393.00         | \$ 113,883.11          |
| 0                       | Seasonal Employees      |      |            | \$ 262,080.00          | \$ -                 | \$ -                | \$ 262,080.00          |
| IUPE Settlement         |                         |      |            | \$ 19,444.46           | \$ -                 | \$ -                |                        |
| BPAA Settlement         |                         |      |            | \$ 4,549.21            | \$ -                 | \$ -                |                        |
|                         |                         |      |            |                        |                      |                     |                        |
| <b>DEPARTMENT TOTAL</b> |                         |      |            | <b>\$ 1,033,174.18</b> | <b>\$ 7,000.00</b>   | <b>\$ 26,827.00</b> | <b>\$ 1,043,007.51</b> |

|                                          |                      |                 |                 |
|------------------------------------------|----------------------|-----------------|-----------------|
| 6 Part time 20 hours per week X 36 Weeks | \$ 60,480.00         |                 |                 |
| 3 Part time 40 hours per week X 48 weeks | \$ 80,640.00         | Total Full Time | \$ 771,094.18   |
| 4 Part time 40 hours per week X 26 Weeks | \$ 58,240.00         | Total Seasonal  | \$ 262,080.00   |
| 2 Part time 40 hours per week X 16 Weeks | \$ 17,920.00         | Total Overtime  |                 |
| 2 Part time 40 hours per week X 8 Weeks  | \$ 8,960.00          | Total Contract  | \$ 33,827.00    |
| 4 Part time 40 hours per week X 16 Weeks | \$ 35,840.00         | Total           | \$ 1,067,001.18 |
|                                          | <u>\$ 262,080.00</u> |                 |                 |

DESCRIPTION/DETAIL

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| \$ 3,000 | \$ 595   | \$ 3,000 | \$ 2,734 | \$ 3,000 | \$ 2,883 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 3,000    |

Supplies and Expenses  
Journal subscriptions, technical updates, miscellaneous software purchases. Advertising for equipment, suplies and services, construction bids, legal notices.

|             |             |             |             |
|-------------|-------------|-------------|-------------|
|             | Department  | Town Mgr.   | Fin Com     |
| \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 3,000.00 |

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 17,325 | \$ 13,188 | \$ 17,325 | \$ 17,325 | \$ 21,825 | \$ 21,825 | \$ 51,825 | \$ 51,375 | \$ 51,375 | \$ 51,375   |

Contract Services/Leases  
Professional affiliations such as American Water Pollution Control, American Public Works Association, Civil Engineering Associations. Payment for federally mandated random drug testing of CDL drivers and pre-employment physicals. Increase \$4,500  
See Click Fix, Fleet Manager Service Fee  
Clothing Allowance SEIU

|              |              |              |              |
|--------------|--------------|--------------|--------------|
|              | Department   | Town Mgr.    | Fin Com      |
| \$ 19,000.00 | \$ 19,000.00 | \$ 19,000.00 | \$ 19,000.00 |
| \$ 2,375.00  | \$ 2,375.00  | \$ 2,375.00  | \$ 2,375.00  |
| \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 | \$ 30,000.00 |
| \$ -         | \$ -         | \$ -         | \$ -         |
| \$ -         | \$ -         | \$ -         | \$ -         |

Total Contract Services

|           |            |           |           |
|-----------|------------|-----------|-----------|
|           | Department | Town Mgr. | Fin Com   |
| \$ 51,375 | \$ 51,375  | \$ 51,375 | \$ 51,375 |



# Cemetery

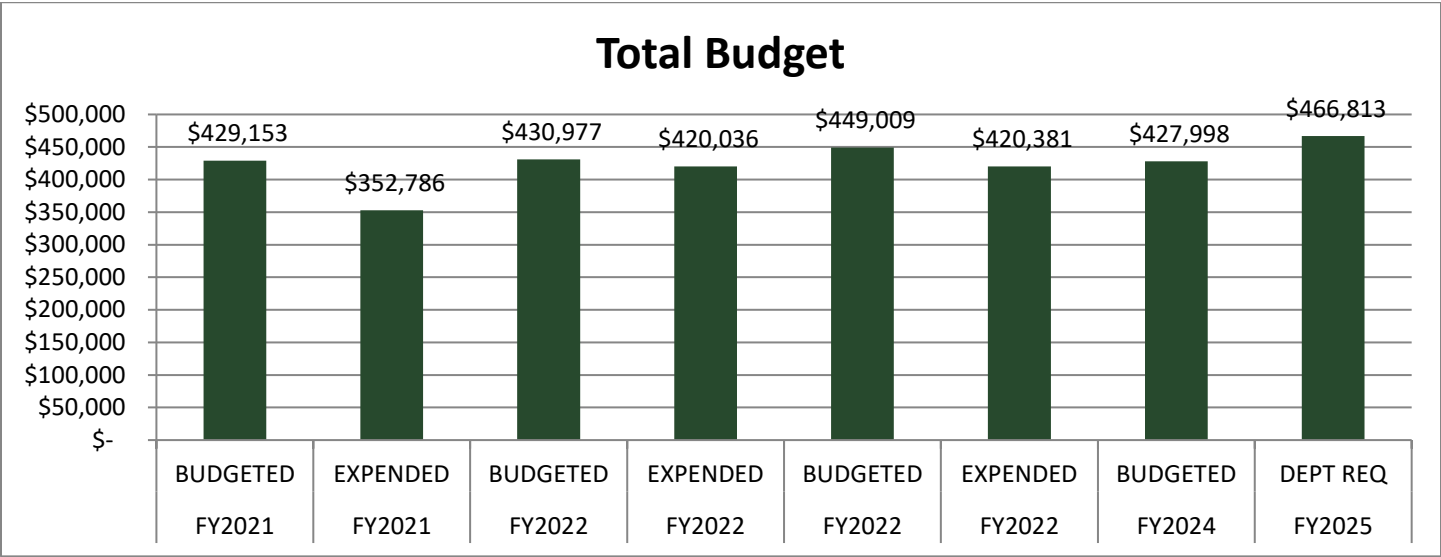
## Programs and Services and Past Year Update

The Cemetery Department is responsible for the operation, maintenance, and expansion of the town's cemeteries. The six cemeteries under town jurisdiction are Fox Hill, North, South, Jacob Hill, Old North, and the Rogers Family Tomb.

The Cemetery Department budget consists of a Supervisor, a Working Foreman, and two Heavy Equipment Operators

## Budget Narrative

In FY25, the Cemetery Department budget will increase about \$40,000 due to the cost-of-living adjustment and hiring of a new Supervisor.



# Cemetery

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## Programs and Services and Past Year Update

The Cemetery Division is responsible for the operation and maintenance of the Town's six cemeteries: Fox Hill, North, South, Job Hill, Old North, and the Rogers Family Tomb.

There were 198 burials in FY23. Total revenue generated from the sale of grave plots and other services provided by the Town for FY23 was \$149,895. The Cemetery Division staff installed 18 flat grave markers, 33 Veteran markers and 59 foundations for head stones.

During FY23, the roof was replaced on the Cremation Columbarium as well as some granite pieces.



| CEMETERY | FY2021   | FY2021   | FY2022   | FY2022   | FY2022   | FY2022   | FY2024   | FY2025   | FY2025 | FY2025      |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------|-------------|
|          | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC | FIN COM REC |

|                               |         |            |            |            |            |            |            |            |            |            |
|-------------------------------|---------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Personnel Services            |         |            |            |            |            |            |            |            |            |            |
| Full Time                     | 294,957 | \$ 290,136 | \$ 296,781 | \$ 296,781 | \$ 275,357 | \$ 287,526 | \$ 296,970 | \$ 315,785 | \$ 315,785 | \$ 315,785 |
| Part Time/Seasonal            | -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Overtime                      | 58,200  | \$ 31,008  | \$ 58,200  | \$ 56,988  | \$ 58,200  | \$ 39,684  | \$ 58,200  | \$ 58,200  | \$ 58,200  | \$ 58,200  |
| Contractual Obligations       | 10,296  | \$ 8,455   | \$ 10,296  | \$ 8,788   | \$ 49,752  | \$ 25,786  | \$ 7,128   | \$ 7,128   | \$ 7,128   | \$ 7,128   |
| Perpetual Care Intrest Trans. |         |            |            |            |            |            |            |            |            | -          |
| Total                         | 363,453 | \$ 329,599 | \$ 365,277 | \$ 362,557 | \$ 383,309 | \$ 353,006 | \$ 362,298 | \$ 381,113 | \$ 381,113 | \$ 381,113 |

|                          |           |           |           |           |           |           |           |           |           |           |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Expenses                 |           |           |           |           |           |           |           |           |           |           |
| Supplies and Expenses    | 43,000    | \$ 13,022 | \$ 43,000 | \$ 35,074 | \$ 43,000 | \$ 42,582 | \$ 43,000 | \$ 43,000 | \$ 43,000 | \$ 43,000 |
| Mosquito Control         | -         | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      | \$ -      |
| Contract Services/Leases | 20,450    | \$ 7,915  | \$ 20,450 | \$ 20,155 | \$ 20,450 | \$ 18,887 | \$ 20,450 | \$ 20,450 | \$ 20,450 | \$ 20,450 |
| Utilities                | 2,250     | \$ 2,250  | \$ 2,250  | \$ 2,250  | \$ 2,250  | \$ 5,906  | \$ 2,250  | \$ 2,250  | \$ 2,250  | \$ 2,250  |
| Capital Outlay           |           |           |           |           |           |           |           | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| Total Expenses           | \$ 65,700 | \$ 23,187 | \$ 65,700 | \$ 57,479 | \$ 65,700 | \$ 67,375 | \$ 65,700 | \$ 85,700 | \$ 85,700 | \$ 85,700 |

|              |            |            |            |            |            |            |            |            |            |            |
|--------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| TOTAL BUDGET | \$ 429,153 | \$ 352,786 | \$ 430,977 | \$ 420,036 | \$ 449,009 | \$ 420,381 | \$ 427,998 | \$ 466,813 | \$ 466,813 | \$ 466,813 |
|--------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

| Position                | FY2024 |  | FY2025 |  | FY2025 |  | FY2025 |  | FY2025 |  |
|-------------------------|--------|--|--------|--|--------|--|--------|--|--------|--|
|                         | FTE    |  | FTE    |  | FTE    |  | FTE    |  | FTE    |  |
| Superintendent          | 1      |  | 1      |  | 1      |  | 1      |  | 1      |  |
| Working Foremen         | 1      |  | 1      |  | 1      |  | 1      |  | 1      |  |
| Heavy Mtr. Equip. Oper. | 1      |  | 1      |  | 1      |  | 1      |  | 1      |  |
| Heavy Mtr. Equip. Oper. | 1      |  | 1      |  | 1      |  | 1      |  | 1      |  |
| Seasonal*               | 0      |  | 0      |  | 0      |  | 0      |  | 0      |  |
| TOTAL STAFF             | 4      |  | 4      |  | 4      |  | 4      |  | 4      |  |

Dep. Rec.

TM Rec

Fin Com Rec

\$ 38,815

9.07%

# Cemetery

## CEMETERY DIVISION SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                | POSITION                | STEP | ANN. DATE  | BASE SALARY   | CLOTHING    | CDL/HOIST | SICK LEAVE INCENTIVE | MEALS       | PESTICIDE | LONGEVITY | TOTAL SALARY BENEFIT |
|---------------------|-------------------------|------|------------|---------------|-------------|-----------|----------------------|-------------|-----------|-----------|----------------------|
| Tim Chase           | Supervisor              | 5    | TBD        | \$ 94,163.55  | \$ 800.00   |           | \$ 600.00            | \$ 332.00   | \$ 150.00 |           | \$ 96,045.55         |
| McLaughlin, Stephen | Working Foreman         | 7/8  | 1/25/2000  | \$ 85,597.86  | \$ 800.00   |           | \$ 600.00            | \$ 332.00   | \$ -      |           | \$ 87,329.86         |
| Jillson, Ian        | Heavy Mtr. Equip. Oper. | 4    | 11/13/2000 | \$ 65,660.68  | \$ 800.00   | \$ -      | \$ 600.00            | \$ 332.00   | \$ -      |           | \$ 67,392.68         |
| Ducey, Stephen      | Heavy Mtr. Equip. Oper. | 7    | 11/13/2000 | \$ 70,362.78  | \$ 800.00   |           | \$ 600.00            | \$ 332.00   | \$ -      |           | \$ 72,094.78         |
| 0                   |                         |      |            | \$ -          | \$ -        |           | \$ -                 | \$ -        | \$ -      |           | \$ -                 |
| DEPARTMENT TOTAL    |                         |      |            | \$ 315,784.87 | \$ 3,200.00 | \$ -      | \$ 2,400.00          | \$ 1,328.00 | \$ 150.00 | \$ -      | \$ 322,862.87        |

OT increased \$2,560.00 1.046% increase

Total Full Time \$ 315,785.00  
Total Seasonal \$ -  
Total Overtime \$ 58,200.00  
Total Contract \$ 7,078.00  
Total \$ 381,063.00

## CEMETERY DIVISION SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                | POSITION                | STEP | ANN. DATE  | BASE SALARY   | CLOTHING    | CDL/HOIST | SICK LEAVE INCENTIVE | MEALS       | PESTICIDE | LONGEVITY | TOTAL SALARY BENEFIT |
|---------------------|-------------------------|------|------------|---------------|-------------|-----------|----------------------|-------------|-----------|-----------|----------------------|
| Tim Chase           | Supervisor              | 5    | 8/27/2012  | \$ 94,163.55  | \$ 800.00   |           | \$ 600.00            | \$ 332.00   | \$ 150.00 |           | \$ 96,045.55         |
| McLaughlin, Stephen | Working Foreman         | 7/8  | 1/25/2000  | \$ 85,597.86  | \$ 800.00   |           | \$ 600.00            | \$ 332.00   |           |           | \$ 87,329.86         |
| Jillson, Ian        | Heavy Mtr. Equip. Oper. | 4    | 11/13/2000 | \$ 65,660.68  | \$ 800.00   |           | \$ 600.00            | \$ 332.00   |           |           | \$ 67,392.68         |
| Ducey, Stephen      | Heavy Mtr. Equip. Oper. | 7    | 11/13/2000 | \$ 70,362.78  | \$ 800.00   | 50.00     | \$ 600.00            | \$ 332.00   |           |           | \$ 72,144.78         |
|                     |                         |      |            |               |             |           |                      |             |           |           | \$ -                 |
|                     |                         |      |            |               |             |           |                      |             |           |           | \$ -                 |
| DEPARTMENT TOTAL    |                         |      |            | \$ 315,784.87 | \$ 3,200.00 | \$ 50.00  | \$ 2,400.00          | \$ 1,328.00 | \$ 150.00 | \$ -      | \$ 322,912.87        |

OT increased \$2,560.00 1.046% increase

Total Full Time \$ 315,785.00  
Total Seasonal \$ -  
Total Overtime \$ 58,200.00  
Total Contract \$ 7,128.00  
Total \$ 381,113.00

## CEMETERY DIVISION SALARY INFORMATION FY2024 DEPARTMENT REQUESTED

| NAME                | POSITION                | STEP  | ANN. DATE  | BASE SALARY   | CLOTHING    | CDL/HOIST | SICK LEAVE INCENTIVE | MEALS       | PESTICIDE | LONGEVITY | TOTAL SALARY BENEFIT |
|---------------------|-------------------------|-------|------------|---------------|-------------|-----------|----------------------|-------------|-----------|-----------|----------------------|
| TBD                 | Supervisor              | 4     | TBD        | \$ 80,445.28  | \$ 800.00   |           | \$ 600.00            | \$ 332.00   | \$ 150.00 |           | \$ 82,327.28         |
| McLaughlin, Stephen | Working Foreman         | 7     | 8/12/1986  | \$ 75,223.94  | \$ 800.00   |           | \$ 600.00            | \$ 332.00   |           |           | \$ 76,955.94         |
| Jillson, Ian        | Heavy Mtr. Equip. Oper. | 4-Jan | 11/13/2000 | \$ 57,777.72  | \$ 800.00   |           | \$ 600.00            | \$ 332.00   |           |           | \$ 59,509.72         |
| Ducey, Stephen      | Heavy Mtr. Equip. Oper. | 7     | 11/13/2000 | \$ 62,522.31  | \$ 800.00   | 50.00     | \$ 600.00            | \$ 332.00   |           |           | \$ 64,304.31         |
| BMEA Settlement     |                         |       |            | \$ 21,000.46  | \$ -        |           | \$ -                 | \$ -        | \$ -      |           |                      |
| DEPARTMENT TOTAL    |                         |       |            | \$ 296,969.71 | \$ 3,200.00 | \$ 50.00  | \$ 2,400.00          | \$ 1,328.00 | \$ 150.00 | \$ -      | \$ 283,097.25        |

\* Seasonal/Part-time for 40 hrs. per week for 47 weeks

\*\* Seasonal part-time for 20 hrs. per week for 36 weeks

Total Full Time \$ 296,970.00  
Total Seasonal  
Total Overtime \$ 58,200.00  
Total Contract \$ 7,128.00  
Total \$ 362,298.00

DESCRIPTION DETAIL

**CEMETERY**

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 43,000 | \$ 13,022 | \$ 43,000 | \$ 35,074 | \$ 43,000 | \$ 42,582 | \$ 43,000 | \$ 43,000 | \$ 43,000 | \$ 43,000   |

General office supplies

Equipment repairs, parts, fence repairs and building repairs.

Accessories, safety supplies, custodial supplies and flags.

Supplies for operating Cemetery ie. propane tanks, planks,

Hydro seeding supplies, seed and fertilizer

Subscriptions to trade magazines, association dues and memberships.

Vegetation killer, wasp spray, weed killer

Replace worn or broken tools

Planting Veterans Day flowers, Christmas decorations, mulch, square plantings and tree replacements

Bark Mulch for Town Common & Veteran Squares

Concrete Foundations

Immate Services

Frost Removers - not needed to purchase this year

*Total Supplies and Expenses*

| FY2021    | FY2021   | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 20,450 | \$ 7,915 | \$ 20,450 | \$ 20,155 | \$ 20,450 | \$ 18,887 | \$ 20,450 | \$ 20,450 | \$ 20,450 | \$ 20,450   |

*Contract Services*

Outside Services - Irrigation / Deep Time Areation, Hydros seeding -

Uniforms -

Maintenance contracts-

CHS Consulting -Cemetery

Clothing Allowance per SEIU

*Total Contract Services*

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| \$ 2,250 | \$ 2,250 | \$ 2,250 | \$ 2,250 | \$ 2,250 | \$ 5,906 | \$ 2,250 | \$ 2,250 | \$ 2,250 | \$ 2,250    |

Utilities

Electricity for Cemetery Garage, Office & Outside Lights

Fuel/ Heat for Cemetery Garge & Office

Electricity for Alexander Road

Fuel/Heat for Alexander Road

| Department   | Town Mgr.    | Fin Com      |
|--------------|--------------|--------------|
| \$ 400.00    | \$ 400.00    | \$ 400.00    |
| \$ 9,000.00  | \$ 9,000.00  | \$ 9,000.00  |
| \$ 3,500.00  | \$ 3,500.00  | \$ 3,500.00  |
| \$ 5,000.00  | \$ 5,000.00  | \$ 5,000.00  |
| \$ 5,000.00  | \$ 5,000.00  | \$ 5,000.00  |
| \$ 600.00    | \$ 600.00    | \$ 600.00    |
| \$ 1,500.00  | \$ 1,500.00  | \$ 1,500.00  |
| \$ 5,000.00  | \$ 5,000.00  | \$ 5,000.00  |
| \$ 4,000.00  | \$ 4,000.00  | \$ 4,000.00  |
| \$ -         | \$ -         | \$ -         |
| \$ 6,000.00  | \$ 6,000.00  | \$ 6,000.00  |
| \$ 3,000.00  | \$ 3,000.00  | \$ 3,000.00  |
| \$ -         | \$ -         | \$ -         |
| \$ 43,000.00 | \$ 43,000.00 | \$ 43,000.00 |

| Department  | Town Mgr.   | Fin Com     |
|-------------|-------------|-------------|
| \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 |
| \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| \$ 6,000.00 | \$ 6,000.00 | \$ 6,000.00 |
| \$ 450.00   | \$ 450.00   | \$ 450.00   |

20,450.00 20,450.00 20,450.00

Department Town Mgr. Fin Com

\$ 1,000.00 1,000.00 1,000.00  
\$ 1,250.00 1,250.00 1,250.00

2,250.00 2,250.00 2,250

# Engineering

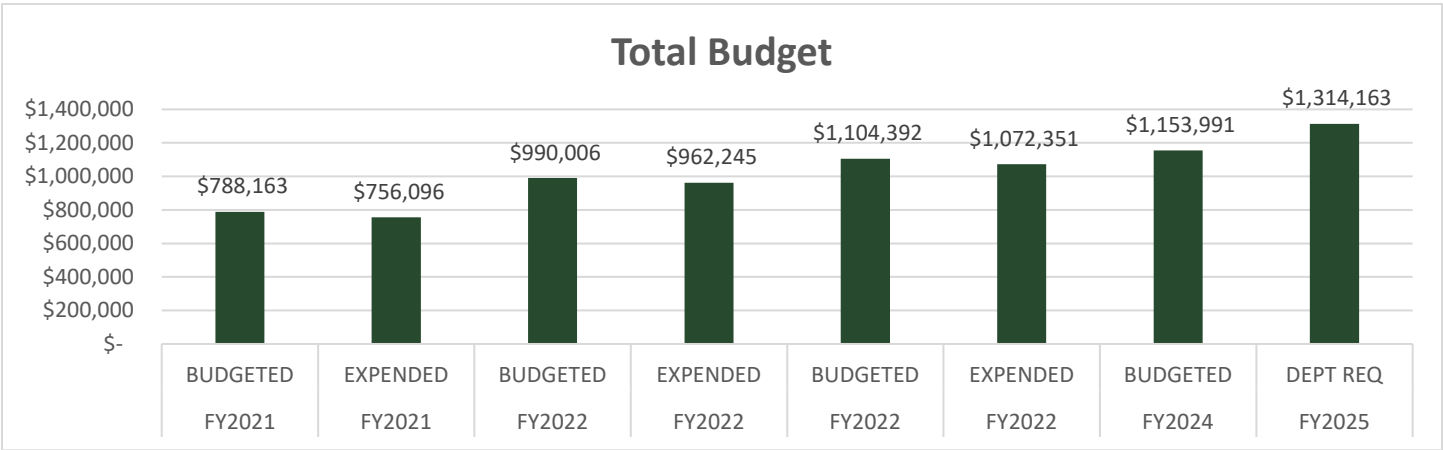
## Department Explanation

The Department of Public Works Engineering Division manages the efforts related to the design development and construction of the town’s various infrastructure improvement projects.

Typical infrastructure improvement projects relate to water, sewer, and drainage maintenance, improvements, or extensions. The Engineering Division administers the Town's Roadway Management Program, which involves the programming of annual roadway and sidewalk maintenance town-wide.

## Budget Narrative

In FY25 the Engineering division will see an increase around \$160,000 due to cost-of-living adjustments and step increases as well as the addition of a Project Manager.



# Engineering

## Programs and Services and Past Year Update

The Engineering Division manages the design, development, and construction of many of the Town's infrastructure improvement projects, manages the Stormwater Management Program, and maintains the Town's centralized Geographic Information Systems (GIS) database.

The Town of Billerica has 199.6 miles of accepted roads and 58.4 miles of unaccepted roads, totaling 258 miles of roads and 90 miles of sidewalk. Fifteen (15) roads were accepted at the 2023 Spring Town Meeting: Astrig Way, Bellflower Road, Birch Street, Breen Road, Colby Street, Dean Street, Edgehill Road, Field Street, Heron Lane, Moran Road, Outlook Road, Pauline Road, Pelham Street, Westcott Road, and Wheeler Road.

In Fiscal Year 2023, 25 roads, or portions thereof, were repaved, reconstructed, or treated with a pavement preservation application: Baldwin Road, Cleremore Road, Eastview Ave., Ed Hayes Way, Fountain Street, Franklin Street, French Street, Gilman Road, Heritage Road, Hold Street, Homestead Lane, James Road, Miller's Farm Road, Mt. Vernon Ave., Monticello Circle, Morgan Road, Nussey Terrace, Old Elm Street, Osceola Lane, Quaker Lane, Queensland Road, Salem Road, Warren Street, and Woodside Road.



*French Street paving and new sidewalk*



*French Street culvert-completed by DPW*

Seven (7) projects were in construction, including: Middlesex Turnpike Improvements Project, Boston Road Improvements (River Street to Floyd Street), Chelmsford Road Water Main Replacement, French Street Sidewalk, Katie Durand Memorial Park, Dutile School Culvert Removal and Stream Restoration, and Phase II of the Frost Street Stormwater Improvements.

Nine (9) projects were in design development during this time, including: New DPW Facility, Town Center, Yankee Doodle Bike Path, Sewer Contract 37 (Needs Area 4), Sewer Contract 38 (Needs Area 6), Lexington Road/Glad Valley Drive Intersection Improvements, 18-inch Brown Street to Rogers Street Force Main Replacement, Rangeway Road Sewer Betterment, and Call Street Sidewalk.

The Engineering Division manages reporting and compliance with the Town's *Massachusetts Small Municipal Separate Storm Sewer System (MS4) General Permit* for the Town's stormwater system. The Town has 635 known stormwater outfalls that are regulated under the MS4 permit requirements.

The Engineering Division provides services to residents, private consultants, contractors, and other Town departments. These services include the following: staff support, plan reviews, and inspections on subdivision construction, private projects, sewer extensions, as well as construction of road work required under the adequate access by-law; plan research; website updates with news and projects.



|          | FY2021   | FY2022   | FY2022   | FY2024   | FY2025   | FY2025 | FY2025      |
|----------|----------|----------|----------|----------|----------|--------|-------------|
|          | BUDGETED | EXPENDED | BUDGETED | EXPENDED | DEPT REQ | TM REC | FIN COM REC |
| FY2021   |          |          |          |          |          |        |             |
| BUDGETED |          |          |          |          |          |        |             |

|                         |            |            |            |            |            |            |            |              |              |              |
|-------------------------|------------|------------|------------|------------|------------|------------|------------|--------------|--------------|--------------|
| Full Time               | \$ 616,072 | \$ 616,072 | \$ 736,390 | \$ 719,129 | \$ 850,266 | \$ 835,131 | \$ 899,820 | \$ 1,058,642 | \$ 1,058,642 | \$ 1,058,642 |
| Part Time/Seasonal      |            |            |            |            |            |            |            |              |              | \$ -         |
| Overtime                | \$ 29,000  | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -         | \$ -         | \$ -         |
| Contractual Obligations | \$ 14,825  | \$ 14,825  | \$ 18,550  | \$ 14,760  | \$ 19,060  | \$ 19,060  | \$ 19,510  | \$ 20,410    | \$ 20,410    | \$ 20,410    |
| Total                   | \$ 659,897 | \$ 630,897 | \$ 754,940 | \$ 733,889 | \$ 869,326 | \$ 854,191 | \$ 919,330 | \$ 1,079,052 | \$ 1,079,052 | \$ 1,079,052 |

|                          |            |            |            |            |            |            |            |            |            |            |
|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Supplies and Expenses    | \$ 8,000   | \$ 7,184   | \$ 8,000   | \$ 7,929   | \$ 8,000   | \$ 7,701   | \$ 8,000   | \$ 8,000   | \$ 8,000   | \$ 8,000   |
| Contract Services/Leases | \$ 120,266 | \$ 118,015 | \$ 227,066 | \$ 220,427 | \$ 227,066 | \$ 210,459 | \$ 226,661 | \$ 227,111 | \$ 227,111 | \$ 227,111 |
| Utilities                |            |            |            |            |            |            |            |            |            |            |
| Capital Outlay           | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Total Expenses           | \$ 128,266 | \$ 125,199 | \$ 235,066 | \$ 228,356 | \$ 235,066 | \$ 218,160 | \$ 234,661 | \$ 235,111 | \$ 235,111 | \$ 235,111 |

|          | Dep. Req. | TM. Rec. | Fin Com Rec. | Difference PY |
|----------|-----------|----------|--------------|---------------|
|          | FY2024    | FY2025   | FY2025       |               |
| Position | FTE       | FTE      | FTE          | % PY 13.88%   |

|               |            |
|---------------|------------|
| Difference PY | 160,171.86 |
| % PY          | 13.88%     |



# Engineering

## ENGINEERING DIVISION SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                    | POSITION                 | STEP | ANN. DATE  | BASE SALARY            | SICK LEAVE INCENTIVE | LONGEVITY           | TOTAL SALARY BENEFIT   |
|-------------------------|--------------------------|------|------------|------------------------|----------------------|---------------------|------------------------|
| Kelley Conway           | Town Engineer            | 9    | 1/30/2006  | \$ 155,153.88          | \$ -                 | \$ 2,610.00         | \$ 157,763.88          |
| Derek Doyle             | Project Manager Engineer | 5    | 11/5/2007  | \$ 105,821.51          | \$ 1,000.00          | \$ 2,800.00         | \$ 109,621.51          |
| Antonio Fernandes       | Project Manager Engineer | 5    | 8/4/2005   | \$ 105,821.51          | \$ 1,000.00          | \$ 2,800.00         | \$ 109,621.51          |
| Pablo Noguera           | Project Manager Engineer | 5    | 11/21/1983 | \$ 105,821.51          | \$ 1,000.00          | \$ 4,100.00         | \$ 110,921.51          |
| Kyle Grant              | GIS Analyst              | 9    | 11/18/2013 | \$ 127,423.15          | \$ -                 | \$ -                | \$ 127,423.15          |
| Heather Chew            | Assistant Town Engineer  | 5    | 7/1/2013   | \$ 117,592.89          | \$ 1,000.00          | \$ 2,100.00         | \$ 120,692.89          |
| Brandon Gentile         | Project Manager Engineer | 5    | 5/29/2023  | \$ 105,821.51          | \$ 1,000.00          | \$ -                | \$ 106,821.51          |
| Christina Papadopoulos  | Stormwater Engineer      | 5    | 2/27/2022  | \$ 117,592.89          | \$ 1,000.00          | \$ -                | \$ 118,592.89          |
| Steve Robertson         | Project Manager Engineer | 5    | 6/14/1999  | \$ 117,592.89          | \$ 1,000.00          | \$ 3,800.00         | \$ 122,392.89          |
|                         |                          |      |            |                        |                      |                     |                        |
| <b>DEPARTMENT TOTAL</b> |                          |      |            | <b>\$ 1,058,641.76</b> | <b>\$ 6,000.00</b>   | <b>\$ 14,410.00</b> | <b>\$ 1,083,851.76</b> |

Total Full Time \$ 1,058,641.76  
Total Overtime \$ -  
Total Contract \$ 20,410.00  
Total \$ 1,079,051.76

## ENGINEERING DIVISION SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                    | POSITION                 | STEP | ANN. DATE  | BASE SALARY            | SICK LEAVE INCENTIVE | LONGEVITY           | TOTAL SALARY BENEFIT   |
|-------------------------|--------------------------|------|------------|------------------------|----------------------|---------------------|------------------------|
| Kelley Conway           | Town Engineer            | 9    | 1/30/2006  | \$ 155,153.88          |                      | \$ 2,610.00         | \$ 157,763.88          |
| Derek Doyle             | Project Manager Engineer | 5    | 11/5/2007  | \$ 105,821.51          | \$ 1,000.00          | \$ 2,800.00         | \$ 109,621.51          |
| Antonio Fernandes       | Project Manager Engineer | 5    | 8/4/2005   | \$ 105,821.51          | \$ 1,000.00          | \$ 2,800.00         | \$ 109,621.51          |
| Pablo Noguera           | Project Manager Engineer | 5    | 11/21/1983 | \$ 105,821.51          | \$ 1,000.00          | \$ 4,100.00         | \$ 110,921.51          |
| Kyle Grant              | GIS Analyst              | 9    | 11/18/2013 | \$ 127,423.15          |                      |                     | \$ 127,423.15          |
| Heather Chew            | Assistant Town Engineer  | 5    | 7/1/2013   | \$ 117,592.89          | \$ 1,000.00          | \$ 2,100.00         | \$ 120,692.89          |
| Brandon Gentile         | Project Manager Engineer | 5    | 5/29/2023  | \$ 105,821.51          | \$ 1,000.00          | \$ -                | \$ 106,821.51          |
| Christina Papadopoulos  | Stormwater Engineer      | 5    | 2/27/2022  | \$ 117,592.89          | \$ 1,000.00          | \$ -                | \$ 118,592.89          |
| Steve Robertson         | Project Manager Engineer | 5    | 6/14/1999  | \$ 117,592.89          | \$ 1,000.00          | \$ 3,800.00         | \$ 122,392.89          |
|                         |                          |      |            |                        |                      |                     |                        |
| <b>DEPARTMENT TOTAL</b> |                          |      |            | <b>\$ 1,058,641.76</b> | <b>\$ 6,000.00</b>   | <b>\$ 14,410.00</b> | <b>\$ 1,083,851.76</b> |

Total Full Time \$ 1,058,641.76  
Total Overtime \$ -  
Total Contract \$ 20,410.00  
Total \$ 1,079,051.76

# Engineering

## ENGINEERING DIVISION SALARY INFORMATION FY2024 BUDGETED

| NAME                    | POSITION                 | STEP | ANN. DATE  | BASE SALARY          | SICK LEAVE INCENTIVE | LONGEVITY           | TOTAL SALARY BENEFIT |
|-------------------------|--------------------------|------|------------|----------------------|----------------------|---------------------|----------------------|
| Kelley Conway           | Town Engineer            | 9    | 1/30/2006  | \$ 149,186.42        | \$ -                 | \$ 2,610.00         | \$ 151,796.42        |
| Derek Doyle             | Project Manager Engineer | 4/5  | 11/5/2007  | \$ 97,152.60         | \$ 500.00            | \$ 2,800.00         | \$ 100,452.60        |
| Antonio Fernandes       | Project Manager Engineer | 4/5  | 8/4/2005   | \$ 98,424.44         | \$ 500.00            | \$ 2,800.00         | \$ 101,724.44        |
| Pablo Noguera           | Project Manager Engineer | 5    | 11/21/1983 | \$ 98,787.82         | \$ 500.00            | \$ 4,100.00         | \$ 103,387.82        |
| Kyle Grant              | GIS Analyst              | 8    | 11/18/2013 | \$ 117,823.47        | \$ -                 | \$ -                | \$ 117,823.47        |
| Heather Chew            | Assistant Town Engineer  | 5    | 7/1/2013   | \$ 109,776.79        | \$ 500.00            | \$ 2,100.00         | \$ 112,376.79        |
| Joe Giuliano            | Project Manager Engineer | 4/5  | 6/26/2017  | \$ 94,154.68         | \$ 500.00            | \$ 2,100.00         | \$ 96,754.68         |
| Christina Papadopoulos  | Stormwater Engineer      | 5    | 2/27/2022  | \$ 109,776.79        | \$ 500.00            | \$ -                | \$ 110,276.79        |
| BPAA Settlement         |                          |      |            | \$ 24,736.89         | \$ -                 | \$ -                | \$ 24,736.89         |
|                         |                          |      |            |                      |                      |                     | \$ -                 |
|                         |                          |      |            |                      |                      |                     |                      |
| <b>DEPARTMENT TOTAL</b> |                          |      |            | <b>\$ 899,819.90</b> | <b>\$ 3,000.00</b>   | <b>\$ 16,510.00</b> | <b>\$ 919,329.90</b> |

Total Full Time \$ 899,819.90  
Total Overtime  
Total Contract \$ 19,510.00  
Total \$ 919,329.90

ENGINEERING DIVISION

DESCRIPTION/DETAIL

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| \$ 8,000 | \$ 7,184 | \$ 8,000 | \$ 7,929 | \$ 8,000 | \$ 7,701 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000    |

Supplies and Expenses

Includes office supplies, field supplies and equipment, ink and paper for large format plotter, cellular fees for field equipment including gps and tablets.

| Department | Town Mgr. | Fin Com  |
|------------|-----------|----------|
| \$ 8,000   | \$ 8,000  | \$ 8,000 |

| FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 120,266 | \$ 118,015 | \$ 227,066 | \$ 220,427 | \$ 227,066 | \$ 210,459 | \$ 226,661 | \$ 227,111 | \$ 227,111 | \$ 227,111  |

Contract Services/Leases

Licenses, Trainings, Seminars and Memberships  
NMCOC services related to Stormwater Collaborative

| Department | Town Mgr.  | Fin Com    |
|------------|------------|------------|
| \$ 4,750   | \$ 4,750   | \$ 4,750   |
| \$ 4,800   | \$ 4,800   | \$ 4,800   |
| \$ -       | \$ -       | \$ -       |
| \$ 4,411   | \$ 4,411   | \$ 4,411   |
| \$ 210,000 | \$ 210,000 | \$ 210,000 |
| \$ 3,150   | \$ 3,150   | \$ 3,150   |
| \$ -       | \$ -       | \$ -       |
| \$ 227,111 | \$ 227,111 | \$ 227,111 |

NMCOG Pictometry 2023 Aerial Flyover & Digital Imagery (Year 2 of 3)

Misc consultant services related to on call roadway, traffic, water/wastewater analyses, and stormwater compliance

Clothing Allowance BPAA

Total Contract Services

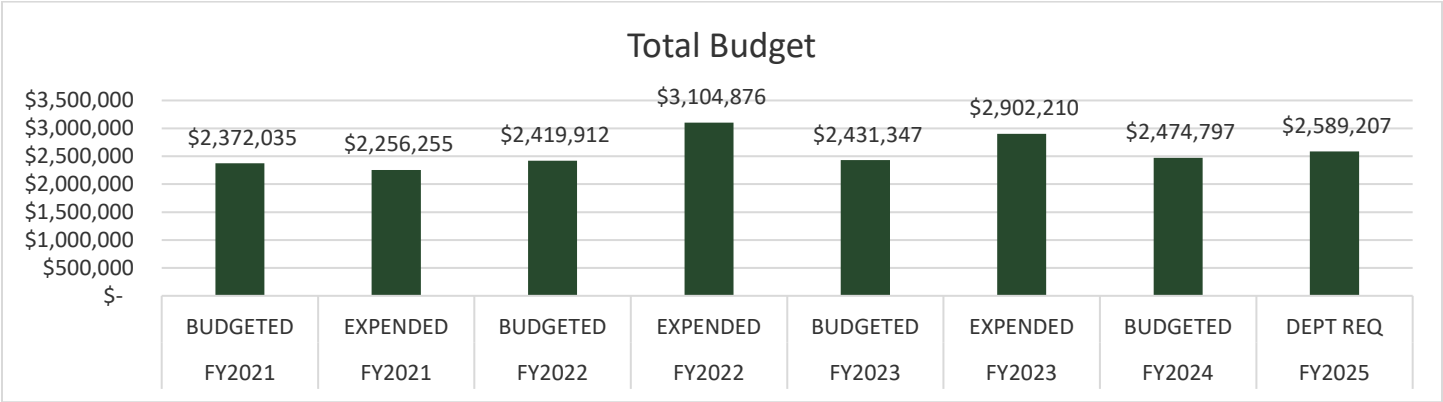
# Highway

## Department Explanation

The Highway Division is responsible for maintenance of the town's roads and drainage systems throughout the year, including winter snow and ice removal. The Highway Division also responds to other emergency and non-emergency situations as needed.

## Budget Narrative

In FY25 the Highway Department will see an increase of about \$115,000 due to cost-of-living adjustments, step increases, and the addition of \$15,000 in Contract Services/ Leases for streetlight maintenance.



# Highway

## Programs and Services and Past Year Update

Throughout FY23 the Highway Division continued to provide necessary services to maintain the Town's roads and drainage systems and provide public safety throughout the Town.

The Highway Division performs salting operations and snow removal on the town's 258 miles of roads. This year's snow season produced six plowable snowstorms. The first event came on January 15, 2023, with 2.70 inches. The last event was March 14, 2023, with 4.10 inches. Snowfall for the entire season totaled 27.70 inches. This snow season also had numerous storms below two inches.

The Highway Division used 4,467.55 tons of salt this snow season. The Highway Division works diligently over long hours throughout these events to maintain a safe roadway system for the residents of Billerica. Each forecasted snowstorm is treated differently based on staffing level, the time of day, air temperature, pavement temperature, intensity, duration of snowstorm and the expected accumulation of snow.

Prior to the snow starting, the Department of Public Works pretreats the roads and continues to do so during the storm. Once the snow accumulation reaches over 2 inches, operations transition to plowing, where Town staff and private contractors are dispatched to assigned routes.

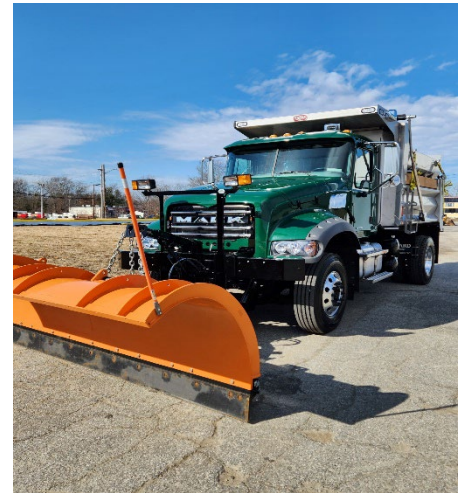
In addition to emergency response and maintenance during inclement weather, the Highway Division also responds to emergency calls from the Police Department and the Fire Department to aid in traffic control and other emergency requirements. The Highway Division also assists other Town Departments with various projects throughout the year.

The Highway Division performs regular day-to-day maintenance of the Town's roadway and drainage systems. The maintenance of the roadways included patching of failing areas of pavement, filling of potholes, replacing damaged pavement and berm, grading of gravel roads, patching of trenches from water breaks and Town drainage work, sweeping sand and debris from roadways, repair of guard rail, repair of damaged sidewalks as well as responding to resident concerns and requests for various situations.

The maintenance of the drainage systems included the rebuilding of failing catch basins, installing new catch basins, cleaning catch basins and drainpipes, repairing damaged drainage pipe, installing new drainage pipe, and clearing outfalls. There are 125 miles of drain mains and more than 4,901 catch basins throughout the Town. In FY23 catch basin cleaning generated 302 tons of sediment.

Other work completed by the Highway Division included the replacement of damaged or missing Town signs, roadway stripping, such as crosswalks, stop lines and road centerlines and maintenance and repair of street signal lights. The Highway Division responded to over 259 brush cutting requests throughout the town.

