



FY2023 BUDGET

John C. Curran, Town Manager

Daniel L. Burns, Chair of the Select Board

Dave Gagliardi, Chair of the Finance Committee





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Town of Billerica



Operating Budget Fiscal Year 2023
Capital Improvement Program Fiscal Year 2023

Town Manager
John Curran

Select Board (As of 2/21/2022)
Chairman, Daniel L. Burns
Vice Chairman, Andrew N. Deslaurier
Secretary, Michael S. Rosa
John J. Burrows
Kimberly J. Conway

Finance Committee (As of 2/21/2022)
Chairman, David Gagliardi
Vice Chairman, Doug Meagher
Secretary, Mary McBride
Cheri Gargalianos
Douglas Fogerty
Rino Moriconi
John Kleschinsky
Patrick Logue
Donald Damon
John Mulloy
Phil Newfell
Kelley Sardina, Associate Member
Sharon Healey, Associate Member

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Section 1: Introduction

Town Manager's Budget Message



MEMORANDUM

TO: All Department Heads, Boards, Committees and Commissions

FROM: John C. Curran, Town Manager 

DATE: January 25, 2022

SUBJECT: Fiscal Year 2023 Budget Process and Timeline

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 being 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 3, 2022. Therefore, the budget must be submitted to Finance Committee by March 4, 2022.

Accordingly, the budget will be ratified by the Board of Selectmen at the last regular meeting before this date – February 28th. The department head budget requests are due by Friday, January 28, 2022.

Budget Process

The Fiscal Year 2023 budget format will remain the same as it was last year. 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.

According to the Department of Revenue (DOR), “preliminary revenue collections for December totaled \$4.235 billion, which is \$1.396 billion or 49.2% more than the actual collections in December 2020. This is a stark contrast in the increase of 1.5% year to year last November 2020. The Commonwealth has recovered exceptionally since last year and the impacts of COVID 19. The state also reported that meals and sales taxes are significantly exceeding all benchmarks and last year’s revenue.

Last year the Town proceeded with a very conservative posture cutting back on Capital expenditures to protect revenues. Economically, it appears that the Commonwealth is adjusting to the post COVID-19 world in a positive fashion. Local receipts are strong and projected to remain that way in FY2023. New growth is the highest ever recorded for the Town of Billerica. Consequently, this Office, through the budget process, is proceeding with a level service budget and proceeding ahead with Long –term capital planning unabated.

The collective bargaining agreements for BMEA, Fire Alarm Operators, Police A & B and Police Dispatch are expiring on June 30, 2022 . All collective bargaining agreements except for the Civilian Dispatchers are expiring. This office is and will likely see warrant articles for new contracts at Town Meeting. The Town will be moving ahead with the collective bargaining units to begin negotiating the next round of contracts and it is anticipated that some of these will impact the FY2023 budget.

The Town’s retirement contribution is expected to increase similarly to last year at \$900,602 or 6% and Health Care is projected to increase as well.

The focus of this year’s budget process will be to hold the line on operating budget increases to 2% per the FY2022 goals of the Board of Selectmen. This budget will include a new Human Resources Director.

Therefore, all Department Heads are asked to submit a level-funded expense account unless otherwise instructed by this office and only include any contractual increases in your personnel budget.

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 2023 Financial Outlook

Emerging from COVID-19

An analysis of the health of Town Revenue Resources and anticipated significant cost drivers in the future.

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 has experienced the highest new growth in its' history – over \$4 million. The Home Depot Distribution Center is 65% complete. The Billerica Mall project has been issued a building permit. There are several Life Science GMP projects exploring locations in Billerica. Several Housing projects near completion. All these projects provided real sustainable growth and good jobs to the region.

Local receipts were strong. Even the losses in Hotel/Motel taxes were eclipsed by other local receipts. Meals tax revenue was unexpectedly stable. Excise receipts were up. Local Aid was stable.

Revenue

The Town has an excess levy capacity of \$25 million – the highest ever and 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.

Similarly, Towns with excess capacity have a line of credit to tap into if additional revenues are needed. For example, funding debt on a large building project might exceed the revenue provided by proposition two and a half. In this case, a Town can tap into excess revenue capacity for this purpose. 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 the highest it has been – \$3.4 million. Seventy-two 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 3.08% as an average in the last five years. Last year’s levy grew by \$4.5 million.

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. Historically the State reduces Local Aid in a down economy. However, they seem to have committed to level funding it during this pandemic. Consequently, Billerica uses the same number every year for forecasting purposes. The Town currently receives approximately \$26 million in Local Aid.

The Town also receives local receipts that fund the General Fund in the amount of \$13 million and another \$5.4 million and \$6.4 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 future 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. 459R Billerica Avenue, a 775,000 sq. ft. development is under construction between Tewksbury and Billerica.

The Billerica Mall site is permitted for a major rehabilitation, including an Amazon Fresh Grocery Store, a 110 Grill and Starbucks, as well as 200 units of housing.

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

Costs and Investments

Costs

This 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 a payment schedule to be fully vested by 2037. Each year the projected increase for pension costs is 6% out to 2024 and then the increase will dissipate 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 policy was adopted at the same time the meals tax was adopted by the Town. In the 2023 budget the Town is requesting an appropriation of \$2,011,357. The meals tax revenue is over \$500,000 annually and is surprisingly staying level during this pandemic. The Health Insurance is level funded this year due to a strong Health Care Trust Fund. Four Town labor contracts are expiring this year and are currently being negotiated.

Investments

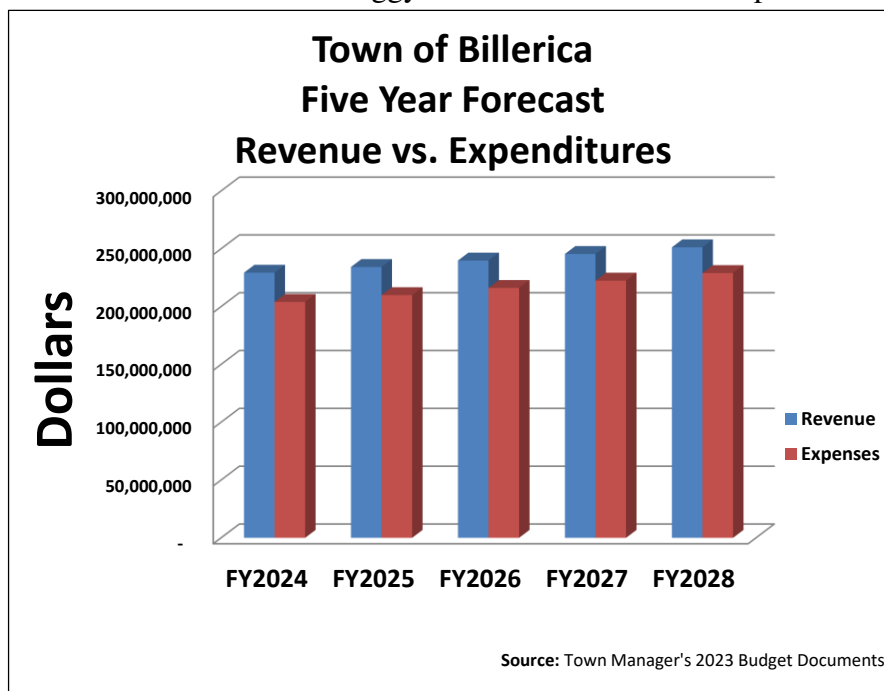
Long-Term Investments include the continued commitment to the new Billerica Memorial High School. The Town has issued \$93 million in debt and will issue an additional amount under \$7 million when the project audit is complete later in the Spring. The Town has also issued debt for the Pinehurst Fire Station and the demolition of the old Ditson and the Vining Schools. All of 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 \$52 million in debt service over 20 years. This will help to reduce the impact these projects have on the tax rate.

The new Engine 3 Fire Station in Pinehurst is completed. This was a \$10 million project. Additionally, the Town is studying the potential for a new Public Works Facility – this is a potential \$30 million project. It is currently tied up in Article 97 legislative process. The Howe School is being renovated for use by BATV. This is also \$10 million project. The Town has awarded an \$11 million contract for the renovation of the Peggy Hannon Rizza Field Complex.

This will involve the installation of two turf fields. The Town requested an additional \$500,000 for an appropriation of \$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.

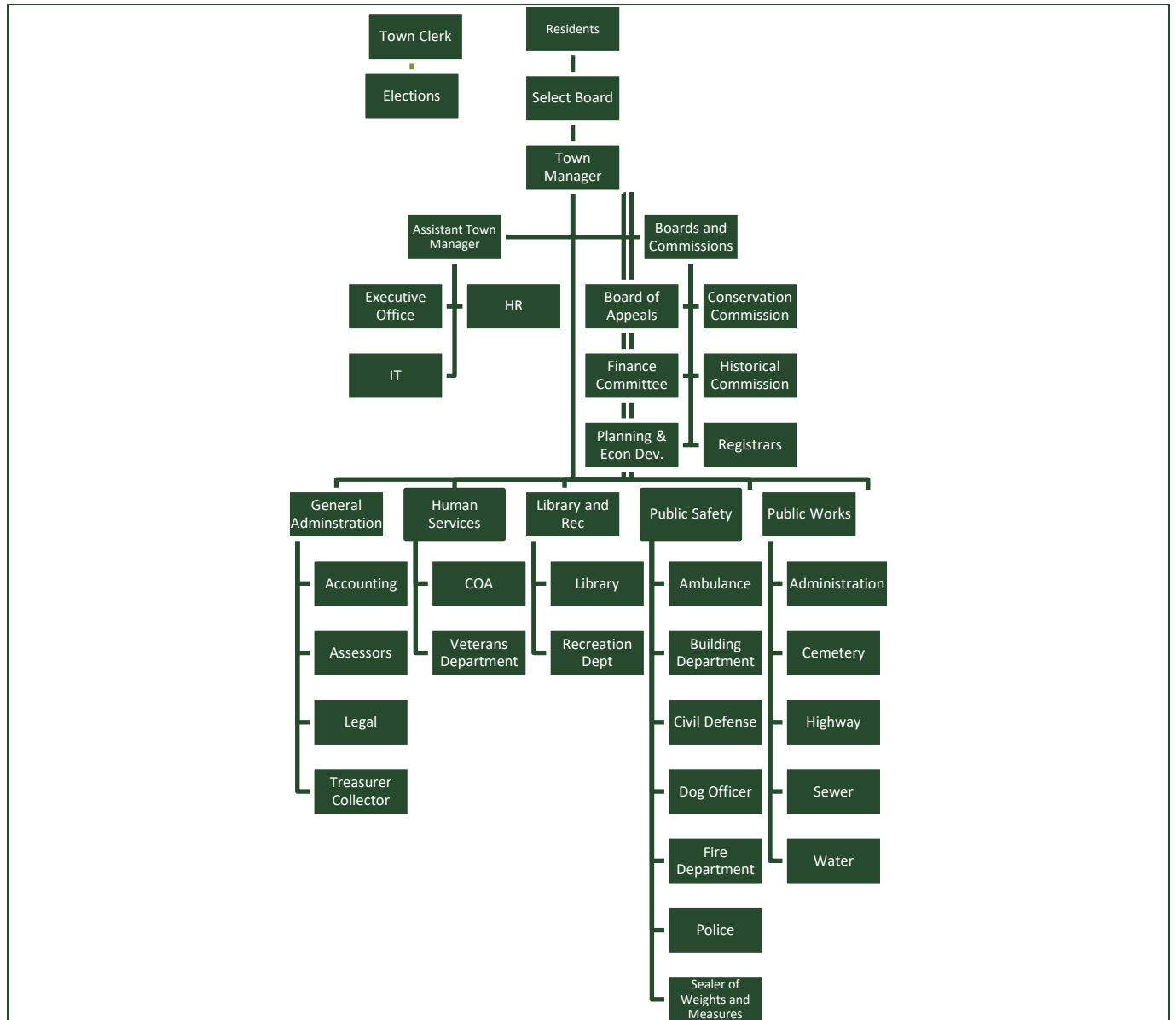
Five Year Forecast

Factoring all of 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 36 of this report.

Organizational Chart



A Citizens Guide to the Budget

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 Board of Selectmen 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 FY22 (Approval 2021 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

BOS 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

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, Board of
Selectmen, Representative
Town Meeting

Town Manager: John C.
Curran

School Structure: K-12

FY2022 Average Tax Bill:
\$5,709.49

**FY2022 Median Single
Family Home Value:**
451,700

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 41,888 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 25 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 new high school, and many other exciting opportunities are on the horizon.

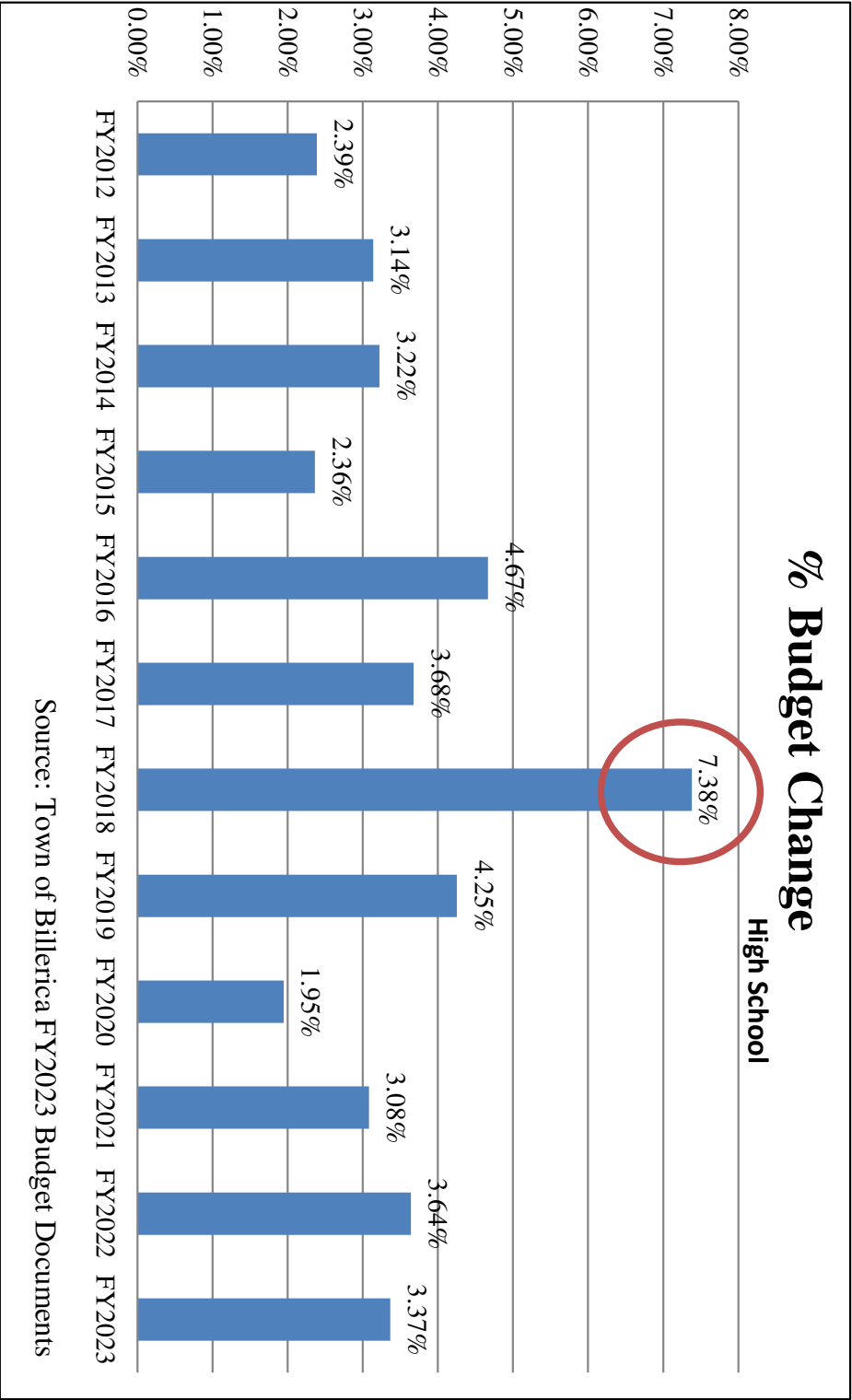
Section 2: Budget Overview

Fiscal Year 2023 Budget Summary

Fiscal Year 2023 Budget Summary

Department	FY2021 BUDGET	FY2022 BUDGET	FY2023 BUDGET	\$ INC/DEC	% INC/DEC
General Government	\$ 7,364,233	\$ 8,136,098	\$ 8,543,195	\$ 407,097	5.00%
Public Safety	21,053,918	21,581,578	21,924,232	342,654	1.59%
Public Works	8,901,713	9,298,188	9,699,473	401,285	4.32%
Library and Recreation	2,175,438	2,180,131	2,178,024	(2,107)	-0.10%
Human Services	908,747	944,856	875,911	(68,945)	-7.30%
Total Town Departments	40,404,049	42,140,851	43,220,835	1,079,984	2.56%
Billerica Public Education	67,353,216	69,433,698	71,516,709	2,083,011	3.00%
Shawshreen Technical	9,807,569	10,101,796	10,011,652	(90,144)	-0.89%
Total Education	77,160,785	79,535,494	81,528,361	1,992,867	2.51%
Town/School Shared Costs	43,507,870	44,743,732	47,492,831	2,749,099	6.14%
TOTAL	\$ 161,072,705	\$ 166,420,076	\$ 172,242,027	\$ 5,821,950	3.50%
Water Enterprise Fund Budget	\$ 6,566,188	\$ 7,184,434	\$ 7,315,982	\$ 131,548	1.83%
Wastewater Enterprise Fund Budget	\$ 8,388,219	\$ 8,828,369	\$ 9,016,825	\$ 188,456	2.13%
Total Budgets	\$ 176,027,111	\$ 182,432,879	\$ 188,574,833	\$ 6,141,953	3.37%
FY2023 Budgets less Debt Stabilization	\$ 176,027,111	\$ 182,432,879	\$ 187,474,833	\$ 5,041,954	2.76%

Fiscal Year 2023 Budget Changes



Financial Recap FY23

TOWN OF BILLERICA FINANCIAL RECAP					Page 1
	FINAL BUDGET FY19	FINAL BUDGET FY20	FINAL BUDGET FY21	FINAL BUDGET FY22	BUDGET FY23
<i>USES OF FUNDING (AMOUNTS TO BE RAISED):</i>					
APPROPRIATIONS:					
GENERAL FUND BUDGET (Includes all TM R&A)	141,425,590.00	143,587,194.00	148,290,309.00	152,835,680.00	157,757,028.00
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	6,188,893.61	6,514,231.00	6,566,188.00	7,184,433.98	7,315,981.66
Water Enterprise Capital Budget					
Wastewater Enterprise Budget	8,327,388.00	8,738,789.00	8,388,219.00	8,828,369.00	9,016,825.00
Transfers					
NON BUDGET RAISE AND APPROPRIATE	9,175,739.87	10,492,449.52			
CPA Budget Article	900,000.00	900,000.00	1,608,000.00	1,000,000.00	1,000,000.00
TOTAL APPROPRIATIONS	166,017,611.48	170,232,663.52	173,459,346.00	183,956,712.98	175,089,834.66
OTHER LOCAL EXPENDITURES / DEFICITS:					
TAX TITLE PURPOSES	50,000.00	50,000.00			
CHARTER SCHOOL ASSESSMENT					
SCHOOL CHOICE					
COUNTY RETIREMENT	11,556,039.00	11,921,516.00	12,782,396.00	13,584,397.00	14,484,999.00
DEBT & INTEREST			41,500.00		
FINAL JUDGMENTS	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
OVERLAY DEFICITS					
CHERRY SHEET OFFSETS	50,131.00	52,318.00	54,332.00	69,952.00	69,952.00
REVENUE DEFICIT					
SNOW / ICE DEFICIT	939,585.00	533,093.23	337,134.00	667,970.00	600,000.00
PROJECTED SNOW / ICE REIMBURSEMENT					
OVERLAY RESERVE	3,125,621.55	2,711,458.00	2,700,113.80	2,750,778.15	2,750,778.15
OTHER - MEDICARE/UNEMPLOYMENT					
OTHER - UNFORESEEN CHARGES/ASSESSMENTS					
TOTAL OTHER LOCAL EXPENDITURES	15,781,376.55	15,328,385.23	15,975,475.80	17,133,097.15	17,965,729.15
STATE AND COUNTY CHARGES	5,219,905.00	5,015,964.00	4,910,024.00	5,236,423.00	5,236,423.00
TOTAL USES OF FUNDING	187,018,893.03	190,577,012.75	194,344,845.80	206,326,233.13	198,291,986.81

	FINAL BUDGET FY19	FINAL BUDGET FY20	FINAL BUDGET FY21	FINAL BUDGET FY22	BUDGET FY23
<i>SOURCES OF FUNDING:</i>					
AMEND PY NEW GROWTH	279,327.00			196,636.00	
PROPERTY TAXES 2 1/2 LEVY LIMIT	132,428,590.00	138,304,396.00	145,413,418.00	152,963,054.00	161,608,505.00
NEW GROWTH	2,502,528.00	3,226,961.00	3,622,194.00	4,703,780.00	750,000.00
AMEND PY NEW GROWTH		335,392.00			
TOTAL PROPERTY TAXES	134,931,118.00	141,866,749.00	149,035,612.00	157,666,834.00	162,358,505.00
ADD CPA					
ADD DEBT EXCLUSION	6,655,532.23	6,013,156.73	5,614,093.75	5,588,843.75	5,477,793.75
DOR ROUNDING					
LESS EXCESS LEVY CAPACITY	-16,559,324.45	-18,250,923.53	-21,543,740.18	-25,665,709.62	-25,135,517.85
WATER LEVY	1,388,893.61	1,676,427.50	1,566,188.00	1,784,433.98	1,915,981.66
SEWER LEVY	3,327,388.00	3,208,486.00	2,588,219.00	2,428,369.00	2,616,825.00
GENERAL FUND LEVY	120,311,044.17	124,744,068.70	128,951,558.57	133,377,165.15	138,167,974.24
TOTAL PROPERTY TAXES - ADJUSTED	125,027,325.78	129,628,982.20	133,105,965.57	137,589,968.13	142,700,780.90

<i>SOURCES OF FUNDING (cont):</i>					
STATE ESTIMATED REVENUES:					
CHAPTER 70 - SCHOOL AID	19,202,874.00	19,348,854.00	19,348,854.00	19,489,674.00	19,489,674.00
CHARTER TUITION ASSESSMENT REIMBURSEME	131,271.00	109,710.00	97,524.00	77,854.00	77,854.00
SCHOOL LUNCH - OFFSET					
LOTTERY	6,020,823.00	6,183,385.00	6,183,385.00	6,399,803.00	6,399,803.00
VETERANS' BENEFITS	302,335.00	305,950.00	245,253.00	335,661.00	335,661.00
EXEMPTIONS - VETS, BLIND & SURVIVING SPOU	237,951.00	248,042.00	263,219.00	247,596.00	247,596.00
STATE OWNED LAND	126,590.00	140,493.00	139,497.00	172,480.00	172,480.00
PUBLIC LIBRARIES - OFFSET	50,131.00	52,318.00	54,332.00	69,952.00	69,952.00
TOTAL STATE ESTIMATED REVENUES	26,071,975.00	26,388,752.00	26,332,064.00	26,793,020.00	26,793,020.00

LOCAL ESTIMATED REVENUES:					
MOTOR VEHICLE EXCISE	6,300,000.00	6,500,000.00	6,500,000.00	6,750,000.00	6,750,000.00
OTHER EXCISES (HOTEL/MOTEL)	1,500,000.00	1,500,000.00	1,500,000.00	1,000,000.00	1,000,000.00
PENALTIES & INTEREST	350,000.00	350,000.00	350,000.00	400,000.00	400,000.00
P.I.L.O.T.	40,000.00	50,000.00	50,000.00	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	9,000.00	7,000.00	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	250,000.00	250,000.00	300,000.00	300,000.00
LICENSES & PERMITS	675,000.00	1,000,000.00	1,000,000.00	1,600,000.00	1,600,000.00
FINES & FORFEITS	125,000.00	125,000.00	125,000.00	70,000.00	70,000.00
INTEREST EARNINGS	225,000.00	225,000.00	225,000.00	245,000.00	245,000.00
MISC. STATE AND OTHER REVENUE	125,000.00	125,000.00	125,000.00	65,000.00	65,000.00
NON RECURRING REVENUE				365.00	365.00
TOTAL LOCAL ESTIMATED REVENUES	12,209,000.00	12,742,000.00	12,742,000.00	13,140,365.00	13,140,365.00

TOWN OF BILLERICA FALL FINANCIAL RECAP FISCAL YEAR 2023

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Page 3

	FINAL BUDGET FY19	FINAL BUDGET FY20	FINAL BUDGET FY21	FINAL BUDGET FY22	BUDGET FY23
ENTERPRISE REVENUE					
CHARGES FOR SERVICES - WATER	4,800,000.00	4,800,000.00	5,000,000.00	5,400,000.00	5,400,000.00
CHARGES FOR SERVICES - WATER BACKFLOW AND CROSS CONNECTION FEES					
CHARGES FOR SERVICES - NEW REVENUE					
CHARGES FOR SERVICES - SEWER	5,000,000.00	5,500,000.00	5,800,000.00	6,400,000.00	6,400,000.00
TOTAL ENTERPRISE REVENUES	9,800,000.00	10,300,000.00	10,800,000.00	11,800,000.00	11,800,000.00

OTHER AVAILABLE FUNDS:					
CPA REVENUE	900,000.00	900,000.00	1,608,000.00	1,000,000.00	1,000,000.00
CPA Appropriation	1,605,141.00			830,000.00	
WASTE WATER PLANT EXPANSION FUND			860,000.00	875,000.00	
WASTE WATER INFLOW / INFIL. FUND	100,000.00	237,000.00		50,000.00	
WATER CONSERVATION FUND		531,000.00	100,000.00	400,000.00	
WATER CONSERVATION FUND May		110,000.00		65,000.00	
PREVIOUS WARRANT ARTICLES					
SALE OF LOTS & GRAVES TRUST		195,000.00		65,000.00	
DEBT STABILIZATION APPROPRIATION	1,625,000.00	950,000.00	1,160,000.00	1,774,447.00	2,737,616.97
DEBT STABILIZATION APPROPRIATION					
FREE CASH	3,874,904.00	7,482,052.00	2,253,200.00	7,500,000.00	
FREE CASH May Public Safety Contracts	1,500,000.00				
FREE CASH May	387,453.00	5,000.00			
WATER ENTERPRISE RETAINED EARNINGS	1,098,917.00		600,000.00	2,859,500.00	
WASTEWATER ENTERPRISE RETAINED EARNIN	1,074,872.00	500,000.00	1,050,000.00	860,000.00	
OVERLAY SURPLUS	573,264.87	389,429.39	3,000,000.00		
OVERLAY SURPLUS School Contract	800,000.00				
RINK REVOLVING FUND	128,656.00	127,422.00	121,187.00	120,203.00	120,203.00
Reauthorization of Old Articles DPW Trucks	242,384.00				
Reauthorization of Old Article 25 AFTM 2019				443,750.00	
LAND FUND			213,500.00		
PEG Access Fund		90,374.72	160,320.00	159,980.00	
MISC. REVENUE FUNDS					
BUDGET TRANSFERS			110,000.00		
SIDEWALK FUND			128,610.00		
CHAPTER 90 - HIGHWAY					
TOTAL OTHER AVAILABLE FUNDS	13,910,591.87	11,517,278.11	11,364,817.00	17,002,880.00	3,857,819.97
TOTAL SOURCES OF FUNDING	187,018,892.65	190,577,012.31	194,344,846.57	206,326,233.13	198,291,985.87
<i>PROJECTED SURPLUS (DEFICIT)</i>	<i>(0.38)</i>	<i>(0.44)</i>	<i>0.77</i>	<i>(0.00)</i>	<i>(0.94)</i>

Budget Detail

Town of Billerica Budget Detail FY2023 Page 1												
	BUDGETED FY2019	EXPENDED FY2019	BUDGETED FY2020	EXPENDED FY2020	BUDGETED FY2021	EXPENDED FY2021	BUDGETED FY2022	DEPT REQ FY2023	TOWN MGR FY2023	FIN COM FY2023	Budget Change	% Change
122 - Select Board												
5110 Personnel	76,225	76,224	80,637	68,688	66,976	59,413	67,825	67,658	67,658	67,658	(167)	-0.25%
5190 Contractual Obligations	4,000	3,742	4,000	3,693	500	500	500	500	500	500	-	0.00%
5400 Supplies & Expenses	5,000	4,545	5,900	5,563	4,500	4,500	4,500	4,500	4,500	4,500	-	0.00%
5200 Contract Services/Leases	1,500	1,460	1,500	2,595	1,500	1,500	1,500	1,500	1,500	1,500	-	0.00%
7044 Assessments and Dues	26,545	26,202	25,645	25,630	28,942	25,943	28,942	28,942	28,942	28,942	0	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	113,270	112,173	117,682	106,169	102,418	91,856	103,267	103,101	103,101	103,101	(166)	-0.16%
123 - Town Manager												
5110 Personnel	562,733	562,733	614,394	614,394	660,447	654,203	489,153	635,138	635,138	635,138	145,985	29.84%
5120 Permanent Part Time	55,047	55,047	57,038	94,809	70,514	70,514	62,312	66,767	66,767	66,767	4,455	7.15%
5130 Overtime	5,000	-	-	6,520	10,000	10,000	10,000	10,000	10,000	10,000	-	-
5190 Contractual Obligations	\$8,260	\$5,143	\$8,260	\$13,260	\$16,470	\$16,470	\$16,470	\$14,393	\$14,393	\$14,393	(2,077)	-12.61%
5400 Supplies & Expenses	36,400	20,521	28,400	22,212	28,400	29,400	28,400	48,400	48,400	48,400	20,000	70.42%
5200 Contract Services/Leases	23,000	20,033	25,000	6,501	25,000	14,804	25,000	25,000	25,000	25,000	-	0.00%
7037 Comm. Plan./Proj./Tech. Asst.	5,000	-	5,000	4,953	10,000	10,000	10,000	10,000	10,000	10,000	-	0.00%
7050 Pensions	475	-	475	-	-	-	-	-	-	-	-	0.00%
7051 Emp. Medical Exams	135,000	118,391	85,000	63,176	85,000	80,357	85,000	85,000	85,000	85,000	-	0.00%
7053 Prof. Training/Development	15,500	14,685	15,500	7,759	15,500	10,500	25,000	15,000	15,000	15,000	(10,000)	-40.00%
7061 Pr. Town Rep./TM Handouts	15,000	2,125	10,000	10,000	6,000	9,100	15,000	12,000	12,000	12,000	(3,000)	-20.00%
7064 Contract Retro	-	-	-	-	-	-	-	-	-	-	-	0.00%
7094 Assessment Center	14,000	8,794	-	-	-	-	25,000	-	-	-	(25,000)	0.00%
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	895,415	827,472	869,067	863,584	947,331	925,348	811,334	941,698	941,698	941,698	130,364	16.07%
125 - Systems Admin.												
5110 Personnel	104,346	103,945	111,507	111,973	114,111	114,100	116,507	118,954	118,954	118,954	2,447	2.10%
5190 Contractual Obligations	783	783	783	783	783	783	1,827	1,827	1,827	1,827	-	0.00%
5400 Supplies & Expenses	10,000	10,000	25,000	66,032	10,000	10,000	10,000	20,000	20,000	20,000	10,000	100.00%
5200 Contract Services/Leases	392,754	390,761	461,300	458,554	478,600	477,941	482,300	500,800	500,800	500,800	18,500	3.84%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	507,883	505,489	598,590	637,342	603,494	602,824	610,634	641,581	641,581	641,581	30,947	5.07%
129 - Cable Advisory Committee												
5120 Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	-
5400 Supplies & Expenses	5,000	-	5,000	1,448	-	-	-	-	-	-	-	-
TOTAL	5,000	-	5,000	1,448	-	-	-	-	-	-	-	100.00%
131 - Finance Committee												
5120 Permanent Part Time	1,000	1,000	1,000	551	2,000	542	2,000	2,000	2,000	2,000	-	0.00%
5400 Supplies & Expenses	-	-	-	-	-	-	-	-	-	-	-	-
5200 Contract Services/Leases	1,600	870	1,600	865	1,600	470	1,600	1,600	1,600	1,600	-	0.00%
7063 Reserve Fund	60,566	-	84,520	-	84,520	-	84,520	84,520	84,520	84,520	-	0.00%
TOTAL	63,166	1,870	87,120	1,416	88,120	1,012	88,120	88,120	88,120	88,120	-	0.00%
135 - Town Accountant												
5110 Personnel	231,316	230,892	238,516	238,516	243,262	243,262	255,997	277,338	277,338	277,338	21,341	8.34%
5190 Contractual Obligations	9,264	9,264	11,710	11,710	12,493	12,493	12,493	12,493	12,493	12,493	-	0.00%
5400 Supplies & Expenses	1,500	1,489	1,500	1,496	1,500	1,466	1,500	1,500	1,500	1,500	-	0.00%
5200 Contract Services/Leases	500	463	500	476	500	349	500	500	500	500	-	0.00%
7062 Town Audit	60,000	60,000	60,000	60,000	60,000	60,000	64,000	64,000	64,000	64,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	302,580	302,108	312,226	312,198	317,755	317,570	334,490	355,831	355,831	355,831	21,341	6.38%
141 - Assessor												
5110 Personnel	452,386	452,386	477,376	475,009	493,346	493,346	512,301	495,886	495,886	495,886	(16,415)	-3.20%
5120 Permanent Part Time	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	-	0.00%
5190 Contractual Obligations	16,453	12,330	16,453	16,140	17,253	17,253	17,253	13,860	13,860	13,860	(3,393)	-19.67%
5400 Supplies & Expenses	3,250	3,175	3,250	2,253	3,250	2,021	3,250	3,250	3,250	3,250	-	0.00%
5200 Contract Services/Leases	35,750	29,715	39,500	32,075	39,500	39,500	38,300	38,300	38,300	38,300	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	510,839	500,606	539,579	528,477	556,349	555,120	574,104	554,296	554,296	554,296	(19,808)	-3.45%
145 - Treasurer/Collector												
5110 Personnel	506,688	489,365	515,742	510,283	534,007	534,007	551,061	557,108	557,108	557,108	6,047	1.10%
5120 Permanent Part Time	20,409	20,409	20,409	20,409	20,409	20,409	20,409	20,409	20,409	20,409	-	0.00%
5130 Overtime	-	-	-	-	-	-	-	-	-	-	-	-
5190 Contractual Obligations	15,411	15,411	15,911	15,911	15,911	15,844	19,894	20,694	20,694	20,694	800	4.02%
5400 Supplies & Expenses	54,152	44,419	54,152	54,151	67,008	56,900	66,708	66,708	66,708	66,708	(1)	0.00%
5200 Contract Services/Leases	92,554	82,225	92,554	92,553	92,554	64,665	92,554	72,554	72,554	72,554	(20,000)	-21.61%
5235 Tax Revenue Collection	50,000	50,000	50,000	22,306	50,000	18,949	50,000	50,000	50,000	50,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	739,214	701,829	748,768	715,613	779,889	710,774	800,626	787,473	787,473	787,473	(13,153)	-1.64%
161 - Town Clerk												
5110 Personnel	267,103	261,671	272,249	274,580	281,778	272,860	285,387	279,846	279,846	279,846	(5,541)	-1.94%
5190 Contractual Obligations	12,000	11,000	12,000	11,916	12,000	12,000	12,000	7,700	7,700	7,700	(4,300)	-35.83%
5400 Supplies & Expenses	1,400	650	1,400	1,304	2,025	1,391	2,025	2,025	2,025	2,025	-	0.00%
5200 Contract Services/Leases	1,495	1,328	1,495	1,251	1,325	437	1,325	1,725	1,725	1,725	400	30.19%
5800 Capital Outlay	-	-	-	-	800	761	-	-	-	-	-	-
TOTAL	281,998	274,649	287,144	289,051	297,928	287,449	300,737	291,296	291,296	291,296	(9,441)	-3.14%
162 - Election Department												
5120 Permanent Part Time	61,994	53,248	39,826	34,366	63,186	63,186	22,367	75,396	75,396	75,396	53,029	237.09%
5400 Supplies & Expenses	3,695	2,295	2,610	1,543	4,210	4,070	1,580	2,760	2,760	2,760	1,180	74.68%
5200 Contract Services/Leases	53,540	49,277	48,458	40,129	68,862	54,173	34,821	81,854	81,854	81,854	47,033	135.07%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	119,229	104,820	90,894	76,038	136,258	121,429	58,768	160,010	160,010	160,010	101,242	172.27%
163 - Board of Registrars												
5110 Personnel	40,938	40,740	46,207	43,950	46,330	46,330	49,215	52,145	52,145	52,145	2,930	5.95%
5120 Permanent Part Time	3,205	3,204	3,205	3,205	3,205	3,205	3,441	3,441	3,441	3,441	-	0.00%
5130 Overtime	-	-	-	-	2,000	1,606	2,000	2,000	2,000	2,000	-	0.00%
5190 Contractual Obligations	1,000	583	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	-	0.00%
5400 Supplies & Expenses	9,225	4,741	10,825	6,330	9,625	4,945	10,000	10,070	10,070	10,070	70	0.70%
5200 Contract Services/Leases	2,850	2,618	2,850	1,100	3,300	3,300	3,275	3,300	3,300	3,300	25	0.76%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	57,218	51,886	64,087	55,585	65,460	60,386	68,931	71,957	71,957	71,957	3,026	4.39%
171 - Conservation Commission												
5110 Personnel	190,618	177,008	194,150	192,377	194,142	194,142	208,633	219,327	219,327	219,327	10,694	5.13%
5120 Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	-
5130 Overtime	1,567	1,567	2,644	2,644	2,892	2,892	3,136	3,260	3,260	3,260	124	3.95%
5190 Contractual Obligations	13,330	4,574	12,866	10,941	14,866	13,959	15,316	17,616	17,616	17,616	2,300	15.02%
5400 Supplies & Expenses	1,000	985	4,500	3,229	4,500	3,359						

Town of Billerica Budget Detail
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	BUDGETED FY2019	EXPENDED FY2019	BUDGETED FY2020	EXPENDED FY2020	BUDGETED FY2021	EXPENDED FY2021	BUDGETED FY2022	DEPT REQ FY2023	TOWN MGR FY2023	FIN COM FY2023	Budget Change	% Chapge
192 - Town Hall/Buildings											-	
5110 Personnel	-	-	37,791	-	56,471	-	186,201	277,965	277,965	277,965	91,765	49.28%
5190 Contractual Obligations	-	-	-	-	-	-	7,702	9,529	9,529	9,529	1,827	0.00%
5200 Contract Services/Leases	-	-	20,000	23,484	40,000	-	40,000	42,500	42,500	42,500	2,500	6.25%
5400 Postage	143,000	141,706	120,000	120,000	145,000	140,465	145,000	145,000	145,000	145,000	-	0.00%
5400 Custodial Supplies	4,000	3,801	4,000	2,000	4,000	11,619	8,000	12,000	12,000	12,000	4,000	50.00%
5400 Supplies & Expenses	25,000	24,702	25,000	21,856	25,000	29,785	25,000	35,000	35,000	35,000	10,000	40.00%
7059 Cleaning Services	-	-	-	-	-	-	-	-	-	-	-	0.00%
5256 Utilities	159,500	159,500	159,500	159,500	40,000	40,000	50,000	50,000	50,000	50,000	-	0.00%
7058 Building Maintenance	159,000	155,366	186,000	165,199	155,100	160,770	155,100	184,500	184,500	184,500	29,400	18.96%
7055 Telephone	92,000	91,512	90,000	91,424	90,000	80,313	90,000	90,000	90,000	90,000	-	0.00%
7065 Abandoned Buildings	3,500	176	30,000	4,305	3,500	15,674	-	-	-	-	-	0.00%
706x Masonic Building	-	-	-	-	-	-	50,000	50,000	50,000	50,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	586,000	576,763	672,291	587,768	559,071	478,626	757,003	896,494	896,494	896,494	139,491	18.43%
691 - Historical Commission											-	
5400 Supplies & Expenses	50	50	50	50	50	10	50	50	50	50	-	0.00%
5200 Contract Services/Leases	250	250	250	250	250	248	250	250	250	250	-	0.00%
TOTAL	300	300	300	300	300	258	300	300	300	300	-	0.00%
910 - Town Systemwide											-	
7080 Town Retirements	175,000	175,000	125,000	125,000	190,000	176,244	250,000	250,000	250,000	250,000	-	0.00%
xxxx Town Settlements	11,000	-	-	-	-	-	-	-	-	-	-	
7088 Town Electric					1,596,640	1,573,256	1,976,640	1,976,640	1,976,640	1,976,640	-	0.00%
7095 Streetlights	227,500	227,500	227,500	227,500	165,000	165,000	165,000	165,000	165,000	165,000	-	0.00%
7096 Legal	315,000	310,308	245,000	237,207	245,000	208,053	245,000	245,000	245,000	245,000	-	0.00%
7098 Town Fuel	307,000	306,719	305,000	261,557	315,000	350,096	415,000	415,000	415,000	415,000	-	0.00%
TOTAL	1,035,500	1,019,527	902,500	851,264	2,511,640	2,472,649	3,051,640	3,051,640	3,051,640	3,051,640	-	0.00%
TOTAL GENERAL GOVERNMENT	5,647,312	5,361,204	5,740,588	5,396,778	7,364,233	6,957,748	8,136,098	8,543,195	8,543,195	8,543,195	407,097	5.00%
210 - Police Department											-	
5110 Personnel	5,976,786	5,692,192	5,514,677	5,352,945	5,853,685	5,739,676	5,973,428	6,043,241	6,043,241	6,043,241	69,813	1.17%
5120 Permanent Part Time	5,000	1,355	5,000	137	5,000	1,067	5,000	5,000	5,000	5,000	-	
5130 Overtime	676,500	662,019	720,000	720,000	745,000	745,000	780,000	780,000	780,000	780,000	-	0.00%
5190 Contractual Obligations	1,630,265	1,543,841	1,608,486	1,608,486	1,650,014	1,650,014	1,695,916	1,629,372	1,629,372	1,629,372	(66,544)	-3.92%
5400 Supplies & Expenses	284,350	277,375	287,350	315,608	298,350	262,924	298,350	338,777	338,777	338,777	40,427	13.55%
5256 Utilities	-	-	-	-	-	-	-	-	-	-	-	
5200 Contract Services/Leases	170,100	170,179	174,100	157,273	204,100	132,835	206,700	214,950	214,950	214,950	8,250	3.99%
5800 Capital Outlay	176,300	176,300	185,600	185,600	165,600	212,800	212,800	241,952	241,952	241,952	29,152	13.70%
TOTAL	8,919,301	8,523,261	8,495,213	8,340,049	8,921,749	8,744,316	9,172,194	9,253,292	9,253,292	9,253,292	81,098	0.88%
220 - Fire Department											-	
5110 Personnel	6,324,627	6,258,373	6,244,076	6,212,452	6,562,497	6,545,426	6,549,300	6,667,681	6,667,681	6,667,681	118,381	1.81%
5120 Permanent Part Time	46,865	43,165	44,857	44,857	49,589	49,320	52,001	67,276	67,276	67,276	15,275	29.37%
5130 Overtime	655,000	643,889	740,000	740,000	778,217	778,217	794,559	811,250	811,250	811,250	16,691	2.10%
5190 Contractual Obligations	1,034,811	1,034,811	1,105,654	1,105,654	1,137,661	1,137,661	1,194,420	1,192,397	1,192,397	1,192,397	(2,023)	-0.17%
5400 Supplies & Expenses	316,045	316,045	312,310	304,406	322,635	296,860	319,110	325,760	325,760	325,760	6,650	2.08%
5200 Contract Services/Leases	183,140	179,424	160,881	152,248	161,031	161,031	196,031	199,610	199,610	199,610	3,579	1.83%
5256 Utilities	84,500	79,476	84,500	84,500	44,000	34,057	64,000	70,000	70,000	70,000	6,000	9.38%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	8,644,988	8,555,183	8,692,278	8,644,117	9,055,630	9,002,572	9,169,421	9,333,974	9,333,974	9,333,974	164,553	1.79%
231 - Ambulance											-	
5110 Personnel	1,022,485	1,018,559	1,021,253	996,418	1,110,979	1,148,979	1,194,695	1,190,829	1,190,829	1,190,829	(3,867)	-0.32%
5120 Permanent Part Time	15,000	15,000	15,000	8,214	15,000	15,000	15,000	15,000	15,000	15,000	-	0.00%
5130 Overtime	207,000	207,000	222,000	222,000	237,000	237,000	237,000	237,000	237,000	237,000	-	0.00%
5190 Contractual Obligations	191,045	191,045	173,901	168,143	186,096	183,933	199,482	186,564	186,564	186,564	(12,919)	-6.48%
5400 Supplies & Expenses	111,400	106,555	112,200	107,626	118,200	106,695	118,200	124,610	124,610	124,610	6,410	5.42%
5200 Contract Services/Leases	112,000	111,487	112,000	111,185	113,800	116,800	113,800	119,950	119,950	119,950	6,150	5.40%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	1,658,929	1,649,646	1,656,353	1,613,586	1,781,076	1,808,407	1,878,178	1,873,952	1,873,952	1,873,952	(4,226)	-0.23%
241 - Building Department											-	
5110 Personnel	537,585	537,585	562,012	562,012	624,051	607,987	655,259	694,548	694,548	694,548	39,289	6.00%
5120 Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	0.00%
5130 Overtime	10,000	10,000	10,000	10,000	10,000	10,000	15,000	15,000	15,000	15,000	-	0.00%
5190 Contractual Obligations	45,440	45,440	47,340	46,382	46,140	16,140	44,490	45,440	45,440	45,440	950	2.14%
5400 Supplies & Expenses	6,600	3,705	6,600	5,704	11,800	7,735	10,200	11,500	11,500	11,500	1,300	12.75%
5200 Contract Services/Leases	14,375	4,601	14,375	3,287	14,375	2,370	14,375	4,375	4,375	4,375	(10,000)	-69.57%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	614,000	601,331	640,327	627,385	706,366	644,232	739,324	770,863	770,863	770,863	31,539	4.27%
244 - Sealer Weights and Measures											-	
5120 Permanent Part Time											-	
5400 Supplies & Expenses											-	
5200 Contract Services/Leases	13,000	12,500	11,000	11,000	12,500	12,500	12,500	13,500	13,500	13,500	1,000	8.00%
TOTAL	13,000	12,500	11,000	11,000	12,500	12,500	12,500	13,500	13,500	13,500	1,000	8.00%
291 - Emergency Management											-	
5110 Personnel	12,581	12,581	12,581	12,933	13,231	13,231	13,509	52,000	52,000	52,000	38,491	284.93%
5400 Supplies & Expenses	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	-	0.00%
5190 Contractual Obligations	5,400	4,327	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	25,981	24,908	25,981	26,333	26,631	26,631	26,909	65,400	65,400	65,400	38,491	143.04%
292 - Animal Control											-	
5110 Personnel	61,040	59,617	67,499	63,844	63,626	63,626	66,457	67,852	67,852	67,852	1,396	2.10%
5120 Permanent Part Time	21,522	21,522	22,393	22,393	28,981	27,753	31,481	32,380	32,380	32,380	900	2.86%
5130 Overtime	14,000	7,940	14,000	10,228	14,000	5,980	14,000	14,000	14,000	14,000	-	0.00%
5190 Contractual Obligations	700	500	2,350	1,650	2,550	2,150	2,550	5,025	5,025	5,025	2,475	97.06%
5400 Supplies & Expenses	5,500	5,142	6,500	5,232	6,500	4,853	6,500	6,500	6,500	6,500	-	0.00%
5200 Contract Services/Leases	5,000	4,534	6,500	5,123	6,500	5,676	6,500	6,500	6,500	6,500	-	0.00%
5256 Utilities	7,000	5,478	7,000	7,000	5,500	4,744	5,500	5,500	5,500	5,500	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL	114,762	104,733	126,242	115,470	127,657	114,782	132,987	137,758	137,758	137,758	4,771	3.59%
510 - Board of Health											-	
5110 Personnel	285,944	265,561	292,673	292,620	291,689	282,061	307,506	325,622	325,622	325,622	18,116	5.89%
5120 Permanent Part Time	38,263	37,791	37,936	39,110	70,145	40,189	82,634	82,612	82,612	82,612	(22)	-0.03%
5130 Overtime	3,500	3,500	3,500	3,353	4,500	4,500	4,500	4,500	4,500	4,500	-	0.00%
5190 Contractual Obligations	35,566	35,566	33,916	33,916								

410 - Engineering

5110	Personnel	557,457	557,457	597,734	595,423	616,072	616,072	736,390	850,266	850,266	850,266	113,876	15.46%
5130	Overtime	21,400	18,714	21,400	15,197	29,000	-	-	-	-	-	-	0.00%
5190	Contractual Obligations	15,500	13,274	14,100	12,971	14,825	14,825	18,550	19,060	19,060	19,060	510	2.75%
5400	Supplies & Expenses	8,000	7,984	8,000	7,972	8,000	7,184	8,000	8,000	8,000	8,000	-	0.00%
5200	Contract Services/Leases	130,928	73,712	99,228	96,413	120,266	118,015	227,066	227,066	227,066	227,066	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-

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421 - Public Works Administration

5110	Personnel	639,642	639,642	673,255	673,255	675,517	675,517	700,420	732,239	732,239	732,239	31,820	4.54%
5120	Permanent Part Time	195,000	184,106	262,080	149,330	262,080	49,602	262,080	262,080	262,080	262,080	-	0.00%
5130	Overtime	-	-	-	-	-	-	-	-	-	-	-	-
5190	Contractual Obligations	32,028	30,928	32,354	31,354	33,137	-	36,437	33,827	33,827	33,827	(2,610)	-7.16%
5400	Supplies & Expenses	5,560	5,557	3,000	2,266	3,000	595	3,000	3,000	3,000	3,000	-	0.00%
5200	Contract Services/Leases	14,290	8,737	16,850	12,792	17,325	-	17,325	21,825	21,825	21,825	4,500	25.97%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		886,520	868,970	987,539	868,997	991,059	725,714	1,019,262	1,052,971	1,052,971	1,052,971	33,710	3.31%

422 - Highway Department

5110	Personnel	976,063	873,508	990,282	987,371	1,056,711	975,509	1,104,388	1,105,823	1,105,823	1,105,823	1,435	0.13%
5130	Overtime Regular	70,727	48,688	70,727	54,973	76,681	52,059	76,681	76,681	76,681	76,681	-	0.00%
5150	Temporary/Seasonal	-	-	-	-	-	-	-	-	-	-	-	-
5190	Contractual Obligations	28,250	26,018	28,550	26,431	30,150	18,336	30,350	30,350	30,350	30,350	-	0.00%
5400	Supplies & Expenses	413,100	399,282	413,100	364,856	453,100	414,104	453,100	463,100	463,100	463,100	10,000	2.21%
5200	Contract Services/Leases	322,293	304,944	322,293	219,861	322,293	267,774	322,293	322,293	322,293	322,293	-	0.00%
5256	Utilities	29,250	24,517	29,250	29,250	13,100	9,493	13,100	13,100	13,100	13,100	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		1,839,683	1,676,957	1,854,202	1,682,742	1,952,035	1,737,275	1,999,912	2,011,347	2,011,347	2,011,347	11,435	0.57%

423 - Snow and Ice

5131	Snow Overtime	70,000	170,534	70,000	133,794	70,000	168,980	70,000	70,000	70,000	70,000	-	0.00%
5278	Snow and Sand Expenses	350,000	782,558	350,000	623,338	350,000	-	350,000	350,000	350,000	350,000	-	0.00%
TOTAL		420,000	953,092	420,000	757,132	420,000	168,980	420,000	420,000	420,000	420,000	-	0.00%

433 - Solid Waste

5285	Solid Waste	2,979,589	2,920,436	3,086,921	3,050,281	3,359,776	3,223,432	3,472,055	3,679,720	3,679,720	3,679,720	207,665	5.98%
TOTAL		2,979,589	2,920,436	3,086,921	3,050,281	3,359,776	3,223,432	3,472,055	3,679,720	3,679,720	3,679,720	207,665	5.98%

650 - Parks/Trees

5110	Personnel	480,372	474,339	495,728	441,986	498,298	481,856	515,947	528,804	528,804	528,804	12,857	2.49%
5120	Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	-
5130	Overtime	97,370	93,047	97,370	94,095	99,850	99,768	99,850	99,850	99,850	99,850	-	0.00%
5190	Contractual Obligations	17,124	12,114	17,124	15,626	17,124	15,253	17,124	17,124	17,124	17,124	-	0.00%
5400	Supplies & Expenses	94,025	93,843	67,925	67,773	67,925	65,377	85,925	85,925	85,925	85,925	-	0.00%
7093	Mosquito Control	15,000	11,814	15,000	14,898	15,000	14,873	15,000	15,000	15,000	15,000	-	0.00%
5200	Contract Services/Leases	67,830	67,686	125,830	125,424	140,830	129,368	140,830	135,830	135,830	135,830	(5,000)	-3.55%
5256	Utilities	7,500	3,000	7,500	7,500	2,500	2,500	2,500	2,500	2,500	2,500	-	0.00%
5800	Capital Outlay	100,000	85,796	120,000	117,166	120,000	115,193	88,800	97,000	97,000	97,000	8,200	9.23%
TOTAL		879,221	841,639	946,477	884,468	961,527	924,188	965,976	982,033	982,033	982,033	16,057	1.66%

491 - Cemetery

5110	Personnel	284,459	248,433	295,550	275,890	294,957	290,136	296,781	275,357	275,357	275,357	(21,424)	-7.22%
5120	Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	0.00%
5130	Overtime	55,640	30,002	55,640	42,086	58,200	31,008	58,200	58,200	58,200	58,200	-	0.00%
5190	Contractual Obligations	10,296	10,296	10,296	8,477	10,296	8,455	10,296	49,752	49,752	49,752	39,456	383.21%
5400	Supplies & Expenses	36,500	17,570	36,500	33,983	43,000	13,022	43,000	43,000	43,000	43,000	-	0.00%
7093	Mosquito Control	-	-	-	-	-	-	-	-	-	-	-	0.00%
5200	Contract Services/Leases	20,450	8,691	20,450	5,922	20,450	7,915	20,450	20,450	20,450	20,450	-	0.00%
5256	Utilities	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	2,250	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	0.00%
5800	Perpetual Care	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		409,595	317,242	420,686	368,608	429,153	352,786	430,977	449,009	449,009	449,009	18,032	4.18%

TOTAL PUBLIC WORKS

TOTAL PUBLIC WORKS		8,147,893	8,249,477	8,456,287	8,340,204	8,901,713	7,888,471	9,298,188	9,699,473	9,699,473	9,699,473	401,285	4.32%

300 - Billerica Public Schools

5166	Professional Salaries	51,584,651	51,584,651	53,532,364	53,532,364	55,250,753	55,250,753	56,079,514	57,761,900	57,761,900	57,761,900	1,682,385	3.00%
5170	Clerical Salaries	-	-	-	-	-	-	1,070,183	1,102,288	1,102,288	1,102,288	32,105	-
5180	Other Salaries	-	-	-	-	-	-	-	-	-	-	-	-
5466	Supplies & Expenses	1,755,573	1,755,573	1,755,573	1,755,573	1,811,927	1,811,927	1,839,106	1,894,279	1,894,279	1,894,279	55,173	3.00%
5266	Contract Services/Leases	8,308,961	8,308,961	8,308,961	8,308,961	8,575,678	8,575,678	8,704,314	8,965,443	8,965,443	8,965,443	261,129	3.00%
5267	Utilities	1,378,624	1,378,624	1,378,624	1,378,624	1,422,878	1,422,878	1,444,221	1,487,547	1,487,547	1,487,547	43,327	3.00%
5866	Capital Outlay	282,899	282,899	282,899	282,899	291,980	291,980	296,360	305,251	305,251	305,251	8,891	3.00%
TOTAL		63,310,708	63,310,708	65,258,421	65,258,421	67,353,216	67,353,216	69,433,698	71,516,709	71,516,709	71,516,709	2,083,011	3.00%

310 - Shawsheen Technical School

5300	Operating Costs	10,917,388	10,917,388	10,256,850	10,256,850	9,807,569	9,807,569	10,101,796	10,011,652	10,011,652	10,011,652	(90,144)	-0.89%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		10,917,388	10,917,388	10,256,850	10,256,850	9,807,569	9,807,569	10,101,796	10,011,652	10,011,652	10,011,652	(90,144)	-0.89%

TOTAL PUBLIC EDUCATION

TOTAL PUBLIC EDUCATION		74,228,096	74,228,096	75,515,271	75,515,271	77,160,785	77,160,785	79,535,494	81,528,361	81,528,361	81,528,361	1,992,867	2.51%

Town of Billerica Budget Detail
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610 - Public Library

	BUDGETED FY2019	EXPENDED FY2019	BUDGETED FY2020	EXPENDED FY2020	BUDGETED FY2021	EXPENDED FY2021	BUDGETED FY2022	DEPT REQ FY2023	TOWN MGR FY2023	TOWN MGR FY2023	Budget Change	% Chapge
5110 Personnel	798,305	785,772	815,649	828,851	867,421	867,421	903,158	894,513	894,513	894,513	(8,645)	-0.96%
5120 Permanent Part Time	389,708	374,410	405,859	363,716	405,812	344,461	398,339	368,706	368,706	368,706	(29,633)	-7.44%
5190 Contractual Obligations	30,481	30,481	29,203	30,481	26,363	26,363	27,448	22,021	22,021	22,021	(5,427)	-19.77%
5400 Supplies & Expenses	214,057	214,053	214,551	211,093	224,835	212,331	226,869	231,159	231,159	231,159	4,290	1.89%
5200 Contract Services/Leases	80,567	80,567	80,961	73,957	82,684	75,285	82,974	84,634	84,634	84,634	1,660	2.00%
7059 Cleaning Service	20,100	20,100	21,900	17,932	27,300	23,021	27,300	27,846	27,846	27,846	546	2.00%
5256 Utilities	76,800	76,800	76,800	76,800	25,000	25,000	25,000	25,000	25,000	25,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	1,610,018	1,582,183	1,644,923	1,602,830	1,659,415	1,573,882	1,691,087	1,653,879	1,653,879	1,653,879	(37,208)	-2.20%

630 - Recreation Department

5110 Personnel	257,642	252,300	273,207	254,750	339,275	247,444	305,028	312,429	312,429	312,429	7,401	2.43%
5120 Permanent Part Time	103,441	95,018	107,641	107,641	57,700	52,403	57,700	70,000	70,000	70,000	12,300	21.32%
5190 Contractual Obligations	7,300	7,300	8,432	6,725	6,332	6,332	5,200	7,350	7,350	7,350	2,150	41.35%
5400 Supplies & Expenses	15,950	8,063	14,080	2,891	12,680	12,257	11,580	11,580	11,580	11,580	-	0.00%
5200 Contract Services/Leases	51,540	51,106	60,340	46,731	58,836	48,622	65,836	76,586	76,586	76,586	10,750	16.33%
5256 Utilities	10,000	10,000	10,000	10,000	3,000	2,993	3,000	3,000	3,000	3,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	445,872	423,787	473,700	428,738	477,823	370,051	448,344	480,945	480,945	480,945	32,601	7.27%

91070 - Civic Events/Organizations

7067 VFW-P, DAV, VFW-S	600	600	600	600	600	-	600	600	600	600	-	0.00%
7068 Memorial Day/Homcoming	9,000	8,985	9,000	9,000	11,000	403	11,000	11,000	11,000	11,000	-	0.00%
7097 Festival Account	5,000	5,000	5,000	5,000	5,000	-	7,500	10,000	10,000	10,000	2,500	33.33%
7098 350th Celebration	-	-	-	-	-	-	-	-	-	-	-	-
7076 Middlesex Canal	1,500	-	1,500	-	1,500	-	1,500	1,500	1,500	1,500	-	0.00%
7077 Beautification	3,000	2,591	15,000	4,526	15,000	1,319	15,000	15,000	15,000	15,000	-	0.00%
7084 Scholarship Account	5,100	5,100	5,100	5,022	5,100	5,100	5,100	5,100	5,100	5,100	-	0.00%
TOTAL	24,200	22,276	36,200	24,148	38,200	6,822	40,700	43,200	43,200	43,200	2,500	6.14%

TOTAL LIBRARY & RECREATION	2,080,090	2,028,246	2,154,823	2,055,716	2,175,438	1,950,755	2,180,131	2,178,024	2,178,024	2,178,024	(2,107)	-0.10%

543 - Veterans Services											-	-
5110 Personnel	133,804	117,049	137,592	125,686	131,046	131,046	136,760	141,255	141,255	141,255	4,495	3.29%
5190 Contractual Obligations	9,334	4,534	9,534	4,434	5,434	4,934	5,434	5,434	5,434	5,434	-	0.00%
5400 Supplies & Expenses	4,710	3,885	4,710	2,060	5,210	4,937	5,210	5,210	5,210	5,210	-	0.00%
5200 Contract Services/Leases	1,385	1,012	1,385	1,204	1,785	339	1,785	1,785	1,785	1,785	-	0.00%
5280 Veterans Benefits	430,000	320,608	430,000	404,830	400,000	346,158	400,000	300,000	300,000	300,000	(100,000)	-25.00%
TOTAL	579,233	447,088	583,221	538,214	543,475	487,414	549,189	453,684	453,684	453,684	(95,505)	-17.39%

541 - Council on Aging											-	-
5110 Personnel	216,310	198,168	217,357	217,357	232,402	323,402	257,658	271,152	271,152	271,152	13,494	5.24%
5120 Permanent Part Time	18,727	18,727	22,734	22,734	22,484	22,484	26,224	36,489	36,489	36,489	10,266	39.15%
5190 Contractual Obligations	6,600	5,639	6,600	6,101	9,450	7,050	10,850	10,850	10,850	10,850	-	0.00%
5400 Supplies & Expenses	37,270	37,239	42,270	37,215	42,270	41,443	42,270	42,270	42,270	42,270	-	0.00%
5200 Contract Services/Leases	34,465	34,447	41,665	35,371	41,665	41,337	41,665	44,465	44,465	44,465	2,800	6.72%
5256 Utilities	32,690	29,043	32,690	32,690	17,000	11,464	17,000	17,000	17,000	17,000	-	0.00%
5800 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	346,062	323,263	363,316	351,468	365,272	447,180	395,667	422,227	422,227	422,227	26,560	6.71%

561 - Commission on Disabilities											-	-
5400 Supplies & Expenses					-	-	-	-	-	-	-	-
5200 Contract Services/Leases					-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-

563 - Housing Partnership											-	-
5150 Temporary/Seasonal	-	-			-	-	-	-	-	-	-	-
5400 Supplies & Expenses	-	-			-	-	-	-	-	-	-	-
TOTAL	-	-	-	-	-	-	-	-	-	-	-	-

TOTAL HUMAN SERVICES	925,295	770,351	946,537	889,682	908,747	934,594	944,856	875,911	875,911	875,911	(68,945)	-7.30%

710 - Capital											-	-
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	500,000	500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	2,000,000	2,000,000	2,000,000	500,000	33.33%
TOTAL	1,000,000	1,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,500,000	2,500,000	2,500,000	500,000	25.00%

710 - Debt and Interest											-	-
7150 Debt Principal - Town	170,000	170,000	165,000	180,000	320,000	315,000	260,000	823,000	823,000	823,000	563,000	216.54%
7140 Debt Principal - School	500,000	500,000	490,000	490,000	480,000	480,000	475,000	443,000	443,000	443,000	(32,000)	-6.74%
7550 Debt Interest - Town	43,150	42,950	57,975	58,109	68,050	68,050	53,575	609,065	609,065	609,065	555,490	1036.85%
7160 Debt Interest - School	140,351	140,350	124,250	1,234,250	106,775	106,775	89,331	90,038	90,038	90,038	706	0.79%
7580 New Debt - Town Interest	-	-	-	-	-	-	-	-	-	-	-	-
7130 Temporary Borrowing - Town	420,000	420,000	398,875	275,443	350,000	17,950	350,000	350,000	350,000	350,000	-	0.00%
7150 Temporary Borrowing - Debt Excl	-	-	201,125	201,125	90,000	131,500	90,000	-	-	-	(90,000)	-100.00%
7170 High School Exclusion - Principal	1,800,000	1,800,000	2,000,000	2,000,000	1,785,000	1,785,000	1,865,000	1,950,000	1,950,000	1,950,000	85,000	4.56%
7170 High School Exclusion - Interest	3,339,219	3,339,219	3,326,469	3,316,097	3,266,331	3,266,331	3,177,081	3,083,831	3,083,831	3,083,831	(93,250)	-2.94%
75XP Parker Debt Exclusion - Principal	1,250,000	1,250,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	-	0.00%
75XI Parker Debt Exclusion - Interest	215,563	215,563	165,563	165,562	152,763	152,763	136,763	123,963	123,963	123,963	(12,800)	-9.36%
75XO Debt Stabilization Appropriation	766,198	766,198	641,324	641,323	91,101	-	-	-	-	-	-	-
TOTAL	8,644,481	8,644,280	7,890,580	8,881,909	7,030,020	6,643,369	6,816,750	7,792,896	7,792,896	7,792,896	976,146	14.32%

91070 - Town/School Shared Costs											-	-
7010 Bldg/Auto/Liab Insurance	1,020,000	859,795	1,120,000	1,143,998	1,331,000	1,361,261	1,331,000	1,441,000	1,441,000	1,441,000	110,000	8.26%
7012 Health Insurance	16,237,027	16,237,027	16,314,027	16,314,027	16,744,339	16,744,339	17,163,339	17,163,339	17,163,339	17,163,339	-	0.00%
7020 Workers' Compensation	746,000	691,363	866,000	755,117	866,000	687,377	866,000	866,000	866,000	866,000	-	0.00%
7030 Unemployment Comp.	80,000	61,483	100,000	77,225	100,000	5,160	100,000	100,000	100,000	100,000	-	0.00%
7042 Medicare	1,153,240	1,149,675	1,133,240	1,249,285	1,133,240	1,250,360	1,133,240	1,133,240	1,133,240	1,133,240	-	0.00%
7052 County Retirement Assessment	11,556,039	11,555,145	11,921,516	11,924,109	12,782,396	12,782,396	13,584,397	14,484,999	14,484,999	14,484,999	900,602	6.63%
7052 OPEB Trust Contribution	1,150,000	1,150,000	1,322,500	1,322,500	1,520,875	1,520,875	1,749,006	2,011,357	2,011,357	2,011,357	262,351	15.00%
TOTAL	31,942,306	31,704,488	32,777,283	32,786,261	34,477,850	34,351,768	35,926,982	37,199,935	37,199,935	37,199,935	1,272,953	3.54%

TOTAL TOWN & SCHOOL SHARED COSTS	41,586,787	41,348,768	42,667,863	43,668,170	43,507,870	42,995,137	44,743,732	47,492,831	47,492,831	47,492,831	2,749,099	6.14%

SUMMARY											-	-
General Government	5,647,312	5,361,204	5,740,588	5,396,778	7,364,233	6,957,748	8,136,098	8,543,195	8,543,195	8,543,195	407,097	5.00%
Public Safety	20,366,156	19,825,221	20,027,341	19,757,355	21,053,918	20,720,640	21,581,578	21,924,232	21,924,232	21,924,232	342,654	1.59%
Public Works	8,147,893	8,249,477	8,456,287	8,340,204	8,901,713	7,888,471	9,298,188	9,699,473	9,699,473	9,699,473	401,285	4.32%
Public Education	74,228,096	74,228,096	75,515,271	75,515,271	77,160,785	77,160,785	79,535,494	81,528,361	81,528,361	81,528,361	1,992,867	2.51%
Library and Recreation	2,080,090	2,028,246	2,154,823	2,055,716	2,175,438	1,950,755	2,180,131	2,178,024	2,178,024	2,178,024	(2,107)	-0.10%
Human Services	925,295	770,351	946,537	889,682	908,747	934,594	944,856	875,911	875,911	875,911	(68,945)	-7.30%

Financial Recap FY23

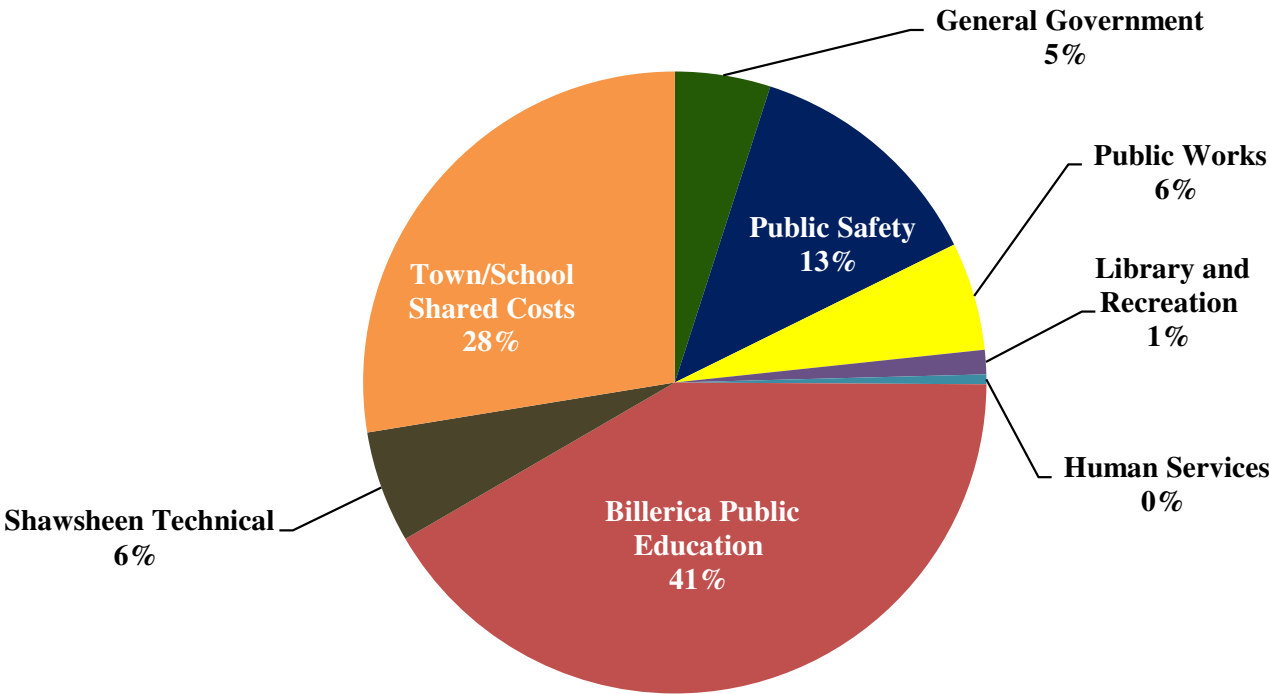
TOWN OF BILLERICA FINANCIAL RECAP FISCAL YEAR 2023 SPRING Summary Table

Uses of Funding	
FY2023 Budget	172,242,027.00
Water Enterprise Budget	\$ 7,315,982.00
Wastewater Enterprise Budget	9,016,825.00
Snow and Ice Deficit Projection	600,000.00
Overlay Appropriation	2,750,778.00
State and County Assessments	5,236,423.00
CPA Appropriation	1,000,000.00
Other Funded Items	69,952.00
PEG Access Article	-
Final Judgements	60,000.00
Total FY2023 Uses of Funding	\$ 198,291,987.00

Sources of Funding	
Total Property Taxes	\$ 142,700,781.00
Local Aid	26,793,020.00
Local Receipts	13,140,365.00
Water Enterprise Receipts	5,400,000.00
Wastewater Enterprise Receipts	6,400,000.00
CPA Revenue	1,000,000.00
Miscellaneous Funds	2,737,617.00
PEG Access	-
Rink Revolving Fund	120,203.00
Total FY2023 Sources of Funding	\$ 198,291,986.00
Difference	\$ (1.00)

Allocation of Resources FY23

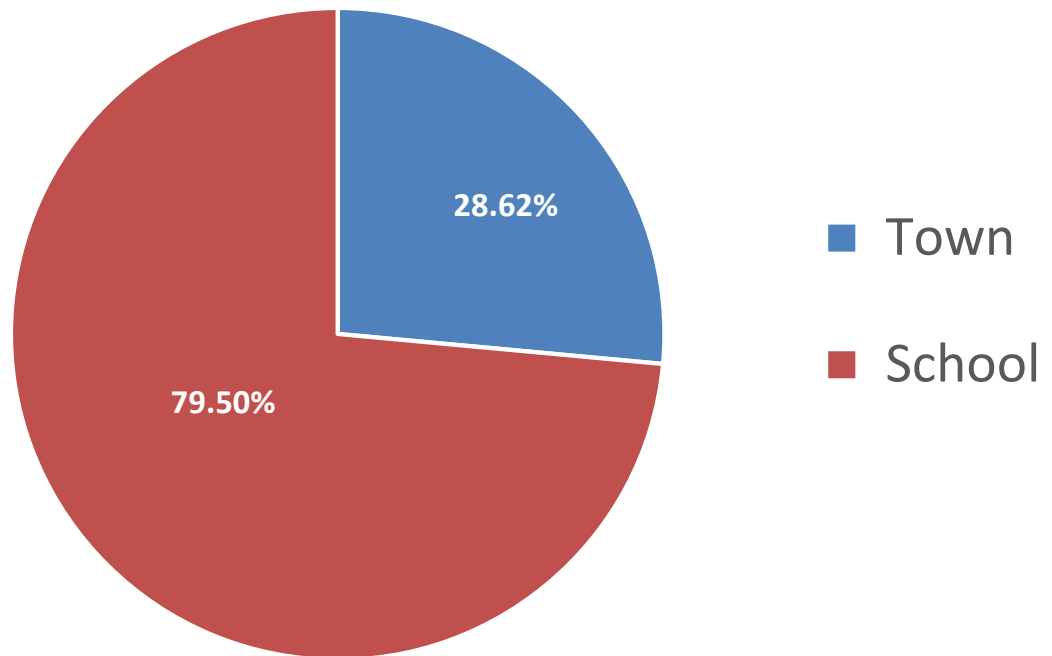
FY2023 Allocation of Resources



Source: FY2023 Billerica Budget Documents

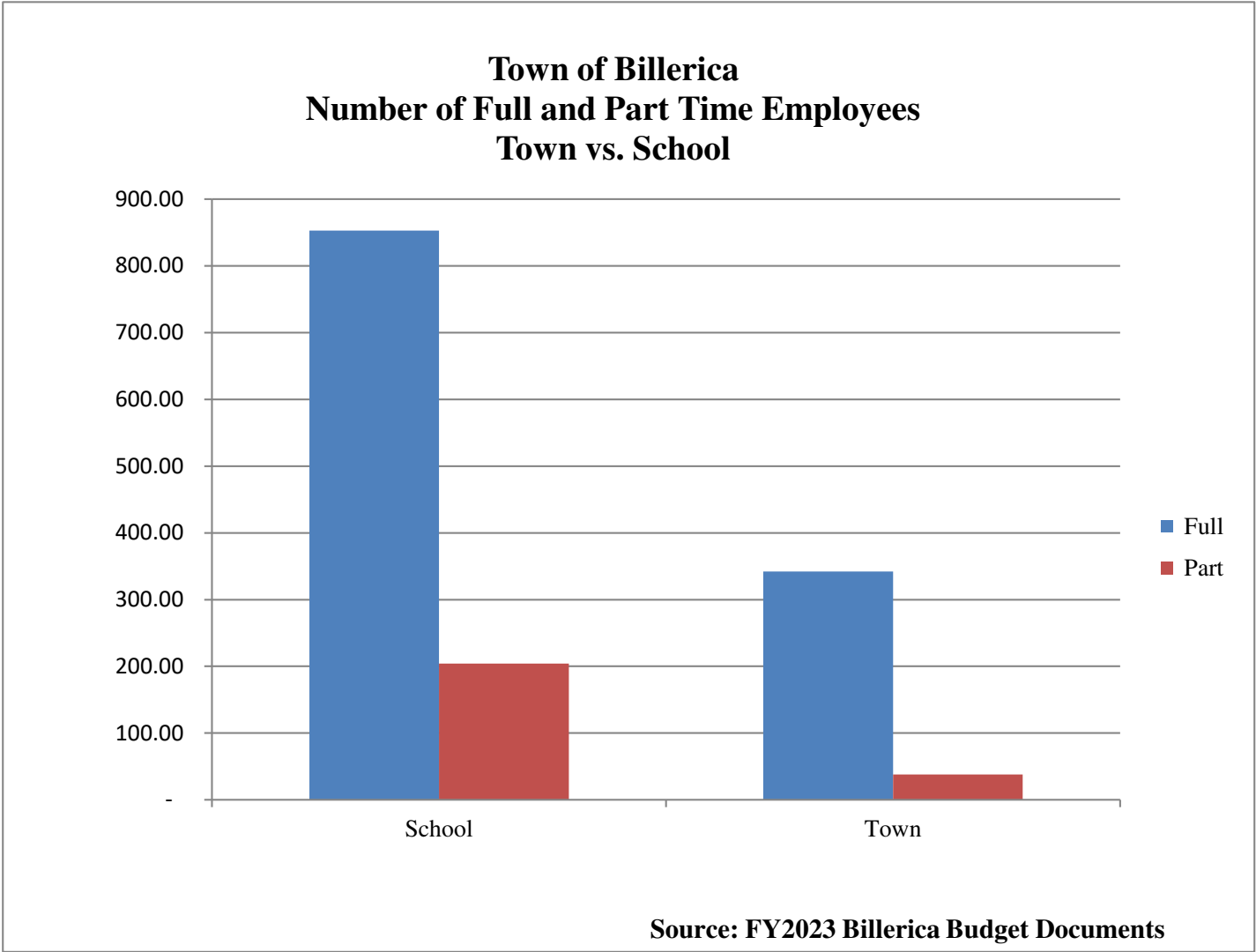
FTE Analysis

**Town vs. School FTE's
Fiscal Year 2023**

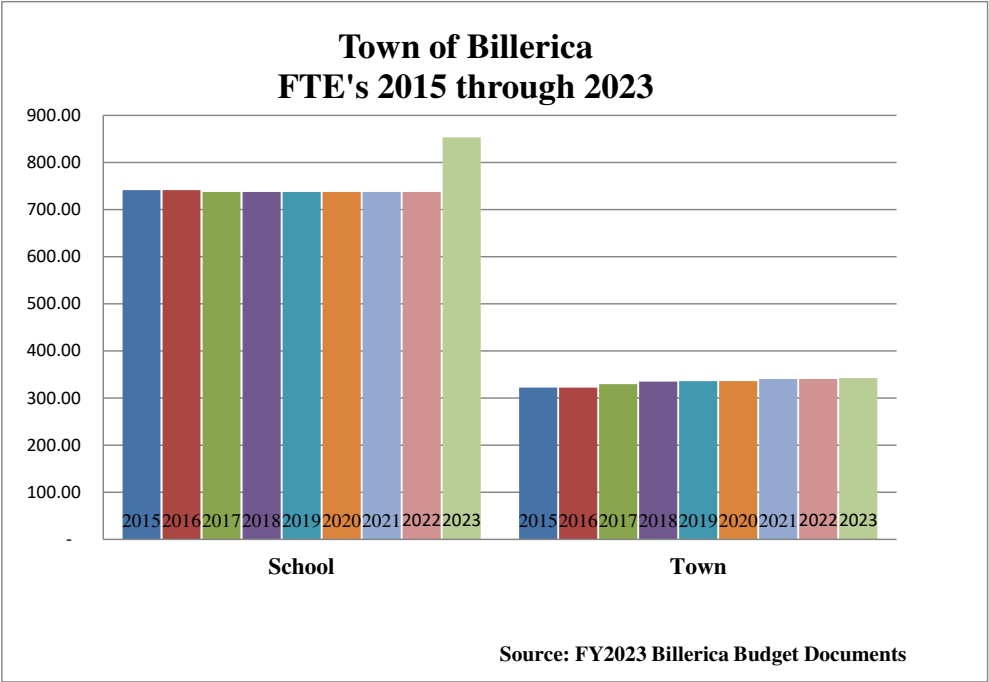
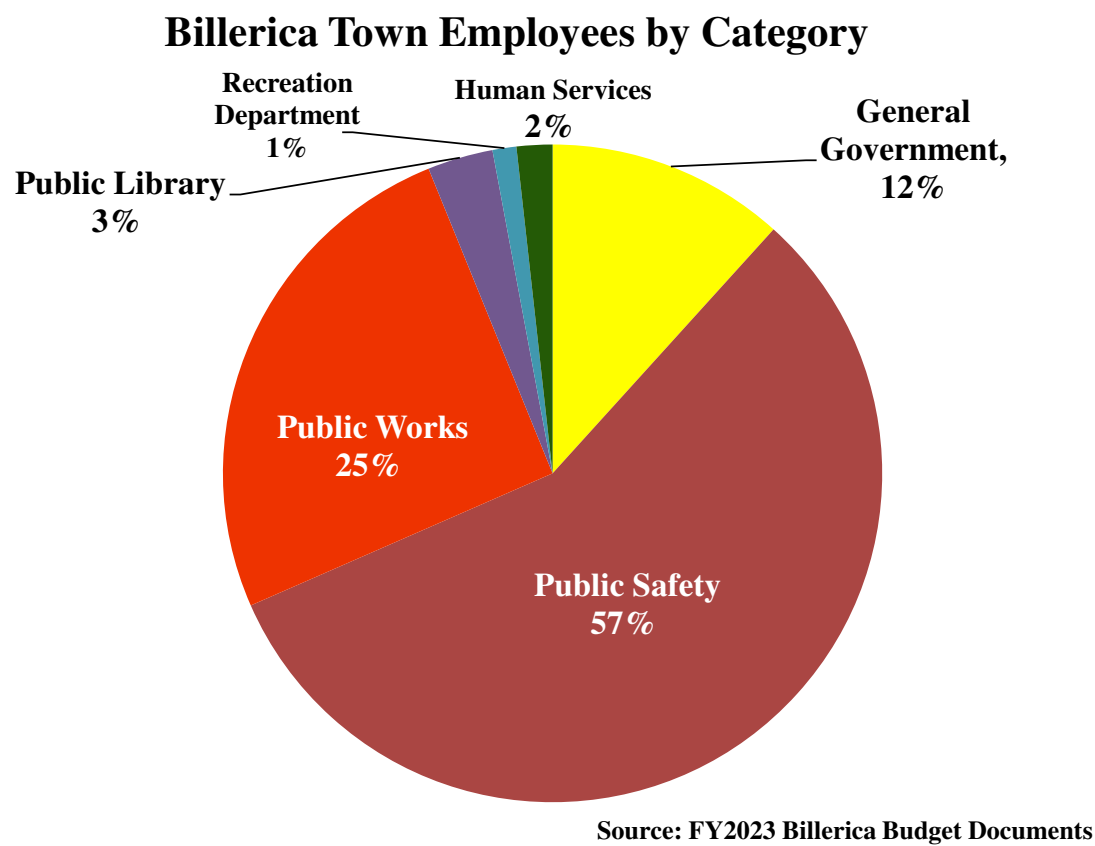


Source: FY2023 Billerica Budget Documents

FTE Analysis



FTE Analysis



FTE Analysis

Town of Billerica Number of Employees

	School	Town	Total
Full	853.00	342.00	1,195.00
Part	204.00	38.00	242.00
Total	1,057.00	380.00	1,437.00

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	340.00	1,077.00
2023	853.00	342.00	1,195.00

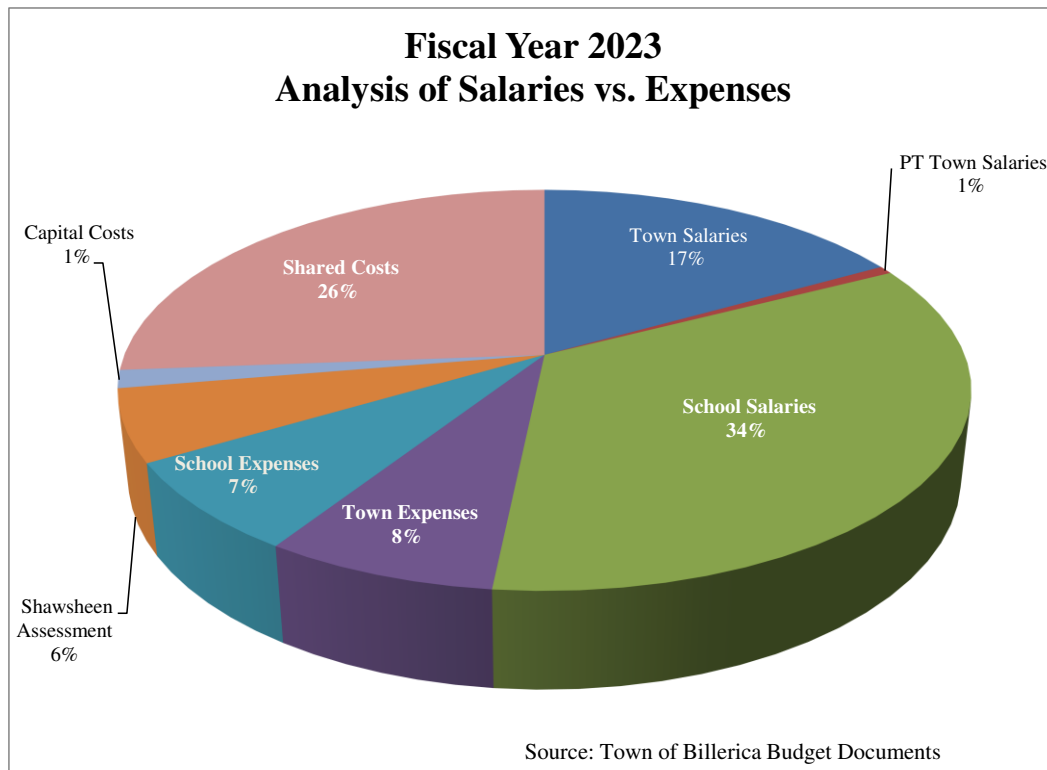
Billerica Town Employees by Category Fiscal Year 2023

	FTEs	Percentage
General Government	40	12%
Public Safety	194	57%
Public Works	87	25%
Public Library	11	3%
Recreation Department	4	1%
Human Services	6	2%
Total	342	100%

FY23 Budget Summary By Cost Center

FISCAL YEAR 2023 BUDGET SUMMARY BY COST CENTER							
		FY2020 BUDGET	FY2021 BUDGET	FY2023 BUDGET	\$ INC/DEC	% INC/DEC	% Budget
Personnel							
5110	Personnel	22,049,934	22,689,807	23,395,958	706,151	3.11%	13.58%
5120	Permanent Part Time	1,079,105	1,043,987	1,110,557	66,570	6.38%	0.64%
5132	Flushing Program	-	-	-	-	0.00%	0.00%
5150	Temporary/Seasonal	-	-	-	-	0.00%	0.00%
5130	Overtime	2,070,655	2,098,241	2,115,056	16,815	0.80%	1.23%
5131	Snow Overtime	70,000	70,000	70,000	-	0.00%	0.04%
5190	Contractual Obligations	3,302,865	3,439,019	3,391,460	(47,559)	-1.38%	1.97%
xxxx	Contract Settlements	-	-	-	-	0.00%	0.00%
5166	School Salaries	55,250,753	56,079,514	57,761,900	1,682,386	3.00%	33.54%
5170	School Clerical Salaries	-	1,070,183	1,102,288	32,105	3.00%	0.64%
Total Salaries		83,823,312	86,490,751	88,947,219	2,456,468	2.84%	51.64%
Expenses							
5200	Contract Services/Leases	2,128,295	2,288,419	2,366,634	78,215	3.42%	1.37%
5400	Supplies & Expenses	1,938,968	1,953,172	2,067,499	114,327	5.85%	1.20%
5256	Utilities	152,350	182,350	188,350	6,000	3.29%	0.11%
****	Other Expenses	704,542	861,040	855,489	(5,551)	-0.64%	0.50%
5800	Capital Outlay	286,400	301,600	338,952	37,352	12.38%	0.20%
5278	Snow and Sand Expenses	350,000	350,000	350,000	-	0.00%	0.20%
5280	Veterans Benefits	400,000	400,000	300,000	(100,000)	-25.00%	0.17%
5285	Solid Waste	3,359,776	3,472,055	3,679,720	207,665	5.98%	2.14%
7088	Town Electric	1,596,640	1,976,640	1,976,640	-	0.00%	1.15%
7095	Streetlights	185,000	185,000	185,000	-	0.00%	0.11%
7098	Fuel	315,000	415,000	415,000	-	0.00%	0.24%
7096	Legal	245,000	245,000	245,000	-	0.00%	0.14%
Total Town Expenses		11,661,971	12,630,276	12,968,284	338,008	2.68%	7.53%
School Expenses							
5266	School Contract Services/Leases	8,575,678	8,704,314	8,965,443	261,129	3.00%	5.21%
5267	School Utilities	1,422,878	1,444,221	1,487,547	43,326	3.00%	0.86%
5466	School Supplies & Expenses	1,811,927	1,839,106	1,894,279	55,173	3.00%	1.10%
5866	School Capital Outlay	291,980	296,360	305,251	8,891	3.00%	0.18%
5300	Shawsheen Assessment	9,807,569	10,101,796	10,011,652	(90,144)	-0.89%	5.81%
Total School Expenses		21,910,032	22,385,797	22,664,172	278,375	1.24%	13.16%
Capital Costs							
7155	Equipment	500,000	500,000	500,000	-	0.00%	0.29%
7145	Contracts	1,500,000	1,500,000	2,000,000	500,000	33.33%	1.16%
		2,000,000	2,000,000	2,500,000	500,000	25.00%	1.45%
Shared Costs							
7010	Bldg/Auto/Liab Insurance	1,331,000	1,331,000	1,441,000	110,000	8.26%	0.84%
7012	Health Insurance	16,744,339	17,163,339	17,163,339	-	0.00%	9.96%
7051	Emp. Medical Exams	85,000	85,000	85,000	-	0.00%	0.05%
7052	County Retirement Assessment/OPEB	14,303,271	15,333,403	16,496,356	1,162,953	7.58%	9.58%
7063	Reserve Fund	84,520	84,520	84,520	-	0.00%	0.05%
7042	Medicare	1,133,240	1,133,240	1,133,240	-	0.00%	0.66%
7020	Workers' Compensation	866,000	866,000	866,000	-	0.00%	0.50%
7030	Unemployment Comp.	100,000	100,000	100,000	-	0.00%	0.06%
7130	Temporary Borrowing - Town	350,000	350,000	350,000	-	0.00%	0.20%
7140	Debt Principal/ST	480,000	475,000	443,000	(32,000)	-6.74%	0.26%
7150	Debt Principal- Town	410,000	350,000	823,000	473,000	135.14%	0.48%
7160	Debt Interest - School	106,775	89,331	90,038	707	0.79%	0.05%
7170	New Debt - School Interest	5,051,331	5,042,081	5,033,831	(8,250)	100.00%	2.92%
7180	New Debt - Town Principal	-	-	-	-	0.00%	0.00%
7550	Debt Interest - Town	68,050	53,575	609,065	555,490	1036.85%	0.35%
7570	New Debt - School Principal	-	-	-	-	0.00%	0.00%
7580	New Debt - Town Interest	-	-	-	-	0.00%	0.00%
75XP	Parker Debt Exclusion Principal	320,000	320,000	320,000	-	0.00%	0.19%
75XI	Parker Debt Exclusion Interest	152,763	136,763	123,963	(12,800)	-9.36%	0.07%
75XO	Debt Stabilization Appropriation	91,101	-	-	-	0.00%	0.00%
Total Shared Costs		41,677,390	42,913,252	45,162,352	2,249,100	5.24%	26.22%
Total Budget		161,072,706	\$ 166,420,076	\$ 172,242,027	\$ 5,821,951	3.50%	