The Motor Equipment Repair section of the Highway Division provides fleet maintenance of DPW vehicles and equipment, including preventative maintenance and repair of town cars, trucks, plows, sanders, and heavy equipment.



| HIGHWAY                         |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|-----------------------|
| Personnel Services              |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
|                                 | FY2021<br>BUDGETED | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT REQ | FY2025<br>TM REC | FY2025<br>FIN COM REC |
| Full Time                       | \$ 1,056,711       | \$ 975,509         | \$ 1,104,388       | \$ 938,982         | \$ 1,106,823       | \$ 939,208         | \$ 1,149,273       | \$ 1,248,683       | \$ 1,248,683     | \$ 1,248,683          |
| Part Time/Seasonal              | \$ -               | \$ -               | \$ -               | \$ -               | \$ -               | \$ 61,132          | \$ -               | \$ -               | \$ -             | \$ -                  |
| Overtime                        | \$ 76,681          | \$ 52,059          | \$ 76,681          | \$ 68,983          | \$ 76,681          | \$ 66,681          | \$ 66,681          | \$ 66,681          | \$ 66,681        | \$ 66,681             |
| Contractual Obligations         | \$ 30,150          | \$ 18,336          | \$ 30,350          | \$ 27,961          | \$ 30,350          | \$ 30,350          | \$ 30,350          | \$ 30,350          | \$ 30,350        | \$ 30,350             |
| Snow Overtime                   | \$ 70,000          | \$ 168,980         | \$ 70,000          | \$ 167,360         | \$ 70,000          | \$ 150,321         | \$ 70,000          | \$ 70,000          | \$ 70,000        | \$ 70,000             |
| Total                           | \$ 1,233,542       | \$ 1,214,884       | \$ 1,281,419       | \$ 1,203,285       | \$ 1,282,854       | \$ 1,181,011       | \$ 1,316,304       | \$ 1,415,714       | \$ 1,415,714     | \$ 1,415,714          |
| Expenses                        |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
| Supplies and Expenses           | \$ 453,100         | \$ 414,104         | \$ 453,100         | \$ 450,191         | \$ 463,100         | \$ 423,856         | \$ 473,100         | \$ 473,100         | \$ 473,100       | \$ 473,100            |
| Contract Services/Leases        | \$ 322,293         | \$ 267,774         | \$ 322,293         | \$ 321,342         | \$ 322,293         | \$ 320,750         | \$ 322,293         | \$ 337,293         | \$ 337,293       | \$ 337,293            |
| Utilities                       | \$ 13,100          | \$ 9,493           | \$ 13,100          | \$ 12,619          | \$ 13,100          | \$ 21,708          | \$ 13,100          | \$ 13,100          | \$ 13,100        | \$ 13,100             |
| Capital Outlay                  |                    |                    |                    |                    |                    |                    |                    | \$ -               | \$ -             | \$ -                  |
| Snow & Sand                     | \$ 350,000         | \$ 350,000         | \$ 350,000         | \$ 1,117,439       | \$ 350,000         | \$ 954,885         | \$ 350,000         | \$ 350,000         | \$ 350,000       | \$ 350,000            |
| Total Expenses                  | \$ 1,138,493       | \$ 1,041,371       | \$ 1,138,493       | \$ 1,901,591       | \$ 1,148,493       | \$ 1,721,199       | \$ 1,158,493       | \$ 1,173,493       | \$ 1,173,493     | \$ 1,173,493          |
| TOTAL BUDGET                    | \$ 2,372,035       | \$ 2,256,255       | \$ 2,419,912       | \$ 3,104,876       | \$ 2,431,347       | \$ 2,902,210       | \$ 2,474,797       | \$ 2,589,207       | \$ 2,589,207     | \$ 2,589,207          |
| Dep. Req. TM, Rec. Fin Com Rec. |                    |                    |                    |                    |                    |                    |                    |                    |                  |                       |
|                                 | FY2024             | FY2025             | FY2025             | FY2025             |                    |                    |                    |                    |                  |                       |
| Position                        | FTE                | FTE                | FTE                | FTE                |                    |                    |                    |                    |                  |                       |
| Supintendent                    | 1                  | 1                  | 1                  | 1                  |                    |                    |                    |                    |                  |                       |
| Working Foreman                 | 3                  | 3                  | 3                  | 3                  |                    |                    |                    |                    |                  |                       |
| SMEO                            | 1                  | 1                  | 1                  | 1                  |                    |                    |                    |                    |                  |                       |
| MER                             | 2                  | 2                  | 2                  | 2                  |                    |                    |                    |                    |                  |                       |
| HMEO                            | 9                  | 9                  | 9                  | 9                  |                    |                    |                    |                    |                  |                       |
| MEO                             | 0                  | 0                  | 0                  | 0                  |                    |                    |                    |                    |                  |                       |
| Seasonal/Part Time              | 0                  | 0                  | 0                  | 0                  |                    |                    |                    |                    |                  |                       |
| MM                              | 1                  | 1                  | 1                  | 1                  |                    |                    |                    |                    |                  |                       |
| Total Staffing                  | 17                 | 17                 | 17                 | 17                 |                    |                    |                    |                    |                  |                       |

103,678.71 Difference PY 114,410.12  
4.56% % PY 4.62%

## HIGHWAY DIVISION SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME                    | POSITION        | STEP | ANN. DATE  | BASE SALARY     | CLOTHING     | SICK LEAVE INCENTIVE | TOOL INCENTIVE | MEALS       | LONGEVITY   | TOTAL SALARY BENEFIT |
|-------------------------|-----------------|------|------------|-----------------|--------------|----------------------|----------------|-------------|-------------|----------------------|
| Ed Tierney              | Spt Hwy         | 5    | 6/27/2000  | 128,325.26      | -            | 500.00               | -              | 200.00      | 3,300.00    | \$ 132,325.26        |
| Diorio, Mark Allen      | HMEO            | 7    | 9/12/2000  | 70,362.78       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 71,962.78         |
| Collins, Matthew        | MER             | 5    | 11/3/2011  | 71,667.73       | 800.00       | 600.00               | 250.00         | 200.00      | -           | \$ 73,517.73         |
| David Croteau           | HMEO            | 5    | 6/5/2023   | 67,630.51       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 69,230.51         |
| Hynes, Robert           | Working Foreman | 8    | 2/1/1999   | 86,773.66       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 88,373.66         |
| Caira, Benjamin         | SMEO            | 6    | 1/14/2008  | 77,567.55       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 79,167.55         |
| Derek Pierce            | Working Foreman | 7    | 11/8/2001  | 84,657.23       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 86,257.23         |
| Vacant                  | HMEO            | 3    | 7/1/2022   | 63,748.24       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 65,348.24         |
| O'Connell, Christopher  | HMEO            | 5    | 1/12/2012  | 67,630.51       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 69,230.51         |
| Etter, Christopher      | HMEO            | 3/4  | 7/8/2019   | 65,624.05       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 67,224.05         |
| Chestnut, Craig         | Working Foreman | 5    | 7/19/2012  | 81,369.88       | 800.00       | 600.00               | 250.00         | 200.00      | -           | \$ 83,219.88         |
| Wing, Matthew           | MER             | 5    | 9/19/2013  | 71,667.73       | 800.00       | 600.00               | 250.00         | 200.00      | -           | \$ 73,517.73         |
| Zachary Kelly           | HMEO            | 1/2  | 10/26/2023 | 61,166.94       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 62,766.94         |
| Michilini, James        | MM              | 4    | 11/8/2018  | 59,598.57       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 61,198.57         |
| David Gonsalves         | HMEO            | 1/2  | 9/5/2023   | 61,483.93       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 63,083.93         |
| Lembo, Richard          | HMEO            | 4    | 1/24/2022  | 65,660.68       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 67,260.68         |
| Vacant                  | HMEO            | 3    | 7/1/2022   | 63,748.24       | 800.00       | 600.00               | -              | 200.00      | -           | \$ 65,348.24         |
|                         |                 |      |            |                 |              |                      |                |             |             |                      |
|                         |                 |      |            |                 |              |                      |                |             |             |                      |
|                         |                 |      |            |                 |              |                      |                |             |             | \$ -                 |
| <b>DEPARTMENT TOTAL</b> |                 |      |            | \$ 1,248,683.47 | \$ 12,800.00 | \$ 10,100.00         | \$ 750.00      | \$ 3,400.00 | \$ 3,300.00 | \$ 1,279,033.47      |

Total Full Time \$ 1,248,683.47  
 Total Seasonal/Temp  
 Total Overtime \$ 66,681.00  
 Total Contract \$ 30,350.00  
 Total Snow Overtime \$ 70,000.00  
 Total \$ 1,415,714.47

## HIGHWAY DIVISION SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME                    | POSITION        | STEP | ANN. DATE  | BASE SALARY     | CLOTHING     | SICK LEAVE INCENTIVE | TOOL INCENTIVE | MEALS       | LONGEVITY   | TOTAL SALARY BENEFIT |
|-------------------------|-----------------|------|------------|-----------------|--------------|----------------------|----------------|-------------|-------------|----------------------|
| Ed Tierney              | Spt Hwy         | 5    | 6/27/2000  | \$ 128,325.26   | \$ -         | \$ 500.00            | \$ -           | \$ 200.00   | \$ 3,300.00 | \$ 132,325.26        |
| Diorio, Mark Allen      | HMEO            | 7    | 9/12/2000  | \$ 70,362.78    | \$ 800.00    | \$ 600.00            | \$ -           | \$ 200.00   |             | \$ 71,962.78         |
| Collins, Matthew        | MER             | 5    | 11/3/2011  | \$ 71,667.73    | \$ 800.00    | \$ 600.00            | \$ 250.00      | \$ 200.00   |             | \$ 73,517.73         |
| David Croteau           | HMEO            | 5    | 6/5/2023   | \$ 67,630.51    | \$ 800.00    | \$ 600.00            |                | \$ 200.00   |             | \$ 69,230.51         |
| Hynes, Robert           | Working Foreman | 8    | 2/1/1999   | \$ 86,773.66    | \$ 800.00    | \$ 600.00            | \$ -           | \$ 200.00   |             | \$ 88,373.66         |
| Caira, Benjamin         | SMEO            | 6    | 1/14/2008  | \$ 77,567.55    | \$ 800.00    | \$ 600.00            | \$ -           | \$ 200.00   |             | \$ 79,167.55         |
| Derek Pierce            | Working Foreman | 7    | 11/8/2001  | \$ 84,657.23    | \$ 800.00    | \$ 600.00            | \$ -           | \$ 200.00   |             | \$ 86,257.23         |
| Vacant                  | HMEO            | 3    | 7/1/2022   | \$ 63,748.24    | \$ 800.00    | \$ 600.00            | \$ -           | \$ 200.00   |             | \$ 65,348.24         |
| O'Connell, Christopher  | HMEO            | 5    | 1/12/2012  | \$ 67,630.51    | \$ 800.00    | \$ 600.00            | \$ -           | \$ 200.00   |             | \$ 69,230.51         |
| Etter, Christopher      | HMEO            | 3/4  | 7/8/2019   | \$ 65,624.05    | \$ 800.00    | \$ 600.00            | \$ -           | \$ 200.00   |             | \$ 67,224.05         |
| Chestnut, Craig         | Working Foreman | 5    | 7/19/2012  | \$ 81,369.88    | \$ 800.00    | \$ 600.00            | \$ 250.00      | \$ 200.00   |             | \$ 83,219.88         |
| Wing, Matthew           | MER             | 5    | 9/19/2013  | \$ 71,667.73    | \$ 800.00    | \$ 600.00            | \$ 250.00      | \$ 200.00   |             | \$ 73,517.73         |
| Zachary Kelly           | HMEO            | 1/2  | 10/26/2023 | \$ 61,166.94    | \$ 800.00    | \$ 600.00            | \$ -           | \$ 200.00   |             | \$ 62,766.94         |
| Michilini, James        | MM              | 4    | 11/8/2018  | \$ 59,598.57    | \$ 800.00    | \$ 600.00            |                | \$ 200.00   |             | \$ 61,198.57         |
| David Gonsalves         | HMEO            | 1/2  | 9/5/2023   | \$ 61,483.93    | \$ 800.00    | \$ 600.00            |                | \$ 200.00   |             | \$ 63,083.93         |
| Lembo, Richard          | HMEO            | 4    | 1/24/2022  | \$ 65,660.68    | \$ 800.00    | \$ 600.00            |                | \$ 200.00   |             | \$ 67,260.68         |
| Vacant                  | HMEO            | 3    | 7/1/2022   | \$ 63,748.24    | \$ 800.00    | \$ 600.00            |                | \$ 200.00   |             | \$ 65,348.24         |
|                         |                 |      |            |                 |              |                      |                |             |             | \$ -                 |
|                         |                 |      |            |                 |              |                      |                |             |             | \$ -                 |
| <b>DEPARTMENT TOTAL</b> |                 |      |            | \$ 1,248,683.47 | \$ 12,800.00 | \$ 10,100.00         | \$ 750.00      | \$ 3,400.00 | \$ 3,300.00 | \$ 1,279,033.47      |

Total Full Time \$ 1,248,683.47  
 Total Seasonal/Temp  
 Total Overtime \$ 66,681.00  
 Total Contract \$ 30,350.00  
 Total Snow Overtime \$ 70,000.00  
 Total \$ 1,415,714.47

## HIGHWAY DIVISION SALARY INFORMATION FY2024 BUDGETED

| NAME                   | POSITION        | STEP | ANN. DATE | BASE SALARY     | CLOTHING     | SICK LEAVE<br>INCENTIVE | TOOL<br>INCENTIVE | MEALS       | LONGEVITY   | TOTAL SALARY<br>BENEFIT |
|------------------------|-----------------|------|-----------|-----------------|--------------|-------------------------|-------------------|-------------|-------------|-------------------------|
| Ed Tierney             | Spt Hwy         | 5    | 6/27/2000 | \$ 119,795.80   | \$ -         | \$ 500.00               | \$ -              | \$ 200.00   | \$ 3,300.00 | \$ 123,795.80           |
| Diorio, Mark Allen     | HMEO            | 7    | 9/12/2000 | \$ 62,522.31    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | \$ -        | \$ 64,122.31            |
| Collins, Matthew       | MER             | 5    | 11/3/2011 | \$ 63,063.58    | \$ 800.00    | \$ 600.00               | \$ 250.00         | \$ 200.00   | \$ -        | \$ 64,913.58            |
| Vacant                 | HMEO            | 1    | 7/1/2022  | \$ 51,893.07    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | \$ -        | \$ 53,493.07            |
| Hynes, Robert          | Working Foreman | 7/8  | 2/1/1999  | \$ 75,863.78    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | \$ -        | \$ 77,463.78            |
| Caira, Benjamin        | SMEO            | 6    | 1/14/2008 | \$ 68,924.26    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | \$ -        | \$ 70,524.26            |
| CASEY, Matthew         | Working Foreman | 3    | 9/24/2018 | \$ 67,490.75    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | \$ -        | \$ 69,090.75            |
| Vacant                 | HMEO            | 1    | 7/1/2022  | \$ 51,893.07    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | \$ -        | \$ 53,493.07            |
| O'Connell, Christopher | HMEO            | 5    | 1/12/2012 | \$ 59,511.05    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | \$ -        | \$ 61,111.05            |
| Etter, Christopher     | HMEO            | 3    | 4/25/2011 | \$ 56,094.87    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | \$ -        | \$ 57,694.87            |
| Chestnut, Craig        | Working Foreman | 5    | 7/19/2012 | \$ 71,600.93    | \$ 800.00    | \$ 600.00               | \$ 250.00         | \$ 200.00   | \$ -        | \$ 73,450.93            |
| Wing, Matthew          | MER             | 4/5  | 9/19/2013 | \$ 62,676.51    | \$ 800.00    | \$ 600.00               | \$ 250.00         | \$ 200.00   | \$ -        | \$ 64,526.51            |
| Pierce, Derek          | HMEO            | 7    | 11/8/2001 | \$ 62,522.31    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | \$ -        | \$ 64,122.31            |
| Michilini, James       | MM              | 3/4  | 11/8/2018 | \$ 51,916.68    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | \$ -        | \$ 53,516.68            |
| Vacant                 | HMEO            | 1    | 7/1/2022  | \$ 51,893.07    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | \$ -        | \$ 53,493.07            |
| Lembo, Richard         | HMEO            | 2/3  | 1/24/2022 | \$ 54,904.61    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | \$ -        | \$ 56,504.61            |
| Vacant                 | HMEO            | 1    | 7/1/2022  | \$ 51,893.07    | \$ 800.00    | \$ 600.00               | \$ -              | \$ 200.00   | 0           | \$ 53,493.07            |
| BPAA                   |                 |      |           | \$ 4,964.42     | \$ -         | \$ -                    | \$ -              | \$ -        | 0           | \$ 4,964.42             |
| BMEA Settlement        |                 |      |           | \$ 59,849.21    | \$ -         | \$ -                    | \$ -              | \$ -        | 0           | \$ 59,849.21            |
| DEPARTMENT TOTAL       |                 |      |           | \$ 1,149,273.35 | \$ 12,800.00 | \$ 10,100.00            | \$ 750.00         | \$ 3,400.00 | \$ 3,300.00 | \$ 1,179,623.35         |

|                     |                 |
|---------------------|-----------------|
| Total Full Time     | \$ 1,149,273.35 |
| Total Seasonal/Temp |                 |
| Total Overtime      | \$ 66,681.00    |
| Total Contract      | \$ 30,350.00    |
| Total Snow Overtime | \$ 70,000.00    |
| Total               | \$ 1,316,304.35 |



# Highway

## DESCRIPTION/DETAIL

| FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 453,100 | \$ 414,104 | \$ 453,100 | \$ 450,191 | \$ 463,100 | \$ 423,856 | \$ 473,100 | \$ 473,100 | \$ 473,100 | \$ 473,100  |

### Supplies and Expenses

Mechanics Section for the cost to maintain and repair the town/s vehicle fleet, including parts, equipment, oil, grease and lube and other associated equipment and materials.

The cost of bituminous concrete for patching.

The Highway Division costs of materials and equipment for maintenance and repair of town roads, drainage systems, sidewalks and berms, including stone and gravel for road and drainage work, drainage structures and pipe, loam, miscellaneous hand tools, and other miscellaneous equipment and supplies.

Emergency maintenance of unaccepted roads

House of Correction Inmate Services meals

Snow Removal Parts and Supplies

| Department | Town Mgr.  | Fin Com    |
|------------|------------|------------|
| \$ 140,000 | \$ 140,000 | \$ 140,000 |
| \$ 130,000 | \$ 130,000 | \$ 130,000 |
|            | \$ -       | \$ -       |
| \$ 120,600 | \$ 120,600 | \$ 120,600 |
| \$ 25,000  | \$ 25,000  | \$ 25,000  |
| \$ 2,500   | \$ 2,500   | \$ 2,500   |
| \$ 55,000  | \$ 55,000  | \$ 55,000  |
| \$ 473,100 | \$ 473,100 | \$ 473,100 |

| FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 322,293 | \$ 267,774 | \$ 322,293 | \$ 321,342 | \$ 322,293 | \$ 320,750 | \$ 322,293 | \$ 337,293 | \$ 337,293 | \$ 337,293  |

### Contract Services/Leases

The "Contract Services/Leases" budget covers costs associated with work done by outside vendors to complete work as required to properly maintain and repair Town owned property/equipment, with approximate cost breakdown as follows:

Mechanic Section for repair and maintenance of vehicles, equipment and garage

Catch Basin cleaning contract

Police Detail costs

Highway Division services, including line stripe, signal repairs, guard rail stockpile testing and removal, street sweepings testing and removal, bridge inspections, training seminars, conferences and memberships

Thermo linestriping

Clothing Allowance per SEIU

ADD \$15,000 TO CONTRACT SERVICES FOR STREETLIGHT MAINTENANCE

| Department | Town Mgr.  | Fin Com    |
|------------|------------|------------|
| \$ 40,000  | \$ 40,000  | \$ 40,000  |
| \$ 125,000 | \$ 125,000 | \$ 125,000 |
| \$ 35,000  | \$ 35,000  | \$ 35,000  |
| \$ 121,843 | \$ 121,843 | \$ 121,843 |
|            | \$ -       | \$ -       |
| \$ -       | \$ -       | \$ -       |
| \$ 450     | \$ 450     | \$ 450     |
| \$ 15,000  | \$ 15,000  | \$ 15,000  |
| \$ 337,293 | \$ 337,293 | \$ 337,293 |

| FY2021    | FY2021   | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 13,100 | \$ 9,493 | \$ 13,100 | \$ 12,619 | \$ 13,100 | \$ 21,708 | \$ 13,100 | \$ 13,100 | \$ 13,100 | \$ 13,100   |

### Utilities

The "Utilities" budget covers utility costs associated with the operation of the Highway Office, Garage, and Storage Buildings and also includes the costs associated with recycling of waste oil.

| Department | Town Mgr. | Fin Com   |
|------------|-----------|-----------|
| \$ 13,100  | \$ 13,100 | \$ 13,100 |
| \$ 13,100  | \$ 13,100 | \$ 13,100 |

| FY2021     | FY2021     | FY2022     | FY2022       | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|------------|------------|------------|--------------|------------|------------|------------|------------|------------|-------------|
| BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED     | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 350,000 | \$ 350,000 | \$ 350,000 | \$ 1,117,439 | \$ 350,000 | \$ 954,885 | \$ 350,000 | \$ 350,000 | \$ 350,000 | \$ 350,000  |

### Snow and Ice Operations:

the "Snow and Ice Operations" budget covers the costs associated with snow and ice removal over the winter months, including the cost of snow plow contractors, and snow/ice melting chemicals (salt, magnesium chloride and sand).

| Department | Town Mgr.  | Fin Com    |
|------------|------------|------------|
| \$ 350,000 | \$ 350,000 | \$ 350,000 |
| \$ 350,000 | \$ 350,000 | \$ 350,000 |

# Parks and Trees

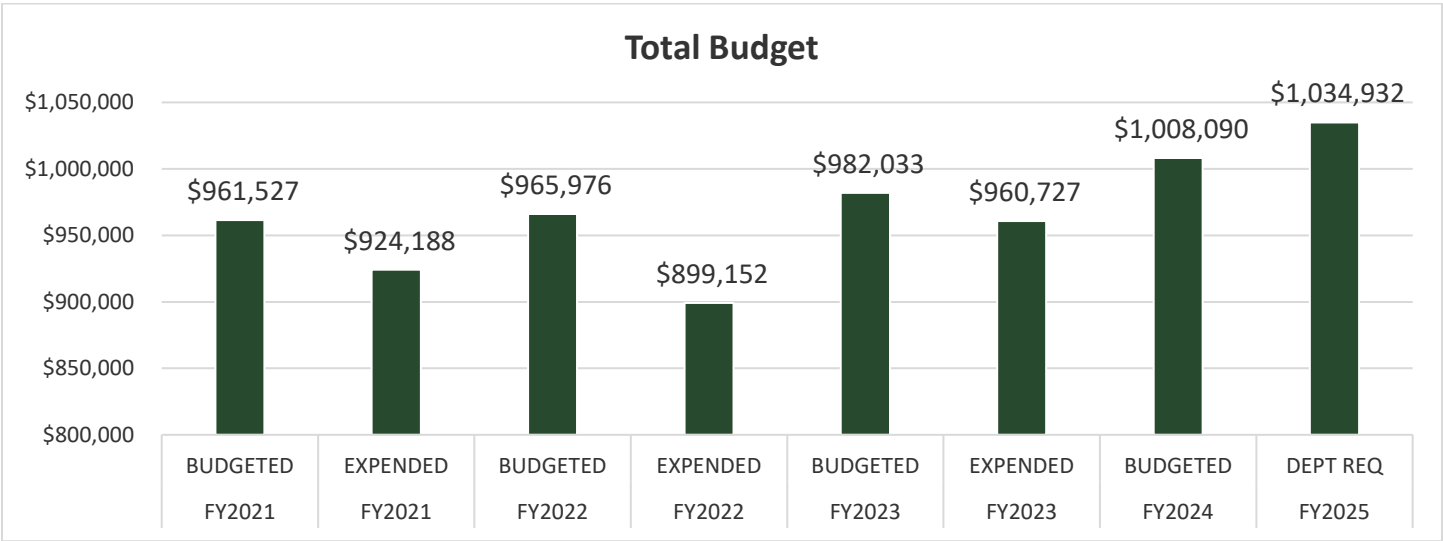
## Department Explanation

The Parks and Tree’s Department Division was formed in FY19 under the Public Works Department. This department was created out of the need for better care and maintenance of playing fields throughout the Town. This Department was previously combined with the Cemetery Division. Competing priorities constantly caused the parks and fields to be poorly maintained. If a burial was scheduled that took precedent over all other functions. This will be the first year of the split.

The Parks and Tree’s Department will care for almost 80 acres of fields and all trees on public property.

## Budget Narrative

In FY25 the Parks Department will see a \$25,000 increase due to cost-of-living adjustments and step increases.



# Parks and Trees

## Programs and Services and Past Year Update

The Parks & Tree Division is responsible for pruning and maintaining public shade trees and removing dead trees on Town properties. In FY23 the Division responded to one hundred and one (101) trees calls. Parks & Tree staff trimmed and cut approximately 200 miles of brush on Town roads. The Town of Billerica is also a member of Tree City USA and received the official proclamation from the Town Select Board that April 23, 2023, Town of Billerica Arbor Day.



**TREE CITY USA®**  
An Arbor Day Foundation Program

The Parks & Tree Division is responsible for maintaining and mowing more than 95 acres of all Town fields including the Lampson Complex, the Old Water Plant, PHR Complex, Masonic Hall, Howe Building, and Katie Durand Memorial Park. The Parks & Tree Division also retrofitted three (3) fields; Glavine, Hood and Boutwell fields, two (2) baseball fields and one (1) softball field. They also removed and replaced seven (7) trees on the 3A project (south).



Other areas maintained by the Parks and Tree Division include the Town Common, Library, Town Hall, Korean Veterans Memorial, the Talbot Oval, Police Station, Kids Konnection, Marshall, Pollard, two Vining fields, Old Bennett Library, and the Hajjar Field, along with twenty-five squares located throughout the Town. The Division also removed and replaced ten (10) new whiskey barrels on the Town Common.

In addition, the Parks & Tree Division waters all flowers, sets up holiday lighting on the Town Common and participates in snowplowing and other duties as directed.

Parks and Trees

| PARKS & TREES |          |          |          |          |          |          |          |          |             |
|---------------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
|               | FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025      |
|               | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC      |
|               |          |          |          |          |          |          |          |          | FIN COM REC |

|                                |            |            |            |            |            |            |            |            |            |
|--------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Personnel Services             |            |            |            |            |            |            |            |            |            |
| Full Time                      | \$ 498,298 | \$ 481,856 | \$ 515,947 | \$ 507,203 | \$ 528,804 | \$ 547,591 | \$ 569,861 | \$ 598,703 | \$ 598,703 |
| Part Time/Seasonal             | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       | \$ -       |
| Overtime                       | \$ 99,850  | \$ 99,768  | \$ 99,850  | \$ 86,305  | \$ 99,850  | \$ 99,850  | \$ 99,850  | \$ 99,850  | \$ 99,850  |
| Contractual Obligations        | \$ 17,124  | \$ 15,253  | \$ 17,124  | \$ 15,483  | \$ 17,124  | \$ 17,124  | \$ 17,124  | \$ 17,124  | \$ 17,124  |
| Perpetual Care Interest Trans. |            |            |            |            |            |            |            |            |            |
| Total                          | \$ 615,272 | \$ 596,877 | \$ 632,921 | \$ 607,991 | \$ 645,778 | \$ 664,565 | \$ 686,835 | \$ 715,677 | \$ 715,677 |

|                          |            |            |            |            |            |            |            |            |            |
|--------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Expenses                 |            |            |            |            |            |            |            |            |            |
| Supplies and Expenses    | \$ 67,925  | \$ 65,377  | \$ 85,925  | \$ 82,131  | \$ 85,925  | \$ 70,451  | \$ 85,925  | \$ 85,925  | \$ 85,925  |
| Mosquito Control         | \$ 15,000  | \$ 14,873  | \$ 15,000  | \$ 15,000  | \$ 15,000  | \$ 13,872  | \$ 15,000  | \$ 15,000  | \$ 15,000  |
| Contract Services/Leases | \$ 140,830 | \$ 129,368 | \$ 140,830 | \$ 138,490 | \$ 135,830 | \$ 113,839 | \$ 135,830 | \$ 135,830 | \$ 135,830 |
| Utilities                | \$ 2,500   | \$ 2,500   | \$ 2,500   | \$ 3,297   | \$ 2,500   | \$ 4,088   | \$ 2,500   | \$ 2,500   | \$ 2,500   |
| Capital Outlay           | \$ 120,000 | \$ 115,193 | \$ 88,800  | \$ 52,242  | \$ 97,000  | \$ 93,812  | \$ 82,000  | \$ 80,000  | \$ 80,000  |
| Total Expenses           | \$ 346,255 | \$ 327,311 | \$ 333,055 | \$ 291,161 | \$ 336,255 | \$ 296,162 | \$ 321,255 | \$ 319,255 | \$ 319,255 |

|              |            |            |            |            |            |            |              |              |              |
|--------------|------------|------------|------------|------------|------------|------------|--------------|--------------|--------------|
| TOTAL BUDGET | \$ 961,527 | \$ 924,188 | \$ 965,976 | \$ 899,152 | \$ 982,033 | \$ 960,727 | \$ 1,008,090 | \$ 1,034,932 | \$ 1,034,932 |
|--------------|------------|------------|------------|------------|------------|------------|--------------|--------------|--------------|

| Position                | FY2024 |  | FY2025 |  | FY2025 |  | FY2025 |  | Difference PY \$ | TM REC | FIN COM REC |
|-------------------------|--------|--|--------|--|--------|--|--------|--|------------------|--------|-------------|
|                         | FTE    |  | FTE    |  | FTE    |  | FTE    |  |                  |        |             |
| Supintendent            | 1      |  | 1      |  | 1      |  | 1      |  |                  |        |             |
| Working Foremen         | 1      |  | 1      |  | 1      |  | 1      |  |                  |        |             |
| Heavy Mtr. Equip. Oper. | 4      |  | 4      |  | 4      |  | 4      |  |                  |        |             |
| Maintenance Craftsman   | 2      |  | 2      |  | 2      |  | 2      |  |                  |        |             |
| TOTAL STAFF             | 8      |  | 8      |  | 8      |  | 8      |  |                  |        |             |

Difference PY \$ 26,842  
% PY 2.66%

# Parks and Trees

## PARKS & TREES SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME             | POSITION                | STEP | ANN. DATE | BASE SALARY   | CLOTHING    | CDL/HOIST | SICK LEAVE INCENTIVE | MEALS       | PESTICIDE | LONGEVITY  | TOTAL SALARY BENEFIT |
|------------------|-------------------------|------|-----------|---------------|-------------|-----------|----------------------|-------------|-----------|------------|----------------------|
| Haines, Michael  | Superintendent          | 5    | 8/12/1986 | \$ 128,325.26 | \$ -        | \$ -      | \$500.00             | \$0.00      | \$0.00    | \$4,100.00 | \$ 132,925.26        |
| Peterson, David  | Working Foreman         | 8    | 10/3/1996 | \$ 86,773.66  | \$ 800.00   | \$ -      | \$600.00             | \$332.00    | \$150.00  | \$0.00     | \$ 88,655.66         |
| Amato, Anthony   | Heavy Mtr. Equip. Oper. | 4    | 8/27/2012 | \$ 65,660.68  | \$ 800.00   | \$ -      | \$600.00             | \$332.00    | \$0.00    | \$0.00     | \$ 67,392.68         |
| Mason Buccholz   | Maint.Craftsman         | 2/3  | 11/1/2022 | \$ 60,816.94  | \$ 800.00   | \$ -      | \$600.00             | \$332.00    | \$0.00    | \$0.00     | \$ 62,548.94         |
| Shibles, Adam    | Heavy Mtr. Equip. Oper. | 6    | 7/2/2018  | \$ 68,983.12  | \$ 800.00   | \$ 50.00  | \$600.00             | \$332.00    | \$0.00    | \$0.00     | \$ 70,765.12         |
| Caira, Kevin     | Maint.Craftsman         | 4    | 5/25/2017 | \$ 63,241.32  | \$ 800.00   | \$ 50.00  | \$600.00             | \$332.00    | \$150.00  | \$0.00     | \$ 65,173.32         |
| Jacob Myers      | Maint.Craftsman         | 2/3  | 11/1/2022 | \$ 60,816.94  | \$ 800.00   | \$ -      | \$600.00             | \$332.00    | \$0.00    | \$0.00     | \$ 62,548.94         |
| Allen, Kory      | HMEO                    | 3/4  | 5/4/2017  | \$ 64,085.30  | \$ 800.00   | \$ -      | \$600.00             | \$332.00    | \$0.00    | \$0.00     | \$ 65,817.30         |
| 1/0/1900         |                         |      |           | \$ -          |             |           |                      |             |           |            | \$ -                 |
| 1/0/1900         |                         |      |           | \$ -          |             |           |                      |             |           |            | \$ -                 |
|                  |                         |      |           |               |             |           |                      |             |           |            | \$ -                 |
| DEPARTMENT TOTAL |                         |      |           | \$ 598,703.21 | \$ 5,600.00 | \$ 100.00 | \$ 4,700.00          | \$ 2,324.00 | \$ 300.00 | \$ 4,100   | \$ 615,827.21        |

Total Full Time \$ 598,703.00  
Total Seasonal  
Total Overtime \$ 99,850.44  
Total Contract \$ 17,124.00  
Total \$ 715,677.44

## PARKS & TREES SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME             | POSITION                | STEP | ANN. DATE | BASE SALARY   | CLOTHING    | CDL/HOIST | SICK LEAVE INCENTIVE | MEALS       | PESTICIDE | LONGEVITY | TOTAL SALARY BENEFIT |
|------------------|-------------------------|------|-----------|---------------|-------------|-----------|----------------------|-------------|-----------|-----------|----------------------|
| Haines, Michael  | Superintendent          | 5    | 8/12/1986 | \$ 128,325.26 | \$ -        | -         | \$ 500.00            | \$ -        | \$ -      | \$ 4,100  | \$ 132,925.26        |
| Peterson, David  | Working Foreman         | 8    | 10/3/1996 | \$ 86,773.66  | \$ 800.00   | \$ -      | \$ 600.00            | \$ 332.00   | \$ 150.00 | \$ -      | \$ 88,655.66         |
| Amato, Anthony   | Heavy Mtr. Equip. Oper. | 4    | 8/27/2012 | \$ 65,660.68  | \$ 800.00   | -         | \$ 600.00            | \$ 332.00   | \$ -      | \$ -      | \$ 67,392.68         |
| Mason Buccholz   | Maint.Craftsman         | 2/3  | 11/1/2022 | \$ 60,816.94  | \$ 800.00   | \$ -      | \$ 600.00            | \$ 332.00   | \$ -      | \$ -      | \$ 62,548.94         |
| Shibles, Adam    | Heavy Mtr. Equip. Oper. | 6    | 7/2/2018  | \$ 68,983.12  | \$ 800.00   | \$ 50.00  | \$ 600.00            | \$ 332.00   | \$ -      | \$ -      | \$ 70,765.12         |
| Caira, Kevin     | Maint.Craftsman         | 4    | 5/25/2017 | \$ 63,241.32  | \$ 800.00   | 50.00     | \$ 600.00            | \$ 332.00   | \$ 150.00 | \$ -      | \$ 65,173.32         |
| Jacob Myers      | Maint.Craftsman         | 2/3  | 11/1/2022 | \$ 60,816.94  | \$ 800.00   | -         | \$ 600.00            | \$ 332.00   | \$ -      | \$ -      | \$ 62,548.94         |
| Allen, Kory      | HMEO                    | 3/4  | 5/4/2017  | \$ 64,085.30  | \$ 800.00   | -         | \$ 600.00            | \$ 332.00   | \$ -      | \$ -      | \$ 65,817.30         |
|                  |                         |      |           |               |             |           |                      |             |           |           | \$ -                 |
|                  |                         |      |           |               |             |           |                      |             |           |           | \$ -                 |
|                  |                         |      |           |               | \$ -        | \$ -      | \$ -                 | \$ -        | \$ -      | \$ -      | \$ -                 |
| DEPARTMENT TOTAL |                         |      |           | \$ 598,703.21 | \$ 5,600.00 | \$ 100.00 | \$ 4,700.00          | \$ 2,324.00 | \$ 300.00 | \$ 4,100  | \$ 615,827.21        |

Total Full Time \$ 598,703.00  
Total Seasonal  
Total Overtime \$ 99,850.44  
Total Contract \$ 17,124.00  
Total \$ 715,677.44

## PARKS & TREES SALARY INFORMATION FY2024 BUDGETED

| NAME             | POSITION                | STEP | ANN. DATE | BASE SALARY   | CLOTHING    | CDL/HOIST | SICK LEAVE INCENTIVE | MEALS       | PESTICIDE | LONGEVITY   | TOTAL SALARY BENEFIT |
|------------------|-------------------------|------|-----------|---------------|-------------|-----------|----------------------|-------------|-----------|-------------|----------------------|
| Haines, Michael  | Superintendent          | 5    | 8/12/1986 | 119,795.80    | \$ -        | -         | 500                  | 0           | 0         | 4,100       | \$ 124,395.80        |
| Peterson, David  | Working Foreman         | 1/8  | 10/3/1996 | \$ 76,728.42  | \$ 800.00   | -         | \$ 600.00            | \$ 332.00   | \$ 150.00 | \$ -        | \$ 78,610.42         |
| Chase, Tim       | Heavy Mtr. Equip. Oper. | 5    | 8/27/2012 | \$ 59,511.05  | \$ 800.00   | \$ -      | \$ 600.00            | \$ 332.00   | \$ -      | \$ -        | \$ 61,243.05         |
| Mason Buccholz   | Maint.Craftsman         | 1/2  | 11/1/2022 | \$ 51,299.02  | \$ 800.00   | -         | \$ 600.00            | \$ 332.00   | \$ -      | \$ -        | \$ 53,031.02         |
| Shibles, Adam    | Heavy Mtr. Equip. Oper. | 6    | 7/2/2018  | \$ 61,296.38  | \$ 800.00   | \$ 50.00  | \$ 600.00            | \$ 332.00   | \$ -      | \$ -        | \$ 63,078.38         |
| Caira, Kevin     | Maint.Craftsman         | 4    | 5/25/2017 | \$ 55,648.82  | \$ 800.00   | \$ 50.00  | \$ 600.00            | \$ 332.00   | \$ 150.00 | \$ -        | \$ 57,580.82         |
| Jacob Myers      | Maint.Craftsman         | 1/2  | 11/1/2022 | \$ 51,299.02  | \$ 800.00   | -         | \$ 600.00            | \$ 332.00   | \$ -      | \$ -        | \$ 53,031.02         |
| Allen, Kory      | HMEO                    | 3    | 5/4/2017  | \$ 56,094.87  | \$ 800.00   | -         | \$ 600.00            | \$ 332.00   | \$ -      | \$ -        | \$ 57,826.87         |
| BPAA Settlement  |                         |      |           | \$ 4,964.42   |             |           |                      |             |           |             | \$ 4,964.42          |
| BMEA Ssttlement  |                         |      |           | \$ 33,223.66  |             |           |                      |             |           |             | \$ 33,223.66         |
|                  |                         |      |           |               |             |           |                      |             |           |             | \$ -                 |
|                  |                         |      |           |               |             |           |                      |             |           |             | \$ -                 |
|                  |                         |      |           |               |             |           |                      |             |           |             | \$ -                 |
|                  |                         |      |           |               |             |           |                      |             |           |             | \$ -                 |
|                  |                         |      |           |               |             |           |                      |             |           |             | \$ -                 |
|                  |                         |      |           |               | -           | -         | -                    | -           | -         | -           | \$ -                 |
|                  |                         |      |           |               |             |           |                      |             |           |             |                      |
|                  |                         |      |           |               |             |           |                      |             |           |             |                      |
| DEPARTMENT TOTAL |                         |      |           | \$ 569,861.45 | \$ 5,600.00 | \$ 100.00 | \$ 4,700.00          | \$ 2,324.00 | \$ 300.00 | \$ 4,100.00 | \$ 586,985.45        |

Total Full Time \$ 569,861.00  
Total Seasonal  
Total Overtime \$ 99,850.44  
Total Contract \$ 17,124.00  
Total \$ 686,835.44

# Parks and Trees

## PARKS & TREES

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 67,925 | \$ 65,377 | \$ 85,925 | \$ 82,131 | \$ 85,925 | \$ 70,451 | \$ 85,925 | \$ 85,925 | \$ 85,925 | \$ 85,925   |

|                                                                                          | FY2021      | Department   | Town Mgr.    | Fin Com      |
|------------------------------------------------------------------------------------------|-------------|--------------|--------------|--------------|
| <i>Supplies and Expenses</i>                                                             |             |              |              |              |
| general office supply allocation                                                         | \$ 725      | \$ 725       | \$ 725       | \$ 725       |
| Landscaping and playing field materials                                                  | \$ 5,000    | \$ 5,000     | \$ 5,000     | \$ 5,000     |
| Equipment repairs, parts, fence repairs and building repairs.                            | \$ 14,000   | \$ 14,000    | \$ 14,000    | \$ 14,000    |
| Accessories, safety supplies, custodial supplies, time clock                             | \$ 5,500.00 | \$ 5,500.00  | \$ 5,500     | \$ 5,500     |
| Hydro seeding supplies, seed and fertilizer                                              | \$ 11,000   | \$ 29,000    | \$ 29,000    | \$ 29,000    |
| Subscriptions to trade magazines, association dues and memberships.                      | \$ 1,200    | \$ 1,200     | \$ 1,200     | \$ 1,200     |
| Vegetation killer, wasp spray, weed killer                                               | \$ 5,000    | \$ 5,000     | \$ 5,000     | \$ 5,000     |
| Replace worn or broken tools                                                             | \$ 10,500   | \$ 10,500    | \$ 10,500    | \$ 10,500    |
| Planting Veteran's Day flowers, Christmas decorations, mulch and square plantings and tr | \$ 6,000    | \$ 6,000     | \$ 6,000     | \$ 6,000     |
| Annual Maintenance of Irrigation systems                                                 | \$ -        | \$ -         | \$ -         | \$ -         |
| Bark Mulch for Town Common & Veteran Squares                                             | \$ 6,000    | \$ 6,000     | \$ 6,000     | \$ 6,000     |
| Inmate Services                                                                          | \$ 3,000    | \$ 3,000     | \$ 3,000     | \$ 3,000     |
| Office Trailer                                                                           | \$ -        | \$ -         | \$ -         | \$ -         |
| <i>Total Supplies and Expenses</i>                                                       | \$ 67,925   | \$ 85,925.00 | \$ 85,925.00 | \$ 85,925.00 |

| FY2021    | FY2021    | FY2022    | FY2022    | FY2023    | FY2023    | FY2024     | FY2025    | FY2025    | FY2025      |
|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED   | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 15,000 | \$ 14,873 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 13,872 | \$ 15,000  | \$ 15,000 | \$ 15,000 | \$ 15,000   |
| FY2020    |           |           |           |           |           | Department | Town Mgr. | Fin Com   |             |

### Mosquito Control

|                                                        |           |              |           |           |
|--------------------------------------------------------|-----------|--------------|-----------|-----------|
| To Purchase Larvicide Briquettes to treat Catch Basins |           |              |           |           |
| Ariel Spraying, Board of Health                        | \$ 15,000 | \$ 15,000.00 | \$ 15,000 | \$ 15,000 |

### Total Mosquito Control

|           |              |              |              |
|-----------|--------------|--------------|--------------|
| \$ 15,000 | \$ 15,000.00 | \$ 15,000.00 | \$ 15,000.00 |
|-----------|--------------|--------------|--------------|

| FY2021     | FY2021     | FY2022     | FY2022     | FY2023     | FY2023     | FY2024     | FY2025     | FY2025     | FY2025      |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 140,830 | \$ 129,368 | \$ 140,830 | \$ 138,490 | \$ 135,830 | \$ 113,939 | \$ 135,830 | \$ 135,830 | \$ 135,830 | \$ 135,830  |

### Contract Services

|                                                                    | FY22          | Department    | Town Mgr.     | Fin Com       |
|--------------------------------------------------------------------|---------------|---------------|---------------|---------------|
| Police Details                                                     |               |               |               |               |
| Outside Services - Irrigation / Deep Tine Areation, Hydroseeding - | \$ 25,000.00  | \$ 25,000.00  | \$ 25,000.00  | \$ 25,000.00  |
| Uniforms -                                                         | \$ 55,000.00  | \$ 55,000.00  | \$ 55,000.00  | \$ 55,000.00  |
| Maintenance contracts-                                             | \$ 4,880.00   | \$ 4,880.00   | \$ 4,880.00   | \$ 4,880.00   |
| Crane Rental                                                       | \$ 4,500.00   | \$ 4,500.00   | \$ 4,500.00   | \$ 4,500.00   |
| Consulting Services (Fertilizer)                                   | \$ 35,000.00  | \$ 30,000.00  | \$ 30,000.00  | \$ 30,000.00  |
| Clothing Allowance per SEIU                                        | \$ 6,000.00   | \$ 6,000.00   | \$ 6,000.00   | \$ 6,000.00   |
| Legal Ads for Tree postings                                        | \$ 450.00     | \$ 450.00     | \$ 450.00     | \$ 450.00     |
| Brush disposal                                                     | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   |
| <i>Total Contract Services</i>                                     | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   |
|                                                                    | \$ 140,830.00 | \$ 135,830.00 | \$ 135,830.00 | \$ 135,830.00 |

| FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025   | FY2025      |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|-------------|
| BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC   | FIN COM REC |
| \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 3,297 | \$ 2,500 | \$ 4,088 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500    |

|                                                          | FY21        | Department  | Town Mgr.   | Fin Com     |
|----------------------------------------------------------|-------------|-------------|-------------|-------------|
| <i>Utilities</i>                                         |             |             |             |             |
| Electricity for Cemetery Garage, Office & Outside Lights | \$ -        | \$ -        | \$ -        | \$ -        |
| Fuel/ Heat for Cemetery Garge & Office                   | \$ -        | \$ -        | \$ -        | \$ -        |
| Electricity for Alexander Road and Office Trailer        | \$ -        | \$ -        | \$ -        | \$ -        |
| Fuel/Heat for Alexander Road and Office Trailer          | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |
|                                                          | \$ -        | \$ -        | \$ -        | \$ -        |
|                                                          | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 |

| FY2021     | FY2021     | FY2022    | FY2022    | FY2023    | FY2023    | FY2024    | FY2025    | FY2025    | FY2025      |
|------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED   | EXPENDED   | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 120,000 | \$ 115,193 | \$ 88,800 | \$ 52,242 | \$ 97,000 | \$ 93,812 | \$ 82,000 | \$ 80,000 | \$ 80,000 | \$ 80,000   |

### Capital Outlay

| Quantity | Lease Purchase        | Value     | Department | Town Mgr. | Fin Com   |
|----------|-----------------------|-----------|------------|-----------|-----------|
| 1        | Smithco Field Sweeper | \$ 60,000 | 80,000.00  | 80,000.00 | 80,000.00 |
| 1        | Walker Mower          | 20,000    |            |           |           |
|          |                       |           |            |           |           |
|          |                       | \$ 80,000 |            |           |           |

# Solid Waste

|                     | FY2021<br>BUDGETED | FY2021<br>EXPENDED | FY2022<br>BUDGETED | FY2022<br>EXPENDED | FY2023<br>BUDGETED | FY2023<br>EXPENDED | FY2024<br>BUDGETED | FY2025<br>DEPT. REQ. | FY2025<br>TM REC | FY2025<br>FIN COM REC |
|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------|------------------|-----------------------|
| <b>SOLID WASTE</b>  |                    |                    |                    |                    |                    |                    |                    |                      |                  |                       |
| 5285 SOLID WASTE    | \$ 3,359,776       | \$ 3,223,432       | \$ 3,472,055       | \$ 3,261,508       | \$ 3,679,720       | \$ 3,368,426       | \$ 4,299,490       | \$ 5,013,100         | \$ 5,013,100     | \$ 5,013,100          |
|                     |                    |                    |                    |                    |                    |                    |                    |                      |                  |                       |
|                     |                    |                    |                    |                    |                    |                    |                    |                      |                  |                       |
| <b>TOTAL BUDGET</b> | \$ 3,359,776       | \$ 3,223,432       | \$ 3,472,055       | \$ 3,261,508       | \$ 3,679,720       | \$ 3,368,426       | \$ 4,299,490       | \$ 5,013,100         | \$ 5,013,100     | \$ 5,013,100          |

16.60%

|                                                                                                                                                 |                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Waste Management (FY-25) base collection contract as negotiated, includes carts, trash and recycle collection, HHW and recycle processing.      | \$ 3,225,492.00        |
| Waste Management Fuel costs based on contract fuel index adjustment.                                                                            | \$ 328,410.00          |
| Recycle Coordinator                                                                                                                             | \$ 36,540.00           |
| Recycling contamination processing and disposal                                                                                                 | \$ 88,200.00           |
| Wheelabrator (FY 25) trash disposal as negotiated                                                                                               | \$ 1,313,708.00        |
| Code Red costs                                                                                                                                  | \$ 13,250.00           |
| Printings, event roll off dumpsters at Highway, Cemetery, etc., fluorescent bulbs, white good and CRT disposal, illegal dumping, outreach, etc. | \$ 7,500.00            |
| <b>Total</b>                                                                                                                                    | <b>\$ 5,013,100.00</b> |



## Smart Recycling Guide

Your go-to reference for recycling in Massachusetts





**Metal**



Food and Beverage Cans  
empty and rinse



**Plastic**



Bottles, Jars, Jugs and Tubs  
empty and replace cap



**Glass**



Bottles and Jars  
empty and rinse



**Paper & Cardboard**



Mixed Paper, Newspaper, Magazines, Boxes  
empty and flatten

**NO!**



Do Not Bag Recyclables  
No Garbage



No Plastic Bags or Plastic Wrap  
return to retail



No Food or Liquid  
empty all containers



No Clothing or Linens  
use donation programs



No Tangles  
no hose, wires, chains or electronics

## READY TO DECLUTTER BILLERICA?

### YOUR TOWN IS NOW OFFERING CURBSIDE PICK-UP!



- Fill out a pickup request form at [Helpsy.co/billericama](https://helpsy.co/billericama). Choose date.

**SCHEDULE**



- Clean out your closets. Bag unwanted clothing, shoes, linen and other items.

**GATHER**



- Place your bags curbside by 7 am on day of pickup.