Analysis of Salaries vs. Expenses

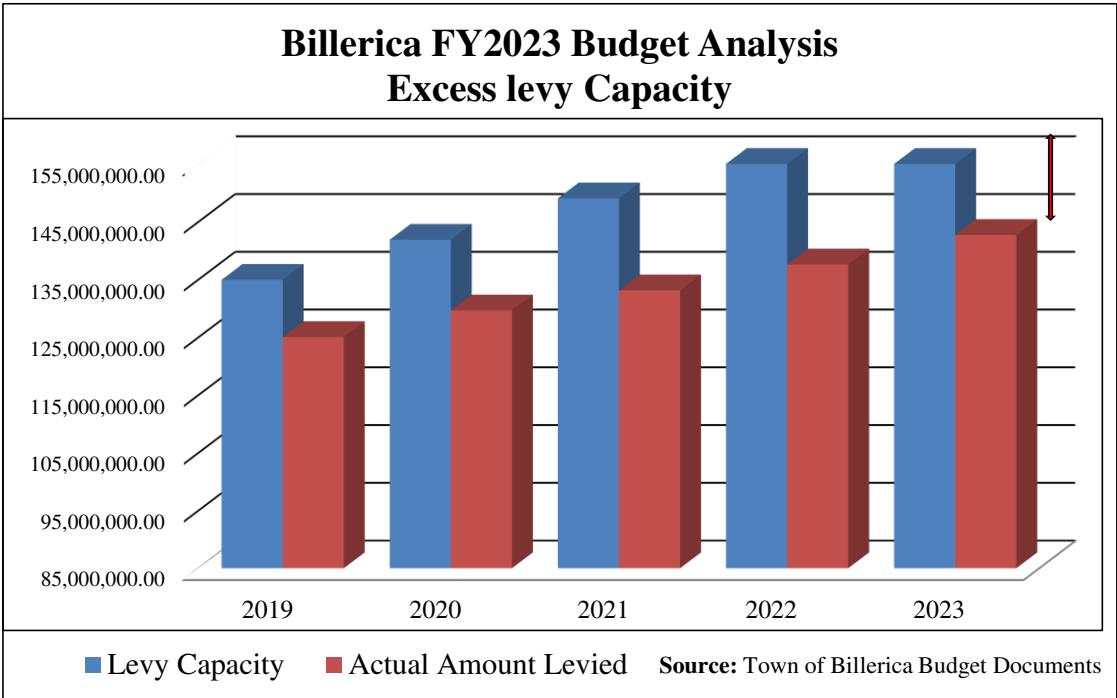
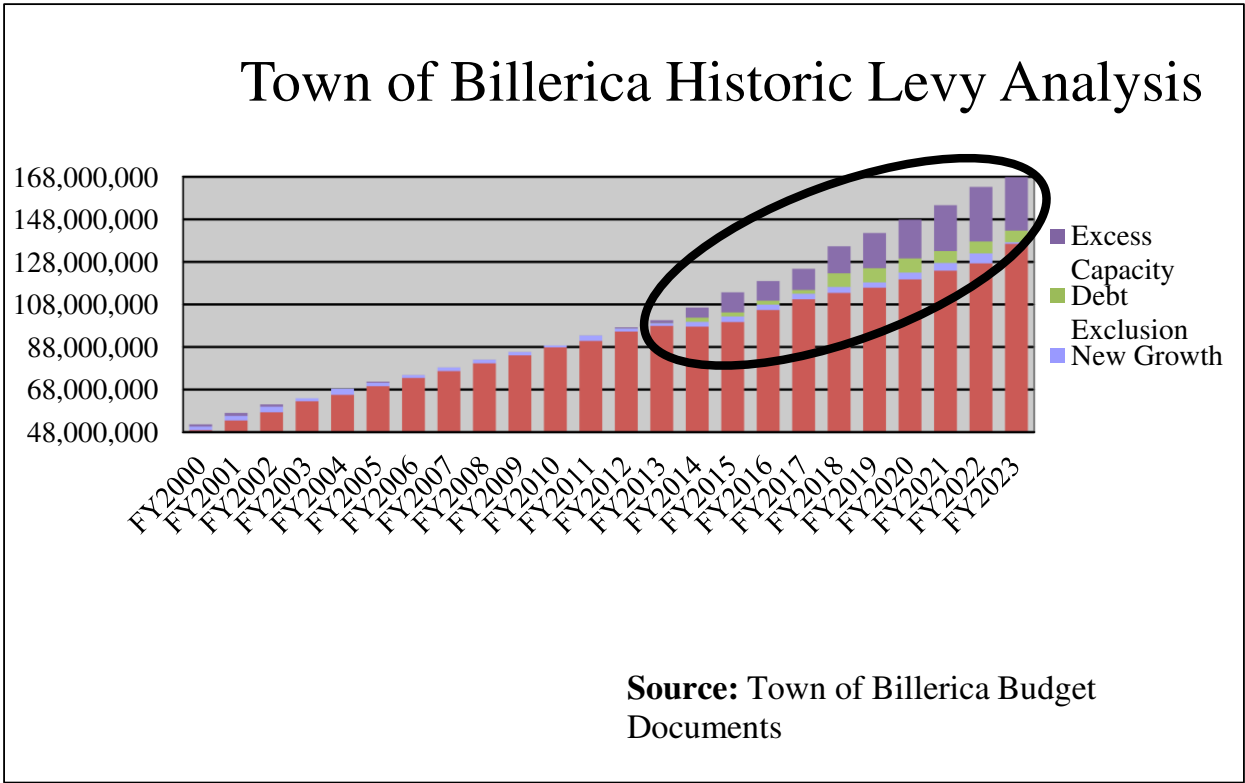


Town of Billerica Fiscal Year 2023

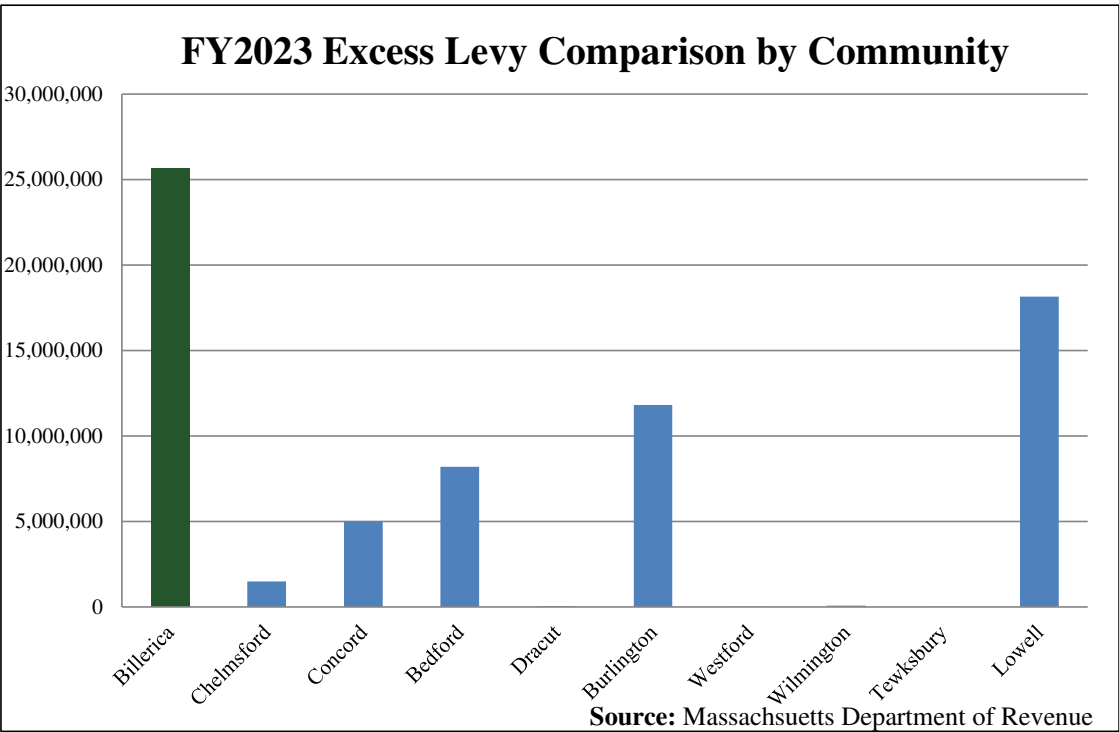
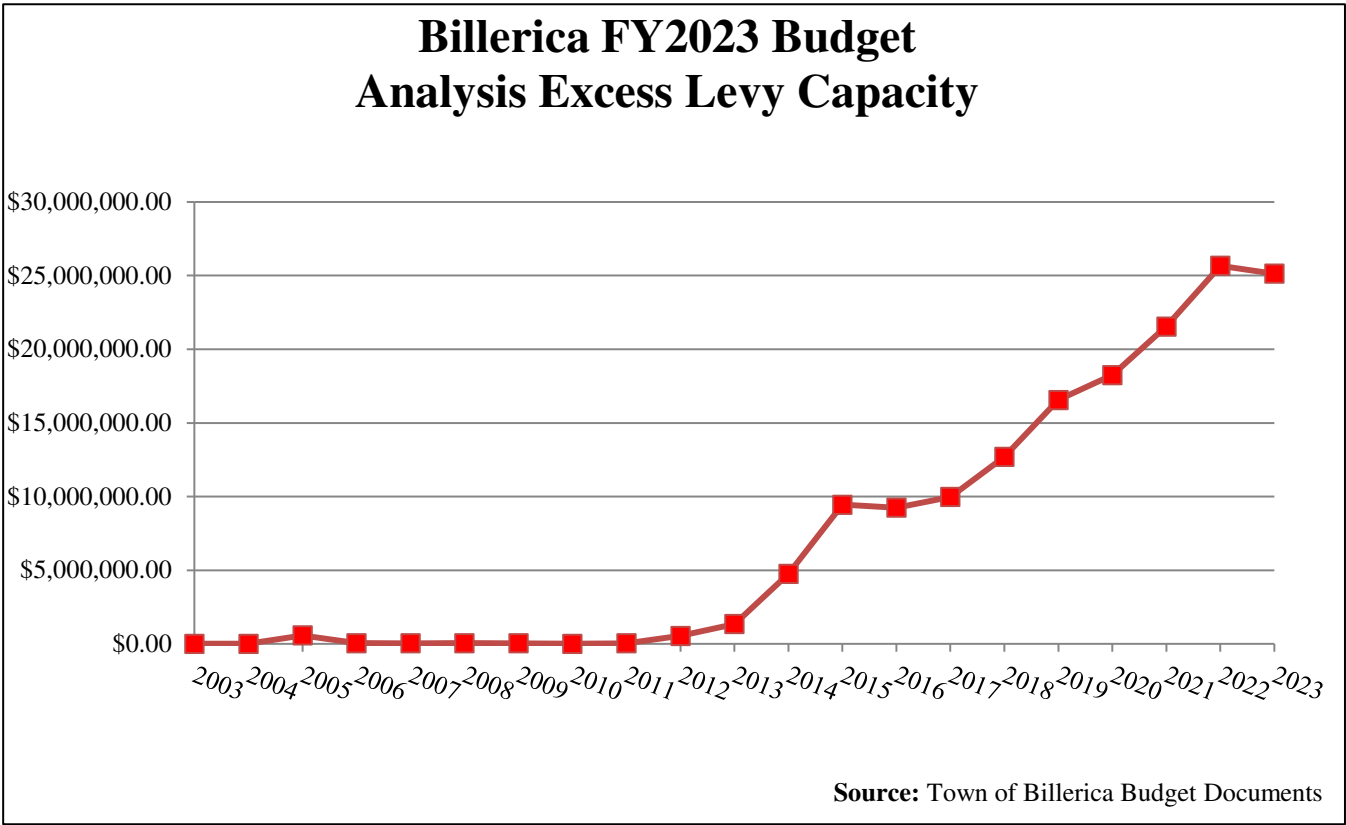
Analysis of Salaries vs. Expenses

Town Salaries	\$ 28,972,474	16.82%
PT Town Salaries	1,110,557	0.64%
School Salaries	58,864,188	34.18%
Total Salaries	88,947,219	51.64%
Town Expenses	12,968,283	7.53%
School Expenses	12,652,520	7.35%
Shawsheen Assessment	10,011,652	5.81%
Capital Costs	2,500,000	1.45%
Shared Costs	45,162,352	26.22%
Total Expenses	83,294,807	48.36%
Total Budget	\$ 172,242,026	100.00%

Levy Analysis

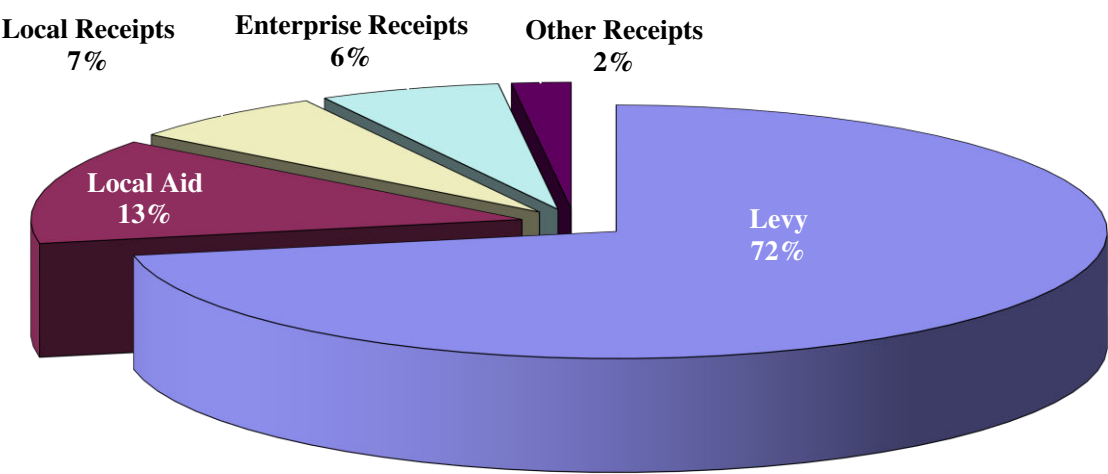


Levy Analysis

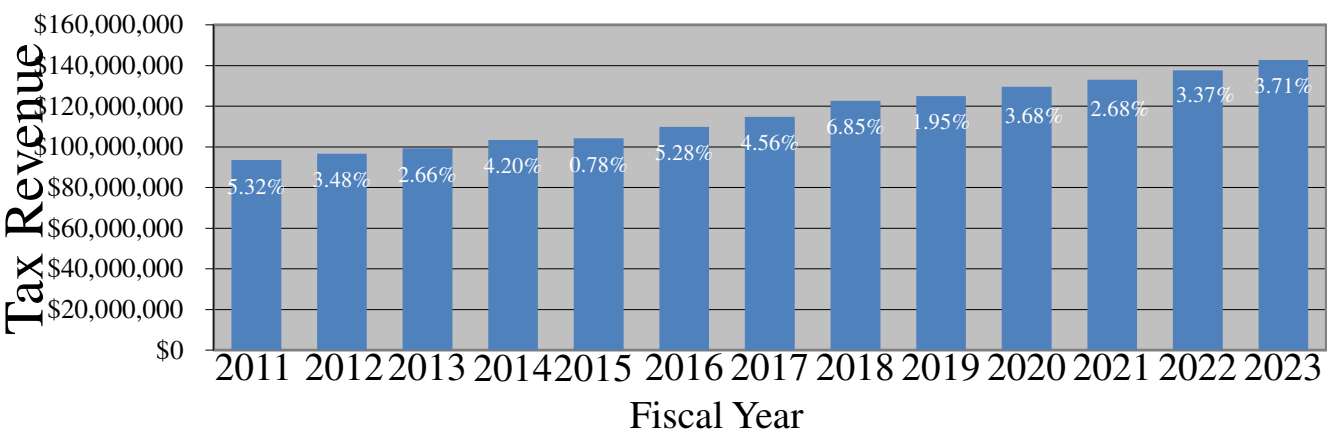


Revenue Sources and Trends

Billerica FY2023 Budget Analysis Revenue Breakdown



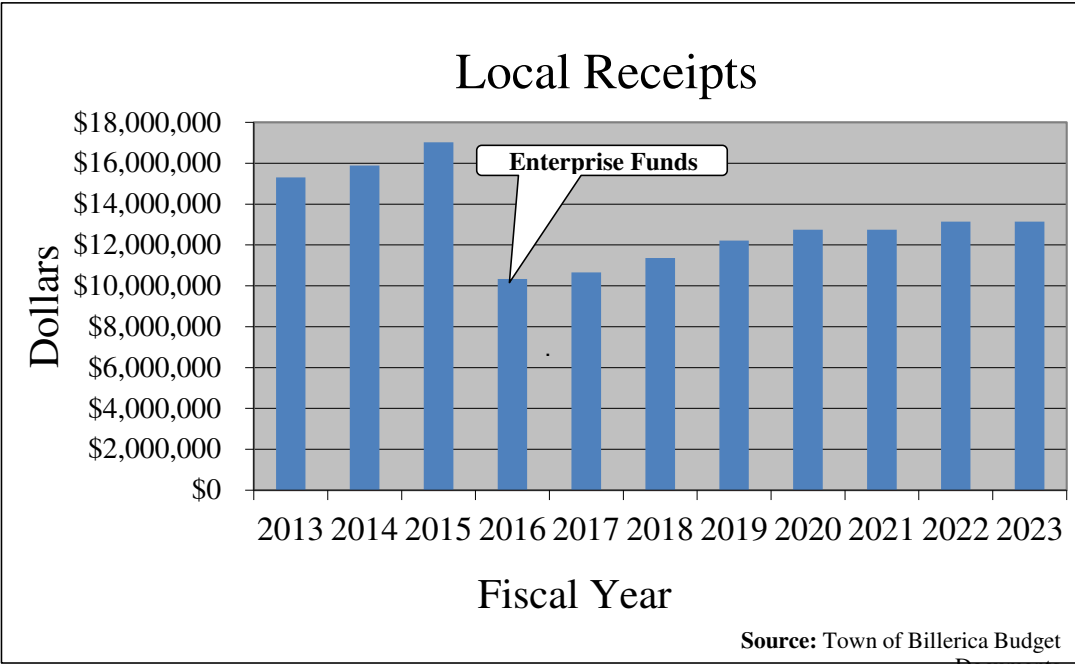
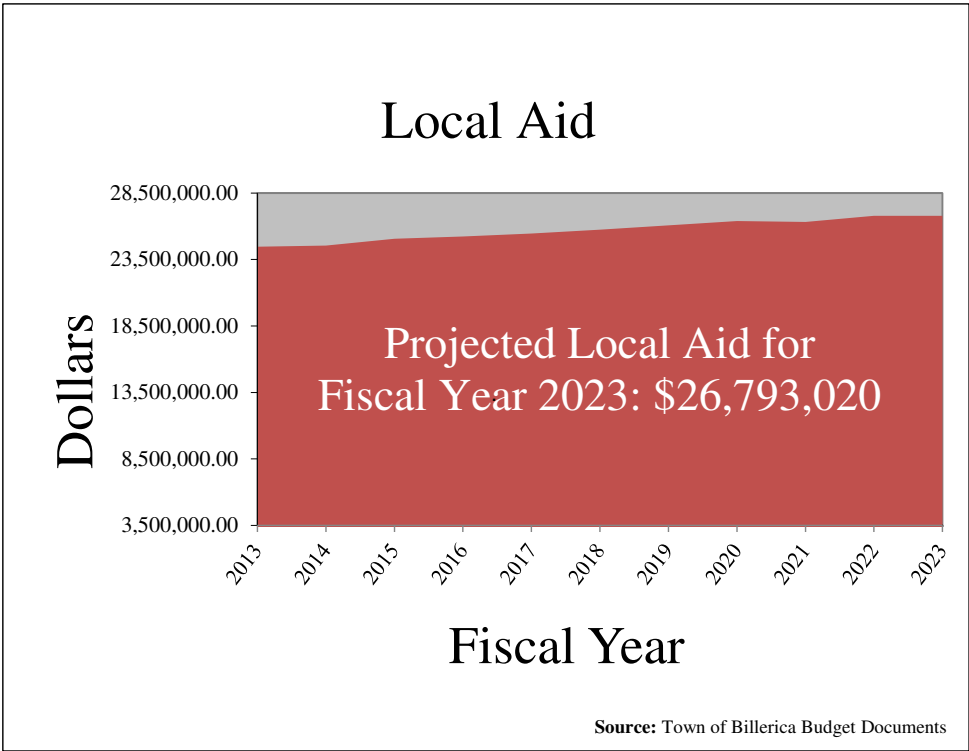
Source: Town of Billerica Budget Documents



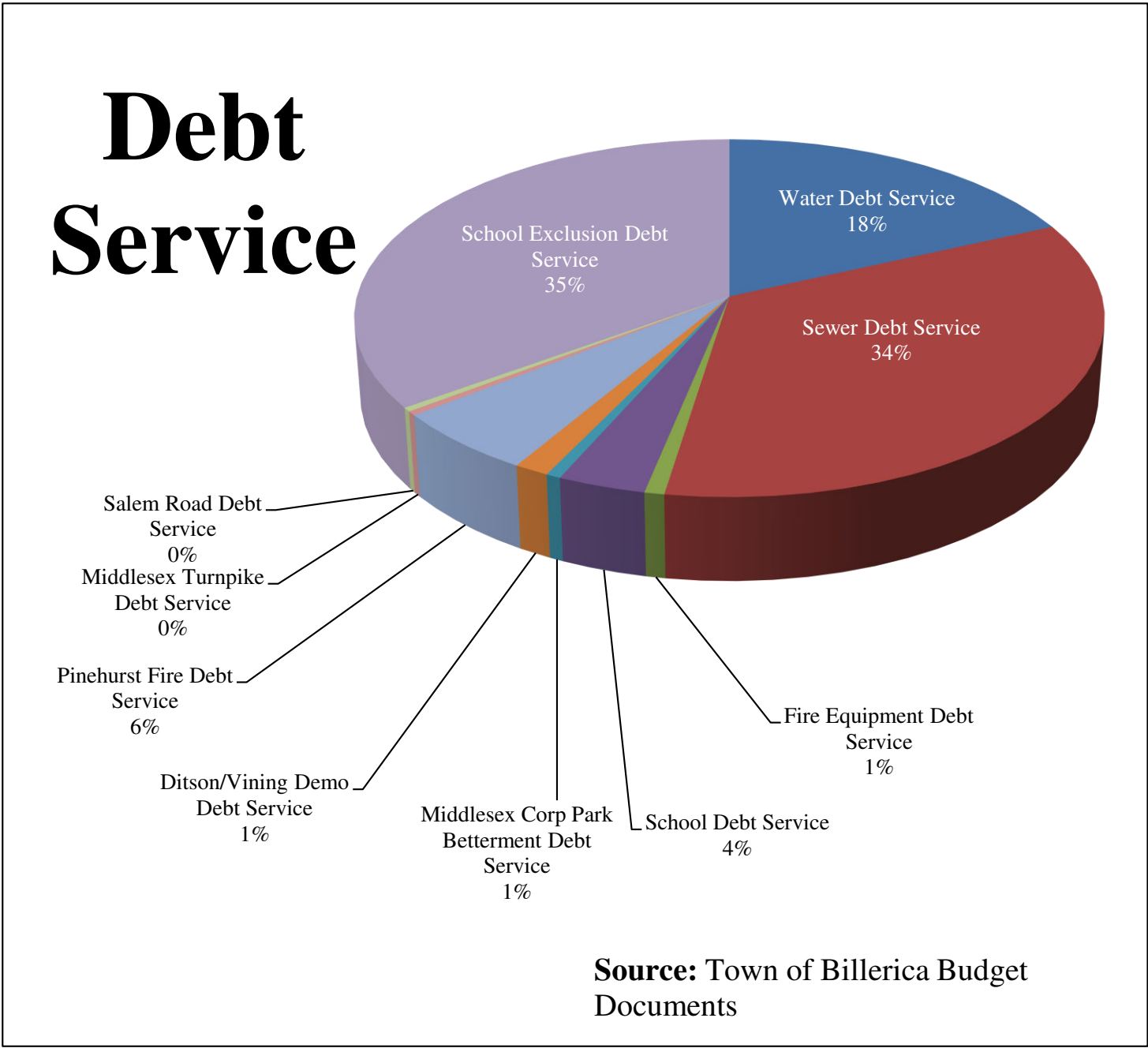
Total Projected FY2023 Tax Revenues: \$142,700,781

Source: Town of FY2023 Billerica Budget

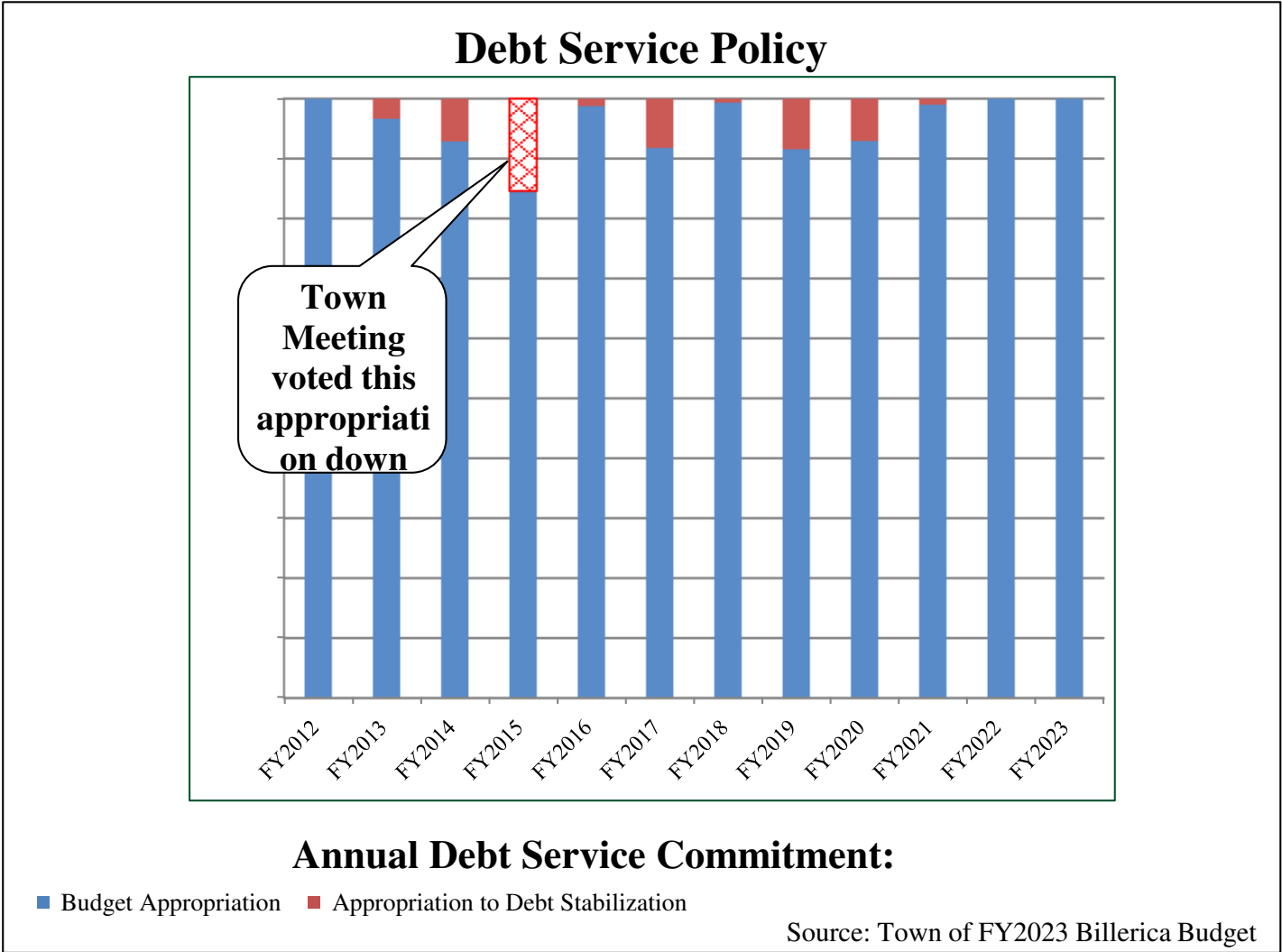
Revenue Sources and Trends



Debt Service

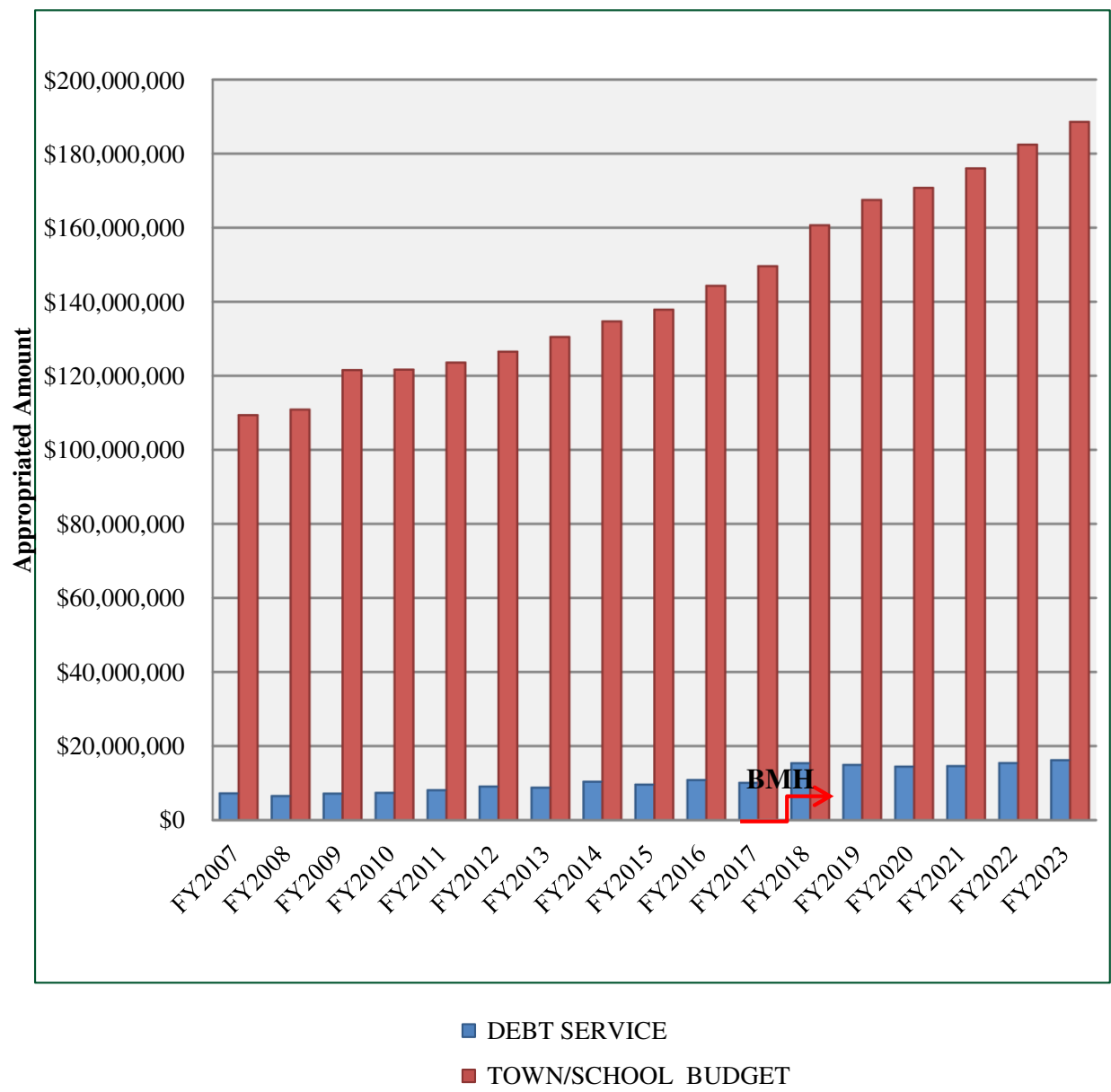


Debt Service



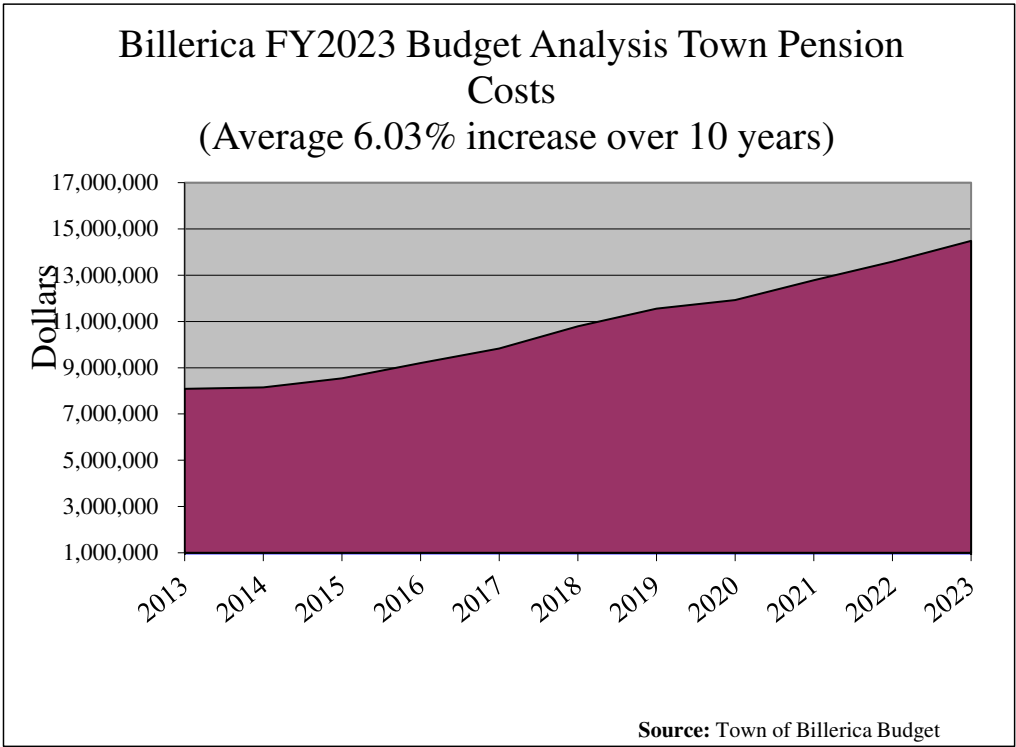
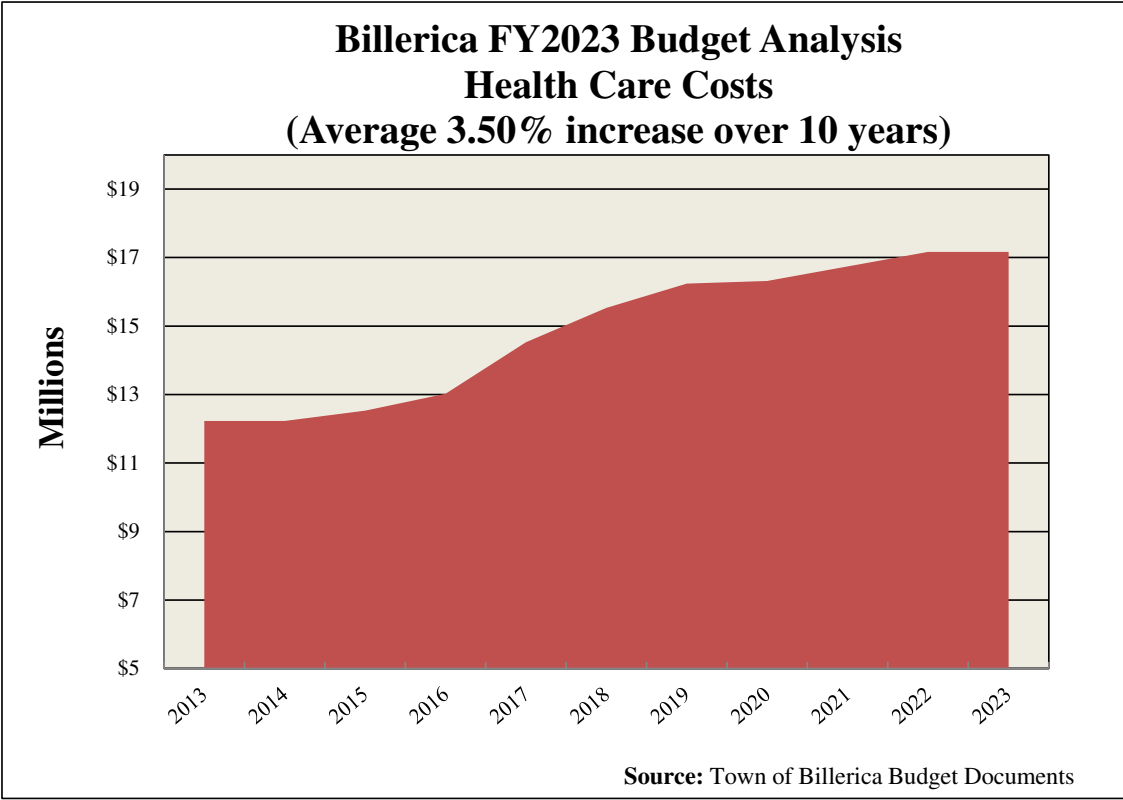
Debt Service

Debt to Budget Comparison



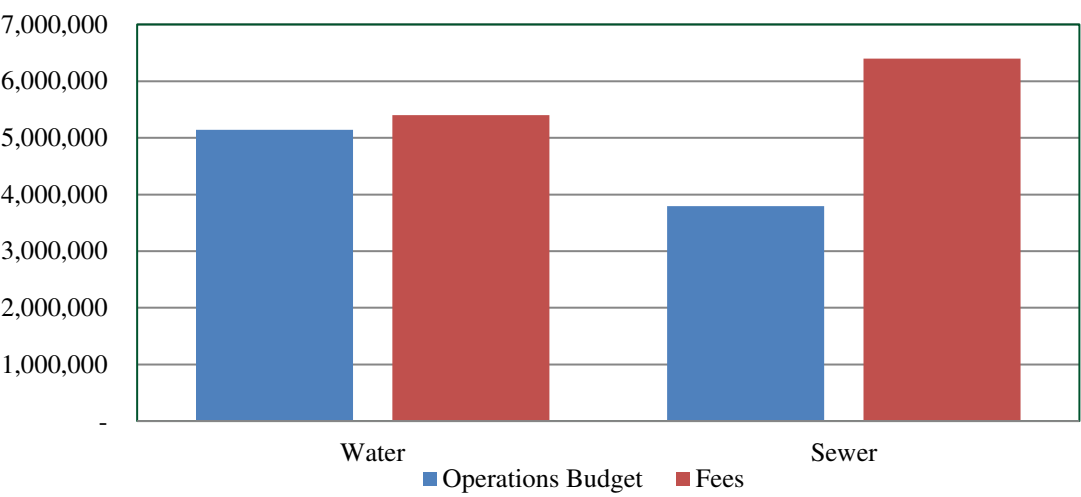
Source: Town of FY2023 Billerica Budget Documents

Pension / Health Care

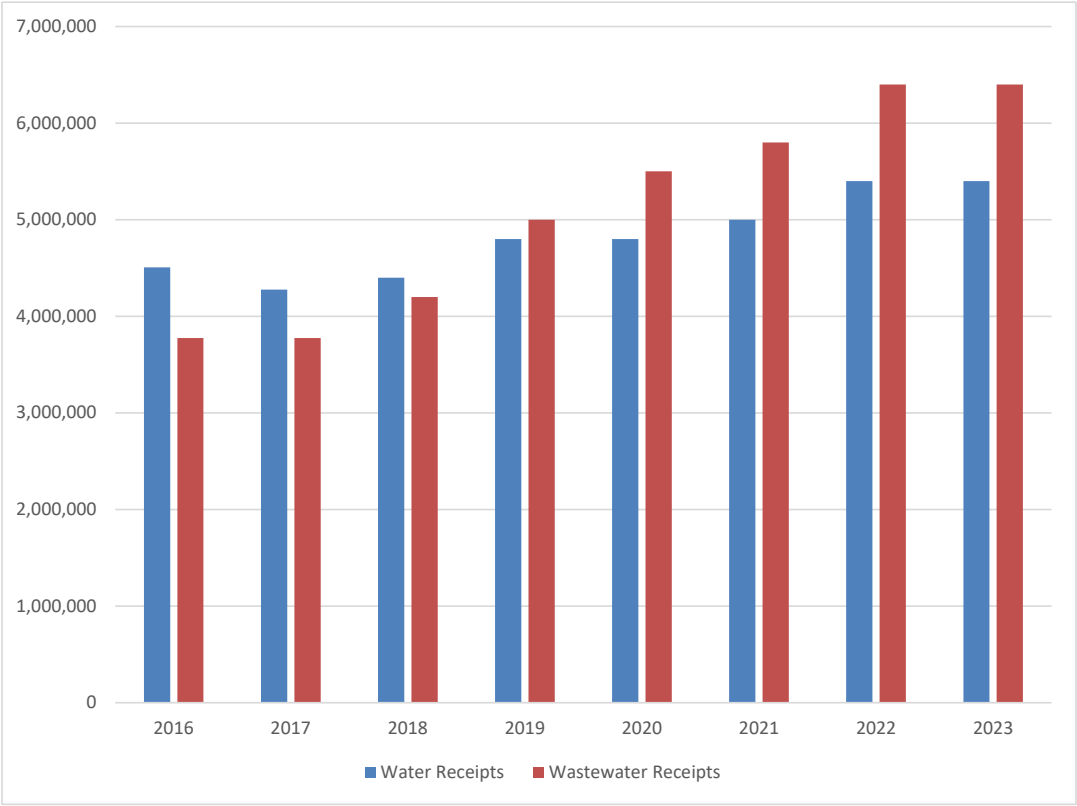


Enterprise Accounts

Enterprise Operations Costs vs. Fees Collected

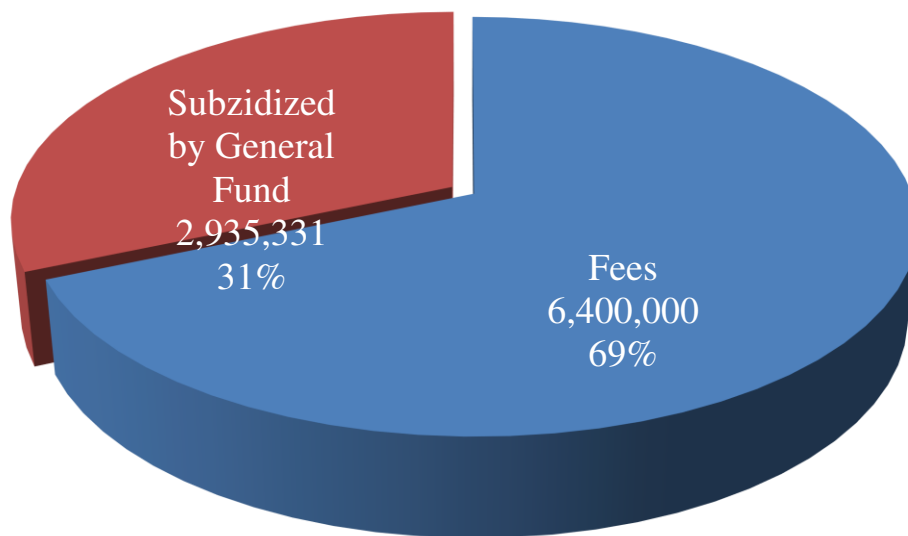


Source: Town of Billerica Budget

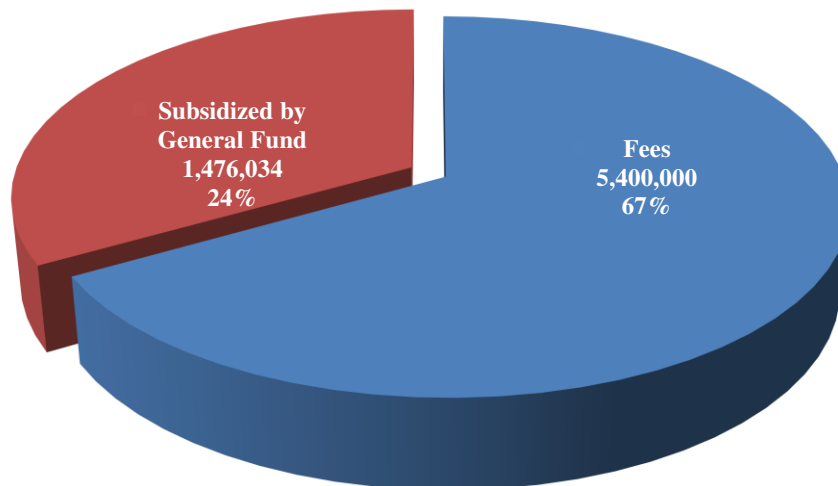


Enterprise Accounts

Sewer



Water



Five Year Forecast

TOWN OF BILLERICA FIVE YEAR FINANCIAL FORECAST

	Proposed BUDGET FY2023	PROJECTED BUDGET FY2024	PROJECTED BUDGET FY2025	PROJECTED BUDGET FY2026	PROJECTED BUDGET FY2027	PROJECTED BUDGET FY2028
USES OF FUNDING (AMOUNTS TO BE RAISED):						
APPROPRIATIONS:						
GENERAL FUND BUDGET (Includes all TM R&A)	157,757,028.00	162,095,346.27	166,552,968.29	171,133,174.92	175,839,337.23	180,674,919.00
WATER ENTERPRISE	7,315,981.66	7,462,301.29	7,611,547.32	7,763,778.26	7,919,053.83	8,077,434.90
WASTE WATER ENTERPRISE	9,016,825.00	9,197,161.50	9,381,104.73	9,568,726.82	9,760,101.36	9,955,303.39
CPA APPROPRIATION	1,000,000.00	1,000,000.00	1,000,000.00	1,100,000.00	1,100,000.00	1,100,000.00
TOTAL APPROPRIATIONS	175,089,834.66	179,754,809.06	184,545,620.34	189,565,680.01	194,618,492.42	199,807,657.30
OTHER LOCAL EXPENDITURES / DEFICITS:						
TAX TITLE PURPOSES	0.00	0.00	0.00	0.00	0.00	0.00
COUNTY RETIREMENT	14,484,999.00	15,498,948.93	16,583,875.36	17,744,746.63	18,986,878.89	20,315,960.42
FINAL JUDGMENTS	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
CHERRY SHEET OFFSETS	69,952.00	69,952.00	69,952.00	69,952.00	69,952.00	69,952.00
SNOW / ICE DEFICIT	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00
OVERLAY RESERVE	2,750,778.15	2,750,778.15	2,750,778.15	2,750,778.15	2,750,778.15	2,750,778.15
TOTAL OTHER LOCAL EXPENDITURES	17,965,729.15	18,979,679.08	20,064,605.51	21,225,476.78	22,467,609.04	23,796,690.57
STATE AND COUNTY CHARGES	5,236,423.00	5,262,605.12	5,288,918.14	5,315,362.73	5,341,939.54	5,368,649.24
TOTAL USES OF FUNDING	198,291,986.81	203,997,093.26	209,899,143.98	216,106,519.52	222,428,041.01	228,972,997.11
SOURCES OF FUNDING:						
PROPERTY TAXES 2 1/2 LEVY LIMIT	161,608,505.00	166,417,467.63	171,346,654.32	176,399,070.67	181,577,797.44	186,885,992.38
NEW GROWTH	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00	750,000.00
AMEND FY2012 NEW GROWTH						
TOTAL PROPERTY TAXES	162,358,505.00	167,167,467.63	172,096,654.32	177,149,070.67	182,327,797.44	187,635,992.38
ADD DEBT EXCLUSION TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00
ADD DEBT EXCLUSION HS PRINCIPAL	1,950,000.00	2,040,000.00	2,040,000.00	2,040,000.00	2,040,000.00	2,040,000.00
ADD DEBT EXCLUSION HS INTEREST	3,083,831.25	2,986,331.25	2,978,581.25	2,970,831.25	2,963,081.25	2,955,331.25
ADD DEBT EXCLUSION PARKER PRINCIPAL	320,000.00	320,000.00	320,000.00	320,000.00	375,000.00	375,000.00
ADD DEBT EXCLUSION PARKER INTEREST	123,962.50	107,962.50	101,562.50	94,362.50	81,562.50	70,312.50
ADD DEBT EXCLUSION HS PRINCIPAL						
ADD DEBT EXCLUSION HS INTEREST						
LESS EXCESS LEVY CAPACITY	-25,135,517.85					
TOTAL PROPERTY TAXES - ADJUSTED	142,700,780.90	172,621,761.38	177,536,798.07	182,574,264.42	187,787,441.19	193,076,636.13
SOURCES OF FUNDING (cont):						
STATE ESTIMATED REVENUES:						
CHAPTER 70 - SCHOOL AID	19,489,674.00	19,489,674.00	19,489,674.00	19,489,674.00	19,489,674.00	19,489,674.00
CHARTER TUITION ASSESSMENT REIMBURSEMENT	77,854.00	77,854.00	77,854.00	77,854.00	77,854.00	77,854.00
LOTTERY	6,399,803.00	6,399,803.00	6,399,803.00	6,399,803.00	6,399,803.00	6,399,803.00
VETERANS' BENEFITS	335,661.00	335,661.00	335,661.00	335,661.00	335,661.00	335,661.00
EXEMPTIONS - VETS, BLIND & SURVIVING SPOUSE	247,596.00	247,596.00	247,596.00	247,596.00	247,596.00	247,596.00
ELDERLY EXEMPTIONS	0.00	0.00	0.00	0.00	0.00	0.00
STATE OWNED LAND	172,480.00	172,480.00	172,480.00	172,480.00	172,480.00	172,480.00
PUBLIC LIBRARIES - OFFSET	69,952.00	69,952.00	69,952.00	69,952.00	69,952.00	69,952.00
TOTAL STATE ESTIMATED REVENUES	26,793,020.00	26,793,020.00	26,793,020.00	26,793,020.00	26,793,020.00	26,793,020.00
LOCAL ESTIMATED REVENUES:						
MOTOR VEHICLE EXCISE	6,750,000.00	6,817,500.00	6,885,675.00	6,954,531.75	7,024,077.07	7,094,317.84
OTHER EXCISES (HOTEL/MOTEL)	1,000,000.00	2,020,000.00	2,040,200.00	2,060,602.00	2,081,208.02	2,102,020.10
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	1,600,000.00	1,616,000.00	1,632,160.00	1,648,481.60	1,664,966.42	1,681,616.08
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	365.00	368.65	372.34	376.06	379.82	383.62
TOTAL LOCAL ESTIMATED REVENUES	13,140,365.00	14,281,768.65	14,424,586.34	14,568,832.20	14,714,520.52	14,861,665.73
ENTERPRISE REVENUE						
CHARGES FOR SERVICES - WATER	5,400,000.00	5,562,000.00	5,728,860.00	5,900,725.80	6,077,747.57	6,260,080.00
CHARGES FOR SERVICES - SEWER	6,400,000.00	6,528,000.00	6,658,560.00	6,791,731.20	6,927,565.82	7,066,117.14
TOTAL ENTERPRISE REVENUE	11,800,000.00	12,090,000.00	12,387,420.00	12,692,457.00	13,005,313.40	13,326,197.14
OTHER AVAILABLE FUNDS:						
CPA REVENUE	1,000,000.00	1,000,000.00	1,000,000.00	1,100,000.00	1,100,000.00	1,100,000.00
DEBT STABILIZATION	2,737,616.97	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	120,203.00	120,203.00	120,203.00	120,203.00	120,203.00	120,203.00
MISC. REVENUE FUNDS		50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
TOTAL OTHER AVAILABLE FUNDS	3,857,819.97	3,509,061.78	3,094,632.39	3,169,632.39	3,194,632.39	3,194,632.39
TOTAL SOURCES OF FUNDING	198,291,985.87	229,295,611.81	234,236,456.79	239,798,206.01	245,494,927.50	251,252,151.39
PROJECTED SURPLUS (DEFICIT)	(0.94)	25,298,518.55	24,337,312.81	23,691,686.49	23,066,886.49	22,279,154.28

Budget Changes

FY2023 Budget Changes Summary

Major or Notable Budget Changes		
Department	Reason	Change
123 - Town Manager	Adding a Human Resources Position. Salary range is based on like surrounding communities \$105,000. The current Assistant Town Manager was recently adjusted to remain competitive. \$20,000 is being added to the supplies line item intended to fund expenses for Boards and Commissions.	\$ 130,364 0.078%
162 - Elections Department	This budget is increasing significantly because there will be three elections in the next Fiscal Year as opposed to one election. This will add over \$100,000 to the budget.	101,242 0.061%
192 - Town Hall/Buildings	This Department is being further centralized in this budget by transferring the Building Maintenance Craftsmen to this budget from the Library Budget. This adds about \$67,000 to this budget for personnel and custodial supplies funding is being transferred from the library and recreation. This adds \$4,000 to this budget but saves \$4,000 overall. Supplies and tools are being increased by \$10,000 to build up this department and account for addition of Masonic Temple. Contracts are up approximately \$30,000 to accommodate the new chillers in Library and Town Hall as well as the addition of Masonic and the Howe.	139,491 0.084%
541 - COA	The Director has requested to increase the hours of the activities assistant to 22 hours from 4.5 hours a week. This will allow for better and more consistent coverage of the front desk.	26,560 0.016%
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.	(95,505) #####
610 - Library	This budget is decreasing due to transfer of Building Maintenance Craftsman by \$37,000. Increases in materials budget dictated by state formulas accounts for the difference. The Town will have to submit a waiver letter because the budget is going down.	(37,208) #####
220 - Fire Department	A Part Time Administrative Assistance hours were increased to 22 hours at cost of \$16,000.	164,553 0.099%
210 - Police Department	A Dispatch Supervisor was added at a cost of \$83,000. This is part of the reorganization under the new Chief.	81,098 0.049%
510 - Board of Health	This budget contains the Head Administrative Clerk for the Permitting Departments. It was previously in the Building Department.	25,428 0.015%
291 - Emergency Management Services	The hours are being increased on this position to reflect demands. The cost is approximately \$38,000.	38,491 0.023%
491 - Cemetery Department	Retirement of the Superintendent buyout is \$42,000	18,032 0.011%
410 - Engineering Department	A Stormwater Engineer was funded for half of the previous fiscal year. The positions is being fully funded to this year to keep up with increased demands of MS4 permitting requirements and peer review \$109,000.	114,386 0.069%
433 - Solid Waste	Contractual Increase (Fuel Costs)	207,665 0.125%
Total Town Major Changes		\$ 784,233 0.471%
Minor/Contractual Changes		
Department		Change
Town Minor/Contractual Changes		\$ 295,751 0.178%
Total Town Changes		\$ 1,079,984 0.649%

FY2023 Budget Changes Summary

Education Changes		
Education	\$ 2,083,011	1.252%
Shawsheen	(90,144)	#####
Total Education Changes		\$ 1,992,867 1.197%
Capital Changes		
710 - Construction	500,000	0.300%
Total Capital Changes		\$ 500,000 0.300%
Town/School Shared Cost Changes		
	Change	
Liability Insurance	110,000	0.066%
Health Care	\$ -	0.000%
Debt	976,146	0.587%
Medicare	-	0.000%
Retirement	900,602	0.541%
OPEB	262,351	0.158%
Total Town/School Shared Cost Changes		\$ 2,249,099 1.351%
Total Budget Changes		\$ 5,821,950 3.498%

Town Manager's Office

This budget includes the addition of a Human Resources Position. The salary range is based on a Fiscal Year 2022 Survey done by the Town of Westford of like surrounding communities including Billerica. The range for an HR Director was between \$94,000 and \$126,000 with the average being \$119,000. The Town has budgeted \$105,000 for this position. The current Assistant Town Manager was recently adjusted to remain competitive. This change is also consistent with the average salary for Assistant Town Managers from the same Fiscal Year 2022 Survey.

The supplies and expenses line item was increased by \$20,000 to fund expenses for Boards and Commissions. This change was precipitated by a discussion by the Finance Committee to replace elected stipends with an expenditure line item. Professional Development was decreased by \$10,000 and the Assessment Center line item was decreased by \$25,000. The Town Manager's Budget has increased by \$130,364.

Elections Budget

This budget is increasing significantly because there will be three elections in the next Fiscal Year as opposed to one election in the previous year. This will include a State Primary, a State Final Election and a local election. This will add over \$101,242 to the budget.

Town Hall/Building Budget

This Department is being further centralized in this budget by transferring the Building Maintenance Craftsmen to this budget from the Library Budget. This adds about \$67,000 to this budget for personnel and custodial supplies funding is being transferred from the library and recreation. The Custodial Supplies will increase by \$4,000 but there will be an overall savings of \$4,000 for supplies between the two budgets. Supplies and tools are being increased by \$10,000 to buy cleaning machines and other universal tools for the department such as weedwackers. Contracts are up approximately \$30,000 to accommodate the new chillers in Library and Town Hall as well as the addition of Masonic and the Howe. The Town Hall Budget is up \$139,491.

Council on Aging

The Director has requested to increase the hours of the activities assistant to 22 hours from 4.5 hours a week. This will allow for better and more consistent coverage of the front desk. This budget increased by \$26,560.

Veterans 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. This department is being reduced by \$95,505.

Library

This budget is decreasing due to the transfer of the Building Maintenance Craftsman to the Town Hall/Buildings Department. Increases in materials budget dictated by state formulas accounts for the difference. The Town will have to submit a waiver letter to the Board of Library Commissioners because the budget is going down. This is necessary to preserves Library Funding.

Fire Department

The only substantive change to the budget is a change to the Part Time Administrative Assistance hours to 22 hours a week at cost of \$16,000. Otherwise, normal contractual obligations have resulted in the Fire Budget increasing by \$164,553

Police Department

A Dispatch Supervisor has been added at a cost of \$83,000. Retirements have resulted in some savings in the personnel line item. The budget increased by \$81,098.

Board of Health

This budget contains the Head Administrative Clerk for the Permitting Departments. It was previously in the Building Department. This budget has increased by \$25,428.

Emergency Management Services

The hours are being increased on this position to reflect demands. COVID 19 has changed some of the demands on this role. Police Reform is also causing some logistical issues with the special police services provided by this department. The cost is \$38,941.

Cemetery Department

There is a retirement buyout of \$42,000 in this department. However, some of this cost is offset by the lower grade of the replacement position. This budget is increasing by \$18,032.

Engineering Department

A Stormwater Engineer was added to this department in the previous fiscal year to keep up with increased demands of MS4 permitting requirements and peer review. It was only partially funded last year. This year the position will be fully funded at \$109,000. Additionally, there is a salary adjustment to the Town Engineers Salary to reflect the market. This budget increased by \$114,386.

Solid Waste

This budget reflects an increase in the fuel index as well as an increase to the cost per ton for solid waste. These annual contract obligations increased this budget by \$207,65.

Shared Costs

Building Liabilities is increasing by \$110,000 due to the Howe and Masonic Temple. Retirement costs are increasing by \$900,000 to meet the unfunded liabilities in the Middlesex Retirement System. The OPEB contribution is increasing by \$262,000. Debt costs are increasing by \$976,146 due to new debt. Specifically, the Pinehurst Fire Station and the Vining and Ditson Demolition Bonds have been issued. These debt costs will be offset by appropriations from the Debt Stabilization Fund. The total increase to Shared Costs is \$2,249,099.

Education

The School Budget is increasing by 3% largely due to contract obligations and out of district tuitions. The Shawsheen Budget appears to be going down but last years budget number was changed after the budget was approved. There is actually an increase to this line item. The Education Budget is increasing

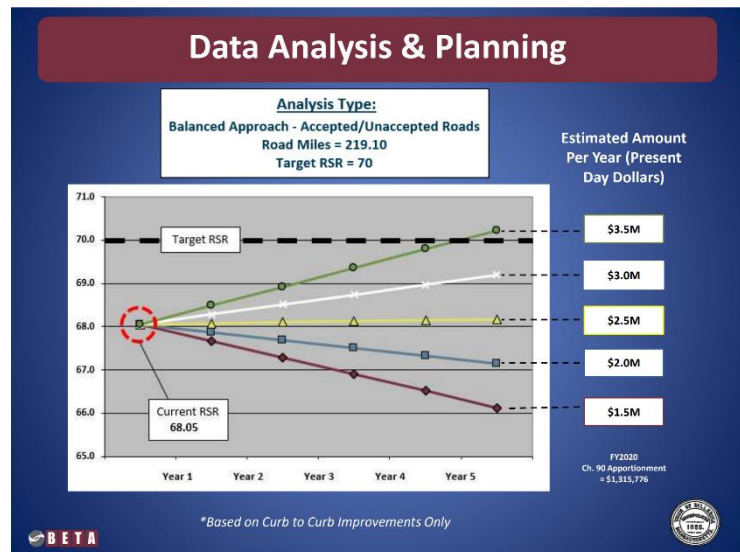
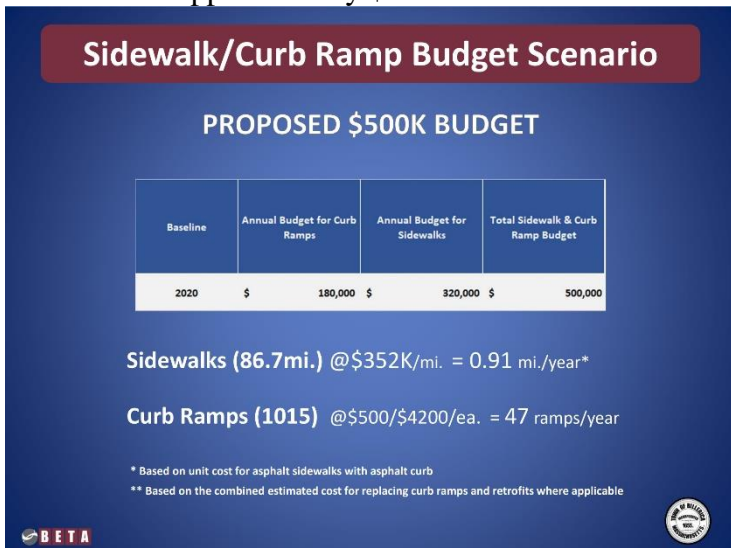
Debt Budget

The Town will be appropriating \$1.6 Million and \$1.1 Million to offset levy this year from the debt stabilization fund. The first amount is to fulfill the Town Debt policy of restricting the non-exempt debt service to \$9,066,000 of levy impact. The second appropriation is to ensure the tax impact on the average single-family home in Billerica for the High School and the Parker School does not exceed \$200 annually.

Capital Accounts

The Town has been working since 2013 to increase its' commitment to roadwork in Billerica. In 2013 the Town started a Capital Account for Roads with a \$500,000 appropriation. In 2020, Town Meeting increased this appropriation to \$1.5 Million. This year the budget request is for \$2 Million. This was recommended by the Pavement Management Program and ADA Self Evaluation/Section 504 Transition Plan for Sidewalks & Curb Ramps commissioned last year and adopted as a goal by the Select

Board and the Town Manager. Additionally, the Town spends \$1.375 Million in Chapter 90 on Road work as well. Roadwork in the amount of \$500,000 annually is funded from sewer contract work. This will result in approximately \$3.8 Million of roadwork annually. The goal is to attain a Roadway Surface



Rating (RSR) of 70. The recommended annual funding for roads and sidewalks to meet this RSR is \$4 Million. This change resulted in a \$500,000 increase to this line item.

Section 3:

General Administration

Accounting

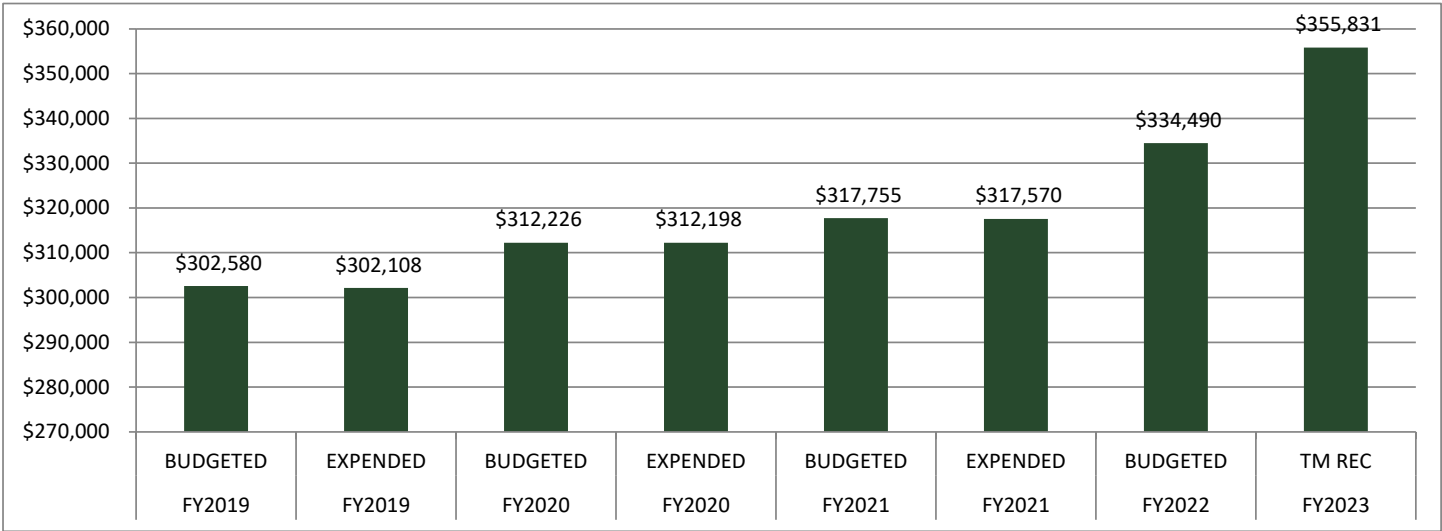
Department Explanation

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.

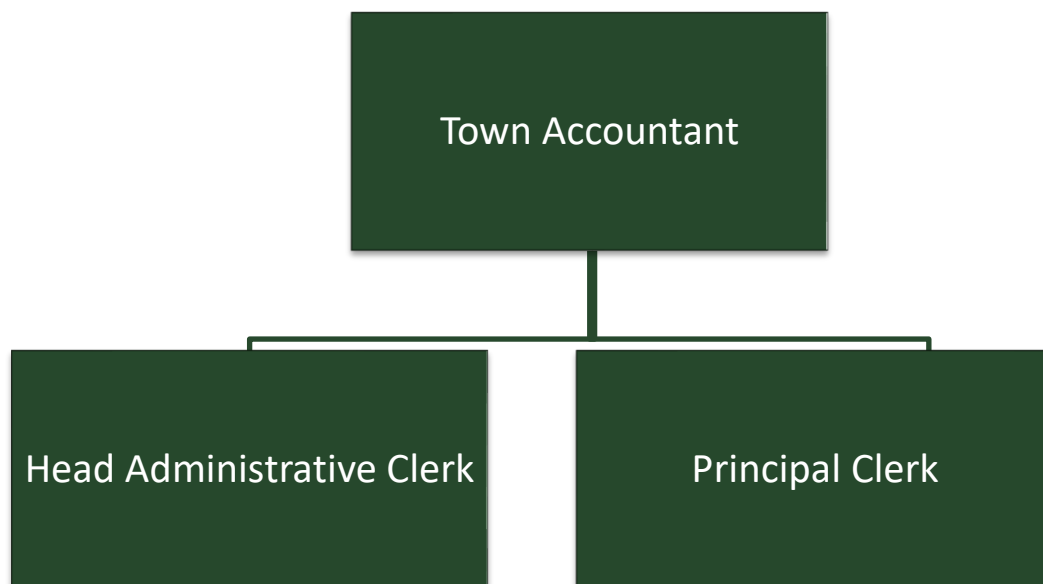
Budget Narrative

The Accounting Department budget will see an increase this due to salary adjustments for non-union personnel. Paul Watson the Town Accountant has also indicated he will be retiring in three years. This notification designates Paul as a “Senior” employee of the Town. This triggers a 6% increase in his salary. For more information, please refer to the General By-Laws Article XII, Chapter 15, Section 15.8

Total Budget



Organizational Chart



ACCOUNTING

Personnel Services

Full Time	\$ 231,316	\$ 230,892	\$ 238,516	\$ 238,516	\$ 243,262	\$ 243,262	\$ 255,997	\$ 277,338	\$ 277,338	\$ 277,338
Part Time/Seasonal										
Overtime										
Contractual Obligations	\$ 9,264	\$ 9,264	\$ 11,710	\$ 11,710	\$ 12,493	\$ 12,493	\$ 12,493	\$ 12,493	\$ 12,493	\$ 12,493
Total	\$ 240,580	\$ 240,156	\$ 250,226	\$ 250,226	\$ 255,755	\$ 255,755	\$ 268,490	\$ 289,831	\$ 289,831	\$ 289,831

Expenses

Supplies and Expenses	\$ 1,500	\$ 1,489	\$ 1,500	\$ 1,496	\$ 1,500	\$ 1,466	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Contract Services/Leases	\$ 500	\$ 463	\$ 500	\$ 476	\$ 500	\$ 349	\$ 500	\$ 500	\$ 500	\$ 500
Town Audit	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000
Capital Outlay										
Total Expenses	\$ 62,000	\$ 61,952	\$ 62,000	\$ 61,972	\$ 62,000	\$ 61,815	\$ 66,000	\$ 66,000	\$ 66,000	\$ 66,000

TOTAL BUDGET

%Change

	FY2022	Dept Req FY2023	TM Rec FY2023	Fin Com Rec. FY2023

Difference \$ 21,340.69
% 6.38%

Position	FTE	FTE	FTE	FTE
Town Accountant	1	1	1	1
Head Administrative Clerk	1	1	1	1
Principal Clerk	1	1	1	1
Total Staffing	3	3	3	3

Accounting

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2023 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	\$ 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	\$ 153,531.66	\$ -	\$ 3,393.00	\$ 156,924.66
DEPARTMENT TOTAL				\$ 277,338.16	\$ 2,000	\$ 10,493	\$ 289,831.16

Total Full time	\$ 277,338.16
Total Contract	\$ 12,493.00
Total	\$ 289,831.16

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2023 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	\$ 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	\$ 153,531.66	\$ -	\$ 3,393.00	\$ 156,924.66
DEPARTMENT TOTAL				\$ 277,338.16	\$ 2,000.00	\$ 10,493.00	\$ 289,831.16

Total Full time	\$ 277,338.16
Total Contract	\$ 12,493.00
Total	\$ 289,831.16

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Virginia Picardi	Head Administrative Clerk	7	4/1/2001	\$ 66,777.72	\$ 1,000.00	\$ 3,900.00	\$ 71,677.72
Jill Folta	Principal Clerk	7	12/18/2000	\$ 54,482.32	\$ 1,000.00	\$ 3,200.00	\$ 58,682.32
Paul Watson	Town Accountant	9	9/11/2000	\$ 134,737.43	\$ -	\$ 3,393.00	\$ 138,130.43
DEPARTMENT TOTAL				\$ 255,997.46	\$ 2,000.00	\$ 10,493.00	\$ 268,490.46

Total Full time	\$ 255,997.46
Total Contract	\$ 12,493.00
Total	\$ 268,490.46

DESCRIPTION/DETAIL

ACCOUNTING

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FN.COM REC
\$ 1,500	\$ 1,489	\$ 1,500	\$ 1,496	\$ 1,500	\$ 1,466	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

Supplies and Expenses

Department	Town Mgr.	Fin Com
\$ 1,500	\$ 1,500	\$ 1,500
Total Supplies & Expenses	\$ 1,500	\$ 1,500

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FN.COM REC
\$ 500	\$ 463	\$ 500	\$ 476	\$ 500	\$ 349	\$ 500	\$ 500	\$ 500	\$ 500

Contract Services/Leases
Provides for professional development of staff, dues in professional associations, staff training (including MUNIS), and IMMAAA annual school and conferences.

Department	Town Mgr.	Fin Com
\$ 500	\$ 500	\$ 500
Total Contract Services/Leases	\$ 500	\$ 500

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FN.COM REC
\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 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

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.

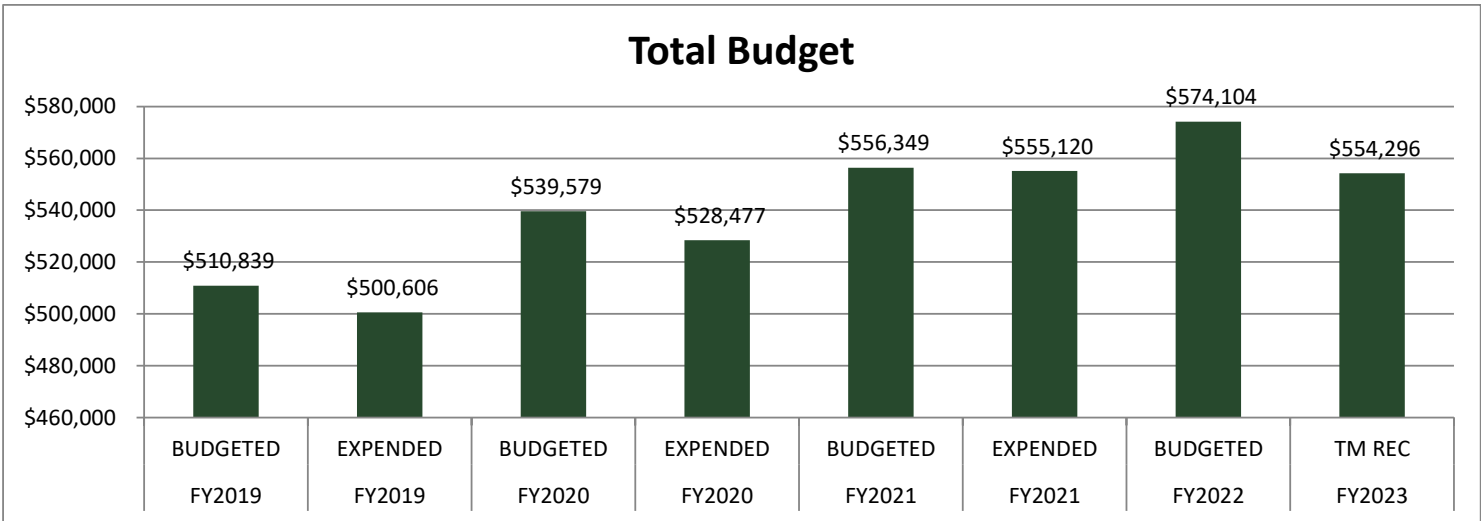
The Assessing Department is also responsible for the administration of motor vehicle excise tax bill abatements and exemptions.

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.

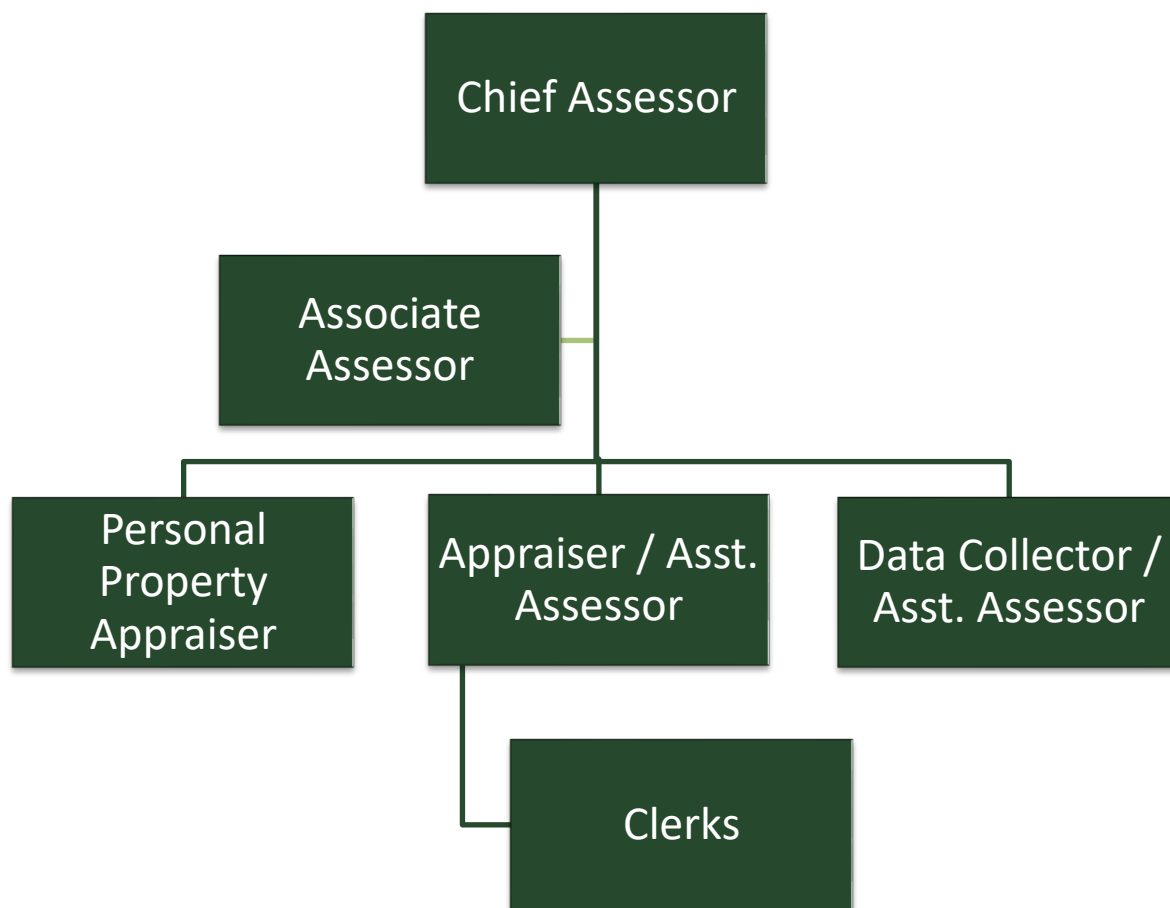
Budget Narrative

The Assessing Department will see a decrease in their budget of about \$25,000 this year due to the retirement of the former Chief Assessor, Rich Scanlon. Our new Chief Assessor, John Spiedel has started at a lower salary.



Assessors

Organizational Chart



Assessors

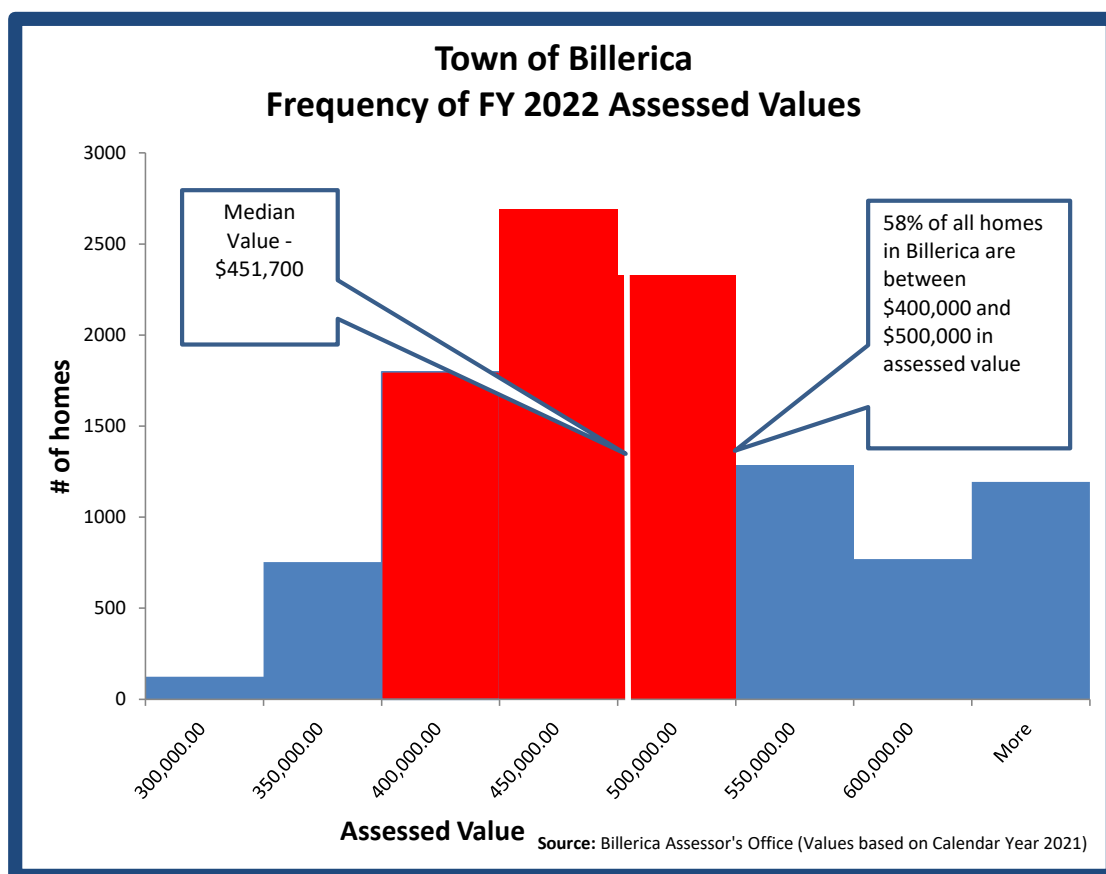
Programs and Services

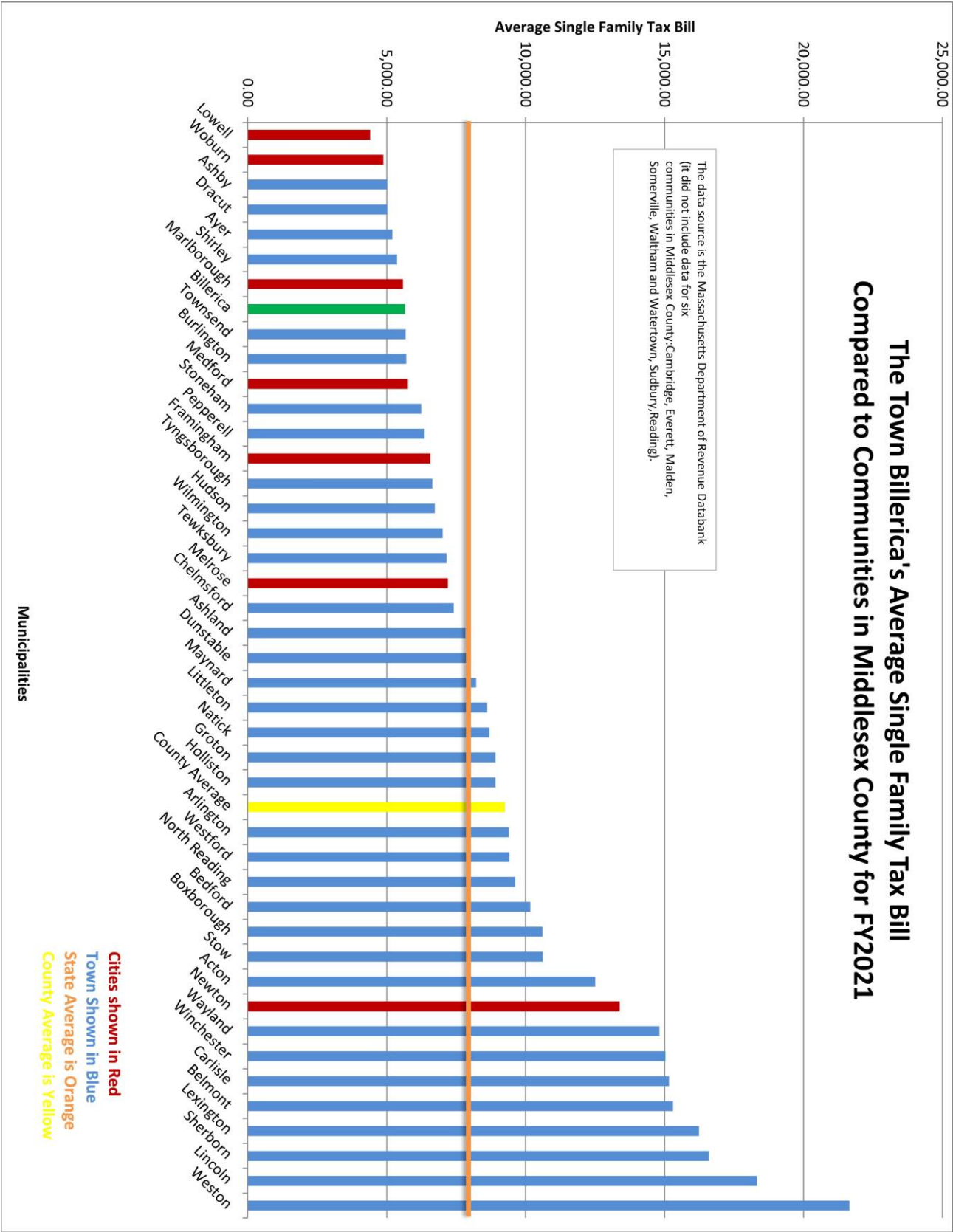
The Board of Assessors Office is responsible for the valuation of all real and personal property along with the administration of motor vehicle excise tax and public information used by appraisers, realtors, attorneys, and the general public.

Statistics

Residential Single Family Home – Median Assessed Value

Fiscal Year	Assessed Value	Tax Rate	Annual Taxes	Tax Increase
2018	345,100	\$14.19	\$4,896.97	\$278.27
2019	379,100	\$13.48	\$5,110.27	\$213.30
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





ASSESSOR

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
Full Time	\$ 452,386	\$ 452,386	\$ 477,376	\$ 475,009	\$ 493,346	\$ 493,346	\$ 512,301	\$ 495,886	\$ 495,886	\$ 495,886
Part Time/Seasonal	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Overtime										
Contractual Obligations	\$ 16,453	\$ 12,330	\$ 16,453	\$ 16,140	\$ 17,253	\$ 17,253	\$ 17,253	\$ 13,860	\$ 13,860	\$ 13,860
Total	\$ 471,839	\$ 467,716	\$ 496,829	\$ 494,149	\$ 513,599	\$ 513,599	\$ 532,554	\$ 512,746	\$ 512,746	\$ 512,746

Expenses

Supplies and Expenses	\$ 3,250	\$ 3,175	\$ 3,250	\$ 2,253	\$ 3,250	\$ 2,021	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250
Contract Services/Leases	\$ 35,750	\$ 29,715	\$ 39,500	\$ 32,075	\$ 39,500	\$ 39,500	\$ 38,300	\$ 38,300	\$ 38,300	\$ 38,300
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 39,000	\$ 32,890	\$ 42,750	\$ 34,328	\$ 42,750	\$ 41,521	\$ 41,550	\$ 41,550	\$ 41,550	\$ 41,550

TOTAL BUDGET

	\$ 510,839	\$ 500,606	\$ 539,579	\$ 528,477	\$ 556,349	\$ 555,120	\$ 574,104	\$ 554,296	\$ 554,296	\$ 554,296

Budget Change
-3.45%

	FY2022	FY2023	FY2022	FY2023	FY2022	FY2023	FY2022	FY2023
Position	FTE	FTE	Dep. Req	TM Rec.	Fin Com Rec.			
Principal Clerk	2	2				2		
Senior Clerk	1	1				1		
Appraiser/Asst. Assessor	1	1				1		
Chief Assessor	1	1				1		
Personal Property Appraiser	1	1				1		
Data Collector/Asst. Assessor	1	1				1		
Total Staffing	7	7				7		

	FY2022	FY2023	FY2022	FY2023	FY2022	FY2023
Position	PTE	PTE	Dep. Req	TM Rec.	Fin Com Rec.	
Associate Assessor	2	2				2

Assessors

ASSESSORS DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	BPAA CONTR.OBLIG.	LONGEVITY	TOTAL SALARY BENEFIT
John Spiedel	Assessor	1/2	7/16/2021	98,559.87	-	-	-	\$ 98,559.87
Maureen Ray	Principal Clerk	5	2/12/2018	51,429.94	1,000.00	-	2,700.00	\$ 55,129.94
Kellie Schiavo	Senior Clerk	4/5	7/3/2018	49,173.33	1,000.00	-	-	\$ 50,173.33
Liesl Catanzaro	Principal Clerk	7	12/12/2017	55,626.45	1,000.00	-	1,200.00	\$ 57,826.45
Ken DerBoghossian	Appraiser / Asst. Assessor	5	9/19/2005	85,678.23	500.00	250.00	2,100.00	\$ 88,528.23
Chad Theriault	Personal Property Appr.	9	10/17/2011	90,449.78	500.00	250.00	783.00	\$ 91,982.78
Cyndi Sorensen	Data Collector / Asst. Assr	9	7/1/2016	64,968.07	500.00	250.00	1,827.00	\$ 67,545.07
Rick Ladd	Associate Assessor	0	1/0/1900	1,500.00	-	-	-	\$ 1,500.00
Rich Scanlon	Associate Assessor	0	1/0/1900	1,500.00	-	-	-	\$ 1,500.00
DEPARTMENT TOTAL				\$ 498,885.68	\$ 4,500.00	\$ 750.00	\$ 8,610.00	\$ 512,745.68

Total Full Time \$ 495,885.68
Total Part Time \$ 3,000.00
Total Contract \$ 13,860.00
Total \$ 512,745.68

ASSESSORS DEPARTMENT SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	BPAA CONTR.OBLIG.	LONGEVITY	TOTAL SALARY BENEFIT
John Spiedel	Assessor	1/2	7/16/2021	98,559.87	-	-	-	\$ 98,559.87
Maureen Ray	Principal Clerk	5	2/12/2018	51,429.94	1,000.00	-	2,700.00	\$ 55,129.94
Kellie Schiavo	Senior Clerk	4/5	7/3/2018	49,173.33	1,000.00	-	-	\$ 50,173.33
Liesl Catanzaro	Principal Clerk	7	12/12/2017	55,626.45	1,000.00	-	1,200.00	\$ 57,826.45
Ken DerBoghossian	Appraiser / Asst. Assessor	5	9/19/2005	85,678.23	500.00	250.00	2,100.00	\$ 88,528.23
Chad Theriault	Personal Property Appr.	9	10/17/2011	90,449.78	500.00	250.00	783.00	\$ 91,982.78
Cyndi Sorensen	Data Collector / Asst. Assr	9	7/1/2016	64,968.07	500.00	250.00	1,827.00	\$ 67,545.07
Rick Ladd	Associate Assessor			1,500.00	-	-	-	\$ 1,500.00
Rich Scanlon	Associate Assessor			1,500.00	-	-	-	\$ 1,500.00
DEPARTMENT TOTAL:				\$ 498,885.68	\$ 4,500.00	\$ 750.00	\$ 8,610.00	\$ 512,745.68

Total Full Time \$ 495,885.68
Total Part Time \$ 3,000.00
Total Contract \$ 13,860.00
Total \$ 512,745.68

ASSESSORS DEPARTMENT SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	BPAA CONTR.OBLIG.	LONGEVITY	TOTAL SALARY BENEFIT
Richard Scanlon	Assessor	9	8/9/1993	\$ 127,110.78			\$ 3,393.00	\$ 130,503.78
Maureen Ray	Principal Clerk	4/5	8/28/2017	\$ 49,184.49	\$ 1,000.00		\$ 2,700.00	\$ 52,884.49
Kellie Schiavo	Senior Clerk	3/4	7/3/2018	\$ 46,309.33	\$ 1,000.00		\$ -	\$ 47,309.33
Liesl Catanzaro	Principal Clerk	6/7	12/12/2017	\$ 53,559.10	\$ 1,000.00		\$ 1,200.00	\$ 55,759.10
Ken DerBoghossian	Appraiser / Asst. Assessor	5	9/19/2005	\$ 83,916.00	\$ 500.00	\$ 250.00	\$ 2,100.00	\$ 86,766.00
Chad Theriault	Personal Property Appr.	7/8	10/17/2011	\$ 88,589.40	\$ 500.00	\$ 250.00	\$ 783.00	\$ 90,122.40
Cyndi Sorensen	Data Collector / Asst. Assr	8/9	10/2/2006	\$ 63,631.80	\$ 500.00	\$ 250.00	\$ 1,827.00	\$ 66,208.80
Matos, Kathy	Associate Assessor	min	12/7/2010	\$ 1,500.00				\$ 1,500.00
Speidel John B	Associate Assessor	min	7/1/2014	\$ 1,500.00				\$ 1,500.00
DEPARTMENT TOTAL				\$ 515,300.90	\$ 4,500.00	\$ 750.00	\$ 12,003.00	\$ 532,553.90

Total Full Time \$ 512,300.90
Total Part Time \$ 3,000.00
Total Contract \$ 17,253.00
Total \$ 532,553.90

\$ 149,052.92
\$ 0.0543

Assessors

DESCRIPTION/DETAIL

ASSESSORS

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 3,250	\$ 3,175	\$ 3,250	\$ 2,253	\$ 3,250	\$ 2,021	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250

Supplies and Expenses

5410 Publications & Books

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

\$ 3,250	\$ 3,250	\$ 3,250

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 35,750	\$ 29,715	\$ 39,500	\$ 32,075	\$ 39,500	\$ 39,500	\$ 38,300	\$ 38,300	\$ 38,300	\$ 38,300

Department Town Mgr. Fin Com.

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	\$ 16,500	\$ 16,500	\$ 16,500
	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
		\$ 38,300	\$ 38,300	\$ 38,300

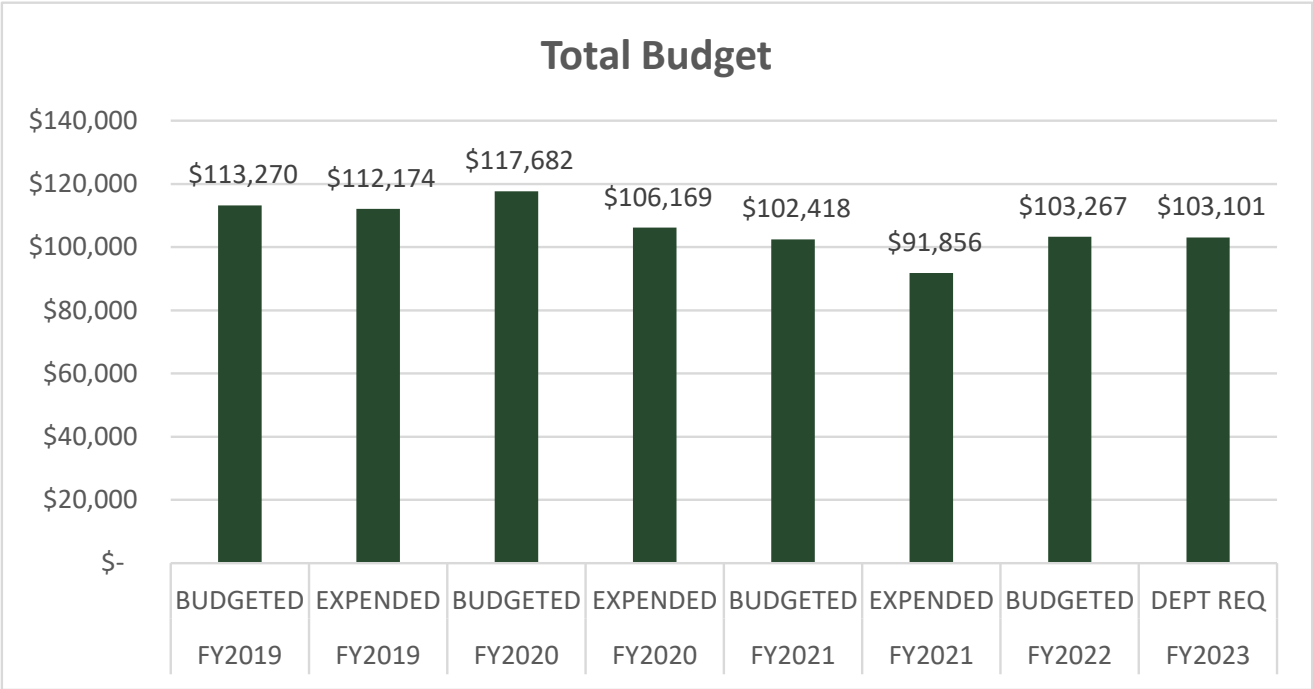
Select Board

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

The Billerica Select Board budget will have a slight decrease due to the retirement of the Select Board Executive Secretary. The new secretary will begin at a lower step.



Select Board

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.

Recent Accomplishments

The Select Board has accomplished many of their goals over the past year. One of their major initiatives has been accessibility, safety, and increasing participation in government. During a time when most people wanted to “social distance” the Select Board thought how can we bring people together safely and effectively. They asked the Town to look into a hybrid meeting setup. This would allow residents to participate in meetings from the comfort of their own home. Community members who had child care issues no longer have to find a babysitter to speak at a meeting. If you are stuck at work late you still can zoom in and join the discussion. This is an accomplishment that will last long into the future.



Similarly, the Select Board wanted to hear from voices of all ages – this included the youth! The Select Board worked with members of the Billerica High School and Shawsheen Tech to create the Billerica Youth Council. This group will help bring a different perspective to the Board.

The Select Board has also been a strong supporter and advocate for more testing, vaccines clinics, and the business community in Town. With their support the Town was even able to hold a carnival for a kids vaccine clinic as well as waiving fees for restaurants and other license holders.



Without their guidance and support many other projects would have never heard the starting gun or seen the finish line. Last fiscal year and this upcoming fiscal year the Town will begin working on or has already started working on the Bay Circuit Trail at Cider Mill, the Howe School, PHR, Free Book Giveaway, Free Desk Giveaway, Textile Recycling, the Pinehurst Fire Station, the Food Pantry re-homing, and the purchase of the Masonic Hall. It has been a great year for the Select Board and we look forward to what Fiscal 2023 will bring!

Select Board

Apply for a Board of 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:

**Board of Selectmen
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: _____ Business 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: _____

Town of Billerica

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2023
	BUDGETED	BUDGETED	BUDGETED	BUDGETED	DEPT REQ	FIN COM REC
BUDGETED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	TM REC	
FY2019	FY2019	FY2020	FY2021	FY2022	FY2023	FY2023

\$	63,122	\$	63,122	\$	67,535	\$	55,586	\$	53,873	\$	46,311	\$	54,723	\$	54,556	\$	54,556	\$	54,556
\$	13,102	\$	13,102	\$	13,102	\$	13,102	\$	13,102	\$	13,102	\$	13,102	\$	13,102	\$	13,102	\$	13,102
\$	4,000	\$	3,742	\$	4,000	\$	3,693	\$	500	\$	500	\$	500	\$	500	\$	500	\$	500

\$ 80,225	\$ 79,966	\$ 84,637	\$ 72,381	\$ 67,476	\$ 59,913	\$ 68,325	\$ 68,158	\$ 68,158	\$ 68,158

[illegible]

\$ 33,045	\$ 32,208	\$ 33,045	\$ 33,788	\$ 34,942	\$ 31,943	\$ 34,942	\$ 34,942	\$ 34,942	\$ 34,942

\$ 113,270	\$ 112,174	\$ 117,682	\$ 106,169	\$ 102,418	\$ 91,856	\$ 103,267	\$ 103,101	\$ 103,101	\$ 103,101

Difference PY \$	(166.47)
%	-0.16%

Select Board

SELECT BOARD SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	TOTAL SALARY BENEFIT
TBD	Confidential Secretary BOS	9	4/1/2022	\$ 54,555.83	\$ 500.00	\$ 55,055.83
Andrew Deslaurier	Vice Chair Person		4/5/2009	\$ 1,800.00	\$ -	\$ 1,800.00
John Burrows	Select Board Member		4/5/2017	\$ 1,800.00	\$ -	\$ 1,800.00
Kim Conway	Select Board Member		4/5/2014	\$ -	\$ -	\$ -
Dan Burns	Chair Person		4/5/2014	\$ 1,800.00	\$ -	\$ 1,800.00
Mike Rosa	Secretary		4/5/2017	\$ 2,000.00	\$ -	\$ 2,000.00
				\$ -	\$ -	\$ -
Patricia Battcock	Recording Clerk			\$ 5,702.40	\$ -	\$ 5,702.40
Persons, Sundry	TM Tellers					
DEPARTMENT TOTAL				\$ 67,658.23	\$ 500.00	\$ 68,158.23

Total Full Time	\$ 54,555.83
Total Part Time	\$ 13,102.40
Total Contract	\$ 500.00
Total	\$ 68,158.23

SELECT BOARD SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	TOTAL SALARY BENEFIT
TBD	Confidential Secretary	1/2	4/1/2022	\$ 54,555.83	\$ 500.00	\$ 55,055.83
Andrew Deslaurier	Vice Chair Person		4/5/2009	\$ 1,800.00		\$ 1,800.00
John Burrows	Select Board Member		4/5/2017	\$ 1,800.00		\$ 1,800.00
Kim Conway	Select Board Member		4/5/2014	\$ -		\$ -
Dan Burns	Chair Person		4/5/2014	\$ 1,800.00		\$ 1,800.00
Mike Rosa	Secretary		4/5/2017	\$ 2,000.00		\$ 2,000.00
						\$ -
TBD	Recording Clerk			\$ 5,702.40		\$ 5,702.40
Persons, Sundry						\$ -
DEPARTMENT TOTAL				\$ 67,658.23	\$ 500.00	\$ 68,158.23

Total Full Time	\$ 54,555.83
Total Part Time	\$ 13,102.40
Total Contract	\$ 500.00
Total	\$ 68,158.23

Select Board

SELECT BOARD SALARY INFORMATION FY2022 TOWN RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Patricia Battcock	Confidential Secretary	1/2	8/24/2020	\$ 54,722.69	\$ 500.00		\$ 55,222.69
Andrew Deslaurier	Select Board Member		4/5/2009	\$ 1,800.00			\$ 1,800.00
John Burrows	Vice Chair Person		4/5/2017	\$ 1,800.00			\$ 1,800.00
Kim Conway	Select Board Member		4/5/2014	\$ -			\$ -
Dan Burns	Secretary		4/5/2014	\$ 1,800.00			\$ 1,800.00
Mike Rosa	Chair Person		4/5/2017	\$ 2,000.00			\$ 2,000.00
							\$ -
Patricia Battcock	Recording Clerk			\$ 5,702.40			\$ 5,702.40
Persons, Sundry							
DEPARTMENT TOTAL				\$67,825.09	\$ 500.00	\$ -	\$ 68,325.09

Total Full Time	\$ 54,722.69
Total Part Time	\$ 13,102.40
Total Contract	\$ 500.00
Total	\$ 68,325.09

DESCRIPTION/DETAIL

Select Board

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	FIN COM REC
\$ 8,000	\$ 4,545	\$ 5,900	\$ 5,563	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500

DepartmeTown Mgr Fin Com

Supplies and Expenses

Sundry items (binders, paper, tapes for recorder, 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

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	FIN COM REC
\$ 1,500	\$ 1,460	\$ 1,500	\$ 2,595	\$ 1,500	\$ 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

FY2019	FY2019	FY2019	FY2019	FY2021	FY2021	FY2022	FY2023	FY2023
BUDGETED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	BUDGETED	DEPT REQ	FIN COM REC
\$ 23,545	\$ 26,202	\$ 25,645	\$ 25,630	\$ 28,942	\$ 25,943	\$ 28,942	\$ 28,942	\$ 28,942

DepartmeTown Mgr Fin Com

Assessment & Dues

NMCOG Assessment

\$ 12,786 \$ 12,786 \$ 12,786

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 \$ 28,942 \$ 28,942 \$ 28,942

Cable

Budget Narrative

The Cable budget will continue to be at \$0 in FY2023 the same as FY2022. In FY2020 Town of Billerica settled both Verizon and Comcast cable contracts with the help of Attorneys Bill August and Bill Solomon. The Town negotiated a HD Cable Channel, relocation cost to the Howe School, and almost \$800,000 in PEG Capital over the course of 10 years. This is excellent contract for the Town and BATV.

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
<u>CABLE ADVISORY COMMITTEE</u>										
<i>Personnel Services</i>										
Full Time										
Part Time/Seasonal										
Overtime										
Contractual Obligations										
Total								\$ -	\$ -	\$ -
<i>Expenses</i>										
Supplies and Expenses	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Services/Leases	\$ 4,500	\$ -	\$ 4,500	\$ 1,448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities										
Capital Outlay										
Total Expenses	\$ 5,000	\$ -	\$ 5,000	\$ 1,448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET	\$ 5,000	\$ -	\$ 5,000	\$ 1,448	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Check out the Howe School Progress Photos Below!





Cable



Conservation Commission

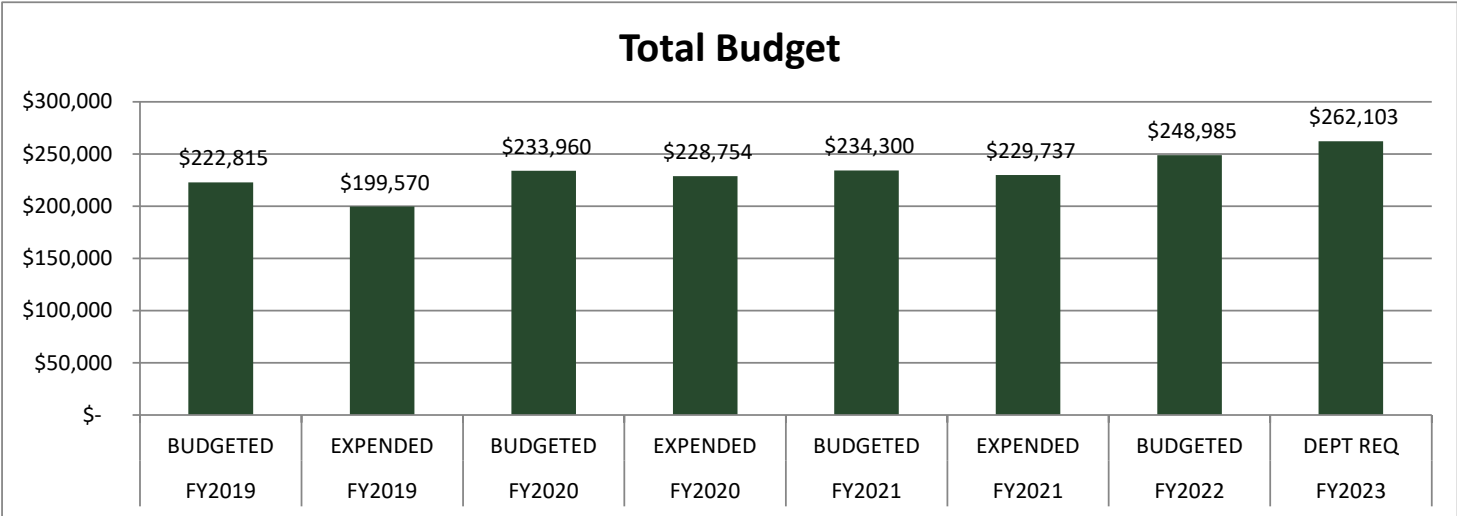
Department Explanation

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

The Conservation Budget will be going up a little over \$13,000 this year. This is due to step increases, contractual obligations, and a longer tenured senior clerk transferring into the department when an opening was available.

During the FY20 budget cycle the Conservation Department was moved into its new home in Permit Ally. Permit Ally is now a one stop shop for Conservation, Building, and Board of Health. The clerical staff moved together in one area to increase efficiency. As well as the inspectors and the Department Heads.



Conservation Commission

Programs and Services

The Conservation Department is the primary point of contact for the public with questions pertaining to wetlands and the wetlands permitting process, which is required by state and local wetlands laws and regulations whenever certain activities are proposed within jurisdictional wetland resource areas. The Conservation Department is instrumental in streamlining the permitting process. Working closely with other permitting departments to avoid repeat processes or work for applicants. Programs of the department not only include protection of Billerica's wetland resources but land management and land acquisition. Conservation staff provides oversight, monitoring and management of approximately 1,200 acres of land under the control of the Billerica Conservation Commission (i.e., town-owned conservation lands and conservation restrictions and easements).



Typical day-to-day activities of Department staff include: technical review of wetland applications pursuant to the state and local wetland laws and subsequent technical guidance to the Commission; issuance of wetland permits; building application and occupancy permit reviews and related site inspections; coordination with various Town bodies/departments including the Engineering Division, Department of Public Works and Board of Health on matters pertaining to drainage/stormwater and other town infrastructure projects; coordination with various local and state agencies such as the MA Department of Environmental Protection, Division of Fisheries and Wildlife, National Park Service, MA Department of Transportation, etc.; numerous public inquiries concerning tree safety near or within wetlands; enforcement-related site inspections

concerning unauthorized activities within and/or adjacent to local and state jurisdictional wetland resource areas; overall wetland permit compliance oversight through pre-construction meetings and periodic inspections during construction activities and post-construction inspections to ensure sites are properly stabilized and adequate measures are implemented for short and long-term protection of nearby wetlands and waterways. The Conservation Department also conducts outreach and education regarding the towns' natural resources and offers many maps, trail guides, and brochures.



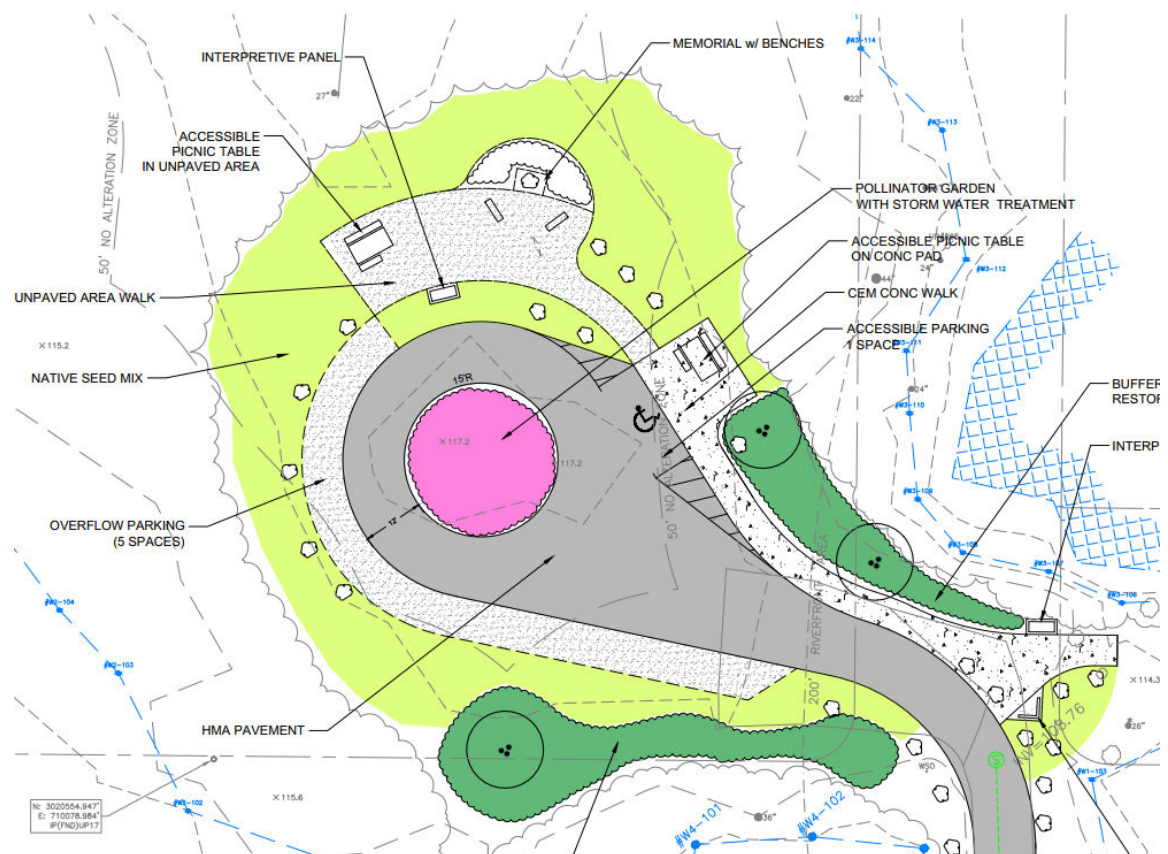
Conservation Commission

The department oversees the funds needed to manage the Town's Beaver Management Program. The department works closely with the Board of Health, who 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 hired Beaver Solutions, LLC in the year 2000 to develop and implement a town-wide Municipal Beaver Management Program. Currently, a total of fifty-five (55) 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. Forty-three (43) of these problem/conflict sites have been successfully managed non-lethally. The remaining twelve (12) "No Tolerance Zones" (critical and highly sensitive zones - ex. commuter rail line and older developed sections of Town such as Nuttings Lake area) are managed with beaver trapping and dam breaching.

In February 2018, after a multi-year battle with cancer, Katie Durand the Land Use Assistant with the Conservation Department passed away at the age of 28. Katie was a tireless defender of wetlands and an advocate for environmental protection.

To honor her memory the Conservation Commission applied to the CPC to create a small park that would include a memorial butterfly pollinator, picnic tables, and canoe/kayak access.

Currently the project is in design and additional funds for construction have been requested by the Conservation Commission to the CPC.

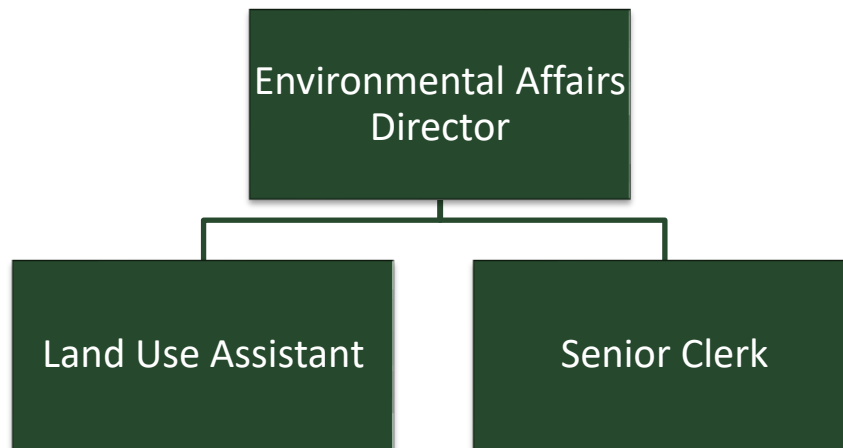


The project will begin permitting in the spring and if all goes well be finished by the fall.

A phase two that will include a kayak and canoe launch will be studied after completion of phase 1.

Conservation Commission

Organizational Chart



Conservation Commission

CONSERVATION COMMISSION

Personnel Services

Full Time
Part Time/Seasonal
Overtime
Contractual Obligations

Total

Expenses

Supplies and Expenses
Contract Services/Leases
Beaver Dam Control
Capital Outlay

Total Expenses

TOTAL BUDGET

Position	FY2022 FTE	FY2023 FTE	FY2022 FTE	FY2023 FTE	FY2022 FTE	FY2023 FTE
Dir. Environmental Affairs	1	1	1	1	1	1
Senior Clerk	1	1	1	1	1	1
Conservation/Land Use Assist	1	1	1	1	1	1
Total Staffing	3	3	3	3	3	3

Dep. Req. TM Rec. Fin Com Rec.

Difference PY \$ 13,118

% PY 5.27%

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC

\$ 190,618	\$ 177,008	\$ 194,150	\$ 192,377	\$ 194,142	\$ 194,142	\$ 208,633	\$ 219,327	\$ 219,327	\$ 219,327
\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
\$ 1,567	\$ 1,567	\$ 2,644	\$ 2,644	\$ 2,892	\$ 2,892	\$ 3,136	\$ 3,260	\$ 3,260	\$ 3,260
\$ 13,330	\$ 4,574	\$ 12,866	\$ 10,941	\$ 14,866	\$ 13,959	\$ 15,316	\$ 17,616	\$ 17,616	\$ 17,616
\$ 205,515	\$ 183,149	\$ 209,660	\$ 205,962	\$ 211,900	\$ 210,993	\$ 227,085	\$ 240,203	\$ 240,203	\$ 240,203
\$ 1,000	\$ 985	\$ 4,500	\$ 3,229	\$ 4,500	\$ 3,359	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
\$ 1,300	\$ 923	\$ 2,800	\$ 2,653	\$ 2,900	\$ 1,190	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900
\$ 15,000	\$ 14,513	\$ 17,000	\$ 16,910	\$ 15,000	\$ 14,195	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 17,300	\$ 16,421	\$ 24,300	\$ 22,792	\$ 22,400	\$ 18,744	\$ 21,900	\$ 21,900	\$ 21,900	\$ 21,900
\$ 222,815	\$ 199,570	\$ 233,960	\$ 228,754	\$ 234,300	\$ 229,737	\$ 248,965	\$ 262,103	\$ 262,103	\$ 262,103

Conservation Commission

CONSERVATION COMMISSION SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

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	4/5	8/27/2018	67,353.45	500.00	-	5,808.00	\$ 73,661.45
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	3,260.00	-	-	-	\$ 3,260.00
DEPARTMENT TOTAL				\$ 222,587.10	\$ 2,000.00	\$ 4,000.00	\$ 11,616.00	\$ 240,203.10

Total Full time \$219,327.10
Total Part time \$0.00
Total Overtime \$3,260.00
Total Contract \$17,616.00
Total **\$240,203.10**

CONSERVATION COMMISSION SALARY INFORMATION 2023 DEPARTMENT REQUESTED

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	4/5	8/27/2018	\$ 67,353.45	\$ 500.00		\$ 5,808.00	\$ 73,661.45
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			\$ 3,260.00				\$ 3,260.00
DEPARTMENT TOTAL				\$ 222,587.10	\$ 2,000.00	\$ 4,000.00	\$ 11,616.00	\$ 240,203.10

Total Full time \$219,327.10
Total Part time \$0.00
Total Overtime \$3,260.00
Total Contract \$17,616.00
Total **\$240,203.10**

CONSERVATION COMMISSION SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	MILEAGE	TOTAL SALARY BENEFIT
Isabel Tourkantonis	Environmental Director	5	12/2/2013	96,755.95	500.00	2,100.00	5,808.00	\$ 105,163.95
Michael DeVito	Land Use Assistant	3/4	8/27/2018	62,895.56	500.00		5,808.00	\$ 69,203.56
Elizabeth Ellis	Senior Clerk	5/6	1/30/2017	48,981.27	600.00			\$ 49,581.27
Overtime for meetings	Senior Clerk			3,136.00				\$ 3,136.00
								\$ -
								\$ -
								\$ -
DEPARTMENT TOTAL				\$ 211,768.78	\$ 1,600.00	\$ 2,100.00	\$ 11,616.00	\$ 227,084.78

Total Full time \$208,632.78
Total Part time \$0.00
Total Overtime \$3,136.00
Total Contract \$15,316.00
Total **\$227,084.78**

Conservation Commission

DESCRIPTION/DETAIL

CONSERVATION COMMISSION

	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
	\$ 1,000.00	\$ 965.00	\$ 4,500.00	\$ 3,229.00	\$ 4,500.00	\$ 3,359.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Department									Town Mgr.	Fin Com

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

	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
	\$ 1,300.00	\$ 923.00	\$ 2,800.00	\$ 2,653.00	\$ 2,900.00	\$ 1,190.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00	\$ 2,900.00
Department									Town Mgr.	Fin Com

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

Milage:

Clothing 2 people at \$450 per SEIU Contract

Sick Leave Incentive:

Total Contract Services/Leases

	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
	\$ 15,000.00	\$ 14,513.00	\$ 17,000.00	\$ 16,910.00	\$ 15,000.00	\$ 14,195.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Department									Town Mgr.	Fin Com

Beaver Control

	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Department									Town Mgr.	Fin Com

Total Beaver Control

Elections

Department Explanation

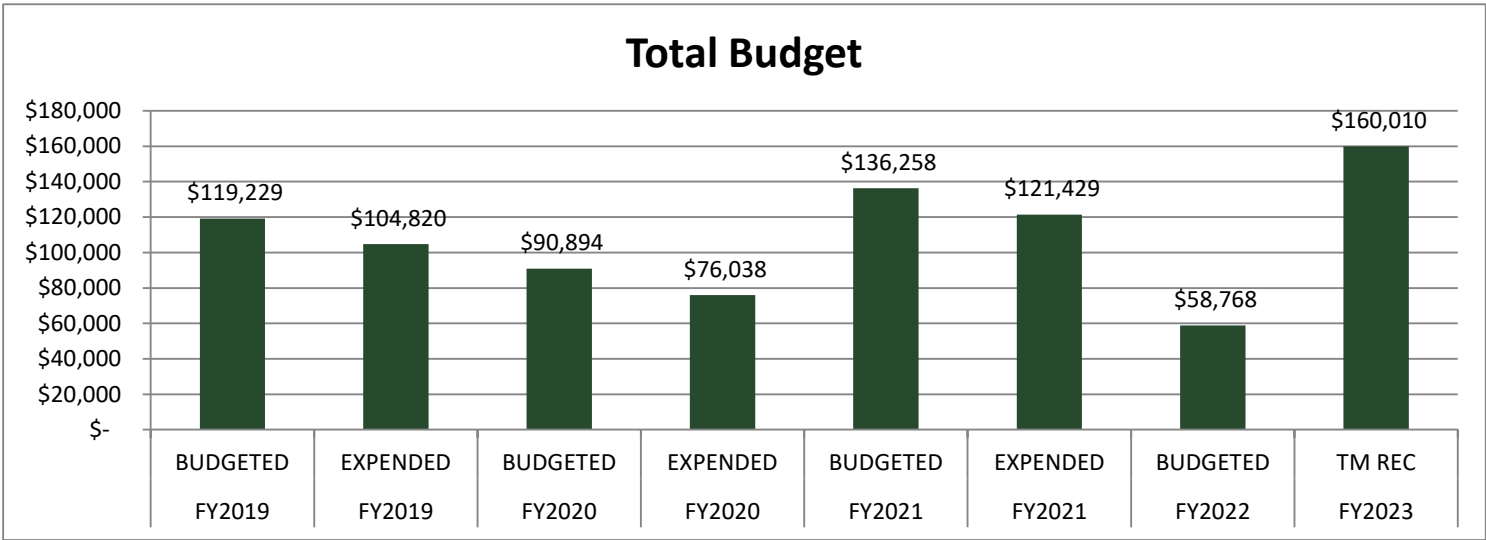
This account is used to budget for the next fiscal year’s elections. In FY23 the Town will be holding three elections. Please see below for the dates and race.

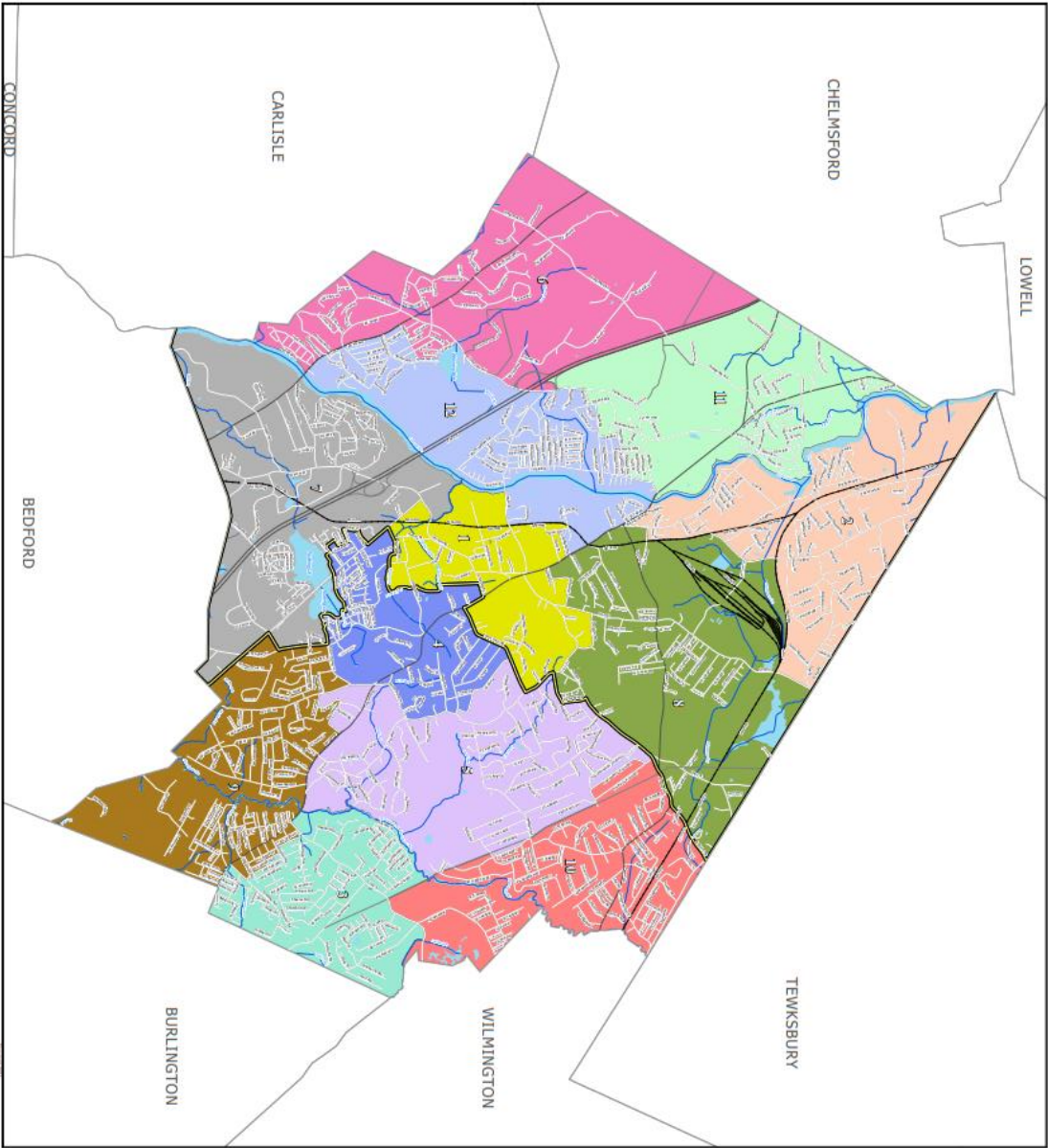
- State Primary - Sept. 6, 2022
- State Election - Nov. 8, 2022
- Town Election - April 1, 2023

Budget Narrative

The Elections will see a large increase due to the number of elections this year. Last year the Town only held one election. This has caused an increase of over \$100,000.

A large part of the budget also comes from contractor 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. Quinn, Census Liaison
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 block-level data.
Boundaries effective December 31, 2021



ELECTIONS											
Personnel Services											
	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023	
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC	
Full Time											
Part Time/Seasonal	\$ 61,994	\$ 53,248	\$ 39,826	\$ 34,366	\$ 63,186	\$ 63,186	\$ 22,367	\$ 75,396	\$ 75,396	\$ 75,396	
Overtime											
Contractual Obligations											
Total	\$ 61,994	\$ 53,248	\$ 39,826	\$ 34,366	\$ 63,186	\$ 63,186	\$ 22,367	\$ 75,396	\$ 75,396	\$ 75,396	
Expenses											
Supplies and Expenses	\$ 3,695	\$ 2,295	\$ 2,610	\$ 1,543	\$ 4,210	\$ 4,070	\$ 1,580	\$ 2,760	\$ 2,760	\$ 2,760	
Contract Services/Leases	\$ 53,540	\$ 49,277	\$ 48,458	\$ 40,129	\$ 68,862	\$ 54,173	\$ 34,821	\$ 81,854	\$ 81,854	\$ 81,854	
Utilities											
Capital Outlay											
Total Expenses	\$ 57,235	\$ 51,572	\$ 51,068	\$ 41,672	\$ 73,072	\$ 58,243	\$ 36,401	\$ 84,614	\$ 84,614	\$ 84,614	
TOTAL BUDGET	\$ 119,229	\$ 104,820	\$ 90,894	\$ 76,038	\$ 136,258	\$ 121,429	\$ 58,768	\$ 160,010	\$ 160,010	\$ 160,010	
Difference											\$ 101,242.12
											% 172.27%

Elections

ELECTIONS DEPARTMENT SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	Number	Hourly Rate	Hourly Rate	BASE SALARY	TOTAL SALARY
			Calendar 2021	Calendar 2022		BENEFIT
1 Election	Wardens - (11)	12	\$ 15.10	\$ 16.50	\$ 9,504.00	\$ 9,504.00
1 Election	Clerks - (11)	12	\$ 15.10	\$ 16.50	\$ 9,504.00	\$ 9,504.00
1 Election	Deputy Wardens - (11)	12	\$ 13.78	\$ 15.00	\$ 8,640.00	\$ 8,640.00
1 Election	Deputy Clerks - (11)	12	\$ 13.78	\$ 15.00	\$ 8,640.00	\$ 8,640.00
1 Election	Inspectors -(22)	24	\$ 13.78	\$ 15.00	\$ 17,280.00	\$ 17,280.00
1 Election	Deputy Inspectors (22)	24	\$ 13.78	\$ 15.00	\$ 17,280.00	\$ 17,280.00
1 Election	Clerks (Town Hall)	4	Per Contract-	0	\$ 4,548.00	\$ 4,548.00
DEPARTMENT TOTAL					\$ 75,396.00	\$ 75,396.00

FY 23 has 3 Elections

State Primary - Sept. 6, 2022

State Election - Nov. 8, 2022

Town Election - April 1, 2023

Number of Elections: 3

ELECTIONS DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT RECOMMENEDATION

NAME	POSITION	Number	Hourly Rate	Hourly Rate	BASE SALARY	TOTAL SALARY
			Calendar 2021	Calendar 2022		BENEFIT
1 Election	Wardens - (11)	12	\$ 15.10	\$ 16.50	\$ 9,504.00	\$ 9,504.00
1 Election	Clerks - (11)	12	\$ 15.10	\$ 16.50	\$ 9,504.00	\$ 9,504.00
1 Election	Deputy Wardens - (11)	12	\$ 13.78	\$ 15.00	\$ 8,640.00	\$ 8,640.00
1 Election	Deputy Clerks - (11)	12	\$ 13.78	\$ 15.00	\$ 8,640.00	\$ 8,640.00
1 Election	Inspectors -(22)	24	\$ 13.78	\$ 15.00	\$ 17,280.00	\$ 17,280.00
1 Election	Deputy Inspectors (22)	24	\$ 13.78	\$ 15.00	\$ 17,280.00	\$ 17,280.00
1 Election	Clerks (Town Hall)	4	Per Contract-		\$ 4,548.00	\$ 4,548.00
DEPARTMENT TOTAL					\$ 75,396.00	\$ 75,396.00

FY 23 has 3 Elections

State Primary - Sept. 6, 2022

State Election - Nov. 8, 2022

Town Election - April 1, 2023

Number of Elections: 3

Elections

ELECTIONS DEPARTMENT SALARY INFORMATION FY2022 TOWN BUDGETED

NAME	POSITION	Number	Hourly Rate Calendar 2018	Hourly Rate Calendar 2019	BASE SALARY	TOTAL SALARY BENEFIT
1 Election	Wardens - (11)	11	\$ 15.10	\$ 15.10	\$ 2,657.60	\$ 2,657.60
1 Election	Clerks - (11)	11	\$ 15.10	\$ 15.10	\$ 2,657.60	\$ 2,657.60
1 Election	Deputy Wardens - (11)	11	\$ 13.78	\$ 13.78	\$ 2,425.28	\$ 2,425.28
1 Election	Deputy Clerks - (11)	11	\$ 13.78	\$ 13.78	\$ 2,425.28	\$ 2,425.28
1 Election	Inspectors -(22)	22	\$ 13.78	\$ 13.78	\$ 4,850.56	\$ 4,850.56
1 Election	Deputy Inspectors (22)	22	\$ 13.78	\$ 13.78	\$ 4,850.56	\$ 4,850.56
1 Election	Clerks (Town Hall)	4	Per Contract-		\$ 2,500.00	\$ 2,500.00
						\$ -
DEPARTMENT TOTAL					\$ 22,366.88	\$ 22,366.88

FY22 has 1 Election
Town Election - April 2, 2022

Number of Elections: 1

Elections

DESCRIPTION/DETAIL

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 3,695.00	\$ 2,295.00	\$ 2,610.00	\$ 1,543.00	\$ 4,210.00	\$ 4,070.00	\$ 1,580.00	\$ 2,760.00	\$ 2,760.00	\$ 2,760.00

Supplies and Expenses

	Elections	Precincts	Rate	Department	Town Mgr.	Fin Com
Food for Election Workers						
Each Precinct is allocated \$40.00 per election.						
11 Precincts x \$40.00 x 1 Election	3	12	\$ 40.00	\$ 1,440.00	\$ 1,440.00	\$ 1,440.00
Town Hall x \$40.00 x 1 Election	3	1	\$ 40.00	\$ 120.00	\$ 120.00	\$ 120.00
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.				\$ 1,200.00	\$ 1,200.00	\$ 1,200.00
batterys for Accu-vote Units				\$ 2,760.00	\$ 2,760.00	\$ 2,760.00

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 53,540.00	\$ 49,277.00	\$ 48,458.00	\$ 40,129.00	\$ 68,862.00	\$ 54,173.00	\$ 34,821.00	\$ 81,854.00	\$ 81,854.00	\$ 81,854.00

Contract Services/Leases

Fiscal Year 2023 has 3 Elections

	Department	Town Mgr.	Fin Com
Police Detail for Elections			
6 Officers x 16 hrs. x \$59/hr. x 3 Elections = \$ 16,992.00	\$ 16,992.00	\$ 16,992.00	\$ 16,992.00
6 Officers x 8 hrs. X \$59/hr. x 3 Elections = \$ 8,496.00	\$ 8,496.00	\$ 8,496.00	\$ 8,496.00
2 Officers x 4hrs. x \$59/hr. x 3 Elections = \$ 1,416.00	\$ 1,416.00	\$ 1,416.00	\$ 1,416.00
Custodians for Elections			
10 Custodians x 17 hrs. x \$39/hr. x 3 Election \$ 19,900.00	\$ 19,900.00	\$ 19,900.00	\$ 19,900.00
Professional Services			
Town Election - April 1, 2023			
Accuvote Coding including chips for individual scanners,			
ballots, ballot printing, absentee ballots, instructions, Gems			
upload,	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
Computer program for Touch Screen Marking Machines	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Accuvote Rental (2) machines@1,200.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00
State Primary - September 6, 2022			
Accuvote Coding, chips and GEMS upload	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Accuvote Rental (2) machines@1,400.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
State Election - November 8, 2022			
Accuvote Coding, chips and GEMS upload	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Accuvote Rental of (2) machines @\$1,200	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
Maintenance Contract			
12 Accuvote Machines x \$325/machine	\$ 3,900.00	\$ 3,900.00	\$ 3,900.00
6 Touch Screen Marking Machines x \$225/machine	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00
2 Poll Pads	\$ 300.00	\$ 300.00	\$ 300.00
	\$ 81,854.00	\$ 81,854.00	\$ 81,854.00

Capital Outlay

This is to advise the Town Manager and the Finance Committee that the voting machines will need to be replaced within the next five years. I anticipate that following the 2020 Federal Census, Billerica's population will have increased sufficiently to warrant another Precinct. Our present machines were purchased in 1993 at a cost of \$7,500 each. We currently have 12 machines (1 each for the eleven Precincts and 1 spare). Using a conservative cost of \$7,500 per machine, and total of 13 machines, we are looking at a projected cost of \$97,000.00.

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.



Budget Detail

89

Finance Committee

FINANCE COMMITTEE SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY 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 2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY 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 FY2022 DEPARTMENT RECOMMENDED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY BENEFIT
	Recording Clerk			\$ 2,000.00	\$ 2,000.00
DEPARTMENT TOTAL				\$ 2,000.00	\$ 2,000.00

Finance Committee

DESCRIPTION/DETAIL

FINANCE COMMITTEE

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FN COM REC
						\$ -	\$ -	\$ -	\$ -
Department Town Mgr. Fin Com									

Supplies and Expenses

Legal Notices
Meetings/Hearings

\$ -
\$ - \$ - \$ -

Contract Services/Leases

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FN COM REC
\$ 1,600	\$ 870	\$ 1,600	\$ 865	\$ 1,600	\$ 470	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600

Department Town Mgr. Fin Com

Printing
350 Copies of Budget/Warrant Recommendation
Fees & Memberships
Association of Finance
Committee MMA Applications

\$ 1,600 \$ 1,600 \$ 1,600

Total Contract Services/Leases \$ 1,600 \$ 1,600 \$ 1,600

Reserve Fund

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FN COM REC
\$ 60,566		\$ 84,520		\$ 84,520		\$ 84,520	\$ 84,520	\$ 84,520	\$ 84,520

Department Town Mgr. Fin Com

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

Historical Commission

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.

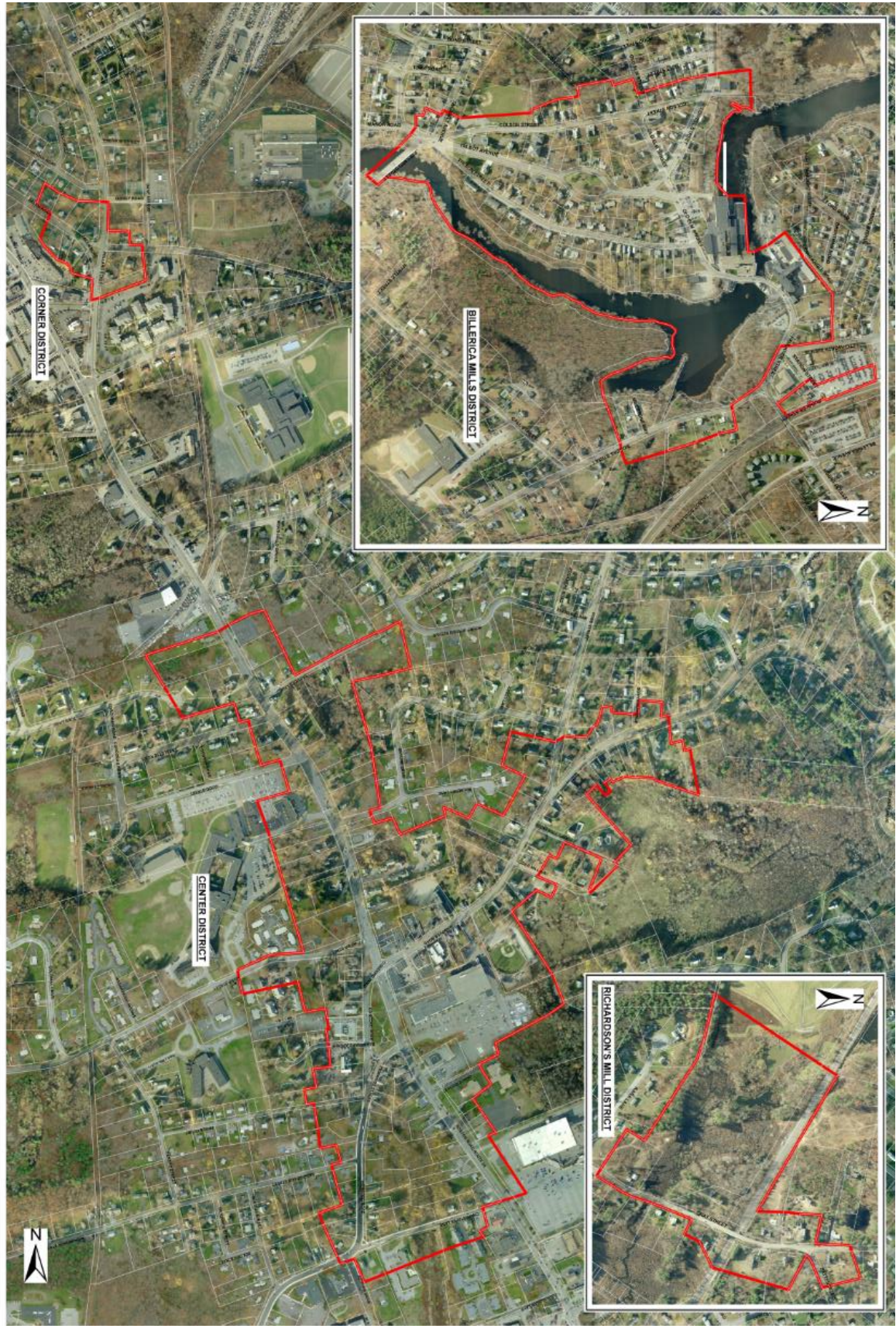




HISTORIC DISTRICTS

SCALE 1 inch = 200 feet

0 150 300 600 900 1,200 Feet



Historical Commission

Budget Detail

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
HISTORICAL COMMISSION										
<i>Personnel Services</i>										
Full Time										
Part Time/Seasonal										
Overtime										
Contractual Obligations										
Total								\$ -	\$ -	\$ -
<i>Expenses</i>										
Supplies and Expenses	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 10	\$ 50	\$ 50	\$ 50	\$ 50
Contract Services/Leases	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 248	\$ 250	\$ 250	\$ 250	\$ 250
Utilities										
Capital Outlay										
Total Expenses	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 258	\$ 300	\$ 300	\$ 300	\$ 300
TOTAL BUDGET	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 258	\$ 300	\$ 300	\$ 300	\$ 300

DESCRIPTION/DETAIL

HISTORICAL COMMISSION

FY2019 BUDGETED	FY2019 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50

	Department	Town Mgr.	Fin Com
	\$ 50	\$ 50	\$ 50
Total	\$ 50	\$ 50	\$ 50

FY2019 BUDGETED	FY2019 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250

	Department	Town Mgr.	Fin Com
	\$ 250	\$ 250	\$ 250
Total	\$ 250	\$ 250	\$ 250

Planning Board

Department Explanation

The Town of Billerica’s Planning and Economic Development Department will be going through a re-organization in this upcoming fiscal year. Please see below the memo that was presented to the Select Board

The Board instructed in their initial goal setting exercise and the discussion during the 10-13-21 BOS meeting that they would like to see a restructuring of the Economic Development / Planners Office. According to the Town Charter Article III Section 3-3-16 the Town Manager is charged with the power to reorganize, consolidate or abolish Town Agencies in whole or in part by a method provided in Article 4 of said charter. Article 4-1b provides an Administrative Code process that the Town Manager “may, after consultation with the Select Board, submit to representative Town Meeting, a plan of organization or reorganization, of amendments to any existing plan for any Town agency under his general supervision”.

The plan laid out below should begin to take shape during FY22 and FY23.

Director of Planning and Community Development

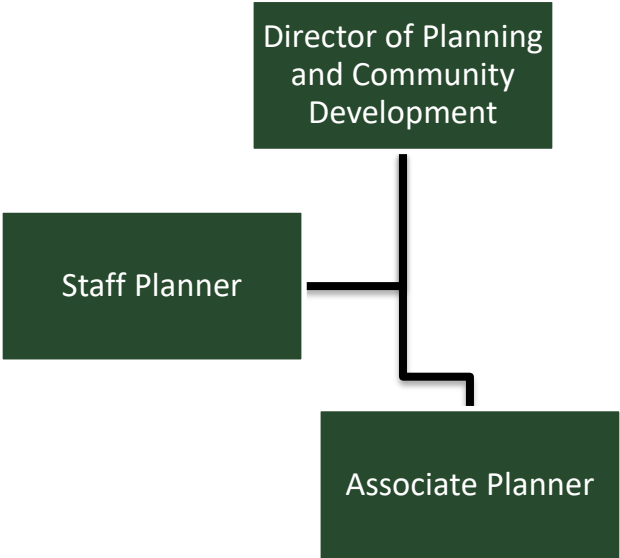
- Manager and oversight over the Staff Planner and Associate Planner.
- Focus is around large projects, and long term planning for the Town of Billerica.
- I would expect the next person in this role to focus heavily on modifying the PUD language, starting the Zoning Study process; Housing needs study/ strategy, and working to bring commercial properties to the Town.

Staff Planner

- This position would report directly to the Director of Planning and Community Development (DPCD)
- This position would focus heavily on all aspects of the Planning Board. They would be expected to assist the Director in facilitating the meetings, work with applicants, and ensure a smooth permitting process.
- The Staff Planner would also work closely with the DPCD on large projects that would come in front of the Planning Board and future economic development opportunities.

Associate Planner (to be phased in)

- This position would directly report to the DPCD
- This position would handle much of the administrative support of the Planning Board. This would include public notices, postings, filings, minutes etc.
- The associate planner would be responsible research, special projects and support for the office as assigned.



Planning Board

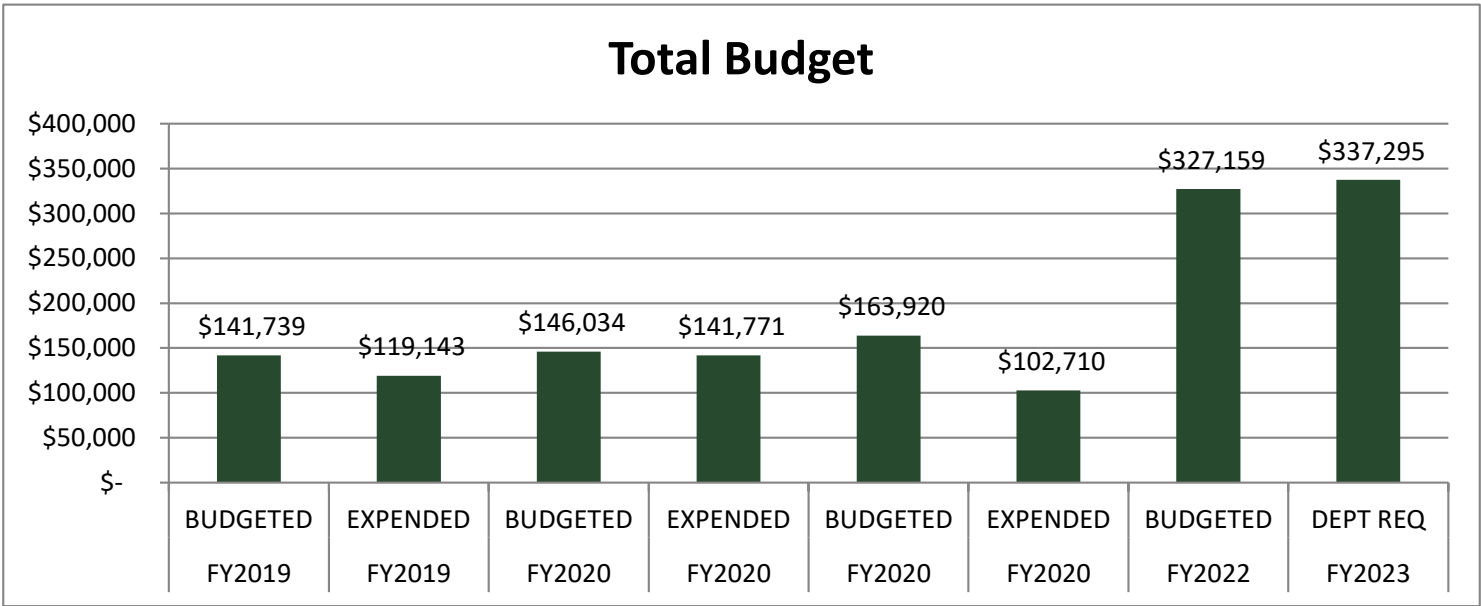
- The Associate Planner would provide administrative support to the CPC and Historic Districts Commission.

It has been found that this office needs more technical skills rather than clerical. This setup will allow the day-to-day activities to run efficiently while looking out for the long-term interest of the Town. This setup also creates direction for the staff and makes sure that everybody is working towards the same goal. The clerk’s position would not be eliminated immediately it would be eliminated through attrition.

Budget Narrative

Due to the reorganization of the Department their budget was increased last fiscal year. It was found that a salary increase would be needed to hire a Director. The previous salary was not sufficient to attract a quality candidate. That change was done as a budget amendment during the Fall 2021 Town Meeting. It has now been reflected in the current year’s budget.

This department did not have an increase in total FTE’s. Previously the Economic Development Director position was out of the Town Manager’s budget. This position has now been restructured and moved into this department.



Planning Board

PLANNING BOARD											
	FY2019	FY2019	FY2020	FY2020	FY2020	FY2020	FY2022	FY2023	FY2023	FY2023	FY2023
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC	

Personnel Services											
Full Time	\$ 134,424	\$ 117,452	\$ 138,719	\$ 138,645	\$ 127,605	\$ 67,163	\$ 250,844	\$ 260,980	\$ 260,980	\$ 260,980	
Part Time/Seasonal	\$ -		\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	
Overtime	\$ 3,315		\$ 3,315	\$ 126	\$ 3,315	\$ 3,315	\$ 3,315	\$ 3,315	\$ 3,315	\$ 3,315	
Contractual Obligations	\$ 1,000		\$ 1,000	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	

Total	\$ 138,739	\$ 117,452	\$ 143,034	\$ 138,771	\$ 130,920	\$ 70,478	\$ 254,159	\$ 264,295	\$ 264,295	\$ 264,295	

Expenses											
Supplies and Expenses	\$ 1,500	\$ 1,003	\$ 1,500	\$ 1,500	\$ 1,500	\$ 732	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	
Contract Services/Leases	\$ 1,500	\$ 688	\$ 1,500	\$ 1,500	\$ 31,500	\$ 31,500	\$ 71,500	\$ 71,500	\$ 71,500	\$ 71,500	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenses	\$ 3,000	\$ 1,691	\$ 3,000	\$ 3,000	\$ 33,000	\$ 32,232	\$ 73,000	\$ 73,000	\$ 73,000	\$ 73,000	

TOTAL BUDGET	\$ 141,739	\$ 119,143	\$ 146,034	\$ 141,771	\$ 163,920	\$ 102,710	\$ 327,159	\$ 337,295	\$ 337,295	\$ 337,295	

Position	FY2022		FY2023		FY2023		FY2023		FY2023		PY Difference %
	FTE		FTE		FTE		FTE		FTE		
Director of Planning and Co	1		1		1		1		1		
Staff Planner	1		1		1		1		1		
Principal Clerk	1		1		1		1		1		
Total Staffing	3		3		3		3		3		

Planning Board

PLANNING BOARD SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY BENEFIT
TBD	Director of Planning and Community Development	9	1/8/2007	\$ 129,780.11	\$ 129,780.11
TBD	Planner	1	5/1/2020	\$ 83,606.25	\$ 83,606.25
Kerri Rufo	Principal Clerk	3/4	6/25/2019	\$ 47,593.87	\$ 47,593.87
DEPARTMENT TOTAL					
				\$ 260,980.23	\$ 260,980.23

Total Full time	\$	260,980.23
Total Part time	\$	-
Overtime	\$	3,315.00
Total Contract	\$	-
Total	\$	264,295.23

PLANNING BOARD SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY BENEFIT
TBD	Director of Planning and Community Development	9	1/8/2007	\$ 129,780.11	\$ 129,780.11
TBD	Planner	1	5/1/2020	\$ 83,606.25	\$ 83,606.25
Kerri Rufo	Principal Clerk	3/4	6/25/2019	\$ 47,593.87	\$ 47,593.87
DEPARTMENT TOTAL					
				\$ 260,980.23	\$ 260,980.23

Total Full time	\$	260,980.23
Total Part time	\$	-
Overtime	\$	3,315.00
Total Contract	\$	-
Total	\$	264,295.23

Planning Board

PLANNING BOARD SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY BENEFIT
TBD	Director of Planning and	9	1/8/2007	\$127,070.00	\$127,070.00
TBD	Planner	1/2	5/1/2020	\$78,951.90	\$78,951.90
Kerri Rufo	Principal Clerk	2/3	6/25/2019	\$ 44,821.76	\$44,821.76
DEPARTMENT TOTAL				\$250,843.66	\$250,843.66

Total Full time	\$	250,843.66
Total Part time	\$	-
Overtime	\$	3,315.00
Total Contract	\$	-
Total	\$	254,158.66

Planning Board

DESCRIPTION/DETAIL

PLANNING BOARD

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 1,500	\$ 1,003	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 732	\$ 1,500	\$ 1,500	\$ 1,500

Supplies and Expenses

Department	Town Mgr.	Fin Com
PLANNING PERIODICALS, ZONING AND SUBDIVISION STATUTES, BY LAWS OF OTHER COMMUNITIES ETC.	\$ 600	\$ 600
PHOTOGRAPHIC PAPER TO PRINT IMAGES FOR HEARINGS, MEETINGS, ETC. DURING PRESENTATIONS	\$ 200.00	\$ 200.00
FOR LEGAL NOTICES ASSOCIATED WITH AMENDMENTS TO THE RULES AND REGULATIONS AND ZONING BY LAWS	\$ 100.00	\$ 100.00
Total Supplies & Expenses	\$ 1,500.00	\$ 1,500

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 1,500	\$ 688	\$ 1,500	\$ 1,500	\$ 31,500	\$ 31,500	\$ 71,500	\$ 71,500	\$ 71,500	\$ 71,500

Contract Services/Leases

Department	Town Mgr.	Fin Com
5214 PRINTING	\$ 200.00	\$ 200.00
5262 MAPS	\$ 200.00	\$ 200.00
5225 MEMBERSHIPS/FEES	\$ 800.00	\$ 800.00
5370 IN STATE TRAVEL	\$ 300.00	\$ 300.00
	\$ 70,000.00	\$ 70,000.00
	\$ 71,500.00	\$ 71,500.00

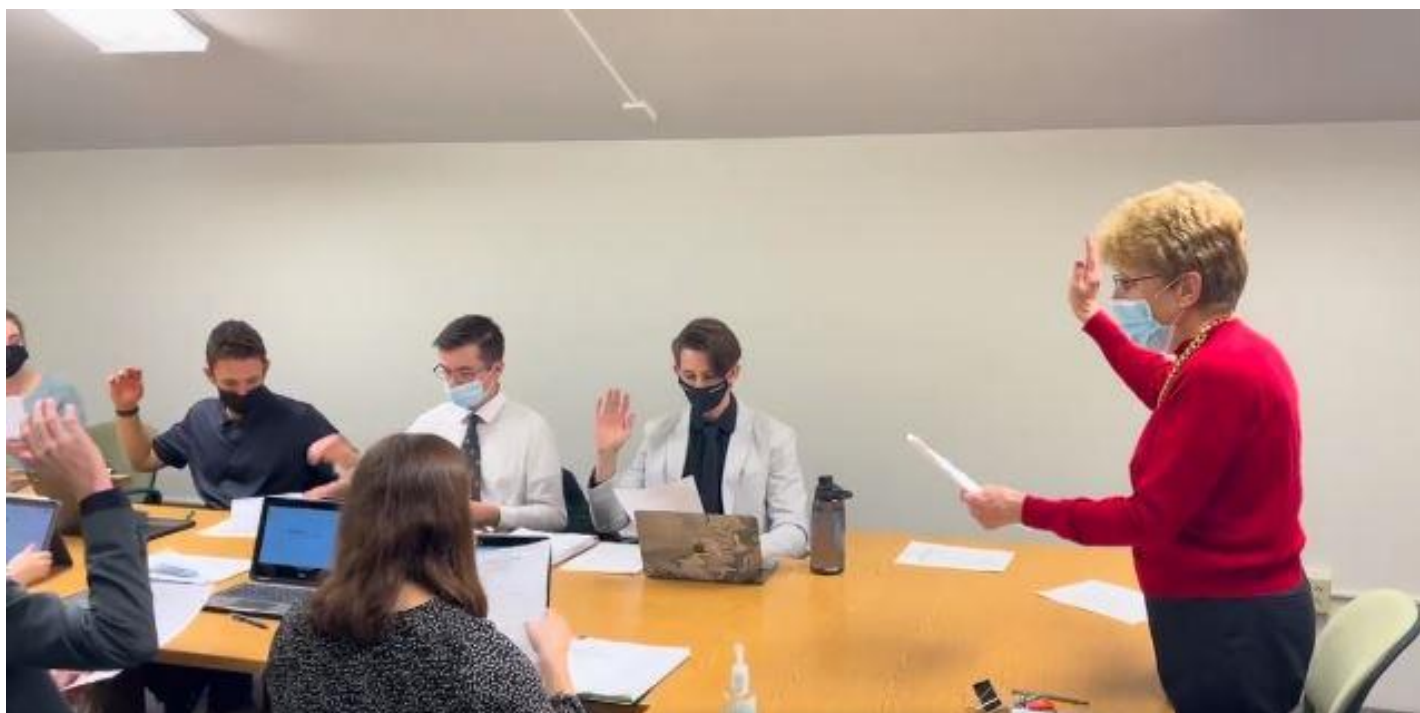
Registrar

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

This budget will see a slight increase this year mostly due to step increases.



The Town Clerk swearing in the Billerica Youth Council!

The number of Voters on file for the 2020 Presidential Election was 30,663 and by precinct the numbers were as follows:

Precinct 1	3,084	Precinct 2	2,851
Precinct 3	2,799	Precinct 4	2,370
Precinct 5	2,863	Precinct 6	2,752
Precinct 7	2,663	Precinct 8	2,981
Precinct 9	2,752	Precinct 10	2,766
Precinct 11	2,782		

REGISTRARS

	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FIN COM REC
<i>Personnel Services</i>										
Full Time	\$ 40,938	\$ 40,740	\$ 46,207	\$ 43,950	\$ 46,330	\$ 46,330	\$ 49,215	\$ 52,145	\$ 52,145	\$ 52,145
Part Time/Seasonal	\$ 3,205	\$ 3,204	\$ 3,205	\$ 3,205	\$ 3,205	\$ 3,205	\$ 3,441	\$ 3,441	\$ 3,441	\$ 3,441
Overtime	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 1,606	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Contractual Obligations	\$ 1,000	\$ 583	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$ 45,143	\$ 44,527	\$ 50,412	\$ 48,155	\$ 52,535	\$ 52,141	\$ 55,656	\$ 58,587	\$ 58,587	\$ 58,587

Expenses

Supplies and Expenses	\$ 9,225	\$ 4,741	\$ 10,825	\$ 6,330	\$ 9,625	\$ 4,945	\$ 10,000	\$ 10,070	\$ 10,070	\$ 10,070
Contract Services/Leases	\$ 2,850	\$ 2,618	\$ 2,850	\$ 1,100	\$ 3,300	\$ 3,300	\$ 3,275	\$ 3,300	\$ 3,300	\$ 3,300
Utilities										
Capital Outlay										
Total Expenses	\$ 12,075	\$ 7,359	\$ 13,675	\$ 7,430	\$ 12,925	\$ 8,245	\$ 13,275	\$ 13,370	\$ 13,370	\$ 13,370

TOTAL BUDGET

	\$ 57,218	\$ 51,886	\$ 64,087	\$ 55,585	\$ 65,460	\$ 60,386	\$ 68,931	\$ 71,957	\$ 71,957	\$ 71,957

	FY2022	Dep. Req. FY2023	TM Rec. FY2023	Fin. Com Rec. FY2023	Difference %
Position	FTE	FTE	FTE	FTE	
Senior Clerk	1	1	1	1	3.025
Senior Clerk	0	0	0	0	4.39%
Total Staffing	1	1	1	1	

REGISTRARS DEPARTMENT SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	TOTAL SALARY BENEFIT
Lori A.Blake	Senior Clerk	5/6	12/04/17	50,311.34	1,000.00	51,311.34
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		2,000.00	-	2,000.00
						\$ -
DEPARTMENT TOTAL				\$ 57,586.68	\$ 1,000.00	\$ 58,586.68

Total Full Time	\$	52,145.44
Total Part Time	\$	3,441.24
Total Overtime	\$	2,000.00
Contract Oblig.	\$	1,000.00
Total Contract	\$	58,586.68

REGISTRARS DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	TOTAL SALARY BENEFIT
Lori A.Blake	Senior Clerk	5/6	12/4/2017	50,311.34	1,000.00	51,311.34
Shirley Schult	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					2,000.00
DEPARTMENT TOTAL				\$ 55,586.68	\$ 1,000.00	\$ 58,586.68

Total Full Tim	\$	52,145.44
Total Part Tim	\$	3,441.24
Total Overtim	\$	2,000.00
Contract Obli	\$	1,000.00
Total Contrac	\$	58,586.68

**REGISTRARS DEPARTMENT
SALARY INFORMATION FY2022 BUDGETED**

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	TOTAL SALARY BENEFIT
Lori A.Blake	Senior Clerk	4/5	12/4/2017	47,381.14	1,000.00	\$ 48,381.14
Shirley Schult	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			2,000.00		\$ 2,000.00
						\$ -
DEPARTMENT TOTAL				\$ 54,656.48	\$ 1,000.00	\$ 55,656.48

Total Full Tir	\$	49,215.24
Total Part Ti	\$	3,441.24
Total Overtin	\$	2,000.00
Contract Ob	\$	1,000.00
Total Contra	\$	55,656.48

DESCRIPTION/DETAIL

REGISTRARS

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 9,225.00	\$ 4,741.00	\$ 10,825.00	\$ 6,330.00	\$ 9,625.00	\$ 4,945.00	\$ 10,000.00	\$ 10,070.00	\$ 10,070.00	\$ 10,070.00

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	\$ 9,170.00	\$9,170.00	\$9,170.00
30% of Census costs to be paid by School Dept.			
70% of Census costs to be paid by Town	\$ 10,070.00	\$ 10,070.00	\$ 10,070.00

Total Supplies & Expenses

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 2,850.00	\$ 2,618.00	\$ 2,850.00	\$ 1,100.00	\$ 3,300.00	\$ 3,300.00	\$ 3,275.00	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00

Contract Services/Leases

Printing -Resident Listing Books (Mandated by State Law)	Department	Town Mgr.	Fin Com
Bookbinding - Permanent binding of Street List (Mandated by State Law)	\$ 2,750.00	\$ 2,750.00	\$ 2,750.00
Advertising - MGL, Chap. 51, Sect. 6 - 31) Voter Registration Session-1 Election	\$ 150.00	\$ 150.00	\$ 150.00
Repairs to equipment - computer, Frad,Scanners and/or printer	\$ -	\$ -	\$ -
Printing Voter Registration Forms & File Cards-Voter Maintenance	\$ 400.00	\$ 400.00	\$ 400.00
TOTAL	\$ 3,300.00	\$ 3,300.00	\$ 3,300.00

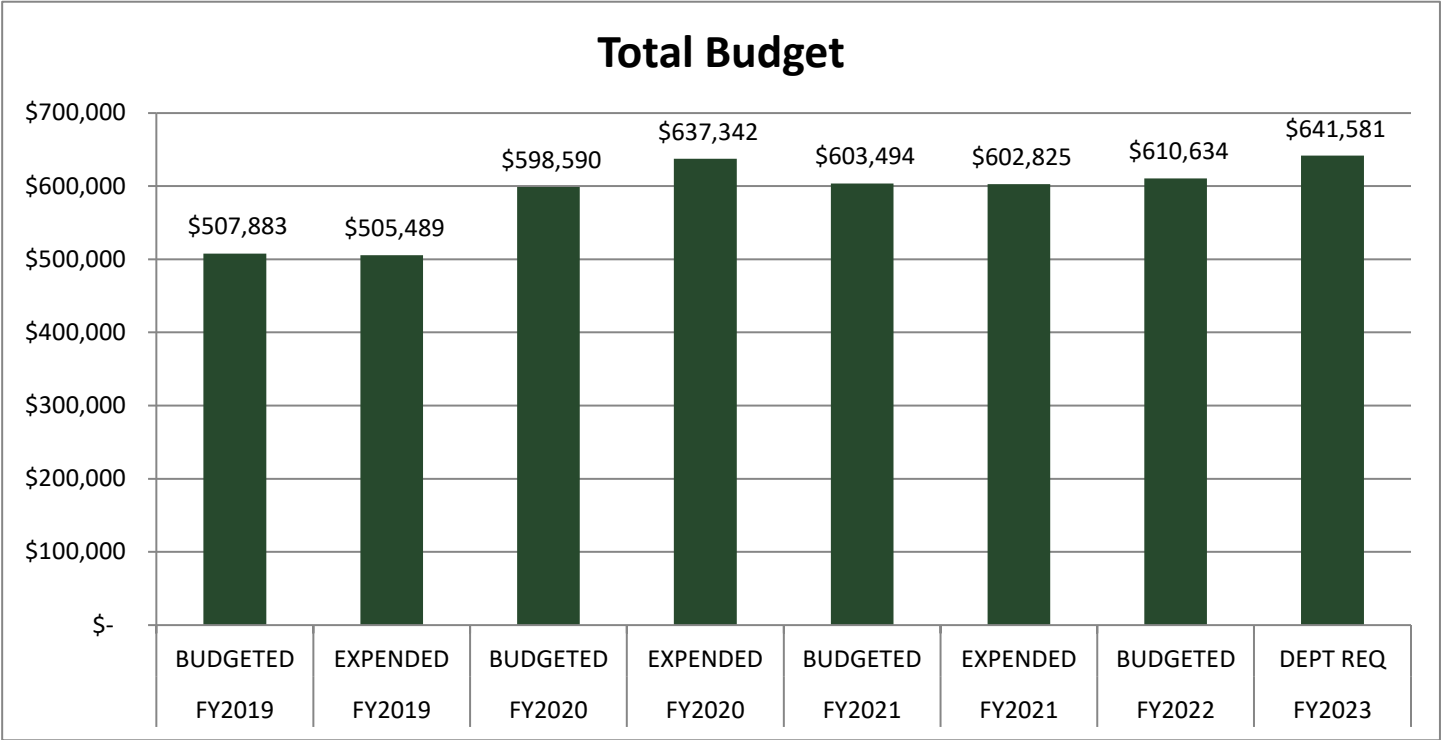
Systems Administration

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 only increase around \$31,000 this year. This is due to a small increase in the supply line and the contract, services, and leases line.



Systems Administration

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.



The New Hybrid Setup Cameras

Systems Administration

SYSTEMS ADMIN

Personnel Services

Full Time	\$ 104,346	\$ 103,945	\$ 111,507	\$ 111,973	\$ 114,111	\$ 114,100	\$ 116,507	\$ 118,954	\$ 118,954	\$ 118,954
Part Time/Seasonal										
Overtime										
Contractual Obligations	\$ 783	\$ 783	\$ 783	\$ 783	\$ 783	\$ 783	\$ 1,827	\$ 1,827	\$ 1,827	\$ 1,827
Total	\$ 105,129	\$ 104,728	\$ 112,290	\$ 112,756	\$ 114,894	\$ 114,883	\$ 118,334	\$ 120,781	\$ 120,781	\$ 120,781

Expenses

Supplies and Expenses	\$ 10,000	\$ 10,000	\$ 25,000	\$ 66,032	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000
Contract Services/Leases	\$ 392,754	\$ 390,761	\$ 461,300	\$ 458,554	\$ 478,600	\$ 477,941	\$ 482,300	\$ 500,800	\$ 500,800	\$ 500,800
Utilities										
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 402,754	\$ 400,761	\$ 486,300	\$ 524,586	\$ 488,600	\$ 487,942	\$ 492,300	\$ 520,800	\$ 520,800	\$ 520,800

TOTAL BUDGET

	\$ 507,883	\$ 505,489	\$ 598,590	\$ 637,342	\$ 603,494	\$ 602,825	\$ 610,634	\$ 641,581	\$ 641,581	\$ 641,581

	FY2022	Dep Req FY2023	TM Rec. FY2023	Fin Com Rec. FY2023						
Position	FTE	FTE	FTE	FTE						
MIS Director	1	1	1	1						
Total Staffing	1	1	1	1						

Difference PY \$ 30,946.65

% PY 5.07%

Systems Administration

SYSTEMS ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2023 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	\$ 118,953.65	\$ -	\$ 1,827.00	\$ 120,780.65
DEPARTMENT TOTAL				\$ 118,953.65	\$ -	\$ 1,827.00	\$ 120,780.65

Total Full Time:	\$ 118,953.65
Total Contract:	\$ 1,827.00
Total	\$ 120,780.65

SYSTEMS ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Chris Bartlett	MIS Director	9	2/20/2012	\$ 118,953.65		\$ 1,827.00	\$ 120,780.65
DEPARTMENT TOTAL				\$ 118,953.65	\$ -	\$ 1,827.00	\$ 120,780.65

Total Full Time:	\$ 118,953.65
Total Contract:	\$ 1,827.00
Total	\$ 120,780.65

SYSTEMS ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2022 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	\$ 116,507.00		\$ 1,827.00	\$ 118,334.00
DEPARTMENT TOTAL				\$ 116,507.00	\$ -	\$ 1,827.00	\$ 118,334.00

Total Full Time:	\$ 116,507.00
Total Contract:	\$ 1,827.00
Total	\$ 118,334.00

Systems Administration

DESCRIPTION/DETAIL

SYSTEMS ADMIN

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 10,000	\$ 10,000	\$ 25,000	\$ 66,032	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000

Supplies and Expenses

(FY2023 purchase of additional laptop, network modules and batteries)(increase of \$10,000)

Department	Town Mgr.	Fin Com
\$ 20,000	\$ 20,000	\$ 20,000
\$ 20,000	\$ 20,000	\$ 20,000

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 392,754	\$ 390,761	\$ 461,300	\$ 458,554	\$ 478,600	\$ 477,941	\$ 482,300	\$ 500,800	\$ 500,800	\$ 500,800

Contract Services/Leases

	FY2022	Change		Department	Town Mgr.	Fin Com
Barry Comm (Network/Phone) Service Contract	\$ 23,000	\$ -	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000
Expert Lazer (Small Printer Maintenance)	7,000.00	1,000.00	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
VEEAM Backup	3,500.00	-	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Backupify (NEW O365 Backup Service)	-	6,000.00	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
SonicWall Firewall	3,000.00	-	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Munis Maintenance Support ASP software	250,000.00	-	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
Comcast Fiber Internet for Town & Public Safety	11,500.00	-	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500
Autocad Maintenance (DLT Solutions/Microdesk)	2,500.00	-	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Arctview Licenses, Overall Town use - Many Departments)	8,000.00	-	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Sophos AntiVirus (Covers Public Safety As Well)	10,000.00	2,000.00	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
PC Leases (Town Hall, 3rd Year)	18,000.00	-	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
PC Leases (All Other Sites, 2nd Year)	16,000.00	-	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
PeopleGIS (MapsOnline, Forms)	10,000.00	-	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
PeopleGIS (Permitting)	5,000.00	-	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
PeopleGIS (FIRE Dept Permitting)	5,000.00	5,000.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
VMware Maintenance	2,000.00	-	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Office 365	37,000.00	-	\$ 37,000	\$ 37,000	\$ 37,000	\$ 37,000
FastBack Bind Machine Maintenance Coverage	1,500.00	-	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
T2300 Plotter	1,100.00	-	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100
Copiers (Maintenance & Toners)	44,000.00	4,000.00	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000
Website Annual Maintenance (CivicPlus)	8,200.00	500.00	\$ 8,700	\$ 8,700	\$ 8,700	\$ 8,700
Server/Storage Lease (Year 3 of 5)	21,000.00	-	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
Total Contract Services/Leases	\$ 482,300	\$ 18,500	\$ 500,800	\$ 500,800	\$ 500,800	\$ 500,800

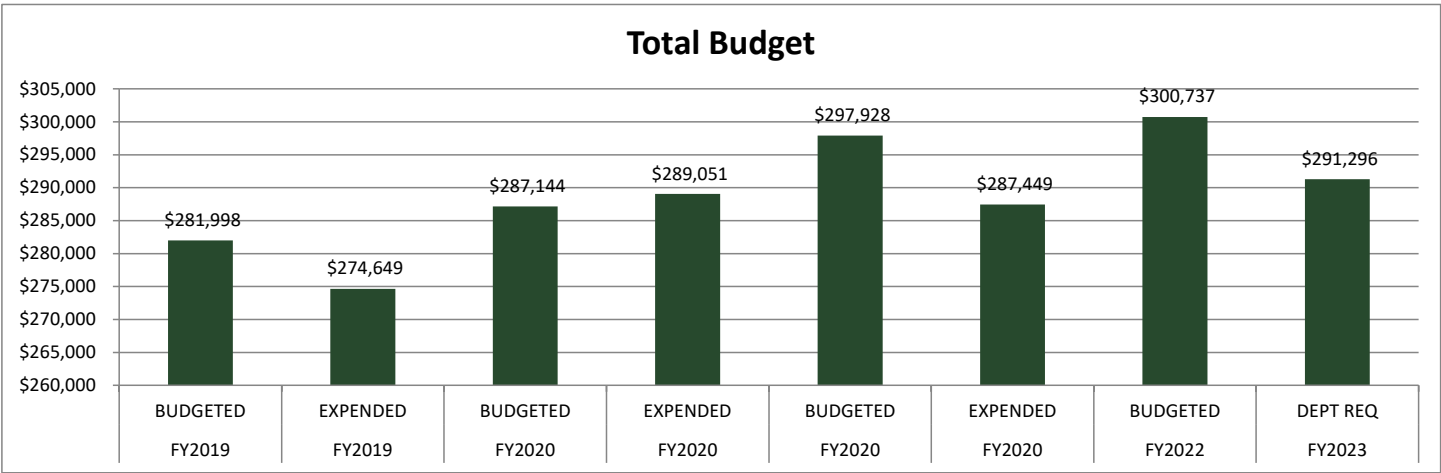
Town Clerk

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 a decrease by about \$9,000 due to the retirement of the Assistant Town Clerk.



Programs and Services

The Town Clerk provides service 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!



Town Clerk

Program Services and Updates

TOWN CLERK'S REPORT

In accordance with Massachusetts General Laws, the report of the Town Clerk's Department for the Fiscal Year ending June 30, 2021 is hereby submitted:

Vital statistics recorded in FY 2021 are as follows:

Births	440
Marriages	154
Deaths	395

These records were placed on permanent file in this office and at the State Vital Records Office in Boston. Certified copies were issued upon request.

Three elections were held in Fiscal Year 2021. A State Primary on September 1, 2020, the Presidential Election on November 3, [2020](#) and the Town Election on April 10, 2021. Passage of the "Help America Vote Act" made it easy and convenient for the voter to cast a ballot. The turnout for the Presidential Election was nearly 81 % of the registered voters. The Annual Town Election was held on April 14, [2021](#) with a 12% turnout.

Two Town Meetings were held in FY 2021. The Special Town Meeting, which took the place of the Annual, was held on October 3, 2020. Due to Covid-19 protocol, the Town Meeting was held on Saturday, October 3, [2020](#) in the Billerica Memorial High School, 35 River Street, Billerica. Each Precinct met in a separate room and social distancing was observed. Internet hook-up connected all the rooms together.

The Annual Spring Town Meeting took place on Saturday, May 8, [2021](#) in the Billerica Memorial High School at 35 River Street. This meeting convened at 10:00 a.m. and concluded at 7:55 p.m. This was a long session, but Town Meeting Members were determined to complete the work in one day.

The Town Clerk's Department performed the usual duties mandated by State and Federal Law, the Town By-Laws and the Town Charter and those services the public has come to expect as a matter of right.

The office continues to issue fuel storage registration renewals, business certificate, Sunday Entertainment Licenses, Open Meeting Law and the Ethics data base, dog licenses, letters of residency, campaign finance forms, as well as many assorted tasks.

As the Public Records Officer for the Town, the Town Clerk is responsible for notifying the appropriate Department of the requests and then following up on the request. Fiscal Year 2021 was a very busy year for these requests.

In Fiscal Year 2021, a total of 2,664 dogs were licensed. State Law requires that all dogs three months of age and older must be licensed by January 1st. Any dog domiciled in the Town of Billerica, not licensed by March 10th, is subject to a \$10.00 late fee.

Town Clerk

FEES COLLECTED:

Certified Copies of Vital Records	42,590.00
Marriage Intentions	3,660.00
Business Certificates	5,850.00
Gasoline Fuel Storage Permits	3,220.00
Miscellaneous	200.00
One Day Beer & Wine Licenses	90.00
Sunday Entertainment Licenses	620.00
Raffle Permits	70.00
Street List Books	180.00
Burial Permits	1,610.00
Dog Licenses	16,924.00
Dog Late Fees	2,090.00
Zoning By-Laws	24.00
\$	77,128.00

Once again, my sincere thanks to everyone who has assisted this department throughout the year. The list is long. Just know that your help and assistance has been appreciated and it has been a pleasure to work with you.

Fiscal Year 2021 has been very challenging with Covid still a big concern. My sincere thanks to my office personnel especially my Assistant Margaret Ryan and Principal Clerk Stephanie Odell for their assistance and support during this difficult time. During the year, Senior Clerk Kimberly Smith transferred to the Building [Department](#) and we welcomed Michelle Ayers. Their dedication to serving the residents of Billerica makes the office run smoothly.

Respectfully submitted,

Shirley E. Schult, Town Clerk



TOWN CLERK

Personnel Services

Full Time
Part Time/Seasonal
Overtime
Contractual Obligations

Total

Expenses

Supplies and Expenses
Contract Services/Leases
Utilities
Capital Outlay

Total Expenses

TOTAL BUDGET

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
	\$ 267,103	\$ 261,671	\$ 272,249	\$ 274,580	\$ 281,778	\$ 272,860	\$ 285,387	\$ 279,846	\$ 279,846	\$ 279,846
	\$ 12,000	\$ 11,000	\$ 12,000	\$ 11,916	\$ 12,000	\$ 12,000	\$ 12,000	\$ 7,700	\$ 7,700	\$ 7,700
Total	\$ 279,103	\$ 272,671	\$ 284,249	\$ 286,496	\$ 293,778	\$ 284,860	\$ 297,387	\$ 287,546	\$ 287,546	\$ 287,546

	\$ 1,400	\$ 650	\$ 1,400	\$ 1,304	\$ 2,025	\$ 1,391	\$ 2,025	\$ 2,025	\$ 2,025	\$ 2,025
	\$ 1,495	\$ 1,328	\$ 1,495	\$ 1,251	\$ 1,325	\$ 437	\$ 1,325	\$ 1,725	\$ 1,725	\$ 1,725
	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 761	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 2,895	\$ 1,978	\$ 2,895	\$ 2,555	\$ 4,150	\$ 2,589	\$ 3,350	\$ 3,750	\$ 3,750	\$ 3,750

	\$ 281,998	\$ 274,649	\$ 287,144	\$ 289,051	\$ 297,928	\$ 287,449	\$ 300,737	\$ 291,296	\$ 291,296	\$ 291,296

	FY2022	FY2023	FY2023	FY2023
	DEPT REQ	TM REC	FIN COM REC	
				Difference
				\$ (9,441.08)
				% -3.14%

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

TOWN CLERK SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE	LONGEVITY	TOTAL SALARY
					INCENTIVE		BENEFIT
Mary Penta	Senior Clerk	1/2	6/14/2021	\$ 42,137.04	\$ 1,000	\$ -	\$ 43,137.04
Stephanie Odell	Principal Clerk	7	7/21/2008	\$ 55,626.45	\$ 1,000	\$ 1,900	\$ 58,526.45
TBD	Asst Town Clerk	5	12/4/2017	\$ 63,129.18	\$ -	\$ -	\$ 63,129.18
Shirley Shult	Town Clerk*	9	12/19/1972	\$ 118,953.65	\$ -	\$ 3,800	\$ 122,753.65
							\$ -
DEPARTMENT TOTAL				\$ 279,846.32	\$ 2,000.00	\$ 5,700.00	\$ 287,546.32

*Employed with Town 12/19/1972
Town Clerk since 2/1/1991

Total Full time	\$ 279,846.32
Total Contract	\$ 7,700.00
Total	\$ 287,546.32

TOWN CLERK SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE	LONGEVITY	TOTAL SALARY
					INCENTIVE		BENEFIT
Mary Penta	Senior Clerk	1/2	6/14/2021	\$ 42,137.04	\$ 1,000		\$ 43,137.04
Stephanie Odell	Principal Clerk	7	7/21/2008	\$ 55,626.45	\$ 1,000	\$ 1,900	\$ 58,526.45
TBD	Asst Town Clerk	5	12/4/2017	\$ 63,129.18			\$ 63,129.18
Shirley Shult	Town Clerk*	9	12/19/1972	\$ 118,953.65		\$ 3,800	\$ 122,753.65
DEPARTMENT TOTAL				\$ 279,846.32	\$ 2,000.00	\$ 5,700.00	\$ 287,546.32

*Town Clerk since 2/1/1991

Total Full time	\$ 279,846.32
Total Contract	\$ 7,700.00
Total	\$ 287,546.32

Town Clerk

TOWN CLERK SALARY INFORMATION FY2022 PERSONNEL

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE		TOTAL SALARY	
					INCENTIVE	LONGEVITY	BENEFIT	
Michelle Ayer	Senior Clerk	1/2	12/7/2020	\$ 42,122.01	\$ 1,000		\$	43,122.01
Stephanie Odell	Principal Clerk	7	7/21/2008	\$ 54,482.32	\$ 1,000	\$ 1,900	\$	57,382.32
Margaret Ryan	Asst Town Clerk	9	1/29/1979	\$ 72,276.06	\$ 500	\$ 3,800	\$	76,576.06
Shirley Shult	Town Clerk*	9	12/19/1972	\$ 116,507.00		\$ 3,800	\$	120,307.00
							\$	-
							\$	-
DEPARTMENT TOTAL				\$ 285,387.40	\$ 2,500.00	\$ 9,500.00	\$	297,387.40

*Employed with Town 12/19/1972
Town Clerk since 2/1/1991

Total Full time	\$ 285,387.40
Total Contract	\$ 12,000.00
Total	\$ 297,387.40

	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
Supplies and Expenses	\$ 1,400	\$ 650	\$ 1,400	\$ 1,304	\$ 2,025	\$ 1,391	\$ 2,025	\$ 2,025	\$ 2,025	\$ 2,025

General Office Supplies										
Town Meeting Record Book										
Dues:										
IIMC										
MA Town Clerks Assoc.										
NE Town Clerks/ Assoc.										
Middlesex Town Clerks' Assoc.										
Dog Tags										

\$ 2,025.00
 \$ 2,025.00
 \$ 2,025.00

	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 1,495	\$ 1,328	\$ 1,495	\$ 1,251	\$ 1,325	\$ 437	\$ 1,325	\$ 1,725	\$ 1,725	\$ 1,725	\$ 1,725

Contract Services/Leases

Department Town Mgr. Fin Com

Maintenance Agreements - Time Clock										
Bookbinding - Vital Records Book (Mandated by Law)										
Bookbinding - Town Report (Mandated)										
Printing										
Acid-Free Paper-(For Vital Records)										
Pages for Vital Records Book,										
Advertising - (Ballot Position Drawing)										
Typewriter Maintenance										
Total Contract Services/Leases										

Town Manager

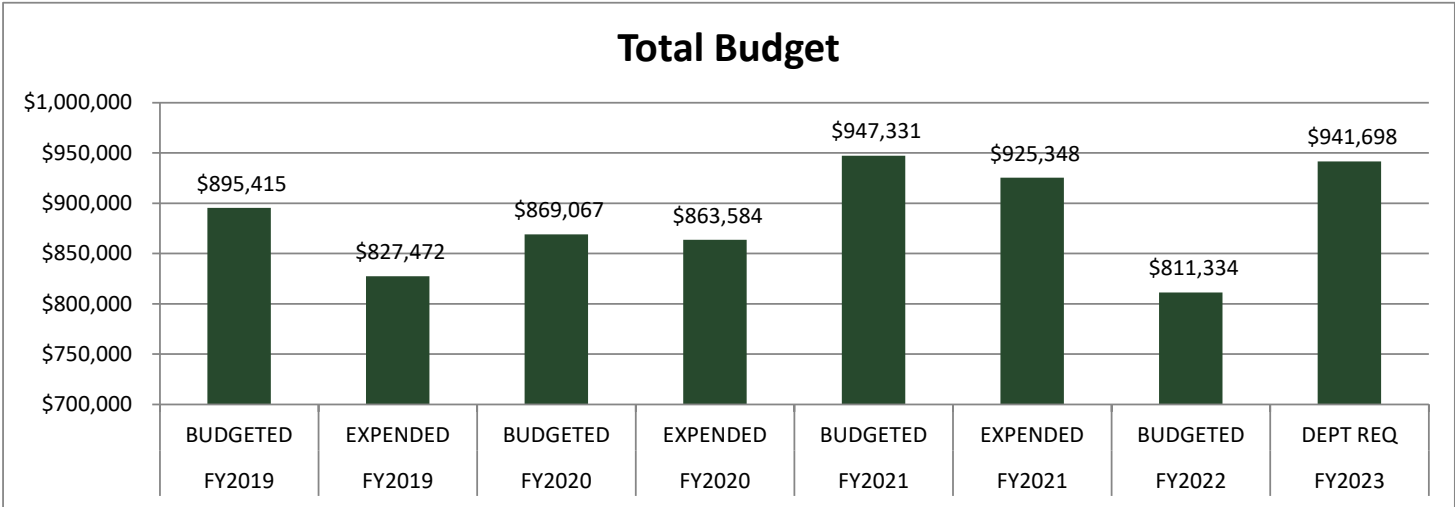
Department Explanation

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 part-time Public Information Officer, and a Confidential Secretary who help carry out the day to day operations and long range plans of the Selectmen.

Budget Narrative

This year the Town Manager's budget will increase around 16%. This is due to non-union salary changes and the addition of a Human Resources Director as requested by the Select Board. Also, the Senior Clerk position has been restructured as a Public Information Officer. This person will focus on brining the website up to speed, social media, and other measures to increase transparency in the Town.



Town Manager

Major Project Update

Howe School

As of writing the Howe School is starting to take shape. Every day you see a flurry of activity taking place on the site. One day you look over and masons are up on scissor lifts re-pointing the entire building. While other days steel is being erected for the new addition. Currently the building is about halfway to completion. Framing is taking place on the inside and BATV is working out any last-minute kinks! A grand opening will be able to take place sometime in the fall once BATV moves in and is situated.

Peggy Hannon Rizza Park

The project recently went out to bid and has come in under budget! Mobilization for the fields will begin in March and an aggressive timeline of October has been set by the contractor. The Town expects the project to take a little longer but our fingers are crossed for a great outcome.



COVID-19 –

Over the course of the past year the Town has conducted dozens of vaccine clinics for all ages. Even having a carnival for the kids to make the experience less frightening. It has helped vaccinate over a 1,000+ residents in their hometown. They were able to show up to a familiar place with familiar faces and be treated with excellent service. This is something you did not receive from the Mass Vax site .



Pinehurst Fire Station

If you have driven down to the Pinehurst section of Town you have without a doubt seen the completion of the new Fire Station. This project came in under budget and looks great. Thank you to everybody who was involved to make this project a reality.