**GIVE**

# Section 9: Debt / Shared Cost

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## DEBT SERVICE

|                                        | FY2021          | FY2021          | FY2022          | FY2022          | FY2023          | FY2023          | FY2024          | FY2025          | FY2025          | FY2025          |
|----------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                                        | BUDGETED        | EXPENDED        | BUDGETED        | EXPENDED        | BUDGETED        | EXPENDED        | BUDGETED        | DEPT REQ        | TIM REC         | FINCOM REC      |
| 7130 TOWN - SHORT TERM                 | \$ 350,000.00   | \$ 17,950.00    | \$ 350,000.00   | \$ 142,416.00   | \$ 350,000.00   | \$ 299,167.00   | \$ 350,000.00   | \$ 350,000.00   | \$ 350,000.00   | \$ 350,000.00   |
| 7140 SCHOOL - SHORT TERM               |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 7150 TOWN - PRINCIPAL                  | \$ 320,000.00   | \$ 315,000.00   | \$ 260,000.00   | \$ 245,000.00   | \$ 823,000.00   | \$ 823,000.00   | \$ 820,000.00   | \$ 1,061,625.00 | \$ 1,061,625.00 | \$ 1,061,625.00 |
| 7160 SCHOOL - PRINCIPAL                | \$ 480,000.00   | \$ 480,000.00   | \$ 475,000.00   | \$ 475,000.00   | \$ 443,000.00   | \$ 443,000.00   | \$ 394,000.00   | \$ 391,000.00   | \$ 391,000.00   | \$ 391,000.00   |
| 7550 TOWN - INTEREST LONG TERM         | \$ 68,050.00    | \$ 68,050.00    | \$ 53,575.00    | \$ 53,575.00    | \$ 609,064.99   | \$ 690,065.00   | \$ 515,461.00   | \$ 560,334.38   | \$ 560,334.38   | \$ 560,334.38   |
| 7560 SCHOOL - INTEREST LONG TERM       | \$ 106,775.04   | \$ 106,775.00   | \$ 89,331.25    | \$ 80,305.14    | \$ 90,037.61    | \$ 90,037.00    | \$ 58,582.50    | \$ 47,151.25    | \$ 47,151.25    | \$ 47,151.25    |
| 7180 TOWN - PRINCIPAL (NEW)            |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 7190 SCHOOL - PRINCIPAL (NEW)          |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 7580 TOWN - INTEREST LONG TERM (NEW)   |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 7590 SCHOOL - INTEREST LONG TERM (NEW) |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| 7130 EXEMPT DEBT TEMPORARY INTEREST    | \$ 90,000.00    | \$ 131,500.00   | \$ 90,000.00    | \$ 90,000.00    | \$ -            | \$ 186,358.00   | \$ -            | \$ -            | \$ -            | \$ -            |
| 7170 HIGH SCHOOL EXEMPT PRINCIPAL      | \$ 1,785,000.00 | \$ 1,785,000.00 | \$ 1,865,000.00 | \$ 1,865,000.00 | \$ 1,950,000.00 | \$ 1,950,000.00 | \$ 2,040,000.00 | \$ 2,325,000.00 | \$ 2,325,000.00 | \$ 2,325,000.00 |
| 7150 HIGH SCHOOL EXEMPT INTEREST       | \$ 3,266,331.25 | \$ 3,266,331.00 | \$ 3,177,081.25 | \$ 3,177,081.00 | \$ 3,083,831.25 | \$ 3,083,831.00 | \$ 2,986,331.25 | \$ 3,047,881.26 | \$ 3,047,881.26 | \$ 3,047,881.26 |
| PARKER SCHOOL EXEMPT PRINCIPAL         | \$ 320,000.00   | \$ 320,000.00   | \$ 320,000.00   | \$ 320,000.00   | \$ 320,000.00   | \$ 320,000.00   | \$ 320,000.00   | \$ 320,000.00   | \$ 320,000.00   | \$ 320,000.00   |
| PARKER SCHOOL EXEMPT INTEREST          | \$ 152,762.50   | \$ 152,763.00   | \$ 136,762.50   | \$ 13,762.51    | \$ 123,962.50   | \$ 123,962.00   | \$ 107,962.50   | \$ 101,562.50   | \$ 101,562.50   | \$ 101,562.50   |
| DEBT STABILIZATION APPROPRIATION       | \$ 91,101.12    |                 | \$ -            |                 | \$ -            |                 |                 | \$ 1,055,895.00 | \$ 1,055,895.00 | \$ 1,055,895.00 |
| TOTAL                                  | \$ 7,030,019.90 | \$ 6,643,369.00 | \$ 6,816,750.00 | \$ 6,462,139.65 | \$ 7,792,896.35 | \$ 8,009,420.00 | \$ 7,592,337.25 | \$ 9,260,449.39 | \$ 9,260,449.39 | \$ 9,260,449.39 |

# Debt

|                     |                 |                 |                 |                 |                 |                  |                 |                 |
|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|-----------------|-----------------|
| total gen prin      | \$ 1,103,846.00 | \$ 670,000.00   | \$ 655,000.00   | \$ 795,000.00   | \$ 735,000.00   | \$ 1,266,000.00  | \$ 1,214,000.00 | \$ 1,452,625.00 |
| total gen int       | 220,663.94      | 183,500.67      | 182,225.00      | 174,825.00      | 142,906.25      | 699,102.60       | 574,043.50      | 607,485.63      |
| total gen short     | 412,000.00      | 420,000.00      | 398,875.00      | 17,950.00       | 350,000.00      | 350,000.00       | 350,000.00      | 350,000.00      |
| Total L.T.          | \$ 1,736,509.94 | \$ 1,273,500.67 | \$ 1,236,100.00 | \$ 987,775.00   | \$ 1,227,906.25 | \$ 2,315,102.60  | \$ 2,138,043.50 | \$ 2,410,110.63 |
| Total Principal     | \$ 6,736,603.00 | \$ 6,157,148.04 | \$ 6,443,535.02 | \$ 6,933,184.53 | \$ 6,917,005.04 | \$ 8,066,523.26  | \$ 8,054,015.61 | \$ 7,102,345.89 |
| Total Interest      | 1,586,089.52    | 1,452,653.86    | 1,314,254.57    | 1,616,714.32    | 1,403,246.24    | 2,112,093.71     | 1,932,414.99    | 1,841,758.81    |
| Total Short Term    | 682,873.19      | 690,000.00      | 666,887.00      | 87,950.00       | 525,000.00      | 525,000.00       | 525,000.00      | 525,000.00      |
| Total Debt          | \$ 8,322,692.52 | \$ 7,609,801.90 | \$ 7,757,789.59 | \$ 8,549,898.85 | \$ 8,320,251.28 | \$ 10,178,616.97 | \$ 9,986,430.60 | \$ 8,944,104.70 |
| Exempted Principal  | \$ 3,650,000.00 | \$ 3,050,000.00 | \$ 2,320,000.00 | \$ 2,105,000.00 | \$ 2,185,000.00 | \$ 2,270,000.00  | \$ 2,360,000.00 | \$ 2,645,000.00 |
| Exempted Interest   | 2,719,744.87    | 3,554,781.50    | 3,492,031.50    | 3,419,093.75    | 3,313,843.75    | 3,207,793.75     | 3,094,293.75    | 3,149,443.76    |
| Exempted Short Term | -               | -               | 201,125.00      | 90,000.00       | 90,000.00       | -                | -               | -               |
| Total Exempted Debt | \$ 6,369,744.87 | \$ 6,604,781.50 | \$ 6,013,156.50 | \$ 5,614,093.75 | \$ 5,588,843.75 | \$ 5,477,793.75  | \$ 5,454,293.75 | \$ 5,794,443.76 |

|                                   | FY2021        |               | FY2022        |               | FY2023        |               | FY2024        |               | FY2025        |               | FY2025        |  |
|-----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--|
|                                   | BUDGETED      | EXPENDED      | BUDGETED      | EXPENDED      | BUDGETED      | EXPENDED      | BUDGETED      | EXPENDED      | DEPT REQ.     | TM REC        | FIN COM REC   |  |
| TOWN / SCHOOL SHARED ACCOUNTS     |               |               |               |               |               |               |               |               |               |               |               |  |
| 7010 TOWN BLDG. INSURANCE         | \$ 1,331,000  | \$ 1,361,261  | \$ 1,331,000  | \$ 1,331,000  | \$ 1,441,000  | \$ 1,300,623  | \$ 1,527,460  | \$ 1,527,460  | \$ 1,527,460  | \$ 1,527,460  | \$ 1,527,460  |  |
| 7011 SCHOOL BLDG INSURANCE        |               |               |               |               |               |               |               |               |               |               |               |  |
| 7012 TOWN HEALTH INSURANCE        | \$ 16,744,339 | \$ 16,744,339 | \$ 17,163,339 | \$ 17,163,339 | \$ 17,163,339 | \$ 17,163,339 | \$ 17,163,339 | \$ 17,163,339 | \$ 17,163,339 | \$ 17,163,339 | \$ 17,163,339 |  |
| 7013 SCHOOL HEALTH INSURANCE      |               |               |               |               |               |               |               |               |               |               |               |  |
| 7020 TOWN WORKERS COMP            | \$ 866,000    | \$ 687,377    | \$ 866,000    | \$ 736,578    | \$ 866,000    | \$ 737,323    | \$ 866,000    | \$ 866,000    | \$ 866,000    | \$ 866,000    | \$ 866,000    |  |
| 7021 SCHOOL WORKERS COMP          |               |               |               |               |               |               |               |               |               |               |               |  |
| 7030 TOWN UNEMPLOYED COMP         | \$ 100,000    | \$ 5,160      | \$ 100,000    | \$ 47,338     | \$ 100,000    | \$ 77,800     | \$ 100,000    | \$ 100,000    | \$ 100,000    | \$ 100,000    | \$ 100,000    |  |
| 7031 SCHOOL UNEMPLOYED COMP       |               |               |               |               |               |               |               |               |               |               |               |  |
| 7042 TOWN MEDICARE                | \$ 1,133,240  | \$ 1,250,360  | \$ 1,133,240  | \$ 1,303,492  | \$ 1,358,240  | \$ 1,358,808  | \$ 1,358,240  | \$ 1,358,240  | \$ 1,358,240  | \$ 1,358,240  | \$ 1,358,240  |  |
| 7043 SCHOOL MEDICARE              |               |               |               |               |               |               |               |               |               |               |               |  |
| 7052 COUNTY RETIREMENT ASSESSMENT | \$ 12,782,396 | \$ 12,782,396 | \$ 13,584,397 | \$ 13,587,241 | \$ 14,484,999 | \$ 14,484,999 | \$ 15,421,709 | \$ 16,438,951 | \$ 16,438,951 | \$ 16,438,951 | \$ 16,438,951 |  |
| 7052 OPEB TRUST CONTRIBUTION      | \$ 1,520,875  | \$ 1,520,875  | \$ 1,749,006  | \$ 1,749,006  | \$ 2,011,357  | \$ 2,011,357  | \$ 2,313,061  | \$ 2,428,714  | \$ 2,428,714  | \$ 2,428,714  | \$ 2,428,714  |  |
|                                   |               |               |               |               |               |               |               |               |               |               |               |  |
| TOTAL BUDGET                      | \$ 34,477,850 | \$ 34,351,768 | \$ 35,926,983 | \$ 35,917,994 | \$ 37,424,935 | \$ 37,134,249 | \$ 38,749,809 | \$ 39,882,704 | \$ 39,882,704 | \$ 39,882,704 | \$ 39,882,704 |  |

# Section 10: Water Enterprise Budget

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# Water

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## Department Explanation / History

### **Billerica Water Works**

Billerica Water Works was established by an act of the Massachusetts Legislature in 1897. Construction of the original works began in 1898 and continued for several years. The water works was first activated in January of 1899. Water was originally from wells located in the area of the present Public Works Yard, where the original pumping station building remains.

### **Treatment Plant**

The first Water Treatment Plant (WTP) was built in 1955. As originally built it had a capacity of 3.5 million gallons per day (MGD) and was intended to be expanded to 7 MGD at a later time. In 1967 the plant was expanded to its intended maximum capacity. As growth in town continued the plant's capacity was again increased in 1976, this time to 14 MGD.

On May 18, 2006, the old Water Treatment Plant on Boston Road was taken off line and the new Water Treatment Plant, located off Treble Cove Road, continued servicing the town. The new Water Treatment Plant uses the same processes and has the same capacity as the old plant. The old plant was eventually demolished.

## Budget Narrative

The Water Department budget will increase roughly \$320,000 due to cost-of-living adjustments, step increases, and an escalation in the cost of chemicals. Out of that \$320,000 there is also a \$140,000 addition to the Contract / Services Leases line item for the Badger Cell system. The Town also increased the salaries for Filter Operators to fill these positions. Since increasing the salaries, the Town has been able to fill all the vacancies in this department besides one. Consequently, we eliminated that one position.

# Water

## Programs and Services and Past Year Update

The Water Division normally samples for Bromate monthly with compliance being based upon a quarterly running average. Once exceeded, public notices are continually required each quarter until such time as the quarterly running average falls below the MCL, even if individual monthly results are below the MCL.

| DATE       | MCL    | MRL    | RESULT  |
|------------|--------|--------|---------|
|            | mg/l   | mg/l   | mg/l    |
| 07/12/2022 | 0.0100 | 0.0020 | 0.0086  |
| 08/12/2023 | 0.0100 | 0.0020 | 0.0051  |
| 09/17/2023 | 0.0100 | 0.0020 | 0.0120  |
| 10/26/2023 | 0.0100 | 0.0020 | 0.1500* |
| 11/16/2023 | 0.0100 | 0.0020 | 0.0025  |
| 12/08/2023 | 0.0100 | 0.0020 | 0.0153  |
| 01/04/2023 | 0.0100 | 0.0020 | ND      |
| 03/02/2023 | 0.0100 | 0.0020 | ND      |
| 04/04/2023 | 0.0100 | 0.0020 | ND      |
| 05/04/2023 | 0.0100 | 0.0020 | 0.0026  |
| 06/01/2023 | 0.0100 | 0.0020 | ND      |

\* Denotes the failure that required the public notice of MCL violation

### Meters and Cross Connection

The division employs two meter technicians who are responsible for the repair and maintenance of all meters and endpoints for the 15,388 metered connections of the division. There were 150 final water readings, 291 End Point repairs or replacements, and 234 scheduled meter change and/or repairs for FY 2023. The division water billing clerk handles on average 30 to 40 phone calls and 5-6 walk-in requests a day.

### Water Ban

During the summer 2022 began in drought conditions which spread across the state and outdoor water use became progressively more restrictive throughout the state.

The Summer of 2023 we had minimum to no restrictions on outdoor water use; allowing voluntary outdoor watering restrictions of seven days a week but prohibited between the hours of 9 am and 5 pm, due to the high levels of precipitation experienced.

# Water

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## **Water Distribution System**

The Billerica Water Distribution System contains approximately 235.5 miles of water main ranging from 4" to 24" diameter. The first water distribution pipes were installed in 1898 and some are still in service today. The distribution system also contains 1,993 fire hydrants.

The Water Distribution performs leak detection on the entire water distribution system each year. In FY23, six water main leaks, five service leaks, and twenty-six leaking hydrants were discovered and repaired estimated to save 135.7 million gallons per year.

The Town's distribution system contains two storage tanks that function to maintain system pressure, provide fire flows and buffer the Water Treatment Plant from sharp process rate fluctuations.



The larger tank nearer to the Town center contains 7.5 MG when full and the smaller (Crosby Hill) tank contains 1 MG when full. The Water Division staff inspects the tanks each week.

The Fox Hill Booster Station serves the Fox Hill area of Town and operates automatically, typically during the summer months, to satisfy peak demands.

During the fiscal year, numerous hydrants were painted, other forms of maintenance performed, and some 2,000 hydrants inspected. Water Division staff replaced nine hydrants and contractors replaced an additional three hydrants.

## **Water Main Breaks**

During FY 23, the distribution system experienced forty-two main breaks.

## **Backflow Control Program**

The Town of Billerica accepted the responsibility to fully implement a cross connection control program in the month of August 1998. Billerica's cross control program requires:

The Town surveys all industrial, commercial, institutional, and municipal properties for cross connections.

Where a cross connection cannot be eliminated it must be protected by a properly installed backflow control device.

A reduced pressure zone or double check valve backflow device installed to protect a cross connection must be approved. Design data sheets and plans are submitted to the cross-connection office for approval by a certified surveyor.

# Water

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Following approval, installation, and initial testing the backflow device will need routine testing. All low hazard or seasonal backflow devices are scheduled annually. All high hazard devices are scheduled semi-annually. Testing must be completed by the Town of Billerica or its designee.

Residential high and low hazard devices, devices installed on fire systems, irrigation or other equipment are included in the regulations and must meet the requirements of the Town's cross connection program. A cross connection survey is not required for a private residence.

The office of the Massachusetts Department of Environmental Protection strongly promotes consumer education. To meet the education goal, the Town includes backflow information in our annual Consumer Confidence Report, provides informational pamphlets, supplies copies of backflow regulations, and offers personalized help for completing data sheets and plan approvals.

|        |           |
|--------|-----------|
| FY2025 | FY2025    |
| TM REC | FIN COM R |

— 100 —

|           |    |        |
|-----------|----|--------|
| 1,835,786 | \$ | 1,835, |
| -         | \$ |        |
| -         | \$ |        |
| 169,699   | \$ | 169,1  |
| 318,701   | \$ | 318,   |
| 78,722    | \$ | 78,    |

|           |    |           |
|-----------|----|-----------|
| 2,402,908 | \$ | 2,402,908 |
|-----------|----|-----------|

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|           |    |        |
|-----------|----|--------|
| 1,677,103 | \$ | 1,677, |
| 938,055   | \$ | 938,   |
| 75,750    | \$ | 75,    |
| -         | \$ |        |
| 83,000    | \$ | 83,    |

|           |    |           |
|-----------|----|-----------|
| 2,773,908 | \$ | 2,773,908 |
|-----------|----|-----------|

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|           |    |         |
|-----------|----|---------|
| 25,000    | \$ | 25,1    |
| 1,373,016 | \$ | 1,373,1 |
| 274,459   | \$ | 274,1   |
| 1,672,475 | \$ | 1,672,1 |

1000

**6,849,**

|           |    |           |
|-----------|----|-----------|
| 6,849,290 | \$ | 6,849,290 |
|-----------|----|-----------|

|               |              |
|---------------|--------------|
| Difference PY | \$ (844,965) |
| % PY          | -10.1        |



WATER DIVISION  
SALARY INFORMATION FY2025 TOWN MANAGER RECOMMENDATION

| NAME             | POSITION                | STEP | ANN. DATE  | BASE SALARY     | CLOTHING     | CDL/<br>HOIST | WATER<br>CERT | SHIFT<br>DIFF. | SICK LEAVE<br>INCENTIVE | MEALS        | RETIREMENT<br>BUYBACK | LONGEVITY | TOTAL SALARY<br>BENEFIT |
|------------------|-------------------------|------|------------|-----------------|--------------|---------------|---------------|----------------|-------------------------|--------------|-----------------------|-----------|-------------------------|
| Todd Melanson    | Superintendent of Water | 5/6  | 9/8/1981   | \$ 130,870.59   | \$ -         | -             | -             | -              | \$ 600.00               | \$ 1,000.00  | -                     | -         | \$ 130,870.59           |
| Jason Hamm       | Chemist                 | 2/3  | 10/2/2023  | \$ 88,456.24    | \$ 800.00    | -             | -             | -              | \$ 400.00               | \$ 1,080.00  | -                     | -         | \$ 90,856.24            |
| Chris Zechner    | Supervisor              | 8    | 5/27/1999  | \$ 100,416.95   | \$ 800.00    | -             | -             | -              | \$ 600.00               | \$ 1,080.00  | -                     | -         | \$ 102,696.95           |
| David Crusco     | HMEO - water            | 8    | 9/6/1988   | \$ 72,653.33    | \$ 800.00    | -             | -             | -              | \$ 600.00               | \$ 1,080.00  | -                     | -         | \$ 75,133.33            |
| Raun Nichols     | Head Tester             | 3/4  | 7/5/2023   | \$ 91,831.37    | \$ 800.00    | -             | -             | -              | \$ 600.00               | \$ 1,000.00  | -                     | -         | \$ 94,231.37            |
| Turner, Timothy  | Maintenance Man         | 3    | 10/25/2021 | \$ 57,862.69    | \$ 800.00    | -             | 700.00        | -              | \$ 600.00               | \$ 1,000.00  | -                     | -         | \$ 60,962.69            |
| John Russo       | SCADA Operator          | 4    | 9/25/2017  | \$ 85,637.45    | \$ 800.00    | -             | 700.00        | -              | \$ 600.00               | \$ 1,000.00  | -                     | -         | \$ 88,737.45            |
| Alan Gould       | MO Specialist           | 7/8  | 1/30/2003  | \$ 102,699.23   | \$ 800.00    | -             | 1,400.00      | -              | \$ 200.00               | \$ 1,000.00  | -                     | -         | \$ 106,099.23           |
| Matt Casey       | HMEO - water            | 4/5  | 7/8/2019   | \$ 68,090.88    | \$ 800.00    | -             | -             | -              | \$ 600.00               | \$ 1,000.00  | -                     | -         | \$ 70,490.88            |
| Patrick Kalmes   | Assistant Super         | 4/5  | 3/24/2014  | \$ 101,150.96   | \$ 800.00    | -             | 2,800.00      | -              | \$ 600.00               | \$ 1,000.00  | -                     | -         | \$ 106,350.96           |
| James Donovan    | Filter Operator         | 6    | 1/22/2008  | \$ 79,774.23    | \$ 800.00    | -             | 1,400.00      | 416.00         | \$ 500.00               | \$ 1,000.00  | -                     | -         | \$ 83,890.23            |
| GROTTY, Britni   | Filter Operator         | 4/5  | 4/14/2015  | \$ 76,420.89    | \$ 800.00    | -             | 1,750.00      | -              | \$ 500.00               | \$ 1,000.00  | -                     | -         | \$ 80,470.89            |
| Michael Haines   | Working Foreman         | 4    | 3/18/2016  | \$ 78,999.89    | \$ 800.00    | -             | 700.00        | -              | \$ 600.00               | \$ 1,000.00  | -                     | -         | \$ 82,099.89            |
| Dan Donovan      | Building Maintenance    | 5    | 8/23/2013  | \$ 65,138.56    | \$ 800.00    | -             | -             | -              | \$ 600.00               | \$ 1,080.00  | -                     | -         | \$ 67,618.56            |
| TBD              | Filter Operator         | 2/3  | 7/1/2022   | \$ 73,720.71    | \$ 800.00    | -             | -             | 6,933.33       | \$ -                    | \$ 1,000.00  | -                     | -         | \$ 82,454.05            |
| TBD              | Filter Operator         | 2/3  | 11/30/2020 | \$ 72,856.81    | \$ 800.00    | -             | -             | 6,933.33       | \$ -                    | \$ 1,000.00  | -                     | -         | \$ 81,590.14            |
| TBD              | Filter Operator         | 2/3  | 11/30/2020 | \$ 72,856.81    | \$ 800.00    | -             | -             | 6,933.33       | \$ -                    | \$ 1,000.00  | -                     | -         | \$ 81,590.14            |
| Shawn Thorne     | WMMM                    | 3    | 4/19/2022  | \$ 61,399.34    | \$ 800.00    | -             | -             | -              | \$ 200.00               | \$ 1,000.00  | -                     | -         | \$ 63,399.34            |
| Walter Sennett   | Build Main Craft        | 8    | 1/5/1989   | \$ 69,464.41    | \$ 800.00    | -             | -             | 416.00         | \$ -                    | \$ 1,000.00  | -                     | -         | \$ 71,680.41            |
| TBD              | Filter Operator         | 4    | 7/1/2024   | \$ 75,932.11    | \$ 800.00    | -             | -             | -              | \$ -                    | \$ 1,000.00  | -                     | -         | \$ 77,732.11            |
| TBD              | Lab Tech                | 3    | 7/1/2024   | \$ 83,143.15    | \$ 800.00    | -             | -             | -              | \$ -                    | \$ 1,000.00  | -                     | -         | \$ 84,943.15            |
| Gould, Riley     | WATER METER REP.        | 4    | 10/20/2016 | \$ 65,072.43    | \$ 800.00    | -             | -             | -              | \$ 600.00               | \$ 1,000.00  | -                     | -         | \$ 67,472.43            |
| TBD              | WATER METER REP.        | 2    | 7/1/2024   | \$ 61,337.01    | \$ 800.00    | -             | -             | -              | \$ -                    | \$ 1,000.00  | -                     | -         | \$ 63,137.01            |
|                  |                         |      |            |                 |              |               |               |                |                         |              |                       |           | \$ -                    |
|                  |                         |      |            |                 |              |               |               |                |                         |              |                       |           | \$ -                    |
|                  |                         |      |            |                 |              |               |               |                |                         |              |                       |           | \$ -                    |
|                  |                         |      |            |                 |              |               |               |                |                         |              |                       |           | \$ -                    |
| DEPARTMENT TOTAL |                         |      |            | \$ 1,835,786.05 | \$ 17,600.00 | -             | \$ 9,450.00   | \$ 21,632.00   | \$ 7,800.00             | \$ 22,240.00 | -                     | -         | \$ 1,914,508.05         |

Total Full Time: \$ 1,835,786.05

Total Part Time

Seasonal

Flushing OT \$ 169,698.50

Total Overtime \$ 318,701.00

Total Contract: \$ 78,722.00

Total \$ 2,402,907.55

WATER DIVISION  
SALARY INFORMATION FY2025 DEPARTMENT REQUESTED

| NAME             | POSITION                | STEP | ANN. DATE  | BASE SALARY     | CLOTHING     | CDL/<br>HOIST | WATER<br>CERT | SHIFT<br>DIFF. | SICK LEAVE<br>INCENTIVE | MEALS        | RETIREMENT<br>BUYBACK | LONGEVITY | TOTAL SALARY<br>BENEFIT |
|------------------|-------------------------|------|------------|-----------------|--------------|---------------|---------------|----------------|-------------------------|--------------|-----------------------|-----------|-------------------------|
| Todd Melanson    | Superintendent of Water | 5/6  | 9/8/1981   | \$ 130,870.59   | \$ -         | \$ -          | \$ -          | \$ -           | \$ 600.00               | \$ 1,000.00  | \$ -                  |           | \$ 130,870.59           |
| Jason Hamm       | Chemist                 | 2/3  | 10/2/2023  | \$ 88,456.24    | \$ 800.00    |               |               | \$ -           | \$ 600.00               | \$ 1,000.00  |                       | \$ -      | \$ 90,856.24            |
| Chris Zechner    | Supervisor              | 8    | 5/27/1999  | \$ 100,416.95   | \$ 800.00    | \$ -          |               | \$ -           | \$ 400.00               | \$ 1,080.00  |                       | \$ -      | \$ 102,696.95           |
| David Crusco     | HMEO - water            | 8    | 9/6/1988   | \$ 72,653.33    | \$ 800.00    | \$ -          | \$ -          | \$ -           | \$ 600.00               | \$ 1,080.00  | \$ -                  | \$ -      | \$ 75,133.33            |
| Raun Nichols     | Head Tester             | 3/4  | 7/5/2023   | \$ 91,831.37    | \$ 800.00    | \$ -          |               | \$ -           | \$ 600.00               | \$ 1,000.00  | \$ -                  | \$ -      | \$ 94,231.37            |
| Turner, Timothy  | Maintenance Man         | 3    | 10/25/2021 | \$ 57,862.69    | \$ 800.00    | \$ -          | \$ 700.00     |                | \$ 600.00               | \$ 1,000.00  | \$ -                  | \$ -      | \$ 60,962.69            |
| John Russo       | SCADA Operator          | 4    | 9/25/2017  | \$ 85,637.45    | \$ 800.00    | \$ -          | \$ 700.00     |                | \$ 600.00               | \$ 1,000.00  | \$ -                  | \$ -      | \$ 88,737.45            |
| Alan Gould       | MO Specialist           | 7/8  | 1/30/2003  | \$ 102,699.23   | \$ 800.00    | \$ -          | \$ 1,400.00   |                | \$ 200.00               | \$ 1,000.00  | \$ -                  | \$ -      | \$ 106,099.23           |
| Matt Casey       | HMEO - water            | 4/5  | 7/8/2019   | \$ 68,090.88    | \$ 800.00    |               |               |                | \$ 600.00               | \$ 1,000.00  | \$ -                  | \$ -      | \$ 70,490.88            |
| Patrick Kalmes   | Assistant Super         | 4/5  | 3/24/2014  | \$ 101,150.96   | \$ 800.00    | \$ -          | \$ 2,800.00   |                | \$ 600.00               | \$ 1,000.00  | \$ -                  | \$ -      | \$ 106,350.96           |
| James Donovan    | Filter Operator         | 6    | 1/22/2008  | \$ 79,774.23    | \$ 800.00    | \$ -          | \$ 1,400.00   | \$ 416.00      | \$ 500.00               | \$ 1,000.00  | \$ -                  | \$ -      | \$ 83,890.23            |
| CROTTY, Britni   | Filter Operator         | 4/5  | 4/14/2015  | \$ 76,420.89    | \$ 800.00    | \$ -          | \$ 1,750.00   | \$ -           | \$ 500.00               | \$ 1,000.00  | \$ -                  | \$ -      | \$ 80,470.89            |
| Michéal Haines   | Working Foreman         | 4    | 3/18/2016  | \$ 78,999.89    | \$ 800.00    | \$ -          | \$ 700.00     | \$ -           | \$ 600.00               | \$ 1,000.00  | \$ -                  | \$ -      | \$ 82,099.89            |
| Dan Donovan      | Building Maintenance    | 5    | 8/23/2013  | \$ 65,138.56    | \$ 800.00    |               | \$ -          | \$ -           | \$ 600.00               | \$ 1,080.00  | \$ -                  | \$ -      | \$ 67,618.56            |
| TBD              | Filter Operator         | 2/3  | 7/1/2022   | \$ 73,720.71    | \$ 800.00    | \$ -          | \$ -          | 6,933.33       |                         | \$ 1,000.00  |                       | \$ -      | \$ 82,454.05            |
| TBD              | Filter Operator         | 2/3  | 11/30/2020 | \$ 72,856.81    | \$ 800.00    |               |               | 6,933.33       |                         | \$ 1,000.00  |                       |           | \$ 81,590.14            |
| TBD              | Filter Operator         | 2/3  | 11/30/2020 | \$ 72,856.81    | \$ 800.00    |               |               | 6,933.33       |                         | \$ 1,000.00  |                       |           | \$ 81,590.14            |
| Shawn Thorne     | WMMM                    | 3    | 4/19/2022  | \$ 61,399.34    | \$ 800.00    |               |               |                | \$ 200.00               | \$ 1,000.00  |                       |           | \$ 63,399.34            |
| Walter Sennett   | Build Main Craft        | 8    | 1/5/1989   | \$ 69,464.41    | \$ 800.00    | \$ -          | \$ -          | 416.00         | \$ -                    | \$ 1,000.00  | \$ -                  | \$ -      | \$ 71,680.41            |
| TBD              | Filter Operator         | 4    | 7/1/2024   | \$ 75,932.11    | \$ 800.00    | \$ -          | \$ -          |                | \$ -                    | \$ 1,000.00  |                       |           | \$ 77,732.11            |
| TBD              | Lab Tech                | 3    | 7/1/2024   | \$ 83,143.15    | \$ 800.00    | \$ -          | \$ -          | \$ -           | \$ -                    | \$ 1,000.00  | \$ -                  | \$ -      | \$ 84,943.15            |
| Gould, Riley     | WATER METER REP.        | 4    | 10/20/2016 | \$ 65,072.43    | \$ 800.00    |               |               |                | \$ 600.00               | \$ 1,000.00  |                       |           | \$ 67,472.43            |
| TBD              | WATER METER REP.        | 2    | 7/1/2024   | \$ 61,337.01    | \$ 800.00    |               |               |                | \$ 1,000.00             |              |                       |           | \$ 63,137.01            |
|                  |                         |      |            |                 |              |               |               |                |                         |              |                       |           | \$ -                    |
|                  |                         |      |            |                 |              |               |               |                |                         |              |                       |           | \$ -                    |
| DEPARTMENT TOTAL |                         |      |            | \$ 1,835,786.05 | \$ 17,600.00 | \$ -          | \$ 9,450.00   | \$ 21,632.00   | \$ 7,800.00             | \$ 22,240.00 | \$ -                  | \$ -      | \$ 1,914,508.05         |

Total Full Time: \$ 1,835,786.05

Total Part Time \$ -

Seasonal

Flushing OT \$ 169,698.50

Total Overtime \$ 318,701.00

Total Contract: \$ 78,722.00

Total \$ 2,402,907.55



WATER DIVISION

| FY 2021      | FY 2021      | FY 2022      | FY 2022      | FY 2023      | FY 2023      | FY 2024      | FY 2025      | FY 2025      | FY 2025      |
|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| BUDGETED     | EXPENDED     | BUDGETED     | EXPENDED     | BUDGETED     | EXPENDED     | BUDGETED     | DEPT REQ     | TM REC       | FIN COM REC  |
| \$ 1,126,249 | \$ 1,082,361 | \$ 1,226,987 | \$ 1,226,877 | \$ 1,350,657 | \$ 1,329,810 | \$ 1,593,060 | \$ 1,677,103 | \$ 1,677,103 | \$ 1,677,103 |

Supplies and Expenses

These calculations are estimated quantities, based on chemical consumption over the last five years.

|                                                                                        |                 |                         | Department  | Town Mgr.       | Fin Com         |
|----------------------------------------------------------------------------------------|-----------------|-------------------------|-------------|-----------------|-----------------|
|                                                                                        | FY2024          | Increase/<br>(Decrease) | FY2024      |                 |                 |
| Chemicals: Process Chemicals                                                           |                 |                         |             |                 |                 |
| Alum - 171,399 gals.(+15%) 197,108 X \$1.15/gallon=                                    | \$ 283,013      | \$ 14,150.65            | \$297,164   | \$ 297,164      | \$ 297,164      |
| Aqueous Ammonia - 5,098 gals. (+15%)5,862 x \$2.59/gal                                 | \$ 17,468       | \$ 873.40               | \$18,341    | \$ 18,341       | \$ 18,341       |
| Caustic Soda (Soduim Hydroxide) - 949,320 lbs(15%)1,091,718 x \$0.2132/lbs=            | \$ 263,588      | \$ 13,179.40            | \$276,767   | \$ 276,767      | \$ 276,767      |
| Sodium Hypochlorite - 556,260lbs (15%) 639,699 x \$0.092/lbs=                          | \$ 120,950      | \$ 6,047.50             | \$126,998   | \$ 126,998      | \$ 126,998      |
| Hydrofluorosilic Acid - 47,403lbs (15%)54,513 x \$0.33 / lb =                          | \$ 19,703       | \$ 985.15               | \$20,688    | \$ 20,688       | \$ 20,688       |
| Granular Activated Carbon - 214,400 lbs x \$1.80 / lb.= (15%)                          | \$ 286,530      | \$ 14,326.50            | \$300,857   | \$ 300,857      | \$ 300,857      |
| Liquid Oxygen - 145,307 gals(15%) 167,103 x \$0.62/gal.                                | \$ 162,735      | \$ 8,136.76             | \$170,872   | \$ 170,872      | \$ 170,872      |
| Outreach Material                                                                      | \$ 5,000        | \$ 6,235.00             | \$11,235    | \$ 11,235       | \$ 11,235       |
| Ammonia Scrubbers - (base) hydrated zeolite \$147/cf x 8cf=                            | \$ 1,782        |                         | \$1,782     | \$ 1,782        | \$ 1,782        |
| Phosphoric acid impregnated coal (catalyst) \$153.20 x 22cf=                           | \$ 3,910        |                         | \$3,910     | \$ 3,910        | \$ 3,910        |
| Catalyst for the ozone distruct units 360 lbs x \$17.29 / lb.=                         | \$ 7,302        | \$ 547.65               | \$7,850     | \$ 7,850        | \$ 7,850        |
| Laboratory reagents and monitoring equipment plus 20%                                  | \$ 41,640       |                         | \$41,640    | \$ 41,640       | \$ 41,640       |
| Treatment works materials for maintnace & general repair (hardware and cleaning)       | \$ 86,000       | \$ 67,036.00            | \$153,036   | \$ 153,036      | \$ 153,036      |
| Synthetic lubricant for flocculators (1 drum=50gals)                                   | \$ 2,500        |                         | \$2,500     | \$ 2,500        | \$ 2,500        |
| Replacement Chemical feed pump                                                         | \$ 2,600        |                         | \$2,600     | \$ 2,600        | \$ 2,600        |
| Distribution system materials for maintenance and repair -                             | \$ 78,000       | \$ 7,050.00             | \$85,050    | \$ 85,050       | \$ 85,050       |
| Fuel for the two standby generators - fuel for maintenance operation of generator only | \$ 3,100        | \$ 4,900.00             | \$8,000     | \$ 8,000        | \$ 8,000        |
| Electric and wiring materials                                                          | \$ 5,000        |                         | \$5,000     | \$ 5,000        | \$ 5,000        |
| General office supply                                                                  | \$ 4,600        |                         | \$4,600     | \$ 4,600        | \$ 4,600        |
| Truck supplies                                                                         | \$ 5,500        |                         | \$5,500     | \$ 5,500        | \$ 5,500        |
| Hydrants                                                                               | \$ 4,500        |                         | \$4,500     | \$ 4,500        | \$ 4,500        |
| Hydrant installation supplies- blocking, wedges, gland kits                            | \$ 660          |                         | \$660       | \$ 660          | \$ 660          |
| Road Repair Supplies                                                                   | \$ 49,000       |                         | \$49,000    | \$ 49,000       | \$ 49,000       |
| Purchase of 14,500 (0.43 ea) conservation bill stuffers for one billing cycle          | \$ 6,235        | \$ (6,235.00)           | \$0         | \$ -            | \$ -            |
| Water Main Pipe 8" DI pipe                                                             | \$ 29,000       |                         | \$29,000    | \$ 29,000       | \$ 29,000       |
| Valves for Water Mains                                                                 | \$ 2,000        |                         | \$2,000     | \$ 2,000        | \$ 2,000        |
| pneumatic band saw (blades)                                                            | \$ 1,500        |                         | \$1,500     | \$ 1,500        | \$ 1,500        |
| One Building Foundation drain pump                                                     | \$ 1,214        |                         | \$1,214     | \$ 1,214        | \$ 1,214        |
| Replacement of two Scada Workstations                                                  | \$ 1,400        |                         | \$1,400     | \$ 1,400        | \$ 1,400        |
| Replacement of three HVAC actuators at \$280ea.                                        | \$ 840          |                         | \$840       | \$ 840          | \$ 840          |
| Building Sump Pump                                                                     | \$ 1,600        | \$ 3,000.00             | \$4,600     | \$ 4,600        | \$ 4,600        |
| Water Meters 5/8", 3/4" and 1"                                                         | \$ 21,000       |                         | \$21,000    | \$ 21,000       | \$ 21,000       |
| Manual auto reader for the Badger Meters                                               | \$ 17,000       |                         | \$17,000    | \$ 17,000       | \$ 17,000       |
| Replacement of 12" check valve high lift pump                                          | \$ 11,590       | \$ (11,590.00)          | \$0         | \$ -            | \$ -            |
| One of four-valve assembly on the high lift pumps at WTP                               | \$ 19,600       | \$ (19,600.00)          | \$0         | \$ -            | \$ -            |
| Pretreatment Turbidity Analyzers                                                       | \$ 9,000.00     | \$ (9,000.00)           | \$0         | \$ -            | \$ -            |
| Chemical Tank Sonars                                                                   | \$ 5,000.00     | \$ (5,000.00)           | \$0         | \$ -            | \$ -            |
| Pretreatment Sump Pump                                                                 | \$ 2,000.00     | \$ (2,000.00)           | \$0         | \$ -            | \$ -            |
| Royal Purple Lubricant                                                                 | \$ 2,500.00     | \$ (2,500.00)           | \$0         | \$ -            | \$ -            |
| Peristaltic Chemical Pump Parts                                                        | \$ 6,500.00     | \$ (6,500.00)           | \$0         | \$ -            | \$ -            |
|                                                                                        |                 |                         | \$0         | \$ -            | \$ -            |
| Total Supplies & Expenses                                                              | \$ 1,593,060.00 | \$ 84,043.01            | \$1,677,103 | \$ 1,677,103.01 | \$ 1,677,103.01 |
|                                                                                        |                 | \$ 72,532.00            |             |                 |                 |
|                                                                                        |                 | \$ (11,511.01)          |             |                 |                 |

| FY 2021    | FY 2021    | FY 2022    | FY 2022    | FY 2023    | FY 2023    | FY 2024    | FY 2025    | FY 2025    | FY 2025     |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED   | DEPT REQ   | TM REC     | FIN COM REC |
| \$ 670,105 | \$ 666,822 | \$ 678,305 | \$ 678,100 | \$ 714,305 | \$ 741,473 | \$ 787,405 | \$ 938,055 | \$ 938,055 | \$ 938,055  |

Contract Services/Leases

|                                                                                                 |            |                         | Department | Town Mgr.  | Fin Com    |
|-------------------------------------------------------------------------------------------------|------------|-------------------------|------------|------------|------------|
|                                                                                                 | FY 2023    | Increase/<br>(Decrease) | FY 2024    |            |            |
| Annual Consumer Confidences Report                                                              | \$ 10,000  | \$ -                    | \$ 10,000  | \$ 10,000  | \$ 10,000  |
| Water Restriction Notification (postcards, newspaper, signs)                                    | \$ 7,000   |                         | \$ 7,000   | \$ 7,000   | \$ 7,000   |
| Leak detection to meet a requirement of our river withdrawal permit                             | \$ 26,000  | \$ -                    | \$ 26,000  | \$ 26,000  | \$ 26,000  |
| State water assessment fee                                                                      | \$ 21,000  | \$ -                    | \$ 21,000  | \$ 21,000  | \$ 21,000  |
| Repairs and maintenance of control system equipment                                             | \$ 25,000  |                         | \$ 25,000  | \$ 25,000  | \$ 25,000  |
| Repair of plant machinery and equipment                                                         | \$ 35,000  |                         | \$ 35,000  | \$ 35,000  | \$ 35,000  |
| Laboratory services for current testing                                                         | \$ 24,800  | \$ 28,000               | \$ 52,800  | \$ 52,800  | \$ 52,800  |
| Laboratory service for new regulartions (E.Coli and Cryptosporidium)                            | \$ 16,000  | \$ (16,000)             | \$ -       | \$ -       | \$ -       |
| Maintenance for Laboratory reporting program                                                    | \$ 7,700   |                         | \$ 7,700   | \$ 7,700   | \$ 7,700   |
| Laboratory services for PFAS (new regulation)                                                   | \$ 12,000  | \$ (12,000)             | \$ -       | \$ -       | \$ -       |
| Rental of uniforms and B & M (PanAm) easements:                                                 | \$ 10,760  |                         | \$ 10,760  | \$ 10,760  | \$ 10,760  |
| Certification Seminars and memberships                                                          | \$ 11,900  |                         | \$ 11,900  | \$ 11,900  | \$ 11,900  |
| Group instruction and classes                                                                   | \$ 15,000  |                         | \$ 15,000  | \$ 15,000  | \$ 15,000  |
| Police details                                                                                  | \$ 65,000  | \$ 8,650                | \$ 73,650  | \$ 73,650  | \$ 73,650  |
| Maintenance Contract for SCADA control program                                                  | \$ 8,400   |                         | \$ 8,400   | \$ 8,400   | \$ 8,400   |
| WTP maintenance contracts for high voltage system                                               | \$ 60,995  |                         | \$ 60,995  | \$ 60,995  | \$ 60,995  |
| Milton Cat maintenace on generators                                                             | \$ 8,000   |                         | \$ 8,000   | \$ 8,000   | \$ 8,000   |
| WTP Maintenance contract for the compressor that supplies pneumatic system                      | \$ 3,260   | \$ -                    | \$ 3,260   | \$ 3,260   | \$ 3,260   |
| Repair of paving damage from water main breaks                                                  | \$ 81,280  |                         | \$ 81,280  | \$ 81,280  | \$ 81,280  |
| WTP annual service contract for the Simplex Fire Control System a                               | \$ 14,500  |                         | \$ 14,500  | \$ 14,500  | \$ 14,500  |
| Professional Engineering Services for unexpected water treatment problems                       | \$ 60,000  |                         | \$ 60,000  | \$ 60,000  | \$ 60,000  |
| Maintenance Agreement for Variable Frequency Drives (VFD)                                       | \$ 33,500  | \$ -                    | \$ 33,500  | \$ 33,500  | \$ 33,500  |
| Vector Truck - Used to excavate at hydrants near gas lines and buried cable                     | \$ -       |                         | \$ -       | \$ -       | \$ -       |
| Welding Services- Ozone System and Miscellaneous                                                | \$ 10,000  | \$ -                    | \$ 10,000  | \$ 10,000  | \$ 10,000  |
| Annual Water Rate Study                                                                         | \$ 7,500   |                         | \$ 7,500   | \$ 7,500   | \$ 7,500   |
| Mobile connection fee for two laptops used by the Distribution Crew in field 2 x \$40/mont x 12 | \$ 960     |                         | \$ 960     | \$ 960     | \$ 960     |
| Backflow control device testing by a contractor                                                 | \$ 73,200  | \$ -                    | \$ 73,200  | \$ 73,200  | \$ 73,200  |
| Clothing Allowance per SEIU for John McGovern                                                   | \$ 450     |                         | \$ 450     | \$ 450     | \$ 450     |
| Maintenance of pneumatic and hydraulic valve treatment and raw water main                       | \$ 50,000  |                         | \$ 50,000  | \$ 50,000  | \$ 50,000  |
| Repair of surveillance cameras                                                                  | \$ 1,900   |                         | \$ 1,900   | \$ 1,900   | \$ 1,900   |
| Laboratory Equipment Calabration and Repair                                                     | \$ 1,500   |                         | \$ 1,500   | \$ 1,500   | \$ 1,500   |
| Plumbing Services                                                                               | \$ 20,000  | \$ -                    | \$ 20,000  | \$ 20,000  | \$ 20,000  |
| Meter Readers maintenance (\$1,150 for 4 auto readers,include \$180 for batteries)              | \$ 1,900   |                         | \$ 1,900   | \$ 1,900   | \$ 1,900   |
| Invensys- Water Meter Software Support                                                          | \$ 1,500   |                         | \$ 1,500   | \$ 1,500   | \$ 1,500   |
| Holding power poles by utility while hydrants are changed out                                   | \$ 5,000   |                         | \$ 5,000   | \$ 5,000   | \$ 5,000   |
| Power study by consultant                                                                       | \$ 16,000  |                         | \$ 16,000  | \$ 16,000  | \$ 16,000  |
| WTP Automation Investigation                                                                    | \$ 20,000  | \$ -                    | \$ 20,000  | \$ 20,000  | \$ 20,000  |
| Covering both of the ozone distruct units                                                       | \$ 10,000  |                         | \$ 10,000  | \$ 10,000  | \$ 10,000  |
| Generator Annual Certification                                                                  | \$ 2,500   | \$ -                    | \$ 2,500   | \$ 2,500   | \$ 2,500   |
| Air compressor contracts                                                                        | \$ 5,000   | \$ -                    | \$ 5,000   | \$ 5,000   | \$ 5,000   |
| Portable 02 meter calibration                                                                   | \$ 2,900   | \$ -                    | \$ 2,900   | \$ 2,900   | \$ 2,900   |
| Badger Cell Charge                                                                              |            | \$ 142,000              | \$ 142,000 | \$ 142,000 | \$ 142,000 |
|                                                                                                 | \$ 787,405 | \$ 150,650              | \$ 938,055 | \$ 938,055 | \$ 938,055 |

WATER DIVISION

| FY 2021   | FY 2021   | FY 2022   | FY 2022   | FY 2023   | FY 2023   | FY 2024   | FY 2025   | FY 2025   | FY 2025     |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | EXPENDED  | BUDGETED  | DEPT REQ  | TM REC    | FIN COM REC |
| \$ 64,000 | \$ 50,836 | \$ 64,000 | \$ 58,459 | \$ 70,750 | \$ 90,658 | \$ 75,750 | \$ 75,750 | \$ 75,750 | \$ 75,750   |

Utilities

|                                                                                                                                                                                        |                       |         | Department | Town Mgr. | Fin Com   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------|------------|-----------|-----------|
|                                                                                                                                                                                        |                       |         | Department |           |           |
| <b>ELECTRICITY</b>                                                                                                                                                                     |                       |         |            |           |           |
| <b>Water Treatment Plant</b>                                                                                                                                                           |                       |         |            |           |           |
| This funds the power to the WTP on Treble Cove and includes both the production and deliver charge for the power. (Combined with the item directly below this request is a reduction.) | Increase/<br>Decrease | FY 2022 |            |           |           |
|                                                                                                                                                                                        | \$0.00                | \$ -    | \$ -       | \$ -      | \$ -      |
| <b>Constellation New Energy</b>                                                                                                                                                        |                       |         |            |           |           |
| Included in above                                                                                                                                                                      | \$ -                  | \$ -    | \$ -       | \$ -      | \$ -      |
| <b>Water Intake Works</b>                                                                                                                                                              |                       |         |            |           |           |
| This account funds the delivery of power to the Intake Sturcture at 250 Boston Road.                                                                                                   | \$ -                  | \$ -    | \$ -       | \$ -      | \$ -      |
| <b>Constellation New Energy Intake</b>                                                                                                                                                 |                       |         |            |           |           |
| This funds the cost of manufacturing the power that is supplied to the Water Intake.                                                                                                   | \$ -                  | \$ -    | \$ -       | \$ -      | \$ -      |
| <b>Garage @ the WTP 270 Treble Cove Road</b>                                                                                                                                           |                       |         |            |           |           |
| This funds power to the garage.                                                                                                                                                        | \$ -                  | \$ -    | \$ -       | \$ -      | \$ -      |
| <b>7.5 MG Standpipe</b>                                                                                                                                                                |                       |         |            |           |           |
| This funds power supplied to the control building at the large standpipe.                                                                                                              | \$ -                  | \$ -    | \$ -       | \$ -      | \$ -      |
| <b>Fox Hill Booster Station</b>                                                                                                                                                        |                       |         |            |           |           |
| This funds power to the booster lift station for Fox Hill                                                                                                                              | \$ -                  | \$ -    | \$ -       | \$ -      | \$ -      |
| <b>NATURAL GAS</b>                                                                                                                                                                     |                       |         |            |           |           |
| <b>Water Treatment Plant New</b>                                                                                                                                                       |                       |         |            |           |           |
| The Natural Gas consumption history at the New WTP is short.                                                                                                                           | \$ 55,000             | \$ -    | \$ 55,000  | \$ 55,000 | \$ 55,000 |
| <b>PROPANE</b>                                                                                                                                                                         |                       |         |            |           |           |
| <b>Garage @ 270 Treble Cove Rd.</b>                                                                                                                                                    |                       |         |            |           |           |
| Propane for the Water Maintenance Garage. The requested appropriation                                                                                                                  | \$ 20,750             | \$ -    | \$ 20,750  | \$ 20,750 | \$ 20,750 |
| Total Utilities                                                                                                                                                                        | \$ 75,750             | \$0.00  | \$ 75,750  | \$ 75,750 | \$ 75,750 |

# Section 11: Wastewater Enterprise Budget

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# Wastewater

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## Department Explanation

The Wastewater Division has responsibility for the operation and maintenance of the wastewater collection system, 27 pump stations, and the Wastewater Treatment Plant.