TOWN MANAGER

Personnel Services

Full Time
Part Time/Seasonal
Overtime
Contractual Obligations

\$ 562,733	\$ 562,733	\$ 614,394	\$ 614,394	\$ 660,447	\$ 654,203	\$ 489,153	\$ 635,138	\$ 635,138	\$ 635,138
\$ 55,047	\$ 55,047	\$ 57,038	\$ 94,809	\$ 70,514	\$ 70,514	\$ 62,312	\$ 66,767	\$ 66,767	\$ 66,767
\$ 5,000		\$ -	\$ 6,520	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
\$ 8,260	\$ 5,143	\$ 8,260	\$ 13,260	\$ 16,470	\$ 16,470	\$ 16,470	\$ 14,393	\$ 14,393	\$ 14,393
Total	\$ 631,040	\$ 622,923	\$ 679,692	\$ 728,983	\$ 757,431	\$ 751,187	\$ 577,934	\$ 726,298	\$ 726,298

Expenses

Supplies and Expenses
Contract Services/Leases
Comm. Plan./Proj./Tech. Asst.
Pensions
Emp. Medical Exams
Prof. Training/Dev.
Printing Town Rep./TM Handouts
Contract Retro
Assessment Center
Substance Abuse Program
Capital Outlay

\$ 36,400	\$ 20,521	\$ 28,400	\$ 22,212	\$ 28,400	\$ 29,400	\$ 28,400	\$ 48,400	\$ 48,400	\$ 48,400
\$ 23,000	\$ 20,033	\$ 25,000	\$ 6,501	\$ 25,000	\$ 14,804	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
\$ 5,000	\$ -	\$ 5,000	\$ 4,953	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
\$ 475	\$ -	\$ 475	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 135,000	\$ 118,391	\$ 85,000	\$ 63,176	\$ 85,000	\$ 80,357	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
\$ 15,500	\$ 14,685	\$ 15,500	\$ 7,759	\$ 15,500	\$ 10,500	\$ 25,000	\$ 15,000	\$ 15,000	\$ 15,000
\$ 15,000	\$ 2,125	\$ 10,000	\$ 10,000	\$ 6,000	\$ 9,100	\$ 15,000	\$ 12,000	\$ 12,000	\$ 12,000
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 14,000	\$ 8,794	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 264,375	\$ 204,549	\$ 189,375	\$ 134,601	\$ 189,900	\$ 174,161	\$ 233,400	\$ 215,400	\$ 215,400

TOTAL BUDGET

\$ 895,415	\$ 827,472	\$ 869,067	\$ 863,584	\$ 947,331	\$ 925,348	\$ 811,334	\$ 941,698	\$ 941,698	\$ 941,698

FTE

Position	FTE	Dep Req FY2022	TM. Rec. FY2023	Fin Com Rec. FY2023
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	4	5	5	5

PTE

Position	FTE	Dep Req FY2022	TM. Rec. FY2023	Fin Com Rec. FY2023
Part Time Senior Clerk	0.5	0	0	0
Public Information Officer		0.5	0.5	0.5
Substance Abuse Coordinator	0.5	0.5	0.5	0.5
Total Staffing	1	1	1	1

Difference PY \$ 130,363.80
% 16.07%

Town Manager

TOWN MANAGER DEPARTMENT SALARY INFORMATION FY2023 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	\$ 206,031	\$ 7,000	\$ 4,000	\$ 217,031.00
Clancy Main	Assistant Town Manager	9	5/1/2017	\$ 144,841	\$ -	\$ -	\$ 144,841.19
Susan Michelini	Confidential Secretary	10	11/27/2000	\$ 76,731	\$ -	\$ 3,393	\$ 80,123.86
TBD	Director of Administrative Services	5/6	7/1/2021	\$ 101,747	\$ -	\$ -	\$ 101,747.49
TBD	Public Information Officer	10	7/1/2022	\$ 29,850	\$ -	\$ -	\$ 29,850.43
Mike Higgins	Substance Abuse Coordinator	1	9/6/2014	\$ 36,917	\$ -	\$ -	\$ 36,916.69
TBD	Human Resources Director	6	7/1/2022	\$ 105,787	\$ -	\$ -	\$ 105,787.49
Overtime				\$ 10,000			\$ 10,000.00
DEPARTMENT TOTAL				\$ 711,905.14	\$ 7,000.00	\$ 7,393.00	\$ 726,298.14

Town Manager Salary includes \$7,000 Car Allowance

Total Full time	\$ 635,138.03
Total Part Time	\$ 66,767.11
Overtime	\$ 10,000.00
Total Contract	\$ 14,393.00
Total	\$ 726,298.14

TOWN MANAGER DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING/CAR ALLOWANCE	RETIREMENT LONGEVITY	TOTAL SALARY BENEFIT
John Curran	Town Manager		1/4/2010	\$ 206,031	\$ 7,000.00	\$ 4,000.00	\$ 217,031.00
Clancy Main	Assistant Town Manager	9	5/1/2017	\$ 144,841			\$ 144,841.19
Susan Michelini	Confidential Secretary	9	11/27/2000	\$ 76,731		\$ 3,393.00	\$ 80,123.86
TBD	Director of Administrative Services	5/6	7/1/2021	\$ 101,747			\$ 101,747.49
TBD	Public Information Officer	10	7/1/2022	\$ 29,850			\$ 29,850.43
Mike Higgins	Substance Abuse Coordinator	1	9/6/2014	\$ 36,917			\$ 36,916.69
TBD	Human Resources Director	6	7/1/2022	\$ 105,787			\$ 105,787.49
							\$ -
Overtime				\$ 10,000			\$ 10,000.00
DEPARTMENT TOTAL				\$ 711,905.14	\$ 7,000.00	\$ 7,393.00	\$ 726,298.14

Town Manager Salary includes \$7,000 Car Allowance

Total Full time	\$ 635,138.03
Total Part Time	\$ 66,767.11
Overtime	\$ 10,000.00
Total Contract	\$ 14,393.00
Total	\$ 726,298.14

Town Manager

TOWN MANAGER DEPARTMENT SALARY INFORMATION FY2022 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	\$ 200,030	\$ -	\$ 7,000.00	\$ 4,000.00	\$ 211,030.00
Cathy O'Dea	Asst Town Manager	9	8/2/2010	\$ 116,507	\$ -	\$ -	\$ 1,827.00	\$ 118,334.00
Susan Michelini	Confidential Secretary	9	11/27/2000	\$ 72,276	\$ -	\$ -	\$ 3,393.00	\$ 75,669.06
Clancy Main	Management Analyst	5/6	5/1/2017	\$ 100,340				\$ 100,339.59
Kristina Bernard	P/T Senior Clerk	10	8/29/2012	\$ 27,962	\$ 250.00			\$ 28,212.00
Mike Higgins	Substance Abuse Coordinator	1	9/6/2014	\$ 34,350				\$ 34,349.68
								\$ -
								\$ -
					\$ -	\$ -	\$ -	\$ -
Overtime				\$ 10,000				\$ 10,000.00
								\$ -
DEPARTMENT TOTAL				\$ 561,464.34	\$ 250.00	\$ 7,000.00	\$ 9,220.00	\$ 577,934.34

Town Manager Salary includes \$4,000 Car Allowance

Total Full time	\$ 489,152.65
Total Part Time	\$ 62,311.68
Overtime	\$ 10,000.00
Total Contract	\$ 16,470.00
Total	\$ 577,934.34

Town Manager

DESCRIPTION/DETAIL

TOWN MANAGER

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 36,400	\$ 20,521	\$ 28,400	\$ 22,212	\$ 28,400	\$ 29,400	\$ 28,400	\$ 48,400	\$ 48,400	\$ 48,400

DepartmentTown Mgr.Fin Com

Supplies and Expenses

\$ 28,400	\$ 28,400	\$ 28,400
\$ 20,000	\$ 20,000	\$ 20,000
\$ 48,400	\$ 48,400	\$ 48,400

Expenses, professional development, Boards and Commissions

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 23,000	\$ 20,033	\$ 25,000	\$ 6,501	\$ 25,000	\$ 14,804	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

DepartmentTown Mgr.Fin Com

Contract Services/Leases

Performance Management Program/Technical and Professional Assisance

\$ 25,000	\$ 25,000	\$ 25,000
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -
\$ 25,000	\$ 25,000	\$ 25,000

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 5,000		\$ 5,000	\$ 4,953	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

DepartmentTown Mgr.Fin Com

Community Planning/Projects/Technical Asst.

Community Project Technical Assistance

Middlesex 3 TMA Billerica/Alewife Shuttle

Total Community Planning/Projects/Technical Asst.

\$ 5,000	\$ 5,000	\$ 5,000
\$ 5,000	\$ 5,000	\$ 5,000
\$ 10,000	\$ 10,000	\$ 10,000

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 475	\$ -	\$ 475				\$ -	\$ -	\$ -	\$ -

DepartmentTown Mgr.Fin Com

Pensions

This funds benefits to Widows of certain former employees

Total Connell/Strunk/Husson Pensions

\$ -	\$ -	\$ -

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 135,000	\$ 118,391	\$ 85,000	\$ 63,176	\$ 85,000	\$ 80,357	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000

DepartmentTown Mgr.Fin Com

Employee Medical Exams

This funds pre-employment exams for new employees and medical reviews/exams for injured employees.

This account is utilized for Public Saftey :ie Police amd Fire Workers Compensation (111F Claims)

\$ 85,000	\$ 85,000	\$ 85,000

Total Employee Medical Exams

\$ 85,000	\$ 85,000	\$ 85,000

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 15,500	\$ 14,685	\$ 15,500	\$ 7,759	\$ 15,500	\$ 10,500	\$ 25,000	\$ 15,000	\$ 15,000	\$ 15,000

DepartmentTown 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

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 15,000	\$ 2,125	\$ 10,000	\$ 10,000	\$ 6,000	\$ 9,100	\$ 15,000	\$ 12,000	\$ 12,000	\$ 12,000

DepartmentTown 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

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ -						\$ -	\$ -	\$ -	\$ -

DepartmentTown Mgr.Fin Com

Contract Retro

\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 14,000	\$ 8,794			\$ -		\$ 25,000	\$ -	\$ -	\$ -

DepartmentTown Mgr.Fin Com

Assessment Center

Total Assessment Center

\$ -	\$ -	\$ -

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
						\$ -	\$ -	\$ -	\$ -

DepartmentTown Mgr.Fin Com

Capital Outlay

\$ -	\$ -	\$ -

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 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

DepartmentTown Mgr.Fin Com

Substance Abuse Prevention Program

Committee

BARP

\$ 15,000	\$ 15,000	\$ 15,000
\$ 5,000	\$ 5,000	\$ 5,000
\$ 20,000	\$ 20,000	\$ 20,000

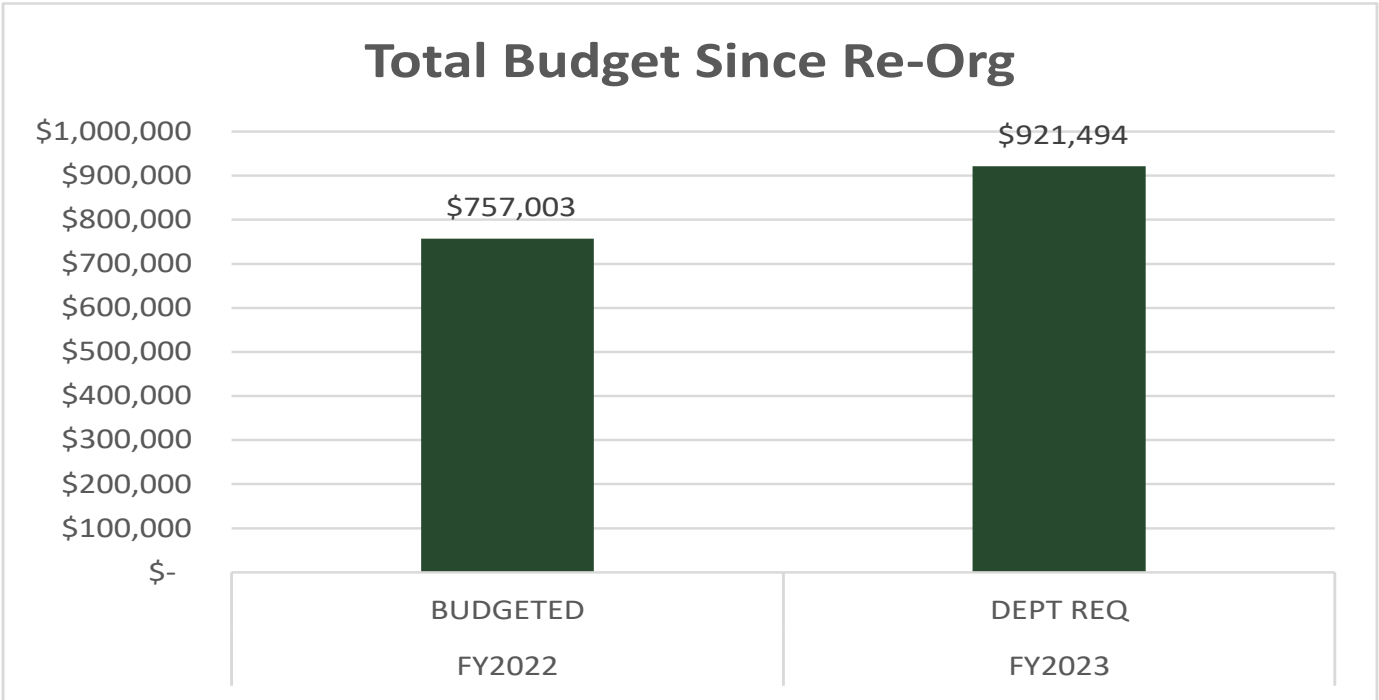
Town Hall / Buildings

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 has hired a Director of Facilities and will be hiring 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 this year will see a substantial increase due to the continued reorganization of the department. In FY2023 the Building Maintenance Craftsman from the Library was transferred into this Department. Non-union salaries were adjusted, a tool line item was added, additional money for playground inspections, and maintenance contracts increased for HVAC due to additional buildings being added.



Town Hall / Buildings



At the 2020 Fall Town Meeting it was voted to purchase the Masonic Lodge in the Town Center. This building sits next to the Public Library and has its own parking lot. At the time of the vote no use was determined for the building. The Food Pantry immediately came to mind for many. After a failed move into the Vining School the Food Pantry was in need of a temporary home. The Town Administration toured the building with the pantry and decided it was the right fit for both parties for the time being. The Food Pantry has since moved in and has begun their distributions. During this the Town will be conducting a full study on the building to see what exactly needs to be done to bring it back to life. The Town has applied for \$200,000 from CPC. This will cover the study and allow the Town do start any major renovations that are needed. The \$50,000 in the budget is anything that may happen in the meantime. The Town has already installed a new fire alarm system, re-wired some of the electricity, and is in the process of making sure the heat and A/C are in working order again. The \$50,000 will go towards other small projects that are needed as time goes on.

Town of Billerica

TOWN HALL BUILDINGS										
	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
Personnel Services										
Full Time			\$ 37,791		\$ 43,082		\$ 170,351	\$ 255,261	\$ 255,261	\$ 255,261
Part Time/Seasonal					\$ 13,389		\$ 15,850	\$ 22,705	\$ 22,705	\$ 22,705
Overtime							-	\$ 25,000	\$ 25,000	\$ 25,000
Contractual Obligations							\$ 7,702	\$ 9,529	\$ 9,529	\$ 9,529
Total			\$ 37,791	\$ -	\$ 56,471	\$ -	\$ 193,903	\$ 312,494	\$ 312,494	\$ 312,494
Expenses										
Contract Services	\$ -	\$ -	\$ 20,000	\$ 23,484	\$ 40,000	\$ -	\$ 40,000	\$ 42,500	\$ 42,500	\$ 42,500
Postage	\$ 143,000	\$ 141,706	\$ 120,000	\$ 120,000	\$ 145,000	\$ 140,465	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000
Custodial Supplies	\$ 4,000	\$ 3,801	\$ 4,000	\$ 2,000	\$ 4,000	\$ 11,619	\$ 8,000	\$ 12,000	\$ 12,000	\$ 12,000
Supplies and Expenses	\$ 25,000	\$ 24,702	\$ 25,000	\$ 21,856	\$ 25,000	\$ 29,785	\$ 25,000	\$ 35,000	\$ 35,000	\$ 35,000
Cleaning Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ 159,500	\$ 159,500	\$ 159,500	\$ 159,500	\$ 40,000	\$ 40,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Building Maintenance	\$ 159,000	\$ 155,366	\$ 186,000	\$ 165,199	\$ 155,100	\$ 160,770	\$ 155,100	\$ 184,500	\$ 184,500	\$ 184,500
Telephone	\$ 92,000	\$ 91,512	\$ 90,000	\$ 91,424	\$ 90,000	\$ 80,313	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Abandoned Buildings	\$ 3,500	\$ 176	\$ 30,000	\$ 4,305	\$ 3,500	\$ 15,674	\$ -	\$ -	\$ -	\$ -
Masonic Building							\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 586,000	\$ 576,763	\$ 634,500	\$ 587,768	\$ 502,600	\$ 478,626	\$ 563,100	\$ 609,000	\$ 609,000	\$ 609,000
TOTAL BUDGET	\$ 586,000	\$ 576,763	\$ 672,291	\$ 587,768	\$ 559,071	\$ 478,626	\$ 757,003	\$ 921,494	\$ 921,494	\$ 921,494
	TM Rec. FY2022	TM Rec. FY2023	TM Rec. FY2023	Fin Com Rec. FY2023	Difference Percentage					
Position	FTE	FTE	FTE	FTE						
Facilities Director	1	1	1	1						
Laborer	2	2	2	2						
Buiding Maintenance Craftsman		1	1	1						
Total Staffing	3	4	4	4						
	TM Rec. FY2022	TM Rec. FY2023	TM Rec. FY2023	Fin Com Rec. FY2023						
Position	PTE	PTE	PTE	PTE						
Laborer	1	1	1	1						

Town Hall / Buildings

TOWN HALL/BUILDING DEPARTMENT SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR/ LICENSE	TOTAL SALARY BENEFIT
Bob Sallesse	Facilities Director	6/7	9/19/2016	\$ 97,584.90	\$ -	\$ 4,902.00	\$ 102,486.90
Derick Tsoukalas	Laborer	2/3	12/7/2020	\$ 46,896.66	\$ 600.00	\$ 800.00	\$ 48,296.66
Trent Giacobbe	Laborer	1/2	3/1/2021	\$ 44,687.59	\$ 600.00	\$ 800.00	\$ 46,087.59
Rick Thorne	Laborer NU	3/4	3/1/2021	\$ 22,704.75	\$ -	\$ -	\$ 22,704.75
Kevin Rudy	Bldg Craftsman	9	11/7/2011	\$ 66,091.51	\$ -	\$ 1,827.00	\$ 67,918.51
DEPARTMENT TOTAL				\$ 277,965.41	\$ 1,200.00	\$ 8,329.00	\$ 287,494.41

Total Full Time \$ 255,260.66
 Total Part Time \$ 22,704.75
 Total Contract \$ 9,529.00
 Overtime \$ 25,000.00
 Total \$ 287,494.41

TOWN HALL/BUILDING DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR/ LICENSE	TOTAL SALARY BENEFIT
Bob Sallesse	Facilities Director	6/7	9/19/2016	\$ 97,584.90		\$ 4,902.00	\$ 102,486.90
Derick Tsoukalas	Laborer	2/3	12/7/2020	\$ 46,896.66	\$ 600.00	\$ 800.00	\$ 48,296.66
Trent Giacobbe	Laborer	1/2	3/1/2021	\$ 44,687.59	\$ 600.00	\$ 800.00	\$ 46,087.59
Rick Thorne	Laborer NU	3/4	3/1/2021	\$ 22,704.75			\$ 22,704.75
Kevin Rudy	Bldg Craftsman	9	11/7/2011	\$ 66,091.51		\$ 1,827.00	\$ 67,918.51
DEPARTMENT TOTAL				\$ 277,965.41	\$ 1,200.00	\$ 8,329.00	\$ 287,494.41

Total Full Time \$ 255,260.66
 Total Part Time \$ 22,704.75
 Total Contract \$ 9,529.00
 Overtime \$ 25,000.00
 Total \$ 287,494.41

TOWN HALL DEPARTMENT SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR/ LICENSE	TOTAL SALARY BENEFIT
Bob Salesse	Facilities Director	2/3	9/19/2016	\$ 81,178.65	\$ -	\$ 4,902.00	\$ 86,080.65
Derick Tsoukalas	Laborer	1/2	12/7/2020	\$ 45,092.90	\$ 600.00	\$ 800.00	\$ 46,492.90
TBD	Laborer	1/2	7/1/2021	\$ 44,079.62	\$ 600.00	\$ 800.00	\$ 45,479.62
Rick Thorne	Laborer NU	2/3	7/1/2021	\$ 15,849.55	\$ -	\$ -	\$ 15,849.55
DEPARTMENT TOTAL				\$ 186,200.73	\$ 1,200.00	\$ 6,502.00	\$ 193,902.73

Total Full Time \$ 170,351.18
 Total Part Time \$ 15,849.55
 Total Contract \$ 7,702.00
 Overtime \$ -
 Total \$ 193,902.73

DESCRIPTION DETAIL									
TOWN HALL/BUILDINGS									
FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 143,000	\$ 141,706	\$ 120,000	\$ 120,000	\$ 145,000	\$ 140,465	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000
0									
Department									
Town Mgr.									
Fin Com									
Postage									
Postage									
Projected									
Rate									
Amount									
Daily Usage	85,000.00	0.390				\$ 33,150.00	\$ 33,150.00	\$ 33,150.00	\$ 33,150.00
Real Estate Tax Bills	55,000.00	0.365				\$ 20,075.00	\$ 20,075.00	\$ 20,075.00	\$ 20,075.00
Personal Property Tax Bills	3,000.00	0.365				\$ 1,095.00	\$ 1,095.00	\$ 1,095.00	\$ 1,095.00
Demand Notices Real/Pers	2,000.00	0.365				\$ 730.00	\$ 730.00	\$ 730.00	\$ 730.00
Excise Bills	55,000.00	0.365				\$ 20,075.00	\$ 20,075.00	\$ 20,075.00	\$ 20,075.00
Excise Demand Bills/ Warrants	10,000.00	0.365				\$ 3,650.00	\$ 3,650.00	\$ 3,650.00	\$ 3,650.00
Tax Title	15,000.00	0.365				\$ 5,475.00	\$ 5,475.00	\$ 5,475.00	\$ 5,475.00
Water/Sewer	38,000.00	0.365				\$ 13,870.00	\$ 13,870.00	\$ 13,870.00	\$ 13,870.00
Water/Sewer Demands	7,500.00	0.365				\$ 2,737.50	\$ 2,737.50	\$ 2,737.50	\$ 2,737.50
TOTALS	270,500.00					\$ 100,857.50	\$ 19,142.50	\$ 19,142.50	\$ 19,142.50
Department									
Town Mgr.									
Fin Com									
Custodial Supplies									
Custodial supplies for the Town Hall, Library and Recreation									
Total Custodial Supplies									
Department									
Town Mgr.									
Fin Com									
Supplies and Expenses									
Tools									
Cleaning Service									
Department									
Town Mgr.									
Fin Com									
Utilities									
Building Maintenance									
Town Hall - Building Maintenance									
HVAC Contract - ENE									
Elevator Contract - BBE									
Elevator Annual Inspection									
Security Contract - Ultraguard and other Contracts									
Total									
Department									
Town Mgr.									
Fin Com									
Telephone									
5									
Budget Amendment HVAC and Elevator Contracts									
Abandoned Building									
5									
Maintenance and Upkeep									
Masonic Building									
5									
Maintenance and Upkeep									
Capital Outlay									
Contractual Services									
Valley Collaborative									
Playground Inspection									

Town Systemwide

Budget Explanation

This budget consists of items that are used by multiple Town Departments. This section now includes Town Electricity. This expense was previously split between departments. This allows the Town Accountant to better deal with the electricity credits. This was also previously done with the fuel accounts.

This budget was level funded this year.

Budget Detail

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ.	FY2023 TM REC	FY2023 FIN COM REC
TOWN SYSTEMWIDE ACCOUNTS										
7080 TOWN RETIREMENTS	\$ 175,000	\$ 175,000	\$ 125,000	\$ 125,000	\$ 190,000	\$ 176,244	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
7036 UNION SETTLEMENT										
7095 STREETLIGHTS	\$ 227,500	\$ 227,500	\$ 227,500	\$ 227,500	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000
7096 LEGAL	\$ 315,000	\$ 310,308	\$ 245,000	\$ 237,207	\$ 245,000	\$ 208,053	\$ 245,000	\$ 245,000	\$ 245,000	\$ 245,000
7097 TOWN FUEL	\$ 307,000	\$ 306,719	\$ 305,000	\$ 261,557	\$ 315,000	\$ 350,096	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000
7098 TOWN ELECTRICITY					\$ 1,596,640	\$ 1,573,256	\$ 1,976,640	\$ 1,976,640	\$ 1,976,640	\$ 1,976,640
TOTAL BUDGET	\$ 1,024,500	\$ 1,019,527	\$ 902,500	\$ 851,264	\$ 2,511,640	\$ 2,472,649	\$ 3,051,640	\$ 3,051,640	\$ 3,051,640	\$ 3,051,640

Difference PY \$ -
% 0.00%

This budget was level funded this year.

The retirement line item was increased in the FY22 budget. The Town expects additional high-level retirements during this fiscal year.

In FY2021 The Town retrofitted all 2,600 streetlights. This allowed for a budget decrease. The budget for streetlights is to pay the debt service, add additional lights, and maintenance for any outages.

Broken Street Light ?



To report a broken street light
in Billerica, please call the
DPW Administration Office
at 978-671-1313 x 0



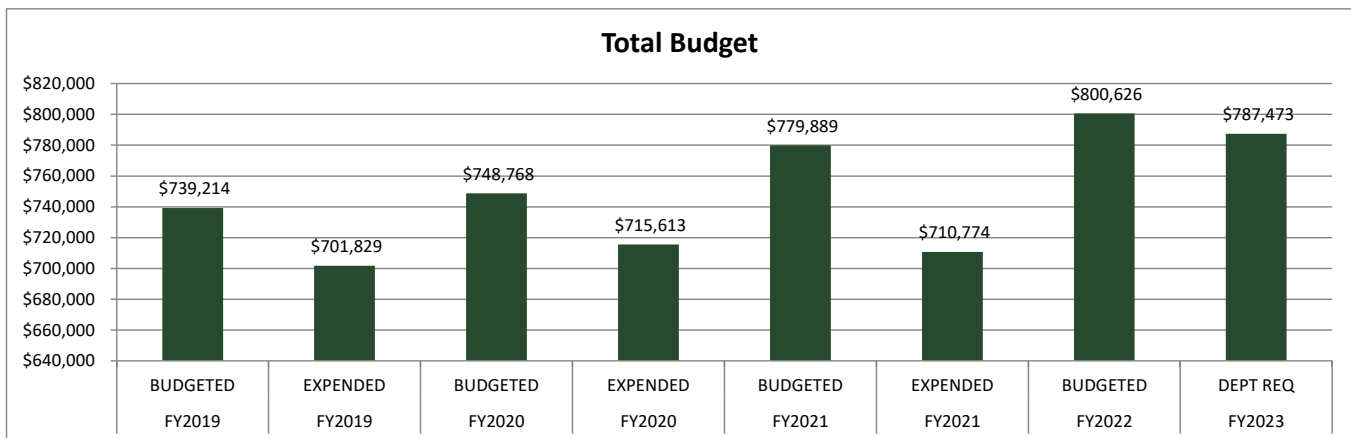
Treasurer / Collector

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 going down a little over \$13,000. The reason for this decrease was a reduction in banking services line item.



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.

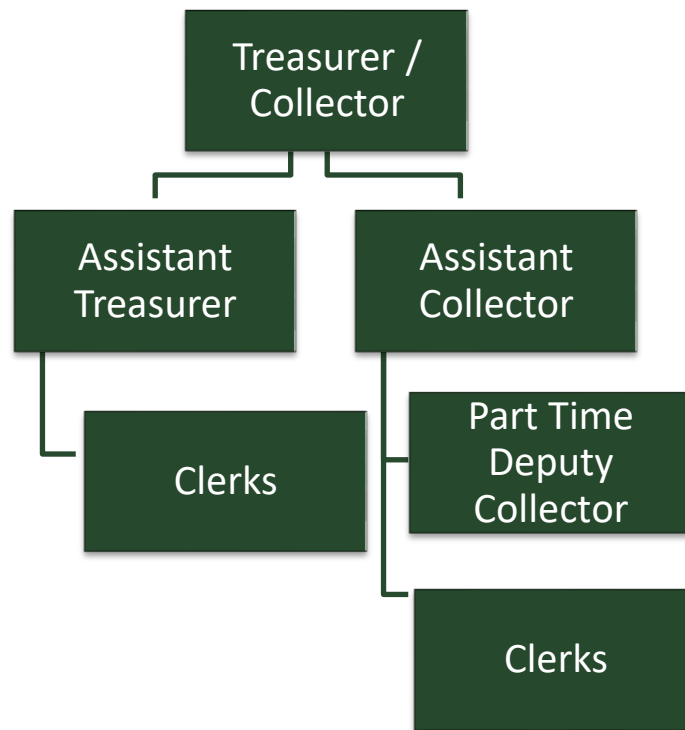
The Treasurer/Collector's Office will meet its statutory duties of maximizing Town revenues and paying the Town's obligation while providing the highest level of customer service possible, while safeguarding all public assets. This office has continued to offer additional office hours to accommodate tax and rate payers, as well as employees of the Town. 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.

Treasurer / Collector

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.

Organizational Chart



Position	FY2022 Actual	FY2023 Budgeted
Treasurer/Collector	1	1
Assistant Treasurer	1	1
Assistant Collector	1	1
Administrative Head Clerk	1	1
Senior Clerk	1	1
Principal Clerk	2	2

Town of Billerica

[illegible]

Full Time	\$ 506,688	\$ 489,365	\$ 515,742	\$ 510,283	\$ 534,007	\$ 534,007	\$ 551,061	\$ 557,108	\$ 557,108	\$ 557,108
Part Time/Seasonal	\$ 20,409	\$ 20,409	\$ 20,409	\$ 20,409	\$ 20,409	\$ 20,409	\$ 20,409	\$ 20,409	\$ 20,409	\$ 20,409
Overtime							\$ -	\$ -	\$ -	\$ -
Contractual Obligations	\$ 15,411	\$ 15,411	\$ 15,911	\$ 15,911	\$ 15,911	\$ 15,844	\$ 19,894	\$ 20,694	\$ 20,694	\$ 20,694

\$	542,508	\$	525,185	\$	552,062	\$	546,603	\$	570,327	\$	570,260	\$	591,364	\$	598,211	\$	598,211	\$	598,211

Supplies and Expenses	\$ 54,152	\$ 44,419	\$ 54,152	\$ 54,151	\$ 67,008	\$ 56,900	\$ 66,708	\$ 66,708	\$ 66,708	\$ 66,708
Contract Services/Leases	\$ 92,554	\$ 82,225	\$ 92,554	\$ 92,553	\$ 92,554	\$ 64,665	\$ 92,554	\$ 72,554	\$ 72,554	\$ 72,554
Tax Revenue Collection	\$ 50,000	\$ 50,000	\$ 50,000	\$ 22,306	\$ 50,000	\$ 18,949	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Capital Outlay							\$ -	\$ -	\$ -	\$ -

\$	196,706	\$	176,644	\$	196,706	\$	169,010	\$	209,562	\$	140,514	\$	209,262	\$	189,262	\$	189,262	\$	189,262

\$ 739,214	\$ 701,829	\$ 748,768	\$ 715,613	\$ 779,889	\$ 710,774	\$ 800,626	\$ 787,473	\$ 787,473	\$ 787,473

Position	FY2022		Dep. Req FY2023		TM Rec. FY2023		Fin Com Rec FY2023	
	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	

Difference PY

\$ (13,153.41)

% PY

-1.64%

	FY2022	Dep. Rep FY2023	TM Rec. FY2023	Fin Com Rec FY2023
Position	PTE	PTE	PTE	
Deputy Collector	2	2	2	2

Treasurer / Collector

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Clark, John	Treasurer/Collector	9	1/8/2007	\$ 118,953.65	\$ -	\$ 2,610.00	\$ 121,563.65
Russo, Elaine	Assistant Collector	5	9/22/2008	\$ 85,678.23	\$ 500.00	\$ 2,100.00	\$ 88,278.23
McKenna, Carole	Administrative Head Clerk	7	8/28/1965	\$ 68,180.05	\$ 1,000.00	\$ 4,434.00	\$ 73,614.05
Mary Ann Schafer	Principal Clerk	7	12/19/2016	\$ 55,626.45	\$ 1,000.00	\$ 1,200.00	\$ 57,826.45
Kimberly Sandeffer	Principal Clerk	3/4	7/8/2019	\$ 49,415.49	\$ 1,000.00	\$ -	\$ 50,415.49
Theresa Bourgeois	Principal Clerk	7	4/17/2007	\$ 55,626.45	\$ 1,000.00	\$ 2,700.00	\$ 59,326.45
Kerri Taylor	Principal Clerk	3/4	2/24/2020	\$ 48,213.22	\$ 1,000.00	\$ -	\$ 49,213.22
Olivia Canario	Asst. Treasurer	2	3/12/2018	\$ 75,414.57	\$ 500.00	\$ 1,650.00	\$ 77,564.57
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
DEPARTMENT TOTAL				\$ 577,517.47	\$ 6,000	\$ 14,694	\$ 598,211.47

Total Full Time	\$ 557,108.11
Total Part Time	\$ 20,409
Overtime	\$ -
Total Contract	\$ 20,694
Total Salaries	\$ 598,211.47

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Clark, John	Treasurer/Collector	9	1/8/2007	\$ 118,953.65		\$ 2,610.00	\$ 121,563.65
Russo, Elaine	Assistant Collector	5	9/22/2008	\$ 85,678.23	\$ 500.00	\$ 2,100.00	\$ 88,278.23
McKenna, Carole	Administrative Head Clerk	7	8/28/1965	\$ 68,180.05	\$ 1,000.00	\$ 4,434.00	\$ 73,614.05
Mary Ann Schafer	Principal Clerk	7	12/19/2016	\$ 55,626.45	\$ 1,000.00	\$ 1,200.00	\$ 57,826.45
Kimberly Sandeffer	Principal Clerk	3/4	7/8/2019	\$ 49,415.49	\$ 1,000.00		\$ 50,415.49
Theresa Bourgeois	Principal Clerk	7	4/17/2007	\$ 55,626.45	\$ 1,000.00	\$ 2,700.00	\$ 59,326.45
Kerri Taylor	Principal Clerk	3/4	2/24/2020	\$ 48,213.22	\$ 1,000.00		\$ 49,213.22
Olivia Canario	Asst. Treasurer	2	3/12/2018	\$ 75,414.57	\$ 500.00	\$ 1,650.00	\$ 77,564.57
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
DEPARTMENT TOTAL				\$ 577,517.47	\$ 6,000	\$ 14,694	\$ 598,211.47

Total Full Time	\$ 557,108.11
Total Part Time	\$ 20,409
Overtime	\$ -
Total Contract	\$ 20,694
Total Salaries	\$ 598,211.47

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Clark, John	Treasurer/Collector	9	1/8/2007	\$ 116,507.00	\$ -	\$ 2,610.00	\$ 119,117.00
Russo, Elaine	Assistant Collector	5	9/22/2008	\$ 83,916.00	\$ 500.00	\$ 2,100.00	\$ 86,516.00
McKenna, Carole	Administrative Head Clerk	7	8/28/1965	\$ 66,777.72	\$ 1,000.00	\$ 4,434.00	\$ 72,211.72
Mary Ann Schafer	Principal Clerk	6/7	12/19/2016	\$ 53,518.96	\$ 1,000.00	\$ 1,200.00	\$ 55,718.96
Kimberly Sandeffer	Principal Clerk	2/3	3/12/2018	\$ 46,537.82	\$ 1,000.00	\$ -	\$ 47,537.82
Theresa Bourgeois	Principal Clerk	7	4/17/2007	\$ 54,482.32	\$ 1,000.00	\$ 1,900.00	\$ 57,382.32
Kerri Taylor	Principal Clerk	2/3	2/24/2020	\$ 45,405.22	\$ 1,000.00	\$ -	\$ 46,405.22
Joseph D'Angelo	Assistant Treasurer	5	12/1/2014	\$ 83,916.00	\$ 500.00	\$ 1,650.00	\$ 86,066.00
Krouchune, Russell	Deputy Collector		9/1/2006	\$ 10,204.68	\$ -	\$ -	\$ 10,204.68
Mount, James	Deputy Collector		9/1/2006	\$ 10,204.68	\$ -	\$ -	\$ 10,204.68
DEPARTMENT TOTAL				571,470.39	6,000.00	13,894.00	591,364.39

Total Full Time	\$ 551,061.03
Total Part Time	\$ 20,409.36
Overtime	\$ -
Total Contract	\$ 19,894.00
Total Salaries	\$ 591,364.39

Treasurer / Collector

DESCRIPTION/DETAIL

TREASURER/COLLECTOR

Supplies and Expenses

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 54,152	\$ 44,419	\$ 54,152	\$ 54,151	\$ 67,008	\$ 56,900	\$ 66,708	\$ 66,708	\$ 66,708	\$ 66,708

	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
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -

Bill Processing - Supplies & Expense

				Expensed Tax & Water/Sewer Billing supplies for FY2023			
	Amount	Cost per Bill					
Water Bills	45,000	\$0.1075	\$4,838	Water Bills	\$ 4,837.50		
Water Demand Bills	5,000	\$0.1075	\$538	Water Demand Bills	\$ 537.50		
Water Envelopes	55,000	\$0.1075	\$5,913	Water Envelopes	\$ 5,912.50		
Water Return Envelopes	45,000	\$0.1075	\$4,838	Water Return Envelopes	\$ 4,837.50		
		\$0.1075		15K inserts tx bills (i.c.)	\$ 905.00		
Tax Bills	65,000	\$0.1075	\$6,988	Tax Bills	\$ 6,987.50		
Tax Demand Bills	5,000	\$0.1075	\$538	Tax Demand Bills	\$ 537.50		
Tax Envelopes	75,000	\$0.1075	\$8,063	Tax Envelopes	\$ 8,062.50		
Tax Return Envelopes	60,000	\$0.1075	\$6,450	Tax Return Envelopes	\$ 6,450.00		
		\$0.1075		post cards (wtr bill)	\$ 688.00		
Excise Tax Bills	60,000	\$0.1075	\$6,450	Excise Tax Bills	\$ 6,450.00		
Excise Tax Demand Bills	25,000	\$0.1075	\$2,688	Excise Tax Demand Bills	\$ 2,687.50		
Excise Tax Envelopes	65,000	\$0.1075	\$6,988	Excise Tax Envelopes	\$ 6,987.50		
ExciseTax Return Envelope:	60,000	\$0.1075	\$6,450	ExciseTax Return Envelopes	\$ 6,450.00		
Total	565,000			13K inserts wtr bills (i.c.)	\$ 877.00		
		\$60,738			\$ 63,207.50	\$ 63,207.50	\$ 63,207.50

Total Supplies & Expenses \$ 66,707.50 \$ 66,707.50 \$ 66,707.50

Contract Services/Leases

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 92,554	\$ 82,225	\$ 92,554	\$ 92,553	\$ 92,554	\$ 64,665	\$ 92,554	\$ 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 (1/2 cost with school)	\$ 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

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 50,000	\$ 50,000	\$ 50,000	\$ 22,306	\$ 50,000	\$ 18,949	\$ 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

Council on Aging

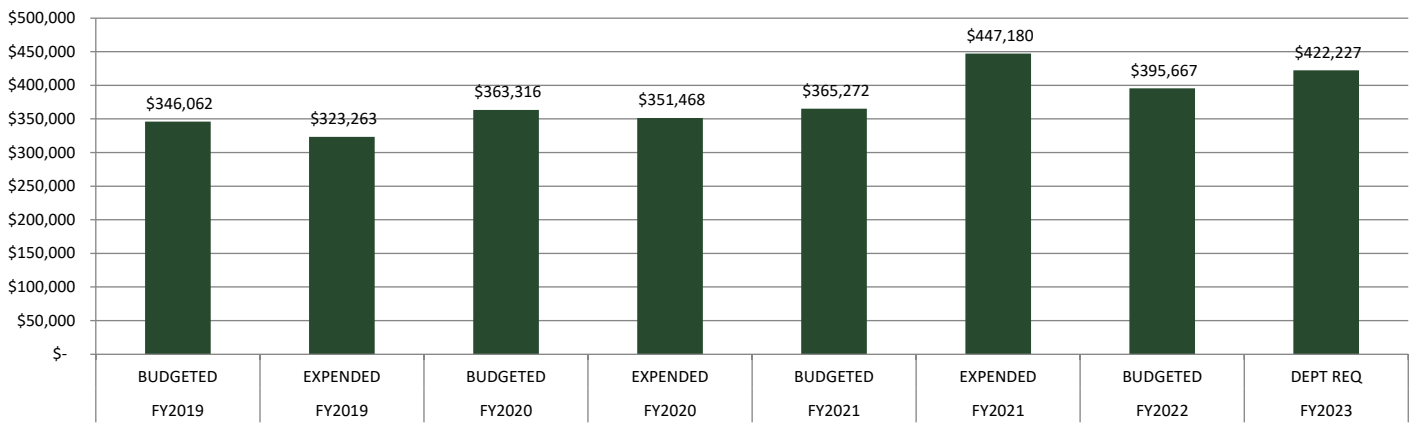
Mission Statement

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 go up a little less than \$27,000. This will be due to increased hours for the part time activity assistant, contractual step increases, and a small bump in contract service/leases line item.

Total Budget



Council on Aging

Programs and Services & Accomplishments

Overview

The Billerica Council on Aging continues to invest in efforts to:

- Erase ageism and/or built-in biases about aging.
- Reinforce our stance as a community health and wellness center for seniors by addressing a range of needs from checking blood pressures to loneliness, isolation and increased mental health counselling, leveraging clinical skills of community partners and consultant.
- Offer some programming to younger seniors seeking a different experience that is punctuated by active living and lifelong learning.



Optimizing Our Impact Despite Covid

Our Center reopened on July 6th, 2020, after having been closed to the public for several months due to the Covid emergency. With guidance from the Town Manager and Board of Health, we reopened our doors to patrons with a limited set of activities, primarily exercise programming. Classes were reduced in size to adhere to social distancing requirements, masks were required, symptom checks were performed at the entrance and monitors oversaw all activities to be sure everyone complied with the protocols that had been established.

Highlights

We continued to upgrade, refine and advance our core programs using feedback to maximize benefits to our patrons

- Food Insecurity: We managed the third year of the weekly Lahey Fresh Produce market combining it with non-perishable food boxes from Greater Boston Food Bank for 80 patrons each week, as a drive-through, July 16th to October 29th.
 - Drive-through Lunch Events: The Martin Luther King drive-through attracted 35 patrons while we hosted 40 patrons for the 2021 Chinese New Year drive through. We continued with Grab and Go meals for St. Patrick's Day and two more drive-

Council on Aging

- through events sponsored by the Sunshine Gals and Wood Haven Retirement Community, Tewksbury.
- We distributed food boxes with both perishable and non-perishable items, many of which were donated to us by the Billerica Public School's food program, to over 700 seniors during the year.
 - We maintained our Senior/Veteran Tax Work-Off Program from Aug 1, 2020, to Feb 28, 2021. Despite Covid challenges for placement we had 66 Seniors and 9 Veterans enrolled in the program compared to the FY19-20 period when we had 95 Seniors and 13 Veterans.
 - We introduced a new 2021 Health and Wellness Expert Series with Lahey Hospital and Medical Center produced on BATV. Program began with Diabetes (Heather Elias, MD) and Heart Health, (Lee Joseph, Cardiologist) and Christine Kovacs, Rheumatologist covered an Update on Arthritis. In addition, Matthew Page Sheldon, Licensed Mental Health Clinician and Executive Director of The Front-Line Initiative covered "Mental Health during the Pandemic".
 - Programs Under the Tent: We rented a 20x40 foot traditional frame tent for 2 months, funded by Elder Services of Merrimack Valley (now AgeSpan), which allowed for added summer programming including an August 2020 session where the Town Manager read "Your Inside Shape" to kids and family members. We were able to continue card making classes, knitting and social time group sessions using the tent. The tent was also used for a variety of musical performances including a Mothers' Day sing-along concert with Singer/Guitarist, Howie Newman (supported by Mass Cultural Council), Wendee Glick and Steve Heck who entertained with selections from the Great American Songbook and David Bates for a Fathers' Day Celebration. We also held educational programs including Keep Safe / Keep Moving with our Fire Department and a World Elder Abuse Day program with community partners with handouts and giveaways.
 - Our AARP Tax Aide Program completed 84 additional 2019 tax returns in July 2020 (in addition to the 210 completed prior to March 2020 Covid shutdown) then completed 320 2020 tax returns in February through April of 2021.
 - NEW Programming on our Local TV station, BATV: We added several exercise programs including 60+ Strength Training, Joe Fish Exercise, Yoga with Nicole, Pat Fino Chair Aerobics and Cardio Boost. We also offered more entertainment and history programs,



Council on Aging

including Sheryl Faye as Anne Frank, Mabel and Jerry, Robert Neary performed Neil Diamond and history of the US Postal Service by Henry Lukas.

- We continued to address social isolation effectively through a range of interventions.
- After a brief pause, by September 2020 Our Respite Companion Program was back in operation. Our Companions are Billerica residents many of whom have cared for older family members for years. They form a deep bond with our clients built on trust so that seniors can truly share their concerns especially during the isolating period of Covid. Companions offer comfort and assist with various in-home tasks. They are CORI screened and CPR certified.

Continuing To Innovate

We seized opportunities to try new things that would help us be more successful in the long run. Weekly staff sessions helped us devise best possible approaches to deal with rapid change. A committed staff team allowed us to be the *only* COA out of 350 COAs in the Commonwealth to be fully opened as of July 2020. We took several steps to increase safety in the building.

- Three months of extensive work by our Admin lead led to launch online program registration and payment within My Senior Center. This was done to increase safety in our lobby by reducing crowding and to move toward cashless registration and payment.
- All Exercise programs (6 programs per week) resumed as of July 1, 2020, and classes were free of charge for 9 months, costing us \$2,000/monthly. This was done to reduce person to person transactions at the front desk during the height of Covid 19 and to encourage patrons to return for fitness programs in a safety conscious environment.
- Limited participation in social programs which restarted in July of 2020. Patrons were required to register to attend and there were strict limits on participation.
- Working with our local Board of Health, we implemented numerous health and safety protocols and required strict adherence to those protocols in the building. Any activity that could not be conducted within those protocols, such as games, was not allowed to resume.
- Zoom programming was a hit with a range of uses. These included performers like Roger Trembley on his accordion, musician John Root who sang and played the flute, clarinet, saxophone and keyboards and other such programs. We had several health-based offerings



Council on Aging

such as Brain Healthy Eating and Gut Health programs by registered dietician Leigh Hartwell. We also transitioned our monthly Dementia Memory Café to Zoom.

- Since many in our Social / Craft groups like Knitting were uncomfortable being in the facility, we held weekly Zoom sessions with them throughout the year. Once spring and our tent arrived, many of them then returned to these activities as they were held outside of the building.
- October 2020: Worked with our Board of Health to deliver 160 flu shots on site. SalemFive provided pens for safe form completion while Benchmark Billerica and Stoneham Bank fielded informational booths in our rear parking lot.
- Additional programs returned safely in May and June of 2021; including use of our Fitness Room, Horseshoes, increased Transportation availability and more entertainment programs such as Name that Tune.

Leveraging Community Support to Increase Our Resilience

Building and strengthening relationships ahead of time with community organizations was a significant lever during these 12 months. With the support of Friends of the Billerica COA, Stoneham Bank, Fallon Health, Billerica Lions Club, Cabot Corporation and The Sunshine Gals and others, we weathered a rough year plagued by uncertainty.

Looking Out and Forward

We survived during this period through equal parts of creativity and placing the life quality of local seniors first. As a staff team along with volunteers who ventured to rejoin us while the pandemic raged, we developed deeper trust among us and a focus on WE CAN. As we look to beyond, we aim to:

- Sustain Core Operations.
- Bring back more programming and patrons slowly and safely.
- Re-establish the building's inner welcoming atmosphere – now sterile.
- Summon as much creativity and boldness as possible thinking about the future.



Council on Aging

- Continuing to work with the Billerica Public Library and other local organizations to maximize intergenerational programming.
- Working with town leadership, vision, and plan for a new senior center that:
 - Maximizes the life quality of the ‘young old’ and the ‘old old’ in town.
 - Accommodates population growth and evolving needs in the senior population.
 - Depends less on volunteer capacity but on a right sized cadre of aging service professionals fully trained to address the needs of the older and younger consumer.
 - Maximizes synergies of co-locating with the Recreation Department.

Nick Rosa – Past President Friends of Billerica

Sadly, early in January the community and Town lost a great friend with the passing of Nick Rosa. Please see the below message from the Billerica Council on Aging.

GONE BUT NOT FORGOTTEN: Nick Rosa, Past President of the Friends of the Billerica Council on Aging

Our deepest condolences are extended to his entire family and friend circle. Nick’s style and spirit lifted us all up at the BCOA and for that we are ever grateful. May God bless his soul.

Nick Rosa left the Friends Board last fall after some 17 years of committed leadership to ensure that funding was acquired to help the Billerica COA supplement its town budget. Some 16 years ago he established a strong relationship with businessman Jean LeCompte, the first President of the Friends organization, to establish and sustain a new corporation called the Friends of the COA, (FCOA). As Vice President Nick would leave work in Lowell to attend 2-hour meetings to advance the work of the Friends. He retired in 2006 and got even more engaged. When Neelam Wali stepped down from the presidency of the FCOA the timing was right for Nick to step in with his hands-on fashion to work with then COA Director Donna Popkin to identify important need areas for the FCOA to provide fiscal support. He and Donna worked on community grants, Merrimack Valley grants for large and smaller items like getting a camera and so much more. His philosophy was simple – “Whenever there was a possibility to get money, I tried to get it.”



Council on Aging

He had a fascinating journey helping to recruit directors for this 501 (C) 3 organization who were engaged, enthusiastic and did everything in their power to raise dollars to bring added resources, programs and more to the COA. He brought on strong business and community executives from places like Middlesex Community College who were able to identify opportunities and strategies to increase gifts from their organizations. He stressed how much he loved working with all the directors.

Nick has worked tirelessly on numerous projects to improve the impact of the Billerica COA. When asked why he did it the answer was simple – “I basically like people until they show me I shouldn’t like them.” Nick was always quick to point out that his dear wife Carol was a strong councilor as he engaged in more and more community work. He praised her for her genuine support and input as he moved on so many fronts to help the town. Nick’s son, Michael Rosa, has also spent an extensive period supporting the COA. He worked hard to acquire furniture for the current COA building at 25 Concord Rd that opened in March 2004.

Nick left the Friends organization in great hands having worked recently to recruit hard-working Billerica residents who value aging and are willing to raise money and acquire other resources to improve the lives of seniors in town.

He leaves us with a great sentiment –

“I really love people. There is always something you learn from people as long as you keep your eyes and ears open, because you don’t know everything.” – Nick Rosa



Take Another LOOK



at the
BILLERICA COUNCIL ON AGING

A POSITIVE ENVIRONMENT – Fostered by trained, caring staff and volunteers.

OUR FOCUS – Support and facilitate healthy and active aging through wellness approaches and social supports.

TODAY'S BCOA – A social hub with a wide variety of programs and activities.

The BCOA – *area leader* in Aging Services

- Reiki, Cardio Boost, Yoga, Blood Pressure, Podiatrist
- Caregiver Support
- Memory Café
- Living with Loss
- Walking Club
- Fitness Hub
- Transportation options (medical, non-medical)
- Nutritional Programs (Onsite meals, Meals on Wheels, education)
- Intergenerational Programming
- Active Aging Programming
- Evidence-Based Health Programs
- Men's Group
- Fun Activities (Quilting, knitting, crocheting, card-making, genealogy)
- Exciting trips, speakers and workshops

- Games (Bridge, Bingo, Chess, Cribbage, Pool, Dominoes, Mahjongg, Bowling, Rummikub, Scrabble)
- Educational classes (foreign languages, computer, Microsoft suite)
- Book Club & other programs with Billerica Library
- Respite Companion Care Program
- Safety (to prevent falls and frauds)
- Outreach to the homebound
- Encore Programming (for 60-70 year-olds)
- Community and business partnerships
- Volunteer recruitment, training and recognition
- Referrals to vetted community services and supports
- Tax Work-Off Program
- Tax Preparation Assistance

NO COST FOR MEMBERSHIP!

Open to residents of Billerica and nearby towns aged 60 years and older.

OUR DEPARTMENTS

Health and Wellness Programs
(led by Bonnie Courtemanche, Health & Community Program Coordinator)

Life Quality Activities and Volunteer Management
(led by Jamie Doherty, Volunteer & Activity Coordinator)

Nutritional Programs
(led by Melissa Paolicelli, Nutritional Program Assistant)

Outreach and Community Transportation
(led by Jeanne Teehan, Outreach Supervisor)

Systems and Administration
(led by Pat Zapert, Operations)

Director: Jean Patel Bushnell
jbushnell@town.billerica.ma.us

Phone: (978) 671-0916

Fax: (978) 671-1347

25 Concord Road

Billerica, MA 01821

Twitter: BillericaCOA

Facebook: Billerica Council on Aging

www.town.billerica.ma.us

www.nextdoor.com

Research shows that older adults who participate in senior center programs can learn to manage and delay the onset of chronic disease and experience measurable improvements in their physical, social, spiritual, emotional, mental, and economic well-being. – NCOA

Council on Aging

COUNCIL ON AGING

Personnel Services

Full Time
Part Time/Seasonal
Overtime
Contractual Obligations

Total

	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	DEPT REQ	TM REC	FIN COM REC
	\$ 216,310	\$ 198,168	\$ 217,357	\$ 217,357	\$ 232,402	\$ 323,402	\$ 257,658	\$ 271,152	\$ 271,152	\$ 271,152	\$ 271,152
	\$ 18,727	\$ 18,727	\$ 22,734	\$ 22,734	\$ 22,484	\$ 22,484	\$ 26,224	\$ 36,489	\$ 36,489	\$ 36,489	\$ 36,489
	\$ 6,600	\$ 5,639	\$ 6,600	\$ 6,101	\$ 9,450	\$ 7,050	\$ 10,850	\$ 10,850	\$ 10,850	\$ 10,850	\$ 10,850
Total	\$ 241,637	\$ 222,534	\$ 246,691	\$ 246,192	\$ 264,337	\$ 352,936	\$ 294,732	\$ 318,492	\$ 318,492	\$ 318,492	\$ 318,492

Expenses

Supplies and Expenses
Contract Services/Leases
Utilities
Capital Outlay

Total

	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	DEPT REQ	TM REC	FIN COM REC
	\$ 37,270	\$ 37,239	\$ 42,270	\$ 37,215	\$ 42,270	\$ 41,443	\$ 42,270	\$ 42,270	\$ 42,270	\$ 42,270	\$ 42,270
	\$ 34,465	\$ 34,447	\$ 41,665	\$ 35,371	\$ 41,665	\$ 41,337	\$ 41,665	\$ 44,465	\$ 44,465	\$ 44,465	\$ 44,465
	\$ 32,690	\$ 29,043	\$ 32,690	\$ 32,690	\$ 17,000	\$ 11,464	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 104,425	\$ 100,729	\$ 116,625	\$ 105,276	\$ 100,935	\$ 94,244	\$ 100,935	\$ 103,735	\$ 103,735	\$ 103,735	\$ 103,735

TOTOTAL BUDGET

	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	DEPT REQ	TM REC	FIN COM REC
	\$ 346,062	\$ 323,263	\$ 363,316	\$ 351,468	\$ 365,272	\$ 447,180	\$ 395,667	\$ 422,227	\$ 422,227	\$ 422,227	\$ 422,227

\$ 26,559.58 Difference PY

6.71% % PY

Town Funded	Position	FY2021	FY2023	TM Rec.	Fin Com Rec.
		FTE	FTE	FTE	FTE
COA Director		1	1	1	1
Head Clerk		1	1	1	1
COA Program Coordinator		1	1	1	1
COA Activities Coordinator		1	1	1	1
Total Staffing		4.00	4.00	4.00	4.00

Dept. Req.	TM Rec.	Fin Com Rec.
FY2021	FY2023	FY2023
Part Time Position	PTE	PTE
Outreach Associate	1	1
Activity Assistant (COA)	1	1
Total Staffing	2.00	2.00

Other Funding*	Dept. Req.	TM Rec.	Fin Com Rec.
FY2021	FY2023	FY2023	FY2023
Position	FTE	FTE	FTE
1-Health & Comm Program Coord*	1	1	1
1-Program Associates*	1.23	0.53	0.53
1-Volunteer Services Coord.*	0.8	0.8	0.8
1-Transportation Coordinator (COA)*	0.8	0.8	0.8
4-Van Drivers*	1.75	1.25	1.25
Total Staffing	5.58	4.38	4.38

* Grant or fee funded by LRTA

Council on Aging

COUNCIL ON AGING SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jean Bushnell	COA Director	3/4	4/6/16	\$ 101,432.26	\$ 500.00	\$ 1,650.00	\$ 103,582.26
Patricia Zapert	Head Clerk	7	7/1/20	\$ 61,008.45	\$ 1,000.00	\$ 1,900.00	\$ 63,908.45
Jeanne Teehan	COA Program Coordinator, FT	7	1/14/13	\$ 61,008.45	\$ 1,000.00	\$ 1,900.00	\$ 63,908.45
Melissa Paolicelli	COA Activities Coordinator	3/4	6/3/19	\$ 47,703.17	\$ 1,000.00	\$ 1,900.00	\$ 50,603.17
Karen Cusack-Bouvier	Outreach Associate	4/5	6/13/16	\$ 19,351.28	\$ -	\$ -	\$ 19,351.28
Lynne Cloutier	Activity Assistant (COA), PT	3/4	3/6/20	\$ 17,138.03	\$ -	\$ -	\$ 17,138.03
Carolyn Savio	Health & Comm. Prog. Coord., FT	6/7	1/21/20	RESPIRE	\$ -	\$ -	\$ -
Rifat Ahmed	Program Associate, PT	2/3	10/15/19	GRANT	\$ -	\$ -	\$ -
Donna Robinson	Volunteer Svcs Coord., PT	3/4	7/29/19	GRANT	\$ -	\$ -	\$ -
John Pellegrino	Transportation Coord.(COA), PT	3/4	2/1/17	TRANSP. GRANT	\$ -	\$ -	\$ -
William Collins	Van Driver, PT	3/4	12/28/16	TRANSP. GRANT	\$ -	\$ -	\$ -
David Gagliardi	Van Driver, PT	3/4	5/15/17	TRANSP. GRANT	\$ -	\$ -	\$ -
Keith Weston	Van Driver, PT	3/4	6/23/19	TRANSP. GRANT	\$ -	\$ -	\$ -
Warren Wingard	Van Driver, PT	3/4	8/25/14	TRANSP. GRANT	\$ -	\$ -	\$ -
DEPARTMENT TOTAL				307,641.64	3,500.00	7,350.00	318,491.64

Total Full time \$ 271,152.33
Total Part time \$ 36,489.31
Total Contract \$ 10,850.00
Total \$ **318,491.64**

COUNCIL ON AGING SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jean Bushnell	COA Director	3/4	4/6/2016	\$ 101,432.26	\$ 500.00	\$ 1,650.00	\$ 103,582.26
Patricia Zapert	Head Clerk	7	7/1/2020	\$ 61,008.45	\$ 1,000.00	\$ 1,900.00	\$ 63,908.45
Jeanne Teehan	COA Program Coordinator, FT	7	1/14/2013	\$ 61,008.45	\$ 1,000.00	\$ 1,900.00	\$ 63,908.45
Melissa Paolicelli	COA Activities Coordinator	3/4	6/3/2019	\$ 47,703.17	\$ 1,000.00	\$ 1,900.00	\$ 50,603.17
Karen Cusack-Bouvier	Outreach Associate	4/5	6/13/2016	\$ 19,351.28			\$ 19,351.28
Lynne Cloutier	Activity Assistant (COA), PT	3/4	3/6/2020	\$ 17,138.03			\$ 17,138.03
Carolyn Savio	Health & Comm. Prog. Coord., FT	6/7	1/21/2020	RESPIRE			\$ -
Rifat Ahmed	Program Associate, PT	2/3	10/15/2019	GRANT			\$ -
Donna Robinson	Volunteer Svcs Coord., PT	3/4	7/29/2019	GRANT			\$ -
John Pellegrino	Transportation Coord.(COA), PT	3/4	2/1/2017	TRANSP. GRANT			\$ -
William Collins	Van Driver, PT	3/4	12/28/2016	TRANSP. GRANT			\$ -
David Gagliardi	Van Driver, PT	3/4	5/15/2017	TRANSP. GRANT			\$ -
Keith Weston	Van Driver, PT	3/4	6/23/2019	TRANSP. GRANT			\$ -
Warren Wingard	Van Driver, PT	3/4	8/25/2014	TRANSP. GRANT			\$ -
DEPARTMENT TOTAL				307,641.64	3,500.00	7,350.00	318,491.64

Total Full time \$ 271,152.33
Total Part time \$ 36,489.31
Total Contract \$ 10,850.00
Total \$ **318,491.64**

Council on Aging

COUNCIL ON AGING SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jean Bushnell	COA Director	2/3	4/6/2016	\$ 95,525.00	\$ 500.00	\$ 1,650.00	\$ 97,675.00
Patricia Zapert	Head Clerk	6	7/1/2012	\$ 57,455.10	\$ 1,000.00	\$ 1,900.00	\$ 60,355.10
Jeanne Teehan	C/A Program Coordinator, FT	7	1/14/2013	\$ 59,753.62	\$ 1,000.00	\$ 1,900.00	\$ 62,653.62
Melissa Paolicelli	C/A Senior Supervisor, FT	1/2	6/3/2019	\$ 44,924.72	\$ 1,000.00	\$ 1,900.00	\$ 47,824.72
Karen Cusack-Bouvier	Outreach Associate	2/3	6/13/2016	\$ 18,585.06	\$ -	\$ -	\$ 18,585.06
Carol Wood	Activity Assistant (COA), PT	5/6	11/4/2013	\$ 1,972.71	\$ -	\$ -	\$ 1,972.71
Louise Boyce	Activity Assistant (COA), PT	5/6	11/4/2013	\$ 1,972.71	\$ -	\$ -	\$ 1,972.71
Lynne Cloutier	Activity Assistant (COA), PT	2/3	3/6/2020	\$ 3,693.13	0	0	\$ 3,693.13
Carolyn Savio	Health & Comm. Prog. Coord., FT	4/5	1/21/2020	RESPITE	0	0.00	\$ -
Rifat Ahmed	Program Associate, PT	1/2	10/15/2019	GRANT	\$ -	\$ -	\$ -
Pamela Gillespie	Outreach Associate, PT	6/7	11/4/2013	GRANT	\$ -	\$ -	\$ -
Donna Robinson	Volunteer Svcs Coord., PT	1/2	7/29/2019	GRANT	\$ -	\$ -	\$ -
Mary Caprio	Program Associate, PT	1/2	9/3/2019	GRANT	\$ -	\$ -	\$ -
John Pellegrino	Transportation Coord.(COA), PT	2/3	2/1/2017	TRANSP. GRANT	\$ -	\$ -	\$ -
William Collins	Van Driver, PT		12/28/2016	TRANSP. GRANT	\$ -	\$ -	\$ -
David Gagliardi	Van Driver, PT		5/15/2017	TRANSP. GRANT	\$ -	\$ -	\$ -
Keith Weston	Van Driver, PT		6/23/2019	TRANSP. GRANT	\$ -	\$ -	\$ -
Warren Wingard	Van Driver, PT		8/25/2014	TRANSP. GRANT	\$ -	\$ -	\$ -
							\$ -
DEPARTMENT TOTAL				\$ 283,882	\$ 3,500	\$ 7,350	\$ 294,732.06

Total Full time ✓ \$ 257,658.44
Total Part time \$ 26,223.62
Total Contract \$ 10,850.00
Total \$ 294,732.06

Council on Aging

COUNCIL ON AGING

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	FIN COM REC
\$ 37,270	\$ 37,239	\$ 42,270	\$ 37,215	\$ 42,270	\$ 41,443	\$ 42,270	\$ 42,270	\$ 42,270

Supplies and Expenses

OFFICE SUPPLIES: WB Mason (\$6,110), Printing (\$500), Miscellaneous (\$330)	\$ 6,940	\$ 6,940	\$ 6,940
MILEAGE: Outreach, Home Visits, Meetings, Conferences (\$1,200)	\$ 1,200	\$ 1,200	\$ 1,200
BUILDING SUPPLIES: Durkin (\$5,600), Comcast (\$420), Donatone Bros (\$4,500), O'Connor Hdw. (\$500), Water (\$700), Bain Pestl (\$1,200), Standard Elec. (\$300), Chelmsford Lock (\$220), Misc. (\$500)	\$ 13,940	\$ 13,940	\$ 13,940
KITCHEN MAINTENANCE: Action King / CRS (\$1,600), United Rest. Supply (\$430), CS Ventilation (\$500), ManelliFire (\$500)	\$ 3,030	\$ 3,030	\$ 3,030
DUES: MCOA (\$1,900).	\$ 1,900	\$ 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 \$500 Building Maint	\$ 15,260	\$ 15,260	\$ 15,260
	\$ -	\$ -	\$ -
Total Supplies & Expenses	\$ 42,270	\$ 42,270	\$ 42,270

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	FIN COM REC
\$ 34,465	\$ 34,447	\$ 41,665	\$ 35,371	\$ 41,665	\$ 41,337	\$ 41,665	\$ 44,465	\$ 44,465

Contract Services/Leases

5200	MAINTENANCE: Custodian (\$24,024), Snow Removal (\$500)	\$ 24,524	\$ 21,905	\$ 21,905
5200	BUILDING SECURITY: American Alarm (\$800), ASG Security (\$900), Lite Support Systems - AED (\$400)	\$ 1,800	\$ 1,600	\$ 1,600
5200	EQUIPMENT MAINTENANCE: Precision Fitness (\$681), Klin Repair (\$300)	\$ 981	\$ 1,100	\$ 1,100
5200	PROFESSIONAL LICENSES / CONTRACTS: Stanford Univ - Chronic Disease Training License (\$260), My Senior Center - Xavus Solutions, (\$600), Chair Aerobics (\$3,600), Tai Chi (\$1,700), Cardio-Boost (\$1,000)	\$ 7,160	\$ 9,860	\$ 9,860
5200	Consultant for Licensed Social Worker	\$ 10,000	\$ 10,000	\$ 10,000
	Total Contract Services and Leases	\$ 44,465	\$ 44,465	\$ 44,465

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	FIN COM REC
\$ 32,690	\$ 29,043	\$ 32,690	\$ 32,690	\$ 17,000	\$ 11,464	\$ 17,000	\$ 17,000	\$ 17,000

Utilities

Nationalgrid Supplier, Nationalgrid Supplier, US Solar LLC, Direct Energy	\$ 17,000	\$ 17,000	\$ 17,000
Total Utilities	\$ 17,000	\$ 17,000	\$ 17,000

Veterans Department

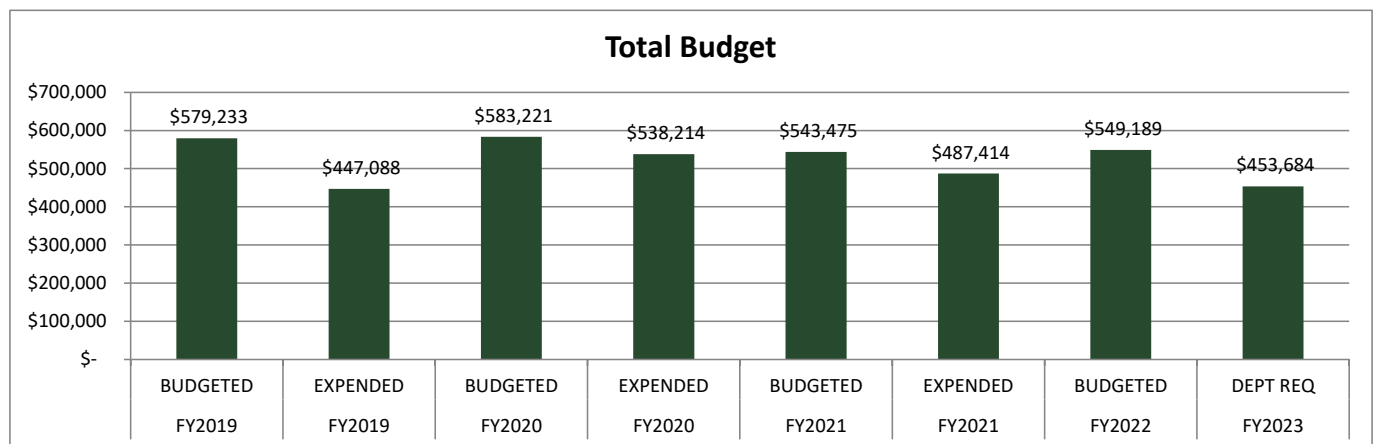
Mission Statement

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.

In FY2022 Joe Ruggiero left the Veterans Department. The Town then hired Louis Santiago who departed to the Lawrence Fire Department to become a fire fighter. Hopefully by the time this budget is being presented to the Select Board / FinCom a replacement will have joined the team in Billerica!

Budget Narrative

This year the budget will see a around a \$95,000 decrease due to a reduction in the Veterans Benefits line item. The cause for the decrease is due to the fact the department has less cases than in previous years.



Veterans Department



Veterans Department

VETERANS

Personnel Services

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
Full Time	\$ 133,804	\$ 117,049	\$ 137,592	\$ 125,686	\$ 131,046	\$ 131,046	\$ 136,760	\$ 141,255	\$ 141,255	\$ 141,255
Part Time/Seasonal										
Overtime	\$ 9,334	\$ 4,534	\$ 9,534	\$ 4,434	\$ 5,434	\$ 4,934	\$ 5,434	\$ 5,434	\$ 5,434	\$ 5,434
Contractual Obligations										
Total	\$ 143,138	\$ 121,583	\$ 147,126	\$ 130,120	\$ 136,480	\$ 135,980	\$ 142,194	\$ 146,689	\$ 146,689	\$ 146,689

Expenses

Supplies and Expenses	\$ 4,710	\$ 3,885	\$ 4,710	\$ 2,060	\$ 5,210	\$ 4,937	\$ 5,210	\$ 5,210	\$ 5,210	\$ 5,210
Contract Services/Leases	\$ 1,385	\$ 1,012	\$ 1,385	\$ 1,204	\$ 1,785	\$ 339	\$ 1,785	\$ 1,785	\$ 1,785	\$ 1,785
Utilities										
Capital Outlay										
Veterans Benefits	\$ 430,000	\$ 320,608	\$ 430,000	\$ 404,830	\$ 400,000	\$ 346,158	\$ 400,000	\$ 300,000	\$ 300,000	\$ 300,000
Total Expenses	\$ 436,095	\$ 325,505	\$ 436,095	\$ 408,094	\$ 406,995	\$ 351,434	\$ 406,995	\$ 306,995	\$ 306,995	\$ 306,995

TOTAL BUDGET

	\$ 579,233	\$ 447,088	\$ 583,221	\$ 538,214	\$ 543,475	\$ 487,414	\$ 549,189	\$ 453,684	\$ 453,684	\$ 453,684

Position	FY2022 FTE	Dep. Req. FY2023 FTE	TM. Rec. FY2023 FTE	Fin Com. Rec. FY2023 FTE	Difference PY \$	% PY
Director	1	1	1	1		
Head Clerk	1	1	1	1		
Total Staffing	2	2	2	2	(95,505.33)	-17.39%

Veterans Department

VETERANS DEPARTMENT SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
TBD	Director	3/4	TBD	\$ 80,246.19	\$ 500.00		\$ 80,746.19
Marie O' Rourke	Head Clerk	7	8/24/1981	\$ 61,008.45	\$ 600.00	\$ 4,334.00	\$ 65,942.45
DEPARTMENT TOTAL				\$ 141,254.64	\$ 1,100.00	\$ 4,334.00	\$ 146,688.64

Total Full time \$ 141,254.64
Total Contract \$ 5,434.00
Total \$ 146,688.64

VETERANS DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
TBD	Director	3/4	TBD	\$ 80,246.19	\$ 500.00		\$ 80,746.19
Marie O' Rourke	Head Clerk	7	8/24/1981	\$ 61,008.45	\$ 600.00	\$ 4,334.00	\$ 65,942.45
DEPARTMENT TOTAL				\$ 141,254.64	\$ 1,100.00	\$ 4,334.00	\$ 146,688.64

Total Full time \$ 141,254.64
Total Contract \$ 5,434.00
Total \$ 146,688.64

VETERANS DEPARTMENT SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Joe Ruggiero	Director	3/4	6/13/2019	\$77,006.34	\$ 500.00		\$ 77,506.34
Marie O' Rourke	Head Clerk	7	8/24/1981	\$59,753.62	\$ 600.00	\$ 4,334.00	\$ 64,687.62
DEPARTMENT TOTAL				\$136,759.97	\$ 1,100.00	\$ 4,334.00	\$ 142,193.97

Total Full time \$ 136,759.97
Total Contract \$ 5,434.00
Total \$ 142,193.97

Veterans Department

DESCRIPTION DETAIL

VETERANS

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 4,710	\$ 3,885	\$ 4,710	\$ 2,060	\$ 5,210	\$ 4,937	\$ 5,210	\$ 5,210	\$ 5,210	\$ 5,210

Supplies and Expenses

5 sets of 4x6 Flags, consisting of 5 American, 5 State and 5 POW/MIA flags - \$600.00									
3 12/18 flags for center & talbot oval	\$ 600	\$ 600							
2 15/12 flags Talbot Oval	\$ 810	\$ 810							
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									
office supply allocation	\$ 3,000	\$ 3,000							
Total Supplies and Expenses:	\$ 800	\$ 800							
	\$ 5,210	\$ 5,210							

Department Town Mgr. Fin Com

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 430,000	\$ 320,608	\$ 430,000	\$ 404,830	\$ 400,000	\$ 346,158	\$ 400,000	\$ 300,000	\$ 300,000	\$ 300,000

5280 Veterans' Benefits

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

This department is reimbursed by the Commonwealth at the rate of 75% for benefits extended on behalf of qualified Veterans/widows and dependents.	\$ 300,000	\$ 300,000							

Veterans' Benefits

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 1,385	\$ 1,012	\$ 1,385	\$ 1,204	\$ 1,785	\$ 339	\$ 1,785	\$ 1,785	\$ 1,785	\$ 1,785

Department Town Mgr. Town Mgr.

Contract Services/Leases

Northeastern Veterans' Service Officers Association Membership fee \$100.00									
Massachusetts Veterans' Services Agents Association Membership fee \$100.00 per year	\$ 400	\$ 400							
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,	\$ 1,385	\$ 1,385							
meetings with the Commissioner of Veterans' Services and other State meetings.	\$ 1,785	\$ 1,785							

Section 5:

Library and Recreation

Library

Department Explanation

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

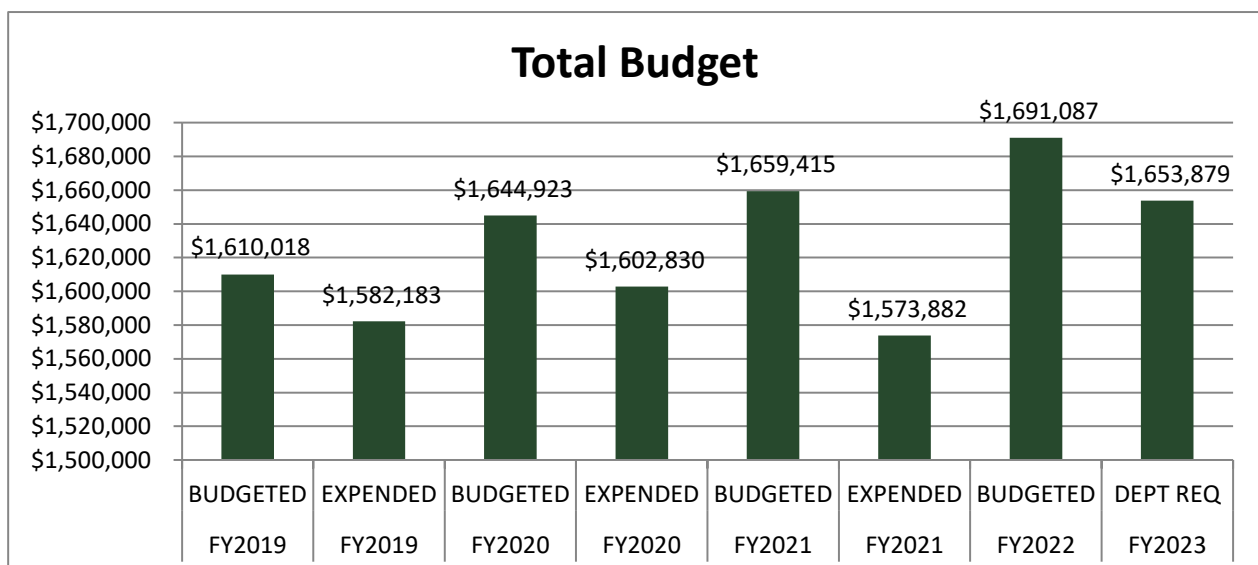
Once upon a time, a public library was a collection of books. But it was really never only that. The mission of a public library is to allow whole community access to knowledge, information, literature and cultural participation. Every single day the Billerica Public Library aims to provide something 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 going down a little over \$37,000 this year. Most of this is due to Kevin Rudy the Building Maintenance Craftsman being moved into the Town Hall budget with the rest of the facilities team.



Programs and Services and Prior Year Update

In FY21, the continuing COVID-19 pandemic required library staff to creatively devise and implement changes to our services and programs to continue to serve the community responsively and safely in accordance with evolving state and local guidelines. We started the fiscal year with our building closed to the public, but with library staff offering remote assistance, virtual programs, and curbside pickup of materials and printouts. We ended the fiscal year with the library building open to the public without appointment, curbside and remote services available, normal operating hours restored, and with a mixture of virtual, outdoor, and capacity limited indoor programs planned for the summer.

On July 13, 2020, the Billerica Public Library building reopened to the public by appointment, while continuing to offer curbside and remote services to those who preferred them. The new appointment system allowed patrons to book a limited time visit to the library for a specific purpose such as browsing the stacks or using a computer. Three months later on October 13, 2020, the library was able to open without appointments required but with slightly reduced hours, with capacity limits, and with limited seating. Curbside and remote services continued in order to give patrons a range of options to make use of the library.

On December 23, 2020, the library building closed to the public, curbside service was temporarily suspended, and the library offered remote programming and reference services. This continued the week of January 4, 2021 while the library's boiler was replaced. On January 12, 2021, when the new boiler was installed and operational, curbside pickup was relaunched. Then, on January 28, 2021, the library building was once again opened to the public without appointment and with express services designed to give patrons quick and convenient access to in-person and remote options to use the library safely.

On June 1, 2021, the library resumed normal operating hours and restored additional services including full seating and computer availability and study room bookings. A mix of outdoor and very limited indoor in-person programming along with virtual programming was planned for the library's annual summer reading challenge. The library also committed to permanently continue many of the popular services introduced and/or popularized during the pandemic, including offering curbside pickup, curbside printing, chat/SMS reference services, and book bundles.

Throughout the year, with a mix of determination, ingenuity, passion, and adaptability, the library's staff overcame numerous obstacles to adjust old ways and develop new ways of providing the resources, services, and programs the community expects. Notable accomplishments included:

Library

- Growing the library's e-resource offerings to include resources like Hoopla, Creativebug, and AtoZ databases, which expand the community's access to remote information and entertainment content.
- Improving collection discovery and access by labeling fiction series, adding bookmarks to books suggesting similar authors, adding book displays to the library's website, relocating all teen collections to one area, and offering a "book bundle" service to curate books for readers based on their personal reading tastes.
- Balancing in-person and remote services to give patrons convenient ways to use the library, including offering in-person and curbside borrowing, providing in-person and curbside printing services, facilitating in-person access to computers and the borrowing of laptops for at home use, and expanding reference services to include in-person, phone, email, chat, and SMS/text options.
- Relocating staff workspace assignments to improve workflows, collaboration, and service point coverage.
- Pursuing a digitization grant through Boston Public Library to digitize the Town's Annual Reports, which resulted in over 150 years of Billerica Annual Town Reports being made available and searchable to the public through the Internet Archive.
- Offering nearly 450 virtual, call-in, and recorded programs for patrons of all ages, including book discussions, storytimes led by our talented youth services staff, take-n-make crafts, health and wellness programs, and a successful virtual summer reading program.



Despite the service disruptions caused by the pandemic, the library building was open 2,416 hours, the library had 29,033 visits, and patrons took advantage of all the library has to offer:

- 172,683 physical items were borrowed
- 32,542 items were borrowed from other libraries
- 32,440 e-items were borrowed
- 25,817 databases uses were recorded
- 17,992 questions were answered
- 6,011 curbside pickups were made

Library

- 8,432 patrons attended/viewed library programs
- 7,384 computer sessions were held
- 117,000 visits to our website were recorded

FY21 was also a year of leadership transition for the library. In November 2020, Library Director Jan Hagman announced to staff that she would be retiring in November 2021. Following this announcement, library administration and town administration worked throughout the latter half of FY21 (and into FY22) to prepare the organization for the pending leadership change.

I wish to thank the library's staff, the Billerica community, the Select Board, Town Manager John Curran, former Assistant Town Manager Cathy O'Dea, current Assistant Town Manager Clancy Main, the Library Board of Trustees, the Board of the Family Friends of the Billerica Public Library, and the Billerica Public Library Foundation Board for their continued support of the library and the great work that we do.



On a personal note, FY21 marked my last full fiscal year serving as Assistant Library Director. As I write this now, I am honored to do so as the current Library Director, appointed to the role on October 25, 2021. Looking back on FY21 and forward to FY22 and beyond, I know that the library is well positioned to innovate and adapt our offerings as necessary to continue to serve the Billerica community.

The library strives to provide responsive service to its residents, thru free access to diverse materials, information and programs. The library is an integral community contributor as it continues to partner with town agencies, cultural groups and service providers. Among the many partnerships this year, a few examples were partnering with the COA by hosting Memory Cafes, the schools by providing elementary school nights for children and their parents and outreach visits to various assisted living facilities and senior housing.

SOMETHING FOR EVERYONE

In FY21, patrons took advantage of all the library has to offer!

From the Shelves



135,433

PRINT ITEMS
BORROWED



28,183

DVDS
BORROWED



9,067

AUDIOBOOKS
/CDS
BORROWED



485

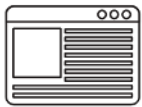
MUSEUM
PASSES
BORROWED



32,542

ITEMS
BORROWED
FROM OTHER
LIBRARIES

On the Screen



117,000

WEBSITE
VISITS



32,440

E-ITEMS
BORROWED



25,817

DATABASE
USES



19,571

WIRELESS
SESSIONS



7,384

COMPUTER
SESSIONS

At Patrons' Convenience



8,432

ATTENDED/
VIEWED
PROGRAMS



2,416

HOURS
OPEN



17,992

QUESTIONS
ANSWERED



6,011

CURBSIDE
PICKUPS



29,033

IN-PERSON
VISITS TO THE
LIBRARY



BILLERICA
PUBLIC LIBRARY

WWW.BILLERICALLIBRARY.ORG
15 Concord Rd | 978-671-0949

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

Library

Billerica Public Library Patron Registration

NAME

First: _____ Middle: _____

Last: _____ Suffix: _____

Preferred Name on file (nickname, etc.): _____

ADDRESS

Street: _____ Apt #: _____

City: _____ State: _____ Zip: _____

CONTACT

Contact Phone: _____

E-mail Address: _____

Would you like to receive e-mail notifications? Yes ☐ No ☐

If yes, please select any of the following notifications:

Overdue/Billing Notice ☐

Hold Pickup Notice ☐

LOG ON

Your default log on is your **library card number**. Your default PIN is the **last 4 digits** of your card number.

Alternate Log-on ID, if desired (20 characters max, letters and numbers only): _____

PIN can be changed by logging into your account.

Signature: _____

Parent/Guardian Signature (if under grade 9): _____

Your signature indicates compliance with all of the policies of the Billerica Public Library. Copies of these policies are available upon request.

PUBLIC LIBRARY

Personnel Services

Full Time
Part Time/Seasonal
Overtime
Contractual Obligations

Total

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC					
\$	798,305	\$	785,772	\$	815,649	\$	828,851	\$	867,421	\$	894,513	\$	894,513	\$	894,513
\$	389,708	\$	374,410	\$	405,859	\$	363,716	\$	405,812	\$	344,461	\$	398,339	\$	368,706
\$	30,481	\$	30,481	\$	29,203	\$	30,481	\$	26,363	\$	26,363	\$	27,448	\$	22,021
\$	1,218,494	\$	1,190,663	\$	1,250,711	\$	1,223,048	\$	1,299,596	\$	1,238,245	\$	1,328,944	\$	1,285,240

Expenses

Supplies and Expenses
Contract Services/Leases
Cleaning Service
Utilities
Capital Outlay

Total Expenses

TOTAL BUDGET

\$	214,057	\$	214,053	\$	214,551	\$	211,093	\$	224,835	\$	212,331	\$	226,869	\$	231,159	\$	231,159
\$	80,567	\$	80,567	\$	80,961	\$	73,957	\$	82,684	\$	75,285	\$	82,974	\$	84,634	\$	84,634
\$	20,100	\$	20,100	\$	21,900	\$	17,992	\$	27,300	\$	23,021	\$	27,300	\$	27,846	\$	27,846
\$	76,800	\$	76,800	\$	76,800	\$	76,800	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000
\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
\$	391,524	\$	391,520	\$	394,212	\$	379,782	\$	359,819	\$	335,637	\$	362,143	\$	368,639	\$	368,639
\$	1,610,018	\$	1,582,183	\$	1,644,923	\$	1,602,830	\$	1,659,415	\$	1,573,882	\$	1,691,087	\$	1,653,879	\$	1,653,879

Dep't. Req. TM Rec. Fin Com Rec.
FY2022 FY2023 FY2023 FY2023

Position	FTE	FTE	FTE	FTE
Director	1	1	1	1
Asst. Director	1	1	1	1
Librarian I	3	3	3	3
Librarian II	2	2	2	2
Librarian III	2	2	2	2
Librarian Associate	0	0	0	0
Library Asst I	2	2	2	2
Library Asst III	1	1	1	1
Building Mince Craftsman	1	1	1	1
Total Staffing	12	13	12	12

13%
Needed from Friends
\$ 212,141.53
\$ 12,526.15
\$ (37,208.72)
\$ -2.20%

4.03%

Dep't. Req. TM Rec. Fin Com Rec.
FY2022 FY2023 FY2023 FY2023

Position	FTE	FTE	FTE	FTE
Librarian I	0.6667	0.7067	0.6667	0.6667
Librarian II	0.5067	0.4667	0.5067	0.5067
Librarian II	0.6667	0.5333	0.6667	0.6667
Librarian II	0.8000	0.5333	0.9867	0.9867
Library Asst. III	0.5333	0.5333	0.5333	0.5333
Library Asst. III	0.5333	0.5333	0.5333	0.5333
Library Asst. III	0.5333	0.5333	0.5333	0.5333
Library Asst. III	0.5333	0.5333	0.5333	0.5333
Library Asst. III	0.5333	0.5333	0.5333	0.5333
Librarian III	0.6267	0.6267	0.6267	0.6267
Librarian III	0.6267	0.6267	0.6267	0.6267
Total Staffing	6.39	5.96	5.59	5.59

Library

LIBRARY DEPARTMENT SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
FULL-TIME							
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	\$ 85,284.79	\$ -	\$ -	\$ 85,284.79
Lisa Gadbois	Lib. I	9	4/17/1998	\$ 88,264.86	\$ -	\$ 3,393.00	\$ 91,657.86
Sharon Lomison	Lib. I	9	10/27/2014	\$ 88,264.86	\$ -	\$ -	\$ 88,264.86
Abhar Sheikh	Lib. I	9	8/13/2012	\$ 88,264.86	\$ -	\$ -	\$ 88,264.86
Cindi Haggerty	Lib II	6/7	1/13/2017	\$ 62,956.29	\$ -	\$ -	\$ 62,956.29
Henry Barker	Lib II	1/2	9/30/2021	\$ 51,071.02	\$ -	\$ -	\$ 51,071.02
Michelle Paquin	Lib. II	9	10/7/1996	\$ 69,492.07	\$ -	\$ 3,393.00	\$ 72,885.07
Diane Fowler	Lib III	9	4/3/2000	\$ 64,010.23	\$ -	\$ 3,393.00	\$ 67,403.23
Laura Persson	Lib III	4/5	4/15/2019	\$ 53,122.03	\$ -	\$ -	\$ 53,122.03
Matthew Pustizzi	Lib Asst III	9	3/24/2008	\$ 46,278.72	\$ -	\$ 1,827.00	\$ 48,105.72
Rebecca Zahora	Lib Asst III	7/8	1/5/2016	\$ 43,665.84	\$ -	\$ -	\$ 43,665.84
Myles Sullivan	Lib Asst III	1/2	6/4/2021	\$ 34,041.67	\$ -	\$ -	\$ 34,041.67
PART-TIME							
Georgine Carbone	Lib Asst III	1/2	10/20/2021	\$ 22,240.56	\$ -	\$ -	\$ 22,240.56
Lisa Botte	Lib I	9	1/14/2019	\$ 62,373.84	\$ -	\$ 2,397.72	\$ 64,771.56
Margeda Bou-Nassif	Lib Asst III	9	9/6/2005	\$ 41,959.37	\$ -	\$ 2,366.40	\$ 44,325.77
Marion DePierro	Lib. II	9	9/20/2000	\$ 32,429.63	\$ -	\$ -	\$ 32,429.63
Ellen Dobi	Lib II	9	1/7/2013	\$ 37,062.44	\$ -	\$ -	\$ 37,062.44
Shannon Hagel	Lib Asst III	9	5/3/2011	\$ 24,681.98	\$ -	\$ 974.40	\$ 25,656.38
Kathleen Meagher	Lib III	9	9/16/1996	\$ 40,113.08	\$ -	\$ 2,126.28	\$ 42,239.36
Laura Szaro Kopinski	Lib. II	5/6	3/17/2020	\$ 30,070.23	\$ -	\$ -	\$ 30,070.23
Shelvers (65 hrs.)	\$ -	-	1/0/1900	\$ 45,805.50	\$ -	\$ -	\$ 45,805.50
Substitute and Casual - Week	\$ -	-	1/0/1900	\$ 31,969.35	\$ -	\$ -	\$ 31,969.35
DEPARTMENT TOTAL				\$ 1,263,219.02	\$ 500.00	\$ 21,520.80	\$1,285,240

Total Full time	894,513.04
Total Part Time	368,705.98
Total Contract	22,020.80
Total	\$ 1,285,239.82

Library

LIBRARY DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
FULL-TIME							
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	\$ 85,284.79			\$ 85,284.79
Lisa Gadbois	Lib. I	9	4/17/1998	\$ 88,264.86		\$ 3,393.00	\$ 91,657.86
Sharon Lomison	Lib. I	9	10/27/2014	\$ 88,264.86			\$ 88,264.86
Abhar Sheikh	Lib. I	9	8/13/2012	\$ 88,264.86			\$ 88,264.86
Cindi Haggerty	Lib II	6/7	1/13/2017	\$ 62,956.29			\$ 62,956.29
Henry Barker	Lib II	1/2	9/30/2021	\$ 51,071.02			\$ 51,071.02
Michelle Paquin	Lib. II	9	10/7/1996	\$ 69,492.07		\$ 3,393.00	\$ 72,885.07
Diane Fowler	Lib III	9	4/3/2000	\$ 64,010.23		\$ 3,393.00	\$ 67,403.23
Laura Persson	Lib III	4/5	4/15/2019	\$ 53,122.03			\$ 53,122.03
Matthew Pustizzi	Lib Asst III	9	3/24/2008	\$ 46,278.72		\$ 1,827.00	\$ 48,105.72
Rebecca Zahora	Lib Asst III	7/8	1/5/2016	\$ 43,665.84			\$ 43,665.84
Myles Sullivan	Lib Asst III	1/2	6/4/2021	\$ 34,041.67			\$ 34,041.67
PART-TIME							
Georgine Carbone	Lib Asst III	1/2	10/20/2021	\$ 22,240.56			\$ 22,240.56
Lisa Botte	Lib I	9	1/14/2019	\$ 62,373.84		\$ 2,397.72	\$ 64,771.56
Margeda Bou-Nassif	Lib Asst III	9	9/6/2005	\$ 41,959.37		\$ 2,366.40	\$ 44,325.77
Marion DePierro	Lib. II	9	9/20/2000	\$ 32,429.63			\$ 32,429.63
Ellen Dobi	Lib II	9	1/7/2013	\$ 37,062.44			\$ 37,062.44
Shannon Hagel	Lib Asst III	9	5/3/2011	\$ 24,681.98		\$ 974.40	\$ 25,656.38
Kathleen Meagher	Lib III	9	9/16/1996	\$ 40,113.08		\$ 2,126.28	\$ 42,239.36
Laura Szaro Kopinski	Lib. II	5/6	3/17/2020	\$ 30,070.23			\$ 30,070.23
Shelvers (65 hrs.)				\$ 45,805.50			\$ 45,805.50
Substitute and Casual - Weekend, Sick & Vac. Coverage				\$ 31,969.35			\$ 31,969.35
DEPARTMENT TOTAL				\$ 1,263,219.02	\$ 500.00	\$ 21,520.80	\$ 1,285,239.82

Total Full time	894,513.04
Total Part Time	368,705.98
Total Contract	22,020.80
Total	\$ 1,285,239.82

LIBRARY DEPARTMENT SALARY INFORMATION FY2022 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
FULL-TIME							
Jan Hagman	Lib. Director	5	11/3/1986	\$ 107,518.89		\$ 4,100.00	\$ 111,618.89
Joseph St. Germain	Asst. Lib. Director	3/4	12/30/2018	\$ 90,346.74		\$ 1,650.00	\$ 91,996.74
Lisa Gadbois	Lib. I	9	4/17/1998	\$ 86,449.43		\$ 3,393.00	\$ 89,842.43
Sharon Lomison	Lib. I	9	10/27/2014	\$ 86,449.43		\$ -	\$ 86,449.43
Abhar Sheikh	Lib. I	9	8/13/2012	\$ 86,449.43		\$ -	\$ 86,449.43
Cindi Haggerty	Lib II	5/6	1/13/2017	\$ 59,302.75		\$ -	\$ 59,302.75
Elizabeth Meier	Lib II	3/4	2/19/2019	\$ 54,649.03		\$ -	\$ 54,649.03
Michelle Paquin	Lib. II	9	10/7/1996	\$ 68,062.75		\$ 3,393.00	\$ 71,455.75
Diane Fowler	Lib III	9	4/3/2000	\$ 62,693.66		\$ 3,393.00	\$ 66,086.66
Laura Persson	Lib III	3/4	4/15/2019	\$ 50,041.22		\$ -	\$ 50,041.22
Matthew Pustizzi	Lib Asst III	9	3/24/2008	\$ 45,326.86		\$ 1,827.00	\$ 47,153.86
Rebecca Zahora	Lib Asst III	6/7	1/5/2016	\$ 41,135.75		\$ -	\$ 41,135.75
Kevin Rudy	Bldg Craftsman	9	11/7/2011	\$ 64,732.13		\$ 1,827.00	\$ 66,559.13
PART-TIME							
Henry Barker	Lib Asst III	3/4	4/22/2019	\$ 28,936.75		\$ -	\$ 28,936.75
Lisa Botte	Lib I	8/9	1/14/2019	\$ 59,835.48		\$ 2,397.72	\$ 62,233.20
Margeda Bou-Nassif	Lib Asst III	9	9/6/2005	\$ 41,096.35		\$ 2,366.40	\$ 43,462.75
Dorothy Burlamachi	Lib Asst III	8/9	5/27/2016	\$ 11,671.69		\$ -	\$ 11,671.69
Marion DePierro	Lib. II	9	9/20/2000	\$ 31,762.62		\$ -	\$ 31,762.62
Marion DePierro	Lib Asst III	0	8/28/2018	\$ -		\$ -	\$ -
Ellen Dobi	Lib II	9	1/7/2013	\$ 36,300.13		\$ -	\$ 36,300.13
Shannon Hagel	Lib Asst III	9	5/3/2011	\$ 24,174.32		\$ 974.40	\$ 25,148.72
Kathleen Meagher	Lib III	9	9/16/1996	\$ 39,288.03		\$ 2,126.28	\$ 41,414.31
Julia Wade	Lib Asst III	3/4	4/22/2019	\$ 19,799.77		\$ -	\$ 19,799.77
Laura Szaro Kopinski	Lib. II	4/5	3/17/2020	\$ 28,325.45		\$ -	\$ 28,325.45
Shelvers (65 hrs.)		0	0	\$ 45,805.50		\$ -	\$ 45,805.50
Substitute and Casual - Weeker		0	0	\$ 31,342.50		\$ -	\$ 31,342.50
DEPARTMENT TOTAL				\$ 1,301,496.66	\$ -	\$ 27,447.80	\$1,328,944

Total Full time	903,158.06
Total Part Time	398,338.60
Total Contract	27,447.80
Total	\$ 1,328,944.46

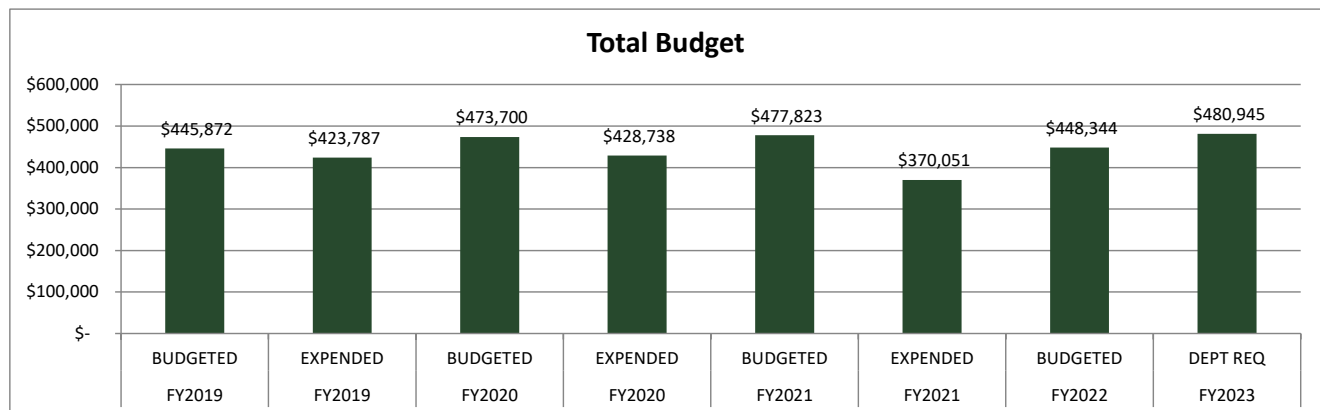
Mission Statement

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 FY22 The Recreation Department saw a decrease due to maintenance position being moved to the Town Hall budget.

In FY23 the Recreation Department will see about a \$32,000 increase. This is mostly due to the increase cost in port-o-pottys, and an increased line item for lifeguards and other program staff.



Recreation

Programs and Services

The Recreation Department has continued evolving into a one-stop shop for all of the resident's 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!

Annual Report Update

Billerica's Recreation Department continues to play a central role in helping define the Town's quality of life. The primary directive of the Recreation Department is to offer low-cost 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. In addition to programming and special events, we are committed to ensuring our parks and recreational facilities provide a safe and pleasant experience for visitors.

Fiscal Year 2021 brought unique and unprecedented challenges as we navigated the hardships of the Covid-19 pandemic. With health and safety at top of mind, we had to re-think and re-establish what community-based recreation programming would look like during this time of hardship. I am very proud of the work and efforts our department and our staff put forth in juggling the difficult balance of continuing to offer necessary socially and physically enrichment programs, while keeping with the ever-changing health and safety protocols and recommendations. As we continue to adapt to the ongoing pandemic, we are pleased to provide an outlet of escape for those in need of social, physical, and mental stimulus through our programs.

While Covid-19's impact did not allow us to run all of our usual programs, we were able to run many community favorites. This included adapted versions of our summer camps: Superstars and Neighborhood Parks. Adjustments we had to make to ensure safety for participants included: reducing the number of enrolled participants, decreasing the number of participants allowed within one group, requiring masks, requiring social distancing when possible, eliminating field trips, and reducing the number of hours our programs ran on a daily basis. While the programs were not as fruitful as we traditionally would have liked them to be, we received high praise from parents for what we were able to provide. The gratitude expressed by

Recreation

many assured us that we were making the right choices, and we are ever grateful to those who entrust us with the well-being of their children!

One significant obstacle we faced in FY21, as with all years, is a significant lack of adequate indoor recreation space. In a normal year this lack of space hampers our abilities to run certain programs, but in FY21 it brought those programs to a screeching halt. Throughout FY21, we were unable to access school facilities to run recreation programs. This meant all programs offered must be outside. This had a significant impact on our abilities to run programs in the cold weather months. Additionally, in a poll sent to parents in Spring 2021, a majority of the over 500 who responded indicated they would not allow their child to use a porta-potty due to health concerns. Once again, without access to school buildings and an inability to provide adequate restrooms, this greatly impacted our decisions to run shorter programs.

In early 2021, our Director and Commission Chair were asked to join a newly formed “Capital Needs Assessment Committee”, where the lack of indoor recreation space is considered to be a top priority. Through this committee, we are hopeful to see traction gained towards a future Billerica Community Center, to allow residents of Billerica a suitable indoor recreation space. We are extremely grateful for the work of John Curran, Clancy Main, and the selectboard for identifying our needs as a top tier priority, and for creating this committee for us to explore a future Community Center further.

Speaking of facilities, in FY21 Spring Town Meeting voted overwhelmingly in favor to support the redevelopment of the PHR athletic fields. This project will be partially funded through the CPC. After working for nearly two years alongside the PHR Committee, we are so thrilled that this project will be moving forward! This project will include the install of two full-size multi-purpose turf fields, two brand new softball fields, a multi-use building that includes: concession, restrooms, and a meeting, a courtyard/game zone, a picnic zone, and other improvements. This project is slated to be completed by Spring 2023. A big thanks goes out to all who have worked tirelessly on this project, or supported it, including the CPC Committee for voting in favor of funding this amazing project.

On the personnel side, FY21 saw our Recreation Maintenance Coordinator, Anthony Amato, transfer from Recreation to a different department in town.

Anthony played a pivotal role in keeping our parks clean, maintaining our playgrounds, as well as a wide variety of tasks. Anthony will be missed within our

department. At the same time of Anthony’s exit, the town formed a new Facilities Department,



Recreation

with most of the tasks formerly completed by our Maintenance Coordinator being picked up by this new department. As such, the position of Maintenance Coordinator was removed from the Recreation Department and rolled into Facilities. We are very much looking forward to working with the Facilities Department and know they will make a positive impact throughout the parks!

With Covid baring down on us for the duration of FY21, keeping parks open presented unprecedented challenges. Keeping these open would not have been possible without the partnership and support of all of our in-town user groups. A specific thank you goes out to: Billerica Little League, Billerica Softball, Billerica Lacrosse, Billerica Soccer, and Billerica Pop Warner for all of your help and diligence in helping to enforce the necessary safety protocols and for your support. Additionally, our department continued to work in lockstep with Mike Haines and the Parks Department. They have done an exceptional job in bringing Billerica playing fields up to a high standard.

In addition to our devoted staff, our volunteers play a critical role in enabling the department to achieve its goals. They provide direct and indirect opportunities and support to participants in our programs and allowing us to continue growing our number of special events. The Recreation Department has received support from the business community allowing us to offer specialized programs and activities

for the continuous enjoyment of our citizens, businesses and visitors. We are looking to continue to grow our public/private partnerships in order to maintain and improve the rich diversity of recreation services we can provide to our community.

Additionally, the number of volunteer hours from our Recreation



Commission, Middlesex County Community Work Program, various Eagle Scouts, and private citizens is invaluable and we cannot thank them enough!

There is no way around the fact that FY21 was a bumpy year, filled with unprecedented challenges. However, I am very proud of our staff's ability to answer the bell and adjust on the fly to continue offering high-quality programs that our town has come to expect. As we move into FY22, we are looking forward to continuing to adapt to the challenges facing our department due to the ongoing pandemic and are confident that we will continue offering an assortment of safe and important services to the community. As always, we continue to be appreciative of the support we have received from the residents, Town Offices, School Department, and all other partners throughout the year.

Recreation

RECREATION

Personnel Services

5110 Full Time	\$ 257,642	\$ 262,300	\$ 273,207	\$ 254,750	\$ 339,275	\$ 247,444	\$ 305,028	\$ 312,429	\$ 312,429	\$ 312,429
5120 Part Time/Permanent	\$ 50,741	\$ 95,018	\$ 49,941	\$ 107,641	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5150 Part Time /Seasonal	\$ 52,700		\$ 57,700		\$ 57,700	\$ 52,403	\$ 57,700	\$ 70,000	\$ 70,000	\$ 70,000
Overtime										
5190 Contractual Obligations	\$ 7,300	\$ 7,300	\$ 8,432	\$ 6,725	\$ 6,332	\$ 6,332	\$ 5,200	\$ 7,350	\$ 7,350	\$ 7,350

Total	\$ 368,382	\$ 354,618	\$ 389,280	\$ 369,116	\$ 403,307	\$ 306,179	\$ 367,928	\$ 389,779	\$ 389,779	\$ 389,779

Expenses

Supplies and Expenses	\$ 15,950	\$ 8,063	\$ 14,080	\$ 2,891	\$ 12,680	\$ 12,257	\$ 11,580	\$ 11,580	\$ 11,580	\$ 11,580
Contract Services/Leases	\$ 51,540	\$ 51,106	\$ 60,340	\$ 46,731	\$ 58,836	\$ 48,622	\$ 65,836	\$ 76,586	\$ 76,586	\$ 76,586
Warrant Articles										
Utilities	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 3,000	\$ 2,993	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Capital Outlay										

Total Expenses	\$ 77,490	\$ 69,169	\$ 84,420	\$ 59,622	\$ 74,516	\$ 63,872	\$ 80,416	\$ 91,166	\$ 91,166	\$ 91,166

TOTAL BUDGET	\$ 445,872	\$ 423,787	\$ 473,700	\$ 428,738	\$ 477,823	\$ 370,051	\$ 448,344	\$ 480,945	\$ 480,945	\$ 480,945

Difference PY \$ 32,601.29
% 7.27%

Position	FTE	Dep. Req. FY2022	Dep. Req. FY2023	TM Rec. FY2023	Fin Com Rec. FY2023
Director, Recreation	1	1	1	1	1
Assistant Director	1	1	1	1	1
Program Coordinator	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

Position	FTE	Dep. Req. FY2022	Dep. Req. FY2023	TM Rec. FY2023	Fin Com Rec. FY2023
Program Coordinator	0.7	0.0	0.0	0	0
	0.0	0.0	0.0	0	0
Total Staffing	0.7	0.0	0.0	0.0	0.0

Recreation

DEPARTMENT SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Full Time							
David Grubb	Rec Director	5	8/6/2016	\$ 109,776.79	\$ 500.00	\$ 1,650.00	\$ 111,926.79
Laurel Rossiter	Asst Rec Dir.	3/4	9/8/2021	\$ 81,027.50	\$ 500.00		\$ 81,527.50
Lori Boucher	Principal Clerk	7	9/25/2000	\$ 55,626.45	\$ 1,000.00	\$ 3,200.00	\$ 59,826.45
Vacant	Program Coordinator	1	TBD	\$ 65,998.38	\$ 500.00		\$ 66,498.38
Part Time - Seasonal	Program Staff + Lifeguards			\$ 70,000.00			\$ 70,000.00
DEPARTMENT TOTAL				\$ 382,429.12	\$ 2,500.00	\$ 4,850.00	\$ 389,779.12

Total Full Time \$ 312,429.12
Total Part Time \$ -
Total Seasonal \$ 70,000.00
Total Contract \$ 7,350.00
Total \$ 389,779.12

DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Full Time							
David Grubb	Rec Director	5	8/6/2016	\$ 109,776.79	\$ 500.00	\$ 1,650.00	\$ 111,926.79
Laurel Rossiter	Asst Rec Dir.	3/4	9/8/2021	\$ 81,027.50	\$ 500.00		\$ 81,527.50
Lori Boucher	Principal Clerk	7	9/25/2000	\$ 55,626.45	\$ 1,000.00	\$ 3,200.00	\$ 59,826.45
Vacant	Program Coordinator	1	TBD	\$ 65,998.38	\$ 500.00		\$ 66,498.38
Part Time - Seasonal	Program Staff + Lifeguards			\$ 70,000.00			\$ 70,000.00
DEPARTMENT TOTAL				\$ 382,429.12	\$ 2,500.00	\$ 4,850.00	\$ 389,779.12

Total Full Time \$ 312,429.12
Total Part Time
Total Seasonal \$ 70,000.00
Total Contract \$ 7,350.00
Total \$ 389,779.12

DEPARTMENT SALARY INFORMATION FY2022 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Full Time							
David Grubb	Rec Director	4/5	8/7/2017	107,025.02	500.00	-	\$ 107,525.02
Vacant	Asst Rec Dir.	1	11/25/2019	71,022.54	500.00		\$ 71,522.54
Lori Boucher	Principal Clerk	7	9/25/2000	54,482.32	1,000.00	2,700.00	\$ 58,182.32
Brian Leary	Program Coordinator	3/4	8/2/2018	72,497.95	500.00	-	\$ 72,997.95
Part Time - Seasonal	Lifeguards			41,000.00			\$ 41,000.00
	Neighborhood Parks			\$ 16,700.00			\$ 16,700.00
DEPARTMENT TOTAL				\$ 362,727.83	\$ 2,500.00	\$ 2,700.00	\$ 367,927.83

Total Full Time \$ 305,027.83
Total Part Time \$ -
Total PT-Seasonal \$ 57,700.00
Total Contract \$ 5,200.00
Total \$ 367,927.83

Town of Billerica

Fiscal Year 2023

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<i>Utilities</i>	gas and telephone service	\$ 3,000	\$ 3,000	\$ 3,000
	<i>Total Utilities</i>	\$ 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 will see a slight increase in the festival account. The Town will begin hanging Christmas decorations in the center similar to the hanging flower baskets.



Town Civic Events

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ.	FY2023 TM REC	FY2023 FIN COM REC
Town Civic Events/Organizations										
7067 VFW-P, DAV, VFW-S	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ -	\$ 600	\$ 600	\$ 600	\$ 600
7068 MEMORIAL DAY/HOMECOMING	\$ 9,000	\$ 8,985	\$ 9,000	\$ 9,000	\$ 11,000	\$ 403	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
7097 FESTIVAL ACCOUNT	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 7,500	\$ 10,000	\$ 10,000	\$ 10,000
7076 MIDDLESEX CANAL	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
7077 BEAUTIFICATION	\$ 3,000	\$ 2,591	\$ 15,000	\$ 4,526	\$ 15,000	\$ 1,319	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
7084 SCHOLARSHIP FOUNDATION	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,022	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100
TOTAL BUDGET	\$ 24,200	\$ 22,276	\$ 36,200	\$ 24,148	\$ 38,200	\$ 6,822	\$ 40,700	\$ 43,200	\$ 43,200	\$ 43,200



Section 6: Public Education



Public Education

PUBLIC EDUCATION

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
<i>Personnel Services</i>										
Personnel	\$ 51,584,651	\$ 51,584,651	\$ 53,532,364	\$ 53,532,364	\$ 55,250,753	\$ 55,250,753	\$ 56,079,514	\$ 57,761,900	\$ 57,761,900	\$ 57,761,900
Overtime							\$ 1,070,183	\$ 1,102,288	\$ 1,102,288	\$ 1,102,288
Total Personnel	\$ 51,584,651	\$ 51,584,651	\$ 53,532,364	\$ 53,532,364	\$ 55,250,753	\$ 55,250,753	\$ 57,149,697	\$ 58,864,188	\$ 58,864,188	\$ 58,864,188
<i>Expenses</i>										
Supplies and Expenses/Transfer 1,800	\$ 1,755,573	\$ 1,755,573	\$ 1,755,573	\$ 1,755,573	\$ 1,811,927	\$ 1,811,927	\$ 1,839,106	\$ 1,894,279	\$ 1,894,279	\$ 1,894,279
Contract Services/Leases	\$ 8,308,961	\$ 8,308,961	\$ 8,308,961	\$ 8,308,961	\$ 8,575,678	\$ 8,575,678	\$ 8,704,314	\$ 8,965,443	\$ 8,965,443	\$ 8,965,443
Utilities	\$ 1,378,624	\$ 1,378,624	\$ 1,378,624	\$ 1,378,624	\$ 1,422,878	\$ 1,422,878	\$ 1,444,221	\$ 1,487,547	\$ 1,487,547	\$ 1,487,547
Capital Outlay	\$ 282,899	\$ 282,899	\$ 282,899	\$ 282,899	\$ 291,980	\$ 291,980	\$ 296,360	\$ 305,251	\$ 305,251	\$ 305,251
Total Expenses	\$ 11,726,057	\$ 11,726,057	\$ 11,726,057	\$ 11,726,057	\$ 12,102,463	\$ 12,102,463	\$ 12,284,000	\$ 12,652,520	\$ 12,652,520	\$ 12,652,520
TOTAL BUDGET	\$ 63,310,708	\$ 63,310,708	\$ 65,258,421	\$ 65,258,421	\$ 67,353,216	\$ 67,353,216	\$ 69,433,698	\$ 71,516,709	\$ 71,516,709	\$ 71,516,709
								Difference	\$ 2,083,010.93	
								Percentage	3.00%	



Shawsheen Tech



SHAWSHEEN TECHNICAL HIGH SCHOOL

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
<i>Expenses</i>										
Supplies and Expenses										
Contract Services/Leases										
Utilities										
Operating Costs	\$ 10,917,388	\$ 10,917,388	\$ 10,256,850	\$ 10,256,850	\$ 9,807,569	\$ 9,807,569	\$ 10,101,796	\$ 10,011,652	\$ 10,011,652	\$ 10,011,652
Capital Outlay								\$ -	\$ -	\$ -
Total Expenses	\$ 10,917,388	\$ 10,917,388	\$ 10,256,850	\$ 10,256,850	\$ 9,807,569	\$ 9,807,569	\$ 10,101,796	\$ 10,011,652	\$ 10,011,652	\$ 10,011,652
TOTAL BUDGET	\$ 10,917,388	\$ 10,917,388	\$ 10,256,850	\$ 10,256,850	\$ 9,807,569	\$ 9,807,569	\$ 10,101,796	\$ 10,011,652	\$ 10,011,652	\$ 10,011,652



Section 7: Public Safety

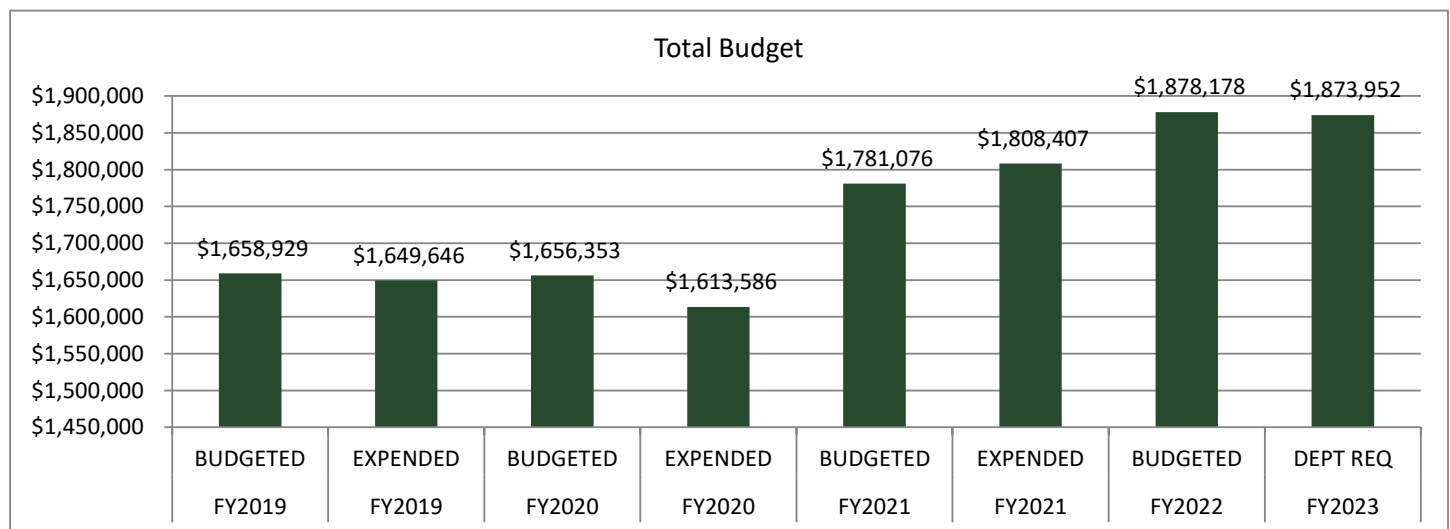
Ambulance

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 FY22 Ambulance budget will see a 5.45% increase this year. This is due to making a full time supervisor and adding an additional paramedic on staff. This change was necessary due to the added administrative work that needs to be completed by the Supervisor. This change was phased in. Last fiscal year a paramedic was budgeted for half of the fiscal year.



Programs and Services

The service currently provides the Town with two fully staffed Paramedic ambulances running 24 hours a day 7 days per week and have been doing so since FY 2017. We have for the first time done over 4,000 calls a year. We are currently experiencing an approximate 11% increase in call volume versus the same period last year. Mutual Aid calls which allow us to get help when both ambulances are tied up remain low and service continues to meet the needs of community. We monitor this number closely as it is one of the indicators of need to increase size of service.



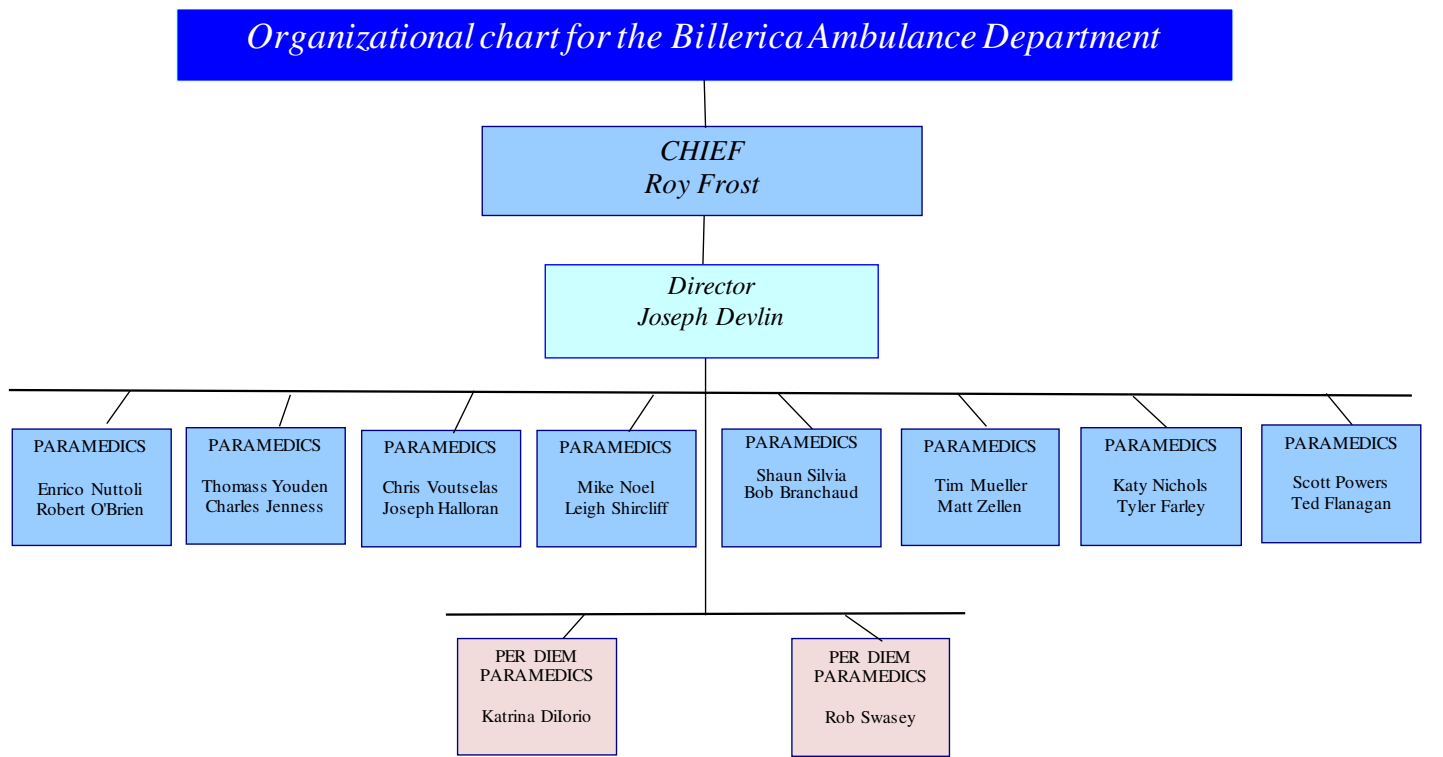
Ambulance

The service, however has maxed out its physical space limits in the police facility. It is anticipated that a capital improvement for heated garage space would be needed in order to operate a third unit further into the future. It is projected that due in part to an aging demographic in the community and increases in housing units that demand for service will continue to gradually increase over the foreseeable future. Town Meeting in the fall of 2021 had approved the purchase of a new ambulance to replace an older truck. This vehicle has been ordered and we are currently in que awaiting a chassis. We are currently experiencing supply chain issue that impact delivery of this new ambulance as well as the day to day supplies we need to care for residents. Some of our disposable supplies have increased twice the pre COVID prices.

At this point the service is running in good order, and we have been able to maintain our level of service throughout the recent year. The financial outlook as far as billing and receivables is still good, however, there are some unknown factors regarding reimbursement rates. We have worked cooperatively with other town departments to address public health issues and with the school department on planning and exercising our emergency plans. We are involved in on-going training of EMS personnel for mass casualty events where they will be entering warm zones with other public safety units. We have been providing staff for COVID testing and vaccination clinics.

****** A special thanks to the to Joe Devlin and the entire Billerica EMS Crew during the COVID-19 pandemic. The Town of Billerica has been very lucky during this time. They have risked their health and safety during the pandemic. Transporting potentially hundreds of COVID cases to the local area hospitals. They have also helped the Town test and vaccinate thousands of residents over the past few months. Their motto since the pandemic has started has been "What can we do to help?" They have done everything and more!******

Ambulance



Ambulance

AMBULANCE

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REC	FY2023 TM REC	FY2023 FIN COM REC
<i>Personnel Services</i>										
Full Time	\$ 1,022,485	\$ 1,018,559	\$ 1,021,253	\$ 996,418	\$ 1,110,979	\$ 1,148,979	\$ 1,194,695	\$ 1,190,829	\$ 1,190,829	\$ 1,190,829
Part Time/Seasonal	\$ 15,000	\$ 15,000	\$ 15,000	\$ 8,214	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Overtime	\$ 207,000	\$ 207,000	\$ 222,000	\$ 222,000	\$ 237,000	\$ 237,000	\$ 237,000	\$ 237,000	\$ 237,000	\$ 237,000
Contractual Obligations	\$ 191,045	\$ 191,045	\$ 173,901	\$ 168,143	\$ 186,096	\$ 183,933	\$ 199,482	\$ 186,564	\$ 186,564	\$ 186,564
Total	\$ 1,435,529	\$ 1,431,604	\$ 1,432,153	\$ 1,394,775	\$ 1,549,076	\$ 1,584,912	\$ 1,646,178	\$ 1,629,392	\$ 1,629,392	\$ 1,629,392

<i>Expenses</i>										
Supplies and Expenses	\$ 111,400	\$ 106,555	\$ 112,200	\$ 107,626	\$ 118,200	\$ 106,695	\$ 118,200	\$ 124,610	\$ 124,610	\$ 124,610
Contract Services/Leases	\$ 112,000	\$ 111,487	\$ 112,000	\$ 111,185	\$ 113,800	\$ 116,800	\$ 113,800	\$ 119,950	\$ 119,950	\$ 119,950
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 223,400	\$ 218,042	\$ 224,200	\$ 218,811	\$ 232,000	\$ 223,495	\$ 232,000	\$ 244,560	\$ 244,560	\$ 244,560

TOTAL BUDGET

	FY2022	Dep. Rec. FY2023	TM. Rec. FY2023	Fin Com Rec. FY2023						
Position	FTE	FTE	FTE	FTE						
EMT-Supervisor	1	1	1	1						
EMT-P	16	16	16	16						
PER DIEM										
Total Staffing	17	17	17	17						

\$ (4,225.34)

-0.22%

Ambulance

AMBULANCE DEPARTMENT SALARY INFORMATION FY2023 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	8	10/28/1993	\$ 110,263.17	\$ 626.40	\$ 1,845.00	\$ -	\$ 7,854.35	\$ 120,588.92
Branchaud, Robert	EMT-P	4	1/20/2016	\$ 67,965.44	\$ 626.40	\$ 1,820.00	\$ 2,775.26	\$ 4,714.07	\$ 77,901.17
Farley, Tyler	EMT-P	3/4	10/14/2019	\$ 67,536.44	\$ 626.40	\$ 3,525.00	\$ 2,757.74	\$ 4,689.56	\$ 79,135.14
Halloran, Joseph	EMT-P	1/2	11/14/2021	\$ 62,210.53	\$ 626.40	\$ 628.33	\$ 2,537.90	\$ 4,342.15	\$ 70,345.31
Jenness, Charles	EMT-P	2/3	5/16/2021	\$ 63,744.62	\$ 626.40	\$ 525.00	\$ 2,602.91	\$ 4,425.49	\$ 71,924.42
Mueller, Timothy	EMT-P	4	2/18/2017	\$ 67,965.44	\$ 626.40	\$ 4,125.00	\$ 2,775.26	\$ 4,714.07	\$ 80,206.17
Nichols, Catherine	EMT-P	4	2/17/2017	\$ 67,965.44	\$ 2,192.40	\$ 3,250.00	\$ 2,775.26	\$ 4,714.07	\$ 80,897.17
Noel, Michael	EMT-P	4/5	3/13/2013	\$ 68,387.13	\$ 626.40	\$ 3,250.00	\$ 2,792.49	\$ 4,728.94	\$ 79,784.96
Nuttoli, Enrico	EMT-P	6	11/26/2004	\$ 70,711.16	\$ 626.40	\$ 4,000.00	\$ 2,887.38	\$ 4,894.42	\$ 83,119.36
O'Brien, Robert	EMT-P	6	11/23/2004	\$ 70,711.16	\$ 3,758.40	\$ 3,250.00	\$ 2,887.38	\$ 4,894.42	\$ 85,501.36
Powers, Scott	EMT-P	4	6/27/2013	\$ 67,965.44	\$ 3,758.40	\$ 6,000.00	\$ 2,775.26	\$ 4,714.07	\$ 85,213.17
Shircliff, Leigh	EMT-P	4	1/3/2016	\$ 67,965.44	\$ 626.40	\$ -	\$ 2,775.26	\$ 4,714.07	\$ 76,081.17
Silvia, Shaun	EMT-P	4	10/3/2015	\$ 67,965.44	\$ 626.40	\$ 2,775.00	\$ 2,775.26	\$ 4,714.07	\$ 78,856.17
Voutselas, Christopher	EMT-P	5	12/9/2011	\$ 69,324.21	\$ 626.40	\$ -	\$ 2,830.74	\$ 4,803.31	\$ 77,584.66
Youden, Thomas	EMT-P	5	10/11/2009	\$ 69,324.21	\$ 626.40	\$ 1,000.00	\$ 2,830.74	\$ 4,803.31	\$ 78,584.66
Zellen, Matthew	EMT-P	2/3	3/5/2021	\$ 64,350.82	\$ 626.40	\$ 525.00	\$ 2,627.65	\$ 4,442.81	\$ 72,572.68
Flanagan, Ed	EMT-P	3	2/28/2022	\$ 66,472.52	\$ 626.40	\$ 4,666.67	\$ 2,714.29	\$ 4,616.01	\$ 79,095.89
DEPARTMENT TOTAL				\$ 1,190,828.66	\$ 18,478.80	\$ 41,185.00	\$ 44,120.78	\$ 82,779.19	\$ 1,377,392.43

Total Full time	\$ 1,190,828.66
Total Part time	\$ 15,000.00
Overtime	\$ 237,000.00
Total Contract	\$ 186,563.77
Total	\$ 1,629,392.43

AMBULANCE DEPARTMENT SALARY INFORMATION FY2023 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	8	10/28/1993	\$ 110,263.17	\$ 626.40	\$ 1,845.00		\$ 7,854.35	\$ 120,588.92
Branchaud, Robert	EMT-P	4	1/20/2016	\$ 67,965.44	\$ 626.40	\$ 1,820.00	\$ 2,775.26	\$ 4,714.07	\$ 77,901.17
Farley, Tyler	EMT-P	3/4	10/14/2019	\$ 67,536.44	\$ 626.40	\$ 3,525.00	\$ 2,757.74	\$ 4,689.56	\$ 79,135.14
Halloran, Joseph	EMT-P	1/2	11/14/2021	\$ 62,210.53	\$ 626.40	\$ 628.33	\$ 2,537.90	\$ 4,342.15	\$ 70,345.31
Jenness, Charles	EMT-P	2/3	5/16/2021	\$ 63,744.62	\$ 626.40	\$ 525.00	\$ 2,602.91	\$ 4,425.49	\$ 71,924.42
Mueller, Timothy	EMT-P	4	2/18/2017	\$ 67,965.44	\$ 626.40	\$ 4,125.00	\$ 2,775.26	\$ 4,714.07	\$ 80,206.17
Nichols, Catherine	EMT-P	4	2/17/2017	\$ 67,965.44	\$ 2,192.40	\$ 3,250.00	\$ 2,775.26	\$ 4,714.07	\$ 80,897.17
Noel, Michael	EMT-P	4/5	3/13/2013	\$ 68,387.13	\$ 626.40	\$ 3,250.00	\$ 2,792.49	\$ 4,728.94	\$ 79,784.96
Nuttoli, Enrico	EMT-P	6	11/26/2004	\$ 70,711.16	\$ 626.40	\$ 4,000.00	\$ 2,887.38	\$ 4,894.42	\$ 83,119.36
O'Brien, Robert	EMT-P	6	11/23/2004	\$ 70,711.16	\$ 3,758.40	\$ 3,250.00	\$ 2,887.38	\$ 4,894.42	\$ 85,501.36
Powers, Scott	EMT-P	4	6/27/2013	\$ 67,965.44	\$ 3,758.40	\$ 6,000.00	\$ 2,775.26	\$ 4,714.07	\$ 85,213.17
Shircliff, Leigh	EMT-P	4	1/3/2016	\$ 67,965.44	\$ 626.40	\$ -	\$ 2,775.26	\$ 4,714.07	\$ 76,081.17
Silvia, Shaun	EMT-P	4	10/3/2015	\$ 67,965.44	\$ 626.40	\$ 2,775.00	\$ 2,775.26	\$ 4,714.07	\$ 78,856.17
Voutselas, Christopher	EMT-P	5	12/9/2011	\$ 69,324.21	\$ 626.40	\$ -	\$ 2,830.74	\$ 4,803.31	\$ 77,584.66
Youden, Thomas	EMT-P	5	10/11/2009	\$ 69,324.21	\$ 626.40	\$ 1,000.00	\$ 2,830.74	\$ 4,803.31	\$ 78,584.66
Zellen, Matthew	EMT-P	2/3	3/5/2021	\$ 64,350.82	\$ 626.40	\$ 525.00	\$ 2,627.65	\$ 4,442.81	\$ 72,572.68
Flanagan, Ed	EMT-P	3	2/28/2022	\$ 66,472.52	\$ 626.40	\$ 4,666.67	\$ 2,714.29	\$ 4,616.01	\$ 79,095.89
DEPARTMENT TOTAL				\$ 1,190,828.66	\$ 18,478.80	\$ 41,185.00	\$ 44,120.78	\$ 82,779.19	\$ 1,377,392.43

Total Full time	\$ 1,190,828.66
Total Part time	\$ 15,000.00
Overtime	\$ 237,000.00
Total Contract	\$ 186,563.77
Total	\$ 1,629,392.43

Ambulance

AMBULANCE DEPARTMENT SALARY INFORMATION FY2022 F7DEPARTMENT REQUESTED

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	8	10/28/1993	\$ 110,263.17	\$ 626.40	\$ 1,845.00	\$ -	\$ 7,854.35	\$ 120,588.92
Branchaud, Robert	EMT-P	4	1/20/2016	\$ 67,965.44	\$ 626.40	\$ 2,820.00	\$ 2,775.26	\$ 4,714.07	\$ 78,901.17
Dilorio, Katrina	EMT-P	3	2/19/2019	\$ 66,472.52	\$ 626.40	\$ 3,250.00	\$ 2,714.29	\$ 4,616.01	\$ 77,679.22
Farley, Tyler	EMT-P	2/3	10/14/2019	\$ 65,563.22	\$ 626.40	\$ 3,525.00	\$ 2,677.16	\$ 4,564.05	\$ 76,955.83
McSweeney, Brian	EMT-P	2/3	8/18/2019	\$ 66,108.80	\$ 626.40	\$ 4,600.00	\$ 2,698.29	\$ 4,598.68	\$ 78,632.17
Mueller, Timothy	EMT-P	3/4	2/18/2017	\$ 67,021.64	\$ 626.40	\$ 4,125.00	\$ 2,736.48	\$ 4,640.53	\$ 79,150.05
Nichols, Catherine	EMT-P	3/4	2/17/2017	\$ 67,021.64	\$ 2,192.40	\$ 3,250.00	\$ 2,736.71	\$ 4,640.53	\$ 79,841.28
Noel, Michael	EMT-P	4	3/13/2013	\$ 67,965.44	\$ 626.40	\$ 2,775.00	\$ 2,775.26	\$ 4,714.07	\$ 78,856.17
Nuttoli, Enrico	EMT-P	6	11/26/2004	\$ 70,711.16	\$ 626.40	\$ 4,000.00	\$ 2,887.38	\$ 4,894.42	\$ 83,119.36
O'Brien, Robert	EMT-P	6	11/23/2004	\$ 70,711.16	\$ 3,758.40	\$ 3,250.00	\$ 2,887.38	\$ 4,894.42	\$ 85,501.36
Powers, Scott	EMT-P	4	6/27/2013	\$ 67,965.44	\$ 3,758.40	\$ 6,525.00	\$ 2,775.26	\$ 4,714.07	\$ 85,738.17
Shircliff, Leigh	EMT-P	4	1/3/2016	\$ 67,965.44	\$ 626.40	\$ 1,000.00	\$ 2,775.26	\$ 4,714.07	\$ 77,081.17
Silvia, Shaun	EMT-P	4	10/3/2015	\$ 67,965.44	\$ 626.40	\$ 3,250.00	\$ 2,775.26	\$ 4,714.07	\$ 79,331.17
Thompson, Nickolas	EMT-P	3	7/2/2017	\$ 66,472.52	\$ 626.40	\$ 2,775.00	\$ 2,714.29	\$ 4,616.01	\$ 77,204.22
Voutselas, Christopher	EMT-P	4/5	12/9/2011	\$ 68,725.52	\$ 626.40	\$ 1,000.00	\$ 2,806.29	\$ 4,758.69	\$ 77,916.90
Youden, Thomas	EMT-P	5	10/11/2009	\$ 69,324.21	\$ 626.40	\$ 1,000.00	\$ 2,830.74	\$ 4,803.31	\$ 78,584.66
Replacement	EMT-P	3	7/1/2019	\$ 66,472.52	\$ 626.40	\$ 4,666.67	\$ 2,714.29	\$ 4,616.01	\$ 79,095.89
									\$ -
DEPARTMENT TOTAL				\$ 1,194,695.34	\$ 18,478.80	\$ 53,656.67	\$ 44,279.60	\$ 83,067.36	\$ 1,394,177.77
Total Full time									\$ 1,194,695.34
Total Part time									\$ 15,000
Overtime									\$ 237,000
Total Contract									\$ 199,482.43
Total									\$ 1,646,177.77

DESCRIPTION DETAIL

AMBULANCE

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TMREC	FINCOMREC
\$ 111,400	\$ 106,555	\$ 112,200	\$ 107,626	\$ 118,200	\$ 106,695	\$ 118,200	\$ 124,610	\$ 124,610	\$ 124,610

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.

Department	Town Mgr.	Fin Com
\$ 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 one back-up.

\$ 22,000.00	\$ 22,000.00	\$ 22,000.00

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
\$ 124,610.00	\$ 124,610.00	\$ 124,610.00

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TMREC	FINCOMREC
\$ 112,000	\$ 111,487	\$ 112,000	\$ 111,185	\$ 113,800	\$ 116,800	\$ 113,800	\$ 119,950	\$ 119,950	\$ 119,950

Contract Services/Leases

23130-5214

New England Medical Billing

Department	Town Mgr.	Fin Com
\$ 80,000.00	\$ 80,000.00	\$ 80,000.00

23130-5224

Cost of Medical Control Physician's fee (\$12,000), professional development (1,500) and fees for ambulance certification (1,000) and licensing re-buresement (1,500)

\$ 16,000.00	\$ 16,000.00	\$ 16,000.00

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) \$9,000
CyberCom contract \$900

\$ 20,100.00	\$ 20,100.00	\$ 20,100.00

Radio equipment not available thru contract \$900
Stryker Maintenance agreement (LifePak 15s, Lucas Devices, Power stretchers/Power Load Systems) \$9,300.

\$ 119,950	\$ 119,950	\$ 119,950

Board of Health

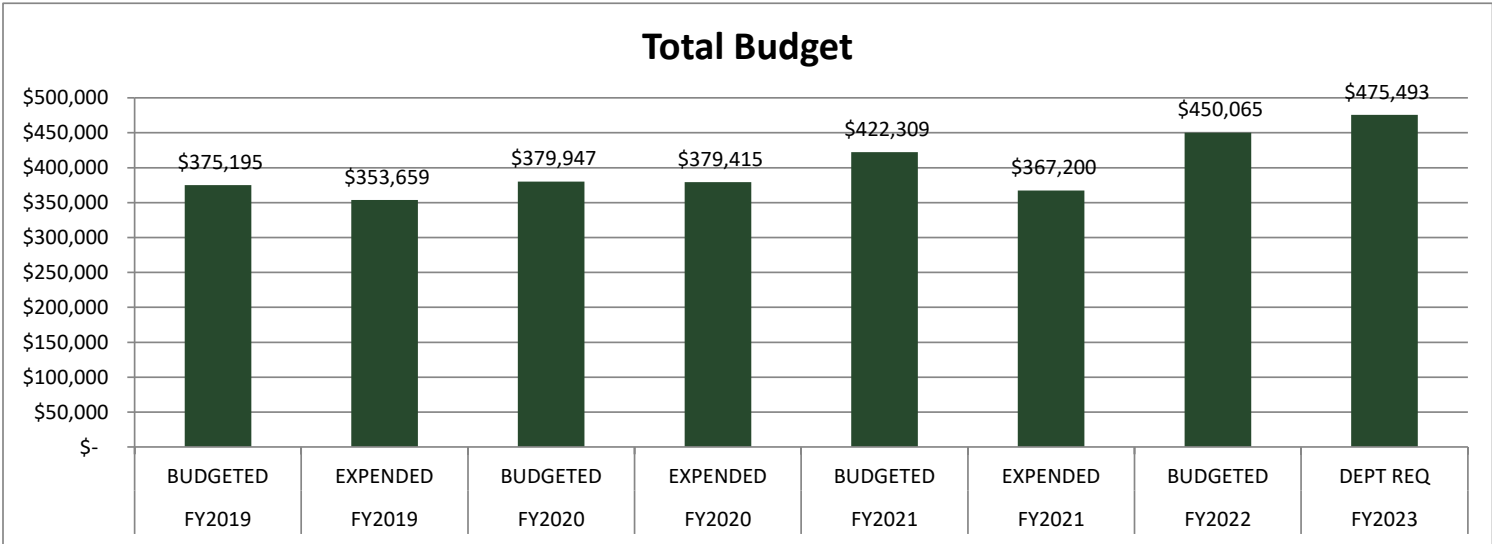
Department Explanation

The Billerica Board is responsible for protection of the 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 this year will increase \$25,000. During FY22 Joanne White was promoted to Head Administrative Clerk of Permit Ally after the previous Clerk moved to another position in Town Hall. Included in the \$25,000 was other step raises, contractual increases, and additional money in the contract services / leases line item.

During the FY20 budget cycle the Board of Health was moved into its new home in Permit Ally. Permit Ally is now a one stop shop for Conservation, Building, and Board of Health. The clerical staff moved together in one area to increase efficiency. As well as the inspectors and department heads.



Board of Health

Programs and Services and a Past Year Update

The Billerica Board of Health is responsible for inspections of public and semi-public swimming pools, sun tanning establishments, health clubs, and ice rinks for compliance with safety, sanitary and structural regulation. The Board also oversees enforcement and regulation of State Sanitary Codes that protect the health and ensure the safety of residents, workers, and visitors of Billerica. The Health Agents investigate nuisance complaints, arbitrates conflicts between neighbors or landlord and tenants which involve public health issues. The Health Agents also research complaints of illegal dumping, noise, litter, odor and unsafe living conditions

Their enforcement powers also include Title 5 Septic System Regulations. The Health Department oversees installation of new septic systems, and reviews and approves upgrades and modifications of existing systems. The Health Department is also responsible for licensure of Septic Haulers, Disposal Works Installers, and Title 5 Inspectors.

On staff is also a public health nurse who conducts Flu / Pneumonia Clinics, Lead Screenings, monthly Well Child Clinics, and participates in the annual Health Fair.

The Public Health Nurse also acts as a valuable resource for information on numerous health issues such as Lyme disease, Rabies, West Nile Virus, and Eastern Equine Encephalitis.

On top of everything listed above the Board of Health also spearheaded the COVID-19 response for the Town of Billerica. From managing the contact tracing to the vaccine distribution and everything in between!

During FY21 the Health Department continued in our efforts to address the COVID-19 pandemic. The Health Department staff worked tirelessly to address the disease burden of COVID-19 and to educate the public on guidelines and measures to slow the pandemic (mask usage, social distancing, testing, and vaccinations), and at the same time maintain all our programs to serve the need of the community.

During Fiscal Year 2021, the Health Department conducted the following services:

Building Permit Reviews	2056
Complaint Investigations	249/115 for Mask Complaints
Food Service Establishment Permits Issued	181
Food Service Inspections Conducted	240 (COVID)
Temporary Food Service Permits Issued	13
Asbestos Removal Permits Issued	36
Disposal Works Installer Permits Issued	25

Board of Health

Funeral Director Permits Issued	4
Health Club Permits Issued	7
Horse & Barn Permits Issued	14
Hotel Permits Issued	3
Ice Rink Operator Permits Issued	2
Manufactured Housing Community Permits Issued	1
Needles & Syringes Permits Issued	2
Recreational Day Camp Permits Issued	2
Recombinant DNA Permits Issued	2
Septage Hauler Permits Issued	14
Septic System Permits Issued – New Construction	5
Septic System Permits Issued – Repair/Upgrade	33
Suntanning Salon Establishment Permits Issued	3
Swimming Pool Permits Issued	14
Transitory Gathering Permits Issued	7
Title 5 Inspector Permits Issued	7
Tobacco Permits Issued	37
Variances to Work in Floodplain or Near Floodplain	15
Administrative Determination to Work Near the Floodplain	19
Approval Waivers of Board of Health Regulations	6
Stormwater Management Approvals	7
New Food Establishment Plan Review Applications	5
New Swimming Pool Plan Review Application	1
Food Establishment Administrative Conferences	3

Board of Health

Well Permits Issued	18

During Fiscal Year 2021, the Public Health Nurse conducted the following services

COVID Cases	3,675
Flu Vaccine (Clinics and Homebound)	450
Shingles Vaccine	2
Tuberculosis follow-up/medication compliance	4
Vitamin B12 Injections	4

In addition to the services provided above, the Public Health Nurse coordinated with school nurses on vaccine requirements, control of Communicable Diseases, student physicals, and COVID-19 cases within the schools. The Public Health Nurse managed the Need Drop Off Program which is a service to Billerica residents. The Public Health Nurse continued to coordinate community COVID-19 updates with the Town Manager's Office for Social Media postings and Information Technology for the Public Health Nurse website. The Public Health Nurse has continued COVID-19 Case Investigations for the community (since the first case that was reported on March 13, 2020) and when COVID-19 vaccine was available, the Public Health Nurse coordinated several clinics that were available to residents.

Town of Billerica

[illegible]

\$	285,944	\$	265,561	\$	292,673	\$	292,620	\$	291,689	\$	282,061	\$	307,506	\$	325,622	\$	325,622	\$	325,622
\$	38,263	\$	37,791	\$	37,936	\$	39,110	\$	70,145	\$	40,189	\$	82,634	\$	82,612	\$	82,612	\$	82,612
\$	3,500	\$	3,500	\$	3,500	\$	3,353	\$	4,500	\$	4,500	\$	4,500	\$	4,500	\$	4,500	\$	4,500
\$	35,566	\$	35,566	\$	33,916	\$	33,916	\$	30,616	\$	24,273	\$	30,616	\$	31,883	\$	31,883	\$	31,883

\$ 363,274	\$ 342,418	\$ 368,026	\$ 368,999	\$ 396,950	\$ 351,023	\$ 425,256	\$ 444,616	\$ 444,616	\$ 444,616

[illegible]

\$ 11,921	\$ 11,241	\$ 11,921	\$ 10,416	\$ 25,359	\$ 16,177	\$ 24,809	\$ 30,877	\$ 30,877	\$ 30,877

\$ 375,195	\$ 353,659	\$ 379,947	\$ 379,415	\$ 422,309	\$ 367,200	\$ 450,065	\$ 475,493	\$ 475,493	\$ 475,493

Dep. Req.	TM. Rec.	Fin Com Rec.
FY2023	FY2023	FY2023

PY \$	25,428.46
%	5.65%

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

Board of Health

BOARD OF HEALTH DEPARTMENT SALARY INFORMATION FY2023 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	4/5	11/18/2019	\$ 109,776.79	\$ -	\$ 5,808.00	\$ 500.00	\$ -	\$ 116,084.79
Phavy Pheng	Health Agent	5	7/8/2002	\$ 77,978.87	\$ -	\$ 5,808.00	\$ 500.00	\$ 3,300.00	\$ 87,586.87
Joanne White	Head Administrative Clerk	5/6	8/14/2002	\$ 65,267.80	\$ -	\$ -	\$ 1,000.00	\$ 3,200.00	\$ 69,467.80
Shelagh Collins	Health Agent	4/5	2/11/2019	\$ 72,598.20	\$ -	\$ 5,808.00	\$ 500.00	\$ -	\$ 78,906.20
Christine West	P. H. Nurse I	5	5/12/2003	\$ -	\$ 45,695.06	\$ 3,432.00	\$ 267.00	\$ 1,760.00	\$ 51,154.06
Bethany Slack	Community Services Coordinator	1	9/7/2021	\$ -	\$ 36,916.69	\$ -	\$ -	\$ -	\$ 36,916.69
DEPARTMENT TOTAL				\$ 325,621.65	\$ 82,611.75	\$ 20,856.00	\$ 2,767.00	\$ 8,260.00	\$ 440,116.39

Total Full Time \$ 325,621.65
Total Part Time \$ 82,611.75
Total Overtime \$ 4,500.00
Total Contract \$ 31,883.00
Total Salaries \$ 444,616.39

BOARD OF HEALTH DEPARTMENT SALARY INFORMATION FY2023 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	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	5/6	8/14/2002	\$ 65,267.80			\$ 1,000	\$ 3,200	\$ 69,467.80
Shelagh Collins	Health Agent	4/5	2/11/2019	\$ 72,598.20		\$ 5,808.00	\$ 500		\$ 78,906.20
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 Services Coordinator	1	9/7/2021		\$ 36,916.69				\$ 36,916.69
DEPARTMENT TOTAL				\$ 325,621.65	\$ 82,611.75	\$ 20,856.00	\$ 2,767.00	\$ 8,260.00	\$ 440,116.39

Total Full Time \$ 325,621.65
Total Part Time \$ 82,611.75
Total Overtime \$ 4,500.00
Total Contract \$ 31,883.00
Total Salaries \$ 444,616.39

BOARD OF HEALTH DEPARTMENT SALARY INFORMATION FY2022 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	\$ 105,543.41	\$ -	\$ 5,808.00	\$ 500	\$ -	\$ 111,851.41
Phavy Pheng	Health Agent	5	7/8/2002	\$ 76,374.99	\$ -	\$ 5,808.00	\$ 500	\$ 2,800	\$ 85,482.99
Joanne White	Prin/Rec Clerk	7	8/14/2002	\$ 54,482.32	\$ -	\$ -	\$ 1,000	\$ 2,700	\$ 58,182.32
Shelagh Collins	Health Agent	3/4	2/11/2019	\$ 71,104.99	\$ -	\$ 5,808.00	\$ 500	\$ -	\$ 77,412.99
Christine West	P. H. Nurse I	4/5	5/12/2003	\$ -	\$ 44,755.20	\$ 3,432.00	\$ 267	\$ 1,493	\$ 49,947.53
Bethany Slack	Community Services	1	9/7/2021	\$ -	\$ 37,878.69				\$ 37,878.69
TBD	Asst Health Director			\$ -	\$ -				\$ -
DEPARTMENT TOTAL				\$ 307,505.71	\$ 82,633.89	\$ 20,856.00	\$ 2,767.00	\$ 6,993.33	\$ 420,755.93

Total Full Time \$ 307,505.71
Total Part Time \$ 82,633.89
Total Overtime \$ 4,500.00
Total Contract \$ 30,616.33
Total Salaries \$ 425,255.93

Board of Health

BOARD OF HEALTH

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 2,895	\$ 2,415	\$ 2,895	\$ 1,426	\$ 2,895	\$ 2,699	\$ 2,345	\$ 2,345	\$ 2,345	\$ 2,345

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)

Department	Town Mgr.	Fin Com
	200	200

Signs
Various signs as needed for the department
Chemicals
Recording fees necessary for nuisance liens, cease & desist orders, public health orders, etc.
Drugs & Supplies and Oper Drugs (ointments, pain relievers, cough suppressants)
Supplies (alcohol pads, gloves, syringes, padded mallets for lead specimens, diabetic test strips, cholesterol test strips, calibration controls, gauze pads, band-aids, general office supplies)
Standard Office Supplies (pens, paper, pads, padded mallets, printer cartridges, labels, etc.)

Total Supplies & Expenses

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

Contractual Obligations 51010-5190

	Car Allowance	Longevity	Sick Leave Incentive	Car Allowance for 3 Inspections and 1 Nurse @ \$22.00/day x 22 days/mo x 12 months
K. Bennett	\$ 5,808.00		\$ 500.00	
P. Pheng	\$ 5,808.00	\$ 3,300.00	\$ 500.00	
S. Collins	\$ 5,808.00		\$ 500.00	
C. West	\$ 3,423.00	\$ 3,200.00	\$ 267.00	
J. White		\$ 1,760.00	\$ 1,000.00	
B. Slack				

Subtotal Contractual Obligations

\$ -	\$ -	\$ -

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 9,026	\$ 8,826	\$ 9,026	\$ 8,990	\$ 22,464	\$ 13,478	\$ 22,464	\$ 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. Guyevsky 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 Plan, GIS, Soil, Land Maps & Lamination
MAHB (\$255), MHOA (\$240), NEHA (\$100), MEHA (\$120), REHS/RS License (\$130), CP-FS License (\$130), CEUs, RN License, 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

Biohazard Pick Up

Biological waste pick up cost

Total Contract Services

\$ 1,068	\$ 1,068	\$ 1,068
\$ 1,500	\$ 1,500	\$ 1,500
\$ 28,532	\$ 28,532	\$ 28,532

Building Department

Department Explanation

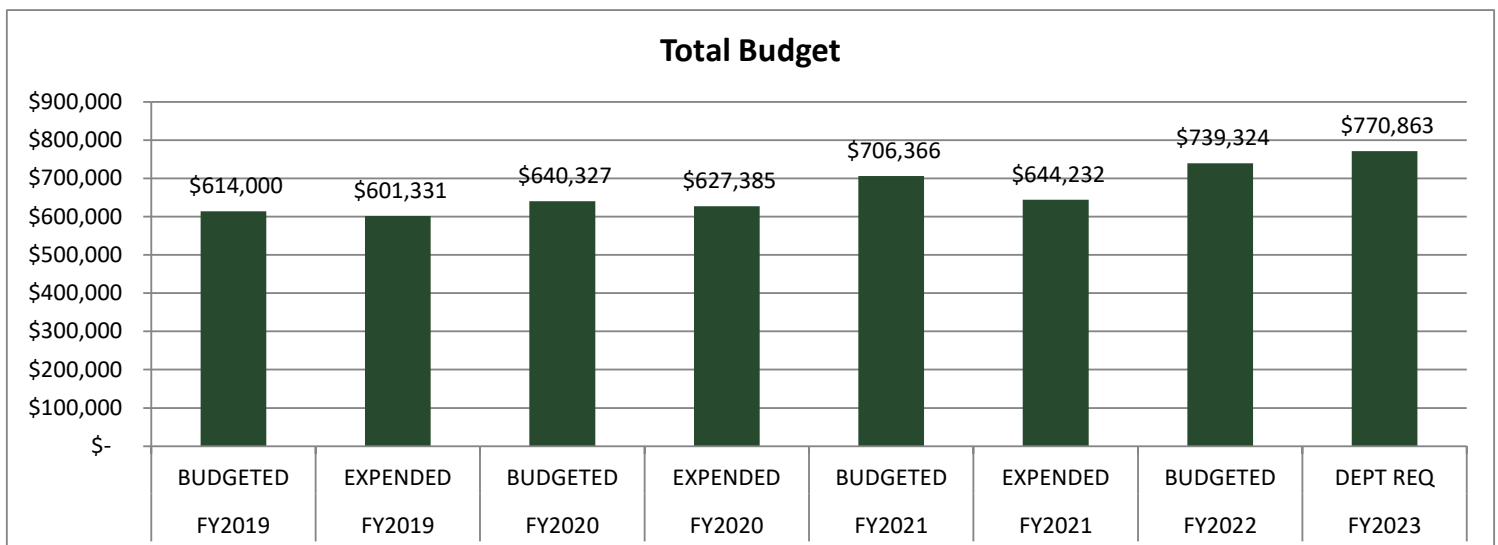
The Building Department is responsible for the review, inspection and permitting of new construction and/or alterations to any structures within the Town.

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 FY22 the Building Department addressed organizational deficiencies in the area known as Permit Alley. To make the organization more streamlined and effective, a department head from either Conservation, Building, or the Board of Health serves as the Director of Permitting Services. This Department Head oversees all three departments and helps facilitate cooperation between them. Mark LaLumiere, the Building Commissioner, serves as the Director of Permitting Services oversees Building, Conservation, and Board of Health. In FY2022 the budgets were still be separate for the most part except for supplies. In future budgets and as the department continues to take shape many items will be combined. For more background on Permit Alley please see below:

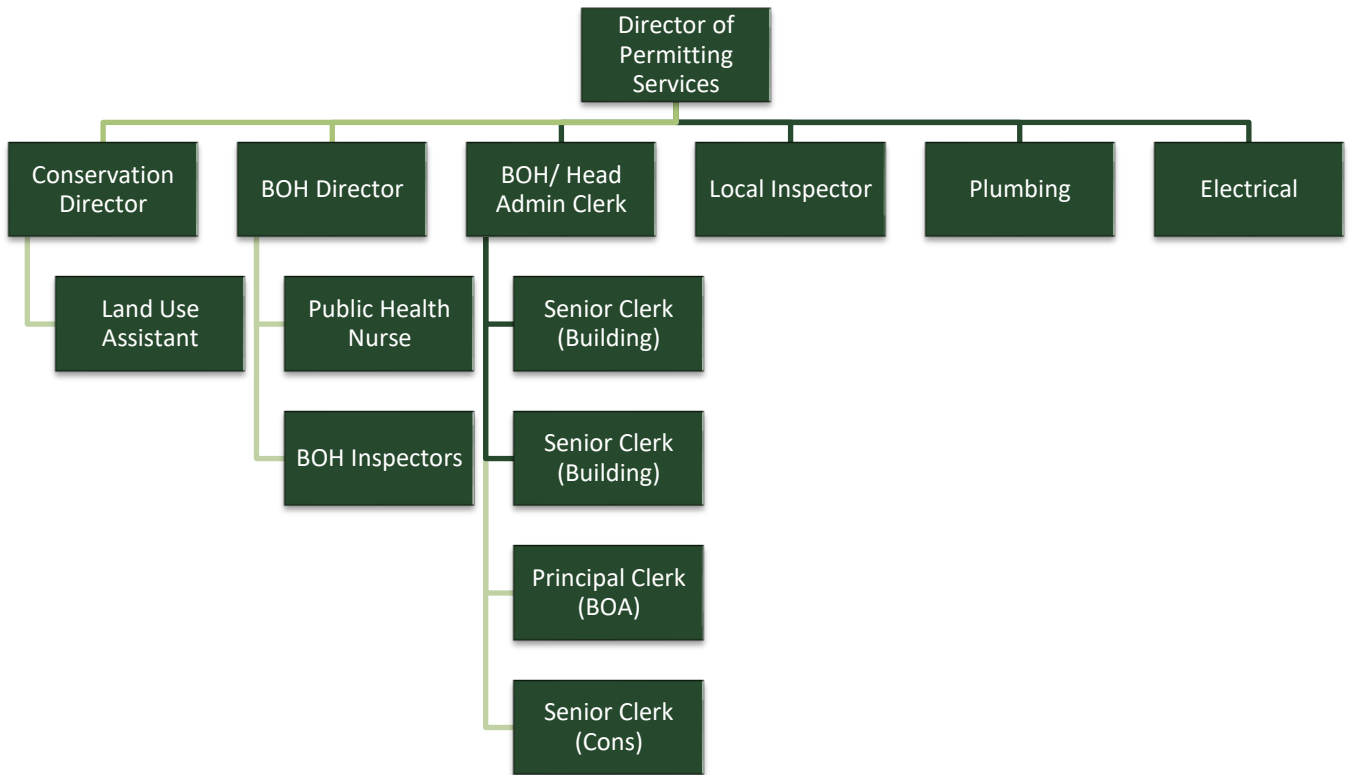
During the FY20 budget cycle the building department was moved into its new home in Permit Ally. Permit Ally is now a one stop shop for Conservation, Building, and Board of Health. The clerical staff moved together in one area to increase efficiency. No new positions were added, but the Board of Appeals Clerk is now included in the Building Department Budget. The Head Administrative Clerk of Permit Ally is listed under the Board of Health Budget.



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 Permitting Services (Building Commissioner).



Building Department

Program Services and Prior Year Update

The Building Department is charged with the enforcement of the Massachusetts State Building Code, Architectural Access Board Requirements, Town of Billerica Zoning By Law, and all other pertinent laws, including the State Electrical, Plumbing and Gas Codes.

The total fees collected by this department in FY21 \$1,361,885.00

PERMIT ISSUANCE INFORMATION

SINGLE FAMILY DWELLINGS	70
TOWN HOUSE / APARTMENT	6
FOUNDATION	78
EARTH MIGRATION	0
ADDITIONS	84
ALTERATIONS	534
ROOFING, SIDING, WINDOWS	570
SOLAR PANELS	124
STRUCTURES (POOLS, SHEDS, ETC.)	197
COMMERCIAL AND INDUSTRIAL	7
ADD. & ALT. TO COMM. / INDUS.	122
RE-OCCUPANCY PERMITS	18
DEMOLITIONS	35
WOOD STOVES	10
TRAILERS / TEMP. TENTS	16
TRENCH	62
SHEETMETAL	125

TOTAL PERMITS 1808

ESTIMATED CONSTRUCTION COST FOR BUILDING PERMITS:	\$ 154,801,650.00
TOTAL BUILDING PERMITS FEES COLLECTED:	\$1,118,058.00
TOTAL PLUMBING AND GAS FEES COLLECTED AND TURNED IN:	\$128,945.00
TOTAL PLUMBING AND GAS PERMITS ISSUED:	1737
TOTAL ELECTRICAL PERMIT FEES COLLECTED AND TURNED IN:	\$114,882.00
TOTAL ELECTRICAL PERMITS ISSUED:	624

ZONING REPORT

LICENSES (RESTAURANT / ALCOHOL)	29
ZONING SPECIAL PERMIT/VARIANCE REVIEWS	74
ZONING COMPLAINTS	45
NON-CRIMINAL CITATIONS	36
GENERAL CORRESPONDENCE	565

Building Department

BUILDING

Personnel Services

Full Time	\$ 537,585	\$ 537,585	\$ 562,012	\$ 562,012	\$ 624,051	\$ 607,987	\$ 655,259	\$ 694,548	\$ 694,548	\$ 694,548
Part Time/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Contractual Obligations	\$ 45,440	\$ 45,440	\$ 47,340	\$ 46,382	\$ 46,140	\$ 16,140	\$ 44,490	\$ 45,440	\$ 45,440	\$ 45,440
Total	\$ 593,025	\$ 593,025	\$ 619,352	\$ 618,394	\$ 680,191	\$ 634,127	\$ 714,749	\$ 754,988	\$ 754,988	\$ 754,988

Expenses

Supplies and Expenses	\$ 6,600	\$ 3,705	\$ 6,600	\$ 5,704	\$ 11,800	\$ 7,735	\$ 10,200	\$ 11,500	\$ 11,500	\$ 11,500
Contract Services/Leases	\$ 14,375	\$ 4,601	\$ 14,375	\$ 3,287	\$ 14,375	\$ 2,370	\$ 14,375	\$ 4,375	\$ 4,375	\$ 4,375
Warrant Articles										
Utilities										
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 20,975	\$ 8,306	\$ 20,975	\$ 8,991	\$ 26,175	\$ 10,105	\$ 24,575	\$ 15,875	\$ 15,875	\$ 15,875

TOTAL BUDGET

	\$ 614,000	\$ 601,331	\$ 640,327	\$ 627,385	\$ 706,366	\$ 644,232	\$ 739,324	\$ 770,863	\$ 770,863	\$ 770,863

Dep. Req. TM. Rec. Fin Com Rec.
FY2022 FY2023 FY2023 FY2023

Difference P Y \$ 31,538.50
% 4.27%

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
Head Administrative Clerk	1	1	1	1
Principal Clerk				
Senior Clerk	2	2	2	2
Total Staffing	8	8	8	8

Building Department

BUILDING DEPARTMENT SALARY INFORMATION FY2023 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	144,841.19	500.00	2,100.00	5,808.00	\$ 153,249.19
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 Guerreo	Local Inspector	5	5/30/2017	98,787.82	500.00		5,808.00	\$ 105,095.82
Stephanie Vitale	Senior Clerk	7	7/1/1995	53,185.82	1,000.00	3,900.00		\$ 58,085.82
Kim Smith	Senior Clerk	4/5	7/23/2018	49,064.62	1,000.00			\$ 50,064.62
Elizabeth Ellis	Principal Clerk	5/6	1/30/2017	52,304.84	1,000.00			\$ 53,304.84
DEPARTMENT TOTAL				\$ 694,547.76	\$ 5,500.00	\$ 10,900.00	\$ 29,040.00	\$ 739,987.76

Total Full Time	\$ 694,547.76
Total Part Time	\$ -
Total Overtime	\$ 15,000.00
Total Contract	\$ 45,440.00
Total	\$ 754,987.76

BUILDING DEPARTMENT SALARY INFORMATION FY2023 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	\$ 144,841.19	\$ 500.00	\$ 2,100.00	\$ 5,808.00	\$ 153,249.19
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 Guerreo	Local Inspector	5	5/30/2017	\$ 98,787.82	\$ 500.00		\$ 5,808.00	\$ 105,095.82
Stephanie Vitale	Senior Clerk	7	7/1/1995	\$ 53,185.82	\$ 1,000.00	\$ 3,900.00		\$ 58,085.82
Kim Smith	Senior Clerk	4/5	7/23/2018	\$ 49,064.62	\$ 1,000.00			\$ 50,064.62
Elizabeth Ellis	Principal Clerk	5/6	1/30/2017	\$ 52,304.84	\$ 1,000.00			\$ 53,304.84
DEPARTMENT TOTAL				\$ 694,547.76	\$ 5,500.00	\$ 10,900.00	\$ 29,040.00	\$ 739,987.76

Total Full Time	\$ 694,547.76
Total Part Time	\$ -
Total Overtime	\$ 15,000.00
Total Contract	\$ 45,440.00
Total	\$ 754,987.76

BUILDING DEPARTMENT SALARY INFORMATION FY2022 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	\$ 126,083.29	\$ 500.00	\$ 2,100.00	5,808.00	\$ 134,491.29
Daniel Vitale	Inspector of Wires	5	11/7/2005	\$ 96,755.95	\$ 500.00	\$ 2,800.00	5,808.00	\$ 105,863.95
Edward Sullivan	Plumbing & Gas Inspector	5	9/17/2012	\$ 96,755.95	\$ 500.00	\$ 1,650.00	5,808.00	\$ 104,713.95
TBD	Assistant Inspector of Buildings	1	7/1/2021	\$ 91,000.23	\$ 500.00		5,808.00	\$ 97,308.23
Chris Guerreo	Local Inspector	4/5	5/30/2017	\$ 92,574.01	\$ 500.00		5,808.00	\$ 98,882.01
Olivia Canario	Head Administrative Clerk	2/3	3/12/2018	\$ 55,567.83	\$ 500.00			\$ 56,067.83
Stephanie Vitale	Senior Clerk	7	7/1/1995	\$ 52,091.89	\$ 1,000.00	\$ 3,900.00		\$ 56,991.89
Kim Smith	Senior Clerk	2/3	7/23/2018	\$ 44,430.11	\$ 1,000.00			\$ 45,430.11
DEPARTMENT TOTAL				\$ 655,259.26	\$ 5,000.00	\$ 10,450.00	\$ 29,040.00	\$ 699,749.26

Total Full Time	\$ 655,259.26
Total Part Time	
Total Overtime	\$ 15,000.00
Total Contract	\$ 44,490.00
Total	\$ 714,749.26

Building Department

DESCRIPTION DETAIL

BUILDING DEPARTMENT

	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FNCOM REC
	\$ 6,600	\$ 3,705	\$ 6,600	\$ 5,704	\$ 11,800	\$ 7,735	\$ 10,200	\$ 11,500	\$ 11,500	\$ 11,500

Supplies and Expenses

Publications/Books

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

Department	Town Mgr.	Fin Com
\$ 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

To purchase tablets for inspectors, utilize existing capabilities of People GIS (permitting software)
5 tablets total protective cases, wireless keyboards

\$ 4,000	\$ 4,000	\$ 4,000

Tablets Service

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

\$ 11,500	\$ 11,500	\$ 11,500

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FNCOM REC
\$ 14,375	\$ 4,601	\$ 14,375	\$ 3,287	\$ 14,375	\$ 2,370	\$ 14,375	\$ 4,375	\$ 4,375	\$ 4,375

Department Town Mgr. Fin Com

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

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.

Due to the increased role of the Emergency Management Director the Town will be raising his salary.

Emergency Management

	ENCY MANAGEMENT SERVICES											
	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC		
1el/ Services												
Full Time	\$ 12,581	\$ 12,581	\$ 12,581	\$ 12,933	\$ 13,231	\$ 13,231	\$ 13,509	\$ 52,000	\$ 52,000	\$ 52,000		
Part Time/Seasonal												
Overtime												
Contractual Obligations												
Total	\$ 12,581	\$ 12,581	\$ 12,581	\$ 12,933	\$ 13,231	\$ 13,231	\$ 13,509	\$ 52,000	\$ 52,000	\$ 52,000		
35												
Supplies and Expenses	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000		
Contract Services/Leases	\$ 5,400	\$ 4,327	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400		
Utilities												
Capital Outlay												
Total Expenses	\$ 13,400	\$ 12,327	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400		
BUDGET	\$ 25,981	\$ 24,908	\$ 25,981	\$ 26,333	\$ 26,631	\$ 26,631	\$ 26,909	\$ 65,400	\$ 65,400	\$ 65,400		
Dep. Req. TM. Rec. Fin Com Rec.												
	FY2022	FY2023	FY2023	FY2023	FY2023	FY2023						
Position	PTE	PTE	PTE	PTE	PTE	PTE						
Director	1	1	1	1	1	1						
Total Staffing	1	1	1	1	1	1						

Difference PY \$ 38,491
% 143.04%

Emergency Management

EMERGENCY MANAGEMENT DEPARTMENT SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	BASE SALARY	TM RECOMM.
William Laurendeau	Director	\$ 52,000.00	\$ 52,000.00
DEPARTMENT TOTAL		\$ 52,000.00	\$ 52,000.00

EMERGENCY MANAGEMENT DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	BASE SALARY	TOTAL SALARY BENEFIT
William Laurendeau	Director	\$ 52,000.00	\$ 52,000.00
DEPARTMENT TOTAL		\$ 52,000.00	\$ 52,000.00

EMERGENCY MANAGEMENT DEPARTMENT SALARY INFORMATION FY2022 BUDGET

NAME	POSITION	BASE SALARY	TM RECOMM.
William Laurendeau	Director	\$ 13,509.00	\$ 13,509.00
DEPARTMENT TOTAL		\$ 13,509.00	\$ 13,509.00

Emergency Management

CIVIL DEFENSE

DESCRIPTION/DETAIL											
FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023	FY2023	
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ.	TM REC.	FIN COM REC.		
\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 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

Training aids/publications for EMA members

Total Supplies & Expenses

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023		
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ.	TM REC.	FIN COM REC.		
\$ 5,400	\$ 4,327	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	Department	Town Mgr. Fin Com

Contract Services/Leases

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

\$5,400	\$5,400	\$5,400	\$5,400



Animal Control

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.

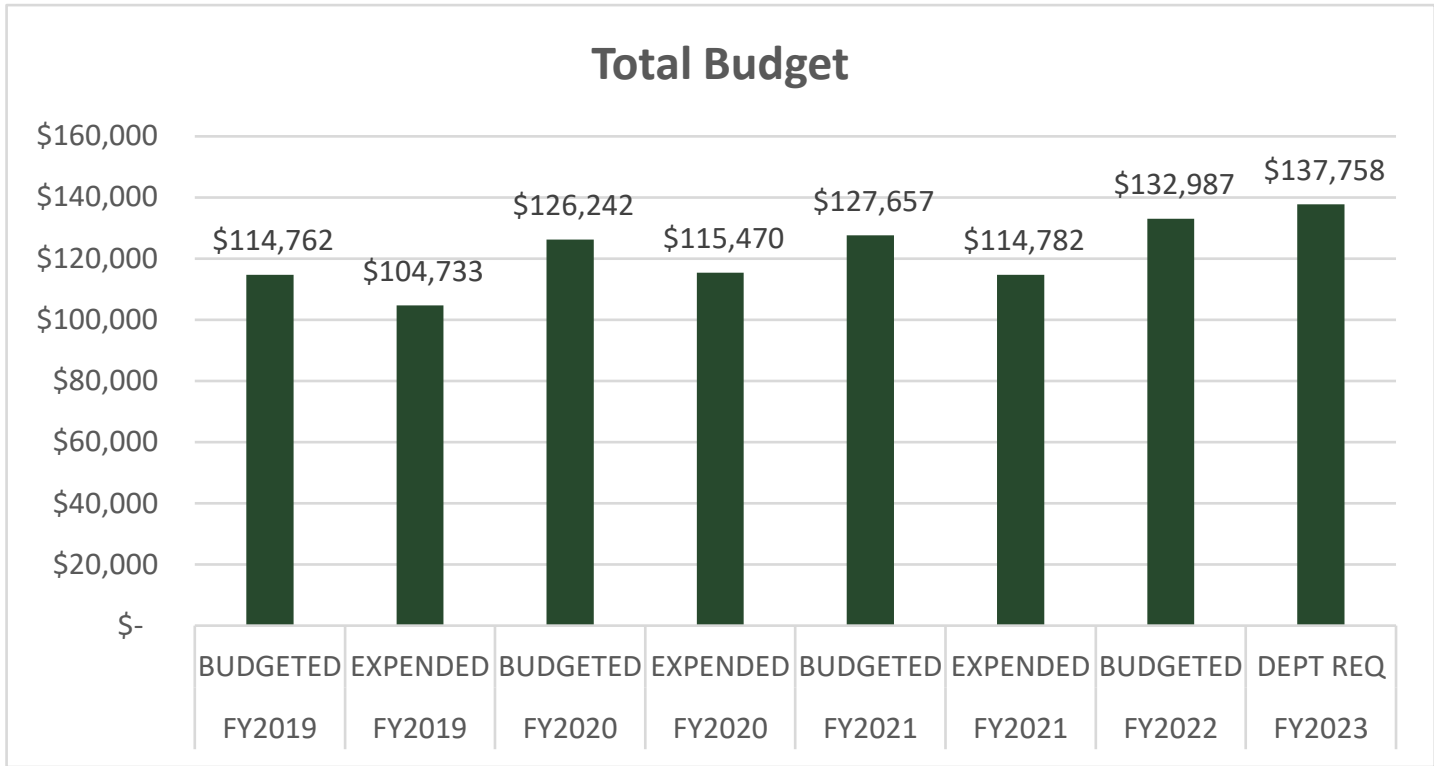
The Town also has an agreement that our Animal Control is partially shared with Tewksbury. They contribute \$3,000 a month towards this budget.



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 increase in their budget this year due to step increases. One Animal Control Officer is also funded by Tewksbury. This salary is not realized in the budget number.



ANIMAL CONTROL OFFICER

Personnel Services	Full Time	\$ 61,040	\$ 59,617	\$ 67,499	\$ 63,844	\$ 63,626	\$ 63,626	\$ 66,457	\$ 67,852	\$ 67,852	\$ 67,852
	Part Time/Seasonal	\$ 21,522	\$ 21,522	\$ 22,393	\$ 22,393	\$ 28,981	\$ 27,753	\$ 31,481	\$ 32,380	\$ 32,380	\$ 32,380
	Overtime	\$ 14,000	\$ 7,940	\$ 14,000	\$ 10,228	\$ 14,000	\$ 5,980	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
	Contractual Obligations	\$ 700	\$ 500	\$ 2,350	\$ 1,650	\$ 2,550	\$ 2,150	\$ 2,550	\$ 5,025	\$ 5,025	\$ 5,025
	Total	\$ 97,262	\$ 89,579	\$ 106,242	\$ 98,115	\$ 109,157	\$ 99,509	\$ 114,487	\$ 119,258	\$ 119,258	\$ 119,258

Expenses	Supplies and Expenses	\$ 5,500	\$ 5,142	\$ 6,500	\$ 5,232	\$ 6,500	\$ 4,853	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
	Contract Services/Leases	\$ 5,000	\$ 4,534	\$ 6,500	\$ 5,123	\$ 6,500	\$ 5,676	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
	Utilities	\$ 7,000	\$ 5,478	\$ 7,000	\$ 7,000	\$ 5,500	\$ 4,744	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Expenses	\$ 17,500	\$ 15,154	\$ 20,000	\$ 17,355	\$ 18,500	\$ 15,273	\$ 18,500	\$ 18,500	\$ 18,500	\$ 18,500

TOTAL BUDGET	\$ 114,762	\$ 104,733	\$ 126,242	\$ 115,470	\$ 127,657	\$ 114,782	\$ 132,987	\$ 137,758	\$ 137,758	\$ 137,758

Position	FY2022		Dep. Req. FY2023		TM. Rec. FY2023		Fin Com Rec. FY2023				
	FTE		FTE		FTE		FTE		\$	2,915	Difference PY \$ 4,770
Animal Control Officer	1		2		2		2				
A/C Part Time	0.5		0.5		0.5		0.5			2.31%	% PY 3.59%
Total Staffing	1.5		2.5		2.5		2.5				

Animal Control

ANIMAL CONTROL DEPARTMENT SALARY INFORMATION FY2023 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	\$ 67,852.34	\$ 400.00	\$ 1,650.00	\$ 69,902.34
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
DEPARTMENT TOTAL				\$ 100,232.68	\$ 900.00	\$ 4,125.00	\$ 105,257.68

Tewksbury \$3,000 per month

Total Full Time	\$	67,852.34
Total Part Time	\$	32,380.35
Total Contract	\$	5,025.00
Overtime	\$	14,000.00
Total	\$	119,257.68

ANIMAL CONTROL DEPARTMENT SALARY INFORMATION FY2023 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	\$ 67,852.34	\$ 400.00	\$ 1,650.00	\$ 69,902.34
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
DEPARTMENT TOTAL				\$ 100,232.68	\$ 900.00	\$ 4,125.00	\$ 105,257.68

Total Full Time	\$	67,852.34
Total Part Time	\$	32,380.35
Total Contract	\$	5,025.00
Overtime	\$	14,000.00
Total	\$	119,257.68

ANIMAL CONTROL DEPARTMENT SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Gualtieri, Christine	Animal Control Officer	5	10/14/2013	\$ 66,456.74	\$ 400.00	\$ 1,650.00	\$ 68,506.74
Chmiel, Ashley	Animal Control Officer	4/5	9/20/2017		\$ 500.00		\$ 500.00
Smith, Casey	P/T Asst. Animal Control	4/5	9/13/2017	\$ 31,480.67			\$ 31,480.67
DEPARTMENT TOTAL				\$ 97,937.42	\$ 900.00	\$ 1,650.00	\$ 100,487.42

Total Full Time	\$	66,456.74
Total Part Time	\$	31,480.67
Total Contract	\$	2,550.00
Overtime	\$	14,000.00
Total	\$	114,487.42

DOG OFFICER

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FIN COM REC
\$ 5,500	\$ 5,142	\$ 6,500	\$ 5,232	\$ 6,500	\$ 4,853	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500

Department Town Mgr. Fin Com

Supplies and Expenses

Food, equipment, Uniforms									
Building Supplies							\$ 6,500	\$ 6,500	\$ 6,500
Vehicle repairs							.		
Total Supplies & Expenses							\$ 6,500	\$ 6,500	\$ 6,500

TOTAL

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FIN COM REC
\$ 5,000	\$ 4,534	\$ 6,500	\$ 5,123	\$ 6,500	\$ 5,676	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500

Department Town Mgr. Fin Com

Contract Services/Leases

Forms									
Professional									
Disposal of Dead Animals							\$ 6,500	\$ 6,500	\$ 6,500
MSPCC Angel							\$ 6,500	\$ 6,500	\$ 6,500
Fees & Membership									
Mass Animal Control Association									
Total Contract Services							\$ 6,500	\$ 6,500	\$ 6,500

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FIN COM REC
\$ 7,000	\$ 5,478	\$ 7,000	\$ 7,000	\$ 5,500	\$ 4,744	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500

Department Town Mgr. Fin Com

Utilities

Dog Pound									
Heat/Fuel							\$ 5,500	\$ 5,500	\$ 5,500
Total Utilities							\$ 5,500	\$ 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.

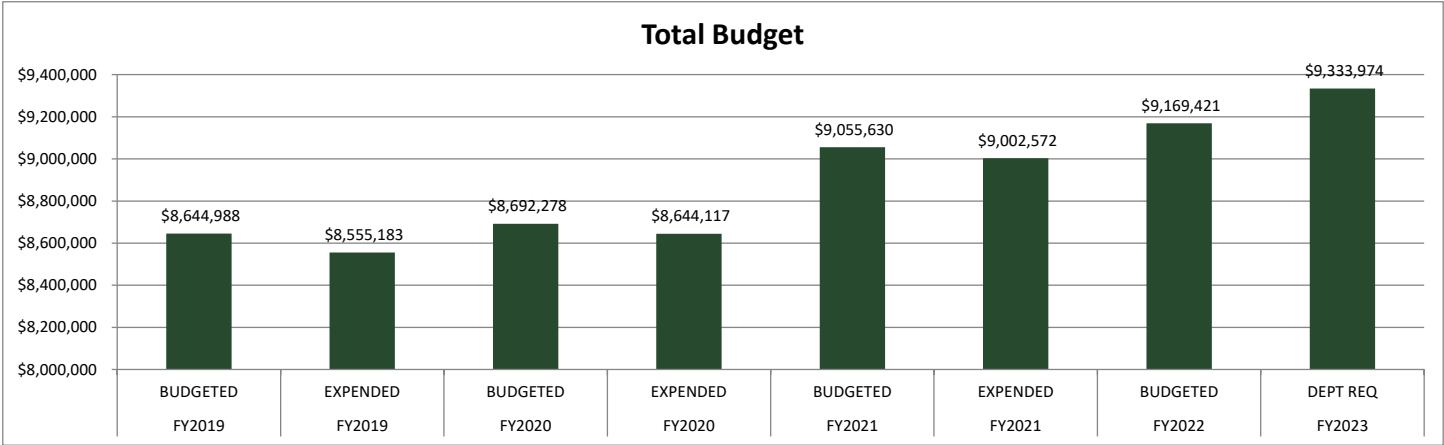
The Department also continues to provide residents with the best possible fire protection, fire prevention education, and inspectional services possible.

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

In FY23 budget this year will only see a 1.79% increase this year. This is split between a retirement incentive, for Deputy Ferraro, an overtime increase, and an increase in the expense line account.

In FY21 the department started the process of implementing the department reorganization. The organizational chart is below!



Fire Department

Programs and Services / Update

Under the Fire Prevention Bureau the department has services that touch people of all ages throughout the community. One of the programs that have seen success is the S.A.F.E. Program. This program is aimed towards seniors and children and educates them about fire safety. The Department also works with residents and business on inspections, fire alarm activations, and prevention of fires. The Special Operations division deals with Technical rescues, water rescues, and HazMat issues. The Department also has multiple specialty positions including grant writer, S.A.F.E. coordinator, FF Mechanics, and many more.

The Operations Division is the part of a Fire Department residents would be most familiar with. This Division is split into an engine company and a ladder company.

Engine Company

The Engine Company is the basic unit of a Fire Department. It provides the primary firefighting agent – water – and the personnel to use it at the fireground. The objectives of an Engine Company include rescuing victims, protecting exposures, confining the fire, extinguishing the fire, and overhauling the fireground. All but the last of these objectives are carried out in an atmosphere of flame and smoke. Therefore, it is essential that fire fighters understand the nature of fire and the factors that affect its spread, including building construction, type of occupancy, and types of fuel available to the fire.

Ladder Company

Ladder companies are sometimes called “truck” companies. Ladder Company operations include planning, personnel, equipment, and training that are coordinated in an efficient manner. The ladder company provides access to, and exits for, all parts of a fire building. Ladder company crews also are responsible for removing heat, smoke and gases to allow greater visibility and permit engine company crews to move rapidly and safely within a fire building or exposed buildings. These examples do not by any



Fire Department

means include all the duties of a ladder company, but they do illustrate two important points about ladder company work.

Below is a Excerpt from the Fire Department Annual Report

The primary objective is to keep Billerica a safe and well prepared community. Through continuous and current training in mitigation of fire and medical emergencies, hazardous conditions and rescues we are able to uphold and enhance our commitment to protect our residents and their property. We have been able to continue our efforts in prevention of fires and emergencies through our inspectional services as well as the S.A.F.E. (Student Awareness of Fire Education) and Senior S.A.F.E. (Senior Awareness of Fire Education) Programs. We have expanded our working relationships with the police, paramedics, and teachers to train middle school children in CPR. The COVID-19 pandemic has affected some of our program delivery, but our policies and procedures were adapted to continue the expected level of emergency response.

The Billerica Fire Department responded to 5735 incidents during the fiscal year 2021.

Response Type:	# of Responses
Animal Control	16
Assist Public	19
Bomb Threat	0
Box Alarm	214
Box Service	117
Brush Fire	51
Building Fire	36
Burning Complaint	84
Burn Permits Issued	759
Carbon Monoxide	109
Code Enforcement	6
Dumpster Fire	4
Electrical Problem	13
Elevator Emergency	5

Fire Alarm Activation	219
Fire Drill - Other	0
Fire Drill - School	25
Gas Leak	2
Hazardous Materials	23
House Lockout	25
Hydrant Inspection /Shoveling	42
Investigations	175
Medical Emergency Call	3228
Mutual Aid (Given or Received)	40
Odor of Gas	83
Public Relations	16
Rescue	3
Residential Alarm	115

Fire Department

Special Incident	12
Vehicle Accident	73
Vehicle Fire	19
Total Runs:	5735

Vehicle Lockout	118
Water Problem	31
Wires Arcing	53

TRAINING ACTIVITY DURING FISCAL YEAR 2021

During the year Billerica Firefighters received new or continuous training on the following topics:

Fire/Rescue Training

- Pump operations and Hydraulics review
- Hydrant Assist Valve review
- Mass Fire Academy – Recruit training
- Operation of master stream appliances
- Aerial operations
- Foam equipment & large diameter hose
- Brush fire equipment
- Tank Truck and Portable Pumps
- Ice/Water Rescue
- Ice Rescue Technician
- Boat refresher
- Vehicle Stabilization & Extrication
- Compressor SCBA filling review
- Portable Hydraulic Jaws
- Forcible Entry
- Rapid Intervention Team (RIT) refresher
- Ground Ladder review
- Portable Fire Extinguishers
- Building Construction
- Vacant Building Safety
- Rope Rescue
- Trench Rescue
- Water Supply

Medical Training

- NCCR curriculum
- CPR & Narcan Refresher
- Asthma Treatment
- Treatment & Transport of Obese
- Allergic Reaction Management
- Carbon Monoxide Poisoning
- Traumatic Brain Injury
- Narcotics Overdose
- 51A – Mandated Reporter

Driver Training

- First 15 Minutes of Roadway Safety
- Annual Driving Review

Officer and Administrative Training

- Incident Command System 100,200,700
- OSHA 30
- Quarterly Captains Meetings

Hazardous Materials Training

- HAZMAT Decon

Building Tours

- Tewksbury LNG Plant

Fire Department

- Verizon building
- School Fire & ALICE drills
- 164 Lexington Rd

The Training Division was adversely affected by the COVID-19 pandemic beginning in March 2020 and throughout FY21. With the sporadic inability to put groups of members together and contact restricting policies, we relied on online training programs to refresh and maintain the skills for fire/rescue and medical training. The Training Division would like to thank all Billerica Town Departments, the School Department and the Billerica Emergency Management for their continued assistance. We would also like to thank and acknowledge Lantheus Medical Imaging, the Gutierrez Company and Holland Used Auto Parts for the use of their equipment and facilities in many of our training sessions.

MAINTENANCE OF EQUIPMENT

The following equipment was inspected, calibrated, tested, repaired or replaced as part of the ongoing maintenance and testing program:

- Independent testing, certification and repair of all SCBA equipment
- Independent testing and repair of all ground ladders
- Independent testing, certification and repair of aerial ladder
- Independent certification and testing of the Cascade and Compressor System
- Maintain and repair all radio equipment
- Replace out of date radio equipment
- Independent Pump testing ,certification and repair of all pumping apparatus
- Testing, inspection and repair of all hose
- Replacement of damaged hose
- Maintain thermal imaging cameras
- Maintain and repair department boats and motors
- Calibration and repair of all gas meters and radiation detection equipment
- Maintain and repair gas powered saws and fans
- Maintain all computer and related equipment
- Replacement or repair of protective clothing per NFPA 1851 standard
- Inspection and records of protective clothing per NFPA 1851 standard

FIRE PREVENTION BUREAU

Fire Department

The fourth quarter of FY20 was challenging for the Fire Prevention Bureau. With the shutdown, we had reduction of Building Plans Reviews, Fire/Life Safety permits, and Certificates of Compliance (sale of home inspections). Annual Fire Code Permitting and required Fire Code Inspections suffered significant delays. The statistics reflect what happened in the Town.

PERMITS ISSUED

Open Air Burning	759	Hot Work/Welding	71
Aboveground/Underground tanks (new)	3	Propane (Install & Storage)	64
Building Radio Amplifier	5	Oil Burner	104
Blasting	3	Certificate of Occupancy-Residential	50
Cannon and Mortar	0	Certificate of Occupancy-Commercial	60
Carbon Monoxide Alarm Systems (comm.)	0	Sprinkler System	101
Carbon Monoxide Alarm Systems (resid.)	233	Fire Suppression Systems	11
Residential Fire Alarm Systems	233	Tank Removals	1
Certificate of Compliance	705	Haz-Mat Fire Code Permits	368
Fire Alarm Systems (comm.)	94	Industrial Ovens	10
Fire Works	0	Black Powder	1
Flammable/Combustible Liquids	0	Flammable Solids	0
Aerosols	0	Gases and Cryogenics	0
Storage of Explosives	0	Dust Operations	0
Hot work Operations	0	Haz-Mat processing	0
Ovens and Furnaces	0		
Building plans and Projects			
Planning and Zoning Board Projects			
Fire Protection/Detection Testing Reports Reviewed			

PLANS REVIEW

Total Permits Issued 2,876

Fire Department

RECORDS REQUEST

Public Records Requests and Insurance Notices	125
Continuing Education/Training Classes	80

INSPECTIONS/RE-INSPECTIONS

Annual/Quarterly	21	Fireworks/First Light Sweep	0
Aboveground/Underground Tanks	3	Industrial Ovens and Furnaces	34
Flammable/Combustible Storage	233	Hot Work 'Fixed Location'	53
Fire Drills (Incl. Schools & Businesses)	45	Fire Alarm Systems	38
Alcohol/Life Safety	28	Sprinkler Systems-Rough and Final	27
Certificate of Compliance-Smoke Detector	705	Suppression Systems	4
Certificate of Compliance-CO Detector	705	Building Radio Amplifier	5
Black Powders	1	Carbon Monoxide Alarm Systems	50
Oil Burners	45	Certificate of Occupancy-Commercial	50
Propane	37	Certificate of Occupancy-Residential	60
Tank Removal	1		

INVESTIGATIONS

Fire Cause and Origin	36
Code Enforcement	51
Red Tags	39
Car Fire (FP-33)	19

Fees Collected	\$56,900.00

Fire Department

S.A.F.E (STUDENT AWARENESS of FIRE EDUCATION)

The following are the activities and accomplishments of the Student S.A.F.E. (Student Awareness of Fire Education) program for 2021. This program has been severely affected by COVID-19 again this year.

The S.A.F.E. program continued to suspend its' CPR/AED program for all 6th grade students in town.

Middlesex Sheriff Department Youth Public Safety Camp was cancelled for another year due to the pandemic.

Fire Prevention Week- We hosted our annual Fire Department Open House during Fire Prevention Week. Attendance was up from the previous year. Firefighters distributed safety flyers, activity books and more. It was an opportunity for firefighters to discuss fire prevention topics and answer questions from the public. It's an important part of our community risk-reduction mission.