## Budget Narrative

The Wastewater Enterprise budget in FY25 will increase by \$330,000 due to cost-of-living adjustments, step increases, and an escalation in the cost of chemicals.

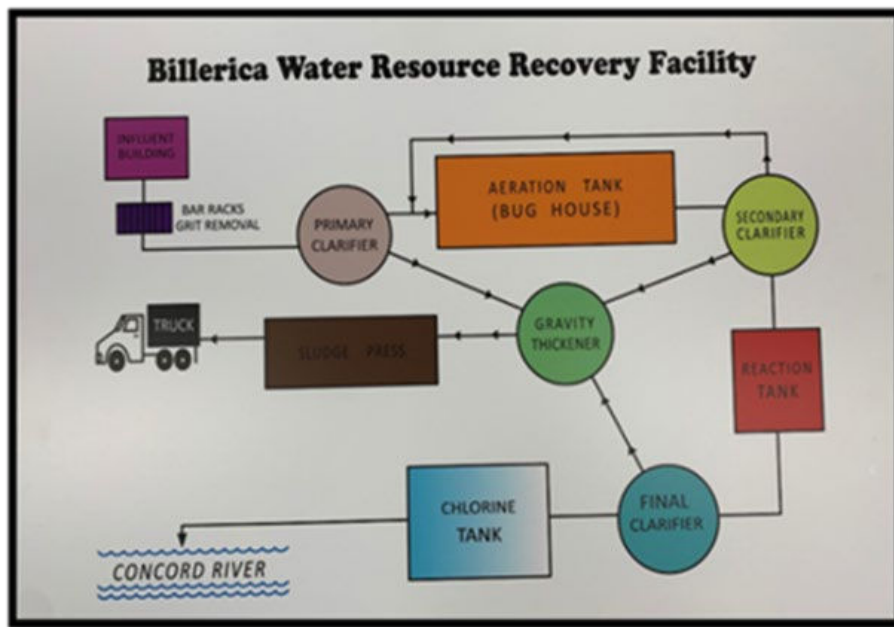
# Wastewater

## Programs, Services, and Updates

The Town of Billerica operates a 5.5 million gallon per day (MGD) Water Resource Recovery Facility (WRRF) on Letchworth Avenue in North Billerica. Wastewater from commercial, residential, and industrial locations in the Town is treated at the plant and discharged to the Concord River. The quality of the discharge is monitored daily to assure it meets criteria set out in the National Pollutant Discharge Elimination System (NPDES) permit issued to the plant by the State of Massachusetts Department of Environmental Protection and the United States Environmental Protection Agency.

Preliminary treatment removes grit and wipes from the incoming wastewater which then goes to primary clarifiers to allow heavier materials to settle out. This is followed by secondary treatment in which the wastewater is aerated and mixed with diffused air to allow bacteria to remove a large percentage of the organic material which then settles out in secondary clarifiers. The liquid stream is treated with various chemicals causing any remaining solids to flocculate and settle. This step removes phosphorus and aluminum. The wastewater is disinfected using sodium hypochlorite to inactivate any bacteria. Finally, sodium bisulfite is added to remove any residual chlorine. The water is then discharged into the Concord River.

*Below is a flow diagram of how water and solids pass thru the WRRF:*



## Residuals Management

Solids produced as part of the treatment process are pumped from primary, secondary, and tertiary clarifiers to gravity thickeners to further separate liquids from solids; they are then dewatered by our Fournier Rotary Presses (2). This process increases the solids content from less than 1% to an average of 24%. These dewatered solids are trucked to a licensed landfill by a private contractor. In this fiscal year we produced roughly 7100 dry tons of dewatered solids, an average of 144 tons/week.



# Wastewater

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In fiscal year 2023 the WRRF treated 1.752 billion gallons of wastewater with an average daily flow of 4.8 million gallons per day.

The WRRF also treats over 20 million gallons of drinking water waste every year.

## **Collection System**

The wastewater collection system, composed of 200 miles of sewer ranging from 8 inch to 42 inch. gravity lines and force mains, some low-pressure systems and 22 pumping stations, provides service to approximately 87% of the Town. Division staff are responsible for the 24-hour operation of these stations and the cleaning, inspecting and repair of the sewer lines. During this fiscal year we issued 100 sewer connection permits.

Blockages are an unfortunate occurrence in the collection system and can cause sewage to back up in both public and private sewer lines, overflow into homes, onto streets or into the water bodies in town. Buildup of grease and rags/wipes in the sewer line is often the cause of these blockages. The increased use of non-woven products such as baby wipes, cleaning wipes and other such products and their disposal in toilets continues to be a major and costly problem in the collection system causing blockages and equipment failure.

## **Laboratory Services**

In the laboratory at the Wastewater Treatment Plant, the Laboratory Technician and operations staff perform an average of fourteen tests per day, seven days a week on at least six separate samples. That is over 30,000 tests per year. Samples that require more complex analysis are collected and sent to contracted labs on a weekly, quarterly, and annual basis. Some of these test results are used to monitor and adjust the physical, chemical, and biological processes in the plant while others must be reported to the Environmental Protection Agency and the Massachusetts Department of Environmental Protection as required in our NPDES permit. The plant consistently meets permit requirements.

## **Industrial Pretreatment**

The Industrial Pretreatment Program performs monitoring, inspection, and sampling of 23 industries to limit discharge of harmful chemicals into the sewer system. This program issues permits to all industries and has the ability to issue warnings and fines to those industries not meeting the provisions of their permit. These industries produce approximately 475,000 gallons per day of flow.

All industries are inspected annually, and their discharges sampled and tested to ensure compliance with their permits. The names of any industries with cited permit violations are posted in the Lowell Sun as required by law. Each industry also samples and submits results to the Pretreatment Coordinator twice a year. This program is a requirement of MA DEP and the US Environmental Protection Agency, and the Sewer division reports to these agencies annually.



# Wastewater

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## Accomplishments

Both the collections and plant crews are full of resourceful and hard-working employees. This year the collections team has replaced the pumps and motors at the Bridle St. pump station, piston valves at Waterview, motor couplings at Brown, installed several new manholes, replaced lifting cables at Treble Cove, and installed new block heaters and thermostats at Treble Cove and Ilford Pump stations just to name a few items. They also inspected new sewer tie ins, helped highway repair catch basins, cleaned all wet wells, and responded to blockages.

The plant has also accomplished many improvement and maintenance projects over the 2023 calendar year. These projects include new industrial coatings on floors, pipes, pumps, and walls to improve the appearance of the plant as well as keep it in good working order. A final effluent weir box was designed and fabricated out of stainless steel in our shop to improve our measuring accuracy for Ph and Dissolved oxygen. Steel covers were cut and attached to motor cages to protect the motors and gear boxes from rain and snow. One out of two shear mixers were rebuilt, and a secondary clarifier gearbox was also rebuilt to name a few items. The Plant staff continues to educate the public with plant tours and visits to local schools.

Phase 3 of the Plant and Pump Station upgrades is nearly complete adding two new chemical storage tanks, a new operations building, and much needed upgrades to the Salem St. Pump Station.



Wastewater Enterprise Budget

|  | FY2021   | FY2021   | FY2022   | FY2022   | FY2023   | FY2023   | FY2024   | FY2025   | FY2025 | FY2025      |
|--|----------|----------|----------|----------|----------|----------|----------|----------|--------|-------------|
|  | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | EXPENDED | BUDGETED | DEPT REQ | TM REC | FIN COM REC |

Personal Services

|                         |              |              |              |              |              |              |              |              |              |              |
|-------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Full Time               | \$ 1,145,682 | \$ 1,136,964 | \$ 1,180,907 | \$ 1,170,227 | \$ 1,179,746 | \$ 1,203,921 | \$ 1,262,111 | \$ 1,392,836 | \$ 1,392,836 | \$ 1,392,836 |
| Part Time/Seasonal      | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
| Overtime                | \$ 160,000   | \$ 160,000   | \$ 170,000   | \$ 170,000   | \$ 170,000   | \$ 170,000   | \$ 170,000   | \$ 170,000   | \$ 170,000   | \$ 170,000   |
| Contractual Obligations | \$ 64,700    | \$ 64,700    | \$ 68,209    | \$ 38,974    | \$ 54,075    | \$ 54,075    | \$ 54,075    | \$ 35,800    | \$ 35,800    | \$ 35,800    |
| Total                   | \$ 1,370,382 | \$ 1,361,664 | \$ 1,419,115 | \$ 1,379,201 | \$ 1,403,821 | \$ 1,427,996 | \$ 1,486,186 | \$ 1,598,636 | \$ 1,598,636 | \$ 1,598,636 |

Expenses

|                          |              |              |              |              |              |              |              |              |              |              |
|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Supplies and Expenses    | \$ 764,200   | \$ 641,791   | \$ 764,200   | \$ 669,849   | \$ 1,008,040 | \$ 992,959   | \$ 764,200   | \$ 983,400   | \$ 983,400   | \$ 983,400   |
| Contract Services/Leases | \$ 1,004,265 | \$ 987,141   | \$ 1,004,265 | \$ 1,004,265 | \$ 1,134,450 | \$ 1,192,070 | \$ 1,384,450 | \$ 1,491,450 | \$ 1,491,450 | \$ 1,491,450 |
| Utilities                | \$ 15,000    | \$ 15,000    | \$ 15,000    | \$ 27,174    | \$ 15,000    | \$ 38,992    | \$ 15,000    | \$ 15,000    | \$ 15,000    | \$ 15,000    |
| Capital Outlay           | \$ 83,000    | \$ -         | \$ 83,000    | \$ -         | \$ 83,000    | \$ -         | \$ 83,000    | \$ 83,000    | \$ 83,000    | \$ 83,000    |
| Reserve                  | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         |
| Total Expenses           | \$ 1,866,465 | \$ 1,643,932 | \$ 1,866,465 | \$ 1,701,288 | \$ 2,340,490 | \$ 2,224,021 | \$ 2,346,650 | \$ 2,572,850 | \$ 2,572,850 | \$ 2,572,850 |

Debt Service

|                       |              |              |              |              |              |              |              |              |              |              |
|-----------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Short - Term Interest | \$ 35,000    | \$ 35,000    | \$ 150,000   | \$ 60,175    | \$ 150,000   | \$ 962,496   | \$ 150,000   | \$ 150,000   | \$ 150,000   | \$ 150,000   |
| Long - Term Principal | \$ 4,023,455 | \$ 3,762,306 | \$ 4,331,842 | \$ 4,279,580 | \$ 4,310,622 | \$ 4,267,224 | \$ 4,310,622 | \$ 4,276,705 | \$ 4,276,705 | \$ 4,276,705 |
| Long - Term Interest  | \$ 1,092,917 | \$ 985,784   | \$ 1,060,947 | \$ 1,028,882 | \$ 1,055,732 | \$ 1,036,792 | \$ 1,055,732 | \$ 959,814   | \$ 959,814   | \$ 959,814   |
| Total Debt Service    | \$ 5,151,372 | \$ 4,773,090 | \$ 5,542,789 | \$ 5,368,637 | \$ 5,516,354 | \$ 6,256,512 | \$ 5,516,354 | \$ 5,386,519 | \$ 5,386,519 | \$ 5,386,519 |

TOTAL BUDGET

|  |              |              |              |              |              |              |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|  | \$ 8,386,219 | \$ 7,778,686 | \$ 8,826,369 | \$ 8,449,126 | \$ 9,260,665 | \$ 9,908,529 | \$ 9,349,190 | \$ 9,558,006 | \$ 9,558,006 | \$ 9,558,006 |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|

Dep. Req FY2025 TM, Rec FY2025 Fin Com Rec

\$ 338,650.18

8.84%

| Position                 | FTE | FTE | FTE | FTE |
|--------------------------|-----|-----|-----|-----|
| Superintendent           | 1   | 1   | 1   | 1   |
| Grade V Operator         | 0   | 0   | 0   | 0   |
| Supervisor               | 2   | 2   | 2   | 2   |
| IPP Technician           | 1   | 2   | 2   | 2   |
| Ttr Pnt Oper             | 6   | 5   | 5   | 5   |
| O&M Technician           | 2   | 2   | 2   | 2   |
| Sewer Plant Repairman    | 1   | 0   | 0   | 0   |
| SSMC                     | 0   | 0   | 0   | 0   |
| Maintenance Man          | 1   | 0   | 0   | 0   |
| HMEO                     | 1   | 2   | 2   | 2   |
| Swr. Equipment Repairman | 3   | 3   | 3   | 3   |
| Seasonal Part-time       | 0   | 0   | 0   | 0   |
| Total Staffing           | 17  | 17  | 17  | 17  |

## Town of Billerica

## Fiscal Year 2025

| WASTEWATER DIVISION                      |                          |      |            |                 |              |           |              |             |                      |             |           |                      |
|------------------------------------------|--------------------------|------|------------|-----------------|--------------|-----------|--------------|-------------|----------------------|-------------|-----------|----------------------|
| SALARY INFORMATION FY2025 TM RECOMMENDED |                          |      |            |                 |              |           |              |             |                      |             |           |                      |
| NAME                                     | POSITION                 | STEP | ANL. DATE  | BASE SALARY     | CLOTHING     | CDL/HOIST | SEWER CERT.  | WATER CERT. | SICK LEAVE INCENTIVE | MEALS       | LONGEVITY | TOTAL SALARY BENEFIT |
| Nick Evans                               | Superintendent           | 5    | 7/11/2016  | 128,325.26      |              | -         | -            |             | 500                  | -           | -         | \$ 128,825.26        |
| Michael McCauley                         | Collection Super         | 6    | 3/10/2008  | 96,478.04       | 800          | -         | 1,000        | -           | 600                  | 150         | -         | \$ 99,028.04         |
| William Powderly                         | Collection Repairman     | 4    | 11/27/2017 | 69,488.47       | 800          | -         | 800          | -           | 600                  | 150         | -         | \$ 71,838.47         |
| Cupic, Dragan                            | Treatment Plant Operator | 4    | 1/23/2018  | 75,932.11       | 800          | -         | 1,200        | -           | 600                  | 150         | -         | \$ 78,682.11         |
| Keith Jenkins                            | Plant Supervisor         | 3    | 11/30/2020 | 97,410.01       | 800          | -         | 1,200        | -           | 500                  | 150         | -         | \$ 100,060.01        |
| Davis Banda                              | Treatment OM Tech        | 4    | 7/17/2017  | 94,827.63       | 800          | -         | 400          | -           | 500                  | 150         | -         | \$ 96,677.63         |
| Chris Sirmopoulos                        | Tt Plnt Oper             | 6/7  | 5/12/2005  | 79,994.33       | 800          | -         | 1,000        | -           | 500                  | 150         | -         | \$ 82,444.33         |
| TBD                                      | Tt Plnt Oper             | 1    | 5/12/2005  | 68,820.48       | 800          | -         | -            | -           | 400                  | 150         | -         | \$ 70,170.48         |
| Diaz, Martin                             | Collection O&M           | 6    | 9/2/2008   | 91,185.52       | 800          | -         | 1,600        | -           | 400                  | 150         | -         | \$ 94,135.52         |
| Rafael Vega                              | Collection Repairman     | 4    | 10/26/2017 | 69,488.47       | 800          | -         | -            | -           | 600                  | 150         | -         | \$ 71,036.47         |
| MacAuley, Shayne                         | Tt Plnt Oper             | 3    | 1/27/2022  | 73,720.71       | 800          | -         | 800          | -           | 400                  | 150         | -         | \$ 75,870.71         |
| John McCusker                            | Swr Equip. Repairman     | 4/5  | 11/3/2014  | 70,987.82       | 800          | -         | 800          | -           | 500                  | 150         | -         | \$ 73,237.82         |
| Spencer, Jeffrey                         | HMEO                     | 4    | 9/6/2018   | 65,660.68       | 800          | -         | 800          | -           | 500                  | 150         | -         | \$ 67,910.68         |
| TBD                                      | HMEO                     | 1    | 7/1/2024   | 59,527.63       | 800          | -         | -            | -           | 500                  | 150         | -         | \$ 60,977.63         |
| Christopher Muligan                      | Tt Plnt Oper             | 1/2  | 7/24/2023  | 71,415.09       | 800          | -         | -            | -           | 500                  | 150         | -         | \$ 72,865.09         |
| Donald Capodilippo                       | IPP Tech                 | 2/3  | 11/6/2023  | 86,207.70       | 800          | -         | 1,200        | -           | 500                  | 150         | -         | \$ 90,857.70         |
| Connor Morey                             | IPP Tech                 | 3/4  | 8/31/2023  | 91,366.18       | 800          | -         | 1,200        | -           | 500                  | 150         | -         | \$ 94,016.18         |
| 0                                        |                          |      |            | -               |              |           |              |             |                      |             |           | \$ -                 |
|                                          |                          |      |            |                 |              |           |              |             |                      |             |           | \$ -                 |
|                                          |                          |      |            |                 |              |           |              |             |                      |             |           | \$ -                 |
|                                          |                          |      |            |                 |              |           |              |             |                      |             |           | \$ -                 |
|                                          |                          |      |            |                 |              |           |              |             |                      |             |           | \$ -                 |
|                                          |                          |      |            |                 |              |           |              |             |                      |             |           | \$ -                 |
|                                          |                          |      |            |                 |              |           |              |             |                      |             |           | \$ -                 |
| DEPARTMENT TOTAL                         |                          |      |            | \$ 1,392,836.24 | \$ 12,800.00 | \$ -      | \$ 12,000.00 | \$ -        | \$ 8,600.00          | \$ 2,400.00 | \$ -      | \$ 1,428,636.24      |

# Wastewater

| WASTEWATER DIVISION                            |                          |      |            |               |           |           |             |             |                      |           |                  |                 |
|------------------------------------------------|--------------------------|------|------------|---------------|-----------|-----------|-------------|-------------|----------------------|-----------|------------------|-----------------|
| SALARY INFORMATION FY2025 DEPARTMENT REQUESTED |                          |      |            |               |           |           |             |             |                      |           |                  |                 |
| NAME                                           | POSITION                 | STEP | ANN. DATE  | BASE SALARY   | CLOTHING  | CDL/HOIST | SEWER CERT. | WATER CERT. | SICK LEAVE INCENTIVE | MEALS     | Lngvty/RET. BACK | BENEFIT         |
| Nick Evans                                     | Superintendent           | 5    | 7/11/2016  | \$ 128,325.26 | \$ -      |           |             |             | \$ 500.00            | \$ -      |                  | \$ 128,825.26   |
| Michael McCauley                               | Collection Super         | 6    | 3/10/2008  | \$ 96,478.04  | \$ 800.00 |           | \$ 1,000.00 |             | \$ 600.00            | \$ 150.00 | -                | \$ 99,028.04    |
| William Powderly                               | Collection Repairman     | 4    | 11/27/2017 | \$ 69,488.47  | \$ 800.00 |           | \$ 800.00   |             | \$ 600.00            | \$ 150.00 | -                | \$ 71,838.47    |
| Cubic, Dragan                                  | Treatment Plant Operator | 4    | 12/3/2018  | \$ 75,932.11  | \$ 800.00 |           | \$ 1,200.00 |             | \$ 600.00            | \$ 150.00 | -                | \$ 78,682.11    |
| Keith Jenkins                                  | Plant Supervisor         | 3    | 11/30/2020 | \$ 97,410.01  | \$ 800.00 |           | \$ 1,200.00 |             | \$ 500.00            | \$ 150.00 | -                | \$ 100,060.01   |
| David Banda                                    | Treatment OM Tech        | 4    | 7/17/2017  | \$ 94,827.63  | \$ 800.00 |           | \$ 400.00   |             | \$ 500.00            | \$ 150.00 | -                | \$ 96,677.63    |
| Chris Simopoulos                               | Trit Pint Oper           | 6/7  | 5/12/2005  | \$ 79,994.33  | \$ 800.00 |           | \$ 1,000.00 |             | \$ 500.00            | \$ 150.00 | -                | \$ 82,444.33    |
| TBD                                            | Trit Pint Oper           | 1    | 5/12/2005  | \$ 68,820.48  | \$ 800.00 |           |             |             | \$ 400.00            | \$ 150.00 | -                | \$ 70,170.48    |
| Rafael Vega                                    | Collection Repairman     | 4    | 10/26/2017 | \$ 69,488.47  | \$ 800.00 |           |             |             | \$ 600.00            | \$ 150.00 | -                | \$ 71,038.47    |
| MacAuley, Shayne                               | Trit Pint Oper           | 3    | 11/21/2022 | \$ 73,720.71  | \$ 800.00 |           | \$ 800.00   |             | \$ 400.00            | \$ 150.00 | -                | \$ 75,870.71    |
| John McCusker                                  | Swr Equip. Repairman     | 4/5  | 11/2/2014  | \$ 70,987.92  | \$ 800.00 |           | \$ 800.00   |             | \$ 500.00            | \$ 150.00 | -                | \$ 72,237.92    |
| Spencer, Jeffrey                               | HMEQ                     | 4    | 9/6/2018   | \$ 65,680.68  | \$ 800.00 |           | \$ 800.00   |             | \$ 500.00            | \$ 150.00 | -                | \$ 67,910.68    |
| TBD                                            | HMEQ                     | 1    | 7/11/2024  | \$ 59,527.63  | \$ 800.00 |           |             |             | \$ 500.00            | \$ 150.00 | -                | \$ 60,977.63    |
| Christopher Mulligan                           | Trit Pint Oper           | 1/2  | 7/24/2023  | \$ 71,415.09  | \$ 800.00 |           |             |             | \$ 500.00            | \$ 150.00 | -                | \$ 72,865.09    |
| Donald Capodilupo                              | IPP Tech                 | 2/3  | 11/6/2023  | \$ 88,207.70  | \$ 800.00 |           | \$ 1,200.00 |             | \$ 500.00            | \$ 150.00 | -                | \$ 90,857.70    |
| Connor Morey                                   | IPP Tech                 | 3/4  | 8/31/2023  | \$ 91,366.18  | \$ 800.00 |           | \$ 1,200.00 |             | \$ 500.00            | \$ 150.00 | -                | \$ 94,016.18    |
|                                                |                          |      |            | \$ -          |           |           |             |             |                      |           |                  | \$ -            |
|                                                |                          |      |            |               |           |           |             |             |                      |           |                  | \$ -            |
|                                                |                          |      |            |               |           |           |             |             |                      |           |                  | \$ -            |
|                                                |                          |      |            |               |           |           |             |             |                      |           |                  | \$ -            |
|                                                |                          |      |            |               |           |           |             |             |                      |           |                  | \$ -            |
| DEPARTMENT TOTAL                               |                          |      |            | \$ 1,392,836  | \$ 12,800 | \$ -      | \$ 12,000   | \$ -        | \$ 8,600             | \$ 2,400  | \$ -             | \$ 1,428,636.24 |

Total Full Time \$ 1,392,836.24  
 Total Seasonal \$ -  
 Total Overtime \$ 170,000.00  
 Total Contract \$ 35,800.00  
 Total \$ 1,598,636.24

Wastewater

| WASTEWATER DIVISION                |                  |      |            |              |           |           |             |             |            |                      |           |               |                      |  |
|------------------------------------|------------------|------|------------|--------------|-----------|-----------|-------------|-------------|------------|----------------------|-----------|---------------|----------------------|--|
| SALARY INFORMATION FY2024 BUDGETED |                  |      |            |              |           |           |             |             |            |                      |           |               |                      |  |
| NAME                               | POSITION         | STEP | ANN. DATE  | BASE SALARY  | CLOTHING  | CUL/HOIST | SEWER CERT. | WATER CERT. | SHIFT DIF. | SICK LEAVE INCENTIVE | MEALS     | RET. BUY BACK | TOTAL SALARY BENEFIT |  |
| Jeffrey Kaimes                     | Superintendent   | 5    | 10/14/1986 | 124,587.63   |           | -         | -           | -           | 500        | -                    | 4,100     |               | \$ 129,187.63        |  |
| Michael McCaughy                   | Collection Super | 5    | 3/10/2008  | 83,230.65    | 800       | -         | 150         | -           | 600        | 150                  | -         |               | \$ 84,830.65         |  |
| Banda, David                       | Treatment Plant  | 3    | 2/11/2018  | 59,365.00    | 800       | -         | -           | -           | 600        | 150                  | -         |               | \$ 60,915.00         |  |
| Cupic, Dragan                      | Treatment Plant  | 3    | 12/3/2018  | 59,365.00    | 800       | -         | -           | -           | 600        | 150                  | -         |               | \$ 60,915.00         |  |
| Garabedian, David                  | Supervisor       | 9    | 5/26/1988  | 90,914.78    | 800       | 100       | 300         | 600         | 500        | 150                  | 24,000    |               | \$ 117,424.78        |  |
| April Munro                        | IT Tech          | 2    | 7/17/2017  | 70,347.76    | 800       | -         | -           | -           | 500        | 150                  | -         | -             | \$ 71,797.76         |  |
| Sirmopoulos, Chris                 | Tft Pmt Oper     | 6    | 5/12/2005  | 64,869.74    | 800       | -         | 100         | -           | 400        | 150                  | -         | -             | \$ 66,319.74         |  |
| Diaz, Martin                       | Collection O&M   | 5    | 9/2/2008   | 78,664.65    | 800       | 150       | 225         | -           | 400        | 150                  | -         | -             | \$ 80,389.65         |  |
| Nicholas Evans                     | Treatment OM     | 4    | 9/6/1982   | 76,373.45    | 800       | -         | -           | -           | 600        | 150                  | -         | -             | \$ 77,923.45         |  |
| Rafael Vega                        | Collection Repr  | 3    | 10/26/2017 | 59,365.00    | 800       | 100       | -           | -           | 600        | 150                  | -         | -             | \$ 61,015.00         |  |
| William Powderly                   | Collection Repr  | 3    | 11/27/2017 | 59,365.00    | 800       | -         | -           | -           | 600        | 150                  | -         | -             | \$ 60,915.00         |  |
| MacAuley, Shayne                   | Tft Pmt Oper     | 2/3  | 11/27/2022 | 55,791.45    | 800       | -         | -           | -           | 400        | 150                  | -         | -             | \$ 57,141.45         |  |
| McCusker, John                     | Swr Equpt. Rep   | 4    | 11/3/2014  | 61,226.78    | 800       | 250       | -           | -           | 500        | 150                  | -         | -             | \$ 62,926.78         |  |
| Spencer, Jeffrey                   | HMEO             | 3    | 9/6/2018   | 56,094.87    | 800       | -         | -           | -           | 500        | 150                  | -         | -             | \$ 57,544.87         |  |
| Arnab, Anthony                     | HMEO             | 3    | 7/12/2018  | 56,094.87    | 800       | -         | -           | -           | 500        | 150                  | -         | -             | \$ 57,544.87         |  |
| Morey, Connor                      | Tft Pmt Oper     | 3    | 9/14/2020  | 59,365.00    | 800       | -         | -           | -           | 500        | 150                  | -         | -             | \$ 60,815.00         |  |
| Jenkins, Keith                     | PPP Tech         | 2/3  | 11/30/2020 | 72,029.42    | 800       | -         | -           | -           | 500        | 150                  | -         | -             | \$ 73,479.42         |  |
| BMEA Settlement                    |                  |      |            | 75,000.00    | -         | -         | -           | -           | -          | -                    | -         | -             | \$ 75,000.00         |  |
|                                    |                  |      |            |              |           |           |             |             |            |                      |           |               | \$ -                 |  |
|                                    |                  |      |            |              |           |           |             |             |            |                      |           |               | \$ -                 |  |
|                                    |                  |      |            |              |           |           |             |             |            |                      |           |               | \$ -                 |  |
|                                    |                  |      |            |              |           |           |             |             |            |                      |           |               | \$ -                 |  |
|                                    |                  |      |            |              |           |           |             |             |            |                      |           |               | \$ -                 |  |
|                                    |                  |      |            |              |           |           |             |             |            |                      |           |               | \$ -                 |  |
| Department Total                   |                  |      |            | \$ 1,262,111 | \$ 12,800 | \$ 600    | \$ 775      | \$ 600      | \$ 8,800   | \$ 2,400             | \$ 28,100 | \$ -          | \$ 1,316,186         |  |

Total Full Time \$ 1,262,111.07

Total Seasonal \$ -

Total Overtime \$ 170,000.00

Total Contract \$ 54,075.00

Total \$ 1,486,186.07

# Wastewater

Wastewater Division

|                             |                                                                                                         | FY2021          | FY2021     | FY2022     | FY2022     | FY2023       | FY2023     | FY2024         | FY2025     | FY2025     | FY2025          |               |               |               |
|-----------------------------|---------------------------------------------------------------------------------------------------------|-----------------|------------|------------|------------|--------------|------------|----------------|------------|------------|-----------------|---------------|---------------|---------------|
|                             |                                                                                                         | BUDGETED        | EXPENDED   | BUDGETED   | EXPENDED   | BUDGETED     | EXPENDED   | BUDGETED       | DEPT REQ   | TM REC     | FIN COM REC     |               |               |               |
|                             |                                                                                                         | \$ 764,200      | \$ 641,791 | \$ 764,200 | \$ 669,849 | \$ 1,008,040 | \$ 992,959 | \$ 764,200     | \$ 983,400 | \$ 983,400 | \$ 983,400      |               |               |               |
| Supplies and Expenses       |                                                                                                         |                 |            |            |            |              |            |                |            |            |                 |               |               |               |
|                             |                                                                                                         |                 |            |            |            |              |            |                |            |            | FY24 budget     | Department    | Town Mgr.     | Fin Com       |
| Publications                | Misc. technical publications                                                                            |                 |            |            |            |              |            |                |            |            | \$ 2,000.00     | \$ 1,000.00   | \$ 1,000.00   | \$ 1,000.00   |
| Office Supplies             | Daily operation of the facility and offices                                                             |                 |            |            |            |              |            |                |            |            | \$ 2,500.00     | \$ 3,000.00   | \$ 3,000.00   | \$ 3,000.00   |
| Lab Supplies                | Lab supplies for regulatory and process sampling and testing                                            |                 |            |            |            |              |            |                |            |            | \$ 40,000.00    | \$ 45,000.00  | \$ 45,000.00  | \$ 45,000.00  |
| Custodial                   | Cleaning and janitorial supplies                                                                        |                 |            |            |            |              |            |                |            |            | \$ 8,500.00     | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   |
| Building Supp.              | Equipment at plant, pumping stations, collection system                                                 |                 |            |            |            |              |            |                |            |            | \$ 35,000.00    | \$ 51,000.00  | \$ 51,000.00  | \$ 51,000.00  |
| Emergency                   | Stocking existing first aid cabinets at various locations                                               |                 |            |            |            |              |            |                |            |            | \$ 2,000.00     | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   |
| Welding                     | Misc. welding supplies for division                                                                     |                 |            |            |            |              |            |                |            |            | \$ 200.00       | \$ 1,000.00   | \$ 1,000.00   | \$ 1,000.00   |
| Vehicle                     | Supplies for the Jet Truck, Repair Truck, TV truck                                                      |                 |            |            |            |              |            |                |            |            | \$ 5,500.00     | \$ 2,000.00   | \$ 2,000.00   | \$ 2,000.00   |
| Hardware                    | Upkeep and repairs of plant, pumping stations                                                           |                 |            |            |            |              |            |                |            |            | \$ 11,000.00    | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   |
| Chemicals                   | Chemicals                                                                                               |                 |            |            |            |              |            |                |            |            | \$ 616,000.00   | \$ 792,400.00 | \$ 792,400.00 | \$ 792,400.00 |
|                             |                                                                                                         |                 |            | fy18 Req   | fy 19 Req  | fy 20 Req    | fy 21 Req  | fy 2024 Budget | fy 25 Req  | Increase   |                 |               |               |               |
| Alum                        |                                                                                                         |                 |            | \$70,000   | \$74,000   | \$90,000     | \$90,000   | \$ 90,000      | \$166,000  | \$76,000   |                 |               |               |               |
| Bioxide/VX456               |                                                                                                         |                 |            | \$180,000  | \$180,000  | \$205,000    | \$205,000  | \$ 205,000     | \$113,000  | -\$92,000  |                 |               |               |               |
| Polymer                     |                                                                                                         |                 |            | \$60,000   | \$60,000   | \$72,000     | \$72,000   | \$ 72,000      | \$43,200   | -\$28,800  |                 |               |               |               |
| Caustic Soda                |                                                                                                         |                 |            | \$110,000  | \$113,000  | \$170,000    | \$170,000  | \$ 170,000     | \$317,300  | \$147,300  |                 |               |               |               |
| Sodium Hypochlorite         |                                                                                                         |                 |            | \$19,000   | \$18,000   | \$19,000     | \$19,000   | \$ 19,000      | \$86,500   | \$67,500   |                 |               |               |               |
| Sodium Bisulfite            |                                                                                                         |                 |            | \$10,000   | \$11,000   | \$13,000     | \$13,000   | \$ 13,000      | \$42,200   | \$29,200   |                 |               |               |               |
| Sodium Aluminate            |                                                                                                         |                 |            | \$36,000   | \$35,000   | \$41,000     | \$41,000   | \$ 41,000      | \$18,000   | -\$23,000  |                 |               |               |               |
| Magnetite                   |                                                                                                         |                 |            | \$5,000    | \$4,000    | \$6,000      | \$6,000    | \$ 6,000       | \$6,200    | \$200      |                 |               |               |               |
| Total Chemicals             |                                                                                                         | Total chemicals |            | \$490,000  | \$495,000  | \$616,000    | \$616,000  | \$ 616,000     | \$792,400  | \$176,400  |                 |               |               |               |
|                             |                                                                                                         |                 |            |            |            |              |            |                |            |            |                 |               |               |               |
| Tools                       | Machine shop tools, Jet/Vacuum and TV truck, assorted hand tools                                        |                 |            |            |            |              |            |                |            |            | \$ 1,500.00     | \$ 4,000.00   | \$ 4,000.00   | \$ 4,000.00   |
| Electrical                  | Small electrical parts, replacement of inefficient light bulbs                                          |                 |            |            |            |              |            |                |            |            | \$ 500.00       | \$ 20,000.00  | \$ 20,000.00  | \$ 20,000.00  |
| Plumbing                    | Plumbing supplies for the Treatment Plant and pumping stations                                          |                 |            |            |            |              |            |                |            |            | \$ 2,500.00     | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   |
| Safety                      | Safety equipment and PPE-boots, gloves, raingear, reflective vests, etc.; fire extinguisher maintenance |                 |            |            |            |              |            |                |            |            | \$ 6,000.00     | \$ 10,000.00  | \$ 10,000.00  | \$ 10,000.00  |
| Rental                      | Uniform rental                                                                                          |                 |            |            |            |              |            |                |            |            | \$ 5,000.00     | \$ 8,000.00   | \$ 8,000.00   | \$ 8,000.00   |
| Training                    | Required to maintain operator licenses                                                                  |                 |            |            |            |              |            |                |            |            | \$ 18,000.00    | \$ 18,000.00  | \$ 18,000.00  | \$ 18,000.00  |
| Diesel Fuel                 | Emergency generators at plant and pump stations; trucks, loaders, screener.                             |                 |            |            |            |              |            |                |            |            | \$ 5,000.00     | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   |
| Oil and Grease              | Preventative maintenance on equipment and at pumping stations                                           |                 |            |            |            |              |            |                |            |            | \$ 3,000.00     | \$ 3,000.00   | \$ 3,000.00   | \$ 3,000.00   |
| Total Supplies and Expenses |                                                                                                         |                 |            |            |            |              |            |                |            |            | \$ 1,117,000.00 | \$ 983,400    | \$ 983,400    | \$ 983,400    |

Contract Services/Leases

|                                |                                                                               | FY24 Budget     | Department      | Town Mgr.       | Fin Com         |
|--------------------------------|-------------------------------------------------------------------------------|-----------------|-----------------|-----------------|-----------------|
| Professional                   | On call professional services                                                 | \$ 110,000.00   | \$ 117,000.00   | \$ 117,000.00   | \$ 117,000.00   |
| Industrial Sampling            |                                                                               |                 |                 |                 |                 |
| Memberships                    | Wastewater and water license renewals and exam fees/ Professional Development | \$ 15,000.00    | \$ 15,000.00    | \$ 15,000.00    | \$ 15,000.00    |
| Rentals                        | Specialty equipment for emergencies                                           |                 |                 |                 |                 |
| Emergency Sewer Repair         | Sewer breaks & blockages, 2-4/year, includes Police Detail                    | \$ 50,000.00    | \$ 50,000.00    | \$ 50,000.00    | \$ 50,000.00    |
| Equipment Repair               | Maintenance, repair and replacement                                           | \$ 185,000.00   | \$ 146,000.00   | \$ 146,000.00   | \$ 146,000.00   |
| Grit and Screenings            | Grit and Screenings disposal; pump station wet well cleaning                  | \$ 13,000.00    | \$ 15,000.00    | \$ 15,000.00    | \$ 15,000.00    |
| Solids hauling                 | Sludge hauling                                                                | \$ 1,011,000.00 | \$ 1,148,000.00 | \$ 1,148,000.00 | \$ 1,148,000.00 |
|                                | Clothing allowance reimbursement per SEIU                                     | \$ 450.00       | \$ 450.00       | \$ 450.00       | \$ 450.00       |
|                                |                                                                               |                 |                 |                 |                 |
| Total Contract Services/Leases |                                                                               | ✓\$ 1,384,450   | ✓1,491,450.00   | ✓\$ 1,491,450   | ✓\$ 1,491,450   |

Utilities

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Capital Outlay

|  |  |  |  |  |  |  |  |  |  |               |            |           |         |
|--|--|--|--|--|--|--|--|--|--|---------------|------------|-----------|---------|
|  |  |  |  |  |  |  |  |  |  | FY24 Budget   | Department | Town Mgr. | Fin Com |
|  |  |  |  |  |  |  |  |  |  | \$ 100,000.00 |            |           |         |
|  |  |  |  |  |  |  |  |  |  |               | ✓ \$ -     | ✓ \$ -    | ✓ \$ -  |

# Section 12

## Debt Schedules

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Actual Debt Service as of Feb 1, 2024  
Summary

|                                           | 2024        | 2025       | 2026      | 2027      | 2028      | 2029      | 2030      | 2031      | 2032      | 2033      | 2034      | 2035      | 2036      | 2037      | 2038      | 2039      | 2040      | 2041      | Total       |
|-------------------------------------------|-------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| <b>General Fund - Town Debt</b>           |             |            |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |             |
| Net Outstanding Principal Long-Term       | 820,000     | 1,061,625  | 1,051,625 | 1,036,625 | 1,036,625 | 936,625   | 936,625   | 881,625   | 880,063   | 880,063   | 880,063   | 875,063   | 875,063   | 823,563   | 647,000   | 647,000   | 647,000   | 647,000   | 16,668,250  |
| Net Outstanding Interest Long-Term        | 513,145     | 560,334    | 510,253   | 459,047   | 409,216   | 359,659   | 313,378   | 271,347   | 236,755   | 208,502   | 184,649   | 162,096   | 139,594   | 117,621   | 99,351    | 84,252    | 68,794    | 52,976    | 5,768,939   |
|                                           | 1,333,145   | 1,621,959  | 1,561,878 | 1,495,672 | 1,445,841 | 1,296,284 | 1,250,003 | 1,152,972 | 1,116,817 | 1,088,564 | 1,064,711 | 1,037,159 | 1,014,656 | 941,184   | 746,351   | 731,252   | 715,794   | 699,976   | 24,437,189  |
| <b>General Fund - School Debt</b>         |             |            |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |             |
| Net Outstanding Principal Long-Term       | 394,000     | 391,000    | 176,000   | 172,000   | 172,000   | 132,000   | 133,000   | 133,000   | 35,000    | 35,000    | -         | -         | -         | -         | -         | -         | -         | -         | 4,161,000   |
| Net Outstanding Interest Long-Term        | 58,583      | 47,151     | 37,858    | 30,358    | 23,258    | 16,758    | 10,833    | 5,373     | 2,275     | 1,138     | -         | -         | -         | -         | -         | -         | -         | -         | 784,325     |
|                                           | 452,583     | 438,151    | 213,858   | 202,358   | 195,258   | 148,758   | 143,833   | 138,373   | 37,275    | 36,138    | -         | -         | -         | -         | -         | -         | -         | -         | 4,945,325   |
| <b>Enterprise Fund - Sewer Debt</b>       |             |            |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |             |
| Net Outstanding Principal Long-Term       | 4,337,428   | 4,276,705  | 4,063,756 | 4,115,595 | 4,069,241 | 4,103,709 | 4,038,022 | 3,894,191 | 3,235,091 | 3,261,560 | 3,228,710 | 3,261,561 | 2,202,215 | 2,236,509 | 1,372,777 | 1,389,046 | 1,400,666 | 1,347,649 | 75,609,405  |
| Net Outstanding Interest Long-Term        | 1,044,726   | 959,814    | 874,763   | 792,237   | 710,627   | 631,492   | 555,641   | 535,081   | 422,725   | 366,297   | 309,309   | 253,605   | 197,245   | 155,291   | 112,651   | 87,222    | 61,482    | 36,566    | 13,051,164  |
|                                           | 5,382,154   | 5,236,519  | 4,938,519 | 4,907,832 | 4,779,868 | 4,735,202 | 4,593,663 | 4,429,272 | 3,657,816 | 3,627,857 | 3,538,019 | 3,515,167 | 2,399,460 | 2,391,800 | 1,485,428 | 1,476,268 | 1,462,148 | 1,384,215 | 88,660,569  |
| <b>Enterprise Fund - Water Debt</b>       |             |            |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |             |
| Net Outstanding Principal Long-Term       | 2,502,587   | 1,373,016  | 1,148,481 | 1,160,526 | 1,157,689 | 699,971   | 557,374   | 544,900   | 552,552   | 560,331   | 568,239   | 576,278   | 584,452   | 592,761   | 601,209   | 604,798   | 603,529   | 542,405   | 25,188,398  |
| Net Outstanding Interest Long-Term        | 313,645     | 274,459    | 235,695   | 196,968   | 158,160   | 130,394   | 116,520   | 105,934   | 96,061    | 88,710    | 77,243    | 67,444    | 57,525    | 47,589    | 37,529    | 27,311    | 17,189    | 8,136     | 3,633,659   |
|                                           | 2,816,233   | 1,647,475  | 1,384,176 | 1,357,494 | 1,315,849 | 830,365   | 673,894   | 650,834   | 648,613   | 647,041   | 645,482   | 643,722   | 641,977   | 640,350   | 638,738   | 632,109   | 620,718   | 550,541   | 28,822,057  |
| <b>Short-Term Debt</b>                    |             |            |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |             |
| General Fund                              | 245,000     | 245,000    | 245,000   | 245,000   | 245,000   | 245,000   | 245,000   | 245,000   | 245,000   | 245,000   | 245,000   | 245,000   | 245,000   | 245,000   | 245,000   | 245,000   | 245,000   | 245,000   |             |
| Sewer Fund                                | 150,000     | 150,000    | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   | 150,000   |             |
| Water Fund                                | 25,000      | 25,000     | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    | 25,000    |             |
|                                           | 420,000     | 420,000    | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   |             |
| <b>Totals</b>                             |             |            |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |             |
| Net Outstanding Principal Long-Term       | 8,054,016   | 7,102,346  | 6,439,862 | 6,484,746 | 6,435,555 | 5,872,305 | 5,665,021 | 5,453,716 | 4,702,706 | 4,736,954 | 4,677,012 | 4,712,902 | 3,661,730 | 3,652,833 | 2,620,966 | 2,640,844 | 2,620,966 | 2,640,844 | 123,527,053 |
| Net Outstanding Interest Long-Term        | 1,930,099   | 1,841,759  | 1,658,568 | 1,478,609 | 1,301,260 | 1,138,304 | 996,372   | 917,735   | 757,815   | 662,646   | 571,200   | 483,146   | 394,364   | 320,502   | 249,531   | 198,784   |           |           | 23,238,087  |
| Short-Term Interest                       | 420,000     | 420,000    | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | 420,000   | -           |
|                                           | 10,404,115  | 8,944,105  | 8,518,430 | 8,383,355 | 8,156,815 | 7,430,609 | 7,081,392 | 6,791,450 | 5,880,521 | 5,819,600 | 5,668,212 | 5,616,047 | 4,476,093 | 4,393,334 | 3,290,517 | 2,839,628 |           |           | 146,765,140 |
| Target Debt Amount                        | 9,066,000   | 10,000,000 | 9,066,000 | 9,066,000 | 9,066,000 | 9,066,000 | 9,066,000 | 9,066,000 | 9,066,000 | 9,066,000 | 9,066,000 | 9,066,000 | 9,066,000 | 9,066,000 | 9,066,000 | 9,066,001 | 9,066,002 | 9,066,002 | 9,066,003   |
| Debt Stabilization Transfer               | (1,338,115) | 1,475,895  | 967,570   | 1,102,645 | 1,329,185 | 2,055,391 | 2,404,608 | 2,694,550 | 3,605,479 | 3,666,400 | 3,817,788 | 3,889,953 | 5,009,907 | 5,092,666 | 6,195,483 | 6,226,373 | 6,066,002 | 6,066,003 |             |
| <b>General Fund - Exempted Debt</b>       |             |            |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |             |
| Net Outstanding Principal Long-Term       | 2,360,000   | 2,645,000  | 2,745,000 | 2,905,000 | 3,010,000 | 3,125,000 | 3,200,000 | 3,275,000 | 3,400,000 | 3,480,000 | 3,190,000 | 3,275,000 | 3,375,000 | 3,470,000 | 3,575,000 | 3,695,000 | 3,830,000 | 3,815,000 | 95,895,000  |
| Net Outstanding Interest Long-Term        | 3,184,521   | 3,149,444  | 3,025,994 | 2,891,944 | 2,754,194 | 2,611,989 | 2,512,869 | 2,411,519 | 2,256,656 | 2,150,306 | 2,042,506 | 1,941,350 | 1,833,875 | 1,723,344 | 1,609,725 | 1,468,350 | 1,322,050 | 1,172,700 | 60,693,987  |
|                                           | 5,544,521   | 5,794,444  | 5,770,994 | 5,796,944 | 5,764,194 | 5,736,989 | 5,712,869 | 5,686,519 | 5,656,656 | 5,630,306 | 5,232,506 | 5,216,350 | 5,208,875 | 5,193,344 | 5,184,725 | 5,163,350 | 5,152,050 | 4,987,700 | 156,588,987 |
| <b>Community Preservation Fund - Debt</b> |             |            |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |           |             |
| Net Outstanding Principal Long-Term       | -           | 563,375    | 563,375   | 563,375   | 563,375   | 563,375   | 563,375   | 563,375   | 559,938   | 559,938   | 559,938   | 559,938   | 559,938   | 556,438   | 168,000   | 168,000   | 168,000   | 168,000   | 9,819,750   |
| Net Outstanding Interest Long-Term        | 238,288     | 430,391    | 402,222   | 374,053   | 345,884   | 317,716   | 289,547   | 261,378   | 233,295   | 205,298   | 180,101   | 157,704   | 135,306   | 112,979   | 98,480    | 91,770    | 85,050    | 78,330    | 4,453,287   |
|                                           | 238,288     | 993,766    | 965,597   | 937,428   | 909,259   | 881,091   | 852,922   | 824,753   | 793,233   | 765,236   | 740,039   | 717,641   | 695,244   | 669,416   | 266,480   | 259,770   | 253,050   | 246,330   | 14,273,037  |

The debt schedules in this Section  
are the most current and up to date  
schedules.