SENIOR S.A.F.E. (SENIOR AWARENESS of FIRE EDUCATION)

Senior SAFE in person actions were minimized during FY21 due to the pandemic and safety considerations to our seniors. Coordinator Captain Bill Paskiewicz in conjunction with the Billerica Council on Aging slowly began to resume in home visits in the Spring of 2021 and hope to regain momentum in the program during the next year. In addition to checking and installing smoke detectors, Captain Paskiewicz spoke to seniors on the following subjects:

- Guidelines from the Department of Fire Services Curriculum Guide Book
- NFPA 'Remember When'
- 'Come Grow Old with Me'
- 'Keep Warm, Keep Safe' program
- Holiday Cooking program
- Smoke alarm testing
- Carbon monoxide alarm testing
- Smoking dangers
- Cooking safety and burns
- Electrical hazards
- Home heating hazards
- Candle safety
- Trip hazards
- Oxygen safety

During home visits elderly residents were taught safety in their homes. Also during visits, alarms were tested and checked for expiration dates and replaced if necessary. Homes were also checked to be sure that house

Fire Department

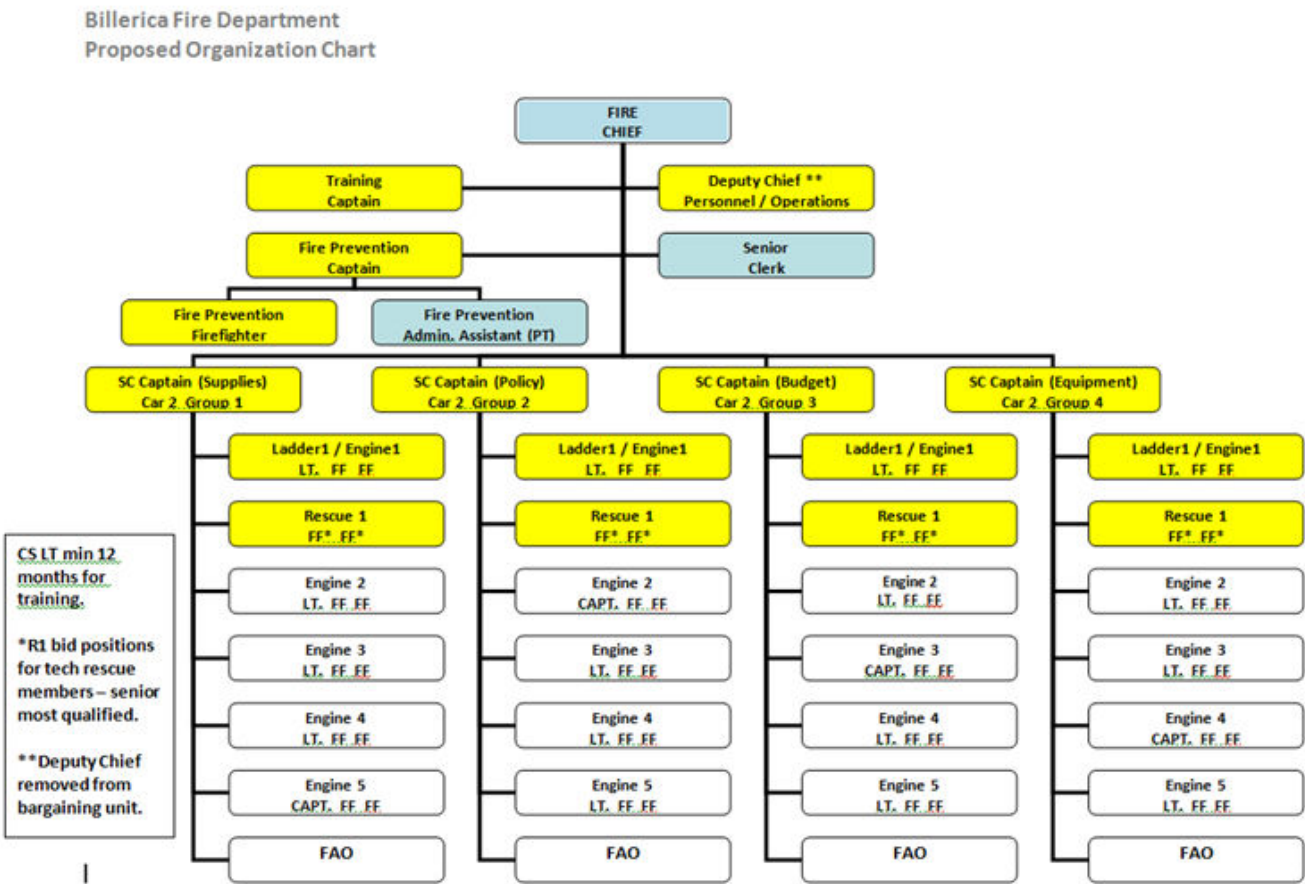
numbers were properly visible for incident response. During emergency response, department personnel identify needs and communicate with the Council on Aging liaison to ensure that seniors are offered all available services, including free smoke detectors.

Members installed smoke and carbon monoxide detectors and changed batteries where necessary. This was possible with units donated by the American Red Cross and through donations from Lantheus Medical Imaging and O’Connor Hardware. COVID-19 impacted the ability to get into the homes of seniors, but emergency visits and installations were not affected.

The Billerica Fire Department would like to thank all other Town Departments and Town Officials for their help and cooperation throughout the year.

BILLERICA FIRE DEPARTMENT

ORGANIZATION CHART



Fire Department

FIRE DEPARTMENT
SALARY INFORMATION FY2023 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 BENERT
Robert Cole	Fire Chief	25 Yr.	1/23/1995	176,930.00		-	-		-	-	-	176,930.00
Thomas Ferraro	Deputy Chief	25 Yr.	5/5/1985	144,841.19	1526.1	-					-	146,367.29
Stephen Kennedy	Deputy Chief	20 Yr.	4/8/2001	118,150.63		275.00	6,700.00	-	500.00	6,840.00	-	132,465.63
Erik Szymanski	Captain	20 Yr.	11/26/1998	103,318.03		-	6,700.00	4,850.00	1,500.00	5,990.00	-	122,358.03
Steven Jenkins	Captain (SC)	25 Yr.	5/18/1987	109,609.98		400.00	6,700.00	5,150.00	500.00	6,350.00	-	128,709.98
Daniel LeClerc	Captain (SC)	25 Yr.	7/18/1993	109,609.98		400.00	5,500.00	5,150.00	500.00	6,350.00	-	127,509.98
William Paskiewicz	Captain	25 Yr.	7/18/1993	106,417.57		400.00	5,500.00	5,000.00	1,500.00	6,165.00	-	124,982.57
Matthew Battcock	Captain (SC)	20 Yr.	11/27/1998	103,017.81		-	5,500.00	4,840.00	500.00	5,970.00	-	119,827.81
Joseph Bukoiemski	Captain	25 Yr.	7/25/1998	109,609.98		500.00	5,500.00	5,150.00	1,500.00	6,350.00	-	128,609.98
James Miner	Captain	25 Yr.	7/18/1993	106,417.57		275.00	6,700.00	-	7,352.97	6,165.00	-	126,910.54
David Feyler	Captain	25 Yr. **	11/29/1993	106,417.57		500.00	5,500.00	5,000.00	6,352.97	6,165.00	-	129,935.54
Phillip Tammaro	Captain	25 Yr.	7/18/1993	106,417.57		400.00	5,500.00	5,000.00	-	6,165.00	-	123,482.57
Thomas Joyce	Lieutenant	25 Yr.	5/12/1985	92,881.53		275.00	5,500.00	4,380.00	500.00	5,390.00	-	108,926.53
David Forziati	Lieutenant	20 Yr.	6/14/1997	92,881.53		400.00	1,440.00	4,380.00	1,500.00	5,390.00	-	105,991.53
Robert McIntyre	Lieutenant	20 Yr.	1/2/1998	91,534.07		-	5,500.00	4,320.00	-	5,390.00	-	106,744.07
David Mahoney	Lieutenant	20 Yr.	4/4/2001	90,176.24		-	1,680.00	4,250.00	500.00	5,230.00	-	101,836.24
Joseph Brangwynne	Lieutenant	10 Yr.	5/28/2010	85,424.85		400.00	8,000.00	4,030.00	500.00	4,960.00	-	103,314.85
William King	Lieutenant	15 Yr.	3/5/1999	90,176.24		-	5,500.00	4,250.00	500.00	5,230.00	-	105,656.24
Jeff Strunk	Lieutenant	20 Yr. **	5/27/2010	90,176.24		-	6,700.00	4,250.00	500.00	5,230.00	-	106,856.24
Thomas Larkin	Lieutenant	20 Yr.	4/5/2001	90,176.24		-	5,500.00	4,250.00	1,000.00	5,230.00	-	106,156.24
Michael Iannelli	Lieutenant	10 Yr.	5/29/2010	85,424.85		400.00	5,500.00	4,030.00	500.00	4,960.00	-	100,814.85
Stephen Burgoyne	Lieutenant	5 Yr.	7/13/2013	83,536.68		400.00	6,700.00	3,950.00	500.00	4,850.00	-	99,936.68
Stephen Morrison	Lieutenant	5 Yr.	1/8/2012	85,424.85		-	6,700.00	4,030.00	500.00	4,960.00	-	101,614.85
Christopher Roberts	Lieutenant	5 Yr.	7/14/2013	83,536.68		-	5,500.00	3,950.00	500.00	4,850.00	-	98,336.68
Josephe Venezia	Lieutenant	5 Yr.	7/15/2013	83,536.68		500.00	2,520.00	3,950.00	1,500.00	4,850.00	-	96,856.68
Daniel Barilla	Lieutenant	10 Yr.	4/22/2007	87,635.97		400.00	5,500.00	4,130.00	500.00	5,085.00	-	103,250.97
Joseph Duggan	Lieutenant	20 Yr. **	8/14/1999	91,572.97		500.00	2,700.00	4,320.00	1,000.00	5,310.00	-	105,402.97
Lawrence Bavis	Lieutenant	25 Yr.	7/18/1993	89,914.36		-	2,220.00	4,240.00	-	5,220.00	-	101,594.36
Thomas Maloney	Firefighter	25 Yr.	7/18/1993	79,900.97		275.00	5,500.00	3,775.00	15,980.19	4,640.00	-	110,071.16
John McLaughlin	Firefighter	25 Yr.	7/25/1993	79,900.97		-	5,500.00	3,775.00	500.00	4,640.00	-	94,315.97
James Harries	Firefighter	25 Yr.	10/31/1994	79,900.97		-	8,000.00	3,775.00	500.00	4,640.00	-	96,815.97
John Spinoso	Firefighter	25 Yr.	10/28/1995	79,900.97		-	2,220.00	3,775.00	15,980.19	4,640.00	-	106,516.16
Matthew Famolare	Firefighter	25 Yr.	10/29/1995	81,138.54		-	5,500.00	3,830.00	500.00	4,710.00	-	95,678.54
Joshua Gillis	Firefighter	20 Yr.	6/13/1997	79,900.97		-	-	3,775.00	-	4,640.00	-	88,315.97
Shawn Cantrell	Firefighter	20 Yr.	1/3/1998	81,104.17		400.00	3,660.00	3,830.00	1,500.00	4,780.00	-	95,274.17
Erik Ciampa	Firefighter	20 Yr.	11/28/1998	77,573.76		-	5,500.00	3,670.00	500.00	4,510.00	-	91,753.76
Paul Dinsmore	Firefighter	20 Yr.	11/29/1998	77,573.76		-	5,500.00	3,670.00	500.00	4,510.00	-	91,753.76
Marc Annese	Firefighter	20 Yr.	6/25/2000	75,095.60		500.00	2,100.00	3,550.00	-	4,365.00	-	85,610.60
Gary daSilva	Firefighter	20 Yr.	4/3/2001	77,573.76		-	5,500.00	3,670.00	500.00	4,510.00	-	91,753.76
Justin Bates	Firefighter	20 Yr.	4/7/2001	75,095.60		400.00	2,580.00	3,550.00	500.00	4,365.00	-	86,490.60
Mark Goodwin	Firefighter (RT)	15 Yr.	9/23/2001	79,900.99		-	1,140.00	3,775.00	500.00	4,640.00	-	89,955.99
Joseph Keane	Firefighter	15 Yr.	2/26/2005	75,154.19		-	5,500.00	3,550.00	500.00	4,370.00	-	89,074.19
Shawn O'Connor	Firefighter	15 Yr.	2/27/2005	72,753.33		275.00	-	3,440.00	500.00	4,230.00	-	81,198.33
Charles McDevitt	Firefighter	15 Yr. **	11/14/2006	78,775.29		275.00	1,440.00	3,720.00	500.00	4,580.00	-	89,290.29
John Conway	Firefighter (RT)	10 Yr.	9/7/2007	77,037.99		-	2,760.00	3,640.00	2,500.00	4,500.00	-	90,437.99
Keith McDonald	Firefighter	10 Yr.	9/8/2007	74,794.43		-	2,400.00	3,540.00	-	4,365.00	-	85,099.43
Kevin O'Brien	Firefighter	10 Yr.	9/9/2007	72,366.37		275.00	-	3,425.00	-	4,230.00	-	80,296.37
Richard Gutierrez	Firefighter (RT)	10 Yr.	7/5/2008	75,259.54		-	2,400.00	3,560.00	500.00	4,375.00	-	86,094.54
Andrew Avant	Firefighter	10 Yr.	7/6/2008	73,067.59		275.00	5,500.00	3,460.00	500.00	4,250.00	-	87,052.59
David Reinold	Firefighter	10 Yr.	5/30/2010	70,733.39		-	-	3,350.00	500.00	4,115.00	-	78,698.39
Charles Rivanis	Firefighter	10 Yr. **	6/18/2007	76,318.25		-	1,320.00	3,510.00	500.00	4,315.00	-	85,963.25
Robert Fitzmaurice	Firefighter	5 Yr.	9/4/2011	70,733.39		-	3,240.00	3,350.00	500.00	4,115.00	-	81,938.39
Michael Ricci	Firefighter (RT)	5 Yr.	9/5/2011	75,259.54		-	1,680.00	3,560.00	500.00	4,375.00	-	85,374.54
William Conners	Firefighter	20 Yr. **	11/29/2013	75,095.60		500.00	-	3,550.00	500.00	4,365.00	-	84,010.60
James Elder	Firefighter	5 Yr.	11/30/2013	71,180.36		-	5,500.00	3,370.00	500.00	4,140.00	-	84,690.36
David Marks	Firefighter	5 Yr.	7/1/2011	71,180.36		400.00	3,240.00	3,370.00	500.00	4,140.00	-	82,830.36
Jon Reinecker	Firefighter	5 Yr.	12/2/2013	71,180.36		400.00	5,500.00	3,370.00	500.00	4,140.00	-	85,090.36
David Evans	Firefighter	5 Yr.	9/2/2014	68,906.45		-	1,320.00	3,260.00	500.00	4,010.00	-	77,996.45
Brett Fredrickson	Firefighter	5 Yr.	11/6/2015	71,180.36		400.00	5,500.00	3,370.00	500.00	4,140.00	-	85,090.36
Frank Rao	Firefighter	5 Yr.	11/7/2015	71,180.36		275.00	6,700.00	3,370.00	500.00	4,140.00	-	86,165.36
Luke Riberio	Firefighter	5 Yr.	11/8/2015	73,315.60		-	5,500.00	3,470.00	500.00	4,265.00	-	87,050.60
James Sullivan	Firefighter	10 Yr. **	12/14/2015	75,154.19		-	-	3,550.00	-	4,370.00	-	83,074.19
Ryan Arensbach	Firefighter	St. 4	5/23/2017	71,180.36		275.00	5,500.00	3,370.00	500.00	4,140.00	-	84,965.36
Timothy Copson	Firefighter	St. 4	5/22/2017	71,180.36		275.00	2,280.00	3,370.00	500.00	4,140.00	-	81,745.36
Sean O'Neill	Firefighter (RT)	St. 3	1/2/2018	72,758.56		400.00	5,500.00	3,440.00	500.00	4,265.00	-	86,863.56
Joseph Ferri	Firefighter	St. 3	1/3/2018	70,639.60		-	5,500.00	3,340.00	500.00	4,140.00	-	84,119.60
Kenneth Murnane	Firefighter	St. 3	1/4/2018	70,639.60		500.00	600.00	3,340.00	500.00	4,140.00	-	79,719.60
John Corbett	Firefighter (RT)	St. 2	9/5/2018	71,718.56		500.00	3,660.00	3,390.00	500.00	4,200.00	-	83,968.56
Stephen Pena	Firefighter	St. 1	11/10/2019	66,505.33		400.00	3,660.00	3,150.00	500.00	3,925.00	-	78,140.33
Andrew Pierce	Firefighter	St.1	11/11/2019	66,455.67		275.00	3,660.00	3,150.00	500.00	3,925.00	-	77,965.67
Patrick Gallagher	Firefighter	St.1	3/2/2020	65,661.10		500.00	600.00	-	13,632.21	3,925.00	-	84,318.31
John Isnor	Firefighter	St 2/3	4/5/2021	62,944.67		400.00	600.00	2,985.00	500.00	3,775.00	-	71,204.67
James Murphy	Firefighter	St 2/3	4/6/2021	62,944.67		400.00	600.00	2,985.00	500.00	3,775.00	-	71,204.67
Daniel Coneeny	Firefighter	St 2/3	4/7/2021	62,896.92		275.00	600.00	2,985.00	500.00	3,775.00	-	71,031.92
Joe Bukoiemski IV	Firefighter	St 1/2	12/13/2021	61,283.04		500.00	600.00	2,910.00	500.00	3,630.00	-	69,423.04
Robert Allen	Firefighter	St 1/2	12/14/2021	61,283.04		500.00	600.00	2,910.00	500.00	3,630.00	-	69,423.04
Bryce Spinoso	Firefighter	St 1/2	12/15/2021	61,283.04		500.00	600.00	2,910.00	500.00	3,630.00	-	69,423.04
Maureen Dunton	Head Administrator	Step 10	3/2/1981	68,180.05		1,000.00	-	-	-	-	4,434.00	73,614.05
Ellen O'Connor	PT Secretary	Step 7	11/17/2014	41,130.37		1,000.00	-	-	-	-	1,200.00	43,330.37
Marykathryn Hazel	Dispatcher	Step 7	12/8/2001	55,042.77		-	-	2,240.00	-	2,530.00	3,300.00	63,112.77
John Pellegrino	Dispatcher	Step 7	1/4/2002	55,042.77		-	-	2,240.00	-	2,530.00	3,300.00	63,112.77
Diane Deloge	Dispatcher	Step 7	5/12/2002	55,042.77		500.00	-	-	2,000.00	2,530.00	3,300.00	63,372.77
Christina Winitzer	Dispatcher	Step 7	6/12/2013	55,042.77		-	-	1,720.00	-	2,530.00	2,100.00	61,392.77
William Egan	PT Dispatcher	Step 7	4/17/2011	26,145.32		-	-	1,140.00	-	2,530.00	1,083.00	30,898.32
												-
SUPER HOLIDAY		0	0	1/0/1900	-		-	-	-	47,500.00	-	47,500.00
DETAIL COMP.		0	0	1/0/1900	-		-	-	42,000.00	-	-	42,000.00
OUT OF GRADE		0	0	1/0/1900	-		-	-	33,300.00	-	-	33,300.00
												-
DEPARTMENT TOTAL				\$ 6,734,957.18	1,526.10	\$ 19,275.00	\$ 283,720.00	\$279,630.00	\$ 176,598.54	\$ 412,930.00	\$ 18,717.00	\$ 7,927,353.82

Total Full time \$6,667,681.50
Total Part Time \$ 67,275.68
Overtime \$ 811,250.00
Total Contract \$1,192,396.64
Total **\$8,738,603.82**

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	Fire Chief	25 Yr.	1/23/1995	\$ 176,930.00	0.00							\$ 176,930.00
Thomas Ferraro	Deputy Chief	25 Yr.	5/5/1985	\$ 144,841.19	1526.10							\$ 146,367.29
Stephen Kennedy	Deputy Chief	20 Yr.	4/8/2001	\$ 118,150.63		\$ 275.00	\$ 6,700.00	\$ -	\$ 500.00	\$ 6,840.00		\$ 132,465.63
Erk Szymanski	Captain	20 Yr.	11/26/1998	\$ 103,318.03		\$ -	\$ 6,700.00	\$ 4,850.00	\$ 1,500.00	\$ 5,990.00		\$ 122,358.03
Steven Jenkins	Captain (SC)	25 Yr.	5/18/1987	\$ 109,609.98		\$ 400.00	\$ 6,700.00	\$ 5,150.00	\$ 500.00	\$ 6,350.00		\$ 128,709.98
Daniel LeClerc	Captain (SC)	25 Yr.	7/18/1993	\$ 109,609.98		\$ 400.00	\$ 5,500.00	\$ 5,150.00	\$ 500.00	\$ 6,350.00		\$ 127,509.98
William Paskiewicz	Captain	25 Yr.	7/18/1993	\$ 106,417.57		\$ 400.00	\$ 5,500.00	\$ 5,000.00	\$ 1,500.00	\$ 6,165.00		\$ 124,982.57
Matthew Battcock	Captain (SC)	20 Yr.	11/27/1998	\$ 103,017.81		\$ -	\$ 5,500.00	\$ 4,840.00	\$ 500.00	\$ 5,970.00		\$ 119,827.81
Joseph Bukoiemski	Captain	25 Yr.	7/25/1998	\$ 109,609.98		\$ 500.00	\$ 5,500.00	\$ 5,150.00	\$ 1,500.00	\$ 6,350.00		\$ 128,609.98
James Miner	Captain	25 Yr.	7/18/1993	\$ 106,417.57		\$ 275.00	\$ 6,700.00	\$ -	\$ 7,352.97	\$ 6,165.00		\$ 126,910.54
David Feyler	Captain	25 Yr. **	11/29/1993	\$ 106,417.57		\$ 500.00	\$ 5,500.00	\$ 5,000.00	\$ 6,352.97	\$ 6,165.00		\$ 129,935.54
Phillip Tammaro	Captain	25 Yr.	7/18/1993	\$ 106,417.57		\$ 400.00	\$ 5,500.00	\$ 5,000.00	\$ -	\$ 6,165.00		\$ 123,482.57
Thomas Joyce	Lieutenant	25 Yr.	5/12/1985	\$ 92,881.53		\$ 275.00	\$ 5,500.00	\$ 4,380.00	\$ 500.00	\$ 5,390.00		\$ 108,926.53
David Forziati	Lieutenant	20 Yr.	6/14/1997	\$ 92,881.53		\$ 400.00	\$ 1,440.00	\$ 4,380.00	\$ 1,500.00	\$ 5,390.00		\$ 105,991.53
Robert McIntyre	Lieutenant	20 Yr.	1/23/1998	\$ 91,534.07		\$ -	\$ 5,500.00	\$ 4,320.00	\$ -	\$ 5,390.00		\$ 106,744.07
David Mahoney	Lieutenant	20 Yr.	4/4/2001	\$ 90,176.24		\$ -	\$ 1,680.00	\$ 4,250.00	\$ 500.00	\$ 5,230.00		\$ 101,836.24
Joseph Brangwynne	Lieutenant	10 Yr.	5/28/2010	\$ 85,424.85		\$ 400.00	\$ 8,000.00	\$ 4,030.00	\$ 500.00	\$ 4,960.00		\$ 103,314.85
William King	Lieutenant	15 Yr.	3/5/1999	\$ 90,176.24		\$ -	\$ 5,500.00	\$ 4,250.00	\$ 500.00	\$ 5,230.00		\$ 105,656.24
Jeff Strunk	Lieutenant	20 Yr. **	5/27/2010	\$ 90,176.24		\$ -	\$ 6,700.00	\$ 4,250.00	\$ 500.00	\$ 5,230.00		\$ 106,856.24
Thomas Larkin	Lieutenant	20 Yr.	4/5/2001	\$ 90,176.24		\$ -	\$ 5,500.00	\$ 4,250.00	\$ 1,000.00	\$ 5,230.00		\$ 106,156.24
Michael Iannelli	Lieutenant	10 Yr.	5/29/2010	\$ 85,424.85		\$ 400.00	\$ 5,500.00	\$ 4,030.00	\$ 500.00	\$ 4,960.00		\$ 100,814.85
Stephen Burgoyne	Lieutenant	5 Yr.	7/13/2013	\$ 83,536.68		\$ 400.00	\$ 6,700.00	\$ 3,950.00	\$ 500.00	\$ 4,850.00		\$ 99,936.68
Stephen Morrison	Lieutenant	5 Yr.	1/8/2012	\$ 85,424.85		\$ -	\$ 6,700.00	\$ 4,030.00	\$ 500.00	\$ 4,960.00		\$ 101,614.85
Christopher Roberts	Lieutenant	5 Yr.	7/14/2013	\$ 83,536.68		\$ -	\$ 5,500.00	\$ 3,950.00	\$ 500.00	\$ 4,850.00		\$ 98,336.68
Josephe Venezia	Lieutenant	5 Yr.	7/15/2013	\$ 83,536.68		\$ 500.00	\$ 2,520.00	\$ 3,950.00	\$ 1,500.00	\$ 4,850.00		\$ 96,856.68
Daniel Barilla	Lieutenant	10 Yr.	4/22/2007	\$ 87,635.97		\$ 400.00	\$ 5,500.00	\$ 4,130.00	\$ 500.00	\$ 5,085.00		\$ 103,250.97
Joseph Duggan	Lieutenant	20 Yr. **	8/14/1999	\$ 91,572.97		\$ 500.00	\$ 2,700.00	\$ 4,320.00	\$ 1,000.00	\$ 5,310.00		\$ 105,402.97
Lawrence Bavis	Lieutenant	25 Yr.	7/18/1993	\$ 89,914.36		\$ -	\$ 2,220.00	\$ 4,240.00	\$ -	\$ 5,220.00		\$ 101,594.36

Fire Department

FIRE DEPARTMENT
SALARY INFORMATION FY2022 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	Fire Chief	25 Yr.	1/23/1995	170,125.00	0	-	-		-	-	-	\$ 170,125.00
Thomas Ferraro	Deputy Chief	25 Yr.	5/5/1985	141,862.08	21279.31	-					-	\$ 163,141.39
Stephen Kennedy	Deputy Chief	20 Yr.	4/8/2001	115,720.50	0	400.00	6,700.00	-	2,693.00	6,700.00	-	\$ 132,213.50
John Martell	Captain (SC)	25 Yr.	5/12/1985	103,925.96	0	400.00	5,500.00	4,900.00	-	6,025.00	-	\$ 120,750.96
Erik Szymanski	Captain	20 Yr.	11/26/1998	101,192.98	0	-	6,700.00	4,770.00	1,500.00	5,850.00	-	\$ 120,012.98
Steven Jenkins	Captain (SC)	25 Yr.	5/18/1987	107,355.52	0	400.00	6,700.00	5,050.00	500.00	6,230.00	-	\$ 126,235.52
Daniel LeClerc	Captain (SC)	25 Yr.	7/18/1993	107,355.52	0	500.00	5,500.00	5,050.00	500.00	6,230.00	-	\$ 125,135.52
William Paskiewicz	Captain	25 Yr.	7/18/1993	104,228.76	0	400.00	5,500.00	4,910.00	1,500.00	6,025.00	-	\$ 122,563.76
Joseph Bradley	Captain	20 Yr.	6/15/1997	101,379.08	0	250.00	5,500.00	4,775.00	1,500.00	6,025.00	-	\$ 119,429.08
Matthew Battcock	Captain (SC)	20 Yr.	11/27/1998	100,898.93	0	400.00	5,500.00	4,760.00	500.00	5,850.00	-	\$ 117,908.93
Joseph Bukoilemski	Captain	25 Yr.	7/25/1998	104,228.76	0	500.00	5,500.00	4,910.00	1,500.00	6,025.00	-	\$ 122,663.76
Thomas Joyce	Lieutenant	25 Yr.	5/12/1985	90,971.14	0	-	5,500.00	4,290.00	500.00	5,275.00	-	\$ 106,536.14
James Miner	Lieutenant	25 Yr.	7/18/1993	90,971.14	0	-	6,700.00	4,290.00	500.00	5,275.00	-	\$ 107,736.14
David Forziati	Lieutenant	20 Yr.	6/14/1997	101,379.08	0	400.00	1,440.00	4,775.00	1,500.00	6,025.00	-	\$ 115,519.08
Robert McIntyre	Lieutenant	20 Yr.	1/2/1998	88,321.49	0	400.00	5,500.00	4,160.00	-	5,125.00	-	\$ 103,506.49
David Mahoney	Lieutenant	20 Yr.	4/4/2001	88,321.49	0	400.00	1,680.00	4,160.00	500.00	5,125.00	-	\$ 100,186.49
Joseph Brangwynne	Lieutenant	10 Yr.	5/28/2010	83,667.83	0	400.00	6,700.00	3,950.00	1,500.00	4,860.00	-	\$ 101,077.83
Jason Smith	Lieutenant	15 Yr. **	2/5/2006	86,748.60	0	-	5,500.00	4,100.00	500.00	5,125.00	-	\$ 101,973.60
William King	Lieutenant	15 Yr.	3/5/1999	88,321.49	0	-	5,500.00	4,160.00	500.00	5,125.00	-	\$ 103,606.49
David Feyler	Lieutenant	25 Yr. **	10/1/2012	90,971.14	0	400.00	5,500.00	4,290.00	500.00	5,275.00	-	\$ 106,936.14
Jeff Strunk	Lieutenant	20 Yr. **	5/27/2010	88,321.49	0	250.00	6,700.00	4,160.00	500.00	5,125.00	-	\$ 105,056.49
Thomas Larkin	Lieutenant	20 Yr.	4/5/2001	88,321.49	0	500.00	5,500.00	-	3,193.00	5,125.00	-	\$ 102,639.49
Robert Tedford	Firefighter	25 Yr.	7/18/1993	78,257.56	0	500.00	5,500.00	3,700.00	-	4,860.00	-	\$ 92,817.56
Thomas Maloney	Firefighter	25 Yr.	7/18/1993	78,257.56	0	400.00	5,500.00	3,700.00	15,651.50	4,750.00	-	\$ 108,259.06
Phillip Tammaro	Lieutenant	25 Yr.	7/18/1993	90,971.14	0	500.00	5,500.00	4,290.00	-	4,860.00	-	\$ 106,121.14
Lawrence Bavis	Firefighter	25 Yr.	7/18/1993	75,757.56	0	400.00	2,220.00	3,540.00	-	5,275.00	-	\$ 87,192.56
John McLaughlin	Firefighter	25 Yr.	7/25/1993	78,257.56	0	500.00	5,500.00	3,700.00	500.00	4,750.00	-	\$ 93,207.56
James Harries	Firefighter	25 Yr.	10/31/1994	78,257.56	0	-	8,000.00	3,700.00	500.00	4,750.00	-	\$ 95,207.56
John Spinosa	Firefighter	25 Yr.	10/28/1995	78,257.56	0	400.00	2,220.00	3,700.00	11,738.62	4,550.00	-	\$ 100,866.18
Matthew Famolare	Firefighter	25 Yr.	10/29/1995	79,469.68	0	-	5,500.00	3,750.00	500.00	4,550.00	-	\$ 93,769.68
Joshua Gillis	Firefighter	20 Yr.	6/13/1997	76,117.95	0	500.00	-	3,600.00	-	4,400.00	-	\$ 84,617.95
Shawn Cantrell	Firefighter (RT)	20 Yr.	1/3/1998	78,257.58	0	500.00	3,660.00	3,700.00	1,500.00	4,550.00	-	\$ 92,167.58
Erik Ciampa	Firefighter	20 Yr.	11/28/1998	75,978.22	0	400.00	5,500.00	3,590.00	500.00	4,550.00	-	\$ 90,518.22
Paul Dinsmore	Firefighter	20 Yr.	11/29/1998	75,978.22	0	250.00	5,500.00	3,590.00	500.00	4,550.00	-	\$ 90,368.22
Marc Annese	Firefighter	20 Yr.	6/25/2000	73,551.03	0	250.00	2,100.00	3,480.00	-	4,620.00	-	\$ 84,001.03
Gary daSilva	Firefighter	20 Yr.	4/3/2001	75,978.22	0	400.00	5,500.00	3,590.00	500.00	4,550.00	-	\$ 90,518.22
Justin Bates	Firefighter	20 Yr.	4/7/2001	73,551.03	0	-	2,580.00	-	4,886.00	4,550.00	-	\$ 85,567.03
Mark Goodwin	Firefighter (RT)	15 Yr.	9/23/2001	77,696.38	0	-	1,140.00	3,670.00	500.00	4,410.00	-	\$ 87,416.38
Joseph Duggan	Firefighter	20 Yr. **	12/19/2004	77,155.03	0	400.00	2,700.00	3,650.00	1,000.00	4,410.00	-	\$ 89,315.03
Joseph Keane	Firefighter	15 Yr.	2/26/2005	73,608.42	0	400.00	5,500.00	3,480.00	500.00	4,275.00	-	\$ 87,763.42
Shawn O'Connor	Firefighter	15 Yr.	2/27/2005	71,256.94	0	500.00	-	3,370.00	500.00	4,410.00	-	\$ 80,036.94
Charles McDevitt	Firefighter	15 Yr. **	11/14/2006	77,155.03	0	-	1,440.00	3,650.00	1,500.00	4,275.00	-	\$ 88,020.03
Daniel Barilla	Firefighter (RT)	10 Yr.	4/22/2007	74,122.87	0	400.00	5,500.00	3,500.00	500.00	4,550.00	-	\$ 88,572.87
John Conway	Firefighter (RT)	10 Yr.	9/7/2007	73,711.59	0	250.00	2,760.00	3,490.00	1,500.00	4,485.00	-	\$ 86,196.59
Keith McDonald	Firefighter	10 Yr.	9/8/2007	71,564.73	0	250.00	2,400.00	3,390.00	-	4,280.00	-	\$ 81,884.73
Kevin O'Brien	Firefighter	10 Yr.	9/9/2007	69,278.54	0	-	-	3,280.00	-	4,150.00	-	\$ 76,708.54
Richard Gutierrez	Firefighter (RT)	10 Yr.	7/5/2008	73,711.59	0	400.00	2,400.00	3,490.00	500.00	4,485.00	-	\$ 84,986.59
Andrew Avant	Firefighter	10 Yr.	7/6/2008	71,564.73	0	250.00	5,500.00	3,390.00	500.00	4,425.00	-	\$ 85,629.73
Michael Iannelli	Lieutenant	10 Yr.	5/29/2010	83,667.83	0	500.00	5,500.00	3,950.00	500.00	4,285.00	-	\$ 98,402.83
David Reinold	Firefighter	10 Yr.	5/30/2010	69,278.54	0	400.00	-	3,280.00	500.00	4,160.00	-	\$ 77,618.54
Charles Rivanis	Firefighter	10 Yr. **	7/10/2011	72,760.65	0	400.00	1,320.00	3,440.00	500.00	4,030.00	-	\$ 82,450.65
Robert Fitzmaurice	Firefighter	5 Yr.	9/4/2011	68,970.02	0	250.00	3,240.00	3,270.00	500.00	4,285.00	-	\$ 80,515.02
Michael Ricci	Firefighter (RT)	5 Yr.	9/5/2011	73,383.33	0	250.00	1,680.00	3,470.00	500.00	4,160.00	-	\$ 83,443.33
Stephen Morrison	Lieutenant	5 Yr.	1/8/2012	82,711.28	0	400.00	6,700.00	3,900.00	500.00	4,030.00	-	\$ 98,241.28
Stephen Burgoyne	Lieutenant	5 Yr.	7/13/2013	81,818.50	0	400.00	6,700.00	3,860.00	500.00	4,225.00	-	\$ 97,503.50
Christopher Roberts	Lieutenant	5 Yr.	7/14/2013	81,818.50	0	500.00	5,500.00	3,860.00	500.00	4,030.00	-	\$ 96,208.50
Josephe Venezia	Lieutenant	5 Yr.	7/15/2013	81,818.50	0	500.00	2,520.00	3,860.00	1,500.00	4,285.00	-	\$ 94,483.50
William Conners	Firefighter	20 Yr. **	11/29/2013	73,551.03	0	500.00	-	3,480.00	500.00	4,275.00	-	\$ 82,306.03
James Elder	Firefighter	5 Yr.	11/30/2013	69,716.32	0	-	5,500.00	3,300.00	500.00	4,060.00	-	\$ 83,076.32
David Marks	Firefighter	5 Yr.	12/1/2013	69,716.32	0	-	3,240.00	3,300.00	500.00	4,060.00	-	\$ 80,816.32
Jon Reinecker	Firefighter	5 Yr.	12/2/2013	69,716.32	0	5	5,500.00	3,300.00	500.00	4,060.00	-	\$ 83,076.32
David Evans	Firefighter	5 Yr.	9/2/2014	67,489.17	0	-	1,320.00	3,200.00	500.00	3,930.00	-	\$ 76,439.17
Brett Fredrickson	Firefighter	5 Yr.	11/6/2015	69,716.32	0	500.00	5,500.00	3,300.00	500.00	4,060.00	-	\$ 83,576.32
Frank Rao	Firefighter	5 Yr.	11/7/2015	69,716.32	0	400.00	6,700.00	3,300.00	500.00	4,060.00	-	\$ 84,676.32
Luke Riberio	Firefighter	5 Yr.	11/8/2015	71,807.64	0	-	5,500.00	3,400.00	500.00	4,175.00	-	\$ 85,382.64
James Sullivan	Firefighter	10 Yr. **	12/14/2015	73,608.42	0	-	-	3,480.00	-	4,280.00	-	\$ 81,368.42
Ryan Arensbach	Firefighter	St. 4	5/23/2017	68,779.27	0	-	5,500.00	3,270.00	-	4,060.00	-	\$ 81,609.27
Timothy Copson	Firefighter	St. 4	5/22/2017	68,779.27	0	400.00	2,280.00	3,270.00	-	4,060.00	-	\$ 78,789.27
Sean O'Neill	Firefighter	St. 3	1/2/2018	67,338.02	0	400.00	5,500.00	3,190.00	-	4,000.00	-	\$ 80,428.02
Joseph Ferri	Firefighter	St. 3	1/3/2018	67,338.02	0	-	5,500.00	3,190.00	-	4,000.00	-	\$ 80,028.02
Kenneth Murnane	Firefighter	St. 3	1/4/2018	69,357.87	0	500.00	600.00	3,280.00	-	4,110.00	-	\$ 77,847.87
John Corbett	Firefighter	St. 2	9/5/2018	65,575.20	0	-	3,660.00	3,100.00	-	3,840.00	-	\$ 76,175.20
Steven Pena	Firefighter	St. 1	11/10/2019	62,632.16	0	500.00	600.00	2,970.00	-	3,700.00	-	\$ 70,402.16
Andrew Pierce	Firefighter	St.1	11/11/2019	62,585.39	0	400.00	600.00	2,970.00	-	3,700.00	-	\$ 70,255.39
Patrick Gallagher	Firefighter	St.1	3/2/2020	61,837.10	0	500.00	600.00	2,930.00	-	3,700.00	-	\$ 69,567.10
New	Firefighter	St 1/2	3/1/2021	59,539.46	0	500.00	600.00	2,830.00	-	3,560.00	-	\$ 67,029.46
New	Firefighter	St 1/2	3/1/2021	59,539.46	0	500.00	600.00	2,830.00	-	3,560.00	-	\$ 67,029.46
Maureen Dunton	Head Administrator	Step 10	3/2/1981	66,777.72	0	1,000.00	-	-	-	-	4,434.00	\$ 72,211.72
Ellen O'Connor	PT Secretary	Step 7	11/17/2014	26,393.22	0	1,000.00	-	-	-	-	1,200.00	\$ 28,593.22
Marykathryn Hazel	Dispatcher	Step 7	12/8/2001	53,910.65	0	300.00	-	2,195.00	-	2,530.00	2,800.00	\$ 61,735.65
John Pellegrino	Dispatcher	Step 7	1/4/2002	53,910.65	0	100.00	-	2,195.00	-	2,530.00	2,800.00	\$ 61,535.65
Diane Deloge	Dispatcher	Step 7	5/12/2002	53,910.65	0	500.00	-	-	2,000.00	2,530.00	2,800.00	\$ 61,740.65
Christina Winitzer	Dispatcher	Step 7	6/12/2013	53,910.65	0	-	-	1,675.00	-	2,530.00	2,800.00	\$ 60,915.65
William Egan	PT Dispatcher	Step 7	4/17/2011	25,607.56	0	-	-	1,100.00	-	2,530.00	2,100.00	\$ 31,337.56
												\$ -
												\$ -
												\$ -
SUPER HOLIDAY	0	0	0	0	0		0	0	-	46,920.00	0	\$ 46,920.00
DETAIL COMP.	0	0		0	0		0	0	42,000.00	-	0	\$ 42,000.00
OUT OF GRADE	0	0	0	0	0	0	0	0	33,300.00			

Fire Department

DESCRIPTION/DETAIL									
FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 316,045	\$ 316,045	\$ 312,310	\$ 304,406	\$ 322,635	\$ 296,860	\$ 319,110	\$ 325,760	\$ 325,760	\$ 325,760
							Department	Town Mgr.	Fin Com
Supplies and Expenses									
Used to purchase standards and laws which are updated annually							\$ 1,400	\$ 1,400	\$ 1,400
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							\$ 11,000	\$ 11,000	\$ 11,000
Electrical Supplies							\$ 2,000	\$ 2,000	\$ 2,000
Plumbing Supplies							\$ 3,000	\$ 3,000	\$ 3,000
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.							\$ 19,500	\$ 19,500	\$ 19,500
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 computers								11,000	11,000
Exacom recording & 911 Secondary PSAP							\$ (5,200.00)		
General office supply allocation							\$ 4,000	\$ 4,000	\$ 4,000
Uniforms and equipment for all members. (Collective Bargaining Agreement Article 23).									
Uniforms							\$ 91,200	\$ 91,200	\$ 91,200
Gear for new hires							\$ 19,240	\$ 19,240	\$ 19,240
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							\$ 36,180	\$ 36,180	\$ 36,180
Used for training of departmental personnel.							\$ 40,400	\$ 40,400	\$ 40,400
Hazmat exams									
EMT Recertification									
Supplies for 24 motor vehicles							\$ 24,290	\$ 24,290	\$ 24,290
Oil and Grease									
Tires, Tubes & Chains									
Batteries									
Welding Supplies									
Thermal Imaging Camera									
Portable Radios									
Gas Meters							\$ 3,890.00	+1500	
Total							\$ 325,760	\$ 325,760	\$ 325,760
FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 183,140	\$ 179,424	\$ 160,881	\$ 152,248	\$ 161,031	\$ 161,031	\$ 196,031	\$ 199,610	\$ 199,610	\$ 199,610
							Department	Town Mgr.	Fin Com
Repair & replacement of fire alarm wires, boxes, etc.							\$ 26,500	\$ 26,500	\$ 26,500
Repairing & replacement of communication room equipment									
Police Details									
Computer Aided Dispatch & Reporting software - maintenance							\$ 44,200	\$ 44,200	\$ 44,200
International Association of Fire Chiefs							\$ 6,730	\$ 6,730	\$ 6,730
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									
Copy machine - lease							\$ 2,500	\$ 2,500	\$ 2,500
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.							\$ 73,300	\$ 73,300	\$ 73,300
Six emergency generators							\$ 42,930	\$ 42,930	\$ 42,930
Compressor at Center station									
Radio System Infrastructure equipment									
Plymovent 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)									
Used to pay firefighters who attend the Massachusetts Firefighting Academy in Stow, Mass. (Collective Bargainir							\$ 3,450	\$ 3,450	\$ 3,450
Total							\$ 199,610	\$ 199,610	\$ 199,610
FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 84,500	\$ 79,476	\$ 84,500	\$ 84,500	\$ 44,000	\$ 34,057	\$ 64,000	\$ 70,000	\$ 70,000	\$ 70,000
							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.

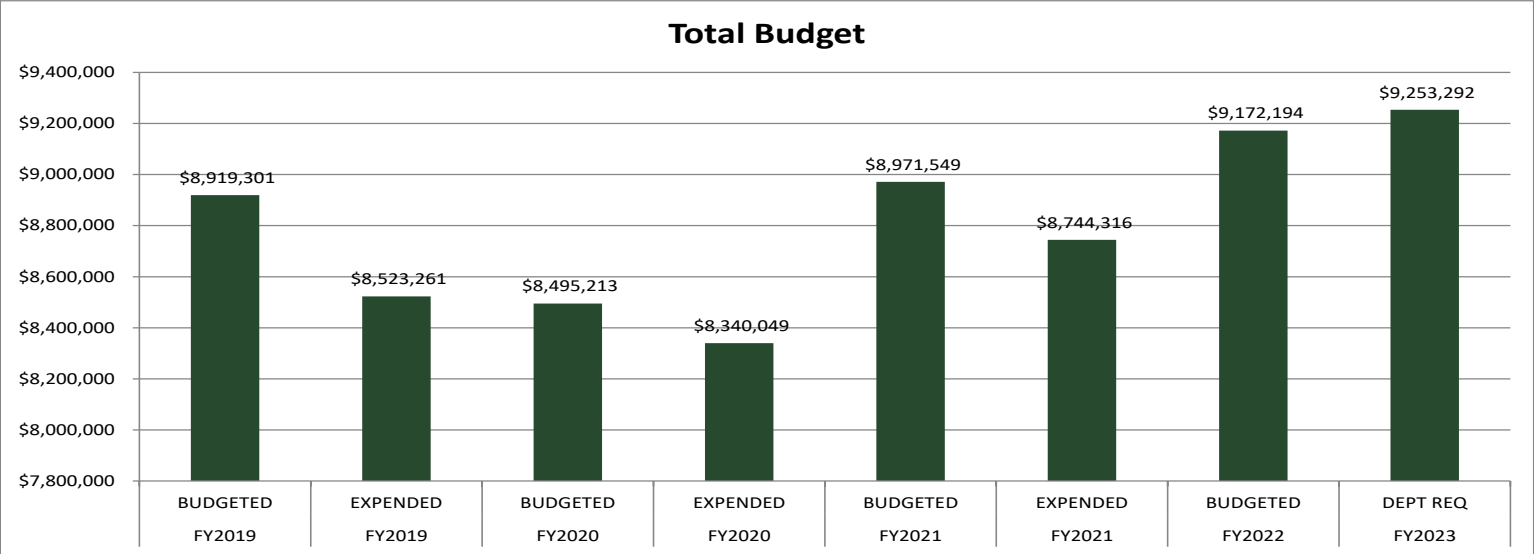
Every member of the Billerica Police Department will be expected to act with respect, sensitivity, personal discipline and reliability while following the department’s mission. Each officer is expected to understand his or her responsibility to the Police Department, other Town agencies and to its citizens 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 FY23 the Police Budget will see a small increase of around \$81,000. The department saw multiple retirements in FY22 that will help offset the increases in the expenses line item.

In FY22 Police Chief, Dan Rosa retired after 30+ years with the department and around nineteen as Chief. In late December Deputy Chief Frost was promoted to Police Chief.



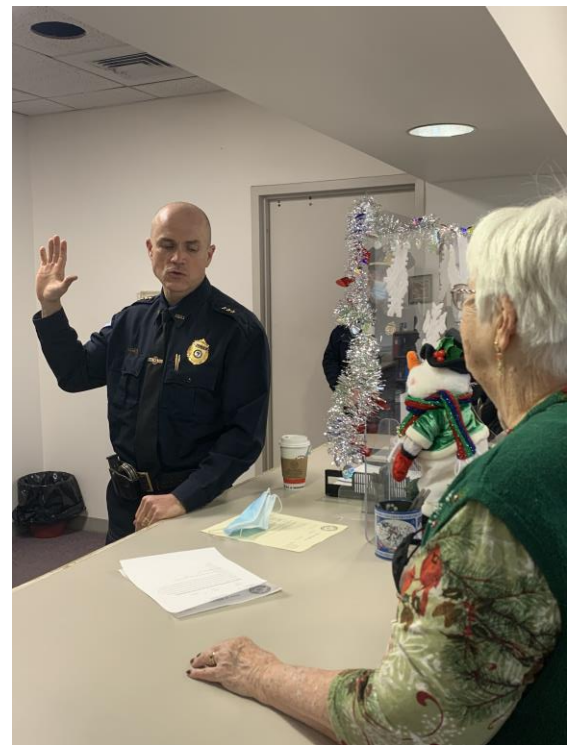
Police

Programs and Services

The Police department provides a number of services and programs under each of their divisions. An exhaustive and exact list could never be created for the Police Department due to their constant innovation. The Department's motto is "people helping people" so their list of services is ever growing dependent on the needs of Billerica. Some of the services they provide include the instillation of child safety seats, CodeRED for public information, domestic violence support, Enhanced 911, elder checks, fingerprinting, firearms licensing, substance abuse programs, and updates on social media. This is just a small sample of what the Police Department does in the Town of Billerica.

Recent Accomplishments and Update From Chief Roy Frost

As the town has weathered its second year in the midst of a Pandemic, the Police Department has adjusted operations to accommodate and meet new challenges and demands. While still serving the Town of Billerica with traditional police services, to include responding to an ever-expanding array of calls for service, we have slowly ramped up previously impacted services that were placed on hold due to changing protocols related to communicable disease. Divisions such as Criminal Investigations, Traffic Department and our School Resource Officer program are back in full operation after a significant hiatus. We have also resumed the use of our co-response model of responding to select crisis calls involving Emotionally Disturbed Persons with a certified Crisis Clinician as well as in-person follow-up when co-response is not an option. Other ancillary services have also been resumed, including Firearms Licensing and Fingerprint Card/background support. In addition, we have resumed in-person training of our staff, expanding on the use of scenario-based training methods to build increased officer competence while complying with new policy and procedure requirements implemented in July 2021 following landmark Police Reform legislation.



As traffic safety has continued to be a priority of concern for residents, we have continued our participation in the Nationwide Click it or Ticket campaign as well as the You Drink You Drive You Lose program through support from the Governor's Highway Safety Bureau. In addition, we have continued to conduct directed enforcement of targeted areas where pedestrian safety has been a focused concern, including crosswalks and school zones.

Police

We continue to partner and work with other government and private organizations for the improvement of our community. Our department continues to work with our Faith Community, Food Pantry, Health and Building Department, Sheriff's Office as well as our regional, state and federal partners such as NEMLEC, our Middlesex District Attorney, State Police and FBI. Some of these partnerships have included bringing community access to emergency housing/shelter, food, clothing, domestic violence support, vandalism clean up, and search and rescue support.

I would also like to thank the Town Manager and Board of Selectman for my recent appointment to Police Chief for the Town of Billerica. I have been with the department for close to twenty-five years and have worked closely with former Chief Daniel Rosa and other town department heads for many years. Like my predecessor, I look forward to expanding our community engagement with all who live and work within the Town. A major focus of my time as Chief will be to better display the exemplary duty and professionalism of our personnel here at Billerica PD through community partnerships. From our highly trained and committed sworn personnel, professional certified dispatchers, support and clerical staff, to our life saving Advanced Life Support Paramedics, the men and women of the Billerica Police Department are committed to serving the community with the highest degree of integrity and professionalism.



Police

2020 Population Estimate		43,473		Offenses (*)		Arrests (**)	
Offense Overview		Group A Offenses		Reported	Cleared	Adult	Juvenile
Offense Total	650	Crimes Against Persons					
Number Cleared	224	Murder and Nonnegligent Manslaughter		0	0	0	0
Percent Cleared	34.46 %	Negligent Manslaughter		0	0	0	0
Group A Crimes per 100,000 population	1,495.2	Kidnapping/Abduction		1	1	0	0
		Rape		3	2	0	0
		Sodomy		0	0	0	0
		Sexual Assault With An Object		0	0	0	0
		Fondling		5	5	0	0
		Incest		0	0	0	0
		Statutory Rape		0	0	2	0
		Aggravated Assault		27	26	16	3
		Simple Assault		79	74	50	4
		Intimidation		18	15	3	2
		Human Trafficking, Commercial Sex Acts		0	0	0	0
		Human Trafficking, Involuntary Servitude		0	0	0	0
		Crimes Against Property					
		Arson		1	0	0	0
		Bribery		0	0	0	0
		Burglary/Breaking & Entering		22	6	6	0
		Counterfeiting/Forgery		9	4	4	0
		Destruction/Damage/Vandalism of Property		86	24	9	0
		Embezzlement		1	1	0	0
		Extortion/Blackmail		2	0	0	0
		False Pretenses/Swindle/Confidence Game		43	1	0	0
		Credit Card/Automatic Teller Fraud		19	1	0	0
		Impersonation		7	0	0	0
		Welfare Fraud		0	0	0	0
		Wire Fraud		39	0	0	0
		Identity Theft		78	0	0	0
		Hacking/Computer Invasion		5	0	0	0
		Robbery		2	1	0	0
		Pocket-picking		0	0	1	0
		Purse-snatching		0	0	0	0
		Shoplifting		10	5	4	0
		Theft From Building		21	4	0	0
		Theft From Coin Operated Machine or Device		0	0	0	0
		Theft From Motor Vehicle		25	3	0	0
		Theft of Motor Vehicle Parts/Accessories		27	0	1	0
		All Other Larceny		42	7	5	0
		Motor Vehicle Theft		27	5	5	0
		Stolen Property Offenses		3	3	0	0
		Crimes Against Society					
		Drug/Narcotic Violations		26	20	4	1
		Drug Equipment Violations		12	9	0	0
		Betting/Wagering		0	0	0	0
		Operating/Promoting/Assisting Gambling		0	0	0	0
		Gambling Equipment Violations		0	0	0	0
		Sports Tampering		0	0	0	0
		Pornography/Obscene Material		2	2	1	0
		Prostitution		0	0	0	0
		Assisting or Promoting Prostitution		0	0	0	0
		Purchasing Prostitution		0	0	0	0
		Weapon Law Violations		6	5	3	0
		Animal Cruelty		2	0	0	0
		Total Group A Offenses		650	224	114	10
		Group B Arrests					
		Offense	Adult	Juvenile			
		Bad Checks	0	0			
		Curfew/Loitering/Vagrancy Violations	0	0			
		Disorderly Conduct	3	1			
		Driving Under the Influence	13	0			
		Drunkenness	0	0			
		Family Offenses (Nonviolent)	0	0			
		Liquor Law Violations	2	0			
		Peeping Tom	0	0			
		Trespass of Real Property	6	0			
		All Other Offenses	13	0			
		Total Group B	37	1			

POLICE DEPARTMENT									
	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REC	FY2023 TM REC

Personnel Services

Full Time	\$ 5,976,786	\$ 5,692,192	\$ 5,514,677	\$ 5,352,945	\$ 5,853,685	\$ 5,739,676	\$ 5,973,428	\$ 6,043,241	\$ 6,043,241
Part Time/Seasonal	\$ 5,000	\$ 1,355	\$ 5,000	\$ 137	\$ 5,000	\$ 1,067	\$ 5,000	\$ 5,000	\$ 5,000
Overtime	\$ 678,500	\$ 662,019	\$ 720,000	\$ 720,000	\$ 745,000	\$ 745,000	\$ 780,000	\$ 780,000	\$ 780,000
Contractual Obligations	\$ 1,630,265	\$ 1,543,941	\$ 1,608,486	\$ 1,608,486	\$ 1,650,014	\$ 1,650,014	\$ 1,695,916	\$ 1,629,372	\$ 1,629,372

Total	\$ 8,288,551	\$ 7,899,407	\$ 7,848,163	\$ 7,681,568	\$ 8,253,699	\$ 8,136,757	\$ 8,454,344	\$ 8,457,613	\$ 8,457,613

Expenses

Supplies and Expenses	\$ 284,350	\$ 277,375	\$ 287,350	\$ 315,608	\$ 298,350	\$ 262,924	\$ 298,350	\$ 338,777	\$ 338,777
Contract Services/Leases	\$ 170,100	\$ 170,179	\$ 174,100	\$ 157,273	\$ 206,700	\$ 132,835	\$ 206,700	\$ 214,950	\$ 214,950
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 176,300	\$ 176,300	\$ 185,600	\$ 185,600	\$ 212,800	\$ 212,800	\$ 212,800	\$ 241,952	\$ 241,952

Total Expenses	\$ 630,750	\$ 623,854	\$ 647,050	\$ 658,481	\$ 717,850	\$ 608,559	\$ 717,850	\$ 795,679	\$ 795,679

TOTAL BUDGET	\$ 8,919,301	\$ 8,523,261	\$ 8,495,213	\$ 8,340,049	\$ 8,971,549	\$ 8,744,316	\$ 9,172,194	\$ 9,253,292	\$ 9,253,292

POLICE DEPARTMENT

	FY2022	Dep. Rec. FY2023	TM. Rec. FY2023	Fin Com Rec. FY2023					
Position	FTE	FTE	FTE	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	82	83	83	83					

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

Difference PY \$ 81,098
% 0.88%

	NAME	POSITION	STEP	ANN. DATE	Sick/EMT/Desk			SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY	TOTAL SALARY
					BASE SALARY	BONUS	EDUC PAY					BENEFIT
											RETIREMENT	
1	Roy Frost	Police Chief	St #1/2	12/21/1997	159,984.00	-	40,844.25	-	-	-	3,393.00	\$ 204,221
2	Gerald Roche	Asst. Chief	St #10	4/2/1987	105,931.65	-	12,182.14	1,218.21	15,889.75	8,001.34	-	\$ 143,223
3	Ron Balboni	Lt. Cmdr	St #10	3/13/1988	105,931.65	-	35,593.03	2,847.45	12,711.80	9,164.20	-	\$ 166,248
4	Troy Opland	Lieutenant	St #10	6/5/1988	105,931.65	1,400.00	35,593.03	2,847.45	12,711.80	9,164.20	-	\$ 167,648
5	Edward O'Mahoney	Lieutenant	St #9	1/22/1995	103,347.95	-	25,836.99	6,200.88	-	7,724.42	-	\$ 143,110
6	Gregory Katz	Lt. Cmdr	St #9	7/16/1995	103,347.95	1,500.00	28,937.42	1,157.49	12,401.75	8,615.33	-	\$ 155,960
7	Sean Coffey	Lieutenant / Detective	St #9	3/1/1997	103,347.95	-	26,619.99	1,064.80	3,132.00	7,949.40	-	\$ 142,114
8	Martin Conway	Lieutenant	St #10	3/13/1988	105,931.65	-	31,779.49	8,474.53	-	8,214.46	-	\$ 154,400
9	John Harring	Lieutenant / FTS	St #9	9/4/1996	103,347.95	1,400.00	26,106.99	-	1,080.00	7,724.42	-	\$ 139,659
10	Steven Elmore	Lieutenant	St #10	3/26/1987	105,931.65	-	32,719.09	-	3,132.00	8,448.47	-	\$ 150,231
11	William West	Lieutenant	St #9	10/28/1993	103,347.95	-	26,106.99	7,309.96	1,080.00	7,724.42	-	\$ 145,569
12	Mark Gualtieri	Sergeant/RRT	St #9	3/26/1987	89,312.05	1,400.00	23,111.01	2,773.32	3,132.00	6,941.10	-	\$ 126,669
13	Robert Beloin	Sgt / Proc	St #9	8/11/1996	89,312.05	2,900.00	23,111.01	1,848.88	3,132.00	6,941.10	-	\$ 127,245
14	John Zarro	Sgt / Records	St #9	1/8/1995	89,312.05	1,400.00	23,111.01	2,773.32	3,132.00	6,941.10	-	\$ 126,669
15	Francis Mirasolo	Sgt / Inspector	St #9	3/25/1994	89,312.05	1,400.00	23,111.01	5,546.64	3,132.00	6,941.10	-	\$ 129,443
16	Glen Magnan	Sergeant	St #8	6/10/2002	87,133.71	1,400.00	21,783.43	2,614.01	-	6,559.62	-	\$ 119,491
17	Tara Conners	Sergeant / SRO	St #8	9/1/1999	87,133.71	-	22,566.43	1,354.00	3,132.00	6,784.62	-	\$ 120,971
18	Mark Tsoukalas	Ptl / K-9	St #8	6/21/1999	87,133.71	1,400.00	18,053.14	6,318.60	3,132.00	6,525.24	-	\$ 122,563
19	Nathan Landry	Sergeant	St #5/6	1/14/2013	80,994.91	1,400.00	8,099.49	6,479.59	-	4,927.81	-	\$ 101,902
20	Joseph Smith	Ptl / Car Seat Tech	St #9	7/11/1994	75,860.98	1,400.00	19,748.25	1,895.85	3,132.00	5,974.85	-	\$ 108,012
21	Robert Davidson	Patrolman	St #9	1/9/1996	75,860.98	-	-	6,068.88	-	4,659.84	-	\$ 86,590
22	Brian West	Patrolman	St #9	12/2/1994	75,860.98	-	18,965.25	-	-	5,749.80	-	\$ 100,576
23	Daniel O'Leary	Patrolman	St #9	3/2/1997	75,860.98	-	18,965.25	6,068.88	-	5,749.80	-	\$ 106,645
24	Andrew DeVito	Ptl / Insp	St #8/9	7/27/1997	75,754.65	-	15,777.33	2,366.60	3,132.00	5,737.17	-	\$ 102,768
25	Stephen Cogswell	Patrolman	St #8	6/4/2001	74,010.72	1,400.00	18,502.68	4,440.64	-	5,616.89	-	\$ 103,971
26	Paul Brady	Ptl / Taser	St #8	6/4/2001	74,010.72	-	15,428.54	2,314.28	3,132.00	5,728.22	-	\$ 100,614
27	Michael Henckler	Patrolman	St #8	6/4/2001	74,010.72	-	14,802.14	5,920.86	-	5,404.21	-	\$ 100,138
28	Timothy McKenna	Ptl / CJIS Admin	St #7/8	1/12/2003	73,077.02	1,500.00	-	2,286.27	3,132.00	4,664.34	-	\$ 84,660

Town of Billerica	Fiscal Year 2023	226

POLICE DEPARTMENT
SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Sick/EMT/Desk OIC BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY RETIREMENT	TOTAL SALARY BENEFIT
Roy Frost	Police Chief	St #1/2	12/21/97	159,984.00	-	40,844.25	-	-	-	3,393.00	204,221.25
Gerald Roche	Asst. Chief	St #10	04/02/87	105,931.65	-	12,182.14	1,218.21	15,889.75	8,001.34	-	143,223.09
Ron Balboni	Lt. Cmdr	St #10	03/13/88	105,931.65	-	35,593.03	2,847.45	12,711.80	9,164.20	-	166,248.13
Troy Opland	Lieutenant	St #10	06/05/88	105,931.65	1,400.00	35,593.03	2,847.45	12,711.80	9,164.20	-	167,648.13
Edward O'Mahon	Lieutenant	St #9	01/22/95	103,347.95	-	25,836.99	6,200.88	-	7,724.42	-	143,110.24
Gregory Katz	Lt. Cmdr	St #9	07/16/95	103,347.95	1,500.00	28,937.42	1,157.49	12,401.75	8,615.33	-	155,959.94
Sean Coffey	Lieutenant / Detect	St #9	03/01/97	103,347.95	-	26,619.99	1,064.80	3,132.00	7,949.40	-	142,114.14
Martin Conway	Lieutenant	St #10	03/13/88	105,931.65	-	31,779.49	8,474.53	-	8,214.46	-	154,400.13
John Harring	Lieutenant / FTS	St #9	09/04/96	103,347.95	1,400.00	26,106.99	-	1,080.00	7,724.42	-	139,659.36
Steven Elmore	Lieutenant	St #10	03/26/87	105,931.65	-	32,719.09	-	3,132.00	8,448.47	-	150,231.21
William West	Lieutenant	St #9	10/28/93	103,347.95	-	26,106.99	7,309.96	1,080.00	7,724.42	-	145,569.31
Mark Gualtieri	Sergeant/RRT	St #9	03/26/87	89,312.05	1,400.00	23,111.01	2,773.32	3,132.00	6,941.10	-	126,669.49
Robert Beloin	Sgt / Proc	St #9	08/11/96	89,312.05	2,900.00	23,111.01	1,848.88	3,132.00	6,941.10	-	127,245.05
John Zarro	Sgt / Records	St #9	01/08/95	89,312.05	1,400.00	23,111.01	2,773.32	3,132.00	6,941.10	-	126,669.49
Francis Mirasolo	Sgt / Inspector	St #9	03/25/94	89,312.05	1,400.00	23,111.01	5,546.64	3,132.00	6,941.10	-	129,442.81
Glen Magnan	Sergeant	St #8	06/10/02	87,133.71	1,400.00	21,783.43	2,614.01	-	6,559.62	-	119,490.77
Tara Conners	Sergeant / SRO	St #8	09/01/99	87,133.71	-	22,566.43	1,354.00	3,132.00	6,784.62	-	120,970.76
Mark Tsoukalas	Ptl / K-9	St #8	06/21/99	87,133.71	1,400.00	18,053.14	6,318.60	3,132.00	6,525.24	-	122,562.69
Nathan Landry	Sergeant	St #5/6	01/14/13	80,994.91	1,400.00	8,099.49	6,479.59	-	4,927.81	-	101,901.80
Joseph Smith	Ptl / Car Seat Tech	St #9	07/11/94	75,860.98	1,400.00	19,748.25	1,895.85	3,132.00	5,974.85	-	108,011.93
Robert Davidson	Patrolman	St #9	01/09/96	75,860.98	-	-	6,068.88	-	4,659.84	-	86,589.70
Brian West	Patrolman	St #9	12/02/94	75,860.98	-	18,965.25	-	-	5,749.80	-	100,576.03
Daniel O'Leary	Patrolman	St #9	03/02/97	75,860.98	-	18,965.25	6,068.88	-	5,749.80	-	106,644.91
Andrew DeVito	Ptl / Insp	St #8/9	07/27/97	75,754.65	-	15,777.33	2,366.60	3,132.00	5,737.17	-	102,767.75
Stephen Cogswell	Patrolman	St #8	06/04/01	74,010.72	1,400.00	18,502.68	4,440.64	-	5,616.89	-	103,970.93
Paul Brady	Ptl / Taser	St #8	06/04/01	74,010.72	-	15,428.54	2,314.28	3,132.00	5,728.22	-	100,613.76
Michael Henckler	Patrolman	St #8	06/04/01	74,010.72	-	14,802.14	5,920.86	-	5,404.21	-	100,137.93
Timothy McKenna	Ptl / CJIS Admin	St #7/8	01/12/03	73,077.02	1,500.00	-	2,286.27	3,132.00	4,664.34	-	84,659.63
Richard Avant	Patrolman / Car Seat	St #8	02/19/02	74,010.73	1,500.00	15,428.55	925.72	3,132.00	5,620.22	-	100,617.21
Dwayne Eidens	Patrolman	St #7	08/01/05	72,205.58	-	18,834.39	2,712.16	3,132.00	5,712.20	-	102,596.33
Pedro Nieves	Patrolman	St #7	04/04/05	72,205.58	-	-	-	-	4,449.76	-	76,655.34
Ivonne Osgood	Ptl / COA Liason	St #7	04/04/05	72,205.58	-	15,067.52	1,130.07	3,132.00	5,495.71	-	97,030.87
Edward Peterson	Patrolman	St #7	04/10/06	72,205.58	-	-	2,260.13	3,132.00	4,629.76	-	82,227.46
Francis Rayne	Patrolman	St #7	04/10/06	72,205.58	1,400.00	14,441.12	2,166.17	-	5,279.71	-	95,492.58
Scott Peloquin	Patrolman	St #8/9	02/01/98	74,797.61	-	14,959.52	-	-	5,436.11	-	95,193.24
Robert Heffernan	Patrolman	St #8	04/09/01	74,010.72	1,000.00	15,428.54	-	3,132.00	5,620.22	-	99,191.48
Ian Taylor	Patrolman	St #7/8	05/12/03	72,454.56	-	-	2,267.60	3,132.00	4,638.40	-	82,492.56
John Slaney	Patrolman	St #9	05/19/97	75,860.98	-	15,172.20	4,551.66	-	5,531.81	-	101,116.65
Christopher Philbin	Patrolman	St #5	09/16/13	67,372.13	-	-	2,021.16	-	4,171.96	-	73,565.25
Patrick O'Brien	Patrolman	St #5	03/10/14	67,372.13	-	-	2,021.16	-	4,171.96	-	73,565.25
Sarah Croke	Patrolman	St #5	03/10/14	67,372.13	-	7,050.61	1,057.56	3,132.00	4,351.96	-	82,964.26
Rocco Magliozzi	Patrolman	St #5	03/10/14	67,372.13	-	7,050.61	2,115.18	3,132.00	4,351.96	-	84,021.88
Ryan Koles	Patrolman	St #6	04/17/12	70,444.47	-	7,309.05	4,385.43	2,646.00	4,438.54	-	89,223.48
Robert Simmons	Patrolman	St #6	05/21/12	70,444.47	-	7,044.45	2,113.33	-	4,348.52	-	83,950.77
Gilbert Ynostza	Patrolman	St #5	09/08/14	67,372.13	-	7,001.81	2,100.54	2,646.00	4,261.92	-	83,382.40
Cory Bandouvere	Patrolman	St #5	09/09/15	67,372.13	-	7,001.81	2,100.54	2,646.00	4,261.92	-	83,382.40
Raphael Mendez	Patrolman	St #5/6	09/04/12	69,914.75	-	5,442.06	2,176.82	2,646.00	4,423.82	-	84,603.45
John Agcaouli	Patrolman	St #5	09/12/16	67,372.13	-	6,737.21	2,021.16	-	4,171.96	-	80,302.46
Thomas Huff	Patrolman	St #5	09/12/16	67,372.13	-	-	2,021.16	-	4,171.96	-	73,565.25
Alexander Allen	Patrolman	St #4/5	10/30/17	66,269.10	1,400.00	6,626.91	1,988.07	-	4,123.30	-	80,407.38
Sean Dougherty	Patrolman	St #4/5	10/30/17	66,269.10	-	6,940.31	2,082.15	3,132.00	4,303.30	-	82,726.86
Phil O'Loughlin	Patrolman	St #6/7	01/16/08	71,260.92	-	7,126.09	5,700.87	-	4,382.27	-	88,470.15
Guanci, Justin	Patrolman	St #4	03/04/19	63,985.18	-	6,398.52	1,919.56	-	3,977.30	-	76,280.55
Dixon, Nena	Patrolman	St #4	05/20/19	63,985.18	-	-	3,839.11	-	3,977.30	-	71,801.59
Giampa, Anthony	Patrolman	St #3/4	01/06/20	62,736.98	-	-	5,018.96	-	3,884.85	-	71,640.79
Micalizzi, Gregory	Patrolman	St #3/4	01/06/20	62,736.98	750.00	-	5,018.96	-	3,884.85	-	72,390.79
John Thatcher	Patrolman	St #3/4	01/06/20	62,736.98	750.00	-	5,018.96	-	3,884.85	-	72,390.79
Ware, Paul	Patrolman	St #3/4	01/06/20	62,736.98	-	-	5,018.96	-	3,884.85	-	71,640.79
DeVito, Christopher	Patrolman	St #2/3	03/22/21	59,927.52	1,000.00	4,494.56	3,595.65	-	3,727.50	-	72,745.23
Xu, Jian Yi	Patrolman	St #4	07/01/20	63,985.18	1,000.00	-	5,118.81	-	3,977.30	-	74,081.29
Cangiamila, John	Patrolman	St #4/5	10/30/17	66,269.10	-	6,626.91	3,976.15	-	4,123.30	-	80,995.45
Faria, Kevin	Patrolman	St #2/3	06/07/21	59,438.62	-	5,943.86	3,566.32	-	3,705.28	-	72,654.07
McDonough, Connor	Patrolman	St #1/2	01/17/22	58,054.75	460.00	4,354.11	3,483.28	-	3,609.09	-	69,961.23
Promotion	Sergeant	St. #8		13,122.56		2,624.51	393.68	-	1,205.03		17,345.78
Promotion	Sergeant	St. #9		13,122.56		2,624.51	393.68	-	1,054.19		17,194.94
Replacement	Patrolman	St #1	07/01/22	57,020.02	-	5,702.00	1,710.60	-	3,705.28	-	68,137.90
Replacement	Patrolman	St #1	07/01/22	57,020.02	-	5,702.00	1,710.60	-	3,705.28	-	68,137.90
Replacement	Patrolman	St #1	07/01/22	57,020.02	-	5,702.00	1,710.60	-	3,705.28	-	68,137.90
Replacement/SRO	Patrolman			Funded by Grant	-	-	-	-	-	-	-
Replacement/SRO	Patrolman			Funded by Grant	-	-	-	-	-	-	-
John Manzi	Bldg Maint	St # 9	11/16/15	66,091.51	-	-	-	-	-	-	66,091.51
Beverly Ouano	Head Clerk	St.#7	10/19/98	61,008.45	1,000.00	-	-	-	-	3,200.00	65,208.45
Nancy Higgins	Head Clerk	St.#7	12/06/93	61,008.45	400.00	-	-	-	-	3,900.00	65,308.45
Elizabeth Patriquin	Head Clerk	St.#7	03/04/96	61,008.45	1,000.00	-	-	-	-	3,900.00	65,908.45
Paolucci, Valerie	Principal Clerk	St # 5/6	03/12/18	52,068.38	1,000.00	-	-	-	-	1,200.00	54,268.38
TBD	Dispatch Supervisor			83,000.00				626.00	4,000.00		87,626.00
Matthew Leung	Dispatch	St #6/7	10/01/07	60,810.22	-	-	2,610.00	2,192.40	3,307.98	2,500.00	71,420.60
Robin Smith	Dispatch	St #6	01/05/15	57,773.39	-	-	2,610.00	626.40	2,956.25	783.00	64,749.04
Maureen Lamarre	Dispatch	St #6	04/27/15	57,773.39	-	-	2,088.00	2,192.40	2,956.25	783.00	65,793.04
Cynthia Schultz	Dispatch	St #5/6	10/30/17	57,314.39	-	-	-	626.40	2,940.05	783.00	61,663.84
Eldridge, Kristyna	Dispatch	St #3/4	03/11/19	53,884.37	-	-	2,088.00	626.40	2,838.79	-	59,437.56
O'Leary, Brooke	Dispatch	St #3	07/28/19	53,387.03	-	-	2,610.00	626.40	2,828.26	-	59,451.69
Casey, Shane	Civilian Dispatcher	St #3	01/06/20	53,387.03	-	-	2,088.00	626.40	2,828.26	-	58,929.69
McSweeney, Brian	Civilian Dispatcher	St #3	08/18/19	53,387.03	600.00	-	-	626.40	2,886.19	-	57,499.62
Williams, Shernel	Civilian Dispatcher	St #5	05/19/17	56,363.99	-	-	-	626.40	2,891.45	783.00	60,664.84
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				\$ 6,043,241.00	\$ 33,160.00	\$ 842,291.13	\$ 207,697.92	\$ 141,626.70	\$ 383,371.73	\$ 21,225.00	\$ 7,672,613.48

One Civilian Dispatcher is grant funded.

Total Full time	\$ 6,043,241.00
PT/Seasonal	\$ 5,000.00
Overtime	\$ 780,000.00
Total Contract	\$ 1,629,372.00
Total Salary	\$ 8,457,613.00

			ANN.		Sick/EMT/Desk						TOTAL SALARY
NAME	POSITION	STEP	DATE	BASE SALARY	BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY	BENEFIT
										RETIREMENT	
Rosa, Daniel	Chief	St. #9	06/05/88	181,121.81	-	55,390.62	-	-	-	3,513.58	240,026.00
Frost, Roy	Asst. Chief	St.#8	11/01/97	100,827.27	-	28,987.84	1,159.51	15,124.09	8,629.85	-	154,728.56
Balboni, Ronald	Lt./ Div Com	St.#10	03/13/88	105,931.65	1,500.00	35,593.03	2,847.45	12,711.80	9,164.20	-	167,748.13
Opland, Troy	Lt./Cmdr	St.#10	06/05/88	105,931.65	2,900.00	35,593.03	2,847.45	12,711.80	9,164.20	-	169,148.13
O'Mahony, Edward	Lieutenant	St.#9	01/22/95	103,347.95	-	25,836.99	6,200.88	-	7,724.42	-	143,110.24
Roche, Gerald B.	Lieutenant/Insp.	St.#10	04/02/87	105,931.65	-	10,906.36	1,090.64	3,132.00	7,194.86	-	128,255.51
Katz, Gregory	Lt./Tech Serv	St.#9	07/16/95	103,347.95	1,500.00	26,619.99	1,064.80	3,132.00	7,949.45	-	143,614.19
Coffey, Sean	Lieutenant/FTS	St.#8-#9	03/01/97	101,706.13	-	25,696.53	-	1,080.00	7,573.51	-	136,056.17
Conway, Martin E	Lieutenant	St. #10	03/13/88	105,931.65	1,500.00	31,779.49	8,474.53	-	8,214.46	-	155,900.13
Elmore, Steven	Sergeant	St.#10	03/26/87	91,544.85	-	28,403.06	-	3,132.00	7,373.55	-	130,453.46
Gualtieri, Mark	Sergeant/RRT	St.#9	03/13/94	89,312.05	1,400.00	23,111.01	2,773.32	3,132.00	6,941.10	-	126,669.49
Beloin, Robert	Sgt./Proc	St.#8-#9	08/11/96	89,103.40	2,900.00	23,058.85	1,844.04	3,132.00	6,927.65	-	126,965.94
Zarro, John	Sergeant/Rcrds	St.#8	01/08/95	89,312.05	2,900.00	22,328.01	2,679.36	-	6,716.10	-	123,935.53
Mirasolo, Francis	Sgt./Insp.	St-#9	03/25/94	89,312.05	2,900.00	23,111.01	5,546.64	3,132.00	6,941.10	-	130,942.81
West, William G.	Sergeant	St-#9	10/28/93	89,312.05	1,400.00	22,598.01	-	1,080.00	6,716.10	-	121,106.17
Grogan, Craig	Lt./Tng. Off.	St.#10	07/11/88	105,931.65	-	32,719.09	7,634.46	3,132.00	8,448.47	-	157,865.67
Harran, John	Lieutenant	St.#8-#9	09/04/96	102,913.35	1,400.00	25,998.34	2,469.46	1,080.00	7,709.32	-	141,570.47
Magnan, Glen	Sergeant	St.#7-#8	06/10/02	85,138.78	1,400.00	21,284.69	2,554.16	-	6,406.94	-	116,784.58
Connors, Tara	Sergeant/SRO	St.#7	9/1/99	87,133.71	-	22,566.43	1,354.00	3,132.00	6,784.62	-	120,970.76
Tsoukalas, Mark	Sgt./K-9	St.#8	06/21/99	87,133.71	1,400.00	18,053.14	6,318.60	3,132.00	6,525.24	-	122,562.69
Landry, Nathan	Sergeant	St. #5	01/14/13	79,318.02	1,400.00	7,931.80	6,345.44	-	4,858.51	-	99,853.77
Smith, Joseph	Ptl./Car Seat Te	St.#9	07/11/94	75,860.98	2,400.00	19,748.25	1,895.85	3,132.00	5,974.85	-	109,011.93
Davidson, Robert	Patrolman	St.#9	01/09/96	75,860.98	-	-	4,551.66	3,132.00	4,659.84	-	88,204.48
West, Brian V.	Patrolman/SRO	St.#9	12/02/94	75,860.98	-	19,748.25	1,184.91	3,132.00	5,974.85	-	105,900.99
O'Leary, Daniel	Ptl./Insp.	St.#8-#9	03/02/97	74,655.83	-	18,663.96	2,239.67	-	5,639.04	-	101,198.50
DeVito, Andrew	Ptl./Insp.	St.#8	07/27/97	74,010.72	-	15,428.54	2,314.28	3,132.00	5,620.20	-	100,505.74
Glavin, Michelle	Patrolman	St.#8	07/28/97	74,010.72	-	19,285.68	2,314.28	3,132.00	5,841.87	-	104,584.55
Cogswell, Stephen	Patrolman	St.#8	06/04/01	74,010.72	1,400.00	18,502.68	4,440.64	-	5,616.89	-	103,970.93
Brady, Paul	Ptl./Taser	St.#8	06/04/01	74,010.72	-	15,428					

Town of Billerica	Fiscal Year 2023	228

POLICE DESCRIPTION DETAIL							
FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 284,350	\$ 277,375	\$ 287,350	\$ 315,608	\$ 298,350	\$ 338,777	\$ 338,777	\$ 338,777

Supplies and Expenses 5400	Department	Town Mgr.	Fin Com
Estimated cost of pursuing department accreditation, including attendance at seminars and meetings, etc. and minor office supplies as needed.	\$ 1,500	\$ 1,500	✓\$ 1,500
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
C.S. - Crime Prevention/Elder Services: RAD and other public awareness and informational programs; RAD protective gear; Crime Prevention Displays, videos, specialized RAD crime prevention training. File of Life and Senior ID card supplies	\$ 3,000	\$ 3,000	\$ 3,000
C.S. - Training Officer: Purchase of various training aids and props; inert OC Trainers, baton training, and related supplies; K-9 training materials and supplies.	\$ 10,000	\$ 10,000	\$ 10,000
C.S. - PAL/Other Youth and School Safety Activities; materials and supplies Watch Program and bicycle program, and repairs and replacements as needed.	\$ 5,000	\$ 5,000	\$ 5,000
Firearms/Armorer/Tactical Training Programs: Firearms purchases, 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	\$ 40,827	✓\$ 40,827	✓\$ 40,827
NEMLEC/RRT/SWAT Program: Specialized ammunition and training gear, uniforms and communication equipment, including radios, pagers and various other supplies.	\$ 5,500	\$ 5,500	✓\$ 5,500
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
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 tapes, 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
Cost of food for prisoners.	\$ 250	\$ 250	✓\$ 250
Fleet Maintenance/Repair: Vehicle inspections, tires, batteries, engine oil, collision deductibles, car washes, and various other vehicle supplies and repairs.	\$ 84,000	\$ 84,000	\$ 84,000
Office Supplies/Equipment/Printing: Postage fees and lease of photo copier for Records Department ; breathalyzer maintenance; Chiefs office expenses and supplies.	\$ 9,900	\$ 9,900	\$ 9,900
Uniforms: Estimated cost for 68 officers and 10 dispatchers, including emergency replacement and cleaning allowance per contractual agreement.	\$ 114,400	\$ 114,400	\$ 114,400
Criminal Bureau/Photography Supplies; Fingerprint Supplies; various other crime scene investigation related materials.	\$ 6,000	\$ 6,000	\$ 6,000
Cell Carrier Expenses: For maintenance of CDMA mobile laptop computer system.	\$ 10,800	\$ 10,800	\$ 10,800
general office supply allocation	\$ 3,000	\$ 3,000	\$ 3,000
	\$ -	\$ -	\$ -
	\$ 338,777	\$ 338,777	\$ 338,777

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 170,100	\$ 170,179	\$ 174,100	\$ 157,273	\$ 206,700	\$ 214,950	\$ 214,950	\$ 214,950

Contract Services/Leases 5200	Department	Town Mgr.	Fin Com
Professional Training: Firearms Instructor, Community Policing and Management Training, Computer Training for Officers and Dispatchers, various seminars and updates; Recruit and In-Service Academy training, Training travel expenses.	\$ 52,000	\$ 52,000	\$ 52,000
Estimated cost of various printed forms including: miscellaneous personnel forms, specialized computer supplies,	\$ 1,000	\$ 1,000	\$ 1,000
Estimated cost of medical consultations, polygraphs and testing services as needed, fees for investigative services and Certification consulting fees.	\$ 26,000	\$ 26,000	\$ 26,000
Estimated cost for advertising various Capital Outlay items, On Site Academy wellness program, etc.	\$ 150	\$ 150	\$ 150
Estimated cost of various memberships including: MA, N.E.and International Chiefs of Police Assn. NTOA, SRO, Firearm Instructor's Assn., American Society of Law Enforcement, Crime Prevention Officer's Assn., National Pal Assn.	\$ 5,000	\$ 5,000	\$ 5,000
Contract Cleaning Service for Building.	\$ 3,500	\$ 3,500	\$ 3,500
Cost for Code Red Community Notification System and maintenance.	\$ 10,800	\$ 10,800	\$ 10,800
Equipment Maintenance Contracts: Including In-House Computer System through ARMS, Recording equipment through Acorn, Communications Equipment through Motorola/Cybercom, Portable Radios, console, mobile sets, repeater system, Identix System, AED units, hand held , Baracuda/Sonicwall security services and warranty,	\$ 80,000	\$ 80,000	\$ 80,000
BAPER-NEMLEC Regional Communication System Microwave Link, yearly assessment. Satellite repeater land line expenses.	\$ 8,650	\$ 8,650	\$ 8,650
Estimated cost of CJIS system and maintenance contract through CHSB and user fee. Maintance and user fee for Link to SP Fingerprint Section.	\$ 2,000	\$ 2,000	\$ 2,000
Estimated cost for in-house telephone system maintenance.	\$ 1,000	\$ 1,000	\$ 1,000
Lease program for Public Safety Servers and town video server	\$ 24,850	\$ 24,850	\$ 24,850
Total Contract Services	\$ 214,950	\$ 214,950	\$ 214,950

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 176,300	\$ 176,300	\$ 185,600	\$ 185,600	\$ 212,800	\$ 241,952	\$ 241,952	\$ 241,952

	Department	Town Mgr.	Fin Com
Cost for purchase of 4 Replacement Police Cruisers, Brand not yet determined(@ 52,000.), per specifications, fully equipped. \$208,000	\$ 237,152	\$ 237,152	\$ 237,152
Lifepack AED's (2)	\$ 4,800	\$ 4,800	\$ 4,800

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. The increase is contractual.

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
SEALER OF WEIGHTS										
<i>Personnel Services</i>										
Full Time							\$ -	\$ -	\$ -	\$ -
Part Time/Seasonal										
Overtime										
Contractual Obligations										
Total							\$ -	\$ -	\$ -	\$ -
<i>Expenses</i>										
Supplies and Expenses							\$ -	\$ -	\$ -	\$ -
Contract Services/Leases	\$ 13,000	\$ 12,500	\$ 11,000	\$ 11,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 13,500	\$ 13,500	\$ 13,500
Utilities										
Capital Outlay										
Total Expenses	\$ 13,000	\$ 12,500	\$ 11,000	\$ 11,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 13,500	\$ 13,500	\$ 13,500
TOTAL BUDGET	\$ 13,000	\$ 12,500	\$ 11,000	\$ 11,000	\$ 12,500	\$ 12,500	\$ 12,500	\$ 13,500	\$ 13,500	\$ 13,500

	FY2022	FY2023
Position	FTE	FTE
Weights & Measurer Insp		
Total Staffing	0	0

Section 8: Public Work

Administration

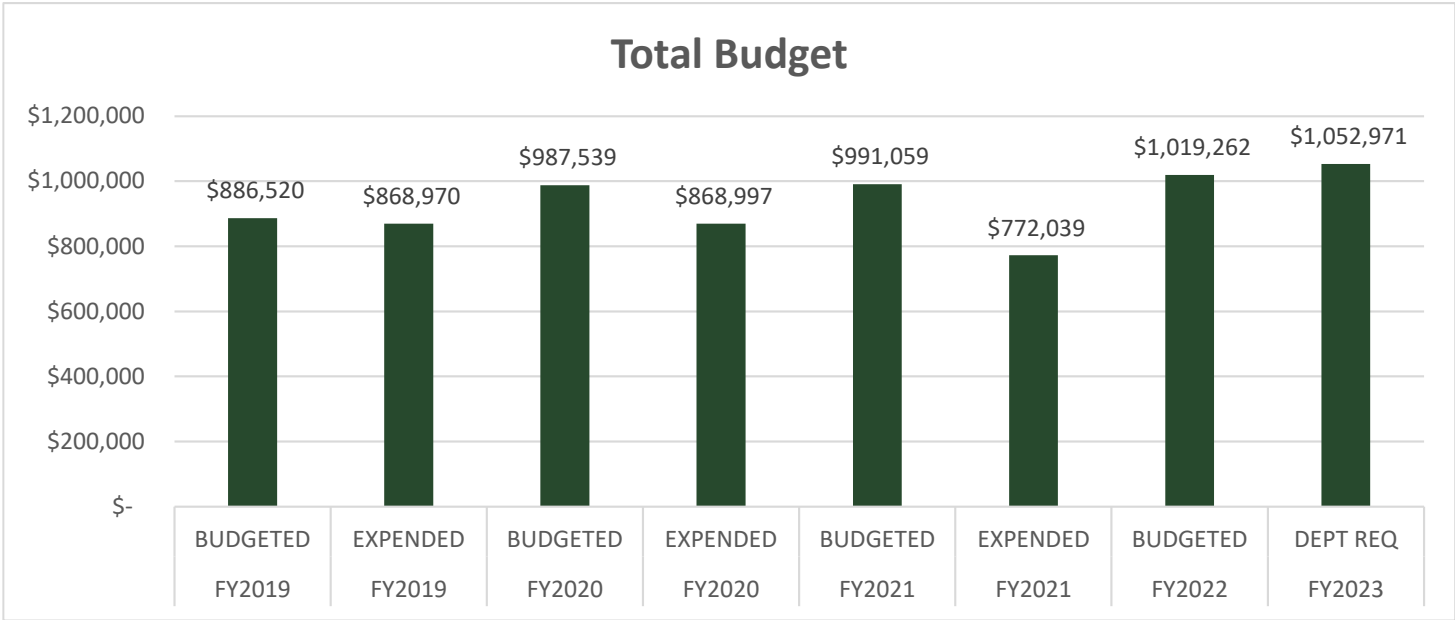
Department Explanation

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 FY23 will be going up almost \$34,000. This is due mostly to non-union salary increases.

In FY22 DPW Director Abdul Alkatib retired after 15+ years with the Town of Billerica. After a search that included candidates throughout the area the Town chose Fred Russel as the new DPW Director. Fred has spent time most recently in the Town of Brookline as well as Newton and Woburn.



Administration

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 storm or other emergencies and manages all payroll and account payable activities of the Department of Public works.

Street Opening Permits are issued by DPW Administration, including inspection of all construction relating to Street Opening Permits done on Town roads by developers, contractors and homeowners, ensuring proper materials and methods are used in all work. In FY-21, the DPW issued and inspected 149 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 FY-21, the DPW reviewed 638 Building Permits, and 105 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 over 24%. Recycling diverted over 4,300 tons of material being from the waste stream, saving the Town over \$347,500 in disposal costs. Sales of Official Overflow Bags for excess trash disposal resulted in over \$60,000 being returned to the General Fund.

Also, in FY-21, the DPW Administration Office processed 80 rebates out of the Water Conservation Rebate Program fund totaling \$10,750.00. Out of the 80 rebates, 22 were for washing machines at a rebate of \$225 each, 41 were for toilets at a rebate of \$100 each and 17 were for dishwashers at a rebate of \$100 each.



Administration

The Water Billing is also managed by DPW Administration and is responsible for all water meter repairs, meter readings, billing, and finals. There are two-meter repairmen who are responsible for the repair of all meters and endpoints in town. The Billing Manager 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 FY21. The Water Billing averages 30-40 calls a day and at least 5-6 walk-ins for meters, inquiries and or change of address.

Administration

DPW ADMINISTRATION

Personnel Services

Full Time	\$ 639,642	\$ 639,642	\$ 673,255	\$ 673,255	\$ 675,517	\$ 675,517	\$ 700,420	\$ 732,239	\$ 732,239	\$ 732,239
Part Time/Seasonal	\$ 195,000	\$ 184,106	\$ 262,080	\$ 149,330	\$ 262,080	\$ 49,602	\$ 262,080	\$ 262,080	\$ 262,080	\$ 262,080
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Obligations	\$ 32,028	\$ 30,928	\$ 32,354	\$ 31,354	\$ 33,137	\$ 33,137	\$ 36,437	\$ 33,827	\$ 33,827	\$ 33,827
Total	\$ 866,670	\$ 854,676	\$ 967,689	\$ 853,939	\$ 970,734	\$ 758,256	\$ 998,937	\$ 1,028,146	\$ 1,028,146	\$ 1,028,146

Expenses

Supplies and Expenses	\$ 5,560	\$ 5,557	\$ 3,000	\$ 2,266	\$ 3,000	\$ 595	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Contract Services/Leases	\$ 14,290	\$ 8,737	\$ 16,850	\$ 12,792	\$ 17,325	\$ 13,188	\$ 17,325	\$ 21,825	\$ 21,825	\$ 21,825
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 19,850	\$ 14,294	\$ 19,850	\$ 15,058	\$ 20,325	\$ 13,783	\$ 20,325	\$ 24,825	\$ 24,825	\$ 24,825

TOTAL BUDGET

	\$ 886,520	\$ 868,970	\$ 987,539	\$ 868,997	\$ 991,059	\$ 772,039	\$ 1,019,262	\$ 1,052,971	\$ 1,052,971	\$ 1,052,971

	FY2022	FY2023	FY2023	FY2023	FY2023	FY2023	FY2023	FY2023	FY2023	FY2023
		Dep. Req.	TM. Rec.	Fin Com Rec.						

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

Position	FY2022	Dep. Req.	TM. Rec.	Fin Com Rec.
		FY2023	FY2023	FY2023
Part Time/Seasonal	9	9	9	9
Total Staffing	9	9	9	9

Difference PY \$ 33,709.85
% PY 3.31%

Administration

DPW ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Fred Russell	DPW Director	0	11/29/2021	163,981.85	-	-	\$ 163,981.85
Steve Robertson	Operations Supervisor	5	6/14/1999	109,776.79	500.00	3,300.00	\$ 113,576.79
Grant, Brenda	Head Administrative Clerk	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 Director	9	8/11/1997	106,786.51	500.00	3,393.00	\$ 110,679.51
	Seasonal Employees			262,080.00	-	-	\$ 262,080.00
DEPARTMENT TOTAL				\$ 994,319.44	\$ 7,000.00	\$ 26,827.00	\$ 1,028,146.44

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	\$ 732,239.44
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	\$ 1,028,146.44
	<u>\$ 262,080.00</u>		

Administration

DPW ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Fred Russell	DPW Director	0	11/29/2021	\$163,981.85	\$ -		\$ 163,981.85
Steve Robertson	Operations Supervisor	5	6/14/1999	\$109,776.79	\$ 500.00	\$ 3,300.00	\$ 113,576.79
Grant, Brenda	Head Administrative Cl	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 Direct	9	8/11/1997	\$ 106,786.51	\$ 500.00	\$ 3,393.00	\$ 110,679.51
	Seasonal Employees			\$ 262,080.00			\$ 262,080.00
DEPARTMENT TOTAL				\$ 994,319.44	\$ 7,000.00	\$ 26,827.00	\$ 1,028,146.44

* Paid out of grade per prior administrative action.

Total Full Time	\$ 732,239.44
Total Part Time/Seasonal	\$ 262,080.00
Total Overtime	
Total Contract	\$ 33,827.00
Total	\$ 1,028,146.44

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	\$ 35,840.00

\$ 262,080.00

Administration

DPW ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Abdul Alkatib	DPW Director	9	10/24/2005	\$143,849.96	\$ -	\$ 2,610.00	\$ 146,459.96
Steve Robertson	Operations Supervisor	5	6/14/1999	\$107,518.89	\$ 500.00	\$ 3,300.00	\$ 111,318.89
Grant, Brenda	Head Administrative Cl	7	6/26/1989	\$ 66,777.72	\$ 1,000.00	\$ 4,434.00	\$ 72,211.72
Crandall, Patricia	Principal Clerk	7	1/22/2006	\$ 54,482.32	\$ 1,000.00	\$ 2,700.00	\$ 58,182.32
McKenna, Mary Fiona	Principal Clerk	7	5/28/1996	\$ 54,482.32	\$ 1,000.00	\$ 3,900.00	\$ 59,382.32
McCoy, Donna	Principal Clerk	7	9/3/1997	\$ 54,482.32	\$ 1,000.00	\$ 3,200.00	\$ 58,682.32
Rafferty, Mary Ann	Principal Clerk	7	1/16/2001	\$ 54,482.32	\$ 1,000.00	\$ 3,200.00	\$ 58,682.32
McDonough, Jennifer	Head Clerk	7	12/4/2006	\$ 59,753.62	\$ 1,000.00	\$ 2,700.00	\$ 63,453.62
Judy Dunn	Municipal Billing Direct	9	8/11/1997	\$ 104,590.12	\$ 500.00	\$ 3,393.00	\$ 108,483.12
	Seasonal Employees			\$ 262,080.00			\$ 262,080.00
DEPARTMENT TOTAL				\$ 962,499.59	\$ 7,000.00	\$ 29,437.00	\$ 998,936.59

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	\$ 700,419.59
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	\$ 36,437.00
4 Part time 40 hours per week X 16 Weeks	\$ 35,840.00	Total	\$ 998,936.59
	\$ 262,080.00		

Administration

DESCRIPTION/DETAIL

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 5,560	\$ 5,557	\$ 3,000	\$ 2,266	\$ 3,000	\$ 595	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000

Supplies and Expenses

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

Uniforms - for three meter readers employees

Water Meter - 5/8", 3/4" and 1"

Misc. gaskets, chambers, bases, etc.

New computer, stand and autogun for the Meter Readers

Misc. gaskets, chambers, bases, etc.

Manual auto reader for the Budgeter Meters

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

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 14,290	\$ 8,737	\$ 16,850	\$ 12,792	\$ 17,325	\$ 13,188	\$ 17,325	\$ 21,825	\$ 21,825	\$ 21,825

Department Town Mgr. Fin Com

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

Clothing Allowance SEIU
DOT physicals required for CD/Hoisting Licenses 23 employees at \$100

Total Contract Services

\$ 21,825 \$ 21,825 \$ 21,825

Cemetery

Department Explanation

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.

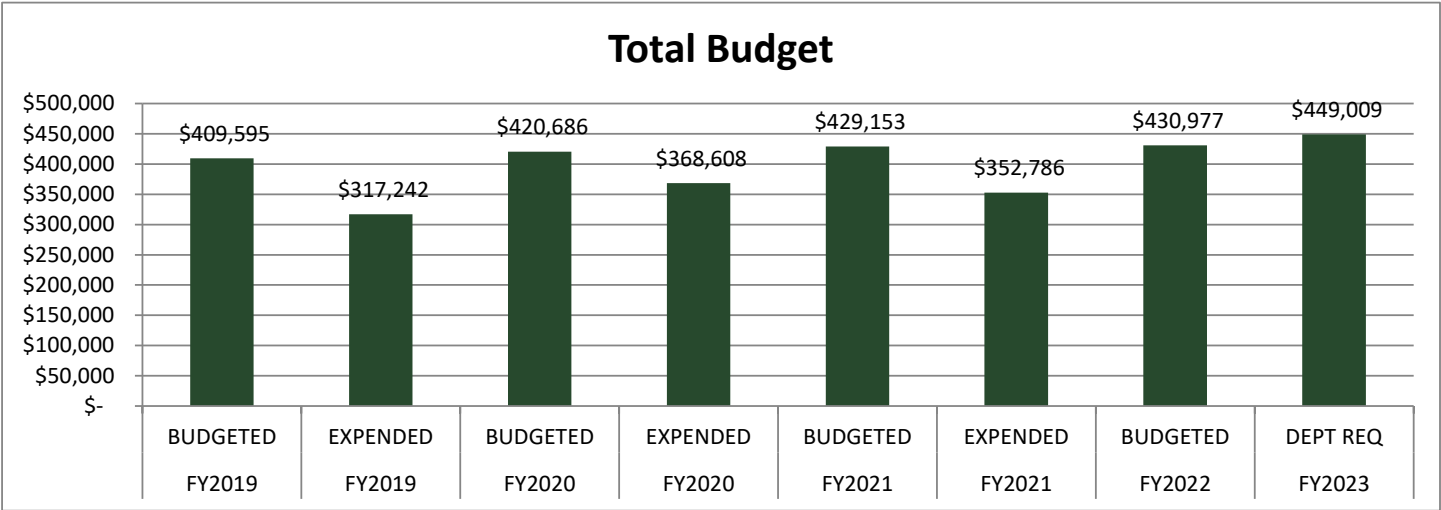
The Cemetery Department budget consists of a Supervisor, a Working Foreman, and two Heavy Equipment Operators

Budget Narrative

In FY23 the Cemetery Department will continue to budget for office supplies and landscaping materials as needed. The budget will increase slightly this year. A retirement buyout for a previous employee will be included in this budget.

In FY22 the former Superintendent of the department retired. When the departments were split it was agreed that the Superintendent position would be downgraded to a supervisor through attrition.

In FY19 the cemetery and parks and tree's department were split into two separate departments to allow for higher quality services and specialization.



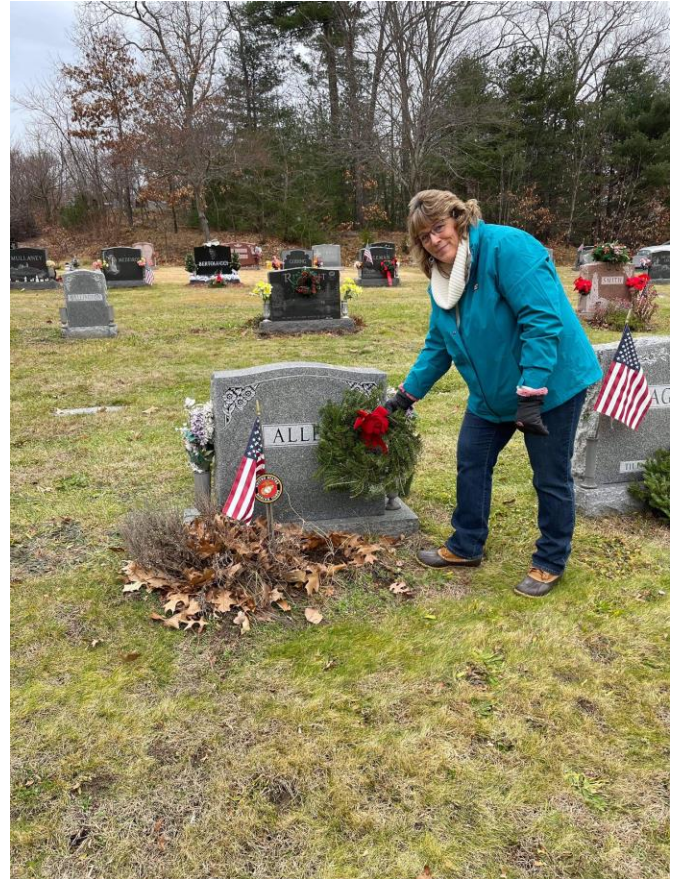
Cemetery

Programs / 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 204 burials in FY2021. Total revenue generated from the sale of grave plots and other services provided by the Town for FY21 was \$281,310. Cemetery Division staff installed 32 flat grave markers, 29 Veteran markers and 116 foundations for head stones.

During FY21, the Fox Hill Cemetery Phase II Development project was nearing completion. The contract included the development of 2,270 grave spaces including: 1,370 full casket burial graves, 315 small size cremation only graves, 120 full size graves to be used for cremation only, concrete retaining wall with 192 cremation niches, 273 pre-installed concrete lawn crypts with bar foundations



	FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
CEMETERY	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FIN COM REC

Personnel Services										
Full Time	\$ 284,459	\$ 248,433	\$ 235,550	\$ 275,890	\$ 294,957	\$ 290,136	\$ 296,781	\$ 275,357	\$ 275,357	\$ 275,357
Part Time/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime	\$ 55,640	\$ 30,002	\$ 55,640	\$ 42,086	\$ 58,200	\$ 31,008	\$ 58,200	\$ 58,200	\$ 58,200	\$ 58,200
Contractual Obligations	\$ 10,296	\$ 10,296	\$ 10,296	\$ 8,477	\$ 10,296	\$ 8,455	\$ 10,296	\$ 49,752	\$ 49,752	\$ 49,752
Perpetual Care Interest Trans.										
Total	\$ 350,395	\$ 288,731	\$ 361,486	\$ 326,453	\$ 363,453	\$ 329,599	\$ 365,277	\$ 383,309	\$ 383,309	\$ 383,309

Expenses										
Supplies and Expenses	\$ 36,500	\$ 17,570	\$ 36,500	\$ 33,983	\$ 43,000	\$ 13,022	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000
Mosquito Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract Services/Leases	\$ 20,450	\$ 8,691	\$ 20,450	\$ 5,922	\$ 20,450	\$ 7,915	\$ 20,450	\$ 20,450	\$ 20,450	\$ 20,450
Utilities	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250
Capital Outlay										
Total Expenses	\$ 59,200	\$ 28,511	\$ 59,200	\$ 42,155	\$ 65,700	\$ 23,187	\$ 65,700	\$ 65,700	\$ 65,700	\$ 65,700
TOTAL BUDGET	\$ 409,595	\$ 317,242	\$ 420,686	\$ 368,608	\$ 429,153	\$ 352,766	\$ 430,977	\$ 449,009	\$ 449,009	\$ 449,009

Position	FY2022	Dep. Rec.	TM Rec	Fin Com Rec	
	FTE	FY2023	FY2023	FY2023	
Superintendent	1	1	1	1	1
Working Foremen	1	1	1	1	1
Heavy Mr. Equip. Oper.	1	1	1	1	1
Heavy Mr. Equip. Oper.	1	1	1	1	1
Seasonal*	0	0	0	0	0
TOTAL STAFF	4	4	4	4	4

18.032

4.18%

Cemetery

CEMETERY DIVISION SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
Retirement											
TBD	Supervisor	4	TBD	\$ 80,445.28	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00	\$ 42,173.66	\$ 42,173.66
McLaughlin, Stephen	Working Foreman	7	8/12/1986	\$ 75,223.94	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00		\$ 82,327.28
Jillson, Ian	Heavy Mtr. Equip. Oper.	3/4	11/13/2000	\$ 57,165.19	\$ 800.00	\$ 50.00	\$ 600.00	\$ 332.00	\$ 150.00		\$ 77,105.94
Ducey, Stephen	Heavy Mtr. Equip. Oper.	7	11/13/2000	\$ 62,522.31	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00		\$ 59,097.19
											\$ 64,404.31
DEPARTMENT TOTAL				\$ 275,356.72	\$ 3,200.00	\$ 50.00	\$ 2,400.00	\$ 1,328.00	\$ 600.00	\$ 42,174	\$ 325,108.38

OT increased \$2,560.00 1.046% increase

Total Full Time \$ 275,357.00
Total Seasonal \$ -
Total Overtime \$ 58,200.00
Total Contract \$ 49,751.66
Total \$ 383,308.66

CEMETERY DIVISION SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
Retirement											
TBD	Supervisor	4	TBD	\$ 80,445.28	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00	\$ 42,174	\$ 42,173.66
McLaughlin, Stephen	Working Foreman	7	8/12/1986	\$ 75,223.94	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00		\$ 82,327.28
Jillson, Ian	Heavy Mtr. Equip. Oper.	3/4	11/13/2000	\$ 57,165.19	\$ 800.00	50.00	\$ 600.00	\$ 332.00	\$ 150.00		\$ 77,105.94
Ducey, Stephen	Heavy Mtr. Equip. Oper.	7	11/13/2000	\$ 62,522.31	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00		\$ 59,097.19
											\$ 64,404.31
											\$ -
DEPARTMENT TOTAL				\$ 275,356.72	\$ 3,200.00	\$ 50.00	\$ 2,400.00	\$ 1,328.00	\$ 600.00	\$ 42,174	\$ 325,108.38

OT increased \$2,560.00 1.046% increase

Total Full Time \$ 275,357.00
Total Seasonal \$ -
Total Overtime \$ 58,200.00
Total Contract \$ 49,751.66
Total \$ 383,308.66

CEMETERY DIVISION SALARY INFORMATION FY2022 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
Crotty, Everett	Superintendent	7	5/24/1982	\$102,939.82			\$ 500.00	\$ -	\$ -	\$ 4,100	\$ 107,539.82
McLaughlin, Stephen	Working Foreman	7	1/25/2001	\$ 75,223.94	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00		\$ 77,105.94
Jillson, Ian	Heavy Mtr. Equip. Oper.	3	7/16/2017	\$ 56,094.87	\$ 800.00	\$ 50.00	\$ 600.00	\$ 332.00	\$ 150.00		\$ 58,026.87
Ducey, Stephen	Heavy Mtr. Equip. Oper.	6/7	11/13/2000	\$ 62,522.31	\$ 800.00		\$ 600.00	\$ 332.00	\$ 150.00		\$ 64,404.31
DEPARTMENT TOTAL				\$296,780.94	\$ 2,400.00	\$ 50.00	\$ 2,300.00	\$ 996.00	\$ 450.00	\$ 4,100	\$ 307,076.94

* 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 \$ 296,781.00
Total Seasonal
Total Overtime \$ 58,200.00
Total Contract \$ 10,296.00
Total \$ 365,277.00

DESCRIPTION DETAIL

CEMETERY

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	DEPT REQ	TM REC	FN COM REC	
\$ 36,500	\$ 17,570	\$ 36,500	\$ 33,983	\$ 43,000	\$ 13,022	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000

General office supplys

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 Veteran's 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

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	DEPT REQ	TM REC	FN COM REC	
\$ 20,450	\$ 8,691	\$ 20,450	\$ 5,922	\$ 20,450	\$ 7,915	\$ 20,450	\$ 20,450	\$ 20,450	\$ 20,450	\$ 20,450	\$ 20,450

Contract Services

Outside Services - Irrigation / Deep Tine Areation, Hydroseeding -
Uniforms -
Maintenance contracts-
CHS Consulting -Cemetery
Clothing Allowance per SEIU

Total Contract Services

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2022	FY2023	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	DEPT REQ	TM REC	FN COM REC	
\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250

Utilities

Electricity for Cemetery Garage, Office & Outside Lights
Fuel/ Heat for Cemetery Garage & 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

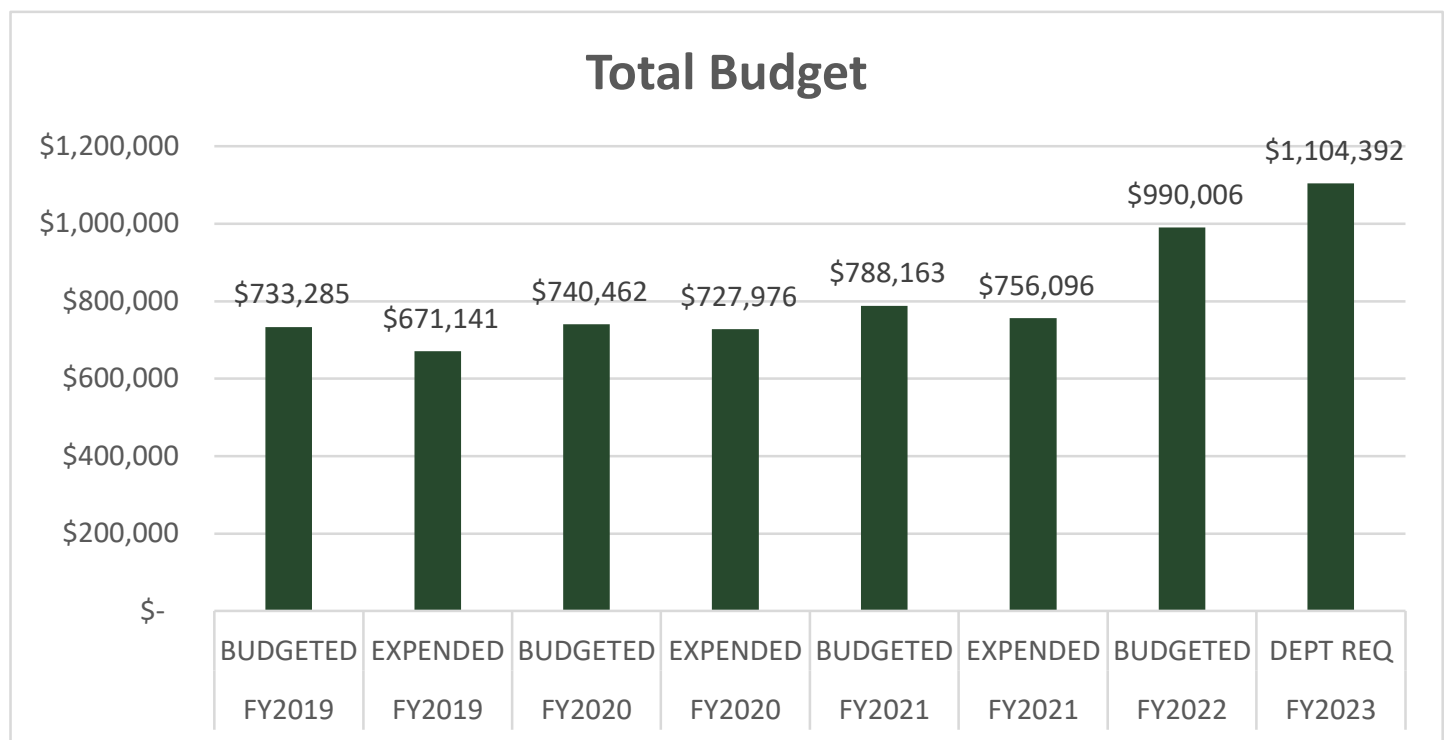
The Department of Public Works Engineering Division manages the efforts related to the design development and construction of the town's various infrastructure improvement projects.

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 FY23 the Engineering division will see an increase of just over \$114,000. This included the full salary of the Storm Water Engineer and a nonunion salary adjustment.

During the Fall 2021 Town Meeting a budget amendment was approved to include a Storm Water Engineer in the Engineering budget. This is reflected in the FY22 budget sheet. The Storm Water Engineer will hopefully be on board by the time FinCom is reviewing the budget!



Engineering

Programs and Services & Prior Year Updates

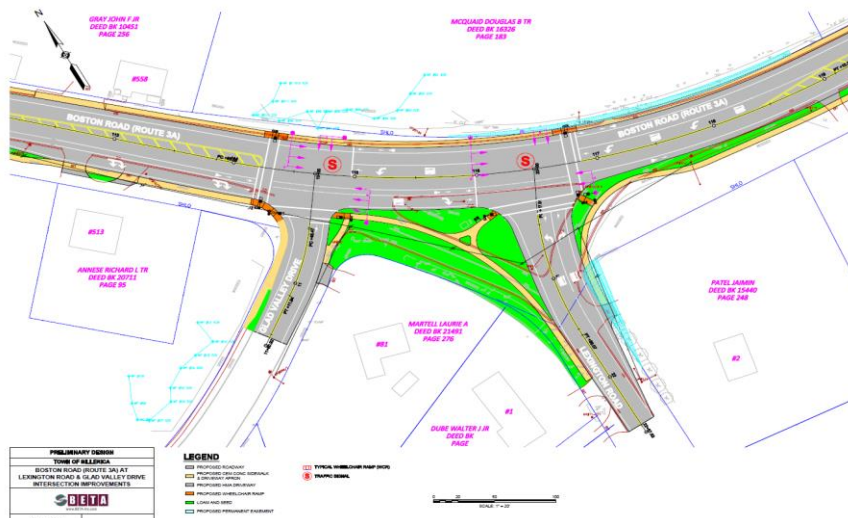
During Fiscal Year 2021, the Engineering Division managed the design, development and construction of the Town's various infrastructure improvement projects.

The Town of Billerica has 185 miles of accepted roads and 73 miles of unaccepted roads totaling 258 miles of roads.

In FY21 the following roads, or portions thereof, were repaved and/or reconstructed: Anniversary Way, Arrow Street, Bayberry Lane, Challenger Road, Crestwood Lane, Everready Circle, Fardon Street, Gail Ann Drive, Glad Valley Drive, Gove Road, Ironwood Street, Kender Place, Lilly Street, Market Street, Meadowlark Way, Moosewood Street, Nashua Road (Bridge at Concord River to Hawk's Ridge Road), Ossamequin Road (Morgan Road to Lupine Lane), Pink Street, Pond Street (Salem Road to bridge over railroad tracks), Race Street, Richards Street, Russet Road, School House Lane, Sequoia Street, Sourgum Road, Strand Street, Sumac Street, Tamarak Street, Tercentennial Drive (Kendrick Ave. to Russet Rd.), Tomahawk Drive, and Vine Street.



The following projects were in design development during this time period: Yankee Doodle Bike Path, Sewer Contract 37 (Needs Area 4), Sewer Contract 38 (Needs Area 6), Boston Road Improvements (River Street to Floyd Street), Phase II of the Frost Street Stormwater Improvements, Lexington Road Glad Valley Drive Intersection Improvements and Katie Durand Memorial Park.



The following projects were under construction: Boston Road Improvements (Cumming Street to Tower Farm Road, punch list items), Whipple Road and Andover Road Intersection Improvements, Sewer Contract 36 (Needs Area 3), Fox Hill Cemetery Expansion, Water Main Improvements on Boston Road, Middlesex Turnpike Improvements Project; Boston Road at Allen Road

Engineering

Intersection Improvements, Housing Choice Grant Project for Sidewalk Construction on Boston Road from Alpine Street to Forest Park Ave.

The Town's Stormwater Management Program, which is aimed at reducing the impact of stormwater on the nation's surface waters, is managed by the Engineering Division. Authorization to continue discharge of stormwater through the Town's *Municipal Separate Storm Sewer System (MS4)* was granted March 5, 2019. The Town of Billerica has 617 known stormwater outfalls that are regulated under the MS4 permit requirements. The Year 3 Annual Report was filed as required by the *Massachusetts Small MS4 General Permit* on September 29, 2021. The Division has continued with updating of the stormwater system in GIS mapping, inspection of all outfalls, annual training, public outreach and education as well as other efforts as required by the permit.

The Engineering Division maintains the centralized Geographic Information Systems (GIS) database for the Town. In addition to general maintenance of the publicly accessible and internal GIS sites, the annual update to the Assessor's parcel layer was completed. Updates to water, sewer, stormwater, and other miscellaneous layers were also completed as needed for individual departments. Implementation and maintenance of the PeopleGIS PeopleForm Database application continued throughout Town Departments to aid in the tracking and updating of information.

The Engineering Division provides services to the general public, private consultants, contractors, and other Town departments. These services include the following: 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; and other miscellaneous tasks.



ENGINEERING DIVISION

Personnel Services

Full Time	\$ 557,457	\$ 557,457	\$ 597,734	\$ 595,423	\$ 616,072	\$ 616,072	\$ 736,390	\$ 850,266	\$ 850,266	\$ 850,266	\$ -
Part Time/Seasonal											
Overtime	\$ 21,400	\$ 18,714	\$ 21,400	\$ 15,197	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Obligations	\$ 15,500	\$ 13,274	\$ 14,100	\$ 12,971	\$ 14,825	\$ 14,825	\$ 18,550	\$ 19,060	\$ 19,060	\$ 19,060	\$ -
Total	\$ 594,357	\$ 589,445	\$ 633,234	\$ 623,591	\$ 659,897	\$ 630,897	\$ 754,940	\$ 869,326	\$ 869,326	\$ 869,326	\$ -

Expenses

Supplies and Expenses	\$ 8,000	\$ 7,984	\$ 8,000	\$ 7,972	\$ 8,000	\$ 7,184	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Contract Services/Leases	\$ 130,928	\$ 73,712	\$ 99,228	\$ 96,413	\$ 120,266	\$ 118,015	\$ 227,066	\$ 227,066	\$ 227,066	\$ 227,066	\$ 227,066
Utilities											
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 138,928	\$ 81,696	\$ 107,228	\$ 104,385	\$ 128,266	\$ 125,199	\$ 235,066	\$ 235,066	\$ 235,066	\$ 235,066	\$ 235,066

TOTAL BUDGET

	\$ 733,285	\$ 671,141	\$ 740,462	\$ 727,976	\$ 788,163	\$ 756,096	\$ 990,006	\$ 1,104,392	\$ 1,104,392	\$ 1,104,392	\$ 1,104,392

Dep. Req. FY2023 TML Rec. FY2023 Fin Com Rec. FY2023

Difference PY 114,386.11

% PY 11.55%

Position	FTE	FTE	FTE	FTE
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Stormwater Engineer	1	1	1	1
Project Manager Engineers	4	4	4	4
GIS Analyst	1	1	1	1
Total Staffing	8	8	8	8

Engineering

ENGINEERING DIVISION SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Kelly Conway	Town Engineer	9	1/30/2006	\$ 144,841.19	\$ -	\$ 2,610.00	\$ 147,451.19
Derek Doyle	Jr. Civil Engineer	3/4	11/5/2007	\$ 92,798.38	\$ 500.00	\$ 2,800.00	\$ 96,098.38
Antonio Fernandes	Jr. Civil Engineer	3/4	8/4/2005	\$ 93,768.49	\$ 500.00	\$ 2,800.00	\$ 97,068.49
Pablo Noguera	Jr. Civil Engineer	5	11/21/1983	\$ 98,787.82	\$ 500.00	\$ 4,100.00	\$ 103,387.82
Kyle Grant	GIS Analyst	7	11/18/2013	\$ 110,005.25	\$ -	\$ -	\$ 110,005.25
Heather Chew	Assistant Town Engineer	5	7/1/2013	\$ 109,776.79	\$ 500.00	\$ 1,650.00	\$ 111,926.79
Joe Giuliano	Jr. Civil Engineer	3/4	6/26/2017	\$ 90,511.68	\$ 500.00	\$ 2,100.00	\$ 93,111.68
TBD	Stormwater Engineer	5	2/27/2022	\$ 109,776.79	\$ 500.00	\$ -	\$ 110,276.79
DEPARTMENT TOTAL				\$ 850,266.37	\$ 3,000.00	\$ 16,060.00	\$ 869,326.37

Total Full Time \$ 850,266.37
Total Overtime \$ -
Total Contract \$ 19,060.00
Total \$ 869,326.37

ENGINEERING DIVISION SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Kelly Conway	Town Engineer	9	1/30/2006	\$ 144,841.19		\$ 2,610.00	\$ 147,451.19
Derek Doyle	Jr. Civil Engineer	3/4	11/5/2007	\$ 92,798.38	\$ 500.00	\$ 2,800.00	\$ 96,098.38
Antonio Fernandes	Jr. Civil Engineer	3/4	8/4/2005	\$ 93,768.49	\$ 500.00	\$ 2,800.00	\$ 97,068.49
Pablo Noguera	Jr. Civil Engineer	5	11/21/1983	\$ 98,787.82	\$ 500.00	\$ 4,100.00	\$ 103,387.82
Kyle Grant	GIS Analyst	7	11/18/2013	\$ 110,005.25			\$ 110,005.25
Heather Chew	Assistant Town Engineer	5	7/1/2013	\$ 109,776.79	\$ 500.00	\$ 1,650.00	\$ 111,926.79
Joe Giuliano	Jr. Civil Engineer	3/4	6/26/2017	\$ 90,511.68	\$ 500.00	\$ 2,100.00	\$ 93,111.68
TBD	Stormwater Engineer	5	2/27/2022	\$ 109,776.79	\$ 500.00	\$ -	\$ 110,276.79
DEPARTMENT TOTAL				\$ 850,266.37	\$ 3,000.00	\$ 16,060.00	\$ 869,326.37

Total Full Time \$ 850,266.37
Total Overtime
Total Contract \$ 19,060.00
Total \$ 869,326.37

Engineering

ENGINEERING DIVISION SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Kelly Conway	Town Engineer	5	1/30/2006	\$ 122,202.83	\$ 500.00	\$ 2,800.00	\$ 125,502.83
Derek Doyle	Jr. Civil Engineer	2/3	11/5/2007	\$ 87,393.93	\$ 500.00	\$ 2,100.00	\$ 89,993.93
Antonio Fernandes	Jr. Civil Engineer	2/3	8/4/2005	\$ 88,307.55	\$ 500.00	\$ 2,800.00	\$ 91,607.55
Pablo Noguera	Jr. Civil Engineer	4/5	11/21/1983	\$ 94,976.40	\$ 500.00	\$ 4,100.00	\$ 99,576.40
Kyle Grant	GIS Analyst	6	11/18/2013	\$ 103,611.25	\$ -	\$ -	\$ 103,611.25
Heather Chew	Assistant Town Engineer	5	7/1/2013	\$ 107,518.89	\$ 500.00	\$ 1,650.00	\$ 109,668.89
Joe Giuliano	Jr. Civil Engineer	2/3	6/26/2017	\$ 85,240.41	\$ 500.00	\$ 2,100.00	\$ 87,840.41
TBD	Storm Water Engineer	0	1/0/1900	\$ 47,139.00	\$ -	\$ -	\$ 47,139.00
DEPARTMENT TOTAL				\$ 736,390.27	\$ 3,000.00	\$ 15,550.00	\$ 754,940.27

Total Full Time \$ 736,390.27
Total Overtime
Total Contract \$ 18,550.00
Total \$ 754,940.27

ENGINEERING DIVISION

DESCRIPTION/DETAIL

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 8,000	\$ 7,984	\$ 8,000	\$ 7,972	\$ 8,000	\$ 7,184	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000

Supplies and Expenses

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

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
\$ 130,928	\$ 73,712	\$ 99,228	\$ 96,413	\$ 120,266	\$ 118,015	\$ 227,066	\$ 227,066	\$ 227,066	\$ 227,066

Contract Services/Leases

	Department	Town Mgr.	Fin Com
Licenses, Trainings, Seminars and Memberships	\$ 4,750	\$ 4,750	\$ 4,750
NMCOG services related to Stormwater Collaborative	\$ 4,800	\$ 4,800	\$ 4,800
	\$ -	\$ -	\$ -
NMCOG Pictometry 2020 Aerial Flyover & Digital Imagery (year 3 of 3)	\$ 4,816	\$ 4,816	\$ 4,816
	\$ -	\$ -	\$ -
Misc consultant services	\$ 210,000	\$ 210,000	\$ 210,000
	\$ -	\$ -	\$ -
Clothing Allowance SEIU	\$ 2,700	\$ 2,700	\$ 2,700
	\$ -	\$ -	\$ -
Total Contract Services	\$ 227,066	\$ 227,066	\$ 227,066

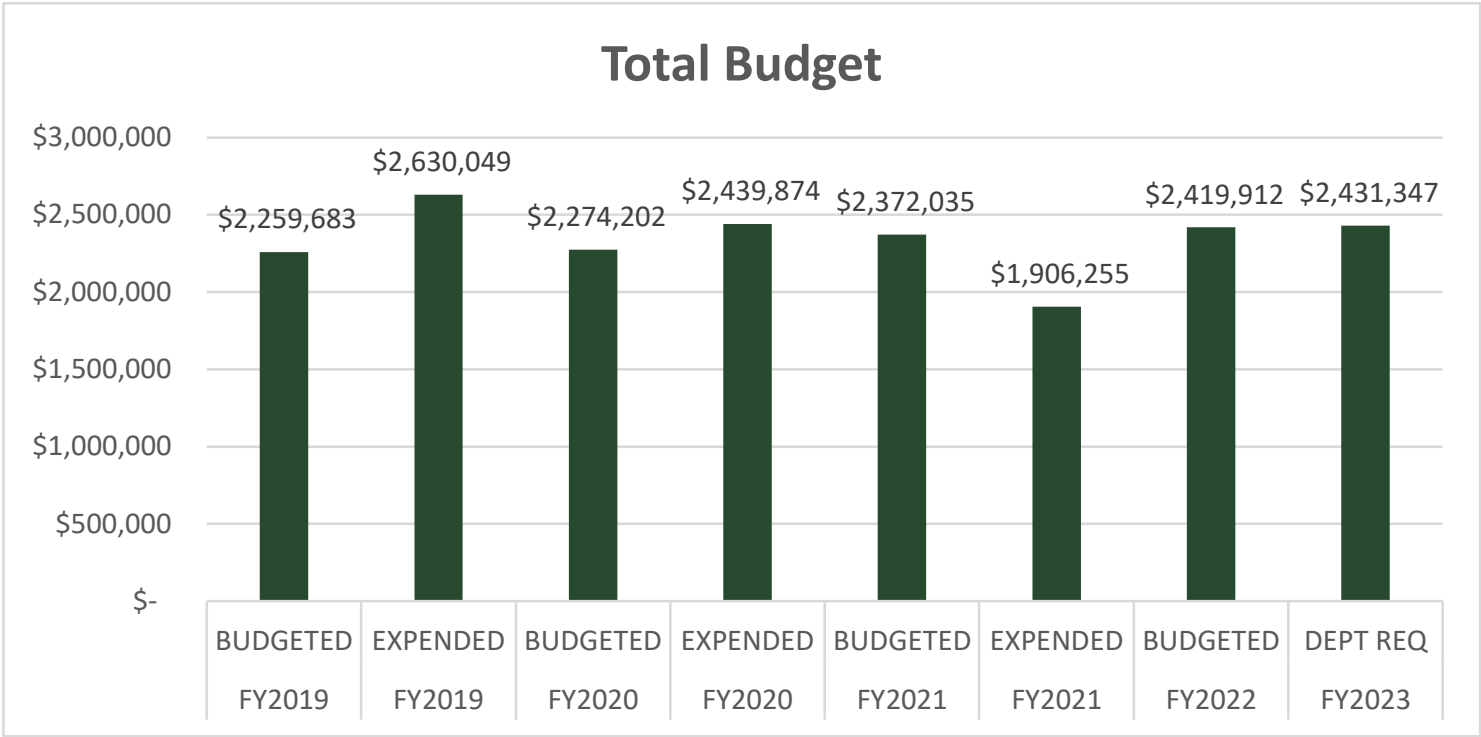
Highway

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

The Highway Department will see an increase of only 0.47%! This increase is due to an adjustment in the snow removal parts and supplies line item.



Highway

Programs and Services & Prior Year Updates



Throughout FY-21 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 248 miles of roads. This year's snow season produced 6 plowable snowstorms. The first event came on December 5th, 2020, with 4.4 inches. The last event was February 20, 2021, with 5.1 inches. Snowfall for the entire season totaled 55.6 inches. This snow season also had numerous storms below two inches. The Highway Division used 6,890 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 change 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 cases of traffic and other emergency situations. 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, as well as responding to resident concerns and requests for various situations.

Highway

The maintenance of the drainage systems included the rebuilding of failing catch basins, installing new catch basins, repairing damaged drainage pipe, and installing new drainage pipe. There are 125 miles of drain mains and more than 4,901 catch basins throughout the Town. In FY 21 catch basin cleaning generated 378.8 tons of sediment.

Other work completed by the Highway Division includes the replacement of damaged or missing Town signs, roadway striping, such as crosswalks, stop lines and road centerlines and maintenance and repair of street signal lights.

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. The Motor Equipment Repair section of the Highway Division also administered the Town's waste-oil recycling program.



HIGHWAY DIVISION SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANNU. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	TOOL INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
Ed Tierney	Superintendent	5	6/27/2000	\$ 119,795.80	\$ -	\$ 500.00	\$ -	\$ 200.00	\$ 3,300.00	\$ 123,795.80
Diorio, Mark Allen	HME/O	6	9/12/2000	\$ 61,296.38	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 62,896.38
Collins, Matthew	Mechanical Equipment Repairman (MER)	4	11/3/2011	\$ 61,226.78	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00	\$ -	\$ 63,076.78
Baker, Frederick	HME/O	5	10/9/2008	\$ 59,511.05	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 61,111.05
Hynes, Robert	Working Foreman	7	2/1/1999	\$ 75,223.94	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 76,823.94
Caira, Benjamin	SME/O	5/6	1/14/2008	\$ 67,847.44	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 69,447.44
CASEY, Matthew	HME/O	3	9/24/2018	\$ 56,094.87	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 57,694.87
O'Loughlin, Wayne	Working Foreman	9	11/10/1986	\$ 78,262.99	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 79,862.99
O'Connell, Christopher	HME/O	5	1/12/2012	\$ 59,511.05	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 61,111.05
Etter, Christopher	HME/O	3	4/25/2011	\$ 56,094.87	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 57,694.87
Chestnut, Craig	Working Foreman	4/5	7/19/2012	\$ 71,521.03	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00	\$ -	\$ 73,371.03
Wing, Matthew	MER	4	9/19/2013	\$ 61,226.78	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00	\$ -	\$ 63,076.78
Pierce, Derek	HME/O	6	11/8/2001	\$ 61,296.38	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 62,896.38
Michilini, James	Maintenance Man (MM)	3	11/8/2018	\$ 50,915.92	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 52,515.92
Morris, John	HME/O	6	4/13/2006	\$ 61,296.38	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 62,896.38
Tammaro, Jonathan	HME/O	1/2	9/12/2019	\$ 52,808.33	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 54,408.33
Vacant	HME/O	1/2	7/1/2020	\$ 51,893.07	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 53,493.07
DEPARTMENT TOTAL				\$ 1,105,823.06	\$ 12,800.00	\$ 10,100.00	\$ 750.00	\$ 3,400.00	\$ 3,300.00	\$ 1,136,173.06

Total Full Time \$ 1,105,823.06
 Total Seasonal/Temp \$ -
 Total Overtime \$ 76,681.00
 Total Contract \$ 30,350.00
 Total Snow Overtime \$ 70,000.00
 Total \$ 1,282,854.06

HIGHWAY DIVISION SALARY INFORMATION FY2023 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	\$ 119,795.80	\$ -	\$ 500.00	\$ -	\$ 200.00	\$ 3,300.00	\$ 123,795.80
Diorio, Mark Allen	HME0	6	9/12/2000	\$ 61,296.38	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 62,896.38
Collins, Matthew	MER	4	11/3/2011	\$ 61,226.78	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00		\$ 63,076.78
Baker, Frederick	HME0	5	10/9/2008	\$ 59,511.05	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 61,111.05
Hynes, Robert	Working Foreman	7	2/1/1999	\$ 75,223.94	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 76,823.94
Caira, Benjamin	SME0	5/6	1/14/2008	\$ 67,847.44	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 69,447.44
CASEY, Matthew	HME0	3	9/24/2018	\$ 56,094.87	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 57,694.87
O'Loughlin, Wayne	Working Foreman	9	11/10/1986	\$ 78,262.99	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 79,862.99
O'Connell, Christopher	HME0	5	1/12/2012	\$ 59,511.05	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 61,111.05
Etter, Christopher	HME0	3	4/25/2011	\$ 56,094.87	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 57,694.87
Chestnut, Craig	Working Foreman	4/5	7/19/2012	\$ 71,521.03	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00		\$ 73,371.03
Wing, Matthew	MER	4	9/19/2013	\$ 61,226.78	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00		\$ 63,076.78
Pierce, Derek	HME0	6	11/8/2001	\$ 61,296.38	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 62,896.38
Michilini, James	MM	3	11/8/2018	\$ 50,915.92	\$ 800.00	\$ 600.00		\$ 200.00		\$ 52,515.92
Morris, John	HME0	6	4/13/2006	\$ 61,296.38	\$ 800.00	\$ 600.00		\$ 200.00		\$ 62,896.38
Lembo, Richard	HME0	1/2	1/24/2022	\$ 52,808.33	\$ 800.00	\$ 600.00		\$ 200.00		\$ 54,408.33
Vacant	HME0	1/2	7/1/2022	\$ 51,893.07	\$ 800.00	\$ 600.00		\$ 200.00		\$ 53,493.07
DEPARTMENT TOTAL				\$ 1,105,823.06	\$ 12,800.00	\$ 10,100.00	\$ 750.00	\$ 3,400.00	\$ 3,300.00	\$ 1,136,173.06

Total Full Time \$ 1,105,823.06
 Total Seasonal/Temp \$ -
 Total Overtime \$ 76,681.00
 Total Contract \$ 30,350.00
 Total Snow Overtime \$ 70,000.00
 Total \$ 1,282,854.06

HIGHWAY DIVISION
SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	TOOL INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
Ed Tierney	Superintendent	5	6/27/2000	\$ 117,331.83	\$ -	\$ 500.00	\$ -	\$ 200.00	\$ 3,300.00	\$ 121,331.83
Diorio, Mark Allen	HMEO	6	9/12/2000	\$ 61,296.38	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 62,896.38
Collins, Matthew	Mechanical Equipment Repairman (MER)	4	11/3/2011	\$ 61,226.78	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00	\$ -	\$ 63,076.78
Baker, Frederick	HMEO	5	10/9/2008	\$ 59,511.05	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 61,111.05
Hynes, Robert	Working Foreman	7	2/1/1999	\$ 75,223.94	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 76,823.94
Caira, Benjamin	SMEO	5	1/14/2008	\$ 66,916.76	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 68,516.76
CASEY, Matthew	HMEO	3	9/24/2018	\$ 56,094.87	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 57,694.87
O'Loughlin, Wayne	Working Foreman	9	11/10/1986	\$ 78,282.99	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 79,862.99
O'Connell, Christopher	HMEO	4/5	1/12/2012	\$ 58,614.50	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 60,214.50
Etter, Christopher	HMEO	2/3	4/25/2011	\$ 56,045.62	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 57,645.62
Chestnut, Craig	Working Foreman	4	7/19/2012	\$ 69,515.47	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00	\$ -	\$ 71,365.47
Wing, Mathew	MER	4	9/19/2013	\$ 61,226.78	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00	\$ -	\$ 63,076.78
Pierce, Derek	HMEO	6	11/8/2001	\$ 61,296.38	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 62,896.38
Michilini, James	Maintenance Man (MM)	3	11/8/2018	\$ 50,915.92	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 52,515.92
Morris, John	HMEO	6	4/13/2006	\$ 61,296.38	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 62,896.38
Tammaro, Jonathan	HMEO	2/3	9/12/2019	\$ 55,659.81	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ -	\$ 57,259.81
Vacant	HMEO	2/3	7/1/2020	\$ 53,952.41	\$ 800.00	\$ 600.00	\$ -	\$ 200.00	\$ 0	\$ 55,552.41
DEPARTMENT TOTAL				\$ 1,104,387.87	\$ 12,800.00	\$ 10,100.00	\$ 750.00	\$ 3,400.00	\$ 3,300.00	\$ 1,134,737.87

Total Full Time	\$ 1,104,387.87
Total Seasonal/Temp	
Total Overtime	\$ 76,681.00
Total Contract	\$ 30,350.00
Total Snow Overtime	\$ 70,000.00
Total	\$ 1,281,418.87

Highway

DESCRIPTION/DETAIL

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 413,100	\$ 399,282	\$ 413,100	\$ 364,856	\$ 453,100	\$ 414,104	\$ 453,100	\$ 463,100	\$ 463,100	\$ 463,100

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 patch

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 **Increase \$10,000**

Department	Town Mgr.	Fin Com
\$ 140,000	\$ 140,000	\$ 140,000
\$ 130,000	\$ 130,000	\$ 130,000
	\$ -	\$ -
\$ 110,600	\$ 110,600	\$ 110,600
\$ 25,000	\$ 25,000	\$ 25,000
\$ 2,500	\$ 2,500	\$ 2,500
\$ 55,000	\$ 55,000	\$ 55,000
\$ 463,100	\$ 463,100	\$ 463,100

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 322,293	\$ 304,944	\$ 322,293	\$ 219,861	\$ 322,293	\$ 267,774	\$ 322,293	\$ 322,293	\$ 322,293	\$ 322,293

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

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
\$ 322,293	\$ 322,293	\$ 322,293

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 linestripping

Clothing Allowance per SEIU

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 29,250	\$ 24,517	\$ 29,250	\$ 29,250	\$ 13,100	\$ 9,493	\$ 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

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 350,000	\$ 782,558	\$ 350,000	\$ 623,338	\$ 350,000		\$ 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

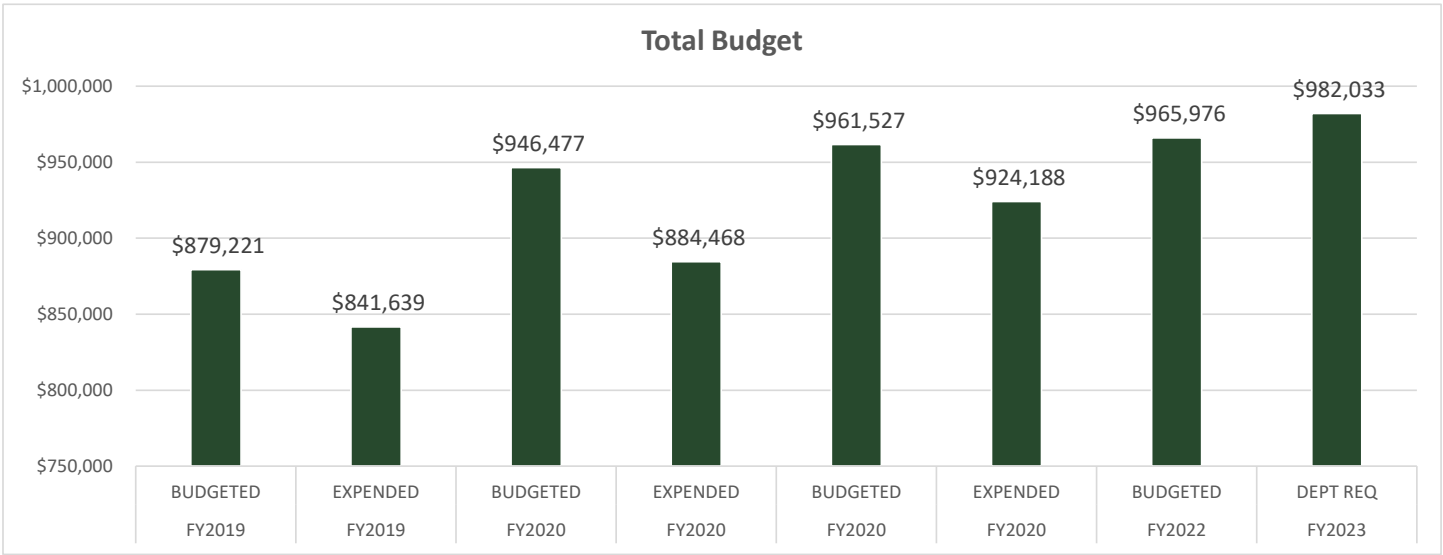
Department Explanation

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 200 acres of fields and all trees on public property.

Budget Narrative

In FY23 the Parks Department will only see a 1.66% increase. This is due mainly to step increases in the union contract.



Parks and Trees

Prior Year Update

The Parks & Tree Division is responsible for pruning and maintaining public shade trees and removing dead trees on Town properties. In FY21 One hundred eighteen (118) trees were removed. Parks & Tree staff trimmed and cut approximately 200 miles of brush on Town roads.

The Parks & Tree Division is responsible for maintaining and mowing more than 95 acres of all Town fields including the Lampson Complex, and the Old Water Plant. The Parks & Tree Division also reconstructed four (4) softball infields and replaced all safety caps on all fields.



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, and twenty-five squares located throughout the Town.

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 & TREES

Personnel Services	Full Time	\$ 480,372	\$ 474,339	\$ 495,728	\$ 441,986	\$ 498,298	\$ 481,856	\$ 515,947	\$ 528,804	\$ 528,804	\$ 528,804	
	Part Time/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	Overtime	\$ 97,370	\$ 93,047	\$ 97,370	\$ 94,095	\$ 99,850	\$ 99,768	\$ 99,850	\$ 99,850	\$ 99,850	\$ 99,850	
	Contractual Obligations	\$ 17,124	\$ 12,114	\$ 17,124	\$ 15,626	\$ 17,124	\$ 15,253	\$ 17,124	\$ 17,124	\$ 17,124	\$ 17,124	
	Perpetual Care Interest Trans.	\$ 594,866	\$ 579,500	\$ 610,222	\$ 551,707	\$ 615,272	\$ 596,877	\$ 632,921	\$ 645,778	\$ 645,778	\$ 645,778	
	Total											

Expenses																			
Supplies and Expenses	\$ 94,025	\$ 93,843	\$ 67,925	\$ 67,773	\$ 67,925	\$ 65,377	\$ 85,925	\$ 85,925	\$ 85,925	\$ 85,925	\$ 85,925	\$ 85,925	\$ 85,925	\$ 85,925					
Mosquito Control	\$ 15,000	\$ 11,814	\$ 15,000	\$ 14,898	\$ 15,000	\$ 14,873	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000					
Contract Services/Leases	\$ 67,830	\$ 67,686	\$ 125,830	\$ 125,424	\$ 140,830	\$ 129,368	\$ 140,830	\$ 135,830	\$ 135,830	\$ 135,830	\$ 135,830	\$ 135,830	\$ 135,830	\$ 135,830					
Utilities	\$ 7,500	\$ 3,000	\$ 7,500	\$ 7,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500					
Capital Outlay	\$ 100,000	\$ 85,796	\$ 120,000	\$ 117,166	\$ 120,000	\$ 115,193	\$ 88,800	\$ 97,000	\$ 97,000	\$ 97,000	\$ 97,000	\$ 97,000	\$ 97,000	\$ 97,000					
Total Expenses	\$ 284,355	\$ 262,139	\$ 336,255	\$ 332,761	\$ 346,255	\$ 327,311	\$ 333,055	\$ 336,255	\$ 336,255	\$ 336,255	\$ 336,255	\$ 336,255	\$ 336,255	\$ 336,255					
TOTAL BUDGET	\$ 879,221	\$ 841,639	\$ 946,477	\$ 884,468	\$ 961,527	\$ 924,188	\$ 965,976	\$ 982,033	\$ 982,033	\$ 982,033	\$ 982,033	\$ 982,033	\$ 982,033	\$ 982,033					

Position	FY2022		Dep. Req. FY2023		TM Rec FY2023		Fin Com Rec FY2023		Difference PY		% PY	
	FTE		FTE		FTE		FTE		\$			
Superintendent	1		1		1		1					
Working Foremen	4		4		4		4					
Heavy Mtr. Equip. Oper.	2		2		2		2					
Maintenance Craftsman	8		8		8		8					
TOTAL STAFF												

Parks and Trees

PARKS & TREES SALARY INFORMATION FY2023 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	\$ 119,795.80	\$ -	\$ -	\$500.00	\$0.00	\$0.00	\$4,100.00	\$ 124,395.80
Peterson, David	Working Foreman	8	10/3/1996	\$ 76,728.42	\$ 800.00	\$ -	\$600.00	\$332.00	\$150.00	\$0.00	\$ 78,610.42
Chase, Tim	Heavy Mtr. Equip. Oper.	4	8/27/2012	\$ 57,777.72	\$ 800.00	\$ -	\$600.00	\$332.00	\$0.00	\$0.00	\$ 59,509.72
Green, Steven	Heavy Mtr. Equip. Oper.	3	11/13/2000	\$ 56,094.87	\$ 800.00	\$ -	\$600.00	\$332.00	\$0.00	\$0.00	\$ 57,826.87
Shibles, Adam	Heavy Mtr. Equip. Oper.	3	7/2/2018	\$ 56,094.87	\$ 800.00	\$ 50.00	\$600.00	\$332.00	\$0.00	\$0.00	\$ 57,876.87
Caira, Kevin	Maint.Craftsman	3	5/25/2017	\$ 54,027.98	\$ 800.00	\$ 50.00	\$600.00	\$332.00	\$150.00	\$0.00	\$ 55,959.98
TBD	Heavy Mtr. Equip. Oper.	1	7/1/2022	\$ 51,893.07	\$ 800.00	\$ -	\$600.00	\$332.00	\$0.00	\$0.00	\$ 53,625.07
Allen, Kory	HME0	3/4	5/4/2017	\$ 56,391.47	\$ 800.00	\$ -	\$600.00	\$332.00	\$0.00	\$0.00	\$ 58,123.47
DEPARTMENT TOTAL				\$ 528,804.20	\$ 5,600.00	\$ 100.00	\$ 4,700.00	\$ 2,324.00	\$ 300.00	\$ 4,100	\$ 545,928.20

Total Full Time \$ 528,804.00
Total Seasonal
Total Overtime \$ 99,850.44
Total Contract \$ 17,124.00
Total \$ 645,778.44

PARKS & TREES SALARY INFORMATION FY2023 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	\$ 119,795.80	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 4,100	\$ 124,395.80
Peterson, David	Working Foreman	8	10/3/1996	\$ 76,728.42	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 78,610.42
Chase, Tim	Heavy Mtr. Equip. Oper.	4	8/27/2012	\$ 57,777.72	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 59,509.72
Green, Steven	Heavy Mtr. Equip. Oper.	3	11/13/2000	\$ 56,094.87	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 57,826.87
Shibles, Adam	Heavy Mtr. Equip. Oper.	3	7/2/2018	\$ 56,094.87	\$ 800.00	\$ 50.00	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 57,876.87
Caira, Kevin	Maint.Craftsman	3	5/25/2017	\$ 54,027.98	\$ 800.00	\$ 50.00	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 55,959.98
TBD	Heavy Mtr. Equip. Oper.	1	7/1/2022	\$ 51,893.07	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 53,625.07
Allen, Kory	HME0	3/4	5/4/2017	\$ 56,391.47	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 58,123.47
DEPARTMENT TOTAL				\$ 528,804.20	\$ 5,600.00	\$ 100.00	\$ 4,700.00	\$ 2,324.00	\$ 300.00	\$ 4,100	\$ 545,928.20

Total Full Time \$ 528,804.00
Total Seasonal
Total Overtime \$ 99,850.44
Total Contract \$ 17,124.00
Total \$ 645,778.44

SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
Haines, Michael	Superintendent	7	8/12/1986	107,518.89	\$ -	\$ -	500	0	0	4,100	\$ 112,118.89
Peterson, David	Working Foreman	1/7	10/3/1996	\$ 76,353.74	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 78,235.74
Chase, Timothy	Heavy Mtr. Equip. Oper.	4	8/27/2012	\$ 57,777.72	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 59,509.72
Green, Steven	Heavy Mtr. Equip. Oper.	2/3	11/13/2000	\$ 56,094.87	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 57,826.87
Shibles, Adam	Heavy Mtr. Equip. Oper.	3	7/2/2018	\$ 56,094.87	\$ 800.00	\$ 50.00	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 57,876.87
Caira, Kevin	Maint.Craftsman	2/3	5/25/2017	\$ 54,027.98	\$ 800.00	\$ 50.00	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 55,959.98
Morris, Robert	Heavy Mtr. Equip. Oper.	2/3	8/22/2013	\$ 53,749.29	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 55,481.29
Vacant/Thatcher	Heavy Mtr. Equip. Oper.	2/3	5/4/2017	\$ 54,330.00	\$ 800.00	\$ -	\$ 600.00	\$ 332.00	\$ -	\$ -	\$ 56,062.00
DEPARTMENT TOTAL				\$ 515,947.37	\$ 5,600.00	\$ 100.00	\$ 4,700.00	\$ 2,324.00	\$ 300.00	\$ 4,100.00	\$ 533,071.37

On call increased \$50 per week X 52 weeks = \$2600

Total Full Time \$ 515,947.00
Total Seasonal
Total Overtime \$ 99,850.44
Total Contract \$ 17,124.00
Total \$ 632,921.44
Budget Amendment: \$ -

Parks and Trees

PARKS & TREES

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 94,025	\$ 93,843	\$ 67,925	\$ 67,773	\$ 67,925	\$ 65,377	\$ 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 trees	\$ 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

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 15,000	\$ 11,814	\$ 15,000	\$ 14,898	\$ 15,000	\$ 14,873	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000

	FY2020	Department	Town Mgr.	Fin Com
<i>Mosquito Control</i>				
To Purchase Larvicide Briquettes to treat Catch Basins				
Ariel Spraying, Board of Health	\$ 15,000	\$ 15,000.00	\$ 15,000	\$ 15,000
<i>Total Mosquito Control</i>	\$ 15,000	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 67,830	\$ 67,686	\$ 125,830	\$ 125,424	\$ 140,830	\$ 129,368	\$ 140,830	\$ 135,830	\$ 135,830	\$ 135,830

	FY22	Department	Town Mgr.	Fin Com
<i>Contract Services</i>				
Police Details				
Outside Services - Irrigation / Deep Tine Aeration, 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>	\$ 140,830.00	\$ 135,830.00	\$ 135,830.00	\$ 135,830.00

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 7,500	\$ 3,000	\$ 7,500	\$ 7,500	\$ 2,500	\$ 2,500	\$ 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

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 100,000	\$ 85,796	\$ 120,000	\$ 117,166	\$ 120,000	\$ 115,193	\$ 88,800	\$ 97,000	\$ 97,000	\$ 97,000

Capital Outlay

Quantity	Lease Purchase	Value	Department	Town Mgr.	Fin Com
2	48' walker mower	\$ 32,000	97,000.00	97,000.00	97,000.00
1	Compact Utility Tractor	51,000			
	Leaf Vac	14,000			
		\$ 97,000			

Solid Waste

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT. REQ.	FY2023 TM REC	FY2023 FIN COM REC
SOLID WASTE										
5285 SOLID WASTE	\$ 2,979,589	\$ 2,920,436	\$ 3,086,921	\$ 3,050,281	\$ 3,359,776	\$ 3,223,432	\$ 3,472,055	\$ 3,679,720	\$ 3,679,720	\$ 3,679,720
TOTAL BUDGET	\$ 2,979,589	\$ 2,920,436	\$ 3,086,921	\$ 3,050,281	\$ 3,359,776	\$ 3,223,432	\$ 3,472,055	\$ 3,679,720	\$ 3,679,720	\$ 3,679,720

5.98%

Waste Management (FY-22) base collection contract as negotiated, includes collection, fuel adjustment and recycling program

\$ 2,227,729.11

Recycling contamination processing and disposal

\$ 115,380.00

Wheelabrator (FY 22) trash disposal as negotiated

\$ 84,376.00

Code Red costs

\$ 1,231,485.00

Printings, roll off dumpsters at Highway, Cemetery and events, Fluorescent bulbs, white good and CRT disposal, illegal dumping, outreach, etc.

\$ 13,250.00

Total

\$ 7,500.00

\$ 3,679,720.11



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



YUCK
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

DEBT SERVICE

	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
7130 TOWN - SHORT TERM	\$ 420,000.00	\$ 420,000.00	\$ 398,875.00	\$ 275,443.00	\$ 350,000.00	\$ 17,950.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00	\$ 350,000.00
7140 SCHOOL - SHORT TERM										
7150 TOWN - PRINCIPAL	\$ 170,000.00	\$ 170,000.00	\$ 165,000.00	\$ 180,000.00	\$ 320,000.00	\$ 315,000.00	\$ 260,000.00	\$ 823,000.00	\$ 823,000.00	\$ 823,000.00
7160 SCHOOL - PRINCIPAL	\$ 500,000.00	\$ 500,000.00	\$ 490,000.00	\$ 490,000.00	\$ 480,000.00	\$ 480,000.00	\$ 475,000.00	\$ 443,000.00	\$ 443,000.00	\$ 443,000.00
7550 TOWN - INTEREST LONG TERM	\$ 43,150.00	\$ 42,950.00	\$ 57,975.00	\$ 58,109.00	\$ 68,050.00	\$ 68,050.00	\$ 53,575.00	\$ 609,064.99	\$ 609,064.99	\$ 609,064.99
7560 SCHOOL - INTEREST LONG TERM	\$ 140,350.67	\$ 140,350.00	\$ 124,250.00	\$ 1,234,250.00	\$ 106,775.04	\$ 106,775.00	\$ 89,331.25	\$ 90,037.61	\$ 90,037.61	\$ 90,037.61
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		\$ 201,125.00	\$ 201,125.00	\$ 90,000.00	\$ 131,500.00	\$ 90,000.00	\$ -	\$ -	\$ -	\$ -
7170 HIGH SCHOOL EXEMPT PRINCIPAL	\$ 1,800,000.00	\$ 1,800,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 1,785,000.00	\$ 1,785,000.00	\$ 1,865,000.00	\$ 1,950,000.00	\$ 1,950,000.00	\$ 1,950,000.00
7150 HIGH SCHOOL EXEMPT INTEREST	\$ 3,339,219.00	\$ 3,339,219.00	\$ 3,326,469.00	\$ 3,316,097.00	\$ 3,266,331.25	\$ 3,266,331.00	\$ 3,177,081.25	\$ 3,083,831.25	\$ 3,083,831.25	\$ 3,083,831.25
PARKER SCHOOL EXEMPT PRINCIPAL	\$ 1,250,000.00	\$ 1,250,000.00	\$ 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	\$ 215,562.50	\$ 215,562.50	\$ 165,562.50	\$ 152,762.50	\$ 152,763.00	\$ 152,763.00	\$ 136,762.50	\$ 123,962.50	\$ 123,962.50	\$ 123,962.50
DEBT STABILIZATION APPROPRIATION	\$ 766,198.10	\$ 766,198.00	\$ 641,323.41	\$ 641,323.00	\$ 91,101.12		\$ -			
TOTAL	\$ 8,644,480.27	\$ 8,644,279.50	\$ 7,890,579.91	\$ 8,881,909.00	\$ 7,030,019.90	\$ 6,643,369.00	\$ 6,816,750.00	\$ 7,792,896.35	\$ 7,792,896.35	\$ 7,792,896.35

Debt

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
sewer prin	\$ 4,012,006.00	\$ 3,869,322.04	\$ 4,010,034.16	\$ 4,023,455.05	\$ 4,036,221.58	\$ 4,310,621.65
sewer int	1,088,636.58	1,065,717.19	969,873.92	1,092,917.25	977,509.12	\$ 1,055,732.32
sewer short	245,873.19	245,000.00	178,493.00	35,000.00	150,000.00	\$ 150,000.00
	\$ 5,346,515.77	\$ 5,180,039.23	\$ 5,158,401.08	\$ 5,151,372.30	\$ 5,163,730.70	\$ 5,516,353.97
water prin	\$ 1,620,751.00	\$ 1,617,826.00	\$ 1,778,500.86	\$ 2,114,729.48	\$ 2,145,783.46	\$ 2,489,901.61
water int	276,789.00	203,436.00	162,155.65	348,972.07	282,830.87	\$ 357,258.79
water short	25,000.00	25,000.00	89,519.00	35,000.00	25,000.00	\$ 25,000.00
	\$ 1,922,540.00	\$ 1,846,262.00	\$ 2,030,175.51	\$ 2,498,701.55	\$ 2,453,614.33	\$ 2,872,160.40
total gen prin	\$ 1,103,846.00	\$ 670,000.00	\$ 655,000.00	\$ 800,000.00	\$ 735,000.00	\$ 1,266,000.00
total gen int	220,663.94	183,500.67	182,225.00	174,825.04	142,906.25	699,102.60
total gen short	412,000.00	420,000.00	398,875.00	350,000.00	350,000.00	350,000.00
Total LT:	\$ 1,736,509.94	\$ 1,273,500.67	\$ 1,236,100.00	\$ 1,324,825.04	\$ 1,227,906.25	\$ 2,315,102.60
Total Principal	\$ 6,736,603.00	\$ 6,157,148.04	\$ 6,443,535.02	\$ 6,938,184.53	\$ 6,917,005.04	\$ 8,066,523.26
Total Interest	1,586,089.52	1,452,653.86	1,314,254.57	1,616,714.36	1,403,246.24	2,112,093.71
Total Short Term	682,873.19	690,000.00	666,887.00	420,000.00	525,000.00	525,000.00
Total Debt	\$ 9,005,565.71	\$ 8,299,801.90	\$ 8,424,676.59	\$ 8,974,898.89	\$ 8,845,251.28	\$ 10,703,616.97

Total Debt Servi \$15,375,310.58 \$14,904,583.40 \$14,437,833.09 \$14,588,992.64 \$ 14,434,095.03 \$ 16,181,410.72

	FY2018		FY2018		FY2019		FY2019		FY2020		FY2020		FY2021		FY2021		FY2022		FY2023		FY2023	
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	DEPT REQ.	TM REC	FIN COM REC	
TOWN / SCHOOL SHARED ACCOUNTS																						
7010 TOWN BLDG. INSURANCE	\$ 1,020,000	\$ 912,727	\$ 1,020,000	\$ 859,795	\$ 1,120,000	\$ 1,143,998	\$ 1,331,000	\$ 1,361,261	\$ 1,331,000	\$ 1,441,000	\$ 1,441,000	\$ 1,441,000										
7011 SCHOOL BLDG. INSURANCE																						
7012 TOWN HEALTH INSURANCE	\$ 15,526,640	\$ 15,526,640	\$ 16,237,027	\$ 16,237,027	\$ 16,314,027	\$ 16,314,027	\$ 16,744,339	\$ 16,744,339	\$ 17,163,339	\$ 17,163,339	\$ 17,163,339	\$ 17,163,339										
7013 SCHOOL HEALTH INSURANCE																						
7020 TOWN WORKERS COMP	\$ 866,000	\$ 843,995	\$ 746,000	\$ 691,363	\$ 866,000	\$ 755,117	\$ 866,000	\$ 687,377	\$ 866,000	\$ 866,000	\$ 866,000	\$ 866,000										
7021 SCHOOL WORKERS COMP																						
7030 TOWN UNEMPLOYED COMP	\$ 100,000	\$ 56,454	\$ 80,000	\$ 61,483	\$ 100,000	\$ 77,225	\$ 100,000	\$ 5,160	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000										
7031 SCHOOL UNEMPLOYED COMP																						
7042 TOWN MEDICARE	\$ 1,133,240	\$ 1,110,675	\$ 1,153,240	\$ 1,149,675	\$ 1,133,240	\$ 1,249,285	\$ 1,133,240	\$ 1,250,360	\$ 1,133,240	\$ 1,133,240	\$ 1,133,240	\$ 1,133,240										
7043 SCHOOL MEDICARE																						
7052 COUNTY RETIREMENT ASSESSMENT	\$ 10,788,311	\$ 10,788,311	\$ 11,556,039	\$ 11,555,145	\$ 11,921,516	\$ 11,924,109	\$ 12,782,396	\$ 12,782,396	\$ 13,584,397	\$ 14,484,999	\$ 14,484,999	\$ 14,484,999										
7052 OPEB TRUST CONTRIBUTION	\$ 1,000,000	\$ 1,000,000	\$ 1,150,000	\$ 1,150,000	\$ 1,322,500	\$ 1,322,500	\$ 1,520,875	\$ 1,520,875	\$ 1,749,006	\$ 2,011,357	\$ 2,011,357	\$ 2,011,357										
TOTAL BUDGET	\$ 30,434,191	\$ 30,238,802	\$ 31,942,306	\$ 31,704,488	\$ 32,777,283	\$ 32,786,261	\$ 34,477,850	\$ 34,351,768	\$ 35,926,983	\$ 37,199,936	\$ 37,199,936	\$ 37,199,936										

Section 10: Water Enterprise Budget

Water

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 see a small increase of 1.83% most of this is made up step raises and contractual obligations.

Programs and Services

Protecting Water Safety

The function of this program is to see that connections between the drinking water system and any other liquid or gas do not pose a threat to the safety of the drinking water. There are two conditions under which cross connections are a problem:

The first is when the pressure in the main drops and contaminants are siphoned back into the mains. This can happen when there is a main break or a large fire demand in the area.

The second is when the pressure in a building's plumbing system exceeds the pressure in the main. This can be caused by pressure-type



Water

boilers or any process connected to the plumbing that heats liquids or gases.

Reduced Pressure Zone Valve

Billerica Water Works has regulations requiring that all commercial buildings have a reduced pressure zone (RPZ) valve after the water meter. While our efforts are directed at commercial properties, homeowners should be aware that they may have cross connections in their plumbing. The most common cross connections are probably a garden hose with a sprayer attached or a hose placed in a swimming pool.

Program Operations

The Head Tester is responsible for surveying all commercial buildings for cross connections. When these are found and cannot be physically separated, a special check valve must be installed. Normally an RPZ valve will be used. The exceptions are the valves on the fire lines, which are double checks. The RPZ valves are tested twice a year and the double checks once a year.

Maintenance of Service Lines

Our staff repairs or replaces the portion of the service lines between the main and the property line as needed. These are similar to water main repairs. Many of these are not emergencies but are scheduled. When an old galvanized-iron service line corrodes, the inside opening becomes smaller and restricts the flow. Replacing these lines restores capacity. This is usually done after the homeowner has changed the service line on his or her property to type-K copper.

As other utilities mark out the location of their buried lines when we are digging, we must locate our lines for them. We are not a member of the Dig Safe System, and must be contacted separately by anyone planning to excavate. We also mark out our lines at the planning stage of projects such as sewer-collection-system extensions.

Main Breaks

Our system averages about 40 main breaks per year. Most of these occur in the winter. Sometimes the pipe is found to have a rock under the pipe or passing through an old sewer trench that has settled. The majority of breaks are unexplained. When a main fails we must isolate (shut-off) the area and call Dig Safe to locate underground utilities.

WATER ENTERPRISE BUDGET

Personnel Services

Full Time	\$ 1,508,355	\$ 1,426,560	\$ 1,451,820	\$ 1,451,820	\$ 1,569,832	\$ 1,536,732	\$ 1,599,119	\$ 1,586,758	\$ 1,586,758	\$ 1,586,758
Part Time	\$ 53,429	\$ 50,929	\$ 59,433	\$ 59,433	-	-	-	-	-	-
Seasonal	\$ -	\$ -	\$ -	\$ -	-	-	-	-	-	-
Flushing/Inspection	\$ 159,450	\$ 154,179	\$ 159,450	\$ 101,005	\$ 169,699	\$ 75,375	\$ 169,699	\$ 169,699	\$ 169,699	\$ 169,699
Overtime	\$ 297,000	\$ 297,000	\$ 297,000	\$ 265,385	\$ 318,701	\$ 318,701	\$ 318,701	\$ 318,701	\$ 318,701	\$ 318,701
Contractual Obligations	\$ 100,689	\$ 98,020	\$ 63,641	\$ 61,286	\$ 65,901	\$ 65,901	\$ 99,861	\$ 149,951	\$ 149,951	\$ 149,951

Total

	\$ 2,118,923	\$ 2,026,688	\$ 2,031,344	\$ 1,938,929	\$ 2,124,132	\$ 1,996,709	\$ 2,187,380	\$ 2,225,109	\$ 2,225,109	\$ 2,225,109

Expenses

Supplies and Expenses	\$ 1,141,806	\$ 1,141,806	\$ 1,131,506	\$ 1,068,759	\$ 1,126,249	\$ 1,082,361	\$ 1,226,987	\$ 1,350,657	\$ 1,350,657	\$ 1,350,657
Contract Services/Leases	\$ 535,905	\$ 535,905	\$ 644,205	\$ 601,402	\$ 670,105	\$ 666,822	\$ 678,305	\$ 714,305	\$ 714,305	\$ 714,305
Utilities	\$ 593,000	\$ 576,950	\$ 594,000	\$ 594,000	\$ 64,000	\$ 50,836	\$ 64,000	\$ 70,750	\$ 70,750	\$ 70,750
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve	\$ 83,000	\$ -	\$ 83,000	\$ -	\$ 83,000	\$ -	\$ 83,000	\$ 83,000	\$ 83,000	\$ 83,000

Total Expenses

	\$ 2,353,711	\$ 2,254,661	\$ 2,452,711	\$ 2,264,161	\$ 1,943,354	\$ 1,800,019	\$ 2,052,292	\$ 2,218,712	\$ 2,218,712	\$ 2,218,712

Debt Service

Short - Term Interest	\$ 125,000	\$ 122,889	\$ 89,519	\$ 100,401	\$ 35,000	\$ 11,169	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Long - Term Principal	\$ 1,617,826	\$ 1,617,826	\$ 1,778,501	\$ 1,642,625	\$ 2,114,729	\$ 2,096,370	\$ 2,542,216	\$ 2,489,902	\$ 2,489,902	\$ 2,489,902
Long - Term Interest	\$ 203,436	\$ 203,436	\$ 162,156	\$ 298,031	\$ 348,972	\$ 348,972	\$ 377,546	\$ 357,259	\$ 357,259	\$ 357,259

Total Debt Service

	\$ 1,946,262	\$ 1,944,151	\$ 2,030,176	\$ 2,041,057	\$ 2,498,702	\$ 2,456,511	\$ 2,944,762	\$ 2,872,160	\$ 2,872,160	\$ 2,872,160

TOTAL BUDGET

	\$ 6,418,896	\$ 6,225,500	\$ 6,514,231	\$ 6,244,147	\$ 6,566,188	\$ 6,253,239	\$ 7,184,434	\$ 7,315,982	\$ 7,315,982	\$ 7,315,982

Position	FY2022		Dep. Req FY2023		TM Rec. FY2023		Fin Com Rec. FY2023		Difference PY \$ 131,547.67 % PY 1.83%	
	FTE		FTE		FTE		FTE			
Superintendent	1		1		1		1			
Asst Superintendent	1		1		1		1			
Chemist	1		1		1		1			
Distribution Supervisor	1		1		1		1			
Head Backflow Tester	1		1		1		1			
Working Foreman	1		1		1		1			
Filter Operator	7		7		7		7			
SCADA Operator	1		1		1		1			
M & O Specialist	1		1		1		1			
H.M.E.O.	3		3		3		3			
Water. Mach. Maint. Man	1		1		1		1			
Building Maint. Craftsman	1		1		1		1			
Maintenance Man	1		1		1		1			
Meter Readers	3		2		2		2			
Lab Tech	0		1		1		1			
Total Staffing	24		24		24		24			

WATER DIVISION
SALARY INFORMATION FY2023 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/ HOIST	WATER CERT	SHIFT DIFF.	SICK LEAVE INCENTIVE	MEALS	RETIREMENT BUYBACK	LONGEVITY	TOTAL SALARY BENEFIT
John McGovern	Super	5	9/8/1981	\$ 109,776.79	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ 4,100.00	\$ 114,276.79
Richard Raworth	Chemist	4	7/1/2018	\$ 80,757.41	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 83,157.41
Ed McLaughlin	Supervisor	9	11/8/1990	\$ 90,568.16	\$ 800.00	\$ -	\$ -	\$ -	\$ 400.00	\$ 1,080.00	\$ 38,170.53	\$ -	\$ 131,018.69
David Crusco	HMEO - water	9	9/6/1988	\$ 65,527.57	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,080.00	\$ -	\$ -	\$ 68,007.57
Rob Boule	Head Tester	8	2/20/1996	\$ 75,642.89	\$ 800.00	\$ -	\$ 300.00	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 78,342.89
Turner, Timothy	Maintenance Man	1/2	10/25/2021	\$ 48,380.60	\$ 800.00	\$ -	\$ 150.00	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 50,930.60
John Russo	SCADA Operator	4	9/25/2017	\$ 75,356.15	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 77,756.15
Alan Gould	Filter Operator	6	1/30/2003	\$ 64,870.03	\$ 800.00	\$ -	\$ 50.00	\$ 2,340.00	\$ 200.00	\$ 1,000.00	\$ -	\$ -	\$ 69,260.03
Gerard Garabedian	Assistant Super	9	4/15/1985	\$ 90,974.78	\$ 800.00	\$ -	\$ -	\$ -	\$ 200.00	\$ 1,000.00	\$ -	\$ -	\$ 92,974.78
Andanik Valedi	Filter Operator	2/3	11/30/2020	\$ 58,449.94	\$ 800.00	\$ -	\$ 1,500.00	\$ 988.00	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 63,337.94
Patrick Kalnes	MO Specialist	4	3/24/2014	\$ 69,515.47	\$ 800.00	\$ -	\$ -	\$ 3,692.00	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 75,607.47
James Donovan	Filter Operator	5	1/22/2008	\$ 62,980.61	\$ 800.00	\$ -	\$ -	\$ 416.00	\$ 500.00	\$ 1,000.00	\$ -	\$ -	\$ 65,696.61
CROTTY, Britni	Filter Operator	4	4/14/2015	\$ 61,146.23	\$ 800.00	\$ -	\$ 200.00	\$ -	\$ 500.00	\$ 1,000.00	\$ -	\$ -	\$ 63,646.23
Michael Haines	HMEO - Water	4	3/18/2016	\$ 58,203.50	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 60,603.50
Dan Donovan	Building Maintenance	5	8/23/2013	\$ 57,318.28	\$ 800.00	\$ 50.00	\$ -	\$ -	\$ 600.00	\$ 1,080.00	\$ -	\$ -	\$ 59,848.28
Chris Zechner	Working Foreman	7	5/27/1999	\$ 75,223.94	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,080.00	\$ -	\$ -	\$ 77,703.94
Alan Danehy	WMMM	9	10/22/1988	\$ 62,651.42	\$ 800.00	\$ 150.00	\$ -	\$ -	\$ 600.00	\$ 1,080.00	\$ 26,404.84	\$ -	\$ 91,686.26
TBD	Filter Operator	4	7/1/2022	\$ 54,902.35	\$ 800.00	\$ -	\$ -	\$ 1,144.00	\$ 200.00	\$ 1,000.00	\$ -	\$ -	\$ 58,046.35
Walter Sennett	Buld Main Craft	9	1/5/1989	\$ 62,651.42	\$ 800.00	\$ -	\$ -	\$ 416.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 64,867.42
Joe Luciano	Filter Operator	4	2/18/2016	\$ 61,146.23	\$ 800.00	\$ -	\$ 200.00	\$ 20,880.00	\$ -	\$ -	\$ -	\$ -	\$ 83,026.23
Carolyn Capidolupo	Lab Tech	9	9/2/1986	\$ 84,838.63	\$ 800.00	\$ -	\$ 400.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ 86,238.63
Gould, Riley	WATER METER REP	4	10/20/2016	\$ 57,260.09	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 59,660.09
Manetta, William	WATER METER REP	4/5	9/19/2012	\$ 58,615.90	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 61,015.90
DEPARTMENT TOTAL				\$ 1,586,758.39	\$ 17,600.00	\$ 200.00	\$ 2,800.00	\$ 29,876.00	\$ 10,200.00	\$ 20,600.00	\$ 64,575.37	\$ 4,100.00	\$ 1,736,709.76

Total Full Time: \$ 1,586,758.39

Total Part Time

Seasonal

Flushing OT \$ 169,698.50

Total Overtime \$ 318,701.00

Total Contract: \$ 149,951.37

Total \$ 2,225,109.26

WATER DIVISION
SALARY INFORMATION FY2023 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/ HOIST	WATER CERT	SHIFT DIFF.	SICK LEAVE INCENTIVE	MEALS	RETIREMENT BUYBACK	LONGEVITY	TOTAL SALARY BENEFIT
John McGovern	Super	5	9/8/1981	\$ 109,776.79	\$ -	\$ -	\$ -	-	\$ 400.00	\$ -	\$ -	\$ 4,100.00	\$ 114,276.79
Richard Raworth	Chemist	4	7/1/2018	\$ 80,757.41	\$ 800.00			-	\$ 600.00	\$ 1,000.00		\$ -	\$ 83,157.41
Ed McLaughlin	Supervisor	9	11/8/1990	\$ 90,568.16	\$ 800.00	\$ -		-	\$ 400.00	\$ 1,080.00	\$ 38,170.53	\$ -	\$ 131,018.69
David Crusco	HMEO - water	9	9/6/1988	\$ 65,527.57	\$ 800.00	\$ -	\$ -	-	\$ 600.00	\$ 1,080.00	\$ -	\$ -	\$ 68,007.57
Rob Boule	Head Tester	8	2/20/1996	\$ 75,642.89	\$ 800.00	\$ -	\$ 300.00	-	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 78,342.89
Turner, Timothy	Maintenance Man	1/2	10/25/2021	\$ 48,380.60	\$ 800.00	\$ -	\$ 150.00		\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 50,930.60
John Russo	SCADA Operator	4	9/25/2017	\$ 75,356.15	\$ 800.00	\$ -	\$ -		\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 77,756.15
Alan Gould	Filter Operator	6	1/30/2003	\$ 64,870.03	\$ 800.00	\$ -	\$ 50.00	2,340.00	\$ 200.00	\$ 1,000.00	\$ -	\$ -	\$ 69,260.03
Gerard Garabedian	Assistant Super	9	4/15/1985	\$ 90,974.78	\$ 800.00	\$ -	\$ -	-	\$ 200.00	\$ 1,000.00	\$ -	\$ -	\$ 92,974.78
Andanrik Valedi	Filter Operator	2/3	11/30/2020	\$ 58,449.94	\$ 800.00		\$ 1,500.00	988.00	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 63,337.94
Patrick Kalmes	MO Specialist	4	3/24/2014	\$ 69,515.47	\$ 800.00	\$ -	\$ -	3,692.00	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 75,607.47
James Donovan	Filter Operator	5	1/22/2008	\$ 62,980.61	\$ 800.00	\$ -	\$ -	416.00	\$ 500.00	\$ 1,000.00	\$ -	\$ -	\$ 65,696.61
CROTTY, Britni	Filter Operator	4	4/14/2015	\$ 61,146.23	\$ 800.00	\$ -	\$ 200.00	-	\$ 500.00	\$ 1,000.00	\$ -	\$ -	\$ 63,646.23
Michéal Haines	HMEO - Water	4	3/18/2016	\$ 58,203.50	\$ 800.00	\$ -	\$ -	-	\$ 600.00	\$ 1,000.00	\$ -	\$ -	\$ 60,603.50
Dan Donovan	Building Maintenance	5	8/23/2013	\$ 57,318.28	\$ 800.00	\$ 50.00	\$ -	-	\$ 600.00	\$ 1,080.00	\$ -	\$ -	\$ 59,848.28
Chris Zechner	Working Foreman	7	5/27/1999	\$ 75,223.94	\$ 800.00	\$ -	\$ -	-	\$ 600.00	\$ 1,080.00	\$ -	\$ -	\$ 77,703.94
Alan Danehy	WMMM	9	10/22/1988	\$ 62,651.42	\$ 800.00	\$ 150.00	\$ -		\$ 600.00	\$ 1,080.00	\$ 26,404.84	\$ -	\$ 91,686.26
TBD	Filter Operator	4	7/1/2022	\$ 54,902.35	\$ 800.00	\$ -	\$ -	1,144.00	\$ 200.00	\$ 1,000.00		\$ -	\$ 58,046.35
Walter Sennett	Build Main Craft	9	1/5/1989	\$ 62,651.42	\$ 800.00	\$ -	\$ -	416.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 64,867.42
Joe Luciano	Filter Operator	4	2/18/2016	\$ 61,146.23	\$ 800.00	\$ -	\$ 200.00	20,880.00	\$ -				\$ 83,026.23
Carolyn Capidolupo	Lab Tech	9	9/2/1986	\$ 84,838.63	\$ 800.00	\$ -	\$ 400.00	-	\$ -	\$ 200.00	\$ -	\$ -	\$ 86,238.63
Gould, Riley	WATER METER REP.	4	10/20/2016	\$ 57,260.09	\$ 800.00				\$ 600.00	\$ 1,000.00			\$ 59,660.09
Manetta, William	WATER METER REP.	4/5	9/19/2012	\$ 58,615.90	\$ 800.00				\$ 600.00	\$ 1,000.00			\$ 61,015.90
													\$ -
DEPARTMENT TOTAL				\$ 1,586,758.39	\$ 17,600.00	\$ 200.00	\$ 2,800.00	\$ 29,876.00	\$ 10,200.00	\$ 20,600.00	\$ 64,575.37	\$ 4,100.00	\$ 1,736,709.76

WATER DIVISION
SALARY INFORMATION FY2022 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/ HOIST	SEWER CERT	WATER CERT	DIFF.		SICK LEAVE INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
									SHIFT					
MCGOVERN, John	Superintendent	7	9/8/1981	\$ 107,518.89	\$ -	-	-	-	-		\$ 400.00	\$ -	\$ 4,100.00	\$ 112,018.89
Richard Raworth	Chemist	4	7/1/2014	\$ 80,757.41	\$ 800.00	-	-	-	-		\$ 600.00	\$ 1,000.00	\$ -	\$ 83,157.41
MCLAUGHLIN, Ed	Supervisor	8	11/8/1990	\$ 90,568.16	\$ 800.00	-	-	-	-		\$ 400.00	\$ 1,080.00	\$ -	\$ 92,848.16
Crusco, Dave	HMEO	9	9/6/1988	\$ 65,527.57	\$ 800.00	-	-	-	-		\$ 600.00	\$ 1,080.00	\$ -	\$ 68,007.57
BOULE, Robert	Head Tester	7	2/20/1996	\$ 75,642.89	\$ 800.00	-	-	300.00	-		\$ 600.00	\$ 1,000.00	\$ -	\$ 78,342.89
MCNIEL, David	Filter Operator	5	1/10/2008	\$ 62,980.61	\$ 800.00	-	-	450.00	2,080.00		\$ 600.00	\$ 1,000.00	\$ -	\$ 67,910.61
Russo, John	SCADA Operator	3/4	5/1/2008	\$ 73,161.31	\$ 800.00	-	-	-	-		\$ 600.00	\$ 1,000.00	\$ -	\$ 75,561.31
GOULD, Alan	Filter Operator	6	1/30/2003	\$ 64,870.03	\$ 800.00	-	-	50.00	2,340.00		\$ 200.00	\$ 1,000.00	\$ -	\$ 69,260.03
GARABEDIAN, Gerard	Assistant Superint.	9	4/15/1985	\$ 90,974.78	\$ 800.00	-	-	-	-		\$ 200.00	\$ 1,000.00	\$ -	\$ 92,974.78
Andanik Valedi	Filter Operator	1/2	11/30/2020	\$ 56,209.92	\$ 800.00	-	-	1,500.00	988.00		\$ 600.00	\$ 1,000.00	\$ -	\$ 61,097.92
KALMES, Patrick	Filter Operator	4	3/24/2014	\$ 61,146.23	\$ 800.00	-	-	-	3,692.00		\$ 600.00	\$ 1,000.00	\$ -	\$ 67,238.23
DONOVAN, James	Filter Operator	5	1/22/2008	\$ 62,980.61	\$ 800.00	-	-	-	416.00		\$ 500.00	\$ 1,000.00	\$ -	\$ 65,696.61
Crotty, Britni	Filter Operator	4	4/14/2015	\$ 61,146.23	\$ 800.00	-	-	200.00	-		\$ 500.00	\$ 1,000.00	\$ -	\$ 63,646.23
Haines Jr, Micheal	Water HMEO	4	1/3/2017	\$ 58,203.50	\$ 800.00	-	-	-	-		\$ 600.00	\$ 1,000.00	\$ -	\$ 60,603.50
Donovan, Dan	Build Maint. Crfsis	4	8/22/2013	\$ 57,318.28	\$ 800.00	50.00	-	-	-		\$ 600.00	\$ 1,080.00	\$ -	\$ 59,848.28
ZECHNER, Chris	Working Foreman	7	5/27/1999	\$ 75,223.94	\$ 800.00	-	-	-	-		\$ 600.00	\$ 1,080.00	\$ -	\$ 77,703.94
DANEHY, Alan	W.M.M.M.	9	10/22/1988	\$ 62,651.42	\$ 800.00	150.00	-	-	1,144.00		\$ 600.00	\$ 1,080.00	\$ -	\$ 65,281.42
LEWIS, Robert	M&O Specialist	9	11/8/1983	\$ 78,262.99	\$ 800.00	-	-	-	1,144.00		\$ 200.00	\$ 1,000.00	\$ -	\$ 114,391.99
SENNETT, Walter	Build Maint. Crfsis	9	1/5/1989	\$ 62,651.42	\$ 800.00	-	-	-	416.00		\$ -	\$ 1,000.00	\$ -	\$ 64,867.42
LUCIANO, Joseph	MM	4	2/18/2016	\$ 52,443.40	\$ 800.00	-	-	200.00	-		\$ -	\$ -	\$ -	\$ 53,443.40
CAPODILUPO, Carolyn	Lab Tech	9	9/2/1986	\$ 84,838.63	\$ 800.00	-	-	400.00	-		\$ -	200.00	\$ -	\$ 86,238.63
Gould, Riley	Meter Reader/Repair F	3/4	10/20/2016	\$ 56,780.84	\$ 800.00	-	-	-	-		\$ 600.00	\$ 1,000.00	\$ -	\$ 59,180.84
Manetta, William	Meter Reader/Repair	4	11/19//2012	\$ 57,260.09	\$ 800.00	-	-	-	-		\$ 600.00	\$ 1,000.00	\$ -	\$ 59,660.09
														\$ -
DEPARTMENT TOTAL				\$ 1,599,119.15	\$ 17,600.00	\$ 200.00	-	\$ 3,100.00	\$ 11,076.00		\$ 10,200.00	\$ 20,600.00	\$ 4,100.00	\$ 1,698,980.15

Total Full Tim \$ 1,599,119.15
Total Part Time
Seasonal
Flushing OT \$ 169,698.50
Total Overtime \$ 318,701.00
Total Contract \$ 99,861.00
Total \$ 2,187,379.65

ATER DIVISION

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FIN COM REC
\$ 1,141,806	\$ 1,141,806	\$ 1,131,506	\$ 1,068,759	\$ 1,126,249	\$ 1,082,361	\$ 1,226,987	\$ 1,350,657	\$ 1,350,657	\$ 1,350,657

Supplies and Expenses

These calculations are estimated quantities, based on chemical consumption over the last five years.