Actual Debt Service as of Feb 1, 2024  
General Fund - Town Debt

| Date of Issue                       | Purpose / Date of Vote                                                   | Issued               | Type of Payment       | 2024               | 2025               | 2026               | 2027               | 2028               | 2029               | 2030               | 2031               | 2032               | 2033              | 2034              | 2035              | 2036              | 2037              | 2038              | 2039              | Total                  |
|-------------------------------------|--------------------------------------------------------------------------|----------------------|-----------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------------|
| 2-May-13                            | Fire Trucks - Ladder Truck<br>May-11 / Art # 27 / \$1,500,000            | \$ 1,500,000<br>GOB  | Principal<br>Interest | 100,000<br>14,250  | 100,000<br>12,250  | 100,000<br>10,000  | 100,000<br>6,000   | 100,000<br>3,000   | -<br>-             | -<br>-             | -<br>-             | -<br>-             | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | 1,000,000<br>184,750   |
| 26-Sep-19                           | Engineering - Middlesex Turnpike<br>May-13 / Art # 27 / \$1,180,000      | \$ 115,000<br>GOB    | Principal<br>Interest | -<br>-             | -<br>-             | -<br>-             | -<br>-             | -<br>-             | -<br>-             | -<br>-             | -<br>-             | -<br>-             | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | 115,000<br>8,803       |
| 27-Sep-19                           | Land Acquisition - Middlesex Turnpike<br>May-13 / Art # 27 / \$1,180,000 | \$ 420,000<br>GOB    | Principal<br>Interest | 45,000<br>12,325   | 40,000<br>10,200   | 40,000<br>8,200    | 40,000<br>6,200    | 40,000<br>4,200    | 40,000<br>2,400    | 40,000<br>800      | -<br>-             | -<br>-             | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | 420,000<br>105,966     |
| 28-Jan-22                           | Middlesex Corp Park - Betterment                                         | \$ 702,000<br>GOB    | Principal<br>Interest | 50,000<br>23,750   | 50,000<br>21,250   | 50,000<br>18,750   | 50,000<br>16,250   | 50,000<br>13,750   | 50,000<br>11,250   | 50,000<br>8,750    | 50,000<br>6,500    | 50,000<br>4,750    | 50,000<br>3,500   | 50,000<br>2,500   | 50,000<br>1,500   | 50,000<br>500     | -<br>-            | -<br>-            | -<br>-            | 702,000<br>169,803     |
| 28-Jan-22                           | Building Demolitions                                                     | \$ 2,201,000         | Principal<br>Interest | 110,000<br>66,550  | 110,000<br>61,050  | 110,000<br>55,550  | 110,000<br>50,050  | 110,000<br>44,550  | 110,000<br>39,050  | 110,000<br>33,550  | 110,000<br>28,600  | 110,000<br>24,750  | 110,000<br>22,000 | 110,000<br>19,800 | 110,000<br>17,600 | 110,000<br>15,400 | 110,000<br>13,200 | 110,000<br>10,931 | 110,000<br>8,594  | 2,201,000<br>622,922   |
| 28-Sep-19                           | Traffic Signal - Salem Street<br>Oct-15 / Art # 31 / \$4,000,000         | \$ 135,000<br>GOB    | Principal<br>Interest | 25,000<br>2,375    | 20,000<br>1,250    | 15,000<br>375      | -<br>-             | -<br>-             | -<br>-             | -<br>-             | -<br>-             | -<br>-             | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | 135,000<br>22,356      |
| 29-Sep-19                           | Sidewalk - Salem Street<br>Oct-15 / Art # 31 / \$4,000,000               | \$ 175,000<br>GOB    | Principal<br>Interest | 20,000<br>4,950    | 20,000<br>3,950    | 15,000<br>3,075    | 15,000<br>2,325    | 15,000<br>1,575    | 15,000<br>900      | 15,000<br>300      | -<br>-             | -<br>-             | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | -<br>-            | 175,000<br>42,596      |
| 28-Jan-22                           | Phenhurst Fire Station                                                   | \$ 10,000,000<br>GOB | Principal<br>Interest | 470,000<br>283,500 | 470,000<br>260,000 | 470,000<br>236,500 | 470,000<br>213,000 | 470,000<br>189,500 | 470,000<br>166,000 | 470,000<br>142,500 | 470,000<br>121,350 | 470,000<br>104,900 | 470,000<br>93,150 | 470,000<br>83,750 | 465,000<br>74,400 | 465,000<br>65,100 | 465,000<br>55,800 | 465,000<br>46,210 | 465,000<br>36,328 | 9,360,000<br>2,647,371 |
| 8-Sep-23                            | PHR Recreation Complex<br>May 21 / Art # 15 / \$8,000,000                | \$ 7,380,000<br>GOB  | Principal<br>Interest | 58,040             | 178,125<br>103,797 | 178,125<br>94,891  | 178,125<br>85,984  | 178,125<br>77,078  | 178,125<br>68,172  | 178,125<br>59,266  | 178,125<br>50,359  | 176,563<br>41,492  | 176,563<br>32,664 | 176,563<br>24,719 | 176,563<br>17,656 | 176,563<br>10,594 | 176,563<br>3,531  | -<br>-            | -<br>-            | 2,306,250<br>728,243   |
| 8-Sep-23                            | Howe School Restoration<br>June-20 / Art # 24 / \$7,500,000              | \$ 6,780,000<br>GOB  | Principal<br>Interest | 47,406             | 73,500<br>86,588   | 73,500<br>82,913   | 73,500<br>79,238   | 73,500<br>75,563   | 73,500<br>71,888   | 73,500<br>68,213   | 73,500<br>64,538   | 73,500<br>60,863   | 73,500<br>57,188  | 73,500<br>53,880  | 73,500<br>50,940  | 73,500<br>48,000  | 72,000<br>45,090  | 72,000<br>42,210  | 72,000<br>39,330  | 2,034,000<br>1,221,928 |
| Net Outstanding Principal Long-Term |                                                                          |                      |                       | 820,000            | 1,061,625          | 1,051,625          | 1,036,625          | 1,036,625          | 936,625            | 936,625            | 881,625            | 880,063            | 880,063           | 880,063           | 875,063           | 875,063           | 823,563           | 647,000           | 647,000           | 18,666,250             |
| Net Outstanding Interest Long-Term  |                                                                          |                      |                       | 513,145            | 560,334            | 510,253            | 459,047            | 409,216            | 359,659            | 313,378            | 271,347            | 236,755            | 208,502           | 184,649           | 162,096           | 139,594           | 117,621           | 99,361            | 84,252            | 5,768,939              |
|                                     |                                                                          |                      |                       | 1,333,145          | 1,621,959          | 1,561,878          | 1,495,672          | 1,445,841          | 1,296,284          | 1,250,003          | 1,152,972          | 1,116,817          | 1,088,564         | 1,064,711         | 1,037,159         | 1,014,656         | 941,184           | 746,351           | 731,252           | 24,437,189             |

Actual Debt Service as of Feb 1, 2024  
General Fund - School Debt

| Date of Issue                       | Purpose / Date of Vote                                                     | Issued                         | Type of Payment       | 2021              | 2022              | 2023              | 2024             | 2025             | 2026             | 2027             | 2028             | 2029            | 2030            | 2031            | 2032            | 2033            | 2034   | 2035   | Total                |
|-------------------------------------|----------------------------------------------------------------------------|--------------------------------|-----------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------|--------|----------------------|
| 15-May-11                           | Building Remodeling - Schools<br>May-08 / Art # 24 / \$1,553,000           | \$ 1,453,000<br>GOB            | Principal<br>Interest | 75,000<br>28,675  | 70,000<br>26,425  | -<br>-            | -<br>-           | -<br>-           | -<br>-           | -<br>-           | -<br>-           | -<br>-          | -<br>-          | -<br>-          | -<br>-          | -<br>-          | -<br>- | -<br>- | 295,000<br>119,200   |
| 28-Jan-22                           | Building Remodeling - Schools<br>May-08 / Art # 24 / \$1,553,000           | \$ 542,000<br>GOB - Refunded   | Principal<br>Interest |                   |                   | 50,000<br>35,307  | 60,000<br>22,480 | 61,000<br>19,455 | 61,000<br>16,405 | 62,000<br>13,330 | 62,000<br>10,230 | 62,000<br>7,130 | 62,000<br>4,030 | 62,000<br>1,240 | -<br>-          | -<br>-          | -<br>- | -<br>- | 542,000<br>129,607   |
| 15-May-11                           | Building Remodeling - Schools<br>May-09 / Art # 15 / \$871,628             | \$ 871,000<br>GOB              | Principal<br>Interest | 45,000<br>17,125  | 45,000<br>15,775  | -<br>-            | -<br>-           | -<br>-           | -<br>-           | -<br>-           | -<br>-           | -<br>-          | -<br>-          | -<br>-          | -<br>-          | -<br>-          | -<br>- | -<br>- | 180,000<br>71,200    |
| 28-Jan-22                           | Building Remodeling - Schools<br>May-09 / Art # 15 / \$871,628             | \$ 324,000<br>GOB - Refunded   | Principal<br>Interest |                   |                   | 33,000<br>21,043  | 39,000<br>13,215 | 40,000<br>11,240 | 35,000<br>9,365  | 35,000<br>7,615  | 35,000<br>5,865  | 35,000<br>4,115 | 36,000<br>2,340 | 36,000<br>720   | -<br>-          | -<br>-          | -<br>- | -<br>- | 324,000<br>75,518    |
| 2-May-13                            | Building Remodeling (Rink) - Schools<br>Oct-11 / Art # 16 / \$750,000 Auth | \$ 750,000<br>GOB              | Principal<br>Interest | 40,000<br>16,100  | 40,000<br>14,100  | 40,000<br>12,500  | 35,000<br>10,500 | 35,000<br>9,800  | 35,000<br>9,013  | 35,000<br>7,613  | 35,000<br>6,563  | 35,000<br>5,513 | 35,000<br>4,463 | 35,000<br>3,413 | 35,000<br>2,275 | 35,000<br>1,138 | -<br>- | -<br>- | 550,000<br>139,988   |
| 2-May-13                            | Ditson School<br>May-98 / Art # 1 / \$18,000,000                           | \$ 2,160,000<br>GOB - Refunded | Principal<br>Interest | 215,000<br>30,263 | 215,000<br>21,663 | 215,000<br>13,063 | 215,000<br>6,613 | 210,000<br>2,231 | -<br>-           | -<br>-           | -<br>-           | -<br>-          | -<br>-          | -<br>-          | -<br>-          | -<br>-          | -<br>- | -<br>- | 1,500,000<br>160,156 |
| 2-May-13                            | Rink - School - Refunded 12/02<br>Oct-00 / Art # 39 / \$500,000 Auth       | \$ 234,000<br>GOB - Refunded   | Principal<br>Interest | 20,000<br>2,000   | 20,000<br>1,200   | 20,000<br>400     | -<br>-           | -<br>-           | -<br>-           | -<br>-           | -<br>-           | -<br>-          | -<br>-          | -<br>-          | -<br>-          | -<br>-          | -<br>- | -<br>- | 110,000<br>8,700     |
| 6-Dec-16                            | Ditson School<br>May-98 / Art # 1 / \$18,000,000                           | \$ 210,000<br>GOB - Refunded   | Principal<br>Interest | 40,000<br>2,900   | 40,000<br>1,750   | 40,000<br>600     | -<br>-           | -<br>-           | -<br>-           | -<br>-           | -<br>-           | -<br>-          | -<br>-          | -<br>-          | -<br>-          | -<br>-          | -<br>- | -<br>- | 210,000<br>14,950    |
| 6-Dec-16                            | School Building Remodling<br>Oct-05 / Art # 15 / \$1,000,000               | \$ 465,000<br>GOB - Refunded   | Principal<br>Interest | 45,000<br>9,713   | 45,000<br>8,419   | 45,000<br>7,125   | 45,000<br>5,775  | 45,000<br>4,425  | 45,000<br>3,075  | 40,000<br>1,800  | 40,000<br>600    | -<br>-          | -<br>-          | -<br>-          | -<br>-          | -<br>-          | -<br>- | -<br>- | 450,000<br>65,006    |
| Net Outstanding Principal Long-Term |                                                                            |                                |                       | 480,000           | 475,000           | 443,000           | 394,000          | 391,000          | 176,000          | 172,000          | 172,000          | 132,000         | 133,000         | 133,000         | 35,000          | 35,000          | -      | -      | 4,161,000            |
| Net Outstanding Interest Long-Term  |                                                                            |                                |                       | 106,775           | 89,331            | 90,038            | 58,583           | 47,151           | 37,858           | 30,358           | 23,258           | 16,758          | 10,833          | 5,373           | 2,275           | 1,138           | -      | -      | 784,325              |
|                                     |                                                                            |                                |                       | 586,775           | 564,331           | 533,038           | 452,583          | 438,151          | 213,858          | 202,358          | 195,258          | 148,758         | 143,833         | 138,373         | 37,275          | 36,138          | -      | -      | 4,945,325            |

Actual Debt Service as of Feb 1, 2024  
General Fund - Exempted Debt

| Date of Issue                       | Purpose / Date of Vote                  | Issued        | Type of Payment | 2023      | 2024      | 2025      | 2026      | 2027      | 2028      | 2029      | 2030      | 2031      | 2032      | 2033      |
|-------------------------------------|-----------------------------------------|---------------|-----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 2-May-13                            | Parker School Construction              | \$ 13,285,000 | Principal       | 320,000   | 320,000   | 320,000   | 320,000   | 375,000   | 375,000   | 375,000   | 375,000   | 375,000   | 375,000   | 375,000   |
|                                     | Oct-09 / Art # 3 / \$33,607,436 Auth    |               | Interest        | 123,963   | 107,963   | 101,563   | 94,363    | 81,563    | 70,313    | 59,063    | 47,813    | 36,563    | 24,375    | 12,188    |
|                                     |                                         |               |                 | 443,963   | 427,963   | 421,563   | 414,363   | 456,563   | 445,313   | 434,063   | 422,813   | 411,563   | 399,375   | 387,188   |
| 12-May-17                           | Hign School Construction                | \$ 85,310,000 | Principal       | 1,795,000 | 1,885,000 | 1,980,000 | 2,080,000 | 2,185,000 | 2,290,000 | 2,405,000 | 2,480,000 | 2,555,000 | 2,680,000 | 2,760,000 |
|                                     | Feb-2016 / Art # 1 / \$175,997,289 Auth |               | Interest        | 2,982,219 | 2,892,469 | 2,798,219 | 2,699,219 | 2,595,219 | 2,485,969 | 2,371,469 | 2,299,319 | 2,224,919 | 2,097,169 | 2,016,769 |
|                                     |                                         |               |                 | 4,777,219 | 4,777,469 | 4,778,219 | 4,779,219 | 4,780,219 | 4,775,969 | 4,776,469 | 4,779,319 | 4,779,919 | 4,777,169 | 4,776,769 |
| 26-Sep-19                           | Hign School Construction                | \$ 3,090,000  | Principal       | 155,000   | 155,000   | 155,000   | 155,000   | 155,000   | 155,000   | 155,000   | 155,000   | 155,000   | 155,000   | 155,000   |
|                                     | Feb-2016 / Art # 1 / \$175,997,289 Auth |               | Interest        | 101,613   | 93,863    | 86,113    | 78,363    | 70,613    | 62,863    | 55,888    | 49,688    | 43,488    | 38,063    | 33,800    |
|                                     |                                         |               |                 | 256,613   | 248,863   | 241,113   | 233,363   | 225,613   | 217,863   | 210,888   | 204,688   | 198,488   | 193,063   | 188,800   |
| 18-Sep-23                           | Hign School Construction                | \$ 3,780,000  | Principal       |           |           | 190,000   | 190,000   | 190,000   | 190,000   | 190,000   | 190,000   | 190,000   | 190,000   | 190,000   |
|                                     | Feb-2016 / Art # 1 / \$175,997,289 Auth |               | Interest        |           |           | 163,550   | 154,050   | 144,550   | 135,050   | 125,550   | 116,050   | 106,550   | 97,050    | 87,550    |
|                                     |                                         |               |                 |           | 90,228    | 353,550   | 344,050   | 334,550   | 325,050   | 315,550   | 306,050   | 296,550   | 287,050   | 277,550   |
| Net Outstanding Principal Long-Term |                                         |               |                 | 2,270,000 | 2,360,000 | 2,645,000 | 2,745,000 | 2,905,000 | 3,010,000 | 3,125,000 | 3,200,000 | 3,275,000 | 3,400,000 | 3,480,000 |
| Net Outstanding Interest Long-Term  |                                         |               |                 | 3,207,794 | 3,184,521 | 3,149,444 | 3,025,994 | 2,891,944 | 2,754,194 | 2,611,969 | 2,512,869 | 2,411,519 | 2,256,656 | 2,150,306 |
|                                     |                                         |               |                 | 5,477,794 | 5,544,521 | 5,794,444 | 5,770,994 | 5,796,944 | 5,764,194 | 5,736,969 | 5,712,869 | 5,686,519 | 5,656,656 | 5,630,306 |

|      |      |      |      |      |      |      |      |      |      |      |      |      |      |       |
|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|
| 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 | 2046 | 2047 | Total |
|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|

|           |           |           |           |           |           |           |           |           |           |           |           |           |           |             |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 6,115,000   |
| 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 1,430,375   |
| 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 7,545,375   |
| 2,845,000 | 2,930,000 | 3,030,000 | 3,125,000 | 3,230,000 | 3,355,000 | 3,490,000 | 3,630,000 | 3,775,000 | 3,925,000 | 4,085,000 | 4,245,000 | 4,415,000 | 4,595,000 | 82,910,000  |
| 1,933,969 | 1,845,063 | 1,749,838 | 1,651,363 | 1,549,800 | 1,420,600 | 1,286,400 | 1,146,800 | 1,001,600 | 850,600   | 693,600   | 530,200   | 360,400   | 183,800   | 56,472,363  |
| 4,778,969 | 4,775,063 | 4,779,838 | 4,776,363 | 4,779,800 | 4,775,600 | 4,776,400 | 4,776,800 | 4,776,600 | 4,775,600 | 4,778,600 | 4,775,200 | 4,775,400 | 4,778,800 | 139,382,363 |
| 155,000   | 155,000   | 155,000   | 155,000   | 155,000   | 150,000   | 150,000   | -         | -         | -         | -         | -         | -         | -         | 3,090,000   |
| 29,538    | 24,888    | 20,238    | 15,781    | 11,325    | 6,750     | 2,250     | -         | -         | -         | -         | -         | -         | -         | 1,118,473   |
| 184,538   | 179,888   | 175,238   | 170,781   | 166,325   | 156,750   | 152,250   | -         | -         | -         | -         | -         | -         | -         | 4,208,473   |
| 190,000   | 190,000   | 190,000   | 190,000   | 190,000   | 190,000   | 190,000   | 185,000   | 185,000   | 185,000   | 185,000   | -         | -         | -         | 3,780,000   |
| 79,000    | 71,400    | 63,800    | 56,200    | 48,600    | 41,000    | 33,400    | 25,900    | 18,500    | 11,100    | 3,700     | -         | -         | -         | 1,672,778   |
| 269,000   | 261,400   | 253,800   | 246,200   | 238,600   | 231,000   | 223,400   | 210,900   | 203,500   | 196,100   | 188,700   | -         | -         | -         | 5,452,778   |
| 3,190,000 | 3,275,000 | 3,375,000 | 3,470,000 | 3,575,000 | 3,695,000 | 3,830,000 | 3,815,000 | 3,960,000 | 4,110,000 | 4,270,000 | 4,245,000 | 4,415,000 | 4,595,000 | 95,895,000  |
| 2,042,506 | 1,941,350 | 1,833,875 | 1,723,344 | 1,609,725 | 1,468,350 | 1,322,050 | 1,172,700 | 1,020,100 | 861,700   | 697,300   | 530,200   | 360,400   | 183,800   | 60,693,987  |
| 5,232,506 | 5,216,350 | 5,208,875 | 5,193,344 | 5,184,725 | 5,163,350 | 5,152,050 | 4,987,700 | 4,980,100 | 4,971,700 | 4,967,300 | 4,775,200 | 4,775,400 | 4,778,800 | 156,588,987 |

# Debt Schedules

## Actual Debt Service as of Feb 1, 2024

| Date of Issue | Purpose / Date of Vote                                                   | Issued        | Type of Payment                        | 2024                         | 2025                         | 2026                         | 2027                         | 2028                         | 2029                         | 2030                         | 2031                         | 2032                         | 2033                        | 2034                       | 2035                       | 2036                       | 2037                       | 2038                       | 2039                       | 2040                          | 2041                       | 2042                              | 2043                               | Total             |
|---------------|--------------------------------------------------------------------------|---------------|----------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|-----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-------------------------------|----------------------------|-----------------------------------|------------------------------------|-------------------|
| 2-May-13      | Sewer -Contract 32 River Pines<br>May-00 / Act #11 / \$7,500,000         | \$ 1,857,000  | Principal<br>GOB -Reimnd Interest      | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                           | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | -                                 | -                                  | 900,000<br>89,200 |
| 15-May-11     | Sewer -Brown and Rodgers Pump<br>May-08 / Act #21 / \$3,000,000          | \$ 3,000,000  | Principal<br>GOB Interest              | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                           | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | -                                 | 600,000<br>235,500                 |                   |
| 1/28/2022     | Sewer -Brown and Rodgers Pump<br>May-08 / Act #21 / \$3,000,000          | \$ 1,161,000  | Principal<br>GOB -Reimnd Interest      | 131,000<br>48,005            | 129,000<br>41,505            | 129,000<br>35,055            | 133,000<br>28,505            | 133,000<br>21,855            | 133,000<br>15,205            | 132,000<br>8,580             | 132,000<br>2,640             | -                            | -                           | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | -                                 | 1,161,000<br>276,944               |                   |
| 6-Jun-12      | Sewer Bonds -Tertiary Treatment<br>May-07 / Act #32 / \$9,000,000        | \$ 8,909,932  | Principal<br>CW-07-21 Interest<br>MMAT | 485,142<br>78,476<br>5,886   | 494,924<br>68,675<br>5,181   | 504,903<br>58,677<br>4,401   | 515,083<br>48,477<br>3,636   | 525,468<br>38,071<br>2,855   | 536,063<br>27,456<br>2,059   | 546,872<br>16,627<br>1,247   | 557,888<br>55,879<br>418     | -                            | -                           | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | 6,451,965<br>931,160<br>47,606    |                                    |                   |
| 2-May-13      | Sewer -Contract 32 River Pines<br>May-00 / Act #11 / \$7,500,000         | \$ 1,639,000  | Principal<br>GOB -Reimnd Interest      | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                           | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | -                                 | 795,000<br>79,100                  |                   |
| 2-May-13      | Sewer -Contract 32B River Pines II<br>May-02 / Act #9 / \$5,500,000 Auth | \$ 2,834,000  | Principal<br>GOB -Reimnd Interest      | 255,000<br>7,863             | 250,000<br>2,656             | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                           | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | -                                 | 1,870,000<br>162,156               |                   |
| 2-May-13      | Wastewater Treatment<br>Oct-08 / Act #24 / \$3,289,000 Auth              | \$ 700,000    | Principal<br>GOB Interest              | 35,000<br>10,500             | 35,000<br>9,800              | 35,000<br>9,013              | 35,000<br>7,613              | 35,000<br>6,563              | 35,000<br>5,513              | 35,000<br>4,463              | 35,000<br>3,413              | 35,000<br>2,275              | 35,000<br>1,138             | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | 525,000<br>136,588                |                                    |                   |
| 2-May-13      | Sewer Bonds -Contract 34B<br>Oct-11 / Act #22 / \$9,000,000 Auth         | \$ 357,000    | Principal<br>GOB Interest              | 20,000<br>4,600              | 15,000<br>4,200              | 15,000<br>3,863              | 15,000<br>3,263              | 15,000<br>2,813              | 15,000<br>2,363              | 15,000<br>1,913              | 15,000<br>1,463              | 15,000<br>975                | 15,000<br>488               | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | 255,000<br>62,538                 |                                    |                   |
| 2-May-13      | Sewer Bonds -Pump Stations<br>Oct-10 / Act #22 / \$3,700,000 Auth        | \$ 355,000    | Principal<br>GOB Interest              | 20,000<br>4,600              | 15,000<br>4,200              | 15,000<br>3,863              | 15,000<br>3,263              | 15,000<br>2,813              | 15,000<br>2,363              | 15,000<br>1,913              | 15,000<br>1,463              | 15,000<br>975                | 15,000<br>488               | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | 255,000<br>62,538                 |                                    |                   |
| 1-Jul-15      | Sewer Bonds -Pump Stations<br>Oct-10 / Act #22 / \$3,700,000 Auth        | \$ 1,422,038  | Principal<br>CW-10-24 Reimond Interest | 74,844<br>18,182<br>1,347    | 74,844<br>16,667<br>1,235    | 74,844<br>15,152<br>1,123    | 74,844<br>13,637<br>1,010    | 74,844<br>12,121<br>898      | 74,844<br>10,661<br>786      | 74,844<br>9,091<br>674       | 74,844<br>7,576<br>561       | 74,844<br>6,061<br>449       | 74,844<br>4,549<br>337      | 74,844<br>3,030<br>225     | 74,844<br>1,515<br>112     | -                          | -                          | -                          | -                          | -                             | -                          | 1,272,330<br>134,872<br>23,476    |                                    |                   |
| 1-Jul-15      | Sewer Treatment Plant<br>Oct-11 / Act #22 / \$7,500,000 Auth             | \$ 6,892,829  | Principal<br>CW-12-18A<br>MMAT         | 344,641<br>6,204             | 344,641<br>5,687             | 344,641<br>5,170             | 344,641<br>4,653             | 344,641<br>4,136             | 344,641<br>3,619             | 344,641<br>3,102             | 344,641<br>2,585             | 344,641<br>2,068             | 344,641<br>1,551            | 344,641<br>1,034           | 344,641<br>517             | -                          | -                          | -                          | -                          | -                             | -                          | -                                 | 5,858,905<br>62,035                |                   |
| 1-Jul-15      | Sewer Bond -Contract 34B<br>Oct-11 / Act #22 / \$9,000,000 Auth          | \$ 9,000,000  | Principal<br>Interest<br>MMAT          | 450,000<br>108,000<br>8,438  | 450,000<br>99,000<br>7,763   | 450,000<br>90,000<br>7,088   | 450,000<br>81,000<br>6,413   | 450,000<br>72,000<br>5,738   | 450,000<br>63,000<br>5,063   | 450,000<br>54,000<br>4,388   | 450,000<br>45,000<br>3,713   | 450,000<br>36,000<br>3,037   | 450,000<br>27,000<br>2,363  | 450,000<br>18,000<br>1,688 | 450,000<br>9,000<br>1,013  | -                          | -                          | -                          | -                          | -                             | -                          | 7,650,000<br>1,377,000<br>85,049  |                                    |                   |
| 1-Jul-15      | Sewer -Pump Stations<br>May-12 / Act #20 / \$5,586,000 Author            | \$ 4,486,535  | Principal<br>CW-12-18<br>MMAT          | 223,427<br>53,622<br>4,189   | 223,427<br>49,154<br>3,854   | 223,427<br>44,685<br>3,519   | 223,427<br>40,217<br>3,184   | 223,427<br>35,748<br>2,849   | 223,427<br>31,280<br>2,517   | 223,427<br>26,811<br>2,181   | 223,427<br>22,343<br>1,843   | 223,427<br>17,874<br>1,508   | 223,427<br>13,406<br>1,173  | 223,427<br>8,937<br>838    | 223,427<br>4,469<br>503    | -                          | -                          | -                          | -                          | -                             | -                          | 3,798,255<br>683,686<br>42,402    |                                    |                   |
| 9-Dec-16      | Sewer Design -Area 2 & 8<br>Oct-13 / Act #4 / \$590,000 Auth             | \$ 882,000    | Principal<br>GOB Interest              | 85,000<br>8,925              | 85,000<br>6,375              | 85,000<br>3,825              | 85,000<br>1,275              | -                            | -                            | -                            | -                            | -                            | -                           | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | -                                 | 790,000<br>104,363                 |                   |
| 15-Jul-17     | Sewer -Pump Stations<br>May-12 / Act #20 / \$5,586,000 Author            | \$ 160,182    | Principal<br>CW-12-18B<br>MMAT         | 7,372<br>2,383<br>179        | 7,532<br>2,235<br>168        | 7,696<br>2,085<br>156        | 7,863<br>1,931<br>145        | 8,034<br>1,773<br>133        | 8,208<br>1,613<br>121        | 8,387<br>1,449<br>109        | 8,569<br>1,281<br>96         | 8,755<br>1,109<br>83         | 8,946<br>934<br>70          | 9,140<br>755<br>57         | 9,339<br>573<br>43         | 9,542<br>386<br>29         | 9,749<br>195<br>415        | -                          | -                          | -                             | -                          | 153,703<br>32,718<br>2,403        |                                    |                   |
| 15-Jul-17     | Sewer Bonds -Critical Needs<br>Oct-13 / Act #30 / \$4,966,600 Auth       | \$ 4,566,100  | Principal<br>CW-14-20<br>MMAT          | 210,228<br>67,948<br>5,096   | 214,797<br>63,743<br>4,781   | 219,466<br>59,447<br>4,459   | 224,236<br>55,058<br>4,129   | 229,109<br>50,573<br>3,793   | 234,088<br>46,091<br>3,459   | 239,176<br>41,609<br>3,088   | 244,374<br>36,526<br>2,739   | 249,685<br>31,638<br>2,373   | 255,112<br>26,444<br>1,998  | 260,656<br>21,542<br>1,616 | 266,321<br>16,329<br>1,225 | 272,109<br>11,003<br>825   | 278,023<br>5,560<br>517    | -                          | -                          | -                             | -                          | 4,383,317<br>933,053<br>57,212    |                                    |                   |
| 15-Jul-17     | Sewer Bonds -Area 2 & 8<br>May-14 / Act #20 / \$14,000,000 Auth          | \$ 9,724,962  | Principal<br>CW-14-21<br>MMAT          | 447,552<br>144,653<br>10,848 | 457,279<br>135,702<br>10,178 | 467,217<br>126,556<br>9,492  | 477,371<br>117,212<br>8,791  | 487,746<br>107,664<br>8,075  | 498,347<br>97,969<br>7,343   | 509,178<br>87,942<br>6,596   | 520,244<br>77,759<br>5,832   | 531,551<br>67,354<br>5,052   | 543,104<br>56,723<br>4,255  | 554,907<br>45,861<br>3,480 | 566,967<br>34,763<br>2,607 | 579,290<br>23,423<br>1,757 | 591,880<br>11,838<br>888   | -                          | -                          | -                             | -                          | 9,331,578<br>1,986,363<br>121,575 |                                    |                   |
| 26-Sep-19     | Sewer -Design Area 4 & 6<br>May-17 / Act #24 / \$2,100,000               | \$ 325,000    | Principal<br>GOB Interest              | 80,000<br>2,000              | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                           | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | -                                 | 325,000<br>41,008                  |                   |
| 26-Sep-19     | Sewer -Design Area 4 & 6<br>May-17 / Act #24 / \$2,100,000               | \$ 706,000    | Principal<br>GOB Interest              | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                            | -                           | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | -                                 | 706,000<br>72,360                  |                   |
| 26-Sep-19     | Sewer -Allen Rd By-Sewer<br>May-16 / Act #19 / \$1,300,000               | \$ 760,000    | Principal<br>GOB Interest              | 40,000<br>23,138             | 40,000<br>21,138             | 40,000<br>19,138             | 40,000<br>17,138             | 40,000<br>15,138             | 40,000<br>13,138             | 40,000<br>11,738             | 40,000<br>10,138             | 40,000<br>8,738              | 35,000<br>6,738             | 35,000<br>5,688            | 35,000<br>4,638            | 35,000<br>3,621            | 35,000<br>2,625            | 35,000<br>1,575            | -                          | -                             | -                          | -                                 | 760,000<br>270,828                 |                   |
| 26-Sep-19     | Sewer -Salmon Rd<br>Oct-15 / Act #31 / \$4,000,000                       | \$ 835,000    | Principal<br>GOB Interest              | 45,000<br>25,275             | 45,000<br>23,025             | 45,000<br>20,775             | 45,000<br>18,525             | 45,000<br>16,275             | 45,000<br>14,550             | 40,000<br>12,750             | 40,000<br>11,150             | 40,000<br>9,750              | 40,000<br>8,650             | 40,000<br>7,550            | 40,000<br>6,350            | 40,000<br>5,150            | 40,000<br>4,000            | 40,000<br>2,850            | 40,000<br>1,650            | -                             | -                          | -                                 | 835,000<br>286,250                 |                   |
| 26-Sep-19     | Contract 3A & 3B Design<br>May-06 / Act #24 / \$65,000,000               | \$ 2,515,000  | Principal<br>GOB -Reimnd Interest      | 260,000<br>76,200            | 260,000<br>63,200            | 260,000<br>50,200            | 265,000<br>37,075            | 265,000<br>23,825            | 265,000<br>11,900            | 165,000<br>3,300             | -                            | -                            | -                           | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | -                                 | 2,515,000<br>639,310               |                   |
| 26-Sep-19     | Sewer Bonds -Tertiary Treatment<br>May-07 / Act #32 / \$9,000,000        | \$ 215,000    | Principal<br>GOB -Reimnd Interest      | 20,000<br>6,800              | 20,000<br>5,800              | 20,000<br>4,800              | 25,000<br>3,675              | 25,000<br>2,425              | 25,000<br>1,300              | 20,000<br>400                | -                            | -                            | -                           | -                          | -                          | -                          | -                          | -                          | -                          | -                             | -                          | 215,000<br>57,294                 |                                    |                   |
| 28-Apr-21     | Sewer -Need Area 3 (Contract 3B)<br>May-17 / Act #23 / \$14,000,000      | \$ 12,844,593 | Principal<br>CW-17-15<br>MMAT          | 542,322<br>235,846<br>17,688 | 554,109<br>222,000<br>16,875 | 566,152<br>202,595<br>16,044 | 578,456<br>202,595<br>15,195 | 591,028<br>191,025<br>14,227 | 603,873<br>179,205<br>13,440 | 616,998<br>167,127<br>12,535 | 630,407<br>142,179<br>11,609 | 644,109<br>129,297<br>10,663 | 658,107<br>102,687<br>9,697 | 672,410<br>86,704<br>8,710 | 687,024<br>60,687<br>7,702 | 701,956<br>88,946<br>6,671 | 717,212<br>74,907<br>5,618 | 732,799<br>60,537<br>4,542 | 748,726<br>30,467<br>3,443 | 764,998<br>2,991,241<br>2,200 | 781,625<br>15,633<br>1,172 | -                                 | 12,844,593<br>2,797,241<br>209,793 |                   |
| 28-Apr-21     | Sewer -Need Area 3 (Contract 3B)<br>May-17 / Act #23 / \$14,000,000      | \$ 275,000    | Principal<br>CW-17-15A<br>MMAT         | 11,613<br>5,090<br>379       | 11,865<br>4,818<br>361       | 12,123<br>4,581<br>344       | 12,387<br>4,338<br>325       | 12,566<br>4,090<br>307       | 12,931<br>3,579<br>288       | 13,312<br>3,579<br>268       | 13,499<br>3,314<br>249       | 13,792<br>3,044<br>228       | 14,092<br>2,699<br>208      | 14,398<br>2,487<br>187     | 14,711<br>2,189<br>16      |                            |                            |                            |                            |                               |                            |                                   |                                    |                   |

Actual Debt Service as of Feb 1, 2024  
Water Enterprise Fund

| Date of Issue                       | Purpose / Date of Vote                                             | Issued         | Type of Payment               | 2024                         | 2025                         | 2026                         | 2027                         | 2028                         | 2029                       | 2030                       | 2031                       | 2032                       | 2033                       | 2034                       | 2035                       | 2036                       | 2037                       | 2038                       | 2039                       | 2040                       | 2041                    | Total                             |
|-------------------------------------|--------------------------------------------------------------------|----------------|-------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-------------------------|-----------------------------------|
| 26-Oct-06                           | Water Treatment Facility<br>Oct98 / Art#9 / \$25,000,000 & MayK    | DW-03-03       | Principal<br>Interest         | 185,679<br>-                 | 185,913<br>-                 | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 1,240,656<br>60,512               |
| 16-Dec-07                           | Water Treatment Facility<br>Oct98 / Art#9 / \$25,000,000 & MayK    | DW-03-03A      | Principal<br>Interest         | 20,553<br>-                  | 20,553<br>-                  | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 143,867<br>-                      |
| 1-Nov-03                            | Water Treatment Facility<br>Oct98 / Art#9 / \$25,000,000 & MayK    | DW-00-22A      | Principal<br>Interest         | 88,674<br>-                  | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 509,529<br>18,114                 |
| 1-Nov-03                            | Water Treatment Facility<br>Oct98 / Art#9 / \$25,000,000 & MayK    | DW-00-22B      | Principal<br>Interest         | 459,099<br>-                 | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 2,633,155<br>94,013               |
| 1-Feb-07                            | Water Treatment Facility<br>Oct98 / Art#9 / \$25,000,000 & MayK    | DW-01-01       | Principal<br>Interest         | 359,993<br>-                 | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 2,077,755<br>74,151               |
| 1-Nov-03                            | Water Treatment Facility<br>Oct98 / Art#9 / \$25,000,000 & MayK    | DW-02-18       | Principal<br>Interest         | 213,855<br>-                 | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 1,237,196<br>44,186               |
| 2-May-13                            | Water Treatment Facility<br>Oct98 / Art#9 / \$25,000,000           | GDB - Refunded | Principal<br>Interest         | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 280,000<br>20,800                 |
| 2-May-13                            | Water Treatment<br>May-01 / Art#10 / \$240,000 Auth                | GDB - Refunded | Principal<br>Interest         | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 40,000<br>3,200                   |
| 9-Dec-16                            | Water Treatment Facility<br>Jun-02 / Art#1 / \$3,387,135           | GDB - Refunded | Principal<br>Interest         | 105,000<br>13,425            | 100,000<br>10,350            | 100,000<br>7,350             | 100,000<br>4,350             | 95,000<br>1,425              | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 1,030,000<br>150,511              |
| 15-May-11                           | Water Treatment Facility<br>Jun-02 / Art#1 / \$3,387,135           | GDB            | Principal<br>Interest         | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 30,000<br>1,800                   |
| 15-May-08                           | Water Tower Farm Tank<br>May-06 / Art#23 / \$1,542,000             | GDB            | Principal<br>Interest         | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | -<br>-                            |
| 9-Dec-16                            | Water Bonds - Distribution<br>May-06 / Art#24 / \$2,500,000        | GDB - Refunded | Principal<br>Interest         | 105,000<br>13,425            | 100,000<br>10,350            | 100,000<br>7,350             | 100,000<br>4,350             | 95,000<br>1,425              | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 1,030,000<br>150,511              |
| 1-Nov-09                            | Water Bonds - Distribution<br>May-06 / Art#24 / \$2,500,000        | GDB            | Principal<br>Interest         | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 50,000<br>16,540                  |
| 1-Nov-09                            | Water - Consent Decree<br>May-06 / Art#23 / \$1,542,000            | GDB            | Principal<br>Interest         | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | -<br>-                            |
| 15-May-11                           | Water - Crosby Hill Trunk<br>Oct08 / Art#20 / \$665,000            | GDB            | Principal<br>Interest         | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 130,000<br>5,550                  |
| 26-Sep-19                           | Water Mains - Allen Rd<br>May-17 / Art#26 / \$1,250,000            | GDB            | Principal<br>Interest         | 5,000<br>2,738               | 5,000<br>2,488               | 5,000<br>2,238               | 5,000<br>1,988               | 5,000<br>1,738               | 5,000<br>1,513             | 5,000<br>1,313             | 5,000<br>1,113             | 5,000<br>937               | 5,000<br>800               | 5,000<br>663               | 5,000<br>513               | 5,000<br>363               | 5,000<br>219               | 5,000<br>75                | 5,000<br>-                 | -<br>-                     | -<br>-                  | 90,000<br>30,403                  |
| 26-Sep-19                           | Water Mains - Allen Rd<br>May-17 / Art#26 / \$1,250,000            | GDB            | Principal<br>Interest         | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                       | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | -<br>-                            |
| 26-Sep-19                           | Water Mains - Salem Road Reconstn<br>Oct-15 / Art#31 / \$4,000,000 | GDB            | Principal<br>Interest         | 45,000<br>25,275             | 45,000<br>23,025             | 45,000<br>20,775             | 45,000<br>18,525             | 45,000<br>16,275             | 40,000<br>14,350           | 40,000<br>12,750           | 40,000<br>11,150           | 40,000<br>9,750            | 40,000<br>8,550            | 40,000<br>7,550            | 40,000<br>6,350            | 40,000<br>5,150            | 40,000<br>4,000            | 40,000<br>2,850            | 40,000<br>1,650            | 40,000<br>525              | 35,000<br>525           | 760,000<br>294,075                |
| 26-Sep-19                           | Water Meters - Radio Read<br>May-17 / Art#25 / \$4,000,000         | GDB            | Principal<br>Interest         | 145,000<br>38,425            | 145,000<br>31,175            | 145,000<br>23,925            | 145,000<br>16,675            | 145,000<br>9,425             | 145,000<br>2,500           | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 1,305,000<br>316,567              |
| 26-Sep-19                           | Water Meters - Radio Read<br>May-17 / Art#25 / \$4,000,000         | GDB            | Principal<br>Interest         | 275,000<br>60,875            | 270,000<br>47,250            | 270,000<br>33,750            | 270,000<br>20,250            | 270,000<br>6,750             | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 2,180,000<br>494,253              |
| 26-Sep-19                           | Water Bonds - Distribution<br>May-06 / Art#24 / \$2,500,000        | GDB - Refunded | Principal<br>Interest         | 20,000<br>6,800              | 20,000<br>5,800              | 20,000<br>4,800              | 25,000<br>3,675              | 25,000<br>2,425              | 25,000<br>1,300            | 20,000<br>400              | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                     | -<br>-                  | 215,000<br>57,294                 |
| 28-Apr-21                           | Water - Odors System - Phase 1<br>May-19 / Art#28 / \$10,024,400   | DWP-19-04      | Principal<br>Interest<br>MMAT | 409,734<br>127,752<br>12,775 | 416,550<br>121,606<br>12,161 | 423,481<br>115,357<br>11,536 | 430,526<br>109,005<br>10,901 | 437,689<br>102,547<br>10,255 | 444,971<br>95,982<br>9,988 | 452,374<br>89,307<br>8,931 | 459,900<br>82,522<br>8,252 | 467,552<br>75,623<br>7,562 | 475,331<br>68,610<br>6,861 | 483,239<br>61,480<br>6,148 | 491,278<br>54,231<br>5,423 | 499,452<br>46,862<br>4,686 | 507,761<br>39,371<br>3,937 | 516,209<br>31,754<br>3,175 | 524,798<br>24,011<br>2,401 | 533,529<br>16,139<br>1,614 | 542,405<br>8,136<br>814 | 9,316,240<br>1,498,809<br>149,881 |
| Net Outstanding Principal Long-Term |                                                                    |                |                               | 2,502,587                    | 1,373,316                    | 1,148,481                    | 1,160,526                    | 1,157,689                    | 699,971                    | 557,374                    | 544,900                    | 552,552                    | 560,331                    | 568,239                    | 576,278                    | 584,452                    | 592,761                    | 601,209                    | 604,728                    | 603,529                    | 542,405                 | 25,188,298                        |
| Net Outstanding Interest Long-Term  |                                                                    |                |                               | 313,645                      | 274,459                      | 235,695                      | 196,968                      | 158,150                      | 130,994                    | 116,520                    | 105,934                    | 96,051                     | 86,210                     | 77,243                     | 67,444                     | 57,525                     | 47,589                     | 37,529                     | 27,311                     | 17,189                     | 8,136                   | 3,633,659                         |
| Short-Term Interest / MMAT Fees     |                                                                    |                |                               | 12,775                       | 12,161                       | 11,536                       | 10,901                       | 10,255                       | 9,988                      | 8,931                      | 8,252                      | 7,562                      | 6,861                      | 6,148                      | 5,423                      | 4,686                      | 3,937                      | 3,175                      | 2,401                      | 1,614                      | 814                     | 149,881                           |
| Total Debt Service                  |                                                                    |                |                               | 2,816,233                    | 1,647,475                    | 1,384,176                    | 1,357,494                    | 1,312,849                    | 830,955                    | 672,894                    | 650,834                    | 648,613                    | 647,041                    | 645,482                    | 643,722                    | 641,977                    | 640,350                    | 638,728                    | 632,109                    | 620,718                    | 550,541                 | 28,822,057                        |

# Debt Schedules

| Actual Debt Service as of Feb 1, 2024 |                                                             |                     |                       |                                     |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |           |           |         |           |            |
|---------------------------------------|-------------------------------------------------------------|---------------------|-----------------------|-------------------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|-----------|---------|-----------|------------|
| Community Preservation Fund           |                                                             |                     |                       |                                     |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |           |           |         |           |            |
| Date of Issue                         | Purpose / Date of Vote                                      | Issued              | Type of Payment       | 2024                                | 2025    | 2026    | 2027    | 2028    | 2029    | 2030    | 2031    | 2032    | 2033    | 2034    | 2035    | 2036    | 2037    | 2038    | 2039    | 2040    | 2041    | 2042    | 2043    | 2044    | 2045    | 2046    | 2047    | 2048    | 2049    | 2050    | 2051    | 2052      | Total     |         |           |            |
| 8-Sep-23                              | PHR Recreation Complex<br>May 21 / Art # 15 / \$8,000,000   | \$ 7,380,000<br>GOB | Principal<br>Interest | 127,675                             | 391,875 | 391,875 | 391,875 | 391,875 | 391,875 | 391,875 | 391,875 | 388,438 | 388,438 | 388,438 | 388,438 | 388,438 | 388,438 | 388,438 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000   | 5,073,750 |         |           |            |
|                                       |                                                             |                     |                       | 228,353                             | 208,759 | 189,166 | 169,572 | 149,978 | 130,384 | 110,791 | 91,283  | 71,861  | 54,381  | 38,844  | 23,306  | 7,769   |         |         |         |         |         |         |         |         |         |         |         |         |         |         |         |           | 1,602,122 |         |           |            |
| 8-Sep-23                              | Howe School Restoration<br>June-20 / Art # 24 / \$7,500,000 | \$ 6,780,000<br>GOB | Principal<br>Interest | 110,613                             | 171,500 | 171,500 | 171,500 | 171,500 | 171,500 | 171,500 | 171,500 | 171,500 | 171,500 | 171,500 | 171,500 | 171,500 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000   | 4,746,000 |         |           |            |
|                                       |                                                             |                     |                       | 202,038                             | 193,463 | 184,888 | 176,313 | 167,738 | 159,163 | 150,588 | 142,013 | 133,438 | 125,720 | 118,860 | 112,000 | 105,210 | 98,490  | 91,770  | 85,050  | 78,330  | 71,610  | 64,890  | 58,170  | 51,450  | 44,730  | 38,010  | 31,185  | 24,255  | 17,325  | 10,385  | 3,465   | 2,851,166 |           |         |           |            |
|                                       |                                                             |                     |                       | Net Outstanding Principal Long-Term |         |         | 0       | 563,375 | 563,375 | 563,375 | 563,375 | 563,375 | 563,375 | 563,375 | 559,938 | 559,938 | 559,938 | 559,938 | 559,938 | 566,438 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000 | 168,000   | 168,000   | 168,000 | 9,819,750 |            |
|                                       |                                                             |                     |                       | Net Outstanding Interest Long-Term  |         |         | 238,288 | 430,391 | 402,222 | 374,053 | 345,884 | 317,716 | 289,547 | 261,378 | 233,295 | 205,298 | 180,101 | 157,704 | 135,306 | 112,979 | 98,490  | 91,770  | 85,050  | 78,330  | 71,610  | 64,890  | 58,170  | 51,450  | 44,730  | 38,010  | 31,185  | 24,255    | 17,325    | 10,385  | 3,465     | 4,453,287  |
|                                       |                                                             |                     |                       |                                     |         |         | 238,288 | 993,766 | 965,597 | 937,428 | 909,259 | 881,091 | 852,922 | 824,753 | 793,233 | 765,236 | 740,039 | 717,641 | 695,244 | 669,416 | 286,490 | 259,770 | 253,050 | 246,330 | 239,610 | 232,890 | 226,170 | 219,450 | 212,730 | 206,010 | 199,185 | 192,255   | 185,325   | 178,395 | 171,465   | 14,273,037 |



# Section 13:

# Town Manager Goals

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## Town Managers Goals

Every year around September the Town Manager and his office sit down with groups of department heads to brainstorm their goals for the upcoming fiscal year. Below is the goal setting process used by the Town.

Effective leadership is achieved by recognizing that goals are high level statements that cannot be quantified. They must be meaningful, accepted and realistic. Goals are achieved over a period of time and do not have completion dates. An example of a goal is to “Improve Town Infrastructure”

Objectives are tools used to achieve the goal. They are specific, measurable, attainable and time bound. It may require many objectives to reach a desired goal. They will have varying timelines. An example of an objective is to “*Develop Water Distribution Improvement and Replacement Plan*”.

Tasks are a means to an end. They are the assignments necessary to achieve the objectives. It is a specific piece of work that must be completed to meet an objective. Examples of tasks necessary to meet the objective used above are; Superintendent to *Develop an RFP to design a Water Distribution Improvement Plan by a certain date*, Superintendent to *recommend contract award to an engineering firm by a certain date*.

Accordingly, the Select Board/ Town Manager will focus their efforts on establishing goals which represent the purpose to be achieved by town government. Objectives to meet those goals will be established by the Town Manager and the tasks necessary to meet those objectives will be carried out by boards, committees and department heads as assigned.



**Town of Billerica  
Select Board Final Goals  
Calendar Year 2024**

**1. GOAL: Commit to a Capital Planning Vision for the future of Billerica**

**Objective 1 – Feasibility Study for Rec / COA – Intergenerational Center & Other Options**

- **Task 1.1.1** – CFC to recommend preliminary design, location, and price to Select Board for Rec / COA buildings.
- **Task 1.1.2** – Select Board to recommend a warrant article for the construction of a new Rec and COA building.
- **Task 1.1.3** – Finish Design for both buildings
- **Task 1.1.4** – Place both projects out to bid.

**Objective 2 –School Feasibility Study / Next Steps for Next School Project**

- **Task 1.2.1** – Submit a LOI to the MSBA
- **Task 1.2.2** – Discussion about other School Projects

**Objective 3 – Complete the Masonic 1<sup>st</sup> Floor Project**

- **Task 1.3.1** – Complete Construction on 1<sup>st</sup> Floor
- **Task 1.3.2** – Move the Billerica Food Pantry back into the building.

**Objective 4 – Town Center Project (Based on Outcome of Election)**

- **Task 1.5.1**- Pursue Massworks Funding and Federal Earmark(January)
- **Task 1.5.2** – Bid (Summer 2024)
- **Task 1.5.3** – Construction (Fall 2024)

**Objective 5— Facilities Capital Planning**

- **Task 1.6.1**- Finalizing Work Order Program
- **Task 1.6.2** – HR/ Substance Abuse and Conference
- **Task 1.6.3** – TH Chiller
- **Task 1.6.4** – TH Bathrooms
- **Task 1.6.5** – Evaluate TH HVAC control system
- **Task 1.6.6** – Library Front Door Rehabilitation
- **Task 1.6.7** – COA Bathroom Renovation March 2024

## **2. GOAL: Continue and/or Complete Infrastructure Projects**

### **Objective 1 – DPW Facility**

- **Task 2.1.1** – Complete Design
- **Task 2.1.2** – Permitting: Planning, Conservation and BOH
- **Task 2.1.3** – Bidding process, award
- **Task 2.1.4** – Ground Breaking (summer)
- **Task 2.1.5** – Begin Construction

### **Objective 2 – Rehabilitate the North Billerica Fire Station**

- **Task 2.2.1** – Choose an architect
- **Task 2.2.2** – Work with the Fire Department to redesign the current station, resolve the issues in the basement, and fix envelope / structural deficiencies.
- **Task 2.2.3** – Present findings to the Select Board
- **Task 2.2.4** – Recommend Article to Town Meeting in Fall

### **Objective 3 – Water Capital Improvements**

- **Task 2.3.1** – MWRA Water alternative source study
- **Task 2.3.2** – Woodard and Curran working on Revised Water CIP Plan to be completed in late summer. To include significant cleaning and relining component. Include financial plan.
- **Task 2.3.3** – Implement Unidirectional Flushing Program
- **Task 2.3.4** – Clean Water Tanks.
- **Task 2.3.5** – Replace motors and pumps at water intake
- **Task 2.3.6** – Clean and Line water pipe within Boston Road North Project (Floyd to River St.).
- **Task 2.3.7** – Water Service Inventory – lead and copper service line

### **Objective 4 – Boston Road North Project**

- **Task 2.4.1** – Utility Placements
- **Task 2.4.2** – Drainage Infrastructure
- **Task 2.4.3** – Underground Utilities crossing Boston Road
- **Task 2.4.4** – Install all Traffic Signals
- **Task 2.4.5** – Binder coat and curbing

### **Objective 5 – Sewer Capital Improvements**

- **Task 2.5.1** – Rangeway Road Design (January)

- **Task 2.5.2** – Rangeway Road Bid, Award (Spring)
- **Task 2.5.3** – Rangeway Road Construction (Summer)
- **Task 2.5.4** – Needs Area 4 Permitting and Bid Documents (late 2024)
- **Task 2.5.5** – Updating Sewer Collection CIP relative to I/I removal.
- **Task 2.5.6** – Brown Street Force Main Project Design

#### **Objective 6 – Roads and Sidewalks**

- **Task 2.6.1** – Brick Kiln Rd Paving Project
- **Task 2.6.2** – Chelmsford Road Paving Project
- **Task 2.6.3** – High Street Paving/preservation and Sidewalk (Pollard to Rogers) Project
- **Task 2.6.4** - Lake Street Paving Project
- **Task 2.6.5** - Treble Cove Road Paving/preservation Project
- **Task 2.6.6** - Whipple Road Paving Project
- **Task 2.6.7** - Chester Road Paving and Sidewalk Project
- **Task 2.6.8** - William Road Paving and Sidewalk Project
- **Task 2.6.9** – Street Acceptance to Continue
- **Task 2.6.10** - Lexington and Glad Valley Design
- **Task 2.6.11** – Middlesex Turnpike (completion 7/24)

#### **Objective 7 - Begin 100% Design Resolution for Bike Path with State**

- **Task 2.7.1** – Complete design plans  
100% Design Review at Mass DOT.
- **Task 2.7.2**—Develop right of ways plans with an appraiser (ongoing)
- **Task 2.7.3**—Bring CPC easement acquisitions before 2024 Spring Town Meeting
- **Task 2.7.4** – Engage Construction Services
- **Task 2.7.5** – Bid (August 2024) Award Fall 2024

### **3. GOAL: Improve Efficiency of Town Operations**

#### **Objective 1 –Re-organization of Finance Department (Accounting, Treasurer, Assessor)**

- **Task 3.2.1** – Present to Select Board for FY 2025 budget.
- **Task 3.2.2** – Hire Finance Director in September (Start date October for overlap)
- **Task 3.2.3** - Work with the Select Board to hire Town Accountant

### **Objective 3—Personnel Improvements**

- **Task 3.3.1.-** Rewrite the personnel by law
- **Task 3.3.2-** Create D.E.I Task Force
- **Task 3.3.3 –** Send TM Report to all staff and solicit feedback
- **Task 3.3.4—**Provide periodic Departmental informational updates to SB
- **Task 3.3.5 –** Additional Facilities Department and DPW training

### **Objective 4—Citizen Engagement and Transparency**

- **Task 3.4.1.-** Utilize direct mail (ex. Winter Parking Guide Post Card)
- **Task 3.4.2 –** Continue to grow e-mail newsletter
- **Task 3.4.3 –** Additional Project based informational sessions

### **Objective 5—Streamline Permitting Task**

- **Task 3.5.1.—** Online Permitting; Building, Plumbing, Gas and Electrical, HVAC and signs
- **Task 3.5.2 –** Online Permitting Conservation, Trench, DPW, street opening, Water, sewer drainlayer licenses and BOH
- **Task 3.5.3 –** Continue to digitize files Building Department
- **Task 3.5.4 –** Acquire equipment to facilitate digital plan review

### **Objective 6—Water Rate Study**

- **Task 3.6.1 —** Incorporate Fixed Charge
- **Task 3.6.2 –** Reassess Tier Structure
- **Task 3.6.3 –** Evaluate Fire Service Charges

## **4. GOAL: Maximize Fiscal Efficiencies and Fiscal Strength**

### **Objective 1 – Control Budget Cost**

- **Task 4.1.1 –** Strive to meet 2% goal

### **Objective 2 – Continue to evaluate Debt Capacity based on Capital Planning Needs**

- **Task 4.2.1 –** Woodard and Curran to reevaluate Water and Sewer Debt Projections
- **Task 4.2.2 –** Evaluate debt projections for current and future School projects
- **Task 4.2.3-** Continue to Evaluate debt projections for current and future Town Projects

### **Objective 3 – Bond Rating Upkeep**

- **Task 4.3.1** – Re-Examine Health Insurance Benefits
- **Task 4.3.2** – OPEB Review

## **5. GOAL: Reinvigorate Economic Development**

### **Objective 1 – Economic Development**

- **Task 5.1.1-** Planning and Community Development presence at networking events.
- **Task 5.1.2-** Restart and rebrand a Billerica Business Association
- **Task 5.1.3-** Grow audience through Marketing and Public Relations

### **Objective 2 – Affordable Housing Visioning Plan**

- **Task 5.2.1—** Have a discussion with Select Board and Capital Facilities Committee about their vision for affordable housing
- **Task 5.2.2-** Use takeaway from meetings to create RFP for bid
- **Task 5.2.3-** Award Contract to most advantageous proposal
- **Task 5.2.4—**Begin process and schedule public input sessions

### **Objective 3 –MBTA Communities Act**

- **Task 5.3.1—**Public Information Forums for feedback
- **Task 5.3.2—**Fine tune proposed MBTA District
- **Task 5.3.3.-** Include 10% Affordable Inclusionary Housing Provision
- **Task 5.3.4—**Submit Warrant Article Spring Town Meeting

### **Objective 4- Zoning Recodification**

- **Task 5.4.1** — Create an RFP to advertise bid (Completed)
- **Task 5.4.2** — Award Contract (Completed)  
Contract Awarded to Barrett Planning
- **Task 5.4.3** – Zoning Recodification Committee to begin meeting with consultant
- **Task 5.4.4** – Public Information Session
- **Task 5.4.5** – Zoning recodification Warrant Article Fall TM Article.
- **Task 5.4.5** – Use Zoning Recodification, Town Wide Marketing Plan, Affordable Housing Visioning Study, and Economic Analysis to begin conversation about a Town Wide Zoning re-write.

### **Objective 5- Open Space and Recreation Plan (OSRP)**

- **Task 5.5.1** — Complete OSRP survey
- **Task 5.5.2** — Create a list of action items and implementation schedule within OSRP

- **Task 5.5.3** – Submit to DCR for Review
- **Task 5.5.4** – Address DCR recommendations
- **Task 5.5.5** – Approval by Recreation, Conservation, OSRC, Select Board

**Objective 6- Planning and Community Development Initiatives**

- **Task 5.6.1** — Cider Mill Feasibility Study
- **Task 5.6.1** — Complete Historic Survey

# Section 14: Capital

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# Capital Plan Narrative

## Revenue Capacity

The Town has a Revenue Capacity of approximately \$241 Million for the upcoming fiscal year. The Town projects a revenue need of \$219 Million. This results in an excess levy capacity of approximately \$22 million. 74% of the town's revenue

capacity is generated by the tax levy and 6% from local receipts and 6% from enterprise receipts. State aid represents 12% of the town revenue. The total FY2025 annual budget including Enterprise Budgets is approximately \$208 Million. Annual Debt Service is \$15.8 Million. This represents 7.58% of the annual budget – DOR Guidelines recommend 10 % or lower.

| FY 2025 Revenue Summary        |           |                    |           |                         |
|--------------------------------|-----------|--------------------|-----------|-------------------------|
|                                | FY2024    |                    | FY2025    |                         |
| Tax Levy                       | \$        | 150,614,039        | \$        | 162,032,465 74%         |
| Local Aid                      |           | 28,065,936         |           | 28,065,936 12%          |
| Local Receipts                 |           | 13,440,000         |           | 13,440,000 6%           |
| Enterprise Receipts            |           | 12,700,000         |           | 12,700,000 6%           |
| Other Revenue Resources        |           | 13,957,766         |           | 2,542,695 1%            |
| <b>Total Projected Revenue</b> | <b>\$</b> | <b>218,777,741</b> | <b>\$</b> | <b>218,781,096 100%</b> |

Table 1

## Debt Stabilization Policy

The Town of Billerica has maintained a levy commitment every year of \$9.066 Million dollars. In the years that the town debt service requirement is below this commitment the difference is appropriated to a debt stabilization fund. In the years that the debt service spikes over that commitment the town will appropriate the difference from the stabilization fund.

The Town appropriated \$2.44 million from the Debt Stabilization fund last year to fulfill the policy of

remaining at the \$9.066 Million Debt Levy. This appropriation also ensured that the tax impact on the median household does not exceed \$200 annually. In Fiscal Year 2025 the Select Board has changed this policy to accommodate future capital planning. The annual debt service levy commitment has been raised to \$10 Million and will be stepped up over the next 10 years.

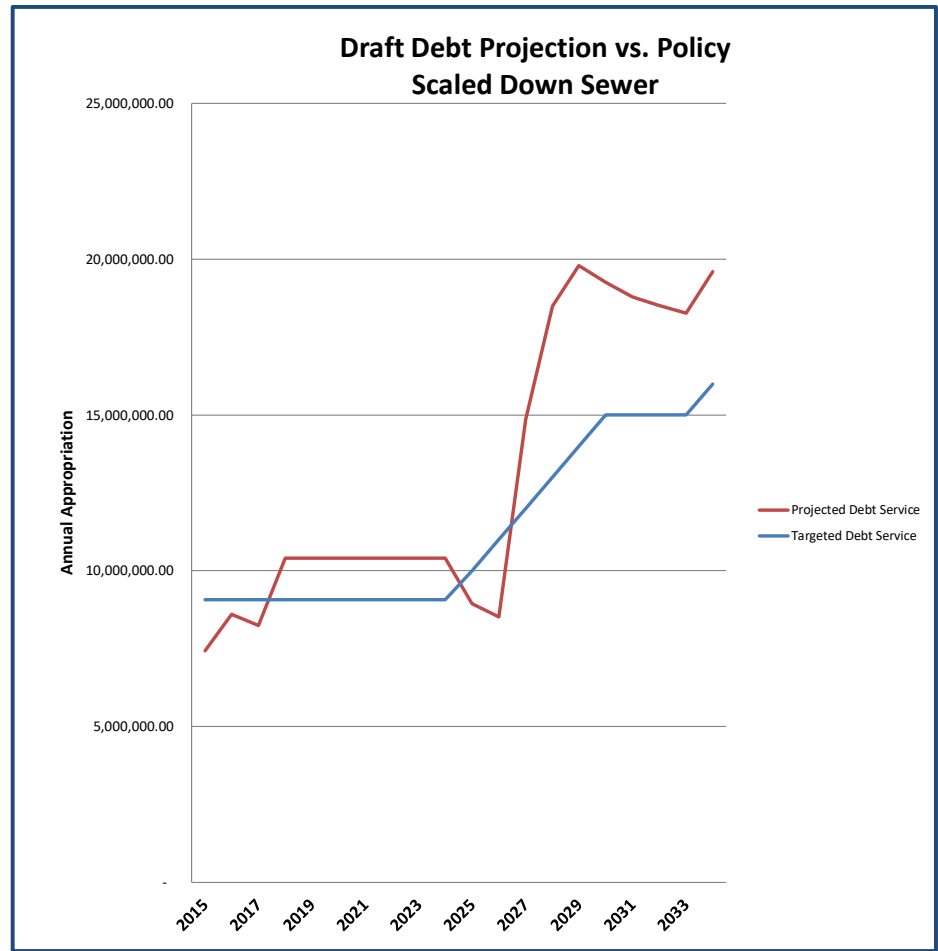
| History of Debt Stabilization |                 |         |               |              |           |         |                      |
|-------------------------------|-----------------|---------|---------------|--------------|-----------|---------|----------------------|
| Date                          | Source          | Article | Appropriation | Date         | Source    | Article | Appropriation        |
| 10/4/2011                     | Free Cash       | 23      | 1,373,593     | 10/2/2018    | W/D       |         | (1,625,000)          |
| 6/30/2012                     | Interest        |         | 10,339        | 10/2/2018    | Free Cash |         | 1,300,000            |
| 10/2/2012                     | Levy            | 12      | 724,588       | 10/2/2018    | WWRE      |         | 500,000              |
| 10/2/2012                     | Free Cash       | 23      | 1,289,321     | 10/2/2018    | Interest  |         | 821,024              |
| 6/30/2013                     | Interest        |         | 80,692        | 10/2/2019    | W/D       |         | (950,000)            |
| 10/1/2013                     | Levy            | 16      | 908,817       | 10/2/2019    | Free Cash |         | 1,300,000            |
| 10/1/2013                     | Free Cash       | 31      | 753,836       | 10/2/2019    | WWRE      |         | 500,000              |
| 6/30/2014                     | Interest        |         | 72,634        | 10/2/2019    | Levy      |         | 641,324              |
| 10/7/2014                     | Free Cash       | 20      | 1,102,100     | 10/2/2019    | Interest  |         | 880,492              |
| 10/7/2014                     | Overlay Surplus | 18      | 2,720,172     | 10/3/2020    | W/D       |         | (1,160,000)          |
| 6/30/2015                     | Interest        |         | 175,327       | 10/3/2020    | WWRE      | 13      | 1,050,000            |
| 10/6/2015                     | Free Cash       | 13      | 1,800,000     | 10/3/2020    | Levy      |         | 91,101               |
| 6/30/2016                     | Interest        |         | 311,248       | 10/3/2020    | Interest  |         | 675,893              |
| 10/4/2016                     | Levy            | 12      | 735,000       | 10/3/2020    | Free Cash | 13      | 750,000.00           |
| 10/4/2016                     | Free Cash       | 13      | 731,856       | 10/5/2020    | Interest  |         | 475,644.00           |
| 10/4/2016                     | WW RE           | 13      | 1,068,144     | 10/5/2021    | Budget    | 10      | 220,749              |
| 5/1/2017                      | Overlay Surplus | 20      | 1,200,623     | 10/5/2021    | Budget    | 3       | (220,749)            |
| 6/30/2017                     | Interest        |         | 481,609       | 10/5/2021    | W/D       | 4       | (1,774,457)          |
| 11/21/2017                    | W/D             | 12      | (1,400,000)   | 10/5/2021    | Free Cash | 36      | 1,000,000            |
| 11/21/2017                    | Free Cash       | 23      | 1,800,000     | 10/5/2021    | WWRE      | 36      | 800,000              |
| 11/21/2017                    | Levy            | 11      | 60,434        | 10/6/2022    | Free Cash |         | 370,000              |
| 5/30/2018                     | Overlay Surplus | 17      | 55,265        | 10/6/2022    | WWRE      |         | 1,430,000            |
| 6/30/2018                     | Interest        |         | (223,456)     | 10/6/2022    | W/D       |         | (2,012,618)          |
| 7/31/2018                     | Interest        |         | 112,101       | 10/6/2022    | Interest  |         | (132,123)            |
| 7/31/2018                     | Interest        |         | 171,392       | 10/1/2022    | Free Cash | 5       | 1,300,000            |
| 10/2/2018                     | Levy            | 3       | 766,198       | 10/1/2022    | WWRE      | 5       | 500,000              |
|                               |                 |         |               | 10/1/2022    | W/D       | 6       | (2,444,669)          |
|                               |                 |         |               | 10/1/2022    | Interest  |         |                      |
|                               |                 |         |               | <b>Total</b> |           |         | <b>\$ 21,168,444</b> |

Table 2



# Capital Plan Narrative

This graph and Table 3 below project when the Town will need to use stabilization funds and how much it will need to fund the Town's long term capital needs. The Town needs approximately \$16.9 Million to fund the long term capital plan for the two debt excluded schools to limit the impact to \$200 annually on the median household. The Town has approximately \$21 million in the debt stabilization fund as of the fall of 2023 (see Table 2). An additional \$39 million will be needed to maintain the stepped-up schedule adopted by the Select Board from a \$9 to \$15 million impact on the levy of all general debt. This can be attained by appropriating \$1.8 million from free cash annually (see Table 3). At this rate the town will easily meet the goal of \$56 Million within the next 22 years through free cash appropriations and levy appropriations dictated by this policy.



| Town of Billerica<br>Debt Stabilization Fund Schedule |                   |            |                |            |                  |                   |                |               |                       |      |  |
|-------------------------------------------------------|-------------------|------------|----------------|------------|------------------|-------------------|----------------|---------------|-----------------------|------|--|
| Fiscal Year                                           | Beginning Balance | Interest   | Appropriations |            | Draw Down        |                   | Ending Balance | Annual Impact | Cumulative Tax Impact | Year |  |
|                                                       |                   |            | Levy           | Free Cash  | Wastewater et al | HS Debt Exclusion |                |               |                       |      |  |
| 2016                                                  | 9,094,440         | 173,191    | 0              | 1,800,000  | 0                |                   | 11,067,631     |               |                       |      |  |
| 2017                                                  | 11,447,593        | 161,273    | 823,277        | 3,000,000  | 0                |                   | 15,432,143     |               |                       |      |  |
| 2018                                                  | 15,423,143        | 60,434     | 1,800,000      |            | -1,338,115       | -1,400,000        | 14,545,462     |               |                       |      |  |
| 2019                                                  | 14,545,462        | 112,101    | 766,198        | 1,800,000  | -1,338,115       | -1,625,000        | 14,260,646     |               |                       |      |  |
| 2020                                                  | 18,283,776        | 347,392    | 641,324        | 1,800,000  | -1,338,115       | -950,000          | 18,784,377     |               |                       |      |  |
| 2021                                                  | 20,249,673        | 404,993    | 91,101         | 1,800,000  | 0                | -1,160,000        | 21,385,767     |               |                       |      |  |
| 2022                                                  | 21,385,767        | 427,715    | 0              | 1,800,000  | -649,457         | -1,125,000        | 21,839,026     |               |                       |      |  |
| 2023                                                  | 22,157,854        | -132,123   | 0              | 1,800,000  | -912,618         | -1,100,000        | 21,813,113     |               |                       |      |  |
| 2024                                                  | 21,813,113        | 436,282    | 0              | 1,800,000  | -812,760         | -1,350,000        | 21,895,615     | \$ -          | \$ -                  | 1    |  |
| 2025                                                  | 21,895,615        | 437,732    | 1,055,895      | 1,800,000  | 0                | -1,350,000        | 23,830,243     | \$ -          | \$ -                  | 2    |  |
| 2026                                                  | 23,830,243        | 476,605    | 2,481,570      | 1,800,000  | 0                | -1,300,000        | 27,288,418     | \$ 43         | \$ 83                 | 3    |  |
| 2027                                                  | 27,288,418        | 545,768    | 0              | 1,800,000  | -2,851,990       | -1,350,000        | 25,432,195     | \$ 43         | \$ 126                | 4    |  |
| 2028                                                  | 25,432,195        | 508,644    | 0              | 1,800,000  | -5,489,429       | -1,300,000        | 20,951,410     | \$ 43         | \$ 168                | 5    |  |
| 2029                                                  | 20,951,410        | 419,028    | 0              | 1,800,000  | -5,797,223       | -1,250,000        | 16,123,215     | \$ 43         | \$ 211                | 6    |  |
| 2030                                                  | 16,123,215        | 322,464    | 0              | 1,800,000  | -4,266,807       | -1,250,000        | 12,728,873     | \$ 43         | \$ 254                | 7    |  |
| 2031                                                  | 12,728,873        | 254,577    | 0              | 1,800,000  | -3,795,665       | -1,200,000        | 9,787,786      | \$ -          | \$ 254                | 8    |  |
| 2032                                                  | 9,787,786         | 195,756    | 0              | 1,800,000  | -3,520,824       | -1,200,000        | 7,062,717      | \$ -          | \$ 254                | 9    |  |
| 2033                                                  | 7,062,717         | 141,254    | 0              | 1,800,000  | -3,267,028       | -1,150,000        | 4,586,944      | \$ -          | \$ 254                | 10   |  |
| 2034                                                  | 4,586,944         | 91,739     | 0              | 1,800,000  | -2,594,193       | -750,000          | 3,134,490      | \$ 86         | \$ 340                | 11   |  |
| 2035                                                  | 3,134,490         | 62,690     | 0              | 1,800,000  | -2,724,411       | -700,000          | 1,572,768      | \$ -          | \$ 340                | 12   |  |
| 2036                                                  | 1,572,768         | 31,455     | 0              | 1,800,000  | -1,364,486       | -700,000          | 1,339,737      | \$ -          | \$ 340                | 13   |  |
| 2037                                                  | 1,339,737         | 26,795     | 0              | 1,800,000  | -1,061,756       | -700,000          | 1,404,776      | \$ -          | \$ 340                | 14   |  |
| 2038                                                  | 1,404,776         | 28,096     | 0              | 1,800,000  | -1,427,245       | -650,000          | 1,155,627      | \$ -          | \$ 340                | 15   |  |
| 2039                                                  | 1,155,627         | 23,113     | 0              | 1,800,000  | -732,267         | -650,000          | 1,596,472      | \$ -          | \$ 340                | 16   |  |
| 2040                                                  | 1,596,472         | 31,929     | 2,351,450      | 1,800,000  | 0                | -650,000          | 5,129,852      | \$ -          | \$ 340                | 17   |  |
| 2041                                                  | 5,129,852         | 102,597    | 2,450,558      | 1,800,000  | 0                | -100,000          | 9,383,007      | \$ -          | \$ 340                | 18   |  |
| 2042                                                  | 9,383,007         | 187,660    | 3,696,815      | 1,800,000  | 0                | -100,000          | 14,967,482     | \$ 43         | \$ 382                | 19   |  |
| 2043                                                  | 14,967,482        | 299,350    | 3,943,071      | 1,800,000  | 0                | -100,000          | 20,909,902     | \$ -          | \$ 382                | 20   |  |
| 2044                                                  | 20,909,902        | 418,198    | 4,189,328      | 1,800,000  | 0                | -100,000          | 27,217,428     | \$ -          | \$ 382                | 21   |  |
| 2045                                                  | 27,217,428        | 544,349    | 5,435,584      | 1,800,000  | 0                | -100,000          | 34,897,361     | \$ 43         | \$ 425                | 22   |  |
| 2046                                                  | 34,897,361        | 697,947    | 5,667,555      | 1,800,000  | 0                | -100,000          | 42,962,863     | \$ -          | \$ 425                | 23   |  |
| 2047                                                  | 42,962,863        | 859,257    | 6,753,876      | 1,800,000  | 0                | -100,000          | 52,275,996     | \$ -          | \$ 425                | 24   |  |
| 2048                                                  | 52,275,996        | 1,045,520  | 9,328,397      | 1,800,000  | 0                | 0                 | 64,449,912     | \$ 43         | \$ 468                | 25   |  |
| 2049                                                  | 64,449,912        | 1,288,998  | 11,120,367     | 1,800,000  | 0                | 0                 | 78,659,278     | \$ -          | \$ 468                | 26   |  |
| Totals                                                |                   | 10,972,327 | 60,856,800     | 72,047,593 | -38,893,325      | -16,850,000       |                |               |                       |      |  |

Table 3

# Capital Plan Narrative

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The Town Debt Stabilization Policy has two objectives. One is maintaining the general fund debt at \$9 - \$15 Million by using this fund. The second is using debt stabilization to buffer the impact of debt exclusions. As stated, it is projected that \$16.4 Million will be needed to contain the impact of two debt exclusions on the median single family tax bill to \$200 annually. The total debt stabilization need over 21 years is \$56 Million (see Table 3).

The Select Board will be reviewing the Financial Policies on an annual basis.

Generally Accepted Accounting Principles adopted by the Governmental Accounting Standards Board (GASB) dictate that debt service should not exceed ten percent (10%) of the overall budget. Conversely, having virtually no debt service is not a good practice for government entities. The Town of Billerica has a debt service budget that represents 7.58% of the budget.

## **The Capital Plan**

The Town has Short Term Capital Plan and a Long Term Capital Plan. The Short Term Plan is funded through budget appropriations and one-time free cash appropriations. The Town has appropriated \$2.5 million for Short Term Capital. Long Term Capital needs are handled through debt service as outlined in the Debt Service Policy. New School projects are handled through debt exclusions and have no impact on the operating budget.

There are four components to the Capital Plan; the Short Term Plan, the Long Term Plan, the school plan and the Roadway Management Plan. The Short and Long Term Plans, the School Plan and Roadway Management Plans are attached and provide much greater detail. The High School was the biggest capital need in the School Plan that originated in August of 2012 and pay down of this debt is well underway. It is expected that the existing debt exclusions will be replaced by other debt exclusions five years into the future to address a significant middle school project as well as an elementary school project. These projects are assessed in the most recent School Capital Plan of January of 2023 (attached). Roadway projects are funded through local appropriation, chapter 90 funds and state grant monies. The Long Term Plan is also attached however there are two significant separate reports that are part of the Long Term Plan – the Comprehensive Wastewater Management Plan (CWMP) and the Water Capital Improvement Plan (CIP). Summaries of these reports are also attached as supporting documentation. The CWMP is projected to cost \$260 Million over 20 years. These costs are included in the Long Term capital Plan. The Water Department CIP has \$10 Million of Capital needs in the foreseeable future and is funded annually through 3% annual water fee increases as illustrated in the attached Water CIP. A description of these two significant capital resources is provided below for context. The Water CIP is currently being reevaluated.

## **Sewer Capacity and Wastewater Management Infrastructure**

The wastewater collection system, composed of 200 miles of sewer ranging from 8-inch to 42-inch gravity lines and force mains, some low-pressure systems and 22 pumping stations,

# Capital Plan Narrative

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provides service to approximately 87% of the Town. The Town operates a Grade 7 Water Resource Recovery Facility (WRRF) with design capacity of 5.5 million gallons per day (MGD). In fiscal year 2023, the WRRF treated 1.460 billion gallons of wastewater with an average daily flow of 4.0 million gallons per day.

The Town actively uses an Enterprise Fund to plan for the expansion of the sewer system. The Town has been aggressive in expanding the sewer system to serve most of the community. The following sewer contracts have been completed or are in progress:

- Sewer Contract 36 (Needs Area 3) included 5.2 miles of sewer infrastructure, 2.5 miles of water infrastructure, and 1.1 miles of new sidewalk. This project was completed in the summer of 2021 and 262 properties were provided sewer service.
- Sewer Contract 37 (Needs Area 4) in the Allen Road area is under design and funding is in place for an anticipated construction start in 2025. The project includes 4.4 miles of sewer infrastructure and 1.4 miles of water infrastructure. 199 properties will be provided sewer service.
- Sewer Contract 38 (Needs Area 6) in the Nashua Road/Concord Road area is under design. The project includes 3.7 miles of sewer infrastructure and 1.6 miles of water infrastructure. 166 properties will be provided sewer service.

While the WRRF is fully built out, a \$10 million contract was recently completed for Phase 3 renovations at the WRRF. The project included a new Operations Building, post aeration drain system, new chemical tanks and lab upgrades, and improvements to the Waterview Ave and Salem Road Pump Stations.

## **Public Water Supply Infrastructure**

The Concord River is the sole source of drinking water for the Town of Billerica, with public water available to the entire Town. The first Water Treatment Plant was built in 1955 with a capacity of 3.5 million gallons per day (MGD) with expansion capacity up to 7 MGD. By 1967, the plant was expanded to its intended maximum capacity. With more extensive growth in Billerica, the plant's capacity was increased to 14 MGD in 1976. Due to problems with the existing water treatment plant, the Town broke ground in 2003 on a new \$25 million water treatment plant located off Treble Cove Road, with a capacity of 14 MGD. The new plant did not increase the amount of water withdrawn from the Concord River; however, it was designed to improve the quality of the drinking water. In 2020, the plant underwent a \$9M upgrade to replace aging infrastructure including the ozone system, chemical storage tanks, water meters and instrumentation, and ancillary systems throughout the plant.

# Capital Plan Narrative

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The Town has MassDEP approval to withdraw 5.34 MGD on an annual average. The town's metered annual water consumption in calendar year 2022 was approximately 1.371 billion gallons, with an average of 3.8 million gallons of water used per day. The highest daily pumping occurred on July 23, 2022, when 7.733 million gallons were produced. The following water projects have recently been completed or are in progress:

- Boston Road Water Main Replacement was completed in 2020. The project included the installation of 1,500 linear feet of 12" ductile iron water mains from the Concord River Bridge to Floyd Street.
- Chelmsford Road Water Main Replacement was completed in 2022. The project included the installation of 1,700 linear feet of 12" ductile iron water mains from Rangeway Road northerly towards the Chelmsford Town Line.
- Boston Road Water Main Cleaning and Lining from Floyd Street to River Street is under design. The project will rehabilitate the existing 12" water main.
- Boston Road Water Main Replacement from Tufts Lane to a point near the Crosby Hill standpipe is under design. The project will replace the 8" water main in Boston Road with a new 12" water main.

**Town of Billerica - Long Term Capital Plan FY25 to FY29**

| Department                                         | Project                                                                                                                                                                                                                                                                                                                                                                                             | Funding Source                                                                                                                | TM Action                                                                       | FY24                                | FY25                                         | FY26                                | FY27                                        | FY28                              | FY29                              |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------|-------------------------------------|---------------------------------------------|-----------------------------------|-----------------------------------|
| DPW - Administration                               | Design New DPW Facility<br>Construct New Highway Facility                                                                                                                                                                                                                                                                                                                                           | Bond<br>Bond                                                                                                                  |                                                                                 |                                     |                                              |                                     |                                             |                                   |                                   |
| DPW - Cemetery, Parks and Trees Division           | Cemetery Expansion<br>Fox Hill Cemetery Niche Wall                                                                                                                                                                                                                                                                                                                                                  | Bond<br>Sale of Lots and Graves                                                                                               |                                                                                 | 35,000,000                          |                                              |                                     |                                             |                                   |                                   |
| DPW - Wastewater                                   | Facility Improvements Co Mag<br>Pump Station CIP Phase 3 Improvements Design<br>Sewer System Expansion Needs Area and Salem Road Downstream<br>Sewer Improvements Design<br>Sewer System Expansion Needs Area 3 (36) Construction<br>Sewer System Expansion Needs Area 4 and 6 Design (Contract 37,38)                                                                                              | Bond<br>Fees<br>Bond<br>Bond<br>Bond                                                                                          | Art 32, ATM 2007<br>Fall 2018 TM, Art. 14<br>TBD<br>Art. 23, ATM, 2017<br>TBD   |                                     |                                              |                                     |                                             |                                   |                                   |
| DPW - Engineering - Highway                        | Sewer System Expansion Needs Area 4 and 6 (Contract 37,38)<br>WWTF CIP Phase 3 Improvements<br>Sewer System Expansion Needs Area 7 Design (Contract 39)<br>Sewer System Expansion Needs Area 9 Design (Contract 40)<br>Sewer System Expansion Needs Area 7 (Contract 39)<br>Sewer System Expansion Needs Area 9 (Contract 40)<br>Concord River Interceptor Improvements<br>Pump Station CIP Phase 4 | Bond<br>Bond<br>Bond<br>Bond<br>Bond<br>Bond<br>Bond<br>Grant                                                                 | TBD<br>TBD<br>TBD<br>TBD<br>TBD<br>TBD<br>TBD<br>TBD                            |                                     | 1,311,800                                    |                                     |                                             |                                   |                                   |
| DPW - Engineering - Highway                        | Roadway Management<br>Sidewalk Construction & Rehab<br>MTP Concord to Manning<br>Bikepath Design and Takings<br>Allen Road Improvements<br>Roger Street Roadway and Sidewalk Improvements<br>Drainage Improvements, Frost Street                                                                                                                                                                    | Chapter 90/Budget<br>Chapter 90/Budget<br>Chapter 90/Budget<br>Budget<br>Bond Authorization<br>Chapter 90/Budget<br>Free Cash | TBD<br>TBD<br>TBD<br>TBD<br>Art. 19, ATM, 2014<br>N/A<br>Article 18, FTM 2018   | 3,800,000                           | 3,800,000                                    | 3,800,000                           | 3,800,000                                   | 3,800,000                         | 3,800,000                         |
| DPW - Highway                                      | Car/Truck Wash                                                                                                                                                                                                                                                                                                                                                                                      | Bond                                                                                                                          | TBD                                                                             |                                     |                                              |                                     |                                             |                                   |                                   |
| DPW - Engineering - Sewer                          | Vactor Truck                                                                                                                                                                                                                                                                                                                                                                                        | Free Cash                                                                                                                     | Article 19, STM 2014                                                            |                                     |                                              |                                     |                                             |                                   |                                   |
| DPW - Water                                        | Water Main Program<br>Water main Replacement Allen Rd<br>Frost Street Drainage and Water main Replacement<br>WTP Residuals Processing Facility<br>WTP Ozone Improvements Design<br>WTP Ozone Improvements<br>Water Meter replacement - Town Wide                                                                                                                                                    | Free Cash<br>Bond<br>Bond/Fees<br>Bond/Fees<br>Fall 2018 TM, Art. 14<br>Bond<br>Bond/Fees                                     | TBD<br>Article 26, ATM 2017<br>TBD<br>TBD<br>TBD<br>TBD<br>Article 25, ATM 2017 |                                     | 750,000                                      |                                     |                                             | 750,000                           |                                   |
| Police                                             | Upgrade Police Radio System                                                                                                                                                                                                                                                                                                                                                                         | Bonding                                                                                                                       | TBD                                                                             |                                     |                                              |                                     |                                             |                                   |                                   |
| Fire Department                                    | Fire Pumper - Engine 2<br>Fire Pumper - Engine 8 (replace 2001)<br>Fire Pumper - Engine 7<br>Brush Truck<br>Pinelhurst Station                                                                                                                                                                                                                                                                      | Bond/Free Cash<br>Bond/Free Cash<br>Free Cash<br>Bonding<br>Bond                                                              | TBD<br>TBD<br>TBD<br>TBD<br>TBD                                                 |                                     |                                              |                                     |                                             |                                   |                                   |
| Recreation                                         | Micozzi Beach Facility Design<br>Design and Build 2 Neighborhood Parks                                                                                                                                                                                                                                                                                                                              | Reserves<br>Bonding                                                                                                           | TBD<br>TBD                                                                      |                                     |                                              |                                     |                                             |                                   |                                   |
| Town Hall                                          | Intergenerational Center<br>HVAC Rebuild                                                                                                                                                                                                                                                                                                                                                            | ARPA<br>ARPA                                                                                                                  | TBD<br>N/A                                                                      | 1,600,000                           |                                              | 35,000,000                          |                                             |                                   |                                   |
| Council on Aging                                   | Generator for Entire Building<br>Rubber and Copper Roof Replacement                                                                                                                                                                                                                                                                                                                                 | Reserves<br>Reserves                                                                                                          | TBD<br>TBD                                                                      |                                     |                                              |                                     |                                             |                                   |                                   |
| Library                                            | Exterior Maintenance/Coupla<br>HVAC Rebuild                                                                                                                                                                                                                                                                                                                                                         | Reserves<br>ARPA                                                                                                              | TBD<br>N/A                                                                      | 1,800,000                           |                                              |                                     |                                             |                                   |                                   |
| Town Manager                                       | Town Center Traffic Roadway Improvements<br>Howe School<br>PHR Reconstruction<br>Codification of Town Bylaws and Policies                                                                                                                                                                                                                                                                           | Reserves<br>Appropriation<br>CPA/General Bond A<br>Reserves                                                                   | TBD<br>CP A Fund<br>CP A/General Bond A Art. 15 ATM 2021<br>TBD                 | 10,000,000                          | 11,000,000                                   | 25,000,000                          |                                             |                                   |                                   |
| Total Town Water and Sewer Funded<br>Town less W&S |                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                               |                                                                                 | \$52,200,000<br>\$0<br>\$52,200,000 | \$38,861,800<br>\$23,311,800<br>\$15,550,000 | \$63,800,000<br>\$0<br>\$63,800,000 | \$17,800,000<br>\$14,000,000<br>\$3,800,000 | \$4,550,000<br>\$0<br>\$4,550,000 | \$3,800,000<br>\$0<br>\$3,800,000 |
| Total Town Departments                             |                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                               |                                                                                 | \$ 52,200,000                       | \$ 38,861,800                                | \$ 63,800,000                       | \$ 17,800,000                               | \$ 4,550,000                      | \$ 3,800,000                      |