	FY2022	Increase/ (Decrease)	Department	Town Mgr.	Fin Com
Chemicals: Process Chemicals					
Alum - 171,399 gals.(+15%) 197,108 X \$1.15/gallon=	\$ 194,518	\$ 32,156.00	\$226,674	\$ 226,674	\$ 226,674
Aqueous Ammonia - 5,098 gals. (+15%)5,862 x \$2.59/gal	\$ 9,056	\$ 6,126.00	\$15,182	\$ 15,182	\$ 15,182
Caustic Soda (Sodium Hydroxide) - 949,320 lbs(15%)1,091,718 x \$0.2132/lbs=	\$ 183,317	\$ 49,437.00	\$232,754	\$ 232,754	\$ 232,754
Sodium Hypochlorite - 556,260lbs (15%) 639,699 x \$0.092/lbs=	\$ 48,753	\$ 10,099.00	\$58,852	\$ 58,852	\$ 58,852
Hydrofluorosilic Acid - 47,403lbs (15%)54,513 x \$0.33 / lb =	\$ 15,814	\$ 2,175.00	\$17,989	\$ 17,989	\$ 17,989
Granular Activated Carbon - 214,400 lbs x \$1.80 / lb.= (15%)	\$ 240,000	\$ 37,530.00	\$286,530	\$ 286,530	\$ 286,530
Liquid Oxygen - 145,307 gals(15%) 167,103 x \$0.62/gal.	\$ 90,090	\$ 13,513.00	\$103,603	\$ 103,603	\$ 103,603
Conservation Handouts	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Ammonia Scrubbers - (base) hydrated zeolite \$147/cf x 8cf=	\$ 1,550	\$ 232.00	\$1,782	\$ 1,782	\$ 1,782
Phosphoric acid impregnated coal (catalyst) \$153.20 x 22cf=	\$ 3,400	\$ 510.00	\$3,910	\$ 3,910	\$ 3,910
Catalyst for the ozone distruct units 360 lbs x \$17.29 / lb.=	\$ 6,350	\$ 952.00	\$7,302	\$ 7,302	\$ 7,302
Laboratory reagents and monitoring equipment plus 20%	\$ 34,700	\$ 6,940.00	\$41,640	\$ 41,640	\$ 41,640
Treatment works materials for maintnace & general repair (hardware and cleaning)	\$ 86,000	\$86,000	\$86,000	\$ 86,000	\$ 86,000
Synthetic lubricant for floclulators (1 drum=50gals)	\$ 2,500	\$2,500	\$ 2,500	\$ 2,500	\$ 2,500
Replacement Chemical feed pump	\$ 2,600	\$2,600	\$ 2,600	\$ 2,600	\$ 2,600
Distribution system materials for maintenance and repair -	\$ 73,000	\$73,000	\$ 73,000	\$ 73,000	\$ 73,000
Fuel for the two standby generators - fuel for maintenance operation of generator only	\$ 3,100	\$3,100	\$ 3,100	\$ 3,100	\$ 3,100
Electric and wiring materials	\$ 5,000	\$5,000	\$ 5,000	\$ 5,000	\$ 5,000
General office supply	\$ 4,600	\$4,600	\$ 4,600	\$ 4,600	\$ 4,600
Truck supplies	\$ 5,500	\$5,500	\$ 5,500	\$ 5,500	\$ 5,500
Hydrants	\$ 4,500	\$4,500	\$ 4,500	\$ 4,500	\$ 4,500
Hydrant installation supplies- blocking, wedges, gland kits	\$ 660	\$660	\$ 660	\$ 660	\$ 660
Road Repair Supplies	\$ 49,000	\$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	\$ 6,235	\$ 6,235	\$ 6,235
Water Main Pipe 8" DI pipe	\$ 29,000	\$29,000	\$ 29,000	\$ 29,000	\$ 29,000
Valves for Water Mains	\$ 2,000	\$2,000	\$ 2,000	\$ 2,000	\$ 2,000
pneumatic band saw (blades)	\$ 1,500	\$1,500	\$ 1,500	\$ 1,500	\$ 1,500
One Building Foundation drain pump	\$ 1,214	\$1,214	\$ 1,214	\$ 1,214	\$ 1,214
Replacement of two Scada Workstations	\$ 1,400	\$1,400	\$ 1,400	\$ 1,400	\$ 1,400
Replacement of three HVAC actuators at \$280ea.	\$ 840	\$840	\$ 840	\$ 840	\$ 840
Building Sump Pump	\$ 1,600	\$1,600	\$ 1,600	\$ 1,600	\$ 1,600
Water Meters 5/8", 3/4" and 1"	\$ 21,000	\$21,000	\$ 21,000	\$ 21,000	\$ 21,000
Manual auto reader for the Badger Meters	\$ 17,000	\$17,000	\$ 17,000	\$ 17,000	\$ 17,000
Replacement of 12" check valve high lift pump	\$ 11,590	\$11,590	\$ 11,590	\$ 11,590	\$ 11,590
One of four-valve assembly on the high lift pumps at WTP	\$ 19,600	\$19,600	\$ 19,600	\$ 19,600	\$ 19,600
Replace 5 Filter turbidity analyzers (\$5,000 each)	\$ 25,000	\$ (25,000.00)	\$ 0	-	-
Back-up AC system at the Intake Building Electric Building	\$ 11,000	\$ (11,000.00)	\$ 0	-	-
	\$ -	\$ 0	\$ 0	-	-
		\$ 0	\$ 0	-	-
		\$ 0	\$ 0	-	-
		\$ 0	\$ 0	-	-
Total Supplies & Expenses	\$ 1,226,987.00	\$ 123,670.00	\$1,350,657	\$ 1,350,657.00	\$ 1,350,657.00

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FIN COM REC
\$ 535,905	\$ 535,905	\$ 644,205	\$ 601,402	\$ 670,105	\$ 666,822	\$ 678,305	\$ 714,305	\$ 714,305	\$ 714,305

Contract Services/Leases

	FY 2022	Increase/ (Decrease)	FY 2023	Department	Town Mgr.	Fin Com
Annual Consumer Confidences Report	\$ 7,000		\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Water Restriction Notification (postcards, newspaper, signs)	\$ 7,000		\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Leak detection to meet a requirement of our river withdrawal permit	\$ 15,000		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
State water assessment fee	\$ 17,000	\$ 3,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Repairs and maintenance of control system equipment	\$ 25,000		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Repair of plant machinery and equipment	\$ 35,000		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
Laboratory services for current testing	\$ 24,800		\$ 24,800	\$ 24,800	\$ 24,800	\$ 24,800
Laboratory services for new regulations (E.Coli and Cryptosporidium)	\$ 16,000		\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Maintenance for Laboratory reporting program		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Laboratory services for PFAS (new regulation)		\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Rental of uniforms and B & M (PanAm) easements:	\$ 10,760		\$ 10,760	\$ 10,760	\$ 10,760	\$ 10,760
Certification Seminars and memberships	\$ 11,900		\$ 11,900	\$ 11,900	\$ 11,900	\$ 11,900
Group instruction and classes		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Police details	\$ 65,000		\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Maintenance Contract for SCADA control program	\$ 8,400		\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400
WTP maintenance contracts for high voltage system	\$ 40,995	\$ 20,000	\$ 60,995	\$ 60,995	\$ 60,995	\$ 60,995
Milton Cat maintenance on generators		\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
WTP Maintenance contract for the compressor that supplies pneumatic system	\$ 1,260		\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260
Repair of paving damage from water main breaks	\$ 81,280		\$ 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	\$ 14,500
Professional Engineering Services for unexpected water treatment problems	\$ 35,000	\$ 25,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Maintenance Agreement for Variable Frequency Drives (VFD)	\$ 13,500		\$ 13,500	\$ 13,500	\$ 13,500	\$ 13,500
Vactor Truck - Used to excavate at hydrants near gas lines and buried cable	\$ 115,000	\$ (115,000)	\$ -	\$ -	\$ -	\$ -
Welding Services- Ozone System and Miscellaneous	\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Annual Water Rate Study	\$ 7,500		\$ 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	\$ 960
Backflow control device testing by a contractor	\$ 68,200	\$ -	\$ 68,200	\$ 68,200	\$ 68,200	\$ 68,200
Clothing Allowance per SEIU for John McGovern	\$ 450		\$ 450	\$ 450	\$ 450	\$ 450
Maintenance of pneumatic and hydraulic valve treatment and raw water main	\$ 25,000	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Repair of surveillance cameras	\$ 1,900		\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900
Laboratory Equipment Calabration and Repair	\$ 1,500		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Plumbing Services	\$ 15,000		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Meter Readers maintenance (\$1,150 for 4 auto readers,include \$180 for batteries)	\$ 1,900		\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900
Invensys- Water Meter Software Support	\$ 1,500		\$ 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	\$ 5,000
Power study by consultant	\$ -	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
WTP Automation Investigation	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Covering both of the ozone distruct units	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	\$ 678,305	\$ 36,000	\$ 714,305	\$ 714,305	\$ 714,305	\$ 714,305

IVISION

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FIN COM REC
\$ 593,000	\$ 576,950	\$ 594,000	\$ 594,000	\$ 64,000	\$ 50,836	\$ 64,000	\$ 70,750	\$ 70,750	\$ 70,750

ELECTRICITY

Water Treatment Plant

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.)

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Section 11: Wastewater Enterprise Budget

Wastewater

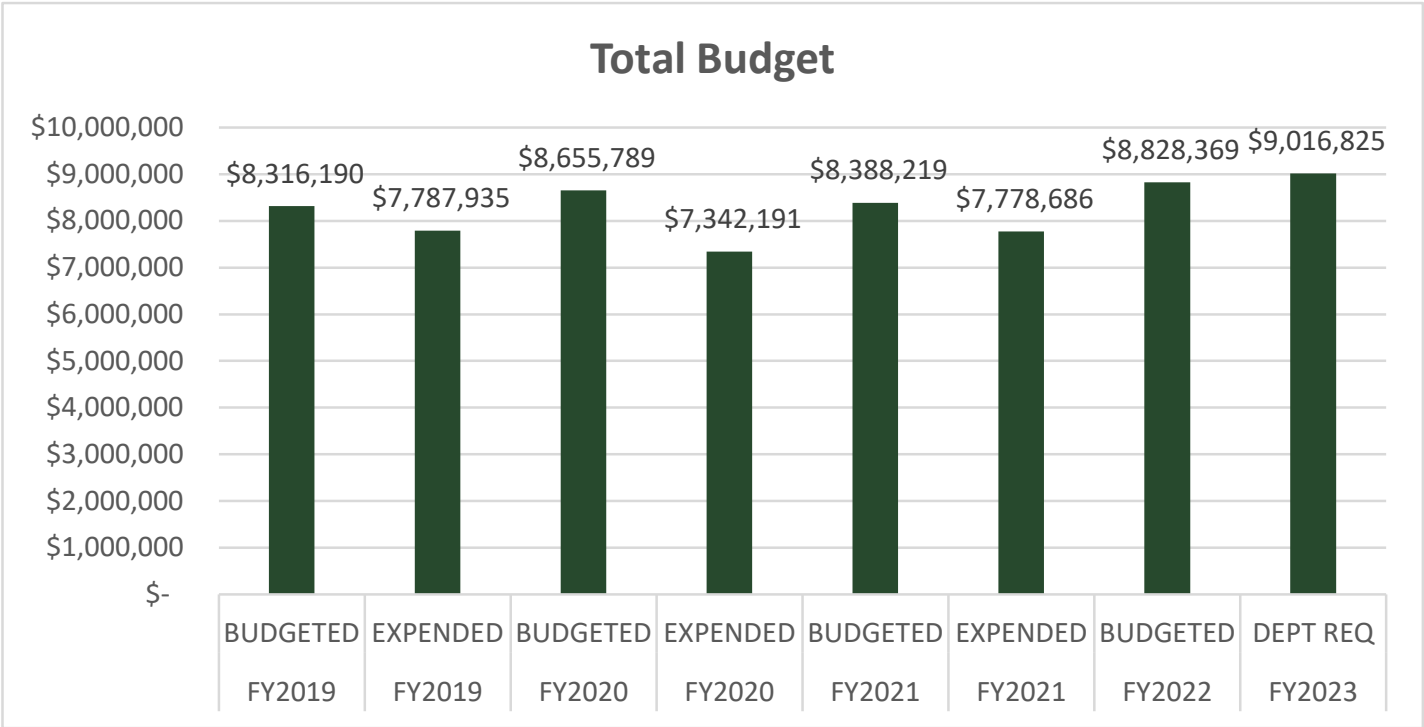
Department Explanation

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 FY23 will be going up a little under \$215,000 this fiscal year.

The Wastewater department has done an excellent job of accurately budgeting for their chemical needs. This helps keep the budget down.



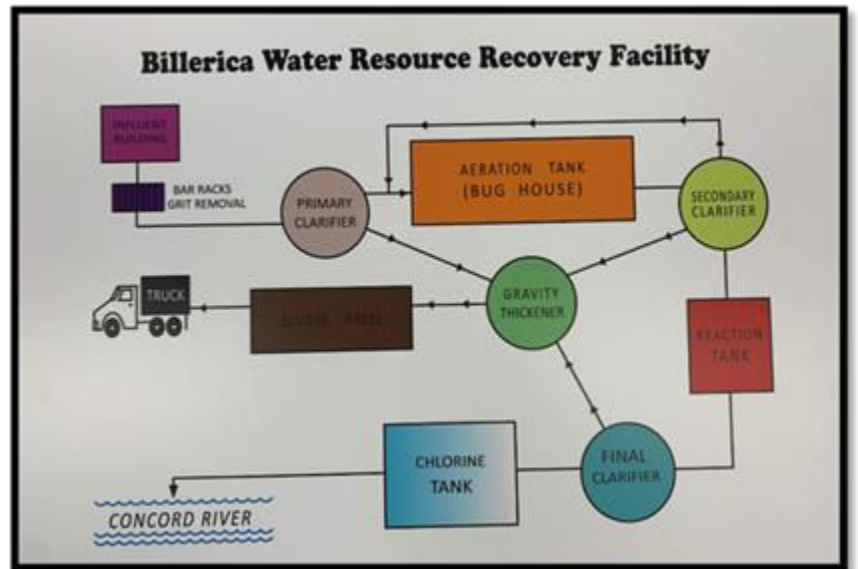
Wastewater

Programs, Services, and Updates

Water Resource Recovery Facility (WRRF)

Overview

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 rags 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 a total of 7540 dry tons of dewatered solids, an average of 145 ton/week.

Wastewater

In fiscal year 2021 the WRRF treated 1.387 billion gallons of wastewater with an average daily flow of 3.8 million gallons per day.

The WRRF also treats over 19 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 85% of the Town. Division staff is 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 117 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 buildup 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. The Wastewater Division has gone to great lengths to educate the public about how harmful these products are for the collection and treatment systems. The Wastewater Division performs classroom education in all elementary schools in Town and also includes educational flyers in bills. Our goal is to educate customers on objects that should and should not be flushed to the sewer collection system.

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-over 30,000 tests per year. Samples that require more complex analysis are collected and sent to contract 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 gallon 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.

Accomplishments

Wastewater

The Public Education Program has been in operation since 1994, and each year staff visits over 100 elementary classrooms in Town. The program teaches our children the importance of not only water, but water usage, conservation, and treatment. Elementary schools up to the Billerica High School are included in our education program.

Other communities have contacted Town staff to model their Public Education Program as administered by the Billerica Water Resource Recovery Facility.

The Billerica Water Resource Recovery Facility as also featured in the Massachusetts Operators Newsletter and an example of a well-run organization. We were very proud of that!

Town staff was invited to participate in an OPERATOR EXCHANGE PROGRAM, where the Wastewater Operators Association allows “out of state” Operators (this year from Rhode Island) to observe and learn the operation of the Water Resource Recovery Facility. Billerica received extremely positive feedback from the association and will participate in this program again next year.

Collections staff flushed approximately 53 miles of sewer main in Town and performed closed circuit television (CCTV) inspection of 5.2 miles of sewer main. 27 sewer manholes were in FY21.

Collections staff replaced a 3.75 inch steel pump shaft at Brown St pump station and installed a 12 Kw generator set at Ricca Farm pump station.

The CoMag polymer system process at the WRRF was modified, which is anticipated to save an estimated 10 million gallons of water per year. Plant staff replaced 2 different polymer pumping systems for CoMag and one polymer pumping system for the Fournier Press (sludge dewatering system). In addition, Plant staff replaced 6 diaphragm chemical pumps, installed 6 new peristaltic pumps, rebuilt a scum pump and replaced 200 feet of 3/4 inch chemical lines.



Wastewater

WASTEWATER DIVISION SALARY INFORMATION FY2023 TM RECOMMENDED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SEWER CERT.	WATER CERT.	SICK LEAVE INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
Jeffrey Kalmes	Superintendent	5	10/14/1986	119,795.80		-	-	-	500	-	4,100	\$ 124,395.80
Michael McCaughey	Collection Super	5	3/10/2008	83,230.65	800	-	150	-	600	150	-	\$ 84,930.65
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	90,974.78	800	100	300	600	500	150	24,000	\$ 117,424.78
April Munro	ITT Tech	2	7/17/2017	70,347.76	800	-	-	-	500	150	-	\$ 71,797.76
Sirmopoulos, Chris	Tt Pint 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 OMT	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	Tt Pint Oper	1/2	1/27/2022	53,653.75	800	-	-	-	400	150	-	\$ 55,003.75
McCusker, John	Swr Equipt. 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
Annato, Anthony	HMEO	3	7/12/2018	56,094.87	800	-	-	-	500	150	-	\$ 57,544.87
Morey, Connor	Tt Pint Oper	2/3	9/14/2020	58,929.20	800	-	-	-	500	150	-	\$ 60,379.20
Jenkins, Keith	PP Tech	2/3	11/30/2020	72,029.42	800	-	-	-	500	150	-	\$ 73,479.42
DEPARTMENT TOTAL				\$ 1,179,745.74	\$ 12,800.00	\$ 600.00	\$ 775.00	\$ 600.00	\$ 8,800.00	\$ 2,400.00	\$ 28,100.00	\$ 1,233,820.74

Total Full Time \$ 1,179,745.74
 Total Seasonal \$ -
 Total Overtime \$ 170,000.00
 Total Contract \$ 54,075.00
 Total \$ 1,403,820.74

Wastewater

WASTEWATER DIVISION													
SALARY INFORMATION FY2023 DEPARTMENT REQUESTED													
NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOST	SEWER CERT.	WATER CERT.	SICK LEAVE INCENTIVE	MEALS	Longv/RET BUY BACK	BENEFIT	
Jeffrey Kaimes	Superintendent	5	10/14/1986	\$ 119,795.80	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 4,100.00	\$ 124,395.80	
Michael McCaughey	Collection Super	5	3/10/2008	\$ 83,230.65	\$ 800.00	\$ -	\$ 150.00	\$ -	\$ 600.00	\$ 150.00	\$ -	\$ 84,930.65	
Banda, David	Treatment Plant Oper	3	2/11/2018	\$ 59,365.00	\$ 800.00				\$ 600.00	\$ 150.00	\$ -	\$ 60,915.00	
Curtis, David	Treatment Plant Oper	3	12/3/2018	\$ 59,365.00	\$ 800.00				\$ 600.00	\$ 150.00		\$ 60,915.00	
Garabedian, David	Supervisor	9	5/26/1988	\$ 90,974.78	\$ 800.00	\$ 100.00	\$ 300.00	\$ 600.00	\$ 500.00	\$ 150.00	\$ 24,000.00	\$ 117,424.78	
April Munro	IT Tech	2	7/17/2017	\$ 70,347.76	\$ 800.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 150.00	\$ -	\$ 71,797.76	
Simopoulos, Chris	Trt Plnt Oper	6	5/12/2005	\$ 64,869.74	\$ 800.00	\$ -	\$ 100.00	\$ -	\$ 400.00	\$ 150.00	\$ -	\$ 66,319.74	
Diaz, Martin	Collection O&M	5	9/12/2008	\$ 78,664.65	\$ 800.00	\$ 150.00	\$ 225.00	\$ -	\$ 400.00	\$ 150.00	\$ -	\$ 80,389.65	
Nicholas Evans	Treatment O&M Tech	4	9/6/1982	\$ 76,373.45	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 150.00	\$ -	\$ 77,923.45	
Rafael Vega	Collection Repairman	3	10/26/2017	\$ 59,365.00	\$ 800.00	\$ 100.00	\$ -	\$ -	\$ 600.00	\$ 150.00	\$ -	\$ 61,015.00	
William Powderly	Collection Repairman	3	11/27/2017	\$ 59,365.00	\$ 800.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 150.00	\$ -	\$ 60,915.00	
MacAuley, Shayne	Trt Plnt Oper	1/2	11/27/2022	\$ 53,653.75	\$ 800.00	\$ -	\$ -	\$ -	\$ 400.00	\$ 150.00	\$ -	\$ 55,003.75	
MacCusker, John	Swr Equpt. Repairman	4	11/3/2014	\$ 61,226.78	\$ 800.00	\$ 250.00	\$ -	\$ -	\$ 500.00	\$ 150.00	\$ -	\$ 62,926.78	
Spencer, Jeffrey	HMEO	3	9/6/2018	\$ 56,094.87	\$ 800.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 150.00	\$ -	\$ 57,544.87	
Amato, Anthony	Trt Plnt Oper	3	7/12/2018	\$ 56,094.87	\$ 800.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 150.00	\$ -	\$ 57,544.87	
Morey, Connor	HMEO	2/3	9/14/2020	\$ 58,929.20	\$ 800.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 150.00	\$ -	\$ 60,379.20	
Jenkins, Keith	IPP Tech	2/3	11/30/2020	\$ 72,029.42	\$ 800.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 150.00	\$ -	\$ 73,479.42	
DEPARTMENT TOTAL				\$ 1,179,746	\$ 12,800	\$ 600	\$ 775	\$ 600	\$ 8,800	\$ 2,400	\$ 28,100	\$ 1,233,821	

Total Full Time \$ 1,179,745.74
 Total Seasonal \$ -
 Total Overtime \$ 170,000.00
 Total Contract \$ 54,075.00
 Total \$ 1,403,820.74

Wastewater

Wastewater Division

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 611,200	\$ 517,773	\$ 764,200	\$ 548,304	\$ 764,200	\$ 641,791	\$ 764,200	\$ 764,200	\$ 764,200	\$ 764,200

Supplies and Expenses

			FY22			
Publications	Misc. technical publications	increase \$1,000	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Office Supplies	Daily operation of the facility and offices		\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Lab Supplies	Lab supplies for regulatory and process sampling and testing		\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Custodial	Cleaning and janitorial supplies		\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
Building Supp.	Equipment at plant, pumping stations, collection system		\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
Emergency	Stocking existing first aid cabinets at various locations	increase \$ 1,000	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Welding	Misc. welding supplies for division	increase \$ 3,000	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Vehicle	Supplies for the Jet Truck, Repair Truck, TV truck		\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
Hardware	Upkeep and repairs of plant, pumping stations		\$ 11,000.00	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
Chemicals	Chemicals		\$ 616,000.00	\$ 616,000.00	\$ 616,000.00	\$ 616,000.00

	fy 19 Req	fy 20 Req	fy 21 Req	fy 22 Req	Increase
Alum	\$74,000	\$90,000	\$90,000	\$90,000	\$ 4,000.00
Bioxide/VX456	\$180,000	\$205,000	\$205,000	\$205,000	\$ 8,000.00
Polymer	\$60,000	\$72,000	\$72,000	\$72,000	\$ 2,000.00
Caustic Soda	\$113,000	\$170,000	\$170,000	\$170,000	\$ 8,000.00
Sodium Hypochlorite	\$18,000	\$19,000	\$19,000	\$19,000	\$ 2,000.00
Sodium Bisulfite	\$11,000	\$13,000	\$13,000	\$13,000	\$ 2,000.00
Sodium Aluminate	\$35,000	\$41,000	\$41,000	\$41,000	\$ 2,000.00
Magnetite	\$4,000	\$6,000	\$6,000	\$6,000	\$ -
Total chemicals	\$495,000	\$616,000	\$616,000	\$616,000	\$ 28,000.00

Tools	Machine shop tools, Jet/Vacuum and TV truck, assorted hand tools	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Electrical	Small electrical parts, replacement of inefficient light bulbs	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Plumbing	Plumbing supplies for the Treatment Plant and pumping stations	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Safety	Safety equipment and PPE-boots, gloves, raingear, reflective vests, etc.; fire extinguisher maintenance	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Rental	Uniform rental increase \$5,000	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
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

Wastewater Division

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 858,450	\$ 712,216	\$ 1,004,250	\$ 1,086,375	\$ 1,004,265	\$ 987,141	\$ 1,004,265	\$ 1,134,450	\$ 1,134,450	\$ 1,134,450

Contract Services/Leases

		FY22	Department	Town Mgr.	Fin Com
Professional	On call professional services	\$ 100,000.00	\$ 110,000.00	\$ 110,000.00	\$ 110,000.00
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	\$ 185,000.00	\$ 185,000.00	\$ 185,000.00
Grit and Screenings	Grit and Screenings disposal; pump station wet well cleaning	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
Solids hauling	Sludge hauling	\$ 640,815.00	\$ 761,000.00	\$ 761,000.00	\$ 761,000.00
	Clothing allowance reimbursement per SEIU	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00

Total Contract Services/Leases

[illegible]

Utilities

		FY22	Department	Town Mgr.	Fin Com
Electricity	For plant and pump stations	\$ 400,000.00	\$ -	\$ -	\$ -
Fuel/Heat	For plant and pump stations	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Telephone	Plant telephone; pump station alarms	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00

Total Utilities

FY2019	FY2019	FY2020	FY2020	FY2021	FY2021	FY2022	FY2023	FY2023	FY2023
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
						\$ -	\$ 100,000	\$ 100,000	\$ 100,000

Capital Outlay

	Department	Town Mgr.	Fin Com
Capital Outlay	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00

Section 12

Debt Schedules

Actual Debt Service as of Feb 1, 2022															
Summary															
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total

General Fund - Town Debt																					
Net Outstanding Principal Long-Term	315,000	260,000	823,000	820,000	810,000	800,000	785,000	785,000	685,000	685,000	630,000	630,000	630,000	625,000	625,000	575,000	11,425,000	-	11,425,000		
Net Outstanding Interest Long-Term	68,050	53,575	609,065	407,700	369,950	332,450	293,825	256,575	219,600	185,900	156,450	134,400	118,650	106,050	93,500	81,000	69,000	57,141	3,026,043	-	3,026,043
	383,050	313,575	1,432,065	1,227,700	1,179,950	1,132,450	1,078,825	1,041,575	904,600	870,900	786,450	764,400	748,650	736,050	718,500	706,000	644,000	632,141	14,451,043	-	14,451,043

General Fund - School Debt																	
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

Enterprise Fund - Sewer Debt																						
Net Outstanding Principal Long-Term	3,783,455	4,331,842	4,310,622	3,788,141	3,727,418	3,514,469	3,566,308	3,519,954	3,554,422	3,488,735	3,344,904	2,685,804	2,712,273	2,679,423	2,712,274	1,652,928	1,687,222	823,490	839,759	851,379	798,362	63,756,049
Net Outstanding Interest Long-Term	986,480	1,060,947	1,055,732	884,060	805,387	730,575	655,288	582,918	512,022	444,410	432,090	327,973	279,784	231,035	183,571	135,450	101,735	67,335	50,115	32,645	15,967	11,507,031
	4,769,935	5,392,788	5,366,354	4,672,201	4,532,805	4,245,044	4,222,596	4,102,871	4,066,445	3,933,145	3,776,993	3,013,777	2,992,057	2,910,459	2,895,846	1,788,378	1,788,957	890,825	889,874	884,024	814,329	75,263,080

Enterprise Fund - Water Debt																						
Net Outstanding Principal Long-Term	2,114,729	2,542,216	2,489,902	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	348,972	377,546	357,259	313,645	274,459	235,695	196,968	158,160	130,394	116,520	105,934	96,061	86,710	77,243	67,444	57,525	47,589	37,529	27,311	17,189	8,136	3,633,659
	2,463,702	2,919,762	2,847,160	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

Short-Term Debt																					
General Fund	245,000	245,000	350,000	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	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	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	25,000	25,000	25,000
	420,000	420,000	525,000	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

Totals																					
Net Outstanding Principal Long-Term	6,693,185	7,609,058	8,066,523	7,504,729	6,301,434	5,638,950	5,663,834	5,634,643	5,071,393	4,864,109	4,652,804	3,903,356	3,937,604	3,877,662	3,913,552	2,862,380	2,854,983	1,999,699			104,530,447
Net Outstanding Interest Long-Term	1,510,277	1,581,399	2,112,094	1,663,988	1,496,947	1,336,577	1,177,438	1,020,910	878,774	757,663	699,847	560,708	486,282	414,328	344,515	273,975	218,325	162,005			18,951,058
Short-Term Interest	420,000	420,000	525,000	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			-
Actual Debt	8,623,461	9,610,457	10,703,617	9,588,716	8,218,381	7,395,527	7,281,272	7,075,553	6,370,168	6,041,772	5,772,650	4,884,065	4,843,886	4,711,990	4,678,068	3,556,355	3,493,308	2,581,704			123,481,506
Target Debt Amount	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	9,066,000	9,066,000	9,066,000	9,066,000	9,066,000			
Debt Stabilization Transfer	442,539	(544,457)	(1,637,617)	(522,716)	847,619	1,670,473	1,784,728	1,990,447	2,695,832	3,024,228	3,293,350	4,181,935	4,222,114	4,354,010	4,387,932	5,509,645	5,572,692	6,484,296			

General Fund - Exempted Debt																						
Net Outstanding Principal Long-Term	2,105,000	2,185,000	2,270,000	2,360,000	2,455,000	2,555,000	2,715,000	2,820,000	2,935,000	3,010,000	3,085,000	3,210,000	3,290,000	3,000,000	3,085,000	3,185,000	3,280,000	3,385,000	3,505,000	3,640,000	3,630,000	6,115,000
Net Outstanding Interest Long-Term	3,419,094	3,313,844	3,207,794	3,094,294	2,985,894	2,871,944	2,747,394	2,619,144	2,486,419	2,396,819	2,304,969	2,159,606	2,062,756	1,963,506	1,869,950	1,770,075	1,667,144	1,561,125	1,427,350	1,288,650	1,146,800	1,430,375
	5,524,094	5,498,844	5,477,794	5,454,294	5,440,894	5,426,944	5,462,394	5,439,144	5,421,419	5,406,819	5,389,969	5,369,606	5,352,756	4,963,506	4,954,950	4,955,075	4,947,144	4,946,125	4,932,350	4,928,650	4,776,800	7,545,375

The debt schedules in this Section are the most current and up to date schedules.

Debt Schedules

Debt Schedules

Actual Debt Service as of Feb 1, 2022																										
General Fund - Town Debt																										
Date of Issue	Purpose / Date of Vote	Type of Payment	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	Total	
2-May-13	Surface Drain May-01 / Art # 10 / \$200,000	\$ 84,000 Principal GOB - Refunded Interest	5,000 500	10,000 200	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	35,000 2,700	
2-May-13	Surface Drain May-00 / Art # 11 / \$100,000	\$ 44,000 Principal GOB - Refunded Interest	5,000 300	5,000 100	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	20,000 1,600	
2-May-13	Fire Trucks - Ladder Truck May-11 / Art # 27 / \$1,500,000	\$ 1,500,000 Principal GOB Interest	100,000 28,250	100,000 23,250	100,000 19,250	100,000 14,250	100,000 12,250	100,000 10,000	100,000 6,000	100,000 3,000	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,000,000 184,750	
26-Sep-19	Engineering - Middlesex Turnpike May-13 / Art # 27 / \$1,180,000	\$ 115,000 Principal GOB Interest	60,000 4,250	55,000 1,375	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	115,000 8,803	
27-Sep-19	Land Acquisition - Middlesex Turnpike May-13 / Art # 27 / \$1,180,000	\$ 420,000 Principal GOB Interest	45,000 19,075	45,000 16,825	45,000 14,575	45,000 12,325	40,000 10,200	40,000 8,200	40,000 6,200	40,000 4,200	40,000 2,400	40,000 800	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	420,000 105,966	
28-Jan-22	Middlesex Corp Park - Betterment	\$ 702,000 Principal GOB Interest			52,000 36,803	50,000 23,750	50,000 21,250	50,000 18,750	50,000 16,250	50,000 13,750	50,000 11,250	50,000 8,750	50,000 6,500	50,000 4,750	50,000 3,500	50,000 2,500	50,000 1,500	50,000 500	- -	- -	- -	- -	- -	- -	702,000 169,803	
28-Jan-22	Building Demolitions	\$ 2,201,000 Principal Interest			111,000 100,560	110,000 66,550	110,000 61,050	110,000 55,550	110,000 50,050	110,000 44,550	110,000 39,050	110,000 33,550	110,000 28,600	110,000 24,750	110,000 22,000	110,000 19,800	110,000 17,600	110,000 15,400	110,000 13,200	110,000 10,931	110,000 8,594	110,000 6,188	110,000 3,713	110,000 1,238	2,201,000 622,922	
28-Sep-19	Traffic Signal - Salem Street Oct-15 / Art # 31 / \$4,000,000	\$ 135,000 Principal GOB Interest	25,000 6,125	25,000 4,875	25,000 3,625	25,000 2,375	20,000 1,250	15,000 375	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	135,000 22,356	
29-Sep-19	Sidewalk - Salem Street Oct-15 / Art # 31 / \$4,000,000	\$ 175,000 Principal GOB Interest	20,000 7,950	20,000 6,950	20,000 5,950	20,000 4,950	20,000 3,950	15,000 3,075	15,000 2,325	15,000 1,575	15,000 900	15,000 300	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	175,000 42,596	
28-Jan-22	Pinehurst Fire Station	\$ 10,000,000 Principal GOB Interest	- -	- -	470,000 428,302	470,000 283,500	470,000 260,000	470,000 236,500	470,000 213,000	470,000 189,500	470,000 166,000	470,000 142,500	470,000 121,350	470,000 104,900	470,000 93,150	470,000 83,750	465,000 74,400	465,000 65,100	465,000 55,800	465,000 46,210	465,000 36,328	465,000 26,156	465,000 15,694	465,000 5,231	9,360,000 2,647,371	
Net Outstanding Principal Long-Term			315,000 68,050	260,000 53,575	823,000 609,065	820,000 407,700	810,000 369,950	800,000 332,450	785,000 293,825	785,000 256,575	685,000 219,600	685,000 185,900	630,000 156,450	630,000 134,400	630,000 118,650	630,000 106,050	625,000 93,500	625,000 81,000	575,000 69,000	575,000 57,141	575,000 44,922	575,000 32,344	575,000 19,406	575,000 6,469	11,425,000 3,026,043	
Net Outstanding Interest Long-Term			- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	
			383,050	313,575	1,432,065	1,227,700	1,179,950	1,132,450	1,078,825	1,041,575	904,600	870,900	786,450	764,400	748,650	736,050	718,500	706,000	644,000	632,141	619,922	607,344	594,406	581,469	14,451,043	

Actual Debt Service as of Feb 1, 2022
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	Total	
15-May-11	Building Remodeling - Schools May-08 / Art # 24 / \$1,553,000	\$ 1,453,000 GOB	Principal Interest	75,000 28,675	70,000 26,425	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	295,000 119,200	
28-Jan-22	Building Remodeling - Schools May-08 / Art # 24 / \$1,553,000	\$ 542,000 GOB - Refunded	Principal Interest	50,000 35,307	60,000 22,480	61,000 19,455	61,000 16,405	62,000 13,330	62,000 10,230	62,000 7,130	62,000 4,030	62,000 1,240	- -	- -	- -	- -	542,000 129,607	
15-May-11	Building Remodeling - Schools May-09 / Art # 15 / \$871,628	\$ 871,000 GOB	Principal Interest	45,000 17,125	45,000 15,775	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	180,000 71,200	
28-Jan-22	Building Remodeling - Schools May-09 / Art # 15 / \$871,628	\$ 324,000 GOB - Refunded	Principal Interest	33,000 21,043	39,000 13,215	40,000 11,240	35,000 9,365	35,000 7,615	35,000 5,865	35,000 4,115	36,000 2,340	36,000 720	- -	- -	- -	- -	324,000 75,518	
2-May-13	Building Remodeling (Rink) - Schools Oct-11 / Art # 16 / \$750,000 Auth	\$ 750,000 GOB	Principal Interest	40,000 16,100	40,000 14,100	40,000 12,500	35,000 10,500	35,000 9,800	35,000 9,013	35,000 7,613	35,000 6,563	35,000 5,513	35,000 4,463	35,000 3,413	35,000 2,275	35,000 1,138	- 139,988	
2-May-13	Ditson School May-98 / Art # 1 / \$18,000,000	\$ 2,160,000 GOB - Refunded	Principal Interest	215,000 30,263	215,000 21,663	215,000 13,063	215,000 6,613	210,000 2,231	- -	- -	- -	- -	- -	- -	- -	- -	1,500,000 160,156	
2-May-13	Rink - School - Refunded 12/02 Oct-00 / Art # 39 / \$500,000 Auth	\$ 234,000 GOB - Refunded	Principal Interest	20,000 2,000	20,000 1,200	20,000 400	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	110,000 8,700	
6-Dec-16	Ditson School May-98 / Art # 1 / \$18,000,000	\$ 210,000 GOB - Refunded	Principal Interest	40,000 2,900	40,000 1,750	40,000 600	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	210,000 14,950	
6-Dec-16	School Building Remolding Oct-05 / Art # 15 / \$1,000,000	\$ 465,000 GOB - Refunded	Principal Interest	45,000 9,713	45,000 8,419	45,000 7,125	45,000 5,775	45,000 4,425	45,000 3,075	40,000 1,800	40,000 600	- -	- -	- -	- -	- -	450,000 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

Debt Schedules

Date of Issue	Purpose / Date of Vote	Type of Payment	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
2-May-13	Parker School Constructit \$ 13,285,000	Principal	320,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	375,000	375,000	375,000	375,000	375,000
	Oct-09 / Art # 3 / \$33,607,436 Auth	Interest	152,763	136,763	123,963	107,963	101,563	94,363	81,563	70,313	59,063	47,813	36,563	24,375	12,188
			472,763	456,763	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	1,630,000	1,710,000	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	3,149,219	3,067,719	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
			4,779,219	4,777,719	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	155,000	155,000
	Feb-2016 / Art # 1 / \$175,997,289 Auth	Interest	117,113	109,363	101,613	93,863	86,113	78,363	70,613	62,863	55,888	49,688	43,488	38,063	33,800
			272,113	264,363	256,613	248,863	241,113	233,363	225,613	217,863	210,888	204,688	198,488	193,063	188,800
	Net Outstanding Principal Long-Term		2,105,000	2,185,000	2,270,000	2,360,000	2,455,000	2,555,000	2,715,000	2,820,000	2,935,000	3,010,000	3,085,000	3,210,000	3,290,000
	Net Outstanding Interest Long-Term		3,419,094	3,313,844	3,207,794	3,094,294	2,985,894	2,871,944	2,747,394	2,619,144	2,486,419	2,396,819	2,304,969	2,159,606	2,062,756
			5,524,094	5,498,844	5,477,794	5,454,294	5,440,894	5,426,944	5,462,394	5,439,144	5,421,419	5,406,819	5,389,969	5,369,606	5,352,756
2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	Total	

Actual Debt Service as of Feb 1, 2022

Sewer Enterprise Fund

Date of Issue	Purpose / Date of Vote	Amount	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	Total
2-May-13	Sewer - Contract 32 River Pines May-00 / Art # 11 / \$7,500,000	\$ 1,857,000 Principal GOB - Refunded Interest	180,000 17,800	180,000 10,600	175,000 3,500	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	900,000 89,200
15-May-11	Sewer - Brown and Rodgers Pump May-08 / Art # 21 / \$3,000,000	\$ 3,000,000 Principal GOB Interest	150,000 61,125	150,000 56,625	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	600,000 253,500
1/28/2022	Sewer - Brown and Rodgers Pump May-08 / Art # 21 / \$3,000,000	\$ 1,161,000 Principal GOB - Refunded Interest	- -	- -	109,000 75,594	131,000 48,005	129,000 41,505	129,000 35,055	133,000 28,505	133,000 21,855	133,000 15,205	132,000 8,580	132,000 2,640	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,161,000 276,944
6-Jun-12	Sewer Bonds - Tertiary Treatment May-07 / Art # 32 / \$9,000,000	\$ 8,909,952 Principal CW-07-21 Interest MMAT	456,941 106,731 8,005	466,154 97,450 7,312	475,553 88,083 6,606	485,142 78,476 5,886	494,924 68,675 5,181	504,903 58,677 4,401	515,083 48,477 3,636	525,468 38,071 2,855	536,063 27,456 2,059	546,872 16,627 1,247	557,898 55,879 418	- -	- -	- -	- -	- -	- -	- -	- -	- -	6,451,965 931,160 47,606	
2-May-13	Sewer - Contract 32 River Pines May-00 / Art # 11 / \$7,500,000	\$ 1,639,000 Principal GOB - Refunded Interest	160,000 15,800	160,000 9,400	155,000 3,100	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	795,000 79,100
2-May-13	Sewer - Contract 32B River Pines II May-02 / Art # 9 / \$5,500,000 Auth	\$ 2,834,000 Principal GOB - Refunded Interest	275,000 30,588	270,000 22,413	265,000 14,388	255,000 7,863	250,000 2,656	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,870,000 162,156
2-May-13	Wastewater Treatment Oct-08 / Art # 24 / \$3,289,000 Auth	\$ 700,000 Principal GOB Interest	35,000 15,400	35,000 13,650	35,000 12,250	35,000 10,500	35,000 9,800	35,000 9,013	35,000 7,613	35,000 6,563	35,000 5,513	35,000 4,463	35,000 3,413	35,000 2,275	35,000 1,138	- -	- -	- -	- -	- -	- -	- -	- -	525,000 156,588
2-May-13	Sewer Bonds - Contract 34B Oct-11 / Art # 22 / \$9,000,000 Auth	\$ 357,000 Principal GOB Interest	20,000 7,400	20,000 6,400	20,000 5,600	20,000 4,600	15,000 4,200	15,000 3,863	15,000 3,263	15,000 2,813	15,000 2,363	15,000 1,913	15,000 1,463	15,000 975	15,000 488	- -	- -	- -	- -	- -	- -	- -	- -	255,000 62,538
2-May-13	Sewer Bonds - Pump Stations Oct-10 / Art # 22 / \$3,700,000 Auth	\$ 355,000 Principal GOB Interest	20,000 7,400	20,000 6,400	20,000 5,600	20,000 4,600	15,000 4,200	15,000 3,863	15,000 3,263	15,000 2,813	15,000 2,363	15,000 1,913	15,000 1,463	15,000 975	15,000 488	- -	- -	- -	- -	- -	- -	- -	- -	255,000 62,538
1-Jul-15	Sewer Bonds - Pump Stations Oct-10 / Art # 22 / \$3,700,000 Auth	\$ 1,422,038 Principal CW-10-24 Reamort Interest	74,844 22,728 1,684	74,844 21,213 1,572	74,844 19,697 1,459	74,844 18,182 1,347	74,844 16,667 1,235	74,844 15,152 1,123	74,844 13,637 1,010	74,844 12,121 898	74,844 10,606 786	74,844 9,091 674	74,844 7,576 561	74,844 6,061 449	74,844 4,549 337	74,844 3,030 225	74,844 1,515 112	- -	- -	- -	- -	- -	- -	1,272,350 231,826 13,472
1-Jul-15	Sewer Treatment Plant Oct-11 / Art # 22 / \$7,500,000 Auth	\$ 6,892,829 Principal CW-12-18A Interest MMAT	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	344,641 -	5,858,905 62,035
1-Jul-15	Sewer Bond - Contract 34B Oct-11 / Art # 22 / \$9,000,000 Auth	\$ 9,000,000 Principal CW-12-08 Interest MMAT	450,000 135,000 10,125	450,000 126,000 9,450	450,000 117,000 8,775	450,000 108,000 8,438	450,000 99,000 7,763	450,000 90,000 7,088	450,000 81,000 6,413	450,000 72,000 5,738	450,000 63,000 5,063	450,000 54,000 4,388	450,000 45,000 3,713	450,000 36,000 3,037	450,000 27,000 2,363	450,000 18,000 1,688	450,000 9,000 1,013	- -	- -	- -	- -	- -	- -	7,650,000 1,377,000 85,049
1-Jul-15	Sewer - Pump Stations May-12 / Art # 20 / \$5,586,000 Authorization	\$ 4,486,535 Principal CW-12-18 Interest MMAT	223,427 67,028 5,027	223,427 62,560 4,692	223,427 58,091 4,325	223,427 49,154 4,189	223,427 40,154 3,854	223,427 31,280 3,519	223,427 22,347 3,184	223,427 13,417 2,849	223,427 4,391 2,517	223,427 26,811 2,181	223,427 17,874 1,843	223,427 9,326 1,508	223,427 1,173	223,427 838	223,427 503	- -	- -	- -	- -	- -	- -	3,798,255 683,686 42,402
9-Dec-16	Sewer Design - Area 2 & 8 Oct-13 / Art 24 / \$900,000 Auth	\$ 882,000 Principal GOB Interest	90,000 16,725	90,000 14,138	90,000 11,550	85,000 8,925	85,000 6,375	85,000 3,825	85,000 1,275	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	790,000 104,363
15-Jul-17	Sewer - Pump Stations May-12 / Art # 20 / \$5,586,000 Authorization	\$ 160,182 Principal CW-12-18B Interest MMAT	6,911 2,806 210	7,061 2,688 200	7,215 2,527 190	7,372 2,383 179	7,532 2,235 168	7,696 2,085 156	7,863 1,931 145	8,034 1,773 133	8,208 1,613 121	8,387 1,449 109	8,569 1,281 96	8,755 1,109 83	8,946 934 70	9,140 755 57	9,339 573 43	9,542 386 29	9,749 195 415	- -	- -	- -	- -	153,703 32,718 2,403
15-Jul-17	Sewer Bonds - Critical Needs Oct-13 / Art 30 / \$4,966,600 Auth	\$ 4,568,100 Principal CW-14-20 Interest MMAT	197,096 80,032 6,002	201,380 76,090 5,707	205,757 80,032 5,405	210,228 67,948 5,096	214,797 59,447 4,781	219,466 49,471 4,459	224,236 55,058 4,129	229,109 45,593 3,793	234,088 41,309 3,449	239,176 36,526 3,098	244,374 29,326 2,739	249,685 21,542 2,373	255,112 16,229 1,998	260,656 12,542 1,616	266,321 8,937 1,225	272,109 11,008 825	278,023 5,560 517	- -	- -	- -	- -	4,383,317 933,053 57,212
15-Jul-17	Sewer Bonds - Area 2 & 8 May 14 / Art 20 / \$14,000,000 Auth	\$ 9,724,962 Principal CW-14-21 Interest MMAT	419,595 120,379 12,778	428,714 161,988 12,149	438,332 153,413 11,506	447,552 144,653 10,848	457,279 135,702 10,178	467,217 126,556 9,492	477,371 117,212 8,791	487,746 107,664 8,075	498,347 97,909 7,343	509,178 87,292 6,596	520,244 77,759 5,822	531,551 67,354 5,052	543,104 56,723 4,255	554,907 45,861 3,450	566,967 34,763 2,607	579,290 23,423 1,757	591,880 11,838 888	- -	- -	- -	- -	9,724,962 2,133,318 121,575
26-Sep-19	Sewer - Design Area 4 & 6 May 17 / Art 24 / \$2,100,000	\$ 325,000 Principal GOB Interest	85,000 14,125	80,000 10,000	80,000 6,000	80,000 2,000	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	325,000 41,108
26-Sep-19	Sewer - Design Area 4 & 6 May 17 / Art # 24 / \$2,100,000	\$ 705,000 Principal GOB Interest	235,000 29,375	235,000 17,625	235,000 5,875	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	705,000 72,360
26-Sep-19	Sewer - Allen Rd Dry Sewer May 16 / Art # 19 / \$1,300,000	\$ 760,000 Principal GOB Interest	40,000 29,138	40,000 27,138	40,000 25,138	40,000 23,138	40,000 21,138	40,000 19,138	40,000 17,138	40,000 15,138	40,000 13,338	40,000 11,7												

Actual Debt Service as of Feb 1, 2022
Water Enterprise Fund

Date of Issue	Purpose / Date of Vote	Type of Payment	2020	2021	2022	2023	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 Oct-98 / Art # 9 / \$25,000,000 & May-01 / Art #14 / \$7,000,000	Principal Interest	171,518 16,203	172,258 12,133	177,447 7,947	181,717 4,017	185,679 -	185,913 -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,240,656 60,512
16-Dec-07	Water Treatment Facility Oct-98 / Art # 9 / \$25,000,000 & May-01 / Art #14 / \$7,000,000	Principal Interest	- 20,552	- 20,552	- 20,552	- 20,553	- 20,553	- 20,553	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	143,867 -
1-Nov-03	Water Treatment Facility Oct-98 / Art # 9 / \$25,000,000 & May-01 / Art #14 / \$7,000,000	Principal Interest	82,258 5,533	85,388 3,573	88,468 1,575	85,866 -	88,674 -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	509,529 18,114
1-Nov-03	Water Treatment Facility Oct-98 / Art # 9 / \$25,000,000 & May-01 / Art #14 / \$7,000,000	Principal Interest	423,553 28,632	433,924 18,576	449,090 8,337	455,542 -	459,099 -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	2,633,155 94,013
1-Feb-07	Water Treatment Facility Oct-98 / Art # 9 / \$25,000,000 & May-01 / Art #14 / \$7,000,000	Principal Interest	335,023 22,579	342,424 14,652	354,666 6,572	358,989 -	359,993 -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	2,077,755 74,151
1-Nov-03	Water Treatment Facility Oct-98 / Art # 9 / \$25,000,000 & May-01 / Art #14 / \$7,000,000	Principal Interest	199,721 13,459	205,184 8,720	210,561 3,920	214,207 -	213,855 -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,237,196 44,186
2-May-13	Water Treatment Facility Oct-98 / Art # 9 / \$25,000,000	Principal Interest	65,000 6,500	65,000 3,900	65,000 1,300	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	260,000 20,800
2-May-13	Water Treatment Facility May-01 / Art # 14 / \$7,000,000	Principal Interest	25,000 3,656	25,000 2,906	25,000 2,156	25,000 1,406	25,000 781	25,000 286	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	175,000 15,422
2-May-13	Water Bonds - Distribution May-01 / Art # 10 / \$240,000 Auth	Principal Interest	10,000 1,000	10,000 600	10,000 200	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	40,000 3,200
9-Dec-16	Water Treatment Facility Jun-02 / Art # 1 / \$3,387,135	Principal Interest	105,000 25,763	105,000 22,613	105,000 19,594	105,000 16,575	105,000 13,425	100,000 10,350	100,000 7,350	100,000 4,350	95,000 1,425	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,030,000 150,431
15-May-11	Water Treatment Facility Jun-02 / Art # 1 / \$3,387,135	Principal Interest	10,000 600	10,000 300	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	30,000 1,800
15-May-08	Water - Tower Farm Tank May-06 / Art # 23 / \$1,542,000	Principal Interest	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -
9-Dec-16	Water Bonds - Distribution May-06 / Art # 24 / \$2,500,000	Principal Interest	105,000 25,763	105,000 22,613	105,000 19,594	105,000 16,575	105,000 13,425	100,000 10,350	100,000 7,350	100,000 4,350	95,000 1,425	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,030,000 150,431
1-Nov-09	Water Bonds - Distribution May-06 / Art # 24 / \$2,500,000	Principal Interest	25,000 5,478	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	50,000 16,840
1-Nov-09	Water - Consent Decree May-06 / Art # 23 / \$1,542,000	Principal Interest	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -
15-May-11	Water - Crosby Hill Tank Oct-08 / Art # 20 / \$685,000	Principal Interest	65,000 1,950	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	130,000 5,850
26-Sep-19	Water Mains - Allen Rd May-17 / Art # 26 / \$1,250,000	Principal Interest	90,000 1,997	5,000 3,488	5,000 3,238	5,000 2,988	5,000 2,738	5,000 2,488	5,000 2,238	5,000 1,988	5,000 1,738	5,000 1,513	5,000 1,313	5,000 1,113	5,000 997	5,000 800	5,000 663	5,000 513	5,000 363	5,000 219	5,000 75	5,000 75	- -	- -	90,000 30,403
26-Sep-19	Water Mains - Allen Rd May-17 / Art # 26 / \$1,250,000	Principal Interest	810,000 17,634	45,000 30,775	45,000 28,525	45,000 26,275	40,000 24,150	40,000 22,150	40,000 20,150	40,000 18,150	40,000 16,150	40,000 14,350	40,000 12,750	40,000 11,150	40,000 9,750	40,000 8,650	40,000 7,550	40,000 6,350	40,000 5,150	40,000 4,000	40,000 2,850	40,000 1,650	40,000 1,650	35,000 525	735,000 286,509
1-Nov-09	Water Bonds - Distribution May-06 / Art # 24 / \$2,500,000	Principal Interest	500,000 5,478	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	50,000 16,840
15-May-11	Water - Crosby Hill Tank Oct-08 / Art # 20 / \$685,000	Principal Interest	600,000 1,950	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	130,000 5,850
26-Sep-19	Water Mains - Salem Road Reconstruction Oct-15 / Art # 31 / \$4,000,000	Principal Interest	835,000 18,325	45,000 32,025	45,000 29,775	45,000 27,525	45,000 25,275	45,000 23,025	45,000 20,775	45,000 18,525	45,000 16,275	40,000 14,350	40,000 12,750	40,000 11,150	40,000 9,750	40,000 8,650	40,000 7,550	40,000 6,350	40,000 5,150	40,000 4,000	40,000 2,850	40,000 1,650	40,000 1,650	35,000 525	760,000 294,075
26-Sep-19	Water Meters - Radio Read May-17 / Art # 25 / \$4,000,000	Principal Interest	1,305,000 35,267	145,000 60,175	145,000 52,925	145,000 45,675	145,000 38,425	145,000 31,175	145,000 23,925	145,000 16,675	145,000 9,425	145,000 2,900	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	1,305,000 316,567
26-Sep-19	Water Meters - Radio Read May-17 / Art # 25 / \$4,000,000	Principal Interest	2,180,000 60,253	275,000 102,125	275,000 88,375	275,000 74,625	275,000 60,875	270,000 47,250	270,000 33,750	270,000 20,250	270,000 6,750	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	2,180,000 494,253
26-Sep-19	Water Bonds - Distribution May-06 / Art # 24 / \$2,500,000	Principal Interest	215,000 5,694	20,000 9,800	20,000 8,800	20,000 7,800	20,000 6,800	20,000 5,800	20,000 4,800	25,000 3,675	25,000 2,425	25,000 1,300	20,000 400	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	- -	215,000 57,294
28-Apr-21	Water - Ozone System - Phase 1 May-19 / Art # 28 / \$10,024,400	Principal Interest	9,316,240 348,972	396,433 9,472	403,028 13,380	409,734 12,775	416,550 12,161	423,481 11,536	430,526 10,901	437,689 10,255	444,971 9,598	452,374 8,931	459,900 8,252	467,552 7,562	475,331 6,861	483,239 6,148	491,278 5,423	499,452 4,686	507,761 3,937	516,209 3,175	524,798 2,401	533,529 1,614	542,405 814	549,809 814	9,316,240 149,881
Net Outstanding Principal Long-Term			1,504,635	2,114,729	2,502,315	2,889,902	3,202,587	3,474,015	3,684,381	3,850,526	3,999,731	4,127,374	4,244,900	4,357,552	4,465,331	4,568,239	4,671,278	4,774,452	4,877,761	4,980,209	5,082,798	5,185,529	5,288,329	5,391,205	54,205
Net Outstanding Interest Long-Term			256,284	348,972	377,546	397,258	413,380	427,775	441,661	455,695	469,958	484,660	499,304	513,924	528,061	542,061	556,023	570,000	584,000	598,000	612,000	626,000	640,000	654,000	8,136
Short-Term Interest / NMAT Fees			-	-	9,472	13,380	12,775	12,161	11,536	10,901	10,255	9,598	8,931	8,252	7,562	6,861	6,148	5,423	4,686	3,937	3,175	2,401	1,614	814	3,633,659
Total Debt Service			1,938,910	2,463,702	2,919,762	3,284,160	3,616,362	3,901,746	4,126,042	4,306,751	4,469,690	4,612,334	4,744,638	4,871,479	4,993,452	5,110,160	5,221,755	5,328,928	5,432,961	5,534,909	5,635,829	5,735,829	5,835,129	5,934,019	28,822,057

Section 13:

Town Manager Goals

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
Fiscal Year 2022**

1. GOAL: Commit to a Capital Planning Vision for the future of Billerica

Objective 1 – Complete the Capital Facilities Master Plan

- Task 1.1.1 – Continue monthly meetings of Capital Facilities Committee
- Task 1.1.2 – Hold Public Forums/Include Stakeholders
- Task 1.1.3 – Receive and Respond to BH+A Report on Capital Facilities
- Task 1.1.4 – Present Town Meeting Warrant Article on Plan

Objective 2 – Update Dore and Whittier School Maintenance Study

- Task 1.2.1 – Appropriate Funds for Study
- Task 1.2.2 – Reorganize school study Committee
- Task 1.2.3 – Hire Design Firm and begin study

Objective 3 – Determine future use of Masonic Hall

- Task 1.3.1 – Complete conditions survey
- Task 1.3.2 – Evaluate programming options
- Task 1.3.3 – Begin work with CPC on funding options

Objective 4 – Affordable Housing Visioning Plan

- Task 1.4.1 – Working session with Select Board to review the Housing Production Plan and determine goals
- Task 1.4.2 – Engage the public on housing vision
- Task 1.4.3 – Assess potential for vacant town owned land to meet goals

Objective 5 – Open Space Visioning Plan

- Task 1.5.1 – Work with Select Board and Open Space and Recreation Committee to begin the process to update the Open Space and Recreation Plan

2. GOAL: Continue and/or Complete Infrastructure Projects

Objective 1 – Complete Renovation of the Howe School

- Task 2.1.1 – Enter Lease Agreement with winning proposal
- Task 2.1.2 – Continue to oversee construction
- Task 2.1.3 – Complete building project
- Task 2.1.4 – Successfully move in tenant in September
- Task 2.1.5 – Move Verizon and Comcast equipment and start HD Channel

Objective 2 – Continue to work with State on Boat Launch

- Task 2.2.1 – Collaborate with Fishing and Boating Access on Design Changes

Objective 3 – Complete Design of Katie Durand Memorial Boat Launch

- Task 2.3.1 – Finish Design and go out to bid in winter 2021
- Task 2.3.2 – Begin Project
- Task 2.3.3 – Successfully complete project

Objective 4 – Begin Boston Road North Project

- Task 2.4.1 – Obtain appraisals and easement acquisitions
- Task 2.4.2 – Submit 100% Design
- Task 2.4.3 – Bid project
- Task 2.4.4 – Begin construction

Objective 5 – Fund installation of Sewer Contract 37

- Task 2.5.1 – Begin construction

Objective 6 – Roads and Sidewalks

- Task 2.6.1 – Apply for Complete Streets Grants
- Task 2.6.2 – Propose funding of Sidewalk and Roadway Management plan
- Task 2.6.3 – Continue the removal of telephone poles/ obstacles that are in sidewalks and work to remove double poles

Objective 7 - Begin 100% Design Resolution for Bike Path with State

- Task 2.7.1 – Receive approval for funding of 100% design from CPC
- Task 2.7.2 – Advance approvals through state towards 100% design

Objective 8 – Fund design of new DPW Facility

- Task 2.8.1 – Complete Article 97 Land Swap through Legislature
- Task 2.8.2 – Request Design Funding in May 2022

Objective 9 – Oversee PHR Project

- Task 2.9.1 – Bid project
- Task 2.9.2 – Begin construction
- Task 2.9.3 – Work with youth leagues to accommodate schedules
- Task 2.9.4 – Hold ribbon cutting ceremony

3. GOAL: Improve Efficiency of Town Operations

Objective 1 – Hire for department head vacancies

- Task 3.1.1 – Hire Police Chief
- Task 3.1.2 – Hire Director of Planning and Community Development
- Task 3.1.3 – Hire DPW Director
- Task 3.1.4 – Hire Library Director
- Task 3.1.5 – Hire Veterans Services Director

Objective 2 – Identify Redundant Services throughout the Town

- Task 3.2.1 – Mental health

Objective 3 – Assess staffing throughout Town Departments

- Task 3.3.1 – Hire stormwater engineer
- Task 3.3.2 – Hire additional Highway person
- Task 3.3.3 – Non-union salary survey

4. GOAL: Maximize Fiscal Efficiencies and Fiscal Strength

Objective 1 – Control Budget Cost

- Task 4.1.1 – Strive to meet 2% goal

Objective 2 – Re-evaluate Debt Capacity based on Capital Planning Needs

- Task 4.2.1 – Work with Woodard and Curran and Lori Lombard to reevaluate Debt projections.

- Task 4.2.2 – Update Select Board

Objective 3 – Continue to grow Debt Stabilization Fund

- Task 4.3.1 – Continue appropriations through Town Meeting
- Objective 4 – Reassess OPEB Contributions**
- Task 4.3.2 – Update OPEB Assessment
- Task 4.3.3 – Review Assessment and Policy with Board

5. GOAL: Reinvigorate Economic Development Strategy Post-COVID

Objective 1 – Staff Planning Office

Objective 2 – Fill vacant storefronts

- Task 5.1.1 – Perform an audit of permitting process to address business issues
- Task 5.1.2 – Meet with vacant property owners

Objective 3 – Create Marketing Plan

- Task 5.2.1 – Work with regional partners to improve marketing
- Task 5.2.2 – Bid for consultant to create marketing plan

Objective 4- Reassess Outdoor Dining

- Task 5.3.1 – Meet with restaurant owners to assess needs
- Task 5.3.2 – Work with department heads to simplify permitting process

Objective 5 – Make use of available funding and tools from State and Federal Government

- Task 5.3.1 – Apply for relevant Recovery related grants
- Task 5.3.2 – Consider application for FY23 One Stop process through MA Housing and Economic Development (HED)

Section 14: Capital

Capital Plan Narrative

Revenue Capacity

The Town has a Revenue Capacity of approximately \$223 Million for the upcoming fiscal year. The Town projects a revenue need of \$198 Million.

FY 2023 Revenue Summary			
	FY2022	FY2023	
Tax Levy	\$ 137,589,968.13	\$ 142,700,780.90	72%
Local Aid	26,793,020.00	26,793,020.00	14%
Local Receipts	13,140,365.00	13,140,365.00	7%
Enterprise Receipts	11,800,000.00	11,800,000.00	6%
Other Revenue Resources	17,002,880.00	3,857,819.97	2%
Total Projected Revenue	\$ 206,326,233.13	\$ 198,291,985.87	100%

Table 1

This results in an excess levy capacity of approximately \$25 million. 72% of the town's revenue capacity is generated by the tax levy and 7% from local receipts and 6% from enterprise receipts. State aid represents 14% of the town revenue. The total FY2023 annual budget including Enterprise Budgets is approximately \$189 Million. Annual Debt Service is \$16.2Million. This represents 8% of the annual budget – DOR Guidelines recommend 10 % or lower.

History of Debt Stabilization

Date	Source	Article	Appropriation	Date	Source	Article	Appropriation
10/4/2011	Free Cash	23	1,373,593	7/31/2018	Interest		112,101
6/30/2012	Interest		10,339	7/31/2018	Interest		171,392
10/2/2012	Levy	12	724,588	10/2/2018	Levy	3	766,198
10/2/2012	Free Cash	23	1,289,321	10/2/2018	W/D		(1,625,000)
6/30/2013	Interest		80,692	10/2/2018	Free Cash		1,300,000
10/1/2013	Levy	16	908,817	10/2/2018	WWRE		500,000
10/1/2013	Free Cash	31	753,836	10/2/2018	Interest		821,024
6/30/2014	Interest		72,634	10/2/2019	W/D		(950,000)
10/7/2014	Free Cash	20	1,102,100	10/2/2019	Free Cash		1,300,000
10/7/2014	Overlay Surplus	18	2,720,172	10/2/2019	WWRE		500,000
6/30/2015	Interest		175,327	10/2/2019	Levy		641,324
10/6/2015	Free Cash	13	1,800,000	10/2/2019	Interest		880,492
6/30/2016	Interest		311,248	10/3/2020	W/D		(1,160,000)
10/4/2016	Levy	12	735,000	10/3/2020	WWRE	13	1,050,000
10/4/2016	Free Cash	13	731,856	10/3/2020	Levy		91,101
10/4/2016	WW RE	13	1,068,144	10/3/2020	Interest		675,893
5/1/2017	Overlay Surplus	20	1,200,623	10/3/2020	Free Cash	13	750,000.00
6/30/2017	Interest		481,609	10/5/2020	Interest		475,644.00
11/21/2017	W/D	12	(1,400,000)	10/5/2021	Budget	10	220,749
11/21/2017	Free Cash	23	1,800,000	10/5/2021	Budget	3	(220,749)
11/21/2017	Levy	11	60,434	10/5/2021	W/D	4	(1,774,457)
5/30/2018	Overlay Surplus	17	55,265	10/5/2021	Free Cash	36	1,000,000
6/30/2018	Interest		(223,456)	10/5/2021	WWRE	36	800,000

Capital Plan Narrative

The Town of Billerica maintains 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 money from the debt stabilization fund for the first time last fiscal year to stay below the \$9.066 Million Debt Policy. The Town did appropriate \$1.125 million from the Debt Stabilization fund last year to fulfill the policy on excluded debt – which is to ensure that the tax impact on the median household does not exceed \$200 annually. The 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 \$19 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 \$22 million in the debt stabilization fund as of the fall of 2021 (see Table 2). An additional \$33 million will be needed to maintain a \$9 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 \$37 Million within the next 20 years through free cash appropriations and levy appropriations dictated by this policy.

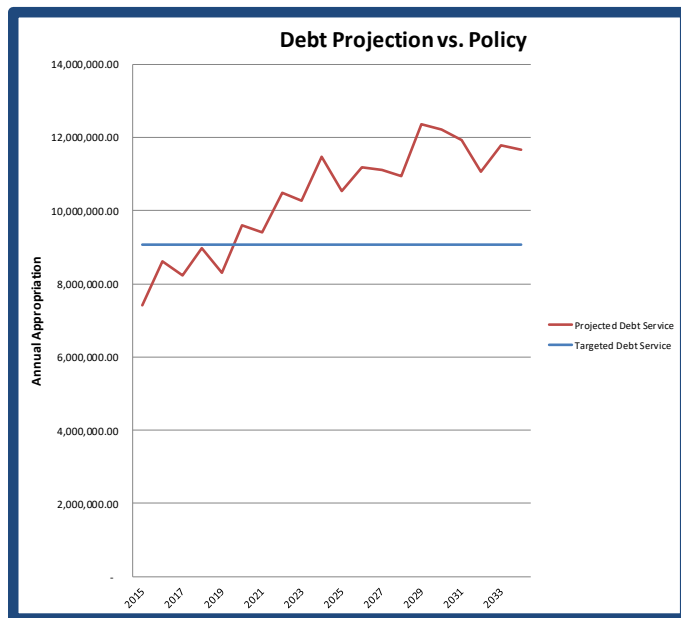
The Town Debt Stabilization Policy has two objectives. One is maintaining the general fund debt at \$9 Million by using this fund. The second is using debt stabilization to buffer the impact of debt exclusions. It is projected that \$19 Million will be needed to contain the impact of two debt exclusion on

Town of Billerica Debt Stabilization Fund Schedule							
Fiscal Year	Beginning Balance	Interest	Appropriations		Draw Down		Ending Balance
			Levy	Free Cash	Wastewater	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	0	-1,400,000	15,883,577
2019	15,883,577	112,101	766,198	1,800,000	0	-1,625,000	16,936,876
2020	18,283,776	347,392	641,324	1,800,000	0	-950,000	20,122,492
2021	20,249,673	404,993	0	1,800,000	0	-1,160,000	21,294,666
2022	21,294,666	425,893	0	1,800,000	-1,754,875	-1,125,000	20,640,685
2023	22,157,854	443,157	0	1,800,000	-1,637,617	-1,100,000	21,663,394
2024	21,663,394	433,268	0	1,800,000	-2,968,897	-1,060,000	19,867,765
2025	19,867,765	397,355	0	1,800,000	-1,828,705	-1,035,000	19,201,415
2026	19,201,415	384,028	0	1,800,000	-2,478,504	-1,010,000	17,896,940
2027	17,896,940	357,939	0	1,800,000	-2,410,508	-1,035,000	16,609,370
2028	16,609,370	332,187	0	1,800,000	-2,255,383	-1,000,000	15,486,174
2029	15,486,174	309,723	0	1,800,000	-3,672,347	-975,000	12,948,550
2030	12,948,550	258,971	0	1,800,000	-3,524,796	-940,000	10,542,725
2031	10,542,725	210,855	0	1,800,000	-3,234,484	-910,000	8,409,096
2032	8,409,096	168,182	0	1,800,000	-2,375,560	-875,000	7,126,718
2033	7,126,718	142,534	0	1,800,000	-3,083,544	-850,000	5,135,709
2034	5,135,709	102,714	0	2,000,000	-2,959,345	-435,000	3,844,078
2035	3,844,078	76,882	0	1,900,000	-2,938,431	-415,000	2,467,528
2036	2,467,528	49,351	0	1,800,000		-400,000	3,916,878
2037	3,916,878	78,338	0	1,800,000		-375,000	5,420,216
2038	5,420,216	108,404	0	1,800,000		-360,000	6,968,620
2039	6,968,620	139,372	0	1,800,000	0	-335,000	8,572,993
2040	8,572,993	171,460	0	1,800,000	0	-315,000	10,229,453
Totals		5,789,564	2,291,233	56,147,593	-37,122,997	-19,685,000	

Table 3

Capital Plan Narrative

the median single family tax bill to \$200 annually. The total debt stabilization need over 20 years is \$56 Million (see Table 3).



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. Each year \$2 million or more is appropriated for Short Term Capital. This year that number will be increased to \$2.5 Million. 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 Term, School and Roadway Management Plans are attached and provide much greater detail. The High School was the biggest capital need in the School Plan 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. 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.

Sewer Capacity and Wastewater Management Infrastructure

The Town is in the process of completing an aggressive sewer expansion program. The wastewater collection system is comprised of over 200 miles of sewer ranging from 8 inch to 42-inch gravity lines and force mains. The Town operates a Grade 7 Wastewater Treatment Plant with design capacity of 5.5 million gallons per day (MGD). The plant treated 1.53 billion gallons of wastewater in 2021 and the average daily flow at the plant was approximately 4.2

Capital Plan Narrative

MGD, a significant increase (0.8 MGD) from 2016 levels. There are twenty-two (22) municipal pumping stations located throughout town.

The Town has been fairly aggressive in expanding the sewer system in order to serve the entire community. The following sewer contracts have been completed or recently initiated:

- Sewer Contract 35 – 28,850 feet of gravity sewer main, 330 feet of low-pressure sewer, 8,050 feet of water main, and 14,500 feet of sidewalk. Completed in the winter of 2017.
- Private sewer extension by Alpine Village at #71 Boston Road. Approximately 1,900 feet of sewer on Alpine Street and Twin Pines Ave. 43 properties were served as part of this extension completed in 2020.
- Sewer Contract 36 - 22,000 feet of gravity sewer main, installation of a sewer pumping station, 5,500 feet of sewer force main, 13,000 feet of water main and 5,900 feet of sidewalk that was completed in the winter of 2020.
- Private sewer extension for Kennedy Meadows (FKA Hawthorn Development) at #44 Nashua Road. 12 properties were served as part of this extension with accommodations for additional 9 properties on Westgate Road that was substantially complete 2021.

Sewer Contract 37 and 38 are in the design phase. Sewer Contract 37 was funded for construction at the 2021 Fall Town Meeting 2021 (\$22 Million) and construction is slated to begin in the fall of 2022. The Town typically spends \$20-25 million every two years on sewer expansion projects. The completion date is anticipated to be 2040 after spending an additional \$140 million. The Town actively uses an Enterprise Fund to plan for the expansion of the sewer system. While the treatment plant is fully built out, Methuen Construction is in the process of completing Phase 3 renovations at the plant and two 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. In 2006, the new \$25 million Water Treatment Plant located off Treble Cove Road, went online with a capacity of 14 MGD and the old plant was demolished. 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 a new Ozone manufacturing and feeding system was constructed at the Water Treatment Plant; this went online in 2021.

The Town has MassDEP approval to withdraw 5.34 MGD on an annual average. The renewed withdrawal permit reduced our daily withdrawal to 4.48 MGD. The Town is currently appealing this reduction. Our 2020 average daily use was 4.41 MGD.

Capital Plan Narrative

Recent major water projects in the community have included the following:

- Boston Rd. from Floyd St. to the bridge 1,468 ft. of 12 inch DIP
- Ossamequin Rd. from Morgan Rd. to Lupine Ln. 590 ft. 8 inch DIP

The following streets had new water main installation under Sewer Contract 36:

- Kinder Place to end 149 ft. of 6 inch DIP
- Strand St. to end 136 ft. of 6 inch DIP
- Lilly St. to end 157 ft. of 6 inch DIP
- Pink St. to end 217 ft. 6 inch DIP
- Richards St. from Salem Rd to Ironwood St. 1,650 ft. of 8 inch DIP
- Crestwood Ln. from Ironwood St. to sumac St. 582 ft. of 8 inch DIP
- Easement from Sumac St. to Tomahawk Dr. 758 ft. of 8 inch DIP
- Ironwood St. from Pond St. to Crestwood Ln. 1,690 ft. of 8 inch DIP
- Gail Ann Rd. from Marlyn Rd. to Woodbury Rd. 726 ft. of 10 inch DIP
- Race and Vine Sts. 705 ft. of 8 inch DIP
- Broadleaf St. from Market St. to Moosewood St. 1,087 ft. of 8 inch DIP
- Bayberry St. from Broadleaf St. to 15 Bayberry St. 640 ft. of 6" inch DIP
- Gove St. from Broadleaf St. to Pond St. 236 ft. of 8 inch DIP
- Market St. looped to Salem Rd. 320 ft. of 6 inch DIP
- Sequoia St. from Pond to Broadleaf St. 520 ft. 6 inch DIP
- Sequoia St. from Broadleaf St to the hydrant at 24 Sequoia St. 415 ft. 6" DIP

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Town of Billerica - Long Term Capital Plan FY23 to FY27

Department	Project	Funding Source	TM Action	FY23	FY24	FY25	FY26	FY27
DPW - Administration	Design New DPW Facility Construct New Highway Facility	Bond Bond		1,600,000	35,000,000			
DPW - Cemetery, Parks and Trees Division	Cemetery Expansion Fox Hill Cemetery Nich Wall	Bond Sale of Lots and Graves						
DPW - Wastewater	Facility Improvements Co Mag Pump Station CIP Phase 3 Improvements Design Sewer System Expansion Needs Area and Salem Road Downstream Sewer Improvements Design Sewer System Expansion Needs Area 3 (36) Construction Sewer System Expansion Needs Area 4 and 6 Design (Contract 37.38) Sewer System Expansion Needs Area 4 and 6 (Contract 37.38) WWTF CIP Phase 3 Improvements Sewer System Expansion Needs Area 7 Design (Contract 39) Sewer System Expansion Needs Area 9 Design (Contract 40) Sewer System Expansion Needs Area 7 (Contract 39) Sewer System Expansion Needs Area 9 (Contract 40) Concord River Interceptor Improvements Pump Station CIP Phase 4	Bond Fall 2018 TM, Art. 14TBD Bond TBD Bond Art. 23, ATM, 2017 Bond TBD Bond TBD Bond TBD Bond TBD Bond TBD Grant TBD	Art 32, ATM 2007 TBD Art. 23, ATM, 2017 TBD TBD TBD TBD TBD TBD TBD TBD TBD					
DPW - Engineering - Highway	Roadway Management Sidewalk Construction & Rehab MTP Concord to Manning Bikepath Design and Takings Allen Road Improvements Roger Street Roadway and Sidewalk Improvements Drainage Improvements, Frost Street	Chapter 90/Budget Chapter 90/Budget Chapter 90/Budget Budget Bond Authorization Chapter 90/Budget Free Cash TBD	TBD TBD TBD TBD Art. 19, ATM, 2014 N/A Article 18, FTM 2018 TBD	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
DPW - Highway	Car/Truck Wash	Bond	TBD					
DPW - Engineering - Sewer	Vactor Truck	Free Cash	Article 19, STM 2014	190,000				
DPW - Water	Water Main Program Water main Replacement Allen Rd Frost Street Drainage and Water main Replacement WTP Residuals Processing Facility WTP Ozone Improvements Design WTP Ozone Improvements Water Meter replacement - Town Wide	Free Cash Bond Bond/Fees Fall 2018 TM, Art. 14TBD Bond Bond/Fees Bonding	TBD Article 26, ATM 2017 TBD TBD TBD TBD Article 25, ATM 2017 TBD					
Police	Upgrade Police Radio System	Bonding	TBD					
Fire Department	Fire Pumper - Engine 2 Fire Pumper - Engine 8 Fire Pumper - Engine 5 Brush Truck Pinehurst Station	Bonding Free Cash Free Cash TBD Bonding	TBD TBD TBD TBD TBD		650,000			
Recreation	Micozzi Beach Facility Design Design and Build 2 Neighborhood Parks	Bond Reserves	TBD TBD					
Town Hall	Intergenerational Center HVAC Rebuild	Bonding ARPA	TBD N/A	1,600,000			35,000,000	
Council on Aging	Generator for Entire Building Rubber and Copper Roof Replacement	Reserves Reserves	TBD TBD					
Library	Exterior Maintenance/Coupath HVAC Rebuild	Reserves ARPA	TBD N/A	1,800,000				
Town Manager	Town Center Traffic Roadway Improvements Howe School PHR Reconstruction Codification of Town Bylaws and Policies	Reserves Appropriation CPA/General Bond A Art. 15 ATM 2021 Reserves	TBD CPA Fund CPA Art. 15 ATM 2021 TBD		10,000,000	11,000,000	10,000,000	
Total Town Water and Sewer Funded Town less W&S				\$12,040,000 \$1,440,000 \$10,600,000	\$60,750,000 \$12,100,000 \$48,650,000	\$27,861,800 \$13,861,800 \$14,000,000	\$48,000,000 \$0 \$48,000,000	\$3,000,000 \$0 \$3,000,000
Total Town Departments				\$ 12,040,000	\$ 60,750,000	\$ 27,861,800	\$ 48,000,000	\$ 3,000,000

Capital Plan

Capital Plan

Town of Billerica - Five Year Capital Plan FY23 to FY27

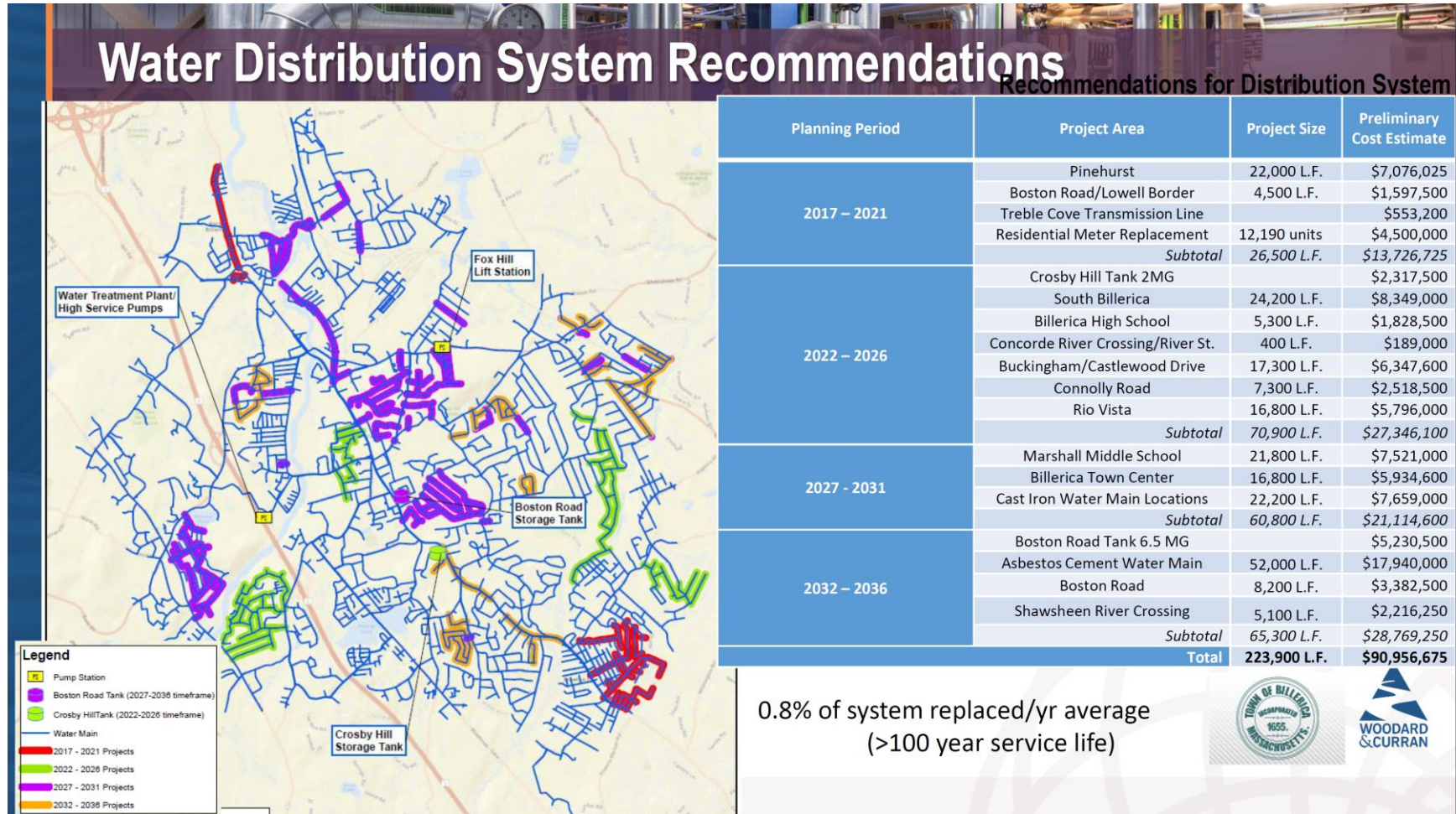
Department	Project	Funding Source	FY23	FY24	FY25	FY26	FY27
DPW - Parks and Trees	Landscaping Equipment	Budget/Free Cash	60,000	60,000	60,000	60,000	60,000
	F250 Pick up with Plow, replacement for C1	Budget/Free Cash					
	Kennedy Field Project	Budget	150,000				
	Hajjar School Softball Field (school)	Budget		150,000			
	Dutile Field Project	Budget			150,000		
DPW - Wastewater	Replacement Vehicle	Art. 20, STM 2012					
	Sewer Inflow Infiltration Removal Program	I/I Funds	100,000	100,000	100,000	100,000	100,000
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
	Traffic Study for Sped Limits						
	Repair of Sewer Manhole	I/I Funds					
DPW - Water	Water Rebate Program for homeowners						
	funded through the Water Conservation Fund	Water Conservation Fund					
	Water Rebate Program for homeowners						
	funded through the Water Conservation Fund	Water Conservation Fund					
	Hydrants and Valves	Budget	200,000	200,000	200,000	200,000	200,000
	Purchase and intallation of Gate Valves	Water Conservation Fund					
	Compact FWD Van	Budget					
	Replace W-20 Dump Truck 2002	Budget					
DPW - Highway	ReplaceBackhoe W-40	Budget					
	Bobcat for Water Distribution	Budget					
	Street sweeper						
	Backhoe, replacement	Budget/Free Cash					
	5 Ton Dump Truck W/sander & Plow	Budget/Free Cash	150,000				
Police	F250 with Plow	Budget/Free Cash		70,000			
	Computer Server Replacement	Lease					
	Portable Radios and Communications	Art. 28, STM 2010					
	Portable Radios and Communications	ARPA	225,000				
	Police Radio System-Upgrade to Digital,						
	Replace Repeaters and Recievers/Stratetic						
	Public Safety Technology Plan	ARPA	685,000.00				
	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						
Fire Department	access and security system	Budget					
	Upgrade Mobile Computer System	911 Grant	10,000	10,000	10,000	10,000	10,000
	Expand capacity to townwide fiber network	Budget	35,000				
	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	Budget				60,000	
	Replace 2009 Ford Taurus w/ Explorer	Budget					
	Replace 2002 Ford Explorer	Budget					
	Replace Asphalt Driveway E4, E5	Budget	50,000	50,000			
Technology	New Reporting Software	Budget	19,540	10,992	11,468		
	Zetron Dispatch and Fire Station Alert System	ARPA	195,000				
	Radio Master Alarm Boxes	Budget					
	Desk Top Computer upgrade	Budget					
	Upgrade Phone System and Network						
	Infrastructure	Budget					
	E-Mail Server Upgrades	Budget					
	Printer and other non computer upgrades	Budget					
	Micozzi Beach Paddle Boats	Budget					
	Nutting Lake Assessment	Budget					
Town Hall	Point Exterior (four Phases)/Windows	Free Cash					
	Town Hall Renovations	ARPA	400,000				
	Facilites Director Vehicle	Budget	65,000				
	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						
	Building Alarm and Cameras	State Appropriation	40,000				
	Art Room and Floor Replacement	Budget	15,000				
	Replacement of First Floor Windows - West						
	Side of Building and NE Corner.	Budget					
Library	Computer Replacement (10)	Budget					
	Elevator technology upgrade	Budget	4,000				
Inspectional Services	Vehicle for inspectors						
Projected Total Town Expense			2,663,540	990,992	731,468	630,000	570,000
Funded through FY2022 Budget			\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Projected Outstanding Requests			2,163,540	490,992	231,468	130,000	70,000

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
TOTAL	287,300	\$ 127,163,400		2284			\$ 83,163,600	\$ 31,625,100	\$ 12,374,700				

Capital Plan



Capital Plan

Town of Billerica, DPW Engineering Division Roadway Management Program Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost
2022					
DESIGN PROJECTS					
Other	STORMWATER MANAGEMENT	TOWN WIDE			\$60,000.00
CONSTRUCTION PROJECTS					
Chapter 90	ROADWAY MANAGEMENT	TOWN WIDE			\$1,000,000.00
		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
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			\$50,000.00
Chapter 90	TOWN-WIDE PATCHING	TOWN WIDE			\$50,000.00
Sewer/Ch 90	TOWN-WIDE STRUCTURE REPAIRS	STRUCTURE REPAIRS	TOWN WIDE		\$50,000.00
State TIP	MIDDLESEX TURNPIKE CONSTRUCTION YR 5	MIDDLESEX TPK	PEARL RD	TOWN LINE	\$35,000,000.00
State TIP	BOSTON RD NORTH CONSTRUCTION	BOSTON RD	RIVER ST	FLOYD ST	\$10,390,825.00
Total:					\$96,215,761.00

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Capital Plan

Town of Billerica, DPW Engineering Division Roadway Management Program Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost
2023					
DESIGN PROJECTS					
Other	STORMWATER MANAGEMENT	TOWN WIDE			\$60,000.00
CONSTRUCTION PROJECTS					
Chapter 90	ROADWAY MANAGEMENT	TOWN WIDE			\$1,000,000.00
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			\$50,000.00
Chapter 90	TOWN-WIDE PATCHING	TOWN WIDE			\$50,000.00
Sewer/Ch 90	TOWN-WIDE STRUCTURE REPAIRS	STRUCTURE REPAIRS	TOWN WIDE		\$50,000.00
State TIP	MIDDLESEX TURNPIKE CONSTRUCTION YR 6	MIDDLESEX TPK	PEARL RD	TOWN LINE	\$35,000,000.00
State TIP Board of Appeals	LEXINGTON RD/GLAD VALLEY INTERSECTION CONSTRUCTION	LEXINGTON RD-01	GLAD VALLEY DR	BOSTON RD	\$1,423,312.00
					\$150,000.00
					Subtotal: \$1,573,312.00
State TIP	YANKEE DOODLE BIKE PATH CONSTRUCTION	TOWN WIDE			\$10,102,215.00
	HOC SEWER PLANT DEMOLITION	OLD HOC SEWER PLANT			\$150,000.00
					Total: \$48,035,527.00

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Capital Plan

Town of Billerica, DPW Engineering Division Roadway Management Program Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost
2024					
DESIGN PROJECTS					
Other	STORMWATER MANAGEMENT	TOWN WIDE			\$60,000.00
CONSTRUCTION PROJECTS					
Chapter 90	ROADWAY MANAGEMENT	TOWN WIDE			\$1,000,000.00
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			\$50,000.00
Chapter 90	TOWN-WIDE PATCHING	TOWN WIDE			\$50,000.00
Sewer/Ch 90	TOWN-WIDE STRUCTURE REPAIRS	STRUCTURE REPAIRS	TOWN WIDE		\$50,000.00
	ANDOVER RD SIDEWALK	ANDOVER RD-04 ANDOVER RD-05 ANDOVER RD-06 ANDOVER RD-07 ANDOVER RD-08	POND ST BOYNTON LN LALIA LN PONDOVER RD ALLEN RD EXT	BOYNTON LN LALIA LN PONDOVER RD ALLEN RD EXT ALLEN RD	\$76,330.00 \$91,118.00 \$43,149.00 \$69,925.00 \$100,245.00 Subtotal: \$380,767.00
	WHIPPLE RD SIDEWALK	WHIPPLE RD-02	ANDOVER RD	BRITTANY LN	\$125,992.00
	NASHUA RD SIDEWALK	NASHUA RD-06 NASHUA RD-07	SIMONDS FARM RD CINNAMON DR	CINNAMON DR HEMLOCK LN	\$48,857.00 \$53,047.00 Subtotal: \$101,904.00
	CAMPBELL RD SIDEWALK TO PHR	CAMPBELL RD-01	CONCORD RD	DEAD END	\$102,547.00
	ED HAYES WAY SIDEWALK TO PHR	ED HAYES WAY	DEAD END	GLAD VALLEY DR	\$18,343.00
	TREBLE COVE RD SIDEWALK TO VVP CONSTRUCTION	TREBLE COVE RD-04 TREBLE COVE RD-05 TREBLE COVE RD-06 TREBLE COVE RD-07	NASHUA RD JUNIPER ST BRANDON ST RIO VISTA ST	JUNIPER ST BRANDON ST RIO VISTA ST DRIVEWAY	\$33,978.00 \$34,844.00 \$29,677.00 \$95,374.00

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Capital Plan

Town of Billerica, DPW Engineering Division Roadway Management Program Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost
		TREBLE COVE RD-08	DRIVEWAY	PEQUOT ST	\$44,940.00
		TREBLE COVE RD-09	PEQUOT ST	GOLDENROD LN	\$84,512.00
		TREBLE COVE RD-10	GOLDENROD RD	UNKNOWN	\$90,043.00
		TREBLE COVE RD-11	UNKNOWN	GOLDENROD LN	\$36,671.00
		TREBLE COVE RD-12	GOLDENROD LN	UNKNOWN	\$32,847.00
					Subtotal: \$482,886.00
	OLD ELM / TALBOT SIDEWALK	LOWELL ST-01	OLD ELM ST	COLSON ST	\$115,069.00
		OLD ELM ST-07	COLSON ST	TALBOT AVE	\$19,959.00
		OLD ELM ST-08	TALBOT AVE	TALBOT AVE	\$12,757.00
		OLD ELM ST-09	TALBOT AVE	WILSON ST	\$32,088.00
		OLD ELM ST-10	WILSON ST	FAULKNER ST	\$105,116.00
		TALBOT AVE-02	CIRCLE	CIRCLE	\$177,266.00
		TALBOT AVE-03	CIRCLE	OLD ELM ST	\$120,754.00
					Subtotal: \$583,009.00
					Total: \$3,005,448.00

Section 15: Glossary

Glossary

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

Basics of Accounting & Basis of Budgeting

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.

Financial Policies

The Town operates under the guise of multiple financial policies. These policies have allowed the Town to have around on \$16,000,000 in excess tax capacity. The Town has also recently been upgraded to Aa2 and AA+ from Moody's and Standards and Poor's. These strong financial policies have also allowed us to build a brand new high school!

When building the budget the Town Manager attempts to follow the below policies:

1. The overall budget goal of the Board of Selectmen is to keep the budget to a 2% increase. This policy forces the Town to be prudent with taxpayer money. All necessary expenditures are funded with reoccurring revneus.

2. The Town of Billerica maintains 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 has not had the need to use the stabilization up to this point for general debt. The Town did appropriate \$1.4 million for the first time from the Debt Stabilization fund to fulfill the policy on excluded debt – which is to ensure that the tax impact on the median household does not exceed \$200 annually. The 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 \$19 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 will have approximately \$19 million in the debt stabilization fund by the fall of 2018 (see Table 2). An additional \$33 million will be needed to maintain a \$9 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 \$33 Million within the next 20 years through free cash appropriations and levy appropriations dictated by this policy.

The Town Debt Stabilization Policy has two objectives. One is maintaining the general fund debt at \$9 Million by using this fund. The second is using debt stabilization to buffer the impact of debt exclusions. It is projected that \$19 Million will be needed to contain the impact of two debt exclusion on the median single family tax bill to \$200 annually. The total debt stabilization need over 20 years is \$51 Million (see Table 3).

3. Consistent with DOR guidelines the Town strives to generate a free cash number between 3-5% of the total town budget. Over the course of the past few years the Town been very accurate with their revenue projections and conservative with their expenses. Aggressive tax collection strategies have been helpful with free cash generation.

Investment Policies:

1. Safety is the foremost objective of the investment policy.
2. Credit Risk may be mitigated by limiting the investments to the safest types of securities and by investing in banks in accordance with the aforementioned policy
3. The Town will maintain liquidity in its operating funds by limiting the investments in shorter term securities to 90 days or less
4. Trust funds will be invested in accordance with Chapter 44 Section 54 of the Massachusetts General Laws
5. Diversification – The Town of Billerica will diversify its investments by security type and institution. With the exception of U.S. Treasury securities or U.S. Government Agency funds and the State Treasurer’s investment pools, no more than 75% of the Town’s total investment portfolio, excluding U.S. obligations and Government Agency Funds will be deposited with a single financial institution.
6. Selection of banks for investments – It is the responsibility of the Treasurer to assess the financial condition of the banks that the Town of Billerica invests with. This is achieved by the review of bank rating guides, review of Banks’ Reports of Financial Condition and annual discussions with the banks regarding their financial position. The Town will only invest in banks with a VERIBANC rating of green light. The Town will divest its money from banks that fall below the green light rating. Primary emphasis will be placed on a bank’s capital adequacy, loan quality and profitability before determining suitability for Town investments. Consistent with Chapter 44, Section 55 of the Massachusetts General Laws, the Town will not at any one time have on deposit in a bank or trust company an amount exceeding 60% of the institution’s total equity presented on the institution’s annual audited financial statements. In addition, it is the Town’s policy that at no time shall any single bank or bank holding company, hold in excess of 75% of the Treasurer’s cash balance for more than three consecutive days.
7. Investment Size & Collateralization – The amount of available funds that the Town of Billerica has in its possession at any one time makes it impractical to invest in banks and maintain the advantage of FDIC insurance. Most of the Town’s Certificates of Deposit are purchased in \$1,000,000 blocks in order to take advantage of higher rates. Currently, Massachusetts is one of only four states that have no legal requirement for collateralizing public deposits. Legislation is currently pending to require collateralization. Until adoption of such legislation, the Treasurer will provide as much security as possible for the Town of Billerica’s bank investments through the prudent selection process described above. Preference will be given to banks that offer DIF insurance or collateralized deposits so long as the banks provide a comparable yield on investments.

8. Utilization of State Treasurer’s Investment Pool – The Massachusetts Municipal Depository Trust (MMDT) combines the funds of Massachusetts public units and invests on their behalf in short term instruments of U.S. Treasury and Government Agencies and large corporations and financial institutions, thus offering investors (such as the Town of Billerica) the opportunity to earn higher yields through a professionally managed fund. Since its inception, the State Treasurer has employed Fidelity Investments as the Fund’s manager. It is recognized that these investments are neither fully collateralized nor backed by the good full faith and credit of the Commonwealth of Massachusetts. However, there is a high degree of safety as a result of the pool’s use of: delivery versus payment for many of their securities; utilization of full disclosure to ensure that investing officials are aware of significant investment and administrative policies, practices and restrictions; collateralization of all repurchase agreements; the application of FDIC pass through insurance; and limiting investments to high quality marketable securities as defined in the enabling legislation. This degree of safety is recognized by the Government Accounting Standard Board in its qualification of state investment pools in financial statements.

Reserve Balances as of April 30, 2021

Free Cash	\$ 3,432,454
Free Cash (Water Enterprise)	\$ 1,945,078
Free Cash (Sewer Enterprise)	\$ 2,208,338
Overlay Surplus	\$ 0
Stabilization (town)	\$ 5,229,001
Stabilization (school)	\$ 811,189
Stabilization (debt)	\$ 21,656,668
Land Fund	\$ 391,570
Sale of Lots	\$ 180,377
Sewer Expansion	\$ 1,121,554
Inflow & Infiltration	\$ 497,105
Water Conservation	\$ 287,818
OPEB Trust	\$ 7,858,101