# Capital Plan

## Town of Billerica - Five Year Capital Plan FY25 to FY29

| Department                     | Project                                                                        | Funding Source          | FY24      | FY25      | FY26      | FY27      | FY28      | FY29      |
|--------------------------------|--------------------------------------------------------------------------------|-------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| DPW - Parks and Trees          | Landscaping Equipment                                                          | Budget/Free Cash        | 60,000    | 60,000    | 60,000    | 60,000    | 60,000    | 60,000    |
|                                | F250 Pick up with Plow, replacement for C1                                     | Budget/Free Cash        |           |           |           |           |           |           |
|                                | Kennedy Field Project                                                          | Budget                  |           | 150,000   |           |           |           |           |
|                                | Hajjar School Softball Field (school)                                          | Budget                  |           |           | 150,000   |           |           |           |
|                                | Dutile Field Project                                                           | Budget                  |           |           |           | 150,000   |           |           |
|                                | Sewer Inflow Infiltration Removal Program                                      | I/I Funds               |           |           |           |           |           |           |
| DPW - Engineering              | Drainage improvement on River Street                                           | Budget                  |           |           |           |           |           |           |
|                                | Survey, Plan Acceptance and Repair of unaccepted Ways                          | Free Cash               | 200,000   | 200,000   | 200,000   | 200,000   | 200,000   | 200,000   |
| DPW - Water                    | Water Rebate Program for homeowners funded through the Water Conservation Fund | Water Conservation Fund |           |           |           |           |           |           |
|                                | Hydrants and Valves                                                            | Budget                  | 100,000   | 100,000   | 100,000   | 100,000   | 100,000   | 100,000   |
|                                | Purchase and intallation of Gate Valves                                        | Water Conservation Fund |           |           |           |           |           |           |
|                                | Compact FWD Van                                                                | Budget                  |           |           |           |           |           |           |
|                                | Replace W-20 Dump Truck 2002                                                   | Budget                  |           |           |           |           |           |           |
|                                | ReplaceBackhoe W-40                                                            | Budget                  |           |           |           |           |           |           |
| DPW - Highway                  | Bobcat for Water Distribution                                                  | Budget                  |           |           |           |           |           |           |
|                                | Street sweeper                                                                 |                         |           |           |           |           |           |           |
|                                | Backhoe, replacement                                                           | Budget/Free Cash        |           |           |           |           |           |           |
|                                | 5 Ton Dump Truck W/sander & Plow                                               | Budget/Free Cash        |           |           |           |           |           |           |
| Police                         | F250 with Plow                                                                 | Budget/Free Cash        | 70,000    |           |           |           |           |           |
|                                | Computer Server Replacement                                                    | Lease                   |           |           |           |           |           |           |
|                                | Replace K-9 Vehicle                                                            | Budget                  |           |           |           |           |           |           |
|                                | A/C System Repairs and duct maintenance                                        | Budget                  |           |           |           |           |           |           |
|                                | Replace Department Motorcycles                                                 | Budget/Free Cash        |           | 40,000    |           |           |           |           |
|                                | Upgrade Camera System                                                          | Budget                  |           |           |           |           |           |           |
|                                | Technology Upgrade with licenses, Door access and security system              | Budget                  |           |           |           |           |           |           |
|                                | Upgrade Mobile Computer System                                                 | 911 Grant               | 10,000    | 10,000    | 10,000    | 10,000    | 10,000    | 10,000    |
| Fire Department                | Expand capacity to townwide fiber network                                      | Budget                  |           |           |           |           |           |           |
|                                | One Ton 4WD Pick Up C58 Service 2                                              | Budget                  |           |           |           |           |           |           |
|                                | One Ton 4WD Pick Up W/Plow Service 1                                           | Budget                  |           |           |           |           |           |           |
|                                | Replace 1996 Crown Victoria                                                    | Budget                  |           |           |           |           |           |           |
|                                | Replace 2011 Ford Taurus                                                       | Budget                  |           |           |           | 60,000    |           |           |
|                                | Replace 2015 Ford Taurus/w Explorer                                            | Budget                  |           |           |           |           |           |           |
|                                | Replace 2012 Ford Taurus/w Explorer (C2)                                       | Budget                  |           |           |           |           |           | 60,000    |
|                                | Replace 2009 Ford Taurus w/ Explorer                                           | Budget                  | 60,000    |           |           |           |           |           |
|                                | Replace 2002 Ford Explorer                                                     | Budget                  | 60,000    |           |           |           |           |           |
|                                | Replace Asphalt Driveway E4, E5                                                | Budget                  | 50,000    |           |           |           |           |           |
|                                | New Reporting Software                                                         | Budget                  | 10,992    | 11,468    |           |           |           |           |
|                                | Zetron Dispatch and Fire Station Alert System                                  | ARPA                    |           |           |           |           |           |           |
|                                | Radio Master Alarm Boxes                                                       | Budget                  |           |           |           |           |           |           |
| Technology                     | Desk Top Computer upgrade                                                      | Budget                  |           |           |           |           |           |           |
|                                | Upgrade Phone System and Network                                               |                         |           |           |           |           |           |           |
|                                | Infrastructure                                                                 | Budget                  |           |           |           |           |           |           |
|                                | E-Mail Server Upgrades                                                         | Budget                  |           |           |           |           |           |           |
|                                | Printer and other non computer upgrades                                        | Budget                  |           |           |           |           |           |           |
| Recreation                     | Micozzi Beach Paddle Boats                                                     | Budget                  |           |           |           |           |           |           |
|                                | Nutting Lake Assessment                                                        | Budget                  |           |           |           |           |           |           |
| Town Hall                      | Point Exterior (four Phases)/Windows                                           | Free Cash               |           |           |           |           |           |           |
|                                | Auditorium                                                                     | ARPA                    | 2,000,000 |           |           |           |           |           |
|                                | Facilites Director Vehicle                                                     | Budget                  |           |           |           |           |           |           |
|                                | Town Hall Site Work                                                            | Budget                  |           |           |           |           |           |           |
|                                | Voting Machines                                                                | Budget                  | 100,000   |           |           |           |           |           |
|                                | Copier Replacement Townhall Wide                                               | Reserves                |           |           |           |           |           |           |
| Building Department            | Hand held inspection inspection computers,                                     | Budget                  |           |           |           |           |           |           |
|                                | Computer and screen for customer service counter                               | Budget                  |           |           |           |           |           |           |
| Council on Aging               | Replace Carpeting 1st and 2nd Floors                                           | Budget                  |           |           |           |           |           |           |
|                                | Workspace redesign to increase privacy for case management                     | State Appropriation     |           |           |           |           |           |           |
|                                | Building Alarm and Cameras                                                     | Budget                  |           |           |           |           |           |           |
|                                | Art Room and Floor Replacement                                                 | Budget                  |           |           |           |           |           |           |
|                                | Replacement of First Floor Windows - West Side of Building and NE Corner.      | Budget                  |           |           |           |           |           |           |
|                                |                                                                                |                         |           |           |           |           |           |           |
| Library                        | Computer Replacement (10)                                                      | Budget                  |           |           |           |           |           |           |
|                                | Elevator technology upgrade                                                    | Budget                  |           |           |           |           |           |           |
| Inspectional Services          | Vehicle for inspectors                                                         |                         |           |           |           |           |           |           |
| Projected Total Town Expense   |                                                                                |                         | 2,720,992 | 571,468   | 520,000   | 580,000   | 370,000   | 430,000   |
| Funded through Budget          |                                                                                |                         | \$500,000 | \$500,000 | \$500,000 | \$500,000 | \$500,000 | \$500,000 |
| Projected Outstanding Requests |                                                                                |                         | 2,220,992 | 71,468    | 20,000    | 80,000    | -130,000  | -70,000   |
|                                | Anything in yellow is complete.                                                |                         |           |           |           |           |           |           |

# Capital Plan

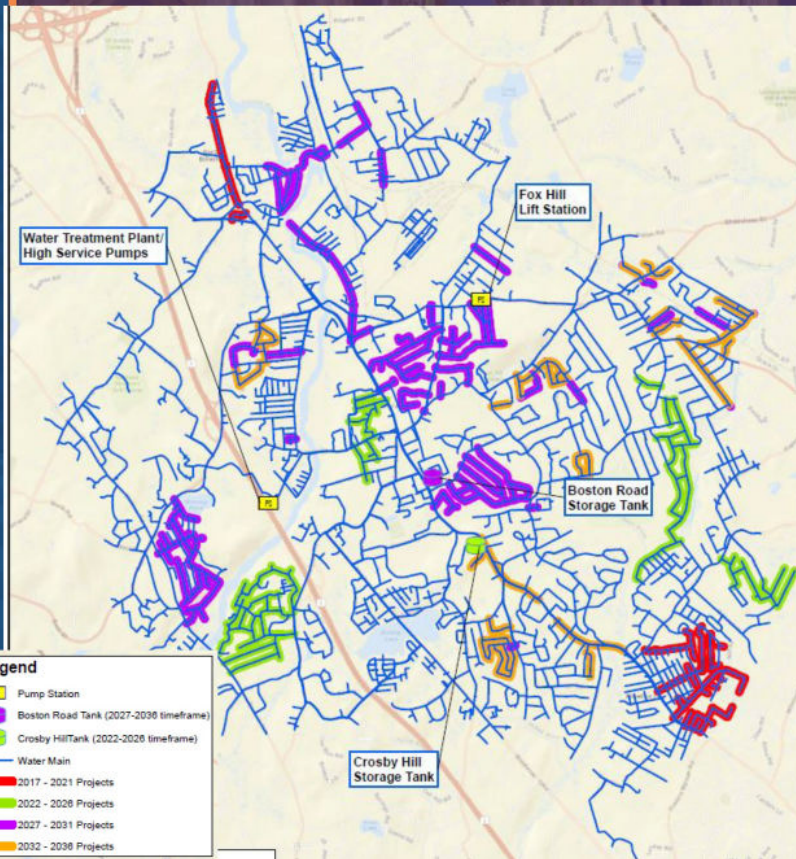
## Billerica Sewer Needs Collection Systems Priority and Cost analysis

| Need Area   | Total Sewer Pipe (Feet)                      | Total Cost for Needs Area (2015 \$) | Cost per LF | Parcels in Area | Cost per Parcel | Environmental Need | Environmental Need High | Environmental Need Medium | Environmental Need Low | % of Parcels (13,368 Total) | % Complete (82.9% to date) | % Residential | % Com / Ind / Mun |
|-------------|----------------------------------------------|-------------------------------------|-------------|-----------------|-----------------|--------------------|-------------------------|---------------------------|------------------------|-----------------------------|----------------------------|---------------|-------------------|
| 2&8         | 29,200                                       | \$ 10,869,950                       | \$372.26    | 285             | \$ 38,140.18    | High               | \$10,869,950            |                           |                        | 2.1%                        | 85.1%                      | 98            | 2                 |
| 3           | 30,200                                       | \$ 13,913,900                       | \$460.73    | 247             | \$ 56,331.58    | High               | \$13,913,900            |                           |                        | 1.9%                        | 86.9%                      | 87            | 13                |
| 4           | 21,200                                       | \$ 9,728,550                        | \$458.89    | 223             | \$ 43,625.78    | High               | \$ 9,728,550            |                           |                        | 1.7%                        | 88.6%                      | 97            | 3                 |
| 5           | Installed with Bertha & Poe                  |                                     |             |                 |                 |                    |                         |                           |                        |                             | 88.6%                      |               |                   |
| 6           | 23,800                                       | \$ 10,948,600                       | \$460.03    | 148             | \$ 73,977.03    | High               | \$10,948,600            |                           |                        | 1.1%                        | 89.7%                      | 90            | 10                |
| 7           | 26,900                                       | \$ 12,104,950                       | \$450.00    | 167             | \$ 72,484.73    | High               | \$12,104,950            |                           |                        | 1.3%                        | 90.9%                      | 70            | 30                |
| 8           | Included with Need Area 2                    |                                     |             |                 |                 |                    |                         |                           |                        |                             | 90.9%                      |               |                   |
| 9           | 27,300                                       | \$ 12,548,250                       | \$459.64    | 262             | \$ 47,894.08    | High               | \$12,548,250            |                           |                        | 2.0%                        | 92.9%                      | 69            | 31                |
| 10          | 28,700                                       | \$ 13,049,400                       | \$454.68    | 176             | \$ 74,144.32    | High               | \$13,049,400            |                           |                        | 1.3%                        | 94.2%                      | 89            | 11                |
| 11          | 10,000                                       | \$ 4,251,000                        | \$425.10    | 76              | \$ 55,934.21    | Medium             |                         | \$ 4,251,000              |                        | 0.6%                        | 94.8%                      | 89            | 11                |
| 12          | 21,900                                       | \$ 9,932,650                        | \$453.55    | 240             | \$ 41,386.04    | Medium             |                         | \$ 9,932,650              |                        | 1.8%                        | 96.6%                      | 89            | 11                |
| 13          | 9,800                                        | \$ 4,397,250                        | \$448.70    | 62              | \$ 70,923.39    | Medium             |                         | \$ 4,397,250              |                        | 0.5%                        | 97.1%                      | 72            | 28                |
| 14          | 5,900                                        | \$ 2,675,400                        | \$453.46    | 48              | \$ 55,737.50    | Medium             |                         | \$ 2,675,400              |                        | 0.4%                        | 97.4%                      | 96            | 4                 |
| 15          | 3,500                                        | \$ 1,551,550                        | \$443.30    | 32              | \$ 48,485.94    | Medium             |                         | \$ 1,551,550              |                        | 0.2%                        | 97.7%                      | 82            | 18                |
| 16          | 17,200                                       | \$ 7,511,400                        | \$436.71    | 147             | \$ 51,097.96    | Medium             |                         | \$ 7,511,400              |                        | 1.1%                        | 98.8%                      | 84            | 16                |
| 17          | 2,900                                        | \$ 1,305,850                        | \$450.29    | 21              | \$ 62,183.33    | Medium             |                         | \$ 1,305,850              |                        | 0.2%                        | 98.9%                      | 91            | 9                 |
| 18          | Installed with Contract 34A - East Billerica |                                     |             |                 |                 |                    |                         |                           |                        |                             | 98.9%                      |               |                   |
| 19          | 2,200                                        | \$ 763,100                          | \$346.86    | 21              | \$ 36,338.10    | Low                |                         |                           | \$ 763,100             | 0.2%                        | 99.1%                      | 93            | 7                 |
| 20          | 3,100                                        | \$ 1,001,000                        | \$322.90    | 20              | \$ 50,050.00    | Low                |                         |                           | \$ 1,001,000           | 0.2%                        | 99.2%                      | 80            | 20                |
| 21          | 2,800                                        | \$ 1,264,900                        | \$451.75    | 19              | \$ 66,573.68    | Low                |                         |                           | \$ 1,264,900           | 0.1%                        | 99.4%                      | 27            | 73                |
| 22          | 9,300                                        | \$ 4,213,300                        | \$453.04    | 43              | \$ 97,983.72    | Low                |                         |                           | \$ 4,213,300           | 0.3%                        | 99.7%                      | 80            | 20                |
| 23          | 6,400                                        | \$ 2,902,900                        | \$453.58    | 35              | \$ 82,940.00    | Low                |                         |                           | \$ 2,902,900           | 0.3%                        | 100.0%                     | 45            | 55                |
| 24          | 700                                          | \$ 313,950                          | \$448.50    | 4               | \$ 78,487.50    | Low                |                         |                           | \$ 313,950             | 0.0%                        | 100.0%                     | 0             | 100               |
| 25          | 4,300                                        | \$ 1,915,550                        | \$445.48    | 8               | \$ 239,443.75   | Low                |                         |                           | \$ 1,915,550           | 0.1%                        | 100%                       | 100           | 0                 |
| <b>TOTA</b> | <b>287,300</b>                               | <b>\$127,163,400</b>                |             | <b>2284</b>     |                 |                    | <b>\$83,163,600</b>     | <b>\$ 31,625,100</b>      | <b>\$ 12,374,700</b>   |                             |                            |               |                   |



# Water Distribution System Recommendations

## Recommendations for Distribution System



| Planning Period | Project Area                      | Project Size        | Preliminary Cost Estimate |
|-----------------|-----------------------------------|---------------------|---------------------------|
| 2017 – 2021     | Pinehurst                         | 22,000 L.F.         | \$7,076,025               |
|                 | Boston Road/Lowell Border         | 4,500 L.F.          | \$1,597,500               |
|                 | Treble Cove Transmission Line     |                     | \$553,200                 |
|                 | Residential Meter Replacement     | 12,190 units        | \$4,500,000               |
|                 | <b>Subtotal</b>                   | <b>26,500 L.F.</b>  | <b>\$13,726,725</b>       |
| 2022 – 2026     | Crosby Hill Tank 2MG              |                     | \$2,317,500               |
|                 | South Billerica                   | 24,200 L.F.         | \$8,349,000               |
|                 | Billerica High School             | 5,300 L.F.          | \$1,828,500               |
|                 | Concorde River Crossing/River St. | 400 L.F.            | \$189,000                 |
|                 | Buckingham/Castlewood Drive       | 17,300 L.F.         | \$6,347,600               |
|                 | Connolly Road                     | 7,300 L.F.          | \$2,518,500               |
|                 | Rio Vista                         | 16,800 L.F.         | \$5,796,000               |
|                 | <b>Subtotal</b>                   | <b>70,900 L.F.</b>  | <b>\$27,346,100</b>       |
| 2027 - 2031     | Marshall Middle School            | 21,800 L.F.         | \$7,521,000               |
|                 | Billerica Town Center             | 16,800 L.F.         | \$5,934,600               |
|                 | Cast Iron Water Main Locations    | 22,200 L.F.         | \$7,659,000               |
|                 | <b>Subtotal</b>                   | <b>60,800 L.F.</b>  | <b>\$21,114,600</b>       |
| 2032 – 2036     | Boston Road Tank 6.5 MG           |                     | \$5,230,500               |
|                 | Asbestos Cement Water Main        | 52,000 L.F.         | \$17,940,000              |
|                 | Boston Road                       | 8,200 L.F.          | \$3,382,500               |
|                 | Shawsheen River Crossing          | 5,100 L.F.          | \$2,216,250               |
|                 | <b>Subtotal</b>                   | <b>65,300 L.F.</b>  | <b>\$28,769,250</b>       |
| <b>Total</b>    |                                   | <b>223,900 L.F.</b> | <b>\$90,956,675</b>       |

0.8% of system replaced/yr average  
(>100 year service life)





## **Paving & Pavement Preservation 2023**

### **REPAVING METHODS**

**Pavement Reclamation:** This is a rehabilitation technique in which the entire existing asphalt pavement and a certain depth of the existing underlying materials are uniformly crushed, pulverized, or blended, resulting in a stabilized base course. The base course is then graded to provide a proper cross section and pitch, followed by paving. Asphalt is then placed, in two layers, to a 4-inch depth. This technique is used typically on roadways where the distresses are significant or where grade adjustments are necessary.

**Milling and Overlay:** This is a rehabilitation technique in which the existing surface is milled (also called grinding or cold planing), followed by approximately 1 ½” layer of asphalt placement. The milling process will reshape the roadway, removing high points and will produce a relatively smooth, skid resistant surface. Milling allows us to maintain reveal on existing curbing to remain, or at driveways, where elevation is key to maintaining proper drainage. This technique is used typically on roadways where the condition is still fairly good.

**Leveling and Overlay:** This is a rehabilitation technique in which an initial layer of asphalt is placed directly onto the existing pavement to fill low spots in the pavement, and reshape the roadway, followed by approximately 1 ½” layer of asphalt placement. Leveling is used in areas where we have more flexibility in elevations. This technique is used typically on roadways where the condition is still fairly good.

### **PRESERVATION METHODS**

Pavement Preservation is a preventative maintenance treatment that extends the life of the road surface in an economical way, while minimizing the inconvenience to residents and the traveling public while the work is taking place. Over the long-term, it is less expensive to maintain the road surface than to reconstruct it when it fails. These repair methods are further described below:

**Fog Sealing:** A Fog Seal is a thin liquid layer applied to the surface of a paved road in relatively good condition. The intent of this treatment is to seal the pavement, rejuvenate and restore the wearing surface, and provide resistance to deterioration due to the weather and sun. After a Fog Seal, the cracks are sealed with a liquid asphalt sealer. Fog Sealing typically requires minimal preparation, and only a few hours of road closure the day of the treatment.

**Crack Sealing:** Crack Sealing is the placement of a sealant material into cracks of an existing pavement surface to prevent excess water and moisture from penetrating the asphalt. This is a preventative measure to keep the road from deteriorating further. Crack Sealing can be done as a standalone treatment or in conjunction with other treatments listed below. The Crack Sealing treatment cools in minutes and does not require road closures.

Microsurfacing: A Microsurfacing is a thin layer (3/8”) preventative maintenance treatment applied to an existing paved surface in two layers. This treatment adds a tough wearing coat that will seal and protect the existing pavement and give it a new friction course. Crack Sealing is applied to the pavement prior to Microsurfacing. Some of the cast iron structures in the street may be adjusted to final grade prior to application if deemed necessary. Minor patching and other pavement repairs are also done prior to installation of this treatment.

Cape Seal: A complete Cape seal application is done in several steps. First a full width coating of rubberized chip seal material is applied. The chip seal has a surface that can be driven on for a short time and it is rougher than standard asphalt. It has some loose chips. About a week after the chip seal, the roads will receive a microsurface coating. The finished microsurfaced road will be very similar to a standard paved surface. The “Cape Seal” term describes the complete multi-layer treatment. Some of the cast iron structures in the street may be adjusted to final grade prior to application if deemed necessary. Minor patching and other pavement repairs are also done prior to installation of this treatment.

Cold In-Place Recycling: Cold In-place Recycling (CIR) is a preservation technique for reusing the existing road material to create a new roadway surface. The old road is ground up, mixed with some additives, and immediately placed back down on the road. Additives are based off a specific mix design. After one to two weeks, a hot mix asphalt wearing surface will be put on top of the new road, making it look very similar to a typical paved surface. All structures (catch basins, manholes, and water and gas gates) will have to be reset for this treatment. CIR is a cost-effective, long-lasting, greener alternative to conventional maintenance and rehabilitation techniques.

|             | FUNDING                                        | PROJECT                                                                             | ROAD                 | FROM           | TO           | Total Cost     |  |
|-------------|------------------------------------------------|-------------------------------------------------------------------------------------|----------------------|----------------|--------------|----------------|--|
| <b>2024</b> |                                                |                                                                                     |                      |                |              |                |  |
|             |                                                | <b>DESIGN PROJECTS</b>                                                              |                      |                |              |                |  |
|             | ARPA Funds                                     | BOSTON RD NORTH RECONSTRUCTION CONSTRUCTION SERVICES                                | BOSTON RD            | RIVER ST       | FLOYD ST     | \$199,000.00   |  |
|             | Local Funds - 2021 FTM Art 29                  | BOSTON RD NORTH RECONSTRUCTION EASEMENT COMPENSATION                                | BOSTON RD            | RIVER ST       | FLOYD ST     | \$700,000.00   |  |
|             | Local Funds - 2021 FTM Art 28                  | LEXINGTON RD/GLAD VALLEY INTERSECTION IMPROVEMENTS 25%-100%, PERMITTING & EASEMENTS | LEXINGTON RD-01      | GLAD VALLEY DR | BOSTON RD    | \$500,000.00   |  |
|             | Local Funds - 2017 STM Art 24, 2021 STM Art 22 | SEWER CONTRACT 37/38 (NEEDS AREA 4 & 6) DESIGN                                      | NEEDS AREA 4 & 6     |                |              | \$2,594,000.00 |  |
|             | Local Funds - 2021 STM Art 24                  | 18" SEWER FORCEMAIN DESIGN                                                          |                      | BROWN ST PS    | ROGERS ST PS | \$875,000.00   |  |
|             | Local Funds - 2022 STM Art 20                  | SEWER BETTERMENT RANGEWAY RD (PART OF NEEDS AREA 7) DESIGN                          | PART OF NEEDS AREA 7 |                |              | \$750,000.00   |  |
|             | Local Funds - 2022 FTM Art 21                  | WATER SERVICE LINE INVENTORY AND LEAD SERVICE LINE REPLACEMENT PLAN                 | TOWNWIDE             |                |              | \$750,000.00   |  |
|             | Local Funds - 2022 FTM Art 20                  | WATER MAINS CLEANING + LINING DESIGN                                                | BOSTON RD            | RIVER ST       | FLOYD ST     | \$200,000.00   |  |
|             | Local Funds - 2022 FTM Art 18, 2023 FTM Art 17 | WATER MAINS REPLACEMENT DESIGN                                                      | BOSTON RD            | TUFTS LN       | LOCKE RD     | \$225,000.00   |  |
|             | CPC Funds - 2021 FTM Art 5                     | YANKEE DOODLE BIKE PATH 100%/FINAL BRIDGE DESIGN, ROW APPRAISALS                    | TOWN WIDE            |                |              | \$350,000.00   |  |
|             | Not Funded                                     | YANKEE DOODLE BIKE PATH EASEMENTS                                                   | TOWN WIDE            |                |              | \$2,500,000.00 |  |
|             | Local Funds - 2022 STM Art 18                  | DPW FACILITY DESIGN                                                                 |                      |                |              | \$4,500,000.00 |  |
|             | Local Funds - 2022 FTM Art 16                  | TOWN CENTER DESIGN                                                                  | TOWN CENTER          |                |              | \$1,000,000.00 |  |
|             | Local Funds - 2021 STM Art 18                  | TOWN HALL PARKING LOT DESIGN                                                        | TOWN HALL            |                |              | \$97,600.00    |  |
|             | CPC Funds - 2020 STM Art 30                    | SHERIDAN ST RIVER ACCESS                                                            | SHERIDAN ST          |                |              | \$40,000.00    |  |
|             | Local Funds - 2018 STM Art 21                  | STREET ACCEPTANCE                                                                   | TOWN WIDE            |                |              | \$50,000.00    |  |

| CONSTRUCTION PROJECTS    |                                                     |                   |                   |                   |              |                |
|--------------------------|-----------------------------------------------------|-------------------|-------------------|-------------------|--------------|----------------|
| Chapter 90 + Local Funds | ROADWAY MANAGEMENT - PAVING & PAVEMENT PRESERVATION | CHELMSFORD RD-01  | BOSTON RD         | SURVEY CIR        | \$19,984.08  |                |
|                          |                                                     | CHELMSFORD RD-02  | SURVEY CIR        | FINNWAY ST        | \$18,878.38  |                |
|                          |                                                     | CHELMSFORD RD-03  | FINNWAY ST        | RANGWAY RD        | \$23,401.29  |                |
|                          |                                                     | CHELMSFORD RD-04  | RANGWAY RD        | EXECUTIVE PARK DR | \$122,839.33 |                |
|                          |                                                     | CHELMSFORD RD-05  | EXECUTIVE PARK DR | BRICK KILN RD     | \$43,284.19  |                |
|                          |                                                     | CHELMSFORD RD-06  | BRICK KILN RD     | CHELMSFORD TL     | \$13,881.07  |                |
|                          |                                                     | CHESTER RD        | CHRISTINA AVE     | PINEHURST AVE     | \$104,441.70 |                |
|                          |                                                     | HIGH ST-01        | POLLARD ST        | FAYWEATHER ST     | \$51,815.93  |                |
|                          |                                                     | HIGH ST-02        | FAYWEATHER ST     | LONGFORD LN       | \$55,324.68  |                |
|                          |                                                     | HIGH ST-03        | LONGFORD LN       | GOULD AVE         | \$136,420.15 |                |
|                          |                                                     | HIGH ST-04        | GOULD AVE         | ROGERS ST         | \$104,359.54 |                |
|                          |                                                     | HIGH ST-05        | ROGERS ST         | WHITEGATE RD      | \$96,225.32  |                |
|                          |                                                     | HIGH ST-06        | WHITEGATE RD      | IRON HORSE PL     | \$31,082.23  |                |
|                          |                                                     | HIGH ST-07        | IRON HORSE PL     | BRIDGE            | \$123,259.70 |                |
|                          |                                                     | HIGH ST-08        | BRIDGE            | BURNHAM RD        | \$5,072.31   |                |
|                          |                                                     | HIGH ST-09        | BURNHAM RD        | MARION RD         | \$1,061.82   |                |
|                          |                                                     | HIGH ST-10        | MARION RD         | ROWELL RD         | \$1,090.51   |                |
|                          |                                                     | HIGH ST-11        | ROWELL RD         | WALLACE RD        | \$944.49     |                |
|                          |                                                     | HIGH ST-12        | WALLACE RD        | CORTHELL RD       | \$2,044.12   |                |
|                          |                                                     | HIGH ST-13        | CORTHELL RD       | MELLON RD         | \$2,344.06   |                |
|                          |                                                     | HIGH ST-14        | MELLON RD         | MCKENNA DR        | \$2,328.81   |                |
|                          |                                                     | HIGH ST-15        | MCKENNA DR        | SHELDON ST        | \$3,068.40   |                |
|                          |                                                     | HIGH ST-16        | SHELDON ST        | ALROSE DR         | \$4,831.87   |                |
|                          |                                                     | HIGH ST-17        | ALROSE DR         | MOUNT PLEASANT ST | \$7,725.58   |                |
|                          |                                                     | HIGH ST-18        | MOUNT PLEASANT ST | AHERN CIR         | \$58,535.81  |                |
|                          |                                                     | HIGH ST-19        | AHERN CIR         | VILLAGE LN        | \$34,773.23  |                |
|                          |                                                     | HIGH ST-20        | VILLAGE LN        | HARDWOOD DR       | \$35,696.09  |                |
|                          |                                                     | HIGH ST-21        | HARDWOOD DR       | KARL DR           | \$84,222.37  |                |
|                          |                                                     | HIGH ST-22        | KARL DR           | TOWN FARM LN      | \$25,058.17  |                |
|                          |                                                     | HIGH ST-23        | TOWN FARM LN      | TEWKSBURY TL      | \$79,980.89  |                |
|                          |                                                     | LAKE ST-01        | LEXINGTON RD      | COUNTRY RD        | \$24,223.15  |                |
|                          |                                                     | LAKE ST-02        | COUNTRY RD        | POND LN EXT       | \$8,887.49   |                |
|                          |                                                     | LAKE ST-03        | POND LN EXT       | RHODES ST         | \$22,040.11  |                |
|                          |                                                     | LAKE ST-04        | RHODES ST         | PEACE ST          | \$16,714.32  |                |
|                          |                                                     | LAKE ST-05        | PEACE ST          | MIDDLESEX TPK     | \$15,724.68  |                |
|                          |                                                     | MCHUGH AVE-09     | WILLIAM RD        | DEAD END          | \$5,018.77   |                |
|                          |                                                     | TREBLE COVE RD-19 | CHARLES ANNA LN   | BRIDGE ST         | \$1,132.05   |                |
|                          |                                                     | TREBLE COVE RD-20 | BRIDGE ST         | JENKINS DR        | \$6,491.11   |                |
|                          |                                                     | TREBLE COVE RD-21 | JENKINS DR        | TREBLE COVE RD    | \$2,883.50   |                |
|                          |                                                     | TREBLE COVE RD-22 | TREBLE COVE RD    | BOSTON RD         | \$116,978.68 |                |
|                          |                                                     | WHIPPLE RD-01     | TEWKSBURY TL      | ANDOVER RD        | \$8,397.70   |                |
|                          |                                                     | WHIPPLE RD-02     | ANDOVER RD        | BRITTANY LN       | \$22,498.52  |                |
|                          |                                                     | WHIPPLE RD-03     | BRITTANY LN       | FREDDY RD         | \$47,421.57  |                |
|                          |                                                     | WHIPPLE RD-04     | FREDDY RD         | NORMAN RD         | \$25,472.46  |                |
|                          |                                                     | WHIPPLE RD-05     | NORMAN RD         | COOLIDGE ST       | \$17,969.45  |                |
|                          |                                                     | WHIPPLE RD-06     | COOLIDGE ST       | GEORGE BROWN ST   | \$19,982.32  |                |
|                          |                                                     | WHIPPLE RD-07     | GEORGE BROWN ST   | WILMINGTON TL     | \$14,485.77  |                |
|                          |                                                     | WILLIAM RD        | PINEHURST AVE     | CHRISTINA AVE     | \$139,382.79 |                |
|                          |                                                     | WOODLAND RD-02    | SHAWSHEEN RD      | PUTNAM RD         | \$24,422.32  |                |
|                          |                                                     | WOODLAND RD-03    | PUTNAM RD         | TREMLET RD        | \$16,271.67  |                |
|                          |                                                     |                   |                   |                   | Subtotal:    | \$1,850,374.53 |

|             | FUNDING                                             | PROJECT                                                             | ROAD                 | FROM     | TO       | Total Cost      |                         |
|-------------|-----------------------------------------------------|---------------------------------------------------------------------|----------------------|----------|----------|-----------------|-------------------------|
| <b>2024</b> |                                                     |                                                                     |                      |          |          |                 |                         |
|             | Local Funds - 2022 STM Art 20                       | SEWER BETTERMENT RANGEWAY RD<br>(PART OF NEEDS AREA 7) CONSTRUCTION | PART OF NEEDS AREA 7 |          |          | \$3,500,000.00  |                         |
|             | Local Funds - 2023 STM Art 16                       | DPW FACILITY CONSTRUCTION YR 1                                      |                      |          |          | \$50,000,000.00 |                         |
|             | State TIP & ARPA Funds (for Non Participating Work) | BOSTON RD NORTH CONSTRUCTION YR 3                                   | BOSTON RD            | RIVER ST | FLOYD ST | \$15,029,729.40 |                         |
|             | Local Funds - 2022 FTM Art 20                       | WATER MAINS CLEANING + LINING<br>CONSTRUCTION                       | BOSTON RD            | RIVER ST | FLOYD ST | \$1,400,000.00  |                         |
|             | State TIP                                           | YANKEE DOODLE BIKE PATH<br>CONSTRUCTION YR 1                        | TOWN WIDE            |          |          | \$18,668,400.00 |                         |
|             |                                                     |                                                                     |                      |          |          |                 |                         |
|             |                                                     |                                                                     |                      |          |          | <b>Total:</b>   | <b>\$105,779,103.93</b> |

| DESIGN PROJECTS                                           |                                                                           |                  |                |               |  |                  |
|-----------------------------------------------------------|---------------------------------------------------------------------------|------------------|----------------|---------------|--|------------------|
| Sewer                                                     | SEWER CONTRACT 39/40 (NEEDS AREA 7 & 9) DESIGN                            | NEEDS AREA 7 & 9 |                |               |  | \$2,500,000.00   |
| ARPA Funds                                                | BOSTON RD NORTH RECONSTRUCTION CONSTRUCTION SERVICES                      | BOSTON RD        | RIVER ST       | FLOYD ST      |  | \$199,000.00     |
| Local Funds - 2018 STM Art 21                             | STREET ACCEPTANCE                                                         | TOWN WIDE        |                |               |  | \$50,000.00      |
| CONSTRUCTION PROJECTS                                     |                                                                           |                  |                |               |  |                  |
| Chapter 90 + Local Funds                                  | ROADWAY MANAGEMENT                                                        | TOWN WIDE        |                |               |  | \$2,750,000.00   |
| Billerica Venture LLC sidewalk payment to ZBA (\$450,000) |                                                                           | MIDDLESEX TPK-01 | CONCORD RD     | STEARNS LN    |  | \$237,475.00     |
|                                                           |                                                                           | MIDDLESEX TPK-02 | STEARNS LN     | FRENCH ST     |  | \$192,019.00     |
|                                                           |                                                                           | MIDDLESEX TPK-03 | FRENCH ST      | HATTIE LN     |  | \$155,493.00     |
|                                                           |                                                                           | MIDDLESEX TPK-04 | HATTIE LN      | DOLAN RD      |  | \$106,527.00     |
|                                                           |                                                                           | MIDDLESEX TPK-05 | DOLAN RD       | FRANCIS RD    |  | \$63,494.00      |
|                                                           |                                                                           | MIDDLESEX TPK-06 | FRANCIS RD     | CANTERBURY ST |  | \$55,364.00      |
|                                                           |                                                                           | MIDDLESEX TPK-07 | CANTERBURY ST  | FRIENDSHIP ST |  | \$68,195.00      |
|                                                           |                                                                           | MIDDLESEX TPK-08 | FRIENDSHIP ST  | STEWART ST    |  | \$84,855.00      |
|                                                           |                                                                           | MIDDLESEX TPK-09 | STEWART ST     | PERREAULT AVE |  | \$57,912.00      |
|                                                           |                                                                           | MIDDLESEX TPK-10 | PERREAULT AVE  | LAKE ST       |  | \$106,724.00     |
|                                                           |                                                                           | MIDDLESEX TPK-11 | LAKE ST        | MARSHALL ST   |  | \$382,556.00     |
|                                                           |                                                                           | MIDDLESEX TPK-12 | MARSHALL ST    | HOWARD AVE    |  | \$114,176.00     |
|                                                           |                                                                           | MIDDLESEX TPK-13 | HOWARD AVE     | PEARL RD      |  | \$104,619.00     |
|                                                           | MANNING RD SIDEWALK EXTENSION<br>LEXINGTON RD RAMPS AND CROSSINGS<br>CSPP | MANNING RD       | MIDDLESEX TPK  | LEXINGTON RD  |  | \$120,000.00     |
| Local Funds - 2021 FTM Art 34                             | SEWER CONTRACT 37 (NEEDS AREA 4)<br>CONSTRUCTION YR 1                     | NEEDS AREA 4     |                |               |  | \$22,000,000.00  |
| Local Funds - 2021 FTM Art 33                             | 18" SEWER FORCEMAIN CONSTRUCTION                                          |                  | BROWN ST PS    | ROGERS ST PS  |  | \$14,000,000.00  |
| Sewer                                                     | SEWER CONTRACT 38 (NEEDS AREA 6)<br>CONSTRUCTION YR 1                     | NEEDS AREA 6     |                |               |  | \$18,000,000.00  |
| Local Funds - 2021 STM Art 18                             | TOWN HALL PARKING LOT<br>CONSTRUCTION                                     | TOWN HALL        |                |               |  | \$346,150.00     |
| State TIP                                                 | LEXINGTON RD/GLAD VALLEY<br>INTERSECTION CONSTRUCTION                     | LEXINGTON RD-01  | GLAD VALLEY DR | BOSTON RD     |  | \$4,738,880.00   |
| Local Funds - 2022 FTM Art 18,<br>2023 FTM Art 17         | WATER MAINS REPLACEMENT<br>CONSTRUCTION - WITH STATE TIP<br>PROJECT       | BOSTON RD        | TUFTS LN       | SM WATER TANK |  | \$2,175,000.00   |
| Local Funds - 2023 STM Art 16                             | DPW FACILITY CONSTRUCTION YR 2                                            |                  |                |               |  | \$50,000,000.00  |
| State TIP & ARPA Funds (for Non<br>Participating Work)    | BOSTON RD NORTH CONSTRUCTION YR 4                                         | BOSTON RD        | RIVER ST       | FLOYD ST      |  | \$15,029,729.40  |
| State TIP                                                 | YANKEE DOODLE BIKE PATH<br>CONSTRUCTION YR 2                              | TOWN WIDE        |                |               |  | \$18,668,400.00  |
| Total:                                                    |                                                                           |                  |                |               |  | \$152,306,568.40 |

## 2026

| Local Funds - 2018 STM Art 21 |                          | STREET ACCEPTANCE                                     | DESIGN PROJECTS       | TOWN WIDE |  | \$50,000.00     |                 |
|-------------------------------|--------------------------|-------------------------------------------------------|-----------------------|-----------|--|-----------------|-----------------|
|                               |                          |                                                       | CONSTRUCTION PROJECTS |           |  |                 |                 |
|                               | Chapter 90 + Local Funds | ROADWAY MANAGEMENT                                    | TOWN WIDE             |           |  | \$2,750,000.00  |                 |
|                               |                          | PAVEMENT PRESERVATION                                 | TOWN WIDE             |           |  | \$250,000.00    |                 |
|                               | Sewer                    | SEWER CONTRACT 37 (NEEDS AREA 4)<br>CONSTRUCTION YR 2 | NEEDS AREA 4          |           |  | \$15,600,000.00 |                 |
|                               | Sewer                    | SEWER CONTRACT 38 (NEEDS AREA 6)<br>CONSTRUCTION YR 2 | NEEDS AREA 6          |           |  | \$18,000,000.00 |                 |
|                               | State TIP                | YANKEE DOODLE BIKE PATH<br>CONSTRUCTION YR 3          | TOWN WIDE             |           |  | \$18,668,400.00 |                 |
|                               |                          |                                                       |                       |           |  |                 |                 |
|                               |                          |                                                       |                       |           |  |                 |                 |
|                               |                          |                                                       |                       |           |  | Total:          | \$36,650,000.00 |

## 2027

| Local Funds - 2018 STM Art 21 |                          | STREET ACCEPTANCE                                     | DESIGN PROJECTS       | TOWN WIDE |  | \$50,000.00     |                 |
|-------------------------------|--------------------------|-------------------------------------------------------|-----------------------|-----------|--|-----------------|-----------------|
|                               |                          |                                                       | CONSTRUCTION PROJECTS |           |  |                 |                 |
|                               | Chapter 90 + Local Funds | ROADWAY MANAGEMENT                                    | TOWN WIDE             |           |  | \$2,750,000.00  |                 |
|                               |                          | PAVEMENT PRESERVATION                                 | TOWN WIDE             |           |  | \$250,000.00    |                 |
|                               | Sewer                    | SEWER CONTRACT 37 (NEEDS AREA 4)<br>CONSTRUCTION YR 2 | NEEDS AREA 4          |           |  | \$15,600,000.00 |                 |
|                               | Sewer                    | SEWER CONTRACT 38 (NEEDS AREA 6)<br>CONSTRUCTION YR 2 | NEEDS AREA 6          |           |  | \$18,000,000.00 |                 |
|                               | State TIP                | YANKEE DOODLE BIKE PATH<br>CONSTRUCTION YR 3          | TOWN WIDE             |           |  | \$18,668,400.00 |                 |
|                               |                          |                                                       |                       |           |  |                 |                 |
|                               |                          |                                                       |                       |           |  | Total:          | \$36,650,000.00 |

# 2028

| Local Funds - 2018 STM Art 21 |                          | STREET ACCEPTANCE                                                 | DESIGN PROJECTS |                   |               |  | TOWN WIDE      |              | \$50,000.00 |
|-------------------------------|--------------------------|-------------------------------------------------------------------|-----------------|-------------------|---------------|--|----------------|--------------|-------------|
| CONSTRUCTION PROJECTS         |                          |                                                                   |                 |                   |               |  |                |              |             |
|                               | Chapter 90 + Local Funds | ROADWAY MANAGEMENT                                                | TOWN WIDE       |                   |               |  | \$2,750,000.00 |              |             |
|                               |                          | PAVEMENT PRESERVATION                                             | TOWN WIDE       |                   |               |  | \$250,000.00   |              |             |
|                               |                          | ALLEN RD SIDEWALK ONLY CSPP                                       | ALLEN RD        | HEIDI LANE        | TOWER FARM RD |  | \$80,000.00    |              |             |
|                               |                          | ANDOVER RD SIDEWALK ONLY CSPP                                     | ANDOVER RD-04   | POND ST           | BOYNTON LN    |  | \$230,000.00   |              |             |
|                               |                          |                                                                   | ANDOVER RD-05   | BOYNTON LN        | LALIA LN      |  |                |              |             |
|                               |                          |                                                                   |                 |                   |               |  | Subtotal:      | \$230,000.00 |             |
|                               |                          | ANDOVER RD SIDEWALK ONLY CSPP                                     | ANDOVER RD-06   | LALIA LN          | PONDOVER RD   |  | \$700,000.00   |              |             |
|                               |                          |                                                                   | ANDOVER RD-07   | PONDOVER RD       | ALLEN RD EXT  |  |                |              |             |
|                               |                          |                                                                   | ANDOVER RD-08   | ALLEN RD EXT      | ALLEN RD      |  |                |              |             |
|                               |                          |                                                                   |                 |                   |               |  | Subtotal:      | \$700,000.00 |             |
|                               |                          | BELMONT RD SIDEWALK IMPROVEMENTS CSPP                             | BELMONT RD      | 14 BELMONT RD     | STAFFORD LN   |  | \$25,000.00    |              |             |
|                               |                          | BILLERICA AVE SIDEWALK ONLY AT NORTH BILLERICA TRAIN STATION CSPP | BILLERICA AVE   | MT PLEASANT ST    | POWER LINES   |  | \$325,000.00   |              |             |
|                               |                          | HIGH ST SIDEWALK ONLY CSPP                                        | HIGH ST         | MOUNT PLEASANT ST | HARDWOOD DR   |  | \$295,000.00   |              |             |
|                               |                          |                                                                   | HIGH ST         | MOUNT PLEASANT ST | BURNHAM RD    |  | \$455,000.00   |              |             |
|                               |                          | HIGH ST SIDEWALK ONLY                                             | HIGH ST         | POLLARD ST        | ROGERS ST     |  | \$250,000.00   |              |             |
|                               |                          |                                                                   | HIGH ST         | ROGERS ST         | BRIDGE        |  | \$250,000.00   |              |             |
|                               |                          | LAKE ST, LEXINGTON RD, LONGFELLOW LN REALIGNMENT CSPP             | LEXINGTON RD    | AT LAKE ST        |               |  | \$355,000.00   |              |             |
|                               |                          | LEXINGTON RD SIDEWALK ONLY                                        | LEXINGTON RD    |                   |               |  | \$0.00         |              |             |



|  |  |                                                                               |                   |              |                 |                |                |
|--|--|-------------------------------------------------------------------------------|-------------------|--------------|-----------------|----------------|----------------|
|  |  |                                                                               |                   |              |                 |                |                |
|  |  | OLD ELM / TALBOT SIDEWALK ONLY CSPP                                           | LOWELL ST-01      | OLD ELM ST   | COLSON ST       | \$250,000.00   |                |
|  |  |                                                                               | OLD ELM ST-07     | COLSON ST    | TALBOT AVE      |                |                |
|  |  |                                                                               | OLD ELM ST-08     | TALBOT AVE   | TALBOT AVE      |                |                |
|  |  |                                                                               | OLD ELM ST-09     | TALBOT AVE   | WILSON ST       |                |                |
|  |  |                                                                               | OLD ELM ST-10     | WILSON ST    | FAULKNER ST     |                |                |
|  |  |                                                                               | TALBOT AVE-02     | CIRCLE       | CIRCLE          |                |                |
|  |  |                                                                               | TALBOT AVE-03     | CIRCLE       | OLD ELM ST      |                |                |
|  |  |                                                                               |                   |              |                 | Subtotal:      | \$250,000.00   |
|  |  | PINEHURST AVE SIDEWALK ONLY CSPP                                              | PINEHURST AVE     | BOSTON RD    | GLENSIDE AVE    | \$185,000.00   |                |
|  |  |                                                                               |                   |              |                 |                |                |
|  |  | POLLARD ST SIDEWALK ONLY                                                      | POLLARD ST        | CALL ST      | HIGH ST         | \$150,000.00   |                |
|  |  |                                                                               | POLLARD ST        | HIGH ST      | FLOYD ST        | \$250,000.00   |                |
|  |  |                                                                               |                   |              |                 |                |                |
|  |  | POND ST CROSSWALKS WITH SIGNAGE & RAMPS, MARLYN RD SIDEWALK IMPROVEMENTS CSPP | POND ST           | HERITAGE RD  | PONDOVER RD     | \$105,000.00   |                |
|  |  |                                                                               | MARLYN RD         | POND ST      | ROBERTS RD      |                |                |
|  |  |                                                                               |                   |              |                 |                |                |
|  |  | TREBLE COVE RD SIDEWALK ONLY TO VVP CONSTRUCTION CSPP                         | TREBLE COVE RD-13 | VVP          | REPUBLIC RD     | \$125,000.00   |                |
|  |  |                                                                               |                   |              |                 |                |                |
|  |  | TREBLE COVE RD SIDEWALK ONLY TO VVP CSPP                                      | TREBLE COVE RD-04 | NASHUA RD    | JUNIPER ST      | \$870,000.00   |                |
|  |  |                                                                               | TREBLE COVE RD-05 | JUNIPER ST   | BRANDON ST      |                |                |
|  |  |                                                                               | TREBLE COVE RD-06 | BRANDON ST   | RIO VISTA ST    |                |                |
|  |  |                                                                               | TREBLE COVE RD-07 | RIO VISTA ST | DRIVEWAY        |                |                |
|  |  |                                                                               | TREBLE COVE RD-08 | DRIVEWAY     | PEQUOT ST       |                |                |
|  |  |                                                                               | TREBLE COVE RD-09 | PEQUOT ST    | GOLDENROD LN    |                |                |
|  |  |                                                                               | TREBLE COVE RD-10 | GOLDENROD RD | UNKNOWN         |                |                |
|  |  |                                                                               | TREBLE COVE RD-11 | UNKNOWN      | GOLDENROD LN    |                |                |
|  |  |                                                                               | TREBLE COVE RD-12 | GOLDENROD LN | UNKNOWN         |                |                |
|  |  |                                                                               |                   |              |                 | Subtotal:      | \$870,000.00   |
|  |  | WEBB BROOK RD SIDEWALK ONLY CSPP                                              | WEBB BROOK RD     | JENNIFER CI  | BOSTON RD       | \$1,100,000.00 |                |
|  |  |                                                                               |                   |              |                 |                |                |
|  |  | WHIPPLE RD SIDEWALK ONLY CSPP                                                 | WHIPPLE RD-02     | ANDOVER RD   | BRITTANY LN     | \$115,000.00   |                |
|  |  |                                                                               |                   |              |                 |                |                |
|  |  | WHIPPLE RD CROSSWALKS WITH SIGNAGE & RAMPS CSPP                               | WHIPPLE RD        | BRITTANY LN  | GEORGE BROWN ST | \$75,000.00    |                |
|  |  |                                                                               |                   |              |                 |                |                |
|  |  |                                                                               |                   |              |                 | Total:         | \$9,240,000.00 |

# BILLERICA PUBLIC SCHOOLS

## MASTER PLAN UPDATE 2022/2023



### Public Input Session

January 11, 2023



**CONDITION LEGEND**

|               |                         |
|---------------|-------------------------|
| 5 Excellent   | 2 Fair/ Repair/ Replace |
| 4 Very Good   | 1 Poor/ Replace         |
| 3 Good/Maint. |                         |



Billerica Public Schools  
Existing Condition Assessment

## Summary of CIP Budgets by Building Age

|                       | BUILDING<br>GFA (SF) | BUILDING<br>AGE (Yrs) | TOTAL CIP<br>BUDGET  | \$/SF COST |
|-----------------------|----------------------|-----------------------|----------------------|------------|
| BILLERICA MEMORIAL HS | 362,600              | 3                     | \$189,217            | \$0.52     |
| PARKER ES             | 89,780               | 10                    | \$1,830,677          | \$20       |
| DITSON ES             | 105,000              | 21                    | \$21,410,050         | \$204      |
| HALLENBORG ICE RINK   | 40,100               | 47                    | \$20,171,884         | \$503      |
| MARSHALL MS           | 165,500              | 50                    | \$68,566,336         | \$414      |
| HAJJAR ES             | 70,675               | 52                    | \$30,573,474         | \$433      |
| LOCKE MS              | 113,700              | 54                    | \$50,741,442         | \$446      |
| KENNEDY ES            | 54,000               | 56                    | \$23,608,847         | \$437      |
| DUTILE ES             | 47,560               | 57                    | \$23,577,889         | \$496      |
|                       |                      |                       | <b>\$240,669,816</b> |            |

Billerica Public Schools



## Preliminary Space Needs Findings

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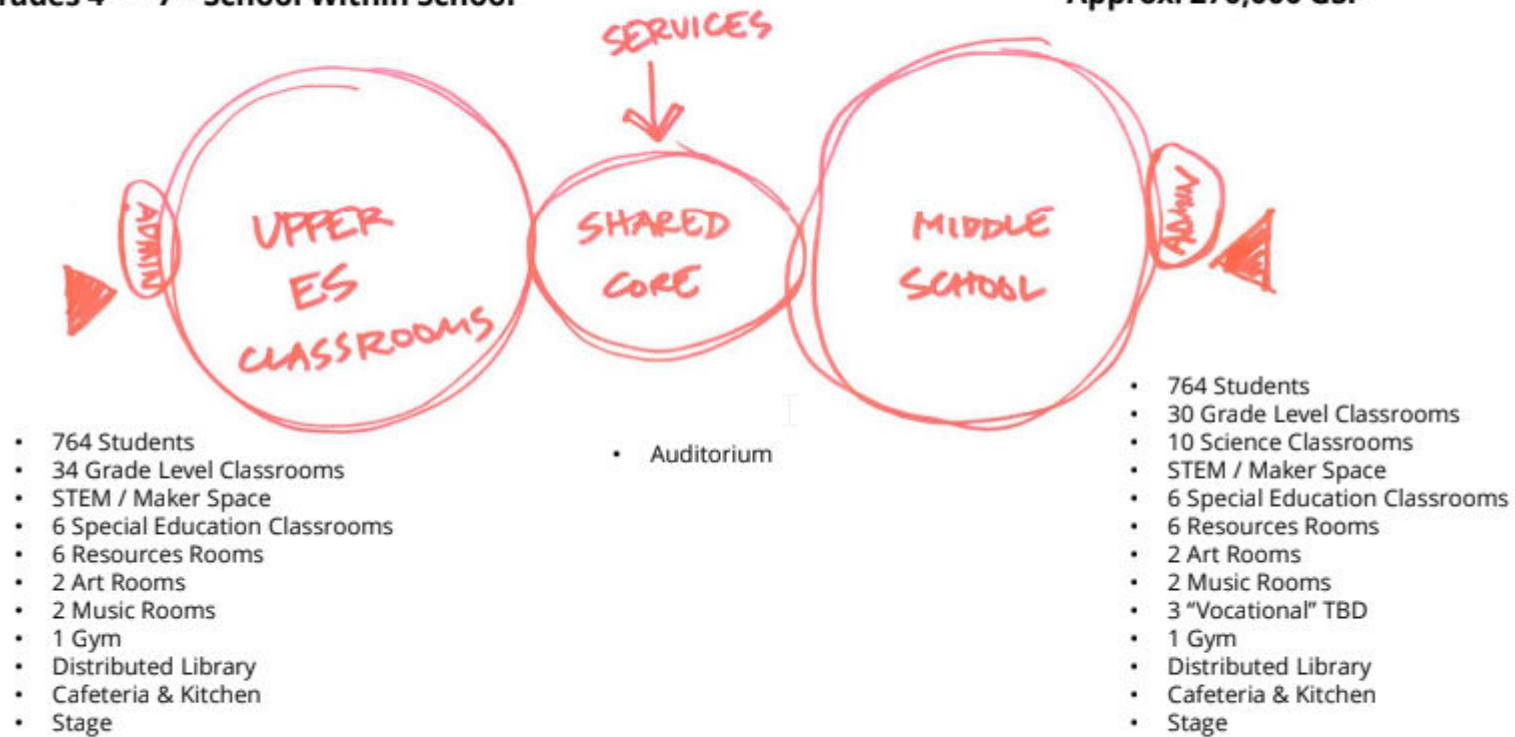
- Enrollment has declined over the last decade, but appears to be leveling out over the next decade.
- Locke MS and Marshall MS have the greatest number of completely interior and/windowless spaces.
- Dutile ES and Kennedy ES appear to be in the greatest educational need with Dutile still over capacity and still relying on modular classrooms for instructional space.
- The District appears to be occupying more total square footage than might be necessary.



Upper Elementary School & Middle School – Schools-within-school Model: Conceptual Planning Assumptions

**Grades 4<sup>th</sup> – 7<sup>th</sup> School Within School**

**Approx. 270,000 GSF**





## Summary of Master Plan Models

### What Grade Configuration?

### Future of Middle School?

### How Many ES's?

#### "A" Options

PreK, K-4<sup>th</sup>, 5<sup>th</sup>-7<sup>th</sup>

- Status Quo For Middle School Enrollments

- A.1 - Number of ES Unchanged
- A.2 - Reduce ES from 5 to 4
- A.3 - Reduce ES from 5 to 4
- A.4 - Reduce ES from 5 to 4

- Balance Middle School Enrollments

- A.5 - Number of ES Unchanged
- A.6 - Reduce ES from 5 to 4
- A.7 - Reduce ES from 5 to 4
- A.8 - Reduce ES from 5 to 4

- Consolidate Middle School Enrollments into one facility

- A.9 - Number of ES Unchanged
- A.10 - Reduce ES from 5 to 4
- A.11 - Reduce ES from 5 to 4
- A.12 - Reduce ES from 5 to 4

#### "B" Options

PreK, K-3<sup>rd</sup>, 4<sup>th</sup>-5<sup>th</sup> / 6<sup>th</sup> - 7<sup>th</sup>

- Create Upper ES and MS on Separate Sites

- B.1 - Reduce ES from 5 to 4
- B.2 - Reduce ES from 5 to 3
- B.3 - Reduce ES from 5 to 3
- B.4 - Reduce ES from 5 to 3

- Consolidate Upper ES and MS Enrollments into one facility

- B.5 - Reduce ES from 5 to 4
- B.6 - Reduce ES from 5 to 3
- B.7 - Reduce ES from 5 to 3
- B.8 - Reduce ES from 5 to 3

## Summary of Master Plan Models

| What Grade Configuration?                                                                                            | Future of Middle School?                                  | How Many ES's?                 | Cost?           | Years?     |
|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------|-----------------|------------|
| <b>"A" Options</b><br>PreK, K-4 <sup>th</sup> , 5 <sup>th</sup> -7 <sup>th</sup>                                     | Status Quo For Middle School Enrollments                  | • A.1 – Number of ES Unchanged | <b>\$730.9M</b> | <b>50+</b> |
|                                                                                                                      |                                                           | • A.2 – Reduce ES from 5 to 4  | <b>\$620.3M</b> | <b>40+</b> |
|                                                                                                                      |                                                           | • A.3 – Reduce ES from 5 to 4  | <b>\$593.7M</b> | <b>40+</b> |
|                                                                                                                      |                                                           | • A.4 – Reduce ES from 5 to 4  | <b>\$634.2M</b> | <b>40+</b> |
|                                                                                                                      | Balance Middle School Enrollments                         | • A.5 – Number of ES Unchanged | <b>\$722.5M</b> | <b>50+</b> |
|                                                                                                                      |                                                           | • A.6 – Reduce ES from 5 to 4  | <b>\$611.9M</b> | <b>40+</b> |
|                                                                                                                      |                                                           | • A.7 – Reduce ES from 5 to 4  | <b>\$585.3M</b> | <b>40+</b> |
|                                                                                                                      |                                                           | • A.8 – Reduce ES from 5 to 4  | <b>\$623.0M</b> | <b>40+</b> |
|                                                                                                                      | Consolidate Middle School Enrollments into one facility   | • A.9 – Number of ES Unchanged | <b>\$564.5M</b> | <b>40+</b> |
|                                                                                                                      |                                                           | • A.10 – Reduce ES from 5 to 4 | <b>\$473.5M</b> | <b>30+</b> |
|                                                                                                                      |                                                           | • A.11 – Reduce ES from 5 to 4 | <b>\$447.0M</b> | <b>30+</b> |
|                                                                                                                      |                                                           | • A.12 – Reduce ES from 5 to 4 | <b>\$473.6M</b> | <b>30+</b> |
| <b>"B" Options</b><br>PreK, K-3 <sup>rd</sup> , 4 <sup>th</sup> -5 <sup>th</sup> / 6 <sup>th</sup> - 7 <sup>th</sup> | Create Upper ES and MS on Separate Sites                  | • B.1 – Reduce ES from 5 to 4  | <b>\$591.2M</b> | <b>40+</b> |
|                                                                                                                      |                                                           | • B.2 – Reduce ES from 5 to 3  | <b>\$493.4M</b> | <b>30+</b> |
|                                                                                                                      |                                                           | • B.3 – Reduce ES from 5 to 3  | <b>\$493.4M</b> | <b>30+</b> |
|                                                                                                                      |                                                           | • B.4 – Reduce ES from 5 to 3  | <b>\$599.9M</b> | <b>40+</b> |
|                                                                                                                      | Consolidate Upper ES and MS Enrollments into one facility | • B.5 – Reduce ES from 5 to 4  | <b>\$463.9M</b> | <b>30+</b> |
|                                                                                                                      |                                                           | • B.6 – Reduce ES from 5 to 3  | <b>\$381.3M</b> | <b>20+</b> |
|                                                                                                                      |                                                           | • B.7 – Reduce ES from 5 to 3  | <b>\$381.3M</b> | <b>20+</b> |
|                                                                                                                      |                                                           | • B.8 – Reduce ES from 5 to 3  | <b>\$469.7M</b> | <b>30+</b> |



## **Summary of Preliminary Findings**

- It appears projects can be undertaken on existing, occupied sites. Any Dutable project could benefit from off-site swing space.
- Options with fewer total projects and less time required are financially advantageous.
- Grade reconfiguration and/or consolidation result in higher initial investments, but significant cost savings over time.

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# Section 15: Glossary

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# Glossary

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**Abatement:** A complete or partial cancellation of a tax levy imposed by a governmental unit. Administered by the local board of assessors.

**Accounting System:** A system of financial recordkeeping which records, classifies and reports information on the financial status and operation of an organization.

**Accrual Basis:** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

**Adopted Budget:** The resulting budget that has been approved by Town Meeting.

**Annual Budget:** An estimate of expenditures for specific purposes during the fiscal year (July 1 - June 30) and the proposed means (estimated revenues) for financing those activities.

**Appropriation:** An authorization by Town Meeting to make obligations and payments from the treasury for a specific purpose.

**Assessed Valuation:** A valuation set upon real or personal property by the Board of Assessors as a basis for levying taxes.

**Audit:** A study of the Town's accounting system to ensure that financial records are accurate and in compliance with all legal requirements for handling of public funds, including state law and Town charter.

**Balanced Budget:** A budget in which receipts are greater than (or equal to) expenditures. A requirement for all Massachusetts cities and towns. A balanced budget is a basic budgetary constraint intended to ensure that a government does not spend beyond its means and its use of resources for operating purposes does not exceed available resources over a defined budget period.

**Basis of Accounting:** Basis of accounting refers to when revenues and expenditures or expenses are recognized in accounts and reported on financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

**Betterment:**

**Bond:** A written promise to pay a specified sum of money, called the face value (par value) or principal amount, at a specified date or dates in the future, called maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time.

**Bond Anticipation Note (BAN):** Short term debt instrument used to generate cash for initial project costs and with the expectation that the debt will be replaced later by permanent bonding. Typically issued for a term of less than one year, BANs may be re-issued for up to five years, provided principal repayment begins after two years (MGL Ch. 44 §17). Principal payments on school related BANs may be deferred up to seven years (increased in 2002 from five years) if the community has an approved project on the Massachusetts School Building Authority (MSBA) priority list. BANs are full faith and credit obligations.

**Bond Issue:** Generally, the sale of a certain number of bonds at one time by a governmental unit.

**Budget (Operating):** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

**Budget Calendar:** The schedule of key dates or milestones which a government follows in the preparation and adoption of the budget.

**Budget Message:** A general discussion of the submitted budget presented in writing by the Town Manager as part of the budget document.

**Capital Budget:** A plan of proposed outlays for acquiring long-term assets and the means of financing those acquisitions during the current fiscal period.

**Capital Expenditures:** Expenditures which result in the acquisition of or addition to fixed assets.

**Capital Improvements:** A comprehensive schedule for planning a community's capital expenditures. It coordinates community planning, and physical development. While all of a community's needs should be identified in the program, there should also be a set of criteria that prioritizes expenditures. A capital program is a plan for capital expenditures that extends four years beyond the capital budget and is updated yearly.

**Chapter 70:** Chapter 70 refers to the school funding formula created Under the Education Reform Act of 1993 by which State aid is distributed through the Cherry Sheet to help establish educational equity among municipal and regional school districts.

**Chapter 90 Highway:** State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on a formula under the provision of MGL Ch. 90 §34. The Chapter 90 formula comprises three variables: local road mileage (58.33%) as certified by the Massachusetts Highway Department (MHD), local employment level (20.83%) derived from the Department of Employment and Training (DET), and population estimates (20.83%) from the US Census Bureau. Local highway projects are approved in advance. Later, on the submission of certified expenditure reports to MHD, communities receive cost reimbursement to the limit of the grant.

**Cherry Sheet:** Aid to cover Town-shared expenses. The amount, if over \$500,000, is contained on a separate sheet within the budget report. The primary items that make up this amount are charter school and MBTA assessments.

**Collective Bargaining:** The process of negotiating workers' wages, hours, benefits, working conditions, etc., between employer and some of all of its employees, who are represented by a recognized labor union.

**Debt Authorization:** Formal approval to incur debt by municipal officials, in accordance with procedures stated in M.G.L. Ch. 44, specifically sections 2, 3, 4 and 6-15.

**Debt Burden:** The level of debt of an issuer, usually as compared to a measure of value (det as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden is used in referring to debt service costs as a percentage of the annual budget.

**Debt Exclusion:** This amount represents the voter-approved amount that is used to pay for capital projects, often with a designated reimbursement from the state. The debt exclusion in the budget is the net amount (less state reimbursement) that is levy to the taxpayers on an annual basis.

**Debt Limits:** The general debt limit of a Town consists of the normal debt limit, which is 5% of the valuation of taxable property and a double debt limit, which is 10% of that valuation. Cities and towns may authorize debt up to the normal limit without state approval, while debt up to the double debt limit requires state approval. It should be noted that there are certain categories of debt which are exempt from these limits.

**Debt Service:** Payment of interest and repayment of principal to holders of a government's debt instruments.

**Deficit:** The excess of budget expenditures over receipts.

**Department:** A principal, functional and administrative entity created by statute and/or the Town Manager to carry out specified public services.

**Encumbrance:** Obligations in the form of purchase orders and contracts which are chargeable to an appropriation and are reserved. They cease to be encumbrances when paid or when an actual liability is set up.

**Enterprise Fund:** An Enterprise fund, authorized by MGL Ch. 44 §53F ½, is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an Enterprise fund, all costs of service delivery—direct, indirect, and capital costs—are identified. This allows the community to recover total service costs

through user fees if it chooses. Enterprise accounting also enables communities to reserve the “surplus” or unrestricted net assets generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, harbormaster. See DOR IGR 08-101.

**Equalized Valuations:** The determination of an estimate of the full and fair cash of all property in the Commonwealth as of a certain taxable date. EQVs have historically been used as a variable in distributing some State aid accounts and for determining county assessments and other costs. The Commissioner of Revenue, in accordance with MGL Ch. 58 §10C, is charged with the responsibility of biannually determining an equalized valuation for each Town and town in the Commonwealth.

**Excess Levy Capacity:** The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the Board of Selectmen or Town Council must be informed of excess levy capacity and their acknowledgement must be submitted to DOR when setting the tax rate.

**Fiscal Year:** The twelve month financial period used by all Massachusetts municipalities, which begins July 1 and ends June 30 of the following calendar year. The fiscal year is identified by the year in which it ends.

**Foundation Budget:** The spending target imposed by the Education Reform Act of 1993 for each school district as the level necessary to provide adequate education for all students.

**Full and Fair Market Valuation:** The requirement, by State law, that all real and personal property be assessed at 100% of market value for taxation purposes. “Proposition 2½” laws set the Town’s tax levy limit at 2½% of the full market (assessed) value of all taxable property.

**Fund:** A set of interrelated accounts which record assets and liabilities related to a specific purpose. Also a sum of money available for specified purposes.

**Fund Accounting:** Governmental accounting systems should be organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**Fund Balance:** The excess of assets of a fund over its liabilities and reserves.

**General Fund:** The major municipality-owned fund, which is created with Town receipts and which is charged with expenditures payable from such revenues.

**Generally Accepted Accounting Principles (GAAP):** A set of uniform accounting and financial reporting rules and procedures that define accepted accounting practice.

**General Obligation Bonds:** Bonds issued by a municipality which are backed by the full faith and credit of its taxing authority.

**Governmental Funds:** Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

**Grant:** A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal government. Grants are usually made for specific purposes.

**Home Rule Petition:** In general, a Town or town in the Commonwealth can exercise a power or function through the approval of its legislative body (Town Meeting) and its voters. They can exercise any power through the adoption of an ordinance, by-law or charter that the State legislature has the authority to delegate. In the strongest exercise of Home Rule rights, communities can enact charters (through a charter commission process), without State approval, in order to organize local government in a way that best meet the needs of their citizens. However, there are significant limitations.

**Hotel/Motel Excise:** Allows a community to assess a tax on short-term room occupancy at hotels, motels and lodging houses, as well as convention centers in selected cities.

**Interest:** Compensation paid or to be paid for the use of money, including interest payable at periodic intervals or as a discount at the time a loan is made.

**Interfund Transactions:** Payments from one administrative budget fund to another or from one trust fund to another, which results in the recording of a receipt and an expenditure.

**Intrafund Transactions:** Financial transactions between activities within the same fund. An example would be a budget transfer.

**License and Permit Fees:** The charges related to regulatory activities and privileges granted by government in connection with regulations.

**Levy Ceiling:** A levy ceiling is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2 ½ ). It states that, in any year, the personal property taxes imposed may not exceed 2 ½ percent of the total full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion (See Levy Limit).

**Levy Limit:** A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2 ½ ). It states that the real and personal property taxes imposed by a Town or

town may only grow each year by up to 2 ½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion (See Levy Ceiling).

**Local Receipts:** This amount represents the amount of local taxes and fees from all departmental operations retained directly by the Town. The primary revenue items that comprise of local receipts are motor vehicle excise, interest income, permits, licenses, fines and State reimbursements.

**Meals Excise:** Local excise option, allowing communities to assess a sales tax on sales of restaurant meals originating in the Town by a vendor.

**New growth -** Properties that have increased in assessed valuation since the prior year because of development or other changes. Exempt real property returned to the tax roll and new personal property. New subdivision parcels and condominium conversions

**Overlay Provisions:** This amount is requested and set aside by the Assessor to cover any property abatements. Each year any remaining amount(s) may at the discretion of the Assessor's be used as a source of revenue.

**Proposition 2 ½:** A State law enacted in 1980, Proposition 2 ½ regulates local property tax administration and limits the amount of revenue a Town or town may raise from local property taxes each year to fund municipal operations.

**Purchase Order:** A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated or estimated price. Outstanding purchase orders are called encumbrances.

**Rating Agencies:** This term usually refers to Moody's Investors Service, Standard and Poor's Corporation and Fitch Ratings. These are the three major agencies that issue credit ratings on municipal bonds.

**Refunding Bonds:** The retirement of an existing bond issue through the sale of a new bond issue. When interest rates have fallen, issuers may want to exercise the call feature of a bond and replace it with another debt instrument paying a lower interest rate.

**Registered Bonds:** Bonds registered on the books of the issuer as to ownership; the transfer of ownership must also be recorded on the books of the issuer. Recent changes in federal tax laws mandate that all municipal bonds be registered if their tax exempt status is to be retained.

**Revaluation:** A reasonable and realistic program to achieve the fair cash valuation of property, in order to ensure that each taxpayer in the community pays his or her share of the cost of local government in proportion to the value of their property.



**Revenue:** Additions to the Town's financial assets (such as taxes and grants) which do not in themselves increase the Town's liabilities or cancel out a previous expenditure. Revenue may also be created by cancelling liabilities, provided there is no corresponding decrease in assets or increase in other liabilities.

**Revolving Fund:** A fund established to finance a continuing cycle of operations in which receipts are available for expenditure without further action by the Finance Committee.

**Stabilization Fund:** A general reserve. Money from this fund may be appropriated by a majority vote of the Town Meeting.

**State Revolving Fund:** Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch. 44 §53E ½ stipulates that each fund must be re-authorized each year at annual town meeting or by Town council action, and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the Town or town in the most recent fiscal year, and no more than one percent of the amount raised by taxation may be administered by a single fund. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.

**Supplemental Budget:** Appropriations made by the Town Meeting, after an initial appropriation, to cover expenditures beyond original estimates.

**Tax Anticipation Notes:** Notes issued in anticipation of taxes, which are usually retired from taxes collected.

**Tax Rate:** The amount of tax levy stated per \$1,000 in value of the tax base. Prior to a 1978 amendment to the Massachusetts Constitution, a single tax rate applied to all of the taxable real and personal property in a Town or town. The 1978 amendment allowed the legislature to create three classes of taxable property: 1) residential real property, 2) open space land, and 3) all other (commercial, industrial and personal) property, each of which may be taxed at a different rate. Within limits, cities and towns are given the option of determining the share of the levy to be borne by the different classes of property. The share borne by residential real property must be at least 65% of the full rate. The share of commercial, industrial and personal property must not exceed 175% of the full rate. Property may not be classified until the state department of revenue has certified that all property has been assessed at its full value.

**Tax Title:** A collection procedure that secures a Town or a town's lien on real property and protects the municipality's right to payment of overdue property taxes. Otherwise, the lien expires if five years elapse from the January 1 assessment date and the property has been transferred to another owner. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the collector may

take the property for the Town of town. After properly recording the instrument of taking, the collector transfers responsibility for collecting overdue amounts to the Treasurer. After six months, the Treasurer may initiate foreclosure proceedings.

# Section 16: Fund & Balances Explanation, Financial Policies

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# Basics of Accounting & Basis of Budgeting

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## Basis of Accounting

The modified accrual basis of accounting is used by all governmental fund types; general, enterprise, special revenue, trust and agency funds.

Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual that is, when they become both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period, or soon enough thereafter to be used to pay liabilities of the current period. Property taxes are considered available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due. The accrual basis of accounting is utilized by non-expendable trust funds. Under this basis of accounting, revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred.

## Basis of Budgeting

An annual budget of the General and Enterprise funds are voted and approved by Town Meeting. Additional appropriations can be voted prior to the setting of the tax rate. Approval is also required for certain special revenue funds and for capital projects funded from borrowing authorizations. The Town’s General Fund annual budget is adopted on a statutory basis that differs in some respects from generally accepted accounting principles (GAAP). The major differences between the budgetary basis and GAAP accounting basis are that budgeted revenues are recorded when cash is received (budgetary basis), as opposed to when susceptible to accrual (GAAP.) The property tax levy is recorded as receivable when levied but then is fully reserved until collected. Encumbrances are treated as expenditures in the year of the commitment.

## Types of Funds

There are seven types of funds that can be used, as needed, by state and local governments, both general purposes and limited purpose. The types of funds are as follows:

## **Governmental Funds**

1. The General Fund – The General Fund is the major operating fund of municipal governments, and it accounts for the vast majority of municipal operations. The General Fund is supported by revenues from real estate and personal property taxes, state and federal aid, excise taxes, investment income, fines forfeiture, and fees and charges. Most of the municipal departments, including the schools, are supported in whole or in part by the General Fund.
2. Special Revenue Funds – The account for the proceeds of specific revenue sources (other than expendable trust or for major capital projects) that are legally restricted to expenditures for specific purposes. These funds are used mostly for donations, state, federal, and other intergovernmental revenue and expenditures.
3. Capital Project Fund – To account for financial resources to be used for the acquisition or construction of major capital facilities – other than those financed by proprietary funds and trust funds.
4. Debt Service Funds – To account for the accumulation of resources for, and the payment of, general long – term debt principal and interest.

## **Proprietary Fund**

5. Enterprise Funds – To account for operations that are financed and operated in a manner similar to private business enterprise – where the intent of the governing body is that cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recorded primarily through user charges; or (b) where the governing body has decided the periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.
6. Internal Service Funds – To account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost-reimbursement basis.

## **Fiduciary Funds**

7. Trust and Agency Funds – to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (a) expendable trust funds, (b) nonexpendable trust funds, (c) pension trust funds, and (d) agency funds.

# Town of Billerica Overall Financial Management Policies

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## Financial Policies

### Introduction

Recognizing the importance of sound financial policies and continuity in their application, the policy makers and senior management of the Town of Billerica adopted broad policies on finance, investment and debt codifying many of the practices that have been in place for over a decade. It is and has been the policy of the Town to ensure that there is sound financial planning to enact budgets for the Town that provide a high level of service to the residents of the Town in a manner to which they are accustomed and recognize. These services are provided in the most efficient manner possible and senior management and the policy makers constantly strive to reinvent the way services are provided to improve these efficiencies.

The review and codification of these principles, as also done in 2012, demonstrate our resolve to affirm to Town Meeting and the taxpayers that Billerica will continue to conduct business on a fiscally responsible basis.

### General Financial Policies

The following financial principles set forth the broad framework for overall fiscal planning and management of the Town resources. In addition, these principles address both current activities and long-term planning. The principles are intended to be advisory in nature and serve as a point of reference for all policy-makers, administrators and advisors with the understanding that Town Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate, subject to statutory limits such as Proposition 2½. The principles outlined in this policy are designed to ensure the Town's sound financial condition now and in the future; sound financial condition as defined below:

- The ability to pay bills in a timely fashion.
- The ability to annually balance the budget.
- The ability to pay future costs.
- The ability to provide needed and desired services.
- Provide full value to Billerica residents and businesses by delivering quality services on a cost-effective basis.
- Preserve the Town's quality of life by providing and maintaining financial resources to sustain a sufficient level of services.
- Maintain flexibility in its finances to ensure that the Town can react and respond to changes in the economy and new service challenges without measurable financial stress.
- Provide guidance to Town leaders for the stability of Billerica's finances.

## Financial Goals

- Maintain the highest possible bond rating.
- Achieve and maintain a balance in the General Stabilization Fund between 5% and 10% of the operating budget.
- Include in the annual budget amounts sufficient to fully fund the agreed payment schedules related to the Town's pension and other post-employment benefits (OPEB) obligations.

The financial goals are necessary to maintain a sustainable budget model and provide complete disclosure of current and future conditions. Annually the Town Manager shall include a statement in the comprehensive Budget Message identifying progress toward meeting the above goals.

## Budget Policies

The Town should strive to meet annual budget increases of 2.5%. All sources of revenue shall be recurring revenue sources except for appropriations from the Debt Stabilization Fund which has a planned funding schedule described in the previous section. The Town Manager shall annually produce a five-year revenue forecast.

1. The Town Manager shall annually prepare a balanced budget and comprehensive Budget Message as required by state law and Town charter. The Budget Message shall include a detailed examination of trends in the tax levy, new growth revenues, local receipts, state aid, available funds and a report on the status of maintaining or achieving the goals stated herein.
2. The Town will avoid budgetary actions that balance current expenditures at the expense of meeting future expenses, such as postponing expenditures, accruing future years' revenues and rolling over short-term debt.
3. The Town follows the matching principle where ongoing operating costs will be funded by ongoing operating revenue sources. This protects the Town from fluctuating service levels and avoids concern when one-time revenues are reduced or removed.
  - a. The annual unrestricted fund balance ("Free Cash") should be used only for one-time expenditures such as capital improvements, capital equipment and unexpected or extraordinary expenses such as unbudgeted snow and ice removal expenses.
  - b. The annual unrestricted fund balance shall not be considered in balancing the current year budget. Once certified, however, the Free Cash from the prior year shall be available for appropriation at any Town Meeting. The Free Cash should be 3% to 5% of the total budget in accordance with Massachusetts Department of Revenue Guidelines.
  - c. New operating costs associated with capital projects should be funded through the operating budget but reflected in the capital improvement plan.
4. The Town will maintain a General Stabilization Fund as its main financial reserve in the event of an emergency or extraordinary need. Expenditures of the General

Stabilization Fund can only be made with a two-thirds majority vote of Town Meeting.

5. Annual debt service, exclusive of debt exempt from Proposition 2 ½ limits and financed directly with additional taxes, should be no more than 10% nor less than 5% of the annual operating budget. The Town should strive to issue debt for shorter periods than the maximum allowable when the statutory limit exceeds 10 years. Please refer to the Town's "Debt Management Policy" for a more complete discussion of this subject matter.
6. Investment practices will be in accordance with the Town's "Investment Policy."
7. Capital planning and capital expenditures will be in accordance with the Town's "Capital Policy."

## OPEB Policy

The Town's OPEB consultant has recommended changes to our OPEB policy. Initially, the Town needed to aggressively fund the OPEB liability. Due to the aggressive funding up front, the Town is now able to lower the contribution percentage increase from 15% to 5%. Our current contributions for FY24 was \$2.3 million. The number for FY25 will be roughly \$2.4 million. The Town will also level out the payment at the \$4,000,000 yearly contribution.

## Debt Management Policy

### Introduction

The use of long-term debt is a common and often necessary way for a community to address major infrastructure and equipment needs. It is also a means of spreading the cost of large capital projects over a larger, changing population base as well as spreading the cost burden across generations of taxpayers that will benefit from the capital outlay. When local government incurs long-term debt, it establishes a fixed obligation for many years. Municipal governments must ensure that these obligations do not make paying both its operational costs and debt service charges untenable. Great care and planning must therefore be taken when incurring long-term debt to avoid placing a strain on future revenues. The purpose of this policy is to establish guidelines governing the use of long-term debt and demonstrate our commitment to full and timely repayment of all debt issued. This policy also establishes a projected debt service levy schedule over time that manages impact to the taxpayer over time.

Massachusetts General Laws, Chapter 44, Sections 7 & 8 regulate the purposes for which municipalities may incur debt, and the maximum maturity for bonds issued for each purpose. MGL Ch 44, Sec 10 specifies that the debt limit for towns is 5% of Equalized Valuation. Based upon Billerica's current valuation, the debt limit would be 5% of the total valuation or \$479,623,214 million. The proposed equalized valuation for the Town for 2023 is \$9,592,464,382.00. There are two "annual" limitations applicable to municipal debt. First if a municipality borrows \$5 million in a fiscal year, it may be required to rebate to the federal government any interest earnings on tax exempt bond proceeds that exceed the yield on the bonds (the "rebate requirement"). However, if it absolutely necessary to borrow that much in a year, the rebate requirement may be avoided by spending the bond proceeds within a certain time period (10% within 6 months; 45% within 12 months; 75% within 18 months; 100% within 2 years-5% contingency allowed). If the Town issues more than \$10 million in tax exempt debt in



a calendar year, including bonds, notes, and leases, the Town is unable to designate any of the debt as “bank qualified”. Bank qualified tax-exempt debt is generally more attractive to investors and can result in lower interest rates for the Town. (N.B. These bank qualified limitations do not apply to loans from a state agency, such as the MWRA and MWPAT.) “Non-qualified” issues are less attractive to some banking and underwriting institutions since the investor is unable to deduct a portion of their interest carrying expenses (IRS Code 1986 Section 265 (b)(3)).

Massachusetts General Law allows communities, subject to voter approval, to exclude certain debt from the limits imposed by Proposition 2 ½. A voter-approved exclusion for the purpose of raising funds for debt service costs is referred to as a debt exclusion. The Town considers this to be an important component its debt management program. All references to debt service ceiling limits and debt strategies which follow are exclusive of such voter approved exclusions.

### **Debt Guidelines**

General Fund Debt Service: A limit on debt service costs as a percentage of the town’s total budget is especially important because of Proposition 2 ½ constraints on town’s budget. At the same time, the community’s regular and well-structured use of long-term debt signifies the municipality’s commitment to maintaining and improving its infrastructure. Municipal credit analysts often use 10% as a maximum benchmark for financial soundness. The Town of Billerica will, by policy, establish a debt service “ceiling” of 10%, meaning that annual debt service payable on bonded debt should not exceed 10% of the annual operating budget. The Town will also, by policy, establish a debt service “floor” of 4% as an expression of support for continued investment in the town’s roads, sewers, public facilities and other capital assets.

Debt Maturity Schedule: As previously stated, Chapter 44 of the General Laws specifies the maximum maturity for bonds issued for various purposes. A town may choose to borrow for a shorter period than allowed by the statutory limit. A reasonable maturity schedule not only reduces interest costs but balance the need to continually address capital improvements. The Town of Billerica will, by policy, establish a goal of issuing debt for shorter periods than the maximum allowable when the statutory limit exceed 10 years. Exceptions may be made when grants, reimbursements or other situations warrant.

### **Debt Service Strategy**

Additionally, the Town will adhere to the following debt services policy adopted by the Select Board based on the Town’s current Short and Long-Term Capital Plan. This plan can be modified if the Capital plan changes:

The Town of Billerica currently maintains an annual levy commitment of \$9.066 million. This policy was established in Fiscal Year 2013. It requires the Town to appropriate money to the debt stabilization Fund in fiscal years that do not reach the amount of \$9.066 appropriated for debt service. Conversely, in fiscal years that exceed the debt service levy limit, the Town would appropriate funds from Debt Stabilization in the amount necessary to cover the exceedance. Additionally, the Town appropriates \$1.8 Million from free cash annually to the Debt Stabilization Fund.

Due to the anticipated significant expansion of the capital plan which may include a new DPW facility, a new COA center, a new Recreation Center, and extensive water infrastructure work along with smaller, less financially impactful projects like improvements to the Town Center and

the North Billerica Fire Station, the prior policy needs to be updated to accommodate this updated capital plan. The existing debt policy accommodated the Comprehensive Wastewater Management Plan as well as the recent construction of two new schools.

The Town is proposing to change the levy commitment for debt over the course of the next ten years as seen in Table 1. This plan can be adjusted if any of these projects do not come to fruition.

| Debt Levy Limit |            |
|-----------------|------------|
| 2024            | 9,066,000  |
| 2025            | 10,000,000 |
| 2026            | 11,000,000 |
| 2027            | 12,000,000 |
| 2028            | 13,000,000 |
| 2029            | 14,000,000 |
| 2030            | 15,000,000 |
| 2031            | 15,000,000 |
| 2032            | 15,000,000 |
| 2033            | 15,000,000 |

Table 1

Town of Billerica  
Debt Stabilization Fund Schedule (Scaled Down)

| Fiscal Year | Beginning Balance | Interest | Appropriations |           | Draw Down        |                   | Ending Balance |
|-------------|-------------------|----------|----------------|-----------|------------------|-------------------|----------------|
|             |                   |          | Levy           | Free Cash | Wastewater et al | HS Debt Exclusion |                |
| 2016        | 9,094,440         | 173,191  | 0              | 1,800,000 | 0                |                   | 11,067,631     |
| 2017        | 11,447,593        | 161,273  | 823,277        | 3,000,000 | 0                |                   | 15,432,143     |
| 2018        | 15,423,143        |          | 60,434         | 1,800,000 | -1,232,670       | -1,400,000        | 14,650,907     |
| 2019        | 14,650,907        | 112,101  | 766,198        | 1,800,000 | -1,232,670       | -1,625,000        | 14,471,537     |
| 2020        | 18,283,776        | 347,392  | 641,324        | 1,800,000 | -1,232,670       | -950,000          | 18,889,822     |
| 2021        | 20,249,673        | 404,993  | 91,101         | 1,800,000 | 0                | -1,160,000        | 21,385,767     |
| 2022        | 21,385,767        | 427,715  | 0              | 1,800,000 | -649,457         | -1,125,000        | 21,839,026     |
| 2023        | 22,157,854        | -132,123 |                | 1,800,000 | -912,618         | -1,100,000        | 21,813,113     |
| 2024        | 21,813,113        | 436,262  | 0              | 1,800,000 | -812,760         | -1,350,000        | 21,886,615     |
| 2025        | 21,886,615        | 437,732  | 1,079,905      | 1,800,000 | 0                | -1,350,000        | 23,854,252     |
| 2026        | 23,854,252        | 477,085  | 1,523,315      | 1,800,000 | 0                | -1,300,000        | 26,354,652     |
| 2027        | 26,354,652        | 527,093  | 0              | 1,800,000 | -4,007,482       | -1,350,000        | 23,324,263     |
| 2028        | 23,324,263        | 466,485  | 0              | 1,800,000 | -5,305,904       | -1,300,000        | 18,984,844     |
| 2029        | 18,984,844        | 379,697  | 0              | 1,800,000 | -5,617,232       | -1,250,000        | 14,297,308     |
| 2030        | 14,297,308        | 285,946  | 0              | 1,800,000 | -4,090,346       | -1,250,000        | 11,042,908     |
| 2031        | 11,042,908        | 220,858  | 0              | 1,800,000 | -3,622,741       | -1,200,000        | 8,241,026      |
| 2032        | 8,241,026         | 164,821  | 0              | 1,800,000 | -3,352,958       | -1,200,000        | 5,652,888      |
| 2033        | 5,652,888         | 113,058  | 0              | 1,800,000 | -3,102,616       | -1,150,000        | 3,313,330      |
| 2034        | 3,313,330         | 66,267   | 0              | 1,800,000 | -2,431,987       | -750,000          | 1,997,610      |
| 2035        | 1,997,610         | 39,952   | 0              | 1,800,000 | -2,563,160       | -700,000          | 574,402        |
| 2036        | 574,402           | 11,488   | 0              | 1,800,000 | -1,204,190       | -700,000          | 481,700        |
| 2037        | 481,700           | 9,634    | 0              | 1,800,000 | -903,884         | -700,000          | 687,449        |
| 2038        | 687,449           | 13,749   | 0              | 1,800,000 | -202,390         | -650,000          | 1,648,808      |
| 2039        | 1,648,808         | 32,976   | 1,553,057      | 1,800,000 | 0                | -650,000          | 4,384,842      |
| 2040        | 4,384,842         | 87,697   | 1,831,675      | 1,800,000 | 0                | -650,000          | 7,454,213      |

Table 2

In the years that the town debt service requirement is below the commitment in Table 1, the difference is appropriated to a debt stabilization fund (Table 2 ex. 2025). In the years that the debt service spikes over that commitment, the town will appropriate the difference from the stabilization fund (Table 2 ex. 2027).

A further example of how the debt stabilization policy works can be seen in Table 3. For example, In 2030 the projected debt number is \$19,090,346.26. The debt levy limit target is \$15,000,000. The Town would appropriate \$4,090,346 from the debt stabilization fund to bring the levy burden from \$19 million to \$ 15 million.

| Fiscal Year | Projected     | Targeted   | Over/Under |
|-------------|---------------|------------|------------|
| 2024        | 10,298,669.60 | 9,066,000  | 1,232,670  |
| 2025        | 8,920,095.32  | 10,000,000 | -1,079,905 |
| 2026        | 9,476,685.35  | 11,000,000 | -1,523,315 |
| 2027        | 16,007,482.14 | 12,000,000 | 4,007,482  |
| 2028        | 18,305,904.28 | 13,000,000 | 5,305,904  |
| 2029        | 19,617,232.22 | 14,000,000 | 5,617,232  |
| 2030        | 19,090,346.26 | 15,000,000 | 4,090,346  |
| 2031        | 18,622,740.98 | 15,000,000 | 3,622,741  |
| 2032        | 18,352,957.73 | 15,000,000 | 3,352,958  |
| 2033        | 18,102,616.36 | 15,000,000 | 3,102,616  |

**Table 3**

As seen in the examples above this policy helps lessen the tax burden on the residents. For every additional million dollars added to the levy as seen in Table 1 the impact on the median single-family home is \$43 dollars. The cumulative impact over ten years for the expanded capital program on the median single-family home is projected to be \$254 as seen in Table 4.

The Town will continue to appropriate \$1.8 million in free cash to support this policy.

The Town needs approximately \$55 million from debt stabilization to fund the long-term capital plan for the two debt-excluded schools, continued sewer expansion, a new DPW facility, a new COA center, a new Recreation Center, extensive water infrastructure work, and other smaller projects. The Town has approximately \$22 million in the debt stabilization fund as of the fall of 2023.

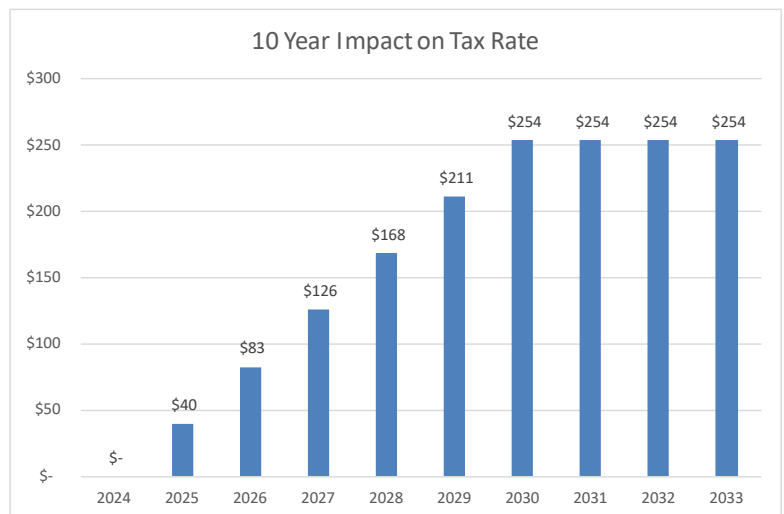


**Table 4**

The Town Debt Stabilization Policy has two objectives. One is maintaining a predictable general fund debt level that promotes investment but is also within Generally Accepted Accounting Principles adopted by the Governmental Accounting Standards Board (GASB).

The second is using debt stabilization to buffer the impact of the debt exclusions and expanded capital program. As well as stabilize and create predictability for the tax impact on the residents.

## Bond Rating

The community's bond rating is important because it determines the rate of interest it pays when selling bonds and notes as well as the level of market participation (number of bidders). Other things being equal, the higher the bond rating, the lower the interest rate. The Town recognizes that Bond analysts such as, Moody's, Standard & Poor's, Fitch, typically look at four sets of factors in assigning a credit rating and will adhere to these financial policies accordingly:

1. Debt Factors: debt per capita, debt as a percentage of equalized valuation, rate of debt amortization and the amount of exempt versus non-exempt debt.
2. Financial Factors: operating surpluses or deficits, free cash as a percent of revenue, unassigned fund balances, state aid reliance, property tax collection rates, unfunded pension liability.
3. Economic Factors: property values, personal income levels, tax base growth, tax and economic base diversity, unemployment rates and population growth.
4. Management Factors: governmental structure, the existence of a capital improvement plan, the quality of accounting and financial reporting, etc.
5. The town will continually strive to improve its bond rating through sound financial management, improved receivables management, accounting and financial reporting, and increased reserves such as the Stabilization Fund.

## Reserve Balances as of June 30, 2023

|                                  |                      |
|----------------------------------|----------------------|
| <b>Free Cash</b>                 | <b>5,275,456.00</b>  |
| <b>Water Enterprise</b>          | <b>2,483,038.00</b>  |
| <b>Sewer Enterprise</b>          | <b>1,544,863.00</b>  |
| <b>Stabilization (Town)</b>      | <b>5,387,087.00</b>  |
| <b>Stabilization (School)</b>    | <b>834,676.00</b>    |
| <b>Stabilization (Debt)</b>      | <b>22,336,318.00</b> |
| <b>Land Fund</b>                 | <b>409,821.00</b>    |
| <b>Sale of Lots</b>              | <b>75,643.00</b>     |
| <b>Sewer Expansion</b>           | <b>755,278.00</b>    |
| <b>Inflow &amp; Infiltration</b> | <b>661,141.00</b>    |
| <b>Water Conservation</b>        | <b>141,542.00</b>    |
| <b>OPEB Trust</b>                | <b>12,033,135.00</b> |

## OPEB Trust Account

|                                                                                         |                      |
|-----------------------------------------------------------------------------------------|----------------------|
| Article 11 Fall Town Meeting Oct 2012 from health insurance design savings              | \$ 400,000           |
| Article 3 Spring Town Meeting May 2013 from country retirement discount                 | 156,383              |
| Article 4 Spring Town Meeting May 2013 from county retirement assessment being below 4% | 255,536              |
| Article 12 Spring Town Meeting May 2014 from country retirement discount                | 155,000              |
| Article 20 Fall Town Meeting October 2015 from Free Cash                                | 500,000              |
| Article 13 Fall Town Meeting October 2017 from Meals Tax                                | 500,000              |
| Article 13 Fall Town Meeting October 2017 from Budget Appropriation                     | 500,000              |
| Article 3 Fall Town Meeting October 2018 from Budget Appropriation                      | 1,150,000            |
| Article 3 Fall Town Meeting October 2019 from Budget Appropriation                      | 1,322,500            |
| Article 3 Fall Town Meeting October 2020 from Budget Appropriation                      | 1,520,875            |
| Article 3 Fall Town Meeting October 2021 from Budget Appropriation                      | 1,749,006            |
| Article 3 Fall Town Meeting October 2022 from Budget Appropriation                      | 2,011,357            |
| Accumulated Interest                                                                    | 1,341,301            |
| <b>Prior Year Account Balance</b>                                                       | <b>11,561,958</b>    |
| FY2025 Projected Meals Tax Appropriation                                                | 500,000              |
| FY2025 Budget Appropriation                                                             | 1,813,061            |
| <b>Total FY2025 Appropriations</b>                                                      | <b>2,313,061</b>     |
| <b>Total Projected Account Balance</b>                                                  | <b>\$ 13,875,019</b> |





TOWN HALL

HOWE  
HIGH SCHOOL

VETERAN  
PARKING  
ONLY

SENIOR  
PARKING  
ONLY